

**Agenda**  
**Castleton Public Library Board of Trustees Meeting**  
**Regular Meeting, November 13, 2023 at 7:00pm**

**Welcome**

**Pledge of Allegiance**

**Roll Call**

**Adoption of Agenda**

**Public Comment**

**New Business**

- Trustee terms
- Proposed 2024 meeting schedule
- Draft 2024 Budget
- Follow-up on Racial Equity Training

**Old Business**

- Village of Castleton – Sunday library hours
- Library word-of-mouth advertising

**President's Report**

**Secretary's Report**

- Review of minutes from October 16, 2023

**Treasurer's Report**

**Director's Report**

**Friends Report**

**Village of Castleton Liaison Report**

**Committee Reports**

- Finance Committee – A. Mitchum, S. Mitchum
- Administrative Committee – K. Bielawa, L. Knaack, C. Strange
- Operations/Capital projects – P. Cartwright, S. Mitchum
- Policy Committee – M. Johnston, L. Knaack
- Long Range Plan Committees:
  - Marketing & Community Connections – P. Cartwright, L. Knaack
  - Library Services & Outreach – A. Mitchum, S. Mitchum
  - Library Space – K. Bielawa, C. Strange, M. Johnston

**Announcements**

**Public Comment**

**Executive Session**

**Adjourn**

**Castleton Public Library**  
**2024 Proposed Meeting Schedule**

All meetings are scheduled for 7:00 p.m.

Tuesday, January 16

Tuesday, February 20

Monday, March 18

Monday, April 15

Monday, May 20

Tuesday, June 17

Monday, July 15

Monday, August 19

Monday, September 23

Monday, October 21

Monday, November 18

Monday, December 16

Castleton Public Library - DRAFT 2024 Budget				
<b>Income</b>				
Line Item	Description	2024 Budget	2023 Revised Budget	Difference
2082.11	Fines	\$0.00	\$21.00	-\$21.00
2082.12	Lost Books	\$0.00	\$97.00	\$0.00
2082.13	Copies, Prints, & Faxes	\$0.00	\$72.00	-\$72.00
	<b>Total 2082</b>	<b>\$0.00</b>	<b>\$190.00</b>	<b>-\$190.00</b>
2360.1	Town of Schodack	\$88,000.00	\$176,000.00	-\$88,000.00
2360.2	Village of Castleton	\$10,000.00	\$14,000.00	-\$4,000.00
2360.3	Rensselaer County	\$3,325.00	\$3,325.00	\$0.00
2360.4	Library Tax - SCSD Property Owners	\$159,000.00	\$0.00	\$159,000.00
	<b>Total 2360</b>	<b>\$260,325.00</b>	<b>\$193,325.00</b>	<b>\$67,000.00</b>
<b>2401</b>	<b>Interest &amp; Earnings</b>	<b>\$500.00</b>	<b>\$530.00</b>	<b>-\$30.00</b>
2705	Gifts & Donations	\$8,000.00	\$10,200.00	-\$2,200.00
2705.1	Friends of CPL - Summer Reading	\$1,000.00	\$1,000.00	\$0.00
	<b>Total 2705</b>	<b>\$9,000.00</b>	<b>\$11,200.00</b>	<b>-\$2,200.00</b>
2760.1	Grants - LLSA (UHLS)	\$1,436.00	\$1,436.00	\$0.00
2760.3	Grants - NYS Library Const. Grant	\$15,200.00	\$0.00	\$0.00
2760.9	Grants - Other	\$1,000.00	\$26,000.00	-\$25,000.00
	<b>Total 2760</b>	<b>\$17,636.00</b>	<b>\$27,436.00</b>	<b>-\$9,800.00</b>
	<b>Funds from 2023 FY</b>	<b>\$5,834.00</b>	<b>\$0.00</b>	<b>\$5,834.00</b>
	<b>Funds from reserves</b>	<b>\$6,260.00</b>	<b>\$0.00</b>	<b>\$6,260.00</b>
	<b>Total Income</b>	<b>\$293,325.00</b>	<b>\$232,681.00</b>	<b>\$60,644.00</b>
<b>Expenses</b>				
7410.1A	Gross Wages - Director	\$67,925.00	\$62,856.00	\$5,069.00
7410.1B	Gross Wages - Librarian I	\$53,700.00	\$22,880.00	\$30,820.00
7410.1C	Gross Wages - Lib. Asst. & Lib. Aides	\$63,000.00	\$46,385.00	\$16,615.00
	<b>Total 7410.1</b>	<b>\$184,625.00</b>	<b>\$132,121.00</b>	<b>\$52,504.00</b>
<b>7410.2A</b>	<b>Library Renovation</b>	<b>\$21,460.00</b>	<b>\$0.00</b>	<b>\$21,460.00</b>
7410.4B	Library Materials - Other	\$1,230.00	\$1,086.00	\$144.00
7410.4B1	Library Materials - DVDs	\$1,790.00	\$1,840.00	-\$50.00
7410.4B2	Library Materials - Electronic Content	\$6,600.00	\$5,759.00	\$841.00
7410.4B3	Library Materials - Print Materials	\$10,000.00	\$9,990.00	\$10.00
7410.4B4	Library Materials - Audiobooks	\$0.00	\$0.00	\$0.00
7410.4B5	Library Materials - Magazines	\$250.00	\$220.00	\$30.00
7410.4B6	Library Materials - Museum Passes	\$1,850.00	\$1,830.00	\$20.00
	<b>Total 7410.4B</b>	<b>\$21,720.00</b>	<b>\$20,725.00</b>	<b>\$995.00</b>
<b>7410.4C</b>	<b>Equipment/Technology</b>	<b>\$1,650.00</b>	<b>\$1,795.00</b>	<b>-\$145.00</b>
7410.4D	Programs	\$3,000.00	\$1,982.00	\$1,018.00
7410.4D1	Summer Reading Program	\$4,600.00	\$4,348.00	\$252.00
	<b>Total 7410.4D</b>	<b>\$7,600.00</b>	<b>\$6,330.00</b>	<b>\$1,270.00</b>
7410.4A	Staff Development/Education	\$800.00	\$345.00	\$455.00
7410.4E	Automated Services	\$3,992.00	\$3,992.00	\$0.00
7410.4G	Postage	\$330.00	\$325.00	\$5.00

