

**Agenda**  
**Castleton Public Library Board of Trustees Meeting**  
**Virtual Meeting, June 21, 2021 at 7:00pm**

**Welcome**

**Pledge of Allegiance**

**Roll Call**

**Adoption of Agenda**

**Public Comment**

**New Business**

- Addendum to CPL Reopening Plan & Safety Plan
- Code of Ethics – update
- Library Closure Policy – update
- CPL Disaster Reponse Team (Disaster Plan)
- Open Meetings Law considerations

**Old Business**

- Library word-of-mouth advertising
- Reopening process

**President's Report**

**Secretary's Report**

- Review of minutes and transcript from May 17, 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**

# **Addendum to Castleton Public Library Phased Reopening Plan & NYS Safety Plan**

This addendum to the Castleton Public Library's Phased Reopening Plan and NYS Safety Plan concerns the wearing of masks by staff members and members of the public. The purpose of the addendum is to clarify the library's mask policy in accordance with updated guidance from the CDC and the NYS Department of Health.

## **Masks Inside the Library**

NYS Department of Health strongly recommends masks in indoor settings where vaccination status of individuals is unknown. As we cannot confirm vaccination status of visitors, the library will continue to require masks until further notice. Everyone age 2 and older is required to wear a mask while inside the library. Masks must fully cover the nose and mouth at all times.

## **Masks During Outdoor Library-Sponsored Activities**

On June 7, NYS relaxed its mask mandate for schools when students are outside for recess, physical education, interscholastic sports, and outdoor classes. In accordance with these changes, effective 6/21/21, masks are now optional during the library's outdoor activities, including meetings and public programs. This applies to CPL staff as well as visitors. All of the library's other COVID-19 mitigation protocols, including social distancing and requiring masks indoors, will remain in place until further notice. This change in our mask policy aligns with the Schodack Central School District's policy change regarding masks in outdoor settings.

Approved 21 June 2021

# **Code of Ethics**

The Castleton Public Library located in the Village of Castleton, County of Rensselaer, hereby adopts the following Code of Ethics setting forth for the guidance of its officers and employees the standards of conduct reasonably expected of them.

## **Part I - Definitions**

1. "Contract" means any claim, amount or demand against or agreement with the Library, express or implied, and shall include the designation of a depository of public funds and the designation of a newspaper, including but not limited to an official newspaper, for the publication of any notice or resolution or other proceeding where such publication is required or authorized by law.
2. "Interest" means a direct or indirect pecuniary or material benefit accruing to a Library officer or employee as the result of a contract with the Library which such officer or employee serves. For the purpose of this Code of Ethics, a Library officer or employee shall be deemed to have an interest in the contract of (A) a spouse, minor child or dependent, except a contract of employment with the Library which such officer or employee serves, (B) a firm partnership or association of which such officer or employee is a member or employee, (C) a corporation of which such officer or employee is an officer, director or employee, and (D) a corporation of which any stock is owned or controlled, directly or indirectly, by such officer or employee.
3. "Officer or Employee" means an Officer or Trustee of the Library Board, Library Director, and employees of the Library. No person shall be deemed to be a Library Officer or Employee solely by reason of being a volunteer worker. Fhggfgh

## **Part II: Conflicts of Interest**

1. No officer or employee of the Library shall have any interest in any contract with the Library of which he or she is an officer or employee, when such officer or employee, individually or as a member of the Library Board of Directors, has the power or duty to negotiate, prepare, authorize or approve the contract or authorize or approve payment there under.
2. No officer or employee of the Library shall audit bills or claims under a contract in which such officer or employee has an interest.
3. No officer or employee of the Library who has an interest in a contract shall appoint an officer or employee who shall have the power to negotiate, prepare, authorize or approve such contract or authorize or approve payment there under or audit bills or claims under such contract.
4. No Library Treasurer shall have an interest greater than 5% of the outstanding stock in a bank or trust company designated as a depository, paying agent, registered agent or for investment of funds of the Library of which he or she is Treasurer.

### **Part III: Disclosure of Interest**

1. Any Library officer or employee who has, will have, or later acquires an interest in any actual or proposed contract with the Library of which he or she is an officer or employee, shall publicly disclose the nature and extent of such interest in writing to the Library Board of Trustees as soon as he or she has knowledge of such actual or prospective interest. Such written disclosure shall be made part of the Library minutes. Once disclosure has been made with respect to an interest in a contract with a particular person, firm, corporation or association, no further disclosures need be made with respect to additional contracts with the same party during the remainder of the year.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the Library Board shall determine whether a conflict of interest exists and, if so, the Library Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the Library's best interest. If the conflict involves a related party transaction, the Library Board shall consider alternative transactions to the extent available and shall document, in writing, the basis for its approval and its consideration of alternatives. Voting on such matters shall be by a majority vote without counting the vote of any interested Library Trustee, even if the disinterested Library Trustees are less than a quorum provided that at least one consenting Library Trustee is disinterested.
3. An interested Library Trustee, director or employee shall not participate in or be present during any discussion, debate, or vote of the Library Board, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest.

### **Part IV: Prohibited Actions**

1. No Library officer or employee shall, directly or indirectly, solicit any gift, or accept or receive any gift in the performance of his or her official duties that was intended as a reward for any official action on his or her part.
  - a. This section does not prohibit:
    - i. Gifts made to the Library.
    - ii. Fund raising activities authorized by and pursuant to Section 204-a of the General Municipal Law.
    - iii. Gifts from a person with a family or personal relationship with the officer or employee when the circumstances make it clear that it is that personal relationship, rather than the recipient's status as an officer or employee, that is the primary motivating factor for the gift.
    - iv. Gifts which are modest, reasonable, and customary, given on

- special occasions, such as marriage, illness or retirement.
- v. Unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads and calendars
  - vi. Awards and plaques having a value of seventy-five dollars or less which are publicly presented in recognition of service as an officer or employee or other service to the community; or
  - vii. payments of rewards authorized by law.
2. No Library officer or employee shall disclose confidential information acquired in the course of official duties or use such information to further his or her personal interest.
  3. No Library officer or employee shall receive or agree to receive compensation from others for services to be rendered in relation to any matter pending before the Library Board of Trustees.

### **Part V: Miscellaneous**

1. A copy of this code, as adopted by resolution of the Library, shall be distributed to every officer and employee of the Library.
2. A copy of this code, as adopted by resolution of the Library, shall be filed in the Office of the State Comptroller.

Adopted by Board of Directors of the Castleton Library on 5/19/2014. Revisions adopted by Board on 6/21/2021.

Attest: \_\_\_\_\_, Secretary  
Castleton Library

I, \_\_\_\_\_, hereby acknowledge that I have received and read the CASTLETON LIBRARY CODE OF ETHICS dated 00/00/0000 and agree to abide by its terms.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Copy: Personnel File  
Board of Trustees  
Library Director  
Library Treasurer  
Library Secretary

Approved: May 19, 2014

Updated: June 21, 2021

# **Library Closure Policy**

The Castleton Public Library recognizes, on occasion, inclement weather and other unusual conditions may prevent the library from opening, postpone opening, or require early closing. However, maximum effort will be made to maintain regular library operating hours.

The Castleton Public Library Closure Policy is as follows:

- In the event that conditions arise requiring a premature closing of the library due to inclement weather, the Library Director, in consultation with the Library Board President, may close the library building to the public.
- Situations which may result in closing the library may include, but are not limited to, inclement weather, a power outage, a failure of the building heating system, flooding and unsafe or unhealthy conditions.
- All library loan periods will be extended when this occurs.

Once a decision has been made to close the library, the Library Director will notify the necessary media outlet(s) to broadcast the closing to the general public and staff. Closing information and this policy will be posted on the library website, social media, and the message on the library's answering machine updated to reflect the closure.



# **Castleton Public Library**



## **Summer Reading Club Reading & Activities Guide**

**Join us for a summer full of reading,  
activities, and fun for all ages!**

**The more you read, the more opportunities you earn  
to win one of our raffle prizes!**

**Readers of all ages can track their reading  
using the paper forms inside this guide, or track online.  
This guide also contains a complete list of our summer events.**





# Castleton Public Library Summer Reading Club

This year's Summer Reading Program theme is  
*Tails and Tales*

Not only is the Summer Reading Club fun for the whole family, it also helps your kids stay motivated to read and learn. In addition to our program for kids and teens, we also offer an early literacy component for babies, toddlers, and preschoolers, and enrichment activities for adults.

**Our prizes this year are \$30 Amazon gift certificates.**

**We'll be drawing 30 winners!**

**Whether you track online or on paper, the more you read, the more chances you'll earn to win!**

## Reading

**Track your reading & enter to win prizes!**

You can choose to track your reading  
using the paper reading records in this guide or track online!  
Information about both options is listed below.

### Track Online

#### How to Track Online

- Go to <http://castny05.readsquared.com/>
- Click "register" in the top right corner and indicate if you're registering yourself or your whole family.
- Choose which program(s) you are signing up for based on grade/age:
  - **Early Literacy Program** (from birth to entering Kindergarten in the fall)
  - **Kids Reading Program** (for kids entering 1st-5th grades in the fall)
  - **Teen Reading Program** (for teens entering 6th-12th grades in the fall)
  - **Adult Reading Program** (for adults)
- Complete the registration form and then you can start tracking your reading and completing missions (activities)!
- Need help getting started? Email [director@castletonpubliclibrary.org](mailto:director@castletonpubliclibrary.org) or call us at 518-732-0879.
- Be sure to finish logging all of your reading and activities by **6:00 p.m. on Monday, August 30** to enter to win our prize drawings!

### Track On Paper

#### Which Record Do I Use?

For children from birth through entering Kindergarten in the fall:  
**Early Literacy Reading Record** (see p. 8-9)

For kids entering 1st-5th grades in the fall:  
**Kids Reading Record** (see p. 10-11)

For teens entering 6th-12th grades in the fall:  
**Teen Reading Record** (see p. 12-13)

For adults:  
**Adult Reading Record** (see p. 14)

#### Checking In

Checking in is easy - just bring your reading record to our front desk!

You may check in multiple times during the summer, or once at the end of summer.

Be sure to make your final check-in by **6:00 p.m. on Monday, August 30** to enter to win our prize drawings!

# Our Events & Take-Home Kits

We're offering a variety of outdoor in-person events, take-home kits, and virtual events over the summer for children, teens, and adults!

See the calendar section in this guide (pgs. 2-7) for a complete listing of our summer events.

## **Registration is recommended for many of our in-person events.**

Drop-ins will be accepted as space allows, but the best way to make sure your family can attend is to register! Registration information for each event is included in this guide.

**In case of inclement weather, outdoor in-person events will be cancelled.**

As of the printing of this guide, masks are required for everyone (ages 2+) inside the library.

Masks are not currently required outdoors during in-person programs.

Our health & safety measures may change over the course of the summer.

Call 518-732-0879 or check [tinyurl.com/CPL-visit](http://tinyurl.com/CPL-visit) for the most up-to-date information.

During the summer, we'll change our take-home kit offerings more frequently:

**We'll offer a different Take & Make Craft kit every week!**

**We'll offer a different Cool Science at Home kit every two weeks!**

Kit descriptions and dates offered are included in the calendar of events.

## **Need some craft supplies?**

Ask us for a **Summer Art Kit**, which contains crayons, markers, glue, a glue stick, and children's scissors. The Summer Art Kit is available upon request, while supplies last.

We'd like to see what you're up to during the Summer Reading Club!

Participate in our **Summer Reading Photo Challenge** by sending us photos of you making crafts, doing science experiments, reading books, and more!

If you submit photos, you'll be entered in a drawing to win an Amazon gift card!

We'll also use your photos in a showcase video at the end of the summer.

All ages can participate. Be sure to email your photos by **Friday, August 27** to [youthservices@castletonpubliclibrary.org](mailto:youthservices@castletonpubliclibrary.org).

## **Suggested Ages for Our Activities**

Each of our activities is designed with age groups in mind:

**L** = For Little Ones - Birth to entering Kindergarten in the fall

**K** = For Kids - Entering 1st-5th Grades in the fall

**T** = For Teens - Entering 6th-12th Grades in the Fall

**A** = For Adults - Ages 18 and older

# Calendar of Events - June 20-26

**L K T A** CPL at the Castleton-on-Hudson Farmers & Artisans Market - Friday, June 25 - 4:30-7:30pm

Location: Intersection of Scott Avenue and Main Street, Castleton, NY 12033

Come visit our table at the Farmers Market!

