Agenda
Castleton Public Library Board of Trustees Meeting
Virtual Meeting, February 22, 2022 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business
- 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 18, 2022

Treasurer's Report

Director's Report

Friends Report

Committee Reports
- Finance Committee – A. Mitchum, S. Mitchum
- Administrative Committee – K. Bielawa, L. Knaack, C. Strainge
- Operations/Capital projects – P. Cartwright, S. Mitchum, K. Rubin
- Policy Committee – L. Knaack, A. Mitchum, K. Rubin
- Long Range Plan Committees:
  - Sustainable Funding (A. Mitchum, S. Mitchum)
  - Library Space (P. Cartwright, C. Strainge)
  - Community Outreach & Visibility (K. Bielawa, L. Knaack)

Announcements

Public Comment

Executive Session

Adjourn

Castleton Public Library Board of Trustees Meeting

Tuesday, January 18, 2022 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:05 pm.

Roll Call

Present: None physically (fully virtual meeting)
Attending Virtually: Shane Mitchum, President; Alyssa Mitchum, Treasurer; Patrick Cartwright, Trustee; Kendra Rubin, Trustee; Laurie Knaack, Trustee; Colin Strainge, Trustee; Kate Bielawa, Trustee; Melissa Tacke, Library Director
Excused: None

Adoption of Agenda

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

Public Comment

Village of Castleton-on-Hudson Board member Lissa D'Aquanni in attendance informed the board about two upcoming Village meetings related to Hudson River access and sewer rate increases.

New Business

A slate of officers for 2022 was discussed and proposed as follows: President Shane Mitchum, Vice President Patrick Cartwright, Treasurer Alyssa Mitchum, Secretary Laurie Knaack. Trustee Rubin motioned and trustee Strainge seconded the full slate of officers. Unanimously approved.

2021 Annual Report was presented by Director Tacke. The board's approval of the report was motioned by Trustee Cartwright and seconded by Trustee Knaack. Unanimously approved.

Updated staff COVID-19 protocol was presented by Director Tacke, removing the requirement to document self-reported health screening and consolidating information to make a clear decision tree for staff. The board's approval of the guidelines was motioned by Trustee Cartwright and seconded by Trustee Knaack. Unanimously approved.

Old Business

President Mitchum will compile board evaluation and director evaluation results for the next meeting. The Board discussed upcoming programming. The reopening process remains at the same stage given the surge of the omicron COVID-19 variant.

Reports

President's Report

None.

Secretary's Report

Trustee Cartwright motioned to approve the December 2021 meeting minutes. Seconded by Trustee Knaack. Unanimously approved.

Treasurer's Report

Going forward the NYS Retirement funds for staff will be in the January budget rather than December to accommodate the Village's timing for withdrawing these funds. December 2021 retirement funds will be taken out of Library accounts in January 2022.
The December 2021 Check Detail was reviewed. Trustee Cartwright motioned to approve the December 2021 Check Detail Reports. Seconded by Trustee Knaack. Unanimously approved.

Director's Report

The director reviewed statistics for visitation and circulation. In 2021, visitation was the actual count for the year tallied by front desk staff; in 2022 this will return to tallying one month (October) and extrapolating throughout, as in prior years. Director Tacke explained that UHLS directors meet monthly and that a cross-UHLS report will be available mid-2022 at which point real data across system libraries can be compared.

Friends Report

None. Friends group is expected to meet later in January.

Committee Reports

No report.
Committee reassignments added Trustee Strainge to Library Space and Administrative committees and Trustee Bielawa to Community Outreach and Administrative committees. Committee meetings will be planned for early 2022. Attendance of trustees at Schodack Town Board meeting was discussed and planned.

Announcements

None.

Public Comment

Lissa D'Aquanni added that the Village is in the process of an update to the Comprehensive Plan and is conducting a survey through the end of March. Asked trustees to consider completing the survey and encourage others to do so.

Executive Session

None.

Adjournment

The meeting was adjourned at 7:43 pm.

Castleton Public Library
Board of Trustees Meeting
Held virtually via Zoom, 1/18/2022, 7:00 p.m.
Meeting Transcript

Shane Mitchum: It's 7:05 and we can call the meeting to order. We'll start with the Pledge of Allegiance.

[Attendees recite Pledge of Allegiance]

Shane Mitchum: Everyone is present and accounted for. Welcome, Colin, and welcome, Kate. Nice to have you here. Next up is the adoption of the agenda. Actually on my screen the revised agenda is on the right-hand side. Disregard the one on the left. Anybody have any questions on the agenda? All right, is there a motion to adopt tonight's agenda?

Patrick Cartwright: Patrick moves.

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Colin?

Colin Strainge: Aye.

Shane Mitchum: All right, Kendra?

Kendra Rubin: Aye.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: Kate?

Kate Bielawa: Aye.

Shane Mitchum: I'm also an aye, so all are in favor, that motion will carry. All right, public comment. Lissa, I see you on here and I don't know if you had anything you want to jump in and discuss.

Lissa D'Aquanni: I just want to let folks know that there are two meetings coming up with the [Village of Castleton-on-Hudson] Board of Trustees. One is going to be this coming Monday, the 24th. There's going to be a sewer rate increase because of the new sewer wastewater treatment plant. That will be at 7:00 via Zoom. And then the second public meeting will be on February 28, also 7:00, that one will be at the Firehouse and also via Zoom and that one is on river access. Definitely, please try to attend both, and if you have any questions or want to chat with me privately, please feel free.

Shane Mitchum: Great, thanks. Appreciate it. All right, moving into new business. The first thing here is the election of officers for 2022. Hopefully everybody had a little bit to think about whether or not they want to take an officer position and what officer positions people are interested in. Melissa, I don't recall exactly how we go about this, if you know.

Melissa Tacke: I hadn't had anyone who reached out to me directly to let me know of an officer position they were willing to take on. Usually what we do is that people indicate what they might be interested in and then, once we have names in place for the slate of all four officers, than the Board has voted to elect that slate of officers.

Shane Mitchum: Okay, I would say, probably all -- not to speak for Alyssa -- but I would say, probably all positions are open if anybody was interested in any of them. Is there anybody on the meeting now that is interested in any of the officer positions?

Laurie Knaack: This is Laurie, I'd be willing to take on Secretary or Vice President.

Shane Mitchum: Okay, great. Anybody else? So that would leave either Secretary or Vice President and, again, I'm open to doing something different if somebody wants President. Alyssa, I don't know if she's open to doing something other than Treasurer.

Alyssa Mitchum: I'm open to sticking as Treasurer unless someone else wants to take on the role.

Shane Mitchum: All right, anybody have any other interest? I guess what we could do, Melissa, is maybe push this off to the next month, could we do that one more month?

Patrick Cartwright: Well, if it helps, I'd be willing to do Vice President. I'm not going to do Secretary or finance, but I could do VP.

Shane Mitchum: All right, that would work if no one else is interested. If we do -- if I remain -- I can stay President still, right Melissa? Didn't we change that By-Law?

Melissa Tacke: Yeah, you're good.

Shane Mitchum: Okay, so I'm fine staying President. Alyssa, if you want to stay Treasurer.

Alyssa Mitchum: I'm good with Treasurer.

Shane Mitchum: Laurie, you're Secretary, and Patrick is Vice President. All right, sounds good. So, we don't have to vote individually, right Melissa, just the whole slate, correct?

Melissa Tacke: Correct.

Shane Mitchum: All right, so just to reiterate the slate of officers for 2022 would be me staying as President, Alyssa as Treasurer, Patrick as Vice President, and Laurie as Secretary. Is there a motion to adopt that slate of officers?

