

Agenda
Castleton Public Library Board of Trustees Meeting
Virtual Meeting, May 18, 2020 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

Old Business

- Library word-of-mouth advertising

New Business

- Reopening process

President's Report

Secretary's Report

- Review of minutes from April 20, 2020
- Review of transcript from April 20, 2020

Treasurer's Report

Director's Report

Friends Report

Committee Reports

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

Announcements

Public Comment

Executive Session

Adjourn



Castleton Public Library

Enriching Lives, Empowering Our Community, Encouraging Exploration

While the Castleton Public Library is temporarily closed due to concern about the Novel Coronavirus, we are still here for you! The following library services are currently available:

- **We're here to answer your questions.** Email director@castletonpubliclibrary.org or call 518-732-0879 and we'll get back to you.
- **Free WiFi outside our building, available 24/7.** You can access the public WiFi at the picnic table on the front lawn, or alongside the building on Stimpson Avenue (the signal is strongest near the front of the building). Just look for the network called "Castleton Public Library." There's no password to connect.
- **Let's get together – virtually!** We're offering virtual activities and events led by our staff, including storytimes, science experiments for kids, and book discussions for adults. See the [Events page on our website](#) or the Events page on our [Facebook page](#) for more information. If you aren't already following us on Facebook, we encourage you to do so – we post links to fun and educational content for children and adults every day!
- **Don't have a library card? Get a temporary barcode for instant digital access!** Sign up here: <https://sierra.uhls.org/selfreg>
- **Borrow eBooks, digital audiobooks, and digital magazines using OverDrive.** It's easier than ever to enjoy them on your desktop computer or mobile device. All you need is your library card. Learn more on the UHLS OverDrive Getting Started page (http://uhls.org/Get_Started_with_OverDrive.asp)
- **Enjoy eBooks, digital audiobooks, comics, music, TV, and movies using Hoopla.** Borrow popular titles without having to wait -- titles can be used by multiple users at once, on demand! **Please note that each person is limited to 5 checkouts per month.** Download the Hoopla app or visit <https://www.hoopladigital.com> to get started.
- **Borrow popular magazines for free using Flipster.** Use Flipster (<https://tinyurl.com/j8tdbup>) to read our most popular digital magazines such as People and The New Yorker on your computer or mobile device. Your library card grants you access from wherever you are!

- **Research your family history using Ancestry Library Edition!** Ancestry Library Edition brings the world's most popular consumer online family history resource to your library. Its 7,000 databases deliver an unprecedented online collection of individuals from North America, the UK, Europe, Australia, & more. Get started with your library card at: <http://www.uhls.org/ancestry.htm>
- **Enjoy digital audiobooks for all ages using AudioBookCloud!** No library card is needed. Visit <https://tinyurl.com/tlzttyr>
- **Looking for steamy romance?** Read to your heart's content through the Romance Book Cloud. No library card is needed. Visit <https://tinyurl.com/w6h5b9e>
- **eBooks especially for teens!** The Teen Book Cloud includes graphic novels, fiction, non-fiction, and more. No library card is needed. Visit <https://tinyurl.com/uzkuv2r>
- **eBooks for grades K-6.** TumbleBooks offers a great collection of children's eBooks that you can access at home. No library card is needed! Visit <https://tinyurl.com/ql5x79q>
- **Math eResources for kids grades K-6.** TumbleMath offers a great collection of math resources that you can access at home. No library card is needed! Visit <https://tinyurl.com/yx4lzuos>
- **Access to news and magazine articles, encyclopedias, & more.** NOVEL NY gives communities across New York State online access to the full text of hundreds of journals, newspapers, and other references. No library card required when accessing from anywhere in New York State. Visit <https://novelnewyork.org/about.php>
- **Browse digital state and local history resources.** New York Heritage is a portal for learning more about the people, places and events that contributed to the making of New York State. No library card is required. Visit <http://www.nyheritage.org>

Looking for information about the Novel Coronavirus (COVID-19)?
Looking for information about what's happening with the library?

Visit the front page of our website (<http://www.castletonpubliclibrary.org>)
for links, to be updated when information changes.

We miss you, and are doing what we can to serve you virtually while we are closed!
We look forward to reopening when it is prudent and safe for our community.

Castleton Public Library Phased Reopening Plan - DRAFT

Due to the novel coronavirus, CPL's library operations have been drastically reduced. The initial closure of all buildings, and shifting to an entirely virtual service model, started March 16, 2020.

The following plan illustrates a pathway to gradually reopen in-person library services in accordance with information from federal, state, and local authorities, and taking into consideration the following factors:

1. **Health comes first.** We will prioritize the health and safety of our employees and our patrons.
2. **Limits of library space.** The library's small space makes it a challenge for staff and patrons to maintain physical distance.
3. **Staffing capacity.** Some staff may need to take leave if they become ill or are quarantined after we reopen. Illness of one staff member may prompt the need for other staff members to be quarantined.
4. **Ability to adhere to safety and cleaning regimen.** Our staff must be able to accommodate new safety protocol and enhanced disinfection practices for a prolonged period. The library must be able to maintain adequate supplies for these efforts.
5. **Ability to change course quickly.** The library may need to alter our service model quickly in response to information and guidance provided by federal, state, and local authorities.

CPL's reopening phases are described in this document. No dates or projected durations are currently attached to these phases, as the situation is constantly changing. The duration of each individual phase may be short or long, as we act in response to public health circumstances and governmental edicts. Additionally, CPL may need to move backward to a previous phase in response to local conditions. This plan is in compliance with UHLS Phased Re-Opening Recommendations (currently in draft form).

List of Phases

- Phase 1: Closed to the Public – Online/Virtual Services Only
- Phase 2: Staff Return to Building – Building Closed to the Public
- Phase 3: Limited Circulation Services – Building Closed to the Public
- Phase 4: Limited Opening to the Public for Transactional Services Only
- Phase 5: Open to the Public with Limited Seating
- Phase 6: Service Expands in Response to Changing Physical Distancing Guidelines
- Phase 7: "New Normal" with Continued Precautions

Phases at a Glance

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6	Phase 7
Library building closed to public	X	X	X				
Ongoing staff training	X	X	X	X	X	X	X
Ongoing communication with the public/stakeholders	X	X	X	X	X	X	X
Encourage working from home for some staff where appropriate	X	X	X	X	X	X	
Library funds reallocated to increase eContent purchasing	X	X	X	X	X	X	X
Public spaces reorganized for physical distancing		X	X	X	X		

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6	Phase 7
Establish & follow enhanced cleaning protocols	X	X	X	X	X	X	X
Scheduling/workspace assigned for physical distancing		X	X	X	X		
Masks required for staff		X	X	X	X		
Retain staff schedules for contact tracing purposes		X	X	X	X	X	X
Items returned only in book drops (quarantine for 72 hours before checking in items)		X	X	X	X	X	X
Waive overdue fines and copy/print/fax fees			X	X	X		
Open to the public for transactions by appointment and/or at reduced capacity				X	X		
No eating in staff workspaces		X	X	X	X	X	X
Staff break times scheduled to enable physical distancing		X	X	X	X		
No staff touching of patron library cards			X	X	X	X	X
No public seating				X			
No public computers				X			
No toys or high-touch items in public spaces				X	X	X	X
No public restroom				X	X		
No use of library phones by the public				X	X	X	X
No in-person library programs				X	X		
No in-person outreach programming		X	X	X	X		
Virtual programming is offered	X	X	X	X	X	X	
Social media engagement focuses on digital services	X	X	X	X	X	X	
No Community Room use or public meetings		X	X	X	X		
Library Board meetings are held virtually	X	X	X	X	X		
No loans of specific types of items (i.e. cake pans)			X	X	X	X	X
Reduced/altered hours of operation		X	X	X	X		
Alternative delivery offered (i.e. curbside pick-up)			X	X	X	X	X
Limited public seating (physically distanced)					X		
Limited public computer use (physically distanced stations)					X	X	X
Limited in-person library programming with preregistration and hard attendance caps						X	X
Limited use of Community Rooms by the public						X	X

Phase 1: Closed to the Public – Online/Virtual Services Only

- Professional staff (Director & Librarian I) work remotely for their scheduled hours.
- Paraprofessional staff (Library Assistant & Library Aides) remain at home. Paraprofessional staff may be paid for all or part of their scheduled hours for a specific time period with approval by the Board of Trustees.
- Some library programs, such as storytimes and book discussion groups, are offered virtually.
- Social media engagement focuses on virtual collections, resources, and programs.
- Some library funds are being reallocated to increase purchasing of eContent.
- Wifi remains available for use outside of the building **during this phase and all subsequent phases.**
- Library Board meetings are held virtually.
- Planning, preparation, and training begin for next phases.
- The Director outlines procedures for reopening and provides an overview of each phase.

