

Agenda
Castleton Public Library Board of Trustees Meeting
Virtual Meeting, July 19, 2021 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- Sustainable Funding – introduction to options
- August meeting
- Confidentiality of Library Records – update
- Patron Conduct Policy – update

Old Business

- Library word-of-mouth advertising
- Reopening process

President's Report

Secretary's Report

- Review of minutes and transcript from June 21, 2021

Treasurer's Report

Director's Report

Friends Report

Committee Reports

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

Announcements

Public Comment

Executive Session

Adjourn

Options for Public Funding for a Municipal Public Library

- 1) Municipal appropriation - **Current model**
- 2) Municipal Ballot (Ch. 414 vote)
- 3) School District Ballot (Sec. 259 vote)
- 4) Recharter as a District Public Library (School District or Special Legislative District)
- 5) Consolidation/Merger with one or more adjacent public libraries

Confidentiality of Library Records

The Castleton Public Library will adhere to New York Civil Practice Law section 4509, pertaining to the confidentiality of library records. Under state law, library records which contain names or other personally identifying details regarding the users of public libraries (including but not limited to records related to the circulation of library materials, database searches, computer use, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials), shall be confidential unless permission of the user is given or a subpoena or court order is issued. All library staff are expected to follow policy and uphold the law.

The Library Director or his/her designee is the sole representative to authorize requests for confidential information protected by law. Library staff is required to direct any requests for such information to the Director. The Director will then consult with legal counsel and/or the Board of Directors before releasing any information protected by law.

Adopted March 21, 2011

Updated July 19, 2021

Patron Conduct Policy

The Castleton Public Library's purpose is to serve patrons who wish to use the library's services and premises. Library patrons have the right to use library materials and services without being disturbed or impeded by other library users. Library staff members have the right and obligation to conduct library business efficiently and without interference. Patrons and staff alike have the right to safety and comfort in the library.

The following code of conduct was developed to ensure that services are provided in a safe and pleasant environment. The Board of Trustees and Library Director are responsible for determining rules of behavior necessary to protect the rights, safety, and comfort of patrons and staff. Library staff members are authorized to courteously, but firmly, enforce these rules.

Code of Conduct

1. Loitering, smoking (including vaping and e-cigarettes), sleeping, gambling, selling, soliciting, and campaigning of any kind are prohibited on library property.
2. Eating and drinking is prohibited except during programming offered by the Library.
3. Fighting, provoking a fight, or causing a public disturbance that interferes with other patrons or staff is prohibited.
4. Loud, offensive, threatening or abusive language or actions are prohibited.
5. Profane, obscene or injurious behaviors are prohibited.
6. Firearms or weapons of any kind are prohibited, with the exception of firearms carried by law enforcement officers.
7. Indecent exposure, sexual acts or related behaviors are prohibited.
8. Using, possessing or being under the influence of alcohol, marijuana, or illegal drugs is prohibited.

9. Defacing, mutilating, damaging or destroying library materials, furnishings, equipment or other library property is prohibited.

10. Patrons are prohibited from leaving the library premises without checking out library materials at the circulation desk. Patrons shall respect staff requests to examine library materials they have in their possession.

11. Footwear, shirts and appropriate attire are required at all times.

12. Cellular phone use must not disturb other patrons or staff in their duties. Cell phone conversations should be conducted outside of the library whenever possible.

13. Earphones are required for patrons who wish to listen to music or use sound equipment.

14. A caregiver must accompany and stay with any children age five (5) and younger at all times. Children age eight (8) or younger must be accompanied by an adult or responsible adolescent that is at least 15 years of age. Children 9 – 17 years may use the library without caregiver supervision. See Children and Dependent Individuals Policy for more information pertaining to youth in the library.

15. Pets and other animals, with the exception of guide dogs or animals used in library-sponsored programs, are prohibited.

16. Skateboards, in-line skates, bicycles and other similar apparatus are not permitted inside the library building. Bicycles should be placed in bicycle racks outside the building.

17. Tampering with, altering, editing, or damaging the Library's computer hardware, software, or networks is prohibited.

18. Having bodily hygiene that is so offensive as to constitute a disturbance to other patrons using the Library is prohibited.

Any patron not abiding by these or any other rules or regulations of the library will be asked to leave the library premises. Repeat offenders may be denied library privileges by the Library Board of Trustees, on the recommendation of the Library Director. Library employees may contact local police whenever it is deemed necessary.

Patron Conduct Procedure

In the event that a person has violated the code of conduct, Library personnel will undertake the following procedure:

1. The person will be asked to cease the offensive behavior.
2. If the behavior persists, the person will be asked to leave the library premises.
3. If the person refuses to leave the library, he or she will be considered to be trespassing and subject to arrest. The police department will be contacted for assistance.

Adopted May 16, 2011

Last Updated: July 19, 2021

Castleton Public Library Board of Trustees Meeting

Monday, June 21, 2021 Minutes

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

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

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

Public Comment: None.

New Business:

An addendum to the Reopening Plan was discussed. Masks are required for everyone over two years of age inside the library. Masks are now no longer required during outdoor activities. This is in line with NYS and CDC guidance and is in line with the Schodack Central School District. Trustee Knaack motioned to approve the addendum to the Reopening Plan. Treasurer Mitchum seconded. Unanimously approved.

There was a revision to the Code of Ethics. A disclosure of interest section was added. Trustee Knaack motioned to approve the revised Code of Ethics. Treasurer Mitchum seconded. Unanimously approved.

There was a discussion about the Library Closure policy. A minor update was added to share information will be posted for closing updates in addition to the website and social media. Trustee Knaack motioned to approve the revised Library Closure Policy. Treasurer Mitchum seconded. Unanimously approved.

The Disaster Plan was discussed. A Disaster Team was assigned. Two additional roles were needed. Trustee Knaack and Trustee Rubin volunteered. Director Tacke will provide updated copies of the Disaster Plan to the team.

The Open Meetings Law was reviewed. The Governor keeps pushing out the date to resume in-person meetings. The board discussed whether meet in person before required by law or to continue to meet virtually. Excused board members will need to provide opinions. Director Tacke will email the Board with changes.

Old Business: Library programs were discussed, including the Summer Reading Club. Copies of the program were sent home with students K-8 in the Schodack Central School District. Registration can occur all summer long. T. Scandurra from the Friends offered a tent for all the outdoor events which was approved by the Village Board. The reopening process was further discussed. More furniture will be moved back. The capacity limit will be removed along with time limits. Director Tacke will monitor COVID-19 metrics and other libraries' progress toward fully reopening.

President's Report: None.

Secretary's Report: Trustee Knaack motioned to approve the May 2021 meeting minutes and transcript. Treasurer Mitchum seconded. Unanimously approved.

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

Director's Report: Director Tacke presented her monthly report for May 2021. The library was closed to the public for May 2020. June 2021 should provide a more apples-to-apples comparison, as library service in the building resumed in June 2020.

Friends Report: The Music on the Lawn bake sales went well. Updates will be provided next month.

Committee Reports:

Finance Committee and Sustainable Funding Committee have not met, but will meet soon. Policy Committee met to review the policy changes proposed for approval at tonight's meeting. The committee will meet again later this month to complete the policy review. Community Outreach and Visibility Committee did not meet, but Director Tacke reminded trustees about volunteering to give a public comment about the library at Schodack Town Board meetings. Trustee Rubin volunteered to give the public comment at the July Town Board meeting.

Announcements: None.

Public Comment: None.

Executive Session: None.

Trustee Knaack motioned to adjourn the meeting. Seconded by Treasurer Mitchum. Unanimously approved. The meeting was adjourned at 7:48 p.m.

**Castleton Public Library
Board of Trustees Meeting
Held virtually via Zoom, 6/21/2021, 7:00 p.m.**

Meeting Transcript

Shane Mitchum: Kicking off the June board meeting for the Castleton Public Library, we'll start with the Pledge of Allegiance.

[Attendees recite Pledge of Allegiance]

Shane Mitchum: All right. Roll call tonight will show Mary Claire is out on an excused absence and Jacki is not present. Next up is adoption of the agenda. Hopefully everybody had a minute to take a look at it. Any questions on the agenda tonight? Anything need to be added? Is there a motion to adopt the agenda for tonight's meeting?

Laurie Knaack: Laurie motions.

Alyssa Mitchum: I'll second.

Shane Mitchum: I heard Laurie motion, I heard Alyssa second. Patrick?

Patrick Cartwright: Aye.

Shane Mitchum: Kendra?

Kendra Rubin: Aye.

Shane Mitchum: I'm also an aye, so all are in favor on that, that motion will carry. There are no members of the public on the call tonight, so no comments from them. Moving right into new business, the first item on the list is the addendum to the Reopening Plan. I believe, Melissa, that is mainly the sections down here so we're still going to require a mask for everyone in the library, regardless of vaccination status. And then obviously outside, you can see it's relaxed a little bit.

