Agenda
Castleton Public Library Board of Trustees Meeting
Virtual Meeting, December 21, 2020 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- Election of Officers for 2021
- 2021 Staff Pay Rates

Old Business

- 2021 Budget
- Library word-of-mouth advertising
- Reopening process

President's Report

Secretary's Report

- Review of minutes and transcript from November 16, 2020

Treasurer's Report

Director's Report

Friends Report

Committee Reports

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

Announcements

Public Comment

Executive Session

Adjourn

2021 Wage Increases for Library Staff

Effective January 1, 2021:

Position Title	Current Wage/Salary	Wage/Salary Effective 1/1/2021
Library Director	$51,716.00	$54,819.00
Librarian I	$19.40 per hour	$20.18 per hour
Library Assistant	$15.38 per hour	$15.69 per hour
Library Aide	$12.22 per hour	$13.00 per hour
Subsitute Library Aide	$12.22 per hour	$13.00 per hour

2021 Proposed Budget				
Income				
Line Item	**Description**	**2021 Budget**	**2020 Rev. Budget**	**Difference**
2082.11	Fines	$0.00	$13.00	-$13.00
2082.12	Lost Books	$0.00	$94.00	$0.00
2082.13	Copies, Prints, & Faxes	$240.00	$134.00	$106.00
	Total 2082	**$240.00**	**$241.00**	**-$1.00**
2360.1	Town of Schodack	$146,786.00	$146,786.00	$0.00
2360.2	Village of Castleton	$14,000.00	$14,000.00	$0.00
2360.3	Rensselaer County	$3,325.00	$3,325.00	$0.00
	Total 2360	**$164,111.00**	**$164,111.00**	**$0.00**
2401	**Interest & Earnings**	**$24.00**	**$28.00**	**-$4.00**
2705	Gifts & Donations	$5,000.00	$6,420.00	-$1,420.00
2705.1	Friends SRP	$1,000.00	$1,000.00	$0.00
	Total 2705	**$6,000.00**	**$7,420.00**	**-$1,420.00**
2760.1	Grants - LLSA (UHLS)	$1,130.00	$1,130.00	$0.00
2760.3	Grants - NYS Library Const. Grant	$2,149.00	$0.00	$2,149.00
2760.9	Grants - Other	$1,000.00	$1,100.00	-$100.00
	Total 2760	**$4,279.00**	**$2,230.00**	**$2,049.00**
	Funds from 2020 budget	**$9,206.00**	**$0.00**	**$9,206.00**
	Funds from reserves	**$2,298.00**	**$0.00**	**$2,298.00**
	Total Income	**$186,158.00**	**$174,030.00**	**$12,128.00**
Expenses				
7410.1A	Gross Wages - Director	$54,819.00	$51,633.00	$3,186.00
7410.1B	Gross Wages - Librarian I	$20,983.00	$20,151.00	$832.00
7410.1C	Gross Wages - Assistants	$41,653.00	$26,900.00	$14,753.00
	Total 7410.1	**$117,455.00**	**$98,684.00**	**$18,771.00**
7410.2A	**Library Renovation**	**$4,447.00**	**$0.00**	**$4,447.00**
7410.4B	Library Materials - Other	$1,210.00	$1,050.00	$160.00
7410.4B1	Library Materials - DVDs	$1,450.00	$1,290.00	$160.00
7410.4B2	Library Materials - EContent	$5,000.00	$7,196.00	-$2,196.00
7410.4B3	Library Materials - Print Materials	$7,515.00	$7,810.00	-$295.00

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

Castleton Public Library Board of Trustees Meeting

Monday, November 16, 2020 Minutes

Welcome/Pledge of Allegiance: The meeting was called to order by President Mitchum at 7:00 pm.

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

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

Public Comment: None.

New Business: Terms of Board members were discussed. A slate of officers will be approved in December 2020 or January 2021. Treasurer Hans will not renew his term. Vice President Griffin will renew her term for the period of January 2021 to December 2023. The Director will bring this term renewal to the Village Board for confirmation in December 2020. The proposed schedule for Board meetings in 2021 was reviewed and accepted. The revised 2020 budget was reviewed. A motion to approve the revised budget was given by Vice President Griffin and seconded by Trustee Knaack. Unanimously approved. The 2021 budget was discussed. A vote will be taken in December 2020 after the public posting of the budget.

Old Business: Library programs, including the Castleton-Schodack Community Window Art project were discussed. The re-opening process was discussed, with concerns raised with the COVID increases. Metrics were discussed with the confirmation of the reopening plan to roll back if necessary.

President's Report: None

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

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

Director's Report: Director Tacke presented her monthly report for October 2020. In-person visits are increasing. Curbside pickup continues to decline.

Friends Report: The Barnes and Noble fundraiser will be held November 21-25.

Committee Reports: None.
Announcements: None.
Public Comment: None.
Executive Session: None.

The meeting was adjourned on the motion by Vice President Griffin and seconded by Trustee Knaack at 7:41 pm.

Castleton Public Library
Board of Trustees Meeting
Held virtually via Zoom, 11/16/2020, 7:00 p.m.

Meeting Transcript

[Meeting called to order and Pledge of Allegiance recited by attendees before meeting recording begins]

Shane Mitchum: I will start over with roll call again. Maria is not present tonight, and it is an excused absence. She let us know that she wasn't going to be able to attend. Hopefully everybody was able to take a look at the agenda tonight. Let me know if there is a motion to adopt today's agenda.

Jacki Griffin: This is Jacki, I motion.

Shane Mitchum: All right. And is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: All right, Nathan?

Nathan Hans: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I'm also an aye, so all are in favor, that motion will carry. Great. Melissa, you said that the mayor possibly might be on tonight. On that, doesn't look like there's any members of the public. So if he hops on we can give him some time, or we can circle back to it in the second public comment section. I think that's fine. We can move right into new business. So I think we covered the first one there. Right, about him? The mayor joining? So if we want to go on the trustee term renewal section.

Melissa Tacke: We have two trustees whose terms end at the end of this year. We already know that Nathan is not going to be renewing his term. Jacki is the other board member whose term is ending in December, and I did send Jacki and Shane an email about what the next steps would be. Jacki, I don't know if you've had some time to think about whether you wanted to serve another term?

Jacki Griffin: As of this point, I'm going to stay on.

Melissa Tacke: Great! Wonderful. So that would be a term that would begin January 1, 2021 and would end December 31, 2023. I think what we've done in the past, is that the board at this meeting recommends the renewal and then I will take that to the Village Board because the Village Board needs to approve every appointment and renewal. After that's approved by the Village Board, then Jacki, you'll need to resign your oath. Which, as far as I know, you can come down to the Village Hall to do that. I don't know if they have a way to do that without coming in. I can talk to Padraic about that, but that's where it's at right now.

Jacki Griffin: Okay, and you'll just let me know either way, right, Melissa?

Melissa Tacke: Yep. Absolutely. Their next meeting -- where I'm reporting to the meeting would be in December. I think it's the second Monday in December. So I'll let you know.

Jacki Griffin: Okay.

Shane Mitchum: So do we need to vote on that, Melissa, or do we just say we recommend that?

Nathan Hans: I don't think we need to vote.

Shane Mitchum: All right, great. Moving on. Proposed 2021 meeting schedule.