Kendra Rubin: I'll move, this is Kendra.

Shane Mitchum: All right, is there a second?

Kate Bielawa: I'll second.

Shane Mitchum: All right, Kate I got you as a second. Colin, your vote?

Colin Strainge: Aye.

Shane Mitchum: Laurie, your vote?

Laurie Knaack: Aye.

Shane Mitchum: Alyssa, your vote?

Alyssa Mitchum: Aye.

Shane Mitchum: Patrick, your vote?

Patrick Cartwright: Aye.

Shane Mitchum: I'm also an aye, so all are in favor, that motion will carry. Thank you guys, I appreciate you guys joining the officers here. Next up, committee assignments. If it helps, we can look at the list here in the agenda itself. Finance Committee, I don't see any reason to change that. Administrative Committee, we need somebody on there. Operations and Capital Projects is fine. It looks like we need somebody on Library Space, Community Outreach and Visibility. And, obviously, if anybody wants to join any other committees, please feel free -- I guess I'll just go around. I can start with Colin. You're the first name on my list here. Have you thought about any of the committees that you're interested in?

Colin Strainge: I really hadn't given it a ton of thought, but if you have a job for me, give it to me.

Shane Mitchum: All right. Kate, do you have a preference for any of the committees?

Kate Bielawa: Not at this point in time. I like Community Outreach if -- but if there's a job, I have the same mentality. I'll help wherever I can.

Shane Mitchum: Why don't we do this -- Colin if you're okay, let's put you on the Library Space committee for the Long Range Plan. Kate, we'll put you on Community Outreach and Visibility with Laurie. And let's see, what else do we have? Why don't we put both of you on the Administrative Committee. Does that work? Melissa, do you think that makes sense?

Melissa Tacke: That's fine.

Shane Mitchum: Okay, and obviously we can start with that, and then if we need to adjust, we can.

Melissa Tacke: Absolutely, we can do that at any time.

Shane Mitchum: Alyssa, Patrick, Kendra, Laurie, did you want to switch up any of your committees?

Laurie Knaack: This is Laurie. I'm happy to stay on the ones I'm on.

Patrick Cartwright: I'm fine where I am.

Kendra Rubin: I'm good, Shane, thanks.

Shane Mitchum: Alyssa, I don't know if you want to swap anything. I know we're on the finance ones, which makes sense.

Alyssa Mitchum: Yes, I'm good where I am.

Shane Mitchum: Perfect. All right, that was easy. Appreciate everybody's cooperation there. Moving on to the next thing on the list 2021 community report. Melissa, I don't know if you want to talk through it, but I think this looks awesome.

Melissa Tacke: Thanks. I used the same template that we had used for 2020, just basically updating that information for 2021. Last year was the first year that we had to -- we have needed to do an annual report to the community for many years, which we've done, but last year was the first year that it needed to be formally approved by the board. So like we did last year, for this year I'm looking for the board to formally approve this public report today, our Annual Report to the community. This is something that we make available to general members of the public to see what went on in the library in the last year. This is a little bit different from the annual reporting that we do to the State; that's a more formalized process. That has to have certain information, this can just have some basic information about what we did, and some highlights of our services.

Shane Mitchum: Remind me, so obviously we put this on our Facebook page and our website right? Do we distribute it any other way? I can't remember.

Melissa Tacke: We've traditionally made it available as a hard copy in the library. And then I've tended to -- we missed the date for the Castletonian, that just came out, but we'll probably put it as an insert in the next Castletonian.

Shane Mitchum: Perfect.

Patrick Cartwright: Also, I distributed this to the Town Board the other day.

Shane Mitchum: Great! Well, any other questions on this?

Colin Strainge: Melissa, I'm just curious. How do you assess WiFi uses?

Melissa Tacke: That's a good question. We have a Meraki access point and it records information about daily unique users, so we take that information and -- basically I get sent an email every day and I transfer that information into a spreadsheet, and so we just add it up for the whole year.

Shane Mitchum: Any other questions?

Alyssa Mitchum: No questions, just -- Melissa, it looks really great.

Shane Mitchum: All right, is there a motion to approve the 2021 annual report?

Patrick Cartwright: I move.

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: All right, Colin?

Colin Strainge: Aye.

Shane Mitchum: Kendra?

Kendra Rubin: Aye.

Shane Mitchum: Kate?

Kate Bielawa: Aye.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: I'm also an aye, so all are in favor, the motion will carry. All right, next up: updated COVID-19 guidelines for staff.

Melissa Tacke: Yep, it was not in the original packet. It was something that I had sent, I think the day following.

Shane Mitchum: Let me see, give me two seconds I can pull it up. I'll just get it on the screen here. Of course my computer's slow tonight.

Colin Strainge: Melissa, I just want to say it was one of the most articulate breakdowns of the rules as they are currently promulgated that I've seen, and I've seen a lot lately, so thank you.

Melissa Tacke: Well, thank you, I can't take credit for what's underneath the little blue banners on the page, on that handout because those just come directly from the CDC. But the other procedures after that are our homegrown ones, while we're waiting for that to get pulled up. The reason that we're making this change is partially because the guidance has changed, and also because our staff have been submitting a self-reported health screening every day before they've come to work. Which, as there's been more and more factors, it's become more and more byzantine -- like okay, if you answer yes to this, then you go to this and then, if you answer yes to this, you go to this. Rather than make it even more byzantine with adding in the boosters and all that stuff, and which shot you got, and all of those things, I think it'd be easier and less for the staff to have to think about every time before they come in to work. So rather than doing those health screenings before every time they come into the building, they just know that they need to follow those guidelines. I think it makes it simpler for everyone and easier to keep track of, and less -- I've had employees that might text me and say "this is my situation, am I good to come in?", that kind of thing. So this makes that a little bit more of a streamlined process with the guidelines. Shane, if you're having some issues finding it I can bring it up and share my screen if that's helpful.

Shane Mitchum: I just got it. All right, sorry about that guys. Here is the policy. So, you said that the staff is self-reporting if they have anything like that. Are you encountering a lot of scenarios where staff need guidance on whether or not to come in now, or no?

Melissa Tacke: I wouldn't say it's frequent, but I think this would resolve some confusion if something does come up and simplify that people won't have to fill out something every day. Now they're reporting what their temperature is, and all this stuff. This is more, when you need to isolate, when you need to quarantine. And then the guidance underneath that guide from the CDC talks about the COVID leave that we have and what that can be used for. And I think just to simplify if all of our staff give me details about their vaccinations, I can verify -- okay, you haven't had the booster but you had your final shot within this amount of time, you won't necessarily need to quarantine and so on, so it outlines everything for people.

Shane Mitchum: That makes sense. Any questions on this one for Melissa? Melissa, are you looking for us to vote to accept the updated guidelines?

Melissa Tacke: Yes, because this something that replaces the guidance that was in our Reopening Plan.

Shane Mitchum: Okay, is there a motion to approve the updated COVID-19 guidelines for the staff?

Patrick Cartwright: Patrick moves.

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: All right, Colin?

Colin Strainge: Aye.

Shane Mitchum: Kendra?

Kendra Rubin: Aye.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: Kate?

Kate Bielawa: Aye.

