Agenda
Castleton Public Library Board of Trustees Meeting
Virtual Meeting, February 16, 2021 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- Prospective trustee
- 2020 Annual Report to the Community
- New hire – Library Aide

Old Business

- Library word-of-mouth advertising
- Reopening process

President's Report

Secretary's Report

- Review of minutes and transcript from January 19, 2021

Treasurer's Report

Director's Report

Friends Report

Committee Reports

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

Announcements

Public Comment

Executive Session

Adjourn

Castleton Public Library 2020 Annual Report

23,002 Items Loaned

44% - Books & Magazines
37% - eBooks & eAudiobooks
16% - DVDs
2% - CD Audiobooks & Music
1% - Miscellaneous

New in 2020

- Curbside pickup service
- Hoopla digital content service
- WiFi hotspots available for loan

4,199 People Attended 227 Library Events & Activities

1,615 Take-Home Kits Distributed
1,370 Attended In-Person Events
1,214 Viewed Virtual Events

3,461 Uses of Library WiFi

4,590 People Served

2,849 In-Library Visits
446 Curbside Pickup Orders
1,295 eContent Borrowers

Awards & Honors Received in 2020

Upper Hudson Library System Youth Program of the Year Award
NY Library Assn. Mary Bobinski Innovative Public Library Director Award
Designated as a Star Library by Library Journal

Take-Home Kits, Events, and Services at Castleton Public Library

February 2021

Our Take-Home Kits

Castleton/Schodack Community Window Art Project: Snowflakes!

Kit available for pick-up at the library through Feb. 27

Let's create a community-wide snowflake window art project to enjoy this winter with our neighbors! You can make snowflake window art using materials in our Snowflake Window Art kit, or use what you have at home. We'll have kits available for pick-up any time from now through February 27.

Winter Break Week Fun Pack!

Fun Pack available for pick-up at the library from Feb. 1 through Feb. 20

Want some extra fun stuff to do during your break from school? Pick up one of our fun packs, which include a Cool Science experiment, coloring & puzzle sheets, a craft, and a surprise toy!

Cool Science at Home: Lava Lamps

Kit available for pick-up at the library from Feb. 1 through Feb. 27

In this month's science exploration, make your own lava lamp in a cup and learn about density and polarity! How-to video and handout will be added to our Cool Science playlist on 2/1. Pick up the kit anytime from 2/1-2/27. Full playlist here: **tinyurl.com/CPL-Science**

Take & Make Crafts: Valentine Crafts

Kit available for pick-up at the library from Feb. 1 through Feb. 27

Celebrate love and friendship with an assortment of Valentine's Day-themed crafts! How-to video will be added to our Take & Make Crafts playlist on 2/1. Pick up the kit anytime from 2/1-2/27. Full playlist here: **tinyurl.com/CPL-Crafts**

Teen Time: Origami Kit

Available for pick-up at the library from Feb. 1 through Feb. 27 (6th-12th grades only)

Teens in 6th-12th grades are invited to pick up an Origami Kit any time from 2/1 through 2/27. Learn how to make fun folded origami creations, including hearts and dogs!

Our Events – Prerecorded and Live

Virtual Storytime with Miss Joelle

New episode posted every Wednesday – February 3, 10, 17, 24.

Join Miss Joelle for a story and rhymes/songs that you can participate in at home! A new storytime video is posted every Wednesday. All videos are available on-demand to fit your schedule. The complete Virtual Storytime playlist can be found here: **tinyurl.com/CPL-storytime**

Favorite Book Photo Challenge

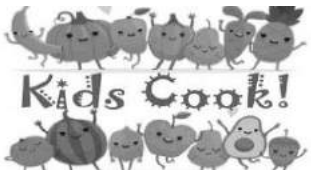
Submit your photos from Feb. 1 through Feb. 22 to enter to win a prize!

What's your favorite book? Take a photo with a copy of your favorite book and email the photo to **youthservices@castletonpubliclibrary.org** and you'll be entered to win a **$10 Amazon gift certificate** (we'll draw 3 winners randomly!). For all ages. **The deadline to send your photos is 2/22**. Afterward, we'll post a video showcasing all of the submissions on our YouTube channel on 2/26.

Coffee & Conversation

Tuesday, February 9, 1:00 p.m.

Grab your cup of coffee or tea (or your lunch!) and join us for light, friendly discussion. For adults. **Email director@castletonpubliclibrary.org for Zoom connection information.**



Kids Cook: Peanut Butter & Jelly Tacos

Video posted on Tuesday, February 9

In this month's cooking session, we will make delicious PB&J tacos! The video will be added to our Kids Cook playlist on 2/9. Full playlist: **tinyurl.com/CPL-KidsCook**

Introduction to American Sign Language Course

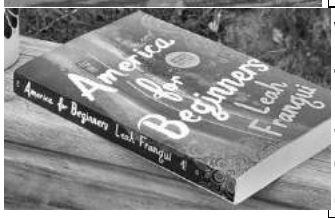
6-week course begins Tuesday, February 16, 4:00 p.m.

Join Colette Steves for a 6-week online course to learn American Sign Language (ASL). Each class is 1 hour. Classes meet Tuesdays from 2/16- 3/23. Classes are cumulative; plan to attend all 6 sessions. For ages 15+. **Seats are limited; email director@castletonpubliclibrary.org to register.**

CPL Board of Trustees Meeting

Tuesday, February 16, 7:00 p.m.

Feb. meeting of CPL's Board of Trustees, held virtually. Members of the public are welcome to attend. **Email director@castletonpubliclibrary.org for Zoom connection information.**



Virtual Book Club: *America For Beginners: A Novel* by Leah Franqui

Tuesday, February 16, 8:00 p.m.

Join us for a discussion of *America For Beginners* by Leah Franqui. Everyone can borrow the eBook or digital audiobook at the same time using **hoopladigital.com**! For adults. **Email director@castletonpubliclibrary.org for Zoom connection information.**

Craft & Chat

Thursday, February 25, 8:00 p.m.

Join us with your project and have company while you knit, crochet, quilt, color, or make other art or craft projects. Have a finished product you'd like to show? Feel free to share it! For adults. **Email director@castletonpubliclibrary.org for Zoom connection information.**

Friends of CPL Bottle & Can Drive

This fundraiser is ongoing!

Location: 6 Center Redemption, 550 South St., Rensselaer, NY 12144

This fundraiser is super-simple -- when you take your returnable bottles & cans to 6 Center Redemption, let them know that you'd like to donate to the Friends of Castleton Public Library.

Library Services

We're currently offering **walk-in service at reduced capacity** and **curbside pick-up**!
We are back to our normal hours of operation.
For the most up-to-date information about visiting the library, see **tinyurl.com/CPL-visit**, call us at **518-732-0879**, or send an email to **director@castletonpubliclibrary.org**.

OverDrive

Love eBooks and digital audiobooks? All you need is your library card!
With your library card, you can enjoy free eBooks, digital audiobooks, digital magazines, music, movies, TV, and more!
Visit **castletonpubliclibrary.org/databases.html** for a complete list of resources.

