Agenda
Castleton Public Library Board of Trustees Meeting
Virtual Meeting, March 15, 2021 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business
- New trustee committee assignments
- 2020 NYS Annual Report
- 2020 Annual Update Document (AUD)

Old Business
- Library word-of-mouth advertising
- Reopening process

President's Report

Secretary's Report
- Review of minutes and transcript from February 16, 2021

Treasurer's Report

Director's Report

Friends Report

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

Announcements

Public Comment

Executive Session

Adjourn

Castleton Public Library
Annual Report For Public And Association Libraries - 2020

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, 2020, 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	01/01/2020
1.7	Ending Fiscal Reporting Year	12/31/2020
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	01/01/2020
1.12	Ending <u>Local</u> Fiscal Year	12/31/2020
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	Village

	charter (select one):	
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 or 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 2020? (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/2020)	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 2020) 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	
3.	Date the last successful vote was held (mm/dd/yyyy)	N/A
4.	What type of public vote was it?	
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.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>Note</u>; if no, please go to Part 2, Library Collection.   Y

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	2,634
2.2	Adult Non-fiction Books	1,138
2.3	Total Adult Books (Total questions 2.1 & 2.2)	3,772
2.4	Children's Fiction Books	3,708
2.5	Children's Non-fiction Books	678
2.6	Total Children's Books (Total questions 2.4 & 2.5)	4,386
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	8,158

Other Print Materials

2.8	Total Uncataloged Books	5
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)	16
2.12	Total Print Materials (Total questions 2.7 and 2.11)	8,174

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	62,596
2.14	Local Electronic Collections	4
2.15	NOVELNY Electronic	

	Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	19
2.17	Audio - Downloadable Units	31,174
2.18	Video - Downloadable Units	11,277
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.)	2,000
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	107,066

Non-Electronic Materials

2.21	Audio - Physical Units	240
2.22	Video - Physical Units	1,534
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	48
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	1,822

Grand Total/Additions to Holdings

2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	117,062

ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.

2.26	Cataloged Books	664
2.27	All Other Print Materials	94
2.28	Electronic Materials	13,342
2.29	All Other Materials	92
2.30	Total Additions (Total questions 2.26 through 2.29)	14,192

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 3.83 for the 2020 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)	2,849
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?	ES - Annual Estimate Based on Typical Week(s)
3.2	Registered resident borrowers	614
3.3	Registered non-resident borrowers	802

Please report information on WRITTEN POLICIES as of 12/31/20.

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 12/31/20.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11   Does the library provide
service to persons who cannot
visit the library (homebound   Y
persons, persons in nursing
homes, persons in jail, etc.)?

3.12   Does the library have assistive
devices for persons who are   N
deaf and hearing impaired
(TTY/TDD)?

3.13   Does the library have large   Y
print books?

3.14   Does the library have assistive
technology for people who are N
visually impaired or blind?

3.15 - If so, what do you have?

screen reader, such as JAWS,
Windoweyes or NVDA   No

refreshable Braille commonly
referred to as a refreshable   No
Braille display

screen magnification software,   No
such as Zoomtext

electronic scanning and
reading software, such as   No
OpenBook

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

Library Sponsored Programs/Summer Reading Program

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

LIBRARY SPONSORED PROGRAMS

3.17	Adult Program Sessions	19
3.18	Young Adult Program Sessions	9
3.19	Children's Program Sessions	56
3.20	All Other Program Sessions	4
3.21	Total Number of Program Sessions (Total questions 3.17 through 3.20)	88
3.22	One-on-One Program Sessions	1,615
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	Adult Program Attendance	216
3.25	Young Adult Program Attendance	59
3.26	Children's Program Attendance	436
3.27	All Other Program Attendance	653
3.28	Total Program Attendance (Total questions 3.24 through 3.27)	1,364
3.29	One-on-One Program Attendance	1,615

Please report information on SUMMER READING PROGRAMS for the 2020 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 2020 (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	39
3.33	Young adults registered for the library's summer reading program	14
3.34	Adults registered for the library's summer reading program	28
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	81
3.36	Children's program sessions - Summer 2020	6
3.37	Young adult program sessions - Summer 2020	4
3.38	Adult program sessions - Summer 2020	7
3.39	Total program sessions - Summer 2020 (total 3.36 + 3.37 + 3.38)	17
3.40	Children's program attendance - Summer 2020	2
3.41	Young adult program attendance - Summer 2020	0
3.42	Adult program attendance - Summer 2020	0

3.43	Total program attendance - Summer 2020 (total 3.40 + 3.41 + 3.42)	2

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	2
3.49	Literacy provider(s)	0
3.50	Other (describe using the State note)	6
3.51	Total Collaborators (total 3.44 through 3.50)	9

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2020 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	21
d.	N/A	N/A
3.55	Total Sessions	21

3.56 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	0
b.	Focus on parents & caregivers	0
c.	Combined audience	123
d.	N/A	N/A
3.57	Total Attendance	123

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)	No

Please report information on ADULT LITERACY for the 2020 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 2020 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)	N
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 2020 calendar year.

DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	Y
3.78	Total group program sessions	0
3.79	Total one-on-one program sessions	5
3.80	Total group program attendance	0
3.81	Total one-on-one program	5

3.82   attendance
       Did your library offer teen-led
       activities during the 2020   N
       calendar year?

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 <u>not</u> considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	3,021
4.2	Adult Non-fiction Books	1,319
4.3	Total Adult Books (Total questions 4.1 & 4.2)	4,340
4.4	Children's Fiction Books	4,480
4.5	Children's Non-fiction Books	1,108
4.6	Total Children's Books (Total questions 4.4 & 4.5)	5,588
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	9,928

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	3,586
4.9	Circulation of Children's Other Materials	933
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	4,519
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	14,447

ELECTRONIC USE

4.12	Use of Electronic Material	8,981
4.13	Successful Retrieval of Electronic Information	266
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	9,247

4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	23,428
4.16	Total Collection Use (Total questions 4.13 & 4.15)	23,694
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	6,521

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	1,285
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 | 6,567 |

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

| 4.21 | TOTAL MATERIALS PROVIDED | 5,046 |

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2020.

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	13,577
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	0

	certified)	
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	1.46
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	2.96
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	.5
6.15	Salary - Entry Level Librarian (certified)	$20,150
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	$51,633
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	$0

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

Report all information as of December 31, 2020. Please click here to read general instructions before completing this section.

7.1	1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.	Y
7.2	2. Has a board-approved written long range plan of service.	Y
7.3	3. Presents a board-approved	

	annual report to the community on the library's progress in meeting its goals and objectives	Y
7.4	4. Has board-approved written policies for the operation of the library.	Y
7.5	5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service.	Y
7.6	6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y

8. Maintains a facility to meet community needs, including adequate:

7.8	8a. space	Y
7.9	8b. lighting	Y
7.10	8c. shelving	Y
7.11	8d. seating	Y
7.12	8e. restroom (see instructions)	Y

9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:

7.13	9a. telephone	Y
7.14	9b. photocopier (see instructions)	Y
7.15	9c. microcomputer or terminal	Y
7.16	9d. printer	Y
7.17	9e. Fax capability (see instructions)	Y
7.18	10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and	Y

	phone number.	
7.19	11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

As of January 1, 2021 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, 2020**. This 2020 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	Y

once every five years or earlier if required by law.

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	

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	1,254.00
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)	1,254.00

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 March 7, 2020 to December 31, 2020.

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?	Yes
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 add or increase access to electronic collection materials due to the Coronavirus (COVID-19)	Yes

pandemic?

CV4   Did the library allow users to complete registration for library cards online without having to come to the library before the Coronavirus (COVID-19) pandemic?   Yes

CV5   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

CV6   Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?   Yes

CV7   Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?   Yes

CV8   Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic?   Yes

CV9   Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic?   Yes

CV10   Report total number of recordings of program content during COVID-19 pandemic. **Optional response. Responses to new questions requiring numerical data may be estimated or left blank the**   97

first year.

CV11   Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic?   Yes

CV12   Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?   Yes

CV13   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

CV14   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

9. SERVICE OUTLET 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.

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	1,254
16.	Number of Weeks This Outlet is Open	38
16a	Number of weeks an outlet closed due to COVID-19	14
16b	Number of weeks an outlet had limited occupancy due to COVID-19	28
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	4
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	1896

	was initially constructed	
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 at this outlet used by general public	0
27.	Number of uses (sessions) of public Internet computers per year	144
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.	Number of wireless sessions provided by the library wireless service per year	3,461
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.	*LIBID*	8400491135
38.	*FSCSID*	NY0711
39.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
40.	*Outlet Structure Status*	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, 2020. 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, 2020 to December 31, 2020)   11

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

10.6   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, 2021. 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. 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
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	Jacquelin
3.	Last Name of Board Member	Griffin
4.	Mailing Address	10 Lynch Avenue

5.	City	Castleton
6.	Zip Code (5 digits only)	12033
7.	E-mail address	jacquelin.griffin.pmp@gmail.com
8.	Office Held or Trustee	Vice President
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	12/11/2020
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	12/11/2020
16.	Is this a brand new trustee?	N
1.	Status	Vacant
2.	First Name of Board Member	N/A
3.	Last Name of Board Member	N/A
4.	Mailing Address	N/A
5.	City	N/A
6.	Zip Code (5 digits only)	N/A
7.	E-mail address	N/A
8.	Office Held or Trustee	
9.	Term Begins - Month	
10.	Term Begins - Year (year)	N/A
11.	Term Expires	

12.	Term Expires - Year (yyyy)	N/A
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.	
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	

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	Trustee
9.	Term Begins - Month	November
10.	Term Begins - Year (year)	2019
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2021
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	No

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

14.	The date the Oath of Office (mm/dd/yyyy) was taken	11/07/2019
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	11/07/2019
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Maria
3.	Last Name of Board Member	Marcucci
4.	Mailing Address	634A Knickerbocker Road
5.	City	Schodack Landing
6.	Zip Code (5 digits only)	12156
7.	E-mail address	maria.marcucci@gmx.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2019
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2021
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	01/22/2019
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/22/2019

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

Trustee Education

Complete one record for each person serving as a trustee as of December 31, 2020. 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 (2020)?	N

1.	Trustee Name	Jacquelin Griffin
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N

1.	Trustee Name	Nathan Hans
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N

1.	Trustee Name	Mary Claire Aitken
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N

1.	Trustee Name	Maria Marcucci
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N

1.	Trustee Name	Laurie Knaack
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	Y

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.	Y
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)	$995
11.4	Central Library Aid (CLDA and/or CBA)	$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	$225
11.8	**TOTAL SYSTEM CASH**	

	GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$1,220

OTHER STATE AID

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

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	$9,831
11.15	Fund Raising	$0
11.16	Income from Investments	$31
11.17	Library Charges	$258
11.18	Other	$0
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$10,120
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$175,451
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 2020 (Same as Question 12.40 of previous year if fiscal year has not changed)	$118,132
11.26	**GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	$293,583

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	$71,783
12.2	Other Staff	$26,697
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$98,480
12.4	**Employee Benefits Expenditures**	$21,630
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$120,110

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$7,798
12.7	Electronic Materials Expenditures	$7,195
12.8	Other Materials Expenditures	$4,002
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$18,995

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	$2,690
12.19	Telecommunications	$1,129
12.20	Binding Expenses	$0
12.21	Postage and Freight	$147
12.22	Professional & Consultant Fees	$425
12.23	Equipment	$2,368
12.24	Other Miscellaneous	$7,918

