

Agenda
Castleton Public Library Board of Trustees Meeting
Castleton Village Hall, March 16, 2020 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

Old Business

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

New Business

- CPL response to Novel Coronavirus (COVID-19)
- Draft policy – Library Service in Unusual Health Situations
- 2020 Financial Review

President's Report

Secretary's Report

- Review of minutes from February 18, 2020

Treasurer's Report

Director's Report

Friends Report

Committee Reports

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

Announcements

Public Comment

Executive Session

Adjourn



Classes and Events at Castleton Public Library March 2020

Weekly Events

Pajama Storytime

Pajama Storytime

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

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

Learn & Play Storytime



Learn & Play Storytime

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

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

Other Events

Computer Basics

Computer Basics by Appointment

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



After Dinner Book Club

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

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

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



Make Your Own Mad Libs!

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

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



Read to Lacey the Therapy Dog

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

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



Cool Science!

Cool Science: Rainbows

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

Make your own rainbow in a cup using skittles and water, and learn about density!



Bridge Club

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

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



Marble Run Fun

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

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



Paint & Punch

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

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



Spring Renewal Yoga

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

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

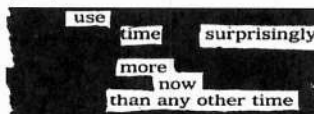


Afternoon Book Club

Afternoon Book Club – *The Picture of Dorian Gray*

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

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



STEM Storytime



March Madness

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

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

Teen Time: Blackout Poetry

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

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

STEM Storytime: Chemical Reactions

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

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

Legal Clinic

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

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

Bridge Club

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

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

Family Movie Night – Frozen II (PG)

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

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

Paper Mosaic Art

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

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

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

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

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

Census Day

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

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

Visit Area Museums for Free with Our Museum Passes!

Did you know that you can use your library card to borrow passes for free or reduced admission to area museums? Passes are loaned for 3 days; passes checked out from CPL must be returned to CPL. We have the following museum passes in our collection for 2020 (please note that some museums are open seasonally and may not be open yet):

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

Castleton Public Library

85 S. Main Street, Castleton, NY 12033

Phone: 518-732-0879

www.castletonpubliclibrary.org

www.facebook.com/castletonpubliclibrary

Library Hours:

Monday-Wednesday – 12:00-8:00 p.m.

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

Saturday – 10:00 a.m. – 4:00 p.m.

Sunday – Closed



Classes and Events at Castleton Public Library

April 2020

Weekly Events

Pajama Storytime

Pajama Storytime

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

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

Learn & Play Storytime



Learn & Play Storytime

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

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

Other Events

Computer Basics

Computer Basics by Appointment

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



After Dinner Book Club

After Dinner Book Club – *The Heart is a Lonely Hunter*

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



Build with Keva Planks

Tuesday, April 7, 2:00-6:00 p.m.

Want to build something cool? Drop in and make a tower or other exciting structure out of Keva Planks!



Bridge Club

Friday, April 10, 10:30 a.m.

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



Perler Bead Crafts

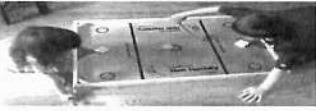
Friday, April 10, 12:00-5:00 p.m.



Poetry Read-Aloud

Friday, April 10, 6:00-8:00 p.m.

April is National Poetry Month! Join us for an evening of reading poetry aloud. Poetry books will be available to read from, or feel free to read your original poetry. A 2nd Friday event for all ages!



Knock Hockey

Saturday, April 11, 10:00 a.m.-4:00 p.m.

Play tabletop hockey at the library with your friends or family!



Make an Emoji Pillow

Monday, April 13, 12:00-4:00 p.m.

Create and decorate your own special emoji pillow, no sewing required! Recommended for ages 5 and up.



Cool Science!

Cool Science: Floating Art

Tuesday, April 14, 4:00-6:00 p.m.

Create dry-erase figures that float on water and learn about the science behind why it works!



Paper Bag Puppets

Wednesday, April 15, 3:00-8:00 p.m.

Looking to get creative? Design a unique paper bag puppet. Create an animal, person, monster, & more!



Mini Gardening for Kids

Thursday, April 16, 12:00-5:00 p.m.

Stop by the library to decorate a small gardening pot, learn about gardening, and plant a seed!



Recycled Art: Flower Wreaths

Friday, April 17, 12:00-6:00 p.m.



Friends of CPL Bottle & Can Drive

Saturday, April 18 through Saturday, April 25

Save us your empties! Bring your returnable bottles and cans to the library any time during our open hours from Saturday, April 18 through Saturday, April 25. All proceeds benefit the Friends of CPL.

STEM Storytime: Colors

Saturday, April 18, 10:30 a.m.

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

Read to Lacey the Therapy Dog

Monday, April 20, 4:00-5:00 p.m.

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

Afternoon Book Club – *Storm in a Teacup: The Physics of Everyday Life*

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

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

Spring Crafts

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

Stop by the library to celebrate the warmer weather and make some special spring crafts!

Legal Clinic

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

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

Open Mic Night

Wednesday, April 22, 6:00-8:00 p.m.

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

Bridge Club

Friday, April 24, 10:30 a.m.

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

Family Movie Night – *Dolittle* (PG)

Friday, April 24, 6:00 p.m.

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

Teen Time: DIY Spa

Thursday, April 30, 3:00-5:00 p.m.

Join us to make your own sugar scrub & bath salts, and enjoy some snacks! For teens in 6th-12th grades.

Friends of CPL Fundraiser at The Hill Restaurant

Saturday, May 2, 4:00-10:00 p.m.