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Castleton Public Library
85 S. Main Street, Castleton, NY 12033
Phone: 518-732-0879
castletonpubliclibrary.org
facebook.com/castletonpubliclibrary

Library Hours:
Monday-Wednesday – 12:00-8:00 p.m.
Thursday-Friday – 10:00 a.m. – 6:00 p.m.
Saturday – 10:00 a.m. – 4:00 p.m.
Sunday – Closed
WiFi available 24 hours a day, 7 days a week!

Take-Home Kits, Events, and Services at Castleton Public Library

March 2021

Our Take-Home Kits

Cool Science at Home: Salt Crystals

Kit available for pick-up at the library from March 1 through April 3

In this month's science exploration, make your own salt crystals and learn about the science behind the crystallization process! How-to video and handout will be added to our Cool Science playlist on 3/1. Pick up the kit anytime from 3/1-4/3. Full Cool Science playlist here: **tinyurl.com/CPL-Science**

Take & Make Crafts: Food Fun

Kit available for pick-up at the library from March 1 through April 3

Make a variety of fun, food-themed crafts - just don't try to eat them! How-to video will be added to our Take & Make Crafts playlist on 3/1. Pick up the kit anytime from 3/1-4/3. Full Take & Make Crafts playlist here: **tinyurl.com/CPL-Crafts**

Teen Time Kit: Candy Sushi

Available for pick-up at the library from March 1 through April 3 (6th-12th grades only)

Create your own delicious candy sushi at home! Teens in 6th-12th grades are invited to pick up a Candy Sushi Kit any time from 3/1-4/3. Then, you can watch a how-to video to learn how to make it!

Spring Break Week Fun Pack!

Fun Pack available for pick-up at the library from March 15 through April 10

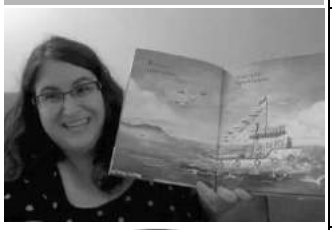
The school break week is coming up soon! Pick up one of our fun packs, which include a Cool Science experiment, coloring & puzzle sheets, a craft, and a surprise toy!

Our Events – Prerecorded and Live

Share-a-Joke Challenge

Submit your videos from March 1 through March 29 to enter to win a prize!

Tell us a joke! Send a brief video of you telling one of your favorite jokes to **youthservices@castletonpubliclibrary.org** and you'll be entered to win a **$10 Amazon gift certificate** (we'll draw 3 winners randomly!). For all ages. **The deadline to send your photos is 3/29**. Afterward, we'll post a video showcasing all of the submissions on our YouTube channel on 4/2.



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CPL Board of Trustees Meeting

Monday, March 15, 7:00 p.m.

Mar. meeting of CPL's Board of Trustees, held virtually. Members of the public are welcome to attend. **Email director@castletonpubliclibrary.org for Zoom connection information.**

Kids Cook: Mug Brownies

Video posted on Tuesday, March 16

In this month's cooking session, we will make quick, delicious chocolate brownies in a mug! The video will be added to our Kids Cook playlist on 3/16. Full Kids Cook playlist: **tinyurl.com/CPL-KidsCook**

Virtual Book Club: *I'll Be Gone In the Dark*

Tuesday, March 16, 8:00 p.m.

Let's discuss *I'll Be Gone In the Dark: One Woman's Obsessive Search for the Golden State Killer* by Michelle McNamara. Borrow the eBook or digital audiobook using **hoopladigital.com**! For adults. **Email director@castletonpubliclibrary.org for Zoom connection info.**

Friends of the Library

Friends of CPL Meeting

Wednesday, March 17, 7:00 p.m.

Want to help support and raise funds for CPL? Come join the Friends! All are welcome at this virtual meeting. **Email director@castletonpubliclibrary.org for Zoom connection info.**

Craft & Chat

Thursday, March 25, 8:00 p.m.

Join us with your project and have company while you knit, crochet, quilt, color, or make other art or craft projects. Have a finished product you'd like to show? Feel free to share it! For adults. **Email director@castletonpubliclibrary.org for Zoom connection information.**

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Sunday – Closed
WiFi available 24 hours a day, 7 days a week!

Castleton Public Library Board of Trustees Meeting
Tuesday, January 19, 2021 Minutes

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

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

Adoption of Agenda: The adoption of the agenda was motioned by Vice President Griffin and seconded by Trustee Knaack. Unanimously approved.

Public Comment: None.

New Business: Alyssa Mitchum was introduced as a new trustee. The slate of officers for the Library Board in 2021 was presented as Shane Mitchum as President, Jacki Griffin as Vice President, Alyssa Mitchum as Treasurer, and Mary Claire Aitken as Secretary. A motion to accept the slate was given by Vice President Griffin and seconded by Trustee Knaack. Unanimously approved. Committee assignments were discussed. Alyssa Mitchum was added to the Policy, Finance, and Sustainable Funding committees. All other assignments stayed the same.

Old Business: Library programs, including the Take and Make Crafts projects and the Break Week Fun Packs were discussed. The re-opening process was discussed, with continued concerns raised with the COVID case increases. Changes were instituted to cap library visits to 15 minutes or less and limit visitors to three at a time unless in a family group. The director indicated one staff member was taking a leave of absence due to COVID concerns. Other staff will be able to cover the absence.

President's Report: None.

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

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

Director's Report: Director Tacke presented her annual report for 2020. Some conclusions drawn from the report include overall visitation decreased, e-content use increased, and physical circulation is down by approximately one half. This is not unexpected according to the Director and consistent with information from other libraries. Virtual program attendance is not high, but the distribution of craft kits is up and pre-recorded programs are better attended.

Friends Report: None.

Committee Reports: None.

Announcements: None.

Public Comment: None.

Executive Session: None.

The meeting was adjourned at 7:32 pm.

Castleton Public Library
Board of Trustees Meeting
Held virtually via Zoom, 1/19/2021, 7:00 p.m.

Meeting Transcript

Shane Mitchum: All right, it's 7:03. We'll call the meeting to order. We will start with the Pledge of Allegiance.

[Attendees recite Pledge of Allegiance]

Shane Mitchum: All right, great. Taking a look at roll call, everybody is present and accounted for. That's great. And you will also notice, we do have a new board member. We'll get to that in a minute, I believe. Hopefully everybody had a second to take a look at the agenda. Is there a motion to adopt tonight's agenda?

Jacki Griffin: This is Jacki. I motion.

Shane Mitchum: All right, is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: All right. Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: Maria?

Maria Marcucci: Aye.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: All right, all are in favor. That motion will carry. Sorry, guys. Just give me one second. I'm trying to move a couple things around. There we go. Okay, no members of the public on the call tonight. So moving on to new business. After a lot of negotiations here, I got my wife Alyssa to join the board with us. So you'll see her on here tonight.

Jacki Griffin: Welcome.

Mary Claire Aitken: Welcome.

Laurie Knaack: Hi, nice to meet you.

Alyssa Mitchum: Good to meet you as well.