7410.4H	Telephone/Data Links	\$1,200.00	\$1,160.00	\$40.00
7410.4I	Insurance	\$2,955.00	\$2,730.00	\$225.00
7410.4F	Office and Library Supplies	\$1,000.00	\$735.00	\$265.00
7410.4J	Professional Services	\$400.00	\$315.00	\$85.00
	<b>Total 7410.4I</b>	<b>\$10,677.00</b>	<b>\$9,602.00</b>	<b>\$1,075.00</b>
7410.4L	Strategic Planning - Survey	\$0.00	\$1,179.00	-\$1,179.00
7410.4K	Miscellaneous	\$30.00	\$1,592.00	-\$1,562.00
	<b>Total 7410.4</b>	<b>\$10,707.00</b>	<b>\$12,373.00</b>	<b>-\$1,666.00</b>
9010.8	NYS Retirement	\$8,500.00	\$8,156.00	\$344.00
9030.8	Social Security/Medicare	\$14,100.00	\$10,033.00	\$4,067.00
9040.8	Workers Compensation	\$900.00	\$900.00	\$0.00
9055.8	Disability	\$500.00	\$500.00	\$0.00
9060.8	Health Insurance	\$19,563.00	\$8,914.00	\$10,649.00
9060.81	HRA Funding	\$2,000.00	\$0.00	\$2,000.00
	<b>Total 9000</b>	<b>\$45,563.00</b>	<b>\$28,503.00</b>	<b>\$17,060.00</b>
	<b>Total Expenses</b>	<b>\$293,325.00</b>	<b>\$201,847.00</b>	<b>\$91,478.00</b>

# Notes from Racial Equity Training - follow-up session with UHLS

## October 16, 2023

### Mission and Values

- Doesn't say "we're here for everyone" explicitly
- Articulate values
- Empowering our entire community
- Enriching all lives

### Policies

- External and internal
- Getting the language right - no assumptions
- Access to library and information - cards
- Staff

### Services

- Works for all patron needs
- Accessibility of library
- Additional staff support allows more/different programs
- Additional hours
- Community members as diverse programming
- Keep collections diverse

### Board Practices

- Structural barriers
  - Childcare considerations
  - Meeting days/times - consistency is crucial
  - Predictability
  - open house / web profiles
- Fiduciary responsibilities
  - \$ for outreach with explicit language that states your intentions
- Accessible documents
  - Public comment
  - Minutes in plain text
  - Printed copy available too
- Recruitment
  - Use words that specifically note your interest in a board that reflects the community
  - Take ownership of recruiting
  - Regularly have recruitment conversations
  - Student representative on board

# Castleton Public Library Board of Trustees Meeting

Monday, October 16, 2023 Minutes

## Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:01 pm.

## Roll Call

Present (physical): Shane Mitchum, President; Patrick Cartwright, Vice President; Laurie Knaack, Secretary; Alyssa Mitchum, Treasurer; Kate Bielawa, Trustee; Meghan Johnston, Trustee; Colin Strainge, Trustee; Melissa Tacke, Library Director

Absent: none

## Adoption of Agenda

The adoption of the agenda was motioned by Trustee Cartwright and seconded by Trustee Knaack. Unanimously approved. This meeting was held with an abbreviated agenda to permit trustees to attend the final UHLS Racial Equity Training session immediately following the review of essential business.

## Public Comment

None.

## Reports

### Secretary's Report

Trustee Cartwright motioned to approve the September 2023 meeting minutes. Seconded by Trustee Strainge. Unanimously approved.

### Treasurer's Report

Trustee Cartwright motioned to approve the September 2023 Check Detail Reports. Seconded by Trustee Knaack. Unanimously approved.

### Director's Report

Director Tacke presented statistics for September.

## Announcements

None.

## Public Comment

None.

## Executive Session

None.

## Adjournment

The meeting was adjourned at 7:05 pm.

10:25 AM  
11/04/23

The Castleton Public Library  
**Check Detail**  
October 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	10/02/2023	Google LLC	200.2 · Citizens Checking Account		-28.60
Bill	4816721523	10/02/2023		7410.4C · Equipment/Technology	-28.60	28.60
TOTAL					-28.60	28.60
Bill Pmt -Check	DEBIT	10/03/2023	Amazon LLC	200.2 · Citizens Checking Account		-14.98
Bill	1148287748...	10/03/2023		7410.4D · Programs	-14.98	14.98
TOTAL					-14.98	14.98
Bill Pmt -Check	DEBIT	10/03/2023	Amazon LLC	200.2 · Citizens Checking Account		-18.99
Bill	1149187534...	10/03/2023		7410.4D · Programs	-18.99	18.99
TOTAL					-18.99	18.99
Bill Pmt -Check	DEBIT	10/05/2023	Price Chopper	200.2 · Citizens Checking Account		-3.50
Bill		10/05/2023		7410.4D · Programs	-3.50	3.50
TOTAL					-3.50	3.50
Bill Pmt -Check	DEBIT	10/10/2023	Amazon LLC	200.2 · Citizens Checking Account		-39.99
Bill	1143000510...	10/06/2023		7410.4F · Office and Library Supplies	-39.99	39.99
TOTAL					-39.99	39.99
Bill Pmt -Check	DEBIT	10/10/2023	Amazon LLC	200.2 · Citizens Checking Account		-19.96
Bill	1148287748...	10/10/2023		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	DEBIT	10/10/2023	Amazon LLC	200.2 · Citizens Checking Account		-14.96
Bill	1145043414...	10/10/2023		74104B1 · DVDs & Other Materials	-14.96	14.96
TOTAL					-14.96	14.96
Bill Pmt -Check	DEBIT	10/11/2023	USPS	200.2 · Citizens Checking Account		-5.14
Bill		10/11/2023		7410.4G · Postage	-5.14	5.14
TOTAL					-5.14	5.14
Bill Pmt -Check	DEBIT	10/12/2023	Wal-Mart	200.2 · Citizens Checking Account		-89.79
Bill		10/12/2023		7410.4D · Programs	-89.79	89.79
TOTAL					-89.79	89.79
Bill Pmt -Check	DEBIT	10/12/2023	Target	200.2 · Citizens Checking Account		-217.73
Bill		10/12/2023		7410.4D · Programs	-217.73	217.73
TOTAL					-217.73	217.73

