Agenda
Castleton Public Library Board of Trustees Meeting
Virtual Meeting, November 16, 2020 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business
- ➢ Mayor Joe Keegan – introductory meeting
- ➢ Trustee term renewal
- ➢ Proposed 2021 meeting schedule
- ➢ Revised 2020 Budget
- ➢ 2021 Budget

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

President's Report

Secretary's Report
- ➢ Review of minutes and transcript from October 19, 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 Board of Trustees

2021 Proposed Schedule of Meetings

All meetings take place at 7:00 p.m.

Tuesday, January 19

Tuesday, February 16

Monday, March 15

Monday, April 19

Monday, May 17

Monday, June 21

Monday, July 19

(Monday, August 17)

Monday, September 20

Monday, October 18

Monday, November 15

Monday, December 20

2020 Revised Budget

Income

Line Item	Description	2020 Rev. Budget	2020 Budget	Difference
2082.11	Fines	$13.00	$0.00	$13.00
2082.12	Lost Books	$94.00	$0.00	$94.00
2082.13	Copies, Prints, & Faxes	$134.00	$725.00	-$591.00
	Total 2082	**$241.00**	**$725.00**	**-$484.00**
				$0.00
2360.1	Town of Schodack	$146,786.00	$146,786.00	$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
	Total 2360	**$164,111.00**	**$164,111.00**	**$0.00**
2401	**Interest & Earnings**	**$28.00**	**$24.00**	**$4.00**
2705	Gifts & Donations	$6,420.00	$5,000.00	$1,420.00
2705.1	Friends SRP	$1,000.00	$1,000.00	$0.00
	Total 2705	**$7,420.00**	**$6,000.00**	**$1,420.00**
2760.1	Grants - LLSA (UHLS)	$1,130.00	$1,417.00	-$287.00
2760.3	Grants - NYS Library Const. Grant	$0.00	$2,149.00	-$2,149.00
2760.9	Grants - Other	$1,100.00	$1,000.00	$100.00
	Total 2760	**$2,230.00**	**$4,566.00**	**-$2,336.00**
	Funds from reserves	**$0.00**	**$3,222.00**	**-$3,222.00**
	Total Income	**$174,030.00**	**$178,648.00**	**-$4,618.00**
Expenses				$0.00
7410.1A	Gross Wages - Director	$51,633.00	$51,716.00	-$83.00
7410.1B	Gross Wages - Librarian I	$20,151.00	$20,176.00	-$25.00
7410.1C	Gross Wages - Assistants	$26,900.00	$38,800.00	-$11,900.00
	Total 7410.1	**$98,684.00**	**$110,692.00**	**-$12,008.00**
7410.2A	**Library Renovation**	**$0.00**	**$4,446.00**	**-$4,446.00**
				$0.00
7410.4B	Library Materials - Other	$1,050.00	$1,270.00	-$220.00
7410.4B1	Library Materials - DVDs	$1,290.00	$2,091.00	-$801.00
7410.4B2	Library Materials - EContent	$7,196.00	$3,855.00	$3,341.00
7410.4B3	Library Materials - Print Matls.	$7,810.00	$7,500.00	$310.00
7410.4B4	Library Materials - Audiobooks	$330.00	$540.00	-$210.00
7410.4B5	Library Materials - Mags/News.	$612.00	$960.00	-$348.00

7410.4B6	Library Materials - Mus. Passes	$825.00	$1,800.00	-$975.00
	Total 7410.4B	**$19,113.00**	**$18,016.00**	**$1,097.00**
7410.4C	**Equipment/Technology**	**$3,190.00**	**$3,050.00**	**$140.00**
				$0.00
7410.4D	Programs	$2,500.00	$2,500.00	$0.00
7410.4D1	Summer Reading Program	$2,735.00	$3,500.00	-$765.00
	Total 7410.4D	**$5,235.00**	**$6,000.00**	**-$765.00**
				$0.00
7410.4A	Staff Development/Education	$402.00	$800.00	-$398.00
7410.4E	Automated Services	$3,727.00	$3,726.00	$1.00
7410.4G	Postage	$148.00	$300.00	-$152.00
7410.4H	Telephone/Data Links	$1,130.00	$1,400.00	-$270.00
7410.4I	Insurance	$2,348.00	$2,530.00	-$182.00
7410.4F	Office and Library Supplies	$2,130.00	$1,300.00	$830.00
7410.4J	Professional Services	$300.00	$850.00	-$550.00
	Total 7410.41	**$10,185.00**	**$10,906.00**	**-$721.00**
				$0.00
7410.4L	Strategic Planning - Survey	$1,000.00	$1,000.00	$0.00
7410.4K	Miscellaneous	$25.00	$25.00	$0.00
				$0.00
	Total 7410.4	**$11,210.00**	**$11,931.00**	**-$721.00**
				$0.00
9010.8	NYS Retirement	$5,500.00	$5,500.00	$0.00
9030.8	Social Security/Medicare	$7,500.00	$8,413.00	-$913.00
9040.8	Workers Compensation	$880.00	$880.00	$0.00
9055.8	Disability	$535.00	$535.00	$0.00
9060.8	Health Insurance	$7,735.00	$7,685.00	$50.00
9060.81	HRA Funding	$0.00	$1,500.00	-$1,500.00
	Total 9000	**$22,150.00**	**$24,513.00**	**-$2,363.00**
				$0.00
	Total 2020 Expenses	**$159,582.00**	**$178,648.00**	**-$19,066.00**
	Funds Allotted for 2021 Budget	**$9,206.00**		
	Funds Allotted for Reserve	**$5,242.00**		
	Total	**$174,030.00**		

2021 Proposed Budget

Income

Line Item	Description	2021 Budget	2020 Rev. Budget	Difference
2082.11	Fines	$0.00	$13.00	-$13.00
2082.12	Lost Books	$0.00	$94.00	$0.00
2082.13	Copies, Prints, & Faxes	$240.00	$134.00	$106.00
	Total 2082	**$240.00**	**$241.00**	**-$1.00**
2360.1	Town of Schodack	$146,786.00	$146,786.00	$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
	Total 2360	**$164,111.00**	**$164,111.00**	**$0.00**
2401	**Interest & Earnings**	**$24.00**	**$28.00**	**-$4.00**
2705	Gifts & Donations	$5,000.00	$6,420.00	-$1,420.00
2705.1	Friends SRP	$1,000.00	$1,000.00	$0.00
	Total 2705	**$6,000.00**	**$7,420.00**	**-$1,420.00**
2760.1	Grants - LLSA (UHLS)	$1,130.00	$1,130.00	$0.00
2760.3	Grants - NYS Library Const. Grant	$2,149.00	$0.00	$2,149.00
2760.9	Grants - Other	$1,000.00	$1,100.00	-$100.00
	Total 2760	**$4,279.00**	**$2,230.00**	**$2,049.00**
	Funds from 2020 budget	**$9,206.00**	**$0.00**	**$9,206.00**
	Funds from reserves	**$2,298.00**	**$0.00**	**$2,298.00**
	Total Income	**$186,158.00**	**$174,030.00**	**$12,128.00**

Expenses

Line Item	Description	2021 Budget	2020 Rev. Budget	Difference
7410.1A	Gross Wages - Director	$54,819.00	$51,633.00	$3,186.00
7410.1B	Gross Wages - Librarian I	$20,983.00	$20,151.00	$832.00
7410.1C	Gross Wages - Assistants	$41,653.00	$26,900.00	$14,753.00
	Total 7410.1	**$117,455.00**	**$98,684.00**	**$18,771.00**
7410.2A	**Library Renovation**	**$4,447.00**	**$0.00**	**$4,447.00**
7410.4B	Library Materials - Other	$1,210.00	$1,050.00	$160.00
7410.4B1	Library Materials - DVDs	$1,450.00	$1,290.00	$160.00
7410.4B2	Library Materials - EContent	$5,000.00	$7,196.00	-$2,196.00
7410.4B3	Library Materials - Print Materials	$7,515.00	$7,810.00	-$295.00

