

**Agenda**  
**Castleton Public Library Board of Trustees Meeting**  
**Castleton Village Hall, November 18, 2019 at 7:00pm**

**Welcome**

**Pledge of Allegiance**

**Roll Call**

**Adoption of Agenda**

**Public Comment**

**Old Business**

- Library word-of-mouth advertising
- Trustees – Library program attendance
- Director evaluation
- Board self-evaluation

**New Business**

- CPL mascot contest
- 2019 revised budget
- 2020 budget
- 2020 staff pay rates
- Committee assignments

**President's Report**

**Secretary's Report**

- Review of minutes from October 21, 2019

**Treasurer's Report**

**Director's Report**

**Friends Report**

**Committee Reports**

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

**Announcements**

**Public Comment**

**Executive Session**

**Adjourn**



# Classes and Events at Castleton Public Library November 2019

## Weekly Events

### Pajama Storytime

#### Pajama Storytime

Tuesdays at 6:00 p.m. November 5, 12, 19, 26; December 3.

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

### Learn & Play Storytime



#### Learn & Play Storytime

Thursdays at 10:30 a.m. November 7, 14, 21 (No storytime on 11/28); December 5.

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



#### Early Literacy Playtime

Fridays from 10:00-11:00 a.m. November 1, 8, 15, 22 (No playtime on 11/29); December 6.

Playing is learning! With a variety of age-appropriate toys and blocks provided, this playtime is designed for children ages birth to 5 to strengthen their early literacy skills while playing with caregivers & friends.

## Other Events



#### Rainbow Scratch Art

Saturday, November 2, 10:00 a.m.-4:00 p.m.



### After Dinner Book Club

#### After Dinner Book Club – *Educated* by Tara Westover

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

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



#### Recycled Art: Magazine Collages

Tuesday, November 5, 3:00-6:00 p.m.

Feeling crafty? Use found words, images, and colors from magazines to make a creative collage!



#### Bridge Club

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

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



#### Open Mic Night

Friday, November 8, 6:00-8:00 p.m.

Musicians and spoken word poets - come share your talents at Open Mic Night! All ages welcome to perform and to watch. A 2nd Friday event.



#### Knock Hockey

Saturday, November 9, 10:00 a.m.-4:00 p.m.

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



#### Learn to Make Origami

Tuesday, November 12, 3:00-6:00 p.m.

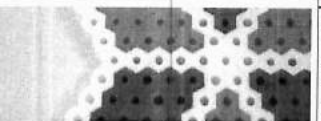
Learn how to make an origami cat, a paper fortune teller, and more! Recommended for ages 8 and up.



#### Teen Time: Bad Art Night

Thursday, November 14, 4:00-6:00 p.m.

Create the most bizarre piece of art that you can using a variety of materials. The creator whose art is deemed the "worst" will win a prize! Plus, we'll have snacks! For teens in 6th through 12th grade.



#### Perler Bead Crafts

Friday, November 15, 12:00-6:00 p.m.

Have the day off from school? Stop by and make something awesome out of perler beads!



#### Family Movie Night: *Toy Story 4* (G)

Friday, November 15, 6:00 p.m.





**Read to Lacey the Therapy Dog**  
**Monday, November 18, 4:00-5:00 p.m.**



## Afternoon Book Club

**Afternoon Book Club – *Five-Carat Soul* by James McBride**

**Tuesday, November 19, 1:00 p.m.**

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



## Cool Science!

**Cool Science: Marshmallow Catapults**

**Tuesday, November 19, 4:00-6:00 p.m.**

Make catapults and experiment with the laws of physics using marshmallows!



## Legal Clinic

**Tuesday, November 19, 6:30-7:30 p.m.**

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



## Military History Discussion Group

**Wednesday, November 20, 6:30-7:30 p.m.**

Join us to discuss military history. At each meeting, one person will lead by presenting an overview of a book that discusses a topic or era of military history. All eras are open, from ancient times to the present. The topic of the first meeting will be WWI, presented by Michael Hiser.



## Bridge Club

**Friday, November 22, 10:30 a.m.**

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

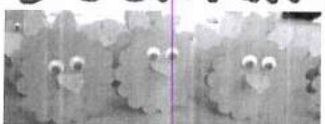
# BARNES & NOBLE Bookfair

## Friends of CPL Barnes & Noble Fundraiser

**Saturday, November 23, 9:00 a.m. – 9:00 p.m.**

**Location: Barnes & Noble, Colonie Center, 131 Colonie Center, Albany, NY 12205**

Do your holiday shopping and support your local library at the same time. The day will also include stories read aloud and special presentations! Call the library for complete listing of the day's events.



## Thanksgiving Crafts

**Tuesday, November 26, 3:00-6:00 p.m.**

Come down to the library and craft something for your Thanksgiving celebrations!



## Legomania!

**Wednesday, November 27, 12:00-4:00 p.m.**

We'll have our big Lego bins out for this huge build-a-thon! Recommended for ages 3 and up.



## Holidays on the Hudson

**Sunday, December 1, 3:30-4:30 p.m.**

Join us as we celebrate the holidays with storytime and a craft, a special visit from Santa, and light refreshments! Presented in cooperation with the Village of Castleton-on-Hudson.



## After Dinner Book Club

**After Dinner Book Club – *The Locals* by Jonathan Dee**

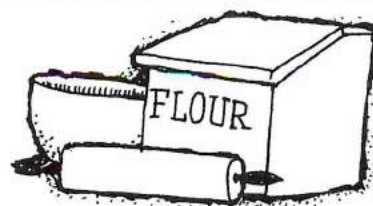
**Monday, December 2, 7:00 p.m.**

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

## Love to Bake? Borrow Our Baking Accessories!

Did you know that the library has specialty cake and cookie pans that you can borrow with your library card?

Whether you want to celebrate a holiday or make a special treat, we have specialty pans to fit your needs! Visit the library to browse our selection.



**Castleton Public Library**  
 85 S. Main Street, Castleton, NY 12033  
 Phone: 518-732-0879  
[www.castletonpubliclibrary.org](http://www.castletonpubliclibrary.org)  
[www.facebook.com/castletonpubliclibrary](https://www.facebook.com/castletonpubliclibrary)

**Library Hours:**  
 Monday-Wednesday – 12:00-8:00 p.m.  
 Thursday-Friday – 10:00 a.m. – 6:00 p.m.  
 Saturday – 10:00 a.m. – 4:00 p.m.  
 Sunday – Closed



# Classes and Events at Castleton Public Library December 2019

## Weekly Events

### Pajama Storytime

#### Pajama Storytime

Tuesdays at 6:00 p.m.

December 3, 10, 17 (no storytime on 12/24 or 12/31); January 7.

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

### Learn & Play Storytime



#### Learn & Play Storytime

Thursdays at 10:30 a.m.

December 5, 12, 19, 26; January 2.

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



#### Early Literacy Playtime

Fridays from 10:00-11:00 a.m.

December 6, 13, 20, 27; January 3.

Playing is learning! With a variety of age-appropriate toys and blocks provided, this playtime is designed for children ages birth to 5 to strengthen their early literacy skills while playing with caregivers & friends.

## Other Events



#### Holidays on the Hudson

Sunday, December 1, 3:30-4:30 p.m.

Celebrate with a special visit from Santa! In cooperation with the Village of Castleton-on-Hudson.



### After Dinner Book Club

#### After Dinner Book Club – *The Locals* by Jonathan Dee

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

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



#### Bridge Club

Friday, December 6, 10:30 a.m.

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



#### Read to Lacey the Therapy Dog

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



#### Make a Picture Frame

Tuesday, December 10, 3:00-6:00 p.m.

Design and decorate a unique popsicle stick frame - perfect for a holiday gift or decoration! Ages 5 and up.



#### Teen Time: Touchscreen Gloves

Thursday, December 12, 4:00-6:00 p.m.