Shane Mitchum: She took her oath and signed all the paperwork and all that stuff, so she is good to go. She'll be on our meetings going forward. Thanks again for joining, Alyssa.

Melissa Tacke: Thank you, Alyssa.

Alyssa Mitchum: You're welcome.

Shane Mitchum: All right. And that leads us into our next item in new business, which is the election of officers. Melissa, how do we do this? We just propose the slate and then vote on the whole slate?

Melissa Tacke: Yes.

Shane Mitchum: Okay. The only change to the existing slate would be Alyssa has also agreed to take over the Treasurer position for us.

Mary Claire Aitken: Thank you very much!

Alyssa Mitchum: You're welcome.

Shane Mitchum: So the slate will be me, Shane Mitchum, as President. Jacki Griffin will remain Vice President. Mary Claire will remain Secretary. Alyssa Mitchum will become Treasurer. Is there a motion to adopt the our officers slate for 2021?

Jacki Griffin: This is Jacki. I motion.

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: Maria?

Maria Marcucci: Aye.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: I'm also an aye. So, all are in favor. That motion will carry. I appreciate all the people that are staying in their positions and new ones coming on. All right. Next on the agenda here are the 2021 committee assignments. Hopefully everybody had a chance to take a look at that. Melissa, if you want to go ahead --

Melissa Tacke: Yeah, and it's like I had said in the email that I'd sent. It's not something necessarily that we need to have ironed out today if people want more time to think about it, but I wanted to at least have people start to think about that. So it's up to you guys whether you want to finalize that now, or put it on the agenda for next meeting.

Mary Claire Aitken: I have no problem staying with my committees.

Laurie Knaack: This is Laurie, the same for me. I have no qualms with staying with the ones that I've got for now.

Jacki Griffin: This is Jacki, the same.

Maria Marcucci: Maria, the same.

Shane Mitchum: And I'm good also. So I think it would come down to Alyssa.

Alyssa Mitchum: Wherever you need me.

Shane Mitchum: So it looks like Sustainable Funding. Looks like the Policy Committee needs somebody else, and then you being the Treasurer, you probably need to be on the Finance Committee.

Alyssa Mitchum: Okay.

Melissa Tacke: All right, great. That was easy!

Laurie Knaack: Thank you, Alyssa.

Alyssa Mitchum: You're welcome.

Melissa Tacke: And that's not something that we need to vote on. That's just something that the board needed to define, so we're good on that. Great. So that means our next meeting agenda will reflect Alyssa on those committees.

Shane Mitchum: Perfect. Moving right along into old business. Library word-of-mouth advertising.

Melissa Tacke: As you know, we've been doing the monthly take-and-make craft kits and science kits for kids and teens, and we had actually started doing a teen kit. But one of the things that we had started doing during the December break week that was popular and people really seem to like was during the school break week we added what we called a "break week fun pack." It has things like word search and simple crosswords and Sudoku puzzles, coloring sheets. There's a simple craft and a simple science experiment inside, and a toy and a couple pieces of candy. I would say the level at which these are targeted -- it's going to be the best fit for kids that are probably in that seven to twelve age range, but certainly either older teens or younger kids might enjoy some of the stuff that's in those break week kits. The school break week is from February 15th to the 20th, but we'll actually start having those available for people to pick up starting February 1st, which is the same date that our other kits go live. So if you would spread the word about that, that would be much appreciated.

Shane Mitchum: Definitely. All right. Next up is the reopening process. How are we doing, Melissa?

Melissa Tacke: We have made some slight changes which I had let you guys know at the last meeting, were probably going to be coming. We are now down to "express visits only," which means less than 15 minutes in the building. We also reduced the capacity of customers inside the building from five to three people and that seems to be going really well. We've had to remind a couple people about the time limit, but people seem to understand. We've actually seen -- once we get to the end of this month. I'm actually tallying up what we look like in terms of visitation -- we'll see what actually bears out. But I will say, anecdotally, it seems like we've seeing a little bit fewer people than we did in December. I think that might be just people kind of making the decision to sort of maybe curtail their own behavior. We've had a little -- anecdotally, again -- probably a couple more curbside orders and we're reminding people that that's an option too. But yeah, things are going well and that's all on that.

Shane Mitchum: Is the staff still feeling okay about everything? Is anybody starting to get nervous or --?

Melissa Tacke: Pretty much. We have one staff member who let me know last week that she wanted to take a leave of absence. She's concerned about the variant that's more contagious that's now in New York State. She had some accrued vacation time. So basically what she's choosing to do for the remainder of this month is to use her vacation time for her scheduled hours, and then she and I are going to talk and touch base again and see where she's at and figure out what we need to do in terms of staffing going forward.

Shane Mitchum: Yeah, that's what I was gonna say, is that going to affect you from a staffing standpoint? Are you going to be okay for the time being, how's that looking?

Melissa Tacke: What that means for right now is that on Mondays I'm on my own, which is not a big deal. That's something that I can handle, and there's another employee that works on Wednesdays and Fridays that is taking on some extra hours. So instead of working a four hour shift, they're going to work a six or eight hour shift. And then the weekend shifts that I would normally be working with this person, I'll just handle on my own, which really won't be a problem. Weekends are very slow and have been. Before COVID time, we used to only have one person on Saturdays anyway, because it was so slow, unless we had an event.

Shane Mitchum: Okay. Anybody else have any questions about that? All right, great. Moving on to the President's Report, I do not have anything to report this month. Hope everybody's staying safe and, you know, we're getting through all this. Next up is Secretary's Report -- review of minutes and transcript from last month. Is there a motion to adopt the minutes from December's meeting?

Jacki Griffin: This is Jacki. I motion.

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: Maria?

Maria Marcucci: Aye.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: Is there a motion to adopt the transcript from December's board meeting?

Jacki Griffin: Jacki motions.

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: Maria?

Maria Marcucci: Aye.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: And I'm also an aye, so all are in favor. That motion will carry. Moving on to the Treasurer's Report. I am the acting Treasurer for the month of January until tonight's meeting. The check detail is there. Everything looks normal. If anybody has any questions, I'll do my best to answer them. Is there a motion to adopt this month's check detail?

Jacki Griffin: Jacki motions.

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: Maria?

Maria Marcucci: Aye.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: I'm also an aye, so the motion will carry. All right. Moving on to the Director's Report.