Melissa Tacke: That should be the next item in your packet. I wanted to just put that together for everyone so that we can all plan ahead for our meetings next year. Almost all of them are the third Monday of the month. There's two exceptions in January and February, because those Mondays are holidays. So we've usually met on the Tuesday following those holidays. And then the other, which I've put in parentheses, is an August meeting. Sometimes the board has wanted to meet in August, and sometimes the board has not wanted to meet in August. We don't have to make any decisions about that this time, but I just wanted to get this draft of scheduled meetings out there for people to take a look at -- if it's good as is or if it's something that we want to make any changes to.

Shane Mitchum: Looks fine to me.

Jacki Griffin: The only question I guess, more than anything that I had is the December meeting because it is actually the Monday of Christmas week, which is pushing it really close. I didn't know if we wanted to move it to the Monday before, perhaps.

Shane Mitchum: Yes, that's not a bad idea. I'm not opposed to that.

Jacki Griffin: Might just make it easier for folks all the way around.

Melissa Tacke: I'll just take a look at my calendar to verify what that date is.

Jacki Griffin: It would be the 13th, Melissa, instead of the 20th.

Melissa Tacke: Yep. Are you guys thinking that you would like to meet in August or not meet in August?

Shane Mitchum: I think we keep it there for now and then, but I even if we kind of keep it like this, where it's -- we'll talk about as we get closer. This year we did, right, because of the circumstances. So hopefully we won't have any extenuating circumstances next summer, and we can take a month off, but we'll see.

Melissa Tacke: So are we comfortable going with this schedule and deciding that now, or is it something that you guys want to take more time to think about it. And then I would include it in December?

Nathan Hans: Just one thought on Monday, December 13. It is, I believe, the same night as the Village Board meeting. If another trustee needs to renew, it might conflict. So maybe you guys want to do Tuesday. So if any stuff goes before the Village Board then -- just a thought.

Jacki Griffin: That's a good point.

Shane Mitchum: Yeah, that's also fine with me. I'm pretty fun. Yeah.

Jacki Griffin: Yeah, I'm okay with the 14th. If it works for everybody else. That's fine.

Melissa Tacke: Okay, I'll put that in there.

Shane Mitchum: Now do we have to vote on this Melissa, acceptance of the schedule, or?

Melissa Tacke: I don't think we really have to vote on it. But I do need to know if it's good with that change for December and keeping August as long as I know that that's a good schedule that I can go ahead and put that on our website going forward.

Shane Mitchum: I would say it's fine. Maybe if we could just get Maria to sign off in an email saying it's okay. Just to get make sure to give her a chance to look at it. But assuming she says fine, yeah, I don't have any issue with it.

Melissa Tacke: Okay, great.

Jacki Griffin: So Melissa, you're going to -- Sorry Laurie, go ahead.

Laurie Knaack: It seems like Monday at 7:00 p.m. is generally working for everyone. I don't see a reason to change that, other than the weeks that we have a holiday or are trying to avoid Christmas.

Jacki Griffin: Agreed. And Melissa, you're going to keep August 17th denoted as optional, for lack of a better word?

Melissa Tacke: I'm going to put it as a meeting date with the understanding that if the Board meets in July and wants to cancel the August meeting that they can do so at that point.

Jacki Griffin: Perfect.

Laurie Knaack: Got it.

Nathan Hans: Tentative is the word Jacki was looking for.

Jacki Griffin: Thank you very much, Nathan.

Shane Mitchum: All right. The next thing on the agenda is the revised 2020 budget.

Melissa Tacke: This is something that Bill Adams, who does our financial review every year, had suggested that we start doing. We've been doing this for a few years and basically it's -- sometimes the spending that we're doing varies quite a bit from what we originally had in mind -- that's especially true for this year. So he suggested that we create a revised budget near the end of our year so that we're not exceeding lines in our budget. I went through and looked at where spending is at right now and what's anticipated through the end of the year, and based on that, put together a revised 2020 budget. This is something that you can -- the Board needs to vote to adopt this at some point, but it could be for review this month and then to vote on next month if you'd like. Or we can vote on it this month.

Shane Mitchum: So the highlight here, Melissa, is that we're $20,000 under what we had originally budgeted. That's how we got to $159,000 and then $9,000 went for the budget next year, $5,000 are going into our reserves, that that's what the highlights are?

Melissa Tacke: Yes. And I moved some of the things I know -- for example, that we're not going to be getting our last 10% payment for our construction grant this year. It's going to come next year. So I also put what I had set aside for that actually held off on ordering stuff for the art hanging system because we're probably not going to have anyone before the end of the year coming in to install it. So in the 2021 budget. I put the cost for that in 2021, as well as the money that we're going to be receiving in that grant, so that had an impact, too, on the 2020 budget.

Shane Mitchum: That's this $2,149 right there?

Melissa Tacke: Yeah, that's the remainder of the construction grant, and then the spending part of that -- you'll see it reflected when we go to the 2021 budget, but it's like $4,440 some dollars.

Shane Mitchum: Yeah.

Nathan Hans: Just to clarify one comment. Shane means it's about $14,000 under. We're about $20,000 under on expenses, but we're also $4,600 under on income, so, just to clarify for the minutes.

Shane Mitchum: All right. So do we want to -- what's everybody's feeling? Do we want to vote to adopt this now? Do we need some more time to review it?

Laurie Knaack: I think we could adopt it now. That's my thought.

Shane Mitchum: So, is there a motion to adopt the revised 2020 budget?

Jacki Griffin: This is Jacki, I motion.

Shane Mitchum: All right. Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Nathan?

Nathan Hans: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I'm also an aye. So all are in favor, and that motion will carry. All right. Next on the agenda is the 2021 proposed budget.

Melissa Tacke: The reason we're looking at this budget, our proposed budget, and not the contingency budget is that I did call the Comptroller for the Town of Schodack. Obviously, they have not finalized their 2021 budget. But I asked about their Preliminary Budget and he indicated that we would be receiving flat funding for next year. Obviously, it's not completely set in stone until the Town Board approves their budget, but it sounds like it's very, very, very likely that we will see the same amount of money from them next year as we did this year.

Shane Mitchum: That's great news, Melissa.

Jacki Griffin: Very good.

Shane Mitchum: Great.

Melissa Tacke: Just to point out a couple of things. Like I said, both the income line for the construction grant and the spending that we're going to be doing for the remaining part of the construction project are included in this budget. This budget does also include raises for all staff.

Shane Mitchum: Great.

Melissa Tacke: The reason there's a line that says funds from reserves. That pertains to the construction work because we had set aside funds that were to be used for that purpose. So that's why it says it's coming from reserves.

Jacki Griffin: Melissa, this is Jacki. I have a kind of a random question. I know we pay for museum passes, but with the museums being closed due to COVID, how does that work? Have we gotten any credit on those passes and will the cost of them be prorated for next year, given that they're still not open?

Melissa Tacke: That's a good question. Some museums have not opened at all. Some have reopened. Given that there's so much uncertainty, I didn't renew any that were up for renewal in the spring or later. So that's why in 2020 we ended up saving on museum passes, because there were a number of them that expired, say, in August, and we just never renewed them. So I think when I had put together that line, I had assumed a more of "back to normal," but it would probably be less than this amount.

Jacki Griffin: Gotcha.

Melissa Tacke: I don't think they're offering any extensions or prorating. We'll see what that actually looks like in the spring, because I think that we might start to see museums that are wanting to bring back that aspect of business for them. But I can tell you on the front end, there weren't any extensions or credit.

Jacki Griffin: Thank you.

Shane Mitchum: Now, as far as voting on this, do we need to wait until we have the final number from Schodack?