Come to the library to make your own touchscreen gloves and enjoy snacks! For teens in 6th-12th grades.



#### Castleton-on-Hudson Farmers and Artisans Winter Market

Friday, December 13, 4:30-7:30 p.m.

Location: Castleton Firehouse, 11 Green Avenue, Castleton, NY 12033

Stop at the library's table at this special Winter Market to make a craft! A 2nd Friday event.



#### Family Movie Night: *Dora and the Lost City of Gold* (PG)

Friday, December 13, 6:00 p.m.

### Cookie Swap



#### Holiday Cookie Swap

Saturday, December 14, 11:00 a.m.

Perfect for holiday entertaining! Here's how it works – **BAKE:** Bake **4 dozen** of your favorite holiday cookies. **BRING:** Bring cookies in one large container. Please do not separate into portions ahead of time. **PRINT:** Bring a copy of your recipe to share. **SWAP:** We'll divide the cookies equally among the bakers.



#### Yoga for Stress Relief

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

Has winter got you wound up? Join instructor Patricia McCarthy for 75 minutes of yoga with props for deep stretch and rest. A pause for yourself as seasons change! Bring your own mat. Held upstairs. Ages 12+.





## Afternoon Book Club



## Build It!



## Cool Science!



## Afternoon Book Club – *The Fact of a Body: A Murder & a Memoir*

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

## Legal Clinic

Tuesday, December 17, 6:30-7:30 p.m.

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

## Bridge Club

Friday, December 20, 10:30 a.m.

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

## Post Office Storytime

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

After we enjoy a story at the library, we'll color postcards, then take a trip to the post office to mail our postcards and learn about the mail! All ages welcome.

## Kids Cook!: No-Bake Cookies

Saturday, December 21, 2:00 p.m.

Join us for a fun cooking class to learn how to make no-bake cookies! Recommended for ages 5 and up.

## Build-It Challenge!

Monday, December 23, 12:00-4:00 p.m.

Build something unique out of a variety of supplies, including toilet paper rolls, cups, and popsicle sticks!

## Cool Science: Marbled Paper

Monday, December 23, 4:00-6:00 p.m.

Learn about color absorption and create a unique piece of paper using food coloring & shaving cream.

## Duct Tape Crafts

Thursday, December 26, 12:00-6:00 p.m.

## New Year's Day Crafts

Friday, December 27, 12:00-6:00 p.m.

Ready to get excited for 2020? Stop by to make special New Year's Day crafts to decorate your home!

## Marble Run Fun

Saturday, December 28, 10:00 a.m. – 4:00 p.m.

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

## Pool Noodle Unicorns

Monday, December 30, 12:00-6:00 p.m.

Make your own special unicorn using a pool noodle and craft supplies! Recommended for ages 5 and up.

## Therapy Dog Storytime with Goodie the Therapy Dog

Thursday, January 2, 10:30 a.m.

## Paper Clip Jewelry

Thursday, January 2, 12:00-6:00 p.m.

Use paper clips and decorative tape to make a bracelet, necklace, or other craft!

## Bridge Club

Friday, January 3, 10:30 a.m.

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

## Perler Bead Crafts

Friday, January 3, 12:00-6:00 p.m.

Stop by and make something awesome out of perler beads!

## Painting Fun

Saturday, January 4, 10:00 a.m. – 4:00 p.m.

Do you love painting? Stop by the library to have fun with all kinds of paint!

## Castleton Public Library

85 S. Main Street, Castleton, NY 12033

Phone: 518-732-0879

[www.castletonpubliclibrary.org](http://www.castletonpubliclibrary.org)

[www.facebook.com/castletonpubliclibrary](https://www.facebook.com/castletonpubliclibrary)

## Library Hours:

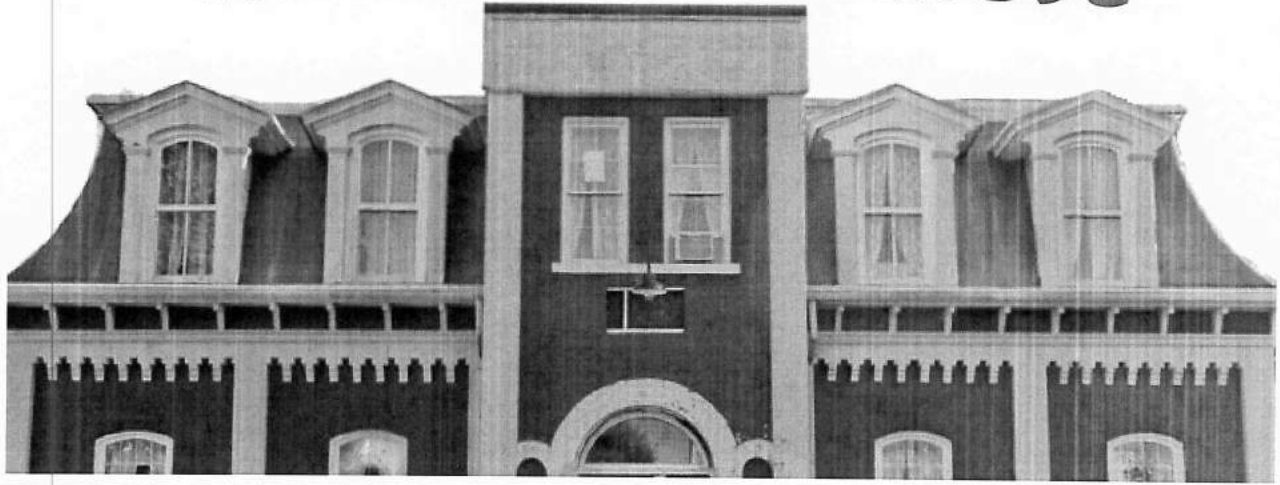
Monday-Wednesday – 12:00-8:00 p.m.

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

Saturday – 10:00 a.m. – 4:00 p.m.

Sunday – Closed

# Castleton Public Library Mascot Contest



## Summary

We are asking local students to help design the mascot for the Castleton Public Library. Students may submit their idea for a mascot online, by mail, or in person at the library by **March 2, 2020**.

## Mascot Criteria

Please use the form on the reverse side of this sheet to describe your idea for a CPL mascot.

The mascot should represent one or more of the following themes:

**Nature:** Related to the features of the natural world in Castleton/Schodack, including waterways, geology, or plants and animals native to the area.

**Past:** Related to the history of Castleton/Schodack, including farming, trade, transportation, and industries.

**People:** Related to the Native Peoples, explorers, settlers, or notable residents of Castleton/Schodack.

## Winning Submission

Submissions will be evaluated by the CPL Board of Trustees. The winning submission will be awarded a **\$100 cash prize**. Two honorable mention prizes of **\$50 each** will also be awarded. The CPL Board of Trustees will announce the winning submission on May 1, 2020.

## Eligibility

The contest is open to K-12 students who attend schools in the Schodack Central School District or who reside in the Town of Schodack. **All submissions must be received by March 2, 2020.**

Mail or return your submissions to:

Castleton Public Library, Attn: Mascot Contest, 85 S. Main Street, Castleton, NY 12033

Or email your submission to: [director@castletonpubliclibrary.org](mailto:director@castletonpubliclibrary.org)

# Castleton Public Library Mascot Contest Submission Form



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

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Draw or describe your mascot idea in the space below. Attach additional sheets if needed.

Mascot's Name: \_\_\_\_\_

Describe how your mascot fits into one or more of the following themes (attach additional sheets if needed):

**Nature:** Related to the features of the natural world in Castleton/Schodack, including waterways, geology, or plants and animals native to the area.

