# Agenda
# Castleton Public Library Board of Trustees Meeting
### Regular Meeting, January 17, 2023 at 7:00pm

**Welcome**

**Pledge of Allegiance**

**Roll Call**

**Adoption of Agenda**

**Public Comment**

**New Business**

- Election of officers
- Committee assignments
- UHLAN agreement

**Old Business**

- Board self-evaluations
- Corrections to 2022 Revised Budget
- Long-range planning
- Library word-of-mouth advertising

**President's Report**

**Secretary's Report**

- Review of minutes from December 19, 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
- Policy Committee – L. Knaack, A. Mitchum
- 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**

# AGREEMENT FOR UPPER HUDSON LIBRARY ACCESS NETWORK (UHLAN) SERVICES 2023-2026

The Upper Hudson Library System (hereinafter referred to as "UHLS") and the

_____

(hereinafter referred to as the "Library") agree as follows:

I. **TERM OF AGREEMENT** - The Agreement is effective on the 1st day of January 2023, and continues in force for a period of three (3) years through December 31, 2026. If a new agreement is not in place on December 31, 2026, the current agreement will remain in effect until a new agreement is approved. This agreement may be terminated by either party upon one hundred eighty (180) days written notice to the other.

II. **PURPOSE -** UHLS maintains a comprehensive suite of services to support all UHLS member libraries in providing library service to their communities. The member libraries of UHLS pay the UHLAN Fee to UHLS to help support this suite of services. The purpose of this Agreement is to generally outline the scope of services to be provided by UHLS to the Library, the structure of the UHLAN Fee, and the responsibilities of both parties.

III. **UHLS SERVICES** - The suite of services described below will be available to the Library throughout the term of this agreement, within the limits of UHLS' resources, capacity, and expertise. UHLS and the Library mutually agree to communicate with each other on matters related to UHLS services to ensure the highest level of service to the member libraries and to library users.

A. Library Automation Services

1. Provide, maintain and support a fully functional ILS that provides member libraries and their user's access and control of the shared collections of the member libraries, including standard and custom reporting on collection and circulation activity.

2. Provide a multi-modal system for notifying library users of the status of their library account activity.
3. Provide support for member libraries to create and maintain their library's website.
4. Provide consulting, training and support for member libraries to organize and manage their local library automation infrastructure.

B. Resource Sharing Services

1. Provide, maintain and support an efficient and effective regularly scheduled delivery to each member library location to facilitate the timely sharing of material among the member libraries.
2. Provide, maintain and support interlibrary loan services for the member libraries to facilitate access to resources and collections outside of the UHLS service area.

C. Digital Collection Services

1. Provide, maintain and support access to the shared digital collections of the member libraries.
2. Provide, maintain and support access to online resources which are available to all of the member libraries, as identified by UHLS in consultation with the Shared System Advisory Network.

D. Continuing Education and Consulting Services

1. Provide continuing education and professional development services to member library directors, staff and trustees, as identified by UHLS and the member libraries through the Shared System Advisory Network.
2. Provide consulting services for member libraries to help them provide the best library service possible to their communities. This includes member library directors, staff, volunteers, and trustees.

E. Shared System Advisory Network

1. Provide, maintain, and support a network composed of the UHLS Directors Association, advisory councils and committees, and other structures as needed, to give every member library the opportunity to share its ideas, suggestions, and feedback on System services and programs with UHLS.

## IV. RESPONSIBILITIES OF THE PARTIES

### A. Responsibilities of UHLS

1. Provide, maintain and support the services for the library as described in Section III of this agreement, within the limits of UHLS' resources, capacity, and expertise;
2. Serve as the sole contact with the ILS vendor, the delivery service vendor, and any other vendor which UHLS contracts with to provide other supported library services;
3. Maintain the connections, software and hardware required to support the ILS and all other supported library services;

4. Provide, maintain and support services, policies, and practices to encourage member libraries to maximize the sharing of their collections and resources with all library users in the UHLS service area;
5. Provide trained staff to maintain and support the ILS and all other supported library services, within the limits of UHLS' resources, capacity, and expertise;
6. Enter into such maintenance contracts as needed for hardware and software to assure a reasonable level of reliability and responsiveness of the ILS and all other supported library services;
7. Provide training to the Library staff, both initially and on an on-going basis, sufficient to allow them to make full use of the ILS and all other supported library services;
8. Provide statistical reports on the Library's use of the ILS and all other supported library automation services as requested by the Library;
9. Provide free of charge, patron registration cards for use by the Library;
10. Provide at the Library's expense, UHLAN borrowers' cards and barcode labels (patron and item) as requested by the Library;
11. Send quarterly bills for the UHLAN fee at the beginning of each quarter on a calendar year basis; and
12. Provide, maintain and support a Shared System Advisory Network composed of the UHLS Directors Association and a variety of advisory councils and advisory committees, etc. to give member libraries multiple opportunities to share feedback and input with UHLS on the System's programs and services.

B. **Responsibilities of the Library**

1. Purchase, install, and maintain at its own expense the equipment and connections used by the Library to access the ILS and all other supported library services;
2. Consult with the appropriate UHLS staff before purchasing or entering into any agreement for the use of hardware, software, or supplies intended to interface with the ILS (e.g. point of sale systems, SIP licenses, scanners, etc.), to ensure compatibility;
3. Purchase all supplies necessary for the Library's use of the ILS and all other supported library services;
4. Provide reasonable access to the premises of the Library to allow UHLS staff or persons acting on behalf of UHLS to assist the Library in the maintenance of the ILS and all other supported library services, as necessary;
5. Make appropriate members of its staff available for training in the proper and efficient use of the ILS and all other supported library services;
6. Add, delete, and maintain bibliographic, item and patron records in the ILS according to established policies and procedures;
7. Assume responsibility for all costs for delivering notices to its borrowers as part of the Library's use of the ILS;
8. Provide schedule and policy changes which impact the ILS to UHLS upon adoption of those changes by the Library;
9. Pay all bills sent by UHLS within sixty (60) days of receipt;
10. Participate, within the library's capacity, in the Shared System Advisory Network, including the UHLS Directors Association, advisory councils and advisory committees, etc. and;
11. Make every effort to maximize the sharing of the Library's collections and resources with all library users in the UHLS service area, within the limits of the policies and practices of the Library.

## V. AUTHORITY

A. This agreement acknowledges that the Library is an autonomous organization with its own governing board, decision making authority, and funding structure; and that it has the primary responsibility to provide library service to the residents of its chartered service area; and to all other residents of the UHLS service area, as required by New York State law and regulations.

B. This agreement acknowledges that UHLS is an autonomous organization with its own governing board, decision making authority, and funding structure; and that it has the primary responsibility to provide services to all of the UHLS member libraries in order to improve and enhance library service for all residents of the UHLS service area.

C. UHLS holds the final authority for the establishment of policies governing the overall maintenance and management of the ILS (this does not include the library's individual borrowing and usage policies and practices), and the allocation of all other UHLS resources (UHLS budget and UHLS staff), following consultation with the member libraries through the Shared System Advisory Network.

**VI. WARRANTIES, ASSURANCES AND DISCLAIMERS** - UHLS represents and warrants to the Library that the ILS and all other supported library services will be available for use by the Library except during maintenance. UHLS will make every reasonable effort to ensure the reliability and responsiveness of the ILS and all other supported library services and to enforce all performance warranties available under its contracts with vendors. At any time when UHLS is closed and the Library may be open, support will be available on an on-call basis. When scheduled maintenance will make the ILS or any other supported library service unavailable, UHLS will notify the Library as far in advance as practicable. The parties agree that neither the Library nor UHLS will be held liable for any inconvenience or loss of service, materials, or revenues caused by failures or irregularities of any part of the ILS, other supported library services, or the telecommunications network, whatever the cause.

## VII. OWNERSHIP AND TITLE TO ILS COMPONENTS AND DATA

A. UHLS will be responsible for providing fully licensed use of an Integrated Library System (ILS) for UHLS and its member libraries. If the ILS is based on proprietary software, the vendor retains ownership of the ILS and the ILS is licensed by UHLS for use by UHLS and the Library.

B. UHLS retains full ownership and title to the UHLAN MARC database. The Library has the right to request and receive from UHLS a machine-readable copy of any or all of its own holdings in the UHLAN MARC database, including full MARC records.

C. UHLS retains full ownership and title to the patron database. The Library has the right to request and receive from UHLS a machine-readable copy of any or all of the patron records for which it is the home Library.

D. UHLS will protect the confidentiality of all library records as required by NYS (CPLR) 4509 and all other appropriate laws and statutes.

