

Agenda
Castleton Public Library Board of Trustees Meeting
Castleton Village Hall, October 21, 2019 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

Old Business

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

New Business

President's Report

Secretary's Report

- Review of minutes from September 16, 2019

Treasurer's Report

Director's Report

Friends Report

Committee Reports

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

Announcements

Public Comment

Executive Session

Adjourn



Classes and Events at Castleton Public Library October 2019

Weekly Events



Monday Mile Community Walk

Mondays at 5:00 p.m. October 7, 21, 28 (no walk on 10/14 due to Columbus Day).

Location: Intersection of Main Street and Scott Avenue

Let's walk the Main Street Mile together every Monday (**weather permitting**)! We'll meet at the intersection of Main & Scott. All ages welcome (children age 10 and under must be accompanied by adult).



Pajama Storytime

Tuesdays at 6:00 p.m. October 1, 8, 15, 22, 29.

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. October 3, 10, 17, 24, 31.

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



Early Literacy Playtime

Fridays from 10:00-11:00 a.m. October 4, 11, 18, 25; November 1.

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

Other Events



Visit with Eddy Alzheimer's Services

Tuesday, October 1, 2:00-4:00 p.m.

Are you a caregiver for someone with dementia? Drop in to talk with social workers from Eddy Alzheimer's Services. Learn about a program that provides free resources & support to caregivers.



Fun Fall Crafts

Wednesday, October 2, 3:00-7:00 p.m.

Celebrate the fall by making a special craft to decorate your home!



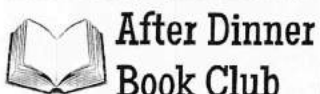
Perler Bead Crafts

Saturday, October 5, 10:00 a.m. – 4:00 p.m.



Read to Lacey the Therapy Dog

Monday, October 7, 4:00-5:00 p.m.



After Dinner Book Club

After Dinner Book Club – *The Bear and the Nightingale* by Katherine Arden

Monday, October 7, 7:00 p.m.

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



Marble Run Fun

Wednesday, October 9, 12:00-6:00 p.m.

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



Lighthouses of the Hudson River

Wednesday, October 9, 6:00 p.m.

David Chinery provides a look at the history and characteristics of lighthouses of the Hudson River, illustrated with period and contemporary photographs. Discussion includes the river's "lost" lighthouses, as well as those delighting visitors today.



Bridge Club

Friday, October 11, 10:30 a.m.

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

**Paint a Mini Pumpkin****Friday, October 11, 4:00-8:00 p.m.**Come paint a mini pumpkin to decorate your home for Halloween! A **2nd Friday** event.**Legomania!****Saturday, October 12, 10:00 a.m.–4:00 p.m.**

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

**Afternoon Book Club****Afternoon Book Club – *World Without Mind: The Existential Threat of Big Tech*****Tuesday, October 15, 1:00 p.m.**

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

**Legal Clinic****Tuesday, October 15, 6:30-7:30 p.m.**Get a free, private, confidential consultation with an attorney. *Appointment required; call 518-435-1770.***GAMES!****Create Your Own Games****Wednesday, October 16, 3:00-6:00 p.m.**

Do you like to play games? What about creating your own?! Come to the library to make (and play) Balloon Ping Pong, Post It Sudoku, and more! Recommended for ages 8 and up.

**Friends of CPL Fundraiser at Recovery Sports Grill****Wednesday, October 16, 5:00-9:00 p.m.****Location: Recovery Sports Grill, 279 Troy Rd, Rensselaer, NY 12144**

Enjoy a meal out and support the library at the same time! Pick up a voucher at the library before you go.

**Family Movie Night: *Aladdin* (PG)****Friday, October 18, 6:00 p.m.****HALLOWEEN COSTUMES!****Free Halloween Costume Giveaway****Saturday, October 19, 10:00 a.m.-4:00 p.m.**Browse a selection of donated Halloween costumes, wigs, masks, and accessories & pick out costumes to take home! **Donations of clean, gently used items accepted from 9/1/19 through 10/18/19.****Creepy Crawly Bookmarks!****Tuesday, October 22, 3:00-6:00 p.m.**

Reading anything scary? Stop by the library to decorate a spooky bookmark!

**Teen Time: Design Your Own Bookends****Thursday, October 24, 4:00-6:00 p.m.**

Come design and decorate your own bookends to take home! For teens in grades 6-12.

**Bridge Club****Friday, October 25, 10:30 a.m.**

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

**Halloween Parade & Party****Saturday, October 26, 2:30-3:30 p.m.**

Join the parade, which begins at the library at 2:30 led by a fire truck! Parade ends at the firehouse, where we'll enjoy treats and crafts. Co-sponsored by CPL, Castleton Fire Department, and 52 Hilton on Main.

**Cool Science!****Cool Science: Music!****Tuesday, October 29, 4:00-6:00 p.m.**

Join us at the library to learn about how sound works and make your own musical instruments.

**Rainbow Scratch Art****Saturday, November 2, 10:00 a.m.-4:00 p.m.****Castleton Public Library**

85 S. Main Street, Castleton, NY 12033

Phone: 518-732-0879

www.castletonpubliclibrary.orgwww.facebook.com/castletonpubliclibrary**Library Hours:**

Monday-Wednesday – 12:00-8:00 p.m.