12.25	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	$14,677

Contracts/Debt Service/Transfers/Grand Total

12.26	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$3,726

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.27	From Local Public Funds (73PF)	$0
12.28	From Other Funds (73OF)	$0
12.29	**Total** (Add Questions 12.27 and 12.28)	$0

Other Loans

12.30	Budget Loans (Principal and Interest)	$0
12.31	Short-Term Loans	$0
12.32	**Total Debt Service** (Add Questions 12.29, 12.30 and 12.31)	$0
12.33	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	$157,508

TRANSFERS

Transfers to Capital Fund

12.34	From Local Public Funds (76PF)	$0
12.35	From Other Funds (76OF)	$0
12.36	**Total Transfers to Capital Fund** (Add Questions 12.34 and 12.35; same as Question	$0

	13.8)	
12.37	**Transfer to Other Funds**	$0
12.38	**TOTAL TRANSFERS** (Add Questions 12.36 and 12.37)	$0
12.39	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.33 and 12.38)	$157,508
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2020	$136,075
12.41	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.39 and 12.40; same as Question 11.26)	$293,583

ASSURANCE

12.42	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).	03/15/2021

FISCAL AUDIT

12.43	Last audit performed (mm/dd/yyyy)	02/10/2021
12.44	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2020-12/31/2020
12.45	Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

12.46	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

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.36)	$0
13.9	**TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)	$0
13.10	**NON-REVENUE RECEIPTS**	$0
13.11	**TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)	$0
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2020 (Same as Question 14.11 of previous year, if fiscal year has not changed)	$0
13.13	**TOTAL CASH RECEIPTS AND BALANCE** (Add Questions 13.11 and 13.12;	$0

same as Question 14.12)

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 2020	$0
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$0

15. CENTRAL LIBRARIES

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	$995
16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$10,345
16.8	Total Operating Revenue	$175,451
16.9	Other Operating Expenditures	$18,403
16.10	Total Operating Expenditures	$157,508
16.11	Total Capital Expenditures	$0
16.12	Print Materials	8,174
16.13	Total Registered Borrowers	1,416
16.14	Other Capital Revenue and Receipts	$0
16.15	Total Number of Internet Terminals Used by the General Public	0
16.16	Total Uses (sessions) of Public Internet Computers Per Year	144
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	3,461
16.18	Total Capital Revenue	$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	8400491135
17.2	*Interlibrary Relationship Code*	ME
17.3	*Legal Basis Code*	CI

17.4	*Administrative Structure Code*	SO
17.5	*FSCS Public Library Definition*	Y
17.6	*Geographic Code*	OTH
17.7	*FSCS ID*	NY0711
17.8	*SED CODE*	800000056507
17.9	*INSTITUTION ID*	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 12/31/2020

****

AUTHORIZATION

ARTICLE 3, SECTION 30 of the GENERAL MUNICPAL 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 2019 and has been used by the OSC as the basis for preparing this update document for the fiscal year ended 2020:

(A) GENERAL

All amounts included in this update document for 2019 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 2020

(A) GENERAL

Balance Sheet

Code Description	2019	EdpCode	2020
Assets			
Cash	114,582	A200	132,525
Petty Cash	50	A210	50
TOTAL Cash	**114,632**		**132,575**
Due From Other Governments	3,500	A440	3,500
TOTAL Due From Other Governments	**3,500**		**3,500**
TOTAL Assets and Deferred Outflows of Resources	**118,132**		**136,075**

(A) GENERAL

Balance Sheet

Code Description	2019	EdpCode	2020
Fund Balance			
Assigned Appropriated Fund Balance	3,222	A914	11,504
TOTAL Assigned Fund Balance	**3,222**		**11,504**
Unassigned Fund Balance	114,910	A917	124,571
TOTAL Unassigned Fund Balance	**114,910**		**124,571**
TOTAL Fund Balance	**118,132**		**136,075**
TOTAL Liabilities, Deferred Inflows And Fund Balance	**118,132**		**136,075**

OSC Municipality Code 384675300100

(A) GENERAL

Results of Operation

Code Description	2019	EdpCode	2020
Revenues			
Library Charges	1,153	A2082	258
TOTAL Departmental Income	**1,153**		**258**
Library Services, Other Govts	147,735	A2360	164,111
TOTAL Intergovernmental Charges	**147,735**		**164,111**
Interest And Earnings	30	A2401	32
TOTAL Use of Money And Property	**30**		**32**
Gifts And Donations	7,101	A2705	8,956
Library System Grant	25,201	A2760	2,095
TOTAL Miscellaneous Local Sources	**32,302**		**11,051**
TOTAL Revenues	**181,220**		**175,452**
TOTAL Detail Revenues And Other Sources	**181,220**		**175,452**

OSC Municipality Code 384675300100

(A) GENERAL

Results of Operation

Code Description	2019	EdpCode	2020
Expenditures			
Library, Pers Serv	101,812	A74101	98,480
Library, Equip & Cap Outlay	38,516	A74102	
Library, Contr Expend	37,979	A74104	37,398
TOTAL Library	**178,307**		**135,878**
TOTAL Culture And Recreation	**178,307**		**135,878**
State Retirement System	5,122	A90108	5,519
Social Security, Employer Cont	7,651	A90308	7,408
Worker's Compensation, Empl Bnfts	777	A90408	474
Disability Insurance, Empl Bnfts	552	A90558	495
Hospital & Medical (dental) Ins, Empl Bnft	7,317	A90608	7,734
TOTAL Employee Benefits	**21,419**		**21,630**
TOTAL Expenditures	**199,726**		**157,508**
TOTAL Detail Expenditures And Other Uses	**199,726**		**157,508**

OSC Municipality Code 384675300100

(A) GENERAL

Analysis of Changes in Fund Balance

Code Description	2019	EdpCode	2020
Analysis of Changes in Fund Balance			
Fund Balance - Beginning of Year	**136,637**	**A8021**	**118,131**
Restated Fund Balance - Beg of Year	**136,637**	**A8022**	**118,131**
ADD - REVENUES AND OTHER SOURCES	181,220		175,452
DEDUCT - EXPENDITURES AND OTHER USES	199,726		157,508
Fund Balance - End of Year	**118,131**	**A8029**	**136,075**

OSC Municipality Code 384675300100

(A) GENERAL

Budget Summary

Code Description	2020	EdpCode	2021
Estimated Revenues			
Est Rev - Departmental Income	725	A1299N	240
Est Rev - Intergovernmental Charges	164,111	A2399N	164,111
Est Rev - Use of Money And Property	6,024	A2499N	6,024
Est Rev - Miscellaneous Local Sources	4,566	A2799N	4,279
TOTAL Estimated Revenues	**175,426**		**174,654**
Appropriated Fund Balance	3,222	A599N	11,504
TOTAL Estimated Other Sources	**3,222**		**11,504**
TOTAL Estimated Revenues And Other Sources	**178,648**		**186,158**

(A) GENERAL

Budget Summary

Code Description	2020	EdpCode	2021
Appropriations			
App - Culture And Recreation	154,137	A7999N	160,253
App - Employee Benefits	24,511	A9199N	25,905
TOTAL Appropriations	**178,648**		**186,158**
TOTAL Appropriations And Other Uses	**178,648**		**186,158**

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

Castleton Public Library
Schedule of Time Deposits and Investments
For the Fiscal Year Ending 2020

	EDP Code	Amount
CASH:		
On Hand	9Z2001	
Demand Deposits	9Z2011	$38,717.00
Time Deposits	9Z2021	$93,808.00
Total		$132,525.00
COLLATERAL:		
- FDIC Insurance	9Z2014	$250,000.00
Collateralized with securities held in possession of municipality or its agent	9Z2014A	
Total		$250,000.00
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 2020

Include All Checking, Savings and C.D. Accounts

Bank Account Number	Bank Balance	Add: Deposit In Transit	Less: Outstanding Checks	Adjusted Bank Balance
*****-759	$44,522	$0	$5,805	$38,717
*****-940	$93,808	$0	$0	$93,808

Total Adjusted Bank Balance		$132,525
Petty Cash		$50.00
Adjustments		$.00
Total Cash	9ZCASH *	$132,575
Total Cash Balance All Funds	9ZCASHB *	$132,575

* Must be equal

OSC Municipality Code 384675300100

Castleton Public Library
Local Government Questionnaire
For the Fiscal Year Ending 2020

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

	Total Full Time Employees:	1			
	Total Part Time Employees:	6			
Account Code	Description	Total Expenditures (All Funds)	# of Full Time Employees	# of Part Time Employees	# of Retirees
90108	State Retirement System	$5,519.00			
90158	Police and Fire Retirement				
90258	Local Pension Fund				
90308	Social Security	$7,408.00			
90408	Worker's Compensation Insurance	$474.00			
90458	Life Insurance				
90508	Unemployment Insurance				
90558	Disability Insurance	$495.00			
90608	Hospital and Medical (Dental) Insurance	$7,734.00			
90708	Union Welfare Benefits				
90858	Supplemental Benefit Payment to Disabled Fire Fighters				
91890	Other Employee Benefits				
	Total	$21,630.00			
Computed Total From Financial Section (comparative purposes only)		$21,630.00			

Castleton Public Library
Energy Costs and Consumption
For the Fiscal Year Ending 2020

Energy Type	Total Expenditures	Total Volume	Units Of Measure	Alternative Units Of Measure

DEMOGRAPHICS

Postal or Mailing Address:

85 South Main Street	Castleton	NY	12033
Street Address or PO Box	City	State	Zip

(518) 732-0879	(518) 732-0835
Official Telephone Number	Official Fax Number

	castletonpubliclibrary.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 South Main Street	Castleton	NY	12033
Street Address or PO Box	City	State	Zip

(518) 732-0879	(518) 732-0835
Telephone Number	Fax Number

alyssajunemitchum@gmail.com
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 12/31/2020 , 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 12/31/2020 and filed by means of electronic data transmission.

William Adams	********	02/10/2021
Name of Report Preparer if different than Chief Fiscal Officer	Personal Identification Number of Chief Fiscal Officer	Date

Take-Home Kits, Events, and Services at
Castleton Public Library
March 2021

Our Take-Home Kits

Cool Science at Home: Salt Crystals
Kit available for pick-up at the library from March 1 through April 3

In this month's science exploration, make your own salt crystals and learn about the science behind the crystallization process! How-to video and handout will be added to our Cool Science playlist on 3/1. Pick up the kit anytime from 3/1-4/3. Full Cool Science playlist here: **tinyurl.com/CPL-Science**

Take & Make Crafts: Food Fun
Kit available for pick-up at the library from March 1 through April 3

Make a variety of fun, food-themed crafts - just don't try to eat them! How-to video will be added to our Take & Make Crafts playlist on 3/1. Pick up the kit anytime from 3/1-4/3. Full Take & Make Crafts playlist here: **tinyurl.com/CPL-Crafts**

Teen Time Kit: Candy Sushi
Available for pick-up at the library from March 1 through April 3 (6th-12th grades only)

Create your own delicious candy sushi at home! Teens in 6th-12th grades are invited to pick up a Candy Sushi Kit anytime from 3/1-4/3. Then, you can watch a how-to video to learn how to make it!

Spring Break Week Fun Pack!
Fun Pack available for pick-up at the library from March 15 through April 10

The school break week is coming up soon! Pick up one of our fun packs, which include a Cool Science experiment, coloring & puzzle sheets, a craft, and a surprise toy!

Our Events – Prerecorded and Live

Share-a-Joke Challenge
Submit your videos from March 1 through March 29 to enter to win a prize!