E. UHLS retains full ownership and title to all equipment purchased by UHLS for use with the ILS.

F. The Library retains full ownership and title to all equipment purchased by the Library for use with the ILS.

## VIII. CHARGES AND PAYMENTS

A. The annual UHLAN Fee assessed to the Library for the term of this Agreement is based on an equity formula comprised of a **Service Fee** and a **Circulation Fee** for each Library. All library specific information used to determine the Library's fee is taken from the previous calendar year's *NYS Annual Report for Public and Association Libraries*.
The **Service Fee** is based on the library's Total Operating Receipts as reported by each Library. The fee is calculated by each library's percent of the total receipts. This component of the equity formula uses total operating receipts as a measure of a library's overall capacity to support system services.

The **Circulation Fee** is based on the Total Circulation of Materials (which includes digital content circulation) as reported by the Library. This fee is calculated using a per circulation transaction charge of $.10 and the same per circulation charge will be used for each year of the term of this agreement. This component of the equity formula uses circulation as a general measure a library's use of system services (ILS, delivery, digital collection management, etc.).

**The total UHLAN Fee is calculated by adding the Service Fee and the Circulation Fee,** which is then adjusted to ensure some level of budgeting predictability for both parties. Throughout the term of this agreement, each library's annual fee increase is capped at no more than 5% of the previous year's fee. In year one of this agreement, all libraries not reaching the 5% threshold will be assessed a 2% increase over the previous year's fee. In years two and three, each library's annual fee cannot be less than the previous year's fee. The UHLAN Fee for each subsequent year of this agreement will be calculated using the figures from the previous calendar year's *NYS Annual Report for Public and Association Libraries*. All member libraries will be notified of their assessed fees for the next calendar year no later than July 1 of the current year. The UHLAN Fee rate chart for the current year will be posted on the UHLS website.

B. UHLS will bill the Library for its UHLAN Fee on a quarterly basis and the Library agrees to pay all bills sent by UHLS within sixty (60) days of receipt.

C. All changes in the UHLAN Fee and/or the UHLAN agreement for future terms will be established by UHLS, in consultation with the Shared System Advisory Network and with the approval of the UHLS Board of Trustees.

## IX. DEFENSE AND INDEMNIFICATION:

A. UHLS agrees to defend, indemnify, and hold harmless the Library from all suits, claims, and proceedings arising out of the activities carried on by UHLS in connection with this

Agreement, to the extent of UHLS's responsibility for such claims, damages, and losses, except for those claims, suits or proceedings arising solely out of the negligence of the Library.

B. The Library hereby agrees to defend, indemnify, and hold harmless UHLS from all suits, claims, and proceedings arising out of the activities carried on by the Library in connection with this Agreement, to the extent of the Library's responsibility for such claims, damages, and losses, except for those claims, suits, or proceedings arising solely out of the negligence of UHLS.

**X.** **NONAPPROPRIATION** - Notwithstanding anything in this Agreement to the contrary, the Library shall not be deemed in default under this Agreement in the event no funds or insufficient funds are appropriated and budgeted for or otherwise unavailable by any means whatsoever in any fiscal period for the implementation of this Agreement. The library shall immediately notify UHLS of such occurrence and this agreement shall terminate on the last day of the fiscal period for which appropriations were received.

**XI.** **MODIFICATIONS** - This Agreement may only be modified by mutual agreement of the parties in writing.

**XII.** **SEVERABILITY** - If any provision of this Agreement is held invalid, such invalidity will not affect any other provision of this Agreement which can be considered valid without the invalid provision and to this end, the provisions of this Agreement are severable.

**Agreement commencement date: January 1, 2023**

For the _____Library

By: _____

Title: _____

Date: _____

For the Upper Hudson Library System:

By: _____

Title: UHLS Board President

Date: _____

| **2022 Revised Budget** | | | | |
|---|---|---|---|---|
| ***Income*** | | | | |
| **Line Item** | **Description** | **2022 Rev. Budget** | **2022 Budget** | **Difference** |
| 2082.11 | Fines | $54.00 | $0.00 | $54.00 |
| 2082.12 | Lost Books | $194.00 | $0.00 | $194.00 |
| 2082.13 | Copies, Prints, & Faxes | $27.00 | $240.00 | -$213.00 |
| | **Total 2082** | **$275.00** | **$240.00** | **$35.00** |
| | | | | $0.00 |
| 2360.1 | Town of Schodack | $159,260.00 | $159,263.00 | -$3.00 |
| 2360.2 | Village of Castleton | $14,000.00 | $14,000.00 | $0.00 |
| 2360.3 | Rensselaer County | $3,325.00 | $3,325.00 | $0.00 |
| | **Total 2360** | **$176,585.00** | **$176,588.00** | **-$3.00** |
| | | | | |
| **2401** | **Interest & Earnings** | **$51.00** | **$24.00** | **$27.00** |
| | | | | |
| 2705 | Gifts & Donations | $8,186.00 | $5,800.00 | $2,386.00 |
| 2705.1 | Friends SRP | $1,000.00 | $1,000.00 | $0.00 |
| | **Total 2705** | **$9,186.00** | **$6,800.00** | **$2,386.00** |
| | | | | |
| 2760.1 | Grants - LLSA (UHLS) | $1,429.00 | $1,130.00 | $299.00 |
| 2760.3 | Grants - NYS Lib. Const. Grant | $2,149.00 | $2,149.00 | $0.00 |
| 2760.9 | Grants - Other | $1,250.00 | $1,000.00 | $250.00 |
| | **Total 2760** | **$4,828.00** | **$4,279.00** | **$549.00** |
| | | | | |
| | **Funds from reserves** | **$3,131.00** | **$12,650.00** | **-$9,519.00** |
| | | | | |
| | **Total Income** | **$194,056.00** | **$200,581.00** | **-$6,525.00** |
| | | | | |
| ***Expenses*** | | | | $0.00 |
| 7410.1A | Gross Wages - Director | $59,101.00 | $59,500.00 | -$399.00 |
| 7410.1B | Gross Wages - Librarian I | $22,684.00 | $22,838.00 | -$154.00 |
| 7410.1C | Gross Wages - Assistants | $41,491.00 | $44,500.00 | -$3,009.00 |
| | **Total 7410.1** | **$123,276.00** | **$126,838.00** | **-$3,562.00** |
| | | | | |
| **7410.2A** | **Library Renovation** | **$5,280.00** | **$4,447.00** | **$833.00** |
| | | | | $0.00 |
| 7410.4B | Library Materials - Other | $1,197.00 | $1,555.00 | -$358.00 |
| 7410.4B1 | Library Materials - DVDs | $1,911.00 | $2,300.00 | -$389.00 |
| 7410.4B2 | Library Materials - EContent | $5,910.00 | $5,700.00 | $210.00 |
| 7410.4B3 | Library Materials - Print Matls. | $9,600.00 | $8,186.00 | $1,414.00 |
| 7410.4B4 | Library Materials - Audiobooks | $0.00 | $400.00 | -$400.00 |
| 7410.4B5 | Library Materials - Mags/News. | $361.00 | $1,000.00 | -$639.00 |
| 7410.4B6 | Library Materials - Mus. Passes | $1,610.00 | $1,880.00 | -$270.00 |
| | **Total 7410.4B** | **$20,589.00** | **$21,021.00** | **-$432.00** |

| | | | | |
|---|---|---|---|---|
| **7410.4C** | **Equipment/Technology** | **$2,540.00** | **$1,050.00** | **$1,490.00** |
| | | | | $0.00 |
| 7410.4D | Programs | $2,232.00 | $3,000.00 | -$768.00 |
| 7410.4D1 | Summer Reading Program | $4,691.00 | $3,840.00 | $851.00 |
| | **Total 7410.4D** | **$6,923.00** | **$6,840.00** | **$83.00** |
| | | | | $0.00 |
| 7410.4A | Staff Development/Education | $709.00 | $800.00 | -$91.00 |
| 7410.4E | Automated Services | $3,913.00 | $4,110.00 | -$197.00 |
| 7410.4G | Postage | $251.00 | $300.00 | -$49.00 |
| 7410.4H | Telephone/Data Links | $1,146.00 | $1,470.00 | -$324.00 |
| 7410.4I | Insurance | $2,451.00 | $2,665.00 | -$214.00 |
| 7410.4F | Office and Library Supplies | $840.00 | $1,300.00 | -$460.00 |
| 7410.4J | Professional Services | $210.00 | $820.00 | -$610.00 |
| | **Total 7410.41** | **$9,520.00** | **$11,465.00** | **-$1,945.00** |
| | | | | $0.00 |
| 7410.4L | Strategic Planning - Survey | $0.00 | $1,000.00 | -$1,000.00 |
| 7410.4K | Miscellaneous | $173.00 | $25.00 | $148.00 |
| | | | | $0.00 |
| | **Total 7410.4** | **$9,693.00** | **$12,490.00** | **-$2,797.00** |
| | | | | $0.00 |
| 9010.8 | NYS Retirement | $6,774.00 | $6,950.00 | -$176.00 |
| 9030.8 | Social Security/Medicare | $9,363.00 | $9,350.00 | $13.00 |
| 9040.8 | Workers Compensation | $614.00 | $1,000.00 | -$386.00 |
| 9055.8 | Disability | $380.00 | $535.00 | -$155.00 |
| 9060.8 | Health Insurance | $8,083.00 | $8,560.00 | -$477.00 |
| 9060.81 | HRA Funding | $0.00 | $1,500.00 | -$1,500.00 |
| | **Total 9000** | **$25,214.00** | **$27,895.00** | **-$2,681.00** |
| | | | | $0.00 |
| | **Total 2022 Expenses** | **$193,515.00** | **$200,581.00** | **-$7,066.00** |
| | **Funds Allotted for 2023 Budget** | **$541.00** | | |
| | **Funds Allotted for Reserve** | **$0.00** | | |
| | **Total** | **$194,056.00** | | |

# Castleton Public Library Board of Trustees Meeting

Monday, December 19, 2022 Minutes

## Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:00 pm.

