

**Agenda**  
**Castleton Public Library Board of Trustees Meeting**  
**Regular Meeting, September 18, 2023 at 7:00pm**

**Welcome**

**Pledge of Allegiance**

**Roll Call**

**Adoption of Agenda**

**Public Comment**

**New Business**

- Library Construction Grant – rear entrance project
- Public Comment Policy for Library Board Meetings
- Freedom of Information Law (FOIL) Policy

**Old Business**

- Village of Castleton – direct funding and in-kind services
- Library word-of-mouth advertising

**President's Report**

**Secretary's Report**

- Review of minutes from August 21, 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. Strainge
- 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. Strainge, M. Johnston

**Announcements**

**Public Comment**

**Executive Session**

**Adjourn**

# **Castleton Public Library**

## **Public Comment Policy for Board Meetings**

The Castleton Public Library values public input and encourages individuals to participate in library board meetings following the guidelines below.. The purpose of this policy is to ensure that the community has an opportunity to be heard and that the Board is able to meet its primary responsibility of conducting the business of the library.

### **Public Comment Procedure**

- a. The Director or Library Board President will set out a sign-in sheet at the start of each library board meeting, before the meeting has been called to order.
- b. People who want to speak must print their name and address on the sign-in sheet.
- c. After the meeting has been called to order, additional people who want to speak may continue to add their names to the sign-in sheet.
- d. When the first public comment item in the agenda is reached, people who want to speak will be heard in the order that their names appear. The total time for the first public comment period will be limited to 10 minutes.
- e. Each speaker will have three minutes to comment.
- f. Speakers may not give their comment time to any other speaker in order to extend that individual's time to comment.
- g. When the final public comment item in the agenda is reached, people who want to speak will be heard in the order that their names appear, resuming in the list after the last speaker who commented. The total time for the second public comment period will be limited to 10 minutes, meaning there is a total of 20 minutes available for public comment at the meeting as a whole.
- h. If any speaker on the list does not have a chance to address the board at the meeting, they may submit comments in writing.

### **Public Comment Guidelines**

- a. **Respectful Conduct:** Public comments must be presented in a respectful and civil manner, fostering constructive dialogue and maintaining decorum. Personal attacks, harassment, or disruptive behavior will not be tolerated. Public comments must

not use profane language or discriminate based on race, ethnicity, gender, religion, sexual orientation, disability, or any other protected characteristic.

b. Confidentiality: Public comments must not include personal or confidential information about individuals, unless such information is already publicly available or required by law.

c. Moderation: The library board chair or designated presiding officer has the authority to enforce this policy during the meeting, including maintaining a respectful environment and asking commenters to finish speaking within time limits.

# Castleton Public Library

## Freedom of Information Law (FOIL) Policy

### I. Purpose and Scope

Castleton Public Library will ~~provide~~furnish to the public the information and records required to be disclosed by the New York State Freedom of Information Law (Article 6, Sections 84-90, of the Public Officers Law), and other applicable laws. FOIL allows members of the public the right to access government records, with certain exceptions.

### II. Designation of Records Access Officers

A. The Library ~~must~~shall designate an appropriate employee or employees as "Records Access Officers" for the Castleton Public Library, and ~~must~~shall identify the Records Access Officers as such in materials available to the public.

B. The records access officers must ensure ~~are responsible for ensuring~~ that the Castleton Public Library appropriately responds to public requests for access to Library records.

~~C. This does not~~ designation of records access officers shall not be construed ~~to~~ prohibit other Library officials, including those who may have been authorized to make records or information available to the public in the past, from continuing to do so.

### III. Requests for Public Access to Library Records

A. All requests for records must be in writing. ~~RR~~ Requests can be sent physically or electronically using the following options:

Mailed to the Records Access Officer(s) at the following address:

E-mailed to the Records Access Officer at:

**Comment [1]:** Can the records access officer receive a request in person? is hand-carried acceptable so long as it's given to the records access officer and they document the time of receipt?

B. All requests for access to records must include contact information of the requestor, including a telephone number and mailing address.

**Comment [2]:** do we need both?

C. All requests must include a detailed description of the records that are being asked for, sought including, but not limited to, dates, titles, file designations, or any other information that will help the Castleton Public Library assist the [Your Library Name] in locate~~locating~~ the requested records.

### IV. Response to Requests for Public Records

A. Within five (5) business days after receiving a written request for records, the Castleton Public Library of the receipt of a compliant written request, the [Your Library Name] will do one of the following:-

1. Provide ~~Make~~ the record available ~~to the requestor~~ .;
2. Provide ~~Furnish~~ a written acknowledgement that the request was received, and of the receipt of the request and a statement of the approximate date when the information will be made available. ; ~~or~~
3. Deny access in writing, and state the reason ~~basis~~ for denying access.

B. A denial of access to any record will be sent in writing, and will summarize the reason for the denial, and provide information on how to appeal such denial.

C. If the Castleton Public Library does not respond to a request in accordance with Section IV.A, the request will be treated as if it was ~~should be considered to have been~~ denied.

**Comment [3]:** I think this is a little confusing because it says that we must deny in writing. I don't know if we should even have an item for failing to respond.

## V. Appealing a Denial of Access

A. All appeals of a denial of a request for a Castleton Public Library record must be submitted in writing within 30 days of the denied request.

B. The FOIL Appeals Officer shall be the Library Board President.

C. An appeal must include the date of the original FOIL request, a detailed description of the records that are being asked for, sought ~~including but not limited to dates, titles, file designations, or any other information that will help the~~ Castleton Public Library ~~ATPL to~~ find the requested records, and the reason provided for the denial.

D. The FOIL Appeals Officer will independently review the withheld ~~records that were not provided~~ and the reason the request was denied ~~basis for withholding them~~. The FOIL Appeals Officer will respond in writing to the person appealing the request, appealing party within ten (10) business days after the appeal was received, is perfected with ~~their his or her~~ determination as to whether the requested records were properly withheld or must be released.