Nathan Hans: We normally wait until December anyway.

Shane Mitchum: Okay. All right.

Nathan Hans: This is the proposed -- I believe we post this for the public to see as well and then for comment or public comment. And we will approve it next month.

Shane Mitchum: Gotcha. Makes sense. Any other questions for Melissa on the budget? All right. I'm back up to the top here. I think that'll do it for new business. Going into old business, we have library word-of-mouth advertising.

Melissa Tacke: This is an upcoming project actually pulling out -- we started putting these together. This is actually based on an idea that Laurie had shared in one of the board meetings, which is to do some kind of window art project in the community. So we'll be doing a Castleton-Schodack Community Window Art Project that asks people to put some sort of snowflake window art in their windows so that neighbors can see it and just a way for people to have -- build a community feeling without necessarily meeting together, since we can't do that right now. So this is an example of one of the kits that we put together. Obviously, people don't have to use the kits, but they are going to be available starting November 30th. We are going to have them available -- the idea is that this is a winter project. We're going to have them available from November 30th through February 27th, because the 28th is a Sunday, and we're closed on Sunday. So this has some information about the project and then there's a variety of inexpensive craft supplies inside. There's a paper plate, construction paper, tissue paper squares, sequins, cotton balls. And we also do have some basic kids craft supplies that are available upon request. It was much too expensive to put in every kit, but if somebody needs kids scissors, crayons, markers, glue, or a glue stick to make this, we can provide those for people. I think it'll be really fun and something that the more people we can get to participate in our area, I think the more exciting and fun it'll be for everyone. One thing that's really great is that we talked to the superintendent about distributing one of these to every student at Castleton Elementary. So one will go home with every student, which means that we're making about 600 kits, because we need to accommodate the 440 at the school plus having ones here that are going to last us three months, so that's exciting. We're doing a lot of kit put together right now. So yes, if you can let people know about that. And it's -- I think it's something that obviously we're promoting this among people that have school-aged kids, but it's something that people can -- it's not age limited. It's not only for kids. We want everyone to participate. We're also going to be approaching local businesses in the area and encouraging them to participate as well. So yeah, if you can just let people know about that, again, that'll start November 30th that we'll have those available, but they can also use anything that they like to use that they have at home as well.

Shane Mitchum: Awesome. Sounds like a great idea. All right. Next up on the list is the reopening process. And we're at with that.

Melissa Tacke: As you all are probably doing, I'm keeping an eye on rising cases in our general area, keeping an eye on that. There's a meeting of the directors in the Upper Hudson Library System that are going to meet this Friday, as well as the Reopening Committee that I serve on. We're going to meet and talk more about metrics for rollback. Some of the things that I've been looking at that I think makes sense for us would be either looking at test positivity rates if we get to 3%. I think that would be a good indication that we need to roll back. That 3% is based on World Health Organization recommendations. They're saying a test rate of less than 10% positive is good, but the areas that are most successful at containing COVID-19 have rates of 3% or less. So that would be one metric, we might be going with. Another is from the Harvard Global Health Institute, which as a benchmark they had set for recommending stay-at-home orders at new case rates of 25 or more per 100,000 people. So just to give you some perspective on what that looks like, right now. Rensselaer County is at a 1.1% test positivity rate and new cases are at 11.1 per 100,000. That's based on a seven-day average. Albany County is at a 2.6% positive test rate and a [new case rate of] 22.4 per 100,000 people, so Albany County is getting pretty close to both of those rollback metrics. Rensselaer County is a little bit further away from that. But that's some of the things I've been thinking about, as I've just been keeping an eye on what's happening, public health wise in the community.

Shane Mitchum: If we did decide to roll back, would we have to come up with a whole other plan to roll back, or we just take a step back on our current plan, is that what we would do?

Melissa Tacke: Yes, we'd take a step back on our current plan. What that would probably look like would be -- sorry, I don't have control of this phone. I'll try to get it out of the way so we can't hear it ringing. So yeah, our reopening plan is flexible so that we can roll back as we need to roll back. What that would probably look like would be a curbside-only model. We would likely keep the same hours. Because with the way that we're staffed, we're so minimally staffed that I think me being around one person is not going to be what would be pushing spread. It would be people coming in. So that's what we would likely be rolling back to in either of those scenarios. And of course, if there's a shutdown order or some kind of cluster that's identified, that's just an immediate -- we have to go with what New York State is saying or what the county is saying.

Shane Mitchum: Jacki. I'm sorry if I cut you off. I don't know if you had a question.

Jacki Griffin: No, it's fine. Shane.

Shane Mitchum: Any other thoughts, questions?

Jacki Griffin: My only other thought-slash-concern is, I think there's tremendous value in looking at the school dashboard. Rensselaer County is pretty big. A lot of the numbers coming out of Brunswick and Troy aren't necessarily going to affect us. But if you start seeing increases in the local school district, that's probably going to have much more of an impact from a library perspective. So, Melissa, I think it just might be beneficial to also keep an eye on that.

Melissa Tacke: Yeah, I've definitely been looking at that as well. And so far, they've been no cases in the school.

Laurie Knaack: Neighboring districts have had some, though. Schodack is small compared to some of those districts, certainly if there's if there are cases in Schodack that's much more of an indicator of local community spread.

Jacki Griffin: Agreed, Laurie. And I know the numbers in the last 24 hours had been very different than what we have been seeing where you do have Schodack kids that are presenting positive. I think right now they are Columbia students, but they're still Schodack residents. So it's only a matter of time because these kids refuse to stay away from each other for a short period of time, it's really only a matter of time. You've got neighbors that are ill.

Shane Mitchum: Okay, so moving on to the President's report, I do not have anything to report right now. Just hope everybody's staying safe and being smart about everything going on. Secretary's Report -- review of the minutes and transcripts from last month's meeting. We'll have to have two votes here, first to adopt the minutes of the meeting. Is there a motion to adopt last month's meeting minutes?

Jacki Griffin: I motion.

Laurie Knaack: Laurie seconds.

Shane Mitchum: Perfect. Nathan?

Nathan Hans: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I'm also an aye, so motion will carry. Now we have the transcript from last month's meeting. Is there a motion to approve the transcript from last month?

Jacki Griffin: Jacki motions.

Shane Mitchum: All right, Laurie?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Nathan?

Nathan Hans: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I'm also an aye, so that motion will also carry. All right, Treasurer's Report.

Nathan Hans: You should have the check detail in front of you. Everything's looking fairly standard. I dnn't think that there's anything out of the ordinary or noteworthy.

Shane Mitchum: All right, any questions for Nathan on the check detail? Is there a motion to adopt October's check detail?

Jacki Griffin: This is Jacki, I motion.

Shane Mitchum: All right, is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: Nathan?

Nathan Hans: Aye.

Shane Mitchum: I'm also an aye, so the motion will carry. Next on the list, if I'm not mistaken, is the Director's Report.

Melissa Tacke: And that should be the last document, I believe, in your board packet. So while Shane is getting us there, hopefully you guys had a chance to look this over. Based on the request that you all had made last month, I did put a couple more bunches of statistics in here. So there's our normal -- what October looked like in comparison to October last year, and then I put in some information about what our visitation and item loans have looked like month to month from when we restarted service in the building. As you can see, with the visitation piece, we saw curbside orders hit their peak in the summer months. And then as we took away the requirement to make an appointment to come in, we saw a lot more walk-ins, and saw curbside go way down. We are seeing every month an increase from the previous month in the number of people who are visiting the library. And then there's some information about our service timeline below that information, so you can see what might lead to some of the changes in terms of curbside versus in-person and so on. And then with the loans of physical items, as a general trend those are going up. Although from September to October it actually went down. It remains to be seen what that will look like for November, but I think in general we're definitely getting more visitation. And we'll see whether that also means that we'll have an increase in physical items loaned. The eContent piece is on the next page, along with the other information about programs, and so on. Does anybody have any questions about my report?