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

Saturday – 10:00 a.m. – 4:00 p.m.

Sunday – Closed



Classes and Events at Castleton Public Library

November 2019

Weekly Events

Pajama Storytime

Pajama Storytime

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

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

Learn & Play Storytime



Learn & Play Storytime

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

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



Early Literacy Playtime

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

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

Other Events



Rainbow Scratch Art

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



After Dinner Book Club

After Dinner Book Club – *Educated* by Tara Westover

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

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



Recycled Art: Magazine Collages

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

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



Bridge Club

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

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



Open Mic Night

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

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



Knock Hockey

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

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



Learn to Make Origami

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

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



Bad Art Night

Bad Art Night

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

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



Perler Bead Crafts

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

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



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

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



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



Afternoon Book Club

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

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

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



Cool Science!

Cool Science: Marshmallow Catapults

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

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



Legal Clinic

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

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



Military History Discussion Group

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

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



Bridge Club

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

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

BARNES & NOBLE Bookfair

Friends of CPL Barnes & Noble Fundraiser

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

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

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



Thanksgiving Crafts

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

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



Legomania!

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

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



Holidays on the Hudson

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

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



After Dinner Book Club

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

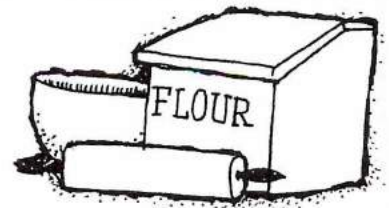
Monday, December 2, 7:00 p.m.

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

Love to Bake? Borrow Our Baking Accessories!

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

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



Castleton Public Library

85 S. Main Street, Castleton, NY 12033

Phone: 518-732-0879

www.castletonpubliclibrary.org

www.facebook.com/castletonpubliclibrary

Library Hours:

Monday-Wednesday – 12:00-8:00 p.m.

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

Saturday – 10:00 a.m. – 4:00 p.m.

Sunday – Closed

Castleton Public Library Board of Trustees Meeting

Monday, September 16, 2019 Minutes

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

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

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

Public Comment: None

Old Business: Library programs were discussed.

New Business: The forms to be used for the staff evaluations and Board self-evaluation will be reviewed.

President's Report: Jillian Farrell has resigned her Trustee position. Recruitment of a new Trustee is needed and was discussed.

Secretary's Report: Vice President Griffin motioned to approve the July 2019 meeting minutes. Seconded by Trustee Mitchum. Unanimously approved.

Treasurer's Report: President Karis-Nix motioned to approve the July and August 2019 Check Detail Reports. Seconded by Vice President Griffin. Unanimously approved.

Director's Report: Director Tacke presented her monthly report for July and August 2019. The status of the budget was reviewed. The director spoke of her presentation to the Town Board. A 12.5% increase was requested.

Friends Report: None

Committee Reports: The Sustainable Funding Committee discussed meeting with and collaborating with other libraries.

Announcements: None

Executive Session: None

The meeting was adjourned upon motion by Vice President Griffin and seconded by President Karis-Nix at 7:42pm.

The Castleton Public Library
Check Detail
September 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	DEBIT	09/02/2019	Amazon LLC	200.2 · Citizens Checking Account		-16.95
Bill	1143518917...	08/30/2019		74104B3 · Print Materials	-16.95	16.95
TOTAL					-16.95	16.95
Bill Pmt -Check	DEBIT	09/03/2019	Amazon LLC	200.2 · Citizens Checking Account		-49.70
Bill	1145207885...	09/03/2019		74104B1 · DVDs & Other Materials	-49.70	49.70
TOTAL					-49.70	49.70
Bill Pmt -Check	DEBIT	09/03/2019	Amazon LLC	200.2 · Citizens Checking Account		-35.92
Bill	1145207885...	09/03/2019		74104B1 · DVDs & Other Materials	-35.92	35.92
TOTAL					-35.92	35.92
Bill Pmt -Check	DEBIT	09/10/2019	Amazon LLC	200.2 · Citizens Checking Account		-14.96
Bill	1145207885...	09/03/2019		74104B1 · DVDs & Other Materials	-14.96	14.96
TOTAL					-14.96	14.96
Bill Pmt -Check	DEBIT	09/10/2019	Dollar Tree	200.2 · Citizens Checking Account		-6.00
Bill		09/10/2019		7410.4D · Programs	-6.00	6.00
TOTAL					-6.00	6.00
Bill Pmt -Check	DEBIT	09/11/2019	Amazon LLC	200.2 · Citizens Checking Account		-14.97
Bill	1140136585...	09/11/2019		74104B3 · Print Materials	-14.97	14.97
TOTAL					-14.97	14.97
Bill Pmt -Check	DEBIT	09/14/2019	Amazon LLC	200.2 · Citizens Checking Account		-14.96
Bill	1149665940...	09/14/2019		74104B1 · DVDs & Other Materials	-14.96	14.96
TOTAL					-14.96	14.96
Bill Pmt -Check	DEBIT	09/17/2019	Aldi	200.2 · Citizens Checking Account		-2.39
Bill		09/17/2019		7410.4D · Programs	-2.39	2.39
TOTAL					-2.39	2.39
Bill Pmt -Check	DEBIT	09/17/2019	Amazon LLC	200.2 · Citizens Checking Account		-19.96
Bill	1144352078...	09/17/2019		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	DEBIT	09/18/2019	Amazon LLC	200.2 · Citizens Checking Account		-30.21
Bill	MULTIPLE	09/18/2019		74104B5 · Magazines and Newspapers	-12.96	12.96
				74104B5 · Magazines and Newspapers	-17.25	17.25
TOTAL					-30.21	30.21