Melissa Tacke: Yes, the reason why – it's clarifying we're not changing anything at the moment. One of the things when I was in the "Ask a Lawyer" session is that she did say that even if you're not making a change, since the state rules have changed, you might want to include something that has some kind of response, even if it's saying that you're going to be doing the same thing that you have been doing. So that's why that part is there. And then I think that the science has been on the side of getting rid of the masks outside for quite a while. I'm glad that New York State has relaxed this, and I feel totally comfortable doing that and that's in line with what the school district is doing as well. It is something that I do need the board to approve, because it is an addendum to a board-approved document.

Shane Mitchum: Any questions or comments about either new section here? All right, is there a motion to adopt the addendum to our Phased Reopening Plan?

Laurie Knaack: Laurie motions.

Shane Mitchum: Is there a second?

Alyssa Mitchum: Alyssa seconds.

Shane Mitchum: All right, Patrick?

Patrick Cartwright: Aye.

Shane Mitchum: Kendra?

Kendra Rubin: Aye.

Shane Mitchum: I'm also an aye, so all are in favor. The motion will carry.

Melissa Tacke: Thank you.

Shane Mitchum: No problem. Code of Ethics update.

Melissa Tacke: This is part of the general policy review that the Policy Committee has taken on. The only real change that I think is in the second page that talks about disclosure of interest. Kendra had added some language which basically says what happens if there is a conflict of interest, how does the board deal with looking at that once it's disclosed. It is, I think, a good expansion, because it says what we'll actually do if there is something where there is a conflict of interest. If there's anything that anyone on the Policy Committee wants to add or clarify, please feel free to chime in.

Shane Mitchum: So for example, Melissa, if we use a contractor or something that was a friend, or something like that, like we had bids out and that type of thing, or what -- where would the conflict of interest be, just out of curiosity?

Melissa Tacke: It's defined in Part II.

Shane Mitchum: Okay, okay. Gotcha.

Laurie Knaack: And I believe we didn't change that part. The only thing we added was laying out how it is addressed if there is one.

Shane Mitchum: Okay, makes sense. All right. Sounds good. Any other questions on this one? Is there a motion to adopt the Code of Ethics update?

Laurie Knaack: Laurie motions.

Shane Mitchum: Is there a second?

Alyssa Mitchum: Alyssa seconds.

Shane Mitchum: Patrick?

Patrick Cartwright: Aye.

Shane Mitchum: Kendra?

Kendra Rubin: Aye.

Shane Mitchum: I'm also an aye, motion will carry. All right, next up here is the Library Closure Policy update.

Melissa Tacke: That one is just a very, very minor update. It pertains to the closing paragraph that talks about where we post that information. Previously, it just said our website. This clarifies that we also put it on our social media and our phone answering message to reflect a closure.

Shane Mitchum: Is there a motion to adopt the Library Closure Policy?

Laurie Knaack: Laurie motions.

Shane Mitchum: Is there a second?

Alyssa Mitchum: Alyssa seconds.

Shane Mitchum: Patrick?

Patrick Cartwright: Aye.

Shane Mitchum: Kendra?

Kendra Rubin: Aye.

Shane Mitchum: I'm also an aye. That motion will carry. All right, the Castleton Public Library Disaster Response Team. Disaster Plan.

Melissa Tacke: That's something that's not in the packet itself, but something that we need to address. When we had originally adopted our Disaster Plan, one of the things that we had in place was assigning a Disaster Team. We haven't really updated that, so we need to update those roles, as well as all the other contact information for trustees and that kind of thing. The idea with the Disaster Team is that the Director is one, the President of the Board of Trustees is another, and then there are two other trustees that are also part of that Disaster Team. We each take responsibility for different aspects of disaster response -- there's all kinds of different aspects, from health and safety to security and facilities, supplies and equipment, and so on. I figured probably the easiest way to do it is, if we can get a couple people on the board to volunteer for those roles, we can either iron out via email or have a quick meeting to iron out who wants to take on what roles. Most of the roles will be filled by me. Also what will happen is that those four people on that Disaster Team will get a binder that has information about the library's disaster response that you'll keep somewhere at home or in your car. For example, I keep my copy in my car so I've got it no matter where I am. Hopefully it's something that we won't ever have to call on anyone to serve in this capacity, but basically I'm looking for two additional trustees other than Shane to be on that Disaster Team.

Alyssa Mitchum: Melissa, I don't mind helping with that.

Melissa Tacke: Okay, great.

Patrick Cartwright: Melissa, this is Patrick, I'll volunteer for that.

Melissa Tacke: Okay, great. So what I will do is, I'll email you guys tomorrow to follow up and we'll figure out who wants to take on what roles and I'll send you kind of a list of what they are, and all that, and then once I get everything updated -- I have some things to update on the Disaster Plan, mostly just contact information and stuff -- and then, once I have updated hard copies put together somewhere starting -- I might not get them by the end of the week. But I'll get those to you and have them ready as soon as possible to have.

Shane Mitchum: Melissa, just one quick thing, do you think it's okay that Alyssa and I are both on the Disaster Team? Just in case --

Melissa Tacke: I'm sorry, you froze for a second.

Laurie Knaack: Right, you might be in the same place. I'm happy to volunteer as well if you're looking for someone else who might be in a different location. I'm in the Village, walking distance from the library and currently and for the foreseeable future work from home so I think that puts me in a good position to be physically present if there's an aspect of it that might require that.

Shane Mitchum: Yeah, I think that makes sense, Laurie. I appreciate that.

Laurie Knaack: You're welcome.

Shane Mitchum: Melissa, are you back, or are you frozen right now?

Melissa Tacke: I think I understand -- what I heard is that because you and Alyssa are both in the same location, it might be a good idea to have someone else do it, and that Laurie is willing to step up. Is that correct?

Shane Mitchum: Yes.

Melissa Tacke: Okay, I think I caught 75% of it. Okay, that's fine. So I'll reach out to you guys and go over that. Thank you.

Shane Mitchum: All right, the next thing on the agenda is the Open Meetings Law consideration. I know Patrick had brought that up right before we started. Melissa was saying how the Governor keeps pushing out the date that we have to meet in person again. However, if people do want to meet in person, we can certainly have that discussion. Melissa, I don't know if you wanted to add anything there.

Melissa Tacke: Sure, I know that it's been pushed out on a 30-day basis, and it's something that I didn't think was going to be rescinded anytime soon over the last year, so I never bothered to mention it. But as we get closer, we just have to think about that, because we won't have a lot of notice if it isn't extended again. Right now I think it's extended through -- I know it covered this meeting, but it doesn't necessarily cover July, so it's something for us to think about and talk about whether we want to take advantage of the opportunity to meet virtually for as long as we can, or whether we wanted to start meeting again in person sooner than we are required to by law. I have no preference, so I can leave it up to you guys. I don't know how people are feeling about it.

Shane Mitchum: I'll start. I have no preference either, assuming everyone on the board is comfortable with what we decide. I don't mind if we're in person, I don't mind if we keep doing virtual. I know Patrick asked a question earlier, didn't -- isn't a part of the Open Meetings Law where we could have some virtual and some in person, but we have to either stream it live or publicize it or something like that?

Melissa Tacke: Well, we could do a hybrid and it would be basically the same except for we would need to make sure that we're able to -- that everyone's connected, so the people who are joining virtually --

Shane Mitchum: Anybody else have any thoughts about meeting in person, or keeping virtual?

Patrick Cartwright: Yeah, I wasn't trying to push the in person over the virtual. Virtual is very convenient for us, I think. I just wanted some visibility of what we're looking at in the future, and so it looks like we have to wait 30 days at a time, along those lines, to find out. I'm fine with the way it is right now.

Laurie Knaack: This is Laurie. I'm happy to continue meeting virtually as long as that's permitted and works well for us. It certainly can be a little more convenient, but I have no safety concerns about us beginning to meet in person again when that's necessary.

Kendra Rubin: Yes, agreed.

Shane Mitchum: I guess, Melissa, that would bring up the the second question as far as -- if we start meeting in person, we're opening back into public again, right? The public would come in.

Melissa Tacke: Yeah, I mean, we're open to public now. The idea is that they're supposed to be equivalents in terms of access.

Shane Mitchum: Yep, definitely. All right, so it sounds like the consensus here is to keep going the way we're going until we have to change it. So, Melissa, if you want I'm also happy to swing down there, and if anybody does want to meet in person, I have no issue coming down there and sit with you, and maybe we project it up on the screen in the conference room or something like that.

Melissa Tacke: What I'll do is, I'll keep an eye on what's happening with the Executive Orders and then I'll email the board if there's a change and we'll go from there in deciding you know what we want to do.

Shane Mitchum: Okay. That works for me, and it would also probably be good to get Mary Claire and Jacki's input, too, if we do decide to change anything.