**L K T A** Summer Reading Club Kickoff - Saturday, June 26 - 10:30am-3:30pm

School is out and Summer Reading is in! Stop by to sign up for our Summer Reading Club and pick up a coupon for a free Stewart's ice cream cone! Can't come today? You can sign up for our SRC all summer long!

**K T** Take & Make Craft Kit: Patriotic Crafts - pick up kit any time from 6/26 through 7/3

Get ready for the 4th of July with some fun crafts to celebrate and decorate your home!

**L K T** Cool Science at Home Kit: Parachutes - pick up kit any time from 6/26 through 7/10

Make your own miniature parachute and learn about the science behind how gravity and other forces work!

# June 27-July 10

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28 <b>Perler Bead Crafts: 2:00-5:30</b>  <b>Take &amp; Make Craft Kit: Patriotic Crafts</b> (avail. through 7/3)  <b>Cool Science Kit: Parachutes</b> (avail. through 7/10)	29 <b>Kids' Book Bingo: 3:00</b>	30 <b>Virtual Storytime</b>	1	2 <b>Rainbow Scratch Art: 11:00-2:30</b>	3
4	5 <b>Take &amp; Make Craft Kit: Paper Mosaic Art</b> (avail. thru 7/10)	6 <b>Salt Painting: 1:00-4:30</b>	7 <b>Virtual Storytime</b>	8 <b>Teen Time - Duct Tape Crafts: 4:00</b>	9 <b>Games on the Lawn: 11:00-2:30</b>	10

## L K T A Perler Bead Crafts - Monday, June 28 - 2:00-5:30pm

Make something awesome out of perler beads! This event will be held outdoors. **Registration for a specific time slot is recommended.** Register at [forms.gle/T9Wy1dxYwewaAUu87](https://forms.gle/T9Wy1dxYwewaAUu87) or call 518-732-0879.

## L K T Take & Make Craft Kit: Patriotic Crafts - pick up kit any time from 6/26 through 7/3

Get ready for the 4th of July with some fun crafts to celebrate and decorate your home!

## L K T Cool Science at Home Kit: Parachutes - pick up kit any time from 6/26 through 7/10

Make your own miniature parachute and learn about the science behind how gravity and other forces work!

## K Kids' Book Bingo - Tuesday, June 29 - 3:00pm

Come play bingo at the library with our special book-themed bingo set. Recommended for ages 7-12. This event will be held outdoors. **Registration is recommended.** Register at [forms.gle/Kyzbjejmz1Y2exA6](https://forms.gle/Kyzbjejmz1Y2exA6) or call 518-732-0879.

## L Virtual Storytime with Miss Joelle (Episode 65) - begins Wednesday, June 30

Enjoy a story and songs with Miss Joelle at home! New episode added weekly. Playlist: [tinyurl.com/CPL-storytime](https://tinyurl.com/CPL-storytime)

## L K T A Rainbow Scratch Art - Friday, July 2 - 11:00am-2:30pm

Make cool rainbow scratch art with special paper! This event will be held outdoors. **Registration for a specific time slot is recommended.** Register at [forms.gle/1saffjEeoCh4qN8R8](https://forms.gle/1saffjEeoCh4qN8R8) or call 518-732-0879.

## L K T Take & Make Craft Kit: Paper Mosaic Art - pick up kit any time from 7/5 through 7/10

Unleash your creativity and make beautiful paper mosaic art!

## L K T A Salt Painting - Tuesday, July 6 - 1:00-4:30pm

Create unique artwork using salt, glue, and food coloring! What salt painting designs will you make? This event will be held outdoors. **Registration for a specific time slot is recommended.** Register at [forms.gle/eJGQQfZBGnKvzU7j7](https://forms.gle/eJGQQfZBGnKvzU7j7) or call 518-732-0879.

## L Virtual Storytime with Miss Joelle (Episode 66) - begins Wednesday, July 7

Enjoy a story and songs with Miss Joelle at home! New episode added weekly. Playlist: [tinyurl.com/CPL-storytime](https://tinyurl.com/CPL-storytime)

## T Teen Time: Duct Tape Crafts - Thursday, July 8 - 4:00pm

What can you make with duct tape? Use duct tape to make a flower, wallet, and more! For teens going into 6th-12th grade in the fall. This event will be held outdoors. **Registration is recommended.** Visit [forms.gle/5M9AHWJW1G9r4DEu7](https://forms.gle/5M9AHWJW1G9r4DEu7) to register or call 518-732-0879.

## L K T A Games on the Lawn - Friday, July 9 - 11:00am-2:30pm

Bring your family to play giant Connect Four, giant Jenga, and ladder toss! Held outdoors. **Registration for a specific time slot is recommended.** Register at [forms.gle/EVV1Z8gyBRSXCywe8](https://forms.gle/EVV1Z8gyBRSXCywe8) or call 518-732-0879.

# July 11-July 24

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11	12 <b>Take &amp; Make Craft Kit: Crafting Bonanza</b> (avail. through 7/17)  <b>Cool Science Kit: Skittles Science</b> (avail. through 7/24)	13 <b>Cool Science - Rainbow Paper:</b> 2:00-5:30  <b>Yoga:</b> 6:00	14 <b>Virtual Storytime</b>	15 <b>Storytime on the Lawn:</b> 11:00	16	17 <b>Tie Dye:</b> 11:00-2:30
18	19 <b>Send Some Love:</b> 1:00-4:30  <b>Take &amp; Make Craft Kit: Summer Crafts</b> (avail. thru 7/24)	20 <b>Yoga:</b> 6:00	21 <b>Virtual Storytime</b> <b>Afternoon Book Club:</b> 1:00 <b>New York Raptors:</b> 6:00	22 <b>Teen Time - Bookends:</b> 4:00	23	24

L K T

**Take & Make Craft Kit: Crafting Bonanza - pick up kit any time from 7/12 through 7/17**

In the mood to make some unique crafts? Pick up a variety of fun art supplies in our Crafting Bonanza kit.

L K T

**Cool Science at Home Kit: Skittles Science - pick up kit any time from 7/12 through 7/24**

Explore the science of diffusion using Skittles candies!

L K T

**Cool Science: Rainbow Paper - Tuesday, July 13 - 2:00-5:30pm**

Explore how color, light, and rainbows work by using nail polish, water, and black paper to make rainbow paper!

**Registration for a time slot is recommended.** Register at [forms.gle/jfJTGqVVXbn4rvP26](https://forms.gle/jfJTGqVVXbn4rvP26) or call 518-732-0879.

T A

**Yoga - Tuesday, July 13 - 6:00pm**

45-minute yoga session with Rachel Toolan. Held outdoors. Bring your own mat. All skill levels. Ages 12 & up.

L

**Virtual Storytime with Miss Joelle (Episode 67) - begins Wednesday, July 14**

Enjoy a story and songs with Miss Joelle at home! New episode added weekly. Playlist: [tinyurl.com/CPL-storytime](https://tinyurl.com/CPL-storytime)

L

**Storytime on the Lawn - Thursday, July 15 - 11:00am**

Enjoy an outdoor storytime with stories, songs, and rhymes! Please bring your own blanket for your family to sit on.

L K T A

**Tie Dye - Saturday, July 17 - 11:00am-2:30pm**

Bring cotton tees, socks, or other clothing & twist some color into your life! Event will be held outdoors. **Registration for a specific time slot is recommended.** Register at [forms.gle/TRdLAXUxGmsJyA438](https://forms.gle/TRdLAXUxGmsJyA438) or call 518-732-0879.

L K T

**Take & Make Craft Kit: Summer Crafts - pick up kit any time from 7/19 through 7/24**

Celebrate the summer with fun, seasonal crafts!

L K T A

**Send Some Love - Monday, July 19 - 1:00-4:30pm**

Join us to write and draw on postcards to send to family members or friends in the mail! Held outdoors. **Registration for a specific time slot is recommended.** Register at [forms.gle/v4Nt8daYAdK9HemE7](https://forms.gle/v4Nt8daYAdK9HemE7) or call 518-732-0879.

T A

**Yoga - Tuesday, July 20 - 6:00pm**

45-minute yoga session with Rachel Toolan. Held outdoors. Bring your own mat. All skill levels. Ages 12 & up.

L

**Virtual Storytime with Miss Joelle (Episode 68) - begins Wednesday, July 21**

Enjoy a story and songs with Miss Joelle at home! New episode added weekly. Playlist: [tinyurl.com/CPL-storytime](https://tinyurl.com/CPL-storytime)

A

**Afternoon Book Club - Wednesday, July 21 - 1:00pm**

Join us to discuss *The Second Mrs. Hockaday* by Susan Rivers. Books available for checkout starting 6/16. Held outdoors. **Registration is recommended.** Email [director@castletonpubliclibrary.org](mailto:director@castletonpubliclibrary.org) or call 518-732-0879.

L K T A

**New York Raptors! - Wednesday, July 21 - 6:00pm**

Meet live hawks, owls and falcons and learn what it takes to be a raptor. This event will be held outdoors.

**Registration is recommended.** Register at [forms.gle/HJK25PgYh3mz2hAt6](https://forms.gle/HJK25PgYh3mz2hAt6) or call 518-732-0879.

T

**Teen Time: Bookend Painting - Thursday, July 22 - 4:00pm**

Decorate bookends for your home book library! For teens going into 6th-12th grade in the fall. This event will be held outdoors. **Registration is recommended.** Register at [forms.gle/F9iAUa8MytCHfMZPA](https://forms.gle/F9iAUa8MytCHfMZPA) or call 518-732-0879.



# July 25-August 7

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26 <b>Take &amp; Make Craft Kit: Collage</b> (avail. through 7/31)  <b>Cool Science Kit: Measuring the Wind</b> (avail. through 8/7)	27 <b>Chalk the Walk:</b> 12:00-5:00  <b>Yoga:</b> 6:00	28 <b>Virtual Storytime</b>	29 <b>Galaxy Jars:</b> 1:00-4:30	30 <b>CPL @ Farmers Market:</b> 4:30-7:30	31 <b>Storytime on the Lawn:</b> 11:00
1	2 <b>Take &amp; Make Craft Kit: Ocean Animals</b> (avail. through 8/7)	3 <b>Cool Science - Ice Cream Science:</b> 1:00-4:30  <b>Yoga:</b> 6:00	4 <b>Virtual Storytime</b>	5 <b>Teen Time - Craft Hour:</b> 4:00	6 <b>Snow in August:</b> 11:00-2:30	7

**L K T** **Take & Make Craft Kit: Collage Art** - pick up kit any time from 7/26 through 7/31

Make your own unique collage using pages from magazines and picture books!

**L K T** **Cool Science at Home Kit: Measuring the Wind** - pick up kit any time from 7/26 through 8/7

Learn how to create your own anemometer to measure the wind!

**L K T** **Chalk the Walk** - Tuesday, July 27 - 12:00-5:00pm

Make our sidewalk colorful using sidewalk chalk!

**T A** **Yoga** - Tuesday, July 27 - 6:00pm

45-minute yoga session with Rachel Toolan. Held outdoors. Bring your own mat. All skill levels. Ages 12 & up.

**L** **Virtual Storytime with Miss Joelle (Episode 69)** - begins Wednesday, July 28

Enjoy a story and songs with Miss Joelle at home! New episode added weekly. Playlist: [tinyurl.com/CPL-storytime](https://tinyurl.com/CPL-storytime)

**L K T** **Galaxy Jars** - Thursday, July 29 - 1:00-4:30pm

Create your own beautiful galaxy jar using cotton balls and paint! Event will be held outdoors. **Registration for a specific time slot is recommended.** Register at [forms.gle/8tb7mZuNpYMFufop9](https://forms.gle/8tb7mZuNpYMFufop9) or call 518-732-0879.

**L K T A** **CPL at the Castleton-on-Hudson Farmers & Artisans Market** - Friday, July 30 - 4:30-7:30pm

**Location: Intersection of Scott Avenue and Main Street, Castleton, NY 12033**

Come visit our table at the Farmers Market!

**L** **Storytime on the Lawn** - Saturday, July 31 - 11:00am

Enjoy an outdoor storytime with stories, songs, and rhymes! Please bring your own blanket for your family to sit on.

**L K T** **Take & Make Craft Kit: Ocean Animals** - pick up kit any time from 8/2 through 8/7

Create crafts inspired by our favorite ocean creatures!