7410.4B4	Library Materials - Audiobooks	$400.00	$330.00	$70.00
7410.4B5	Library Materials - Mags/News.	$736.00	$612.00	$124.00
7410.4B6	Library Materials - Mus. Passes	$1,400.00	$825.00	$575.00
	Total 7410.4B	**$17,711.00**	**$19,113.00**	**-$1,402.00**
7410.4C	**Equipment/Technology**	**$3,785.00**	**$3,190.00**	**$595.00**
7410.4D	Programs	$2,500.00	$2,500.00	$0.00
7410.4D1	Summer Reading Program	$3,500.00	$2,735.00	$765.00
	Total 7410.4D	**$6,000.00**	**$5,235.00**	**$765.00**
7410.4A	Staff Development/Education	$800.00	$402.00	$398.00
7410.4E	Automated Services	$4,100.00	$3,727.00	$373.00
7410.4G	Postage	$300.00	$148.00	$152.00
7410.4H	Telephone/Data Links	$1,400.00	$1,130.00	$270.00
7410.4I	Insurance	$2,530.00	$2,348.00	$182.00
7410.4F	Office and Library Supplies	$1,300.00	$2,130.00	-$830.00
7410.4J	Professional Services	$400.00	$300.00	$100.00
	Total 7410.41	**$10,830.00**	**$10,185.00**	**$645.00**
7410.4L	Strategic Planning - Survey	$0.00	$1,000.00	-$1,000.00
7410.4K	Miscellaneous	$25.00	$25.00	$0.00
	Total 7410.4	**$10,855.00**	**$11,210.00**	**-$355.00**
9010.8	NYS Retirement	$5,500.00	$5,500.00	$0.00
9030.8	Social Security/Medicare	$8,930.00	$7,500.00	$1,430.00
9040.8	Workers Compensation	$880.00	$880.00	$0.00
9055.8	Disability	$535.00	$535.00	$0.00
9060.8	Health Insurance	$8,560.00	$7,735.00	$825.00
9060.81	HRA Funding	$1,500.00	$0.00	$1,500.00
	Total 9000	**$25,905.00**	**$22,150.00**	**$3,755.00**
	Total Expenses	**$186,158.00**	**$159,582.00**	**$26,576.00**

Castleton Public Library Board of Trustees Meeting

Monday, October 19, 2020 Minutes

Welcome/Pledge of Allegiance: The meeting was called to order by President Mitchum at 7:03 pm.

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

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

Public Comment: None.

New Business: Changes to the Personnel Policy, including changes to sick leave and library closure pay, were reviewed and discussed. A motion to approve the changes was given by Vice President Griffin and seconded by Trustee Knaack. Unanimously approved. The Sexual Harassment Prevention Policy was also reviewed and discussed. A motion to approve this policy was given by Vice President Griffin and seconded by Trustee Knaack. Unanimously approved. A motion to approve the hire of Elizabeth Kilcer as a Library Aide was given by Vice President Griffin and seconded by Trustee Knaack. Unanimously approved.

Old Business: Library programs, especially the Halloween Car Parade, were discussed. The reopening process was discussed, with a proposed return to normal hours of operation on November 2, 2020, at a minimum to include Saturday operating hours.

President's Report: None

Secretary's Report: Vice President Griffin motioned to approve the September 2020 meeting minutes and transcript. Seconded by Trustee Knaack. Unanimously approved.

Treasurer's Report: Vice President Griffin motioned to approve the September 2020 Check Detail Report. Seconded by Trustee Knaack. Unanimously approved.

Director's Report: Director Tacke presented her monthly report for September 2020. Circulation and walk-in usage is increasing. Curbside pickup is decreasing. The inter-library borrowing is increasing.

Friends Report: None.

Committee Reports: The Finance Committee worked on the draft 2021 budget, both proposed and contingency based on final town funding amounts. The Policy Committee had worked on the policies presented in New Business. No other committees met.

Announcements: N. Hans will leave the Board in January 2021. The Board thanked him his years of service.

Public Comment: None.

Executive Session: None.

The meeting was adjourned on the motion by Vice President Griffin and seconded by Trustee Knaack at 7:37 pm.

Meeting Transcript

Shane Mitchum: All right. We can start with the Pledge of Allegiance.

[Attendees recite Pledge of Allegiance]

Shane Mitchum: Let me share my screen now. All right, so, Pledge of Allegiance, we just covered that. Roll Call. Everyone is here and accounted for, which is great. I'll give everybody a minute to take a look at the agenda, which I have up on the screen, if you haven't seen it already. Is there a motion to adopt this month's agenda?

Jacki Griffin: I motion, this is Jacki.

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: All right, Nathan?

Nathan Hans: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: Maria?

Maria Marcucci: Aye.

Shane Mitchum: I'm also an aye. All are in favor, that motion will carry. All right, I do not see any public on the call. So, we will move past that right into new business. Melissa, obviously, you said the Mayor may or may not join. I do not see him on the list right now. So like you said, if the Mayor does join, we will come back to this item on the agenda. All right, next up is Personnel Policy.

Melissa Tacke: That should be the next item in your board packet, a revised version of the library's Personnel Policy. The major changes in the policy are with regards to sick leave to make the library compliant with New York State law. There were some other minor changes in some of the other areas. I think, for example, that we had added -- having really closed for the first time for COVID and deciding to pay people -- I think we'd put something in saying that library closures for consecutive days up to five days, employees will be paid for their scheduled shifts, which would also include things like snow days, that kind of stuff. Otherwise, it's pretty much the same. So hopefully everybody had a chance to look over that policy and if there's any questions or concerns that people have, we can talk about that.

Shane Mitchum: So when we lost power, Melissa. We paid everybody their regular --

Melissa Tacke: Yeah, everybody who was scheduled. Yep. Everybody who was scheduled was paid for their time that they were scheduled.

Shane Mitchum: Good. I think that makes sense. Great. Now, I assume we have to vote on this too. Is there a motion to adopt the changes in the Personnel Policy?

Jacki Griffin: This is Jacki, I motion.

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Nathan?

Nathan Hans: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: Maria?

Maria Marcucci: Aye.

Shane Mitchum: And I am also an aye, so that motion carries. All in favor. Next up is the Sexual Harassment Prevention Policy.

Melissa Tacke: Yes, this is something that is also required by New York State, and they have very kindly included a template of suggested language which is adopted, completely. I figure it's very easy to be in compliance if we take the exact language that they would like us to use. I have taken the language from that template policy and put in the wording that fits our structure. So say for example, instead of saying the Executive, it's the Library Director, and referencing the fact that we have a Board and so on, putting the name of the organization in. But other than that, it's very boilerplate language that comes directly from the State. So hopefully, again, you had a chance to look this over, and this is something else that would also need to be approved. And this is referenced in our Personnel Policy that we just approved. We used to have a shorter section that had our own language about sexual harassment, and this is an update that uses the State language, and the Personnel Policy points to this specific policy.

Shane Mitchum: And this is a completely new policy, right? We didn't have this one.

Melissa Tacke: Correct.

Shane Mitchum: All right, is there a motion to adopt the new Sexual Harassment Prevention Policy?

Jacki Griffin: This is Jacki. I motion.

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Nathan?

Nathan Hans: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: Maria?

Maria Marcucci: Aye.

Shane Mitchum: I'm also an aye, so all in favor, that motion will carry. All right, next up is the Library Aide appointment.

Melissa Tacke: And that should be the next item in the packet. That is for the Board to approve the hire of Elizabeth Kilcer as a Library Aide. Sue Black had chosen to resign from her position, so this is hiring to fill that vacancy. She has about a year of experience at another library in our system. So she's already very familiar with the circulation system that we use.

Shane Mitchum: All right, any questions for Melissa?

Jacki Griffin: I just had one question. So are we hiring her at the same rate that we were paying Sue? Is there any change in budget?