Laurie Knaack: Right. It's certainly worth figuring out if meeting remotely has worked better for them or they'd like to -- can you explore options for doing some sort of hybrid, some of us in person, some monthly depending on availability. That's totally doable, right? That'll be permissible, as long as we publish and clarify how the public can join? Is my understanding correct, Melissa?

Melissa Tacke: I'm not sure about that as far as votes are concerned, on the part of the board. I'd have to look at what that entails.

Laurie Knaack: I believe the old version pre-COVID was something like we needed to publish ahead of time the locations where people would be joining from if part of the meeting was happening from a different location, like people were calling in by phone or something. So if that's necessary, then we can plan ahead around that if there are any of the board members have a safety concern or convenience concern about scheduling and to be able to meet. To have some of us in person and some remotely. We can explore whether that's an option. If we need to publish something ahead of time about where people are located, or whatever the Open Meetings Law requires at that point.

Shane Mitchum: And that's a good point, Laurie, too, because if there's members of the public that -- not that we get a ton of members of the public on the call, but if we did have members of the public that wanted to attend the meeting and maybe did not feel safe or something like that to go in person, it might be nice to just have the link available too.

Laurie Knaack: Right, I can imagine that there might be, you know, some of the older immunocompromised folks in our community surely might want to attend a meeting or something and still not feel comfortable doing all of that in person for the more extended time period versus coming in and picking up a book in the library, right? So anything we can do to make it to make that -- facilitate that for them and make the the public feel comfortable joining the meetings is good.

Shane Mitchum: Okay. All right, so I guess we'll reconvene on this as we get closer to next month's meeting, depending on what recommendations come out.

Melissa Tacke: And just another another wrinkle on this is that as long as we do meet virtually, I still have to create a transcript. Zoom does create part of a transcript, but it requires a significant amount of cleanup on my part. It's a task that I'm looking forward to no longer having.

Shane Mitchum: How long do you spend on that?

Melissa Tacke: Well, I've kind of gotten it down to a science, because I'll go through and do a cleanup before I even listen to the recording, and then I'll do a cleanup as I listen to the recording. Slow, because it's done at 0.6x speed. For a 30- or 45-minute meeting, it takes a good, I would say two and a half hours. So it's something that I am willing to do as long as we meet remotely. *[inaudible]* I would like it to more -- either have us be in a virtual meeting environment *[inaudible]* hybrid and I believe that I am having to continue to *[inaudible]* transcripts and it's a responsibility I wouldn't want to push on a member of the board, because it's kind of a large ask, because it is a significant amount of effort and time to do it.

Shane Mitchum: I hear you, I think -- let's reconvene on this, everybody kind of think about it, and we'll go from there, if that works.

Laurie Knaack: If it would be an option for us to have the board meeting person, but then offer the ability for members of the public to join if they give us notice ahead or something to join remotely, then we could play that by ear month-by-month as well and that we have to not create a transcript for ones that didn't have anyone joining remotely. That does sound like an arduous task, Melissa. I'd like to free you from that when we can.

Melissa Tacke: I don't mind doing it for now, I just don't want to do it for the remainder of the year.

Shane Mitchum: All right, that was it for new business, so let's move into old business. Library word-of-mouth advertising. I assume that's going to be the Summer Reading Club.

Melissa Tacke: Yes! Summer Reading, Summer Reading, Summer Reading! I believe that's the next item in your packet. I've got our Summer Reading Club reading records and activities guide. A copy of this is going out this week to all of the K-8 students in the Schodack Central School District. They won't send anything home with the high school students, so we're only allowed to send things home with K-8. I also was able to send it home with all of the kids at Story Place Preschool. The registration -- either online registration or paper registration -- opens up on June 25th, so this coming Friday. And then, this coming Saturday, which is the 26th, we'll have our kickoff event. That will be from 10:30 to 3:30. And the idea is, come down, sign up for Summer Reading, and everyone who signs up will get a coupon for a free ice cream cone from Stewart's. And, you know, pick out books and do all that fun stuff. And hopefully get kids and families off to a good start with their summer reading. The guide there has a calendar of events. That is at the front of the document. And then other than that first page, that has basically the end of this week, we then have two weeks of events on each page. And there's a guide on the side to show what age groups the activities are for. There's a little calendar up at the top with the times. We're offering a number of events which I think will be well received, as well as continuing with our take and make crafts. We'll have a different craft kit every week, and we'll have a different science kit every two weeks. In terms of virtual programming, the only virtual program we're continuing at this time is the Virtual Storytime with a new storytime posted every Wednesday. Other than that, we've kind of stepped away from the virtual stuff. We just haven't had a lot of takers, so we think it's better to focus most of our efforts on our in-person activities. So that's what we're doing over the summer. And you don't have to sign up this week, this Saturday. Sign-up continues all summer long, even if a family gets the guide home from school and they bring it in at the very end of the summer to hand in that reading record, that's fine. So any time to sign up for Summer Reading.

Shane Mitchum: All right.

Laurie Knaack: I'm excited for some of those kits, Melissa, the parachutes and Skittles sound exciting.

Melissa Tacke: Yeah, it should be fun.

Shane Mitchum: This New York Raptors thing looks pretty cool.

Patrick Cartwright: The raptor thing, I agree with that, I think it's amazing. The whole list is so impressive, this afternoon I was amazed at these activities.

Melissa Tacke: Oh good, I'm glad.

Laurie Knaack: The outdoor games ones sounds great as well, yeah. It's high value, and everything sounds like we're gonna have a lot of fun with outdoor events this year.

Melissa Tacke: Yeah, and the -- I don't know if I mentioned this. I don't think I did, because I don't think it was approved last time we met, but Theresa Scandurra has a 20-by-20 professional-type tent that she had offered to loan to us to have up on the front lawn over the summer. We needed to get permission from the Village to put that up, since it's not our property. And the Village [Board] had approved that at their meeting at the end of May, so we are officially all good to go. The tent is going to go up on Thursday and I think that'll be really nice. That will add an option for some shade and just make things a lot easier to set up and take down. We have a little pop-up tent, but having to set that up every time and take it down -- it'll be nice to just have a tent that will be up all summer. I think that will be a big help.

Shane Mitchum: Great. All right. Next up in old business is the reopening process.

Melissa Tacke: Yep, and obviously we've talked about the mask stuff. But one of the things I'll be doing starting tomorrow is putting back more of the the furnishings, more of the chairs and tables. And I think -- because we are continuing to require masks -- I think that we can get rid of our capacity limit. We haven't really run into it. I don't think it's going to be a problem. So that's something to look forward to. And I'm going to bring back the computer stations a little bit more -- we have one, and we'll stick with one. We've had very little demand for that public computer. So we'll be easing those in a little bit more, because that is a really big table, and DPW has it in storage, and I've got to do updates for all of the other public computer stations, so that will probably take at least a few weeks, and maybe will be based on demand for right now, because they do take up a lot of space at that table. Also, eliminating the time limits. I think that we can do that now. So those are some changes. We're inching closer and closer to normal, and I will continue to monitor what's going on with the public health situation in terms of vaccinations, new case rates. I know that a number of libraries are starting to go more with the New York State guidance as far as, unvaccinated people are expected to continue to mask, but those who are vaccinated can not wear a mask. I know that a number of libraries are starting to institute those policies at their library. I'm hoping at the next Directors Association meeting in early July to get a snapshot of where other libraries are at on this. Right now, I know it's really mixed, and we might be lagging behind some others, especially in light of our small space and the fact that we don't have the kind of HVAC system that say a large library has. We might be moving a little bit more slowly on this issue than other libraries, but I think it's something that we'll just continue to evaluate where we're at and what we're able to do, given the information that we have about what the COVID situation looks like in our community.

Shane Mitchum: I think that all makes sense, and again, we'll reevaluate next month. Maybe at that point we'll see, like you said, where the numbers are at and what everything looks like and what the guidance says, and adjust if we need to.

Laurie Knaack: Melissa, I know this is something that costs money and we have existing computers, but have we considered laptops or tablets or anything for public computer use, instead of having all the physical workstations?

Melissa Tacke: That's something that we did think about doing, even before the pandemic. We thought, hey, maybe we'll do that in the future. We just purchased the stations that we have at the end of 2019, but it's definitely something that I've thought about in terms of instead of having the big table with the four stations on it, maybe adding some different seating, and just having Chromebooks or laptops or something that we can have people use.

Laurie Knaack: Right, especially something like -- Chromebooks are very flexible and very easy to completely log out of. So that might be a good -- and not that expensive, so that might be a good option for us to consider in the future, especially if you're not seeing the usage of the desktop computers that you used to and don't want to reserve all that big chunk of space for it. I know we don't want to fail to get good use out of the equipment we have, but at the same time, that might be what the public is familiar with anyway after this year of many of them trying to use their own or shared devices and use the WiFi instead of coming in building because they knew computers weren't available some of that time, that kind of thing.