The Castleton Public Library
Check Detail

September 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	DEBIT	09/23/2019	Amazon LLC	200.2 · Citizens Checking Account		-53.89
Bill	1144590360...	09/23/2019		7410.4F · Office and Library Supplies	-53.89	53.89
TOTAL					-53.89	53.89
Bill Pmt -Check	DEBIT	09/24/2019	Amazon LLC	200.2 · Citizens Checking Account		-17.96
Bill	1144352078...	09/24/2019		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96
Bill Pmt -Check	DEBIT	09/30/2019	Facebook	200.2 · Citizens Checking Account		-35.23
Bill	2424279121...	09/30/2019		7410.4D · Programs	-35.23	35.23
TOTAL					-35.23	35.23
Bill Pmt -Check	2540	09/03/2019	U.S. Bank	200.2 · Citizens Checking Account		-133.25
Bill	3934118899	08/26/2019		7410.4C · Equipment/Technology	-133.25	133.25
TOTAL					-133.25	133.25
Bill Pmt -Check	2541	09/05/2019	Joelle Adler	200.2 · Citizens Checking Account		-139.00
Bill		08/30/2019		7410.4A · Staff Development/Edu	-139.00	139.00
TOTAL					-139.00	139.00
Bill Pmt -Check	2542	09/09/2019	Consumer Reports	200.2 · Citizens Checking Account		-30.00
Bill		09/09/2019		74104B5 · Magazines and Newspapers	-30.00	30.00
TOTAL					-30.00	30.00
Bill Pmt -Check	2543	09/09/2019	Berkshire Museum	200.2 · Citizens Checking Account		-100.00
Bill		09/09/2019		74104B6 · Museum Passes	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Check	2544	09/09/2019	Brodart	200.2 · Citizens Checking Account		-328.99
Bill	MULTIPLE	09/05/2019		74104B3 · Print Materials	-328.99	328.99
TOTAL					-328.99	328.99
Bill Pmt -Check	2546	09/14/2019	OverDrive	200.2 · Citizens Checking Account		-159.99
Bill	MULTIPLE	09/10/2019		74104B2 · Electronic Content	-159.99	159.99
TOTAL					-159.99	159.99
Bill Pmt -Check	2547	09/16/2019	Village of Castleto...	200.2 · Citizens Checking Account		-202.79
Bill	84181	09/09/2019		9040.8 · Workers Comp	-202.79	202.79
TOTAL					-202.79	202.79

The Castleton Public Library
Check Detail
September 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	2548	09/16/2019	Village of Castleto...	200.2 · Citizens Checking Account		-4,508.42
Bill	84180	09/09/2019		7410.1A · Gross wages - Director 7410.1B · Gross wages - Librarian 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-1,864.41 -679.81 -1,649.80 -314.40	1,864.41 679.81 1,649.80 314.40
TOTAL					-4,508.42	4,508.42
Bill Pmt -Check	2549	09/16/2019	Village of Castleto...	200.2 · Citizens Checking Account		-609.78
Bill	84182	09/09/2019		9060.8 · Health Insurance	-609.78	609.78
TOTAL					-609.78	609.78
Bill Pmt -Check	2550	09/16/2019	Time Warner Cable	200.2 · Citizens Checking Account		-94.19
Bill	8688574010...	09/11/2019		7410.4H · Telephone/Data Links	-94.19	94.19
TOTAL					-94.19	94.19
Bill Pmt -Check	2551	09/23/2019	Recorded Books, ...	200.2 · Citizens Checking Account		-89.99
Bill	76516366, 7...	09/23/2019		74104B4 · Audiobooks	-89.99	89.99
TOTAL					-89.99	89.99
Bill Pmt -Check	2552	09/23/2019	Brodart	200.2 · Citizens Checking Account		-361.76
Bill	MULTIPLE	09/23/2019		74104B3 · Print Materials	-361.76	361.76
TOTAL					-361.76	361.76
Bill Pmt -Check	2553	09/23/2019	Village of Castleto...	200.2 · Citizens Checking Account		-4,072.40
Bill	84185	09/17/2019		7410.1A · Gross wages - Director 7410.1B · Gross wages - Librarian 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-1,864.41 -730.00 -1,194.57 -283.42	1,864.41 730.00 1,194.57 283.42
TOTAL					-4,072.40	4,072.40
Bill Pmt -Check	2554	09/24/2019	Village of Castleto...	200.2 · Citizens Checking Account		-120.75
Bill	84189	09/23/2019		9055.8 · Disability	-120.75	120.75
TOTAL					-120.75	120.75
Bill Pmt -Check	2555	09/27/2019	Times Union	200.2 · Citizens Checking Account		-102.00
Bill		09/23/2019		74104B5 · Magazines and Newspapers	-102.00	102.00
TOTAL					-102.00	102.00