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

Shane Mitchum: How many hours, Melissa, are they going to work? Just out of curiosity.

Melissa Tacke: Well, right now, it's weird with the scheduling. Even going forward for a little while, it's going to be a little weird, because -- we'll talk about reopening. But the short answer is when we get completely back to totally normal, she'll be working about 16 hours a week. Right now, it's about eight hours or 12 hours every two weeks.

Shane Mitchum: Okay. All right. Is there a motion to approve the hire of Elizabeth for the Library Aide position?

Jacki Griffin: This is Jacki, I motion.

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Nathan?

Nathan Hans: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: Maria?

Maria Marcucci: Aye.

Shane Mitchum: I'm also an aye, so all in favor, motion will carry. All right, moving into old business. Library word-of-mouth advertising.

Melissa Tacke: Yep. As many of you may know, we'll be doing a Halloween Car Parade. This should be really fun. So if you could help spread the word about that. It will actually take place on Halloween. So Saturday, October 31st we'll start at 2:00 p.m. We're still making a few changes to the route based on some suggestions from the Village Board. So we're waiting on that approval from the Police Department, which I assume will come soon, so we will formally promote the route map on our website and have it available as a hard copy of the week -- starting the week prior to the event. Basically the idea with this is that instead of coming and marching in a parade, people can line up along the route, socially distanced, maybe even just on their stoop or in their yard. And then some cars will come through. One from the library with a couple of walkers tossing out candy. The Fire Department will have some vehicles and some other organizations will be participating. And the idea is just to kind of bring some Halloween fun to people. We don't have an opportunity for people to gather, so this is something that hopefully will be some fun and also be safe for everyone. So that starts -- like I said, that's on the 31st. That will start at 2:00 p.m. The starting point is going to be on Main Street at the intersection with Scott Avenue. It's quite a circuitous route that we're taking all through the Village, so it will probably take about an hour and a half from start to finish for the entire car parade to go, keeping in mind that we have walkers, too, and it's about a four-mile route. So I think that'll give us some time to be slow enough that we can have walkers and tossing candy and those sorts of things. So it should be really fun.

Shane Mitchum: Awesome, great. And you said, we'll have a formalized map probably this week, next week, something like that?

Melissa Tacke: It'll be available the week prior. So we'll put it on our website on whatever that Saturday is -- the 25th. And then we'll have hard copies available all during the week.

Shane Mitchum: Okay, great, great.

Melissa Tacke: I can also, if you guys would like to see -- obviously we're waiting for the approval of a change by the Police Department, so it's not completely finalized, but would you like me to bring up the route so you guys can see it? I can share my screen if you'd like.

Shane Mitchum: Sure.

Melissa Tacke: Okay. Just give me a minute.

Shane Mitchum: Yeah, no problem. Here, let me think, I might have to change your settings. So give me one second.

Melissa Tacke: All right. Can everybody see that?

Shane Mitchum: Yep.

Melissa Tacke: So basically -- and again, nothing's final until the police say it's okay. But I think it'll be fine. So we'll start here. Go down to Stimpson, head up Stimpson, go up -- anyway, I can't remember all the street names. And once we're -- we'll go down here, up Campbell, down Ransom, I believe. I may have it backwards. And then go up here and then, this part's a little confusing. So at this point, we'll turn, go up this way, and then here, and then back down and then up Seaman Avenue, and then come all the way down Scott, to where we started and that's where we'll end. So the turn-by-turn parade route is down here, so that will let everybody know if my confusing map is confusing. They'll at least be able to see what it actually says. And we will hold it rain or shine. If it's pouring rain, we may not have walkers. But I think it'll be fun.

Shane Mitchum: Awesome. This is great.

Melissa Tacke: And I'll stop sharing my screen.

Shane Mitchum: I'll share mine again. Here we go. Great. That sounds awesome, Melissa. I appreciate you putting in the work there. All right. Next on the agenda is the reopening process, where we're at with that.

Melissa Tacke: Yep, so what I'm planning to do, unless things really change drastically within the next couple weeks, is to return the library to our normal hours of operation. Infection rates are still staying pretty low in our area. And we'll still retain our teams, but instead of being one week in the building, one week out of the building, the teams will work on different days. So Team A would work Monday, Wednesday, Friday in the building and Team B would work Tuesday, Thursday in the building. Saturdays we'll rotate. And if the situation changes as such that we're not returning to normal hours completely we will, at minimum, add Saturdays back because that's basically just only two people working in the building the entire day so that will be brought back, even if the situation worsens. We're still going to maintain the same level of service that we're providing, so we're still going to be focusing on transactional services. Not having seating, that kind of thing. We still want to minimize the amount of time that people are spending in the space because it is small and there isn't a great deal of ventilation. We did add in an air purifier, which I just installed today. And that's great. But we don't want a false sense of security with that either. But I really feel that we're safe returning to normal hours with the same type of socially distanced workspaces, all that kind of stuff, and the same types of services that we'll be providing. And then I have a contingency schedule, so that if for some reason we need to roll things back, the staff will already know that there's a contingency schedule and we'll just immediately fall back to that. And that would be the reduced hours we're doing now, Monday through Friday, 1:00 to 6:00 and, again, remaining in teams and doing that, you know, Monday-Wednesday-Friday, Tuesday-Thursday, instead of one-week-in, one-week-out. It's a little confusing if you're not in it all the time, so I might not have explained it in the most clear way. So if anybody has any questions, let me know.

Jacki Griffin: Melissa, my only question is -- I must have missed it -- is what date do you have targeted right now?

Melissa Tacke: Yes, we're planning on starting that in November. We wanted to really see how the whole month of October shook out. I mean, obviously, cases are rising, but they are doing so very slowly. So that's a good sign. But it's something that we won't be publicizing to the public until we actually do it. And that's true for any of these changes that we've made, just because we don't want to inundate our staff, or to put out something that then we have to roll back and not do. So, I'm telling you guys for your information, but we won't actually announce it to the public until November 2nd when we start with the hours.

Shane Mitchum: And have you socialized that date and stuff with the staff so far? Do they know? Do they feel comfortable with that too, or --

Melissa Tacke: Yes. And I've let them know -- you know, I had to get everything arranged in terms of scheduling. So I've been talking to them about this for a couple weeks. Getting it ironed out and then letting people know that we may have to be in the contingency schedule, but hopefully will be in this new schedule.

Shane Mitchum: Okay.

Laurie Knaack: The idea is that we'll always have a contingency schedule for quite some time. We'll have a contingency schedule that we can always drop back to?

Melissa Tacke: Correct. And it's based -- instead of being week-in-the-building, week-out-of-the-building, it's based on the day of the week. So it would just mean -- what it will mean in going back to our normal hours is, say for example, I would be working all day long. And then there would be a Library Aide that would be working the 12:00 to 4:00 shift, and then a different Library Aide that's working the 4:00 to 8:00 shift. So there were some things that we had to move, because obviously if we're going back to our contingency schedule, it's just me and then the one other person for that five-hour time, so that has meant that people's schedules might be a little different than they anticipated, but it's nice because some people are wanting more hours and some people are wanting less hours so it worked out okay. I can't make everybody 100% happy but we got pretty close. So that's good.

Laurie Knaack: And I'm excited to hear about Saturday hours coming back.

Melissa Tacke: Yeah, Saturdays are pretty much -- barring something really horrific, Saturdays are no matter what, because they're staffed in the exact same way that we are now, where one person is working out of the Community Room and one person is in the library. Completely separated work areas. No matter what, we'll add Saturdays, and those will be just kind of rotating by team. And in the past, because Saturdays tended to be slow we would usually only have -- unless we had an event going on, we would have only one person working at a time. Because things are a little bit more complicated with the workflow, and just to make sure everybody's comfortable on Saturdays, we're going to make sure that there's always two people. So there will always be a supervisor, either myself or Joelle, that's there working with the Library Aide. I think every everybody seems to feel a little bit more comfortable with that for right now.