**Past:** Related to the history of Castleton/Schodack, including farming, trade, transportation, and industries.

**People:** Related to the Native Peoples, explorers, settlers, or notable residents of Castleton/Schodack.

2019 Revised Budget				
Income				
Line Item	Description	Revised Budget Amt.	Orig. Budget Amt.	Difference
2082.11	Fines	\$136.00	\$0.00	\$136.00
2082.13	Copies, Prints, & Faxes	\$790.00	\$700.00	\$90.00
	<b>Total 2082</b>	<b>\$926.00</b>	<b>\$700.00</b>	<b>\$226.00</b>
2360.1	Town of Schodack	\$130,410.00	\$130,410.00	\$0.00
2360.2	Village of Castleton	\$14,000.00	\$14,000.00	\$0.00
2360.3	Rensselaer County	\$3,325.00	\$3,325.00	\$0.00
	<b>Total 2360</b>	<b>\$147,735.00</b>	<b>\$147,735.00</b>	<b>\$0.00</b>
<b>2401</b>	<b>Interest &amp; Earnings</b>	<b>\$25.00</b>	<b>\$35.00</b>	<b>-\$10.00</b>
2705	Gifts & Donations	\$5,900.00	\$4,000.00	\$1,900.00
2705.1	Friends SRP	\$1,000.00	\$1,000.00	\$0.00
	<b>Total 2705</b>	<b>\$6,900.00</b>	<b>\$5,000.00</b>	<b>\$1,900.00</b>
2760.1	Grants - LLSA (UHLS)	\$1,417.00	\$1,400.00	\$17.00
2760.3	Grants - NYS Library Const. Grant	\$19,332.00	\$21,481.00	-\$2,149.00
2760.9	Grants - Other	\$4,450.00	\$3,500.00	\$950.00
	<b>Total 2760</b>	<b>\$25,199.00</b>	<b>\$26,381.00</b>	<b>-\$1,182.00</b>
	<b>Funds from reserves</b>	<b>\$19,441.00</b>	<b>\$5,000.00</b>	<b>\$14,441.00</b>
	<b>Total Income</b>	<b>\$200,226.00</b>	<b>\$184,851.00</b>	<b>\$15,375.00</b>
<b>Expenses</b>				\$0.00
7410.1A	Gross Wages - Director	\$48,500.00	\$48,661.00	-\$161.00
7410.1B	Gross Wages - Librarian I	\$18,980.00	\$18,985.00	-\$5.00
7410.1C	Gross Wages - Assistants	\$35,005.00	\$37,300.00	-\$2,295.00
	<b>Total 7410.1</b>	<b>\$102,485.00</b>	<b>\$104,946.00</b>	<b>-\$2,461.00</b>
<b>7410.2A</b>	<b>Library Renovation</b>	<b>\$38,517.00</b>	<b>\$42,962.00</b>	<b>-\$4,445.00</b>
7410.4B	Library Materials - Other	\$130.00	\$110.00	\$20.00
7410.4B1	Library Materials - DVDs	\$2,155.00	\$1,900.00	\$255.00
7410.4B2	Library Materials - Electronic Content	\$3,260.00	\$2,754.00	\$506.00



7410.4B3	Library Materials - Print Materials		\$8,750.00	\$6,750.00	\$2,000.00
7410.4B4	Library Materials - Audiobooks		\$480.00	\$480.00	\$0.00
7410.4B5	Library Materials - Mags. & News.		\$1,085.00	\$960.00	\$125.00
7410.4B6	Library Materials - Museum Passes		\$1,600.00	\$1,600.00	\$0.00
	<b>Total 7410.4B</b>		<b>\$17,460.00</b>	<b>\$14,554.00</b>	<b>\$2,906.00</b>
7410.4C	<b>Equipment/Technology</b>		<b>\$2,280.00</b>	<b>\$2,500.00</b>	<b>-\$220.00</b>
7410.4D	Programs		\$1,927.00	\$2,500.00	-\$573.00
7410.4D1	Summer Reading Program		\$3,573.00	\$3,000.00	\$573.00
	<b>Total 7410.4D</b>		<b>\$5,500.00</b>	<b>\$5,500.00</b>	<b>\$0.00</b>
7410.4A	Staff Development/Education		\$641.00	\$800.00	-\$159.00
7410.4E	Automated Services		\$3,653.00	\$3,275.00	\$378.00
7410.4G	Postage		\$300.00	\$250.00	\$50.00
7410.4H	Telephone/Data Links		\$1,200.00	\$1,050.00	\$150.00
7410.4I	Insurance		\$2,322.00	\$2,300.00	\$22.00
7410.4F	Office and Library Supplies		\$1,375.00	\$1,200.00	\$175.00
7410.4J	Professional Services		\$900.00	\$640.00	\$260.00
	<b>Total 7410.4I</b>		<b>\$10,391.00</b>	<b>\$9,515.00</b>	<b>\$876.00</b>
7410.4L	Strategic Planning - Survey		\$0.00	\$0.00	\$0.00
7410.4K	Miscellaneous		\$75.00	\$25.00	\$50.00
	<b>Total 7410.4</b>		<b>\$10,466.00</b>	<b>\$9,540.00</b>	<b>\$926.00</b>
9010.8	NYS Retirement		\$7,100.00	\$7,100.00	\$0.00
9030.8	Social Security/Medicare		\$7,720.00	\$7,800.00	-\$80.00
9040.8	Workers Compensation		\$825.00	\$1,000.00	-\$175.00
9055.8	Disability		\$555.00	\$650.00	-\$95.00
9060.8	Health Insurance		\$6,951.00	\$8,280.00	-\$1,329.00
9060.81	HRA Funding		\$367.00	\$1,500.00	-\$1,133.00
	<b>Total 9000</b>		<b>\$23,518.00</b>	<b>\$26,330.00</b>	<b>-\$2,812.00</b>
	<b>Total Expenses</b>		<b>\$200,226.00</b>	<b>\$206,332.00</b>	<b>-\$6,106.00</b>

2020 Proposed Budget				
Income				
Line Item	Description	2020 Budget Amt.	2019 Budget Amt.	Difference
2082.11	Fines	\$0.00	\$0.00	\$0.00
2082.13	Copies, Prints, & Faxes	\$700.00	\$700.00	\$0.00
	Total 2082	\$700.00	\$700.00	\$0.00
2360.1	Town of Schodack	\$146,786.00	\$130,410.00	\$16,376.00
2360.2	Village of Castleton	\$14,000.00	\$14,000.00	\$0.00
2360.3	Rensselaer County	\$3,325.00	\$3,325.00	\$0.00
	Total 2360	\$164,111.00	\$147,735.00	\$16,376.00
2401	Interest & Earnings	\$24.00	\$35.00	-\$11.00
2705	Gifts & Donations	\$5,000.00	\$4,000.00	\$1,000.00
2705.1	Friends SRP	\$1,000.00	\$1,000.00	\$0.00
	Total 2705	\$6,000.00	\$5,000.00	\$1,000.00
2760.1	Grants - LLSA (UHLS)	\$1,400.00	\$1,400.00	\$0.00
2760.3	Grants - NYS Library Construction Grant	\$2,149.00	\$19,332.00	-\$17,183.00
2760.9	Grants - Other	\$1,000.00	\$3,500.00	-\$2,500.00
	Total 2760	\$4,549.00	\$24,232.00	-\$19,683.00
	Funds from reserves	\$3,297.00	\$5,000.00	-\$1,703.00
	Total Income	\$178,681.00	\$182,702.00	-\$4,021.00
Expenses				
7410.1A	Gross Wages - Director	\$51,716.00	\$48,661.00	\$3,055.00
7410.1B	Gross Wages - Librarian I	\$20,176.00	\$18,985.00	\$1,191.00
7410.1C	Gross Wages - Assistants	\$38,800.00	\$37,300.00	\$1,500.00
	Total 7410.1	\$110,692.00	\$104,946.00	\$5,746.00
7410.2A	Library Renovation	\$4,446.00	\$38,516.14	-\$34,070.14
7410.4B	Library Materials - Other	\$130.00	\$110.00	\$20.00
7410.4B1	Library Materials - DVDs	\$2,090.00	\$1,900.00	\$190.00
7410.4B2	Library Materials - Electronic Content	\$3,855.00	\$2,754.00	\$1,101.00