The Castleton Public Library
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 09/30/2019

	<u>Sep 30, 19</u>
Beginning Balance	137,999.20
Cleared Transactions	
Checks and Payments - 1 item	-13,000.00
Deposits and Credits - 3 items	19,491.12
	<u>6,491.12</u>
Total Cleared Transactions	<u>6,491.12</u>
Cleared Balance	<u>144,490.32</u>
Register Balance as of 09/30/2019	144,490.32
New Transactions	
Deposits and Credits - 1 item	22.10
	<u>22.10</u>
Total New Transactions	<u>22.10</u>
Ending Balance	<u><u>144,512.42</u></u>

The Castleton Public Library
Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 09/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						137,999.20
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	09/30/2019			X	-13,000.00	-13,000.00
Total Checks and Payments					-13,000.00	-13,000.00
Deposits and Credits - 3 items						
Deposit	09/16/2019			X	86.60	86.60
Deposit	09/27/2019			X	19,402.25	19,488.85
Deposit	09/30/2019			X	2.27	19,491.12
Total Deposits and Credits					19,491.12	19,491.12
Total Cleared Transactions					6,491.12	6,491.12
Cleared Balance					6,491.12	144,490.32
Register Balance as of 09/30/2019					6,491.12	144,490.32
New Transactions						
Deposits and Credits - 1 item						
Deposit	10/09/2019				22.10	22.10
Total Deposits and Credits					22.10	22.10
Total New Transactions					22.10	22.10
Ending Balance					6,513.22	144,512.42

The Castleton Public Library
Reconciliation Summary

200.2 - Citizens Checking Account, Period Ending 09/30/2019

	<u>Sep 30, 19</u>
Beginning Balance	21,620.71
Cleared Transactions	
Checks and Payments - 29 items	-7,545.86
Deposits and Credits - 1 item	13,000.00
Total Cleared Transactions	<u>5,454.14</u>
Cleared Balance	<u><u>27,074.85</u></u>
Uncleared Transactions	
Checks and Payments - 4 items	-4,380.15
Total Uncleared Transactions	<u>-4,380.15</u>
Register Balance as of 09/30/2019	<u><u>22,694.70</u></u>
Ending Balance	22,694.70

The Castleton Public Library
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 09/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						21,620.71
Cleared Transactions						
Checks and Payments - 29 items						
Bill Pmt -Check	08/23/2019	2534	UHLS	X	-75.08	-75.08
Bill Pmt -Check	08/26/2019	2537	Brodart	X	-209.52	-284.60
Bill Pmt -Check	08/27/2019	2538	Recorded Books, L...	X	-40.00	-324.60
Bill Pmt -Check	08/30/2019	2539	OverDrive	X	-150.00	-474.60
Bill Pmt -Check	09/02/2019	DEBIT	Amazon LLC	X	-16.95	-491.55
Bill Pmt -Check	09/03/2019	2540	U.S. Bank	X	-133.25	-624.80
Bill Pmt -Check	09/03/2019	DEBIT	Amazon LLC	X	-49.70	-674.50
Bill Pmt -Check	09/03/2019	DEBIT	Amazon LLC	X	-35.92	-710.42
Bill Pmt -Check	09/05/2019	2541	Joelle Adler	X	-139.00	-849.42
Bill Pmt -Check	09/09/2019	2544	Brodart	X	-328.99	-1,178.41
Bill Pmt -Check	09/09/2019	2543	Berkshire Museum	X	-100.00	-1,278.41
Bill Pmt -Check	09/09/2019	2542	Consumer Reports	X	-30.00	-1,308.41
Bill Pmt -Check	09/10/2019	DEBIT	Amazon LLC	X	-14.96	-1,323.37
Bill Pmt -Check	09/10/2019	DEBIT	Dollar Tree	X	-6.00	-1,329.37
Bill Pmt -Check	09/11/2019	DEBIT	Amazon LLC	X	-14.97	-1,344.34
Bill Pmt -Check	09/14/2019	2546	OverDrive	X	-159.99	-1,504.33
Bill Pmt -Check	09/14/2019	DEBIT	Amazon LLC	X	-14.96	-1,519.29
Bill Pmt -Check	09/16/2019	2548	Village of Castleton...	X	-4,508.42	-6,027.71
Bill Pmt -Check	09/16/2019	2549	Village of Castleton...	X	-609.78	-6,637.49
Bill Pmt -Check	09/16/2019	2547	Village of Castleton...	X	-202.79	-6,840.28
Bill Pmt -Check	09/16/2019	2550	Time Warner Cable	X	-94.19	-6,934.47
Bill Pmt -Check	09/17/2019	DEBIT	Amazon LLC	X	-19.96	-6,954.43
Bill Pmt -Check	09/17/2019	DEBIT	Aldi	X	-2.39	-6,956.82
Bill Pmt -Check	09/18/2019	DEBIT	Amazon LLC	X	-30.21	-6,987.03
Bill Pmt -Check	09/23/2019	2552	Brodart	X	-361.76	-7,348.79
Bill Pmt -Check	09/23/2019	2551	Recorded Books, L...	X	-89.99	-7,438.78
Bill Pmt -Check	09/23/2019	DEBIT	Amazon LLC	X	-53.89	-7,492.67
Bill Pmt -Check	09/24/2019	DEBIT	Amazon LLC	X	-17.96	-7,510.63
Bill Pmt -Check	09/30/2019	DEBIT	Facebook	X	-35.23	-7,545.86
Total Checks and Payments					-7,545.86	-7,545.86
Deposits and Credits - 1 item						
Transfer	09/30/2019			X	13,000.00	13,000.00
Total Deposits and Credits					13,000.00	13,000.00
Total Cleared Transactions					5,454.14	5,454.14
Cleared Balance					5,454.14	27,074.85
Uncleared Transactions						
Checks and Payments - 4 items						
Bill Pmt -Check	07/10/2019	2517	Dyken Pond Enviro...		-85.00	-85.00
Bill Pmt -Check	09/23/2019	2553	Village of Castleton...		-4,072.40	-4,157.40
Bill Pmt -Check	09/24/2019	2554	Village of Castleton...		-120.75	-4,278.15
Bill Pmt -Check	09/27/2019	2555	Times Union		-102.00	-4,380.15
Total Checks and Payments					-4,380.15	-4,380.15