Shane Mitchum: Great. Any other questions for Melissa and the reopening? All right. Awesome. Thanks, Melissa, appreciate it. All right. Next on the agenda is the President's Report. I do not have anything new to report this month. Secretary's Report is next, there are the meeting minutes and the transcript from last month. Hopefully everybody had a few minutes to take a look at that. Any questions on either of those before we vote? All right, is there a motion to adopt the meeting minutes from last month's meeting?

Jacki Griffin: This is Jacki, I motion.

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: All right, Nathan?

Nathan Hans: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: Maria?

Maria Marcucci: Aye.

Shane Mitchum: I'm also an aye, all in favor, motion will carry. Next up is the meeting transcript. Is there a motion to adopt the meeting transcript from September's meeting?

Jacki Griffin: I motion. It's Jacki.

Shane Mitchum: Thanks, Jacki. Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: All right, Nathan?

Nathan Hans: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: Maria?

Maria Marcucci: Aye.

Shane Mitchum: I'm also an aye, so that motion will carry as well. Moving on, we have the Treasurer's Report.

Nathan Hans: You should have in front of you the check detail as well as our balances in our checking and money market. Everything is looking pretty good, pretty normal going along. Lines are, in terms of funds available, is our typical spike, we usually get a spike in September, and then it starts to trickle back down in October and November and December. We see some of the -- New York State Retirement -- everything seems to be on track.

Shane Mitchum: All right, great. Any questions for Nathan? Okay. Is there a motion to adopt last month's check detail?

Jacki Griffin: I motion.

Shane Mitchum: Great. Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: All right, Nathan?

Nathan Hans: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: Maria?

Maria Marcucci: Aye.

Shane Mitchum: I'm also an aye, so that motion carries. All right. Next up we have the Director's Report.

Melissa Tacke: Yep. And I see, Shane, that you're scrolling to it there.

Shane Mitchum: Yeah, hopefully, hopefully I'm not making anybody dizzy. Sorry. There we go.

Melissa Tacke: You can see this there. You know, this is mostly just statistical information as we're getting out of our summer mode and into our semi-normal swing of things. If anyone has any questions about anything I'd be glad to answer.

Shane Mitchum: Looking at the circulation numbers. How were the numbers compared to last month, or the month before? Have they been increasing?

Melissa Tacke: Good question.

Shane Mitchum: I mean, I could I could probably pull it up to --

Melissa Tacke: I can take a look at that. That's a good question. I don't remember offhand. I think that we're closing the gap -- I'm going to just speak off the cuff. So this may not be right. But I'm thinking, given that in September, the fact that the difference from 2019

to 2020 is minus 27%, that seems like a smaller number than in the past. I think we're seeing circulation kind of start to go back up. We have certainly seen more usage since we started walk-ins. And since we started walk-ins, we've had far fewer curbside orders. I think all of last week we may have had two or three, but mostly now that people can just walk in whenever they need to, we seem to be seeing more visitation now than we did when we asked people to make an appointment. And when we had appointments, we had a lot more curbside orders. I'll check up on that. And that's something I can include in my Director's Report for next month is kind of a month by month circulation that compares. But I think it's increasing.

Shane Mitchum: Great.

Laurie Knaack: Are our wifi hotspots are getting good use? I know we don't have last year to compare to, but compared to other months recently.

Melissa Tacke: They are getting checked out, which is great. What was nice was during the power outage I was really happy to see that they were all out at that time. I hope they were charged for people, they can use them. So that was good. They seem to be going out and we've been promoting them to increase awareness about it. I think a lot of people don't know that's something that we offer. But it seems like they're checked out now more than they were in the last couple months. So I think people are starting to get the message that this is something we have available.

Shane Mitchum: I mean 36 gigs is a these amount of data for one of those things. So it's good.

Laurie Knaack: And it looks like despite people not being able to linger in the building, they're getting use out of the wifi as well, given the number of sessions.

Melissa Tacke: Yep, absolutely.

Shane Mitchum: Great. Any other questions for Melissa on the numbers?

Laurie Knaack: It looks like we are also lending as many or more materials to other libraries as we were before, right?

Melissa Tacke: Yes, I think that a lot of people are relying more on their requests now because some of the bigger libraries, especially, either have very limited browsing hours or are not allowing browsing at all. So I think people are really relying on their requests.

Laurie Knaack: Right, and that's awesome to see that people are -- if things are getting loaned to and from other libraries, then our collection is well tailored and useful that it's getting sent to the other libraries, just as much or more than last year. So yeah, thank you, Melissa.

Melissa Tacke: Yeah.

Shane Mitchum: All right. Next up is the Friends report. Anything new from the Friends, Melissa?

Melissa Tacke: They have their ongoing fundraiser. They just updated their -- if any of you come by the building, you know how there's that sign that they have by the front steps? They updated that to have a really nice message thanking the staff for all of our work during this time and encouraging people to bring their returnable bottles and cans to 6 Cent Redemption and indicating that -- letting people know to let them know to donate to the Friends of Castleton Public Library when they return cans there. So that's their one fundraiser that they're working on, and that's ongoing.

Shane Mitchum: Okay. All right, so we can move into the committee reports. So the first is the Finance Committee. Nathan, do you want to --

Nathan Hans: We met in September and just before this meeting as well. We talked about the budget. Melissa, right before this meeting, sent out our draft budget for 2021. You will notice there are two sheets. There's a proposed draft. And there's also a contingency budget. We're still waiting to get word from the town in terms of what our funding is from them. So depending on that funding is which sheet. Melissa, you can talk about the contingency budget a little bit and where some of the funds we expect to pull from emergency a little bit more, and things like that.

Melissa Tacke: Yep. And that was something that I think you guys had discussed in Executive Session. We will have some funds leftover from this year which we can apply toward next year. If we receive the funding that we anticipate receiving from Schodack, then that means that the effect of keeping that flat instead of an increase -- how we're paying for our increased costs is to use the money that we'll have left over from this year. And that would be -- we would be able to give raises to all of our staff, which is something that we hope to be able to do. And then in the case of the contingency budget, we're still carrying over those leftover funds and we're pulling from our emergency reserves about $13,000. Because if we were to see a 20% cut from Schodack, that would be about $30,000, so between carrying over what we would have left over from this year and taking some money from the emergency funds, and also making some changes to some of the line items -- reducing some of the items in our budget, not doing the raises to the level that we would do if we had our full funding. Those are the ways that we've made it balance out.

Nathan Hans: Yeah, and also just to know on the emergency fund. As everyone knows, our emergency fund is six months' worth of income. So obviously, if our income goes down, that can go down a corresponding amount, so we're pulling from emergency, but really we're just reallocating it. It doesn't necessarily need to be in emergency anymore. So there's the draft budget this month, if everyone wants to take a look. If you have any comments or questions or things you want to ask in next couple of weeks, let us know. Otherwise in November we will submit the proposed budget, and then in December, we will approve our final budget. And that's the process.

Shane Mitchum: Great. Any questions about the budget or any questions for the Finance Committee? All right. Moving on to the Administrative Committee. Jacki? Laurie?

Jacki Griffin: We don't have anything to report.

Shane Mitchum: Okay. Operations and Capital Projects. Nothing there to report. Okay. Policy Committee.

Nathan Hans: We discussed -- I think Melissa and Laurie met. And I am so sorry I missed the meeting. But we just had you guys approve the policies. Other than that, nothing new to report.

Laurie Knaack: Right. We met to review the policies that we just discussed today and Nathan has already provided his input. And then we have the regular policy update beyond that to do, coming up next.

Shane Mitchum: Okay, great. All right, Long Range Plan committees. We have Sustainable Funding, we have not met. Library Space? Nothing to report there. Community Outreach and Visibility? Nothing to report there either. Okay. Next up is announcements. Are there any announcements?

Nathan Hans: I just have one. I will not be renewing my term in January, just to let everyone know.