**L K T** **Cool Science: Ice Cream Science** - Tuesday, August 3 - 1:00-4:30pm

Learn about chemistry while you create a tasty treat! Event will be held outdoors. **Registration for a specific time slot is recommended.** Register at [forms.gle/zEnBF7yDywszzznU7](https://forms.gle/zEnBF7yDywszzznU7) or call 518-732-0879.

**T A** **Yoga** - Tuesday, August 3 - 6:00pm

45-minute yoga session with Rachel Toolan. Held outdoors. Bring your own mat. All skill levels. Ages 12 & up.

**L** **Virtual Storytime with Miss Joelle (Episode 70)** - begins Wednesday, August 4

Enjoy a story and songs with Miss Joelle at home! New episode added weekly. Playlist: [tinyurl.com/CPL-storytime](https://tinyurl.com/CPL-storytime)

**T** **Teen Time: Craft Hour** - Thursday, August 5 - 4:00pm

Use a variety of craft supplies to make anything you can imagine! For teens going into 6th-12th grade in the fall. Held outdoors. **Registration is recommended.** Register at [forms.gle/MFuMcakmz122kNMZ9](https://forms.gle/MFuMcakmz122kNMZ9) or call 518-732-0879.

**L K T** **Snow in August** - Friday, August 6 - 11:00am-2:30pm

It may be the summer, but at the library you can make your own "snow" to take home! Held outdoors. **Registration for a specific time slot is recommended.** Register at [forms.gle/GmnKovJSzM71zk8r7](https://forms.gle/GmnKovJSzM71zk8r7) or call 518-732-0879.

# August 8 - August 21

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8	9 <b>Take &amp; Make Craft Kit: Canimals</b> (avail. through 8/14)  <b>Cool Science Kit: Cold Air Balloon</b> (avail. through 8/21)	10 <b>Yoga: 6:00</b>	11 <b>Virtual Storytime</b>  <b>Perler Bead Crafts:</b> 1:00-4:30	12	13 <b>Kaleidoscopes:</b> 11:00-2:30	14
15	16 <b>Take &amp; Make Craft Kit: Rainbow Scratch Art</b> (avail. through 8/21)	17 <b>Painting Extravaganza:</b> 2:00-5:30	18 <b>Virtual Storytime</b>  <b>Afternoon Book Club:</b> 1:00	19 <b>Teen Time - Emoji Pillows:</b> 4:00	20 <b>CPL @ Farmers Market:</b> 4:30-7:30	21 <b>Sand Art:</b> 11:00-2:30

## L K T Take & Make Craft Kit: Canimals - pick up kit any time from 8/9 through 8/14

Use your imagination and supplies in our kit to transform recycled cans into animals!

## L K T Cool Science at Home Kit: Cold Air Balloon - pick up kit any time from 8/9 through 8/21

In this science exploration, we'll blow up a balloon with cold air and learn about endothermic chemical reactions!

## T A Yoga - Tuesday, August 10 - 6:00pm

45-minute yoga session with Rachel Toolan. Held outdoors. Bring your own mat. All skill levels. Ages 12 & up.

## L Virtual Storytime with Miss Joelle (Episode 71) - begins Wednesday, August 11

Enjoy a story and songs with Miss Joelle at home! New episode added weekly. Playlist: [tinyurl.com/CPL-storytime](https://tinyurl.com/CPL-storytime)

## L K T A Perler Bead Crafts - Wednesday, August 11 - 1:00-4:30pm

Make something awesome out of perler beads! This event will be held outdoors. **Registration for a specific time slot is recommended.** Register at [forms.gle/VUKR1dfodQeEHCUIJ6](https://forms.gle/VUKR1dfodQeEHCUIJ6) or call 518-732-0879.

## L K T A Kaleidoscopes - Friday, August 13 - 11:00am-2:30pm

Create your own homemade kaleidoscope! This event will be held outdoors. **Registration for a specific time slot is recommended.** Register at [forms.gle/5eYprzW9mXpnob258](https://forms.gle/5eYprzW9mXpnob258) or call 518-732-0879.

## L K T Take & Make Craft Kit: Rainbow Scratch Art - pick up kit any time from 8/16 through 8/21

Design your own beautiful rainbow scratch art using special paper!

## L K T Painting Extravaganza - Tuesday, August 17 - 2:00-5:30pm

It's time to have fun with paint! Event will be held outdoors. **Registration for a specific time slot is recommended.** Register at [forms.gle/xtE5H2xf7NhXBJMv6](https://forms.gle/xtE5H2xf7NhXBJMv6) or call 518-732-0879.

## L Virtual Storytime with Miss Joelle (Episode 72) - begins Wednesday, August 18

Enjoy a story and songs with Miss Joelle at home! New episode added weekly. Playlist: [tinyurl.com/CPL-storytime](https://tinyurl.com/CPL-storytime)

## A Afternoon Book Club - Wednesday, August 18 - 1:00pm

Join us to discuss *Storm in a Teacup: The Physics of Everyday Life* by Helen Czerski. Books available starting 7/21. Held outdoors. **Registration is recommended.** Email [director@castletonpubliclibrary.org](mailto:director@castletonpubliclibrary.org) or call 518-732-0879.

## T Teen Time: Emoji Pillows - Thursday, August 19 - 4:00pm

Make a fun, no-sew emoji pillow! For teens going into 6th-12th grade in the fall. This event will be held outdoors. **Registration is recommended.** Register at [forms.gle/CcuybobZ6ZThqECf8](https://forms.gle/CcuybobZ6ZThqECf8) or call 518-732-0879.

## L K T A CPL at the Castleton-on-Hudson Farmers & Artisans Market - Friday, August 20 - 4:30-7:30pm

**Location: Intersection of Scott Avenue and Main Street, Castleton, NY 12033**

Come visit our table at the Farmers Market!

## L K T Sand Art - Saturday, August 21 - 11:00am-2:30pm

Make a creative design on cardstock using colored sand and glue! This event will be held outdoors. **Registration for a specific time slot is recommended.** Register at [forms.gle/6KP6X9qYtD5BgqaS9](https://forms.gle/6KP6X9qYtD5BgqaS9) or call 518-732-0879.

# August 22 - September 4

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
22	23 <b>Take &amp; Make Craft Kit: Egg Carton Caterpillar</b> (avail. through 8/28)  <b>Cool Science Kit: Rock Candy</b> (avail. through 9/4)	24 <b>Outdoor Scavenger Hunt:</b> 1:00-5:00	25 <b>Virtual Storytime</b> <b>Friends of CPL's Music on the Lawn:</b> 6:00-7:30	26 <b>Storytime on the Lawn:</b> 11:00	27 <b>Deadline for Summer Photo Challenge Submissions</b>	28
29	30 <b>Take &amp; Make Craft Kit: Animal Puppets</b> (avail. through 9/4)  <div>Hand in your reading record by 6:00pm today at the library or enter it online!</div>	31 <b>Cool Science - Elephant Toothpaste:</b> 1:00-4:30	1 <b>Virtual Storytime</b>	2 <b>Teen Time - Back-to-School Buttons:</b> 4:00	3 <b>Summer Reading Finale Video</b>	4

**L K T** **Take & Make Craft Kit: Egg Carton Caterpillar** - pick up kit any time from 8/23 through 8/28  
Create a fun caterpillar craft using a recycled egg carton!

**L K T** **Cool Science at Home Kit: Rock Candy** - pick up kit any time from 8/23 through 9/4  
Make your own delicious rock candy treat and learn about the science behind solutions!

**T** **Outdoor Scavenger Hunt - Tuesday, August 24 - 1:00-5:00pm**  
Come to the library and get your outdoor scavenger hunt task list! When you finish the scavenger hunt, return to the library to claim your prize! The scavenger hunt instructions will be available inside the library.

**L** **Virtual Storytime with Miss Joelle (Episode 73) - begins Wednesday, August 25**  
Enjoy a story and songs with Miss Joelle at home! New episode added weekly. Playlist: [tinyurl.com/CPL-storytime](https://tinyurl.com/CPL-storytime)

**L K T A** **Friends of CPL's Music on the Lawn - Wednesday, August 25 - 6:00-7:30pm**  
Presented by the Friends of Castleton Public Library. Enjoy live music by Gone Gray on the front lawn! All ages.

**L** **Storytime on the Lawn - Thursday, August 26 - 11:00am**  
Enjoy an outdoor storytime with stories, songs, and rhymes! Please bring your own blanket for your family to sit on.

**L K T A** **Summer Reading Photo Challenge Deadline - Friday, August 27**  
What have you been up to during Summer Reading? Send us photos of you making crafts, doing science experiments, reading books, and more! If you submit a photo, you have a chance to win an Amazon gift card in a randomly drawn raffle. Your photos will also be part of a showcase video at the end of the summer! All ages. Email your photos by Friday, August 27 to [youthservices@castletonpubliclibrary.org](mailto:youthservices@castletonpubliclibrary.org).

**L K T** **Take & Make Craft Kit: Animal Puppets** - pick up kit any time from 8/30 through 9/4  
Have fun creating animal puppets to play with!

**L K T** **Cool Science: Elephant Toothpaste - Tuesday, August 31 - 1:00-4:30pm**  
Explore chemical reactions as we create a fountain of "toothpaste" fit for an elephant! Held outdoors. **Registration for a specific time slot is recommended.** Register at [forms.gle/9nX5eAPEpVBaWCy78](https://forms.gle/9nX5eAPEpVBaWCy78) or call 518-732-0879.

**L** **Virtual Storytime with Miss Joelle (Episode 74) - begins Wednesday, September 1**  
Enjoy a story and songs with Miss Joelle at home! New episode added weekly. Playlist: [tinyurl.com/CPL-storytime](https://tinyurl.com/CPL-storytime)

**T** **Teen Time: Back-to-School Buttons - Thursday, September 2 - 4:00pm**  
Get ready for school by creating buttons for your backpack or jacket! For teens going into 6th-12th grade in the fall. Held outdoors. **Registration is recommended.** Register at [forms.gle/rusHYZyGp9TagafT9](https://forms.gle/rusHYZyGp9TagafT9) or call 518-732-0879.

**L K T A** **Summer Reading Finale Video - Friday, September 3**  
On our YouTube channel, enjoy photos from the Summer Reading Club and a message from the CPL staff as we finish off the summer!

# Early Literacy Reading Record

For ages birth through entering Kindergarten in the fall

Full Name: \_\_\_\_\_

Checkmark or color in each day that you read to your child  
for at least 20 minutes.

Earn 20 points for each day that you read for at least 20 minutes.

Plus: earn 5 bonus points  
for every activity that you complete on the back of this sheet!

For every 60 points you earn, you get 1 chance to win in our prize drawings!

Be sure to turn in your reading record by  
6:00 p.m. on Monday, August 30 to be entered in our prize drawings!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	STAFF USE ONLY
6/27	6/28	6/29	6/30	7/1	7/2	7/3	
7/4	7/5	7/6	7/7	7/8	7/9	7/10	
7/11	7/12	7/13	7/14	7/15	7/16	7/17	
7/18	7/19	7/20	7/21	7/22	7/23	7/24	
7/25	7/26	7/27	7/28	7/29	7/30	7/31	
8/1	8/2	8/3	8/4	8/5	8/6	8/7	
8/8	8/9	8/10	8/11	8/12	8/13	8/14	
8/15	8/16	8/17	8/18	8/19	8/20	8/21	
8/22	8/23	8/24	8/25	8/26	8/27	8/28	

## Castleton Public Library - Early Literacy Summer Reading Program Registration

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Age: \_\_\_\_\_ School/Preschool/Daycare: \_\_\_\_\_

Grade Entering in Fall (circle one): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Pre-K      K      None



Color in each activity that you and your child complete this summer.

**Earn 5 bonus points for every activity that you complete!**

You'll get your bonus points for these activities when you hand in your reading record at the end of the summer, from 8/16 through 8/30.

Name words  
that rhyme  
with "cat"

Make up  
a silly  
rhyme

Learn or  
create a  
new dance

Draw a  
picture  
for a  
family  
member  
or  
friend

Sign up for  
Summer  
Reading  
Club

Go outside  
and point out  
all the colors  
you can see

Read a  
bedtime  
story

Visit our StoryWalk  
at Schodack Island  
State Park  
(begins near the park's  
playground)

What farm  
animal  
noises can  
you make?

Paint with  
finger  
paints

Come to a Storytime on  
the Lawn or watch one of  
our Virtual Storytimes  
with Miss Joelle

Draw or  
scribble with  
crayons

Read a  
funny  
book

Go outside  
and count  
how many  
bugs you  
can find

Name  
words  
that  
rhyme  
with  
"sun"

Sing "The  
Itsy Bitsy  
Spider."  
Can you do  
the hand  
motions?