10:25 AM  
11/04/23

The Castleton Public Library

Check Detail

October 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	10/16/2023	Amazon LLC	200.2 · Citizens Checking Account		-31.98
Bill	1148481370...	10/13/2023		7410.4D · Programs	-31.98	31.98
TOTAL					-31.98	31.98
Bill Pmt -Check	DEBIT	10/16/2023	Amazon LLC	200.2 · Citizens Checking Account		-19.96
Bill	1145043414...	10/17/2023		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	DEBIT	10/16/2023	Amazon LLC	200.2 · Citizens Checking Account		-17.99
Bill	1148287748...	10/17/2023		74104B1 · DVDs & Other Materials	-17.99	17.99
TOTAL					-17.99	17.99
Bill Pmt -Check	DEBIT	10/17/2023	Price Chopper	200.2 · Citizens Checking Account		-36.75
Bill		10/17/2023		7410.4D · Programs	-36.75	36.75
TOTAL					-36.75	36.75
Bill Pmt -Check	DEBIT	10/19/2023	Webb's Gold Kre...	200.2 · Citizens Checking Account		-75.00
Bill		10/19/2023		7410.4D · Programs	-75.00	75.00
TOTAL					-75.00	75.00
Bill Pmt -Check	DEBIT	10/19/2023	Amazon LLC	200.2 · Citizens Checking Account		-19.96
Bill	1148646118...	10/19/2023		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	DEBIT	10/19/2023	Price Chopper	200.2 · Citizens Checking Account		-15.79
Bill		10/19/2023		7410.4D · Programs	-15.79	15.79
TOTAL					-15.79	15.79
Bill Pmt -Check	DEBIT	10/23/2023	USPS	200.2 · Citizens Checking Account		-8.86
Bill		10/23/2023		7410.4G · Postage	-8.86	8.86
TOTAL					-8.86	8.86
Bill Pmt -Check	DEBIT	10/23/2023	Amazon LLC	200.2 · Citizens Checking Account		-27.98
Bill	1148047226...	10/20/2023		7410.4D · Programs	-27.98	27.98
TOTAL					-27.98	27.98
Bill Pmt -Check	DEBIT	10/24/2023	Amazon LLC	200.2 · Citizens Checking Account		-19.96
Bill	1148287748...	10/24/2023		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96



10:25 AM  
11/04/23

The Castleton Public Library  
**Check Detail**

October 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	10/25/2023	USPS	200.2 · Citizens Checking Account		-11.16
Bill		10/25/2023		7410.4G · Postage	-11.16	11.16
TOTAL					-11.16	11.16
Bill Pmt -Check	DEBIT	10/26/2023	Amazon LLC	200.2 · Citizens Checking Account		-14.99
Bill	1148287748...	10/26/2023		74104B1 · DVDs & Other Materials	-14.99	14.99
TOTAL					-14.99	14.99
Bill Pmt -Check	DEBIT	10/27/2023	Wal-Mart	200.2 · Citizens Checking Account		-65.78
Bill		10/27/2023		7410.4D · Programs	-65.78	65.78
TOTAL					-65.78	65.78
Bill Pmt -Check	DEBIT	10/30/2023	Amazon LLC	200.2 · Citizens Checking Account		-40.95
Bill	1148646118...	10/30/2023		74104B1 · DVDs & Other Materials	-40.95	40.95
TOTAL					-40.95	40.95
Bill Pmt -Check	DEBIT	10/30/2023	Amazon LLC	200.2 · Citizens Checking Account		-19.96
Bill	1144184649...	10/30/2023		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	3192	10/02/2023	T-Mobile	200.2 · Citizens Checking Account		-114.80
Bill		09/24/2023		7410.4C · Equipment/Technology 7410.4B · Library Materials	-28.70 -86.10	28.70 86.10
TOTAL					-114.80	114.80
Bill Pmt -Check	3193	10/10/2023	UHLS	200.2 · Citizens Checking Account		-998.00
Bill	23-428	10/04/2023		7410.4E · Automated Services	-998.00	998.00
TOTAL					-998.00	998.00
Bill Pmt -Check	3194	10/10/2023	UHLS	200.2 · Citizens Checking Account		-406.12
Bill	23-457	10/04/2023		74104B2 · Electronic Content	-406.12	406.12
TOTAL					-406.12	406.12
Bill Pmt -Check	3195	10/10/2023	Brodart	200.2 · Citizens Checking Account		-482.28
Bill	MULTIPLE	10/10/2023		74104B3 · Print Materials	-482.28	482.28
TOTAL					-482.28	482.28
Bill Pmt -Check	3196	10/10/2023	OverDrive	200.2 · Citizens Checking Account		-303.11
Bill	MULTIPLE	10/10/2023		74104B2 · Electronic Content	-303.11	303.11
TOTAL					-303.11	303.11