Tell us a joke! Send a brief video of you telling one of your favorite jokes to **youthservices@castletonpubliclibrary.org** and you'll be entered to win a **$10 Amazon gift certificate** (we'll draw 3 winners randomly!). For all ages. **The deadline to send your videos is 3/29**. Afterward, we'll post a video showcasing all of the submissions on our YouTube channel on 4/2.
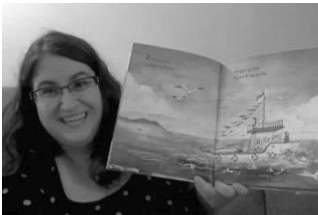
Virtual Storytime with Miss Joelle
New episode posted every Wednesday – March 3, 10, 17, 24, 31.

Join Miss Joelle for a story and rhymes/songs that you can participate in at home! A new storytime video is posted every Wednesday. All videos are available on-demand to fit your schedule. The complete Virtual Storytime playlist can be found here: **tinyurl.com/CPL-storytime**

Coffee & Conversation
Tuesday, March 9, 1:00 p.m.

Grab your cup of coffee or tea (or your lunch!) and join us for light, friendly discussion. For adults. **Email director@castletonpubliclibrary.org for Zoom connection information.**

	CPL Board of Trustees Meeting
	Monday, March 15, 7:00 p.m.
	Mar. meeting of CPL's Board of Trustees, held virtually. Members of the public are welcome to attend. **Email director@castletonpubliclibrary.org for Zoom connection information.**
	Kids Cook: Mug Brownies
	Video posted on Tuesday, March 16
	In this month's cooking session, we will make quick, delicious chocolate brownies in a mug! The video will be added to our Kids Cook playlist on 3/16. Full Kids Cook playlist: **tinyurl.com/CPL-KidsCook**
	Virtual Book Club: *I'll Be Gone In the Dark*
	Tuesday, March 16, 8:00 p.m.
	Let's discuss *I'll Be Gone In the Dark: One Woman's Obsessive Search for the Golden State Killer* by Michelle McNamara. Borrow the eBook or digital audiobook using **hoopladigital.com**! For adults. **Email director@castletonpubliclibrary.org for Zoom connection info.**
	Friends of CPL Meeting
	Wednesday, March 17, 7:00 p.m.
	Want to help support and raise funds for CPL? Come join the Friends! All are welcome at this virtual meeting. **Email director@castletonpubliclibrary.org for Zoom connection info.**
	Craft & Chat
	Thursday, March 25, 8:00 p.m.
	Join us with your project and have company while you knit, crochet, quilt, color, or make other art or craft projects. Have a finished product you'd like to show? Feel free to share it! For adults. **Email director@castletonpubliclibrary.org for Zoom connection information.**
	Friends of CPL Bottle & Can Drive
	This fundraiser is ongoing! **Location: 6 Center Redemption, 550 South St., Rensselaer, NY 12144**
	This fundraiser is super-simple -- when you take your returnable bottles & cans to 6 Center Redemption, let them know that you'd like to donate to the Friends of Castleton Public Library.

Library Services

We're currently offering **walk-in service at reduced capacity** and **curbside pick-up**!
We are back to our normal hours of operation.
For the most up-to-date information about visiting the library, see **tinyurl.com/CPL-visit**,
call us at **518-732-0879**, or send an email to **director@castletonpubliclibrary.org**.

Love eBooks and digital audiobooks? All you need is your library card!
With your library card, you can enjoy free eBooks, digital audiobooks,
digital magazines, music, movies, TV, and more!
OverDrive   Visit **castletonpubliclibrary.org/databases.html** for a complete list of resources.   hoopla

Castleton Public Library	**Library Hours:**
85 S. Main Street, Castleton, NY 12033 Phone: 518-732-0879 castletonpubliclibrary.org facebook.com/castletonpubliclibrary	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 WiFi available 24 hours a day, 7 days a week!

Take-Home Kits, Events, and Services at
Castleton Public Library
April 2021

Our Take-Home Kits

Spring Break Week Fun Pack!

Fun Pack available for pick-up at the library through April 10

Looking for extra fun during the school break week? Pick up one of our fun packs, which include a Cool Science experiment, coloring & puzzle sheets, a craft, and a surprise toy!
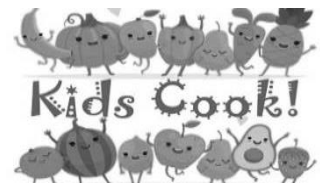
Cool Science at Home: Grow a Bean

Kit available for pick-up at the library from April 5 through May 1

In this month's science exploration, grow your own bean in a jar and learn about the science behind how beans grow! The how-to video and handout will be added to our Cool Science playlist on 4/5. Pick up the kit anytime from 4/5-5/1.Full Cool Science playlist here: **tinyurl.com/CPL-Science**

Take & Make Crafts: Earth Day Crafts

Kit available for pick-up at the library from April 5 through May 1

Celebrate our amazing planet with fun Earth Day Crafts! The how-to video will be added to our Take & Make Crafts playlist on 4/5. Pick up the kit anytime from 4/5-5/1. Full Take & Make Crafts playlist here: **tinyurl.com/CPL-Crafts**
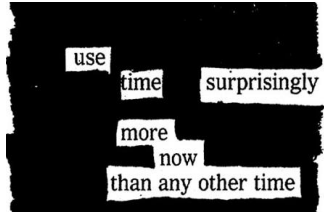
Teen Time Kit: Blackout Poetry

Available for pick-up at the library from April 5 through May 1 (6th-12th grades only)

Get creative with some fun blackout poetry! Teens in 6th-12th grades are invited to pick up a Blackout Poetry Kit at the library any time from 4/5 through 5/1. Then, you can watch a how-to video and see how blackout poetry works!

Our Events – Prerecorded and Live
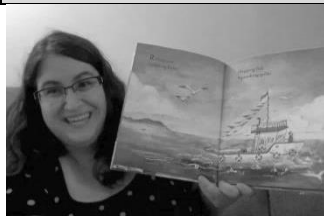
Virtual Storytime with Miss Joelle

New episode posted every Wednesday – April 7, 14, 21, 28.

Join Miss Joelle for a story and rhymes/songs that you can participate in at home! A new storytime video is posted every Wednesday. All videos are available on-demand to fit your schedule. The complete Virtual Storytime playlist can be found here: **tinyurl.com/CPL-storytime**
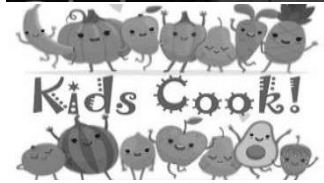
Kids Cook: Nutella Banana Rolls

Video posted on Tuesday, April 13

In this month's cooking session, we'll make fun, fruity rolls with tortillas, Nutella, & bananas! The video will be added to our Kids Cook playlist on 4/13. Full Kids Cook playlist: **tinyurl.com/CPL-KidsCook**

Coffee & Conversation

Tuesday, April 13, 1:00 p.m.

Grab your cup of coffee or tea (or your lunch!) and join us for light, friendly discussion. For adults. **Email director@castletonpubliclibrary.org for Zoom connection information.**

CPL Board of Trustees Meeting

Monday, April 19, 7:00 p.m.

April meeting of CPL's Board of Trustees, held virtually. Members of the public are welcome to attend. **Email director@castletonpubliclibrary.org for Zoom connection information.**

Virtual Book Club: *The Leavers: A Novel*

Tuesday, April 20, 8:00 p.m.

Come discuss *The Leavers: A Novel* by Lisa Ko. Borrow the eBook or digital audiobook using **hoopladigital.com**! For adults. **Email director@castletonpubliclibrary.org for connection info.**

Friends of CPL Meeting

Wednesday, April 21, 7:00 p.m.

Want to help support and raise funds for CPL? Come join the Friends! All are welcome at this virtual meeting. **Email director@castletonpubliclibrary.org for Zoom connection info.**

Rock Painting (REGISTRATION REQUIRED)

Saturday, April 24, 11:00–3:00 p.m.

Join us for rock painting – painted rocks are great for decorations, gifts, or leaving around the community to spread joy! All ages welcome. This event will be held outd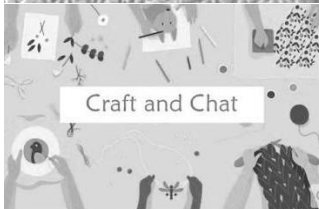oors. All participants are required to wear face masks at all times and must stay at their assigned table. **Registration for a specific time slot is required; participants must register by 4/23 (the day prior to the event).** Email **youthservices@castletonpubliclibrary.org** to register.

Craft & Chat

Thursday, April 29, 8:00 p.m.

Join us with your project and have company while you knit, crochet, quilt, color, or make other art or craft projects. Have a finished product you'd like to show? Feel free to share it! For adults. **Email director@castletonpubliclibrary.org for Zoom connection information.**

Friends of CPL Bottle & Can Drive

This fundraiser is ongoing!
Location: 6 Center Redemption, 550 South St., Rensselaer, NY 12144

This fundraiser is super-simple -- when you take your returnable bottles & cans to 6 Center Redemption, let them know that you'd like to donate to the Friends of Castleton Public Library.

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We're currently offering **walk-in service at reduced capacity** and **curbside pick-up**!
For the most up-to-date information about visiting the library, see **tinyurl.com/CPL-visit**,
call us at **518-732-0879**, or send an email to **director@castletonpubliclibrary.org**.

Love eBooks and digital audiobooks? All you need is your library card!
With your library card, you can enjoy free eBooks, digital audiobooks,
digital magazines, music, movies, TV, and more!
Visit **castletonpubliclibrary.org/databases.html** for a complete list of resources.

Did you know that we loan WiFi hotspots? They can be borrowed for 14 days with your library card.
Hotspots are available on a first-come, first-served basis and can only be checked out and returned at CPL.
Call **518-732-0879** or email **director@castletonpubliclibrary.org** for more information.

Our outdoor WiFi is available 24 hours a day, 7 days a week.
You can access the public WiFi on the front lawn, or alongside the building on Stimpson Avenue.
Just look for the network called "Castleton Public Library." There's no password to connect!

Castleton Public Library	Library Hours:
Castleton Public Library 85 S. Main Street, Castleton, NY 12033 Phone: 518-732-0879 castletonpubliclibrary.org 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 WiFi available 24 hours a day, 7 days a week!

Castleton Public Library Board of Trustees Meeting
Tuesday, February 16, 2021 Minutes

Welcome/Pledge of Allegiance: Meeting called to order by President Mitchum at 7:01 pm.

Roll Call: Present: Shane Mitchum, President; Jacki Griffin, Vice President; Mary Claire Aitken, Secretary; Alyssa Mitchum, Treasurer; Laurie Knaack, Trustee; Maria Marcucci, Trustee; & Melissa Tacke, Lib. Dir.

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

Public Comment: None.

New Business: Two new trustee applicants attended the meeting. Kendra Rubin and Patrick Cartwright were introduced, discussed their interest in the positions and were able to ask questions. The vacant terms are for the period of March 1, 2021 to December 31, 2022 and March 1, 2021 to December 2021. Based on confirmation of interest, the new trustees will be recommended to the Village Board at their next meeting. The 2020 annual report to the community was reviewed. The Board expressed their appreciation of the work and format done by the Library Director for this report.   Vice President Griffin motioned to approve the 2020 annual report, and seconded by Trustee Knaack. Unanimously approved. The Library Director presented the resume of a proposed new hire which was reviewed. Vice President Griffin motioned to approve the hiring of the new library aide, E. O'Connor and seconded by Trustee Knaack. Unanimously approved.