Read a book  
about  
animals

Build  
using  
things  
you find  
at home

Watch one of our 2020  
Storytimes with Special  
Visitors

Visit the  
StoryWalk  
on Main  
Street

Read a  
book  
that  
rhymes  
or that  
you can  
sing!

Learn a  
new  
fingerplay

Take a walk outside and  
talk about the interesting  
things you can find

Sing a favorite song, or  
make up a new song!

Use a  
cardboard  
box to play  
pretend.  
What can  
this box  
be?

Make up a  
story  
(by yourself  
or with a  
grownup)

What's your favorite  
animal? Why?

Read a book  
about the  
alphabet or  
counting

Write or  
trace  
your  
name

Participate in our Summer  
Photo Challenge

What "things that go"  
noises can you make?

Re-read a  
favorite  
book

Play  
with  
clay,  
dough,  
or other  
squishy  
stuff

Sing "The  
Wheels on  
the Bus"

Read a book about  
something you can eat.  
What does the food  
taste like?

# Kids Reading Record

For kids entering grades 1-5 in the fall

Full Name: \_\_\_\_\_

**Checkmark or color in each day that you read for at least 20 minutes.**

**Earn 20 points for each day that you read for at least 20 minutes.**

**Plus: earn 5 bonus points  
for every activity that you complete on the back of this sheet!**

**For every 60 points you earn, you get 1 chance to win in our prize drawings!  
The more you read, the more chances you have to win.**

**Be sure to turn in your reading record by  
6:00 p.m. on Monday, August 30 to be entered in our prize drawings!**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	STAFF USE ONLY
6/27	6/28	6/29	6/30	7/1	7/2	7/3	
7/4	7/5	7/6	7/7	7/8	7/9	7/10	
7/11	7/12	7/13	7/14	7/15	7/16	7/17	
7/18	7/19	7/20	7/21	7/22	7/23	7/24	
7/25	7/26	7/27	7/28	7/29	7/30	7/31	
8/1	8/2	8/3	8/4	8/5	8/6	8/7	
8/8	8/9	8/10	8/11	8/12	8/13	8/14	
8/15	8/16	8/17	8/18	8/19	8/20	8/21	
8/22	8/23	8/24	8/25	8/26	8/27	8/28	

## Castleton Public Library - Kids Summer Reading Program Registration

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

School: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Grade Entering in Fall (circle one):    1       2       3       4       5

Color in each activity that you complete this summer.

Earn 5 bonus points for every activity that you complete!

You'll get your bonus points for these activities when you hand in your reading record at the end of the summer, from 8/16 through 8/30.

Enjoy a picnic or outdoor meal

Write or draw a story

Read a nonfiction book

Write and mail a letter to a family member or friend

Look for something interesting outside

Read a fantasy, sci-fi, or adventure book

Look for fireflies at night

Go to a Cool Science program at CPL or experiment with a CPL Cool Science at Home kit

Write a poem

Participate in our Summer Photo Challenge

Play a game with a family member or friend

Read a book with a cover that looks interesting

Surprise someone with a homemade gift

Make your own comic

Sign up for Summer Reading Club

Learn how to do, make, or cook something new

Try stargazing at night

Make a sculpture using items you found outside

Create a song or dance

Go to a craft program at CPL or work on a Take & Make Craft kit at home

Make a video about something you like

Go to a park or playground

Watch one of our [Kids Cook videos](#) and make the recipe at home!

Write a one-sentence book review

Read a book that's been made into a movie or TV show

Read a biography of a person you don't know much about

Check out a book on [OverDrive](#) or [Hoopla](#)

Listen to an audiobook

Read a book about animals

Read a book that a friend or family member likes

Read a book with a main character from a different cultural background than your own

Make a craft using items you have at home

Go on a walk or bike ride

Watch a sunrise or sunset

Read a graphic novel

# Teen Reading Record

For teens entering grades 6-12 in the fall

Full Name: \_\_\_\_\_

**Checkmark or color in each day that you read for at least 20 minutes.**

**Earn 20 points for each day that you read for at least 20 minutes.**

**Plus: earn 5 bonus points**

**for every activity that you complete on the back of this sheet!**

**For every 60 points you earn, you get 1 chance to win in our prize drawings!**

**The more you read, the more chances you have to win.**

**Be sure to turn in your reading record by**

**6:00 p.m. on Monday, August 30 to be entered in our prize drawings!**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	STAFF USE ONLY
6/27	6/28	6/29	6/30	7/1	7/2	7/3	
7/4	7/5	7/6	7/7	7/8	7/9	7/10	
7/11	7/12	7/13	7/14	7/15	7/16	7/17	
7/18	7/19	7/20	7/21	7/22	7/23	7/24	
7/25	7/26	7/27	7/28	7/29	7/30	7/31	
8/1	8/2	8/3	8/4	8/5	8/6	8/7	
8/8	8/9	8/10	8/11	8/12	8/13	8/14	
8/15	8/16	8/17	8/18	8/19	8/20	8/21	
8/22	8/23	8/24	8/25	8/26	8/27	8/28	

## Castleton Public Library - Teen Summer Reading Program Registration

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Grade Entering in Fall (circle one):

6   7   8   9   10   11   12

School: \_\_\_\_\_

Color or checkmark each activity that you complete this summer.

**Earn 5 bonus points for every activity that you complete!**

You'll get your bonus points for these activities when you hand in your reading record at the end of the summer, from 8/16 through 8/30.

Read a book set in an interesting time or place

Write or draw a story

Sign up for Summer Reading Club

Come to an event at CPL or pick up one of our take-home kits to work on at home

Find something interesting outside

Come to a Teen Time event at CPL this summer or watch one of our Teen Time videos

Write a letter to an elected official about an issue you care about

Read a graphic novel

Try doing yoga or meditating

Read a book with a main character from a different cultural background than your own

Read in an unexpected place

Check out a book on OverDrive or Hoopla

Try a new activity at home

Watch a sunrise or sunset

Write a one sentence book review

Read a book that has been made into a movie or TV show

Teach a friend or family member how to do an activity you enjoy

Participate in our Summer Photo Challenge

Go to a park or go hiking

Read one of the Teen "Read It Forward" books -- *Ghost* by Jason Reynolds or *Warcross* by Marie Lu. Get a copy at CPL!

Make your own comic

Write a poem

Go stargazing and try to identify some constellations

Surprise someone with a homemade gift

Read a book that a friend or family member likes

Recommend a book to a friend or family member

Listen to an audiobook

Make a video

Reach out to someone you haven't spoken to in a while

Read a book published in 2021

Read a magazine or newspaper

Do a random act of kindness

Go on a walk or take a bike ride

Try cooking a new recipe

Start a new book series

# Adult Reading Record

Full Name: \_\_\_\_\_

Checkmark a box as you read a book (print, e-book, or audiobook) that fits the category.

Each book you read only counts for one category.

**Earn 1 chance to win in our prize drawings for each category you complete!**

Return this reading record by **6:00 p.m. on Monday, August 30** to enter to win our prize drawings.

Read a book of your choice	Read a book about or set in New York State	Read a mystery or true crime book	Read a book published in 2021	Read a book by a Latinx / Hispanic author
Read a book published the year you graduated from high school	Read a book by a African American author	Read a book of your choice	Read a book written by an author you've never read before	Read a book of your choice
Read a book with a two-word title			Read a book related to animals (fiction or nonfiction)	Read a book of your choice
Read a biography or autobiography	Read a book that's been made into a movie or TV show	Read a book about or set in another country	Read a book by a Native American author	Read a book written before 1900
Read a book of your choice				Read a book of poetry, short stories, or essays
Read an award-winning book (examples: Pulitzer Prize; Edgar Award; National Book Award; Indie Booksellers' Choice Award; National Book Critics Circle Award)				Read a historical fiction book

Castleton Public Library - Adult Summer Reading Program Registration

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Email Address: \_\_\_\_\_

# Library Materials & Services

There is so much to do and see at the Castleton Public Library!

- Books and Magazines
- eContent — access a wide variety of eBooks, audiobooks, digital magazines, and video online through OverDrive at <https://uhls.overdrive.com>
- DVDs and Audiobooks
- Museum Passes — we have passes for free admission to a variety of nearby museums! Stop by to check out our collection.
- Computers and WiFi — use our public access computers or free WiFi using your device (which you can even access from outside the building on Stimpson Avenue!)

Thank you to the following organizations for helping to fund this year's summer program:

**Friends of Castleton Public Library**  
**Stewart's Shops Holiday Match Program**  
**Castleton-Schodack Kiwanis Club**

We appreciate your support!

## Visit Us

85 S. Main Street, Castleton, NY 12033  
518-732-0879  
[www.castletonpubliclibrary.org](http://www.castletonpubliclibrary.org)

## Hours of Operation

Monday - 12:00-8:00	Thursday - 10:00-6:00
Tuesday - 12:00-8:00	Friday - 10:00-6:00
Wednesday - 12:00-8:00	Saturday - 10:00-4:00



## **Castleton Public Library Board of Trustees Meeting**

### **Monday, May 17, 2021 Minutes**

**Welcome/Pledge of Allegiance:** The meeting was called to order by President Mitchum at 7:02 pm.

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

**Adoption of Agenda:** The adoption of the agenda was motioned by Vice President Griffin and seconded by Trustee Knaack. Unanimously approved.

**Public Comment:** None.

**New Business:** The revision of the Financial Policies was discussed. A revision was made to the Credit/Debit card to align the total amount with the cap on the limit for checks for equivalency. Vice President Griffin motioned to approve the revised Financial Policies, and seconded by Trustee Knaack. Unanimously approved. A new policy for Art Exhibition was discussed. Vice President Griffin motioned to approve the new Art Exhibition Policy with the removal of bullet #4 and seconded by Trustee Knaack. Unanimously approved.

**Old Business:** Library programs were discussed, including the Summer Reading Program. Reopening items were presented, including the resumption of a computer station and an increase in capacity to ten patrons. The mask requirement was discussed with the consensus that masks should still be required with the six foot spacing also, so no change will occur at this time.

**President's Report:** None.

**Secretary's Report:** Vice President Griffin motioned to approve the April 2021 meeting minutes and transcript. Seconded by Trustee Knaack. Unanimously approved.

**Treasurer's Report:** The April 2021 Check Detail was reviewed. Vice President Griffin motioned to approve the April 2021 Check Detail Reports. Seconded by Trustee Knaack. Unanimously approved.

**Director's Report:** Director Tacke presented her monthly report for April 2021. There was discussion for the comparisons from the month of April 2020 to April 2021. The library was closed to the public for April 2020. Charts show a decrease in e-content though still in demand. The spring's first in-person outdoor activity, rock painting, was well attended.

**Friends Report:** The May plant sale fundraiser went well.



**Committee Reports:** The Finance Committee met to discuss a preliminary budget for Town funding requests. The Policy Committee met and will continue to review policies. The Sustainable Funding Committee met and will continue to explore the path forward on funding. The Community Outreach & Visibility Committee met. Resumption of board member attendance to the Town Board meetings to present different topics of library interest and the Mascot Competition were discussed.

**Announcements:** None.

**Public Comment:** None.

**Executive Session:** None.

Vice President Griffin motioned to adjourn the meeting. Seconded by Trustee Knaack. The meeting was adjourned at 7:36pm.

**Castleton Public Library  
Board of Trustees Meeting  
Held virtually via Zoom, 5/17/2021, 7:00 p.m.**

**Meeting Transcript**

**Shane Mitchum:** All right, let's kick off May's board meeting with the Pledge of Allegiance.

*[Attendees recite the Pledge of Allegiance]*

**Shane Mitchum:** Moving along, we have roll call. Looks like everyone is here and accounted for tonight, appreciate that. Going into adoption of the agenda. Hopefully everybody had a minute to take a look at it. Are there any questions about it? Is there a motion to adopt today's agenda?

**Jacki Griffin:** This is Jacki, I motion.

**Shane Mitchum:** All right, is there a second?

*[L. Knaack and K. Rubin attempt to second the motion simultaneously]*

**Laurie Knaack:** Laurie seconds.

**Shane Mitchum:** All right, Alyssa?

**Alyssa Mitchum:** Aye.

**Shane Mitchum:** Mary Claire?

**Mary Claire Aitken:** Aye.

**Shane Mitchum:** Patrick?

**Patrick Cartwright:** Aye.

**Shane Mitchum:** And Kendra?

**Kendra Rubin:** Aye.

**Shane Mitchum:** And I'm also an aye, so all in favor, motion will carry. All right, moving on to public comment. I don't see any members on the public on the call tonight, so we'll keep moving along, we'll go right into new business. Talking about policy revision to our Financial Policies.