Melissa Tacke: Yep.

Shane Mitchum: All right. Any other questions? I will move into the President's Report. I do not have anything to report this month. Taking a look at Secretary's Report. First up are the minutes from the May board meeting. Is there a motion to adopt the minutes from the May board meeting?

Laurie Knaack: Laurie motions.

Shane Mitchum: Is there a second?

Alyssa Mitchum: Alyssa seconds.

Shane Mitchum: All right, Patrick?

Patrick Cartwright: Aye.

Shane Mitchum: Kendra?

Kendra Rubin: Aye.

Shane Mitchum: And next up is the transcript from last month's meeting. Is there a motion to adopt the transcript from the May board meeting?

Laurie Knaack: Laurie motions.

Shane Mitchum: Is there a second?

Alyssa Mitchum: Alyssa seconds.

Shane Mitchum: All right, Patrick?

Patrick Cartwright: Aye.

Shane Mitchum: Kendra?

Kendra Rubin: Aye.

Shane Mitchum: I am also an aye. All are in favor, that motion will carry. All right, moving into the Treasurer's Report.

Alyssa Mitchum: Hi everyone. Not much to report this month. I reviewed the check detail. Outside of our payroll expenses, the largest expense this month was printed materials. That came out to \$706.13. For the Summer Reading Program. That's it.

Shane Mitchum: Makes sense. Any questions on the check detail this month? Is there a motion to adopt this month's check detail?

Laurie Knaack: Laurie motions.

Shane Mitchum: Is there a second?

Alyssa Mitchum: Alyssa seconds.

Shane Mitchum: Patrick?

Patrick Cartwright: Aye.

Shane Mitchum: Kendra?

Kendra Rubin: Aye.

Shane Mitchum: All right. Director's Report.

Melissa Tacke: That's the next item in your packet. There's some information there about what May this year looked like in comparison to last year. In May of 2020 we were still not open to the public. We started up with curbside service on June 1st, 2020. I think we'll have a true apples-to-apples comparison once we're looking at June, because we'll actually be looking at what it's been like when we've been open to the public for some kind of service. So you can see, e-content is still pretty in demand, but not at its peak that that

we experienced before we reopened. I won't belabor all this, the statistics and stuff. The kits are popular. And there's information about our programs there. If anybody has any questions about my report, I'm glad to answer them.

Laurie Knaack: I just want to point out I'm excited to see our Facebook page is getting a lot of visibility. It sounds like your events that get publicized there get liked a lot. So hopefully that helps get the word out. And I'm happy to see our WiFi use and WiFi hotspot use up high, meaning that we are certainly helping a lot of people connect that way.

Melissa Tacke: Absolutely.

Shane Mitchum: I had one question, Melissa. On this total reach down here, were we advertising a lot more in 2020 is that --

Melissa Tacke: I think in 2020, because we were closed to the public, we were putting stuff out there frequently. That was a main way we were reaching the public. So I think that's why there's a difference.

Shane Mitchum: Yeah, because that's the only thing that's really different. Likes, newsletter list, all that stuff is pretty much the same. Definitely looks like it's trending in the right direction here. All right, any other questions for Melissa? Moving on into the Friends Report. Any news from the Friends?

Melissa Tacke: I haven't gotten a real update from Theresa, but I know that they have been doing a bake sale every week at the Music in the Town Park, and I know that they did very, very well the first day that they were there. Getting some nice donations. I think that they had made, I think Theresa said the first night they made like \$400 or something, which is a lot. And I think that they did so well, because that was one, I think, where the senior -- Department of Aging, I think -- had given a bunch of seniors a voucher that they could use to buy food at the event, and then the County then paid all of the vendors at which a voucher was used. That's why they they made as much as they did on that first night. But I think in general, they tend to get at least \$100 or so every time that they're up at the Town Park. Maybe not at the second one, because I know that it was held and ended up being rainy at the very end, so maybe a smaller crowd. From what I understand, they've been doing pretty well with that. They aren't having a meeting this month because so many of them go up to volunteer to do this, they just end up talking things over when they're manning the bake sale booth. I'll know more from them next month.

Shane Mitchum: Okay, great. Moving into Committee Reports. Finance Committee, I don't think we met since the last meeting. Our main focus is kind of talking about with the -- that's under Sustainable Funding, so I guess this one's the budget. I don't think we have met since the last meeting on the budget.

Melissa Tacke: We have not, and I'll reach out to you guys to meet again. Same thing with Sustainable Funding, it's the same people.

Shane Mitchum: Yeah. Administrative Committee. Laurie, did you guys meet?

Laurie Knaack: I don't think we met. My memory is a little shot lately. I think only the Policy Committee met and not my other ones.

Shane Mitchum: Operations and Capital Projects, we did not meet, so no report there. Policy Committee.

Alyssa Mitchum: Policy Committee got together earlier this month. All we have left are four documents to review, and we have that set for the end of June.

Shane Mitchum: All right, Long Range Planning committees. Sustainable Funding, we did not meet. However, the biggest thing I think we're looking at is, obviously, how we're going to fund the library going forward. If we continue with the way we're going right now, or do we make a little bit of a change and have some more type of permanent funding. But, again, we're still in discussions with that. Library Space?

Patrick Cartwright: We did not meet.

Shane Mitchum: All right, and Community Outreach and Visibility?

Laurie Knaack: No report.

Shane Mitchum: All right. Any announcements.

Melissa Tacke: Oh, one thing. We did not have a meeting. We probably won't be meeting again until September, based on what we had discussed when the committee met, but one of the things that falls under that category that I did want to mention is about the public comment at the Schodack Town Board meetings. I know Alyssa took on the June one and it sounds like it went really well, it was well-received.

Alyssa Mitchum: It went very well. The Town Board was very excited to hear about the Summer Reading Program and there were actually a few members of the public there, who I was able to hand out the programming guides to and several people said to me, "wow, this looks like so much fun." The Board was very receptive and after I finished speaking with everyone, David Harris said specifically how awesome the Castleton Public Library is and they said, we owe that to Melissa. And you really do such an amazing job and everyone was very excited about the Program.

Melissa Tacke: That's good. I'm so glad it went well and I'm hoping that the next one will go just as well. That's coming up Thursday, July 8th at 7:00 p.m. and we're still looking for someone who's willing to talk about digital services at that meeting. I'll have a script all prepared for you, if anyone is interested in stepping up to take on that public comment. You can either let me know now, or send me an email, or in that Google spreadsheet I sent out, you can just add your name for July, and what I'll do is -- I know that they're still doing attendance via Zoom or in person. I think it's recommended that you make reservations either way, so I'll leave that to you to decide how you want to do that and to contact the Town Clerk. But I will send you a script a couple days before the meeting. You won't have to be going in there cold. You'll have information on hand when you're talking to them.

Kendra Rubin: What was the date of the July meeting, again, Melissa?

Melissa Tacke: Thursday, July 8th, and that's at 7:00 p.m.

Shane Mitchum: Normally -- correct me if I'm wrong, Melissa, but I think they let the public go first so they can leave and not have to stay for the entirety of the meeting, if they don't want to.

Melissa Tacke: Yeah, I believe the public comment portion is near the beginning -- it might not be the very, very first item, but it's near the beginning of the meeting.

Kendra Rubin: I can do the 8th.

Melissa Tacke: Okay, fabulous. So what I'll do is I'll email you a script a couple of days before and then, if you have any questions or anything, just let me know. Thank you, thank you, thank you!

Kendra Rubin: Sure.

Shane Mitchum: All right, any announcements? We still have no members of public on the call. Any reason to go into executive session? Is there an a motion to adjourn this meeting?

Laurie Knaack: Laurie motions.

Shane Mitchum: Is there a second?

Alyssa Mitchum: Alyssa seconds.

Shane Mitchum: Patrick?

Patrick Cartwright: Aye.

Shane Mitchum: Kendra?

Kendra Rubin: Aye.

Shane Mitchum: I'm also an aye, all in favor there, that motion will carry. Meeting is adjourned.