Old Business: Library programs, including the Craft and Chat hour and Coffee and Conversation hour were discussed. The re-opening process was discussed. Changes were instituted to return to library visits of 30 minutes or less and limit visitors back to five from three.

President's Report: None.

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

Treasurer's Report: The January 2021 Check Detail and 2020 Financial Statement were reviewed. Vice President Griffin motioned to approve the January 2021 Check Detail Reports. Seconded by Trustee Knaack. Unanimously approved. The 2020 Financial Statement was found acceptable and will be filed with the State Comptroller office.

Director's Report: Director Tacke presented her monthly report for January 2021. Overall circulation and visitation decreased in comparison to January 2020.

Friends Report: A Zoom meeting was held, with discussion about finances and fundraising.

Committee Reports: None.

Announcements: Trustee Marcucci was thanked for her service to the Board.

Public Comment: None.

Executive Session: None.

Vice President Griffin motioned to adjourn the meeting. Seconded by Trustee Knaack. The meeting was adjourned at 7:45pm.

Meeting Transcript

Shane Mitchum: It's 7:01, so we will call the meeting to order and we will start with the Pledge of Allegiance.

[Attendees recite Pledge of Allegiance]

Shane Mitchum: Great. Let me share my screen as well. All right, so for roll call, everyone is present and accounted for, so we can move right through that. Taking a look at the agenda here, hopefully everybody had a minute to take a look at the agenda before we get underway tonight. I'll give everybody a second to take a look at if you didn't. Is there a motion to adopt tonight's agenda?

Jacki Griffin: This is Jacki, I motion.

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: All right, thanks Laurie. Maria?

Maria Marcucci: Aye.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I am also an aye, so all are in favor, that motion will carry. Moving into the public comment section here. It does look like we have a couple new faces on the call, so welcome. I don't know if you guys want to just introduce yourselves to the rest of the board.

Patrick Cartwright: I'm Patrick Cartwright, but I think I'm the next item up. Not in the public comment, but the next one, so I'll hold off.

Shane Mitchum: All right.

Patrick Cartwright: Good to be here.

Shane Mitchum: Nice to meet you, Patrick. Yeah, we might as well move right into that and the new business, Melissa, if you want to.

Melissa Tacke: Yeah. Actually, we have two prospective trustees here on the call, Patrick and Kendra. We have a vacant term that has been vacant for a while, so the person taking on that term would serve from March 1, 2021 until the end of that term, which is December 31, 2022. So there's about a year and a half left of that three year term. We also have a trustee who's currently serving who -- Maria -- who has indicated that although she would love to fulfill the remainder of her term, if there was someone else interested she'd like to step back earlier, so we also have another trustee vacancy that will be available also as of March 1 and that will be for the remainder of 2021, with that term ending December 31, 2021. In both of the vacancies that we need to fill, they're not full three-year terms, but after serving that partial term, if you're still interested in serving, it's very easy to renew your term and then you would serve for a full three-year term after you've served for the partial term. So that's the logistical stuff and I'll let Kendra and Patrick both introduce themselves, talk a little bit about themselves, ask members of the board questions about what it's like to be a trustee, all of that. And then at that point, then, if both of you are still interested, the Board will go ahead and recommend your appointment. The appointment actually has to be technically done by the Village Board of Castleton so there'd be a little bit of a week until that's official,

but that comes after our recommendation to the Village Board. So with that being said, I'm going to turn it over to --I'll let Kendra introduce herself first, talk a little bit about herself, ask questions, and then Patrick can have the opportunity to the same. Sound good?

Kendra Rubin: Great. Thank you, everyone, for having me here this evening. I'm excited to see -- I saw this in the Advertiser and I have been looking to join. I'm from East Greenbush, so my husband and I -- I grew up in East Greenbush. We live on Maple Hill Road now, here in Schodack, for the past four years or so and I've always loved the library, grew up going to the East Greenbush Library. Now since moving to Castleton and Schodack, to this one. And we have a soon to be three year old daughter, and my fondest memories growing up in East Greenbush were going to the library, and I think the they're vital, and I think that as we move into a more digitized world, I think we need to go out of our way to make sure that libraries stay well-funded, stay programmed, and just stay an active part of the community. I spent hours there after school and I hope that my daughter gets to do the same thing when she gets older in this community. I want to be more invested in Schodack. I'm on another board and I work in Albany and I just really want to establish my roots in Schodack more, and there's no place I'd rather do it then at the library. So that's just sort of a little bit about me. I'm happy to ask questions or let Patrick introduce himself and then we can bounce back. What do you prefer, Melissa, do you want me to just jump right into my questions?

Melissa Tacke: Yeah, if you have questions for the board, please go ahead and ask them.

Kendra Rubin: Sure. My first question is -- I looked over the minutes and I looked over some of the financials that were in the board packet, but what does the library need the most? I know COVID is probably an outlier year for the library, but I'd just be interested to hear what you're looking for from a trustee.

Shane Mitchum: I'll start, and maybe, Melissa, you can finish -- hey Kendra, I'm Shane, I'm the President. I've been on the board for maybe two years now if I remember correctly. I've been President for about the last year. I think a big thing that I look for that I think is really good for us, is someone who has passion to help the library, and it seems based on what you said and your letter of interest it seems exactly like what you have. As far as what our physical needs are, I mean definitely you'll see our Long Range Plan. If you take a look at that and you look at some of our Long Range Plan committees here, one of the big things for us is sustainable funding. That's one, so -- I don't know if you know how we are funded, but we get most of our money from the Town of Schodack and that's a year-to-year thing. Something that's been discussed in the past is can we get on a vote, so the residents of the Town actually vote on it, and then we get the same money every year. That's something we've talked about in the past. And we've partnered with other libraries, we haven't -- we decided against that. But definitely something that that we could talk about. Our other long range plans are the library space -- we do work out of a pretty small space and it's amazing the number of things Melissa gets done in that space. So there was some talk about how do we expand the footprint of the library. Obviously COVID has kind of stopped that conversation. We didn't think it'd be good to be investing in space that we wouldn't be able to use. And the third piece of that is the community outreach and visibility part -- how do we give back to the community. And that's a big one. We've done a lot of small things, like Melissa had the idea of putting out Wi-Fi hotspots which came in very helpful during COVID, right? We were able to give them to some of the senior living facilities and give people a way to reach out to people they wouldn't be able to contact during this time. Those are some of the goals and we're always looking for help to further those and to move us further down those plans.

Kendra Rubin: Awesome. How many full-time staff does the library have?

Melissa Tacke: As the Director I'm the only full-time staff member. We also have a part-time Youth Services Librarian, we have a part-time -- what's called a Library Assistant, that's sort of in between librarian and our paraprofessional staff, she takes care of cataloging and that kind of stuff -- and then we have three part-time Library Aides that are our frontline staff, helping people at the desk.

Kendra Rubin: Awesome. And then, as far as the trusteeship and the board, what's the time commitment there? How often does it meet?

Shane Mitchum: So we meet once a month. Now that we're doing them remote it's a lot quicker than it normally is in person, I feel like. You'll see this, we'll move through some of these things pretty quick. And then you'll see on the agenda I have up on the screen, if you look at our committee reports we have all these committees and subcommittees. Typically we should meet every month or every other month. We haven't really met much lately. Just because so much stuff was kind of up in the air between funding and everything like that, but I assume we'll kind of get back to normal with that and at most you're probably looking at a meeting a month on those. And normally those are anywhere from a half an hour to an hour, so it's not it's not a huge time investment, but you can make it as much of a time investment as you want. But Melissa does a great job of running the day to day library so you're not getting bogged down.

Kendra Rubin: I guess one last question before -- I don't want to commandeer Patrick's time -- is there a financial expectation for board members as far as giving or anything like that?

Shane Mitchum: No. Not at all.

Kendra Rubin: I think that's it. I'm sure more will pop into my head as we talk. Thank you.

Shane Mitchum: Yeah, no problem! And I'll make sure, Melissa, if I don't have their email, you can share my contact information out and if anything comes up, you can feel free to email me directly.

Kendra Rubin: Thank you.

Shane Mitchum: Yeah, no problem.

Patrick Cartwright: I guess it's my turn now. My name is Patrick Cartwright. Very similar to Kendra in terms of wanting to get involved. My wife and I have lived in Castleton -- we live up on Stony Point Road -- for 20 years, and other than getting involved in my church, I really haven't -- I realized I haven't been involved, and this came across my screen the other day, well now, about a month ago. A note from Catherine Sager, who I used to know from Woodland Hill and said, look, the library's looking for help, so I thought that would be perfect for me. I think I said in my letter, I was a lawyer for about 20 years and I realized really, what I wanted to do was teach, and so I just shifted gears and went a totally different direction and I'm much better for it. I've been teaching at Woodland Hills Montessori School for 12 years. My kids went there. I have two children -- a daughter in college and a middle schooler who's going to head over to Maple Hill next year. So the library has been a huge part of our lives, both the Castleton Library and the East Greenbush Library and I'm sort of interested in that -- I don't want to get into a huge funding discussion, but I was always under the impression that if we made a big stink at East Greenbush that we were from Castleton, that it would help the Castleton Library. I don't know if that's true or not, but we did what we could to make sure everybody knew we were from Castleton. So I'm interested in that sort of thing. I'm interested in knowing how you're funded and what we can do to help out. I think that, essentially, I look at the library as such a great community space for kids and for everyone, but mostly for kids, and in the time that I've been living in Castleton that type of thing has gone away a lot, so I want to do what I can. If I can help out, I will, and that's why I'm here tonight.

Shane Mitchum: I appreciate it, Patrick. Any direct questions? We can talk about the funding stuff if you want to hear about that, or we can take that offline, it's really up to you.

Patrick Cartwright: I think that's for a later time. The practical questions are what I was interested in tonight, and you've answered those. And I'm sure we'll get a feel for it in the rest of the agenda.

Shane Mitchum: Yeah, definitely, and same thing -- I'll make sure you have my contact information. You obviously have it, Melissa, so if anything comes up after the meeting and you want to talk to me about it, that's fine. I do appreciate both of your interest in the board and helping out with the committees or positions that have been -- we've been looking for board members for a while now, so I really do appreciate you guys showing interest and for the right reasons, so thank you for that. All right, moving on to the next piece of new business, the 2020 annual report.

Melissa Tacke: And that should be the next item in the packet there. This is just sort of a more colorful, visual representation of some of the statistics that the board received in January, about what 2020 looked like for us. Every year we do report to the community how we're doing. In the past, that was something that was just part of the minimum standard of what the library does. The minimum standard has since changed now that, in addition to making that report to the community, it does need to be a board-approved report, which is why it's coming in front of you for your approval this year. In past years we've put this together as more of a comparative chart looking at how we did in that particular year in comparison to previous years. Because 2020 was so different, I just completely reinvented the wheel, the way that we've presented the information and the idea is to just make it approachable and provide information showing what we've been up to. It talks about circulation, new programs and services, talks about our events and activities, Wi-Fi use, visitation, as well as just kind of tooting our own horn a little bit about some of the awards and honors that we received, because we received some really, really nice ones in 2020, so that was some good news to share. So, if anyone has any questions about this public-facing Annual Report, I'd be happy to answer them, but it's something I am looking for the board to vote to approve.

Jacki Griffin: Hey Melissa, it's Jacki. I don't have a question so much as a comment. I absolutely love this.

Melissa Tacke: Oh, thanks!