Shane Mitchum: No, I think it's great, Melissa. Thanks for putting that that extra stuff together. It's good to know.

Melissa Tacke: It's my pleasure.

Laurie Knaack: Thank you. It really tells the story, as well, that coming into the library and having a chance to browse or pick up one more thing -- that seems to be really important to people, compared to having to plan it out and do curbside or even just to make an appointment and commit to it.

Nathan Hans: Melissa, do you know for Hoopla and OverDrive -- is that per library card? So me and my wife each have a library card, do we each get five checkouts?

Melissa Tacke: Yes, it's per library card.

Nathan Hans: You might get a new user next month.

Jacki Griffin: Hoopla has worked out pretty well for me. I don't know how many other folks are using it, other than the occasional software glitch where it shuts down and restarts itself and I have to kind of start from the beginning. And that hasn't -- it doesn't seem to be happening as much as it was originally. Hoopla definitely seems to be a pretty good product so far.

Nathan Hans: Yeah, we love it, we get the kids kid books for bedtime. So they picked out a bunch of Halloween one, used up all of theirs on October 29th and then again on November 1st when it resets on the month. So yeah, we love it.

Shane Mitchum: I will also say, Melissa, that Halloween car parade was great, by the way. My kids loved that.

Melissa Tacke: Oh good, that's so fantastic. The number that I put for the number of people that we saw was an estimate based on the amount of candy that we tossed out. We actually ran out of candy at the very end, coming down Scott. We were like, okay, we're gonna make it. We had maybe three or four little baggies left of candy and we saw a big group of people. We were like, "oh, no!" So I tossed what I had. The fire department had already run out of candy before we did, but the cars behind us had candy. So that was good. But yeah, it was a great day, a beautiful day. And it was so fun to see everybody. There were a lot of people out. I was amazed at the number of people that we saw.

Shane Mitchum: That's great. I really appreciate you doing that. Any questions for Melissa on the Director's Report? All right. Friends report, have we heard anything from the Friends?

Melissa Tacke: They will be doing their Barnes & Noble fundraiser. They won't be actually at Barnes and Noble set up, having stuff going on as they had in years past. But the idea is that people can shop from November 21st, which is a Saturday, through the 25th, which is the day before Thanksgiving. And all someone needs to do is tell the cashier that they are there to -- they want their purchases to go toward the Friends of Castleton Public Library Book Fair. They have to say that to the cashier. But when they do, a percentage of the the sale will go to the Friends.

Shane Mitchum: All right, great.

Laurie Knaack: For that, is there a minimum they have to make, as in some of the previous years to meet certain levels of funds from Barnes and Noble?

Melissa Tacke: That's a good question. I don't know if there was a change from last year. I do know that the threshold, the $10,000 in sales threshold -- instead of giving the friends 20%, last year it was changed to 10%. They also took away the ability to make money on the online sales. The Friends didn't let me know of any change, so I imagine that's still going to be the same, but I can look going to be the same for this year, but I can let you guys know some more information.

Shane Mitchum: All right, great. Moving into committee reports. Finance Committee -- we did not meet, so nothing new to report there. Administrative Committee. Nothing new to report there, it sounds like. Operations and Capital Projects Committee. We did not meet either. So nothing new to report there. Policy Committee.

Nathan Hans: No report.

Laurie Knaack: No report.

Shane Mitchum: All right. Long Range Planning committees. Sustainable Funding -- nothing to report there. We did not meet. Library Space -- Jacki? Nothing to report there. Community Outreach and Visibility -- Mary Claire? Laurie? Nothing to report there it seems. All right. Any announcements?

Nathan Hans: Right before announcements, one thing I just thought of. I think usually this is the month we propose officers for the following year.

Shane Mitchum: All right, so how do we normally do that? I only did it last year, so I don't really remember what they are, or how we go about that.

Nathan Hans: I think we normally check with the existing officers, to make sure they want to carry on and then fill in spots as needed.

Shane Mitchum: Okay. I'm fine staying as President. I don't have an issue changing that. Jacki, do you want to go next? Do you want to remain in your role?

Jacki Griffin: I'm fine staying, unless somebody else wants it. No takers?

Shane Mitchum: We'll just move on from that! Mary Claire.

Mary Claire Aitken: I'll stay as Secretary as Jacki said, unless someone else wants it, but I don't think anybody's going to push me out.

Shane Mitchum: All right, and then obviously, Nathan, we'll have a big hole to fill there at Treasurer, somehow.

Nathan Hans: Laurie, I propose we leave it up to you whether you want to take it or give it to Mary Claire.

Laurie Knaack: I'm not the person you want for your Treasurer.

Nathan Hans: I meant Maria, not Mary Claire.

Shane Mitchum: Maria. Yeah. I guess we'll have to flip a coin between you and Maria, Laurie, to see.

Laurie Knaack: Sounds like it.

Shane Mitchum: Or better yet, if you can find somebody that that wants to join the board and become Treasurer, that would be fine as well. So maybe I'll put that out there. Because we're going to be -- how many members are we going to need, Melissa? We're going to need two? Please don't hesitate to tell them, I assume you will have already. But if you come across anybody that has interest. Definitely let Melissa know or let them know to reach out to Melissa. All right. Basically, we need to figure out a Treasurer for next year. That's what we need to do, and I assume we probably need to do that by next meeting.

Nathan Hans: Right. Normally in December we approve the slate of officers.

Melissa Tacke: There have been some years where the slate was created in December and voted on in January. So we have a little wiggle room. So don't panic.

Shane Mitchum: All right, that's fine. So I guess we could put together a proposal for next month's meeting and then go from there.

Laurie Knaack: Out of curiosity, I'm hoping this doesn't happen -- but if what if we are down too many members, what do we do?

Melissa Tacke: As long as there's enough for a quorum, the board can continue to do the work of the board and the quorum with a seven-member board is four. So as long as we have four and everyone shows up, things can still be taken care of.

Laurie Knaack: Got it.

Shane Mitchum: Yeah, so we'll have five once Nathan leaves us, we'll have five active board members. All right, any announcements? It does not look like we have any members of the public on the call. Any reason to go into Executive Session? Is there a motion to adjourn?

Jacki Griffin: This is Jacki, I motion.

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Nathan?

Nathan Hans: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I'm also an aye, motion will carry. The meeting is adjourned at 7:41. Thanks, everybody.