Melissa Tacke: Yep, that should be the next item in the packet. This month's Director's Report is a little bit different, because I've got all of our 2020 year-end information and the charts at the beginning. Visitation obviously is way down, which makes good sense. The library card holders, it looks like there was a double digit percentage bump there. Some of that -- I know people have been getting new library cards, but some of that bump, I think, might be a little bit artificial due to when everything had shut down initially. At that time, I

think that Upper Hudson went through and anyone whose card had expired -- I think they went back to 2019 -- they went ahead and renewed those cards so that if people were stuck at home and they have their library card, they could use things like OverDrive. So, and again, when we look at the library card holders. I'm looking at -- say for example, for 2020 I'm looking at people who had some kind of valid library card during 2020. And then below that you'll see the items loaned. So overall -- that may be too much information for the different categories. But if you're really interested in what is being borrowed more or less than other things, you can get some information there. The "unknown" is actually the rotating collections of audiobooks that we get from Upper Hudson. Miscellaneous is going to be things like the museum passes, fishing poles, cake pans, that kind of stuff. Electronic -- the reason why that number is so low is that it actually refers to actual physical video game cartridges, things like that. We don't have any of those things in our collection. So any of those that we're loaning are things that people have requested from other libraries. I just wanted to point out those three categories, because those are the only ones that aren't obvious what they are when you see what the name of the category is. In terms of the physical items loaned, we're at about half of, or we're down about 50% from where we were last year. But obviously, people have been using the eContent a lot more. So we've seen a growth of about 65% there, which again -- seeing where we were going from month to month, it wasn't really a surprise. That means that totally overall our circulation is down by less than a third, which is pretty good. Not bad. The directors met --

Shane Mitchum: Yeah, I was going to ask, Melissa, have you spoken other directors, what did they see?

Melissa Tacke: Yes, the directors had a meeting on Friday and someone actually was asking about this and said, "hey, our circulation's down about 50%, what are other people seeing?" Other libraries were reporting on what they had seen. They were seeing drops, anywhere from between 30% to 70% drops, in physical circulation. So we're about there in terms of the physical circulation. And I think everybody saw a lot more eContent use.

Shane Mitchum: Makes sense.

Melissa Tacke: And then right below that, you'll see information about computer and WiFi use. Obviously the 2020 public computer usage is only for those first couple months, really, because we have not brought back the public computer stations since we've reopened. We have seen a little bit more people using our WiFi [2020] versus [2019], which is really good. I'm glad people are using it. And I'm finding -- the hotspots aren't on there, because they're pretty new, but we're at the point now where they're pretty much always out. We don't normally even have one in the drawer sitting around. People are really borrowing them.

Laurie Knaack: That's awesome.

Melissa Tacke: Yeah. And then below that is the program information. Just to kind of give you some information about how I categorized this is that for the in-person attendance. That includes any events that we have that are really physically in person. For example, in October, when we did pumpkin painting on the front lawn. That was in person. But we would also count any of the live virtual things that we do -- where people are actually logging into the Zoom and are participating in that way. We have found that live virtual attendance has been really tough to get. Which I think we all understand. People are kind of Zoomed out, or overcommitted, or maybe it's just not their thing. So I put those numbers -- those numbers are included in the in-person attendance, but I did break out and let you know how many of each category -- kids, teens, and adults -- were for that in-person virtual. And then below that is -- I lumped together the kits and the pre-recorded virtual attendance. And we're finding that especially for kids and teens that having the pre-recorded and the kit stuff is much more appealing for kids and families, than to have something where they need to log on to be there at the same time as others. I'm really happy, and I was really surprised when I was looking at the total attendance for our programs and how many kits were taken and all that kind of stuff, because I knew that we had set a new record for our program attendance last year. For it to be only be down 18% I think is really good. I was thinking it would be quite low. Obviously, it's a dip for us, not only in what we're offering. But what we can offer safely. But I'm really happy that people seem to be taking advantage of what we are offering and enjoying it. And we're getting that feedback, almost every day, that people are enjoying it. So that's good.

Shane Mitchum: I mean, I think that's great that you're only down 18%. Obviously, it took some time to figure out what you were going to do, time to implement it, and time to come up with all new ideas, so still only being down 18%, I think that's really, really good, Melissa.

Melissa Tacke: I'm really proud of everybody on our team, especially -- Joelle has, really, she has done so much! I wish I could be as comfortable on camera as she is at this point. So she deserves special kudos for the great job she's done. And then on the next page, there is -- I don't know whether this is something that the board will still want going forward. But I went ahead and included it for you anyway. I did an analysis of fines, overdue items, donations and all that, after we had been fine-free for a full year. We started in January 2019, so this has some information from [2019] and [2020]. From my perspective, I think our library is pretty committed to remaining -- to not having overdue fines, so I don't know whether you still want this information going forward, but I figured I had the

data and I would share it with you guys. This just shows what has come into the library in terms of overdue fines and that is people paying them at the desk, choosing to pay them if they have a fine from another library, choosing to pay it at our desk. Or people logging on to their accounts online. So say if there's a patron at the Colonie Library and they borrowed a book from us and it was late -- if it was requested at Colonie and borrowed at Colonie, they'd have a fine and then they'd pay it online and we get -- 80% of that comes to us, so you can see what we took in in terms of overdue fines, funds for lost books. Funds in our donation box, which went down a lot. But also, you've got to keep in mind people were not in the building for quite a long time. And then other donations. We did have some rather large donations that came in from people that are included in the "all donations" that aren't in what I call "regular" donations. Somebody writing us a check for $5 or $10 versus someone writing us a check for $1,500. So there's that. And then right below that is a snapshot of items that are more than 30 days overdue. So how many are out from each -- from what due date year those came from. So for the things that we're overdue at this time [in 2020], about 12% of those have been returned to the library. Others of them -- after things are lost for a certain amount of time I just go in and delete the record because we don't necessarily want those things back anymore. And we're not necessarily expecting them to come back. Or someone comes and says, "I lost this but I'm really having a hard time. Can you forgive it?" We'll forgive it, and then there's a few where it's been paid for by the person, the replacement cost. Any questions about the fine stuff or the lost items stuff? Okay, and below that is just our normal monthly information. Again, we're seeing more people borrowing things. If you compare how we did in December [2020] to December [2019] circulation is only down about 18%, which is good. Other information about the month there. And then as you can see in the next page, I'm continuing to give you that information about the month-to-month comparison for visitation. We saw in December about the same amount of curbside orders, more people coming in. So visitation is continuing to rise. That may or may not level off a bit in January, we don't really know that until I have the data for the entire month. The eContent use also seems to be fairly stable. We're seeing, very slight dips in some areas and very slight increases in others. Below that is the information about loans of items, our programs for December, and meetings and Continuing Ed for Joelle and myself. Any questions or anything anybody has?

Laurie Knaack: Could we go back up for one second to the Facebook page likes and website visits area? I think there was something I wanted to point out in there, which is that it looks like our -- in 2020 compared to the year before, our website is getting a little less traffic, but our Facebook traffic has increased, or at least our Facebook page likes have increased, so that might indicate that our Facebook and email newsletters are getting more attention than perhaps our website itself. So that might mean that's where more people are getting information about our programs than they are by visiting our website, necessarily.

Melissa Tacke: Good point.

Jacki Griffin: And then, Melissa. I just had a question. And I went through my notes because I thought I had asked it before, but Hoopla is counting towards our eContent circulation, correct?

Melissa Tacke: Yes.

Shane Mitchum: All right. Anything else for Melissa? All right. Awesome. Thanks for putting this together, Melissa. Looks really good.

Laurie Knaack: Thank you.

Melissa Tacke: My pleasure. I love the numbers!

Shane Mitchum: All right. Friends Report. Anything new? Have you spoken to them at all?