Location: The Hill Restaurant, 133 Scott Avenue, Castleton, NY 12033

When you dine in at The Hill on May 2, 10% of your purchase cost for entrees, sides, drinks, desserts, and more will go to benefit the Friends of CPL! Fundraiser does not apply to take-out orders.

Star Wars Day – May the Fourth Be With You!

Monday, May 4, 2:00-6:00 p.m.

Celebrate the Star Wars universe by making a cool craft!

After Dinner Book Club – *Grit: The Power of Passion and Perseverance*

Monday, May 4, 7:00 p.m.

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

Castleton Public Library

85 S. Main Street, Castleton, NY 12033

Phone: 518-732-0879

castletonpubliclibrary.org

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Library Hours:

Monday-Wednesday – 12:00-8:00 p.m.

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Saturday – 10:00 a.m. – 4:00 p.m.

Sunday – Closed



Castleton Public Library

Response to COVID-19

Many people are concerned about the impact of COVID-19 in our area. In responding to a new virus in the community, our response may change quickly and with little notice. We ask for your patience and understanding as we move forward.

The information given below is a list of practices that CPL will implement starting **Monday, March 9**. We will maintain these practices until further notice.

- CPL staff will disinfect commonly-used hard surfaces twice daily.
- The library's interior front door will remain open during the hours we are open, to eliminate a common touch point.
- All toys have been temporarily removed from the children's area and will remain in storage until further notice.
- CPL's weekly Early Literacy Playtime is cancelled until further notice, since this program involves shared toys.
- Staff will look up patron accounts to minimize touching of physical library cards.
- Staff will clean and disinfect all hard surfaces before and after any library programs.
- Food/drinks served at library programs must be in pre-packaged, pre-portioned servings.
- All food preparation programs are cancelled until further notice.
- Library programs held in the Community Room will be limited to 8 or fewer participants at a time.
- As long as two staff members are on hand in the library, we will temporarily offer a "curbside pickup" option for items on hold. Call 518-732-0879 or email director@castletonpubliclibrary.org to learn more about this service!
- Signage encouraging proper hand-washing is posted in the restroom.
- Signage regarding general health practices is posted on the front door of the building.
- Information about the library's response to COVID-19 is posted at the front desk and on our website/social media.
- CPL will follow the guidance and actions of government (federal, state, county, town/village), local school districts, and the Upper Hudson Library System in determining whether any of the library's modes of operation shall be temporarily changed in response to health concerns.

Library Service in Unusual Health Situations

During unusual health situations in our community, it may be necessary for the Castleton Public Library to alter our normal modes of service to ensure the safety and overall well-being of people in our community and of our staff. These guidelines will frame our thinking in such situations. We will seek to implement these guidelines in the least disruptive ways possible to our patrons.

Regardless of the level of response, the Library Director will be the chief spokesperson for the library, communicating internally with the staff and board, as well as with the public.

General health best practices

Library staff are to be made aware of the following general health best practices in order to help prevent the spread of disease:

- If you are sick, stay home.
- If you have had a fever within 24 hours of your scheduled shift, stay home.
- Wash your hands regularly for at least 20 seconds.
- Dry your hands thoroughly after washing.
- If you are not able to wash your hands, use hand sanitizer, rubbing into hands for at least 20 seconds.
- Cough or sneeze into a tissue or into the bend of your arm, not your hands.
- Avoid touching your eyes, mouth, and nose.
- Limit or avoid physically touching others.

In times of normally elevated health risk

Example: A typical flu season

- Library staff will be reminded of general health practices.
- Library staff will assure that signage encouraging proper hand-washing is posted in the restroom and that hand sanitizer and tissues are available to the public at the front desk.
- Library staff will make an effort to regularly disinfect commonly-used hard surfaces that may spread disease. Commonly-used hard surfaces include:
 - Front desk keyboard, mouse, and service counter
 - Patron computer keyboards, mice, and computer tabletop
 - Other staff keyboards, mice, and desk surfaces
 - Cash register
 - Bathroom doorknobs
 - Bathroom faucet handles

- Toilet flush handle
- Main door handles
- Library tables located in main library space and Community Room

In times of unusually elevated health risk

Example: Cases of a new or especially virulent disease are present in our general area.

- The Director and Board of Trustees will continually monitor information from trusted health sources in order to determine which actions listed below (or other actions not listed) are most appropriate.
- Continue or increase the frequency of the disinfection practices listed above.
- Library staff may communicate, both inside and outside the library, messages encouraging patrons to engage in general health best practices, and/or other health practices that may help slow the spread of a particular disease.
- Library staff may communicate, both inside and outside the library, messages encouraging patrons not to use the library facility if they are experiencing symptoms of infectious disease.
- Front desk staff may look up the patron's account by typing in their name, or scan a library card while the patron holds the card, instead of touching the patron's card.
- Collections deemed as presenting an elevated risk of spreading disease may be temporarily removed from the main library space (i.e. children's toys).
- Library staff will evaluate programs for the possibility of spreading disease; programs may be altered to lessen the risk of spreading disease, or programs may be cancelled or rescheduled.
- The library may temporarily offer additional service options in order to meet the needs of those who might wish to avoid entering the library (i.e. curbside pickup).
- If practical and appropriate, protective gear (and training for the use, removal, and proper disposal of such gear) may be made available to staff members to prevent the spread of disease.

In times of a severe health risk

Example: The local school district is closed in response to the presence of a new or especially virulent disease in our community.

- The library's Director and Board of Trustees will follow the guidance and actions of government entities (federal, state, county, town/village), local

school districts, and UHLS in determining whether the library should be temporarily closed to the public due to health concerns.