Shane Mitchum: All are in favor, that motion will carry. All right, moving on to old business, so we have board self-evaluations and director evaluations. I've got a couple of those from a couple of you. I'm just waiting on two of you. I'll shoot everybody an email after this. Melissa, thanks for sending it to Alyssa. I'll send out just what the evaluation is, if you just fill it out and email it back to me, that would be great. Melissa, we'll set a time and I'll come down and we'll go through yours. I doubt there will be any surprises to you in the evaluations, but nevertheless, we'll go through it. I hope everybody can get me those maybe by the beginning, middle of next week, that'd be awesome. It only takes a few seconds to put it together. And then I will compile the feedback and for the next meeting, we can take a look at where our self-evaluations point to where we could potentially have some improvement opportunities with the board. I'll compile Melissa's feedback and I'll deliver that as well. All right, next up is library word-of-mouth advertising.

Melissa Tacke: For those of you who are new to the board, this is something that we do to highlight an upcoming program or maybe a service. The idea is to tell maybe three to five people in your circle of people in the community about it, just to help with the word-of-mouth advertising of some of the things that we have going on. What I'd like to promote -- to have your help in promoting -- is Take Your Child to the Library Day. This is a national event that we'll be participating in. It's Saturday, February 5. I think it's at the end of the January calendar and at the beginning of the February one. I believe it should be in both places on the event guides that you have. Yep, it's there at the end of the January one. So the idea with this is just to raise awareness about what the library has to offer kids and families. We usually do some kind of fun activity. Weather permitting, we'll have some kind of kid-friendly drop-in outdoor activity that will take place from 11:30 to 2:30 and we'll have information and goody bags for kids and families, so that we can share what we have to offer to people in the community. It's great because we have found in general that when we hold this event -- we didn't hold it last year, but we have held it prior years in all the time I've been here -- and we always see folks who we don't normally see coming through. And people may be signing up for a library card for the first time, that kind of thing. It's a great way for people, maybe, who are not familiar with what we have to offer for them to come in and learn about it and have a little extra fun with the extra giveaways and stuff. Again, that'll be Saturday, February 5 from 10:00 to 4:00 with the outdoor activity, weather permitting, from 11:30-2:30.

Shane Mitchum: Awesome. I'll definitely try and get a couple of my kids down there at least. Next up on old business is the reopening process. We have the updated COVID guidelines.

Melissa Tacke: Right. Other than that, we're still in a holding pattern until we see how things shake out, and hopefully we'll have more clarity on that by next time we meet.

Shane Mitchum: Okay. Overall, how's the staff doing?

Melissa Tacke: People are doing good. I will say that with the Omicron variant, we've had a lot less visitation than even our regular pandemic level of visitation. It's gone down, I think a lot of people are maybe not venturing out as much, at least that's what we've been seeing over the last few weeks.

Shane Mitchum: Any other questions on the reopening process from Melissa? All right. Next up, President's Report. I don't have anything this month. Like I said, if you give me the self-evaluations, I will put together those results, and we can go through those at the next meeting. Secretary's Report. Mary Claire is no longer on the board, but we will go through her last minutes here. Any comments or concerns about last month's meeting minutes? Is there a motion to adopt the minutes from the December board meeting?

Patrick Cartwright: Patrick moves.

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Colin?

Colin Strainge: Aye.

Shane Mitchum: Kendra?

Kendra Rubin: Aye.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: Kate?

Kate Bielawa: Aye.

Shane Mitchum: All right, all are in favor, the motion will carry. Treasurer's Report.

Alyssa Mitchum: I reviewed the check detail that Melissa sent over and everything looks great. One thing that Melissa and I did discuss when I was signing checks last week is that the New York State Retirement in December was not taken out and instead of waiting for that, going forward we're going to put that in the January budget, so the New York State Retirement for 2021 will come out of 2022, but there was no adjustment of the budget for 2021. Other than that, everything looks great.

Shane Mitchum: All right, any questions for Alyssa? Is there a motion to adopt December's check detail?

Patrick Cartwright: Patrick moves.

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Colin?

Colin Strainge: Aye.

Shane Mitchum: Kendra?

Kendra Rubin: Aye.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: Kate?

Kate Bielawa: Aye.

Shane Mitchum: I'm also an aye, so all are in favor, the motion will carry. All right, moving on to the Director's Report.

Melissa Tacke: This Directors Report has some 2021 information in the table, so a little bit more in the weeds, a little bit more detailed than the report that goes to the community. We have some information about our visitation numbers, library card holders, items loaned, computer and WiFi use, and programming. Comparing 2021 to the prior year as well as to 2019 and 2018. It's a lot of numbers and grids. I know that appeals to some people, but doesn't appeal to others. Hopefully people have had a chance to look at that. The trends, you can see overall -- obviously, our visitation was up this year from last year, but still way down from where we were just a couple of years ago. Library card holders, that's something that has increased and is steady. We don't see a ton of growth in that from year to year, but it seems like it is steadily increasing, so that's great. We see a greater proportion of our items loaned comes through our eContent and that's down from last year, which again makes sense, because we have more people who are coming in to borrow physical items, but we're still -- if you look at the eContent loans, in 2021 we still loaned far more and that made up more of our items loaned that it had in 2019 and 2018. Public computer use,

we're seeing that still going down. We still just have the one computer station and that seems to pretty much fulfill the need that we have. We're not seeing a huge demand for that. And let's see, with the programs, we had a lot of take-home kits. That increased -- even from 2020 to 2021, the number of take-home kits that we distributed increased by over 60% -- so that's something that's still really popular. And in terms of overall program attendance, it's a slight increase from 2020 to 2021. Keeping in mind that in those first couple months of 2020 we did, you know, we were holding in-person programs in the library, of course, prior to the pandemic, which affects the numbers. In addition to those annual statistics, there's also the usage statistics and comparison for December of 2021 in comparison to December 2020 and December 2019. And a tracking of our month-to-month comparison of visitation and circulation. I think, as I had mentioned in the last meeting, we had been recording visitation -- actually having our front desk employees track that. With the new year we have abandoned that, and we're going to go back to our standard method that we had been using for calculating visitation, which is that we count during the month of October. We choose October, because it's not our busiest time, it's not our slowest time, it's kind of in the middle. So we only tally people for that month and then extrapolate for the rest of the year. It's just one less thing for our staff to have to think about and constantly count and monitor. Just taking a little something off of our staff's plate so that they're not feeling like they have to remember about 80 million things at once, while they're at the front desk. If anybody has any questions about my report, or about any events that are in the upcoming events calendars either for this month or next month I'd be glad to answer anybody's questions.

Shane Mitchum: I think all these stats are great, Melissa, and I think it's interesting when you look at some of the programs here, where we're inching back up to where we were 2018-wise, which I think is saying something. Now obviously the take-home kits, that's a huge increase from even 2020 so that's great. In my opinion, as long as we're still impacting the community I think that's what we should strive for. Based on these numbers, I definitely think we are. Circulation, again. Circulation is down a little bit here, but with everything going on, understandable, so I think I think you're doing a great job with what we have right now.

Melissa Tacke: Thanks.

Colin Strainge: Melissa, do you have any sense of what the neighborhood looks like in terms of percentage shifts around it at other libraries, East Greenbush, locally? Or is there a community that talks about this?

Melissa Tacke: Yes. I don't necessarily have hard numbers from other libraries in front of me, but the directors of all of the public libraries in Albany and Rensselaer Counties do meet on a monthly basis. And we do talk about different things, and the subject of visitation, for example, has come up. And many libraries are seeing, you know, similar to what we're seeing, they're seeing their visitation numbers being half or a third or two thirds of what they've seen in a normal time. I don't have the exact data but I've got anecdotal information and then, once -- there's an annual report that comes out when Upper Hudson has its annual celebration in June and that pulls together all of the annual report information from different libraries from the prior year. I know it seems like a while to wait, but once we get to June, then we can have actually all of that comparative data from all other libraries from the year 2021.