Melissa Tacke: No, I haven't really touched base with them. I know I need to talk with them about how their Barnes and Noble fundraiser went, but I just haven't had a chance to talk to Theresa lately, so I'll get you that info at some point. Other than that it's their same continual fundraiser at 6 Center Redemption returning bottles and cans. That's still going all the time.

Shane Mitchum: All right, committee reports. Finance Committee, we did not meet. There's nothing new to report. Administrative Committee.

Jacki Griffin: Nothing.

Shane Mitchum: All right, Operations and Capital Projects. We have not met. So there's nothing new to report there. Policy Committee.

Laurie Knaack: No report, although I know to need to review some policies for Melissa, in preparation for next month. So if you could remind me again, Melissa, I will get to that.

Melissa Tacke: Okay.

Shane Mitchum: Long Range Planning Committees. Sustainable Funding, nothing new to report there. We have not met. Library Space?

Jacki Griffin: We have not met.

Shane Mitchum: All right, and Community Outreach and Visibility?

Mary Claire Aitken: No, but I just wanted -- we haven't met, but I just wanted to say that Tracey Rex wrote a very nice comment about the library in the Advertiser in her weekly or monthly column, whatever it is. I think she does it monthly.

Shane Mitchum: Yeah, I saw it too.

Mary Claire Aitken: It was really, really nice to see that in there. I was very appreciated.

Shane Mitchum: All right. Any announcements?

Maria Marcucci: I'm sorry. What publication date did that come out, that Tracey Rex put that information out there?

Mary Claire Aitken: It was just last Thursday, so would have been in January.

Maria Marcucci: Okay. Thank you.

Shane Mitchum: All right. Announcements? No public comment. Anybody have a reason to go into Executive Session? All right, so it's 7:32 and we can adjourn. Thanks, everybody, for coming tonight.

[Attendees say thanks and goodbyes]

The Castleton Public Library
Check Detail
January 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**01/07/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-17.96**
Bill	1120700627...	01/07/2021		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96
Bill Pmt -Check	**DEBIT**	**01/07/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-17.96**
Bill	1120700627...	01/07/2021		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96
Bill Pmt -Check	**DEBIT**	**01/07/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-75.44**
Bill	1120614177...	01/07/2021		74104B1 · DVDs & Other Materials	-14.99	14.99
				7410.4D · Programs	-60.45	60.45
TOTAL					-75.44	75.44
Bill Pmt -Check	**DEBIT**	**01/08/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-41.74**
Bill	1120614177...	01/08/2021		7410.4D · Programs	-41.74	41.74
TOTAL					-41.74	41.74
Bill Pmt -Check	**DEBIT**	**01/12/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-8.00**
Bill	1121207626...	01/11/2021		7410.4D · Programs	-8.00	8.00
TOTAL					-8.00	8.00
Bill Pmt -Check	**DEBIT**	**01/13/2021**	**Price Chopper**	**200.2 · Citizens Checking Account**		**-65.30**
Bill		01/13/2021		7410.4D · Programs	-65.30	65.30
TOTAL					-65.30	65.30
Bill Pmt -Check	**DEBIT**	**01/14/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-119.00**
Bill	D012585729...	01/13/2021		7410.4B · Library Materials	-119.00	119.00
TOTAL					-119.00	119.00
Bill Pmt -Check	**DEBIT**	**01/15/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-22.92**
Bill	1120700627...	01/15/2021		74104B1 · DVDs & Other Materials	-22.92	22.92
TOTAL					-22.92	22.92
Bill Pmt -Check	**DEBIT**	**01/19/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-22.92**
Bill	1120700627...	01/19/2021		74104B1 · DVDs & Other Materials	-22.92	22.92
TOTAL					-22.92	22.92
Bill Pmt -Check	**DEBIT**	**01/27/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-15.56**
Bill	1118718159...	01/26/2021		7410.4D · Programs	-15.56	15.56
TOTAL					-15.56	15.56

The Castleton Public Library
Check Detail
January 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**01/27/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-30.00**
Bill	1113624137...	01/26/2021		7410.4D · Programs	-30.00	30.00
TOTAL					-30.00	30.00
Bill Pmt -Check	**DEBIT**	**01/28/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-61.82**
Bill	1111234111...	01/26/2021		74104B3 · Print Materials	-61.82	61.82
TOTAL					-61.82	61.82
Bill Pmt -Check	**2760**	**01/06/2021**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-3,638.36**
Bill	84305	01/05/2021		7410.1A · Gross wages - Director	-2,001.01	2,001.01
				7410.1B · Gross wages - Librarian	-630.33	630.33
				7410.1C · Gross wages - Assistant	-750.94	750.94
				9030.8 · Social Security/Medicare	-256.08	256.08
TOTAL					-3,638.36	3,638.36
Bill Pmt -Check	**2761**	**01/11/2021**	**Junior Library G...**	**200.2 · Citizens Checking Account**		**-213.50**
Bill	543371	01/01/2021		74104B3 · Print Materials	-213.50	213.50
TOTAL					-213.50	213.50
Bill Pmt -Check	**2762**	**01/12/2021**	**UHLS**	**200.2 · Citizens Checking Account**		**-978.09**
Bill	20-629	01/12/2021		7410.4E · Automated Services	-978.09	978.09
TOTAL					-978.09	978.09
Bill Pmt -Check	**2763**	**01/16/2021**	**OverDrive**	**200.2 · Citizens Checking Account**		**-297.10**
Bill	01080CO21...	01/09/2021		74104B2 · Electronic Content	-297.10	297.10
TOTAL					-297.10	297.10
Bill Pmt -Check	**2764**	**01/20/2021**	**Brodart**	**200.2 · Citizens Checking Account**		**-444.80**
Bill	MULTIPLE	01/11/2021		74104B3 · Print Materials	-444.80	444.80
TOTAL					-444.80	444.80
Bill Pmt -Check	**2765**	**01/20/2021**	**Time Warner Cable**	**200.2 · Citizens Checking Account**		**-97.33**
Bill	8688574010...	01/11/2021		7410.4H · Telephone/Data Links	-97.33	97.33
TOTAL					-97.33	97.33
Bill Pmt -Check	**2766**	**01/20/2021**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-4,561.41**
Bill	84308	01/15/2021		7410.1A · Gross wages - Director	-2,108.42	2,108.42
				7410.1B · Gross wages - Librarian	-842.52	842.52
				7410.1C · Gross wages - Assistant	-1,288.80	1,288.80
				9030.8 · Social Security/Medicare	-321.67	321.67
TOTAL					-4,561.41	4,561.41

The Castleton Public Library
Check Detail
January 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**2767**	**01/21/2021**	**Joelle Adler**	**200.2 · Citizens Checking Account**		**-7.97**
Bill		01/21/2021		7410.4D · Programs	-7.97	7.97
TOTAL					-7.97	7.97
Bill Pmt -Check	**2768**	**01/26/2021**	**UHLS**	**200.2 · Citizens Checking Account**		**-1,085.19**
Bill	20-669	01/19/2021		74104B2 · Electronic Content	-1,085.19	1,085.19
TOTAL					-1,085.19	1,085.19
Bill Pmt -Check	**2769**	**01/26/2021**	**UHLS**	**200.2 · Citizens Checking Account**		**-311.00**
Bill	20-691	01/20/2021		74104B2 · Electronic Content	-311.00	311.00
TOTAL					-311.00	311.00