- If it is determined that the library will be closed to the public due to health concerns, all CPL employees shall receive pay for the hours they had been originally scheduled to work for the duration of the closure.
- Library outreach services may be temporarily suspended.
- Library programs may be cancelled or rescheduled.
- Public use of the Community Room may be temporarily suspended.
- Patrons will be made aware of any changes to the library's modes of operation through as many channels as possible.

Library service in times of severe health risk when the library is closed

Although many library services are out of reach if the library facility is closed, there are some resources the library may continue to provide:

- Encourage use of digital collections through the library's website and social media and on front door signage. If practical and within budget, purchase additional digital copies of popular titles to help meet demand.
- Some CPL employees may be asked to work from home on ongoing or future library projects during a closure.
- The library may temporarily redirect phone service to a library staff member for troubleshooting issues with digital collections access, handling research requests, and responding to questions from the public.

Board of Directors
Castleton Library
85 South Main Street
Castleton, N.Y. 12033

I have reviewed the accounting records maintained utilizing QuickBooks for the 2019 financial activity for the Castleton Library. This system greatly enhances the financial activity for Library. The monthly reports allow the board to better oversee the financial condition of the library activities. The records are current and fairly represent the financial condition of the Library for the 2019 fiscal year. I prepared the AUD and filed it with the State Comptroller.

I have traced the financial activity for several months for the 2019 fiscal year. Documented receipts were deposited intact and on a timely basis. Expenditures were backed up with sufficient documentation for those utilizing checks and the use of debit cards. Bank statements were reconciled monthly to the accounting records. Payrolls were utilized using a payroll service contracted with the Village of Castleton. Details of the biweekly payrolls were reconciled to the bank statements. Also traced bank transfers between the Money Market and the operating checking account and found no discrepancies.

William C. Adams

Consultant

Castleton Public Library Board of Trustees Meeting

Tuesday February 18, 2020 Minutes

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

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

Adoption of Agenda: Agenda adopted upon the motion of Trustee Marcucci and seconded by Trustee Knaack. Unanimously approved.

Public Comment: None

Old Business: Library programs were discussed.

New Business: The Board reviewed the 2019 New York State Annual Report. The report was approved upon the motion of Trustee Marcucci and seconded by Trustee Knaack. Unanimously approved. The Board discussed the Finance Report and the need to increase funds for monthly transfers from the savings to the checking account. Trustee Marcucci motioned to approve the increase in monthly transfers and was seconded by Trustee Knaack. Unanimously approved.

President's Report: None.

Secretary's Report: Trustee Marcucci motioned to approve the January 2020 meeting minutes. Seconded by Trustee Knaack. Unanimously approved.

Treasurer's Report: Trustee Marcucci motioned to approve the January 2020 Check Detail Reports. Seconded by Trustee Knaack. Unanimously approved.

Director's Report: Director Tacke presented her monthly report for January 2020 and presented information on the staff development day held January 24, 2020 which included a webinar that may be of interest to the Board for continuing education purposes.

Friends Report: None.

Committee Reports: None.

Announcements: None.

Public Comment: None.

Executive Session: None.

The meeting was adjourned upon motion by Trustee Marcucci and seconded by Trustee Knaack at 7:25 pm

5:47 PM
03/09/20

The Castleton Public Library
Check Detail
February 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	02/01/2020	Amazon LLC	200.2 · Citizens Checking Account		-13.98
Bill	1132376655...	02/01/2020		7410.4D · Programs	-13.98	13.98
TOTAL					-13.98	13.98
Bill Pmt -Check	DEBIT	02/04/2020	Amazon LLC	200.2 · Citizens Checking Account		-53.91
Bill	1132475630...	02/04/2020		74104B1 · DVDs & Other Materials	-53.91	53.91
TOTAL					-53.91	53.91
Bill Pmt -Check	DEBIT	02/05/2020	Amazon LLC	200.2 · Citizens Checking Account		-56.14
Bill	1135550839...	02/05/2020		7410.4D · Programs	-56.14	56.14
TOTAL					-56.14	56.14
Bill Pmt -Check	DEBIT	02/06/2020	Amazon LLC	200.2 · Citizens Checking Account		-23.50
Bill	1131662884...	02/06/2020		7410.4D · Programs	-23.50	23.50
TOTAL					-23.50	23.50
Bill Pmt -Check	DEBIT	02/12/2020	Amazon LLC	200.2 · Citizens Checking Account		-21.99
Bill	1132475630...	02/12/2020		74104B1 · DVDs & Other Materials	-21.99	21.99
TOTAL					-21.99	21.99
Bill Pmt -Check	DEBIT	02/14/2020	Price Chopper	200.2 · Citizens Checking Account		-65.80
Bill		02/14/2020		7410.4D · Programs	-65.80	65.80
TOTAL					-65.80	65.80
Bill Pmt -Check	DEBIT	02/18/2020	Amazon LLC	200.2 · Citizens Checking Account		-187.98
Bill	1133689849...	02/18/2020		7410.4C · Equipment/Technology	-187.98	187.98
TOTAL					-187.98	187.98
Bill Pmt -Check	DEBIT	02/18/2020	Amazon LLC	200.2 · Citizens Checking Account		-32.95
Bill	1132475630...	02/18/2020		74104B1 · DVDs & Other Materials	-32.95	32.95
TOTAL					-32.95	32.95
Bill Pmt -Check	DEBIT	02/19/2020	New York State P...	200.2 · Citizens Checking Account		-70.00
Bill	7683889-D95	02/19/2020		74104B6 · Museum Passes	-70.00	70.00
TOTAL					-70.00	70.00
Bill Pmt -Check	DEBIT	02/20/2020	Price Chopper	200.2 · Citizens Checking Account		-73.40
Bill		02/20/2020		7410.4D · Programs	-73.40	73.40
TOTAL					-73.40	73.40