Colin Strainge: Thanks.

Patrick Cartwright: Melissa, it's Patrick. I think this is great. I love the stats, I always do, and these are the types of things that make up your submission to Library Journal that allows you to be a Star Library, and it's fantastic. I had a question. Anecdotally, can you tell us how the Drop-In Fun at the library is going? The projects and crafts and STEM projects?

Melissa Tacke: Thank you. I can tell you that, like I said, once we hit the new year, there was more awareness and case numbers going up. We've seen a lot fewer people come in to take advantage of that, but prior to that in December we were seeing pretty decent attendance for some of that stuff. Say, for example, if you look at the end of my Director's Report, there's a listing of all of the attendance for each of the December programs. You can see, for the Paper Mosaic Art, we had 18 people. The Snowflake Art, we had four. Three for the Keva Planks, seven for Magazine Collage and then, once we got to after Christmas time it's pretty much been straight zeros. But when we were looking earlier in December and in November -- we had introduced it in November and it was around 10 to 15 [each week] I believe offhand for the drop-in stuff.

Shane Mitchum: I mean you also have to think that they're there could be since we are going towards school aged children a lot of them could be in quarantine, too, throughout this whole process right? So that probably cuts down on some of them also.

Melissa Tacke: Yes, absolutely.

Shane Mitchum: Anybody else?

Laurie Knaack: This is Laurie. I just want to say thank you, Melissa, for all the comparative statistics. It really helps put in perspective which things are bouncing back up, which things are slower, when we look at 2021 versus 2020 and then look at a pre-pandemic year like 2019, so that's really useful to put the numbers in perspective.

Melissa Tacke: Thanks.

Shane Mitchum: All right. We can go ahead and move on to the Friends Report. Melissa, I don't know if you have any updates from them.

Melissa Tacke: Yeah, they were originally slated to meet tomorrow, but they're actually going to push that off another week. And at that meeting I believe they're going to be setting their fundraising calendar and their projects for the year, so once I know more from them I'll be certain to share that with you guys.

Shane Mitchum: Okay, great. Committee reports. Finance Committee, we did not meet this month. Administrative Committee. Laurie?

Laurie Knaack: No report.

Shane Mitchum: All right, Operations and Capital Projects, we did not meet. Policy Committee.

Alyssa Mitchum: We did not meet.

Shane Mitchum: All right, Long Range Plan -- Sustainable Funding, we did not meet. Library Space.

Patrick Cartwright: We did not meet.

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

Laurie Knaack: We did not meet.

Shane Mitchum: All right, Melissa, maybe once we get this update maybe we can shoot to late next month, or something like that, get at least one meeting on and talk about what we're looking to do for the year. And that way we can get everybody introduced in their new committees and what we've done in the past, what we're looking to do.

Melissa Tacke: Sure, absolutely. And before we move on, one thing that falls under Community Outreach and Visibility is having the public comment at the Schodack Town Board meeting. Thank you to Laurie and Patrick for doing that in December and January. I'm looking for volunteers to do that, the one that will be coming up before our next meeting would be February 10. And I believe that you can give public comment either in person or, if you want to attend virtually, and I provide sort of a script or talking points for people to use when they're doing that, so hopefully that makes it a little bit less stressful. If anyone is interested in taking that on for February 10, that's the second Thursday of the month at 7:00pm again, you could go in person to the Schodack Town Board meeting or do that virtually. If there's anyone who knows that they would like to do that who's in attendance now who wants to let me know, that would be great, otherwise I can send an email out.

Alyssa Mitchum: What is the topic, Melissa?

Melissa Tacke: I haven't chosen that yet, and I think maybe a good way to do this would be if I don't have a particular topic in mind, it might be what's going on, what's coming up, kind of thing. Just focusing on what's coming up for us.

Alyssa Mitchum: I can take the February 10.

Melissa Tacke: Okay, fantastic. Thank you.

Shane Mitchum: All right, thanks Alyssa. Moving on to announcements. Anyone have any announcements? All right, public comment again.

Lissa D'Aquanni: Can I jump in again? Because one of the things I forgot to mention -- this is funny that I forgot to mention it -- the Village of Castleton is in the process of updating our Comprehensive Plan. So on our website, and I can also throw it in the chat here, is a link to the survey, and it would be really great if everybody would take the survey. If there's more that the Village can or should be doing with or for the library, they'll let us know. The survey will be open until the end of March, so please take the survey, share the survey link with your friends and neighbors and colleagues, and encourage everybody to take the survey, because that will get us more input as to what we can be doing to support the library.

Shane Mitchum: All right, great. Definitely, I'll check it out. All right, does anybody have any reason for us to go into Executive Session? Is there a motion to adjourn this meeting?

Patrick Cartwright: Patrick moves.

Shane Mitchum: Is there a second?

Laurie Knaack: Laurie seconds.

Shane Mitchum: Colin?

Colin Strainge: Aye.

Shane Mitchum: Kendra?

Kendra Rubin: Aye.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: Kate?

Kate Bielawa: Aye.

Shane Mitchum: I'm also an aye, so that motion will carry. Meeting adjourned at 7:43.

[Attendees say their thanks and goodbyes]

The Castleton Public Library
Check Detail
January 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**01/07/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-25.95**
Bill	1116830583...	01/04/2022		7410.4D · Programs	-25.95	25.95
TOTAL					-25.95	25.95
Bill Pmt -Check	**DEBIT**	**01/07/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-47.18**
Bill	1118114580...	01/04/2022		74104B1 · DVDs & Other Materials	-47.18	47.18
TOTAL					-47.18	47.18
Bill Pmt -Check	**DEBIT**	**01/10/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-37.92**
Bill	1119135203...	01/12/2022		74104B1 · DVDs & Other Materials	-37.92	37.92
TOTAL					-37.92	37.92
Bill Pmt -Check	**DEBIT**	**01/11/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-12.96**
Bill	1119135203...	01/13/2022		74104B1 · DVDs & Other Materials	-12.96	12.96
TOTAL					-12.96	12.96
Bill Pmt -Check	**DEBIT**	**01/13/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-32.87**
Bill	1110123312...	01/13/2022		7410.4F · Office and Library Supplies	-32.87	32.87
TOTAL					-32.87	32.87
Bill Pmt -Check	**DEBIT**	**01/14/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-119.00**
Bill	D018232060...	01/13/2022		7410.4B · Library Materials	-119.00	119.00
TOTAL					-119.00	119.00
Bill Pmt -Check	**DEBIT**	**01/18/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-20.97**
Bill	1115062048...	01/13/2022		7410.4D · Programs	-20.97	20.97
TOTAL					-20.97	20.97
Bill Pmt -Check	**DEBIT**	**01/18/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-81.84**
Bill	1118433189...	01/12/2022		7410.4D · Programs	-81.84	81.84
TOTAL					-81.84	81.84
Bill Pmt -Check	**DEBIT**	**01/18/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-35.92**
Bill	1119135203...	01/18/2022		74104B1 · DVDs & Other Materials	-35.92	35.92
TOTAL					-35.92	35.92
Bill Pmt -Check	**DEBIT**	**01/24/2022**	**USPS**	**200.2 · Citizens Checking Account**		**-12.12**
Bill		01/24/2022		7410.4G · Postage	-12.12	12.12
TOTAL					-12.12	12.12