10:25 AM  
11/04/23

The Castleton Public Library  
**Check Detail**

October 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	3197	10/10/2023	Village of Castlet...	200.2 · Citizens Checking Account		-776.30
Bill	84517	10/10/2023		9060.8 · Health Insurance	-776.30	776.30
TOTAL					-776.30	776.30
Bill Pmt -Check	3198	10/10/2023	Village of Castlet...	200.2 · Citizens Checking Account		-5,583.75
Bill	84516	10/10/2023		7410.1A · Gross wages - Director	-2,423.07	2,423.07
				7410.1B · Gross wages - Librarian	-899.39	899.39
				7410.1C · Gross wages - Assistant	-1,867.55	1,867.55
				9030.8 · Social Security/Medicare	-393.74	393.74
TOTAL					-5,583.75	5,583.75
Bill Pmt -Check	3199	10/13/2023	Charter Commun...	200.2 · Citizens Checking Account		-97.38
Bill		10/06/2023		7410.4H · Telephone/Data Links	-97.38	97.38
TOTAL					-97.38	97.38
Bill Pmt -Check	3200	10/16/2023	Albany Public Li...	200.2 · Citizens Checking Account		-17.00
Bill		10/16/2023		7410.4K · Miscellaneous	-17.00	17.00
TOTAL					-17.00	17.00

10:19 AM  
11/04/23

**The Castleton Public Library**  
**Reconciliation Summary**  
200.1 · Citizens Money Market, Period Ending 10/31/2023

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	<u>Oct 31, 23</u>
<b>Beginning Balance</b>	202,651.97
<b>Cleared Transactions</b>	
Checks and Payments - 1 item	-15,000.00
Deposits and Credits - 2 items	<u>14,140.98</u>
<b>Total Cleared Transactions</b>	<u>-859.02</u>
<b>Cleared Balance</b>	<u><b>201,792.95</b></u>
<b>Register Balance as of 10/31/2023</b>	201,792.95
<b>Ending Balance</b>	201,792.95

10:19 AM

11/04/23

## The Castleton Public Library

## Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 10/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						202,651.97
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Transfer	10/16/2023			X	-15,000.00	-15,000.00
Total Checks and Payments					-15,000.00	-15,000.00
<b>Deposits and Credits - 2 items</b>						
Deposit	10/27/2023			X	14,099.40	14,099.40
Deposit	10/31/2023			X	41.58	14,140.98
Total Deposits and Credits					14,140.98	14,140.98
Total Cleared Transactions					-859.02	-859.02
Cleared Balance					-859.02	201,792.95
Register Balance as of 10/31/2023					-859.02	201,792.95
<b>Ending Balance</b>					<b>-859.02</b>	<b>201,792.95</b>

10:22 AM

11/04/23

The Castleton Public Library

Reconciliation Summary

200.2 - Citizens Checking Account, Period Ending 10/31/2023

	Oct 31, 23
Beginning Balance	11,307.14
Cleared Transactions	
Checks and Payments - 35 items	-10,029.20
Deposits and Credits - 1 item	15,000.00
Total Cleared Transactions	4,970.80
Cleared Balance	16,277.94
Uncleared Transactions	
Checks and Payments - 1 item	-17.00
Total Uncleared Transactions	-17.00
Register Balance as of 10/31/2023	16,260.94
Ending Balance	16,260.94

10:23 AM

11/04/23

# The Castleton Public Library Reconciliation Detail

200.2 - Citizens Checking Account, Period Ending 10/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						11,307.14
<b>Cleared Transactions</b>						
<b>Checks and Payments - 35 items</b>						
Bill Pmt -Check	09/18/2023	3187	Brodart	X	-324.95	-324.95
Bill Pmt -Check	09/27/2023	3191	UHLS	X	-61.80	-386.75
Bill Pmt -Check	10/02/2023	3192	T-Mobile	X	-114.80	-501.55
Bill Pmt -Check	10/02/2023	DEBIT	Google LLC	X	-28.60	-530.15
Bill Pmt -Check	10/03/2023	DEBIT	Amazon LLC	X	-18.99	-549.14
Bill Pmt -Check	10/03/2023	DEBIT	Amazon LLC	X	-14.98	-564.12
Bill Pmt -Check	10/05/2023	DEBIT	Price Chopper	X	-3.50	-567.62
Bill Pmt -Check	10/10/2023	3198	Village of Castleton-...	X	-5,583.75	-6,151.37
Bill Pmt -Check	10/10/2023	3193	UHLS	X	-998.00	-7,149.37
Bill Pmt -Check	10/10/2023	3197	Village of Castleton-...	X	-776.30	-7,925.67
Bill Pmt -Check	10/10/2023	3195	Brodart	X	-482.28	-8,407.95
Bill Pmt -Check	10/10/2023	3194	UHLS	X	-406.12	-8,814.07
Bill Pmt -Check	10/10/2023	3196	OverDrive	X	-303.11	-9,117.18
Bill Pmt -Check	10/10/2023	DEBIT	Amazon LLC	X	-39.99	-9,157.17
Bill Pmt -Check	10/10/2023	DEBIT	Amazon LLC	X	-19.96	-9,177.13
Bill Pmt -Check	10/10/2023	DEBIT	Amazon LLC	X	-14.96	-9,192.09
Bill Pmt -Check	10/11/2023	DEBIT	USPS	X	-5.14	-9,197.23
Bill Pmt -Check	10/12/2023	DEBIT	Target	X	-217.73	-9,414.96
Bill Pmt -Check	10/12/2023	DEBIT	Wal-Mart	X	-89.79	-9,504.75
Bill Pmt -Check	10/13/2023	3199	Charter Communicat...	X	-97.38	-9,602.13
Bill Pmt -Check	10/16/2023	DEBIT	Amazon LLC	X	-31.98	-9,634.11
Bill Pmt -Check	10/16/2023	DEBIT	Amazon LLC	X	-19.96	-9,654.07
Bill Pmt -Check	10/16/2023	DEBIT	Amazon LLC	X	-17.99	-9,672.06
Bill Pmt -Check	10/17/2023	DEBIT	Price Chopper	X	-36.75	-9,708.81
Bill Pmt -Check	10/19/2023	DEBIT	Webb's Gold Krest E...	X	-75.00	-9,783.81
Bill Pmt -Check	10/19/2023	DEBIT	Amazon LLC	X	-19.96	-9,803.77
Bill Pmt -Check	10/19/2023	DEBIT	Price Chopper	X	-15.79	-9,819.56
Bill Pmt -Check	10/23/2023	DEBIT	Amazon LLC	X	-27.98	-9,847.54
Bill Pmt -Check	10/23/2023	DEBIT	USPS	X	-8.86	-9,856.40
Bill Pmt -Check	10/24/2023	DEBIT	Amazon LLC	X	-19.96	-9,876.36
Bill Pmt -Check	10/25/2023	DEBIT	USPS	X	-11.16	-9,887.52
Bill Pmt -Check	10/26/2023	DEBIT	Amazon LLC	X	-14.99	-9,902.51
Bill Pmt -Check	10/27/2023	DEBIT	Wal-Mart	X	-65.78	-9,968.29
Bill Pmt -Check	10/30/2023	DEBIT	Amazon LLC	X	-40.95	-10,009.24
Bill Pmt -Check	10/30/2023	DEBIT	Amazon LLC	X	-19.96	-10,029.20
Total Checks and Payments					-10,029.20	-10,029.20
<b>Deposits and Credits - 1 item</b>						
Transfer	10/16/2023			X	15,000.00	15,000.00
Total Deposits and Credits					15,000.00	15,000.00
Total Cleared Transactions					4,970.80	4,970.80
Cleared Balance					4,970.80	16,277.94
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Bill Pmt -Check	10/16/2023	3200	Albany Public Library		-17.00	-17.00
Total Checks and Payments					-17.00	-17.00