5:47 PM
03/09/20

The Castleton Public Library
Check Detail
February 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	02/21/2020	Aldi	200.2 · Citizens Checking Account		-0.80
Bill		02/21/2020		7410.4D · Programs	-0.80	0.80
TOTAL					-0.80	0.80
Bill Pmt -Check	DEBIT	02/21/2020	Amazon LLC	200.2 · Citizens Checking Account		-63.98
Bill	1139034073...	02/21/2020		7410.4F · Office and Library Supplies	-63.98	63.98
TOTAL					-63.98	63.98
Bill Pmt -Check	DEBIT	02/25/2020	Amazon LLC	200.2 · Citizens Checking Account		-14.99
Bill	1132475630...	02/25/2020		74104B1 · DVDs & Other Materials	-14.99	14.99
TOTAL					-14.99	14.99
Bill Pmt -Check	DEBIT	02/26/2020	Amazon LLC	200.2 · Citizens Checking Account		-48.06
Bill	1131186908...	02/26/2020		74104B1 · DVDs & Other Materials	-48.06	48.06
TOTAL					-48.06	48.06
Bill Pmt -Check	DEBIT	02/28/2020	Target	200.2 · Citizens Checking Account		-68.26
Bill		02/28/2020		74104B1 · DVDs & Other Materials	-62.97	62.97
				7410.4D · Programs	-5.29	5.29
TOTAL					-68.26	68.26
Bill Pmt -Check	2617	02/04/2020	Joelle Adler	200.2 · Citizens Checking Account		-6.86
Bill		02/04/2020		7410.4D · Programs	-6.86	6.86
TOTAL					-6.86	6.86
Bill Pmt -Check	2618	02/10/2020	Brodart	200.2 · Citizens Checking Account		-372.23
Bill	MULTIPLE	02/03/2020		74104B3 · Print Materials	-372.23	372.23
TOTAL					-372.23	372.23
Bill Pmt -Check	2619	02/10/2020	Village of Castlet...	200.2 · Citizens Checking Account		-4,792.95
Bill	84231	02/03/2020		7410.1A · Gross wages - Director	-1,989.08	1,989.08
				7410.1B · Gross wages - Librarian	-921.50	921.50
				7410.1C · Gross wages - Assistant	-1,547.74	1,547.74
				9030.8 · Social Security/Medicare	-334.63	334.63
TOTAL					-4,792.95	4,792.95
Bill Pmt -Check	2620	02/10/2020	Village of Castlet...	200.2 · Citizens Checking Account		-609.78
Bill	84232	02/03/2020		9060.8 · Health Insurance	-609.78	609.78
TOTAL					-609.78	609.78

5:47 PM
03/09/20

The Castleton Public Library
Check Detail
February 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	2621	02/10/2020	Hyde Collection	200.2 · Citizens Checking Account		-100.00
Bill		02/10/2020		74104B6 · Museum Passes	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Check	2622	02/10/2020	Movie Licensing ...	200.2 · Citizens Checking Account		-215.00
Bill	2821835	02/01/2020		7410.4D · Programs	-215.00	215.00
TOTAL					-215.00	215.00
Bill Pmt -Check	2623	02/10/2020	U.S. Bank	200.2 · Citizens Checking Account		-136.40
Bill	405535451	02/01/2020		7410.4C · Equipment/Technology	-136.40	136.40
TOTAL					-136.40	136.40
Bill Pmt -Check	2624	02/14/2020	Destroyer Escort ...	200.2 · Citizens Checking Account		-75.00
Bill		02/14/2020		74104B6 · Museum Passes	-75.00	75.00
TOTAL					-75.00	75.00
Bill Pmt -Check	2625	02/18/2020	Albany Institute ...	200.2 · Citizens Checking Account		-100.00
Bill		02/18/2020		74104B6 · Museum Passes	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Check	2626	02/18/2020	Time Warner Cable	200.2 · Citizens Checking Account		-93.07
Bill		02/11/2020		7410.4H · Telephone/Data Links	-93.07	93.07
TOTAL					-93.07	93.07
Bill Pmt -Check	2627	02/19/2020	Berkshire Botani...	200.2 · Citizens Checking Account		-120.00
Bill		02/19/2020		74104B6 · Museum Passes	-120.00	120.00
TOTAL					-120.00	120.00
Bill Pmt -Check	2628	02/19/2020	The Olana Partne...	200.2 · Citizens Checking Account		-150.00
Bill		02/19/2020		74104B6 · Museum Passes	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	2629	02/20/2020	Recorded Books,...	200.2 · Citizens Checking Account		-40.00
Bill	76609820	02/10/2020		74104B4 · Audiobooks	-40.00	40.00
TOTAL					-40.00	40.00
Bill Pmt -Check	2630	02/24/2020	The Hartford	200.2 · Citizens Checking Account		-1,647.41
Bill		02/10/2020		7410.4I · Insurance	-1,647.41	1,647.41
TOTAL					-1,647.41	1,647.41

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The Castleton Public Library
Check Detail

February 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	2631	02/24/2020	Village of Castlet...	200.2 · Citizens Checking Account		-4,178.18
Bill	84234	02/21/2020		7410.1A · Gross wages - Director	-1,989.08	1,989.08
				7410.1B · Gross wages - Librarian	-698.40	698.40
				7410.1C · Gross wages - Assistant	-1,199.77	1,199.77
				9030.8 · Social Security/Medicare	-290.93	290.93
TOTAL					-4,178.18	4,178.18

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The Castleton Public Library
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 02/29/2020

	<u>Feb 29, 20</u>
Beginning Balance	89,476.89
Cleared Transactions	
Deposits and Credits - 3 items	<u>152,500.43</u>
Total Cleared Transactions	<u>152,500.43</u>
Cleared Balance	<u>241,977.32</u>
Register Balance as of 02/29/2020	241,977.32
Ending Balance	241,977.32