[Attendees say thanks and goodbyes]

3:03 PM
07/05/21

The Castleton Public Library
Check Detail

June 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	06/04/2021	Amazon LLC	200.2 · Citizens Checking Account		-16.99
Bill	1126819713...	06/04/2021		74104B1 · DVDs & Other Materials	-16.99	16.99
TOTAL					-16.99	16.99
Bill Pmt -Check	DEBIT	06/08/2021	Amazon LLC	200.2 · Citizens Checking Account		-34.95
Bill	1123302729...	06/08/2021		74104B1 · DVDs & Other Materials	-34.95	34.95
TOTAL					-34.95	34.95
Bill Pmt -Check	DEBIT	06/09/2021	New York State P...	200.2 · Citizens Checking Account		-75.00
Bill	7832492-FB9	06/09/2021		74104B6 · Museum Passes	-75.00	75.00
TOTAL					-75.00	75.00
Bill Pmt -Check	DEBIT	06/11/2021	Children's Muse...	200.2 · Citizens Checking Account		-150.00
Bill		06/10/2021		74104B6 · Museum Passes	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	DEBIT	06/14/2021	Amazon LLC	200.2 · Citizens Checking Account		-9.14
Bill	1128627037...	06/14/2021		7410.4F · Office and Library Supplies	-9.14	9.14
TOTAL					-9.14	9.14
Bill Pmt -Check	DEBIT	06/15/2021	Amazon LLC	200.2 · Citizens Checking Account		-12.96
Bill	1126819713...	06/14/2021		74104B1 · DVDs & Other Materials	-12.96	12.96
TOTAL					-12.96	12.96
Bill Pmt -Check	DEBIT	06/15/2021	Amazon LLC	200.2 · Citizens Checking Account		-22.99
Bill	1126819713...	06/15/2021		74104B1 · DVDs & Other Materials	-22.99	22.99
TOTAL					-22.99	22.99
Bill Pmt -Check	DEBIT	06/16/2021	USPS	200.2 · Citizens Checking Account		-2.75
Bill		06/16/2021		7410.4G · Postage	-2.75	2.75
TOTAL					-2.75	2.75
Bill Pmt -Check	DEBIT	06/21/2021	Amazon LLC	200.2 · Citizens Checking Account		-17.96
Bill	1126819713...	06/21/2021		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96
Bill Pmt -Check	DEBIT	06/22/2021	Zoom Video Com...	200.2 · Citizens Checking Account		-12.74
Bill	INV93033965	06/22/2021		7410.4C · Equipment/Technology	-12.74	12.74
TOTAL					-12.74	12.74

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The Castleton Public Library
Check Detail

June 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	06/23/2021	Target	200.2 · Citizens Checking Account		-119.01
Bill		06/23/2021		74104B1 · DVDs & Other Materials	-74.96	74.96
				74104D1 · Summer Reading Program	-44.05	44.05
TOTAL					-119.01	119.01
Bill Pmt -Check	DEBIT	06/30/2021	Facebook	200.2 · Citizens Checking Account		-14.04
Bill	4222333361...	06/30/2021		74104D1 · Summer Reading Program	-14.04	14.04
TOTAL					-14.04	14.04
Bill Pmt -Check	DEBIT	06/30/2021	Amazon LLC	200.2 · Citizens Checking Account		-226.88
Bill	1129073081...	06/23/2021		74104D1 · Summer Reading Program	-226.88	226.88
TOTAL					-226.88	226.88
Bill Pmt -Check	DEBIT	06/30/2021	Amazon LLC	200.2 · Citizens Checking Account		-27.88
Bill	1127003446...	06/23/2021		74104B1 · DVDs & Other Materials	-27.88	27.88
TOTAL					-27.88	27.88
Bill Pmt -Check	2817	06/02/2021	T-Mobile	200.2 · Citizens Checking Account		-119.44
Bill		06/01/2021		7410.4C · Equipment/Technology	-29.86	29.86
				7410.4B · Library Materials	-89.58	89.58
TOTAL					-119.44	119.44
Bill Pmt -Check	2819	06/02/2021	Village of Castlet...	200.2 · Citizens Checking Account		-4,317.30
Bill	84331	06/01/2021		7410.1A · Gross wages - Director	-2,108.42	2,108.42
				7410.1B · Gross wages - Librarian	-731.53	731.53
				7410.1C · Gross wages - Assistant	-1,173.03	1,173.03
				9030.8 · Social Security/Medicare	-304.32	304.32
TOTAL					-4,317.30	4,317.30
Bill Pmt -Check	2820	06/05/2021	OverDrive	200.2 · Citizens Checking Account		-242.47
Bill	01080CO21...	06/01/2021		74104B2 · Electronic Content	-242.47	242.47
TOTAL					-242.47	242.47
Bill Pmt -Check	2821	06/07/2021	U.S. Bank	200.2 · Citizens Checking Account		-139.94
Bill	444218705	06/01/2021		7410.4C · Equipment/Technology	-139.94	139.94
TOTAL					-139.94	139.94
Bill Pmt -Check	2822	06/07/2021	Village of Castlet...	200.2 · Citizens Checking Account		-4,666.51
Bill	84335	06/07/2021		7410.1A · Gross wages - Director	-2,108.42	2,108.42
				7410.1B · Gross wages - Librarian	-887.92	887.92
				7410.1C · Gross wages - Assistant	-1,341.03	1,341.03
				9030.8 · Social Security/Medicare	-329.14	329.14
TOTAL					-4,666.51	4,666.51

3:03 PM
07/05/21

The Castleton Public Library
Check Detail

June 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	2823	06/07/2021	Village of Castlet...	200.2 · Citizens Checking Account		-679.24
Bill	84336	06/07/2021		9060.8 · Health Insurance	-679.24	679.24
TOTAL					-679.24	679.24
Bill Pmt -Check	2824	06/07/2021	Village of Castlet...	200.2 · Citizens Checking Account		-679.24
Bill	84337	06/07/2021		9060.8 · Health Insurance	-679.24	679.24
TOTAL					-679.24	679.24
Bill Pmt -Check	2825	06/11/2021	Village of Castlet...	200.2 · Citizens Checking Account		-199.73
Bill	84338	06/09/2021		9040.8 · Workers Comp	-199.73	199.73
TOTAL					-199.73	199.73
Bill Pmt -Check	2826	06/09/2021	Destroyer Escort ...	200.2 · Citizens Checking Account		-75.00
Bill		06/09/2021		74104B6 · Museum Passes	-75.00	75.00
TOTAL					-75.00	75.00
Bill Pmt -Check	2827	06/09/2021	Norman Rockwel...	200.2 · Citizens Checking Account		-100.00
Bill		06/10/2021		74104B6 · Museum Passes	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Check	2828	06/09/2021	Hyde Collection	200.2 · Citizens Checking Account		-100.00
Bill		06/10/2021		74104B6 · Museum Passes	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Check	2829	06/09/2021	FASNY Museum ...	200.2 · Citizens Checking Account		-50.00
Bill		06/10/2021		74104B6 · Museum Passes	-50.00	50.00
TOTAL					-50.00	50.00
Bill Pmt -Check	2830	06/09/2021	Hancock Shaker ...	200.2 · Citizens Checking Account		-250.00
Bill		06/09/2021		74104B6 · Museum Passes	-250.00	250.00
TOTAL					-250.00	250.00
Bill Pmt -Check	2831	06/11/2021	Albany Institute ...	200.2 · Citizens Checking Account		-100.00
Bill		06/11/2021		74104B6 · Museum Passes	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Check	2832	06/11/2021	Empire State Aer...	200.2 · Citizens Checking Account		-60.00
Bill		06/11/2021		74104B6 · Museum Passes	-60.00	60.00
TOTAL					-60.00	60.00

The Castleton Public Library
Check Detail

June 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	2833	06/11/2021	MiSci	200.2 · Citizens Checking Account		-200.00
Bill		06/11/2021		74104B6 · Museum Passes	-200.00	200.00
TOTAL					-200.00	200.00
Bill Pmt -Check	2834	06/11/2021	Berkshire Museum	200.2 · Citizens Checking Account		-100.00
Bill		06/11/2021		74104B6 · Museum Passes	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Check	2835	06/11/2021	Berkshire Botani...	200.2 · Citizens Checking Account		-120.00
Bill		06/11/2021		74104B6 · Museum Passes	-120.00	120.00
TOTAL					-120.00	120.00
Bill Pmt -Check	2836	06/18/2021	Massachusetts ...	200.2 · Citizens Checking Account		-250.00
Bill		06/18/2021		74104B6 · Museum Passes	-250.00	250.00
TOTAL					-250.00	250.00
Bill Pmt -Check	2837	06/16/2021	Curtis Printing C...	200.2 · Citizens Checking Account		-503.00
Bill	189160	06/14/2021		74104D1 · Summer Reading Program	-503.00	503.00
TOTAL					-503.00	503.00
Bill Pmt -Check	2838	06/18/2021	Blackstone Publi...	200.2 · Citizens Checking Account		-38.95
Bill	1226986	06/08/2021		74104B4 · Audiobooks	-38.95	38.95
TOTAL					-38.95	38.95
Bill Pmt -Check	2839	06/21/2021	Time Warner Cable	200.2 · Citizens Checking Account		-97.89
Bill	8688574010...	06/11/2021		7410.4H · Telephone/Data Links	-97.89	97.89
TOTAL					-97.89	97.89
Bill Pmt -Check	2840	06/25/2021	Village of Castlet...	200.2 · Citizens Checking Account		-4,630.26
Bill	84342	06/22/2021		7410.1A · Gross wages - Director	-2,108.42	2,108.42
				7410.1B · Gross wages - Librarian	-776.93	776.93
				7410.1C · Gross wages - Assistant	-1,418.35	1,418.35
				9030.8 · Social Security/Medicare	-326.56	326.56
TOTAL					-4,630.26	4,630.26
Bill Pmt -Check	2841	06/25/2021	Village of Castlet...	200.2 · Citizens Checking Account		-120.75
Bill	84343	06/22/2021		9055.8 · Disability	-120.75	120.75
TOTAL					-120.75	120.75

