

Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, March 21, 2022 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- NYS Annual Report for 2021
- AUD for 2021
- Annual Financial Review

Old Business

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

President's Report

Secretary's Report

- Review of minutes and transcript from February 22, 2022

Treasurer's Report

Director's Report

Friends Report

Committee Reports

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

Announcements

Public Comment

Executive Session

Adjourn

Castleton Public Library

Annual Report For Public And Association Libraries - 2021

1. GENERAL LIBRARY INFORMATION

Library/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2021, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	8400491135
1.2	Library Name	CASTLETON PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Castleton On Hudson
1.6	Beginning Fiscal Reporting Year	01/01/2021
1.7	Ending Fiscal Reporting Year	12/31/2021
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2021
1.12	Ending <u>Local</u> Fiscal Year	12/31/2021
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	85 SOUTH MAIN STREET
1.15	City	CASTLETON

1.16	Zip Code	12033
1.17	Mailing Address	85 SOUTH MAIN STREET
1.18	City	CASTLETON
1.19	Zip Code	12033
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(518) 732-0879
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(518) 732-0835
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	director@castletonpubliclibrary.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	http://www.castletonpubliclibrary.org
1.24	Population Chartered to Serve (per 2010 Census)	1,473
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Village
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	05/02/1912
1.30	Date the library was last registered	10/28/1909
1.31	Federal Employer Identification Number	146002112
1.32	County	RENSSELAER
1.33	School District	Schodack Central
1.34	Town/City	Castleton
1.35	Library System	Upper Hudson Library System

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a	President/CEO Name	N/A
1.36b	President/CEO Phone Number	N/A
1.36c	President/CEO Email	N/A

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Melissa
1.38	Last Name of Library Director/Manager	Tacke
1.39	NYS Public Librarian Certification Number	25023
1.40	What is the highest education level of the library manager/director?	Master's Degree
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y

- | | | |
|------|---|-------------------------------------|
| 1.42 | Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note. | Y |
| 1.43 | E-mail Address of the Director/Manager | director@castletonpubliclibrary.org |
| 1.44 | Fax Number of the Director/Manager | (518) 732-0835 |
| 1.45 | Does the library charge fees for library cards to people residing outside the system's service area? | N |

Public Votes/Contracts

- | | | |
|------|---|-----|
| 1.46 | Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2021? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47. | N |
| 1. | Name of municipality or district holding the public vote | N/A |
| 2. | Indicate the type of municipality or district holding the public vote | N/A |
| 3. | Date the vote was held (mm/dd/2021) | N/A |
| 4. | Was the vote successful? Y/N | N/A |
| 5. | What type of public vote was it? | N/A |
| 6a. | Most recent prior year approved appropriation from a public vote: | N/A |
| 6b. | Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: | N/A |
| 6c. | Total proposed appropriation (sum of 6a and 6b): | N/A |

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

- | | | |
|------|--|-----|
| 1.47 | Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2021) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48. | N |
| 1. | Name of municipality or district holding the public vote | N/A |
| 2. | Indicate the type of municipality or district holding the public vote | N/A |
| 3. | Date the last successful vote was held (mm/dd/yyyy) | N/A |
| 4. | What type of public vote was it? | N/A |
| 5. | What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? | N/A |

Unusual Circumstances

1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49. Y

1.	Name of contracting municipality or district	Town of Schodack
2.	Is this a written contractual agreement?	Y
3.	Population of the geographic area served by this contract	12,794
4.	Dollar amount of contract	\$146,786
5.	Enter the appropriate code for range of services provided (select one):	Full

1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Y
If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please [read](#) general information instructions below before completing this section.

NOTE: This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	2,611
2.2	Adult Non-fiction Books	1,138

2.3	Total Adult Books (Total questions 2.1 & 2.2)	3,749
2.4	Children's Fiction Books	3,733
2.5	Children's Non-fiction Books	673
2.6	Total Children's Books (Total questions 2.4 & 2.5)	4,406
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	8,155

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	11
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	11
2.12	Total Print Materials (Total questions 2.7 and 2.11)	8,166

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	93,927
2.14	Local Electronic Collections	1
2.15	NOVEL _{NY} Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	16
2.17	Audio - Downloadable Units	29,043
2.18	Video - Downloadable Units	12,758
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	2,737
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	138,481

Non-Electronic Materials

2.21	Audio - Physical Units	241
2.22	Video - Physical Units	1,461
2.23	Other Circulating Physical Items	56
2.24	Total Physical Items in Collection (Total questions 2.21 through 2.23)	1,758

Grand Total/Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	148,405
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	708
2.27	All Other Print Materials	67
2.28	Electronic Materials	72,742
2.29	All Other Materials	122
2.30	Total Additions (Total questions 2.26 through 2.29)	73,639

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.30 through 3.82 for the 2021 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	5,531
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
3.2	Registered resident borrowers	615
3.3	Registered non-resident borrowers	836

Please report information on WRITTEN POLICIES as of 12/31/21.

WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4	Does the library have an open meeting policy?	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y
3.6	Does the library have an Internet use policy?	Y
3.7	Does the library have a disaster plan?	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y
3.9	Does the library have a board-approved whistle blower policy?	Y
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y

Please report information on ACCESSIBILITY as of 12/31/21.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N
3.13	Does the library have large print books?	Y
3.14	Does the library have assistive technology for people who are visually impaired or blind?	N

3.15 - If so, what do you have?

screen reader, such as JAWS, Windoweyes or NVDA	No
refreshable Braille commonly referred to as a	No

refreshable Braille display	
screen magnification software, such as Zoomtext	No
electronic scanning and reading software, such as OpenBook	No

3.16	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y
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Library Sponsored Programs/Summer Reading Program

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

For Questions 3.19, 3.19a, 3.19b,

- If you have broken out Synchronous Program Sessions for Children by age group, 0–5 and 6–11, please complete Q3.19a and Q3.19b. Enter the total in Q3.19.
- If you have not broken out Synchronous Program Sessions by age group, enter the Number of Children's Programs in Q3.19, and enter N/A in Q3.19a and Q3.19b.

For Questions 3.26, 3.26a, 3.26b,

- If you have broken out Synchronous Children's Program Attendance by age group, 0–5 and 6–11, please complete Q3.26a and Q3.26b. Enter that total in Q3.26.
- If you have not broken out Synchronous Children's Program Attendance by age group, enter the Children's Program Attendance in Q3.26, and enter N/A in Q3.26a and Q3.26b.

3.17	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older	60
3.18	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18	9
3.19	Number of Children's Programs	47
3.19a	Number of Synchronous Program Sessions Targeted at Children Ages 0-5	20
3.19b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	27
3.20	Number of Synchronous General Interest Program Sessions	25
3.20a	Total Number of Synchronous Program Sessions for those libraries who are not reporting the number of Children's Programs in Q3.19a and Q3.19b (Total questions 3.17, 3.18, 3.19, 3.20)	141.00
3.21	Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20). This is the Total Number for those libraries who are breaking out Children's Programming questions by age.	141
3.21a	Number of Synchronous In-Person Onsite Program	89

Sessions		
3.21b	Number of Synchronous In-Person Offsite Program Sessions	28
3.21c	Number of Synchronous Virtual Program Sessions	24
3.22	One-on-One Program Sessions	2,648
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.24	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	248
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	3
3.26	Children's Program Attendance	304
3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	111
3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	193
3.27	Attendance at Synchronous General Interest Programs	781
3.27a	Total Attendance at Synchronous Programs for those libraries who are not reporting the Children's Program Attendance in Q3.26a and Q3.26b (Total questions 3.24, 3.25, 3.26, 3.27)	1,336.00
3.28	Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27). This is the Total Number for those libraries who are breaking out Children's Programming questions by age.	1,336
3.28a	Synchronous In-Person Onsite Program Attendance	795
3.28b	Synchronous In-Person Offsite Program Attendance	492
3.28c	Synchronous Virtual Program Attendance	49
3.29	One-on-One Program Attendance	2,648
3.29a	Total Number of Asynchronous Program Presentations	72
3.29b	Total Views of Asynchronous Program Presentations within 7 Days	327

Please report information on SUMMER READING PROGRAMS for the 2021 calendar year.

SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2021 (check all that apply):

- | | | |
|----|--|-----|
| a. | Program(s) for children | Yes |
| b. | Program(s) for young adults | Yes |
| c. | Program(s) for Adults | Yes |
| d. | Summer Reading at New York Libraries name and/or logo used | Yes |

e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes
f.	N/A	No
3.31	Library outlets offering the summer reading program	1
3.32	Children registered for the library's summer reading program	82
3.33	Young adults registered for the library's summer reading program	35
3.34	Adults registered for the library's summer reading program	65
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	182
3.36	Children's program sessions - Summer 2021	25
3.37	Young adult program sessions - Summer 2021	4
3.38	Adult program sessions - Summer 2021	5
3.39	Total program sessions - Summer 2021 (total 3.36 + 3.37 + 3.38)	34
3.40	Children's program attendance - Summer 2021	258
3.41	Young adult program attendance - Summer 2021	2
3.42	Adult program attendance - Summer 2021	34
3.43	Total program attendance - Summer 2021 (total 3.40 + 3.41 + 3.42)	294

COLLABORATORS

3.44	Public school district(s) and/or BOCES	1
3.45	Non-public school(s)	0
3.46	Childcare center(s)	0
3.47	Summer camp(s)	0
3.48	Municipality/Municipalities	0
3.49	Literacy provider(s)	0
3.50	Other (describe using the State note)	3
3.51	Total Collaborators (total 3.44 through 3.50)	4

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2021 calendar year.

EARLY LITERACY PROGRAMS

3.52	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y
3.53	- Indicate types of programs offered (check all that apply)	
a.	Focus on birth - school entry (kindergarten)	No
b.	Focus on parents & caregivers	No
c.	Combined audience	Yes
d.	N/A	No

3.54 - Number of sessions	
a. Focus on birth - school entry (kindergarten)	0
b. Focus on parents & caregivers	0
c. Combined audience	20
d. N/A	N/A
3.55 Total Sessions	20
3.56 - Attendance at sessions	
a. Focus on birth - school entry (kindergarten)	0
b. Focus on parents & caregivers	0
c. Combined audience	111
d. N/A	N/A
3.57 Total Attendance	111
3.58 - Collaborators (check all that apply):	
a. Childcare center(s)	No
b. Public School District(s) and/or BOCES	No
c. Non-Public School(s)	No
d. Health care providers/agencies	No
e. Other (describe using the State note)	Yes

Please report information on ADULT LITERACY for the 2021 calendar year.

ADULT LITERACY

3.59 Did the library offer adult literacy programs?	No
3.60 Total group program sessions	0
3.61 Total one-on-one program sessions	0
3.62 Total group program attendance	0
3.63 Total one-on-one program attendance	0
3.64 - Collaborators (check all that apply)	
a. Literacy NY (Literacy Volunteers of America)	No
b. Public School District(s) and/or BOCES	No
c. Non-Public Schools	No
d. Other (see instructions and describe using Note)	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2021 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.65 Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	
3.66 Children's program sessions	0
3.67 Young adult program sessions	0
3.68 Adult program sessions	0
3.69 Total program sessions (total 3.66 + 3.67 + 3.68)	0
3.70 One-on-one program sessions	0
3.71 Children's program attendance	0

3.72	Young adult program attendance	0
3.73	Adult program attendance	0
3.74	Total program attendance (total 3.71 + 3.72 + 3.73)	0
3.75	One-on-one program attendance	0
3.76	- Collaborators (check all that apply):	
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the Note)	No

Please report information on DIGITAL LITERACY for the 2021 calendar year.

DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	Y
3.78	Total group program sessions	1
3.79	Total one-on-one program sessions	0
3.80	Total group program attendance	3
3.81	Total one-on-one program attendance	0
3.82	Did your library offer teen-led activities during the 2021 calendar year?	N

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	4,027
4.2	Adult Non-fiction Books	1,838
4.3	Total Adult Books (Total questions 4.1 & 4.2)	5,865
4.4	Children's Fiction Books	6,865
4.5	Children's Non-fiction Books	1,050
4.6	Total Children's Books (Total questions 4.4 & 4.5)	7,915
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	13,780

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	3,183
4.9	Circulation of Children's Other Materials	848
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	4,031
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	17,811

ELECTRONIC USE

4.12	Use of Electronic Material	7,239
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4.13	Successful Retrieval of Electronic Information	94
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	7,333
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	25,050
4.16	Total Collection Use (Total questions 4.13 & 4.15)	25,144
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	8,763

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	2,495
4.18a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	ES - Annual Estimate Based on Typical Week(s)
4.19	Does the library offer virtual reference?	Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20	TOTAL MATERIALS RECEIVED	7,225
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21	TOTAL MATERIALS PROVIDED	4,685
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5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2021.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	11,247
5.5	Does the library use Internet filtering software on any computer?	N
5.6	Does your library use social media?	Y
5.7	Does the library file for E-rate benefits?	N
5.8	Is the library part of a consortium for E-rate benefits?	N
5.9	If yes, in which consortium are you participating?	N/A
5.10	Name of the person responsible for the library's Information Technology (IT) services	Melissa Tacke
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(518) 732-0879
5.12	IT contact's email address	director@castletonpubliclibrary.org

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in

any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section. 40

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	.5
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	1.16
6.11	Vacant Other Staff	.3
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	2.66
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.30

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	.5
6.15	Salary - Entry Level Librarian (certified)	\$20,881
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	\$54,712
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2022 all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. Please indicate which of these standards your library already meets as of **December 31, 2021**. This 2021 data will be helpful in informing statewide and regional efforts to ensure that all of New York's libraries are able to successfully comply with the new minimum standards. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. Y

- | | | |
|------|---|---|
| 2. | Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. | Y |
| 3. | Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. | Y |
| 4. | Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. | Y |
| 5. | Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. | Y |
| 6. | Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. | Y |
| 7. | Is open the minimum standard number of public service hours for population served. (see instructions) | Y |
| 8. | Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate: | |
| 8a. | space | Y |
| 8b. | lighting | Y |
| 8c. | shelving | Y |
| 8d. | seating | Y |
| 8e. | power infrastructure | Y |
| 8f. | data infrastructure | Y |
| 8g. | public restroom | Y |
| 9. | Provides programming to address community needs, as outlined in the library's long-range plan of service. | Y |
| 10. | Provides | |
| 10a. | a circulation system that facilitates access to the local library collection and other library catalogs | Y |
| 10b. | equipment, technology, and internet connectivity to address community needs and facilitate access to information. | Y |
| 11. | Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. | Y |
| 12. | Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. | Y |
| 13. | Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. | N |

- | | | |
|-----|--|---|
| 14. | Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. | Y |
|-----|--|---|

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	46.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	46.00
8.10	Annual Total Hours - Main Library	2,392.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,392.00

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID-19 pandemic. Report all information in Part 8A from January 1, 2021 to December 31, 2021.

- | | | |
|-----|---|-----|
| CV1 | Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? | No |
| CV2 | Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic? | Yes |
| CV3 | Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic? | Yes |
| CV4 | Did the library provide reference service via the Internet or telephone when the building was | Yes |

physically closed to the public during the Coronavirus (COVID-19) pandemic?

- CV5 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes
- CV6 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic? Yes
- CV7 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? No
- CV8 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic? No
- CV9 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19 24

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible. br>

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to collectconnect@baker-taylor.com

1. Outlet Name Castleton Public Library
2. Outlet Name Status 00 (for no change)
3. Street Address 85 South Main Street
4. Outlet Street Address Status 00 (for no change)
5. City Castleton-on-Hudson
6. Zip Code 12033
7. Phone (enter 10 digits only) (518) 732-0879
8. Fax Number (enter 10 digits only) (518) 732-0835
9. E-mail Address director@castletonpubliclibrary.org
10. Outlet URL www.castletonpubliclibrary.org
11. County Rensselaer
12. School District Schodack Central School District
13. Library System Upper Hudson Library System

14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,392
16.	Number of Weeks This Outlet is Open	52
16a	Number of weeks an outlet closed due to COVID-19	0
16b	Number of weeks an outlet had limited occupancy due to COVID-19	24
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	N
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	0
20.	Enter the appropriate outlet code (select one):	LRF
21.	Who owns this outlet building?	Village
22.	Who owns the land on which this outlet is built?	Village
23.	Indicate the year this outlet was initially constructed	1896
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2019
25.	Square footage of the outlet	1,222
26.	Number of Internet Computers Used by General Public	1
27.	Number of uses (sessions) of public Internet computers per year	62
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Cable
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	8 Greater than or equal to 15 mbps and less than 25 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	4 Greater than or equal to 1.5 mbps and less than 3 mbps
31.	Internet Provider	Spectrum/Time Warner Cable
32.	WiFi Access	No restrictions to access
33.	Wireless Sessions	5,180
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	N
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	8400491135
38.	<i>FSCSID</i>	NY0711
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2021. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2021 to December 31, 2021) 12

NUMBER OF TRUSTEES AND TERMS

10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)? Yes

10.3 If yes, what is the range? 5-15

10.4 If your library has a range, how many voting positions are stated in the library's current by-laws? 7

10.5 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)?

10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. Yes

10.7 If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)? 3 years

BOARD MEMBER SELECTION

10.8 Enter Board Member Selection Code (select one): A - board members are appointed by municipality(ies)

List Officers and Board Members as of February 1, 2022. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.9 First Name Shane
10.10 Last Name Mitchum
10.11 Mailing Address 11 Hudson Street
10.12 City Castleton
10.13 Zip Code (5 digits only) 12033
10.14 Phone (enter 10 digits only) (646) 326-1886
10.15 E-mail Address mitchum.shane@gmail.com
10.16 Term Begins - Month January
10.17 Term Begins - Year (yyyy) 2020
10.18 Term Expires - Month December
10.19 Term Expires - Year (yyyy) 2022
10.20 Is the trustee serving a full term? If No, add a Note. Yes
The Note should identify the previous trustee whose unexpired term is being filled, and should identify the

beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

- 10.21 The date the Oath of Office was taken (mm/dd/yyyy) 12/17/2019
 10.22 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 12/17/2019
 10.23 Is this a brand new trustee? N

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (**but do not include the Board President—this information should still be entered directly into the survey**). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Complete this form and email it to collectconnect@baker-taylor.com.

1. Status Filled
 2. First Name of Board Member Patrick
 3. Last Name of Board Member Cartwright
 4. Mailing Address 890 Stony Point Rd.
 5. City Castleton
 6. Zip Code (5 digits only) 12033
 7. E-mail address golfcartwrights@aol.com
 8. Office Held or Trustee Vice President
 9. Term Begins - Month January
 10. Term Begins - Year (year) 2022
 11. Term Expires December
 12. Term Expires - Year (yyyy) 2024
 13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
 14. The date the Oath of Office (mm/dd/yyyy) was taken 01/03/2022
 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/03/2022
 16. Is this a brand new trustee? N

1. Status Filled
 2. First Name of Board Member Alyssa
 3. Last Name of Board Member Mitchum
 4. Mailing Address 11 Hudson Avenue
 5. City Castleton
 6. Zip Code (5 digits only) 12033
 7. E-mail address alyssajunemitchum@gmail.com
 8. Office Held or Trustee Financial Officer
 9. Term Begins - Month January
 10. Term Begins - Year (year) 2021

11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2023
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/13/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/13/2021
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Laurie
3.	Last Name of Board Member	Knaack
4.	Mailing Address	29 Van Buren Avenue
5.	City	Castleton
6.	Zip Code (5 digits only)	12033
7.	E-mail address	laurieknaack@gmail.com
8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2022
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2024
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	12/21/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	12/21/2021
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Kendra
3.	Last Name of Board Member	Rubin
4.	Mailing Address	1385 Maple Hill Road
5.	City	Castleton
6.	Zip Code (5 digits only)	12033
7.	E-mail address	kendra.rubin@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	March

10. Term Begins - Year (year) 2021
11. Term Expires December
12. Term Expires - Year (yyyy) 2022
13. Is the trustee serving a full term? If No, add a Note.
The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. No
14. The date the Oath of Office (mm/dd/yyyy) was taken 03/03/2021
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/03/2021
16. Is this a brand new trustee? Y

1. Status Filled
2. First Name of Board Member Colin
3. Last Name of Board Member Strainge
4. Mailing Address 570 River Road
5. City Schodack Landing
6. Zip Code (5 digits only) 12156
7. E-mail address straingefamily@gmail.com
8. Office Held or Trustee Trustee
9. Term Begins - Month January
10. Term Begins - Year (year) 2022
11. Term Expires December
12. Term Expires - Year (yyyy) 2024
13. Is the trustee serving a full term? If No, add a Note.
The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 01/04/2022
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/04/2022
16. Is this a brand new trustee? N

1. Status Filled
2. First Name of Board Member Kate
3. Last Name of Board Member Bielawa
4. Mailing Address 8 Lynch Avenue
5. City Castleton
6. Zip Code (5 digits only) 12033
7. E-mail address katebielawa150@yahoo.com
8. Office Held or Trustee Trustee

- | | | |
|-----|--|------------|
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2022 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2023 |
| 13. | Is the trustee serving a full term? If No, add a Note.
The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | No |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 02/14/2022 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 02/14/2022 |
| 16. | Is this a brand new trustee? | Y |

Trustee Education

Complete one record for each person serving as a trustee as of December 31, 2021. These trustees will not be exactly the same as the trustees listed in the section above.

- | | | |
|----|---|---------------|
| 1. | Trustee Name | Shane Mitchum |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | N |

- | | | |
|----|---|--------------------|
| 1. | Trustee Name | Patrick Cartwright |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | Y |

- | | | |
|----|---|----------------|
| 1. | Trustee Name | Alyssa Mitchum |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | Y |

- | | | |
|----|---|---------------|
| 1. | Trustee Name | Laurie Knaack |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | N |

- | | | |
|----|---|--------------|
| 1. | Trustee Name | Kendra Rubin |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | Y |

- | | | |
|----|---|--------------------|
| 1. | Trustee Name | Mary Claire Aitken |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | N |

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.