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The Castleton Public Library
Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 02/29/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						89,476.89
Cleared Transactions						
Deposits and Credits - 3 items						
Deposit	02/05/2020			X	73.98	73.98
Deposit	02/24/2020			X	152,424.61	152,498.59
Deposit	02/29/2020			X	1.84	152,500.43
Total Deposits and Credits					152,500.43	152,500.43
Total Cleared Transactions					152,500.43	152,500.43
Cleared Balance					152,500.43	241,977.32
Register Balance as of 02/29/2020					152,500.43	241,977.32
Ending Balance					152,500.43	241,977.32

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The Castleton Public Library
Reconciliation Summary

200.2 · Citizens Checking Account, Period Ending 02/29/2020

	Feb 29, 20
Beginning Balance	13,579.72
Cleared Transactions	
Checks and Payments - 28 items	-7,507.03
Total Cleared Transactions	-7,507.03
Cleared Balance	<u>6,072.69</u>
Uncleared Transactions	
Checks and Payments - 3 items	-5,975.59
Total Uncleared Transactions	-5,975.59
Register Balance as of 02/29/2020	<u>97.10</u>
Ending Balance	97.10

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The Castleton Public Library
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 02/29/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						13,579.72
Cleared Transactions						
Checks and Payments - 28 items						
Bill Pmt -Check	01/21/2020	2605	FASNY Museum of ...	X	-50.00	-50.00
Bill Pmt -Check	02/01/2020	DEBIT	Amazon LLC	X	-13.98	-63.98
Bill Pmt -Check	02/04/2020	DEBIT	Amazon LLC	X	-53.91	-117.89
Bill Pmt -Check	02/04/2020	2617	Joelle Adler	X	-6.86	-124.75
Bill Pmt -Check	02/05/2020	DEBIT	Amazon LLC	X	-56.14	-180.89
Bill Pmt -Check	02/06/2020	DEBIT	Amazon LLC	X	-23.50	-204.39
Bill Pmt -Check	02/10/2020	2619	Village of Castleton-...	X	-4,792.95	-4,997.34
Bill Pmt -Check	02/10/2020	2620	Village of Castleton-...	X	-609.78	-5,607.12
Bill Pmt -Check	02/10/2020	2618	Brodart	X	-372.23	-5,979.35
Bill Pmt -Check	02/10/2020	2622	Movie Licensing USA	X	-215.00	-6,194.35
Bill Pmt -Check	02/10/2020	2623	U.S. Bank	X	-136.40	-6,330.75
Bill Pmt -Check	02/10/2020	2621	Hyde Collection	X	-100.00	-6,430.75
Bill Pmt -Check	02/12/2020	DEBIT	Amazon LLC	X	-21.99	-6,452.74
Bill Pmt -Check	02/14/2020	2624	Destroyer Escort His...	X	-75.00	-6,527.74
Bill Pmt -Check	02/14/2020	DEBIT	Price Chopper	X	-65.80	-6,593.54
Bill Pmt -Check	02/18/2020	DEBIT	Amazon LLC	X	-187.98	-6,781.52
Bill Pmt -Check	02/18/2020	2625	Albany Institute of Hi...	X	-100.00	-6,881.52
Bill Pmt -Check	02/18/2020	2626	Time Warner Cable	X	-93.07	-6,974.59
Bill Pmt -Check	02/18/2020	DEBIT	Amazon LLC	X	-32.95	-7,007.54
Bill Pmt -Check	02/19/2020	2627	Berkshire Botanical ...	X	-120.00	-7,127.54
Bill Pmt -Check	02/19/2020	DEBIT	New York State Parks	X	-70.00	-7,197.54
Bill Pmt -Check	02/20/2020	DEBIT	Price Chopper	X	-73.40	-7,270.94
Bill Pmt -Check	02/20/2020	2629	Recorded Books, LLC	X	-40.00	-7,310.94
Bill Pmt -Check	02/21/2020	DEBIT	Amazon LLC	X	-63.98	-7,374.92
Bill Pmt -Check	02/21/2020	DEBIT	Aldi	X	-0.80	-7,375.72
Bill Pmt -Check	02/25/2020	DEBIT	Amazon LLC	X	-14.99	-7,390.71
Bill Pmt -Check	02/26/2020	DEBIT	Amazon LLC	X	-48.06	-7,438.77
Bill Pmt -Check	02/28/2020	DEBIT	Target	X	-68.26	-7,507.03
Total Checks and Payments					-7,507.03	-7,507.03
Total Cleared Transactions					-7,507.03	-7,507.03
Cleared Balance					-7,507.03	6,072.69
Uncleared Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	02/19/2020	2628	The Olana Partnership		-150.00	-150.00
Bill Pmt -Check	02/24/2020	2631	Village of Castleton-...		-4,178.18	-4,328.18
Bill Pmt -Check	02/24/2020	2630	The Hartford		-1,647.41	-5,975.59
Total Checks and Payments					-5,975.59	-5,975.59
Total Uncleared Transactions					-5,975.59	-5,975.59
Register Balance as of 02/29/2020					-13,482.62	97.10
Ending Balance					-13,482.62	97.10