3:00 PM
07/05/21

The Castleton Public Library
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 06/30/2021

	<u>Jun 30, 21</u>
Beginning Balance	192,643.61
Cleared Transactions	
Checks and Payments - 2 items	-30,000.00
Deposits and Credits - 2 items	<u>13.66</u>
Total Cleared Transactions	<u>-29,986.34</u>
Cleared Balance	<u>162,657.27</u>
Register Balance as of 06/30/2021	162,657.27
Ending Balance	162,657.27

3:00 PM
07/05/21

The Castleton Public Library
Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 06/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						192,643.61
Cleared Transactions						
Checks and Payments - 2 items						
Transfer	06/01/2021			X	-15,000.00	-15,000.00
Transfer	06/30/2021			X	-15,000.00	-30,000.00
Total Checks and Payments					-30,000.00	-30,000.00
Deposits and Credits - 2 items						
Deposit	06/15/2021			X	10.75	10.75
Deposit	06/30/2021			X	2.91	13.66
Total Deposits and Credits					13.66	13.66
Total Cleared Transactions					-29,986.34	-29,986.34
Cleared Balance					-29,986.34	162,657.27
Register Balance as of 06/30/2021					-29,986.34	162,657.27
Ending Balance					-29,986.34	162,657.27

3:03 PM
07/05/21

The Castleton Public Library
Reconciliation Summary

200.2 · Citizens Checking Account, Period Ending 06/30/2021

	<u>Jun 30, 21</u>
Beginning Balance	38,482.42
Cleared Transactions	
Checks and Payments - 38 items	-18,583.01
Deposits and Credits - 2 items	30,000.00
Total Cleared Transactions	<u>11,416.99</u>
Cleared Balance	<u><u>49,899.41</u></u>
Uncleared Transactions	
Checks and Payments - 1 item	<u>-9.97</u>
Total Uncleared Transactions	<u>-9.97</u>
Register Balance as of 06/30/2021	<u><u>49,889.44</u></u>
Ending Balance	49,889.44

3:03 PM
07/05/21

The Castleton Public Library
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 06/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						38,482.42
Cleared Transactions						
Checks and Payments - 38 items						
Bill Pmt -Check	06/02/2021	2819	Village of Castleton-...	X	-4,317.30	-4,317.30
Bill Pmt -Check	06/02/2021	2817	T-Mobile	X	-119.44	-4,436.74
Bill Pmt -Check	06/04/2021	DEBIT	Amazon LLC	X	-16.99	-4,453.73
Bill Pmt -Check	06/05/2021	2820	OverDrive	X	-242.47	-4,696.20
Bill Pmt -Check	06/07/2021	2822	Village of Castleton-...	X	-4,666.51	-9,362.71
Bill Pmt -Check	06/07/2021	2823	Village of Castleton-...	X	-679.24	-10,041.95
Bill Pmt -Check	06/07/2021	2824	Village of Castleton-...	X	-679.24	-10,721.19
Bill Pmt -Check	06/07/2021	2821	U.S. Bank	X	-139.94	-10,861.13
Bill Pmt -Check	06/08/2021	DEBIT	Amazon LLC	X	-34.95	-10,896.08
Bill Pmt -Check	06/09/2021	2830	Hancock Shaker Vill...	X	-250.00	-11,146.08
Bill Pmt -Check	06/09/2021	2827	Norman Rockwell M...	X	-100.00	-11,246.08
Bill Pmt -Check	06/09/2021	2828	Hyde Collection	X	-100.00	-11,346.08
Bill Pmt -Check	06/09/2021	DEBIT	New York State Parks	X	-75.00	-11,421.08
Bill Pmt -Check	06/09/2021	2826	Destroyer Escort His...	X	-75.00	-11,496.08
Bill Pmt -Check	06/09/2021	2829	FASNY Museum of ...	X	-50.00	-11,546.08
Bill Pmt -Check	06/11/2021	2833	MiSci	X	-200.00	-11,746.08
Bill Pmt -Check	06/11/2021	2825	Village of Castleton-...	X	-199.73	-11,945.81
Bill Pmt -Check	06/11/2021	DEBIT	Children's Museum ...	X	-150.00	-12,095.81
Bill Pmt -Check	06/11/2021	2835	Berkshire Botanical ...	X	-120.00	-12,215.81
Bill Pmt -Check	06/11/2021	2834	Berkshire Museum	X	-100.00	-12,315.81
Bill Pmt -Check	06/11/2021	2831	Albany Institute of Hi...	X	-100.00	-12,415.81
Bill Pmt -Check	06/11/2021	2832	Empire State Aerosc...	X	-60.00	-12,475.81
Bill Pmt -Check	06/14/2021	DEBIT	Amazon LLC	X	-9.14	-12,484.95
Bill Pmt -Check	06/15/2021	DEBIT	Amazon LLC	X	-22.99	-12,507.94
Bill Pmt -Check	06/15/2021	DEBIT	Amazon LLC	X	-12.96	-12,520.90
Bill Pmt -Check	06/16/2021	2837	Curtis Printing Comp...	X	-503.00	-13,023.90
Bill Pmt -Check	06/16/2021	DEBIT	USPS	X	-2.75	-13,026.65
Bill Pmt -Check	06/18/2021	2836	Massachusetts Mus...	X	-250.00	-13,276.65
Bill Pmt -Check	06/18/2021	2838	Blackstone Publishing	X	-38.95	-13,315.60
Bill Pmt -Check	06/21/2021	2839	Time Warner Cable	X	-97.89	-13,413.49
Bill Pmt -Check	06/21/2021	DEBIT	Amazon LLC	X	-17.96	-13,431.45
Bill Pmt -Check	06/22/2021	DEBIT	Zoom Video Commu...	X	-12.74	-13,444.19
Bill Pmt -Check	06/23/2021	DEBIT	Target	X	-119.01	-13,563.20
Bill Pmt -Check	06/25/2021	2840	Village of Castleton-...	X	-4,630.26	-18,193.46
Bill Pmt -Check	06/25/2021	2841	Village of Castleton-...	X	-120.75	-18,314.21
Bill Pmt -Check	06/30/2021	DEBIT	Amazon LLC	X	-226.88	-18,541.09
Bill Pmt -Check	06/30/2021	DEBIT	Amazon LLC	X	-27.88	-18,568.97
Bill Pmt -Check	06/30/2021	DEBIT	Facebook	X	-14.04	-18,583.01
Total Checks and Payments					-18,583.01	-18,583.01
Deposits and Credits - 2 items						
Transfer	06/01/2021			X	15,000.00	15,000.00
Transfer	06/30/2021			X	15,000.00	30,000.00
Total Deposits and Credits					30,000.00	30,000.00
Total Cleared Transactions					11,416.99	11,416.99
Cleared Balance					11,416.99	49,899.41

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The Castleton Public Library
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 06/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	03/04/2021	2786	Joelle Adler		-9.97	-9.97
Total Checks and Payments					-9.97	-9.97
Total Uncleared Transactions					-9.97	-9.97
Register Balance as of 06/30/2021					11,407.02	49,889.44
Ending Balance					11,407.02	49,889.44

The Castleton Public Library

Profit & Loss

June 2021

	Jun 21
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	0.00
2082.12 · Lost Books	3.99
2082.13 · Copies, Prints and Faxes	0.00
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	3.99
Total 2082 · Library Charges	3.99
2401 · Interest & Earnings	2.91
2705 · Gifts & Donations	6.76
Total Income	13.66
Gross Profit	13.66
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	6,325.26
7410.1B · Gross wages - Librarian	2,396.38
7410.1C · Gross wages - Assistant	3,932.41
Total 7410.11 · Employee Gross Wages	12,654.05
Total 7410.1 · Personal Services	12,654.05
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B6 · Museum Passes	1,630.00
74104B4 · Audiobooks	38.95
74104B2 · Electronic Content	242.47
74104B1 · DVDs & Other Materials	208.69
7410.4B · Library Materials - Other	89.58
Total 7410.4B · Library Materials	2,209.69
7410.4C · Equipment/Technology	182.54
7410.4D · Programs	
74104D1 · Summer Reading Program	787.97
Total 7410.4D · Programs	787.97
7410.41 · Operations and Administrative	
7410.4G · Postage	2.75
7410.4H · Telephone/Data Links	97.89
7410.4F · Office and Library Supplies	9.14
Total 7410.41 · Operations and Administrative	109.78
Total 7410.4 · Contractual Expenses	3,289.98
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	960.02
9040.8 · Workers Comp	199.73
9055.8 · Disability	120.75
9060.8 · Health Insurance	1,358.48
Total 9000 · Employee - Benefits	2,638.98
Total Expense	18,583.01
Net Ordinary Income	-18,569.35
Net Income	-18,569.35