Jacki Griffin: I think it is so user-friendly. It's absolutely wonderful, love it. Thank you very much for putting it together.

Melissa Tacke: Oh sure, I made it in Canva.

Shane Mitchum: I'll second exactly what Jacki said. This is super easy to read, and just gets everybody the information that would typically be buried count in a spreadsheet or whatever, so it looks great.

Laurie Knaack: It's Laurie -- I third that as well, I love this format. I think it's absolutely the right choice to switch from the comparison year-to-year format to something just highlighting that year, given all the changes that we had this year and the amount of transformation that you and your staff had to do. I'm so glad that you put the awards on there, because you deserve that recognition.

Maria Marcucci: And Canva is such a fun tool, you probably can get lost in it for hours putting the graphics together.

Alyssa Mitchum: This looks great, and it really draws my attention. I would pick it up and I'm interested in what it says and everything the library has to offer for our community. It's excellent, great job.

Melissa Tacke: Oh, great! Thank you, everyone, for your kind words.

Shane Mitchum: Is there a motion to approve the public facing 2020 Annual Report?

Jacki Griffin: This is Jacki, I motion.

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Maria?

Maria Marcucci: Aye.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I am also an aye, so all are in favor, the motion will carry. All right, next up on the list is a new hire of a Library Aide.

Melissa Tacke: I sent you the resume for that person as a separate document, not in the board packet. We had previously included that in the board packet and then having that kind of up on the web for anyone to see. It was brought to my attention by another employee that was alarmed that their resume was online so going forward I'll just keep that something that I send to the board. Johnna, who when we had met back in January had decided to take a leave of absence had decided to resign from her position, and did so at the beginning of February. So I went back to my list of candidates from when we had hired back in October and reached out to a few folks, interviewed people, and made a hire and that person is E. O'Connor so I'd like to hire her as a Library Aide starting March 1st, and the pay would be $13.00 per hour.

Shane Mitchum: Is that similar to what we were paying the position she's replacing?

Melissa Tacke: Yep, it's exactly the same.

Shane Mitchum: Okay. All right, does anybody have any questions on the resume or any other questions about the new hire? All right, is there a motion to approve the hire of the new Library Aide?

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

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Maria?

Maria Marcucci: Aye.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I am also an aye, so all are in favor. That motion will carry. And Melissa, you said March 1 for a start date for her?

Melissa Tacke: Yes.

Shane Mitchum: Okay, great. All right, going to old business now. Library word of mouth advertising.

Melissa Tacke: I'm now back to including our events calendars in the packet again. Sorry I fell behind a little bit. Things were going crazy here earlier in the winter so going forward those will be in there. For the word of mouth things I know we've been focusing a little bit more on kids' stuff over the past few months, so one of the things that I would like to highlight, if you could help spread the word, tell a few people, is about the Craft and Chat. That is for adults, and the idea is that people can just get on Zoom and whatever project they're working on, whether it's knitting or crochet or quilting or coloring, painting, whatever, just to have some company while people are working on creative and craft projects. It's also a nice thing that if you want to show off what you're working on, talk to other people who are interested in that kind of thing, there's an opportunity to do that. So we'll be doing that -- it will be the last Thursday of each month, so we had our first one in January. Our February one is coming up next week, so that'll be on Thursday, February 25th. It's at 8:00 p.m. The idea is, maybe an hour, hour and a half kind of timeframe. You'll see it there in the February calendar on the 25th and then also on the 25th in March, so if you could spread the word to anyone you think might be interested, that would be great. And they can just email me for the Zoom connection information.

Shane Mitchum: Great.

Maria Marcucci: Melissa, can you talk a little bit about the Coffee and Conversation? That looks interesting.

Melissa Tacke: Sure, it's been offered since January and I actually have not had any takers yet. So the idea is just -- a lot of the stuff that we've done for adults does tend to be in the evening, so I wanted to have an afternoon option for people to get together and chat a bit. The idea is it's just light informal discussion, just a chance for people to connect and see each other.

Maria Marcucci: Because you used to have, and obviously we were not able to have it just yet, but the Bridge Club.

Melissa Tacke: Yes. As soon as we can have them back in here again I know they're interested in coming back.

Shane Mitchum: That can lead us into our next item of business here, the reopening process, and where we're at with that.

Melissa Tacke: When we last spoke about this, we had actually sort of stepped back a little bit on our services and were doing what I called "express visits only," so 15 minutes or less, and we brought the building customer capacity at a time from five down to three. I've been tracking daily new cases for the Town of Schodack in addition to looking at other data and we had switched over to doing the express visits only once the -- okay, this is going to sound very convoluted, and if it's way too into the weeds you can space out for a minute -- when the 7-day rolling average of daily new cases from the Town of Schodack exceeded 50 per 100,000 for 14 days, that was when we went back and made the services a little bit more restrictive. We got to the point where that 7-day rolling average of daily new cases for the Town of Schodack was under 50 per 100,000 for 14 days. So we went back to where we were in late November, in terms of daily new cases and so we went back to what we had been doing before, which is visits of up to 30 minutes, maximum of five customers in the building at a time, and we started doing that -- the first day that we were eligible to do that was [February] 12th, so we've been doing that since last Friday. And it's good. We changed the signage, updated the information on our website, that kind of stuff and then, when we see people that we know in the past have maybe spent a little bit more time, we let them know we are back to

30 minutes now. It's good to see cases going down, and that's where we're at right now and everybody's feeling good about that. Other than that, things are pretty much stable at this point.

Shane Mitchum: Great. Any questions for Melissa?

Laurie Knaack: Melissa, this is Laurie. I don't expect you to necessarily have answers for this right now, but I was just wondering looking forward at vaccine uptake in our community different metrics what we might be looking at before we feel like it's safe to resume higher capacity limits or bring back some of the things like small in-person activities or children's toys, things like that. Obviously not right this second, but what kind of metrics are you looking at watching for deciding when that's going to start to be something we add back?

Melissa Tacke: That's a really good question, and my thinking about this is that we need to get to a place where our staff, especially, are all eligible to be vaccinated and we're not there yet. I wouldn't even consider bringing that back until we were there. So it's kind of a wait and see, of what that is looking like. I think once the vaccine is more widely available that's when we can start to do some of that. One thing that's positive is that now that we're getting into the warmer months soon, starting in April we're going to bring back doing some outdoor in-person programming. That was something that we had done in the fall, and people enjoyed. Obviously it's very difficult to do that in the winter, but we're excited about resuming that. And trying not to plan too far ahead, because I know that things can really change, but it's looking like we're looking at for summer that it might be some sort of hybrid -- again focusing more on the "take & make" kind of things, but also having some outdoor events. And then it ends up being better than that, and then we can do a little bit more in person, then we'll do that but that's kind of what we're planning for the moment.

Laurie Knaack: Awesome, thank you. I hope we get to do more outdoor activities, certainly for summer reading. I know those are some things folks really enjoy being able to get together in person in what capacity they can.

Melissa Tacke: Yep.

Shane Mitchum: Great. Thanks for that, Melissa. Moving right along, President's Report -- I have nothing new to report. Again, thank you to Patrick and to Kendra for hopping on the call and showing some interest in the board. Like I said, anything you guys need, make sure you have my contact info, and feel free to reach out to me. Next up is the Secretary's Report. Hopefully, everybody had a minute to take a look at the transcript and the minutes from last meeting. We'll start with the minutes. Is there a motion to adopt the minutes from January's board meeting?

Jacki Griffin: This is Jacki, I motion.

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Maria?

Maria Marcucci: Aye.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I am also an aye, so that motion will carry. Now, is there a motion to adopt the transcript from January's board meeting?

Jacki Griffin: This is Jacki, I motion.

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Maria?

Maria Marcucci: Aye.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I am also an aye, so all are in favor, that motion will carry as well. All right, next up is the Treasurer's Report.

Alyssa Mitchum: Hi! Melissa sent me all the financial reports for January and I've reviewed all the reports and updated our money market and checking financial tracker. Attached you'll see the check detail, which I also reviewed line by line. If you have any questions about that we can meet offline about it. In addition to this report, the consultant we use to submit our annual financial report has reviewed all of our financial records for the 2020 fiscal year and found that all the line items were within our budgeted amounts, so he has now filed the same report with the Office of the State Comptroller, so that's taken care of for the 2020 year. That's all I have.

Shane Mitchum: Any questions on the check detail?

Maria Marcucci: Not the check detail, it's Maria, just on Alyssa's comment -- so as a library we don't have like a financial, this is a financial statement we just have to just show. It's not taxes that we're filing, it's just a financial statement.

Alyssa Mitchum: It's a financial statement. There's a consultant that Melissa introduced me to and I'm not sure how long that they've been working together, Melissa can better answer that, but he goes through our financial records and just makes sure that everything lines up and is within our budget.

Melissa Tacke: The report that goes to the state Comptroller's Office is something that all kind of public entities have to do. So municipalities do it, fire companies do it.

Maria Marcucci: I was wondering if it's the same thing, the annual update document.

Melissa Tacke: Yes, it's something that I used to do myself, and then Bill Adams has been doing our financial review -- just having another set of eyes outside the organization to just verify that everything looks as it should. Since he comes to do that every year anyway, it seemed a good match that he can do it much more quickly than I can, I'm not a huge finance person so he now does that and has been doing that for the past few years. When he does his annual financial review, he also prepares our AUD and then submits that to the Comptroller's Office.

Maria Marcucci: Is that a cost to us, or is that a line item.

Melissa Tacke: Yes, it's under professional services, so he does bill us for the time that it takes to do both of those things.

Maria Marcucci: Wonderful, thank you.

Shane Mitchum: All right, is there a motion to adopt this month's check detail?

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

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Maria?

Maria Marcucci: Aye.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I am also an aye, so that motion will carry. All right, next up is the Director's Report.

Melissa Tacke: And that should be the next item in your packet. I won't belabor all of the statistical information but as we've done generally for past months, you're seeing how we've done in January 2021 versus January 2020 for various aspects of our services, what we do. And then, if you look at the month-to-month comparison of visitation -- we talked about visitation a little bit at the January meeting and I was thinking anecdotally that visits are going to probably be a little bit down, and that is the case, I think that with cases just really high, everybody kind of curtailed their behavior a little bit. I think that's what we were seeing. So we did see visitation go down a little bit from December to January. And circulation did go down from December to January as well. Usage of eContent still really strong, still a lot of interest in the "take and make" kits, that kind of stuff, and then there's information about meetings and continuing education for myself and the Youth Services Librarian. I'm happy to answer any questions that anybody has about the Director's Report.

Shane Mitchum: All right, doesn't sound like anyone has any questions. Great, thanks Melissa. All right, next up is the Friends Report.

Melissa Tacke: They did meet last month, and I did attend. I set up a Zoom meeting and actually I've been telling them, "hey I can set up a Zoom meeting for you, I can set up a Zoom meeting for you," and they finally took me up on it. There was a lot of time spent recapping where everything is at. The Friends are in a pretty good place financially, we knew that coming into 2020, so even though they haven't been able to do as robust of fundraising that they had been doing, they're in good financial shape. They gave me the funding for the year. I spent some time talking with them about what library service has looked like since I haven't really met with them for several months, so that was the focus of what we were looking at. I think they're just looking forward to what fundraising is going to look like for them, particularly in the summer. They usually do good fundraising by selling baked goods and stuff at the music in the town park so they're hoping that that's something that the town does, because that's something that's a big moneymaker for them. And maybe staying away from some of their traditional fundraising that they've done in terms of, you know, doing the spaghetti dinner, that kind of stuff. They're not sure when they're going to be able to do things like that. But certainly outdoor stuff and, as always, they still have the bottle and can drive going on still and people are still sending in their Friends memberships, so that's good, although it has gone down somewhat. But I think they're going to be looking at doing a mailing to folks that hadn't renewed their Friends membership, to encourage them to renew, that kind of thing. That's what they're going to talk about at the next meeting, which takes place tomorrow, actually, so that's at seven o'clock tomorrow night, if anyone is interested in attending you can send an email to me, I can send you the connection information.