[Attendees say thanks and goodbyes]

The Castleton Public Library
Check Detail
November 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Che...	**DEBIT**	**11/02/202(**	**Facebook**	**200.2 · Citizens Checking Acc...**		**-30.00**
Bill	34496637...	11/02/202(		7410.4D · Programs	-30.00	30.00
TOTAL					-30.00	30.00
Bill Pmt -Che...	**DEBIT**	**11/03/202(**	**Amazon LLC**	**200.2 · Citizens Checking Acc...**		**-236.19**
Bill	11137550...	10/30/202(		7410.4D · Programs	-236.19	236.19
TOTAL					-236.19	236.19
Bill Pmt -Che...	**DEBIT**	**11/06/202(**	**Amazon LLC**	**200.2 · Citizens Checking Acc...**		**-250.67**
Bill	11232640...	11/02/202(		7410.4D · Programs	-250.67	250.67
TOTAL					-250.67	250.67
Bill Pmt -Che...	**DEBIT**	**11/07/202(**	**Amazon LLC**	**200.2 · Citizens Checking Acc...**		**-46.93**
Bill	11208049...	11/07/202(		7410.4D · Programs	-46.93	46.93
TOTAL					-46.93	46.93
Bill Pmt -Che...	**DEBIT**	**11/07/202(**	**Amazon LLC**	**200.2 · Citizens Checking Acc...**		**-4.99**
Bill	11267399...	11/07/202(		7410.4D · Programs	-4.99	4.99
TOTAL					-4.99	4.99
Bill Pmt -Che...	**DEBIT**	**11/07/202(**	**Amazon LLC**	**200.2 · Citizens Checking Acc...**		**-65.94**
Bill	11228165...	11/07/202(		7410.4D · Programs	-65.94	65.94
TOTAL					-65.94	65.94
Bill Pmt -Che...	**DEBIT**	**11/09/202(**	**Amazon LLC**	**200.2 · Citizens Checking Acc...**		**-123.66**
Bill	11368946...	11/04/202(		74104B5 · Magazines and News...	-123.66	123.66
TOTAL					-123.66	123.66
Bill Pmt -Che...	**DEBIT**	**11/09/202(**	**Amazon LLC**	**200.2 · Citizens Checking Acc...**		**-29.99**
Bill	11378723...	11/04/202(		74104B5 · Magazines and News...	-29.99	29.99
TOTAL					-29.99	29.99
Bill Pmt -Che...	**DEBIT**	**11/09/202(**	**Amazon LLC**	**200.2 · Citizens Checking Acc...**		**-37.98**
Bill	11296541...	11/09/202(		74104B1 · DVDs & Other Materi...	-37.98	37.98
TOTAL					-37.98	37.98

The Castleton Public Library
Check Detail
November 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Che...	**DEBIT**	**11/19/202(**	**Amazon LLC**	**200.2 · Citizens Checking Acc...**		**-14.96**
Bill	11296541...	11/09/202(		74104B1 · DVDs & Other Materi...	-14.96	14.96
TOTAL					-14.96	14.96
Bill Pmt -Che...	**DEBIT**	**11/19/202(**	**Amazon LLC**	**200.2 · Citizens Checking Acc...**		**-12.96**
Bill	11296541...	11/09/202(		74104B1 · DVDs & Other Materi...	-12.96	12.96
TOTAL					-12.96	12.96
Bill Pmt -Che...	**DEBIT**	**11/23/202(**	**Amazon LLC**	**200.2 · Citizens Checking Acc...**		**-28.52**
Bill	11226022...	11/23/202(		7410.4D · Programs	-28.52	28.52
TOTAL					-28.52	28.52
Bill Pmt -Che...	**DEBIT**	**11/24/202(**	**Amazon LLC**	**200.2 · Citizens Checking Acc...**		**-30.00**
Bill	11104393...	11/24/202(		7410.4D · Programs	-30.00	30.00
TOTAL					-30.00	30.00
Bill Pmt -Che...	**DEBIT**	**11/25/202(**	**Amazon LLC**	**200.2 · Citizens Checking Acc...**		**-14.99**
Bill	11296541...	11/09/202(		74104B1 · DVDs & Other Materi...	-14.99	14.99
TOTAL					-14.99	14.99
Bill Pmt -Che...	**DEBIT**	**11/30/202(**	**Facebook**	**200.2 · Citizens Checking Acc...**		**-25.00**
Bill	35376773...	11/30/202(		7410.4D · Programs	-25.00	25.00
TOTAL					-25.00	25.00
Bill Pmt -Che...	**DEBIT**	**11/30/202(**	**Amazon LLC**	**200.2 · Citizens Checking Acc...**		**-12.96**
Bill	11223833...	11/30/202(		74104B1 · DVDs & Other Materi...	-12.96	12.96
TOTAL					-12.96	12.96
Bill Pmt -Che...	**2732**	**11/04/202(**	**U.S. Bank**	**200.2 · Citizens Checking Acc...**		**-139.94**
Bill	427268784	10/26/202(		7410.4C · Equipment/Technology	-139.94	139.94
TOTAL					-139.94	139.94

The Castleton Public Library
Check Detail
November 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Che...	**2733**	**11/04/202(**	**Village of Cast...**	**200.2 · Citizens Checking Acc...**		**-3,681.15**
Bill	84286	10/27/202(		7410.1A · Gross wages - Director	-1,989.08	1,989.08
				7410.1B · Gross wages - Librarian	-814.80	814.80
				7410.1C · Gross wages - Assist...	-618.16	618.16
				9030.8 · Social Security/Medicare	-259.11	259.11
TOTAL					-3,681.15	3,681.15
Bill Pmt -Che...	**2734**	**11/04/202(**	**T-Mobile**	**200.2 · Citizens Checking Acc...**		**-119.44**
Bill		10/23/202(		7410.4C · Equipment/Technology	-29.86	29.86
				7410.4B · Library Materials	-89.58	89.58
TOTAL					-119.44	119.44
Bill Pmt -Che...	**2735**	**11/13/202(**	**Village of Cast...**	**200.2 · Citizens Checking Acc...**		**-4,058.82**
Bill	84291	11/09/202(		7410.1A · Gross wages - Director	-1,989.08	1,989.08
				7410.1B · Gross wages - Librarian	-853.60	853.60
				7410.1C · Gross wages - Assist...	-930.19	930.19
				9030.8 · Social Security/Medicare	-285.95	285.95
TOTAL					-4,058.82	4,058.82
Bill Pmt -Che...	**2736**	**11/13/202(**	**Brodart**	**200.2 · Citizens Checking Acc...**		**-905.90**
Bill	MULTIPLE	11/02/202(		74104B3 · Print Materials	-905.90	905.90
TOTAL					-905.90	905.90
Bill Pmt -Che...	**2737**	**11/13/202(**	**OverDrive**	**200.2 · Citizens Checking Acc...**		**-338.94**
Bill	01080CO...	11/04/202(		74104B2 · Electronic Content	-338.94	338.94
TOTAL					-338.94	338.94
Bill Pmt -Che...	**2738**	**11/13/202(**	**UHLS**	**200.2 · Citizens Checking Acc...**		**-240.39**
Bill	20-550	11/04/202(		7410.4F · Office and Library Sup...	-240.39	240.39
TOTAL					-240.39	240.39
Bill Pmt -Che...	**2739**	**11/18/202(**	**Time Warner ...**	**200.2 · Citizens Checking Acc...**		**-95.63**
Bill	86885740...	11/18/202(		7410.4H · Telephone/Data Links	-95.63	95.63
TOTAL					-95.63	95.63
Bill Pmt -Che...	**2740**	**11/19/202(**	**Joelle Adler**	**200.2 · Citizens Checking Acc...**		**-6.91**
Bill		11/19/202(		7410.4D · Programs	-6.91	6.91
TOTAL					-6.91	6.91

The Castleton Public Library
Reconciliation Summary
200.1 · Citizens Money Market, Period Ending 11/30/2020