The Castleton Public Library
Reconciliation Summary
200.1 · Citizens Money Market, Period Ending 01/31/2021

	Jan 31, 21	
Beginning Balance		93,808.31
Cleared Transactions		
Checks and Payments - 1 item	-15,000.00	
Deposits and Credits - 2 items	1,575.82	
Total Cleared Transactions	-13,424.18	
Cleared Balance		**80,384.13**
Register Balance as of 01/31/2021		80,384.13
Ending Balance		80,384.13

The Castleton Public Library
Reconciliation Detail
200.1 · Citizens Money Market, Period Ending 01/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						93,808.31
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	01/28/2021			X	-15,000.00	-15,000.00
Total Checks and Payments					-15,000.00	-15,000.00
Deposits and Credits - 2 items						
Deposit	01/19/2021			X	1,574.25	1,574.25
Deposit	01/29/2021			X	1.57	1,575.82
Total Deposits and Credits					1,575.82	1,575.82
Total Cleared Transactions					-13,424.18	-13,424.18
Cleared Balance					-13,424.18	80,384.13
Register Balance as of 01/31/2021					-13,424.18	80,384.13
Ending Balance					**-13,424.18**	**80,384.13**

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 01/31/2021

	Jan 31, 21	
Beginning Balance		44,521.71
Cleared Transactions		
Checks and Payments - 20 items	-15,232.00	
Deposits and Credits - 1 item	15,000.00	
Total Cleared Transactions	-232.00	
Cleared Balance		**44,289.71**
Uncleared Transactions		
Checks and Payments - 8 items	-2,706.19	
Total Uncleared Transactions	-2,706.19	
Register Balance as of 01/31/2021		**41,583.52**
Ending Balance		41,583.52

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 01/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						44,521.71
Cleared Transactions						
Checks and Payments - 20 items						
Bill Pmt -Check	12/30/2020	2755	Village of Castleton-...	X	-5,518.60	-5,518.60
Bill Pmt -Check	12/30/2020	2759	U.S. Bank	X	-139.94	-5,658.54
Bill Pmt -Check	12/30/2020	2758	T-Mobile	X	-119.44	-5,777.98
Bill Pmt -Check	01/06/2021	2760	Village of Castleton-...	X	-3,638.36	-9,416.34
Bill Pmt -Check	01/07/2021	DEBIT	Amazon LLC	X	-75.44	-9,491.78
Bill Pmt -Check	01/07/2021	DEBIT	Amazon LLC	X	-17.96	-9,509.74
Bill Pmt -Check	01/07/2021	DEBIT	Amazon LLC	X	-17.96	-9,527.70
Bill Pmt -Check	01/08/2021	DEBIT	Amazon LLC	X	-41.74	-9,569.44
Bill Pmt -Check	01/11/2021	2761	Junior Library Guild	X	-213.50	-9,782.94
Bill Pmt -Check	01/12/2021	DEBIT	Amazon LLC	X	-8.00	-9,790.94
Bill Pmt -Check	01/13/2021	DEBIT	Price Chopper	X	-65.30	-9,856.24
Bill Pmt -Check	01/14/2021	DEBIT	Amazon LLC	X	-119.00	-9,975.24
Bill Pmt -Check	01/15/2021	DEBIT	Amazon LLC	X	-22.92	-9,998.16
Bill Pmt -Check	01/19/2021	DEBIT	Amazon LLC	X	-22.92	-10,021.08
Bill Pmt -Check	01/20/2021	2766	Village of Castleton-...	X	-4,561.41	-14,582.49
Bill Pmt -Check	01/20/2021	2764	Brodart	X	-444.80	-15,027.29
Bill Pmt -Check	01/20/2021	2765	Time Warner Cable	X	-97.33	-15,124.62
Bill Pmt -Check	01/27/2021	DEBIT	Amazon LLC	X	-30.00	-15,154.62
Bill Pmt -Check	01/27/2021	DEBIT	Amazon LLC	X	-15.56	-15,170.18
Bill Pmt -Check	01/28/2021	DEBIT	Amazon LLC	X	-61.82	-15,232.00
Total Checks and Payments					-15,232.00	-15,232.00
Deposits and Credits - 1 item						
Transfer	01/28/2021			X	15,000.00	15,000.00
Total Deposits and Credits					15,000.00	15,000.00
Total Cleared Transactions					-232.00	-232.00
Cleared Balance					-232.00	44,289.71
Uncleared Transactions						
Checks and Payments - 8 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
Bill Pmt -Check	12/30/2020	2757	Joelle Adler		-10.84	-26.84
Bill Pmt -Check	01/12/2021	2762	UHLS		-978.09	-1,004.93
Bill Pmt -Check	01/16/2021	2763	OverDrive		-297.10	-1,302.03
Bill Pmt -Check	01/21/2021	2767	Joelle Adler		-7.97	-1,310.00
Bill Pmt -Check	01/26/2021	2768	UHLS		-1,085.19	-2,395.19
Bill Pmt -Check	01/26/2021	2769	UHLS		-311.00	-2,706.19
Total Checks and Payments					-2,706.19	-2,706.19
Total Uncleared Transactions					-2,706.19	-2,706.19
Register Balance as of 01/31/2021					-2,938.19	41,583.52
Ending Balance					**-2,938.19**	**41,583.52**

The Castleton Public Library
Profit & Loss
January 2021

		Jan 21
Ordinary Income/Expense		
Income		
2082 · Library Charges		
2082.1 · Library Fines & Fees		
2082.11 · Fines	0.00	
2082.13 · Copies, Prints and Faxes	0.00	
2082.14 · Register Overage/Shortage	0.00	
Total 2082.1 · Library Fines & Fees		0.00
Total 2082 · Library Charges		0.00
2401 · Interest & Earnings		1.57
2705 · Gifts & Donations		1,574.25
Total Income		1,575.82
Gross Profit		1,575.82
Expense		
7410.1 · Personal Services		
7410.11 · Employee Gross Wages		
7410.1A · Gross wages - Director	4,109.43	
7410.1B · Gross wages - Librarian	1,472.85	
7410.1C · Gross wages - Assistant	2,039.74	
Total 7410.11 · Employee Gross Wages		7,622.02
Total 7410.1 · Personal Services		7,622.02
7410.4 · Contractual Expenses		
7410.4B · Library Materials		
74104B3 · Print Materials	720.12	
74104B2 · Electronic Content	1,693.29	
74104B1 · DVDs & Other Materials	96.75	
7410.4B · Library Materials - Other	119.00	
Total 7410.4B · Library Materials		2,629.16
7410.4D · Programs		229.02
7410.41 · Operations and Administrative		
7410.4E · Automated Services	978.09	
7410.4H · Telephone/Data Links	97.33	
Total 7410.41 · Operations and Administrative		1,075.42
Total 7410.4 · Contractual Expenses		3,933.60
9000 · Employee - Benefits		
9030.8 · Social Security/Medicare		577.75
Total 9000 · Employee - Benefits		577.75
Total Expense		12,133.37
Net Ordinary Income		-10,557.55
Net Income		**-10,557.55**