Shane Mitchum: Great. And for Patrick and Kendra, just so you know, the Friends are the Friends of the Castleton Public Library, so we are not a not-for-profit, so as far as accepting donations, it's easier to run it through the Friends, because they can actually give you a receipt of donation and everything like that, so they're a fundraising arm. Great. It's good that sounds like they're meeting again, starting to figure out what fundraising is going to look like. I know it's probably been tough for them to figure that out and adjust to that, so it's good they're meeting. All right, moving into committee reports.

Melissa Tacke: I just want to mention, I didn't notice until we actually were getting into this meeting and I looked at the agenda on the screen and I realized, I did not add Alyssa into the committee structure. So I apologize for that. I'll update it. I don't think any committees met anyway in January. But I will update that, and I apologize that I neglected to do that, so sorry.

Alyssa Mitchum: It's okay, Melissa.

Shane Mitchum: All right, so like Melissa said, we probably none of us met. It's something we should probably start thinking about, though, as we're -- we've been getting this for a little bit with COVID and everything we could probably get together, at least check in on Zoom in at some point over the next month or so. So maybe we should look at scheduling that Melissa and just try to figure it out and

kind of do a reset because it's been so long since we met. All right, so Finance Committee, nothing new to report, we haven't met. Administrative Committee?

Jacki Griffin: No report.

Shane Mitchum: All right, Operations & Capital Projects, we have not met. Policy Committee?

Laurie Knaack: No report.

Shane Mitchum: All right, Sustainable Funding, no report there either. Library Space?

Jacki Griffin: Nothing to report.

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

Laurie Knaack: No report, this is Laurie I did want to ask, Melissa, if you could discuss the potential of us meeting with the Town Board or sending in public comment to the Town Board again. I know we talked about that in the past. I wanted to bring that up again.

Melissa Tacke: Yep. And it's something that -- I apologize to you guys. December and January, especially, were kind of rough for me, so there's some stuff that just went way to the back burner so we'll get more into the swing of that and it's a good time to do it, we just got our check from the Town this month, so it's a good time to pop in and say thank you for the funding, and also here's this information.

Shane Mitchum: And that might be great to bring up some of the stuff you have on the annual report there, Melissa. Because that's pretty short and concise it would probably be great to just shoot that over as part of public comment or something like that.

Maria Marcucci: Melissa, it's Maria, just a quick question. You sparked a thought when you talked about the town and sending over the funding. Have they been meeting every month, the town?

Melissa Tacke: Yes.

Maria Marcucci: Through Zoom? When will we be starting to send people over from the board, resuming that process?

Melissa Tacke: I think it would be more either -- like not actually physically going.

Maria Marcucci: Right, just through Zoom.

Melissa Tacke: yeah and I think that well, I have to look at it, because for a while, I know that you could submit public comments, but it was an email that you would send and I have to look into whether they're doing where you can actually appear on Zoom to speak in person, or if it's something where you again just emailed a comment. I'll look into that to refresh myself as to what their process is and go from there.

Maria Marcucci: Because they like us. We want to keep that going.

Shane Mitchum: All right, any announcements?

Melissa Tacke: I just wanted to say thank you, Maria, for your service on the board, I know that it's difficult for you to step away and I just wanted to thank you for everything you've brought to the board in the time that you've served, and thank you for everything.

Maria Marcucci: Oh, you're welcome. It's hard to step away, but I can't be selfish. Like I said when Nathan put in his resignation and I'm looking at my time commitments, only so many hours in a day, and it's not a lot, but I feel like I'm always putting the library last and it should be first. And that's where I want you guys to be, and you've got some awesome members here, new members, new blood. They'll see things differently and I'm just excited to see where you guys are going to go. Don't worry, I'm going to still be around in some shape or form.

Shane Mitchum: I echo what Melissa said, Maria. Thank you so much for what you've done for the library, for the last -- I don't even know how long you've been on the board, but thank you for your service, really appreciate it. All right. Any public comment? I don't see any reason to go into Executive Session unless anyone else has a reason to. All right, is there a motion to adjourn today's meeting?

Jacki Griffin: This is Jacki, I motion.

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Maria?

Maria Marcucci: Aye.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

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

Melissa Tacke: For Patrick and Kendra, I'll reach out to you both via email. I don't want to put you on the spot and ask you whether you're still interested in serving right now, so what I'll do is I will send an email out to you, then just let me know either way and then I'll let you know how next steps unfold, if you are still interested. Thank you so much, both of you, for coming tonight and introducing yourselves and learning more about the library board.

Patrick Cartwright: I'll say one thing I've been in a lot of meetings, that's a very efficient meeting you ran there. It's encouraging to me.

Kendra Rubin: Absolutely, thank you for having us.

[Attendees says thanks and goodbyes]

The Castleton Public Library
Check Detail
February 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	02/01/2021	Facebook	**200.2 · Citizens Checking Account**		**-34.36**
Bill	3623567251...	02/01/2021		7410.4D · Programs	-26.99	26.99
				7410.4K · Miscellaneous	-7.37	7.37
TOTAL					-34.36	34.36
Bill Pmt -Check	DEBIT	02/04/2021	Amazon LLC	**200.2 · Citizens Checking Account**		**-36.98**
Bill	1125496161...	02/04/2021		74104B1 · DVDs & Other Materials	-36.98	36.98
TOTAL					-36.98	36.98
Bill Pmt -Check	DEBIT	02/08/2021	Walgreens	**200.2 · Citizens Checking Account**		**-7.49**
Bill		02/08/2021		7410.4D · Programs	-7.49	7.49
TOTAL					-7.49	7.49
Bill Pmt -Check	DEBIT	02/08/2021	Amazon LLC	**200.2 · Citizens Checking Account**		**-56.27**
Bill	1125496161...	02/08/2021		74104B1 · DVDs & Other Materials	-56.27	56.27
TOTAL					-56.27	56.27
Bill Pmt -Check	DEBIT	02/10/2021	Amazon LLC	**200.2 · Citizens Checking Account**		**-47.83**
Bill	1127432418...	02/10/2021		7410.4D · Programs	-47.83	47.83
TOTAL					-47.83	47.83
Bill Pmt -Check	DEBIT	02/10/2021	Target	**200.2 · Citizens Checking Account**		**-32.40**
Bill		02/10/2021		7410.4D · Programs	-32.40	32.40
TOTAL					-32.40	32.40
Bill Pmt -Check	DEBIT	02/12/2021	Amazon LLC	**200.2 · Citizens Checking Account**		**-81.03**
Bill	1128062026...	02/12/2021		7410.4D · Programs	-81.03	81.03
TOTAL					-81.03	81.03
Bill Pmt -Check	DEBIT	02/13/2021	Price Chopper	**200.2 · Citizens Checking Account**		**-11.08**
Bill		02/08/2021		7410.4D · Programs	-11.08	11.08
TOTAL					-11.08	11.08
Bill Pmt -Check	DEBIT	02/17/2021	Amazon LLC	**200.2 · Citizens Checking Account**		**-13.99**
Bill	1125496161...	02/17/2021		74104B1 · DVDs & Other Materials	-13.99	13.99
TOTAL					-13.99	13.99
Bill Pmt -Check	DEBIT	02/19/2021	Amazon LLC	**200.2 · Citizens Checking Account**		**-12.09**
Bill	1118080288...	02/19/2021		7410.4D · Programs	-12.09	12.09
TOTAL					-12.09	12.09

The Castleton Public Library
Check Detail
February 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	02/23/2021	**Price Chopper**	**200.2 · Citizens Checking Account**		**-11.58**
Bill		02/23/2021		7410.4D · Programs	-11.58	11.58
TOTAL					-11.58	11.58
Bill Pmt -Check	DEBIT	02/24/2021	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-10.00**
Bill	1120021534...	02/24/2021		7410.4D · Programs	-10.00	10.00
TOTAL					-10.00	10.00
Bill Pmt -Check	DEBIT	02/25/2021	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-11.67**
Bill	1118423094...	02/25/2021		7410.4D · Programs	-11.67	11.67
TOTAL					-11.67	11.67
Bill Pmt -Check	DEBIT	02/26/2021	**USPS**	**200.2 · Citizens Checking Account**		**-2.75**
Bill		02/26/2021		7410.4G · Postage	-2.75	2.75
TOTAL					-2.75	2.75
Bill Pmt -Check	2770	02/03/2021	**T-Mobile**	**200.2 · Citizens Checking Account**		**-119.44**
Bill		02/03/2021		7410.4C · Equipment/Technology	-29.86	29.86
				7410.4B · Library Materials	-89.58	89.58
TOTAL					-119.44	119.44
Bill Pmt -Check	2771	02/05/2021	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-4,529.24**
Bill	84309	02/05/2021		7410.1A · Gross wages - Director	-2,108.42	2,108.42
				7410.1B · Gross wages - Librarian	-837.47	837.47
				7410.1C · Gross wages - Assistant	-1,263.96	1,263.96
				9030.8 · Social Security/Medicare	-319.39	319.39
TOTAL					-4,529.24	4,529.24
Bill Pmt -Check	2772	02/06/2021	**U.S. Bank**	**200.2 · Citizens Checking Account**		**-139.94**
Bill	434527065	02/06/2021		7410.4C · Equipment/Technology	-139.94	139.94
TOTAL					-139.94	139.94
Bill Pmt -Check	2773	02/10/2021	**OverDrive**	**200.2 · Citizens Checking Account**		**-213.96**
Bill	MULTIPLE	02/06/2021		74104B2 · Electronic Content	-213.96	213.96
TOTAL					-213.96	213.96
Bill Pmt -Check	2774	02/10/2021	**Brodart**	**200.2 · Citizens Checking Account**		**-505.30**
Bill	MULTIPLE	02/09/2021		74104B3 · Print Materials	-505.30	505.30
TOTAL					-505.30	505.30

The Castleton Public Library
Check Detail
February 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**2775**	**02/16/2021**	**William C. Adams**	**200.2 · Citizens Checking Account**		**-420.00**
Bill		02/10/2021		7410.4J · Professional Services	-420.00	420.00
TOTAL					-420.00	420.00
Bill Pmt -Check	**2776**	**02/16/2021**	**The Hartford**	**200.2 · Citizens Checking Account**		**-1,701.89**
Bill		02/08/2021		7410.4I · Insurance	-1,701.89	1,701.89
TOTAL					-1,701.89	1,701.89
Bill Pmt -Check	**2777**	**02/16/2021**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-3,949.33**
Bill	84312	02/16/2021		7410.1A · Gross wages - Director	-2,108.42	2,108.42
				7410.1B · Gross wages - Librarian	-676.03	676.03
				7410.1C · Gross wages - Assistant	-886.70	886.70
				9030.8 · Social Security/Medicare	-278.18	278.18
TOTAL					-3,949.33	3,949.33
Bill Pmt -Check	**2778**	**02/16/2021**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-679.24**
Bill	84313	02/16/2021		9060.8 · Health Insurance	-679.24	679.24
TOTAL					-679.24	679.24
Bill Pmt -Check	**2779**	**02/16/2021**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-679.24**
Bill	84314	02/16/2021		9060.8 · Health Insurance	-679.24	679.24
TOTAL					-679.24	679.24
Bill Pmt -Check	**2780**	**02/19/2021**	**Time Warner Cable**	**200.2 · Citizens Checking Account**		**-97.34**
Bill	8688574010...	02/11/2021		7410.4H · Telephone/Data Links	-97.34	97.34
TOTAL					-97.34	97.34
Bill Pmt -Check	**2781**	**02/22/2021**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-129.69**
Bill	84316	02/22/2021		9040.8 · Workers Comp	-129.69	129.69
TOTAL					-129.69	129.69