## Roll Call

| | |
|---|---|
| Present (physical): | Shane Mitchum, President; Patrick Cartwright, Vice President; Alyssa Mitchum, Treasurer; Laurie Knaack, Secretary; Kate Bielawa, Trustee; Colin Strainge, Trustee; Melissa Tacke, Library Director |
| Absent: | none |

## Adoption of Agenda

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

## Public Comment

None.

## New Business

**Prospective trustee:** Meghan Johnston, who was a board member some years in the past, attended to become familiar with the board meetings.
**Revised 2022 budget:** The adoption of the revised 2022 budget was motioned by Trustee Cartwright and seconded by Trustee Knaack. Unanimously approved.
**2023 staff pay rates:** The adoption of the revised 2022 budget was motioned by Trustee Cartwright and seconded by Trustee Knaack. Unanimously approved.
**2023 trustee continuing education options**: The administrative committee recommends the “full board, smaller commitment” option for Racial Equity training available at no cost to our library next year, with two 90-minute full-board sessions and one 60-minute session. Consensus was to pursue this option which would fulfill training requirements for all trustees for 2023. Director Tacke will explore scheduling for fall 2023 and will communicate possible times with the board.
**Board self-evaluation and director evaluation:** Director Tacke will share a fillable form. Trustees are asked to complete the evaluations by January 10 and return to President Mitchum.
**Slate of officers:** The proposed slate of officers for 2023 is the same as the current officers, with all willing to serve again. The board will vote at the January meeting.

## Old Business

**2023 Budget:** Director Tacke and the Finance committee shared the 2023 proposed budget (limited revisions from last month’s version). The adoption of the revised 2023 budget was motioned by Trustee Cartwright and seconded by Trustee Knaack. Unanimously approved.
**Library word-of-mouth advertising:** Director Tacke encouraged trustees to share the upcoming Special Visitor Storytime.

## Reports

### President's Report

Included with sustainable funding report below.

### Secretary's Report

Trustee Cartwright motioned to approve the November 2022 meeting minutes. Seconded by Trustee Strainge. Unanimously approved.

### Treasurer's Report

Trustee Cartwright motioned to approve the November 2022 Check Detail Reports. Seconded by Trustee Knaack. Unanimously approved.

### Director's Report

Director Tacke presented statistics for November, with a comparison against 2020 and 2021.

### Friends Report

The Friends of the Library is wrapping up 2022 fundraising and will be planning for 2023, with a membership drive in March likely being their next event.

### Committee Reports

**Finance**: no report.
**Administrative**: included in New Business above.
**Operations/Capital Projects**: did not meet.
**Policy**: did not meet.
**Sustainable Funding**: The committee met and worked through preparation of messaging around the sustainable funding vote (why, benefits, financial context); will share with the board at the next meeting. The committee is planning meetings with local stakeholders including school superintendent and Village board. On track for vote in May 2023 for funding that would go into effect for the 2024 budget.
**Library Space**: did not meet.
**Community Outreach & Visibility**: did not meet; Director Tacke will reach out to committee to revisit mascot contest and future town board attendance by library trustees.

## Announcements

Director Tacke shared the **2023 board calendar.**

## Public Comment

Meghan Johnston asked to meet the board members and asked questions about the topics and structure of board activities.

## Executive Session

None.

## Adjournment

The meeting was adjourned at 7:41 pm.

The Castleton Public Library
## Check Detail
December 2022

| Type | Num | Date | Name | Account | Paid Amount | Original Amo... |
|---|---|---|---|---|---|---|
| **Bill Pmt -Check** | **DEBIT** | **12/01/2022** | **Aldi** | **200.2 · Citizens Checking Account** | | **-17.32** |
| Bill | | 12/01/2022 | | 7410.4D · Programs | -17.32 | 17.32 |
| TOTAL | | | | | -17.32 | 17.32 |
| **Bill Pmt -Check** | **DEBIT** | **12/01/2022** | **Google LLC** | **200.2 · Citizens Checking Account** | | **-18.00** |
| Bill | 4614594816 | 12/01/2022 | | 7410.4C · Equipment/Technology | -18.00 | 18.00 |
| TOTAL | | | | | -18.00 | 18.00 |
| **Bill Pmt -Check** | **DEBIT** | **12/02/2022** | **USPS** | **200.2 · Citizens Checking Account** | | **-3.32** |
| Bill | | 12/05/2022 | | 7410.4G · Postage | -3.32 | 3.32 |
| TOTAL | | | | | -3.32 | 3.32 |
| **Bill Pmt -Check** | **DEBIT** | **12/02/2022** | **Amazon LLC** | **200.2 · Citizens Checking Account** | | **-30.00** |
| Bill | 1128335083... | 12/02/2022 | | 74104B5 · Magazines and Newspapers | -30.00 | 30.00 |
| TOTAL | | | | | -30.00 | 30.00 |
| **Bill Pmt -Check** | **DEBIT** | **12/05/2022** | **USPS** | **200.2 · Citizens Checking Account** | | **-6.64** |
| Bill | | 12/05/2022 | | 7410.4G · Postage | -6.64 | 6.64 |
| TOTAL | | | | | -6.64 | 6.64 |
| **Bill Pmt -Check** | **DEBIT** | **12/05/2022** | **Amazon LLC** | **200.2 · Citizens Checking Account** | | **-17.96** |
| Bill | 1112825056... | 12/06/2022 | | 74104B1 · DVDs & Other Materials | -17.96 | 17.96 |
| TOTAL | | | | | -17.96 | 17.96 |
| **Bill Pmt -Check** | **DEBIT** | **12/06/2022** | **Amazon LLC** | **200.2 · Citizens Checking Account** | | **-14.96** |
| Bill | 1117373696... | 12/06/2022 | | 74104B1 · DVDs & Other Materials | -14.96 | 14.96 |
| TOTAL | | | | | -14.96 | 14.96 |
| **Bill Pmt -Check** | **DEBIT** | **12/08/2022** | **Target** | **200.2 · Citizens Checking Account** | | **-136.76** |
| Bill | | 12/08/2022 | | 7410.4A · Staff Development/Edu | -11.97 | 11.97 |
| | | | | 7410.4D · Programs | -77.06 | 77.06 |
| | | | | 7410.4F · Office and Library Supplies | -47.73 | 47.73 |
| TOTAL | | | | | -136.76 | 136.76 |
| **Bill Pmt -Check** | **DEBIT** | **12/08/2022** | **Aldi** | **200.2 · Citizens Checking Account** | | **-37.37** |
| Bill | | 12/08/2022 | | 7410.4A · Staff Development/Edu | -37.37 | 37.37 |
| TOTAL | | | | | -37.37 | 37.37 |
| **Bill Pmt -Check** | **DEBIT** | **12/12/2022** | **Poke Jar** | **200.2 · Citizens Checking Account** | | **-104.00** |
| Bill | | 12/09/2022 | | 7410.4A · Staff Development/Edu | -104.00 | 104.00 |
| TOTAL | | | | | -104.00 | 104.00 |