E. Copies of all appeals and the determinations will be sent by the Castleton Public Library to the Committee on Open Government pursuant to Section 89(4)(a) of the Public Officers Law.

## VI. Fees

A. The Castleton Public Library reserves the right to charge the requestor for costs in accordance with law.

B. There shall be no fee charged for merely inspecting or searching for records.

# Castleton Public Library Board of Trustees Meeting

Monday, August 21, 2023 Minutes

## Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:04 pm.

## Roll Call

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

Excused: None

## Adoption of Agenda

The adoption of the agenda was motioned by Trustee Cartwright and seconded by Trustee Johnson. Unanimously approved.

## Public Comment

None.

## New Business

**Feedback from Village of Castleton-on-Hudson:** Village of Castleton board member and Library liaison Rebekah Timerman attended to share positive feedback on the library pursuing a construction grant for accessibility renovations for the back door, as well as some concerns after the sustainable funding vote regarding future Sunday hours as well as residents being taxed via Village funding that continues for the library as well as through school taxes. This will be discussed at the next Village board meeting on September 11 at 7pm. Director Tacke and President Mitchum plan to discuss again with Village Trustee Timerman beforehand and Director Tacke will reach out to UHLS Director Tim Burke as well.

**Rechartering discussion:** The Town of Schodack expressed some interest in discussing what would be needed to make the Village library a Town library.

**Long Range Plan Committee Assignments:** Trustees volunteered for assignments as follows: Marketing & Community Connections: Knaack, Cartwright; Library Services & Outreach: S. Mitchum, A. Mitchum; Library Space: Johnson, Bielawa, Strainge.

## Old Business

**Library word-of-mouth advertising:** Director Tacke shared that the last day to turn in reading logs to be entered in the prize drawing is August 28. Logs can be turned in starting August 14 and can be turned in after the end of the program even after the drawing. Children can receive a goody bag!

## Reports

### President's Report

No report.

### Secretary's Report

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

### **Treasurer's Report**

Trustee Cartwright motioned to approve the July 2023 Check Detail Reports. Seconded by Trustee Johnson. Unanimously approved.

### **Director's Report**

Director Tacke presented statistics for July, with a comparison against previous years. Circulation remains similar to 2022 (up significantly from 2021), with continued increase in attendance at in-person events and improved Facebook reach. Many Summer Reading Club programs have been well-attended.

Director Tacke reminded trustees of the dates in September and October for racial equity training.

### **Friends Report**

The Friends of the Library is wrapping up selling tickets for a drawing to be held on August 23 at the Music on the Lawn event at the library.

### **Village of Castleton Liaison Report**

This new item will be added to the agenda each month to ensure time is allotted for report/discussion.

### **Committee Reports**

All committees report plans to meet in late summer or fall.

**Finance:** did not meet.

**Administrative:** did not meet.

**Operations/Capital Projects:** did not meet.

**Policy:** did not meet; Director Tacke shared policies for review and information from Upper Hudson for recommendations, particularly on intellectual freedom issues.

**Long range plan committees:** These will change to reflect the new goals in the 2023-2026 Long Range Plan as discussed in New Business.

### **Announcements**

None.

### **Public Comment**

None.

### **Executive Session**

None.

### **Adjournment**

The meeting was adjourned at 8:01 pm.

5:11 PM  
09/06/23

The Castleton Public Library

Check Detail

August 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	08/01/2023	Wal-Mart	200.2 · Citizens Checking Account		-243.84
Bill		08/01/2023		74104D1 · Summer Reading Program	-152.76	152.76
				7410.4D · Programs	-41.67	41.67
				7410.4F · Office and Library Supplies	-49.41	49.41
TOTAL					-243.84	243.84
Bill Pmt -Check	DEBIT	08/01/2023	USPS	200.2 · Citizens Checking Account		-3.72
Bill		08/01/2023		7410.4G · Postage	-3.72	3.72
TOTAL					-3.72	3.72
Bill Pmt -Check	DEBIT	08/01/2023	Google LLC	200.2 · Citizens Checking Account		-18.00
Bill	4776299412	08/01/2023		7410.4C · Equipment/Technology	-18.00	18.00
TOTAL					-18.00	18.00
Bill Pmt -Check	DEBIT	08/02/2023	Amazon LLC	200.2 · Citizens Checking Account		-243.80
Bill	1113024293...	08/01/2023		74104D1 · Summer Reading Program	-243.80	243.80
TOTAL					-243.80	243.80
Bill Pmt -Check	DEBIT	08/02/2023	Amazon LLC	200.2 · Citizens Checking Account		-17.99
Bill	1119148124...	08/01/2023		74104D1 · Summer Reading Program	-17.99	17.99
TOTAL					-17.99	17.99
Bill Pmt -Check	DEBIT	08/03/2023	Price Chopper	200.2 · Citizens Checking Account		-37.98
Bill		08/03/2023		74104D1 · Summer Reading Program	-37.98	37.98
TOTAL					-37.98	37.98
Bill Pmt -Check	DEBIT	08/07/2023	Amazon LLC	200.2 · Citizens Checking Account		-13.99
Bill	1115085531...	08/04/2023		74104D1 · Summer Reading Program	-13.99	13.99
TOTAL					-13.99	13.99
Bill Pmt -Check	DEBIT	08/07/2023	Magazines.com	200.2 · Citizens Checking Account		-8.00
Bill	1EC9E9CBF2	08/07/2023		74104B5 · Magazines and Newspapers	-8.00	8.00
TOTAL					-8.00	8.00
Bill Pmt -Check	DEBIT	08/07/2023	Amazon LLC	200.2 · Citizens Checking Account		-19.96
Bill	1114356198...	08/07/2023		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	DEBIT	08/07/2023	Amazon LLC	200.2 · Citizens Checking Account		-4.99
Bill	1113130472...	08/03/2023		74104D1 · Summer Reading Program	-4.99	4.99
TOTAL					-4.99	4.99