1.	Source of Funds	Town
2.	Name of funding County, Municipality or School District	Town of Schodack
3.	Amount	\$146,786
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	Y
1.	Source of Funds	Village
2.	Name of funding County, Municipality or School District	Village of Castleton-on-Hudson
3.	Amount	\$14,000
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
1.	Source of Funds	County
2.	Name of funding County, Municipality or School District	Rensselaer County
3.	Amount	\$3,325
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	Y

11.2 **TOTAL LOCAL PUBLIC FUNDS** \$164,111

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$1,631
11.4	Record all Central Library Services Aid monies received from system headquarters	\$0
11.5	Additional State Aid received from the System	\$0
11.6	Federal Aid received from the System	\$0
11.7	Other Cash Grants	\$788
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$2,419

OTHER STATE AID

11.9 State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as \$0

system cash grants

Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0
11.11	Other Federal Aid	\$0
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0
11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0

OTHER RECEIPTS

11.14	Gifts and Endowments	\$12,710
11.15	Fund Raising	\$0
11.16	Income from Investments	\$32
11.17	Library Charges	\$345
11.18	Other	\$0
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$13,087
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$179,617
11.21	BUDGET LOANS	\$0

Transfers/Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$136,075
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$315,692

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$75,593
12.2	Other Staff	\$33,242
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$108,835
12.4	Employee Benefits Expenditures	\$17,161
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$125,996

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$8,214
12.7	Electronic Materials Expenditures	\$5,780
12.8	Other Materials Expenditures	\$4,640
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$18,634

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0
12.11	From Other Funds (71OF)	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$0

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$0
12.14	From Other Funds (72OF)	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$0
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$0
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$0

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$810
12.19	Telecommunications	\$1,070
12.20	Postage and Freight	\$156
12.21	Professional & Consultant Fees	\$1,003
12.22	Equipment	\$2,663
12.23	Other Miscellaneous	\$8,377
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$14,079

Contracts/Debt Service/Transfers/Grand Total

12.25 **CONTRACTS WITH PUBLIC LIBRARIES
AND/OR PUBLIC LIBRARY SYSTEMS IN
NEW YORK STATE** \$3,912

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26 From Local Public Funds (73PF) \$0

12.27 From Other Funds (73OF) \$0

12.28 **Total (Add Questions 12.26 and 12.27)** \$0

Other Loans

12.29 Budget Loans (Principal and Interest) \$0

12.30 Short-Term Loans \$0

12.31 **Total Debt Service (Add Questions 12.28, 12.29 and
12.30)** \$0

12.32 **TOTAL OPERATING FUND DISBURSEMENTS**
(Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 \$162,621
and 12.31)

TRANSFERS

Transfers to Capital Fund

12.33 From Local Public Funds (76PF) \$0

12.34 From Other Funds (76OF) \$0

12.35 **Total Transfers to Capital Fund (Add Questions
12.33 and 12.34; same as Question 13.8)** \$0

12.36 **Transfer to Other Funds** \$0

12.37 **TOTAL TRANSFERS (Add Questions 12.35 and
12.36)** \$0

12.38 **TOTAL DISBURSEMENTS AND TRANSFERS**
(Add Questions 12.32 and 12.37) \$162,621

12.39 BALANCE IN OPERATING FUND - Ending
Balance for the Fiscal Year Ending 2021 \$153,071

12.40 **GRAND TOTAL DISBURSEMENTS,
TRANSFERS & BALANCE (Add Questions 12.38
and 12.39; same as Question 11.26)** \$315,692

ASSURANCE

12.41 The Library operated in accordance with all
provisions of Education Law and the Regulations of
the Commissioner, and assures that the "Annual
Report" was reviewed and accepted by the Library
Board on (date - mm/dd/yyyy). 03/21/2022

FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy) 02/23/2022

12.43 Time period covered by this audit (mm/dd/yyyy) -
(mm/dd/yyyy) 01/01/2021-12/31/2021

12.44 Indicate type of audit (select one): Private Accounting Firm

CAPITAL FUND

12.45 Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report. N

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$0
13.2	All Other Revenues from Local Sources	\$0
13.3	Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$0

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	\$0
13.5	Other State Aid	\$0
13.6	Total State Aid (Add Questions 13.4 and 13.5)	\$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7	TOTAL FEDERAL AID	\$0
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INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$0
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0

13.10	NON-REVENUE RECEIPTS	\$0
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13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$0
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13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0
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13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$0
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14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1	Construction	\$0
14.2	Incidental Construction	\$0

Other Disbursements

14.3	Purchase of Buildings	\$0
14.4	Interest	\$0
14.5	Collection Expenditures	\$0

14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9	NON-PROJECT EXPENDITURES	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2021	\$0
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$0

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	1.50
16.2	Total Librarians	1.50
16.3	All Other Paid Staff	1.46
16.4	Total Paid Employees	2.96
16.5	State Government Revenue	\$1,631
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$13,875
16.8	Total Operating Revenue	\$179,617
16.9	Other Operating Expenditures	\$17,991
16.10	Total Operating Expenditures	\$162,621
16.11	Total Capital Expenditures	\$0
16.12	Print Materials	8,166
16.13	Total Registered Borrowers	1,451
16.14	Other Capital Revenue and Receipts	\$0
16.15	Number of Internet Computers Used by General Public	1
16.16	Total Uses (sessions) of Public Internet Computers Per Year	62
16.17	Wireless Sessions	5,180
16.18	Total Capital Revenue	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	8400491135
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	CI
17.4	<i>Administrative Structure Code</i>	SO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	OTH
17.7	<i>FSCS ID</i>	NY0711
17.8	<i>SED CODE</i>	800000056507
17.9	<i>INSTITUTION ID</i>	800000056507

SUGGESTED IMPROVEMENTS

Library Name:	CASTLETON PUBLIC LIBRARY
Library System:	Upper Hudson Library System
Name of Person Completing Form:	Melissa Tacke
Phone Number:	(518) 732-0879
I am satisfied that this resource (Collect) is meeting library needs:	Agree
Applying this resource (Collect) will help improve library services to the public:	Agree

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!

All Numbers in This Report
Have Been Rounded To
The Nearest Dollar

ANNUAL FINANCIAL REPORT
UPDATE DOCUMENT
For The
SPU - LIBRARY of Castleton Public Library
County of Rensselaer
For the Fiscal Year Ended 12/31/2021

AUTHORIZATION

ARTICLE 3, SECTION 30 of the GENERAL MUNICIPAL LAW:

1. ***Every Municipal Corporation *** shall annually make a report of its financial condition to the Comptroller. Such report shall be made by the Chief Fiscal Officer of such Municipal Corporation ***
5. All reports shall be certified by the officer making the same and shall be filed with the Comptroller *** It shall be the duty of the incumbent officer at the time such reports are required to be filed with the Comptroller to file such report ***

State of NEW YORK
Office of The State Comptroller
Division of Local Government and School Accountability
Albany, New York 12236

SPU - LIBRARY OF Castleton Public Library

*** FINANCIAL SECTION ***

Financial Information for the following funds and account groups are included in the Annual Financial Report filed by your government for the fiscal year ended 2020 and has been used by the OSC as the basis for preparing this update document for the fiscal year ended 2021:

(A) GENERAL

All amounts included in this update document for 2020 represent data filed by your government with OSC as reviewed and adjusted where necessary.

*** SUPPLEMENTAL SECTION ***

The Supplemental Section includes the following sections:

- 1) Statement of Indebtedness
- 2) Schedule of Time Deposits and Investments
- 3) Bank Reconciliation
- 4) Local Government Questionnaire
- 5) Schedule of Employee and Retiree Benefits
- 6) Schedule of Energy Costs and Consumption

All numbers in this report will be rounded to the nearest dollar.

Castleton Public Library
Annual Update Document
For the Fiscal Year Ending 2021

(A) GENERAL

Balance Sheet

Code Description	2020	EdpCode	2021
Assets			
Cash	132,525	A200	148,021
Petty Cash	50	A210	50
TOTAL Cash	132,575		148,071
Due From Other Governments	3,500	A440	5,000
TOTAL Due From Other Governments	3,500		5,000
TOTAL Assets and Deferred Outflows of Resources	136,075		153,071

Castleton Public Library
Annual Update Document
For the Fiscal Year Ending 2021

(A) GENERAL

Balance Sheet

Code Description	2020	EdpCode	2021
Fund Balance			
Assigned Appropriated Fund Balance	11,504	A914	12,650
TOTAL Assigned Fund Balance	11,504		12,650
Unassigned Fund Balance	124,571	A917	140,421
TOTAL Unassigned Fund Balance	124,571		140,421
TOTAL Fund Balance	136,075		153,071
TOTAL Liabilities, Deferred Inflows And Fund Balance	136,075		153,071

Castleton Public Library
Annual Update Document
For the Fiscal Year Ending 2021

(A) GENERAL

Results of Operation

Code Description	2020	EdpCode	2021
Revenues			
Library Charges	258	A2082	345
TOTAL Departmental Income	258		345
Library Services, Other Govts	164,111	A2360	164,111
TOTAL Intergovernmental Charges	164,111		164,111
Interest And Earnings	32	A2401	32
TOTAL Use of Money And Property	32		32
Gifts And Donations	8,956	A2705	11,211
Library System Grant	2,095	A2760	3,918
TOTAL Miscellaneous Local Sources	11,051		15,129
TOTAL Revenues	175,452		179,617
TOTAL Detail Revenues And Other Sources	175,452		179,617

Castleton Public Library
Annual Update Document
For the Fiscal Year Ending 2021

(A) GENERAL

Results of Operation

Code Description	2020	EdpCode	2021
Expenditures			
Library, Pers Serv	98,480	A74101	108,835
Library, Equip & Cap Outlay		A74102	
Library, Contr Expend	37,398	A74104	36,625
TOTAL Library	135,878		145,460
TOTAL Culture And Recreation	135,878		145,460
State Retirement System	5,519	A90108	
Social Security, Employer Cont	7,408	A90308	8,262
Worker's Compensation, Empl Bnfts	474	A90408	529
Disability Insurance, Empl Bnfts	495	A90558	468
Hospital & Medical (dental) Ins, Empl Bnft	7,734	A90608	7,902
TOTAL Employee Benefits	21,630		17,161
TOTAL Expenditures	157,508		162,621
TOTAL Detail Expenditures And Other Uses	157,508		162,621

Castleton Public Library
Annual Update Document
For the Fiscal Year Ending 2021

(A) GENERAL

Analysis of Changes in Fund Balance

Code Description	2020	EdpCode	2021
Analysis of Changes in Fund Balance			
Fund Balance - Beginning of Year	118,131	A8021	136,075
Restated Fund Balance - Beg of Year	118,131	A8022	136,075
ADD - REVENUES AND OTHER SOURCES	175,452		179,617
DEDUCT - EXPENDITURES AND OTHER USES	157,508		162,621
Fund Balance - End of Year	136,075	A8029	153,071