Phase 2: Staff Return to Building – Building Closed to the Public

- The library will remain closed to the public.
- The library will operate on reduced hours of operation.
- Staff hours may be reduced, and work schedules will be altered. The Director and Librarian I may work partially from home.
- Documentation of staff schedules will be maintained **during this phase and subsequent phases**, in case required for future contact tracing.
- Staff will receive ongoing training **during this phase and all subsequent phases**. If training is virtual, staff will be paid for their time for these meetings when attending from home.
- Safety and cleaning protocols will be reviewed at the beginning of every shift **during this phase and all subsequent phases**.
- Eating will not be permitted at any workstation **during this phase and all subsequent phases**. Food consumed on-site must be consumed at a designated break table, at a scheduled time. Staff are responsible for disinfecting the table directly after eating.
- Physical distancing measures will be in place for all staff working in the building. Physical distancing measures for staff workstations and breaks **will remain in place through at least Phase 5**.
- Masks will be required for all staff while working in the building **through at least Phase 5**. Cloth masks (non-medical grade) will be provided by the Library. Alternately, staff may choose to wear their own face coverings.
- During this phase, staff will complete job-specific duties and tasks to prepare for the resumption of circulation services (Phase 3) and the reopening of the library to the public (Phase 4).
- The Community Room will be used as a workspace and staging area for returned items **beginning in this phase and continuing through Phase 5**.
- Staff will continue to offer virtual library programming **during this phase and continuing through at least Phase 6**.
- Social media engagement will continue to focus on virtual collections, resources, and programs **during this phase and continuing through at least Phase 6**.
- Some library funds will continue to be reallocated to increase purchasing of eContent **during this phase and continuing through all subsequent phases**.
- UHLS delivery service resumes. UHLS will provide each library extra courier bins to aid in the quarantine and management of returned items.
- Communication with the public begins regarding what library services will be included when we reopen, and what to expect during our initial reopening.
- Members of the public may begin to return checked-out items using the book drop while the library remains closed during this phase (see Phase 3 for book drop procedure & overdue/damage fines).
- Staff will be trained on curbside/walk-up service procedures in preparation for Phase 3.
- Library board meetings will continue to be held virtually **during this phase, and continue through at least Phase 5**.
- Staff will prepare the building for Phase 4 (such as eliminating seating in the library).

Phase 3: Limited Circulation Services – Building Closed to the Public

- The library will remain closed to the public.
- The library will operate on reduced hours of operation.
- Staff hours may be reduced, and work schedules will be altered. The Director and Librarian I may work partially from home.

- Curbside/walk-up service begins and continues to be offered **during all subsequent phases**. Pickups may only be offered by appointment initially, in order to responsibly meet demand and manage workflow. Pickups may be for item checkout or for copy/print/fax orders. The parameters for curbside/walk-up service may be altered in future phases as other aspects of library service expand.
- The library will use a dedicated email account to facilitate printing and scanning needs **during this phase and all subsequent phases**.
- Some Library of Things items (such as cake pans) may not be available for checkout **during this phase and all subsequent phases**.
- All items will be returned using the outdoor book drop. The outdoor book drop will be emptied on a specific schedule. Items in the book drop will be transferred directly into courier bins labeled with the day's date and moved to the staging area. Staff emptying book drops will be required to thoroughly wash hands after emptying the book drop and before doing any other tasks.
- **During this phase and all subsequent phases**, all returned items will be quarantined for 72 hours. At that point, they will be checked in and returned to CPL's shelves, or transferred to their home library using the courier service.
- Overdue fines and damage fees will be waived for all returned items **during this phase and for all subsequent phases**.
- The Director will outline procedures for reopening the building to the public and will train all staff on procedures in preparation for Phase 4.

Phase 4: Limited Opening to the Public for Transactional Services Only

- The library will operate on reduced hours of operation.
- Staff hours may be reduced, and work schedules will be altered. The Director and Librarian I may work partially from home.
- The library will be open to the public for transactional services only (item checkout, copy/fax/print/scan services, reference questions).
- The number of people permitted to be in the building at once will be reduced to allow for physical distancing during this phase. Reduced capacity will be responsive to official guidelines based on square footage. In order to control the number of people in the building, service may be offered by appointment only. Appointment times may be limited in duration.
- Temporary markings on the floor and/or physical barriers will encourage patrons to maintain physical distance from library staff at service desks, and **will remain in place through at least Phase 5**.
- Fees for copy/print/scan/fax services will be waived, in order to limit cash handling. Such fees will continue to be waived **through at least Phase 5**.
- No public computer use.
- No public seating or tables.
- No public restroom **during this phase or during Phase 5**.
- No public use of the library's phone **during this phase and all subsequent phases**.
- Newspapers will not be available for browsing.
- Wifi use inside the building should be limited to brief use in order to conduct library business (for example, checking the online catalog).
- **For this phase and all subsequent phases**, all items are to be returned via book drops (outdoor or indoor). Book drops will be emptied on a specific schedule. Items in the book drops will be transferred directly into courier bins labeled with the day's date and moved to the staging area. Staff emptying book drops will be required to thoroughly wash hands after emptying book drops, before doing any other tasks.

- Signage will be posted encouraging patrons to wear masks and to practice physical distancing. Signage will **remain posted through at least Phase 5.**
- No in-person programming will be offered **during this phase or during Phase 5.**
- No in-person outreach programming will be offered **during this phase or during Phase 5.**
- No public use of the Community Room will be permitted **during this phase or during Phase 5.**

Phase 5: Open to the Public with Limited Seating

- The library will operate on reduced hours of operation.
- Staff hours may be reduced, and work schedules will be altered. The Director and Librarian I may work partially from home.
- The number of people permitted to be in the building at once will be reduced to allow for physical distancing during this phase. Reduced capacity will be responsive to official guidelines based on square footage. In order to control the number of people in the building, service may be offered by appointment only. Appointment times may be limited in duration.
- Public computer stations will be reduced in number. Computer stations will be relocated in order to maintain physical distancing for patrons and staff.
- To use a public computer, a patron will borrow a clean keyboard and mouse from the service desk. The keyboard and mouse are to be returned to service desk after use for disinfection. Computer headphones will also be loaned upon request and returned to service desk for disinfection.
- Public computer time may be limited.
- Physically distanced tables and seating will be reintroduced, with one seat per table.
- The library will work with our community partners to determine how and in what capacity in-person outreach programs will be resumed during Phase 6.

Phase 6: Service Expands in Response to Changing Physical Distancing Guidelines

- The library returns to normal hours of operation.
- The Community Room is repurposed for in-person library programs and small meetings and is no longer used as a workspace.
- The staging area for returned items is relocated to the upstairs storage room.
- Restroom is made available to the public.
- In-person programming is reintroduced on a limited basis. The library will follow official guidelines for how many can gather for programs, based on the square footage of the program space.
- Registration will be required for all in-person programs. There will be registration/attendance caps for all in-person programs.
- No drop-in programs will be offered.
- Only individually-packaged food and drink items will be permitted at programs.
- A buffer time of at least one hour between all library programs and public meetings will be enforced to limit the number of people in the building at once and to allow for proper cleaning of spaces.
- Members of the public will be permitted to reserve the Community Room on a limited basis. Groups will be required to sign an MOU that they will follow official guidelines when using the space.
- In-person Board of Trustees and Friends of CPL meetings resume.
- In-person outreach programs resume on a limited basis, following procedures agreed upon by the library and its community partners.
- Staff continue to offer virtual programs; the number of virtual programs offered may be reduced as more in-person programs are offered.