The Castleton Public Library
**Check Detail**
December 2022

| Type | Num | Date | Name | Account | Paid Amount | Original Amo... |
|---|---|---|---|---|---|---|
| **Bill Pmt -Check** | **DEBIT** | **12/12/2022** | **Dunkin' Donuts** | **200.2 · Citizens Checking Account** | | **-8.49** |
| Bill | | 12/09/2022 | | 7410.4A · Staff Development/Edu | -8.49 | 8.49 |
| TOTAL | | | | | -8.49 | 8.49 |
| **Bill Pmt -Check** | **DEBIT** | **12/12/2022** | **Facebook** | **200.2 · Citizens Checking Account** | | **-20.00** |
| Bill | 5723568584... | 12/10/2022 | | 7410.4D · Programs | -20.00 | 20.00 |
| TOTAL | | | | | -20.00 | 20.00 |
| **Bill Pmt -Check** | **DEBIT** | **12/12/2022** | **Amazon LLC** | **200.2 · Citizens Checking Account** | | **-67.87** |
| Bill | 1117373696... | 12/12/2022 | | 74104B1 · DVDs & Other Materials | -67.87 | 67.87 |
| TOTAL | | | | | -67.87 | 67.87 |
| **Bill Pmt -Check** | **DEBIT** | **12/12/2022** | **Amazon LLC** | **200.2 · Citizens Checking Account** | | **-119.99** |
| Bill | 1119930104... | 12/08/2022 | | 7410.4C · Equipment/Technology | -119.99 | 119.99 |
| TOTAL | | | | | -119.99 | 119.99 |
| **Bill Pmt -Check** | **DEBIT** | **12/15/2022** | **Amazon LLC** | **200.2 · Citizens Checking Account** | | **-27.99** |
| Bill | 1116502208... | 12/13/2022 | | 7410.4D · Programs | -27.99 | 27.99 |
| TOTAL | | | | | -27.99 | 27.99 |
| **Bill Pmt -Check** | **DEBIT** | **12/15/2022** | **Amazon LLC** | **200.2 · Citizens Checking Account** | | **-19.96** |
| Bill | 1117373696... | 12/15/2022 | | 74104B1 · DVDs & Other Materials | -19.96 | 19.96 |
| TOTAL | | | | | -19.96 | 19.96 |
| **Bill Pmt -Check** | **DEBIT** | **12/19/2022** | **Amazon LLC** | **200.2 · Citizens Checking Account** | | **-14.96** |
| Bill | 1117373696... | 12/19/2022 | | 74104B1 · DVDs & Other Materials | -14.96 | 14.96 |
| TOTAL | | | | | -14.96 | 14.96 |
| **Bill Pmt -Check** | **DEBIT** | **12/20/2022** | **USPS** | **200.2 · Citizens Checking Account** | | **-3.95** |
| Bill | | 12/20/2022 | | 7410.4G · Postage | -3.95 | 3.95 |
| TOTAL | | | | | -3.95 | 3.95 |
| **Bill Pmt -Check** | **DEBIT** | **12/20/2022** | **Aldi** | **200.2 · Citizens Checking Account** | | **-6.30** |
| Bill | | 12/20/2022 | | 7410.4D · Programs | -6.30 | 6.30 |
| TOTAL | | | | | -6.30 | 6.30 |
| **Bill Pmt -Check** | **DEBIT** | **12/27/2022** | **Amazon LLC** | **200.2 · Citizens Checking Account** | | **-29.98** |
| Bill | 1117373696... | 12/27/2022 | | 74104B1 · DVDs & Other Materials | -29.98 | 29.98 |
| TOTAL | | | | | -29.98 | 29.98 |

The Castleton Public Library
## Check Detail
December 2022

| Type | Num | Date | Name | Account | Paid Amount | Original Amo... |
|---|---|---|---|---|---|---|
| **Bill Pmt -Check** | **3061** | **12/02/2022** | **OverDrive** | **200.2 · Citizens Checking Account** | | **-337.48** |
| Bill | MULTIPLE | 12/02/2022 | | 74104B2 · Electronic Content | -337.48 | 337.48 |
| TOTAL | | | | | -337.48 | 337.48 |
| **Bill Pmt -Check** | **3063** | **12/02/2022** | **T-Mobile** | **200.2 · Citizens Checking Account** | | **-119.44** |
| Bill | | 12/02/2022 | | 7410.4C · Equipment/Technology | -29.86 | 29.86 |
| | | | | 7410.4B · Library Materials | -89.58 | 89.58 |
| TOTAL | | | | | -119.44 | 119.44 |
| **Bill Pmt -Check** | **3064** | **12/06/2022** | **Village of Castlet...** | **200.2 · Citizens Checking Account** | | **-204.65** |
| Bill | 84464 | 12/01/2022 | | 9040.8 · Workers Comp | -204.65 | 204.65 |
| TOTAL | | | | | -204.65 | 204.65 |
| **Bill Pmt -Check** | **3065** | **12/12/2022** | **Village of Castlet...** | **200.2 · Citizens Checking Account** | | **-4,949.95** |
| Bill | 84463 | 12/05/2022 | | 7410.1A · Gross wages - Director | -2,279.69 | 2,279.69 |
| | | | | 7410.1B · Gross wages - Librarian | -834.48 | 834.48 |
| | | | | 7410.1C · Gross wages - Assistant | -1,486.50 | 1,486.50 |
| | | | | 9030.8 · Social Security/Medicare | -349.28 | 349.28 |
| TOTAL | | | | | -4,949.95 | 4,949.95 |
| **Bill Pmt -Check** | **3066** | **12/12/2022** | **OverDrive** | **200.2 · Citizens Checking Account** | | **-533.91** |
| Bill | 01080CO22... | 12/06/2022 | | 74104B2 · Electronic Content | -533.91 | 533.91 |
| TOTAL | | | | | -533.91 | 533.91 |
| **Bill Pmt -Check** | **3067** | **12/12/2022** | **Brodart** | **200.2 · Citizens Checking Account** | | **-431.69** |
| Bill | MULTIPLE | 12/05/2022 | | 74104B3 · Print Materials | -431.69 | 431.69 |
| TOTAL | | | | | -431.69 | 431.69 |
| **Bill Pmt -Check** | **3068** | **12/13/2022** | **Charter Commun...** | **200.2 · Citizens Checking Account** | | **-95.79** |
| Bill | 1443984011... | 12/07/2022 | | 7410.4H · Telephone/Data Links | -95.79 | 95.79 |
| TOTAL | | | | | -95.79 | 95.79 |
| **Bill Pmt -Check** | **3070** | **12/15/2022** | **Repeat Business...** | **200.2 · Citizens Checking Account** | | **-95.45** |
| Bill | 865340 | 12/14/2022 | | 7410.4C · Equipment/Technology | -95.45 | 95.45 |
| TOTAL | | | | | -95.45 | 95.45 |
| **Bill Pmt -Check** | **3071** | **12/19/2022** | **Children's Muse...** | **200.2 · Citizens Checking Account** | | **-300.00** |
| Bill | 1216 | 12/16/2022 | | 74104B6 · Museum Passes | -300.00 | 300.00 |
| TOTAL | | | | | -300.00 | 300.00 |

The Castleton Public Library
## Check Detail
December 2022

| Type | Num | Date | Name | Account | Paid Amount | Original Amo... |
|---|---|---|---|---|---|---|
| **Bill Pmt -Check** | **3072** | **12/19/2022** | **Village of Castlet...** | **200.2 · Citizens Checking Account** | | **-5,897.80** |
| Bill | 84467 | 12/19/2022 | | 7410.1A · Gross wages - Director | -2,279.69 | 2,279.69 |
| | | | | 7410.1B · Gross wages - Librarian | -1,032.12 | 1,032.12 |
| | | | | 7410.1C · Gross wages - Assistant | -2,169.35 | 2,169.35 |
| | | | | 9030.8 · Social Security/Medicare | -416.64 | 416.64 |
| TOTAL | | | | | -5,897.80 | 5,897.80 |
| **Bill Pmt -Check** | **3073** | **12/27/2022** | **Village of Castlet...** | **200.2 · Citizens Checking Account** | | **-101.85** |
| Bill | 84468 | 12/27/2022 | | 9055.8 · Disability | -101.85 | 101.85 |
| TOTAL | | | | | -101.85 | 101.85 |
| **Bill Pmt -Check** | **3074** | **12/30/2022** | **T-Mobile** | **200.2 · Citizens Checking Account** | | **-119.44** |
| Bill | | 12/24/2022 | | 7410.4C · Equipment/Technology | -29.86 | 29.86 |
| | | | | 7410.4B · Library Materials | -89.58 | 89.58 |
| TOTAL | | | | | -119.44 | 119.44 |
| **Bill Pmt -Check** | **3075** | **12/30/2022** | **Brodart** | **200.2 · Citizens Checking Account** | | **-273.44** |
| Bill | MULTIPLE | 12/30/2022 | | 74104B3 · Print Materials | -273.44 | 273.44 |
| TOTAL | | | | | -273.44 | 273.44 |

# The Castleton Public Library
## Reconciliation Summary
### 200.1 · Citizens Money Market, Period Ending 12/31/2022

| | Dec 31, 22 | |
|---|---|---|
| **Beginning Balance** | | 134,038.18 |
| **Cleared Transactions** | | |
| **Checks and Payments - 1 item** | -15,000.00 | |
| **Deposits and Credits - 2 items** | 304.07 | |
| **Total Cleared Transactions** | -14,695.93 | |
| **Cleared Balance** | | **119,342.25** |
| **Register Balance as of 12/31/2022** | | 119,342.25 |
| **Ending Balance** | | 119,342.25 |