7410.4B3	Library Materials - Print Materials		\$7,290.00	\$6,750.00	\$540.00
7410.4B4	Library Materials - Audiobooks		\$590.00	\$480.00	\$110.00
7410.4B5	Library Materials - Mags. & Newspapers		\$960.00	\$960.00	\$0.00
7410.4B6	Library Materials - Museum Passes		\$1,800.00	\$1,600.00	\$200.00
	<b>Total 7410.4B</b>		<b>\$16,715.00</b>	<b>\$14,554.00</b>	<b>\$2,161.00</b>
7410.4C	Equipment/Technology		\$3,000.00	\$2,500.00	\$500.00
7410.4D	Programs		\$2,500.00	\$2,500.00	\$0.00
7410.4D1	Summer Reading Program		\$3,000.00	\$3,000.00	\$0.00
	<b>Total 7410.4D</b>		<b>\$5,500.00</b>	<b>\$5,500.00</b>	<b>\$0.00</b>
7410.4A	Staff Development/Education		\$800.00	\$800.00	\$0.00
7410.4E	Automated Services		\$4,020.00	\$3,275.00	\$745.00
7410.4G	Postage		\$250.00	\$250.00	\$0.00
7410.4H	Telephone/Data Links		\$1,200.00	\$1,050.00	\$150.00
7410.4I	Insurance		\$2,530.00	\$2,300.00	\$230.00
7410.4F	Office and Library Supplies		\$1,400.00	\$1,200.00	\$200.00
7410.4J	Professional Services		\$850.00	\$640.00	\$210.00
	<b>Total 7410.4I</b>		<b>\$11,050.00</b>	<b>\$9,515.00</b>	<b>\$1,535.00</b>
7410.4L	Strategic Planning - Survey		\$1,000.00	\$0.00	\$1,000.00
7410.4K	Miscellaneous		\$25.00	\$25.00	\$0.00
	<b>Total 7410.4</b>		<b>\$12,075.00</b>	<b>\$9,540.00</b>	<b>\$2,535.00</b>
9010.8	NYS Retirement		\$7,315.00	\$7,100.00	\$215.00
9030.8	Social Security/Medicare		\$8,413.00	\$7,800.00	\$613.00
9040.8	Workers Compensation		\$880.00	\$1,000.00	-\$120.00
9055.8	Disability		\$460.00	\$650.00	-\$190.00
9060.8	Health Insurance		\$7,685.00	\$8,280.00	-\$595.00
9060.81	HRA Funding		\$1,500.00	\$1,500.00	\$0.00
	<b>Total 9000</b>		<b>\$26,253.00</b>	<b>\$26,330.00</b>	<b>-\$77.00</b>
	<b>Total Expenses</b>		<b>\$178,681.00</b>	<b>\$201,886.14</b>	<b>-\$23,205.14</b>



To: Padraic Ellis, Village Clerk/Treasurer  
From: Melissa Tacke, Library Director,  
Castleton Public Library  
Date: December 16, 2019  
Re: 2020 pay rates for library staff

# Memo

Dear Padraic,

The following employees of Castleton Public Library will receive wage and salary increases effective 1/1/2020.

	2019 hourly wage:	Hourly wage effective 1/1/2020:
Joelle Adler	\$18.25	\$19.40
Dale LaGue	\$14.79	\$15.38
Linda Sue Black	\$11.75	\$12.22
Susan Boivin	\$11.75	\$12.22
Johnna Murray Camp	\$11.75	\$12.22
Leslie Sharkey	\$11.10	\$11.80

	2019 annual salary:	Annual salary effective 1/1/2019:
Melissa Tacke	\$48,661.00	\$51,716.00

Nathan Hans, Treasurer, Board of Trustees, will confirm the increases for these employees via email.

Please let me know if you have any questions or concerns.

Best,

Melissa Tacke

Castleton Public Library Board of Trustees Meeting  
Monday October 21, 2019 Minutes

**Welcome/Pledge of Allegiance:** The meeting was called to order by President Karis-Nix at 7:00 pm.

**Roll Call:** Present: Olivia Karis-Nix, President; Jacki Griffin, Vice President; Mary Claire Aitken, Secretary; Shane Mitchum, Trustee; Nathan Hans, Treasurer; Maria Marcucci, Trustee and Melissa Tacke, Library Director.

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

**Public Comment:** None

**Old Business:** Library programs were discussed.

**New Business:** President Karis-Nix announced her resignation. The November 2019 meeting will be her last. Schodack Town board meeting attendance was discussed, it has been favorable.

**President's Report:** A potential Trustee, L. Knaack was presented and welcomed.

**Secretary's Report:** President Karis-Nix motioned to approve the September 2019 meeting minutes. Seconded by Vice President Griffin. Unanimously approved.

**Treasurer's Report:** Trustee Mitchum motioned to approve the September 2019 Check Detail Reports. Seconded by Trustee Marcucci. Unanimously approved.

**Director's Report:** Director Tacke presented her monthly report for September 2019. The Fine and Donation Revenue was analyzed. Usage of a potential wifi hotspot was reviewed. Usage of borrowed bakeware now on a more visible rack was discussed.

**Friends Report:** None

**Committee Reports:** The Community Outreach and Visibility Committee discussed preliminaries of a Mascot Contest. The contest will be geared to grades kindergarten through 12th and prizes will be awarded. The criteria will be related to local history, nature or areas. The goal is run the contest in Spring 2020, with the Board determining the winner.  
**Announcements:** None

**Executive Session:** None

The meeting was adjourned upon motion by Vice President Griffin and seconded by President Karis-Nix at 7:38pm.

The Castleton Public Library  
Check Detail

October 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	DEBIT	10/02/2019	Amazon LLC	200.2 · Citizens Checking Account		-45.89
Bill	1148951277...	10/02/2019		74104B1 · DVDs & Other Materials	-45.89	45.89
TOTAL					-45.89	45.89
Bill Pmt -Check	DEBIT	10/04/2019	Amazon LLC	200.2 · Citizens Checking Account		-17.99
Bill	1148951277...	10/04/2019		74104B1 · DVDs & Other Materials	-17.99	17.99
TOTAL					-17.99	17.99
Bill Pmt -Check	DEBIT	10/08/2019	Amazon LLC	200.2 · Citizens Checking Account		-14.96
Bill	1148951277...	10/08/2019		74104B1 · DVDs & Other Materials	-14.96	14.96
TOTAL					-14.96	14.96
Bill Pmt -Check	DEBIT	10/09/2019	Webb's Gold Kres...	200.2 · Citizens Checking Account		-56.25
Bill		10/09/2019		7410.4D · Programs	-56.25	56.25
TOTAL					-56.25	56.25
Bill Pmt -Check	DEBIT	10/09/2019	USPS	200.2 · Citizens Checking Account		-5.71
Bill		10/09/2019		7410.4G · Postage	-5.71	5.71
TOTAL					-5.71	5.71
Bill Pmt -Check	DEBIT	10/09/2019	Amazon LLC	200.2 · Citizens Checking Account		-14.96
Bill	1148951277...	10/09/2019		74104B1 · DVDs & Other Materials	-14.96	14.96
TOTAL					-14.96	14.96
Bill Pmt -Check	DEBIT	10/15/2019	Amazon LLC	200.2 · Citizens Checking Account		-12.96
Bill	1148951277...	10/15/2019		74104B1 · DVDs & Other Materials	-12.96	12.96
TOTAL					-12.96	12.96
Bill Pmt -Check	DEBIT	10/17/2019	Amazon LLC	200.2 · Citizens Checking Account		-19.96
Bill	1145086198...	10/17/2019		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	DEBIT	10/18/2019	Price Chopper	200.2 · Citizens Checking Account		-16.80
Bill		10/18/2019		7410.4D · Programs	-16.80	16.80
TOTAL					-16.80	16.80
Bill Pmt -Check	DEBIT	10/18/2019	USPS	200.2 · Citizens Checking Account		-2.61
Bill		10/18/2019		7410.4G · Postage	-2.61	2.61
TOTAL					-2.61	2.61