- Staff members no longer required to wear masks.
- Workspaces, public computing areas, and other public spaces may be reorganized in response to the relaxation of physical distancing guidelines.
- Staff break times are no longer scheduled; staff are asked to maintain distance in break spaces based on official guidelines.

Phase 7: “New Normal” with Continued Precautions

Until COVID-19 infection is no longer considered a threat in our community, the library may need to continue to adhere to the following precautions:

- Twice-daily disinfection of commonly-used surfaces and workspaces in the library.
- Front door propped open to eliminate common touch point (as weather allows).
- No toys or high-touch items in public spaces.
- Continued distancing of public computer stations. Patrons will continue to borrow a keyboard and mouse from the front desk and return these items to the desk for disinfection.
- Patrons will be looked up by name rather than by scanning a library card.
- All items are to be returned via book drops. Book drops will be emptied at scheduled intervals.
- Returned items may be isolated for 72 hours before being checked in and shelved or transferred to courier bins.
- No public use of the library’s phone.
- Only individually-packaged food and drink items will be permitted at programs.
- Curbside/walk-up service will continue to be offered. The parameters for curbside/walk-up service may be altered as other aspects of library service expand.
- Staff will not be permitted to eat in any workspace. Any meals/snacks consumed on site must be consumed in the Community Room during a designated break. Staff will be responsible for disinfecting the table directly after eating.
- Staff may continue to offer virtual programs; the number of virtual programs offered may be reduced as more in-person programs are offered.

Castleton Public Library Board of Trustees Meeting
Monday April 20, 2020 Minutes
(Virtual Meeting Held Via Zoom)

Welcome/Pledge of Allegiance: The meeting was called to order by President Mitchum at 7:08 pm.

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

Adoption of Agenda: Agenda adopted upon the motion of Vice President Griffin and seconded by Treasurer Hans. Unanimously approved.

Public Comment: None

Old Business: Virtual library programs and resources were discussed.

New Business: The Board reviewed measures informally approved by email on March 16, 2020. Formal approval with a vote was done for the following measures with a motion by Vice President Griffin and seconded by Treasurer Hans:

1. Effective 3/16, during the closure, all regular staff will be paid for the hours they were originally scheduled to work. The Director will continue to work in the library, and may work from home as needed using a staff laptop. The Youth Services Librarian will work from home, using a staff laptop; she may also work limited hours in the library on specific projects (for example, inventorying program supplies in the storage area). When we are preparing for reopening, paraprofessional staff (Library Assistant and Library Aides) may be asked to come in to catalog materials, shelf books, run hold reports, etc.
2. Effective 3/16, making available the equivalent of an additional 3 weeks paid sick leave (equivalent to the staff member's scheduled hours) temporarily available during this time, to expire on 9/30/20. This would be intended to cover professional staff who will be working their full scheduled hours during the closure (Director and Librarian I), and all staff after reopening as the virus begins to ebb but new cases may still be occurring. This would be to cover coronavirus-related illness, suspected illness, quarantine (if after the library is reopened), or to offer paid leave when a doctor recommends staying home. This is to help our staff as they deal with any coronavirus-related illness without having to use their accrued sick time or vacation time.
3. Effective 3/16, and to remain in effect for the duration of the closure, to temporarily adjust check signing policies to allow one signature to sign checks \$250 and over, and to authorize the Director to sign any checks \$250 and over after written approval from President or Treasurer is obtained; Director will send a scan of vouchers/invoices for approval to the President and Treasurer via email and will attach their approval to the voucher and invoice to keep a paper trail of all approvals. These temporary adjustments to the policy would expire after the library is reopened to the public.
4. Effective 3/16, empowering the Director to purchase additional digital materials, with the Director using her discretion as to which other line items funds will be pulled from.
5. To approve the Library Service in Unusual Health Situations draft policy.

All measures were unanimously approved.

President's Report: None.

Secretary's Report: Vice President Griffin motioned to approve the February 2020 meeting minutes. Seconded by Treasurer Hans. Unanimously approved.

Treasurer's Report: Vice President Griffin motioned to approve the February and March 2020 Check Detail Reports. Seconded by Secretary Aitken. Unanimously approved.

Director's Report: Director Tacke presented her monthly report for March 2020. She discussed the statistics and the changes in volume due to the Coronavirus pandemic. The usage of the wifi hotspots was reviewed.

Friends Report: None.

Committee Reports: None.

Announcements: None.

Public Comment: None.

Executive Session: None.

The meeting was adjourned upon motion by Vice President Griffin and seconded by Secretary Aitken at 7:37 pm.

Castleton Public Library
Board of Trustees Meeting
Held virtually via Zoom, 4/20/2020, 7:00 p.m.

Meeting Transcript

Shane Mitchum: It's 7:08 and we'll call the meeting to order. So if we want to start with the Pledge of Allegiance, right? I'll move that down here. Everybody, if you want to unmute to say the Pledge of Allegiance, please go ahead.

[Attendees recite Pledge of Allegiance]

Shane Mitchum: All right. And then roll call. I see that we have -- Jacki's on, Laurie's on, Melissa's here, Nathan, and Mary Claire. Maria is absent right now. Okay, moving on to adoption of the agenda, so long as everybody's had a chance to review it. Is there a motion to adopt? You want to motion, just -- okay. Jacki, go ahead and motion. Then Nathan --

Jacki Griffin: You want me to do that verbally, Shane? This is getting a little complicated.

Shane Mitchum: Yeah, Melissa, that's what we want to do, right?

Melissa Tacke: Yes, please.

Shane Mitchum: Yep, so Jacki, if you could motion, and then Nathan, you can second.

Jacki Griffin: I motion.

Nathan Hans: I second.

Shane Mitchum: Motion carries -- or, all in favor, motion carries. How -- Melissa, how are you going to do the "all in favors"?

Melissa Tacke: I think we might have to do it as a roll call vote. Sorry, guys.

Shane Mitchum: Okay, that's fine. So, Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: Laurie?

Laurie Knaack: Aye.

Shane Mitchum: All right. Sounds like all in favor. I'm also an aye, so, motion carries. All right, public comment. Doesn't look like we have any members of the public on right now. So, old business. Melissa, if you want to talk about word of mouth advertising.

Melissa Tacke: Yep, thank you. So you should have gotten in your packet a scanned version. And I think I also sent this document as a one that has links you can click on. If you can share anything about the virtual services that we're offering, whether that's collections-based, whether that's our events, those kinds of things. Just tell three people. We just want to remind people that even though we're closed, we're still here for them. And we're still providing collections and resources for people. Does anybody have any questions about that for me?

Jacki Griffin: It might be hard this month, with the social distancing, to actually talk to that many people.

Melissa Tacke: Good point. Yes.

Shane Mitchum: All right. We can move on to new business now. I think everybody hopefully had a chance to take a look at the votes that we made last month via email. I will pull them up on the screen in one second, that way we have it. Somewhere I have it open. Here it is. So, again, we'll have to go through each one of these and vote on them, the emergency measures. So we'll do it the same. Somebody type in the chat that they motion, someone else second, and then we'll go through the remaining people. Let me get that down here, so everybody can see it. So the, the first thing we're going to vote on is number one. So, effective 3/16, during the closure, all regular staff will be paid the hours they were originally scheduled to work. Director will continue to work in the library, may work from home as needed, using a staff laptop. The Youth Services Librarian will work from home using a staff laptop. She may also work limited hours in the library on a specific project. When we are preparing for reopening, paraprofessional staff may be asked to come in and catalog materials, shelve books, run hold reports. Is there a motion to adopt that? Jacki. Go ahead.

Jacki Griffin: Sorry, Shane. That's a whole bunch of keystrokes to get to this point. I motion that.

Shane Mitchum: Okay. And Nathan.

Nathan Hans: Second.

Shane Mitchum: Okay. Laurie -- or, all in favor? Laurie, your vote is?

Laurie Knaack: Aye.