The Castleton Public Library
Reconciliation Summary
200.1 · Citizens Money Market, Period Ending 02/28/2021

	Feb 28, 21
Beginning Balance	80,384.13
Cleared Transactions	
Deposits and Credits - 3 items	152,264.42
Total Cleared Transactions	152,264.42
Cleared Balance	**232,648.55**
Register Balance as of 02/28/2021	232,648.55
Ending Balance	232,648.55

The Castleton Public Library
Reconciliation Detail
200.1 · Citizens Money Market, Period Ending 02/28/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						80,384.13
Cleared Transactions						
Deposits and Credits - 3 items						
Deposit	02/16/2021			X	5,429.45	5,429.45
Deposit	02/24/2021			X	146,833.38	152,262.83
Deposit	02/26/2021			X	1.59	152,264.42
Total Deposits and Credits					152,264.42	152,264.42
Total Cleared Transactions					152,264.42	152,264.42
Cleared Balance					152,264.42	232,648.55
Register Balance as of 02/28/2021					152,264.42	232,648.55
Ending Balance					**152,264.42**	**232,648.55**

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 02/28/2021

	Feb 28, 21
Beginning Balance	44,289.71
Cleared Transactions	
Checks and Payments - 29 items	-16,075.82
Total Cleared Transactions	-16,075.82
Cleared Balance	**28,213.89**
Uncleared Transactions	
Checks and Payments - 5 items	-164.50
Total Uncleared Transactions	-164.50
Register Balance as of 02/28/2021	**28,049.39**
Ending Balance	28,049.39

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 02/28/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						44,289.71
Cleared Transactions						
Checks and Payments - 29 items						
Bill Pmt -Check	01/12/2021	2762	UHLS	X	-978.09	-978.09
Bill Pmt -Check	01/16/2021	2763	OverDrive	X	-297.10	-1,275.19
Bill Pmt -Check	01/26/2021	2768	UHLS	X	-1,085.19	-2,360.38
Bill Pmt -Check	01/26/2021	2769	UHLS	X	-311.00	-2,671.38
Bill Pmt -Check	02/01/2021	DEBIT	Facebook	X	-34.36	-2,705.74
Bill Pmt -Check	02/03/2021	2770	T-Mobile	X	-119.44	-2,825.18
Bill Pmt -Check	02/04/2021	DEBIT	Amazon LLC	X	-36.98	-2,862.16
Bill Pmt -Check	02/05/2021	2771	Village of Castleton-...	X	-4,529.24	-7,391.40
Bill Pmt -Check	02/06/2021	2772	U.S. Bank	X	-139.94	-7,531.34
Bill Pmt -Check	02/08/2021	DEBIT	Amazon LLC	X	-56.27	-7,587.61
Bill Pmt -Check	02/08/2021	DEBIT	Walgreens	X	-7.49	-7,595.10
Bill Pmt -Check	02/10/2021	2774	Brodart	X	-505.30	-8,100.40
Bill Pmt -Check	02/10/2021	2773	OverDrive	X	-213.96	-8,314.36
Bill Pmt -Check	02/10/2021	DEBIT	Amazon LLC	X	-47.83	-8,362.19
Bill Pmt -Check	02/10/2021	DEBIT	Target	X	-32.40	-8,394.59
Bill Pmt -Check	02/12/2021	DEBIT	Amazon LLC	X	-81.03	-8,475.62
Bill Pmt -Check	02/13/2021	DEBIT	Price Chopper	X	-11.08	-8,486.70
Bill Pmt -Check	02/16/2021	2777	Village of Castleton-...	X	-3,949.33	-12,436.03
Bill Pmt -Check	02/16/2021	2776	The Hartford	X	-1,701.89	-14,137.92
Bill Pmt -Check	02/16/2021	2778	Village of Castleton-...	X	-679.24	-14,817.16
Bill Pmt -Check	02/16/2021	2779	Village of Castleton-...	X	-679.24	-15,496.40
Bill Pmt -Check	02/16/2021	2775	William C. Adams	X	-420.00	-15,916.40
Bill Pmt -Check	02/17/2021	DEBIT	Amazon LLC	X	-13.99	-15,930.39
Bill Pmt -Check	02/19/2021	2780	Time Warner Cable	X	-97.34	-16,027.73
Bill Pmt -Check	02/19/2021	DEBIT	Amazon LLC	X	-12.09	-16,039.82
Bill Pmt -Check	02/23/2021	DEBIT	Price Chopper	X	-11.58	-16,051.40
Bill Pmt -Check	02/24/2021	DEBIT	Amazon LLC	X	-10.00	-16,061.40
Bill Pmt -Check	02/25/2021	DEBIT	Amazon LLC	X	-11.67	-16,073.07
Bill Pmt -Check	02/26/2021	DEBIT	USPS	X	-2.75	-16,075.82
Total Checks and Payments					-16,075.82	-16,075.82
Total Cleared Transactions					-16,075.82	-16,075.82
Cleared Balance					-16,075.82	28,213.89
Uncleared Transactions						
Checks and Payments - 5 items						
Bill Pmt -Check	10/07/2020	2727	Joelle Adler		-9.09	-9.09
Bill Pmt -Check	11/19/2020	2740	Joelle Adler		-6.91	-16.00
Bill Pmt -Check	12/30/2020	2757	Joelle Adler		-10.84	-26.84
Bill Pmt -Check	01/21/2021	2767	Joelle Adler		-7.97	-34.81
Bill Pmt -Check	02/22/2021	2781	Village of Castleton-...		-129.69	-164.50
Total Checks and Payments					-164.50	-164.50
Total Uncleared Transactions					-164.50	-164.50
Register Balance as of 02/28/2021					-16,240.32	28,049.39
Ending Balance					-16,240.32	28,049.39

The Castleton Public Library
Profit & Loss
February 2021

	Feb 21
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	0.00
2082.12 · Lost Books	64.93
2082.13 · Copies, Prints and Faxes	0.00
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	64.93
Total 2082 · Library Charges	64.93
2360 · Intergovernmental Revenues	
2360.1 · Town of Schodack	146,786.00
Total 2360 · Intergovernmental Revenues	146,786.00
2401 · Interest & Earnings	1.59
2705 · Gifts & Donations	
2705.1 · Friend's SRP	1,000.00
2705 · Gifts & Donations - Other	4,411.90
Total 2705 · Gifts & Donations	5,411.90
Total Income	152,264.42
Gross Profit	152,264.42
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	4,216.84
7410.1B · Gross wages - Librarian	1,513.50
7410.1C · Gross wages - Assistant	2,150.66
Total 7410.11 · Employee Gross Wages	7,881.00
Total 7410.1 · Personal Services	7,881.00
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B3 · Print Materials	505.30
74104B2 · Electronic Content	213.96
74104B1 · DVDs & Other Materials	107.24
7410.4B · Library Materials - Other	89.58
Total 7410.4B · Library Materials	916.08
7410.4C · Equipment/Technology	169.80
7410.4D · Programs	252.16
7410.41 · Operations and Administrative	
7410.4G · Postage	2.75
7410.4H · Telephone/Data Links	97.34
7410.4I · Insurance	1,701.89
7410.4J · Professional Services	420.00
Total 7410.41 · Operations and Administrative	2,221.98
7410.4K · Miscellaneous	7.37
Total 7410.4 · Contractual Expenses	3,567.39

The Castleton Public Library
Profit & Loss
February 2021

	Feb 21
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	597.57
9040.8 · Workers Comp	129.69
9060.8 · Health Insurance	1,358.48
Total 9000 · Employee - Benefits	2,085.74
Total Expense	13,534.13
Net Ordinary Income	138,730.29
Net Income	**138,730.29**

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

	Jan - Feb 21	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	0.00	0.00	0.00	0.0%
2082.12 · Lost Books	64.93	0.00	64.93	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%
Total 2082.1 · Library Fines & Fees	64.93	240.00	-175.07	27.1%
Total 2082 · Library Charges	64.93	240.00	-175.07	27.1%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	146,786.00	146,786.00	0.00	100.0%
2360.2 · Village of Castleton	0.00	14,000.00	-14,000.00	0.0%
2360.3 · Rensselaer County	0.00	3,325.00	-3,325.00	0.0%
Total 2360 · Intergovernmental Revenues	146,786.00	164,111.00	-17,325.00	89.4%
2401 · Interest & Earnings	3.16	24.00	-20.84	13.2%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	5,986.15	5,000.00	986.15	119.7%
Total 2705 · Gifts & Donations	6,986.15	6,000.00	986.15	116.4%
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	11,504.00	-11,504.00	0.0%
Total Income	153,840.24	186,158.00	-32,317.76	82.6%
Gross Profit	153,840.24	186,158.00	-32,317.76	82.6%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	8,326.27	54,819.00	-46,492.73	15.2%
7410.1B · Gross wages - Librarian	2,986.35	20,983.00	-17,996.65	14.2%
7410.1C · Gross wages - Assistant	4,190.40	41,653.00	-37,462.60	10.1%
Total 7410.11 · Employee Gross Wages	15,503.02	117,455.00	-101,951.98	13.2%
Total 7410.1 · Personal Services	15,503.02	117,455.00	-101,951.98	13.2%
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	0.00	1,400.00	-1,400.00	0.0%
74104B5 · Magazines and Newspapers	0.00	736.00	-736.00	0.0%
74104B4 · Audiobooks	0.00	400.00	-400.00	0.0%
74104B3 · Print Materials	1,225.42	7,515.00	-6,289.58	16.3%
74104B2 · Electronic Content	1,907.25	5,000.00	-3,092.75	38.1%
74104B1 · DVDs & Other Materials	203.99	1,450.00	-1,246.01	14.1%
7410.4B · Library Materials - Other	208.58	1,210.00	-1,001.42	17.2%
Total 7410.4B · Library Materials	3,545.24	17,711.00	-14,165.76	20.0%
7410.4C · Equipment/Technology	169.80	3,785.00	-3,615.20	4.5%
7410.4D · Programs				