5:11 PM  
09/06/23

The Castleton Public Library

Check Detail

August 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	08/08/2023	USPS	200.2 · Citizens Checking Account		-9.57
Bill		08/08/2023		7410.4G · Postage	-9.57	9.57
TOTAL					-9.57	9.57
Bill Pmt -Check	DEBIT	08/10/2023	Wal-Mart	200.2 · Citizens Checking Account		-90.62
Bill		08/09/2023		7410.4F · Office and Library Supplies	-4.44	4.44
				74104D1 · Summer Reading Program	-42.84	42.84
				7410.4D · Programs	-43.34	43.34
TOTAL					-90.62	90.62
Bill Pmt -Check	DEBIT	08/14/2023	Amazon LLC	200.2 · Citizens Checking Account		-11.99
Bill	1114356198...	08/14/2023		74104B1 · DVDs & Other Materials	-11.99	11.99
TOTAL					-11.99	11.99
Bill Pmt -Check	DEBIT	08/15/2023	USPS	200.2 · Citizens Checking Account		-4.43
Bill		08/15/2023		7410.4G · Postage	-4.43	4.43
TOTAL					-4.43	4.43
Bill Pmt -Check	DEBIT	08/15/2023	Amazon LLC	200.2 · Citizens Checking Account		-13.39
Bill	1117579651...	08/15/2023		74104B1 · DVDs & Other Materials	-13.39	13.39
TOTAL					-13.39	13.39
Bill Pmt -Check	DEBIT	08/15/2023	People	200.2 · Citizens Checking Account		-52.00
Bill		08/15/2023		74104B5 · Magazines and Newspapers	-52.00	52.00
TOTAL					-52.00	52.00
Bill Pmt -Check	DEBIT	08/22/2023	Price Chopper	200.2 · Citizens Checking Account		-13.35
Bill		08/22/2023		74104D1 · Summer Reading Program	-13.35	13.35
TOTAL					-13.35	13.35
Bill Pmt -Check	DEBIT	08/25/2023	Amazon LLC	200.2 · Citizens Checking Account		-32.92
Bill	1117579651...	08/25/2023		74104B1 · DVDs & Other Materials	-32.92	32.92
TOTAL					-32.92	32.92
Bill Pmt -Check	DEBIT	08/29/2023	Amazon LLC	200.2 · Citizens Checking Account		-39.92
Bill	1117579651...	08/29/2023		74104B1 · DVDs & Other Materials	-39.92	39.92
TOTAL					-39.92	39.92
Bill Pmt -Check	DEBIT	08/29/2023	Amazon LLC	200.2 · Citizens Checking Account		-250.00
Bill	1143383591...	08/29/2023		74104D1 · Summer Reading Program	-250.00	250.00
TOTAL					-250.00	250.00

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The Castleton Public Library

Check Detail

August 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	08/29/2023	USPS	200.2 · Citizens Checking Account		-3.72
Bill		08/29/2023		7410.4G · Postage	-3.72	3.72
TOTAL					-3.72	3.72
Bill Pmt -Check	DEBIT	08/29/2023	Price Chopper	200.2 · Citizens Checking Account		-4.99
Bill		08/29/2023		74104D1 · Summer Reading Program	-4.99	4.99
TOTAL					-4.99	4.99
Bill Pmt -Check	DEBIT	08/30/2023	Amazon LLC	200.2 · Citizens Checking Account		-250.00
Bill	1142698471...	08/29/2023		74104D1 · Summer Reading Program	-250.00	250.00
TOTAL					-250.00	250.00
Bill Pmt -Check	DEBIT	08/31/2023	Amazon LLC	200.2 · Citizens Checking Account		-250.00
Bill	1149502505...	08/30/2023		74104D1 · Summer Reading Program	-250.00	250.00
TOTAL					-250.00	250.00
Bill Pmt -Check	3163	08/01/2023	T-Mobile	200.2 · Citizens Checking Account		-119.44
Bill		07/24/2023		7410.4C · Equipment/Technology 7410.4B · Library Materials	-29.86 -89.58	29.86 89.58
TOTAL					-119.44	119.44
Bill Pmt -Check	3164	08/02/2023	Wildlife Institute ...	200.2 · Citizens Checking Account		-350.00
Bill		08/02/2023		74104D1 · Summer Reading Program	-350.00	350.00
TOTAL					-350.00	350.00
Bill Pmt -Check	3165	08/07/2023	Brodart	200.2 · Citizens Checking Account		-788.12
Bill	MULTIPLE	08/07/2023		74104B3 · Print Materials	-788.12	788.12
TOTAL					-788.12	788.12
Bill Pmt -Check	3166	08/07/2023	Village of Castlet...	200.2 · Citizens Checking Account		-5,648.39
Bill	84498	08/01/2023		7410.1A · Gross wages - Director 7410.1B · Gross wages - Librarian 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-2,423.07 -899.39 -1,927.60 -398.33	2,423.07 899.39 1,927.60 398.33
TOTAL					-5,648.39	5,648.39
Bill Pmt -Check	3167	08/08/2023	Barbara Hacker	200.2 · Citizens Checking Account		-150.00
Bill		08/08/2023		74104D1 · Summer Reading Program	-150.00	150.00
TOTAL					-150.00	150.00

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The Castleton Public Library