	Nov 30, 20	
Beginning Balance		121,243.18
Cleared Transactions		
Checks and Payments - 1 it...	-15,000.00	
Deposits and Credits - 1 item	1.98	
Total Cleared Transactions	-14,998.02	
Cleared Balance		**106,245.16**
Register Balance as of 11/30/2020		106,245.16
Ending Balance		106,245.16

The Castleton Public Library
Reconciliation Detail
200.1 · Citizens Money Market, Period Ending 11/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						121,243.18
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	11/30/2020			X	-15,000.00	-15,000.00
Total Checks and Payments					-15,000.00	-15,000.00
Deposits and Credits - 1 item						
Deposit	11/30/2020			X	1.98	1.98
Total Deposits and Credits					1.98	1.98
Total Cleared Transactions					-14,998.02	-14,998.02
Cleared Balance					-14,998.02	106,245.16
Register Balance as of 11/30/2020					-14,998.02	106,245.16
Ending Balance					**-14,998.02**	**106,245.16**

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 11/30/2020

	Nov 30, 20	
Beginning Balance		41,692.06
Cleared Transactions		
Checks and Payments - 25 ite...	-10,620.95	
Deposits and Credits - 1 item	15,000.00	
Total Cleared Transactions	4,379.05	
Cleared Balance		**46,071.11**
Uncleared Transactions		
Checks and Payments - 2 items	-16.00	
Total Uncleared Transactions	-16.00	
Register Balance as of 11/30/2020		**46,055.11**
Ending Balance		46,055.11

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 11/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						41,692.06
Cleared Transactions						
Checks and Payments - 25 items						
Bill Pmt -Check	09/25/2020	2715	Magicman Entert...	X	-75.00	-75.00
Bill Pmt -Check	11/02/2020	DEBIT	Facebook	X	-30.00	-105.00
Bill Pmt -Check	11/03/2020	DEBIT	Amazon LLC	X	-236.19	-341.19
Bill Pmt -Check	11/04/2020	2733	Village of Castlet...	X	-3,681.15	-4,022.34
Bill Pmt -Check	11/04/2020	2732	U.S. Bank	X	-139.94	-4,162.28
Bill Pmt -Check	11/04/2020	2734	T-Mobile	X	-119.44	-4,281.72
Bill Pmt -Check	11/06/2020	DEBIT	Amazon LLC	X	-250.67	-4,532.39
Bill Pmt -Check	11/07/2020	DEBIT	Amazon LLC	X	-65.94	-4,598.33
Bill Pmt -Check	11/07/2020	DEBIT	Amazon LLC	X	-46.93	-4,645.26
Bill Pmt -Check	11/07/2020	DEBIT	Amazon LLC	X	-4.99	-4,650.25
Bill Pmt -Check	11/09/2020	DEBIT	Amazon LLC	X	-123.66	-4,773.91
Bill Pmt -Check	11/09/2020	DEBIT	Amazon LLC	X	-37.98	-4,811.89
Bill Pmt -Check	11/09/2020	DEBIT	Amazon LLC	X	-29.99	-4,841.88
Bill Pmt -Check	11/13/2020	2735	Village of Castlet...	X	-4,058.82	-8,900.70
Bill Pmt -Check	11/13/2020	2736	Brodart	X	-905.90	-9,806.60
Bill Pmt -Check	11/13/2020	2737	OverDrive	X	-338.94	-10,145.54
Bill Pmt -Check	11/13/2020	2738	UHLS	X	-240.39	-10,385.93
Bill Pmt -Check	11/18/2020	2739	Time Warner Cable	X	-95.63	-10,481.56
Bill Pmt -Check	11/19/2020	DEBIT	Amazon LLC	X	-14.96	-10,496.52
Bill Pmt -Check	11/19/2020	DEBIT	Amazon LLC	X	-12.96	-10,509.48
Bill Pmt -Check	11/23/2020	DEBIT	Amazon LLC	X	-28.52	-10,538.00
Bill Pmt -Check	11/24/2020	DEBIT	Amazon LLC	X	-30.00	-10,568.00
Bill Pmt -Check	11/25/2020	DEBIT	Amazon LLC	X	-14.99	-10,582.99
Bill Pmt -Check	11/30/2020	DEBIT	Facebook	X	-25.00	-10,607.99
Bill Pmt -Check	11/30/2020	DEBIT	Amazon LLC	X	-12.96	-10,620.95
Total Checks and Payments					-10,620.95	-10,620.95
Deposits and Credits - 1 item						
Transfer	11/30/2020			X	15,000.00	15,000.00
Total Deposits and Credits					15,000.00	15,000.00
Total Cleared Transactions					4,379.05	4,379.05
Cleared Balance					4,379.05	46,071.11
Uncleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	10/07/2020	2727	Joelle Adler		-9.09	-9.09
Bill Pmt -Check	11/19/2020	2740	Joelle Adler		-6.91	-16.00
Total Checks and Payments					-16.00	-16.00
Total Uncleared Transactions					-16.00	-16.00
Register Balance as of 11/30/2020					4,363.05	46,055.11

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 11/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Ending Balance					**4,363.05**	**46,055.11**

The Castleton Public Library
Profit & Loss
November 2020

	Nov 20	
Ordinary Income/Expense		
Income		
2401 · Interest & Earnings		1.98
Total Income		1.98
Gross Profit		1.98
Expense		
7410.1 · Personal Services		
7410.11 · Employee Gross Wages		
7410.1A · Gross wages - Director	1,989.08	
7410.1B · Gross wages - Librarian	853.60	
7410.1C · Gross wages - Assistant	930.19	
Total 7410.11 · Employee Gross Wages	3,772.87	
Total 7410.1 · Personal Services		3,772.87
7410.4 · Contractual Expenses		
7410.4B · Library Materials		
74104B5 · Magazines and Newspapers	153.65	
74104B3 · Print Materials	905.90	
74104B2 · Electronic Content	338.94	
74104B1 · DVDs & Other Materials	93.85	
Total 7410.4B · Library Materials	1,492.34	
7410.4D · Programs	488.96	
7410.41 · Operations and Administrative		
7410.4H · Telephone/Data Links	95.63	
7410.4F · Office and Library Supplies	240.39	
Total 7410.41 · Operations and Administrative	336.02	
Total 7410.4 · Contractual Expenses		2,317.32
9000 · Employee - Benefits		
9030.8 · Social Security/Medicare	285.95	
Total 9000 · Employee - Benefits		285.95
Total Expense		6,376.14
Net Ordinary Income		-6,374.16
Net Income		**-6,374.16**