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The Castleton Public Library

Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 10/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Total Uncleared Transactions					-17.00	-17.00
Register Balance as of 10/31/2023					4,953.80	16,260.94
Ending Balance					<b>4,953.80</b>	<b>16,260.94</b>

# The Castleton Public Library

## Profit & Loss

October 2023

	Oct 23
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	2.00
2082.12 · Lost Books	33.99
2082.13 · Copies, Prints and Faxes	23.60
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	59.59
Total 2082 · Library Charges	59.59
2360 · Intergovernmental Revenues	
2360.2 · Village of Castleton	14,000.00
Total 2360 · Intergovernmental Revenues	14,000.00
2401 · Interest & Earnings	41.58
2705 · Gifts & Donations	39.81
Total Income	14,140.98
Gross Profit	14,140.98
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	2,423.07
7410.1B · Gross wages - Librarian	899.39
7410.1C · Gross wages - Assistant	1,867.55
Total 7410.11 · Employee Gross Wages	5,190.01
Total 7410.1 · Personal Services	5,190.01
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B3 · Print Materials	482.28
74104B2 · Electronic Content	709.23
74104B1 · DVDs & Other Materials	188.69
Total 7410.4B · Library Materials	1,380.20
7410.4C · Equipment/Technology	28.60
7410.4D · Programs	598.27
7410.41 · Operations and Administrative	
7410.4E · Automated Services	998.00
7410.4G · Postage	25.16
7410.4H · Telephone/Data Links	97.38
7410.4F · Office and Library Supplies	39.99
Total 7410.41 · Operations and Administrative	1,160.53
7410.4K · Miscellaneous	17.00
Total 7410.4 · Contractual Expenses	3,184.60
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	393.74
9060.8 · Health Insurance	776.30
Total 9000 · Employee - Benefits	1,170.04
Total Expense	9,544.65
Net Ordinary Income	4,596.33
Net Income	4,596.33



The Castleton Public Library  
Profit & Loss Budget vs. Actual  
January through October 2023

	Jan - Oct 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	21.74	0.00	21.74	100.0%
2082.12 · Lost Books	97.94	0.00	97.94	100.0%
2082.13 · Copies, Prints and Faxes	71.70	0.00	71.70	100.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	191.38	0.00	191.38	100.0%
Total 2082 · Library Charges	191.38	0.00	191.38	100.0%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	176,000.00	176,000.00	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	193,325.00	193,325.00	0.00	100.0%
2401 · Interest & Earnings	468.20	30.00	438.20	1,560.7%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	10,170.12	6,000.00	4,170.12	169.5%
Total 2705 · Gifts & Donations	11,170.12	7,000.00	4,170.12	159.6%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	0.00	0.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	1,436.00	1,435.00	1.00	100.1%
2760.9 · Grants - Other	26,000.00	1,000.00	25,000.00	2,600.0%
Total 2760 · Library System Grants	27,436.00	2,435.00	25,001.00	1,126.7%
599 · Appropriated Fund Balance	0.00	10,645.00	-10,645.00	0.0%
Total Income	232,590.70	213,435.00	19,155.70	109.0%
Gross Profit	232,590.70	213,435.00	19,155.70	109.0%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	50,741.09	63,000.00	-12,258.91	80.5%
7410.1B · Gross wages - Librarian	18,330.28	24,140.00	-5,809.72	75.9%
7410.1C · Gross wages - Assistant	37,461.36	54,300.00	-16,838.64	69.0%
Total 7410.11 · Employee Gross Wages	106,532.73	141,440.00	-34,907.27	75.3%
Total 7410.1 · Personal Services	106,532.73	141,440.00	-34,907.27	75.3%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	0.00	0.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	0.00	0.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,280.00	1,680.00	-400.00	76.2%
74104B5 · Magazines and Newspapers	171.95	400.00	-228.05	43.0%
74104B4 · Audiobooks	0.00	0.00	0.00	0.0%
74104B3 · Print Materials	8,925.96	9,400.00	-474.04	95.0%
74104B2 · Electronic Content	5,433.82	6,270.00	-836.18	86.7%
74104B1 · DVDs & Other Materials	1,528.76	1,900.00	-371.24	80.5%
7410.4B · Library Materials - Other	897.85	1,220.00	-322.15	73.6%
Total 7410.4B · Library Materials	18,238.34	20,870.00	-2,631.66	87.4%
7410.4C · Equipment/Technology	1,417.49	1,450.00	-32.51	97.8%
7410.4D · Programs				
74104D1 · Summer Reading Program	4,347.35	4,250.00	97.35	102.3%