Castleton Public Library
Annual Update Document
For the Fiscal Year Ending 2021

(A) GENERAL

Budget Summary

Code Description	2021	EdpCode	2022
Estimated Revenues			
Est Rev - Departmental Income	240	A1299N	240
Est Rev - Intergovernmental Charges	164,111	A2399N	176,588
Est Rev - Use of Money And Property	6,024	A2499N	6,824
Est Rev - Miscellaneous Local Sources	4,279	A2799N	4,279
TOTAL Estimated Revenues	174,654		187,931
Appropriated Fund Balance	11,504	A599N	12,650
TOTAL Estimated Other Sources	11,504		12,650
TOTAL Estimated Revenues And Other Sources	186,158		200,581

Castleton Public Library
Annual Update Document
For the Fiscal Year Ending 2021

(A) GENERAL

Budget Summary

Code Description	2021	EdpCode	2022
Appropriations			
App - Culture And Recreation	160,253	A7999N	190,521
App - Employee Benefits	25,905	A9199N	10,060
TOTAL Appropriations	186,158		200,581
TOTAL Appropriations And Other Uses	186,158		200,581

Castleton Public Library
Statement of Indebtedness
For the Fiscal Year Ending 2021

2/23/2022

First Year	Debt Code	Description	Cops Flag	Comp Flag	Date of Issue	Date of Maturity	Int. Rate	Var?	Amt. Orig. Issued	O/S Beg. of Year	Paid Dur. Year	Redeemed Bond Proc.	Prior Yr. Adjust.	Accreted Interest	O/S End of Year
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Castleton Public Library
 Schedule of Time Deposits and Investments
 For the Fiscal Year Ending 2021

	EDP Code	Amount
CASH:		
On Hand	9Z2001	
Demand Deposits	9Z2011	\$24,596.00
Time Deposits	9Z2021	\$123,425.00
Total		\$148,021.00
 COLLATERAL:		
- FDIC Insurance	9Z2014	\$200,000.00
Collateralized with securities held in possession of municipality or its agent	9Z2014A	
Total		\$200,000.00
 INVESTMENTS:		
- Securities (450)		
Book Value (cost)	9Z4501	
Market Value at Balance Sheet Date	9Z4502	
Collateralized with securities held in possession of municipality or its agent	9Z4504A	
- Repurchase Agreements (451)		
Book Value (cost)	9Z4511	
Market Value at Balance Sheet Date	9Z4512	
Collateralized with securities held in possession of municipality or its agent	9Z4514A	

Castleton Public Library
Bank Reconciliation
For the Fiscal Year Ending 2021

Include All Checking, Savings and C.D. Accounts

Bank Account Number	Bank Balance	Add: Deposit In Transit	Less: Outstanding Checks	Adjusted Bank Balance
****-2001	\$123,425	\$0	\$0	\$123,425
****-2002	\$24,596	\$0	\$0	\$24,596
Total Adjusted Bank Balance				\$148,021
Petty Cash				\$50.00
Adjustments				\$.00
Total Cash			9ZCASH *	\$148,071
Total Cash Balance All Funds			9ZCASHB *	\$148,071
* Must be equal				

Castleton Public Library
Local Government Questionnaire
For the Fiscal Year Ending 2021

	<u>Response</u>
1) Does your municipality have a written procurement policy?	<u>Yes</u>
2) Have the financial statements for your municipality been independently audited? If not, are you planning on having an audit conducted?	<u>No</u> <u>Yes</u>
3) Does your local government participate in an insurance pool with other local governments?	<u>No</u>
4) Does your local government participate in an investment pool with other local governments?	<u>No</u>
5) Does your municipality have a Length of Service Award Program (LOSAP) for volunteer firefighters?	<u>No</u>
6) Does your municipality have a Capital Plan?	<u>Yes</u>
7) Has your municipality prepared and documented a risk assessment plan? If yes, has your municipality used the results to design the system of internal controls?	<u>Yes</u> <u>Yes</u>
8) Have you had a change in chief executive or chief fiscal officer during the last year?	<u>No</u>
9) Has your Local Government adopted an investment policy as required by General Municipal Law, Section 39?	<u>Yes</u>

Castleton Public Library
Employee and Retiree Benefits
For the Fiscal Year Ending 2021

Total Full Time Employees:					
Total Part Time Employees:					
Account Code	Description	Total Expenditures (All Funds)	# of Full Time Employees	# of Part Time Employees	# of Retirees
90108	State Retirement System				
90158	Police and Fire Retirement				
90258	Local Pension Fund				
90308	Social Security	\$8,262.00			
90408	Worker's Compensation Insurance	\$529.00			
90458	Life Insurance				
90508	Unemployment Insurance				
90558	Disability Insurance	\$468.00			
90608	Hospital and Medical (Dental) Insurance	\$7,902.00			
90708	Union Welfare Benefits				
90858	Supplemental Benefit Payment to Disabled Fire Fighters				
91890	Other Employee Benefits				
Total		\$17,161.00			
Computed Total From Financial Section (comparative purposes only)		\$17,161.00			

Castleton Public Library
 Energy Costs and Consumption
 For the Fiscal Year Ending 2021

Energy Type	Total Expenditures	Total Volume	Units Of Measure	Alternative Units Of Measure
Gasoline			gallons	
Diesel Fuel			gallons	
Fuel Oil			gallons	
Natural Gas			cubic feet	
Electricity			kilowatt-hours	
Coal			tons	
Propane			gallons	

DEMOGRAPHICS

Postal or Mailing Address:

85 S Main St	Castleton	NY	12033
Street Address or PO Box	City	State	Zip
(518) 732-0879	(518) 732-0835		
Official Telephone Number	Official Fax Number		
	astletonpubliclibray.org		
Official Email Address	Website		
Physical Address: (If Different From Postal Address)			
Street Address	City	State	Zip

CHIEF FISCAL OFFICER

Alyssa Mitchum	Treasurer		
Name	Title		
85 S. Main St	Castleton	NY	12033
Street Address or PO Box	City	State	Zip
(518) 732-0879	(518) 732-0835		
Telephone Number	Fax Number		
Email Address			

I, Alyssa Mitchum hereby certify that I am the Chief Fiscal Officer of the Castleton Public Library, and that the information provided in the annual financial report of the Castleton Public Library, for the fiscal year ended 12/31/2021, is true and correct to the best of my knowledge and belief. By entering the personal identification number assigned by the Office of the State Comptroller to me as the Chief Fiscal Officer of the Castleton Public Library, and adopted by me as my signature for use in conjunction with the filing of the Castleton Public Library's annual financial report, I am evidencing my express intent to authenticate my certification of the Castleton Public Library's annual financial report report for the fiscal year ended 12/31/2021 and filed by means of electronic data transmission.

William Adams	*****	02/23/2022
Name of Report Preparer if different than Chief Fiscal Officer	Personal Identification Number of Chief Fiscal Officer	Date

Castleton Public Library
Financial Comments
For the Fiscal Year Ending 2021

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

I have reviewed the accounting records maintained utilizing QuickBooks for the 2021 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 2021 fiscal year. Based on that review I was able to prepare the Annual Financial Report Update Document and file the same with the Office of the State Comptroller

I have traced the financial activity for several months for the 2021 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. I reviewed the budget to actual comparison for the 2021 Fiscal Year and found that all the line-item expenditures were within the budgeted amounts.

I will not be returning from Florida in February of 2023 to conduct the review of the records and to file the AUD with the comptroller for the 2022 fiscal year. I plan the following:

For the filing of the AUD with the State comptroller I am proposing to have Melissa email me a copy of the backup for QuickBooks and I will file the report and send a copy (.pdf) to Melissa for the board to review.

For the review of the records upon my return from Florida I will contact Melissa and set a date to visit the library and complete the review of the records.

William C. Adams

Consultant

Castleton Public Library Board of Trustees Meeting

Tuesday, February 22, 2022 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:02 pm.

Roll Call

Present: None physically (fully virtual meeting)

Attending Virtually: Shane Mitchum, President; Alyssa Mitchum, Treasurer; Patrick Cartwright, Vice President; Laurie Knaack, Secretary; Kendra Rubin, Trustee; Colin Strainge, Trustee; Kate Bielawa, Trustee; Melissa Tacke, Library Director

Excused: None

Adoption of Agenda

The adoption of the agenda was motioned by Trustee Cartwright and seconded by Trustee Knaack. Unanimously approved.

Public Comment

Village of Castleton-on-Hudson Board member Lissa D'Aquanni in attendance informed the board and encouraged publicizing a February 28th physical and virtual Village meeting about the recent tree inventory and recommendations, and Hudson River riverfront access.

New Business

Trustee Cartwright motioned to approve the hire of Eric Michael Stewart as Library Aide. Trustee Knaack seconded. Unanimously approved.

Old Business

The Board discussed upcoming programming. Director Tacke brought to the board's attention the afternoon and after-dinner book clubs for adults and highlighted programming that provides an opportunity to meet in person.

Reopening process:

Director Tacke plans to put library staff workspace back in order to have all staff working at the front desk (had previously been split with staff members physically distancing from each other).

The mask mandate in New York State has been dropped but the library and Village Hall continue to monitor local status before making changes.

[Note as of preparation of these minutes: change in mask guidance was later discussed over email with the board who did not express any concerns with Director Tacke's adjustment of the library's policy to align with CDC recommendations in early March 2022 to require masks for staff and visitors only when local COVID-19 level is High.]

Reports

President's Report

Board and director evaluations will be compiled for the next meeting.

Secretary's Report

Trustee Cartwright motioned to approve the January 2022 meeting minutes. Seconded by Trustee Bielawa. Unanimously approved.

Trustee Cartwright motioned to approve the January 2022 meeting transcript. Seconded by Trustee Bielawa. Unanimously approved.

Treasurer's Report

Withdrawal of NYS Retirement funds from late 2021 continues to have delays; the director is working with the village treasurer to reconcile this and it is expected to be withdrawn in March.

Trustee Cartwright motioned to approve the January 2022 Check Detail Reports. Seconded by Trustee Knaack. Unanimously approved.

Director's Report

The director reviewed statistics for visitation and circulation.

In light of a number of recent instances across the nation where library users have had a complaint or concern with materials, Director Tacke is preparing to give staff a refresher on the complaint form and response to book challenges.

Friends Report

The Friends of the Library group's fundraising calendar of events will be released soon and the director will share it with the board when available.

Committee Reports

Policy committee will resume later in spring to align with reviewing policies annually. Other committees have no report at this time and all are planning to schedule soon.

Announcements

Annual financial review and annual report to NYS will be in the next board packet.

Next meeting is planned to be in person as fully virtual meetings were permitted while the NYS State of Emergency was in effect, and it is expected to expire before the next meeting. Open meetings law does now permit hybrid virtual/physical meetings without publishing home addresses, so if this is needed the library will be available as a location for people to join the meeting physically or virtually.

Public Comment

None.

Executive Session

None.

Adjournment

The meeting was adjourned at 7:25 pm.

**Castleton Public Library
Board of Trustees Meeting
Held virtually via Zoom, 2/22/2022, 7:00 p.m.
Meeting Transcript**

Shane Mitchum: We're going to start the meeting at 7:02 with the Pledge of Allegiance.