The Castleton Public Library  
Check Detail

October 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	DEBIT	10/22/2019	Amazon LLC	200.2 · Citizens Checking Account		-47.84
Bill	1145227471...	10/22/2019		7410.4D · Programs	-47.84	47.84
TOTAL					-47.84	47.84
Bill Pmt -Check	DEBIT	10/24/2019	USPS	200.2 · Citizens Checking Account		-3.10
Bill		10/24/2019		7410.4G · Postage	-3.10	3.10
TOTAL					-3.10	3.10
Bill Pmt -Check	DEBIT	10/24/2019	Amazon LLC	200.2 · Citizens Checking Account		-34.87
Bill		10/24/2019		74104B1 · DVDs & Other Materials	-34.87	34.87
TOTAL					-34.87	34.87
Bill Pmt -Check	DEBIT	10/26/2019	Wal-Mart	200.2 · Citizens Checking Account		-125.41
Bill		10/26/2019		74104B1 · DVDs & Other Materials	-19.96	19.96
				7410.4F · Office and Library Supplies	-3.94	3.94
				7410.4D · Programs	-77.24	77.24
				7410.4D · Programs	-24.27	24.27
TOTAL					-125.41	125.41
Bill Pmt -Check	DEBIT	10/26/2019	Target	200.2 · Citizens Checking Account		-7.00
Bill		10/26/2019		7410.4D · Programs	-7.00	7.00
TOTAL					-7.00	7.00
Bill Pmt -Check	2556	10/03/2019	U.S. Bank	200.2 · Citizens Checking Account		-133.25
Bill	395783582	09/25/2019		7410.4C · Equipment/Technology	-133.25	133.25
TOTAL					-133.25	133.25
Bill Pmt -Check	2557	10/08/2019	Brodart	200.2 · Citizens Checking Account		-597.47
Bill	MULTIPLE	10/08/2019		74104B3 · Print Materials	-597.47	597.47
TOTAL					-597.47	597.47
Bill Pmt -Check	2558	10/08/2019	Village of Castleto...	200.2 · Citizens Checking Account		-4,263.08
Bill	84191	10/08/2019		7410.1A · Gross wages - Director	-1,864.41	1,864.41
				7410.1B · Gross wages - Librarian	-679.81	679.81
				7410.1C · Gross wages - Assistant	-1,421.89	1,421.89
				9030.8 · Social Security/Medicare	-296.97	296.97
TOTAL					-4,263.08	4,263.08
Bill Pmt -Check	2559	10/08/2019	Dell	200.2 · Citizens Checking Account		-1,049.99
Bill	10345307846	10/08/2019		7410.2A · Renovation of Library Space	-1,049.99	1,049.99
TOTAL					-1,049.99	1,049.99

The Castleton Public Library  
Check Detail

October 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	2560	10/08/2019	OverDrive	200.2 · Citizens Checking Account		-95.00
Bill	01080CO191...	09/25/2019		74104B2 · Electronic Content	-95.00	95.00
TOTAL					-95.00	95.00
Bill Pmt -Check	2561	10/21/2019	Eastern Managed ...	200.2 · Citizens Checking Account		-254.12
Bill	IN2120504	10/10/2019		7410.4C · Equipment/Technology	-254.12	254.12
TOTAL					-254.12	254.12
Bill Pmt -Check	2562	10/21/2019	UHLS	200.2 · Citizens Checking Account		-913.25
Bill	19-392	10/07/2019		7410.4E · Automated Services	-913.25	913.25
TOTAL					-913.25	913.25
Bill Pmt -Check	2563	10/21/2019	Brodart	200.2 · Citizens Checking Account		-301.60
Bill	MULTIPLE	10/21/2019		74104B3 · Print Materials	-301.60	301.60
TOTAL					-301.60	301.60
Bill Pmt -Check	2564	10/18/2019	Time Warner Cable	200.2 · Citizens Checking Account		-94.40
Bill	8688574011...	10/11/2019		7410.4H · Telephone/Data Links	-94.40	94.40
TOTAL					-94.40	94.40
Bill Pmt -Check	2565	10/21/2019	Village of Castleto...	200.2 · Citizens Checking Account		-609.78
Bill	84200	10/10/2019		9060.8 · Health Insurance	-609.78	609.78
TOTAL					-609.78	609.78
Bill Pmt -Check	2566	10/21/2019	Village of Castleto...	200.2 · Citizens Checking Account		-609.78
Bill	84201	10/10/2019		9060.8 · Health Insurance	-609.78	609.78
TOTAL					-609.78	609.78
Bill Pmt -Check	2567	10/21/2019	Village of Castleto...	200.2 · Citizens Checking Account		-4,419.89
Bill	84199	10/13/2019		7410.1A · Gross wages - Director	-1,864.41	1,864.41
				7410.1B · Gross wages - Librarian	-793.88	793.88
				7410.1C · Gross wages - Assistant	-1,453.49	1,453.49
				9030.8 · Social Security/Medicare	-308.11	308.11
TOTAL					-4,419.89	4,419.89
Bill Pmt -Check	2568	10/30/2019	T-Mobile	200.2 · Citizens Checking Account		-29.86
Bill		10/23/2019		7410.4C · Equipment/Technology	-29.86	29.86
TOTAL					-29.86	29.86

The Castleton Public Library  
**Reconciliation Summary**

200.1 · Citizens Money Market, Period Ending 10/31/2019

---

	<u>Oct 31, 19</u>
<b>Beginning Balance</b>	144,490.32
<b>Cleared Transactions</b>	
Checks and Payments - 1 item	-13,000.00
Deposits and Credits - 4 items	<u>149.28</u>
<b>Total Cleared Transactions</b>	<u>-12,850.72</u>
<b>Cleared Balance</b>	<u><u>131,639.60</u></u>
<b>Register Balance as of 10/31/2019</b>	131,639.60
<b>Ending Balance</b>	131,639.60



The Castleton Public Library  
Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 10/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						144,490.32
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Transfer	10/28/2019			X	-13,000.00	-13,000.00
Total Checks and Payments					-13,000.00	-13,000.00
<b>Deposits and Credits - 4 items</b>						
Deposit	10/09/2019			X	22.10	22.10
Deposit	10/18/2019			X	55.95	78.05
Deposit	10/28/2019			X	68.80	146.85
Deposit	10/31/2019			X	2.43	149.28
Total Deposits and Credits					149.28	149.28
Total Cleared Transactions					-12,850.72	-12,850.72
Cleared Balance					-12,850.72	131,639.60
Register Balance as of 10/31/2019					-12,850.72	131,639.60
<b>Ending Balance</b>					<b>-12,850.72</b>	<b>131,639.60</b>

The Castleton Public Library  
**Reconciliation Summary**

200.2 · Citizens Checking Account, Period Ending 10/31/2019

---

	<u>Oct 31, 19</u>
<b>Beginning Balance</b>	27,074.85
<b>Cleared Transactions</b>	
Checks and Payments - 30 items	-18,063.07
Deposits and Credits - 1 item	13,000.00
<b>Total Cleared Transactions</b>	<u>-5,063.07</u>
<b>Cleared Balance</b>	<u><b>22,011.78</b></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 2 items	-114.86
<b>Total Uncleared Transactions</b>	<u>-114.86</u>
<b>Register Balance as of 10/31/2019</b>	<u><b>21,896.92</b></u>
<b>Ending Balance</b>	21,896.92