The Castleton Public Library
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 09/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Total Uncleared Transactions					-4,380.15	-4,380.15
Register Balance as of 09/30/2019					1,073.99	22,694.70
Ending Balance					1,073.99	22,694.70

The Castleton Public Library
Profit & Loss
September 2019

	Sep 19
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	5.55
2082.13 · Copies, Prints and Faxes	92.90
2082.14 · Register Overage/Shortage	0.10
Total 2082.1 · Library Fines & Fees	98.55
Total 2082 · Library Charges	98.55
2401 · Interest & Earnings	2.27
2705 · Gifts & Donations	58.30
2760 · Library System Grants	
2760.3 · Grants - Library Renovation	19,332.00
Total 2760 · Library System Grants	19,332.00
Total Income	19,491.12
Gross Profit	19,491.12
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	3,728.82
7410.1B · Gross wages - Librarian	1,409.81
7410.1C · Gross wages - Assistant	2,844.37
Total 7410.11 · Employee Gross Wages	7,983.00
Total 7410.1 · Personal Services	7,983.00
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B6 · Museum Passes	100.00
74104B5 · Magazines and Newspapers	162.21
74104B4 · Audiobooks	89.99
74104B3 · Print Materials	705.72
74104B2 · Electronic Content	159.99
74104B1 · DVDs & Other Materials	153.46
Total 7410.4B · Library Materials	1,371.37
7410.4D · Programs	43.62
7410.41 · Operations and Administrative	
7410.4H · Telephone/Data Links	94.19
7410.4F · Office and Library Supplies	53.89
Total 7410.41 · Operations and Administrative	148.08
Total 7410.4 · Contractual Expenses	1,563.07
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	597.82
9040.8 · Workers Comp	202.79
9055.8 · Disability	120.75
9060.8 · Health Insurance	609.78
Total 9000 · Employee - Benefits	1,531.14
Total Expense	11,077.21
Net Ordinary Income	8,413.91
Net Income	8,413.91

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through September 2019

	Jan - Sep 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	106.24	0.00	106.24	100.0%
2082.12 · Lost Books	187.88	0.00	187.88	100.0%
2082.13 · Copies, Prints and Faxes	615.60	700.00	-84.40	87.9%
2082.14 · Register Overage/Shortage	-0.55	0.00	-0.55	100.0%
Total 2082.1 · Library Fines & Fees	909.17	700.00	209.17	129.9%
Total 2082 · Library Charges	909.17	700.00	209.17	129.9%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	130,410.00	130,410.00	0.00	100.0%
2360.2 · Village of Castleton	14,000.00	14,000.00	0.00	100.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	147,735.00	147,735.00	0.00	100.0%
2401 · Interest & Earnings	23.31	35.00	-11.69	66.6%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	5,877.05	4,000.00	1,877.05	146.9%
Total 2705 · Gifts & Donations	6,877.05	5,000.00	1,877.05	137.5%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	19,332.00	21,480.00	-2,148.00	90.0%
2760.1 · LLSA and ERATE (UHLS)	1,277.00	1,400.00	-123.00	91.2%
2760.9 · Grants - Other	4,200.00	3,500.00	700.00	120.0%
Total 2760 · Library System Grants	24,809.00	26,380.00	-1,571.00	94.0%
599 · Appropriated Fund Balance	0.00	5,000.00	-5,000.00	0.0%
Total Income	180,353.53	184,850.00	-4,496.47	97.6%
Gross Profit	180,353.53	184,850.00	-4,496.47	97.6%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	33,523.54	48,661.00	-15,137.46	68.9%
7410.1B · Gross wages - Librarian	13,108.69	18,985.00	-5,876.31	69.0%
7410.1C · Gross wages - Assistant	24,235.34	37,300.00	-13,064.66	65.0%
Total 7410.11 · Employee Gross Wages	70,867.57	104,946.00	-34,078.43	67.5%
Total 7410.1 · Personal Services	70,867.57	104,946.00	-34,078.43	67.5%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	37,466.15	42,962.00	-5,495.85	87.2%
Total 7410.2 · Equipment & Capital Outlay	37,466.15	42,962.00	-5,495.85	87.2%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,575.00	1,600.00	-25.00	98.4%
74104B5 · Magazines and Newspapers	758.36	960.00	-201.64	79.0%
74104B4 · Audiobooks	409.96	480.00	-70.04	85.4%
74104B3 · Print Materials	6,319.68	6,750.00	-430.32	93.6%
74104B2 · Electronic Content	2,288.22	2,754.00	-465.78	83.1%
74104B1 · DVDs & Other Materials	1,516.25	1,900.00	-383.75	79.8%
7410.4B · Library Materials - Other	128.52	110.00	18.52	116.8%
Total 7410.4B · Library Materials	12,995.99	14,554.00	-1,558.01	89.3%
7410.4C · Equipment/Technology	1,392.78	2,500.00	-1,107.22	55.7%
7410.4D · Programs				
74104D1 · Summer Reading Program	3,572.21	3,000.00	572.21	119.1%
7410.4D · Programs - Other	758.57	2,500.00	-1,741.43	30.3%
Total 7410.4D · Programs	4,330.78	5,500.00	-1,169.22	78.7%