[Attendees recite Pledge of Allegiance]

Shane Mitchum: All right. Next up is roll call. Everyone is present and accounted for. Hopefully, everybody had a second to take a look at the agenda. Anybody have questions or anything they need to add to the agenda tonight? All right, is there a motion to adopt tonight's agenda?

Patrick Cartwright: Patrick moves.

Shane Mitchum: All right, is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Kate?

Kate Bielawa: Aye.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: Colin?

Colin Strainge: Aye.

Shane Mitchum: Kendra?

Kendra Rubin: Aye.

Shane Mitchum: I am also an aye, so all are in favor, that motion will carry. Next up is public comment. Lissa, do you have anything for us tonight?

Lissa D'Aquanni: I have two items.

Shane Mitchum: All right, great.

Lissa D'Aquanni: First is, there's a public meeting on February 28. It will be at the firehouse. It's part of the regular Village Board meeting. There are going to be two interesting agenda items -- not that our agendas aren't fully fascinating, but these two are of particular importance. One is going to be a presentation by Planet Geo, which did the tree inventory. This is going to be an overview of the tree inventory, but then also their recommendations of where we plant what. Which, when they did it last time, it was just a great presentation. I thought we should get this in front of kids. I don't know if there's a way to do that, but that's part one. Part two is looking at how we access Riverfront Park. That's been an ongoing battle for the last 27 years, but things are really starting to heat up about it, and there's some promising new events, and so we really need people's opinions on that. So that's item one, is the public meeting on February 28th. I put it up on Facebook and I'll send the notice out to everybody. The second item is that today is Laurie's birthday. So happy birthday, Laurie.

[Attendees wish Laurie a happy birthday]

Laurie Knaack: Thanks for that.

Shane Mitchum: Lissa, thanks for that. Melissa, maybe we can just cross-post something on our Facebook about the Planet Geo presentation? I think that'd be great. I think that on that site, you can log in and actually see all the different trees all around. It's pretty cool. I've looked at my house on that one, it's neat to see. Maybe we can even post a link to that and then talk about what the meeting is, Melissa, that'd be great.

Melissa Tacke: Sure.

Lissa D'Aquanni: Melissa, let me know what you need from me for that, if you need anything from me.

Melissa Tacke: Okay. Will do.

Shane Mitchum: All right, moving on into new business. Melissa had attached a resume to the email she sent out with the agenda in it. Hopefully, everybody had a second to review that. Are there any questions for Melissa? Melissa, did you want to say anything?

Melissa Tacke: Yes. Eric really has a lot of really good customer service experience, experience working with people, he's incredibly gracious and helpful and kind, and I think he will be a great addition to the staff. I'm looking for the board to approve his hire at the rate of pay of \$14.10 per hour as a Library Aide.

Shane Mitchum: Is he going to be 20 hours a week?

Melissa Tacke: Roughly 16-18 hours per week.

Shane Mitchum: Okay. Awesome. Any questions on that? Is there a motion to approve the hiring of the new Library Aide?

Patrick Cartwright: Patrick moves.

Shane Mitchum: All right, is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Kate?

Kate Bielawa: Aye.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: Colin?

Colin Strainge: Aye.

Shane Mitchum: Kendra?

Kendra Rubin: Aye.

Shane Mitchum: I am also an aye, so all are in favor, that motion will carry.

Melissa Tacke: Thank you.

Shane Mitchum: Next up is old business. Library word-of-mouth advertising.

Melissa Tacke: At the very end of your board packet, you should have the March calendar. That's at the very end there. What I'd like to do is put the spotlight on the book clubs that we have for adults. We have the After Dinner Book Club that meets the first Monday of each month at 7:00pm. And we also have the Afternoon Book Club, which meets the third Wednesday of each month at 1:00pm. What I will do is after this meeting, I'm going to send you an email that has a couple of sheets attached that lists all the upcoming books for each of those book clubs. We do have pretty good attendance at both of these. The After Dinner Book Club has ranged in size from about three to seven people. The Afternoon Book Club usually ranges between seven and ten. Both of them, I think, are a great opportunity for adults to meet up in person to talk about books. We alternate with each of those between reading a fiction choice and a nonfiction choice. So a little something for everybody. Some people join us every month, some people join us only for certain books that they're interested in, but in any case we're always looking for more people to participate. If you could help spread the word about that, that would be great. And like I said, I will be sharing a couple flyers with you after this meeting that have more information.

Shane Mitchum: Great. Any questions for Melissa on that? All right, moving along, we have the reopening process.

Melissa Tacke: Yep. Nothing has really changed for us. We're going to be working on putting the workspace back in order fairly soon, so that everybody's working at the front of the library. I need DPW's help with that, taking some stuff apart and moving one of the desks around. That'll be coming as soon as I can get their assistance with that. As far as mask rules are concerned, as you know, the mandate has been dropped. We're going to continue to monitor what's going on with schools and with infection rates in the community. It seems like things are dropping off, which makes us hopeful, but we're still taking a little bit of a wait-and-see approach before we make any changes in that regard. So with all of that being said, that's where we're at. I don't know if anybody has any questions or concerns or things they want to talk about with that stuff.

Shane Mitchum: Nothing for me, that sounds good. As long as we keep an open conversation around it. Obviously it's a fluid situation, as we've learned over the last couple of years. All right, any questions on reopening? Okay. Moving right along. Moving to President's Report, I do not have anything -- well, actually one thing. I do have to compile the results from our board self-evaluation, so that will be on the agenda for next month's meeting. I also need to compile all of the Director evaluations and get that over to Melissa. So we'll get that on the next month's meeting. We'll just go through essentially, where we rate ourselves, where we think there's opportunity for improvement, and so on. So we'll talk about that at the next meeting. Secretary's Report. We have to vote on the transcript and the minutes from the last meeting. We'll start with the minutes. Is there a motion to approve the minutes from the January meeting?

Patrick Cartwright: Patrick moves.

Shane Mitchum: All right, is there a second?

Kate Bielawa: Second.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: Laurie?

Laurie Knaack: Aye.

Shane Mitchum: Colin?

Colin Strainge: 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 transcript. Is there a motion to approve the transcript from January's meeting?

Patrick Cartwright: Patrick moves.

Shane Mitchum: All right, is there a second?

Kate Bielawa: Second.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: Laurie?

Laurie Knaack: Aye.

Shane Mitchum: Colin?

Colin Strainge: Aye.

Shane Mitchum: Kendra?

Kendra Rubin: Aye.

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

Melissa Tacke: Nice job with the minutes, by the way, Laurie, you did great.

Shane Mitchum: Yeah, Lori, they look really good. I noticed that too. They're very clean, easy to follow. All right, so next up is the Treasurer's Report.

Alyssa Mitchum: Hi, everyone. Nothing special to report. I reviewed the check detail. Everything's in line, and I discussed with Melissa today that the retirement did not come out in January, so she's working with Padraic. Things seem to be a little bit backed up, so we might see that in February or March -- correct, Melissa?

Melissa Tacke: Yes, Maybe not seeing it in February, because I still haven't received it. There were some things that were incorrect that Padraic had to iron out with New York State Retirement, to make sure everything was correct. That can sometimes be a little bit of a time-consuming process. So we will get invoiced for it at some point, I just don't know when.

Alyssa Mitchum: All right, and that's it.

Shane Mitchum: Any questions about the check detail or any of the financial information? All right, is there a motion to approve the January check detail?

Patrick Cartwright: Patrick moves.

Shane Mitchum: All right, is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Kate?

Kate Bielawa: Aye.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: Colin?

Colin Strainge: Aye.

Shane Mitchum: Kendra?

Kendra Rubin: Aye.

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

Melissa Tacke: There's information there in the report comparing what January 2022 looked like in comparison to January 2021 as well as January 2020. Again, pre-pandemic there. In a few more months we won't be looking at pre-pandemic comparisons, sadly, because so much time has passed. That information is there. I've still included the month-to-month comparison of the circulation, but have taken out the chart showing visitation because that's something, as I mentioned the last couple meetings, that we're no longer tracking on a daily basis in the library. There's information about our programs in January and what attendance looked like for those. And I did want to mention, I know that Kendra had shared the article that was about book challenges. That's certainly something that libraries in our library system are aware of, and I had attended a webinar that was coordinated by our library system on January 13th that was about being prepared to meet a book challenge. We're in good shape in terms of -- we do have a policy in place, and we do have a complaint form in place to address concerns that people have, and the webinar was helpful in terms of what that process looks like as far as when you're actually encountering that. Knock on wood, it's not something that we have experienced in the time that I have been here. But it's good to be aware of it and certainly it's a policy that all of our staff does look over and are familiar with, so that people know how to respond to those. I probably will be following up with our staff a little bit more, to give people some refreshers. For those who have been around for a little bit longer, about how that process works. I did want to mention that webinar because Kendra had shared that article, and certainly with challenges around the country it's concerning, so it's something clearly for us to be aware of. Obviously, if we had something come up I would notify the board and keep you apprised of everything that's going on, but I just wanted to share that.

Kendra Rubin: That's great. Thanks, Melissa.

Shane Mitchum: Awesome. Yeah, it's good to see that's a decent amount there for the take-home kits, too, right? 60, that's good to see that.

Melissa Tacke: Oh yeah, they're still quite popular.

Shane Mitchum: Good. Any questions for Melissa on any of this? All right, moving into the Friends Report. Was there any update from them this month?

Melissa Tacke: They have met. I think they're still ironing out a couple of things on their fundraising calendar for the year, so there's still a couple things they're working on. Once I have their completed calendar of events, I will pass that along. And I know that they're planning to do a more extensive membership mailing than they have in the past. They actually worked with a company where they purchased a mailing list, so they're going to be sending things out to 3,000 households in the 12033 zip code, which is a big undertaking for them. That's something that is going to start next month as part of their membership drive. They have quite a number of fundraising events coming up, and as I said, I will share that as soon as I have more information. I do know that the first one that's on their calendar is that they're going to be partnering with the East Greenbush Elks to do a pancake breakfast fundraiser. I shouldn't say pancake breakfast -- it's a full breakfast. In past years there's been a pancake breakfast, but this is a full breakfast, a breakfast fundraiser, and that will be on April 9th. Again, once I have that information, I will share that.

Shane Mitchum: Great. All right, moving into committee reports. Melissa, I did see you sent out a bunch of emails today about getting back on the schedule, which I think is great. Finance Committee, we did not meet, but we will meet soon. Administrative Committee?

Laurie Knaack: Same, we did not meet, but we are scheduling soon.

Shane Mitchum: All right. Operations and Capital Projects, same, nothing to report. We are working on scheduling a meeting. Policy Committee?

Alyssa Mitchum: Melissa sent an email out today, and because we last met I think most recently in June, where we finished the last policy in our annual review, we're going to pick back up in April or May.

Shane Mitchum: Okay. Long range planning committees. Sustainable Funding, we did not meet but, again, we will. Library Space?

Patrick Cartwright: We did not meet.

Shane Mitchum: Community Outreach and Visibility?