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

	Jan - Feb 21	Budget	$ Over Budget	% of Budget
74104D1 · Summer Reading Program	0.00	3,500.00	-3,500.00	0.0%
7410.4D · Programs - Other	481.18	2,500.00	-2,018.82	19.2%
Total 7410.4D · Programs	481.18	6,000.00	-5,518.82	8.0%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	0.00	800.00	-800.00	0.0%
7410.4E · Automated Services	978.09	4,100.00	-3,121.91	23.9%
7410.4G · Postage	2.75	300.00	-297.25	0.9%
7410.4H · Telephone/Data Links	194.67	1,400.00	-1,205.33	13.9%
7410.4I · Insurance	1,701.89	2,530.00	-828.11	67.3%
7410.4F · Office and Library Supplies	0.00	1,300.00	-1,300.00	0.0%
7410.4J · Professional Services	420.00	400.00	20.00	105.0%
Total 7410.41 · Operations and Administrati...	3,297.40	10,830.00	-7,532.60	30.4%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	0.00	0.00	0.0%
7410.4K · Miscellaneous - Other	7.37	25.00	-17.63	29.5%
Total 7410.4K · Miscellaneous	7.37	25.00	-17.63	29.5%
Total 7410.4 · Contractual Expenses	7,500.99	38,351.00	-30,850.01	19.6%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	5,500.00	-5,500.00	0.0%
9030.8 · Social Security/Medicare	1,175.32	8,930.00	-7,754.68	13.2%
9040.8 · Workers Comp	129.69	880.00	-750.31	14.7%
9055.8 · Disability	0.00	535.00	-535.00	0.0%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	1,358.48	8,560.00	-7,201.52	15.9%
Total 9060.8 · Health Insurance	1,358.48	10,060.00	-8,701.52	13.5%
Total 9000 · Employee - Benefits	2,663.49	25,905.00	-23,241.51	10.3%
Total Expense	25,667.50	186,158.00	-160,490.50	13.8%
Net Ordinary Income	128,172.74	0.00	128,172.74	100.0%
Net Income	128,172.74	0.00	128,172.74	100.0%

The Castleton Public Library
Profit & Loss Forecast vs. Actual
January through February 2021

	Jan - Feb 21	Forecast	$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	0.00	1.90	-1.90	0.0%
2082.12 · Lost Books	64.93	71.04	-6.11	91.4%
2082.13 · Copies, Prints and Faxes	0.00	99.55	-99.55	0.0%
2082.14 · Register Overage/Shortage	0.00	-0.10	0.10	0.0%
Total 2082.1 · Library Fines & Fees	64.93	172.39	-107.46	37.7%
Total 2082 · Library Charges	64.93	172.39	-107.46	37.7%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	146,786.00	146,786.00	0.00	100.0%
2360.2 · Village of Castleton	0.00	0.00	0.00	0.0%
2360.3 · Rensselaer County	0.00	0.00	0.00	0.0%
Total 2360 · Intergovernmental Revenues	146,786.00	146,786.00	0.00	100.0%
2401 · Interest & Earnings	3.16	3.53	-0.37	89.5%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	5,986.15	5,658.38	327.77	105.8%
Total 2705 · Gifts & Donations	6,986.15	6,658.38	327.77	104.9%
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	153,840.24	153,620.30	219.94	100.1%
Gross Profit	153,840.24	153,620.30	219.94	100.1%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	8,326.27	7,873.21	453.06	105.8%
7410.1B · Gross wages - Librarian	2,986.35	3,155.73	-169.38	94.6%
7410.1C · Gross wages - Assistant	4,190.40	4,986.41	-796.01	84.0%
Total 7410.11 · Employee Gross Wages	15,503.02	16,015.35	-512.33	96.8%
Total 7410.1 · Personal Services	15,503.02	16,015.35	-512.33	96.8%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	0.00	825.00	-825.00	0.0%
74104B5 · Magazines and Newspapers	0.00	119.60	-119.60	0.0%
74104B4 · Audiobooks	0.00	40.00	-40.00	0.0%
74104B3 · Print Materials	1,225.42	939.82	285.60	130.4%
74104B2 · Electronic Content	1,907.25	1,121.58	785.67	170.1%
74104B1 · DVDs & Other Materials	203.99	366.15	-162.16	55.7%
7410.4B · Library Materials - Other	208.58	119.00	89.58	175.3%
Total 7410.4B · Library Materials	3,545.24	3,531.15	14.09	100.4%
7410.4C · Equipment/Technology	169.80	481.77	-311.97	35.2%
7410.4D · Programs				
74104D1 · Summer Reading Program	0.00	0.00	0.00	0.0%
7410.4D · Programs - Other	481.18	701.58	-220.40	68.6%
Total 7410.4D · Programs	481.18	701.58	-220.40	68.6%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	0.00	94.95	-94.95	0.0%
7410.4E · Automated Services	978.09	931.52	46.57	105.0%
7410.4G · Postage	2.75	3.59	-0.84	76.6%
7410.4H · Telephone/Data Links	194.67	185.64	9.03	104.9%
7410.4I · Insurance	1,701.89	1,647.41	54.48	103.3%
7410.4F · Office and Library Supplies	0.00	156.27	-156.27	0.0%
7410.4J · Professional Services	420.00	0.00	420.00	100.0%
Total 7410.41 · Operations and Administrative	3,297.40	3,019.38	278.02	109.2%
7410.4K · Miscellaneous	7.37	10.00	-2.63	73.7%
Total 7410.4 · Contractual Expenses	7,500.99	7,743.88	-242.89	96.9%

The Castleton Public Library
Profit & Loss Forecast vs. Actual
January through February 2021

	Jan - Feb 21	Forecast	$ Over Forecast	% of Forecast
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	0.00	0.00	0.0%
9030.8 · Social Security/Medicare	1,175.32	1,199.42	-24.10	98.0%
9040.8 · Workers Comp	129.69	92.38	37.31	140.4%
9055.8 · Disability	0.00	0.00	0.00	0.0%
9060.8 · Health Insurance	1,358.48	1,829.34	-470.86	74.3%
Total 9000 · Employee - Benefits	2,663.49	3,121.14	-457.65	85.3%
Total Expense	25,667.50	26,880.37	-1,212.87	95.5%
Net Ordinary Income	128,172.74	126,739.93	1,432.81	101.1%
Net Income	**128,172.74**	**126,739.93**	**1,432.81**	**101.1%**

The Castleton Public Library
Balance Sheet
As of February 28, 2021

	Feb 28, 21
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	232,648.55
200.2 · Citizens Checking Account	28,049.39
200.9 · Petty Cash	50.00
Total Checking/Savings	260,747.94
Other Current Assets	
395 · Deposits with Other Government	3,500.00
Total Other Current Assets	3,500.00
Total Current Assets	264,247.94
TOTAL ASSETS	**264,247.94**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
600 · Accounts Payable	-0.02
Total Accounts Payable	-0.02
Total Current Liabilities	-0.02
Total Liabilities	-0.02
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	131,002.22
Net Income	128,172.74
Total Equity	264,247.96
TOTAL LIABILITIES & EQUITY	**264,247.94**

Director's Report – February

February 2021 – Usage Statistics in Comparison

	February 2021	February 2020	Percent Change
Circulation			
Circulation of materials at CPL	1,575	2,008	-21.6%
Items loaned to other libraries	541	559	-3.2%
Items borrowed from other libraries	775	858	-9.7%
eContent circulation	588*	476	+23.5%
Programming			
Number of programs offered	17	36	-52.8%
Program attendance – in-person	4	342	-98.8%
Program attendance – live virtual	8	N/A	N/A
Program attendance – kits & prerecorded virtual**	382	N/A	N/A
Public Computer Use			
Public Computer Sessions	0	76	-100%
WiFi Use - daily unique users	322 (5.48 GB)	506 (2.31 GB)	-36.4%
WiFi Hotspot Use	8.73 GB	N/A	N/A
Marketing Reach			
Website visits	955	1,360	-29.8%
Website unique visitors	532	675	-21.2%
Email newsletter list size	1,413	1,381	+2.3%
Facebook page likes	870	789	+10.3%
Facebook total reach	17,119	8,827	+93.9%
* = Includes OverDrive and Hoopla checkouts. ** = Attendance for prerecorded virtual programs is measured by total views through 2/28. For kits, the number of kits taken through 2/28 is used for the attendance number.			

Visitation – Month-to-Month Comparison

Month	Curbside Orders	Curbside – Change from Prev. Mo.	In-Person Visits	In-Person – Change from Prev. Mo.	Total Visitation	Total – Change from Prev. Mo.
February	13	-7.1%	334	+12.5%	347	+11.6%
January	14	-6.7%	297	-5.4%	311	-5.5%
December	15	+7.1%	314	+16.7%	329	+16.3%
November	14	-26.3%	269	+4.3%	283	+2.2%
October	19	-66.1%	258	+34.4%	277	+11.7%
September	56	-54.5%	192	+71.4%	248	+5.5%
August	123	-3.9%	112	+23.1%	235	+7.3%
July	128	+40.7%	91	+264%	219	+88.8%
June	91	N/A	25	N/A	116	N/A
Library service timeline: 6/1/20 – curbside begins; 6/22/20 – visits by appt. begin; 9/9/20 – walk-ins begin; 1/4/21 – visits limited to 15 min. max. & patron capacity reduced to 3; 2/12/21 – visits return to 30-min. max. & patron capacity returned to 5.						

eContent – Month-to-Month Comparison

	February 2021	January 2021	Percent Change
OverDrive – Items checked out by CPL patrons	537	679	-20.9%
OverDrive – Unique CPL users with checkouts	85	91	-6.6%
OverDrive – New CPL users	1	1	0%
Hoopla – Items checked out by CPL patrons	51	53	-3.8%
Hoopla – New CPL users	0	1	-100%

Loans of Physical Items – Month-to-Month Comparison

Month	Number of Checkouts	% Change from Previous Month
February	1,575	+15.5%
January	1,364	-21.5%
December	1,737	+25.2%
November	1,387	+8.3%
October	1,281	-18.3%
September	1,567	4.1%
August	1,505	33.4%
July	1,128	178.5%
June	405	1520%

Programs – February

Date	Program	Count		Date	Program	Count
2/1/2021	Cool Science: Lava Lamps	88		2/17/2021	Virtual Storytime	9
2/1/2021	T.&M. Crafts: Valentine Crafts	93		2/22/2021	Favorite Book Photo Challenge	1
2/1/2021	Teen Time: Origami Kit	16		2/23/2021	Introduction to ASL - 2 of 6	4
2/1/2021	Winter Break Week Fun Pack	68		2/24/2021	Virtual Storytime	2
2/3/2021	Virtual Storytime	0		2/25/2021	Craft & Chat	0
2/9/2021	Coffee & Conversation	0		2/26/2021	Castle Hill Contactless Bookmobile	4
2/9/2021	Kids Cook: P.B. & Jelly Tacos	3		2/27/2021	Castleton-Schodack Community Window Art: Snowflakes	100
2/10/2021	Virtual Storytime	2			**Month total**	**394**
2/16/2021	Introduction to ASL - 1 of 6	4				
2/16/2021	Virtual Book Club	0				

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

- February 4 – Youth Services Small Library Concerns meeting (online meeting)
- February 9 – Meeting with Director (online meeting)
- February 22 – Meeting with Director (online meeting)
- February 23 – Summer Reading Program Planning Workshop (online continuing education)

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

- February 2 – eContent Advisory Committee meeting (online meeting)
- February 5 – Directors Association meeting (online meeting)
- February 5 – Interviews for Library Aide position (online interviews)
- February 8 – Village Board meeting (online meeting)
- February 9 – Meeting with Youth Services Librarian (online meeting)
- February 10 – Meeting with Bill Adams re: financial review / AUD preparation
- February 10 – Tri-System Program Swap (online continuing education)
- February 17 – Ad Hoc Pandemic Response Committee meeting (online meeintg)
- February 17 – Friends of CPL meeting (online meeting)
- February 19 – Directors Association meeting (online meeting)
- February 22 – Meeting with Youth Services Librarian (online meeting)
- February 22 – Village Board meeting (online meeting)
- February 26 – Library Advocacy Day (virtual meetings w/offices of NYS Assemblyman Ashby and Senator Jordan)
- February 26 – Castle Hill Contactless Bookmobile