# The Castleton Public Library
## Reconciliation Detail
### 200.1 · Citizens Money Market, Period Ending 12/31/2022

| Type | Date | Num | Name | Clr | Amount | Balance |
|---|---|---|---|---|---|---|
| **Beginning Balance** | | | | | | 134,038.18 |
| **Cleared Transactions** | | | | | | |
| **Checks and Payments - 1 item** | | | | | | |
| Transfer | 12/29/2022 | | | X | -15,000.00 | -15,000.00 |
| Total Checks and Payments | | | | | -15,000.00 | -15,000.00 |
| **Deposits and Credits - 2 items** | | | | | | |
| Deposit | 12/29/2022 | | | X | 285.20 | 285.20 |
| Deposit | 12/31/2022 | | | X | 18.87 | 304.07 |
| Total Deposits and Credits | | | | | 304.07 | 304.07 |
| Total Cleared Transactions | | | | | -14,695.93 | -14,695.93 |
| Cleared Balance | | | | | -14,695.93 | 119,342.25 |
| Register Balance as of 12/31/2022 | | | | | -14,695.93 | 119,342.25 |
| **Ending Balance** | | | | | **-14,695.93** | **119,342.25** |

# The Castleton Public Library
## Reconciliation Summary
### 200.2 · Citizens Checking Account, Period Ending 12/31/2022

| | Dec 31, 22 | |
|---|---|---|
| **Beginning Balance** | | 39,257.52 |
| **Cleared Transactions** | | |
| **Checks and Payments - 38 items** | -27,759.11 | |
| **Deposits and Credits - 1 item** | 15,000.00 | |
| **Total Cleared Transactions** | -12,759.11 | |
| **Cleared Balance** | | **26,498.41** |
| **Uncleared Transactions** | | |
| **Checks and Payments - 2 items** | -392.88 | |
| **Total Uncleared Transactions** | -392.88 | |
| **Register Balance as of 12/31/2022** | | **26,105.53** |
| **Ending Balance** | | 26,105.53 |

# The Castleton Public Library
## Reconciliation Detail
### 200.2 · Citizens Checking Account, Period Ending 12/31/2022

| Type | Date | Num | Name | Clr | Amount | Balance |
|---|---|---|---|---|---|---|
| **Beginning Balance** | | | | | | 39,257.52 |
| **Cleared Transactions** | | | | | | |
| **Checks and Payments - 38 items** | | | | | | |
| Bill Pmt -Check | 11/08/2022 | 3053 | Joelle Adler | X | -8.00 | -8.00 |
| Bill Pmt -Check | 11/29/2022 | 3057 | Village of Castleton-... | X | -6,773.59 | -6,781.59 |
| Bill Pmt -Check | 11/29/2022 | 3056 | Village of Castleton-... | X | -5,170.65 | -11,952.24 |
| Bill Pmt -Check | 11/29/2022 | 3059 | Village of Castleton-... | X | -709.33 | -12,661.57 |
| Bill Pmt -Check | 11/29/2022 | 3058 | Village of Castleton-... | X | -709.33 | -13,370.90 |
| Bill Pmt -Check | 11/29/2022 | 3060 | Brodart | X | -578.38 | -13,949.28 |
| Bill Pmt -Check | 11/29/2022 | 3062 | UHLS | X | -36.00 | -13,985.28 |
| Bill Pmt -Check | 12/01/2022 | DEBIT | Google LLC | X | -18.00 | -14,003.28 |
| Bill Pmt -Check | 12/01/2022 | DEBIT | Aldi | X | -17.32 | -14,020.60 |
| Bill Pmt -Check | 12/02/2022 | 3061 | OverDrive | X | -337.48 | -14,358.08 |
| Bill Pmt -Check | 12/02/2022 | 3063 | T-Mobile | X | -119.44 | -14,477.52 |
| Bill Pmt -Check | 12/02/2022 | DEBIT | Amazon LLC | X | -30.00 | -14,507.52 |
| Bill Pmt -Check | 12/02/2022 | DEBIT | USPS | X | -3.32 | -14,510.84 |
| Bill Pmt -Check | 12/05/2022 | DEBIT | Amazon LLC | X | -17.96 | -14,528.80 |
| Bill Pmt -Check | 12/05/2022 | DEBIT | USPS | X | -6.64 | -14,535.44 |
| Bill Pmt -Check | 12/06/2022 | 3064 | Village of Castleton-... | X | -204.65 | -14,740.09 |
| Bill Pmt -Check | 12/06/2022 | DEBIT | Amazon LLC | X | -14.96 | -14,755.05 |
| Bill Pmt -Check | 12/08/2022 | DEBIT | Target | X | -136.76 | -14,891.81 |
| Bill Pmt -Check | 12/08/2022 | DEBIT | Aldi | X | -37.37 | -14,929.18 |
| Bill Pmt -Check | 12/12/2022 | 3065 | Village of Castleton-... | X | -4,949.95 | -19,879.13 |
| Bill Pmt -Check | 12/12/2022 | 3066 | OverDrive | X | -533.91 | -20,413.04 |
| Bill Pmt -Check | 12/12/2022 | 3067 | Brodart | X | -431.69 | -20,844.73 |
| Bill Pmt -Check | 12/12/2022 | DEBIT | Amazon LLC | X | -119.99 | -20,964.72 |
| Bill Pmt -Check | 12/12/2022 | DEBIT | Poke Jar | X | -104.00 | -21,068.72 |
| Bill Pmt -Check | 12/12/2022 | DEBIT | Amazon LLC | X | -67.87 | -21,136.59 |
| Bill Pmt -Check | 12/12/2022 | DEBIT | Facebook | X | -20.00 | -21,156.59 |
| Bill Pmt -Check | 12/12/2022 | DEBIT | Dunkin' Donuts | X | -8.49 | -21,165.08 |
| Bill Pmt -Check | 12/13/2022 | 3068 | Charter Communicat... | X | -95.79 | -21,260.87 |
| Bill Pmt -Check | 12/15/2022 | 3070 | Repeat Business Sy... | X | -95.45 | -21,356.32 |
| Bill Pmt -Check | 12/15/2022 | DEBIT | Amazon LLC | X | -27.99 | -21,384.31 |
| Bill Pmt -Check | 12/15/2022 | DEBIT | Amazon LLC | X | -19.96 | -21,404.27 |
| Bill Pmt -Check | 12/19/2022 | 3072 | Village of Castleton-... | X | -5,897.80 | -27,302.07 |
| Bill Pmt -Check | 12/19/2022 | 3071 | Children's Museum ... | X | -300.00 | -27,602.07 |
| Bill Pmt -Check | 12/19/2022 | DEBIT | Amazon LLC | X | -14.96 | -27,617.03 |
| Bill Pmt -Check | 12/20/2022 | DEBIT | Aldi | X | -6.30 | -27,623.33 |
| Bill Pmt -Check | 12/20/2022 | DEBIT | USPS | X | -3.95 | -27,627.28 |
| Bill Pmt -Check | 12/27/2022 | 3073 | Village of Castleton-... | X | -101.85 | -27,729.13 |
| Bill Pmt -Check | 12/27/2022 | DEBIT | Amazon LLC | X | -29.98 | -27,759.11 |
| Total Checks and Payments | | | | | -27,759.11 | -27,759.11 |
| **Deposits and Credits - 1 item** | | | | | | |
| Transfer | 12/29/2022 | | | X | 15,000.00 | 15,000.00 |
| Total Deposits and Credits | | | | | 15,000.00 | 15,000.00 |
| Total Cleared Transactions | | | | | -12,759.11 | -12,759.11 |
| Cleared Balance | | | | | -12,759.11 | 26,498.41 |
| **Uncleared Transactions** | | | | | | |
| **Checks and Payments - 2 items** | | | | | | |
| Bill Pmt -Check | 12/30/2022 | 3075 | Brodart | | -273.44 | -273.44 |

# The Castleton Public Library
## Reconciliation Detail
### 200.2 · Citizens Checking Account, Period Ending 12/31/2022

| Type | Date | Num | Name | Clr | Amount | Balance |
|---|---|---|---|---|---|---|
| Bill Pmt -Check | 12/30/2022 | 3074 | T-Mobile | | -119.44 | -392.88 |
| Total Checks and Payments | | | | | -392.88 | -392.88 |
| Total Uncleared Transactions | | | | | -392.88 | -392.88 |
| Register Balance as of 12/31/2022 | | | | | -13,151.99 | 26,105.53 |
| **Ending Balance** | | | | | **-13,151.99** | **26,105.53** |