Laurie Knaack: We're going to plan our next meeting, but we did not meet yet.

Shane Mitchum: All right. Great. Any announcements tonight? Other than happy birthday to Laurie.

Melissa Tacke: Yes, happy birthday Laurie! One thing I did want to mention to give everybody a heads up for next month is that your board packet will be larger than normal because you will have our New York State Annual Report to approve. That's several pages, I think it's about 20 pages, so that's something that will be in your packet. As well as our annual financial review and the Annual Update Document that we do for New York State is going to be done this week, so that will also be in your board packet for the board to look at and approve in March. I just wanted to give you guys a heads-up that those would be coming down the pike. I'll be sure to -- I know I gave you guys a little bit less time this month to review things. I normally try to send things out a week in advance and I did not make that target, but I'll definitely make sure that you have at least a week to look things over. So I apologize for that this month, and will do better next time. There will be a lot to look over. Oh, and one more. Sorry, one more thing I wanted to mention while we're here is that we're only permitted fully virtual public meetings while the COVID State of Emergency is in place in New York State. That is currently set to expire on March 16th. As of right now, I think we should plan to have an in-person meeting in March and then maybe revisit that if we feel that we need to revisit. But given that we would be meeting after that date passes it would be good, I think, to plan to meet in person if we can. Knowing, of course, that if someone needs to join remotely, we can handle that. We might end up with a hybrid situation. But I'm hoping that we can meet in person.

Shane Mitchum: Okay. That makes sense.

Laurie Knaack: Melissa, if we needed to do a hybrid event, what do we need to do to publicize all of the locations where the meeting may take place? Or the information for the public to go if the state of emergency is not renewed?

Melissa Tacke: They had changed Open Meetings Law fairly recently, so that we no longer have to publicize home addresses as an access point. We can simply provide the library as an access point.

Shane Mitchum: All right. Any more public comment?

Lissa D'Aquanni: I had a question. Melissa, is the person who is going to be the Library Aide working on the archives project?

Melissa Tacke: No, that's actually a different position, the Library Assistant position, which I had initially hoped to hire for in January, but then we needed to fill the Library Aide position instead. Because the titles are so similar, I didn't want to list the job too close to the assistant job too close when I hired for an aide, because the requirements and responsibilities and pay are

pretty different. I will be hiring for that position probably in the next month or so. The person in that position, who would possibly be working on that digitization project, is not in place yet.

Lissa D'Aquanni: Thank you.

Shane Mitchum: All right, any reason to go into Executive Session? Is there a motion to adjourn tonight's meeting?

Patrick Cartwright: Patrick moves.

Shane Mitchum: All right, is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Kate?

Kate Bielawa: Aye.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: Colin?

Colin Strainge: Aye.

Shane Mitchum: Kendra?

Kendra Rubin: Aye.

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

[Attendees say thanks and goodbyes]

The Castleton Public Library
Check Detail

February 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	02/03/2022	Target	200.2 · Citizens Checking Account		-24.54
Bill		02/03/2022		7410.4D · Programs	-24.54	24.54
TOTAL					-24.54	24.54
Bill Pmt -Check	DEBIT	02/05/2022	Amazon LLC	200.2 · Citizens Checking Account		-17.96
Bill	1118332958...	02/05/2022		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96
Bill Pmt -Check	DEBIT	02/14/2022	USPS	200.2 · Citizens Checking Account		-3.03
Bill		02/14/2022		7410.4G · Postage	-3.03	3.03
TOTAL					-3.03	3.03
Bill Pmt -Check	DEBIT	02/15/2022	Amazon LLC	200.2 · Citizens Checking Account		-98.61
Bill	1112044938...	02/15/2022		7410.4F · Office and Library Supplies	-98.61	98.61
TOTAL					-98.61	98.61
Bill Pmt -Check	DEBIT	02/16/2022	Amazon LLC	200.2 · Citizens Checking Account		-19.96
Bill	1118332958...	02/16/2022		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	DEBIT	02/18/2022	Amazon LLC	200.2 · Citizens Checking Account		-17.99
Bill	1118332958...	02/18/2022		74104B1 · DVDs & Other Materials	-17.99	17.99
TOTAL					-17.99	17.99
Bill Pmt -Check	DEBIT	02/22/2022	Zoom Video Com...	200.2 · Citizens Checking Account		-12.74
Bill	INV1344152...	02/22/2022		7410.4C · Equipment/Technology	-12.74	12.74
TOTAL					-12.74	12.74
Bill Pmt -Check	DEBIT	02/24/2022	Dollar Tree	200.2 · Citizens Checking Account		-6.75
Bill		02/24/2022		7410.4D · Programs	-6.75	6.75
TOTAL					-6.75	6.75
Bill Pmt -Check	DEBIT	02/24/2022	Amazon LLC	200.2 · Citizens Checking Account		-35.95
Bill	1118332958...	02/24/2022		74104B1 · DVDs & Other Materials	-35.95	35.95
TOTAL					-35.95	35.95
Bill Pmt -Check	DEBIT	02/28/2022	Amazon LLC	200.2 · Citizens Checking Account		-14.96
Bill	1118332958...	02/28/2022		74104B1 · DVDs & Other Materials	-14.96	14.96
TOTAL					-14.96	14.96

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The Castleton Public Library
Check Detail

February 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	2934	02/07/2022	Village of Castlet...	200.2 · Citizens Checking Account		-4,542.19
Bill	84397	02/01/2022		7410.1A · Gross wages - Director	-2,279.69	2,279.69
				7410.1B · Gross wages - Librarian	-856.44	856.44
				7410.1C · Gross wages - Assistant	-1,085.70	1,085.70
				9030.8 · Social Security/Medicare	-320.36	320.36
TOTAL					-4,542.19	4,542.19
Bill Pmt -Check	2935	02/07/2022	Brodart	200.2 · Citizens Checking Account		-462.87
Bill	MULTIPLE	02/03/2022		74104B3 · Print Materials	-462.87	462.87
TOTAL					-462.87	462.87
Bill Pmt -Check	2936	02/07/2022	OverDrive	200.2 · Citizens Checking Account		-241.40
Bill	MULTIPLE	02/05/2022		74104B2 · Electronic Content	-241.40	241.40
TOTAL					-241.40	241.40
Bill Pmt -Check	2937	02/07/2022	Colette Steves	200.2 · Citizens Checking Account		-50.00
Bill	02205	02/07/2022		7410.4D · Programs	-50.00	50.00
TOTAL					-50.00	50.00
Bill Pmt -Check	2938	02/14/2022	Destroyer Escort ...	200.2 · Citizens Checking Account		-75.00
Bill		02/14/2022		74104B6 · Museum Passes	-75.00	75.00
TOTAL					-75.00	75.00
Bill Pmt -Check	2939	02/14/2022	Colette Steves	200.2 · Citizens Checking Account		-50.00
Bill	202206	02/14/2022		7410.4D · Programs	-50.00	50.00
TOTAL					-50.00	50.00
Bill Pmt -Check	2940	02/18/2022	Charter Commun...	200.2 · Citizens Checking Account		-94.84
Bill	8688574010...	02/11/2022		7410.4H · Telephone/Data Links	-94.84	94.84
TOTAL					-94.84	94.84
Bill Pmt -Check	2941	02/22/2022	Village of Castlet...	200.2 · Citizens Checking Account		-4,862.39
Bill	84399	02/14/2022		7410.1A · Gross wages - Director	-2,279.69	2,279.69
				7410.1B · Gross wages - Librarian	-988.20	988.20
				7410.1C · Gross wages - Assistant	-1,251.38	1,251.38
				9030.8 · Social Security/Medicare	-343.12	343.12
TOTAL					-4,862.39	4,862.39
Bill Pmt -Check	2942	02/22/2022	The Hartford	200.2 · Citizens Checking Account		-1,705.94
Bill		02/08/2022		7410.4I · Insurance	-1,705.94	1,705.94
TOTAL					-1,705.94	1,705.94

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The Castleton Public Library
Check Detail
February 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	2943	02/22/2022	Brodart	200.2 · Citizens Checking Account		-351.83
Bill	MULTIPLE	02/21/2022		74104B3 · Print Materials	-351.83	351.83
TOTAL					-351.83	351.83

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The Castleton Public Library
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 02/28/2022

	<u>Feb 28, 22</u>
Beginning Balance	93,426.49
Cleared Transactions	
Deposits and Credits - 3 items	<u>164,347.65</u>
Total Cleared Transactions	<u>164,347.65</u>
Cleared Balance	<u><u>257,774.14</u></u>
Register Balance as of 02/28/2022	257,774.14
Ending Balance	257,774.14

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The Castleton Public Library
Reconciliation Detail

200.1 - Citizens Money Market, Period Ending 02/28/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						93,426.49
Cleared Transactions						
Deposits and Credits - 3 items						
Deposit	02/08/2022			X	85.86	85.86
Deposit	02/24/2022			X	164,260.00	164,345.86
Deposit	02/28/2022			X	1.79	164,347.65
Total Deposits and Credits					164,347.65	164,347.65
Total Cleared Transactions					164,347.65	164,347.65
Cleared Balance					164,347.65	257,774.14
Register Balance as of 02/28/2022					164,347.65	257,774.14
Ending Balance					164,347.65	257,774.14

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The Castleton Public Library
Reconciliation Summary

200.2 · Citizens Checking Account, Period Ending 02/28/2022

	<u>Feb 28, 22</u>
Beginning Balance	42,418.88
Cleared Transactions	
Checks and Payments - 22 items	<u>-11,202.45</u>
Total Cleared Transactions	<u>-11,202.45</u>
Cleared Balance	<u><u>31,216.43</u></u>
Uncleared Transactions	
Checks and Payments - 1 item	<u>-1,705.94</u>
Total Uncleared Transactions	<u>-1,705.94</u>
Register Balance as of 02/28/2022	<u><u>29,510.49</u></u>
Ending Balance	29,510.49