**Melissa Tacke:** That should be the next item in the packet. The Policy Committee met to go over our Financial Policies, so I think the major change was -- if you go down to the section that has to do with credit/debit card. I think this is actually the only change, other than changing a little bit of the formatting. So the policy had said before that the Library Director is authorized to use the credit/debit card to make purchases without prior approval up to \$249 per purchase and up to a maximum of \$499 per month. And we often run into that ceiling for paying for things that were -- purchasing online, that kind of stuff. So the revision has to do with taking out that cap of \$499 in total transactions, using a debit card per month. So basically we changed the credit/debit card policy to match the policy for the checks. That we need prior prior approval from two of three authorized trustee check signers to make any purchase with the debit or credit card that exceeds \$249 but not having there be a monthly cap on the total of those transactions. And if anyone on the Policy Committee wants to add anything that I missed, please feel free to jump in.

**Alyssa Mitchum:** No, I think that was it, and the limit on the card itself, you had mentioned was \$499.

**Melissa Tacke:** Yeah, \$500.

**Alyssa Mitchum:** Right, so I think it works out perfectly to be in line with the check detail.

**Shane Mitchum:** Any other questions on this?

**Jacki Griffin:** This is Jacki. I just have one question. So because the card has a limit of \$500 -- I'm sorry, I said that wrong -- was the rationale for not including a maximum because the card had a limit of \$500?

**Melissa Tacke:** The card is a debit card, so the limit is for a one-time purchase, so there could be 10 different transactions of \$100 [inaudible]. And that's where the the \$249 comes in, because that matches the policy for the checks.

**Laurie Knaack:** Right, when it's acting as a debit card, it's very similar to writing a check and there's no -- we're not relying on the card having a particular limit in order to be the enforcement mechanism, we're simply making the card equivalent to writing a check.

**Jacki Griffin:** Thank you.

**Shane Mitchum:** All right, is there a motion to adopt the [revised] Financial Policy?

**Jacki Griffin:** This is Jacki, I motion.

**Shane Mitchum:** Is there a second?

**Laurie Knaack:** Laurie seconds.

**Shane Mitchum:** All right, Alyssa?

**Alyssa Mitchum:** Aye.

**Shane Mitchum:** Mary Claire?

**Mary Claire Aitken:** Aye.

**Shane Mitchum:** Patrick?

**Patrick Cartwright:** Aye.

**Shane Mitchum:** Kendra?

**Kendra Rubin:** Aye.

**Shane Mitchum:** I'm also an aye, so all are in favor, that motion will carry. Next up is the new policy, the Art Exhibition Policy.

**Melissa Tacke:** That's the next item in the packet. And with this one, this is a completely new policy. We still don't have the actual installation of our rods and stuff in this room, but that will happen later this year. Sorry for the phone, I can't control that. Sorry, it's going to distract me for a second. But I thought it would be a good idea, before that's installed, for us to have something in place that governs our exhibitions. This just gives us a way to show people how we make the decisions that we make, how long we'll have exhibitions up. that kind of thing. So I know it's a lot, it's wordy, but I wanted to cover a lot, and hopefully everybody had a chance to look it over and if you have any questions I'd be glad to answer them.

**Shane Mitchum:** Any questions?

**Jacki Griffin:** Sorry, this is Jacki. I did have one. Shane, would you mind going back to the beginning of that document? It was right at the beginning. Number four, under policy, "artwork must have high artistic merit." That is incredibly subjective. Who makes the determination of artistic merit?

**Melissa Tacke:** Right, good point. When I put this together, I'd kind of cobbled together things from similar policies at other libraries and they they tended to include something along those lines. I can certainly take it out. It is very subjective criteria.

**Jacki Griffin:** I don't know that I feel that it needs to be removed, but maybe clarified in some fashion.

**Shane Mitchum:** I didn't read this too in depth, but I would assume somewhere in here it says who exactly makes the decision. Does it say it falls on you, Melissa, or no? On the Director or anything like that?

**Melissa Tacke:** Let's see. Honestly it's been a while since I've looked at it, I think it's kept vague. Because I remember, I put this together quite a while ago, and I believe I kept it vague, so that it would be something that it could be the board making that determination, it could be me, it could be a panel of people appointed from the community. I believe I kept that fairly vague as to who would make the decision.

**Shane Mitchum:** Yeah, I think the fact that we have this in here on the submission part, that the Director will invite selected artists for an interview and final selections will be made after the interview, I think that it is incredibly subjective, but --

**Melissa Tacke:** I think would be easier to remove it than to outline what makes something have high artistic merit.

**Shane Mitchum:** Yeah.

**Jacki Griffin:** I don't disagree with that.

**Shane Mitchum:** I'm good if we remove that. I don't know if somebody on the Policy Committee has a different opinion about it.

**Laurie Knaack:** I don't feel strongly about keeping it either. I think it's implied that art we would want to exhibit would be of high quality and that the other explanations we have of what is appropriate are sufficient.

**Kendra Rubin:** Agreed.

**Alyssa Mitchum:** I agree.

**Shane Mitchum:** All right, Melissa, do we want to push the vote on this to next meeting, or do we conditionally vote on it?

**Melissa Tacke:** I think we can -- the motion can be to strike, under the policy section, to strike number four and otherwise approve the policy as written.

**Shane Mitchum:** Okay. Is there a motion to approve this policy with the striking of number four under the policy section?

**Jacki Griffin:** This is Jacki, I motion.

**Shane Mitchum:** Is there a second?

**Laurie Knaack:** Laurie seconds.

**Shane Mitchum:** Alyssa?

**Alyssa Mitchum:** Aye.

**Shane Mitchum:** Mary Claire?

**Mary Claire Aitken:** Aye.

**Shane Mitchum:** Patrick?

**Patrick Cartwright:** Aye.

**Shane Mitchum:** Kendra?

**Kendra Rubin:** Aye.

**Shane Mitchum:** I'm also an aye. All right, great. Moving into old business -- library word of mouth advertising.

**Melissa Tacke:** Actually, this program is coming up this week and we'll be having it again in June. That is the Storytime on the Lawn. We'll be having our first Storytime on the Lawn this Thursday, May 20th at 11:00 a.m. and we'll be having it again on June 17th at 11:00 a.m., also a Thursday. The idea with this is that families bring a blanket for their family to sit on. We do have a couple that we'll have on hand, just in case people don't bring one, but we'll be encouraging people to do that, and then the idea is that families will sit distanced throughout the yard and Joelle will have a story. We actually had gotten some books donated to us from another library that are the really big storytime books.

**Alyssa Mitchum:** Oh, that's great.

**Melissa Tacke:** Yeah, giant ones. So at least one of the books that she reads with each of those storytimes will be one of those big ones. And she'll also be hooked up to a PA so that everybody will be able to hear, depending on how many families we have arrayed across the lawn. It should be a good time. It will be interesting to see how it goes. We're excited for our first one, which as I said, is this Thursday and then, as you can see in the June calendar, the next one is on June 17th.

**Shane Mitchum:** Okay, awesome. All right. Next up under old business, we have the reopening process, where we're at with that.

**Melissa Tacke:** We did, on May 3rd, reintroduce one public computer station and one table with one chair. I am set to, on Wednesday, up our capacity from five at a time to ten. We will probably stick at ten for a while, because that's based on a calculation of our space with people to have enough room to socially distance. There's a calculation of I think 113 square feet per person to do that. So that's where we're at with that, and I'm sure many of you have seen the changing guidance about mask wearing. That was something that the CDC had changed their recommendations last week, suggesting that those who are fully vaccinated no longer are required to wear masks and the governor today had said that New York State will follow those recommendations as of this Wednesday. However, the guidance also says that in situations where we don't know who's vaccinated and who isn't, it's strongly suggested that we stay masked and also that in terms of capacity and social distancing that that was -- let me see, I noted the verbiage. That for areas where vaccination status of individuals is unknown and for patrons who do not present proof of full vaccination status, the required social distance of six feet still applies until more New Yorkers are fully vaccinated. So that's why we're going to stick to the cap of 10 in the library at the same time. And then, with the the mask stuff, there's been a flurry of emails among all the directors asking what is everybody doing, how are you handling this? And I did talk to Padraic in the Village Clerk's Office about this. We are the Village's tenant and at the very, very minimum, we must abide by their rules. They are going to be revisiting this issue at their meeting on May 24. Padraic let me know that any changes that they make likely would not be in effect until June 1st. In the meantime, our library system has put together an "ask a lawyer" forum this Friday, which I will attend to get some clarification. I don't really want to put staff in the position of asking people for their vaccination status, or having that be something that we track, or that kind of thing so I have a number of questions that I'd like to ask the lawyer. So right now, there is no change. So even if someone comes in and they're waving their Excelsior Pass at us in the library, we are still requiring everyone age two and over wear a mask until further notice. Keeping in mind that that might change again as vaccination rates increase, as cases continue to go down, and after we get some clarification about what we maybe should and shouldn't do and ask and those sorts of things. So for right now we're staying on the side of caution on that.

**Shane Mitchum:** So to go back to when you talk to Padraic so if the Village doesn't require masks to enter the building, can we still require masks to enter the library?

**Melissa Tacke:** I believe that we can, because it's for the purpose of what we are. I think we can be more restrictive, but we can't be less restrictive.

**Shane Mitchum:** My biggest -- and, again, I know this stuff's just coming out -- but I think that we do get a lot of kids in the library and most of the kids, the younger kids at least, aren't able to get vaccinated yet. So I think we have to make sure that we're taking care of them too. I think that messaging might be something we should get behind from a masking in the library standpoint. That's just my two cents on it, not to digress too far.

**Laurie Knaack:** Absolutely agreed.

**Kendra Rubin:** 100% in agreement.

**Melissa Tacke:** And that's the concern that many libraries have is that the under 12s haven't even had the opportunity, and even with the 12 to 15s - they just got cleared to get the vaccine. And the earliest they would be fully vaccinated would be June 18th if they got it

the first day they could get it. So we're definitely going to be cautious, and in the messaging I'm letting our staff know that we're probably going to get questions about it, and concerns about it, and that this is what we're doing, and until further notice this is the language that we're using.

**Alyssa Mitchum:** I think these are great next steps, because our priority is to make sure you and everyone on the staff is safe, as well as everyone in the community who uses the library.

**Melissa Tacke:** Thank you, everybody, and I'll know more, too, after we have a chance to ask questions of the lawyer on Friday.

**Shane Mitchum:** And if you can maybe just shoot a quick note out after that, Melissa, to the board. If there's anything earth shattering that we weren't thinking about, or anything that you found out that you think is worthy, let us know. I think that would be something of interest to most of us if you just send a quick blurb out.

**Melissa Tacke:** Sure, I can do that.

**Jacki Griffin:** Yeah, Melissa, if they take any kind of notes or anything with the questions and answers, I would be super interested in seeing the questions that come up. People have very different takes on things, they come from different backgrounds, so I'm always interested in the types of questions that get asked related to this, and the answers.

**Melissa Tacke:** I just got an email about it this afternoon from Tim Burke at Upper Hudson that they had scheduled it. So I'll follow up with him. I would imagine that it would be recorded because I imagine that there's going to be a number of people that would like to see it that might not have a chance to be logged on to the call, so I will definitely follow up with that.

**Shane Mitchum:** Great, thank you. Any other questions on the reopening process?

**Laurie Knaack:** This isn't 100% reopening related, so you might be planning to cover this later, Melissa, but I wanted to ask when we were looking at the word of mouth advertising, what date Summer Reading starts and whether there's paper signup or is it electronic or a hybrid of the two?

**Melissa Tacke:** So actually if you scroll up on the June calendar, our kickoff is on Saturday, June 26th. It's the day after the last day of school. We're keeping the kickoff really simple. Basically you sign up and we'll give you a Stewart's ice cream coupon and you get some books and go on your way. So, yes, we will have both a paper option and an online option and in terms of activities we'll be offering some activities outdoors and then we'll be offering a large variety of take & make craft and science kits. We're still finalizing our program calendar. I will have that for you at our next meeting, but it is not completely finalized at this time, which is why it's not here for you. So, sorry, you'll get it fairly late.