Shane Mitchum: Okay. We'll be sad to see you go, Nathan.

Nathan Hans: I'm sad to go.

Melissa Tacke: Thank you for all of your years of service on the board. We will miss you and I'm very sad that you won't be renewing your term, but I understand. You've been serving on the board for a while.

Shane Mitchum: Yeah, and I know I've only been on the board for a little over a year now -- but Nathan, it's been awesome having you around, especially with the finance stuff. I don't know what we're going to do when you leave, so hopefully somebody has a background in finance.

Nathan Hans: It's easy, don't worry about it.

Shane Mitchum: All right. Doesn't look like we have any members of the public on here so we can move past the public comment. Any reason to go into Executive Session? No. Okay. Is there a motion to adjourn?

Jacki Griffin: This is Jacki, I motion.

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: All right, Nathan?

Nathan Hans: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: Maria?

Maria Marcucci: Aye.

Shane Mitchum: I'm also an aye, so this meeting is adjourned. Thank you, everybody.

[Attendees say thanks and goodbyes]

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	10/01/2020	Amazon LLC	200.2 · Citizens Checking Account		-15.97
Bill	1135674561...	10/01/2020		74104B5 · Magazines and Newspapers	-15.97	15.97
TOTAL					-15.97	15.97
Bill Pmt -Check	DEBIT	10/01/2020	Price Chopper	200.2 · Citizens Checking Account		-9.99
Bill		10/01/2020		7410.4D · Programs	-9.99	9.99
TOTAL					-9.99	9.99
Bill Pmt -Check	DEBIT	10/06/2020	Amazon LLC	200.2 · Citizens Checking Account		-14.96
Bill	1126374218...	10/06/2020		74104B1 · DVDs & Other Materials	-14.96	14.96
TOTAL					-14.96	14.96
Bill Pmt -Check	DEBIT	10/06/2020	Amazon LLC	200.2 · Citizens Checking Account		-14.97
Bill	1122415255...	10/06/2020		74104B3 · Print Materials	-14.97	14.97
TOTAL					-14.97	14.97
Bill Pmt -Check	DEBIT	10/14/2020	Deluxe	200.2 · Citizens Checking Account		-161.21
Bill	02048201348	10/10/2020		7410.4F · Office and Library Supplies	-161.21	161.21
TOTAL					-161.21	161.21
Bill Pmt -Check	DEBIT	10/15/2020	Amazon LLC	200.2 · Citizens Checking Account		-46.98
Bill	1113674195...	10/15/2020		7410.4D · Programs	-46.98	46.98
TOTAL					-46.98	46.98
Bill Pmt -Check	DEBIT	10/16/2020	Walgreens	200.2 · Citizens Checking Account		-6.98
Bill		10/16/2020		7410.4D · Programs	-6.98	6.98
TOTAL					-6.98	6.98
Bill Pmt -Check	DEBIT	10/17/2020	Webb's Gold Kre...	200.2 · Citizens Checking Account		-30.00
Bill		10/17/2020		7410.4D · Programs	-30.00	30.00
TOTAL					-30.00	30.00
Bill Pmt -Check	DEBIT	10/19/2020	Amazon LLC	200.2 · Citizens Checking Account		-79.02
Bill	1114312225...	10/19/2020		7410.4D · Programs	-79.02	79.02
TOTAL					-79.02	79.02
Bill Pmt -Check	DEBIT	10/19/2020	Amazon LLC	200.2 · Citizens Checking Account		-28.41
Bill	1125779473...	10/19/2020		7410.4D · Programs	-28.41	28.41
TOTAL					-28.41	28.41

The Castleton Public Library
Check Detail
October 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**10/20/2020**	**Dollar Tree**	**200.2 · Citizens Checking Account**		**-5.00**
Bill		10/20/2020		7410.4D · Programs	-5.00	5.00
TOTAL					-5.00	5.00
Bill Pmt -Check	**DEBIT**	**10/20/2020**	**Price Chopper**	**200.2 · Citizens Checking Account**		**-6.47**
Bill		10/20/2020		7410.4D · Programs	-6.47	6.47
TOTAL					-6.47	6.47
Bill Pmt -Check	**DEBIT**	**10/21/2020**	**USPS**	**200.2 · Citizens Checking Account**		**-5.32**
Bill		10/21/2020		7410.4G · Postage	-5.32	5.32
TOTAL					-5.32	5.32
Bill Pmt -Check	**DEBIT**	**10/22/2020**	**Target**	**200.2 · Citizens Checking Account**		**-136.14**
Bill		10/22/2020		7410.4D · Programs	-136.14	136.14
TOTAL					-136.14	136.14
Bill Pmt -Check	**DEBIT**	**10/22/2020**	**Price Chopper**	**200.2 · Citizens Checking Account**		**-22.46**
Bill		10/22/2020		7410.4D · Programs	-22.46	22.46
TOTAL					-22.46	22.46
Bill Pmt -Check	**DEBIT**	**10/27/2020**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-143.47**
Bill	1126512639...	10/27/2020		7410.4D · Programs	-143.47	143.47
TOTAL					-143.47	143.47
Bill Pmt -Check	**DEBIT**	**10/29/2020**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-12.96**
Bill	1129654167...	10/29/2020		74104B1 · DVDs & Other Materials	-12.96	12.96
TOTAL					-12.96	12.96
Bill Pmt -Check	**DEBIT**	**10/30/2020**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-144.60**
Bill	1117164278...	10/30/2020		7410.4F · Office and Library Supplies	-144.60	144.60
TOTAL					-144.60	144.60
Bill Pmt -Check	**2716**	**10/06/2020**	**Rabbit Air**	**200.2 · Citizens Checking Account**		**-599.95**
Bill	31457334.	10/01/2020		7410.4C · Equipment/Technology	-599.95	599.95
TOTAL					-599.95	599.95
Bill Pmt -Check	**2717**	**10/07/2020**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-679.24**
Bill	84279	10/02/2020		9060.8 · Health Insurance	-679.24	679.24
TOTAL					-679.24	679.24

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	2718	10/07/2020	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-679.24**
Bill	84280	10/02/2020		9060.8 · Health Insurance	-679.24	679.24
TOTAL					-679.24	679.24
Bill Pmt -Check	2719	10/07/2020	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-3,769.16**
Bill	84281	10/02/2020		7410.1A · Gross wages - Director	-1,989.08	1,989.08
				7410.1B · Gross wages - Librarian	-819.65	819.65
				7410.1C · Gross wages - Assistant	-695.06	695.06
				9030.8 · Social Security/Medicare	-265.37	265.37
TOTAL					-3,769.16	3,769.16
Bill Pmt -Check	2720	10/07/2020	**Brodart**	**200.2 · Citizens Checking Account**		**-1,002.65**
Bill	MULTIPLE	10/01/2020		74104B3 · Print Materials	-1,002.65	1,002.65
TOTAL					-1,002.65	1,002.65
Bill Pmt -Check	2721	10/07/2020	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-120.75**
Bill	84278	10/02/2020		9055.8 · Disability	-120.75	120.75
TOTAL					-120.75	120.75
Bill Pmt -Check	2722	10/07/2020	**UHLS**	**200.2 · Citizens Checking Account**		**-202.63**
Bill	20-512	10/01/2020		74104B2 · Electronic Content	-202.63	202.63
TOTAL					-202.63	202.63
Bill Pmt -Check	2723	10/07/2020	**OverDrive**	**200.2 · Citizens Checking Account**		**-405.95**
Bill	01080CO20...	10/01/2020		74104B2 · Electronic Content	-405.95	405.95
TOTAL					-405.95	405.95
Bill Pmt -Check	2724	10/07/2020	**UHLS**	**200.2 · Citizens Checking Account**		**-931.52**
Bill	20-115	10/01/2020		7410.4E · Automated Services	-931.52	931.52
TOTAL					-931.52	931.52
Bill Pmt -Check	2725	10/07/2020	**T-Mobile**	**200.2 · Citizens Checking Account**		**-119.44**
Bill		10/01/2020		7410.4B · Library Materials	-89.58	89.58
				7410.4C · Equipment/Technology	-29.86	29.86
TOTAL					-119.44	119.44
Bill Pmt -Check	2726	10/07/2020	**UHLS**	**200.2 · Citizens Checking Account**		**-10.65**
Bill	20-496	10/01/2020		7410.4F · Office and Library Supplies	-10.65	10.65
TOTAL					-10.65	10.65