# The Castleton Public Library
## Profit & Loss
### December 2022

| | | Dec 22 |
|---|---|---|
| Ordinary Income/Expense | | |
| Income | | |
| 2082 · Library Charges | | |
| 2082.1 · Library Fines & Fees | | |
| 2082.11 · Fines | 6.00 | |
| 2082.12 · Lost Books | 32.99 | |
| 2082.13 · Copies, Prints and Faxes | 19.25 | |
| 2082.14 · Register Overage/Shortage | 0.00 | |
| Total 2082.1 · Library Fines & Fees | | 58.24 |
| Total 2082 · Library Charges | | 58.24 |
| 2401 · Interest & Earnings | | 18.87 |
| 2705 · Gifts & Donations | | 226.96 |
| Total Income | | 304.07 |
| Gross Profit | | 304.07 |
| Expense | | |
| 7410.1 · Personal Services | | |
| 7410.11 · Employee Gross Wages | | |
| 7410.1A · Gross wages - Director | 4,559.38 | |
| 7410.1B · Gross wages - Librarian | 1,866.60 | |
| 7410.1C · Gross wages - Assistant | 3,655.85 | |
| Total 7410.11 · Employee Gross Wages | | 10,081.83 |
| Total 7410.1 · Personal Services | | 10,081.83 |
| 7410.4 · Contractual Expenses | | |
| 7410.4B · Library Materials | | |
| 74104B6 · Museum Passes | 300.00 | |
| 74104B5 · Magazines and Newspapers | 30.00 | |
| 74104B3 · Print Materials | 705.13 | |
| 74104B2 · Electronic Content | 871.39 | |
| 74104B1 · DVDs & Other Materials | 165.69 | |
| 7410.4B · Library Materials - Other | 179.16 | |
| Total 7410.4B · Library Materials | | 2,251.37 |
| 7410.4C · Equipment/Technology | | 293.16 |
| 7410.4D · Programs | | 148.67 |
| 7410.41 · Operations and Administrative | | |
| 7410.4A · Staff Development/Edu | 161.83 | |
| 7410.4G · Postage | 13.91 | |
| 7410.4H · Telephone/Data Links | 95.79 | |
| 7410.4F · Office and Library Supplies | 47.73 | |
| Total 7410.41 · Operations and Administrative | | 319.26 |
| Total 7410.4 · Contractual Expenses | | 3,012.46 |
| 9000 · Employee - Benefits | | |
| 9030.8 · Social Security/Medicare | | 765.92 |
| 9040.8 · Workers Comp | | 204.65 |
| 9055.8 · Disability | | 101.85 |
| Total 9000 · Employee - Benefits | | 1,072.42 |
| Total Expense | | 14,166.71 |
| Net Ordinary Income | | -13,862.64 |
| Net Income | | **-13,862.64** |

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

| | Jan - Dec 22 | Budget | $ Over Budget |
|---|---|---|---|
| Ordinary Income/Expense | | | |
| Income | | | |
| 2082 · Library Charges | | | |
| 2082.1 · Library Fines & Fees | | | |
| 2082.11 · Fines | 54.75 | 54.00 | 0.75 |
| 2082.12 · Lost Books | 194.84 | 194.00 | 0.84 |
| 2082.13 · Copies, Prints and Faxes | 27.35 | 27.00 | 0.35 |
| 2082.14 · Register Overage/Shortage | 0.00 | 0.00 | 0.00 |
| 2082.19 · Other Fines & Fees | 0.00 | 0.00 | 0.00 |
| 2082.1 · Library Fines & Fees - Other | 0.00 | 0.00 | 0.00 |
| Total 2082.1 · Library Fines & Fees | 276.94 | 275.00 | 1.94 |
| Total 2082 · Library Charges | 276.94 | 275.00 | 1.94 |
| 2360 · Intergovernmental Revenues | | | |
| 2360.1 · Town of Schodack | 159,260.00 | 159,260.00 | 0.00 |
| 2360.2 · Village of Castleton | 14,000.00 | 14,000.00 | 0.00 |
| 2360.3 · Rensselaer County | 3,325.00 | 3,325.00 | 0.00 |
| Total 2360 · Intergovernmental Revenues | 176,585.00 | 176,585.00 | 0.00 |
| 2401 · Interest & Earnings | 51.27 | 51.00 | 0.27 |
| 2705 · Gifts & Donations | | | |
| 2705.1 · Friend's SRP | 1,000.00 | 1,000.00 | 0.00 |
| 2705 · Gifts & Donations - Other | 8,186.17 | 8,186.00 | 0.17 |
| Total 2705 · Gifts & Donations | 9,186.17 | 9,186.00 | 0.17 |
| 2760 · Library System Grants | | | |
| 2760.3 · Grants - Library Renovation | 2,149.00 | 2,149.00 | 0.00 |
| 2760.1 · LLSA and ERATE (UHLS) | 1,429.20 | 1,429.00 | 0.20 |
| 2760.9 · Grants - Other | 1,250.00 | 1,250.00 | 0.00 |
| Total 2760 · Library System Grants | 4,828.20 | 4,828.00 | 0.20 |
| 599 · Appropriated Fund Balance | 0.00 | 3,131.00 | -3,131.00 |
| Total Income | 190,927.58 | 194,056.00 | -3,128.42 |
| Gross Profit | 190,927.58 | 194,056.00 | -3,128.42 |
| Expense | | | |
| 7410.1 · Personal Services | | | |
| 7410.11 · Employee Gross Wages | | | |
| 7410.1A · Gross wages - Director | 59,100.67 | 59,101.00 | -0.33 |
| 7410.1B · Gross wages - Librarian | 22,683.96 | 22,684.00 | -0.04 |
| 7410.1C · Gross wages - Assistant | 41,490.99 | 41,491.00 | -0.01 |
| Total 7410.11 · Employee Gross Wages | 123,275.62 | 123,276.00 | -0.38 |
| Total 7410.1 · Personal Services | 123,275.62 | 123,276.00 | -0.38 |
| 7410.2 · Equipment & Capital Outlay | | | |
| 7410.2A · Renovation of Library Space | 5,279.73 | 5,280.00 | -0.27 |
| Total 7410.2 · Equipment & Capital Outlay | 5,279.73 | 5,280.00 | -0.27 |
| 7410.4 · Contractual Expenses | | | |
| 7410.4B · Library Materials | | | |
| 74104B6 · Museum Passes | 1,610.00 | 1,610.00 | 0.00 |
| 74104B5 · Magazines and Newspapers | 360.60 | 361.00 | -0.40 |
| 74104B4 · Audiobooks | 0.00 | 0.00 | 0.00 |
| 74104B3 · Print Materials | 9,598.79 | 9,600.00 | -1.21 |

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

| | Jan - Dec 22 | Budget | $ Over Budget |
|---|---|---|---|
| 74104B2 · Electronic Content | 5,909.58 | 5,910.00 | -0.42 |
| 74104B1 · DVDs & Other Materials | 1,910.05 | 1,911.00 | -0.95 |
| 7410.4B · Library Materials - Other | 1,196.12 | 1,197.00 | -0.88 |
| Total 7410.4B · Library Materials | 20,585.14 | 20,589.00 | -3.86 |
| 7410.4C · Equipment/Technology | 2,538.72 | 2,540.00 | -1.28 |
| 7410.4D · Programs | | | |
| 74104D1 · Summer Reading Program | 4,690.90 | 4,691.00 | -0.10 |
| 7410.4D · Programs - Other | 2,231.01 | 2,232.00 | -0.99 |
| Total 7410.4D · Programs | 6,921.91 | 6,923.00 | -1.09 |
| 7410.41 · Operations and Administrative | | | |
| 7410.4A · Staff Development/Edu | 708.83 | 709.00 | -0.17 |
| 7410.4E · Automated Services | 3,912.36 | 3,913.00 | -0.64 |
| 7410.4G · Postage | 248.48 | 251.00 | -2.52 |
| 7410.4H · Telephone/Data Links | 1,145.70 | 1,146.00 | -0.30 |
| 7410.4I · Insurance | 2,450.94 | 2,451.00 | -0.06 |
| 7410.4F · Office and Library Supplies | 839.30 | 840.00 | -0.70 |
| 7410.4J · Professional Services | 210.00 | 210.00 | 0.00 |
| Total 7410.41 · Operations and Administrative | 9,515.61 | 9,520.00 | -4.39 |
| 7410.4K · Miscellaneous | | | |
| 7410.4L · Strategic Planning - Survey | 0.00 | 0.00 | 0.00 |
| 7410.4K · Miscellaneous - Other | 172.52 | 173.00 | -0.48 |
| Total 7410.4K · Miscellaneous | 172.52 | 173.00 | -0.48 |
| Total 7410.4 · Contractual Expenses | 39,733.90 | 39,745.00 | -11.10 |
| 9000 · Employee - Benefits | | | |
| 9010.8 · NYS Retirement | 6,773.59 | 6,774.00 | -0.41 |
| 9030.8 · Social Security/Medicare | 9,362.04 | 9,363.00 | -0.96 |
| 9040.8 · Workers Comp | 613.95 | 614.00 | -0.05 |
| 9055.8 · Disability | 379.20 | 380.00 | -0.80 |
| 9060.8 · Health Insurance | | | |
| 9060.81 · HRA Funding | 0.00 | 0.00 | 0.00 |
| 9060.8 · Health Insurance - Other | 8,082.42 | 8,083.00 | -0.58 |
| Total 9060.8 · Health Insurance | 8,082.42 | 8,083.00 | -0.58 |
| Total 9000 · Employee - Benefits | 25,211.20 | 25,214.00 | -2.80 |
| Total Expense | 193,500.45 | 193,515.00 | -14.55 |
| Net Ordinary Income | -2,572.87 | 541.00 | -3,113.87 |
| Net Income | **-2,572.87** | **541.00** | **-3,113.87** |