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

	Jan - Nov 20	Budget	% of Budget
Ordinary Income/Expense			
Income			
2082 · Library Charges			
2082.1 · Library Fines & Fees			
2082.11 · Fines	1.90	0.00	100.0%
2082.12 · Lost Books	94.02	0.00	100.0%
2082.13 · Copies, Prints and Faxes	134.40	725.00	18.5%
2082.14 · Register Overage/Shortage	-0.10	0.00	100.0%
Total 2082.1 · Library Fines & Fees	230.22	725.00	31.8%
Total 2082 · Library Charges	230.22	725.00	31.8%
2360 · Intergovernmental Revenues			
2360.1 · Town of Schodack	146,786.00	146,786.00	100.0%
2360.2 · Village of Castleton	14,000.00	14,000.00	100.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	100.0%
Total 2360 · Intergovernmental Revenues	164,111.00	164,111.00	100.0%
2401 · Interest & Earnings	28.76	24.00	119.8%
2705 · Gifts & Donations			
2705.1 · Friend's SRP	1,000.00	1,000.00	100.0%
2705 · Gifts & Donations - Other	6,418.16	5,000.00	128.4%
Total 2705 · Gifts & Donations	7,418.16	6,000.00	123.6%
2760 · Library System Grants			
2760.3 · Grants - Library Renovation	0.00	2,149.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	0.00	1,417.00	0.0%
2760.9 · Grants - Other	1,100.00	1,000.00	110.0%
Total 2760 · Library System Grants	1,100.00	4,566.00	24.1%
599 · Appropriated Fund Balance	0.00	3,222.00	0.0%
Total Income	172,888.14	178,648.00	96.8%
Gross Profit	172,888.14	178,648.00	96.8%
Expense			
7410.1 · Personal Services			
7410.11 · Employee Gross Wages			
7410.1A · Gross wages - Director	45,665.73	51,716.00	88.3%
7410.1B · Gross wages - Librarian	17,734.83	20,176.00	87.9%
7410.1C · Gross wages - Assistant	23,648.97	38,800.00	61.0%
Total 7410.11 · Employee Gross Wages	87,049.53	110,692.00	78.6%
Total 7410.1 · Personal Services	87,049.53	110,692.00	78.6%

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

	Jan - Nov 20	Budget	% of Budget
7410.2 · Equipment & Capital Outlay			
7410.2A · Renovation of Library Space	0.00	4,446.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	4,446.00	0.0%
7410.4 · Contractual Expenses			
7410.4B · Library Materials			
74104B6 · Museum Passes	825.00	1,800.00	45.8%
74104B5 · Magazines and Newspapers	576.78	960.00	60.1%
74104B4 · Audiobooks	239.98	540.00	44.4%
74104B3 · Print Materials	7,118.35	7,500.00	94.9%
74104B2 · Electronic Content	6,735.88	3,855.00	174.7%
74104B1 · DVDs & Other Materials	1,154.69	2,091.00	55.2%
7410.4B · Library Materials - Other	869.30	1,270.00	68.4%
Total 7410.4B · Library Materials	17,519.98	18,016.00	97.2%
7410.4C · Equipment/Technology	2,740.57	3,050.00	89.9%
7410.4D · Programs			
74104D1 · Summer Reading Program	2,684.19	3,500.00	76.7%
7410.4D · Programs - Other	2,305.18	2,500.00	92.2%
Total 7410.4D · Programs	4,989.37	6,000.00	83.2%
7410.41 · Operations and Administrative			
7410.4A · Staff Development/Edu	387.45	800.00	48.4%
7410.4E · Automated Services	3,726.08	3,726.00	100.0%
7410.4G · Postage	29.37	300.00	9.8%
7410.4H · Telephone/Data Links	1,033.45	1,400.00	73.8%
7410.4I · Insurance	2,347.41	2,530.00	92.8%
7410.4F · Office and Library Supplies	1,412.88	1,300.00	108.7%
7410.4J · Professional Services	300.00	850.00	35.3%
Total 7410.41 · Operations and Administra...	9,236.64	10,906.00	84.7%
7410.4K · Miscellaneous			
7410.4L · Strategic Planning - Survey	0.00	1,000.00	0.0%
7410.4K · Miscellaneous - Other	10.00	25.00	40.0%
Total 7410.4K · Miscellaneous	10.00	1,025.00	1.0%
Total 7410.4 · Contractual Expenses	34,496.56	38,997.00	88.5%
9000 · Employee - Benefits			
9010.8 · NYS Retirement	0.00	5,500.00	0.0%
9030.8 · Social Security/Medicare	6,541.81	8,413.00	77.8%
9040.8 · Workers Comp	344.41	880.00	39.1%
9055.8 · Disability	362.25	535.00	67.7%
9060.8 · Health Insurance			
9060.81 · HRA Funding	0.00	1,500.00	0.0%

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

	Jan - Nov 20	Budget	% of Budget
9060.8 · Health Insurance - Other	6,375.64	7,683.00	83.0%
Total 9060.8 · Health Insurance	6,375.64	9,183.00	69.4%
Total 9000 · Employee - Benefits	13,624.11	24,511.00	55.6%
Total Expense	135,170.20	178,646.00	75.7%
Net Ordinary Income	37,717.94	2.00	1,885,897.0%
Net Income	**37,717.94**	**2.00**	**1,885,897.0%**

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

	Jan - Nov 20	Forecast	$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	1.90	140.64	-138.74	1.4%
2082.12 · Lost Books	94.02	187.88	-93.86	50.0%
2082.13 · Copies, Prints and Faxes	134.40	729.25	-594.85	18.4%
2082.14 · Register Overage/Shortage	-0.10	-0.55	0.45	18.2%
Total 2082.1 · Library Fines & Fees	230.22	1,057.22	-827.00	21.8%
Total 2082 · Library Charges	230.22	1,057.22	-827.00	21.8%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	146,786.00	130,410.00	16,376.00	112.6%
2360.2 · Village of Castleton	14,000.00	14,000.00	0.00	100.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	164,111.00	147,735.00	16,376.00	111.1%
2401 · Interest & Earnings	28.76	27.89	0.87	103.1%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,418.16	5,916.75	501.41	108.5%
Total 2705 · Gifts & Donations	7,418.16	6,916.75	501.41	107.2%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	19,332.00	-19,332.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	0.00	1,277.00	-1,277.00	0.0%
2760.9 · Grants - Other	1,100.00	4,450.00	-3,350.00	24.7%
Total 2760 · Library System Grants	1,100.00	25,059.00	-23,959.00	4.4%
Total Income	172,888.14	180,795.86	-7,907.72	95.6%
Gross Profit	172,888.14	180,795.86	-7,907.72	95.6%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	45,665.73	42,845.59	2,820.14	106.6%
7410.1B · Gross wages - Librarian	17,734.83	16,922.95	811.88	104.8%
7410.1C · Gross wages - Assistant	23,648.97	31,218.51	-7,569.54	75.8%
Total 7410.11 · Employee Gross Wages	87,049.53	90,987.05	-3,937.52	95.7%
Total 7410.1 · Personal Services	87,049.53	90,987.05	-3,937.52	95.7%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	38,516.14	-38,516.14	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	38,516.14	-38,516.14	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	825.00	1,575.00	-750.00	52.4%
74104B5 · Magazines and Newspapers	576.78	1,053.23	-476.45	54.8%
74104B4 · Audiobooks	239.98	409.96	-169.98	58.5%
74104B3 · Print Materials	7,118.35	8,383.64	-1,265.29	84.9%
74104B2 · Electronic Content	6,735.88	3,259.66	3,476.22	206.6%
74104B1 · DVDs & Other Materials	1,154.69	1,880.49	-725.80	61.4%
7410.4B · Library Materials - Other	869.30	128.52	740.78	676.4%
Total 7410.4B · Library Materials	17,519.98	16,690.50	829.48	105.0%
7410.4C · Equipment/Technology	2,740.57	5,032.02	-2,291.45	54.5%
7410.4D · Programs				
74104D1 · Summer Reading Program	2,684.19	3,572.21	-888.02	75.1%
7410.4D · Programs - Other	2,305.18	1,036.20	1,268.98	222.5%
Total 7410.4D · Programs	4,989.37	4,608.41	380.96	108.3%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	387.45	640.59	-253.14	60.5%
7410.4E · Automated Services	3,726.08	3,653.00	73.08	102.0%
7410.4G · Postage	29.37	247.17	-217.80	11.9%
7410.4H · Telephone/Data Links	1,033.45	1,010.10	23.35	102.3%
7410.4I · Insurance	2,347.41	2,321.05	26.36	101.1%
7410.4F · Office and Library Supplies	1,412.88	1,374.77	38.11	102.8%
7410.4J · Professional Services	300.00	420.00	-120.00	71.4%
Total 7410.41 · Operations and Administrative	9,236.64	9,666.68	-430.04	95.6%
7410.4K · Miscellaneous	10.00	74.07	-64.07	13.5%
Total 7410.4 · Contractual Expenses	34,496.56	36,071.68	-1,575.12	95.6%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	0.00	0.00	0.0%
9030.8 · Social Security/Medicare	6,541.81	6,842.08	-300.27	95.6%
9040.8 · Workers Comp	344.41	574.47	-230.06	60.0%
9055.8 · Disability	362.25	431.25	-69.00	84.0%