The Castleton Public Library
Profit & Loss Budget vs. Actual
January 2021

	Jan 21	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	0.00	0.00	0.00	0.0%
2082.12 · Lost Books	0.00	0.00	0.00	0.0%
2082.13 · Copies, Prints and Faxes	0.00	240.00	-240.00	0.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
2082.19 · Other Fines & Fees	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	0.00	240.00	-240.00	0.0%
Total 2082 · Library Charges	0.00	240.00	-240.00	0.0%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	0.00	146,786.00	-146,786.00	0.0%
2360.2 · Village of Castleton	0.00	14,000.00	-14,000.00	0.0%
2360.3 · Rensselaer County	0.00	3,325.00	-3,325.00	0.0%
Total 2360 · Intergovernmental Revenues	0.00	164,111.00	-164,111.00	0.0%
2401 · Interest & Earnings	1.57	24.00	-22.43	6.5%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	0.00	1,000.00	-1,000.00	0.0%
2705 · Gifts & Donations - Other	1,574.25	5,000.00	-3,425.75	31.5%
Total 2705 · Gifts & Donations	1,574.25	6,000.00	-4,425.75	26.2%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	2,149.00	-2,149.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	0.00	1,130.00	-1,130.00	0.0%
2760.9 · Grants - Other	0.00	1,000.00	-1,000.00	0.0%
Total 2760 · Library System Grants	0.00	4,279.00	-4,279.00	0.0%
599 · Appropriated Fund Balance	0.00	11,504.00	-11,504.00	0.0%
Total Income	1,575.82	186,158.00	-184,582.18	0.8%
Gross Profit	1,575.82	186,158.00	-184,582.18	0.8%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	4,109.43	54,819.00	-50,709.57	7.5%
7410.1B · Gross wages - Librarian	1,472.85	20,983.00	-19,510.15	7.0%
7410.1C · Gross wages - Assistant	2,039.74	41,653.00	-39,613.26	4.9%
Total 7410.11 · Employee Gross Wages	7,622.02	117,455.00	-109,832.98	6.5%
Total 7410.1 · Personal Services	7,622.02	117,455.00	-109,832.98	6.5%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	4,447.00	-4,447.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	4,447.00	-4,447.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	0.00	1,400.00	-1,400.00	0.0%
74104B5 · Magazines and Newspapers	0.00	736.00	-736.00	0.0%
74104B4 · Audiobooks	0.00	400.00	-400.00	0.0%
74104B3 · Print Materials	720.12	7,515.00	-6,794.88	9.6%
74104B2 · Electronic Content	1,693.29	5,000.00	-3,306.71	33.9%
74104B1 · DVDs & Other Materials	96.75	1,450.00	-1,353.25	6.7%
7410.4B · Library Materials - Other	119.00	1,210.00	-1,091.00	9.8%
Total 7410.4B · Library Materials	2,629.16	17,711.00	-15,081.84	14.8%
7410.4C · Equipment/Technology	0.00	3,785.00	-3,785.00	0.0%
7410.4D · Programs				

The Castleton Public Library
Profit & Loss Budget vs. Actual
January 2021

	Jan 21	Budget	$ Over Budget	% of Budget
74104D1 · Summer Reading Program	0.00	3,500.00	-3,500.00	0.0%
7410.4D · Programs - Other	229.02	2,500.00	-2,270.98	9.2%
Total 7410.4D · Programs	229.02	6,000.00	-5,770.98	3.8%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	0.00	800.00	-800.00	0.0%
7410.4E · Automated Services	978.09	4,100.00	-3,121.91	23.9%
7410.4G · Postage	0.00	300.00	-300.00	0.0%
7410.4H · Telephone/Data Links	97.33	1,400.00	-1,302.67	7.0%
7410.4I · Insurance	0.00	2,530.00	-2,530.00	0.0%
7410.4F · Office and Library Supplies	0.00	1,300.00	-1,300.00	0.0%
7410.4J · Professional Services	0.00	400.00	-400.00	0.0%
Total 7410.41 · Operations and Administrati...	1,075.42	10,830.00	-9,754.58	9.9%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	0.00	0.00	0.0%
7410.4K · Miscellaneous - Other	0.00	25.00	-25.00	0.0%
Total 7410.4K · Miscellaneous	0.00	25.00	-25.00	0.0%
Total 7410.4 · Contractual Expenses	3,933.60	38,351.00	-34,417.40	10.3%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	5,500.00	-5,500.00	0.0%
9030.8 · Social Security/Medicare	577.75	8,930.00	-8,352.25	6.5%
9040.8 · Workers Comp	0.00	880.00	-880.00	0.0%
9055.8 · Disability	0.00	535.00	-535.00	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	0.00	8,560.00	-8,560.00	0.0%
Total 9060.8 · Health Insurance	0.00	10,060.00	-10,060.00	0.0%
Total 9000 · Employee - Benefits	577.75	25,905.00	-25,327.25	2.2%
Total Expense	12,133.37	186,158.00	-174,024.63	6.5%
Net Ordinary Income	-10,557.55	0.00	-10,557.55	100.0%
Net Income	**-10,557.55**	**0.00**	**-10,557.55**	**100.0%**