Check Detail

August 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	3168	08/08/2023	Good Housekeep...	200.2 · Citizens Checking Account		-12.00
Bill		08/08/2023		74104B5 · Magazines and Newspapers	-12.00	12.00
TOTAL					-12.00	12.00
Bill Pmt -Check	3169	08/08/2023	Yankee	200.2 · Citizens Checking Account		-29.97
Bill		08/08/2023		74104B5 · Magazines and Newspapers	-29.97	29.97
TOTAL					-29.97	29.97
Bill Pmt -Check	3170	08/08/2023	Birds and Blooms	200.2 · Citizens Checking Account		-12.98
Bill		08/08/2023		74104B5 · Magazines and Newspapers	-12.98	12.98
TOTAL					-12.98	12.98
Bill Pmt -Check	3171	08/14/2023	MiSci	200.2 · Citizens Checking Account		-390.56
Bill	5284317	08/14/2023		74104D1 · Summer Reading Program	-390.56	390.56
TOTAL					-390.56	390.56
Bill Pmt -Check	3172	08/14/2023	Charter Commun...	200.2 · Citizens Checking Account		-95.63
Bill	1443984010...	08/07/2023		7410.4H · Telephone/Data Links	-95.63	95.63
TOTAL					-95.63	95.63
Bill Pmt -Check	3173	08/21/2023	Village of Castlet...	200.2 · Citizens Checking Account		-5,488.47
Bill	84503	08/14/2023		7410.1A · Gross wages - Director 7410.1B · Gross wages - Librarian 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-2,423.07 -765.93 -1,912.50 -386.97	2,423.07 765.93 1,912.50 386.97
TOTAL					-5,488.47	5,488.47
Bill Pmt -Check	3174	08/21/2023	OverDrive	200.2 · Citizens Checking Account		-317.50
Bill	MULTIPLE	08/21/2023		74104B2 · Electronic Content	-317.50	317.50
TOTAL					-317.50	317.50
Bill Pmt -Check	3175	08/21/2023	Brodart	200.2 · Citizens Checking Account		-639.13
Bill	MULTIPLE	08/21/2023		74104B3 · Print Materials	-639.13	639.13
TOTAL					-639.13	639.13
Bill Pmt -Check	3176	08/28/2023	New York Library...	200.2 · Citizens Checking Account		-150.00
Bill	4398	08/28/2023		7410.4A · Staff Development/Edu	-150.00	150.00
TOTAL					-150.00	150.00

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The Castleton Public Library

Check Detail

August 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	3177	08/28/2023	Better Homes & ...	200.2 · Citizens Checking Account		-12.00
Bill		08/28/2023		74104B5 · Magazines and Newspapers	-12.00	12.00
TOTAL					-12.00	12.00
Bill Pmt -Check	3178	08/28/2023	Country Living	200.2 · Citizens Checking Account		-15.00
Bill		08/28/2023		74104B5 · Magazines and Newspapers	-15.00	15.00
TOTAL					-15.00	15.00

5:07 PM  
09/06/23

The Castleton Public Library  
**Reconciliation Summary**

200.1 - Citizens Money Market, Period Ending 08/31/2023

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	<u>Aug 31, 23</u>
<b>Beginning Balance</b>	231,196.47
<b>Cleared Transactions</b>	
Checks and Payments - 1 item	-15,000.00
Deposits and Credits - 1 item	47.96
	<u>-14,952.04</u>
<b>Total Cleared Transactions</b>	
<b>Cleared Balance</b>	<u><u>216,244.43</u></u>
<b>Register Balance as of 08/31/2023</b>	216,244.43
<b>Ending Balance</b>	216,244.43

5:07 PM

09/06/23

## The Castleton Public Library

## Reconciliation Detail

200.1 - Citizens Money Market, Period Ending 08/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						231,196.47
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Transfer	08/21/2023			X	-15,000.00	-15,000.00
Total Checks and Payments					-15,000.00	-15,000.00
<b>Deposits and Credits - 1 item</b>						
Deposit	08/31/2023			X	47.96	47.96
Total Deposits and Credits					47.96	47.96
Total Cleared Transactions					-14,952.04	-14,952.04
Cleared Balance					-14,952.04	216,244.43
Register Balance as of 08/31/2023					-14,952.04	216,244.43
<b>Ending Balance</b>					<b>-14,952.04</b>	<b>216,244.43</b>

5:10 PM  
09/06/23

The Castleton Public Library  
**Reconciliation Summary**

200.2 - Citizens Checking Account, Period Ending 08/31/2023

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	<u>Aug 31, 23</u>
<b>Beginning Balance</b>	16,629.45
<b>Cleared Transactions</b>	
Checks and Payments - 37 items	-15,681.36
Deposits and Credits - 1 item	<u>15,000.00</u>
<b>Total Cleared Transactions</b>	<u>-681.36</u>
<b>Cleared Balance</b>	<u><u>15,948.09</u></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 3 items	<u>-177.00</u>
<b>Total Uncleared Transactions</b>	<u>-177.00</u>
<b>Register Balance as of 08/31/2023</b>	<u><u>15,771.09</u></u>
<b>Ending Balance</b>	15,771.09