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The Castleton Public Library
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 02/28/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						42,418.88
Cleared Transactions						
Checks and Payments - 22 items						
Bill Pmt -Check	01/10/2022	2925	Alicia Youngmann	X	-50.00	-50.00
Bill Pmt -Check	01/31/2022	2933	T-Mobile	X	-119.44	-169.44
Bill Pmt -Check	01/31/2022	2932	Colette Steves	X	-50.00	-219.44
Bill Pmt -Check	02/03/2022	DEBIT	Target	X	-24.54	-243.98
Bill Pmt -Check	02/05/2022	DEBIT	Amazon LLC	X	-17.96	-261.94
Bill Pmt -Check	02/07/2022	2934	Village of Castleton-...	X	-4,542.19	-4,804.13
Bill Pmt -Check	02/07/2022	2935	Brodart	X	-462.87	-5,267.00
Bill Pmt -Check	02/07/2022	2936	OverDrive	X	-241.40	-5,508.40
Bill Pmt -Check	02/07/2022	2937	Colette Steves	X	-50.00	-5,558.40
Bill Pmt -Check	02/14/2022	2938	Destroyer Escort His...	X	-75.00	-5,633.40
Bill Pmt -Check	02/14/2022	2939	Colette Steves	X	-50.00	-5,683.40
Bill Pmt -Check	02/14/2022	DEBIT	USPS	X	-3.03	-5,686.43
Bill Pmt -Check	02/15/2022	DEBIT	Amazon LLC	X	-98.61	-5,785.04
Bill Pmt -Check	02/16/2022	DEBIT	Amazon LLC	X	-19.96	-5,805.00
Bill Pmt -Check	02/18/2022	2940	Charter Communicat...	X	-94.84	-5,899.84
Bill Pmt -Check	02/18/2022	DEBIT	Amazon LLC	X	-17.99	-5,917.83
Bill Pmt -Check	02/22/2022	2941	Village of Castleton-...	X	-4,862.39	-10,780.22
Bill Pmt -Check	02/22/2022	2943	Brodart	X	-351.83	-11,132.05
Bill Pmt -Check	02/22/2022	DEBIT	Zoom Video Commu...	X	-12.74	-11,144.79
Bill Pmt -Check	02/24/2022	DEBIT	Amazon LLC	X	-35.95	-11,180.74
Bill Pmt -Check	02/24/2022	DEBIT	Dollar Tree	X	-6.75	-11,187.49
Bill Pmt -Check	02/28/2022	DEBIT	Amazon LLC	X	-14.96	-11,202.45
Total Checks and Payments					-11,202.45	-11,202.45
Total Cleared Transactions					-11,202.45	-11,202.45
Cleared Balance					-11,202.45	31,216.43
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	02/22/2022	2942	The Hartford		-1,705.94	-1,705.94
Total Checks and Payments					-1,705.94	-1,705.94
Total Uncleared Transactions					-1,705.94	-1,705.94
Register Balance as of 02/28/2022					-12,908.39	29,510.49
Ending Balance					-12,908.39	29,510.49

The Castleton Public Library
Profit & Loss
February 2022

	Feb 22
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	13.71
2082.12 · Lost Books	39.99
2082.13 · Copies, Prints and Faxes	0.00
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	53.70
Total 2082 · Library Charges	53.70
2360 · Intergovernmental Revenues	
2360.1 · Town of Schodack	159,260.00
Total 2360 · Intergovernmental Revenues	159,260.00
2401 · Interest & Earnings	1.79
2705 · Gifts & Donations	
2705.1 · Friend's SRP	1,000.00
2705 · Gifts & Donations - Other	4,032.16
Total 2705 · Gifts & Donations	5,032.16
Total Income	164,347.65
Gross Profit	164,347.65
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	4,559.38
7410.1B · Gross wages - Librarian	1,844.64
7410.1C · Gross wages - Assistant	2,337.08
Total 7410.11 · Employee Gross Wages	8,741.10
Total 7410.1 · Personal Services	8,741.10
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B6 · Museum Passes	75.00
74104B3 · Print Materials	814.70
74104B2 · Electronic Content	241.40
74104B1 · DVDs & Other Materials	106.82
Total 7410.4B · Library Materials	1,237.92
7410.4C · Equipment/Technology	12.74
7410.4D · Programs	131.29
7410.41 · Operations and Administrative	
7410.4G · Postage	3.03
7410.4H · Telephone/Data Links	94.84
7410.4I · Insurance	1,705.94
7410.4F · Office and Library Supplies	98.61
Total 7410.41 · Operations and Administrative	1,902.42
Total 7410.4 · Contractual Expenses	3,284.37

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Accrual Basis

The Castleton Public Library

Profit & Loss

February 2022

	<u>Feb 22</u>
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	<u>663.48</u>
Total 9000 · Employee - Benefits	<u>663.48</u>
Total Expense	<u>12,688.95</u>
Net Ordinary Income	<u>151,658.70</u>
Net Income	<u><u>151,658.70</u></u>

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through February 2022

	Jan - Feb 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	13.71	0.00	13.71	100.0%
2082.12 · Lost Books	39.99	0.00	39.99	100.0%
2082.13 · Copies, Prints and Faxes	0.00	240.00	-240.00	0.0%
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%
2082.1 · Library Fines & Fees - Other	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	53.70	240.00	-186.30	22.4%
Total 2082 · Library Charges	53.70	240.00	-186.30	22.4%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	159,260.00	159,263.00	-3.00	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	159,260.00	176,588.00	-17,328.00	90.2%
2401 · Interest & Earnings	3.61	24.00	-20.39	15.0%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	4,032.16	5,800.00	-1,767.84	69.5%
Total 2705 · Gifts & Donations	5,032.16	6,800.00	-1,767.84	74.0%
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	1,130.00	-1,130.00	0.0%
2760.9 · Grants - Other	0.00	1,000.00	-1,000.00	0.0%
Total 2760 · Library System Grants	0.00	4,279.00	-4,279.00	0.0%
599 · Appropriated Fund Balance	0.00	12,650.00	-12,650.00	0.0%
Total Income	164,349.47	200,581.00	-36,231.53	81.9%
Gross Profit	164,349.47	200,581.00	-36,231.53	81.9%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	8,947.49	59,500.00	-50,552.51	15.0%
7410.1B · Gross wages - Librarian	3,518.37	22,838.00	-19,319.63	15.4%
7410.1C · Gross wages - Assistant	4,043.58	44,500.00	-40,456.42	9.1%
Total 7410.11 · Employee Gross Wages	16,509.44	126,838.00	-110,328.56	13.0%
Total 7410.1 · Personal Services	16,509.44	126,838.00	-110,328.56	13.0%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	4,447.00	-4,447.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	4,447.00	-4,447.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	75.00	1,880.00	-1,805.00	4.0%
74104B5 · Magazines and Newspapers	0.00	1,000.00	-1,000.00	0.0%
74104B4 · Audiobooks	0.00	400.00	-400.00	0.0%
74104B3 · Print Materials	1,407.65	8,186.00	-6,778.35	17.2%
74104B2 · Electronic Content	1,664.97	5,700.00	-4,035.03	29.2%
74104B1 · DVDs & Other Materials	273.75	2,300.00	-2,026.25	11.9%
7410.4B · Library Materials - Other	208.58	1,555.00	-1,346.42	13.4%
Total 7410.4B · Library Materials	3,629.95	21,021.00	-17,391.05	17.3%
7410.4C · Equipment/Technology	55.34	1,050.00	-994.66	5.3%

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through February 2022

	Jan - Feb 22	Budget	\$ Over Budget	% of Budget
7410.4D · Programs				
74104D1 · Summer Reading Program	0.00	3,840.00	-3,840.00	0.0%
7410.4D · Programs - Other	510.05	3,000.00	-2,489.95	17.0%
Total 7410.4D · Programs	510.05	6,840.00	-6,329.95	7.5%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	0.00	800.00	-800.00	0.0%
7410.4E · Automated Services	978.09	4,110.00	-3,131.91	23.8%
7410.4G · Postage	15.15	300.00	-284.85	5.1%
7410.4H · Telephone/Data Links	189.68	1,470.00	-1,280.32	12.9%
7410.4I · Insurance	1,705.94	2,665.00	-959.06	64.0%
7410.4F · Office and Library Supplies	217.82	1,300.00	-1,082.18	16.8%
7410.4J · Professional Services	0.00	820.00	-820.00	0.0%
Total 7410.41 · Operations and Administrati...	3,106.68	11,465.00	-8,358.32	27.1%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	1,000.00	-1,000.00	0.0%
7410.4K · Miscellaneous - Other	21.48	25.00	-3.52	85.9%
Total 7410.4K · Miscellaneous	21.48	1,025.00	-1,003.52	2.1%
Total 7410.4 · Contractual Expenses	7,323.50	41,401.00	-34,077.50	17.7%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	6,950.00	-6,950.00	0.0%
9030.8 · Social Security/Medicare	1,252.55	9,350.00	-8,097.45	13.4%
9040.8 · Workers Comp	0.00	1,000.00	-1,000.00	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	0.00	8,560.00	-8,560.00	0.0%
Total 9060.8 · Health Insurance	0.00	10,060.00	-10,060.00	0.0%
Total 9000 · Employee - Benefits	1,252.55	27,895.00	-26,642.45	4.5%
Total Expense	25,085.49	200,581.00	-175,495.51	12.5%
Net Ordinary Income	139,263.98	0.00	139,263.98	100.0%
Net Income	139,263.98	0.00	139,263.98	100.0%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through February 2022

	Jan - Feb 22	Forecast	\$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 - Library Charges				
2082.1 - Library Fines & Fees				
2082.11 - Fines	13.71	0.00	13.71	100.0%
2082.12 - Lost Books	39.99	64.93	-24.94	61.6%
2082.13 - Copies, Prints and Faxes	0.00	0.00	0.00	0.0%
2082.14 - Register Overage/Shortage	0.00	0.00	0.00	0.0%
Total 2082.1 - Library Fines & Fees	53.70	64.93	-11.23	82.7%
Total 2082 - Library Charges	53.70	64.93	-11.23	82.7%
2360 - Intergovernmental Revenues				
2360.1 - Town of Schodack	159,260.00	146,786.00	12,474.00	108.5%
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	159,260.00	146,786.00	12,474.00	108.5%
2401 - Interest & Earnings	3.61	3.16	0.45	114.2%
2705 - Gifts & Donations				
2705.1 - Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 - Gifts & Donations - Other	4,032.16	5,986.15	-1,953.99	67.4%
Total 2705 - Gifts & Donations	5,032.16	6,986.15	-1,953.99	72.0%
2760 - Library System Grants				
2760.1 - LLSA and ERATE (UHLS)	0.00	0.00	0.00	0.0%
2760.9 - Grants - Other	0.00	0.00	0.00	0.0%
Total 2760 - Library System Grants	0.00	0.00	0.00	0.0%
Total Income	164,349.47	153,840.24	10,509.23	106.8%
Gross Profit	164,349.47	153,840.24	10,509.23	106.8%
Expense				
7410.1 - Personal Services				
7410.11 - Employee Gross Wages				
7410.1A - Gross wages - Director	8,947.49	8,326.27	621.22	107.5%
7410.1B - Gross wages - Librarian	3,518.37	2,986.35	532.02	117.8%
7410.1C - Gross wages - Assistant	4,043.58	4,190.40	-146.82	96.5%
Total 7410.11 - Employee Gross Wages	16,509.44	15,503.02	1,006.42	106.5%
Total 7410.1 - Personal Services	16,509.44	15,503.02	1,006.42	106.5%
7410.4 - Contractual Expenses				
7410.4B - Library Materials				
74104B6 - Museum Passes	75.00	0.00	75.00	100.0%
74104B5 - Magazines and Newspapers	0.00	0.00	0.00	0.0%
74104B4 - Audiobooks	0.00	0.00	0.00	0.0%
74104B3 - Print Materials	1,407.65	1,225.42	182.23	114.9%
74104B2 - Electronic Content	1,664.97	1,907.25	-242.28	87.3%
74104B1 - DVDs & Other Materials	273.75	203.99	69.76	134.2%
7410.4B - Library Materials - Other	208.58	208.58	0.00	100.0%
Total 7410.4B - Library Materials	3,629.95	3,545.24	84.71	102.4%
7410.4C - Equipment/Technology	55.34	169.80	-114.46	32.6%
7410.4D - Programs				
74104D1 - Summer Reading Program	0.00	0.00	0.00	0.0%
7410.4D - Programs - Other	510.05	481.18	28.87	106.0%
Total 7410.4D - Programs	510.05	481.18	28.87	106.0%
7410.41 - Operations and Administrative				
7410.4A - Staff Development/Edu	0.00	0.00	0.00	0.0%
7410.4E - Automated Services	978.09	978.09	0.00	100.0%
7410.4G - Postage	15.15	2.75	12.40	550.9%
7410.4H - Telephone/Data Links	189.68	194.67	-4.99	97.4%
7410.4I - Insurance	1,705.94	1,701.89	4.05	100.2%
7410.4F - Office and Library Supplies	217.82	0.00	217.82	100.0%
7410.4J - Professional Services	0.00	420.00	-420.00	0.0%
Total 7410.41 - Operations and Administrative	3,106.68	3,297.40	-190.72	94.2%
7410.4K - Miscellaneous	21.48	7.37	14.11	291.5%
Total 7410.4 - Contractual Expenses	7,323.50	7,500.99	-177.49	97.6%
9000 - Employee - Benefits				
9030.8 - Social Security/Medicare	1,252.55	1,175.32	77.23	106.6%
9040.8 - Workers Comp	0.00	129.69	-129.69	0.0%
9055.8 - Disability	0.00	0.00	0.00	0.0%
9060.8 - Health Insurance	0.00	1,358.48	-1,358.48	0.0%
Total 9000 - Employee - Benefits	1,252.55	2,663.49	-1,410.94	47.0%
Total Expense	25,085.49	25,667.50	-582.01	97.7%
Net Ordinary Income	139,263.98	128,172.74	11,091.24	108.7%