The Castleton Public Library  
Profit & Loss Budget vs. Actual  
January through October 2023

	Jan - Oct 23	Budget	\$ Over Budget	% of Budget
7410.4D · Programs - Other	1,681.87	3,000.00	-1,318.13	56.1%
Total 7410.4D · Programs	6,029.22	7,250.00	-1,220.78	83.2%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	345.00	800.00	-455.00	43.1%
7410.4E · Automated Services	3,992.00	4,110.00	-118.00	97.1%
7410.4G · Postage	274.56	300.00	-25.44	91.5%
7410.4H · Telephone/Data Links	958.31	1,250.00	-291.69	76.7%
7410.4I · Insurance	2,729.93	2,575.00	154.93	106.0%
7410.4F · Office and Library Supplies	432.11	1,300.00	-867.89	33.2%
7410.4J · Professional Services	315.00	480.00	-165.00	65.6%
Total 7410.41 · Operations and Administrati...	9,046.91	10,815.00	-1,768.09	83.7%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	1,178.58	1,260.00	-81.42	93.5%
7410.4K · Miscellaneous - Other	1,591.63	25.00	1,566.63	6,366.5%
Total 7410.4K · Miscellaneous	2,770.21	1,285.00	1,485.21	215.6%
Total 7410.4 · Contractual Expenses	37,502.17	41,670.00	-4,167.83	90.0%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	7,735.00	-7,735.00	0.0%
9030.8 · Social Security/Medicare	8,088.59	10,750.00	-2,661.41	75.2%
9040.8 · Workers Comp	398.07	900.00	-501.93	44.2%
9055.8 · Disability	101.85	500.00	-398.15	20.4%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	7,361.18	8,940.00	-1,578.82	82.3%
Total 9060.8 · Health Insurance	7,361.18	10,440.00	-3,078.82	70.5%
Total 9000 · Employee - Benefits	15,949.69	30,325.00	-14,375.31	52.6%
Total Expense	159,984.59	213,435.00	-53,450.41	75.0%
Net Ordinary Income	72,606.11	0.00	72,606.11	100.0%
Net Income	72,606.11	0.00	72,606.11	100.0%

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Accrual Basis

The Castleton Public Library  
Profit & Loss Forecast vs. Actual

January through October 2023

	Jan - Oct 23	Forecast	\$ Over Forecast	% of Forecast
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	21.74	48.75	-27.01	44.6%
2082.12 · Lost Books	97.94	161.85	-63.91	60.5%
2082.13 · Copies, Prints and Faxes	71.70	8.10	63.60	885.2%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
<b>Total 2082.1 · Library Fines &amp; Fees</b>	<b>191.38</b>	<b>218.70</b>	<b>-27.32</b>	<b>87.5%</b>
<b>Total 2082 · Library Charges</b>	<b>191.38</b>	<b>218.70</b>	<b>-27.32</b>	<b>87.5%</b>
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	176,000.00	159,260.00	16,740.00	110.5%
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%
<b>Total 2360 · Intergovernmental Revenues</b>	<b>193,325.00</b>	<b>176,585.00</b>	<b>16,740.00</b>	<b>109.5%</b>
2401 · Interest & Earnings	468.20	29.97	438.23	1,562.2%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	10,170.12	7,949.21	2,220.91	127.9%
<b>Total 2705 · Gifts &amp; Donations</b>	<b>11,170.12</b>	<b>8,949.21</b>	<b>2,220.91</b>	<b>124.8%</b>
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)	1,436.00	1,429.20	6.80	100.5%
2760.9 · Grants - Other	26,000.00	1,250.00	24,750.00	2,080.0%
<b>Total 2760 · Library System Grants</b>	<b>27,436.00</b>	<b>4,828.20</b>	<b>22,607.80</b>	<b>568.2%</b>
<b>Total Income</b>	<b>232,590.70</b>	<b>190,611.08</b>	<b>41,979.62</b>	<b>122.0%</b>
<b>Gross Profit</b>	<b>232,590.70</b>	<b>190,611.08</b>	<b>41,979.62</b>	<b>122.0%</b>
<b>Expense</b>				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	50,741.09	47,702.22	3,038.87	106.4%
7410.1B · Gross wages - Librarian	18,330.28	17,858.25	472.03	102.6%
7410.1C · Gross wages - Assistant	37,461.36	32,398.44	5,062.92	115.6%
<b>Total 7410.11 · Employee Gross Wages</b>	<b>106,532.73</b>	<b>97,958.91</b>	<b>8,573.82</b>	<b>108.8%</b>
<b>Total 7410.1 · Personal Services</b>	<b>106,532.73</b>	<b>97,958.91</b>	<b>8,573.82</b>	<b>108.8%</b>
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	5,279.73	-5,279.73	0.0%
<b>Total 7410.2 · Equipment &amp; Capital Outlay</b>	<b>0.00</b>	<b>5,279.73</b>	<b>-5,279.73</b>	<b>0.0%</b>
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
7410.4B6 · Museum Passes	1,280.00	1,310.00	-30.00	97.7%
7410.4B5 · Magazines and Newspapers	171.95	69.00	102.95	249.2%
7410.4B3 · Print Materials	8,925.96	7,418.79	1,507.17	120.3%
7410.4B2 · Electronic Content	5,433.82	5,038.19	395.63	107.9%
7410.4B1 · DVDs & Other Materials	1,528.76	1,606.38	-77.62	95.2%
7410.4B · Library Materials - Other	897.85	927.38	-29.53	96.8%
<b>Total 7410.4B · Library Materials</b>	<b>18,238.34</b>	<b>16,369.74</b>	<b>1,868.60</b>	<b>111.4%</b>
7410.4C · Equipment/Technology	1,417.49	2,197.70	-780.21	64.5%
7410.4D · Programs				
7410.4D1 · Summer Reading Program	4,347.35	4,690.90	-343.55	92.7%
7410.4D · Programs - Other	1,681.87	1,941.15	-259.28	86.6%
<b>Total 7410.4D · Programs</b>	<b>6,029.22</b>	<b>6,632.05</b>	<b>-602.83</b>	<b>90.9%</b>
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	345.00	530.00	-185.00	65.1%
7410.4E · Automated Services	3,992.00	3,912.36	79.64	102.0%
7410.4G · Postage	274.56	226.67	47.89	121.1%
7410.4H · Telephone/Data Links	958.31	954.12	4.19	100.4%
7410.4I · Insurance	2,729.93	2,450.94	278.99	111.4%
7410.4F · Office and Library Supplies	432.11	791.57	-359.46	54.6%
7410.4J · Professional Services	315.00	210.00	105.00	150.0%
<b>Total 7410.41 · Operations and Administrative</b>	<b>9,046.91</b>	<b>9,075.66</b>	<b>-28.75</b>	<b>99.7%</b>
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	1,178.58			
7410.4K · Miscellaneous - Other	1,591.63	172.52	1,419.11	922.6%
<b>Total 7410.4K · Miscellaneous</b>	<b>2,770.21</b>	<b>172.52</b>	<b>2,597.69</b>	<b>1,605.7%</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>37,502.17</b>	<b>34,447.67</b>	<b>3,054.50</b>	<b>108.9%</b>