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through June 2021

	Jan - Jun 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	10.66	0.00	10.66	100.0%
2082.12 · Lost Books	192.06	0.00	192.06	100.0%
2082.13 · Copies, Prints and Faxes	8.45	240.00	-231.55	3.5%
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	211.17	240.00	-28.83	88.0%
Total 2082 · Library Charges	211.17	240.00	-28.83	88.0%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	146,786.00	146,786.00	0.00	100.0%
2360.2 · Village of Castleton	0.00	14,000.00	-14,000.00	0.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	150,111.00	164,111.00	-14,000.00	91.5%
2401 · Interest & Earnings	16.33	24.00	-7.67	68.0%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,123.46	5,000.00	1,123.46	122.5%
Total 2705 · Gifts & Donations	7,123.46	6,000.00	1,123.46	118.7%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	2,149.00	-2,149.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	387.00	1,130.00	-743.00	34.2%
2760.9 · Grants - Other	1,000.00	1,000.00	0.00	100.0%
Total 2760 · Library System Grants	1,387.00	4,279.00	-2,892.00	32.4%
599 · Appropriated Fund Balance	0.00	11,504.00	-11,504.00	0.0%
Total Income	158,848.96	186,158.00	-27,309.04	85.3%
Gross Profit	158,848.96	186,158.00	-27,309.04	85.3%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	27,302.05	54,819.00	-27,516.95	49.8%
7410.1B · Gross wages - Librarian	10,362.15	20,983.00	-10,620.85	49.4%
7410.1C · Gross wages - Assistant	15,298.40	41,653.00	-26,354.60	36.7%
Total 7410.11 · Employee Gross Wages	52,962.60	117,455.00	-64,492.40	45.1%
Total 7410.1 · Personal Services	52,962.60	117,455.00	-64,492.40	45.1%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	4,447.00	-4,447.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	4,447.00	-4,447.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,630.00	1,400.00	230.00	116.4%
74104B5 · Magazines and Newspapers	0.00	736.00	-736.00	0.0%
74104B4 · Audiobooks	208.23	400.00	-191.77	52.1%
74104B3 · Print Materials	3,004.55	7,515.00	-4,510.45	40.0%
74104B2 · Electronic Content	3,243.55	5,000.00	-1,756.45	64.9%
74104B1 · DVDs & Other Materials	783.30	1,450.00	-666.70	54.0%
7410.4B · Library Materials - Other	566.90	1,210.00	-643.10	46.9%
Total 7410.4B · Library Materials	9,436.53	17,711.00	-8,274.47	53.3%
7410.4C · Equipment/Technology	965.36	3,785.00	-2,819.64	25.5%
7410.4D · Programs				

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through June 2021

	Jan - Jun 21	Budget	\$ Over Budget	% of Budget
74104D1 · Summer Reading Program	1,035.31	3,500.00	-2,464.69	29.6%
7410.4D · Programs - Other	986.51	2,500.00	-1,513.49	39.5%
Total 7410.4D · Programs	2,021.82	6,000.00	-3,978.18	33.7%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	12.00	800.00	-788.00	1.5%
7410.4E · Automated Services	1,956.18	4,100.00	-2,143.82	47.7%
7410.4G · Postage	11.00	300.00	-289.00	3.7%
7410.4H · Telephone/Data Links	585.68	1,400.00	-814.32	41.8%
7410.4I · Insurance	1,701.89	2,530.00	-828.11	67.3%
7410.4F · Office and Library Supplies	76.10	1,300.00	-1,223.90	5.9%
7410.4J · Professional Services	420.00	400.00	20.00	105.0%
Total 7410.41 · Operations and Administrati...	4,762.85	10,830.00	-6,067.15	44.0%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	0.00	0.00	0.0%
7410.4K · Miscellaneous - Other	15.00	25.00	-10.00	60.0%
Total 7410.4K · Miscellaneous	15.00	25.00	-10.00	60.0%
Total 7410.4 · Contractual Expenses	17,201.56	38,351.00	-21,149.44	44.9%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	5,500.00	-5,500.00	0.0%
9030.8 · Social Security/Medicare	4,016.93	8,930.00	-4,913.07	45.0%
9040.8 · Workers Comp	329.42	880.00	-550.58	37.4%
9055.8 · Disability	241.50	535.00	-293.50	45.1%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	4,075.44	8,560.00	-4,484.56	47.6%
Total 9060.8 · Health Insurance	4,075.44	10,060.00	-5,984.56	40.5%
Total 9000 · Employee - Benefits	8,663.29	25,905.00	-17,241.71	33.4%
Total Expense	78,827.45	186,158.00	-107,330.55	42.3%
Net Ordinary Income	80,021.51	0.00	80,021.51	100.0%
Net Income	80,021.51	0.00	80,021.51	100.0%

The Castleton Public Library
 Profit & Loss Forecast vs. Actual

January through June 2021

	Jan - Jun 21	Forecast	\$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	10.66	1.90	8.76	561.1%
2082.12 · Lost Books	192.06	79.03	113.03	243.0%
2082.13 · Copies, Prints and Faxes	8.45	134.40	-125.95	6.3%
2082.14 · Register Overage/Shortage	0.00	-0.10	0.10	0.0%
Total 2082.1 · Library Fines & Fees	211.17	215.23	-4.06	98.1%
Total 2082 · Library Charges	211.17	215.23	-4.06	98.1%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	146,786.00	146,786.00	0.00	100.0%
2360.2 · Village of Castleton	0.00	0.00	0.00	0.0%
2360.3 · Rensselaer County	3,325.00	0.00	3,325.00	100.0%
Total 2360 · Intergovernmental Revenues	150,111.00	146,786.00	3,325.00	102.3%
2401 · Interest & Earnings	16.33	16.92	-0.59	96.5%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,123.46	6,114.69	8.77	100.1%
Total 2705 · Gifts & Donations	7,123.46	7,114.69	8.77	100.1%
2760 · Library System Grants				
2760.1 · LLSA and ERATE (UHLS)	387.00	0.00	387.00	100.0%
2760.9 · Grants - Other	1,000.00	1,050.00	-50.00	95.2%
Total 2760 · Library System Grants	1,387.00	1,050.00	337.00	132.1%
Total Income	158,848.96	155,182.84	3,666.12	102.4%
Gross Profit	158,848.96	155,182.84	3,666.12	102.4%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	27,302.05	25,774.93	1,527.12	105.9%
7410.1B · Gross wages - Librarian	10,362.15	9,785.68	576.47	105.9%
7410.1C · Gross wages - Assistant	15,298.40	15,916.74	-618.34	96.1%
Total 7410.11 · Employee Gross Wages	52,962.60	51,477.35	1,485.25	102.9%
Total 7410.1 · Personal Services	52,962.60	51,477.35	1,485.25	102.9%
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	0.00	249.19	-249.19	0.0%
7410.4B4 · Audiobooks	208.23	159.99	48.24	130.2%
7410.4B3 · Print Materials	3,004.55	2,542.85	461.70	118.2%
7410.4B2 · Electronic Content	3,243.55	4,550.89	-1,307.34	71.3%
7410.4B1 · DVDs & Other Materials	783.30	762.56	20.74	102.7%
7410.4B · Library Materials - Other	566.90	510.98	55.92	110.9%
Total 7410.4B · Library Materials	9,436.53	9,601.46	-164.93	98.3%
7410.4C · Equipment/Technology	965.36	1,335.64	-370.28	72.3%
7410.4D · Programs				
7410.4D1 · Summer Reading Program	1,035.31	1,123.85	-88.54	92.1%
7410.4D · Programs - Other	986.51	880.47	106.04	112.0%
Total 7410.4D · Programs	2,021.82	2,004.32	17.50	100.9%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	12.00	229.95	-217.95	5.2%
7410.4E · Automated Services	1,956.18	1,863.04	93.14	105.0%
7410.4G · Postage	11.00	13.57	-2.57	81.1%
7410.4H · Telephone/Data Links	585.68	556.21	29.47	105.3%
7410.4I · Insurance	1,701.89	2,347.41	-645.52	72.5%
7410.4F · Office and Library Supplies	76.10	445.40	-369.30	17.1%
7410.4J · Professional Services	420.00	0.00	420.00	100.0%
Total 7410.41 · Operations and Administrative	4,762.85	5,455.58	-692.73	87.3%
7410.4K · Miscellaneous	15.00	10.00	5.00	150.0%
Total 7410.4 · Contractual Expenses	17,201.56	18,407.00	-1,205.44	93.5%