5:10 PM

09/06/23

## The Castleton Public Library

## Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 08/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						16,629.45
<b>Cleared Transactions</b>						
<b>Checks and Payments - 37 items</b>						
Bill Pmt -Check	08/01/2023	DEBIT	Wal-Mart	X	-243.84	-243.84
Bill Pmt -Check	08/01/2023	3163	T-Mobile	X	-119.44	-363.28
Bill Pmt -Check	08/01/2023	DEBIT	Google LLC	X	-18.00	-381.28
Bill Pmt -Check	08/01/2023	DEBIT	USPS	X	-3.72	-385.00
Bill Pmt -Check	08/02/2023	3164	Wildlife Institute of E...	X	-350.00	-735.00
Bill Pmt -Check	08/02/2023	DEBIT	Amazon LLC	X	-243.80	-978.80
Bill Pmt -Check	08/02/2023	DEBIT	Amazon LLC	X	-17.99	-996.79
Bill Pmt -Check	08/03/2023	DEBIT	Price Chopper	X	-37.98	-1,034.77
Bill Pmt -Check	08/07/2023	3166	Village of Castleton-...	X	-5,648.39	-6,683.16
Bill Pmt -Check	08/07/2023	3165	Brodart	X	-788.12	-7,471.28
Bill Pmt -Check	08/07/2023	DEBIT	Amazon LLC	X	-19.96	-7,491.24
Bill Pmt -Check	08/07/2023	DEBIT	Amazon LLC	X	-13.99	-7,505.23
Bill Pmt -Check	08/07/2023	DEBIT	Magazines.com	X	-8.00	-7,513.23
Bill Pmt -Check	08/07/2023	DEBIT	Amazon LLC	X	-4.99	-7,518.22
Bill Pmt -Check	08/08/2023	3167	Barbara Hacker	X	-150.00	-7,668.22
Bill Pmt -Check	08/08/2023	3169	Yankee	X	-29.97	-7,698.19
Bill Pmt -Check	08/08/2023	3170	Birds and Blooms	X	-12.98	-7,711.17
Bill Pmt -Check	08/08/2023	3168	Good Housekeeping	X	-12.00	-7,723.17
Bill Pmt -Check	08/08/2023	DEBIT	USPS	X	-9.57	-7,732.74
Bill Pmt -Check	08/10/2023	DEBIT	Wal-Mart	X	-90.62	-7,823.36
Bill Pmt -Check	08/14/2023	3171	MiSci	X	-390.56	-8,213.92
Bill Pmt -Check	08/14/2023	3172	Charter Communicat...	X	-95.63	-8,309.55
Bill Pmt -Check	08/14/2023	DEBIT	Amazon LLC	X	-11.99	-8,321.54
Bill Pmt -Check	08/15/2023	DEBIT	People	X	-52.00	-8,373.54
Bill Pmt -Check	08/15/2023	DEBIT	Amazon LLC	X	-13.39	-8,386.93
Bill Pmt -Check	08/15/2023	DEBIT	USPS	X	-4.43	-8,391.36
Bill Pmt -Check	08/21/2023	3173	Village of Castleton-...	X	-5,488.47	-13,879.83
Bill Pmt -Check	08/21/2023	3175	Brodart	X	-639.13	-14,518.96
Bill Pmt -Check	08/21/2023	3174	OverDrive	X	-317.50	-14,836.46
Bill Pmt -Check	08/22/2023	DEBIT	Price Chopper	X	-13.35	-14,849.81
Bill Pmt -Check	08/25/2023	DEBIT	Amazon LLC	X	-32.92	-14,882.73
Bill Pmt -Check	08/29/2023	DEBIT	Amazon LLC	X	-250.00	-15,132.73
Bill Pmt -Check	08/29/2023	DEBIT	Amazon LLC	X	-39.92	-15,172.65
Bill Pmt -Check	08/29/2023	DEBIT	Price Chopper	X	-4.99	-15,177.64
Bill Pmt -Check	08/29/2023	DEBIT	USPS	X	-3.72	-15,181.36
Bill Pmt -Check	08/30/2023	DEBIT	Amazon LLC	X	-250.00	-15,431.36
Bill Pmt -Check	08/31/2023	DEBIT	Amazon LLC	X	-250.00	-15,681.36
Total Checks and Payments					-15,681.36	-15,681.36
<b>Deposits and Credits - 1 item</b>						
Transfer	08/21/2023			X	15,000.00	15,000.00
Total Deposits and Credits					15,000.00	15,000.00
Total Cleared Transactions					-681.36	-681.36
Cleared Balance					-681.36	15,948.09
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Bill Pmt -Check	08/28/2023	3176	New York Library As...		-150.00	-150.00
Bill Pmt -Check	08/28/2023	3178	Country Living		-15.00	-165.00



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The Castleton Public Library  
**Reconciliation Detail**

200.2 - Citizens Checking Account, Period Ending 08/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	08/28/2023	3177	Better Homes & Gar...		-12.00	-177.00
Total Checks and Payments					-177.00	-177.00
Total Uncleared Transactions					-177.00	-177.00
Register Balance as of 08/31/2023					-858.36	15,771.09
Ending Balance					-858.36	15,771.09

# The Castleton Public Library

## Profit & Loss

August 2023

	Aug 23
Ordinary Income/Expense	
Income	
2401 · Interest & Earnings	47.96
Total Income	47.96
Gross Profit	47.96
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	4,846.14
7410.1B · Gross wages - Librarian	1,665.32
7410.1C · Gross wages - Assistant	3,840.10
Total 7410.11 · Employee Gross Wages	10,351.56
Total 7410.1 · Personal Services	10,351.56
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B5 · Magazines and Newspapers	141.95
74104B3 · Print Materials	1,427.25
74104B2 · Electronic Content	317.50
74104B1 · DVDs & Other Materials	118.18
Total 7410.4B · Library Materials	2,004.88
7410.4C · Equipment/Technology	18.00
7410.4D · Programs	
74104D1 · Summer Reading Program	2,173.25
7410.4D · Programs - Other	85.01
Total 7410.4D · Programs	2,258.26
7410.41 · Operations and Administrative	
7410.4A · Staff Development/Edu	150.00
7410.4G · Postage	21.44
7410.4H · Telephone/Data Links	95.63
7410.4F · Office and Library Supplies	53.85
Total 7410.41 · Operations and Administrative	320.92
Total 7410.4 · Contractual Expenses	4,602.06
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	785.30
Total 9000 · Employee - Benefits	785.30
Total Expense	15,738.92
Net Ordinary Income	-15,690.96
Net Income	-15,690.96