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Accrual Basis

The Castleton Public Library  
Profit & Loss Forecast vs. Actual

January through October 2023

	Jan - Oct 23	Forecast	\$ Over Forecast	% of Forecast
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	0.00	0.00	0.0%
9030.8 · Social Security/Medicare	8,088.59	7,438.66	649.93	108.7%
9040.8 · Workers Comp	398.07	409.30	-11.23	97.3%
9055.8 · Disability	101.85	277.35	-175.50	36.7%
9060.8 · Health Insurance	7,361.18	6,663.76	697.42	110.5%
Total 9000 · Employee - Benefits	15,949.69	14,789.07	1,160.62	107.8%
Total Expense	159,984.59	152,475.38	7,509.21	104.9%
Net Ordinary Income	72,606.11	38,135.70	34,470.41	190.4%
Net Income	72,606.11	38,135.70	34,470.41	190.4%

The Castleton Public Library  
**Balance Sheet**  
As of October 31, 2023

	Oct 31, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	201,792.95
200.2 · Citizens Checking Account	16,260.94
200.9 · Petty Cash	50.00
Total Checking/Savings	218,103.89
Other Current Assets	
395 · Deposits with Other Government	5,000.00
Total Other Current Assets	5,000.00
Total Current Assets	223,103.89
<b>TOTAL ASSETS</b>	<b>223,103.89</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	145,424.80
Net Income	72,606.11
Total Equity	223,103.91
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>223,103.89</b>

## Director's Report – October

### October 2023 – Usage Statistics in Comparison

	Oct. 2023	Oct. 2022	% Change, 2023 vs. 2022	Oct. 2021	% Change, 2023 vs. 2021
<b>Circulation</b>					
Circulation of materials at CPL	1,811	1,758	+3%	1,468	+23.4%
Items loaned to other libraries	401	389	+3.1%	292	+37.3%
Items borrowed from other libraries	776	812	-4.4%	627	+23.8%
eContent circulation	615	607	+1.3%	544	+13.1%
<b>Programming</b>					
Number of programs offered	30	27	+11.1%	19	+57.9%
Program attendance – in-person	554	406	+36.5%	456	+21.5%
Program attendance – live virtual	0	0	0%	7	-100%
Program attendance – kits*	328	127	+158.3%	91	+260.4%
Total program attendance	882	533	+65.5%	554	+59.2%
<b>Public Computer Use</b>					
Public Computer Sessions	28	9	+211.1%	9	+211.1%
WiFi Use - daily unique users	733 (5.1 GB)	690 (8.3 GB)	+6.2%	522 (2.5 GB)	+40.4%
WiFi Hotspot Use	24.3 GB	27 GB	-10%	33.3 GB	-27%
<b>Marketing Reach</b>					
Website visits	795	817	-2.7%	926	-14.1%
Website unique visitors	407	428	-4.9%	490	-16.9%
Email newsletter list size	1,671	1,588	+5.2%	1,470	+13.7%
Facebook page likes	1,210	1,075	+12.6%	902	+34.1%
Facebook total reach	14,200	16,409	-13.5%	7,666	+85.2%
* = The number of kits distributed through 10/31 is used for the attendance number.					

### Programs – October

10/2/2023	T&M Craft Kit: Monster Puppets	120
9/29/2023	Autumn Leaf Absorption Art	9
10/2/2023	After Dinner Book Club	6
10/3/2023	Pajama Storytime	2
10/5/2023	Learn & Play Storytime	11
10/5/2023	Kids Cook: Chocolate Pretzel Sticks	6
10/6/2023	Bridge Club	5
10/10/2023	Castle Hill Bookmobile	5
10/10/2023	Device Help @Castle Hill	1
10/10/2023	Pajama Storytime	3
10/11/2023	Cool Science: The Floating Ping Pong Ball	3
10/11/2023	Open Mic Night	0
10/12/2023	Learn & Play Storytime	6
10/13/2023	Bridge Club	4
10/14/2023	Free Halloween Costume Giveaway	90