The Castleton Public Library
 Profit & Loss Budget vs. Actual
 January through September 2019

	Jan - Sep 19	Budget	\$ Over Budget	% of Budget
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	630.59	800.00	-169.41	78.8%
7410.4E · Automated Services	2,739.75	3,275.00	-535.25	83.7%
7410.4G · Postage	177.65	250.00	-72.35	71.1%
7410.4H · Telephone/Data Links	821.30	1,050.00	-228.70	78.2%
7410.4I · Insurance	2,321.05	2,300.00	21.05	100.9%
7410.4F · Office and Library Supplies	799.71	1,200.00	-400.29	66.6%
7410.4J · Professional Services	420.00	640.00	-220.00	65.6%
Total 7410.41 · Operations and Administrative	7,910.05	9,515.00	-1,604.95	83.1%
7410.4K · Miscellaneous	74.07	25.00	49.07	296.3%
Total 7410.4 · Contractual Expenses	26,703.67	32,094.00	-5,390.33	83.2%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	7,100.00	-7,100.00	0.0%
9030.8 · Social Security/Medicare	5,335.14	7,800.00	-2,464.86	68.4%
9040.8 · Workers Comp	574.47	1,000.00	-425.53	57.4%
9055.8 · Disability	431.25	650.00	-218.75	66.3%
9060.8 · Health Insurance				
9060.81 · HRA Funding	366.07	1,500.00	-1,133.93	24.4%
9060.8 · Health Insurance - Other	4,511.88	8,280.00	-3,768.12	54.5%
Total 9060.8 · Health Insurance	4,877.95	9,780.00	-4,902.05	49.9%
Total 9000 · Employee - Benefits	11,218.81	26,330.00	-15,111.19	42.6%
Total Expense	146,256.20	206,332.00	-60,075.80	70.9%
Net Ordinary Income	34,097.33	-21,482.00	55,579.33	-158.7%
Net Income	34,097.33	-21,482.00	55,579.33	-158.7%

The Castleton Public Library
Profit & Loss Forecast vs. Actual
 January through September 2019