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

	Jan - Aug 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	15.74	0.00	15.74	100.0%
2082.12 · Lost Books	33.96	0.00	33.96	100.0%
2082.13 · Copies, Prints and Faxes	42.90	0.00	42.90	100.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	92.60	0.00	92.60	100.0%
Total 2082 · Library Charges	92.60	0.00	92.60	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	0.00	14,000.00	-14,000.00	0.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	179,325.00	193,325.00	-14,000.00	92.8%
2401 · Interest & Earnings	383.42	30.00	353.42	1,278.1%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	10,098.16	6,000.00	4,098.16	168.3%
Total 2705 · Gifts & Donations	11,098.16	7,000.00	4,098.16	158.5%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	0.00	0.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	143.00	1,435.00	-1,292.00	10.0%
2760.9 · Grants - Other	26,000.00	1,000.00	25,000.00	2,600.0%
Total 2760 · Library System Grants	26,143.00	2,435.00	23,708.00	1,073.6%
599 · Appropriated Fund Balance	0.00	10,645.00	-10,645.00	0.0%
Total Income	217,042.18	213,435.00	3,607.18	101.7%
Gross Profit	217,042.18	213,435.00	3,607.18	101.7%
<b>Expense</b>				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	41,048.81	63,000.00	-21,951.19	65.2%
7410.1B · Gross wages - Librarian	14,877.79	24,140.00	-9,262.21	61.6%
7410.1C · Gross wages - Assistant	29,922.98	54,300.00	-24,377.02	55.1%
Total 7410.11 · Employee Gross Wages	85,849.58	141,440.00	-55,590.42	60.7%
Total 7410.1 · Personal Services	85,849.58	141,440.00	-55,590.42	60.7%
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				
7410.4B6 · Museum Passes	1,280.00	1,680.00	-400.00	76.2%
7410.4B5 · Magazines and Newspapers	141.95	400.00	-258.05	35.5%
7410.4B4 · Audiobooks	0.00	0.00	0.00	0.0%
7410.4B3 · Print Materials	7,755.45	9,400.00	-1,644.55	82.5%
7410.4B2 · Electronic Content	4,724.59	6,270.00	-1,545.41	75.4%
7410.4B1 · DVDs & Other Materials	1,193.53	1,900.00	-706.47	62.8%
7410.4B · Library Materials - Other	776.05	1,220.00	-443.95	63.6%
Total 7410.4B · Library Materials	15,871.57	20,870.00	-4,998.43	76.0%
7410.4C · Equipment/Technology	1,191.33	1,450.00	-258.67	82.2%
7410.4D · Programs				
7410.4D1 · Summer Reading Program	4,285.55	4,250.00	35.55	100.8%

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

	Jan - Aug 23	Budget	\$ Over Budget	% of Budget
7410.4D · Programs - Other	1,009.50	3,000.00	-1,990.50	33.7%
Total 7410.4D · Programs	5,295.05	7,250.00	-1,954.95	73.0%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	345.00	800.00	-455.00	43.1%
7410.4E · Automated Services	2,994.00	4,110.00	-1,116.00	72.8%
7410.4G · Postage	215.89	300.00	-84.11	72.0%
7410.4H · Telephone/Data Links	765.30	1,250.00	-484.70	61.2%
7410.4I · Insurance	2,729.93	2,575.00	154.93	106.0%
7410.4F · Office and Library Supplies	392.12	1,300.00	-907.88	30.2%
7410.4J · Professional Services	315.00	480.00	-165.00	65.6%
Total 7410.41 · Operations and Administrati...	7,757.24	10,815.00	-3,057.76	71.7%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	1,178.58	1,260.00	-81.42	93.5%
7410.4K · Miscellaneous - Other	1,574.63	25.00	1,549.63	6,298.5%
Total 7410.4K · Miscellaneous	2,753.21	1,285.00	1,468.21	214.3%
Total 7410.4 · Contractual Expenses	32,868.40	41,670.00	-8,801.60	78.9%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	7,735.00	-7,735.00	0.0%
9030.8 · Social Security/Medicare	6,519.53	10,750.00	-4,230.47	60.6%
9040.8 · Workers Comp	204.65	900.00	-695.35	22.7%
9055.8 · Disability	0.00	500.00	-500.00	0.0%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	5,032.28	8,940.00	-3,907.72	56.3%
Total 9060.8 · Health Insurance	5,032.28	10,440.00	-5,407.72	48.2%
Total 9000 · Employee - Benefits	11,756.46	30,325.00	-18,568.54	38.8%
Total Expense	130,474.44	213,435.00	-82,960.56	61.1%
Net Ordinary Income	86,567.74	0.00	86,567.74	100.0%
Net Income	86,567.74	0.00	86,567.74	100.0%