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

	Jan - Nov 20	Forecast	$ Over Forecast	% of Forecast
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	366.07	-366.07	0.0%
9060.8 · Health Insurance - Other	6,375.64	5,731.44	644.20	111.2%
Total 9060.8 · Health Insurance	6,375.64	6,097.51	278.13	104.6%
Total 9000 · Employee - Benefits	13,624.11	13,945.31	-321.20	97.7%
Total Expense	135,170.20	179,520.18	-44,349.98	75.3%
Net Ordinary Income	37,717.94	1,275.68	36,442.26	2,956.7%
Net Income	**37,717.94**	**1,275.68**	**36,442.26**	**2,956.7%**

The Castleton Public Library
Balance Sheet
As of November 30, 2020

	Nov 30, 20
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	106,245.16
200.2 · Citizens Checking Account	46,055.11
200.9 · Petty Cash	50.00
Total Checking/Savings	152,350.27
Other Current Assets	
395 · Deposits with Other Government	3,500.00
Total Other Current Assets	3,500.00
Total Current Assets	155,850.27
TOTAL ASSETS	**155,850.27**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
600 · Accounts Payable	-0.02
Total Accounts Payable	-0.02
Total Current Liabilities	-0.02
Total Liabilities	-0.02
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	113,059.35
Net Income	37,717.94
Total Equity	155,850.29
TOTAL LIABILITIES & EQUITY	**155,850.27**

Director's Report – November

November 2020 – Usage Statistics in Comparison

	November 2020	November 2019	Percent Change
Circulation			
Circulation of materials at CPL	1,387	2,138	-35.1%
Items loaned to other libraries	475	482	-1.5%
Items borrowed from other libraries	662	942	-29.7%
eContent circulation*	721	471	+53.1%
Programming			
Number of programs offered	13	38	-65.8%
Program attendance – in-person	0	328	-100%
Program attendance – live virtual	0	N/A	N/A
Program attendance – prerecorded virtual**	107	N/A	N/A
Public Computer Use			
Public Computer Sessions	0	69	-100%
WiFi Use (daily unique users)(3.5 GB)	262	424	-38.2%
WiFi Hotspot Use	19.9 GB	N/A	N/A
Marketing Reach			
Website visits	885	1,050	-15.7%
Website unique visitors	487	597	-18.4%
Email newsletter list size	1,412	1,383	+2.1%
Facebook page likes	858	765	+12.2%
Facebook total reach	6,236	11,961	-47.9%

* = Includes OverDrive and Hoopla checkouts.

** = Attendance for prerecorded virtual programs is measured by total views through 11/30. If for a kit activity, the number of kits taken will be used for attendance number if higher than view count.

Visitation – Month-to-Month Comparison

Month	Curbside Orders	Curbside – Change from Prev. Mo.	In-Person Visits	In-Person – Change from Prev. Mo.	Total Visitation	Total – Change from Prev. Mo.
November	14	-26.3%	269	+4.3%	283	+2.2%
October	19	-66.1%	258	+34.4%	277	+11.7%
September	56	-54.5%	192	+71.4%	248	+5.5%
August	123	-3.9%	112	+23.1%	235	+7.3%
July	128	+40.7%	91	+264%	219	+88.8%
June	91	N/A	25	N/A	116	N/A

Library service timeline:

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

eContent Usage – Month-to-Month Comparison

	November 2020	October 2020	Percent Change
OverDrive – Items checked out by CPL patrons	671	756	-11.2%
OverDrive – Unique CPL users with checkouts	99	103	-3.9%
OverDrive – New CPL users	2	3	-33.3%
Hoopla – Items checked out by CPL patrons	50	48	+4.2%
Hoopla – New CPL users	5	5	0%

Loans of Physical Items – Month-to-Month Comparison

Month	Number of Checkouts	% Change from Previous Month
November	1,387	+8.3%
October	1,281	-18.3%
September	1,567	4.1%
August	1,505	33.4%
July	1,128	178.5%
June	405	1520%

Programs – November

11/2/2020	Cool Science: Chromatography	30
11/2/2020	T. & M. Crafts: Thanksgiving Crafts	36
11/4/2020	Virtual Storytime	3
11/10/2020	Kids Cook: No-Bake Pumpkin Pie	15
11/11/2020	Virtual Storytime	3
11/14/2020	Kids' Book Chat	0
11/18/2020	Virtual Storytime	2
11/18/2020	TED Talk Discussion Series	0
11/19/2020	Teen Time: Cocoa & Coloring	3
11/23/2020	Build-It Challenge	6
11/23/2020	Virtual Book Club	0
11/25/2020	Virtual Storytime	7
11/30/2020	Castleton-Schodack Community Window Art: Snowflakes	2
	Month total	**107**

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

- November 3 – Meeting with Director (online meeting)
- November 9 – Meeting with Director (online meeting)
- November 10 – Youth Services Advisory Council: Small Library Concerns Meeting (online meeting)
- November 24 – Meeting with Director (online meeting)

Director – Meetings, Outreach, and Continuing Education (November)

- November 2 – eContent Advisory Committee (online meeting)
- November 3 – Meeting with Youth Services Librarian (online meeting)
- November 4 – Meeting with T-Mobile rep (online meeting)
- November 4 – NYLA Virtual Conference Session – "COVID Pre-Conference Panel"
- November 4 – NYLA Virtual Conference Session – "Shake Up That Staff Meeting"
- November 5 – NYLA Virtual Conference Session – "Visualizing a More Dynamic Annual Report"
- November 5 – NYLA Virtual Conference Session – "What's New in Employment Law?"
- November 5 – NYLA Virtual Conference Session – "Clap Back at Your Critics"
- November 6 – NYLA Virtual Conference Session – "Leading the Library in Turbulent Times"
- November 6 – NYLA Virtual Conference Session – "NYLA President's Forum"
- November 6 – NYLA Virtual Conference Session – "When You Are the HR Department"
- November 6 – NYLA Virtual Conference Session – "Sites of Action: How Libraries Advance Social Justice"
- November 6 – NYLA Virtual Conference Session – "The Lemonade of Crisis Response"
- November 9 – Meeting with Youth Services Librarian (online meeting)
- November 9 – eContent Advisory Committee (online meeting)
- November 9 – Village Board meeting (online meeting)
- November 17 – Meeting with Castleton-on-Hudson Main Street Association about collaborations (online meeting)
- November 17 – Ad Hoc Coordinated Reopening Committee (online meeting)
- November 20 – Directors Association meeting (online meeting)
- November 23 – Village Board meeting (online meeting)
- November 24 – Meeting with Youth Services Librarian (online meeting)