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The Castleton Public Library
Profit & Loss Forecast vs. Actual

Accrual Basis

January through June 2021

	Jan - Jun 21	Forecast	\$ Over Forecast	% of Forecast
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	0.00	0.00	0.0%
9030.8 · Social Security/Medicare	4,016.93	3,863.95	152.98	104.0%
9040.8 · Workers Comp	329.42	92.38	237.04	356.6%
9055.8 · Disability	241.50	120.75	120.75	200.0%
9060.8 · Health Insurance	4,075.44	3,658.68	416.76	111.4%
Total 9000 · Employee - Benefits	8,663.29	7,735.76	927.53	112.0%
Total Expense	78,827.45	77,620.11	1,207.34	101.6%
Net Ordinary Income	80,021.51	77,562.73	2,458.78	103.2%
Net Income	80,021.51	77,562.73	2,458.78	103.2%

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

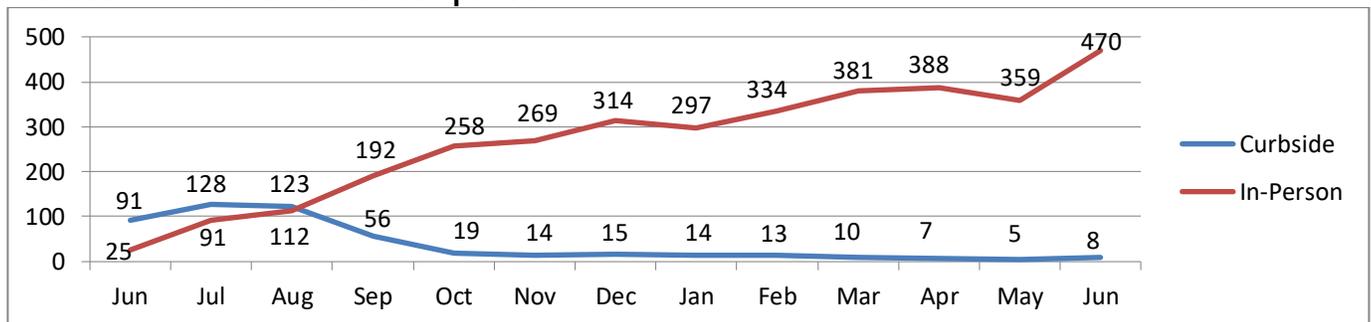
	<u>Jun 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	162,657.27
200.2 · Citizens Checking Account	49,889.44
200.9 · Petty Cash	50.00
Total Checking/Savings	<u>212,596.71</u>
Other Current Assets	
395 · Deposits with Other Government	3,500.00
Total Other Current Assets	<u>3,500.00</u>
Total Current Assets	<u>216,096.71</u>
TOTAL ASSETS	<u>216,096.71</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	80,021.51
Total Equity	<u>216,096.73</u>
TOTAL LIABILITIES & EQUITY	<u>216,096.71</u>

Director's Report – June

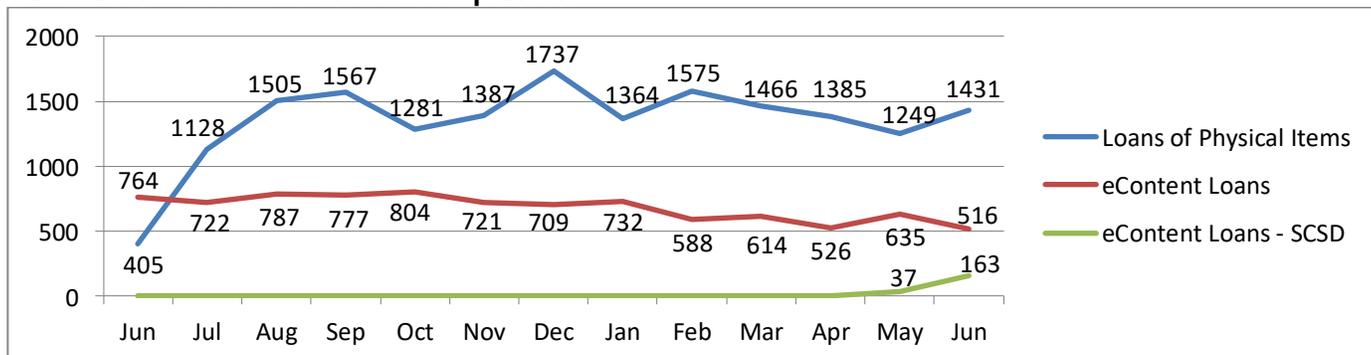
June 2021 – Usage Statistics in Comparison

	June 2021	June 2020	Percent Change
Circulation			
Circulation of materials at CPL	1,431	405	+253.3%
Items loaned to other libraries	376	330	+13.9%
Items borrowed from other libraries	472	108	+337%
eContent circulation	516	764	-32.5%
Programming			
Number of programs offered	20	14	+42.9%
Program attendance – in-person	82	0	N/A
Program attendance – live virtual	0	2	-100%
Program attendance – kits and prerecorded virtual*	210	45	+366.7%
Public Computer Use			
Public Computer Sessions	5	0**	N/A
WiFi Use - daily unique users	375 (3.52 GB)	211 (5.39 GB)	+77.7%
WiFi Hotspot Use	14.28 GB	14.4 GB***	-0.8%
Marketing Reach			
Website visits	1,133	1,276	-11.2%
Website unique visitors	468	634	-26.2%
Email newsletter list size	1,411	1,392	+1.4%
Facebook page likes	884	820	+7.8%
Facebook total reach	4,519	11,157	-59.5%
<p>* = Attendance for prerecorded programs is measured by total views through 6/30. For kits, the number of kits taken through 6/30 is used for the attendance number.</p> <p>** = Public computer stations were not reintroduced at CPL until 5/3/21.</p> <p>***= Hotspots were loaned to Castle Hill senior housing for the period 4/8/20-6/22/20.</p>			

Visitation – Month-to-Month Comparison



Circulation – Month-to-Month Comparison



Summer Reading Registrations (through 7/12)

	Children	Teens	Adults	Total
2021 (through 7/12) – paper registrations	50	12	35	97
2021 (through 7/12) – online registrations	13	8	6	27
2021 (through 7/12) – all registrations	63	20	41	124
2020 – all registrations	39	14	28	81
2019 – all registrations	176	37	107	320

Programs – June

6/1/2021	Cool Science: Paper Rockets	56
6/1/2021	Take & M. Crafts: Rainbow Crafts	53
6/1/2021	Teen Time: Design Your Journal	16
6/2/2021	Virtual Storytime	6
6/4/2021	Bookmobile at Castle Hill	4
6/8/2021	Kids Cook: Bell Pepper Pizzas	4
6/9/2021	Virtual Storytime	2
6/12/2021	Duct Tape Crafts	16
6/16/2021	Virtual Storytime	4
6/16/2021	Afternoon Book Club	8
6/17/2021	Storytime on the Lawn	0

6/23/2021	Virtual Storytime	1
6/25/2021	CPL @Farmers Market	9
6/26/2021	Cool Science: Parachutes	28
6/26/2021	Take & M. Crafts: Patriotic Crafts	39
6/26/2021	Summer Art Kit	0
6/26/2021	SRC Kickoff	45
6/28/2021	Perler Bead Crafts	0
6/29/2021	Kids Book Bingo	0
6/30/2021	Virtual Storytime	1
	Month total	292

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

- June 1 – Installation of June StoryWalk at Schodack Island State Park
- June 8 – Meeting with Director
- June 22 – Meeting with Director
- June 22 – Youth Services Advisory Council meeting (online meeting)
- June 24 – Offline circulation training, UHLS (online meeting)

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

- June 4 – Directors Association meeting (online meeting)
- June 4 – Contactless Bookmobile at Castle Hill senior housing
- June 7 – Policy Committee meeting (online meeting)
- June 8 – Meeting with Youth Services Librarian
- June 9 – UHLS Annual Celebration (online meeting)
- June 14 – Village Board meeting (online meeting)
- June 19 – Represented CPL at Castleton-on-Hudson Celebrates Diversity parade
- June 22 – Meeting with Debbie Hackley, Service Coordinator at Castle Hill senior housing
- June 22 – Meeting with Youth Services Librarian
- June 24 – Tent setup on front lawn
- June 25 – Outreach table at Castleton-on-Hudson Farmers and Artisans Market
- June 28 – Meeting with Laura Pace, Activities Director at Riverside Center for Rehabilitation & Nursing
- June 28 – Village Board meeting
- June 30 – Installation of July StoryWalk at Schodack Island State Park