The Castleton Public Library  
Profit & Loss Forecast vs. Actual

January through August 2023

	Jan - Aug 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	15.74	29.25	-13.51	53.8%
2082.12 - Lost Books	33.96	157.86	-123.90	21.5%
2082.13 - Copies, Prints and Faxes	42.90	0.00	42.90	100.0%
2082.14 - Register Overage/Shortage	0.00	0.00	0.00	0.0%
<b>Total 2082.1 - Library Fines &amp; Fees</b>	<b>92.60</b>	<b>187.11</b>	<b>-94.51</b>	<b>49.5%</b>
<b>Total 2082 - Library Charges</b>	<b>92.60</b>	<b>187.11</b>	<b>-94.51</b>	<b>49.5%</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	0.00	0.00	0.00	0.0%
2360.3 - Rensselaer County	3,325.00	3,325.00	0.00	100.0%
<b>Total 2360 - Intergovernmental Revenues</b>	<b>179,325.00</b>	<b>162,585.00</b>	<b>16,740.00</b>	<b>110.3%</b>
2401 - Interest & Earnings	383.42	24.68	358.74	1,553.6%
2705 - Gifts & Donations				
2705.1 - Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 - Gifts & Donations - Other	10,098.16	5,121.54	4,976.62	197.2%
<b>Total 2705 - Gifts &amp; Donations</b>	<b>11,098.16</b>	<b>6,121.54</b>	<b>4,976.62</b>	<b>181.3%</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)	143.00	1,429.20	-1,286.20	10.0%
2760.9 - Grants - Other	26,000.00	1,250.00	24,750.00	2,080.0%
<b>Total 2760 - Library System Grants</b>	<b>26,143.00</b>	<b>4,828.20</b>	<b>21,314.80</b>	<b>541.5%</b>
<b>Total Income</b>	<b>217,042.18</b>	<b>173,746.53</b>	<b>43,295.65</b>	<b>124.9%</b>
<b>Gross Profit</b>	<b>217,042.18</b>	<b>173,746.53</b>	<b>43,295.65</b>	<b>124.9%</b>
<b>Expense</b>				
7410.1 - Personal Services				
7410.11 - Employee Gross Wages				
7410.1A - Gross wages - Director	41,048.81	40,863.15	185.66	100.5%
7410.1B - Gross wages - Librarian	14,877.79	15,228.54	-350.75	97.7%
7410.1C - Gross wages - Assistant	29,922.98	26,840.19	3,082.79	111.5%
<b>Total 7410.11 - Employee Gross Wages</b>	<b>85,849.58</b>	<b>82,931.88</b>	<b>2,917.70</b>	<b>103.5%</b>
<b>Total 7410.1 - Personal Services</b>	<b>85,849.58</b>	<b>82,931.88</b>	<b>2,917.70</b>	<b>103.5%</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	141.95	39.00	102.95	364.0%
7410.4B3 - Print Materials	7,755.45	5,801.19	1,954.26	133.7%
7410.4B2 - Electronic Content	4,724.59	3,967.42	757.17	119.1%
7410.4B1 - DVDs & Other Materials	1,193.53	1,242.29	-48.76	96.1%
7410.4B - Library Materials - Other	776.05	837.80	-61.75	92.6%
<b>Total 7410.4B - Library Materials</b>	<b>15,871.57</b>	<b>13,197.70</b>	<b>2,673.87</b>	<b>120.3%</b>
7410.4C - Equipment/Technology	1,191.33	1,354.23	-162.90	88.0%
7410.4D - Programs				
7410.4D1 - Summer Reading Program	4,285.55	4,690.90	-405.35	91.4%
7410.4D - Programs - Other	1,009.50	1,382.80	-373.30	73.0%
<b>Total 7410.4D - Programs</b>	<b>5,295.05</b>	<b>6,073.70</b>	<b>-778.65</b>	<b>87.2%</b>
7410.41 - Operations and Administrative				
7410.4A - Staff Development/Edu	345.00	0.00	345.00	100.0%
7410.4E - Automated Services	2,994.00	2,934.27	59.73	102.0%
7410.4G - Postage	215.89	138.22	77.67	156.2%
7410.4H - Telephone/Data Links	765.30	761.13	4.17	100.5%
7410.4I - Insurance	2,729.93	2,450.94	278.99	111.4%
7410.4F - Office and Library Supplies	392.12	704.16	-312.04	55.7%
7410.4J - Professional Services	315.00	210.00	105.00	150.0%
<b>Total 7410.41 - Operations and Administrative</b>	<b>7,757.24</b>	<b>7,198.72</b>	<b>558.52</b>	<b>107.8%</b>
7410.4K - Miscellaneous				
7410.4L - Strategic Planning - Survey	1,178.58			
7410.4K - Miscellaneous - Other	1,574.63	172.52	1,402.11	912.7%
<b>Total 7410.4K - Miscellaneous</b>	<b>2,753.21</b>	<b>172.52</b>	<b>2,580.69</b>	<b>1,595.9%</b>
<b>Total 7410.4 - Contractual Expenses</b>	<b>32,868.40</b>	<b>27,996.87</b>	<b>4,871.53</b>	<b>117.4%</b>

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The Castleton Public Library  
Profit & Loss Forecast vs. Actual

Accrual Basis

January through August 2023

	Jan - Aug 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	6,510.53	6,297.11	222.42	103.5%
9040.8 · Workers Comp	204.65	204.65	0.00	100.0%
9055.8 · Disability	0.00	181.25	-181.25	0.0%
9060.8 · Health Insurance	5,032.28	4,535.77	496.51	110.9%
Total 9000 · Employee - Benefits	11,756.46	11,218.78	537.68	104.8%
Total Expense	130,474.44	127,427.26	3,047.18	102.4%
Net Ordinary Income	96,567.74	46,319.27	40,248.47	186.9%
Net Income	86,567.74	46,319.27	40,248.47	186.9%

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Accrual Basis

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

	<u>Aug 31, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	216,244.43
200.2 · Citizens Checking Account	15,771.09
200.9 · Petty Cash	50.00
Total Checking/Savings	<u>232,065.52</u>
Other Current Assets	
395 · Deposits with Other Government	5,000.00
Total Other Current Assets	<u>5,000.00</u>
Total Current Assets	<u>237,065.52</u>
<b>TOTAL ASSETS</b>	<u><u>237,065.52</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
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	<u>-0.02</u>
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	145,424.80
Net Income	86,567.74
Total Equity	<u>237,065.54</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>237,065.52</u></u>