The Castleton Public Library
Profit & Loss Forecast vs. Actual
January 2021

	Jan 21	Forecast	$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	0.00	1.65	-1.65	0.0%
2082.12 · Lost Books	0.00	42.06	-42.06	0.0%
2082.13 · Copies, Prints and Faxes	0.00	45.25	-45.25	0.0%
2082.14 · Register Overage/Shortage	0.00	-0.10	0.10	0.0%
Total 2082.1 · Library Fines & Fees	0.00	88.86	-88.86	0.0%
Total 2082 · Library Charges	0.00	88.86	-88.86	0.0%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	0.00	0.00	0.00	0.0%
2360.2 · Village of Castleton	0.00	0.00	0.00	0.0%
2360.3 · Rensselaer County	0.00	0.00	0.00	0.0%
Total 2360 · Intergovernmental Revenues	0.00	0.00	0.00	0.0%
2401 · Interest & Earnings	1.57	1.69	-0.12	92.9%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	0.00	0.00	0.00	0.0%
2705 · Gifts & Donations - Other	1,574.25	1,029.32	544.93	152.9%
Total 2705 · Gifts & Donations	1,574.25	1,029.32	544.93	152.9%
2760 · Library System Grants				
2760.1 · LLSA and ERATE (UHLS)	0.00	0.00	0.00	0.0%
2760.9 · Grants - Other	0.00	0.00	0.00	0.0%
Total 2760 · Library System Grants	0.00	0.00	0.00	0.0%
Total Income	1,575.82	1,119.87	455.95	140.7%
Gross Profit	1,575.82	1,119.87	455.95	140.7%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	4,109.43	3,895.05	214.38	105.5%
7410.1B · Gross wages - Librarian	1,472.85	1,535.83	-62.98	95.9%
7410.1C · Gross wages - Assistant	2,039.74	2,238.90	-199.16	91.1%
Total 7410.11 · Employee Gross Wages	7,622.02	7,669.78	-47.76	99.4%
Total 7410.1 · Personal Services	7,622.02	7,669.78	-47.76	99.4%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	0.00	210.00	-210.00	0.0%
74104B5 · Magazines and Newspapers	0.00	119.60	-119.60	0.0%
74104B4 · Audiobooks	0.00	0.00	0.00	0.0%
74104B3 · Print Materials	720.12	567.59	152.53	126.9%
74104B2 · Electronic Content	1,693.29	1,121.58	571.71	151.0%
74104B1 · DVDs & Other Materials	96.75	131.28	-34.53	73.7%
7410.4B · Library Materials - Other	119.00	119.00	0.00	100.0%
Total 7410.4B · Library Materials	2,629.16	2,269.05	360.11	115.9%
7410.4C · Equipment/Technology	0.00	157.39	-157.39	0.0%
7410.4D · Programs				
74104D1 · Summer Reading Program	0.00	0.00	0.00	0.0%
7410.4D · Programs - Other	229.02	190.81	38.21	120.0%
Total 7410.4D · Programs	229.02	190.81	38.21	120.0%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	0.00	94.95	-94.95	0.0%
7410.4E · Automated Services	978.09	931.52	46.57	105.0%
7410.4G · Postage	0.00	3.59	-3.59	0.0%
7410.4H · Telephone/Data Links	97.33	92.57	4.76	105.1%
7410.4I · Insurance	0.00	0.00	0.00	0.0%
7410.4F · Office and Library Supplies	0.00	92.29	-92.29	0.0%
7410.4J · Professional Services	0.00	0.00	0.00	0.0%
Total 7410.41 · Operations and Administrat...	1,075.42	1,214.92	-139.50	88.5%
7410.4K · Miscellaneous	0.00	10.00	-10.00	0.0%
Total 7410.4 · Contractual Expenses	3,933.60	3,842.17	91.43	102.4%

The Castleton Public Library
Profit & Loss Forecast vs. Actual
January 2021

	Jan 21	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	577.75	573.86	3.89	100.7%
9040.8 · Workers Comp	0.00	0.00	0.00	0.0%
9055.8 · Disability	0.00	0.00	0.00	0.0%
9060.8 · Health Insurance	0.00	609.78	-609.78	0.0%
Total 9000 · Employee - Benefits	577.75	1,183.64	-605.89	48.8%
Total Expense	12,133.37	12,695.59	-562.22	95.6%
Net Ordinary Income	-10,557.55	-11,575.72	1,018.17	91.2%
Net Income	**-10,557.55**	**-11,575.72**	**1,018.17**	**91.2%**

The Castleton Public Library
Balance Sheet
As of January 31, 2021

	Jan 31, 21
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	80,384.13
200.2 · Citizens Checking Account	41,583.52
200.9 · Petty Cash	50.00
Total Checking/Savings	122,017.65
Other Current Assets	
395 · Deposits with Other Government	3,500.00
Total Other Current Assets	3,500.00
Total Current Assets	125,517.65
TOTAL ASSETS	**125,517.65**
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	131,002.22
Net Income	-10,557.55
Total Equity	125,517.67
TOTAL LIABILITIES & EQUITY	**125,517.65**

Director's Report – January

January 2021 – Usage Statistics in Comparison

	January 2021	January 2020	Percent Change
Circulation			
Circulation of materials at CPL	1,364	2,275	-40%
Items loaned to other libraries	541	584	-7.4%
Items borrowed from other libraries	659	950	-30.6%
eContent circulation	732*	511	+43.2%
Programming			
Number of programs offered	16	35	-54.3%
Program attendance – in-person	12	276	-95.7%
Program attendance – live virtual	N/A	N/A	N/A
Program attendance – kits & prerecorded virtual**	271	N/A	N/A
Public Computer Use			
Public Computer Sessions	0	51	-100%
WiFi Use (daily unique users)	324 (5.38 GB)	529 (3.95 GB)	-38.8%
WiFi Hotspot Use	33.78 GB	N/A	N/A
Marketing Reach			
Website visits	855	1,187	-28%
Website unique visitors	472	662	-28.7%
Email newsletter list size	1,414	1,395	+1.4%
Facebook page likes	867	785	+10.4%
Facebook total reach	8,805	13,076	-32.7%

* = Includes OverDrive and Hoopla checkouts.

** = Attendance for prerecorded virtual programs is measured by total views through 1/31. For kits, the number of kits taken will be used for the attendance number.

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.
January	14	-6.7%	297	-5.4%	311	-5.5%
December	15	+7.1%	314	+16.7%	329	+16.3%
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:

6/1/2020 – curbside service begins

6/22/2020 – in-person visits by appointment begin

9/9/2020 – walk-in service begins

1/4/2021 – in-person visits limited to Express Visits only (15 minutes maximum); patron capacity reduced to 3

eContent – Month-to-Month Comparison

	January 2021	December 2020	Percent Change
OverDrive – Items checked out by CPL patrons	679	653	+4%
OverDrive – Unique CPL users with checkouts	91	95	-4.2%
OverDrive – New CPL users	1	0	N/A
Hoopla – Items checked out by CPL patrons	53	56	-5.4%
Hoopla – New CPL users	1	2	-50%

Loans of Physical Items – Month-to-Month Comparison

Month	Number of Checkouts	% Change from Previous Month
January	1,364	-21.5%
December	1,737	+25.2%
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 – January

1/4/2021	Cool Science: Scribblebots	49
1/4/2021	T&M Crafts: Crafting Bonanza	59
1/4/2021	Teen Time: Magazine Collage Kits	11
1/5/2021	Coffee & Conversation	0
1/6/2021	Virtual Storytime	6
1/12/2021	Kids Cook: Chocolate Peanut Butter Oatmeal Bites	6
1/13/2021	Virtual Storytime	7
1/15/2021	Castle Hill Contactless Bookmobile	5
1/19/2021	Virtual Book Club	0
1/20/2021	Virtual Storytime	3
1/22/2021	Snowflake Art Challenge	7
1/27/2021	Virtual Storytime	1
1/28/2021	Craft & Chat	0
1/29/2021	Snowflake Art Challenge Project Video	13
1/31/2021	Castleton-Schodack Community Window Art: Snowflakes	111
1/31/2021	Local Music Showcase	5
	Month total attendance	**283**

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

- January 11 – Youth Services Small Library Concerns meeting (online meeting)
- January 19 – Youth Services Advisory Council meeting (online meeting)
- January 25 – Meeting with Director (online meeting)

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

- January 11 – Village Board meeting (online meeting)
- January 15 – Directors Association meeting (online meeting)
- January 15 – Castle Hill Contactless Bookmobile
- January 25 – Meeting with Youth Services Librarian (online meeting)
- January 27 – Friends of CPL meeting (online meeting)