5:13 PM  
11/04/19

# The Castleton Public Library Reconciliation Detail

200.2 - Citizens Checking Account, Period Ending 10/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						27,074.85
<b>Cleared Transactions</b>						
<b>Checks and Payments - 30 items</b>						
Bill Pmt -Check	09/23/2019	2553	Village of Castleton...	X	-4,072.40	-4,072.40
Bill Pmt -Check	09/24/2019	2554	Village of Castleton...	X	-120.75	-4,193.15
Bill Pmt -Check	09/27/2019	2555	Times Union	X	-102.00	-4,295.15
Bill Pmt -Check	10/02/2019	DEBIT	Amazon LLC	X	-45.89	-4,341.04
Bill Pmt -Check	10/03/2019	2556	U.S. Bank	X	-133.25	-4,474.29
Bill Pmt -Check	10/04/2019	DEBIT	Amazon LLC	X	-17.99	-4,492.28
Bill Pmt -Check	10/08/2019	2558	Village of Castleton...	X	-4,263.08	-8,755.36
Bill Pmt -Check	10/08/2019	2559	Dell	X	-1,049.99	-9,805.35
Bill Pmt -Check	10/08/2019	2557	Brodart	X	-597.47	-10,402.82
Bill Pmt -Check	10/08/2019	2560	OverDrive	X	-95.00	-10,497.82
Bill Pmt -Check	10/08/2019	DEBIT	Amazon LLC	X	-14.96	-10,512.78
Bill Pmt -Check	10/09/2019	DEBIT	Webb's Gold Krest ...	X	-56.25	-10,569.03
Bill Pmt -Check	10/09/2019	DEBIT	Amazon LLC	X	-14.96	-10,583.99
Bill Pmt -Check	10/09/2019	DEBIT	USPS	X	-5.71	-10,589.70
Bill Pmt -Check	10/15/2019	DEBIT	Amazon LLC	X	-12.96	-10,602.66
Bill Pmt -Check	10/17/2019	DEBIT	Amazon LLC	X	-19.96	-10,622.62
Bill Pmt -Check	10/18/2019	2564	Time Warner Cable	X	-94.40	-10,717.02
Bill Pmt -Check	10/18/2019	DEBIT	Price Chopper	X	-16.80	-10,733.82
Bill Pmt -Check	10/18/2019	DEBIT	USPS	X	-2.61	-10,736.43
Bill Pmt -Check	10/21/2019	2567	Village of Castleton...	X	-4,419.89	-15,156.32
Bill Pmt -Check	10/21/2019	2562	UHLS	X	-913.25	-16,069.57
Bill Pmt -Check	10/21/2019	2565	Village of Castleton...	X	-609.78	-16,679.35
Bill Pmt -Check	10/21/2019	2566	Village of Castleton...	X	-609.78	-17,289.13
Bill Pmt -Check	10/21/2019	2563	Brodart	X	-301.60	-17,590.73
Bill Pmt -Check	10/21/2019	2561	Eastern Managed ...	X	-254.12	-17,844.85
Bill Pmt -Check	10/22/2019	DEBIT	Amazon LLC	X	-47.84	-17,892.69
Bill Pmt -Check	10/24/2019	DEBIT	Amazon LLC	X	-34.87	-17,927.56
Bill Pmt -Check	10/24/2019	DEBIT	USPS	X	-3.10	-17,930.66
Bill Pmt -Check	10/26/2019	DEBIT	Wal-Mart	X	-125.41	-18,056.07
Bill Pmt -Check	10/26/2019	DEBIT	Target	X	-7.00	-18,063.07
Total Checks and Payments					-18,063.07	-18,063.07
<b>Deposits and Credits - 1 item</b>						
Transfer	10/28/2019			X	13,000.00	13,000.00
Total Deposits and Credits					13,000.00	13,000.00
Total Cleared Transactions					-5,063.07	-5,063.07
Cleared Balance					-5,063.07	22,011.78
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Bill Pmt -Check	07/10/2019	2517	Dyken Pond Enviro...		-85.00	-85.00
Bill Pmt -Check	10/30/2019	2568	T-Mobile		-29.86	-114.86
Total Checks and Payments					-114.86	-114.86



5:13 PM  
11/04/19

The Castleton Public Library  
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 10/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Total Uncleared Transactions					-114.86	-114.86
Register Balance as of 10/31/2019					-5,177.93	21,896.92
Ending Balance					<u>-5,177.93</u>	<u>21,896.92</u>

## The Castleton Public Library

## Profit &amp; Loss

October 2019

	Oct 19
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	30.70
2082.13 · Copies, Prints and Faxes	84.20
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	114.90
Total 2082 · Library Charges	114.90
2401 · Interest & Earnings	2.43
2705 · Gifts & Donations	31.95
Total Income	149.28
Gross Profit	149.28
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	3,728.82
7410.1B · Gross wages - Librarian	1,473.69
7410.1C · Gross wages - Assistant	2,875.38
Total 7410.11 · Employee Gross Wages	8,077.89
Total 7410.1 · Personal Services	8,077.89
7410.2 · Equipment & Capital Outlay	
7410.2A · Renovation of Library Space	1,049.99
Total 7410.2 · Equipment & Capital Outlay	1,049.99
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B3 · Print Materials	899.07
74104B1 · DVDs & Other Materials	181.55
Total 7410.4B · Library Materials	1,080.62
7410.4C · Equipment/Technology	283.98
7410.4D · Programs	229.40
7410.41 · Operations and Administrative	
7410.4E · Automated Services	913.25
7410.4G · Postage	11.42
7410.4H · Telephone/Data Links	94.40
7410.4F · Office and Library Supplies	3.94
Total 7410.41 · Operations and Administrative	1,023.01
Total 7410.4 · Contractual Expenses	2,617.01
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	605.08
9060.8 · Health Insurance	1,219.56
Total 9000 · Employee - Benefits	1,824.64
Total Expense	13,569.53
Net Ordinary Income	-13,420.25
Net Income	-13,420.25

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

January through October 2019

	Jan - Oct 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	136.94	0.00	136.94	100.0%
2082.12 · Lost Books	187.88	0.00	187.88	100.0%
2082.13 · Copies, Prints and Faxes	699.80	700.00	-0.20	100.0%
2082.14 · Register Overage/Shortage	-0.55	0.00	-0.55	100.0%
Total 2082.1 · Library Fines & Fees	1,024.07	700.00	324.07	146.3%
Total 2082 · Library Charges	1,024.07	700.00	324.07	146.3%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	130,410.00	130,410.00	0.00	100.0%
2360.2 · Village of Castleton	14,000.00	14,000.00	0.00	100.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	147,735.00	147,735.00	0.00	100.0%
2401 · Interest & Earnings	25.74	35.00	-9.26	73.5%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	5,909.00	4,000.00	1,909.00	147.7%
Total 2705 · Gifts & Donations	6,909.00	5,000.00	1,909.00	138.2%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	19,332.00	21,480.00	-2,148.00	90.0%
2760.1 · LLSA and ERATE (UHLS)	1,277.00	1,400.00	-123.00	91.2%
2760.9 · Grants - Other	4,200.00	3,500.00	700.00	120.0%
Total 2760 · Library System Grants	24,809.00	26,380.00	-1,571.00	94.0%
599 · Appropriated Fund Balance	0.00	5,000.00	-5,000.00	0.0%
<b>Total Income</b>	<b>180,502.81</b>	<b>184,850.00</b>	<b>-4,347.19</b>	<b>97.6%</b>
<b>Gross Profit</b>	<b>180,502.81</b>	<b>184,850.00</b>	<b>-4,347.19</b>	<b>97.6%</b>
<b>Expense</b>				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	37,252.36	48,661.00	-11,408.64	76.6%
7410.1B · Gross wages - Librarian	14,582.38	18,985.00	-4,402.62	76.8%
7410.1C · Gross wages - Assistant	27,110.72	37,300.00	-10,189.28	72.7%
Total 7410.11 · Employee Gross Wages	78,945.46	104,946.00	-26,000.54	75.2%
Total 7410.1 · Personal Services	78,945.46	104,946.00	-26,000.54	75.2%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	38,516.14	42,962.00	-4,445.86	89.7%
Total 7410.2 · Equipment & Capital Outlay	38,516.14	42,962.00	-4,445.86	89.7%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,575.00	1,600.00	-25.00	98.4%
74104B5 · Magazines and Newspapers	758.36	960.00	-201.64	79.0%
74104B4 · Audiobooks	409.96	480.00	-70.04	85.4%
74104B3 · Print Materials	7,218.75	6,750.00	468.75	106.9%
74104B2 · Electronic Content	2,383.22	2,754.00	-370.78	86.5%
74104B1 · DVDs & Other Materials	1,697.80	1,900.00	-202.20	89.4%
7410.4B · Library Materials - Other	128.52	110.00	18.52	116.8%
Total 7410.4B · Library Materials	14,171.61	14,554.00	-382.39	97.4%
7410.4C · Equipment/Technology	1,810.01	2,500.00	-689.99	72.4%
7410.4D · Programs				
74104D1 · Summer Reading Program	3,572.21	3,000.00	572.21	119.1%
7410.4D · Programs - Other	987.97	2,500.00	-1,512.03	39.5%
Total 7410.4D · Programs	4,560.18	5,500.00	-939.82	82.9%