The Castleton Public Library

Profit & Loss

February 2020

	Feb 20
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	0.25
2082.12 · Lost Books	28.98
2082.13 · Copies, Prints and Faxes	54.30
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	83.53
Total 2082 · Library Charges	83.53
2360 · Intergovernmental Revenues	
2360.1 · Town of Schodack	146,786.00
Total 2360 · Intergovernmental Revenues	146,786.00
2401 · Interest & Earnings	1.84
2705 · Gifts & Donations	
2705.1 · Friend's SRP	1,000.00
2705 · Gifts & Donations - Other	4,629.06
Total 2705 · Gifts & Donations	5,629.06
Total Income	152,500.43
Gross Profit	152,500.43
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	3,978.16
7410.1B · Gross wages - Librarian	1,619.90
7410.1C · Gross wages - Assistant	2,747.51
Total 7410.11 · Employee Gross Wages	8,345.57
Total 7410.1 · Personal Services	8,345.57
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B6 · Museum Passes	615.00
74104B4 · Audiobooks	40.00
74104B3 · Print Materials	372.23
74104B1 · DVDs & Other Materials	234.87
Total 7410.4B · Library Materials	1,262.10
7410.4C · Equipment/Technology	324.38
7410.4D · Programs	460.77
7410.41 · Operations and Administrative	
7410.4H · Telephone/Data Links	93.07
7410.4I · Insurance	1,647.41
7410.4F · Office and Library Supplies	63.98
Total 7410.41 · Operations and Administrative	1,804.46
Total 7410.4 · Contractual Expenses	3,851.71

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Accrual Basis

The Castleton Public Library

Profit & Loss

February 2020

	Feb 20
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	625.56
9060.8 · Health Insurance	609.78
Total 9000 · Employee - Benefits	1,235.34
Total Expense	13,432.62
Net Ordinary Income	139,067.81
Net Income	139,067.81

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through February 2020

	Jan - Feb 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	1.90	0.00	1.90	100.0%
2082.12 · Lost Books	71.04	0.00	71.04	100.0%
2082.13 · Copies, Prints and Faxes	99.55	725.00	-625.45	13.7%
2082.14 · Register Overage/Shortage	-0.10	0.00	-0.10	100.0%
Total 2082.1 · Library Fines & Fees	172.39	725.00	-552.61	23.8%
Total 2082 · Library Charges	172.39	725.00	-552.61	23.8%
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	0.00	3,325.00	-3,325.00	0.0%
Total 2360 · Intergovernmental Revenues	146,786.00	164,111.00	-17,325.00	89.4%
2401 · Interest & Earnings	3.53	24.00	-20.47	14.7%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	5,658.38	5,000.00	658.38	113.2%
Total 2705 · Gifts & Donations	6,658.38	6,000.00	658.38	111.0%
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)	0.00	1,417.00	-1,417.00	0.0%
2760.9 · Grants - Other	0.00	1,000.00	-1,000.00	0.0%
Total 2760 · Library System Grants	0.00	4,566.00	-4,566.00	0.0%
599 · Appropriated Fund Balance	0.00	3,222.00	-3,222.00	0.0%
Total Income	153,620.30	178,648.00	-25,027.70	86.0%
Gross Profit	153,620.30	178,648.00	-25,027.70	86.0%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	7,873.21	51,716.00	-43,842.79	15.2%
7410.1B · Gross wages - Librarian	3,155.73	20,176.00	-17,020.27	15.6%
7410.1C · Gross wages - Assistant	4,986.41	38,800.00	-33,813.59	12.9%
Total 7410.11 · Employee Gross Wages	16,015.35	110,692.00	-94,676.65	14.5%
Total 7410.1 · Personal Services	16,015.35	110,692.00	-94,676.65	14.5%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	4,446.00	-4,446.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	4,446.00	-4,446.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	825.00	1,800.00	-975.00	45.8%
74104B5 · Magazines and Newspapers	119.60	960.00	-840.40	12.5%
74104B4 · Audiobooks	40.00	540.00	-500.00	7.4%
74104B3 · Print Materials	939.82	7,500.00	-6,560.18	12.5%
74104B2 · Electronic Content	1,121.58	3,855.00	-2,733.42	29.1%
74104B1 · DVDs & Other Materials	366.15	2,091.00	-1,724.85	17.5%
7410.4B · Library Materials - Other	119.00	1,270.00	-1,151.00	9.4%
Total 7410.4B · Library Materials	3,531.15	18,016.00	-14,484.85	19.6%
7410.4C · Equipment/Technology	481.77	3,050.00	-2,568.23	15.8%
7410.4D · Programs				
74104D1 · Summer Reading Program	0.00	3,500.00	-3,500.00	0.0%

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through February 2020

	Jan - Feb 20	Budget	\$ Over Budget	% of Budget
7410.4D · Programs - Other	651.58	2,500.00	-1,848.42	26.1%
Total 7410.4D · Programs	651.58	6,000.00	-5,348.42	10.9%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	94.95	800.00	-705.05	11.9%
7410.4E · Automated Services	931.52	3,726.00	-2,794.48	25.0%
7410.4G · Postage	3.59	300.00	-296.41	1.2%
7410.4H · Telephone/Data Links	185.64	1,400.00	-1,214.36	13.3%
7410.4I · Insurance	1,647.41	2,530.00	-882.59	65.1%
7410.4F · Office and Library Supplies	156.27	1,300.00	-1,143.73	12.0%
7410.4J · Professional Services	0.00	850.00	-850.00	0.0%
Total 7410.41 · Operations and Administrati...	3,019.38	10,906.00	-7,886.62	27.7%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	1,000.00	-1,000.00	0.0%
7410.4K · Miscellaneous - Other	10.00	25.00	-15.00	40.0%
Total 7410.4K · Miscellaneous	10.00	1,025.00	-1,015.00	1.0%
Total 7410.4 · Contractual Expenses	7,693.88	38,997.00	-31,303.12	19.7%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	5,500.00	-5,500.00	0.0%
9030.8 · Social Security/Medicare	1,199.42	8,413.00	-7,213.58	14.3%
9040.8 · Workers Comp	0.00	880.00	-880.00	0.0%
9055.8 · Disability	0.00	535.00	-535.00	0.0%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	1,219.56	7,683.00	-6,463.44	15.9%
Total 9060.8 · Health Insurance	1,219.56	9,183.00	-7,963.44	13.3%
Total 9000 · Employee - Benefits	2,418.98	24,511.00	-22,092.02	9.9%
Total Expense	26,128.21	178,646.00	-152,517.79	14.6%
Net Ordinary Income	127,492.09	2.00	127,490.09	6,374,604.5%
Net Income	127,492.09	2.00	127,490.09	6,374,604.5%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through February 2020