The Castleton Public Library
Check Detail
January 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**01/24/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-19.96**
Bill	1117859164...	01/24/2022		7410.4F · Office and Library Supplies	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	**DEBIT**	**01/25/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-66.38**
Bill	1112675294...	01/24/2022		7410.4F · Office and Library Supplies	-66.38	66.38
TOTAL					-66.38	66.38
Bill Pmt -Check	**DEBIT**	**01/26/2022**	**Zoom Video Com...**	**200.2 · Citizens Checking Account**		**-12.74**
Bill	INV1298208...	01/25/2022		7410.4C · Equipment/Technology	-12.74	12.74
TOTAL					-12.74	12.74
Bill Pmt -Check	**DEBIT**	**01/31/2022**	**Facebook**	**200.2 · Citizens Checking Account**		**-21.48**
Bill	4834478936...	01/31/2022		7410.4K · Miscellaneous	-21.48	21.48
TOTAL					-21.48	21.48
Bill Pmt -Check	**DEBIT**	**01/31/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-32.95**
Bill	1119135203...	01/31/2022		74104B1 · DVDs & Other Materials	-32.95	32.95
TOTAL					-32.95	32.95
Bill Pmt -Check	**2918**	**01/10/2022**	**UHLS**	**200.2 · Citizens Checking Account**		**-864.77**
Bill	22-006	01/03/2022		74104B2 · Electronic Content	-864.77	864.77
TOTAL					-864.77	864.77
Bill Pmt -Check	**2919**	**01/10/2022**	**UHLS**	**200.2 · Citizens Checking Account**		**-265.62**
Bill	22-036	01/07/2022		74104B2 · Electronic Content	-265.62	265.62
TOTAL					-265.62	265.62
Bill Pmt -Check	**2920**	**01/10/2022**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-3,769.68**
Bill	84392	01/03/2022		7410.1A · Gross wages - Director	-2,108.42	2,108.42
				7410.1B · Gross wages - Librarian	-817.29	817.29
				7410.1C · Gross wages - Assistant	-578.50	578.50
				9030.8 · Social Security/Medicare	-265.47	265.47
TOTAL					-3,769.68	3,769.68
Bill Pmt -Check	**2921**	**01/03/2022**	**Colette Steves**	**200.2 · Citizens Checking Account**		**-50.00**
Bill	202201	01/03/2022		7410.4D · Programs	-50.00	50.00
TOTAL					-50.00	50.00

The Castleton Public Library
Check Detail
January 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**2923**	**01/10/2022**	**UHLS**	**200.2 · Citizens Checking Account**		**-978.09**
Bill	22-060	01/10/2022		7410.4E · Automated Services	-978.09	978.09
TOTAL					-978.09	978.09
Bill Pmt -Check	**2924**	**01/10/2022**	**Colette Steves**	**200.2 · Citizens Checking Account**		**-50.00**
Bill	2021000	01/10/2022		7410.4D · Programs	-50.00	50.00
TOTAL					-50.00	50.00
Bill Pmt -Check	**2925**	**01/10/2022**	**Alicia Youngmann**	**200.2 · Citizens Checking Account**		**-50.00**
Bill		01/03/2022		7410.4D · Programs	-50.00	50.00
TOTAL					-50.00	50.00
Bill Pmt -Check	**2926**	**01/20/2022**	**Charter Commun...**	**200.2 · Citizens Checking Account**		**-94.84**
Bill	8688574010...	01/11/2022		7410.4H · Telephone/Data Links	-94.84	94.84
TOTAL					-94.84	94.84
Bill Pmt -Check	**2927**	**01/24/2022**	**OverDrive**	**200.2 · Citizens Checking Account**		**-293.18**
Bill	01080CO22...	01/24/2022		74104B2 · Electronic Content	-293.18	293.18
TOTAL					-293.18	293.18
Bill Pmt -Check	**2928**	**01/24/2022**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-4,587.73**
Bill	84394	01/18/2022		7410.1A · Gross wages - Director	-2,279.69	2,279.69
				7410.1B · Gross wages - Librarian	-856.44	856.44
				7410.1C · Gross wages - Assistant	-1,128.00	1,128.00
				9030.8 · Social Security/Medicare	-323.60	323.60
TOTAL					-4,587.73	4,587.73
Bill Pmt -Check	**2929**	**01/24/2022**	**Brodart**	**200.2 · Citizens Checking Account**		**-379.45**
Bill	MULTIPLE	01/11/2022		74104B3 · Print Materials	-379.45	379.45
TOTAL					-379.45	379.45
Bill Pmt -Check	**2930**	**01/24/2022**	**Colette Steves**	**200.2 · Citizens Checking Account**		**-50.00**
Bill	202203	01/24/2022		7410.4D · Programs	-50.00	50.00
TOTAL					-50.00	50.00
Bill Pmt -Check	**2931**	**01/24/2022**	**Junior Library G...**	**200.2 · Citizens Checking Account**		**-213.50**
Bill	599916	01/22/2022		74104B3 · Print Materials	-213.50	213.50
TOTAL					-213.50	213.50

The Castleton Public Library
Check Detail
January 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**2932**	**01/31/2022**	**Colette Steves**	**200.2 · Citizens Checking Account**		**-50.00**
Bill	202204	01/31/2022		7410.4D · Programs	-50.00	50.00
TOTAL					-50.00	50.00
Bill Pmt -Check	**2933**	**01/31/2022**	**T-Mobile**	**200.2 · Citizens Checking Account**		**-119.44**
Bill		01/23/2022		7410.4C · Equipment/Technology	-29.86	29.86
				7410.4B · Library Materials	-89.58	89.58
TOTAL					-119.44	119.44

The Castleton Public Library
Reconciliation Summary
200.1 · Citizens Money Market, Period Ending 01/31/2022

	Jan 31, 22	
Beginning Balance		123,424.67
Cleared Transactions		
Checks and Payments - 2 items	-30,000.00	
Deposits and Credits - 1 item	1.82	
Total Cleared Transactions	-29,998.18	
Cleared Balance		**93,426.49**
Register Balance as of 01/31/2022		93,426.49
Ending Balance		93,426.49

The Castleton Public Library
Reconciliation Detail
200.1 · Citizens Money Market, Period Ending 01/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						123,424.67
Cleared Transactions						
Checks and Payments - 2 items						
Transfer	01/03/2022			X	-15,000.00	-15,000.00
Transfer	01/27/2022			X	-15,000.00	-30,000.00
Total Checks and Payments					-30,000.00	-30,000.00
Deposits and Credits - 1 item						
Deposit	01/31/2022			X	1.82	1.82
Total Deposits and Credits					1.82	1.82
Total Cleared Transactions					-29,998.18	-29,998.18
Cleared Balance					-29,998.18	93,426.49
Register Balance as of 01/31/2022					-29,998.18	93,426.49
Ending Balance					**-29,998.18**	**93,426.49**

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 01/31/2022

	Jan 31, 22	
Beginning Balance		24,829.86
Cleared Transactions		
Checks and Payments - 30 items	-12,410.98	
Deposits and Credits - 2 items	30,000.00	
Total Cleared Transactions	17,589.02	
Cleared Balance		**42,418.88**
Uncleared Transactions		
Checks and Payments - 3 items	-219.44	
Total Uncleared Transactions	-219.44	
Register Balance as of 01/31/2022		**42,199.44**
Ending Balance		42,199.44