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Accrual Basis

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through February 2022

	<u>Jan - Feb 22</u>	<u>Forecast</u>	<u>\$ Over Forecast</u>	<u>% of Forecast</u>
Net Income	<u>139,263.98</u>	<u>128,172.74</u>	<u>11,091.24</u>	<u>108.7%</u>

The Castleton Public Library
Balance Sheet
As of February 28, 2022

	<u>Feb 28, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	257,774.14
200.2 · Citizens Checking Account	29,510.49
200.9 · Petty Cash	50.00
Total Checking/Savings	<u>287,334.63</u>
Other Current Assets	
395 · Deposits with Other Government	5,000.00
Total Other Current Assets	<u>5,000.00</u>
Total Current Assets	<u>292,334.63</u>
TOTAL ASSETS	<u><u>292,334.63</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
600 · Accounts Payable	-0.02
Total Accounts Payable	<u>-0.02</u>
Total Current Liabilities	<u>-0.02</u>
Total Liabilities	<u>-0.02</u>
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	147,997.67
Net Income	139,263.98
Total Equity	<u>292,334.65</u>
TOTAL LIABILITIES & EQUITY	<u><u>292,334.63</u></u>

Director's Report – February

February 2022 – Usage Statistics in Comparison

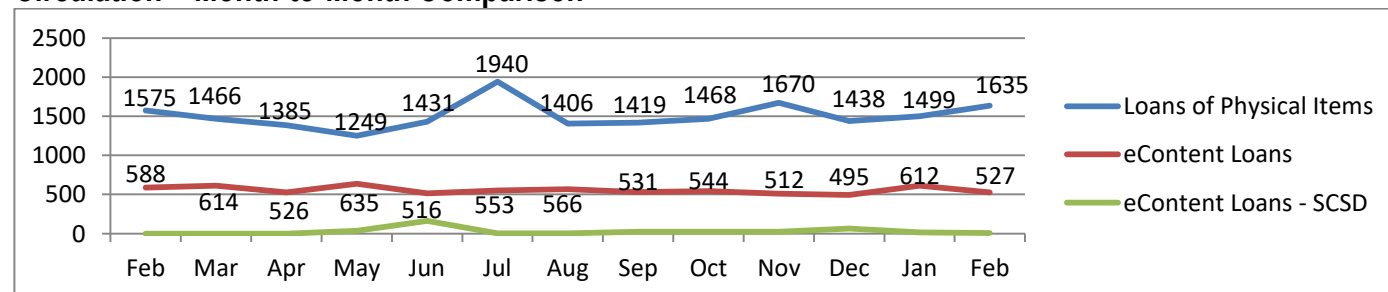
	Feb. 2022	Feb. 2021	% Change, 2022 vs. 2021	Feb. 2020	% Change, 2022 vs. 2020
Circulation					
Circulation of materials at CPL	1,635	1,575	+3.8%	2,008	-18.6%
Items loaned to other libraries	290	541	-46.4%	559	-48.1%
Items borrowed from other libraries	705	775	-9%	858	-17.8%
eContent circulation	527	588	-10.4%	476	+10.7%
Programming					
Number of programs offered	19	17	+11.8%	36	-47.2%
Program attendance – in-person	68	4	+1,600%	342	-80.1%
Program attendance – live virtual	16	8	+100%	N/A	N/A
Program attendance – kits and prerecorded virtual*	183	382	-52.1%	N/A	N/A
Total program attendance	267	394	-32.2%	342	-21.9%
Public Computer Use					
Public Computer Sessions	15	0**	N/A	76	-80.3%
WiFi Use - daily unique users	469 (3.3 GB)	322 (5.5 GB)	+45.7%	506 (2.3 GB)	-7.3%
WiFi Hotspot Use	6.21 GB	8.73 GB	-28.9%	N/A	N/A
Marketing Reach					
Website visits	776	955	-18.7%	1,360	-42.9%
Website unique visitors	371	532	-30.3%	675	-45%
Email newsletter list size	1,479	1,413	+4.7%	1,381	+7.1%
Facebook page likes	941	870	+8.2%	789	+19.3%
Facebook total reach	2,093	17,119	-87.8%	8,827	-76.3%
* = The number of kits distributed through 2/28 is used for the attendance number.					
** = Public computer stations were not reintroduced at CPL until 5/3/21.					

Programs – February

2/1/2022	Cool Science Kit: Gummy Bears	75
2/1/2022	Take & Make Craft: Valentine Crafts	72
2/1/2022	February Break Fun Pack	36
2/1/2022	Emoji Faces	9
2/5/2022	Take Your Child to the Library Day	3
2/7/2022	Valentine's Day Cards	7
2/7/2022	Intro to ASL Course - 5 of 6	8
2/7/2022	After Dinner Book Club	3
2/8/2022	Castle Hill Bookmobile	5
2/8/2022	Suncatchers @Castle Hill	5

2/9/2022	Teen Time: Love Rocks	0
2/10/2022	Walking Storytime @SISP	2
2/11/2022	Bridge Club	4
2/14/2022	Build with Wooden Blocks	0
2/14/2022	Intro to ASL Course - 6 of 6	8
2/16/2022	Afternoon Book Club	6
2/22/2022	Robots & Monsters	18
2/24/2022	Walking Storytime @SISP	4
2/28/2022	Legomania	2
	Month total	267

Circulation – Month-to-Month Comparison



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

- February 16 – “An Ocean of Programming Possibilities: Children’s Summer Reading Workshop” (virtual conference)
- February 19 – “Creating Affirming Workplaces for Transgender & Nonbinary Employees” (webinar)

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

- February 2 – “Transitioning to Libby: Tips for winding down the OverDrive app and welcoming more readers to Libby” (webinar)
- February 4 – Directors Association meeting (virtual meeting)
- February 8 – Bookmobile at Castle Hill senior housing
- February 8 – Outreach craft program (suncatchers) at Castle Hill senior housing
- February 14 – Village Board meeting
- February 16 – Friends of CPL meeting
- February 23 – Bill Adams – AUD preparation & annual financial review
- February 25 – “On Implicit Bias and Communication” (webinar)



Events and Take-Home Kits at Castleton Public Library

April 2022

Weekly Events



Walking Storytime at Schodack Island State Park

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

Thursdays at 10:30 a.m. -- April 7, 14, 21, 28.

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



Drop-In Fun at the Library: Make a Flower Wreath

Stop in anytime from April 4 through April 9

Use styrofoam egg cartons to make a pretty pastel flower wreath to decorate your home!



Drop-In Fun at the Library: Build with Keva Planks

Stop in anytime from April 11 through April 16

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



Drop-In Fun at the Library: Paper Bag Puppets

Stop in anytime from April 25 through April 30

Get creative at the library and make your own unique paper bag puppet!

Other Events and Take-Home Kits



Cool Science at Home!

Cool Science at Home Kit: Floating Ms

Pick up anytime through April 30

Learn about solubility and how it works by making the Ms on M&Ms float off of the candy!



Take & Make Craft Kit: Bug Crafts

Pick up anytime through April 30

Celebrate springtime with some insect-themed crafts!



After Dinner Book Club

After Dinner Book Club – *Interior Chinatown* by Charles Yu

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

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



Bridge Club

Friday, April 8, 10:30 a.m.

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



Friends of CPL Breakfast Fundraiser

Saturday, April 9, 9:00-11:00 a.m.

Location: Rens. Elks Lodge 2073, 683 Columbia Turnpike, East Greenbush, NY 12061

Enjoy breakfast while you help benefit the library! Cost is \$10.00 for a full breakfast of 2 eggs, bacon or sausage, home fries, pancakes, toast, and a beverage.



Perler Bead Crafts

Monday, April 18, 12:00-6:00 p.m.

Come make something awesome out of perler beads!



CPL Board of Trustees Meeting

Monday, April 18, 7:00 p.m.

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



Cool Science: Grow a Rainbow

Tuesday, April 19, 3:00-5:00 p.m.

Come learn about how chromatography works as you make your own paper towel rainbow!



Afternoon Book Club

Afternoon Book Club – *The Case Against Sugar* by Gary Taubes

Wednesday, April 20, 1:00 p.m.

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



Friends of the Library

Friends of CPL Meeting

Wednesday, April 20, 5:30 p.m.

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



Teen Time: Galaxy Jars

Wednesday, April 20, 4:00 p.m.

Create your own beautiful galaxy in a jar using cotton balls and paint! For teens in 6th-12th grades.



Foam Paint Fun

Thursday, April 21, 1:00-5:00 p.m.

Make a unique piece of art using special puffy foam paint!



Giant Connect Four

Friday, April 22 & Saturday, April 23 – Stop in anytime to play!

Bring a friend or family member to play a game of Connect 4 using our giant set.



Bridge Club

Friday, April 22, 10:30 a.m.

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



Friends of CPL Bottle & Can Drive

Monday, April 25 through Saturday, April 30

Drop off returnable bottles & cans at the library any time during open hours!

Save us your empties! Bring your returnable bottles and cans to the library any time from **Monday, April 25 through Saturday, April 30**. All proceeds benefit the Friends of CPL.



After Dinner Book Club

After Dinner Book Club – *The Glitter in the Green: In Search of Hummingbirds* by Jon Dunn

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

Join us for a book discussion! Books available at the front desk starting April 4.

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