	Jan - Feb 20	Forecast	\$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	1.90	29.41	-27.51	6.5%
2082.12 · Lost Books	71.04	40.99	30.05	173.3%
2082.13 · Copies, Prints and Faxes	99.55	129.35	-29.80	77.0%
2082.14 · Register Overage/Shortage	-0.10	0.05	-0.15	-200.0%
Total 2082.1 · Library Fines & Fees	172.39	199.80	-27.41	86.3%
Total 2082 · Library Charges	172.39	199.80	-27.41	86.3%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	146,786.00	130,410.00	16,376.00	112.6%
2360.2 · Village of Castleton	0.00	0.00	0.00	0.0%
2360.3 · Rensselaer County	0.00	0.00	0.00	0.0%
Total 2360 · Intergovernmental Revenues	146,786.00	130,410.00	16,376.00	112.6%
2401 · Interest & Earnings	3.53	3.78	-0.25	93.4%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	5,658.38	3,794.16	1,864.22	149.1%
Total 2705 · Gifts & Donations	6,658.38	4,794.16	1,864.22	138.9%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	0.00	0.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	0.00	0.00	0.00	0.0%
2760.9 · Grants - Other	0.00	3,000.00	-3,000.00	0.0%
Total 2760 · Library System Grants	0.00	3,000.00	-3,000.00	0.0%
Total Income	153,620.30	138,407.74	15,212.56	111.0%
Gross Profit	153,620.30	138,407.74	15,212.56	111.0%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	7,873.21	7,421.80	451.41	106.1%
7410.1B · Gross wages - Librarian	3,155.73	2,801.98	353.75	112.6%
7410.1C · Gross wages - Assistant	4,986.41	5,165.74	-179.33	96.5%
Total 7410.11 · Employee Gross Wages	16,015.35	15,389.52	625.83	104.1%
Total 7410.1 · Personal Services	16,015.35	15,389.52	625.83	104.1%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	0.00	0.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	0.00	0.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
7410.4B6 · Museum Passes	825.00	595.00	230.00	138.7%
7410.4B5 · Magazines and Newspapers	119.60	198.00	-78.40	60.4%
7410.4B4 · Audiobooks	40.00	45.00	-5.00	88.9%
7410.4B3 · Print Materials	939.82	1,161.41	-221.59	80.9%
7410.4B2 · Electronic Content	1,121.58	1,230.32	-108.74	91.2%
7410.4B1 · DVDs & Other Materials	366.15	275.27	90.88	133.0%
7410.4B · Library Materials - Other	119.00	128.52	-9.52	92.6%
Total 7410.4B · Library Materials	3,531.15	3,633.52	-102.37	97.2%
7410.4C · Equipment/Technology	481.77	281.45	200.32	171.2%
7410.4D · Programs				
7410.4D1 · Summer Reading Program	0.00	0.00	0.00	0.0%
7410.4D · Programs - Other	651.58	285.91	365.67	227.9%
Total 7410.4D · Programs	651.58	285.91	365.67	227.9%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	94.95	107.73	-12.78	88.1%
7410.4E · Automated Services	931.52	913.25	18.27	102.0%
7410.4G · Postage	3.59	158.32	-154.73	2.3%
7410.4H · Telephone/Data Links	185.64	175.06	10.58	106.0%
7410.4I · Insurance	1,647.41	1,621.05	26.36	101.6%
7410.4F · Office and Library Supplies	156.27	9.72	146.55	1,607.7%
7410.4J · Professional Services	0.00	420.00	-420.00	0.0%
Total 7410.41 · Operations and Administrative	3,019.38	3,405.13	-385.75	88.7%
7410.4K · Miscellaneous	10.00	0.00	10.00	100.0%
Total 7410.4 · Contractual Expenses	7,693.88	7,606.01	87.87	101.2%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	0.00	0.00	0.0%
9030.8 · Social Security/Medicare	1,199.42	1,160.67	38.75	103.3%
9040.8 · Workers Comp	0.00	156.84	-156.84	0.0%
9055.8 · Disability	0.00	103.50	-103.50	0.0%

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Accrual Basis

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through February 2020

	Jan - Feb 20	Forecast	\$ Over Forecast	% of Forecast
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	0.00	0.00	0.0%
9060.8 · Health Insurance - Other	1,219.56	1,097.44	122.12	111.1%
Total 9060.8 · Health Insurance	1,219.56	1,097.44	122.12	111.1%
Total 9000 · Employee - Benefits	2,418.98	2,518.45	-99.47	96.1%
Total Expense	26,128.21	25,513.98	614.23	102.4%
Net Ordinary Income	127,492.09	112,893.76	14,598.33	112.9%
Net Income	127,492.09	112,893.76	14,598.33	112.9%