**Laurie Knaack:** That's okay. Thank you, Melissa.

**Shane Mitchum:** All right, going into Presidents report, I have nothing to report this month. Secretary's Report – the review of minutes and transcript. Hopefully everybody had a minute to take a look at the minutes from last meeting. Is there a motion to adopt the April minutes?

**Jacki Griffin:** This is Jacki, I motion.

**Shane Mitchum:** Is there a second?

**Laurie Knaack:** Laurie seconds.

**Shane Mitchum:** Alyssa?

**Alyssa Mitchum:** Aye.

**Shane Mitchum:** Mary Claire?

**Mary Claire Aitken:** Aye.

**Shane Mitchum:** Patrick?

**Patrick Cartwright:** Aye.

**Shane Mitchum:** Kendra?

**Kendra Rubin:** Aye.

**Shane Mitchum:** I'm also an aye, so the motion will carry. Next is the transcript from the meeting. Is there a motion to approve the transcript from the April board meeting?

**Jacki Griffin:** I motion.

**Shane Mitchum:** Is there a second?

**Laurie Knaack:** Laurie seconds.

**Shane Mitchum:** Alyssa?

**Alyssa Mitchum:** Aye.

**Shane Mitchum:** Mary Claire?

**Mary Claire Aitken:** Aye.

**Shane Mitchum:** Patrick?

**Patrick Cartwright:** Aye.

**Shane Mitchum:** Kendra?

**Kendra Rubin:** Aye.

**Shane Mitchum:** I'm also an aye, so that motion will carry. All right, moving into the Treasurer's Report.

**Alyssa Mitchum:** I looked through the check detail and everything looks great. You'll notice this month, aside from payroll coming out, the other big expense was our health insurance that came out for \$679. I just wanted to update you on that, and everything else looks good.

**Shane Mitchum:** All right, any questions on the check detail? Is there a motion to adopt April's check detail?

**Jacki Griffin:** This is Jacki, I motion.

**Shane Mitchum:** Is there a second?

**Laurie Knaack:** Laurie seconds.

**Shane Mitchum:** Alyssa?

**Alyssa Mitchum:** Aye.

**Shane Mitchum:** Mary Claire?

**Mary Claire Aitken:** Aye.

**Shane Mitchum:** Patrick?

**Patrick Cartwright:** Aye.

**Shane Mitchum:** Kendra?

**Kendra Rubin:** Aye.

**Shane Mitchum:** I'm also an aye, so that motion will carry. All right, moving into the Director's Report.

**Melissa Tacke:** That'll be the next item in the packet. I won't belabor all the statistics, but basically we're comparing April of this year with last year. During April 2020, we were not open at all to the public, so there's a lot of zeros on circulation, that kind of stuff. If we compare what our e-content borrowing looked like this April versus last April, we're seeing it dropped a little bit. The use of our e-content really peaked earlier on in the pandemic. So there's some information there about our visitation, circulation are on the charts updated. We continue to see more and more people visiting the library, which is great. Circulation varies month to month. Even in normal times, some months are busier, some are slower. That's a pretty normal type of curve. And there's some information about attendance at our April programs. April was the first time that we had an in-person program at the library, outdoors, since I believe October. We had 33 people that came for Rock Painting. Everybody had a great time, so that went really well. And if there's any questions about the Director's Report, I'd be glad to answer them.

**Shane Mitchum:** Looks good to me.

**Laurie Knaack:** I just want to point out that our wifi use under wifi hotspot use is way up and that's awesome, because that means we know that word is out about coming to the library, to use the wifi near the building and the wifi hotspots are getting used, and that's amazing.

**Melissa Tacke:** Absolutely.

**Shane Mitchum:** At some point, maybe, Melissa, and this is something we probably talked about in the Finance Committee, do we look at maybe getting another hotspot or a couple if we need them? Questions for Melissa? All right, moving on into the Friends Report.

**Melissa Tacke:** Theresa is not here, but she sent me a quick email letting me know that they made \$1,100 at the plant sale, which was a great success. Did anybody happen to go down that weekend? I wasn't around.

**Patrick Cartwright:** Yes, my wife and daughter went down to that and they got there, I think it opened at 10:00 and realized you've got to go early. But they got a lot of stuff, and they were very enthusiastic about it.

**Melissa Tacke:** Oh good, good! One of our staff members said that her sister came down at 1:30 and everything was already done. I didn't know they ran out. I guess they ran out at some point. Which is really good, and that was all donated so that was a pure fundraiser for the Friends. They didn't have to spend too much -- maybe a little for promotion or something, but it's a great fundraiser for them.

**Patrick Cartwright:** A lot of it, most of it was donated, but I'll tell you that we got some Dixie cups with seedlings, so I think that was homegrown.

**Melissa Tacke:** Fantastic.

**Shane Mitchum:** That's great. All right, moving into committee reports. Finance Committee -- we actually just met prior to this meeting to start talking about the preliminary budget for 2022 as we get ready for our funding request, which I think is in August, right Melissa, we want to finalize everything to get it over to the town?

**Melissa Tacke:** Yes.

**Shane Mitchum:** So obviously we'll start to share that information in a little bit, but you don't need to vote on it until later in the year. Next up, Administrative Committee.

**Jacki Griffin:** We did not meet.

**Shane Mitchum:** Operations and Capital Projects, we did not meet. Policy Committee?



**Alyssa Mitchum:** We did meet once again, and we're reviewing a few more policies on the list, going through, checking them off. We're going to meet again on June 7.

**Shane Mitchum:** Okay, great. Sustainable Funding, we tacked onto the Finance Committee meeting to talk a little bit, we have a few follow ups we're going to follow up again and probably have another meeting in June, but I'm really going to start taking a look at what we can do to get that sustainable funding for the library and what the best path forward is there. Library Space?

**Patrick Cartwright:** We did not meet.

**Shane Mitchum:** Okay, Community Outreach and Visibility.

**Laurie Knaack:** We met today to talk through things that are coming up, including the Summer Reading program, other promotions, returning to the mascot competition in conjunction with the school, probably starting in the fall at the earliest, to give some more time for school to return to a closer to normal state and not add something else stressful or complicated onto them. Melissa, am I missing anything else important that we talked about today?

**Melissa Tacke:** The one thing I did want to mention, which I will email out to everybody immediately following our meeting is that. Something that we had done in the past is having trustees sign up to do a quick public comment at the Town of Schodack board meetings. We did that once a month, so we'd like to start doing that again in June. I'll leave it up to you whether you choose to -- right now the Town board, you have the option to join to give public comment either via Zoom or to attend in person and give public comment. I will leave doing that and making the arrangements to do that, up to the individual trustee. But what I'll be sending out is a sheet that lists from June through December, the dates and then the proposed topics. I think there might be one or two that are to be determined later on in the year. There's a field there where you can sign up that you'll be the one to do that. So hopefully if everybody can do one or two over the course of an entire year nobody's too burdened with having to do it several times. When I send that out, the link, I'll also send a sample script from something that we've done in the past. It's basically like a page and a half. It just gives you a sense of what it would be like, what kind of script it is. That I'll be giving you so you won't just be sent in cold to talk about some topic, there'll be a script there to help promote the library and keep us in their thoughts as they make their decisions and to let them know what's going on. I know it's been very, very well received in the past, that they really enjoyed hearing from us, and have always been very appreciative and have very complimentary things to say, so it's actually a fun thing to do.

**Shane Mitchum:** All right, sounds good. Moving along into the announcement section, does anyone have any announcements?

**Melissa Tacke:** I just have a very brief one. Shane knows this already, but just to let everybody else know that I will be away, I'll be out of town from May 21st through May 30th. I'm going to go see my youngest niece graduate from high school and visit with my family. Coverage is all taken care of at the library and my plane doesn't leave until later in the afternoon on the 21st, so I do get to attend the "ask the lawyer" and all that. The timing worked great, so just to let everybody know, I'll set up my email, to have an automated away message, but I just wanted to give everybody a heads up.

**Alyssa Mitchum:** Enjoy, Melissa.

**Patrick Cartwright:** Safe travels.

**Laurie Knaack:** Yes, you deserve a vacation.

**Shane Mitchum:** All right, it doesn't look like there's any new members of the public, so no public comment. Does anybody have reason to go into Executive Session?

**Alyssa Mitchum:** No.

**Shane Mitchum:** All right, is there a motion to adjourn tonight's board meeting?

**Jacki Griffin:** This Jacki, I motion.

**Shane Mitchum:** Is there a second?

**Laurie Knaack:** Laurie seconds.

**Shane Mitchum:** All right, Alyssa?

**Alyssa Mitchum:** Aye.

**Shane Mitchum:** Mary Claire?

**Mary Claire Aitken:** Aye.

**Shane Mitchum:** Patrick?

**Patrick Cartwright:** Aye.

**Shane Mitchum:** Kendra?

**Kendra Rubin:** Aye.

**Shane Mitchum:** I'm also an aye, so the meeting is adjourned. Thanks, everybody.

*[Attendees say goodbyes and thanks]*

12:48 PM  
06/02/21

The Castleton Public Library  
**Check Detail**

May 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	05/03/2021	Amazon LLC	200.2 · Citizens Checking Account		-93.64
Bill	1123305031...	05/03/2021		7410.4D · Programs	-93.64	93.64
TOTAL					-93.64	93.64
Bill Pmt -Check	DEBIT	05/04/2021	Amazon LLC	200.2 · Citizens Checking Account		-40.95
Bill	1125248198...	05/04/2021		74104B1 · DVDs & Other Materials	-40.95	40.95
TOTAL					-40.95	40.95
Bill Pmt -Check	DEBIT	05/10/2021	Amazon LLC	200.2 · Citizens Checking Account		-12.98
Bill	1121029951...	05/10/2021		74104D1 · Summer Reading Program	-12.98	12.98
TOTAL					-12.98	12.98
Bill Pmt -Check	DEBIT	05/11/2021	Amazon LLC	200.2 · Citizens Checking Account		-192.86
Bill	1123731597...	05/11/2021		7410.4D · Programs	-58.28	58.28
				74104D1 · Summer Reading Program	-84.60	84.60
				7410.4F · Office and Library Supplies	-49.98	49.98
TOTAL					-192.86	192.86
Bill Pmt -Check	DEBIT	05/12/2021	Amazon LLC	200.2 · Citizens Checking Account		-17.96
Bill	1125248198...	05/12/2021		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96
Bill Pmt -Check	DEBIT	05/14/2021	Amazon LLC	200.2 · Citizens Checking Account		-17.96
Bill	1125248198...	05/14/2021		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96
Bill Pmt -Check	DEBIT	05/18/2021	Target	200.2 · Citizens Checking Account		-16.98
Bill		05/18/2021		7410.4F · Office and Library Supplies	-16.98	16.98
TOTAL					-16.98	16.98
Bill Pmt -Check	DEBIT	05/18/2021	Amazon LLC	200.2 · Citizens Checking Account		-27.95
Bill	1125248198...	05/18/2021		74104B1 · DVDs & Other Materials	-27.95	27.95
TOTAL					-27.95	27.95
Bill Pmt -Check	DEBIT	05/20/2021	Amazon LLC	200.2 · Citizens Checking Account		-17.96
Bill	1125248198...	05/20/2021		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96
Bill Pmt -Check	DEBIT	05/24/2021	Zoom Video Com...	200.2 · Citizens Checking Account		-12.74
Bill	INV87535522	05/22/2021		7410.4C · Equipment/Technology	-12.74	12.74
TOTAL					-12.74	12.74