## Director's Report – August

### August 2023 – Usage Statistics in Comparison

	August 2023	August 2022	% Change, 2023 vs. 2022	August 2021	% Change, 2023 vs. 2021
<b>Circulation</b>					
Circulation of materials at CPL	2,893	2,980	-2.9%	1,406	+105.8%
Items loaned to other libraries	543	385	+41%	374	+45.2%
Items borrowed from other libraries	852	1,157	-26.4%	432	+97.2%
eContent circulation	681	635	+7.2%	566	+20.3%
<b>Programming</b>					
Number of programs offered	53	52	+1.9%	29	+82.8%
Program attendance – in-person	559	465	+20.2%	100	+459%
Program attendance – live virtual	0	1	-100%	0	N/A
Program attendance – kits and prerecorded virtual*	411	516	-20.3%	340	+20.9%
Total program attendance	970	972	-0.2%	440	+120.5%
<b>Public Computer Use</b>					
Public Computer Sessions	96	17	+464.7%	16	+500%
WiFi Use - daily unique users	818 (6.2 GB)	769 (8.7 GB)	+6.4%	423 (4.1 GB)	+93.4%
WiFi Hotspot Use	25.46 GB	11.96 GB	+112.9%	17.88 GB	+42.4%
<b>Marketing Reach</b>					
Website visits	1,170	1,057	+10.7%	1,488	-21.4%
Website unique visitors	610	573	+6.5%	782	-22%
Email newsletter list size	1,660	1,575	+5.4%	1,428	+16.2%
Facebook page likes	1,195	1,039	+15%	895	+33.5%
Facebook total reach	16,525	12,322	+34.1%	4,915	+236.2%
* = The number of kits distributed through 8/31 is used for the attendance number.					

### Summer Reading Program – 2023 Statistics in Comparison

Registration					Program Attendance							Programs Offered				
	Kids	Teens	Adults	Total		Kids	Teens	Adults	Kits	Virt.	Total		Child/Fam*	Teen	Adult	Total
<b>2023</b>	<b>147</b>	<b>31</b>	<b>106</b>	<b>284</b>	<b>2023</b>	<b>873</b>	<b>96</b>	<b>665</b>	<b>793</b>	<b>0</b>	<b>2,427</b>	<b>2023</b>	<b>87</b>	<b>6</b>	<b>19</b>	<b>112</b>
2022	162	32	89	283	2022	610	84	509	1,033	1	2,237	2022	82	7	13	102
2021	82	35	65	182	2021	124	36	137	852	68	1,217	2021	52	6	5	63
2020	39	14	28	81	2020	1	0	1	640	149	791	2020	50	5	7	62
2019	176	37	107	320	2019	1,037	179	630	N/A	N/A	1,846	2019	113	10	20	143

\* = All-ages programs are grouped w/ Child/Family programs.

### Paper & Online Registrations

	Kids	Teens	Adults	Total
2023 – paper registrations	132	24	87	243
2023 – online registrations	15	7	19	41
<b>2023 – all registrations</b>	<b>147</b>	<b>31</b>	<b>106</b>	<b>284</b>

### Kits and Events

- 793 Take-home craft kits distributed
- 1,634 Attendance at in-person events



## Director – Meetings, Outreach, and Continuing Education (August)

- August 8 – Bookmobile at Castle Hill senior housing
- August 10 – New York Library Association (NYLA) Library Administration & Management Section (LAMS) board meeting (virtual meeting)
- August 14 – Village Board meeting
- August 17 – Meeting with Village of Castleton library liaison Rebekah Timerman
- August 21 – EContent Advisory Committee meeting (virtual meeting)
- August 30 – Friends of CPL meeting

## Programs – August

8/1/2023	Origami	78
8/1/2023	Cool Science: Baking Soda Rocket	25
8/1/2023	Pajama Storytime	4
8/1/2023	Beginner Yoga	9
8/2/2023	Birds of Prey	60
8/3/2023	Storytime: Monarch Migration	15
8/3/2023	Teen Time: Marbled Mugs	3
8/4/2023	Bridge Club	5
8/4/2023	Edible Art	14
8/5/2023	Chalk the Walk	4
8/7/2023	Make a Multicolored Crayon	72
8/7/2023	Cool Science: Lava Lamps	27
8/7/2023	After Dinner Book Club	2
8/8/2023	Marble Run Fun	20
8/8/2023	Castle Hill Bookmobile	5
8/8/2023	Pajama Storytime	2
8/8/2023	Beginner Yoga	7
8/9/2023	The Science of Dry Ice	8
8/10/2023	Smoothie Storytime	9
8/10/2023	Giant Connect Four	4
8/11/2023	Build with Keva Planks	3
8/11/2023	Bridge Club	3
8/11/2023	Butterfly Craft & Story at SISP	13
8/12/2023	Sweet Structures	5
8/14/2023	Robots & Monsters	70
8/14/2023	Dino Discovery	29
8/15/2023	Tissue Paper Painting	10

8/15/2023	Pajama Storytime	0
8/16/2023	Afternoon Book Club	3
8/16/2023	Cool Sci.: Paper Plate Maze	5
8/17/2023	Construction Storytime	67
8/17/2023	Teen Time: Galaxy Jars	3
8/18/2023	Bridge Club	0
8/18/2023	Snow in August	5
8/19/2023	Knock Hockey	0
8/21/2023	Paper Mosaic Art	90
8/21/2023	Candy Sushi	21
8/22/2023	Kids Cook: Marshmallow Fruit Dip	8
8/22/2023	Pajama Storytime	0
8/23/2023	Perler Bead Crafts	19
8/24/2023	Police Storytime	23
8/24/2023	Cool Sci.: Paper Cup Telephone	5
8/25/2023	Bridge Club	4
8/26/2023	Paint a Kindness Rock	28
8/28/2023	Kaleidoscopes	101
8/28/2023	Pool Noodle Monsters	43
8/29/2023	Cool Science: Water Suspension	8
8/29/2023	Pajama Storytime	0
8/30/2023	Legomania	5
8/30/2023	Guided Storywalk	2
8/31/2023	Apple Storytime	15
8/31/2023	Teen Time: Magnets	5
8/31/2023	Teen Work Skills (teen vols.)	4
	<b>Month total</b>	<b>970</b>