Shane Mitchum: And Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: All right. I'm also an aye, so, all in favor. Motion carries. All right. The second thing on the list here, effective 3/16, making available equivalent of additional three weeks paid sick leave temporarily available during this time to expire on 9/30/2020. This would be intended to cover professional staff who will be working their full scheduled hours during the closure and all staff after reopening as the virus begins to ebb, but new cases may still be occurring. This would be to cover coronavirus-related illness suspected illness, quarantine, or to offer paid leave when a doctor recommends staying home. This is to help our staff as they deal with any coronavirus-related illness without having to use their accrued sick time or vacation time. Is there a motion to adopt that?

Jacki Griffin: Motion.

Shane Mitchum: All right. Is there a second?

Nathan Hans: Second.

Shane Mitchum: All right. Laurie?

Laurie Knaack: Aye.

Shane Mitchum: And Jacki.

Jacki Griffin: I motioned it, Shane.

Shane Mitchum: Okay, Mary Claire, sorry.

Mary Claire Aitken: Aye.

Shane Mitchum: And I am also an aye, so, all in favor. Motion carries. All right, onto the third one here, effective 3/16 and to remain in effect for the duration of the closure. To temporarily adjust check signing policies to allow one signature to sign checks \$250 and over and to authorize the Director to sign any checks \$250 and over after written approval from President or Treasurer is obtained. Director will send a scan of vouchers/invoices for approval to the President and Treasurer via email and will attach their approval to the voucher and invoice to keep a paper trail of all approvals. These temporary adjustments to the policy would expire after the library is reopened to the public. Is there a motion to adopt that? Jacki. Go ahead.

Jacki Griffin: I motion it.

Shane Mitchum: Nathan, if you want to go ahead.

Nathan Hans: Second.

Shane Mitchum: All right. Laurie?

Laurie Knaack: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I am also an aye. So, all in favor. That motion carries. Well -- Effective 3/16, empowering the Director to purchase additional digital materials, with the Director using her discretion as to which other line item funds will be pulled from. Is there a motion there? Jacki, if you want to go ahead and do that?

Jacki Griffin: Yep, motioned.

Shane Mitchum: Nathan?

Nathan Hans: Second.

Shane Mitchum: Laurie?

Laurie Knaack: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I am also in favor of that, aye. So, motion carries. And the last one here to is to approve the Library Service in Unusual Health Situations draft policy, not sure if everyone had a time to go through that. If there is a motion there as well?

Jacki Griffin: Motioned.

Nathan: Second.

Shane Mitchum: Laurie?

Laurie Knaack: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I'm also an aye, so motion carries there. All in favor. All right. And then the next thing here is library service during closure. Melissa, do you want to talk about that one a little bit?

Melissa Tacke: Yes, thank you. So hopefully you guys have had a chance to look over what I sent you. That kind of in a nutshell is what we're doing. We're really focusing on our digital collections. I pumped a lot of extra funds, as many other libraries have, to help make sure that we're making our collections as available as we can in the period of time that we're closed. We do have access to Hoopla now, which gives some additional access to audiobooks and eBooks than we had a few weeks prior. And since the beginning of this month, we've started doing some virtual programming. So Joelle is doing some virtual storytimes, she's done her first "Cool Science at Home," which is an adaptation of our monthly science kids series. I've done one Virtual Book Chat, will be doing another one tomorrow, and then we'll be having our actual first Virtual Book Club now that we have access to Hoopla, which allows multiple people to use the same title at the same time. That'll be on May 4th. So obviously, with the executive order, we will certainly be closed to the public through May 15th and we'll see from there what's happening. I started to draft a plan for how we will phase our reopening. As many people have been saying for different reopening processes, it won't be like flipping on a light switch. We're going to be phasing in services over time. We really want to keep our staff safe and we want to keep patrons safe. So I have drafted something now. I'm also active on a committee in Upper Hudson [Library System] that is looking at a coordinated reopening plan for all libraries in the system. So before I share that with you, I want to make sure everything is copacetic before we move forward. So I will be sharing more about that with you probably as we get into early May. But just to give you a heads-up, just kind of in a nutshell, what that might look like, is that before we open to the public, there'll be a period of time where staff will be returning to the building and we'll remain closed to the public. Possibly incorporating curbside service at that time, then opening up on a limited basis. There might be limits on how many people can be in the building at a particular time. We might be doing things by appointment. We'll be reducing the number of public computer stations and making sure that they're socially distanced, because they are not at all right now. And the very last thing that will be phased in is in-person programming. So that means that we are planning -- we initially planned a Plan A and Plan B for our summer, meaning Plan A being our normal summer, and Plan B being something else. It doesn't look like we're going to be experiencing a "Plan A" summer. So although we had kind of had that all planned, we are now -- Joelle and I are working together to now plan

what looks like it's probably going to be a completely online, virtual model for summer programming and we are going to be using a New York State -- New York State gives us free access to a program called READSquared that we'll use for the reading records, activity records, that kind of thing. So I'll give you more details about that, obviously, as we're getting closer to reopening, but it will definitely be a phased-in model. If anybody has any questions for me about things that we're doing now, or things that we're doing looking ahead? If it's looking ahead, I might not know the answer, because there's so many things that are changing day to day, and we're going to have to respond to whatever guidelines are in place in the future to guide what we're doing. I will answer the questions as best I can.

Jacki Griffin: Melissa, this is Jacki. I do have a question specifically related to moving around the computers. Are you able to do that yourself, or do you need somebody to come in and help with that? And what might any restrictions be to having somebody else come into the building if you do.

Melissa Tacke: Thank you. That's a good question. It's manageable. Now that we've transitioned to our new computers that we had installed in December. Rather than being -- they used to be individual computer clients, quote unquote, that connected to the same tower. That's no longer the case. They are four separate, discrete computers, so they're very easy to move around. All I need is a power source, and the two places that I think they are going to go, there's outlets right there. They connect to the Wi-Fi. So it shouldn't be any problem, I should be able to set them up by myself. So I don't anticipate we're going to need to bring anybody from outside. There might be a time when we're going to be having to reorganize the building in terms of moving seating around, removing seating. Initially, we're going to be using the Community Room as a workspace, because the work area at the front of the library is -- we're too close together, we need to be more spread out. So during that time, when staff is in the building, I might be getting some help from our staff but everything is really easy to move around. It's things we've all moved around lots of times, so I don't see us having to bring in someone from outside.

Shane Mitchum: Hey Melissa, it's Shane. I know we were talking about getting a Zoom license for the library. I think based on the fact that the programming is probably going to be a little bit more sparse than it has been in the past couple summers, that if the Zoom meeting will help that at all, that's something I think we should probably definitely look into that seriously.

Melissa Tacke: Yes, that's something I would like to do right away because one of the things we have planned for May is to have a Virtual Open Mic Night. And we will definitely need longer than 40 minutes that I can have through my free Zoom account. So that's something I'm going to pursue pretty much immediately. And I believe from talking to other libraries, I think the cost of that is pretty affordable, \$15 a month, I think? So it's very easily affordable

within our program budget. And I think that'll serve as well. We can use that for meetings going forward as well. And we can also use it for programming.

Shane Mitchum: Yep, I think that makes sense. Okay, any other questions on that for Melissa? All right, I think we talked a little bit about the reopening process there. So we'll move into the 2020 financial review. Let me actually have the board packet up here. So I don't know if everybody had a chance to take a look at that letter that was included. I don't know, Nathan, if you want to talk about that or Melissa? All right?

Melissa Tacke: I can't remember in years past, whether this was something that was given to the board for their information or if it was something that was actually voted on. Nathan, can you clarify, if you remember?

Nathan Hans: That's a good question. I think we just reviewed it. So let's just review it this month. And if we have to, next month we'll come back and re-approve it, but I'm fairly certain we just reviewed it.

Shane Mitchum: Okay. Any other comments or concerns about this? All right. So next on the list is the President's Report. I have nothing to report at this time, hopefully, everybody's staying safe. And I think that the procedures are library following right now are what needs to be done. So hats off to Melissa for that. Moving right along, Secretary's Report. Review of the minutes from last meeting. I can pull those up here. Is there a motion to adopt these minutes?