The Castleton Public Library
Check Detail
October 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**2727**	**10/07/2020**	Joelle Adler	**200.2 · Citizens Checking Account**		**-9.09**
Bill		10/07/2020		7410.4D · Programs	-9.09	9.09
TOTAL					-9.09	9.09
Bill Pmt -Check	**2728**	**10/09/2020**	U.S. Bank	**200.2 · Citizens Checking Account**		**-136.40**
Bill		10/07/2020		7410.4C · Equipment/Technology	-136.40	136.40
TOTAL					-136.40	136.40
Bill Pmt -Check	**2729**	**10/19/2020**	Time Warner Cable	**200.2 · Citizens Checking Account**		**-95.63**
Bill	8688574011...	10/11/2020		7410.4H · Telephone/Data Links	-95.63	95.63
TOTAL					-95.63	95.63
Bill Pmt -Check	**2730**	**10/23/2020**	Village of Castlet...	**200.2 · Citizens Checking Account**		**-3,777.44**
Bill	84284	10/20/2020		7410.1A · Gross wages - Director	-1,989.08	1,989.08
				7410.1B · Gross wages - Librarian	-819.65	819.65
				7410.1C · Gross wages - Assistant	-702.75	702.75
				9030.8 · Social Security/Medicare	-265.96	265.96
TOTAL					-3,777.44	3,777.44
Bill Pmt -Check	**2731**	**10/23/2020**	Village of Castlet...	**200.2 · Citizens Checking Account**		**-679.24**
Bill	84285	10/20/2020		9060.8 · Health Insurance	-679.24	679.24
TOTAL					-679.24	679.24

The Castleton Public Library
Reconciliation Summary
200.1 · Citizens Money Market, Period Ending 10/31/2020

	Oct 31, 20
Beginning Balance	136,185.16
Cleared Transactions	
Checks and Payments - 1 item	-15,000.00
Deposits and Credits - 2 items	58.02
Total Cleared Transactions	-14,941.98
Cleared Balance	**121,243.18**
Register Balance as of 10/31/2020	121,243.18
Ending Balance	121,243.18

The Castleton Public Library
Reconciliation Detail
200.1 · Citizens Money Market, Period Ending 10/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						136,185.16
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	10/28/2020			X	-15,000.00	-15,000.00
Total Checks and Payments					-15,000.00	-15,000.00
Deposits and Credits - 2 items						
Deposit	10/19/2020			X	55.75	55.75
Deposit	10/31/2020			X	2.27	58.02
Total Deposits and Credits					58.02	58.02
Total Cleared Transactions					-14,941.98	-14,941.98
Cleared Balance					-14,941.98	121,243.18
Register Balance as of 10/31/2020					-14,941.98	121,243.18
Ending Balance					**-14,941.98**	**121,243.18**

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 10/31/2020

	Oct 31, 20
Beginning Balance	40,796.26
Cleared Transactions	
Checks and Payments - 34 items	-14,104.20
Deposits and Credits - 1 item	15,000.00
Total Cleared Transactions	895.80
Cleared Balance	**41,692.06**
Uncleared Transactions	
Checks and Payments - 2 items	-84.09
Total Uncleared Transactions	-84.09
Register Balance as of 10/31/2020	**41,607.97**
Ending Balance	41,607.97

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 10/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						40,796.26
Cleared Transactions						
Checks and Payments - 34 items						
Bill Pmt -Check	08/28/2020	2703	Joelle Adler	X	-9.40	-9.40
Bill Pmt -Check	10/01/2020	DEBIT	Amazon LLC	X	-15.97	-25.37
Bill Pmt -Check	10/01/2020	DEBIT	Price Chopper	X	-9.99	-35.36
Bill Pmt -Check	10/06/2020	2716	Rabbit Air	X	-599.95	-635.31
Bill Pmt -Check	10/06/2020	DEBIT	Amazon LLC	X	-14.97	-650.28
Bill Pmt -Check	10/06/2020	DEBIT	Amazon LLC	X	-14.96	-665.24
Bill Pmt -Check	10/07/2020	2719	Village of Castleton-...	X	-3,769.16	-4,434.40
Bill Pmt -Check	10/07/2020	2720	Brodart	X	-1,002.65	-5,437.05
Bill Pmt -Check	10/07/2020	2724	UHLS	X	-931.52	-6,368.57
Bill Pmt -Check	10/07/2020	2718	Village of Castleton-...	X	-679.24	-7,047.81
Bill Pmt -Check	10/07/2020	2717	Village of Castleton-...	X	-679.24	-7,727.05
Bill Pmt -Check	10/07/2020	2723	OverDrive	X	-405.95	-8,133.00
Bill Pmt -Check	10/07/2020	2722	UHLS	X	-202.63	-8,335.63
Bill Pmt -Check	10/07/2020	2721	Village of Castleton-...	X	-120.75	-8,456.38
Bill Pmt -Check	10/07/2020	2725	T-Mobile	X	-119.44	-8,575.82
Bill Pmt -Check	10/07/2020	2726	UHLS	X	-10.65	-8,586.47
Bill Pmt -Check	10/09/2020	2728	U.S. Bank	X	-136.40	-8,722.87
Bill Pmt -Check	10/14/2020	DEBIT	Deluxe	X	-161.21	-8,884.08
Bill Pmt -Check	10/15/2020	DEBIT	Amazon LLC	X	-46.98	-8,931.06
Bill Pmt -Check	10/16/2020	DEBIT	Walgreens	X	-6.98	-8,938.04
Bill Pmt -Check	10/17/2020	DEBIT	Webb's Gold Krest E...	X	-30.00	-8,968.04
Bill Pmt -Check	10/19/2020	2729	Time Warner Cable	X	-95.63	-9,063.67
Bill Pmt -Check	10/19/2020	DEBIT	Amazon LLC	X	-79.02	-9,142.69
Bill Pmt -Check	10/19/2020	DEBIT	Amazon LLC	X	-28.41	-9,171.10
Bill Pmt -Check	10/20/2020	DEBIT	Price Chopper	X	-6.47	-9,177.57
Bill Pmt -Check	10/20/2020	DEBIT	Dollar Tree	X	-5.00	-9,182.57
Bill Pmt -Check	10/21/2020	DEBIT	USPS	X	-5.32	-9,187.89
Bill Pmt -Check	10/22/2020	DEBIT	Target	X	-136.14	-9,324.03
Bill Pmt -Check	10/22/2020	DEBIT	Price Chopper	X	-22.46	-9,346.49
Bill Pmt -Check	10/23/2020	2730	Village of Castleton-...	X	-3,777.44	-13,123.93
Bill Pmt -Check	10/23/2020	2731	Village of Castleton-...	X	-679.24	-13,803.17
Bill Pmt -Check	10/27/2020	DEBIT	Amazon LLC	X	-143.47	-13,946.64
Bill Pmt -Check	10/29/2020	DEBIT	Amazon LLC	X	-12.96	-13,959.60
Bill Pmt -Check	10/30/2020	DEBIT	Amazon LLC	X	-144.60	-14,104.20
Total Checks and Payments					-14,104.20	-14,104.20
Deposits and Credits - 1 item						
Transfer	10/28/2020			X	15,000.00	15,000.00
Total Deposits and Credits					15,000.00	15,000.00
Total Cleared Transactions					895.80	895.80
Cleared Balance					895.80	41,692.06