12:48 PM  
06/02/21

The Castleton Public Library  
Check Detail

May 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	2809	05/03/2021	T-Mobile	200.2 · Citizens Checking Account		-119.44
Bill		05/03/2021		7410.4C · Equipment/Technology	-29.86	29.86
				7410.4B · Library Materials	-89.58	89.58
TOTAL					-119.44	119.44
Bill Pmt -Check	2810	05/03/2021	U.S. Bank	200.2 · Citizens Checking Account		-139.94
Bill	441670049	05/03/2021		7410.4C · Equipment/Technology	-139.94	139.94
TOTAL					-139.94	139.94
Bill Pmt -Check	2811	05/03/2021	Blackstone Publi...	200.2 · Citizens Checking Account		-43.44
Bill	1220003A	05/01/2021		74104B4 · Audiobooks	-43.44	43.44
TOTAL					-43.44	43.44
Bill Pmt -Check	2812	05/10/2021	Village of Castlet...	200.2 · Citizens Checking Account		-4,546.55
Bill	84329	05/10/2021		7410.1A · Gross wages - Director	-2,108.42	2,108.42
				7410.1B · Gross wages - Librarian	-817.29	817.29
				7410.1C · Gross wages - Assistant	-1,300.23	1,300.23
				9030.8 · Social Security/Medicare	-320.61	320.61
TOTAL					-4,546.55	4,546.55
Bill Pmt -Check	2813	05/12/2021	UHLS	200.2 · Citizens Checking Account		-978.09
Bill	21-149	05/11/2021		7410.4E · Automated Services	-978.09	978.09
TOTAL					-978.09	978.09
Bill Pmt -Check	2814	05/13/2021	OverDrive	200.2 · Citizens Checking Account		-221.47
Bill	MULTIPLE	05/13/2021		74104B2 · Electronic Content	-221.47	221.47
TOTAL					-221.47	221.47
Bill Pmt -Check	2815	05/20/2021	Time Warner Cable	200.2 · Citizens Checking Account		-97.89
Bill	8688574010...	05/11/2021		7410.4H · Telephone/Data Links	-97.89	97.89
TOTAL					-97.89	97.89
Bill Pmt -Check	2816	05/19/2021	Brodart	200.2 · Citizens Checking Account		-706.13
Bill	MULTIPLE	05/19/2021		74104B3 · Print Materials	-706.13	706.13
TOTAL					-706.13	706.13

12:44 PM  
06/02/21

The Castleton Public Library  
**Reconciliation Summary**

200.1 · Citizens Money Market, Period Ending 05/31/2021

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	<u>May 31, 21</u>
<b>Beginning Balance</b>	203,795.10
<b>Cleared Transactions</b>	
Checks and Payments - 1 item	-15,000.00
Deposits and Credits - 2 items	3,848.51
	<u>                    </u>
<b>Total Cleared Transactions</b>	-11,151.49
	<u>                    </u>
<b>Cleared Balance</b>	<b><u>192,643.61</u></b>
<b>Register Balance as of 05/31/2021</b>	192,643.61
<b>Ending Balance</b>	192,643.61

12:44 PM  
06/02/21

The Castleton Public Library  
**Reconciliation Detail**

200.1 · Citizens Money Market, Period Ending 05/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						203,795.10
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Transfer	05/03/2021			X	-15,000.00	-15,000.00
Total Checks and Payments					-15,000.00	-15,000.00
<b>Deposits and Credits - 2 items</b>						
Deposit	05/19/2021			X	3,845.26	3,845.26
Deposit	05/31/2021			X	3.25	3,848.51
Total Deposits and Credits					3,848.51	3,848.51
Total Cleared Transactions					-11,151.49	-11,151.49
Cleared Balance					-11,151.49	192,643.61
Register Balance as of 05/31/2021					-11,151.49	192,643.61
<b>Ending Balance</b>					<b>-11,151.49</b>	<b>192,643.61</b>

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The Castleton Public Library  
**Reconciliation Summary**

200.2 · Citizens Checking Account, Period Ending 05/31/2021

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	<u>May 31, 21</u>
Beginning Balance	37,232.09
Cleared Transactions	
Checks and Payments - 23 items	-13,749.67
Deposits and Credits - 1 item	15,000.00
	<u>1,250.33</u>
Total Cleared Transactions	
Cleared Balance	<u><u>38,482.42</u></u>
Uncleared Transactions	
Checks and Payments - 1 item	-9.97
	<u>-9.97</u>
Total Uncleared Transactions	
Register Balance as of 05/31/2021	<u><u>38,472.45</u></u>
Ending Balance	38,472.45

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06/02/21

**The Castleton Public Library  
Reconciliation Detail**

200.2 · Citizens Checking Account, Period Ending 05/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						37,232.09
<b>Cleared Transactions</b>						
<b>Checks and Payments - 23 items</b>						
Bill Pmt -Check	04/29/2021	2806	Village of Castleton-...	X	-4,465.86	-4,465.86
Bill Pmt -Check	04/29/2021	2804	Village of Castleton-...	X	-679.24	-5,145.10
Bill Pmt -Check	04/29/2021	2805	Village of Castleton-...	X	-679.24	-5,824.34
Bill Pmt -Check	04/29/2021	2807	UHLS	X	-322.43	-6,146.77
Bill Pmt -Check	04/29/2021	2808	OverDrive	X	-297.97	-6,444.74
Bill Pmt -Check	05/03/2021	2810	U.S. Bank	X	-139.94	-6,584.68
Bill Pmt -Check	05/03/2021	2809	T-Mobile	X	-119.44	-6,704.12
Bill Pmt -Check	05/03/2021	DEBIT	Amazon LLC	X	-93.64	-6,797.76
Bill Pmt -Check	05/03/2021	2811	Blackstone Publishing	X	-43.44	-6,841.20
Bill Pmt -Check	05/04/2021	DEBIT	Amazon LLC	X	-40.95	-6,882.15
Bill Pmt -Check	05/10/2021	2812	Village of Castleton-...	X	-4,546.55	-11,428.70
Bill Pmt -Check	05/10/2021	DEBIT	Amazon LLC	X	-12.98	-11,441.68
Bill Pmt -Check	05/11/2021	DEBIT	Amazon LLC	X	-192.86	-11,634.54
Bill Pmt -Check	05/12/2021	2813	UHLS	X	-978.09	-12,612.63
Bill Pmt -Check	05/12/2021	DEBIT	Amazon LLC	X	-17.96	-12,630.59
Bill Pmt -Check	05/13/2021	2814	OverDrive	X	-221.47	-12,852.06
Bill Pmt -Check	05/14/2021	DEBIT	Amazon LLC	X	-17.96	-12,870.02
Bill Pmt -Check	05/18/2021	DEBIT	Amazon LLC	X	-27.95	-12,897.97
Bill Pmt -Check	05/18/2021	DEBIT	Target	X	-16.98	-12,914.95
Bill Pmt -Check	05/19/2021	2816	Brodart	X	-706.13	-13,621.08
Bill Pmt -Check	05/20/2021	2815	Time Warner Cable	X	-97.89	-13,718.97
Bill Pmt -Check	05/20/2021	DEBIT	Amazon LLC	X	-17.96	-13,736.93
Bill Pmt -Check	05/24/2021	DEBIT	Zoom Video Commu...	X	-12.74	-13,749.67
Total Checks and Payments					-13,749.67	-13,749.67
<b>Deposits and Credits - 1 item</b>						
Transfer	05/03/2021			X	15,000.00	15,000.00
Total Deposits and Credits					15,000.00	15,000.00
Total Cleared Transactions					1,250.33	1,250.33
Cleared Balance					1,250.33	38,482.42
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
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 05/31/2021					1,240.36	38,472.45
<b>Ending Balance</b>					<b>1,240.36</b>	<b>38,472.45</b>



# The Castleton Public Library

## Profit & Loss

### May 2021

	May 21
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	5.66
2082.12 · Lost Books	55.95
2082.13 · Copies, Prints and Faxes	8.45
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	70.06
Total 2082 · Library Charges	70.06
2360 · Intergovernmental Revenues	
2360.3 · Rensselaer County	3,325.00
Total 2360 · Intergovernmental Revenues	3,325.00
2401 · Interest & Earnings	3.25
2705 · Gifts & Donations	63.20
2760 · Library System Grants	
2760.1 · LLSA and ERATE (UHLS)	387.00
Total 2760 · Library System Grants	387.00
Total Income	3,848.51
Gross Profit	3,848.51
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	2,108.42
7410.1B · Gross wages - Librarian	817.29
7410.1C · Gross wages - Assistant	1,300.23
Total 7410.11 · Employee Gross Wages	4,225.94
Total 7410.1 · Personal Services	4,225.94
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B4 · Audiobooks	43.44
74104B3 · Print Materials	706.13
74104B2 · Electronic Content	221.47
74104B1 · DVDs & Other Materials	122.78
7410.4B · Library Materials - Other	89.58
Total 7410.4B · Library Materials	1,183.40
7410.4C · Equipment/Technology	182.54
7410.4D · Programs	
74104D1 · Summer Reading Program	97.58
7410.4D · Programs - Other	151.92
Total 7410.4D · Programs	249.50
7410.41 · Operations and Administrative	
7410.4E · Automated Services	978.09
7410.4H · Telephone/Data Links	97.89
7410.4F · Office and Library Supplies	66.96
Total 7410.41 · Operations and Administrative	1,142.94
Total 7410.4 · Contractual Expenses	2,758.38

12:48 PM

06/02/21

Accrual Basis

The Castleton Public Library

Profit & Loss

May 2021

	May 21
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	320.61
Total 9000 · Employee - Benefits	320.61
Total Expense	7,304.93
Net Ordinary Income	-3,456.42
Net Income	-3,456.42

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

January through May 2021

	Jan - May 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	10.66	0.00	10.66	100.0%
2082.12 · Lost Books	188.07	0.00	188.07	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%
<b>Total 2082.1 · Library Fines &amp; Fees</b>	<b>207.18</b>	<b>240.00</b>	<b>-32.82</b>	<b>86.3%</b>
<b>Total 2082 · Library Charges</b>	<b>207.18</b>	<b>240.00</b>	<b>-32.82</b>	<b>86.3%</b>
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%
<b>Total 2360 · Intergovernmental Revenues</b>	<b>150,111.00</b>	<b>164,111.00</b>	<b>-14,000.00</b>	<b>91.5%</b>
2401 · Interest & Earnings	13.42	24.00	-10.58	55.9%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,116.70	5,000.00	1,116.70	122.3%
<b>Total 2705 · Gifts &amp; Donations</b>	<b>7,116.70</b>	<b>6,000.00</b>	<b>1,116.70</b>	<b>118.6%</b>
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	2,149.00	-2,149.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	387.00	1,130.00	-743.00	34.2%
2760.9 · Grants - Other	1,000.00	1,000.00	0.00	100.0%
<b>Total 2760 · Library System Grants</b>	<b>1,387.00</b>	<b>4,279.00</b>	<b>-2,892.00</b>	<b>32.4%</b>
599 · Appropriated Fund Balance	0.00	11,504.00	-11,504.00	0.0%
<b>Total Income</b>	<b>158,835.30</b>	<b>186,158.00</b>	<b>-27,322.70</b>	<b>85.3%</b>
<b>Gross Profit</b>	<b>158,835.30</b>	<b>186,158.00</b>	<b>-27,322.70</b>	<b>85.3%</b>
<b>Expense</b>				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	20,976.79	54,819.00	-33,842.21	38.3%
7410.1B · Gross wages - Librarian	7,965.77	20,983.00	-13,017.23	38.0%
7410.1C · Gross wages - Assistant	11,365.99	41,653.00	-30,287.01	27.3%
<b>Total 7410.11 · Employee Gross Wages</b>	<b>40,308.55</b>	<b>117,455.00</b>	<b>-77,146.45</b>	<b>34.3%</b>
<b>Total 7410.1 · Personal Services</b>	<b>40,308.55</b>	<b>117,455.00</b>	<b>-77,146.45</b>	<b>34.3%</b>
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	4,447.00	-4,447.00	0.0%
<b>Total 7410.2 · Equipment &amp; Capital Outlay</b>	<b>0.00</b>	<b>4,447.00</b>	<b>-4,447.00</b>	<b>0.0%</b>
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	0.00	1,400.00	-1,400.00	0.0%
74104B5 · Magazines and Newspapers	0.00	736.00	-736.00	0.0%
74104B4 · Audiobooks	169.28	400.00	-230.72	42.3%
74104B3 · Print Materials	3,004.55	7,515.00	-4,510.45	40.0%
74104B2 · Electronic Content	3,001.08	5,000.00	-1,998.92	60.0%
74104B1 · DVDs & Other Materials	574.61	1,450.00	-875.39	39.6%
7410.4B · Library Materials - Other	477.32	1,210.00	-732.68	39.4%
<b>Total 7410.4B · Library Materials</b>	<b>7,226.84</b>	<b>17,711.00</b>	<b>-10,484.16</b>	<b>40.8%</b>
7410.4C · Equipment/Technology	782.82	3,785.00	-3,002.18	20.7%
7410.4D · Programs				