Jacki Griffin: Motioned.

Nathan Hans: Second.

Shane Mitchum: Laurie?

Laurie Knaack: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: And I'm also an aye, so motion carries. All right, Treasurer's Report?

Nathan Hans: Yep. So you have the Treasurer's Report. Fairly standard month, I would say. Nothing out of the ordinary.

Shane Mitchum: All right, are there any questions on this, on the check detail?

Melissa Tacke: Before you vote on the check detail. I've included February, because we didn't have a March meeting, and I have the March check detail so the vote should cover either both or individually.

Shane Mitchum: Okay. Is there a motion to adopt the check detail from February and March?

Jacki Griffin: Motioned.

Shane Mitchum: And is there a second?

Mary Claire Aitken: I'll second.

Shane Mitchum: All right. Laurie?

Laurie Knaack: Aye.

Shane Mitchum: Nathan?

Nathan Hans: Aye.

Shane Mitchum: I'm also an aye. So motion carries.

Jacki Griffin: I just have a general question regarding finances. With the closure, are we seeing any decrease in expenses or because we're bumping up the online content are we just shifting around expenses. Just in general.

Melissa Tacke: That's a good question. Obviously, we're not spending on programs, we are still paying our staff so that is staying where it is and I am trying to reallocate funds to really, really invest heavily into eContent. So we're pretty much holding steady for right now. I don't think we're going to see a big reduction.

Jacki Griffin: Thank you, Melissa.

Shane Mitchum: All right, if we want to move into the Director's Report now. I could put that up on the screen.

Melissa Tacke: Okay. Hopefully everybody had a chance to look it over. Obviously, our statistics are very impacted by the fact that we were open for about half of the month. I did put some information there -- a little chart that showed eContent usage, a month to month comparison. And from February to March we had about a 30% increase just from month to month which is pretty unusual. That's more of an increase we've seen year over year, but not month to month, and I think we're going to continue to see a big jump for next month. The numbers for OverDrive use continue to just go up and up. Hoopla has been

in place for a week, so I don't have information about that because it went live in April. But it's a pay-per-use model and libraries in the system had devoted a certain amount of funds and we're -- after one week there's -- it's being used! So, I'll have more information for you about that eContent use. I think it's wonderful that people are taking advantage of the material that we have available. So I just wanted to give you a little bit of information about that. If anybody has any questions about my report, please let me know.

Jacki Griffin: Melissa, this is Jacki. Just a quick question on the pay-per-use for Hoopla. Are you seeing anything that's concerning or is it pretty much what you expected?

Melissa Tacke: The use, I think, is a little higher. I'm talking about system-wide. Yeah, system-wide the demand was much more. It's not necessarily being used super-super heavily by our users at the moment. But it is being used. I think it's being used a little bit more heavily, but no one's concerned about where that number is at or what it looks like. I think we kind of knew going in, when we were devoting funds, that we are going to be needing to probably put some more money in and our personal -- our individual investment for our library was very inexpensive, about \$200. They use kind of a formula based on what libraries have checked out the most eContent in general. So we're nowhere near that cap. Some other libraries have already exceeded their cap, but I think we all knew we're going to need to put in some more.

Shane Mitchum: Okay. Great. Any other questions for Melissa? All right. So moving into our Friends Report.

Melissa Tacke: So obviously, with the library being closed, the Friends are not meeting. They'd had some fundraisers that were scheduled for April and May, like a bottle and can drive and a fundraiser at the Hill that are obviously not going to be happening. I think that they're going to be regrouping a bit later, and I am going to communicate with them, just to let them know as we reopen, one of the things that we need to communicate with them -- certainly we can provide them the platform to meet virtually, but in-person meetings or something that, again, won't be offered instantly, as soon as we start services again. So I need to communicate with them so that they're aware of that as they start to plan and look ahead to the future.

Shane Mitchum: Okay. Then Nathan. I think you had something that you want to mention?

Nathan Hans: Yeah, sorry. During my report. So I noticed at the end of either February or March, our bank balance is getting pretty low, down to like \$2,000, so I was looking for authorization to make a one-time transfer of \$5,000 just to bring the minimum up a little bit. We transfer \$15,000 a month. And maybe

with, you know, closures, it won't go down that far, but I just don't want -- \$2,000's a little low for my comfort. So I just wanted to ask that.

Shane Mitchum: Yeah, that sounds good. Do we have to we have to vote on that?

Nathan Hans: Yeah.

Shane Mitchum: Yeah, okay. So, is there a motion to adopt the bank transfer of \$5,000?

Jacki Griffin: This is Jacki, I motion.

Mary Claire Aitken: This is Mary Claire, I second.

Shane Mitchum: Laurie?

Laurie Knaack: Aye.

Shane Mitchum: Nathan?

Nathan Hans: Aye.

Shane Mitchum: I'm also an aye. So, all in favor. That motion carries. All right, so moving into the committee reports. Finance Committee, we have nothing to report, we have not met. Administrative Committee?

Jacki Griffin: We have also not met.

Shane Mitchum: Okay, Operations and Capital Projects. We have not met. Policy Committee?

Nathan Hans: We're reviewing some policies that Melissa sent over, but that's all we have to report.

Shane Mitchum: Okay, and the Long Range Plan Committees. Sustainable Funding, we have not met. Library Space?

Jacki Griffin: We have not met.

Shane Mitchum: Okay, and Community Outreach and Visibility.

Mary Claire Aitken: We have not met.

Shane Mitchum: Okay, so no committee reports. At some point we -- once things start to get a little bit normalized, we should probably get back on the

committee meetings. But all right, keeping the meeting rolling here. Announcements, are there any announcements anybody has?

Melissa Tacke: One thing briefly that I forgot to mention during my Director's Report is that we had obtained our Wi-Fi hotspots for loaning, which were not out at the time that we were closed. So one of them I've reserved, just in case we need it for staff use. But the other two are in use at Castle Hill senior housing. They have two wings on their building. So they put one in one wing and one in the other wing. And I put together a letter to every resident that was put in everyone's mailbox letting them know how to connect. And from Kathy Wilkinson, who's the Director there, she is letting me know that residents are enjoying that and it's a positive addition for them. So I just wanted to share that.

Shane Mitchum: That's great. Do you have any stats on how much it's being used yet, or is that something that'll be coming up in the next month?

Melissa Tacke: Yes, I'll go over that next month.

Shane Mitchum: Perfect. Okay, great. That's a great idea.

Jacki Griffin: That is, that's awesome. Thank you, Melissa.

Shane Mitchum: All right, then, no public comment. I don't think we have a need for Executive Session. So, is there a motion to adjourn the meeting?

Jacki Griffin: Motioned.

Shane Mitchum: Right. Is there a second?

Mary Claire Aitken: I'll second.

Shane Mitchum: Alright, Laurie?

Laurie Knaack: Aye.

Shane Mitchum: Nathan?

Nathan Hans: Aye.

Shane Mitchum: I'm also an aye. So, all in favor. That motion carries to adjourn. All right, thanks everybody.