The Castleton Public Library  
Profit & Loss Budget vs. Actual

January through October 2019

	Jan - Oct 19	Budget	\$ Over Budget	% of Budget
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	630.59	800.00	-169.41	78.8%
7410.4E · Automated Services	3,653.00	3,275.00	378.00	111.5%
7410.4G · Postage	189.07	250.00	-60.93	75.6%
7410.4H · Telephone/Data Links	915.70	1,050.00	-134.30	87.2%
7410.4I · Insurance	2,321.05	2,300.00	21.05	100.9%
7410.4F · Office and Library Supplies	803.65	1,200.00	-396.35	67.0%
7410.4J · Professional Services	420.00	640.00	-220.00	65.6%
Total 7410.41 · Operations and Administrative	8,933.06	9,515.00	-581.94	93.9%
7410.4K · Miscellaneous	74.07	25.00	49.07	296.3%
Total 7410.4 · Contractual Expenses	29,548.93	32,094.00	-2,545.07	92.1%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	7,100.00	-7,100.00	0.0%
9030.8 · Social Security/Medicare	5,940.22	7,800.00	-1,859.78	76.2%
9040.8 · Workers Comp	574.47	1,000.00	-425.53	57.4%
9055.8 · Disability	431.25	650.00	-218.75	66.3%
9060.8 · Health Insurance				
9060.81 · HRA Funding	366.07	1,500.00	-1,133.93	24.4%
9060.8 · Health Insurance - Other	5,731.44	8,280.00	-2,548.56	69.2%
Total 9060.8 · Health Insurance	6,097.51	9,780.00	-3,682.49	62.3%
Total 9000 · Employee - Benefits	13,043.45	26,330.00	-13,286.55	49.5%
Total Expense	160,053.98	206,332.00	-46,278.02	77.6%
Net Ordinary Income	20,448.83	-21,482.00	41,930.83	-95.2%
Net Income	20,448.83	-21,482.00	41,930.83	-95.2%



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

January through October 2019

	Jan - Oct 19	Forecast	\$ Over Forecast	% of Forecast
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	136.94	1,102.23	-965.29	12.4%
2082.12 · Lost Books	187.88			
2082.13 · Copies, Prints and Faxes	699.80	766.28	-66.48	91.3%
2082.14 · Register Overage/Shortage	-0.55	-1.23	0.68	44.7%
<b>Total 2082.1 · Library Fines &amp; Fees</b>	<b>1,024.07</b>	<b>1,867.28</b>	<b>-843.21</b>	<b>54.8%</b>
<b>Total 2082 · Library Charges</b>	<b>1,024.07</b>	<b>1,867.28</b>	<b>-843.21</b>	<b>54.8%</b>
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	130,410.00	113,400.00	17,010.00	115.0%
2360.2 · Village of Castleton	14,000.00	13,000.00	1,000.00	107.7%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
<b>Total 2360 · Intergovernmental Revenues</b>	<b>147,735.00</b>	<b>129,725.00</b>	<b>18,010.00</b>	<b>113.9%</b>
2401 · Interest & Earnings	25.74	29.16	-3.42	88.3%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	5,909.00	3,794.48	2,114.52	155.7%
<b>Total 2705 · Gifts &amp; Donations</b>	<b>6,909.00</b>	<b>4,794.48</b>	<b>2,114.52</b>	<b>144.1%</b>
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	19,332.00			
2760.1 · LLSA and ERATE (UHLS)	1,277.00	1,417.80	-140.80	90.1%
2760.9 · Grants - Other	4,200.00	750.00	3,450.00	560.0%
<b>Total 2760 · Library System Grants</b>	<b>24,809.00</b>	<b>2,167.80</b>	<b>22,641.20</b>	<b>1,144.4%</b>
<b>Total Income</b>	<b>180,502.81</b>	<b>138,583.72</b>	<b>41,919.09</b>	<b>130.2%</b>
<b>Gross Profit</b>	<b>180,502.81</b>	<b>138,583.72</b>	<b>41,919.09</b>	<b>130.2%</b>
<b>Expense</b>				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	37,252.36	39,439.84	-2,187.48	94.5%
7410.1B · Gross wages - Librarian	14,582.38	14,526.01	56.37	100.4%
7410.1C · Gross wages - Assistant	27,110.72	26,783.62	327.10	101.2%
<b>Total 7410.11 · Employee Gross Wages</b>	<b>78,945.46</b>	<b>80,749.47</b>	<b>-1,804.01</b>	<b>97.8%</b>
<b>Total 7410.1 · Personal Services</b>	<b>78,945.46</b>	<b>80,749.47</b>	<b>-1,804.01</b>	<b>97.8%</b>
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	38,516.14			
<b>Total 7410.2 · Equipment &amp; Capital Outlay</b>	<b>38,516.14</b>			
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
7410.4B6 · Museum Passes	1,575.00	1,300.00	275.00	121.2%
7410.4B5 · Magazines and Newspapers	758.36	711.67	46.69	106.6%
7410.4B4 · Audiobooks	409.96	252.64	157.32	162.3%
7410.4B3 · Print Materials	7,218.75	6,244.44	974.31	115.6%
7410.4B2 · Electronic Content	2,383.22	1,309.79	1,073.43	182.0%
7410.4B1 · DVDs & Other Materials	1,697.80	1,546.31	151.49	109.8%
7410.4B · Library Materials - Other	128.52	106.92	21.60	120.2%
<b>Total 7410.4B · Library Materials</b>	<b>14,171.61</b>	<b>11,471.77</b>	<b>2,699.84</b>	<b>123.5%</b>
7410.4C · Equipment/Technology	1,810.01	2,108.41	-298.40	85.8%
7410.4D · Programs				
7410.4D1 · Summer Reading Program	3,572.21	2,641.66	930.55	135.2%
7410.4D · Programs - Other	987.97	1,533.61	-545.64	64.4%
<b>Total 7410.4D · Programs</b>	<b>4,560.18</b>	<b>4,175.27</b>	<b>384.91</b>	<b>109.2%</b>
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	630.59	883.87	-253.28	71.3%
7410.4E · Automated Services	3,653.00	3,275.00	378.00	111.5%
7410.4G · Postage	189.07	108.22	80.85	174.7%
7410.4H · Telephone/Data Links	915.70	864.87	50.83	105.9%
7410.4I · Insurance	2,321.05	2,004.98	316.07	115.8%
7410.4F · Office and Library Supplies	803.65	563.01	240.64	142.7%
7410.4J · Professional Services	420.00	420.00	0.00	100.0%
<b>Total 7410.41 · Operations and Administrative</b>	<b>8,933.06</b>	<b>8,119.95</b>	<b>813.11</b>	<b>110.0%</b>
7410.4K · Miscellaneous	74.07	20.00	54.07	370.4%
<b>Total 7410.4 · Contractual Expenses</b>	<b>29,548.93</b>	<b>25,895.40</b>	<b>3,653.53</b>	<b>114.1%</b>
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	0.00	0.00	0.0%
9030.8 · Social Security/Medicare	5,940.22	6,141.93	-201.71	96.7%
9040.8 · Workers Comp	574.47	224.73	349.74	255.6%
9055.8 · Disability	431.25	186.05	245.20	231.8%