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 10/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	09/25/2020	2715	Magicman Entertain...		-75.00	-75.00
Bill Pmt -Check	10/07/2020	2727	Joelle Adler		-9.09	-84.09
Total Checks and Payments					-84.09	-84.09
Total Uncleared Transactions					-84.09	-84.09
Register Balance as of 10/31/2020					811.71	41,607.97
Ending Balance					**811.71**	**41,607.97**

The Castleton Public Library
Profit & Loss
October 2020

	Oct 20
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	0.00
2082.13 · Copies, Prints and Faxes	0.00
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	0.00
Total 2082 · Library Charges	0.00
2401 · Interest & Earnings	2.27
2705 · Gifts & Donations	55.75
Total Income	58.02
Gross Profit	58.02
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	3,978.16
7410.1B · Gross wages - Librarian	1,639.30
7410.1C · Gross wages - Assistant	1,397.81
Total 7410.11 · Employee Gross Wages	7,015.27
Total 7410.1 · Personal Services	7,015.27
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B5 · Magazines and Newspapers	15.97
74104B3 · Print Materials	1,017.62
74104B2 · Electronic Content	608.58
74104B1 · DVDs & Other Materials	27.92
7410.4B · Library Materials - Other	89.58
Total 7410.4B · Library Materials	1,759.67
7410.4C · Equipment/Technology	766.21
7410.4D · Programs	524.01
7410.41 · Operations and Administrative	
7410.4E · Automated Services	931.52
7410.4G · Postage	5.32
7410.4H · Telephone/Data Links	95.63
7410.4F · Office and Library Supplies	316.46
Total 7410.41 · Operations and Administrative	1,348.93
Total 7410.4 · Contractual Expenses	4,398.82
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	531.33
9055.8 · Disability	120.75
9060.8 · Health Insurance	2,037.72
Total 9000 · Employee - Benefits	2,689.80
Total Expense	14,103.89
Net Ordinary Income	-14,045.87
Net Income	-14,045.87

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through October 2020

	Jan - Oct 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	94.02	0.00	94.02	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	230.22	725.00	-494.78	31.8%
Total 2082 · Library Charges	230.22	725.00	-494.78	31.8%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	146,786.00	146,786.00	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	164,111.00	164,111.00	0.00	100.0%
2401 · Interest & Earnings	26.78	24.00	2.78	111.6%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,418.16	5,000.00	1,418.16	128.4%
Total 2705 · Gifts & Donations	7,418.16	6,000.00	1,418.16	123.6%
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	1,100.00	1,000.00	100.00	110.0%
Total 2760 · Library System Grants	1,100.00	4,566.00	-3,466.00	24.1%
599 · Appropriated Fund Balance	0.00	3,222.00	-3,222.00	0.0%
Total Income	172,886.16	178,648.00	-5,761.84	96.8%
Gross Profit	172,886.16	178,648.00	-5,761.84	96.8%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	41,687.57	51,716.00	-10,028.43	80.6%
7410.1B · Gross wages - Librarian	16,066.43	20,176.00	-4,109.57	79.6%
7410.1C · Gross wages - Assistant	22,100.62	38,800.00	-16,699.38	57.0%
Total 7410.11 · Employee Gross Wages	79,854.62	110,692.00	-30,837.38	72.1%
Total 7410.1 · Personal Services	79,854.62	110,692.00	-30,837.38	72.1%
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	423.13	960.00	-536.87	44.1%
74104B4 · Audiobooks	239.98	540.00	-300.02	44.4%
74104B3 · Print Materials	6,212.45	7,500.00	-1,287.55	82.8%
74104B2 · Electronic Content	6,396.94	3,855.00	2,541.94	165.9%
74104B1 · DVDs & Other Materials	1,060.84	2,091.00	-1,030.16	50.7%
7410.4B · Library Materials - Other	779.72	1,270.00	-490.28	61.4%
Total 7410.4B · Library Materials	15,938.06	18,016.00	-2,077.94	88.5%
7410.4C · Equipment/Technology	2,570.77	3,050.00	-479.23	84.3%
7410.4D · Programs				
74104D1 · Summer Reading Program	2,684.19	3,500.00	-815.81	76.7%

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through October 2020

	Jan - Oct 20	Budget	$ Over Budget	% of Budget
7410.4D · Programs - Other	1,580.03	2,500.00	-919.97	63.2%
Total 7410.4D · Programs	4,264.22	6,000.00	-1,735.78	71.1%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	387.45	800.00	-412.55	48.4%
7410.4E · Automated Services	3,726.08	3,726.00	0.08	100.0%
7410.4G · Postage	29.37	300.00	-270.63	9.8%
7410.4H · Telephone/Data Links	937.82	1,400.00	-462.18	67.0%
7410.4I · Insurance	2,347.41	2,530.00	-182.59	92.8%
7410.4F · Office and Library Supplies	1,172.49	1,300.00	-127.51	90.2%
7410.4J · Professional Services	300.00	850.00	-550.00	35.3%
Total 7410.41 · Operations and Administrati...	8,900.62	10,906.00	-2,005.38	81.6%
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	31,683.67	38,997.00	-7,313.33	81.2%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	5,500.00	-5,500.00	0.0%
9030.8 · Social Security/Medicare	5,996.75	8,413.00	-2,416.25	71.3%
9040.8 · Workers Comp	344.41	880.00	-535.59	39.1%
9055.8 · Disability	362.25	535.00	-172.75	67.7%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	6,375.64	7,683.00	-1,307.36	83.0%
Total 9060.8 · Health Insurance	6,375.64	9,183.00	-2,807.36	69.4%
Total 9000 · Employee - Benefits	13,079.05	24,511.00	-11,431.95	53.4%
Total Expense	124,617.34	178,646.00	-54,028.66	69.8%
Net Ordinary Income	48,268.82	2.00	48,266.82	2,413,441.0%
Net Income	48,268.82	2.00	48,266.82	2,413,441.0%

The Castleton Public Library
Profit & Loss Forecast vs. Actual
January through October 2020