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 01/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						24,829.86
Cleared Transactions						
Checks and Payments - 30 items						
Bill Pmt -Check	12/27/2021	2916	UHLS	X	-8.89	-8.89
Bill Pmt -Check	12/29/2021	2917	Village of Castleton-...	X	-105.55	-114.44
Bill Pmt -Check	12/30/2021	2922	T-Mobile	X	-119.44	-233.88
Bill Pmt -Check	01/03/2022	2921	Colette Steves	X	-50.00	-283.88
Bill Pmt -Check	01/07/2022	DEBIT	Amazon LLC	X	-47.18	-331.06
Bill Pmt -Check	01/07/2022	DEBIT	Amazon LLC	X	-25.95	-357.01
Bill Pmt -Check	01/10/2022	2920	Village of Castleton-...	X	-3,769.68	-4,126.69
Bill Pmt -Check	01/10/2022	2923	UHLS	X	-978.09	-5,104.78
Bill Pmt -Check	01/10/2022	2918	UHLS	X	-864.77	-5,969.55
Bill Pmt -Check	01/10/2022	2919	UHLS	X	-265.62	-6,235.17
Bill Pmt -Check	01/10/2022	2924	Colette Steves	X	-50.00	-6,285.17
Bill Pmt -Check	01/10/2022	DEBIT	Amazon LLC	X	-37.92	-6,323.09
Bill Pmt -Check	01/11/2022	DEBIT	Amazon LLC	X	-12.96	-6,336.05
Bill Pmt -Check	01/13/2022	DEBIT	Amazon LLC	X	-32.87	-6,368.92
Bill Pmt -Check	01/14/2022	DEBIT	Amazon LLC	X	-119.00	-6,487.92
Bill Pmt -Check	01/18/2022	DEBIT	Amazon LLC	X	-81.84	-6,569.76
Bill Pmt -Check	01/18/2022	DEBIT	Amazon LLC	X	-35.92	-6,605.68
Bill Pmt -Check	01/18/2022	DEBIT	Amazon LLC	X	-20.97	-6,626.65
Bill Pmt -Check	01/20/2022	2926	Charter Communicat...	X	-94.84	-6,721.49
Bill Pmt -Check	01/24/2022	2928	Village of Castleton-...	X	-4,587.73	-11,309.22
Bill Pmt -Check	01/24/2022	2929	Brodart	X	-379.45	-11,688.67
Bill Pmt -Check	01/24/2022	2927	OverDrive	X	-293.18	-11,981.85
Bill Pmt -Check	01/24/2022	2931	Junior Library Guild	X	-213.50	-12,195.35
Bill Pmt -Check	01/24/2022	2930	Colette Steves	X	-50.00	-12,245.35
Bill Pmt -Check	01/24/2022	DEBIT	Amazon LLC	X	-19.96	-12,265.31
Bill Pmt -Check	01/24/2022	DEBIT	USPS	X	-12.12	-12,277.43
Bill Pmt -Check	01/25/2022	DEBIT	Amazon LLC	X	-66.38	-12,343.81
Bill Pmt -Check	01/26/2022	DEBIT	Zoom Video Commu...	X	-12.74	-12,356.55
Bill Pmt -Check	01/31/2022	DEBIT	Amazon LLC	X	-32.95	-12,389.50
Bill Pmt -Check	01/31/2022	DEBIT	Facebook	X	-21.48	-12,410.98
Total Checks and Payments					-12,410.98	-12,410.98
Deposits and Credits - 2 items						
Transfer	01/03/2022			X	15,000.00	15,000.00
Transfer	01/27/2022			X	15,000.00	30,000.00
Total Deposits and Credits					30,000.00	30,000.00
Total Cleared Transactions					17,589.02	17,589.02
Cleared Balance					17,589.02	42,418.88

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 01/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	01/10/2022	2925	Alicia Youngmann		-50.00	-50.00
Bill Pmt -Check	01/31/2022	2933	T-Mobile		-119.44	-169.44
Bill Pmt -Check	01/31/2022	2932	Colette Steves		-50.00	-219.44
Total Checks and Payments					-219.44	-219.44
Total Uncleared Transactions					-219.44	-219.44
Register Balance as of 01/31/2022					17,369.58	42,199.44
Ending Balance					**17,369.58**	**42,199.44**

The Castleton Public Library
Profit & Loss
January 2022

		Jan 22
Ordinary Income/Expense		
Income		
2401 · Interest & Earnings		1.82
Total Income		1.82
Gross Profit		1.82
Expense		
7410.1 · Personal Services		
7410.11 · Employee Gross Wages		
7410.1A · Gross wages - Director	4,388.11	
7410.1B · Gross wages - Librarian	1,673.73	
7410.1C · Gross wages - Assistant	1,706.50	
Total 7410.11 · Employee Gross Wages		7,768.34
Total 7410.1 · Personal Services		7,768.34
7410.4 · Contractual Expenses		
7410.4B · Library Materials		
74104B3 · Print Materials	592.95	
74104B2 · Electronic Content	1,423.57	
74104B1 · DVDs & Other Materials	166.93	
7410.4B · Library Materials - Other	208.58	
Total 7410.4B · Library Materials		2,392.03
7410.4C · Equipment/Technology		42.60
7410.4D · Programs		378.76
7410.41 · Operations and Administrative		
7410.4E · Automated Services	978.09	
7410.4G · Postage	12.12	
7410.4H · Telephone/Data Links	94.84	
7410.4F · Office and Library Supplies	119.21	
Total 7410.41 · Operations and Administrative		1,204.26
7410.4K · Miscellaneous		21.48
Total 7410.4 · Contractual Expenses		4,039.13
9000 · Employee - Benefits		
9030.8 · Social Security/Medicare		589.07
Total 9000 · Employee - Benefits		589.07
Total Expense		12,396.54
Net Ordinary Income		-12,394.72
Net Income		**-12,394.72**

The Castleton Public Library
Profit & Loss Budget vs. Actual
January 2022

	Jan 22	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%
2082.1 · Library Fines & Fees - Other	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	159,263.00	-159,263.00	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	176,588.00	-176,588.00	0.0%
2401 · Interest & Earnings	1.82	24.00	-22.18	7.6%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	0.00	1,000.00	-1,000.00	0.0%
2705 · Gifts & Donations - Other	0.00	5,800.00	-5,800.00	0.0%
Total 2705 · Gifts & Donations	0.00	6,800.00	-6,800.00	0.0%
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	12,650.00	-12,650.00	0.0%
Total Income	1.82	200,581.00	-200,579.18	0.0%
Gross Profit	1.82	200,581.00	-200,579.18	0.0%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	4,388.11	59,500.00	-55,111.89	7.4%
7410.1B · Gross wages - Librarian	1,673.73	22,838.00	-21,164.27	7.3%
7410.1C · Gross wages - Assistant	1,706.50	44,500.00	-42,793.50	3.8%
Total 7410.11 · Employee Gross Wages	7,768.34	126,838.00	-119,069.66	6.1%
Total 7410.1 · Personal Services	7,768.34	126,838.00	-119,069.66	6.1%
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	1,880.00	-1,880.00	0.0%
74104B5 · Magazines and Newspapers	0.00	1,000.00	-1,000.00	0.0%
74104B4 · Audiobooks	0.00	400.00	-400.00	0.0%
74104B3 · Print Materials	592.95	8,186.00	-7,593.05	7.2%
74104B2 · Electronic Content	1,423.57	5,700.00	-4,276.43	25.0%
74104B1 · DVDs & Other Materials	166.93	2,300.00	-2,133.07	7.3%
7410.4B · Library Materials - Other	208.58	1,555.00	-1,346.42	13.4%
Total 7410.4B · Library Materials	2,392.03	21,021.00	-18,628.97	11.4%
7410.4C · Equipment/Technology	42.60	1,050.00	-1,007.40	4.1%