[Attendees say their thanks and goodbyes]

9:27 AM
05/11/20

The Castleton Public Library
Check Detail

April 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	04/22/2020	Zoom Video Com...	200.2 · Citizens Checking Account		-127.41
Bill	INV16824560	04/22/2020		7410.4C · Equipment/Technology	-127.41	127.41
TOTAL					-127.41	127.41
Bill Pmt -Check	DEBIT	04/30/2020	Amazon LLC	200.2 · Citizens Checking Account		-125.44
Bill	1111522104...	04/28/2020		74104D1 · Summer Reading Program	-125.44	125.44
TOTAL					-125.44	125.44
Bill Pmt -Check	DEBIT	04/30/2020	Facebook	200.2 · Citizens Checking Account		-10.00
Bill	2938211739...	04/30/2020		7410.4D · Programs	-10.00	10.00
TOTAL					-10.00	10.00
Bill Pmt -Check	2648	04/06/2020	Village of Castlet...	200.2 · Citizens Checking Account		-609.78
Bill	84243	04/03/2020		9060.8 · Health Insurance	-609.78	609.78
TOTAL					-609.78	609.78
Bill Pmt -Check	2649	04/06/2020	Village of Castlet...	200.2 · Citizens Checking Account		-120.75
Bill	84242	04/03/2020		9055.8 · Disability	-120.75	120.75
TOTAL					-120.75	120.75
Bill Pmt -Check	2650	04/06/2020	OverDrive	200.2 · Citizens Checking Account		-533.21
Bill	MULTIPLE	04/01/2020		74104B2 · Electronic Content	-533.21	533.21
TOTAL					-533.21	533.21
Bill Pmt -Check	2651	04/06/2020	Brodart	200.2 · Citizens Checking Account		-521.79
Bill	MULTIPLE	04/06/2020		74104B3 · Print Materials	-521.79	521.79
TOTAL					-521.79	521.79
Bill Pmt -Check	2652	04/13/2020	U.S. Bank	200.2 · Citizens Checking Account		-136.40
Bill	410479349	03/26/2020		7410.4C · Equipment/Technology	-136.40	136.40
TOTAL					-136.40	136.40
Bill Pmt -Check	2653	04/13/2020	UHLS	200.2 · Citizens Checking Account		-931.52
Bill	20-215	04/07/2020		7410.4E · Automated Services	-931.52	931.52
TOTAL					-931.52	931.52

9:27 AM
05/11/20

The Castleton Public Library
Check Detail

April 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	2654	04/13/2020	Village of Castlet...	200.2 · Citizens Checking Account		-4,413.46
Bill	84245	04/13/2020		7410.1A · Gross wages - Director	-1,989.08	1,989.08
				7410.1B · Gross wages - Librarian	-669.30	669.30
				7410.1C · Gross wages - Assistant	-1,447.43	1,447.43
				9030.8 · Social Security/Medicare	-307.65	307.65
TOTAL					-4,413.46	4,413.46
Bill Pmt -Check	2655	04/20/2020	Time Warner Cable	200.2 · Citizens Checking Account		-92.50
Bill	8688574010...	04/11/2020		7410.4H · Telephone/Data Links	-92.50	92.50
TOTAL					-92.50	92.50
Bill Pmt -Check	2656	04/27/2020	UHLS	200.2 · Citizens Checking Account		-232.00
Bill	20-254	04/14/2020		74104B2 · Electronic Content	-232.00	232.00
TOTAL					-232.00	232.00

9:26 AM
05/11/20

The Castleton Public Library
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 04/30/2020

	<u>Apr 30, 20</u>
Beginning Balance	213,119.89
Cleared Transactions	
Checks and Payments - 2 items	-20,000.00
Deposits and Credits - 1 item	3.44
	<u> </u>
Total Cleared Transactions	-19,996.56
	<u> </u>
Cleared Balance	193,123.33
	<u> </u>
Register Balance as of 04/30/2020	193,123.33
Ending Balance	193,123.33

9:26 AM
05/11/20

The Castleton Public Library
Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 04/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						213,119.89
Cleared Transactions						
Checks and Payments - 2 items						
Transfer	04/23/2020			X	-5,000.00	-5,000.00
Transfer	04/27/2020			X	-15,000.00	-20,000.00
Total Checks and Payments					-20,000.00	-20,000.00
Deposits and Credits - 1 item						
Deposit	04/30/2020			X	3.44	3.44
Total Deposits and Credits					3.44	3.44
Total Cleared Transactions					-19,996.56	-19,996.56
Cleared Balance					-19,996.56	193,123.33
Register Balance as of 04/30/2020					-19,996.56	193,123.33
Ending Balance					-19,996.56	193,123.33

9:26 AM
05/11/20

The Castleton Public Library
Reconciliation Summary

200.2 · Citizens Checking Account, Period Ending 04/30/2020

	<u>Apr 30, 20</u>
Beginning Balance	17,354.02
Cleared Transactions	
Checks and Payments - 14 items	-12,130.00
Deposits and Credits - 2 items	<u>20,000.00</u>
Total Cleared Transactions	<u>7,870.00</u>
Cleared Balance	<u><u>25,224.02</u></u>
Uncleared Transactions	
Checks and Payments - 1 item	<u>-232.00</u>
Total Uncleared Transactions	<u>-232.00</u>
Register Balance as of 04/30/2020	<u><u>24,992.02</u></u>
Ending Balance	24,992.02

9:26 AM
05/11/20

The Castleton Public Library
Reconciliation Detail

200.2 - Citizens Checking Account, Period Ending 04/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						17,354.02
Cleared Transactions						
Checks and Payments - 14 items						
Bill Pmt -Check	03/30/2020	2647	Village of Castleton-...	X	-4,353.86	-4,353.86
Bill Pmt -Check	03/30/2020	2645	T-Mobile	X	-108.88	-4,462.74
Bill Pmt -Check	03/30/2020	2646	Recorded Books, LLC	X	-45.00	-4,507.74
Bill Pmt -Check	04/06/2020	2648	Village of Castleton-...	X	-609.78	-5,117.52
Bill Pmt -Check	04/06/2020	2650	OverDrive	X	-533.21	-5,650.73
Bill Pmt -Check	04/06/2020	2651	Brodart	X	-521.79	-6,172.52
Bill Pmt -Check	04/06/2020	2649	Village of Castleton-...	X	-120.75	-6,293.27
Bill Pmt -Check	04/13/2020	2654	Village of Castleton-...	X	-4,413.46	-10,706.73
Bill Pmt -Check	04/13/2020	2653	UHLS	X	-931.52	-11,638.25
Bill Pmt -Check	04/13/2020	2652	U.S. Bank	X	-136.40	-11,774.65
Bill Pmt -Check	04/20/2020	2655	Time Warner Cable	X	-92.50	-11,867.15
Bill Pmt -Check	04/22/2020	DEBIT	Zoom Video Commu...	X	-127.41	-11,994.56
Bill Pmt -Check	04/30/2020	DEBIT	Amazon LLC	X	-125.44	-12,120.00
Bill Pmt -Check	04/30/2020	DEBIT	Facebook	X	-10.00	-12,130.00
Total Checks and Payments					-12,130.00	-12,130.00
Deposits and Credits - 2 items						
Transfer	04/23/2020			X	5,000.00	5,000.00
Transfer	04/27/2020			X	15,000.00	20,000.00
Total Deposits and Credits					20,000.00	20,000.00
Total Cleared Transactions					7,870.00	7,870.00
Cleared Balance					7,870.00	25,224.02
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	04/27/2020	2656	UHLS		-232.00	-232.00
Total Checks and Payments					-232.00	-232.00
Total Uncleared Transactions					-232.00	-232.00
Register Balance as of 04/30/2020					7,638.00	24,992.02
Ending Balance					7,638.00	24,992.02

The Castleton Public Library

Profit & Loss

April 2020

	Apr 20
Ordinary Income/Expense	
Income	
2401 · Interest & Earnings	3.44
Total Income	3.44
Gross Profit	3.44
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	1,989.08
7410.1B · Gross wages - Librarian	669.30
7410.1C · Gross wages - Assistant	1,447.43
Total 7410.11 · Employee Gross Wages	4,105.81
Total 7410.1 · Personal Services	4,105.81
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B3 · Print Materials	521.79
74104B2 · Electronic Content	765.21
Total 7410.4B · Library Materials	1,287.00
7410.4C · Equipment/Technology	127.41
7410.4D · Programs	
74104D1 · Summer Reading Program	125.44
7410.4D · Programs - Other	10.00
Total 7410.4D · Programs	135.44
7410.41 · Operations and Administrative	
7410.4E · Automated Services	931.52
7410.4H · Telephone/Data Links	92.50
Total 7410.41 · Operations and Administrative	1,024.02
Total 7410.4 · Contractual Expenses	2,573.87
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	307.65
9055.8 · Disability	120.75
9060.8 · Health Insurance	609.78
Total 9000 · Employee - Benefits	1,038.18
Total Expense	7,717.86
Net Ordinary Income	-7,714.42
Net Income	-7,714.42