	Jan - Sep 19	Forecast	\$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	106.24	953.09	-846.85	11.1%
2082.12 · Lost Books	187.88			
2082.13 · Copies, Prints and Faxes	615.60	633.83	-18.23	97.1%
2082.14 · Register Overage/Shortage	-0.55	-1.13	0.58	48.7%
Total 2082.1 · Library Fines & Fees	909.17	1,585.79	-676.62	57.3%
Total 2082 · Library Charges	909.17	1,585.79	-676.62	57.3%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	130,410.00	113,400.00	17,010.00	115.0%
2360.2 · Village of Castleton	14,000.00	13,000.00	1,000.00	107.7%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	147,735.00	129,725.00	18,010.00	113.9%
2401 · Interest & Earnings	23.31	26.61	-3.30	87.6%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	5,877.05	3,785.58	2,091.47	155.2%
Total 2705 · Gifts & Donations	6,877.05	4,785.58	2,091.47	143.7%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	19,332.00			
2760.1 · LLSA and ERATE (UHLS)	1,277.00	1,276.00	1.00	100.1%
2760.9 · Grants - Other	4,200.00	750.00	3,450.00	560.0%
Total 2760 · Library System Grants	24,809.00	2,026.00	22,783.00	1,224.5%
Total Income	180,353.53	138,148.98	42,204.55	130.6%
Gross Profit	180,353.53	138,148.98	42,204.55	130.6%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	33,523.54	34,061.68	-538.14	98.4%
7410.1B · Gross wages - Librarian	13,108.69	12,823.24	285.45	102.2%
7410.1C · Gross wages - Assistant	24,235.34	23,311.64	923.70	104.0%
Total 7410.11 · Employee Gross Wages	70,867.57	70,196.56	671.01	101.0%
Total 7410.1 · Personal Services	70,867.57	70,196.56	671.01	101.0%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	37,466.15			
Total 7410.2 · Equipment & Capital Outlay	37,466.15			
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
7410.4B6 · Museum Passes	1,575.00	1,300.00	275.00	121.2%
7410.4B5 · Magazines and Newspapers	758.36	711.67	46.69	106.6%
7410.4B4 · Audiobooks	409.96	226.77	183.19	180.8%
7410.4B3 · Print Materials	6,319.68	4,814.22	1,505.46	131.3%
7410.4B2 · Electronic Content	2,288.22	1,159.79	1,128.43	197.3%
7410.4B1 · DVDs & Other Materials	1,516.25	1,390.87	125.38	109.0%
7410.4B · Library Materials - Other	128.52	106.92	21.60	120.2%
Total 7410.4B · Library Materials	12,995.99	9,710.24	3,285.75	133.8%
7410.4C · Equipment/Technology	1,392.78	1,689.70	-296.92	82.4%
7410.4D · Programs				
7410.4D1 · Summer Reading Program	3,572.21	2,641.66	930.55	135.2%
7410.4D · Programs - Other	758.57	1,186.82	-428.25	63.9%
Total 7410.4D · Programs	4,330.78	3,828.48	502.30	113.1%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	630.59	858.87	-228.28	73.4%
7410.4E · Automated Services	2,739.75	3,275.00	-535.25	83.7%
7410.4G · Postage	177.65	108.22	69.43	164.2%
7410.4H · Telephone/Data Links	821.30	778.07	43.23	105.6%
7410.4I · Insurance	2,321.05	2,004.98	316.07	115.8%
7410.4F · Office and Library Supplies	799.71	563.01	236.70	142.0%
7410.4J · Professional Services	420.00	420.00	0.00	100.0%
Total 7410.41 · Operations and Administrative	7,910.05	8,008.15	-98.10	98.8%
7410.4K · Miscellaneous	74.07	18.00	56.07	411.5%
Total 7410.4 · Contractual Expenses	26,703.67	23,254.57	3,449.10	114.8%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	0.00	0.00	0.0%
9030.8 · Social Security/Medicare	5,335.14	5,347.10	-11.96	99.8%
9040.8 · Workers Comp	574.47	224.73	349.74	255.6%
9055.8 · Disability	431.25	186.05	245.20	231.8%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through September 2019

	Jan - Sep 19	Forecast	\$ Over Forecast	% of Forecast
9060.8 · Health Insurance				
9060.81 · HRA Funding	366.07			
9060.8 · Health Insurance - Other	4,511.88	3,841.04	670.84	117.5%
Total 9060.8 · Health Insurance	4,877.95	3,841.04	1,036.91	127.0%
Total 9000 · Employee - Benefits	11,218.81	9,598.92	1,619.89	116.9%
Total Expense	146,256.20	103,050.05	43,206.15	141.9%
Net Ordinary Income	34,097.33	35,098.93	-1,001.60	97.1%
Net Income	34,097.33	35,098.93	-1,001.60	97.1%

The Castleton Public Library
Balance Sheet
As of September 30, 2019

	<u>Sep 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	144,490.32
200.2 · Citizens Checking Account	22,694.70
200.9 · Petty Cash	50.00
Total Checking/Savings	<u>167,235.02</u>
Other Current Assets	
395 · Deposits with Other Government	3,500.00
Total Other Current Assets	<u>3,500.00</u>
Total Current Assets	<u>170,735.02</u>
TOTAL ASSETS	<u>170,735.02</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
600 · Accounts Payable	-0.02
Total Accounts Payable	<u>-0.02</u>
Total Current Liabilities	<u>-0.02</u>
Total Liabilities	-0.02
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	131,564.71
Net Income	34,097.33
Total Equity	<u>170,735.04</u>
TOTAL LIABILITIES & EQUITY	<u>170,735.02</u>

Director's Report – September

Library News

- CPL will be holding our annual **Free Halloween Costume Giveaway** on **Saturday, October 19** from **10:00 am to 4:00 pm**. The library is currently seeking donations of clean, gently used Halloween costumes, masks, wigs, and accessories. Items for children, teens, adults, and pets are all welcome and can be dropped off at the library at any time during our hours of operation through **Friday, October 18**.

September 2019 – Usage Statistics in Comparison

	September 2019	September 2018	Percent Change
Circulation			
Circulation of materials at CPL	2,146	2,216	-3.2%
Items loaned to other libraries	472	453	+4.2%
Items borrowed from other libraries	936	912	+2.6%
eContent circulation	437	327	+33.6%
Programming			
Number of programs offered	37	34	+8.8%
Program attendance	566	540	+4.8%
Public Computer Use			
Public Computer Sessions	NO DATA	131	N/A
Marketing Reach			
Website visits	1,091*	12,170	-91.0%
Website unique visitors	600*	3,867	-84.5%
Email newsletter list size	1,345	1,212	+11.0%
Facebook page likes	733	639	+14.7%
Facebook total reach	12,584	8,716	+44.4%
* = As of 8/1/2019, Weebly changed their statistics model to more closely match Google Analytics.			