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

| | Jan - Dec 22 | Forecast | $ Over Forecast | % of Forecast |
|---|---|---|---|---|
| **Ordinary Income/Expense** | | | | |
| **Income** | | | | |
| **2082 · Library Charges** | | | | |
| **2082.1 · Library Fines & Fees** | | | | |
| **2082.11 · Fines** | 54.75 | 28.76 | 25.99 | 190.4% |
| **2082.12 · Lost Books** | 194.84 | 288.92 | -94.08 | 67.4% |
| **2082.13 · Copies, Prints and Faxes** | 27.35 | 27.15 | 0.20 | 100.7% |
| **2082.14 · Register Overage/Shortage** | 0.00 | 0.00 | 0.00 | 0.0% |
| **Total 2082.1 · Library Fines & Fees** | 276.94 | 344.83 | -67.89 | 80.3% |
| **Total 2082 · Library Charges** | 276.94 | 344.83 | -67.89 | 80.3% |
| **2360 · Intergovernmental Revenues** | | | | |
| **2360.1 · Town of Schodack** | 159,260.00 | 146,786.00 | 12,474.00 | 108.5% |
| **2360.2 · Village of Castleton** | 14,000.00 | 14,000.00 | 0.00 | 100.0% |
| **2360.3 · Rensselaer County** | 3,325.00 | 3,325.00 | 0.00 | 100.0% |
| **Total 2360 · Intergovernmental Revenues** | 176,585.00 | 164,111.00 | 12,474.00 | 107.6% |
| **2401 · Interest & Earnings** | 51.27 | 31.63 | 19.64 | 162.1% |
| **2705 · Gifts & Donations** | | | | |
| **2705.1 · Friend's SRP** | 1,000.00 | 1,000.00 | 0.00 | 100.0% |
| **2705 · Gifts & Donations - Other** | 8,186.17 | 10,210.58 | -2,024.41 | 80.2% |
| **Total 2705 · Gifts & Donations** | 9,186.17 | 11,210.58 | -2,024.41 | 81.9% |
| **2760 · Library System Grants** | | | | |
| **2760.3 · Grants - Library Renovation** | 2,149.00 | | | |
| **2760.1 · LLSA and ERATE (UHLS)** | 1,429.20 | 1,630.80 | -201.60 | 87.6% |
| **2760.9 · Grants - Other** | 1,250.00 | 2,287.52 | -1,037.52 | 54.6% |
| **Total 2760 · Library System Grants** | 4,828.20 | 3,918.32 | 909.88 | 123.2% |
| **Total Income** | 190,927.58 | 179,616.36 | 11,311.22 | 106.3% |
| **Gross Profit** | 190,927.58 | 179,616.36 | 11,311.22 | 106.3% |
| **Expense** | | | | |
| **7410.1 · Personal Services** | | | | |
| **7410.11 · Employee Gross Wages** | | | | |
| **7410.1A · Gross wages - Director** | 59,100.67 | 54,711.51 | 4,389.16 | 108.0% |
| **7410.1B · Gross wages - Librarian** | 22,683.96 | 20,881.00 | 1,802.96 | 108.6% |
| **7410.1C · Gross wages - Assistant** | 41,490.99 | 33,242.49 | 8,248.50 | 124.8% |
| **Total 7410.11 · Employee Gross Wages** | 123,275.62 | 108,835.00 | 14,440.62 | 113.3% |
| **Total 7410.1 · Personal Services** | 123,275.62 | 108,835.00 | 14,440.62 | 113.3% |
| **7410.2 · Equipment & Capital Outlay** | | | | |
| **7410.2A · Renovation of Library Space** | 5,279.73 | | | |
| **Total 7410.2 · Equipment & Capital Outlay** | 5,279.73 | | | |
| **7410.4 · Contractual Expenses** | | | | |
| **7410.4B · Library Materials** | | | | |
| **74104B6 · Museum Passes** | 1,610.00 | 1,630.00 | -20.00 | 98.8% |
| **74104B5 · Magazines and Newspapers** | 360.60 | 376.97 | -16.37 | 95.7% |
| **74104B4 · Audiobooks** | 0.00 | 382.01 | -382.01 | 0.0% |
| **74104B3 · Print Materials** | 9,598.79 | 7,837.48 | 1,761.31 | 122.5% |
| **74104B2 · Electronic Content** | 5,909.58 | 5,779.68 | 129.90 | 102.2% |
| **74104B1 · DVDs & Other Materials** | 1,910.05 | 1,434.06 | 475.99 | 133.2% |
| **7410.4B · Library Materials - Other** | 1,196.12 | 1,193.96 | 2.16 | 100.2% |
| **Total 7410.4B · Library Materials** | 20,585.14 | 18,634.16 | 1,950.98 | 110.5% |
| **7410.4C · Equipment/Technology** | 2,538.72 | 3,213.99 | -675.27 | 79.0% |
| **7410.4D · Programs** | | | | |
| **74104D1 · Summer Reading Program** | 4,690.90 | 3,016.46 | 1,674.44 | 155.5% |
| **7410.4D · Programs - Other** | 2,231.01 | 2,635.31 | -404.30 | 84.7% |
| **Total 7410.4D · Programs** | 6,921.91 | 5,651.77 | 1,270.14 | 122.5% |
| **7410.41 · Operations and Administrative** | | | | |
| **7410.4A · Staff Development/Edu** | 708.83 | 318.50 | 390.33 | 222.6% |
| **7410.4E · Automated Services** | 3,912.36 | 3,912.36 | 0.00 | 100.0% |
| **7410.4G · Postage** | 248.48 | 156.14 | 92.34 | 159.1% |
| **7410.4H · Telephone/Data Links** | 1,145.70 | 1,070.28 | 75.42 | 107.0% |
| **7410.4I · Insurance** | 2,450.94 | 2,422.89 | 28.05 | 101.2% |
| **7410.4F · Office and Library Supplies** | 839.30 | 810.25 | 29.05 | 103.6% |
| **7410.4J · Professional Services** | 210.00 | 420.00 | -210.00 | 50.0% |
| **Total 7410.41 · Operations and Administrative** | 9,515.61 | 9,110.42 | 405.19 | 104.4% |
| **7410.4K · Miscellaneous** | 172.52 | 15.00 | 157.52 | 1,150.1% |
| **Total 7410.4 · Contractual Expenses** | 39,733.90 | 36,625.34 | 3,108.56 | 108.5% |

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

| | Jan - Dec 22 | Forecast | $ Over Forecast | % of Forecast |
|---|---|---|---|---|
| 9000 · Employee - Benefits | | | | |
| 9010.8 · NYS Retirement | 6,773.59 | | | |
| 9030.8 · Social Security/Medicare | 9,362.04 | 8,261.74 | 1,100.30 | 113.3% |
| 9040.8 · Workers Comp | 613.95 | 529.15 | 84.80 | 116.0% |
| 9055.8 · Disability | 379.20 | 467.80 | -88.60 | 81.1% |
| 9060.8 · Health Insurance | 8,082.42 | 7,901.88 | 180.54 | 102.3% |
| Total 9000 · Employee - Benefits | 25,211.20 | 17,160.57 | 8,050.63 | 146.9% |
| Total Expense | 193,500.45 | 162,620.91 | 30,879.54 | 119.0% |
| Net Ordinary Income | -2,572.87 | 16,995.45 | -19,568.32 | -15.1% |
| Net Income | **-2,572.87** | **16,995.45** | **-19,568.32** | **-15.1%** |

# The Castleton Public Library
## Balance Sheet
### As of December 31, 2022

| | Dec 31, 22 |
|---|---|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 200.1 · Citizens Money Market | 119,342.25 |
| 200.2 · Citizens Checking Account | 26,105.53 |
| 200.9 · Petty Cash | 50.00 |
| Total Checking/Savings | 145,497.78 |
| Other Current Assets | |
| 395 · Deposits with Other Government | 5,000.00 |
| Total Other Current Assets | 5,000.00 |
| Total Current Assets | 150,497.78 |
| TOTAL ASSETS | **150,497.78** |
| 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 | -2,572.87 |
| Total Equity | 150,497.80 |
| TOTAL LIABILITIES & EQUITY | **150,497.78** |