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	1.90	0.00	1.90	100.0%
2082.12 · Lost Books	79.03	0.00	79.03	100.0%
2082.13 · Copies, Prints and Faxes	134.40	725.00	-590.60	18.5%
2082.14 · Register Overage/Shortage	-0.10	0.00	-0.10	100.0%
Total 2082.1 · Library Fines & Fees	215.23	725.00	-509.77	29.7%
Total 2082 · Library Charges	215.23	725.00	-509.77	29.7%
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	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	10.78	24.00	-13.22	44.9%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	5,704.30	5,000.00	704.30	114.1%
Total 2705 · Gifts & Donations	6,704.30	6,000.00	704.30	111.7%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	2,149.00	-2,149.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	0.00	1,417.00	-1,417.00	0.0%
2760.9 · Grants - Other	1,050.00	1,000.00	50.00	105.0%
Total 2760 · Library System Grants	1,050.00	4,566.00	-3,516.00	23.0%
599 · Appropriated Fund Balance	0.00	3,222.00	-3,222.00	0.0%
Total Income	154,766.31	178,648.00	-23,881.69	86.6%
Gross Profit	154,766.31	178,648.00	-23,881.69	86.6%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	15,829.53	51,716.00	-35,886.47	30.6%
7410.1B · Gross wages - Librarian	5,978.43	20,176.00	-14,197.57	29.6%
7410.1C · Gross wages - Assistant	10,019.98	38,800.00	-28,780.02	25.8%
Total 7410.11 · Employee Gross Wages	31,827.94	110,692.00	-78,864.06	28.8%
Total 7410.1 · Personal Services	31,827.94	110,692.00	-78,864.06	28.8%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	4,446.00	-4,446.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	4,446.00	-4,446.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	825.00	1,800.00	-975.00	45.8%
74104B5 · Magazines and Newspapers	239.20	960.00	-720.80	24.9%
74104B4 · Audiobooks	85.00	540.00	-455.00	15.7%
74104B3 · Print Materials	2,542.85	7,500.00	-4,957.15	33.9%
74104B2 · Electronic Content	3,710.66	3,855.00	-144.34	96.3%
74104B1 · DVDs & Other Materials	514.67	2,091.00	-1,576.33	24.6%
7410.4B · Library Materials - Other	198.02	1,270.00	-1,071.98	15.6%
Total 7410.4B · Library Materials	8,115.40	18,016.00	-9,900.60	45.0%
7410.4C · Equipment/Technology	973.26	3,050.00	-2,076.74	31.9%
7410.4D · Programs				
74104D1 · Summer Reading Program	125.44	3,500.00	-3,374.56	3.6%

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
7410.4D · Programs - Other	829.51	2,500.00	-1,670.49	33.2%
Total 7410.4D · Programs	954.95	6,000.00	-5,045.05	15.9%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	229.95	800.00	-570.05	28.7%
7410.4E · Automated Services	1,863.04	3,726.00	-1,862.96	50.0%
7410.4G · Postage	3.59	300.00	-296.41	1.2%
7410.4H · Telephone/Data Links	371.21	1,400.00	-1,028.79	26.5%
7410.4I · Insurance	1,647.41	2,530.00	-882.59	65.1%
7410.4F · Office and Library Supplies	200.97	1,300.00	-1,099.03	15.5%
7410.4J · Professional Services	0.00	850.00	-850.00	0.0%
Total 7410.41 · Operations and Administrati...	4,316.17	10,906.00	-6,589.83	39.6%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	1,000.00	-1,000.00	0.0%
7410.4K · Miscellaneous - Other	10.00	25.00	-15.00	40.0%
Total 7410.4K · Miscellaneous	10.00	1,025.00	-1,015.00	1.0%
Total 7410.4 · Contractual Expenses	14,369.78	38,997.00	-24,627.22	36.8%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	5,500.00	-5,500.00	0.0%
9030.8 · Social Security/Medicare	2,383.32	8,413.00	-6,029.68	28.3%
9040.8 · Workers Comp	92.38	880.00	-787.62	10.5%
9055.8 · Disability	120.75	535.00	-414.25	22.6%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	2,439.12	7,683.00	-5,243.88	31.7%
Total 9060.8 · Health Insurance	2,439.12	9,183.00	-6,743.88	26.6%
Total 9000 · Employee - Benefits	5,035.57	24,511.00	-19,475.43	20.5%
Total Expense	51,233.29	178,646.00	-127,412.71	28.7%
Net Ordinary Income	103,533.02	2.00	103,531.02	5,176,651.0%
Net Income	103,533.02	2.00	103,531.02	5,176,651.0%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through April 2020

	Jan - Apr 20	Forecast	\$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	1.90	35.84	-33.94	5.3%
2082.12 · Lost Books	79.03	66.38	12.65	119.1%
2082.13 · Copies, Prints and Faxes	134.40	217.45	-83.05	61.8%
2082.14 · Register Overage/Shortage	-0.10	0.05	-0.15	-200.0%
Total 2082.1 · Library Fines & Fees	215.23	319.72	-104.49	67.3%
Total 2082 · Library Charges	215.23	319.72	-104.49	67.3%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	146,786.00	130,410.00	16,376.00	112.6%
2360.2 · Village of Castleton	0.00	0.00	0.00	0.0%
2360.3 · Rensselaer County	0.00	0.00	0.00	0.0%
Total 2360 · Intergovernmental Revenues	146,786.00	130,410.00	16,376.00	112.6%
2401 · Interest & Earnings	10.78	10.75	0.03	100.3%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	5,704.30	4,428.88	1,275.42	128.8%
Total 2705 · Gifts & Donations	6,704.30	5,428.88	1,275.42	123.5%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	0.00	0.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	0.00	0.00	0.00	0.0%
2760.9 · Grants - Other	1,050.00	4,200.00	-3,150.00	25.0%
Total 2760 · Library System Grants	1,050.00	4,200.00	-3,150.00	25.0%
Total Income	154,766.31	140,369.35	14,396.96	110.3%
Gross Profit	154,766.31	140,369.35	14,396.96	110.3%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	15,829.53	16,743.85	-914.32	94.5%
7410.1B · Gross wages - Librarian	5,978.43	6,360.74	-382.31	94.0%
7410.1C · Gross wages - Assistant	10,019.98	11,745.69	-1,725.71	85.3%
Total 7410.11 · Employee Gross Wages	31,827.94	34,850.28	-3,022.34	91.3%
Total 7410.1 · Personal Services	31,827.94	34,850.28	-3,022.34	91.3%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	23,893.40	-23,893.40	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	23,893.40	-23,893.40	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	825.00	845.00	-20.00	97.6%
74104B5 · Magazines and Newspapers	239.20	348.97	-109.77	68.5%
74104B4 · Audiobooks	85.00	159.98	-74.98	53.1%
74104B3 · Print Materials	2,542.85	3,487.04	-944.19	72.9%
74104B2 · Electronic Content	3,710.66	1,634.31	2,076.35	227.0%
74104B1 · DVDs & Other Materials	514.67	722.95	-208.28	71.2%
7410.4B · Library Materials - Other	198.02	128.52	69.50	154.1%
Total 7410.4B · Library Materials	8,115.40	7,326.77	788.63	110.8%
7410.4C · Equipment/Technology	973.26	578.75	394.51	168.2%
7410.4D · Programs				
74104D1 · Summer Reading Program	125.44	448.17	-322.73	28.0%
7410.4D · Programs - Other	829.51	588.87	240.64	140.9%
Total 7410.4D · Programs	954.95	1,037.04	-82.09	92.1%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	229.95	137.73	92.22	167.0%
7410.4E · Automated Services	1,863.04	1,826.50	36.54	102.0%
7410.4G · Postage	3.59	167.13	-163.54	2.1%
7410.4H · Telephone/Data Links	371.21	354.50	16.71	104.7%
7410.4I · Insurance	1,647.41	1,621.05	26.36	101.6%
7410.4F · Office and Library Supplies	200.97	567.27	-366.30	35.4%
7410.4J · Professional Services	0.00	420.00	-420.00	0.0%
Total 7410.41 · Operations and Administrative	4,316.17	5,094.18	-778.01	84.7%
7410.4K · Miscellaneous	10.00	74.07	-64.07	13.5%
Total 7410.4 · Contractual Expenses	14,369.78	14,110.81	258.97	101.8%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	0.00	0.00	0.0%
9030.8 · Social Security/Medicare	2,383.32	2,628.64	-245.32	90.7%
9040.8 · Workers Comp	92.38	156.84	-64.46	58.9%
9055.8 · Disability	120.75	207.00	-86.25	58.3%