Programs & Outreach – September

9/3/2019	Cookie Decorating	29
9/3/2019	Pajama Storytime	4
9/4/2019	Rainbow Scratch Art	6
9/5/2019	Learn & Play Storytime	8
9/6/2019	Early Literacy Playtime	4
9/7/2019	Giant Games on Main Street	73
9/9/2019	Read to Lacey	0
9/9/2019	Monday Mile Community Walk	0
9/10/2019	Castle Hill Bookmobile	9
9/10/2019	Pajama Storytime	11
9/10/2019	UHLS Library Expedition Party	158
9/11/2019	Beading Bonanza	0
9/12/2019	Learn & Play Storytime	6
9/13/2019	Early Literacy Playtime	2
9/13/2019	Bridge Club	3
9/13/2019	CPL @ Farmers' Market	12
9/14/2019	Drug Takeback Day	11
9/16/2019	Monday Mile Community Walk	0
9/17/2019	Afternoon Book Club	5

9/17/2019	Build with Keva Planks	4
9/17/2019	Pajama Storytime	8
9/19/2019	Learn & Play Storytime	8
9/19/2019	Visit to Castleton Kids	29
9/20/2019	Early Literacy Playtime	8
9/20/2019	Family Movie Night	6
9/21/2019	CES Community Fair	88
9/23/2019	Riverside Lending Library	9
9/23/2019	Monday Mile Community Walk	0
9/24/2019	Cool Science: Polished Penny	0
9/24/2019	Pajama Storytime	10
9/24/2019	National Voter Registration Day	0
9/26/2019	Learn & Play Storytime	14
9/26/2019	Teen Time: Wii	0
9/27/2019	Early Literacy Playtime	5
9/27/2019	Bridge Club	7
9/28/2019	Outreach @ SISP Fall Fest	29
9/30/2019	Monday Mile Community Walk	0
	Month totals	566

Fine & Donation Revenue Analysis – 1st-3rd Quarters

Category	1st-3rd Quarters 2019	1st-3rd Quarters 2018	Percent Change
Overdue Fines	\$92.03	\$853.67	-89.2%
Lost Books	\$187.88	\$99.42	+89.0%
Donation Box	\$484.44	N/A	N/A
Other Donations*	\$262.61	\$495.58	-47.0%
Total	\$1,026.96	\$1,448.67	-29.1%

*Does not include "special" donations (i.e. donation in honor of an anniversary), Friends of CPL funding, or Summer Reading Program donation funding.

Outreach – October & November

- Thursday, October 3 – Visit to Castleton Kids (grades K-1)
- Tuesday, October 8 – Castle Hill Bookmobile
- Thursday, October 17 – Visit to Castleton Kids (grades K-1)
- Monday, October 28 – Lending Library at Riverside Center for Rehabilitation & Nursing
- Friday, November 1 – Smartphone/Device Class at Castle Hill
- Monday, November 4 – Life-Size Games program with 7th graders at Maple Hill Junior-Senior High School
- Thursday, November 7 – Visit to Castleton Kids (grades K-1)
- Tuesday, November 12 – Castle Hill Bookmobile
- Thursday, November 21 – Visit to Castleton Kids (grades K-1)
- Monday, November 25 – Lending Library at Riverside Center for Rehabilitation & Nursing

Youth Services Librarian – Meetings, Outreach, & Continuing Education (September)

- September 7 – Giant Games at Main Street Day
- September 16 – Visit to 7th grade Book Expo at Maple Hill Junior-Senior High School
- September 19 – Outreach at Castleton Kids aftercare program (grades K-1)
- September 21 – Table at CES Community Fair

Director – Meetings, Outreach, & Continuing Education (September)

- September 4 – Meeting with Olivia Karis-Nix (monthly meeting).
- September 6 – Directors Association meeting at UHLS.
- September 7 – Volunteering with Friends of CPL at Applebee's Fundraiser
- September 9 – NYLA Developing Leaders Program – group project meeting (web-based meeting)
- September 9 – Village Board meeting.
- September 10 – Castle Hill Bookmobile.
- September 10 – Table at UHLS Library Expedition Party at the Crossings in Colonie.
- September 11 – Automation Advisory Committee meeting at UHLS.
- September 12 – Presentation to Schodack Town Board re: library services and funding (with EGRN & NASS).
- September 13 – Visit to 7th grade Book Expo at Maple Hill Junior-Senior High School.
- September 13 – Table at Castleton-on-Hudson Farmers and Artisans Market.
- September 17 – NYLA Developing Leaders Program webinar: "Collaboration & Partnerships."
- September 18 – Meeting with Erik Dollman, T-Mobile Government Account Manager, re: library wifi hotspots.
- September 18 – Friends of CPL meeting.
- September 20 – eContent Advisory Committee meeting at UHLS.
- September 23 – Lending Library at Riverside Center for Rehabilitation & Nursing.
- September 25 – Meeting with prospective volunteer Joshua Hadley.
- September 26 – Adult Program Swap at Guilderland Public Library.
- September 26 – Meeting with David Ewert re: prospective library program.
- September 26 – NYLA Developing Leaders Program – group project meeting (web-based meeting)
- September 30 – Community Visibility & Outreach Committee meeting.