The Castleton Public Library  
Profit & Loss Forecast vs. Actual

January through October 2019

	Jan - Oct 19	Forecast	\$ Over Forecast	% of Forecast
9060.8 · Health Insurance				
9060.81 · HRA Funding	366.07			
9060.8 · Health Insurance - Other	5,731.44	4,938.48	792.96	116.1%
Total 9060.8 · Health Insurance	6,097.51	4,938.48	1,159.03	123.5%
Total 9000 · Employee - Benefits	13,043.45	11,491.19	1,552.26	113.5%
Total Expense	160,053.98	118,136.06	41,917.92	135.5%
Net Ordinary Income	20,448.83	20,447.66	1.17	100.0%
Net Income	20,448.83	20,447.66	1.17	100.0%

**The Castleton Public Library**  
**Balance Sheet**  
As of October 31, 2019

	Oct 31, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	131,639.60
200.2 · Citizens Checking Account	21,896.92
200.9 · Petty Cash	50.00
Total Checking/Savings	153,586.52
Other Current Assets	
395 · Deposits with Other Government	3,500.00
Total Other Current Assets	3,500.00
Total Current Assets	157,086.52
<b>TOTAL ASSETS</b>	<b>157,086.52</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
600 · Accounts Payable	-0.02
Total Accounts Payable	-0.02
Total Current Liabilities	-0.02
Total Liabilities	-0.02
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	131,564.71
Net Income	20,448.83
Total Equity	157,086.54
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>157,086.52</b>

## Director's Report – October

### Library News

- CPL received \$250 in Rensselaer County Legislative Community Funds, sponsored by Legislators Bob Loveridge, Chuck Peter, and Scott Bendett. The Legislators visited CPL on 10/28/19 to present the funds.

### October 2019 – Usage Statistics in Comparison

	October 2019	October 2018	Percent Change
<b>Circulation</b>			
Circulation of materials at CPL	2,431	2,717	-10.5%
Items loaned to other libraries	528	536	-1.5%
Items borrowed from other libraries	1,093	1,127	-3%
eContent circulation	472	366	+29%
<b>Programming</b>			
Number of programs offered	39	40	-2.5%
Program attendance	545	415	+31.3%
<b>Public Computer Use</b>			
Public Computer Sessions	NO DATA	122	N/A
<b>Marketing Reach</b>			
Website visits	1,206*	13,842	-91.3%
Website unique visitors	706*	6,362	-88.9%
Email newsletter list size	1,362	1,221	+11.5%
Facebook page likes	751	655	+14.7%
Facebook total reach	14,248	14,543	-2%
* = As of 8/1/2019, Weebly changed their statistics model to more closely match Google Analytics.			

### Programs & Outreach – October

10/1/2019	Visit with Eddy Alzheimer's Services	0
10/1/2019	Pajama Storytime	9
10/2/2019	Fun Fall Crafts	12
10/3/2019	Learn & Play Storytime	4
10/3/2019	Visit to Castleton Kids	30
10/4/2019	Early Literacy Playtime	2
10/5/2019	Perler Bead Crafts	17
10/7/2019	Library Visit - CES Class (K)	19
10/7/2019	Read to Lacey	3
10/7/2019	After Dinner Book Club	3
10/8/2019	Castle Hill Bookmobile	8
10/8/2019	Pajama Storytime	5
10/9/2019	Marble Run Fun	6
10/9/2019	Lighthouses of the Hudson	12
10/10/2019	Learn & Play Storytime	16
10/11/2019	Early Literacy Playtime	5
10/11/2019	Bridge Club	5
10/11/2019	Paint a Mini Pumpkin	62
10/12/2019	Legomania!	10
10/15/2019	Afternoon Book Club	7

10/15/2019	Pajama Storytime	3
10/16/2019	Create Your Own Games!	3
10/17/2019	Learn & Play Storytime	4
10/17/2019	Visit to Castleton Kids	29
10/18/2019	Early Literacy Playtime	2
10/18/2018	Family Movie Night: Aladdin (2019)	24
10/19/2019	Halloween Costume Giveaway	45
10/21/2019	Monday Mile Community Walk	0
10/22/2019	Creepy Crawly Bookmarks!	8
10/22/2019	Pajama Storytime	12
10/24/2019	Learn & Play Storytime	8
10/24/2018	Teen Time: Decorate Bookends	0
10/25/2019	Early Literacy Playtime	5
10/25/2019	Bridge Club	8
10/26/2019	Halloween Parade & Party	124
10/28/2019	Monday Mile Community Walk	0
10/29/2019	Cool Science: Music	13
10/29/2019	Pajama Storytime	14
10/31/2019	Learn & Play Storytime	8
	<b>Month total</b>	<b>545</b>



## **Outreach – November & December**

- Friday, November 1 – Smartphone/Device Class at Castle Hill
- Monday, November 4 – Life-Size Games program with 7th graders at Maple Hill Junior-Senior High School
- Monday, November 4 – Lending Library at Riverside Center for Rehabilitation & Nursing
- Thursday, November 7 – Visit to Castleton Kids (grades K-1)
- Thursday, November 7 – Visit to CES Newbery Project Parents Night
- Tuesday, November 12 – Castle Hill Bookmobile
- Monday, November 18 – Visits to all classes at Story Place Preschool
- Thursday, November 21 – Visit to Castleton Kids (grades K-1)
- Monday, November 25 – Lending Library at Riverside Center for Rehabilitation & Nursing
- Tuesday, December 10 – Castle Hill Bookmobile
- Friday, December 13 – Table at COHFAM Winter Market
- Monday, December 16 – Lending Library at Riverside Center for Rehabilitation & Nursing

## **Youth Services Librarian – Meetings, Outreach, & Continuing Education (October)**

- October 1 – Meeting with Director
- October 3 – Outreach at Castleton Kids aftercare program (grades K-1)
- October 7 – CES Kindergarten Class – Field Trip to Library
- October 17 – “Baby and Me at the Library” continuing education webinar
- October 17 – Outreach at Castleton Kids aftercare program (grades K-1)
- October 21 – Meeting with Chris Fowler, Maple Hill Junior-Senior High School, re: teen outreach
- October 22 – CES Kindergarten Class – Field Trip to Library
- October 24 – Visit to 7th & 8th grade book club at Maple Hill Junior-Senior High School

## **Director – Meetings, Outreach, & Continuing Education (October)**

- October 1 – Meeting with Youth Services Librarian.
- October 4 – Directors Association meeting at UHLS.
- October 8 – Castle Hill Bookmobile.
- October 9 – NYLA Developing Leaders Program – group project meeting (web-based meeting).
- October 15 – NYLA Developing Leaders Program – “Group Dynamics and Diversity” (all-day training).
- October 15 – Village Board meeting.
- October 22 – CES Kindergarten Class – Field Trip to Library
- October 28 – NYLA Developing Leaders Program – group project meeting (web-based meeting).
- October 29 – Meeting with Jennifer Ozga, U.S. Census Bureau.