The Castleton Public Library  
Profit & Loss Budget vs. Actual

January through May 2021

	Jan - May 21	Budget	\$ Over Budget	% of Budget
74104D1 · Summer Reading Program	247.34	3,500.00	-3,252.66	7.1%
7410.4D · Programs - Other	986.51	2,500.00	-1,513.49	39.5%
<b>Total 7410.4D · Programs</b>	<b>1,233.85</b>	<b>6,000.00</b>	<b>-4,766.15</b>	<b>20.6%</b>
<b>7410.41 · Operations and Administrative</b>				
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	8.25	300.00	-291.75	2.8%
7410.4H · Telephone/Data Links	487.79	1,400.00	-912.21	34.8%
7410.4I · Insurance	1,701.89	2,530.00	-828.11	67.3%
7410.4F · Office and Library Supplies	66.96	1,300.00	-1,233.04	5.2%
7410.4J · Professional Services	420.00	400.00	20.00	105.0%
<b>Total 7410.41 · Operations and Administrati...</b>	<b>4,653.07</b>	<b>10,830.00</b>	<b>-6,176.93</b>	<b>43.0%</b>
<b>7410.4K · Miscellaneous</b>				
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%
<b>Total 7410.4K · Miscellaneous</b>	<b>15.00</b>	<b>25.00</b>	<b>-10.00</b>	<b>60.0%</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>13,911.58</b>	<b>38,351.00</b>	<b>-24,439.42</b>	<b>36.3%</b>
<b>9000 · Employee - Benefits</b>				
9010.8 · NYS Retirement	0.00	5,500.00	-5,500.00	0.0%
9030.8 · Social Security/Medicare	3,056.91	8,930.00	-5,873.09	34.2%
9040.8 · Workers Comp	129.69	880.00	-750.31	14.7%
9055.8 · Disability	120.75	535.00	-414.25	22.6%
<b>9060.8 · Health Insurance</b>				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	2,716.96	8,560.00	-5,843.04	31.7%
<b>Total 9060.8 · Health Insurance</b>	<b>2,716.96</b>	<b>10,060.00</b>	<b>-7,343.04</b>	<b>27.0%</b>
<b>Total 9000 · Employee - Benefits</b>	<b>6,024.31</b>	<b>25,905.00</b>	<b>-19,880.69</b>	<b>23.3%</b>
<b>Total Expense</b>	<b>60,244.44</b>	<b>186,158.00</b>	<b>-125,913.56</b>	<b>32.4%</b>
<b>Net Ordinary Income</b>	<b>98,590.86</b>	<b>0.00</b>	<b>98,590.86</b>	<b>100.0%</b>
<b>Net Income</b>	<b>98,590.86</b>	<b>0.00</b>	<b>98,590.86</b>	<b>100.0%</b>

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

January through May 2021

	Jan - May 21	Forecast	\$ Over Forecast	% of Forecast
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	10.66	1.90	8.76	561.1%
2082.12 · Lost Books	188.07	79.03	109.04	238.0%
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	207.18	215.23	-8.05	96.3%
Total 2082 · Library Charges	207.18	215.23	-8.05	96.3%
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	13.42	14.01	-0.59	95.8%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,116.70	6,004.30	112.40	101.9%
Total 2705 · Gifts & Donations	7,116.70	7,004.30	112.40	101.6%
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	158,835.30	155,069.54	3,765.76	102.4%
<b>Gross Profit</b>	158,835.30	155,069.54	3,765.76	102.4%
<b>Expense</b>				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	20,976.79	21,796.77	-819.98	96.2%
7410.1B · Gross wages - Librarian	7,965.77	8,185.18	-219.41	97.3%
7410.1C · Gross wages - Assistant	11,365.99	14,086.48	-2,720.49	80.7%
Total 7410.11 · Employee Gross Wages	40,308.55	44,068.43	-3,759.88	91.5%
Total 7410.1 · Personal Services	40,308.55	44,068.43	-3,759.88	91.5%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	0.00	825.00	-825.00	0.0%
74104B5 · Magazines and Newspapers	0.00	249.19	-249.19	0.0%
74104B4 · Audiobooks	169.28	159.99	9.29	105.8%
74104B3 · Print Materials	3,004.55	2,542.85	461.70	118.2%
74104B2 · Electronic Content	3,001.08	4,142.13	-1,141.05	72.5%
74104B1 · DVDs & Other Materials	574.61	554.59	20.02	103.6%
7410.4B · Library Materials - Other	477.32	377.18	100.14	126.5%
Total 7410.4B · Library Materials	7,226.84	8,850.93	-1,624.09	81.7%
7410.4C · Equipment/Technology	782.82	1,305.78	-522.96	60.0%
7410.4D · Programs				
74104D1 · Summer Reading Program	247.34	648.44	-401.10	38.1%
7410.4D · Programs - Other	986.51	842.27	144.24	117.1%
Total 7410.4D · Programs	1,233.85	1,490.71	-256.86	82.8%
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	8.25	3.59	4.66	229.8%
7410.4H · Telephone/Data Links	487.79	463.71	24.08	105.2%
7410.4I · Insurance	1,701.89	1,647.41	54.48	103.3%
7410.4F · Office and Library Supplies	66.96	200.97	-134.01	33.3%
7410.4J · Professional Services	420.00	0.00	420.00	100.0%
Total 7410.41 · Operations and Administrative	4,653.07	4,408.67	244.40	105.5%
7410.4K · Miscellaneous	15.00	10.00	5.00	150.0%
Total 7410.4 · Contractual Expenses	13,911.58	16,066.09	-2,154.51	86.6%

12:49 PM

06/02/21

Accrual Basis

The Castleton Public Library  
Profit & Loss Forecast vs. Actual

January through May 2021

	Jan - May 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	3,056.91	3,300.39	-243.48	92.6%
9040.8 · Workers Comp	129.69	92.38	37.31	140.4%
9055.8 · Disability	120.75	120.75	0.00	100.0%
9060.8 · Health Insurance	2,716.96	3,048.90	-331.94	89.1%
Total 9000 · Employee - Benefits	6,024.31	6,562.42	-538.11	91.8%
Total Expense	60,244.44	66,696.94	-6,452.50	90.3%
Net Ordinary Income	98,590.86	88,372.60	10,218.26	111.6%
Net Income	98,590.86	88,372.60	10,218.26	111.6%



The Castleton Public Library  
**Balance Sheet**  
As of May 31, 2021

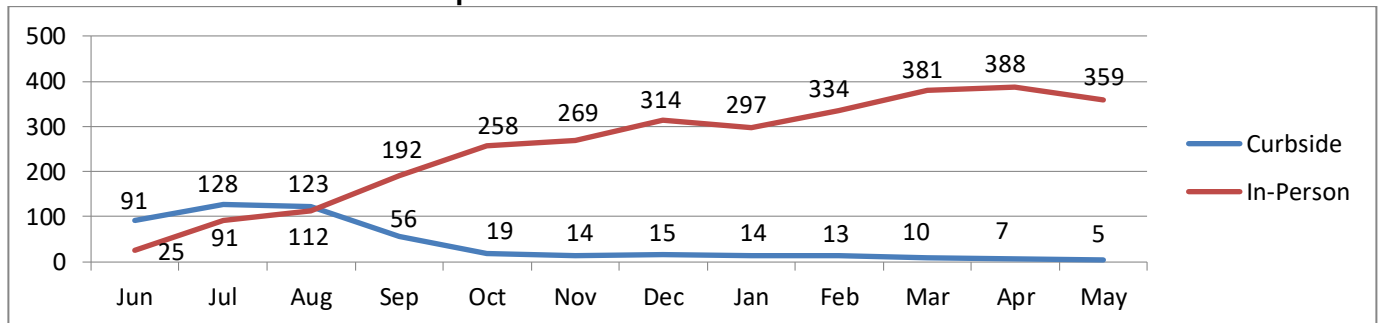
	May 31, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	192,643.61
200.2 · Citizens Checking Account	38,472.45
200.9 · Petty Cash	50.00
Total Checking/Savings	231,166.06
Other Current Assets	
395 · Deposits with Other Government	3,500.00
Total Other Current Assets	3,500.00
Total Current Assets	234,666.06
<b>TOTAL ASSETS</b>	<b>234,666.06</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
600 · Accounts Payable	-0.02
Total Accounts Payable	-0.02
Total Current Liabilities	-0.02
Total Liabilities	-0.02
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	131,002.22
Net Income	98,590.86
Total Equity	234,666.08
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>234,666.06</b>

## Director's Report – May

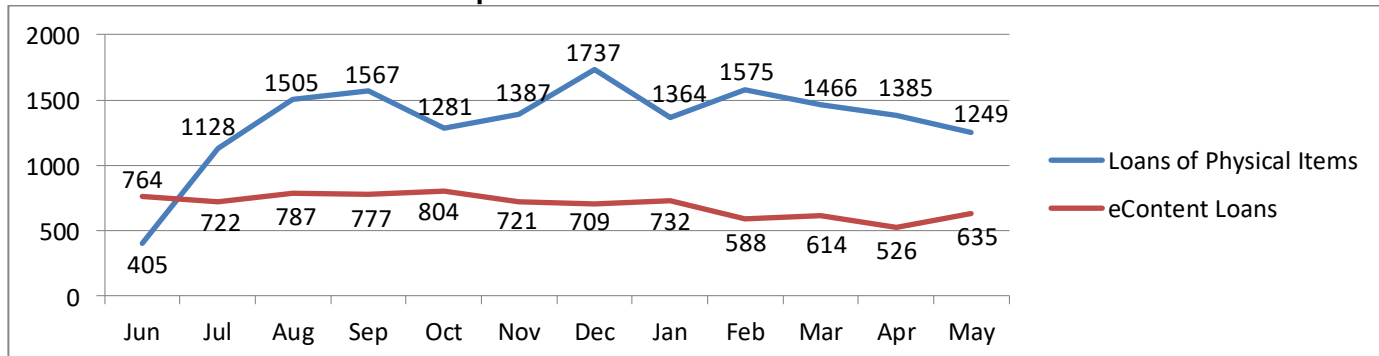
### May 2021 – Usage Statistics in Comparison

	May 2021	May 2020	Percent Change
<b>Circulation</b>			
Circulation of materials at CPL	1,249	0*	N/A
Items loaned to other libraries	340	0*	N/A
Items borrowed from other libraries	446	0*	N/A
eContent circulation	635	930	-31.7%
<b>Programming</b>			
Number of programs offered	12	12	0%
Program attendance – in-person	21	0*	N/A
Program attendance – live virtual	0	6	-100%
Program attendance – kits and prerecorded virtual**	118	65	+81.5%
<b>Public Computer Use</b>			
Public Computer Sessions	4	0*	N/A
WiFi Use - daily unique users	459 (3.69 GB)	109 (3.99 GB)	+321.1%
WiFi Hotspot Use	93.15 GB	14.27 GB***	+552.8%
<b>Marketing Reach</b>			
Website visits	551	658	-16.3%
Website unique visitors	304	368	-17.4%
Email newsletter list size	1,407	1,387	+1.4%
Facebook page likes	881	805	+9.4%
Facebook total reach	3,853	9,013	-57.3%
* = CPL was closed to the public for the entirety of May 2020. ** = Attendance for prerecorded programs is measured by total views through 5/31. For kits, the number of kits taken through 5/31 is used for the attendance number. ***= Hotspots were loaned to Castle Hill senior housing for the period 4/8/20-6/22/20.			

### Visitation – Month-to-Month Comparison



### Circulation – Month-to-Month Comparison





**Programs – May**

5/3/2021	Cool Science: Music	47
5/3/2021	Take & Make Crafts: Flower Crafts	45
5/3/2021	Teen Time: Minute to Win It	8
5/5/2021	Virtual Storytime	3
5/11/2021	Kids Cook: Veggie Pita Pockets	7
5/11/2021	Virtual Book Club	0
5/12/2021	Virtual Storytime	4

5/15/2021	Beading Bonanza	3
5/19/2021	Virtual Storytime	2
5/19/2021	Afternoon Book Club	5
5/20/2021	Storytime on the Lawn	13
5/26/2021	Virtual Storytime	2
	<b>Month total</b>	<b>139</b>

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

- May 13 – Meeting with Director (online meeting)
- May 20 – Meeting with Director

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

- May 3 – Policy Committee meeting (online meeting)
- May 7 – Directors Association meeting (online meeting)
- May 10 – Village Board meeting (online meeting)
- May 11 – eContent Advisory Committee meeting (online meeting)
- May 13 – Meeting with Youth Services Librarian (online meeting)
- May 14 – Census Redistricting Webinar
- May 17 – Community Outreach & Visibility Committee meeting (online meeting)
- May 17 – Finance Committee meeting (online meeting)
- May 19 – Meeting with VOC library liaison Lissa D'Aquanni and CPL board president Shane Mitchum
- May 19 – Friends of CPL meeting (online meeting)
- May 20 – Meeting with Youth Services Librarian