The Castleton Public Library

Balance Sheet

As of February 29, 2020

	Feb 29, 20
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	241,977.32
200.2 · Citizens Checking Account	97.10
200.9 · Petty Cash	50.00
Total Checking/Savings	242,124.42
Other Current Assets	
395 · Deposits with Other Government	3,500.00
Total Other Current Assets	3,500.00
Total Current Assets	245,624.42
TOTAL ASSETS	245,624.42
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
600 · Accounts Payable	-0.02
Total Accounts Payable	-0.02
Total Current Liabilities	-0.02
Total Liabilities	-0.02
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	113,059.35
Net Income	127,492.09
Total Equity	245,624.44
TOTAL LIABILITIES & EQUITY	245,624.42

Director's Report – February

February 2019 – Usage Statistics in Comparison

	February 2020	February 2019	Percent Change
Circulation			
Circulation of materials at CPL	2,008	2,266	-11.4%
Items loaned to other libraries	559	459	+21.8%
Items borrowed from other libraries	858	1,041	-17.6%
eContent circulation	476	368	+29.3%
Programming			
Number of programs offered	36	25	+44%
Program attendance	342	229	+49.3%
Public Computer Use			
Public Computer Sessions	76	85	-10.6%
WiFi Use (daily unique users)	506	N/A	N/A
Marketing Reach			
Website visits	1,360*	8,747	-84.5%
Website unique visitors	675*	2,664	-74.7%
Email newsletter list size	1,381	1,242	+11.2%
Facebook page likes	789	672	+17.2%
Facebook total reach	8,827	4,962	+77.9%
* = As of 8/1/2019, Weebly changed their statistics model to more closely match Google Analytics.			

Programs & Outreach – February

2/1/2020	Take Your Child to the Library Day	16
2/3/2020	After Dinner Book Club	5
2/4/2020	Pajama Storytime	4
2/5/2020	Beading Bonanza	14
2/6/2020	Learn & Play Storytime	2
2/6/2020	Red Cross Blood Drive	19
2/6/2020	Visit to Castleton Kids	30
2/7/2020	Early Literacy Playtime	0
2/10/2020	Lending Library at Riverside Center	8
2/10/2020	Read to Lacey	3
2/11/2020	Castle Hill Bookmobile	9
2/11/2020	Pajama Storytime	3
2/12/2020	Open Mic Night	33
2/13/2020	Learn & Play Storytime	8
2/13/2020	Hearts & Crafts	4
2/14/2020	Early Literacy Playtime	3
2/14/2020	Bridge Club	8
2/14/2020	Sweets for Your Sweetie	11
2/18/2020	Afternoon Book Club	7

2/18/2020	Cool Science: Chain Reactions	2
2/18/2020	Pajama Storytime	6
2/18/2020	Legal Clinic	2
2/19/2020	Perler Bead Crafts	7
2/20/2020	Clifford's Birthday Celebration	50
2/20/2020	Kids' Book Bingo	6
2/20/2020	Teen Time: Cocoa & Crafting	4
2/21/2020	Early Literacy Playtime	7
2/21/2020	Legomania	6
2/22/2020	STEM Storytime: Weather	11
2/22/2020	Kids Cook: Mini-Pizzas	7
2/25/2020	Salt Painting	9
2/25/2020	Pajama Storytime	3
2/27/2020	Learn & Play Storytime	15
2/28/2020	Early Literacy Playtime	5
2/28/2020	Bridge Club	9
2/28/2020	Family Movie Night	6
	Month total	342

Library News

- CPL received \$146,786 in funding from the Town of Schodack this month.
- The Director submitted CPL's Annual Report to the NYS DLD (Division of Library Development) this month.

Library News, continued

- Bill Adams submitted the Annual Update Document (AUD) to the NYS Comptroller's Office this month on behalf of CPL. He also performed the library's annual financial review.
- On 2/25, the Director participated in Advocacy Day in Albany along with UHLS staff and staff from other UHLS libraries. The group visited the offices of legislators to encourage their support in maintaining & increasing state funding for library systems and the Library Construction Aid program, and encouraging their support regarding library-related legislation. Contact included meetings with NYS Assembly Member Jake Ashby and Senator Daphne Jordan (CPL is in their districts).

Outreach – March & April

- Thursday, March 5 – Visit to Castleton Kids (grades K-1)
- Monday, March 9 – Outreach program with 7th grade English classes at Maple Hill Junior-Senior High School
- Tuesday, March 10 – Castle Hill Bookmobile
- Thursday, March 19 – Visit to Castleton Kids (grades K-1)
- Monday, March 23 – Lending Library at Riverside Center for Rehabilitation & Nursing
- Thursday, April 2 – Visit to Castleton Kids (grades K-1)
- Tuesday, April 14 – Castle Hill Bookmobile
- Monday, April 27 – Lending Library at Riverside Center for Rehabilitation & Nursing

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

- February 6 – Outreach visit to Castleton Kids after-school program (grades K-1)
- February 11 – Meeting with Director re: Summer Reading Club planning
- February 12 – Youth Services Advisory Council Meeting at UHLS
- February 13 – Meeting with Schodack Island State Park staff to discuss 2020 collaborations

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

- February 3 – Meeting with Shane Mitchum (monthly meeting).
- February 7 – Directors Association meeting at UHLS.
- February 10 – Lending Library at Riverside Center for Rehabilitation & Nursing
- February 10 – Village Board meeting
- February 11 – Bookmobile at Castle Hill senior housing
- February 11 – Meeting with Youth Services Librarian re: Summer Reading Club planning.
- February 12 – Automation Advisory Committee meeting at UHLS
- February 13 – Meeting with Schodack Island State Park staff to discuss 2020 collaborations
- February 14 – NYLA Developing Leaders Program – group project meeting (web-based meeting)
- February 19 – Meeting with Bill Adams re: AUD & annual financial review.
- February 24 – NYLA Developing Leaders Program – “Marketing & Branding” all-day workshop in Albany.
- February 25 – Library Advocacy Day