The Castleton Public Library
Profit & Loss Budget vs. Actual
January 2022

	Jan 22	Budget	$ Over Budget	% of Budget
7410.4D · Programs				
74104D1 · Summer Reading Program	0.00	3,840.00	-3,840.00	0.0%
7410.4D · Programs - Other	378.76	3,000.00	-2,621.24	12.6%
Total 7410.4D · Programs	378.76	6,840.00	-6,461.24	5.5%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	0.00	800.00	-800.00	0.0%
7410.4E · Automated Services	978.09	4,110.00	-3,131.91	23.8%
7410.4G · Postage	12.12	300.00	-287.88	4.0%
7410.4H · Telephone/Data Links	94.84	1,470.00	-1,375.16	6.5%
7410.4I · Insurance	0.00	2,665.00	-2,665.00	0.0%
7410.4F · Office and Library Supplies	119.21	1,300.00	-1,180.79	9.2%
7410.4J · Professional Services	0.00	820.00	-820.00	0.0%
Total 7410.41 · Operations and Administrati...	1,204.26	11,465.00	-10,260.74	10.5%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	1,000.00	-1,000.00	0.0%
7410.4K · Miscellaneous - Other	21.48	25.00	-3.52	85.9%
Total 7410.4K · Miscellaneous	21.48	1,025.00	-1,003.52	2.1%
Total 7410.4 · Contractual Expenses	4,039.13	41,401.00	-37,361.87	9.8%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	6,950.00	-6,950.00	0.0%
9030.8 · Social Security/Medicare	589.07	9,350.00	-8,760.93	6.3%
9040.8 · Workers Comp	0.00	1,000.00	-1,000.00	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	589.07	27,895.00	-27,305.93	2.1%
Total Expense	12,396.54	200,581.00	-188,184.46	6.2%
Net Ordinary Income	-12,394.72	0.00	-12,394.72	100.0%
Net Income	**-12,394.72**	**0.00**	**-12,394.72**	**100.0%**

The Castleton Public Library
Profit & Loss Forecast vs. Actual
January 2022

	Jan 22	Forecast	$ Over Forecast	% of Forecast
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	0.00	0.00	0.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	0.00	0.00	0.00	0.0%
Total 2082 · Library Charges	0.00	0.00	0.00	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	1.82	1.57	0.25	115.9%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	0.00	0.00	0.00	0.0%
2705 · Gifts & Donations - Other	0.00	1,574.25	-1,574.25	0.0%
Total 2705 · Gifts & Donations	0.00	1,574.25	-1,574.25	0.0%
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	1.82	1,575.82	-1,574.00	0.1%
Gross Profit	1.82	1,575.82	-1,574.00	0.1%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	4,388.11	4,109.43	278.68	106.8%
7410.1B · Gross wages - Librarian	1,673.73	1,472.85	200.88	113.6%
7410.1C · Gross wages - Assistant	1,706.50	2,039.74	-333.24	83.7%
Total 7410.11 · Employee Gross Wages	7,768.34	7,622.02	146.32	101.9%
Total 7410.1 · Personal Services	7,768.34	7,622.02	146.32	101.9%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	0.00	0.00	0.00	0.0%
74104B5 · Magazines and Newspapers	0.00	0.00	0.00	0.0%
74104B4 · Audiobooks	0.00	0.00	0.00	0.0%
74104B3 · Print Materials	592.95	720.12	-127.17	82.3%
74104B2 · Electronic Content	1,423.57	1,693.29	-269.72	84.1%
74104B1 · DVDs & Other Materials	166.93	96.75	70.18	172.5%
7410.4B · Library Materials - Other	208.58	119.00	89.58	175.3%
Total 7410.4B · Library Materials	2,392.03	2,629.16	-237.13	91.0%
7410.4C · Equipment/Technology	42.60	0.00	42.60	100.0%
7410.4D · Programs				
74104D1 · Summer Reading Program	0.00	0.00	0.00	0.0%
7410.4D · Programs - Other	378.76	229.02	149.74	165.4%
Total 7410.4D · Programs	378.76	229.02	149.74	165.4%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	0.00	0.00	0.00	0.0%
7410.4E · Automated Services	978.09	978.09	0.00	100.0%
7410.4G · Postage	12.12	0.00	12.12	100.0%
7410.4H · Telephone/Data Links	94.84	97.33	-2.49	97.4%
7410.4I · Insurance	0.00	0.00	0.00	0.0%
7410.4F · Office and Library Supplies	119.21	0.00	119.21	100.0%
7410.4J · Professional Services	0.00	0.00	0.00	0.0%
Total 7410.41 · Operations and Administrat...	1,204.26	1,075.42	128.84	112.0%
7410.4K · Miscellaneous	21.48	0.00	21.48	100.0%
Total 7410.4 · Contractual Expenses	4,039.13	3,933.60	105.53	102.7%

The Castleton Public Library
Profit & Loss Forecast vs. Actual
January 2022

	Jan 22	Forecast	$ Over Forecast	% of Forecast
9000 · Employee - Benefits				
9030.8 · Social Security/Medicare	589.07	577.75	11.32	102.0%
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	0.00	0.00	0.0%
Total 9000 · Employee - Benefits	589.07	577.75	11.32	102.0%
Total Expense	12,396.54	12,133.37	263.17	102.2%
Net Ordinary Income	-12,394.72	-10,557.55	-1,837.17	117.4%
Net Income	**-12,394.72**	**-10,557.55**	**-1,837.17**	**117.4%**

The Castleton Public Library
Balance Sheet
As of January 31, 2022

	Jan 31, 22
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	93,426.49
200.2 · Citizens Checking Account	42,199.44
200.9 · Petty Cash	50.00
Total Checking/Savings	135,675.93
Other Current Assets	
395 · Deposits with Other Government	5,000.00
Total Other Current Assets	5,000.00
Total Current Assets	140,675.93
TOTAL ASSETS	**140,675.93**
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	147,997.67
Net Income	-12,394.72
Total Equity	140,675.95
TOTAL LIABILITIES & EQUITY	**140,675.93**