	Jan - Oct 20	Forecast	$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	1.90	136.94	-135.04	1.4%
2082.12 · Lost Books	94.02	187.88	-93.86	50.0%
2082.13 · Copies, Prints and Faxes	134.40	699.80	-565.40	19.2%
2082.14 · Register Overage/Shortage	-0.10	-0.55	0.45	18.2%
Total 2082.1 · Library Fines & Fees	230.22	1,024.07	-793.85	22.5%
Total 2082 · Library Charges	230.22	1,024.07	-793.85	22.5%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	146,786.00	130,410.00	16,376.00	112.6%
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	164,111.00	147,735.00	16,376.00	111.1%
2401 · Interest & Earnings	26.78	25.74	1.04	104.0%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,418.16	5,909.00	509.16	108.6%
Total 2705 · Gifts & Donations	7,418.16	6,909.00	509.16	107.4%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	19,332.00	-19,332.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	0.00	1,277.00	-1,277.00	0.0%
2760.9 · Grants - Other	1,100.00	4,200.00	-3,100.00	26.2%
Total 2760 · Library System Grants	1,100.00	24,809.00	-23,709.00	4.4%
Total Income	172,886.16	180,502.81	-7,616.65	95.8%
Gross Profit	172,886.16	180,502.81	-7,616.65	95.8%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	41,687.57	37,252.36	4,435.21	111.9%
7410.1B · Gross wages - Librarian	16,066.43	14,582.38	1,484.05	110.2%
7410.1C · Gross wages - Assistant	22,100.62	27,110.72	-5,010.10	81.5%
Total 7410.11 · Employee Gross Wages	79,854.62	78,945.46	909.16	101.2%
Total 7410.1 · Personal Services	79,854.62	78,945.46	909.16	101.2%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	38,516.14	-38,516.14	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	38,516.14	-38,516.14	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	825.00	1,575.00	-750.00	52.4%
74104B5 · Magazines and Newspapers	423.13	758.36	-335.23	55.8%
74104B4 · Audiobooks	239.98	409.96	-169.98	58.5%
74104B3 · Print Materials	6,212.45	7,218.75	-1,006.30	86.1%
74104B2 · Electronic Content	6,396.94	2,383.22	4,013.72	268.4%
74104B1 · DVDs & Other Materials	1,060.84	1,697.80	-636.96	62.5%
7410.4B · Library Materials - Other	779.72	128.52	651.20	606.7%
Total 7410.4B · Library Materials	15,938.06	14,171.61	1,766.45	112.5%
7410.4C · Equipment/Technology	2,570.77	1,946.41	624.36	132.1%
7410.4D · Programs				
74104D1 · Summer Reading Program	2,684.19	3,572.21	-888.02	75.1%
7410.4D · Programs - Other	1,580.03	987.97	592.06	159.9%
Total 7410.4D · Programs	4,264.22	4,560.18	-295.96	93.5%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	387.45	630.59	-243.14	61.4%
7410.4E · Automated Services	3,726.08	3,653.00	73.08	102.0%
7410.4G · Postage	29.37	189.07	-159.70	15.5%
7410.4H · Telephone/Data Links	937.82	915.70	22.12	102.4%
7410.4I · Insurance	2,347.41	2,321.05	26.36	101.1%
7410.4F · Office and Library Supplies	1,172.49	803.65	368.84	145.9%
7410.4J · Professional Services	300.00	420.00	-120.00	71.4%
Total 7410.41 · Operations and Administrative	8,900.62	8,933.06	-32.44	99.6%
7410.4K · Miscellaneous	10.00	74.07	-64.07	13.5%
Total 7410.4 · Contractual Expenses	31,683.67	29,685.33	1,998.34	106.7%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	0.00	0.00	0.0%
9030.8 · Social Security/Medicare	5,996.75	5,940.22	56.53	101.0%
9040.8 · Workers Comp	344.41	574.47	-230.06	60.0%
9055.8 · Disability	362.25	431.25	-69.00	84.0%

The Castleton Public Library
Profit & Loss Forecast vs. Actual
January through October 2020

	Jan - Oct 20	Forecast	$ Over Forecast	% of Forecast
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	366.07	-366.07	0.0%
9060.8 · Health Insurance - Other	6,375.64	5,731.44	644.20	111.2%
Total 9060.8 · Health Insurance	6,375.64	6,097.51	278.13	104.6%
Total 9000 · Employee - Benefits	13,079.05	13,043.45	35.60	100.3%
Total Expense	124,617.34	160,190.38	-35,573.04	77.8%
Net Ordinary Income	48,268.82	20,312.43	27,956.39	237.6%
Net Income	48,268.82	20,312.43	27,956.39	237.6%

The Castleton Public Library
Balance Sheet
As of October 31, 2020

	Oct 31, 20
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	121,243.18
200.2 · Citizens Checking Account	41,607.97
200.9 · Petty Cash	50.00
Total Checking/Savings	162,901.15
Other Current Assets	
395 · Deposits with Other Government	3,500.00
Total Other Current Assets	3,500.00
Total Current Assets	166,401.15
TOTAL ASSETS	**166,401.15**
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	48,268.82
Total Equity	166,401.17
TOTAL LIABILITIES & EQUITY	**166,401.15**

Director's Report – October

October 2020 – Usage Statistics in Comparison

	October 2020	October 2019	Percent Change
Circulation			
Circulation of materials at CPL	1,281	2,431	-47.3%
Items loaned to other libraries	505	528	-4.4%
Items borrowed from other libraries	580	1,093	-46.9%
eContent circulation*	804	472	+70.3%
Programming			
Number of programs offered	16	39	-59%
Program attendance – in-person	617	545	+13.2%
Program attendance – live virtual	0	N/A	N/A
Program attendance – prerecorded virtual**	143	N/A	N/A
Public Computer Use			
Public Computer Sessions	0	104	-100%
WiFi Use (daily unique users)(3.59 GB)	251	395	-36.5%
WiFi Hotspot Use	29.9 GB	N/A	N/A
Marketing Reach			
Website visits	1,137	1,206	-5.7%
Website unique visitors	597	706	-15.4%
Email newsletter list size	1,412	1,362	+3.7%
Facebook page likes	853	751	+13.6%
Facebook total reach	14,388	14,248	+1%
* = Includes OverDrive and Hoopla checkouts. ** = Attendance for prerecorded virtual programs is measured by total views through 10/31. If for a kit activity, the number of kits taken will be used for attendance number if higher than view count.			

Visitation – Month-to-Month Comparison

Month	Curbside Orders	Curbside - Change from Prev. Mo.	In-Person Visits	In-Person - Change from Prev. Mo.	Total Visitation	Total - Change from Prev. Mo.
October	19	-66.1%	258	+34.4%	277	+11.7%
September	56	-54.5%	192	+71.4%	248	+5.5%
August	123	-3.9%	112	+23.1%	235	+7.3%
July	128	+40.7%	91	+264%	219	+88.8%
June	91	N/A	25	N/A	116	N/A

Library service timeline:
- June 1 – CPL reopens for curbside service only
- June 22 – CPL begins to offer in-person visits by appointment
- September 9 – CPL begins walk-in service

Loans of Physical Items – Month-to-Month Comparison

Month	Number of Checkouts	% Change from Previous Month
October	1,281	-18.3%
September	1,567	4.1%
August	1,505	33.4%
July	1,128	178.5%
June	405	1520%

eContent Usage – Month-to-Month Comparison

	October 2020	September 2020	Percent Change
OverDrive – Items checked out by CPL patrons	756	738	+2.4%
OverDrive – Unique CPL users with checkouts	103	103	0%
OverDrive – New CPL users	3	2	+50%
Hoopla – Items checked out by CPL patrons	48	39	+23.1%
Hoopla – New CPL users	5	4	+25%

Programs – October

Recycled Art Challenge!	0	Paint a Mini-Pumpkin	22
Cool Science: Floating M&Ms	58	Kids Cook: Make Your Own Bread	2
Take & Make Crafts: Halloween Crafts	62	Virtual Storytime	6
Virtual Book Club	0	Castle Hill Bookmobile	5
Virtual Storytime	2	Virtual Book Club	0
Virtual Storytime	4	Virtual Storytime	9
TED Talk Discussion Series	0	Halloween Car Parade	590
Teen Time: Halloween Volunteers	0	**Month total**	**763**

Youth Services Librarian – Meetings, Outreach, and Continuing Education (October)
o   October 7 – Webinar: "Whose Turn Is It, Anyway? Online Board Gaming and Libraries"
o   October 14 – Meeting with Director (online meeting)
o   October 15 – Youth Services Advisory Council: Small Library Concerns Meeting (online meeting)
o   October 21 – Webinar: "Welcoming Generation Z to Our Libraries"
o   October 26 – Meeting with Director (online meeting)

Director – Meetings, Outreach, and Continuing Education (October)
o   October 2 – Directors Association meeting (online meeting)
o   October 5 – Ad Hoc Coordinated Reopening Committee (online meeting)
o   October 13 – Village Board meeting (online meeting)
o   October 14 – Webinar: "When 'Learning' Becomes 'School': Supporting Parents Educating Young Children at Home" (Part 3 of 3)
o   October 14 – Meeting with Youth Services Librarian (online meeting)
o   October 15 – UHLS Annual Awards Presentation (online meeting)
o   October 16 – Directors Association meeting (online meeting)
o   October 19 – Finance Committee meeting (online meeting)
o   October 20 – NYLA Developing Leaders Program Closeout Conversation (online meeting)
o   October 23 – Outreach – Contactless Bookmobile at Castle Hill
o   October 23 – eContent Advisory Committee – OverDrive Reciprocal Lending Demonstration (online meeting)
o   October 26 – Meeting with Youth Services Librarian (online meeting)
o   October 30 – Webinar: "How to do Long Range Planning in a Crisis"