10/15/2023	Leaf Gnome Craft Kit	208
10/15/2023	Outreach Table at SISP Fall Festival	216
10/17/2023	Pajama Storytime	2
10/18/2023	Afternoon Book Club	6
10/19/2023	Special Storytime: Bird Migration	8
10/19/2023	Teen Time: Cookie Decorating	3
10/20/2023	Bridge Club	4
10/20/2023	Edible Art	9
10/21/2023	Paint a Mini Pumpkin	19
10/24/2023	Pajama Storytime	13
10/26/2023	Clown Storytime	14
10/26/2023	Halloween Crafts	8
10/27/2023	Bridge Club	4
10/28/2023	Halloween Parade and Party	90
10/31/2023	Pajama Storytime	7
	<b>Month total</b>	<b>882</b>

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

- October 4 – Outreach visit to Maple Hill Junior-Senior High School book club

**Director – Meetings, Outreach, and Continuing Education (October)**

- October 4 – New York Library Association (NYLA) Continuing Education Committee meeting (online meeting)
- October 6 – Directors Association meeting at UHLS
- October 6 – "Staying on the Same Page: A Train the Trainer Session on Responding to Challenges at the Service Desk" training at UHLS
- October 10 – Bookmobile at Castle Hill senior housing
- October 10 – Computer/smartphone help at Castle Hill senior housing
- October 10 – CPL Board of Trustees Racial Equity training w/McLean Group (part 2 of 2)
- October 10 – Village Board meeting
- October 12 – New York Library Association (NYLA) Library Administration and Management (LAMS) Board meeting (online meeting)
- October 15 – Outreach table at Fall Festival at Schodack Island State Park
- October 16 – CPL Board of Trustees follow-up session re: Racial Equity training with staff from UHLS
- October 18 – Friends of CPL meeting



# Classes and Events at Castleton Public Library

## December 2023

### Weekly Events



#### Pajama Storytime

Tuesdays at 6:00 p.m. December 5, 12, 19 (No storytime on 12/26).

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



#### Learn & Play Storytime

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

Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement while building their early literacy and motor skills!



#### Bridge Club

Fridays at 10:30 a.m. December 1, 8, 15, 22, 29.

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

### Other Events



#### Take & Make Craft Kit: Emoji Faces

Pick up anytime from Monday, November 27 through Saturday, December 30

Use construction paper pieces on a paper plate to make expressive emojis!



#### Holidays on the Hudson

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

Join us to make special ornaments for the Village tree and enjoy the annual tree lighting! We'll also have a special visit from Santa and light refreshments. Co-sponsored by the Village of Castleton-on-Hudson, Castleton Fire Department, Castleton Public Library, and COHMSA.



#### After Dinner Book Club

#### After Dinner Book Club – *The Hidden Life of Trees* by Peter Wohlleben

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

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



#### Decorate a Bookmark

Wednesday, December 6, 3:00 - 8:00 p.m.

Come to the library to decorate bookmarks you can use for reading this winter and all year long!



#### Holiday Cookie Swap

Saturday, December 9, 11:00 a.m.

Perfect for entertaining! Here's how it works – **BAKE:** Bake **4 dozen** of your favorite holiday cookies. **BRING:** Bring cookies in one 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.



#### Open Mic Night

Wednesday, December 13, 6:00-8:00 p.m.

Musicians & poets - come share your talents! If your instrument requires an amplifier, please bring one with you. All ages welcome to perform and to watch.

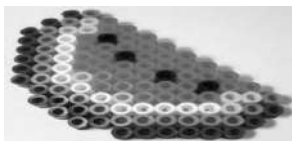


#### Special Storytime: Coyotes

Thursday, December 14, 10:30 a.m.

At this special storytime with an environmental educator from Schodack Island State Park, we'll learn about coyotes and touch a real coyote pelt!





### Perler Bead Crafts

**Saturday, December 16, 10:00 a.m. - 4:00 p.m.**

Use your imagination to make awesome creations with perler beads! All ages welcome.



### CPL Board of Trustees Meeting

**Monday, December 18, 7:00 p.m.**

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



### Afternoon Book Club

### Afternoon Book Club – *Four Thousand Weeks: Time Management for Mortals* by Oliver Burkeman

**Wednesday, December 20, 1:00 p.m.**

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



### Teen Time: Cocoa and Coloring

**Thursday, December 21, 4:00 p.m.**

Unwind at the library with hot cocoa and coloring sheets! For teens in 6th-12th grades.



### Make a Melted Snowman

**Friday, December 22, 3:00 - 6:00 p.m.**

Help us wish the cold weather away by creating a melted snowman made of felt and craft foam!



### Rainbow Scratch Art

**Saturday, December 23, 10:00 a.m. - 4:00 p.m.**

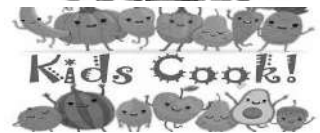
Make cool rainbow scratch art using special paper!



### Marble Run Fun

**Tuesday, December 26, 12:00 - 8:00 p.m.**

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



### Kids Cook: Grilled Cheese

**Wednesday, December 27, 4:00 p.m.**

Learn to make your own delicious grilled cheese sandwich cooked on our electric skillet!



### Winter Bird Feeder Storytime

**Thursday, December 28, 10:30 a.m.**

Join us for a special storytime and activity! Listen to stories about winter birds and then make your own simple bird feeder. Hang it up outside to help keep the local birds fed during the winter months!



### Cool Science: Magic Index Cards

**Thursday, December 28, 3:00 - 5:00 p.m.**

Make a chain that you can fit inside of using only a single index card and learn about surface area!



### Stained Glass Mittens

**Friday, December 29, 11:00 a.m. - 2:00 p.m.**

Create some cozy mittens for your windows with this fun tissue paper craft!



### New Year's Crafts

**Saturday, December 30, 10:00 a.m. - 4:00 p.m.**

Join us at the library to make fun crafts for celebrating the new year!

## 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