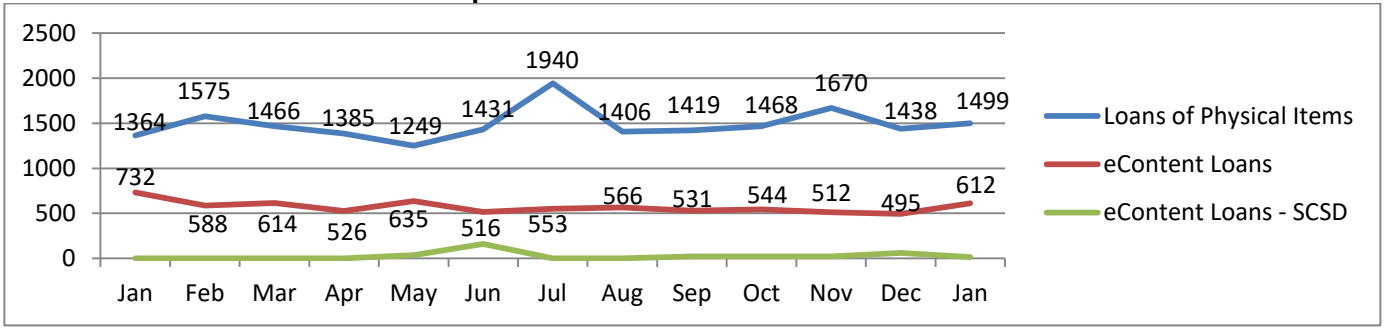
Director's Report – January

January 2022 – Usage Statistics in Comparison

	Jan. 2022	Jan. 2021	% Change, 2022 vs. 2021	Jan. 2020	% Change, 2022 vs. 2020
Circulation					
Circulation of materials at CPL	1,499	1,364	+9.9%	2,275	-34.1%
Items loaned to other libraries	367	541	-32.2%	584	-37.2%
Items borrowed from other libraries	693	659	+5.2%	950	-27.1%
eContent circulation	612	732	-16.4%	511	+19.8%
Programming					
Number of programs offered	22	16	+37.5%	35	-37.1%
Program attendance – in-person	47	12	+291.7%	276	-83%
Program attendance – live virtual	32	N/A	N/A	N/A	N/A
Program attendance – kits and prerecorded virtual*	120	271	-55.7%	N/A	N/A
Total program attendance	199	283	-29.7%	276	-27.9%
Public Computer Use					
Public Computer Sessions	13	0**	N/A	51	-74.5%
WiFi Use - daily unique users	507 (4 GB)	324 (5.4 GB)	+56.5%	529 (4 GB)	-4.2%
WiFi Hotspot Use	8.74 GB	33.78 GB	-74.1%	N/A	N/A
Marketing Reach					
Website visits	1,267	855	+48.2%	1,187	+6.7%
Website unique visitors	665	472	+40.9%	662	+0.5%
Email newsletter list size	1,480	1,414	+4.7%	1,395	+6.1%
Facebook page likes	929	867	+7.2%	785	+18.3%
Facebook total reach	10,969	8,805	+24.6%	13,076	-16.1%

* = The number of kits distributed through 1/31 is used for the attendance number.
** = Public computer stations were not reintroduced at CPL until 5/3/21.

Circulation – Month-to-Month Comparison



Programs – January

1/3/2022	Cool Science at Home: Film Canister Rockets	60
1/3/2022	Take & Make Craft: Crafting Bonanza	60
1/3/2022	Drop-In Fun: Suncatchers	0
1/3/2022	Intro to American Sign Language Course - 1 of 6	8
1/3/2022	After Dinner Book Club	3

1/6/2022	Walking Storytime @Schodack Island	3
1/10/2022	Snap Circuits	0
1/10/2022	Intro to American Sign Language Course - 2 of 6	8
1/12/2022	Teen Time: Duct Tape Crafts	0
1/13/2022	Walking Storytime @Schodack Island	0

1/14/2022	Bridge Club	2
1/14/2022	Castle Hill Bookmobile	6
1/14/2022	Device Help @Castle Hill	2
1/18/2022	Kaleidoscopes	5
1/19/2022	Afternoon Book Club	4
1/20/2022	Walking Storytime @Schodack Island	4
1/24/2022	Marble Run	7
1/24/2022	Intro to American Sign Language Course - 3 of 6	8
1/27/2022	Walking Storytime @Schodack Island	0
1/28/2022	Bridge Club	7
1/31/2022	Emoji Faces	4
1/31/2022	Intro to American Sign Language Course - 4 of 6	8
	Month total	**199**

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

- January 13 – Youth Services Advisory Committee Meeting (virtual meeting)

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

- January 10 – Village Board meeting
- January 13 – Meeting a Challenge: The Prepared Library Leadership Team (UHLS Webinar)
- January 14 – Bookmobile at Castle Hill senior housing
- January 14 – Tablet & Smartphone Help at Castle Hill senior housing
- January 18 – Interviews for Library Aide position
- January 19 – Interviews for Library Aide position
- January 25 – Adult Services Advisory Committee Meeting (virtual meeting)
- January 26 – Friends of CPL meeting

Events and Take-Home Kits at
Castleton Public Library
March 2022

Weekly Events

Walking Storytime at Schodack Island State Park

Location: We'll meet at the beginning of the StoryWalk (near the playground) at Schodack Island State Park – 1 Schodack Island Way, Schodack Landing, NY 12156.

Thursdays at 10:30 a.m. -- March 3, 10, 17, 24, 31.

Children from birth to age 5 are invited to join us for stories, rhymes, and movement while we follow a story along a walking path in the park together. We'll explore a new book every week!

Drop-In Fun at the Library: Legomania

Stop in anytime from February 28 through March 5

We'll have lots of Legos out for this week-long build-a-thon!

Drop-In Fun at the Library: Egg Carton Caterpillars

Stop in anytime from March 7 through March 12

Create your own caterpillar craft using an egg carton!

Drop-In Fun at the Library: Giant Connect Four

Stop in anytime from March 14 through March 19

Bring a friend or family member to play a game of Connect 4 using our giant set.

Drop-In Fun at the Library: Rainbow Scratch Art

Stop in anytime from March 21 through March 26

Make cool rainbow scratch art using special paper!

Drop-In Fun at the Library: Create a Chain Reaction

Stop in anytime from March 28 through April 2

Set up a course of ramps, hammers, pendulums, and more, then watch the chain reaction.

Other Events and Take-Home Kits

Cool Science at Home Kit: Build a Bridge

Pick up anytime through April 2

Learn about the science of how bridges work! Can you construct a strong and sturdy bridge?

Take & Make Craft Kit: Collage Art

Pick up anytime through April 2

Use pages from magazines and picture books to create your own unique art!

After Dinner Book Club – *The Elephant in the Room* by Tommy Tomlinson

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

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

Bridge Club

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

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

Afternoon Book Club

Afternoon Book Club – *Conversations With Friends* by Sally Rooney

Wednesday, March 16, 1:00 p.m.

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

Friends of the Library

Friends of CPL Meeting

Wednesday, March 16, 5:30 p.m.

Want to help support and raise funds for CPL? Come join the Friends! All are welcome.

CPL Board of Trustees Meeting

Monday, March 21, 7:00 p.m.

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

Teen Time: Crafternoon

Wednesday, March 23, 4:00 p.m.

De-stress with some crafts! Teens in 6th-12th grades are invited to the library to get creative with craft materials such as perler beads, duct tape, and more!

Bridge Club

Friday, March 25, 10:30 a.m.

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

After Dinner Book Club

After Dinner Book Club – *Interior Chinatown* by Charles Yu

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

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

Friends of CPL Bottle & Can Drive

This fundraiser is ongoing!
Location: 6 Center Redemption, 550 South St., Rensselaer, NY 12144

When you take in your bottles/cans, let them know you're donating to Friends of Castleton Public Lib.

Friends of Castleton Public Library Seeking Volunteers

The Friends of Castleton Public Library's fundraisers help pay for a number of library programs and activities, from our museum pass program to our summer activities for children and teens.

You can help support your community library by getting involved with the Friends of CPL! The Friends are currently seeking volunteers to assist with their fundraising activities (while having fun, too!). If you're interested in volunteering your time with the Friends, a wide variety of options and projects are available to work on.

FRIENDS of the Library

For more information, attend an upcoming Friends of CPL meeting (**next meeting is Wed. 3/16 at 5:30pm at the library**) or contact President Theresa Scandurra at tscandurra@nycap.rr.com.

The Friends of CPL also rely on the financial support of members who support them through their memberships and donations. Be on the lookout for the Friends' **annual membership drive**, which starts in **March**!

Castleton Public Library

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

Library Hours:

Monday-Wednesday – 12:00-8:00 p.m.
Thursday-Friday – 10:00 a.m. – 6:00 p.m.
Saturday – 10:00 a.m. – 4:00 p.m.
Sunday – Closed