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Accrual Basis

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through April 2020

	Jan - Apr 20	Forecast	\$ Over Forecast	% of Forecast
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	0.00	0.00	0.0%
9060.8 · Health Insurance - Other	2,439.12	2,194.88	244.24	111.1%
Total 9060.8 · Health Insurance	2,439.12	2,194.88	244.24	111.1%
Total 9000 · Employee - Benefits	5,035.57	5,187.36	-151.79	97.1%
Total Expense	51,233.29	78,041.85	-26,808.56	65.6%
Net Ordinary Income	103,533.02	62,327.50	41,205.52	166.1%
Net Income	103,533.02	62,327.50	41,205.52	166.1%

The Castleton Public Library

Balance Sheet

As of April 30, 2020

	Apr 30, 20
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	193,123.33
200.2 · Citizens Checking Account	24,992.02
200.9 · Petty Cash	50.00
Total Checking/Savings	218,165.35
Other Current Assets	
395 · Deposits with Other Government	3,500.00
Total Other Current Assets	3,500.00
Total Current Assets	221,665.35
TOTAL ASSETS	221,665.35
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
600 · Accounts Payable	-0.02
Total Accounts Payable	-0.02
Total Current Liabilities	-0.02
Total Liabilities	-0.02
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	113,059.35
Net Income	103,533.02
Total Equity	221,665.37
TOTAL LIABILITIES & EQUITY	221,665.35

Director's Report – April

April 2020 – Usage Statistics in Comparison

	April 2020	April 2019	Percent Change
Circulation			
Circulation of materials at CPL	0*	2,373	-100%
Items loaned to other libraries	0*	495	-100%
Items borrowed from other libraries	0*	970	-100%
eContent circulation	736**	421	+74.8%
Programming			
Number of programs offered	7	39	-82.1%
Program attendance – in-person	0***	330	-100%
Program attendance – live virtual	2	N/A	N/A
Program attendance – prerecorded virtual	87****	N/A	N/A
Public Computer Use			
Public Computer Sessions	0	82	-100%
WiFi Use (daily unique users)(1,693.6 MB in April 2020)	107	165	-35.2%
WiFi Hotspot Use	1,520.7 MB	N/A	N/A
Marketing Reach			
Website visits	1,091*****	10,831	-89.9%
Website unique visitors	691*****	2,965	-76.7%
Email newsletter list size	1,388	1,254	+10.7%
Facebook page likes	803	691	+16.2%
Facebook total reach	11,160	8,208	+36%
* = No physical loans from 4/1-4/30; library closed to the public. ** = Includes 26 Hoopla checkouts; Hoopla went live on 4/10/20. *** = All in-person programs originally scheduled to take place from 4/1-4/30 were cancelled. **** = Attendance for prerecorded virtual programs is measured by total view counts through 4/30. ***** = As of 8/1/2019, Weebly changed their statistics model to more closely match Google Analytics.			

eContent Usage – Month-to-Month Comparison

	April 2020	March 2020	Percent Change
OverDrive – Items checked out by CPL patrons	710	618	+14.9%
OverDrive – Unique CPL users with checkouts	111	102	+8.8%
OverDrive – New CPL users	15	8	+87.5%
Hoopla – Items checked out by CPL patrons	26	N/A	N/A
Hoopla – New CPL users	30	N/A	N/A
Flipster – items downloaded or read in browser	5	12	-58.3%

eContent Usage – Comparison to Other Libraries (Among 16 Small Libraries in UHLS)

	April 2020 Rank	Overall 2019 Rank
OverDrive – Items checked out by library's patrons	#1 of 16	#3 of 16
OverDrive – Unique users with checkouts	#3 of 16	#4 of 16
OverDrive – New users	#1 of 16	#3 of 16
Hoopla – Items checked out by library's patrons	#5 of 16	N/A
Hoopla – New users	#1 of 16	N/A

Virtual Programs – April

4/6/2020	Virtual Book Chat	2
4/8/2020	Virtual Storytime	48
4/15/2020	Virtual Storytime	23
4/15/2020	Cool Science at Home: Sound	8

4/21/2020	Virtual Book Chat	0
4/22/2020	Virtual Storytime	11
4/29/2020	Virtual Storytime	3
	Month Total	87

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

- April 3 – Youth Services Advisory Council meeting (online meeting)
- April 6 – Weekly meeting with Director (online meeting)
- April 7 – “Meditation with Teens” Virtual program training – Brooklyn Public Library
- April 12 – Webinar: “READSquared Kickoff”
- April 13 – Weekly meeting with Director (online meeting)
- April 13 – Webinar: “Video Basics with ‘Jester Jim’ Maurer”
- April 14 – CPL staff meeting (online meeting)
- April 14 – Youth Services Advisory Council meeting (online meeting)
- April 17 – Webinar: “How to Make the Most of READSquared All Year Long”
- April 20 – Weekly meeting with Director (online meeting)
- April 21 – Youth Services Advisory Committee meeting (online meeting)
- April 21 – Webinar: “Hoopla Training for Library Staff Members”
- April 24 – Webinar: “Public Libraries Respond to COVID-19: Innovative Solutions in Times of Crisis”
- April 26 – Webinar: “A Recipe for Reading: Culinary Literacy at Your Library”
- April 27 – Weekly meeting with Director (online meeting)
- April 28 – CPL staff meeting (online meeting)
- April 28 – Youth Services Advisory Council Small Library Concerns Meeting (online meeting)

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

- April 2 – eContent Advisory Committee meeting (online meeting)
- April 3 – NYLA Developing Leaders Program – group project meeting (online meeting)
- April 6 – Weekly meeting with Youth Services Librarian (online meeting)
- April 6 – Directors Association – weekly meeting during closure (online meeting)
- April 8 – Adult Services Advisory Committee (online meeting)
- April 9 – Meeting with Tim Burke (UHLS) re: coordinated library reopening
- April 10 – NYLA Developing Leaders Program – group project meeting (online meeting)
- April 10 – Webinar: “Hoopla Training for Library Staff Members”
- April 13 – Weekly meeting with Youth Services Librarian (online meeting)
- April 13 – Directors Association – weekly meeting during closure (online meeting)
- April 13 – Meeting with Mary Fellows (UHLS) re: StoryWalk and family literacy grant
- April 13 – Village Board meeting (online meeting)
- April 14 – CPL staff meeting (online meeting)
- April 14 – NYLA Developing Leaders Program – group project meeting (online meeting)
- April 14 – UHLS Ad Hoc Coordinated Reopening Committee meeting (online meeting)
- April 16 – Meeting with Youth Services Librarian re: Summer Reading planning (online meeting)
- April 16 – UHLS Ad Hoc Coordinated Reopening Committee meeting (online meeting)
- April 17 – NYLA Developing Leaders Program – meeting with project advisor (online meeting)
- April 20 – Weekly meeting with Youth Services Librarian (online meeting)
- April 20 – Directors Association – weekly meeting during closure (online meeting)
- April 20 – Ad Hoc Coordinated Reopening Committee (online meeting)
- April 22 – Adult Services Advisory Council meeting (online meeting)
- April 22 – NYLA Developing Leaders Program – group project final meeting (online meeting)
- April 27 – Weekly meeting with Youth Services Librarian (online meeting)
- April 27 – Directors Association – weekly meeting during closure (online meeting)
- April 27 – UHLS Ad Hoc Coordinated Reopening Committee (online meeting)
- April 28 – CPL staff meeting (online meeting)
- April 28 – UHLS Ad Hoc Coordinated Reopening Committee (online meeting)
- April 29 – eContent Advisory Committee meeting (online meeting)