# Director's Report – December

## 2022 at CPL – Comparative Statistics

| People Served | | | | | | |
|---|---|---|---|---|---|---|
| | **2019** | **2020** | **2021** | **2022** | **% Change 2021 vs. 2022** | **% Change 2020 vs. 2022** |
| Library visitation | 15,570 | 3,439* | 5,609** | 9,828 | +75.2% | +185.8% |
| People served through outreach | 1,236 | 189 | 107 | 239 | +123.4% | +26.5% |
| eContent borrowers*** | 999 | 1,295 | 1,098 | 1,302 | +18.6% | +0.5% |
| **Total** | **17,805** | **4,923** | **6,814** | **11,369** | +66.8% | +130.9% |
| *= 2020 visitation includes estimated visits for January-March 14 and actual counts of in-library and curbside visits for June-Dec. There are no visitation counts from 3/16/20-5/31/20, when CPL did not offer any in-person services. | | | | | | |
| **= Visitation number for 2021 is an actual count of in-library visits and curbside pickups for the year. | | | | | | |
| ***= Monthly unique borrowers for OverDrive/Libby and Hoopla digital services. | | | | | | |

| Library Card Holders | | | | | | |
|---|---|---|---|---|---|---|
| | **2019** | **2020** | **2021** | **2022** | **% Change 2021 vs. 2022** | **% Change 2020 vs. 2022** |
| Card Holders Residing Within Village of Castleton | 540 | 614 | 615 | 429 | -30.2% | -30.1% |
| Card Holders Residing Outside Village of Castleton | 721 | 802 | 836 | 657 | -21.4% | -18.1% |
| **Total** | **1,261** | **1,416** | **1,451** | **1,086** | -25.2% | -23.3% |

| Items Loaned | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Category** | **2019** | **2020** | **2021** | **2022** | **% of Total 2022 Loans** | **% Change 2021 vs. 2022** | **% Change 2020 vs. 2022** |
| Adult Audio | 980 | 365 | 367 | 468 | 1.54% | +27.5% | +28.2% |
| Adult Fiction | 4,484 | 2,390 | 3,439 | 4,829 | 15.93% | +40.4% | +102.1% |
| Adult Nonfiction | 2,229 | 1,274 | 1,774 | 2,077 | 6.85% | +17.1% | +63% |
| Adult Periodicals | 433 | 260 | 295 | 204 | 0.67% | -30.8% | -21.5% |
| Adult DVDs | 4,929 | 2,783 | 2,280 | 3,930 | 12.97% | +72.4% | +41.2% |
| Electronic | 13 | 7 | 5 | 4 | 0.01% | -20% | -42.9% |
| Juvenile Audio | 168 | 51 | 40 | 46 | 0.15% | +15% | -9.8% |
| Juvenile Fiction | 9,582 | 4,480 | 6,866 | 8,281 | 27.32% | +20.6% | +84.8% |
| Juvenile Nonfiction | 1,624 | 1,108 | 1,052 | 1,406 | 4.64% | +33.7% | +26.9% |
| Juvenile DVDs | 2,222 | 882 | 808 | 988 | 3.26% | +22.3% | +12% |
| Miscellaneous | 173 | 77 | 123 | 182 | 0.60% | +48% | +136.4% |
| Young Adult Audio | 20 | 11 | 4 | 8 | 0.03% | +100% | -27.3% |
| Young Adult Fiction | 1,207 | 631 | 585 | 732 | 2.42% | +25.1% | +16% |
| Young Adult Nonfiction | 113 | 45 | 64 | 78 | 0.26% | +21.9% | +73.3% |
| Unknown | 282 | 83 | 109 | 204 | 0.67% | +87.2% | +145.8% |
| **Physical Items Loaned** | **28,459** | **14,447** | **17,811** | **23,437** | 77.32% | +31.6% | +62.2% |
| eContent Loans | 5,191 | 8,555 | 6,812 | 6,873 | 22.68% | +0.9% | -19.7% |
| **Total Items Loaned** | **33,650** | **23,002** | **24,623** | **30,310** | | +23.1% | +31.8% |

| Computer and Wifi Use | | | | | | |
|---|---|---|---|---|---|---|
| | **2019** | **2020** | **2021** | **2022** | **% Change 2021 vs. 2022** | **% Change 2020 vs. 2022** |
| Public Computer Sessions | 1,199 | 144* | 62** | 159 | +156.5% | +10.4% |
| WiFi Use – Daily Unique Users | 3,381 | 3,461 | 5,180 | 7,342 | +41.7% | +112.1% |
| WiFi Use – GB of Use | 45.32 | 39.97 | 46.39 | 72.46 | +56.2% | +81.3% |
| Hotspot Use – GB of Use | N/A | 175.51 | 396.01 | 271.34 | -31.5% | +54.6% |
| * = Public computers were only available from 1/2/2020-3/14/2020, due to COVID-19 restrictions for the remainder of 2020. | | | | | | |
| ** = A public computer station was only available starting 5/3/2021, due to COVID-19 restrictions for part of 2021. | | | | | | |

| Programs | | | | | | |
|---|---|---|---|---|---|---|
| | **2019** | **2020** | **2021** | **2022** | **% Change 2021 vs. 2022** | **% Change 2020 vs. 2022** |
| Number of Programs Offered | 489 | 227 | 228 | 348 | +52.6% | +53.3% |
| In-Person Attendance – Kids* | 2,760 | 611 | 519 | 1,602 | +208.7% | +162.2% |
| In-Person Attendance – Teens* | 331 | 111 | 107 | 123 | +15% | +10.8% |
| In-Person Attendance – Adults* | 2,021 | 654 | 710 | 1,279 | +80.1% | +95.6% |
| Prerecorded Virtual Attendance | N/A | 1,214 | 414 | N/A | N/A | N/A |
| Take-Home Kits Distributed** | N/A | 1,615 | 2,648 | 2,251 | -15% | +39.4% |
| **Total Program Attendance** | **5,112** | **4,199** | **4,398** | **5,255** | **+19.5%** | **+25.1%** |
| *= In-person attendance numbers also include attendance at live virtual programs. | | | | | | |
| **= Age breakdown of participants is not available for prerecorded virtual program attendance and take-home kits. | | | | | | |

## December 2022 – Usage Statistics in Comparison

| | **Dec. 2022** | **Dec. 2021** | **% Change, 2022 vs. 2021** | **Dec. 2020** | **% Change, 2022 vs. 2020** |
|---|---|---|---|---|---|
| **Circulation** | | | | | |
| Circulation of materials at CPL | 1,574 | 1,438 | +9.5% | 1,737 | -9.4% |
| Items loaned to other libraries | 353 | 289 | +22.1% | 547 | -35.5% |
| Items borrowed from other libraries | 684 | 749 | -8.7% | 939 | -27.2% |
| eContent circulation | 561 | 495 | +13.3% | 709 | -20.9% |
| **Programming** | | | | | |
| Number of programs offered | 31 | 20 | +55% | 16 | +93.8% |
| Program attendance – in-person | 243 | 171 | +42.1% | 5 | +4,760% |
| Program attendance – live virtual | 0 | 0 | 0% | 0 | 0% |
| Program attendance – kits and prerecorded virtual* | 110 | 273 | -59.7% | 510 | -78.4% |
| Total program attendance | 353 | 444 | -20.5% | 515 | -31.5% |
| **Public Computer Use** | | | | | |
| Public Computer Sessions | 5 | 8 | -37.5% | 0** | N/A |
| WiFi Use - daily unique users | 500 (4.14 GB) | 534 (3.4 GB) | -6.4% | 294 (3.2 GB) | +70.1% |
| WiFi Hotspot Use | 59.26 GB | 10.51 GB | +463.8% | 48 GB | +23.5% |
| **Marketing Reach** | | | | | |
| Website visits | 672 | 979 | -31.4% | 873 | -23% |
| Website unique visitors | 345 | 551 | -37.4% | 497 | -30.6% |
| Email newsletter list size | 1,595 | 1,471 | +8.4% | 1,414 | +12.8% |
| Facebook page likes | 1,086 | 923 | +17.7% | 862 | +26% |
| Facebook total reach | 6,532 | 27,802 | -76.5% | 4,532 | +44.1% |
| * = The number of kits distributed through 12/30 is used for the attendance number.<br>** = Public computer stations were not reintroduced at CPL until 5/3/21. | | | | | |

### Programs – December

| | | |
|---|---|---|
| 12/1/2022 | T&M Craft: Make a Snowman | 110 |
| 12/1/2022 | Learn & Play Storytime | 11 |
| 12/1/2022 | Author Talk & Signing - When Mommy was a Commie | 14 |
| 12/2/2022 | Bridge Club | 4 |
| 12/4/2022 | Holidays on the Hudson | 96 |
| 12/5/2022 | After Dinner Book Club | 5 |

| | | |
|---|---|---|
| 12/6/2022 | Newbery book club @CES | 3 |
| 12/6/2022 | Pajama Storytime | 0 |
| 12/7/2022 | Crafts for Adults: Felt Flowers | 3 |
| 12/8/2022 | Learn & Play Storytime | 0 |
| 12/10/2022 | Unicorn Slime | 11 |
| 12/13/2022 | Castle Hill Bookmobile | 4 |

| | | |
|---|---|---|
| 12/13/2022 | Newbery book club @CES | 4 |
| 12/13/2022 | Pajama Storytime | 0 |
| 12/13/2022 | Beginner Yoga | 1 |
| 12/14/2022 | Kids Cook: Homemade Butter | 0 |
| 12/15/2022 | Learn & Play Storytime | 2 |
| 12/16/2022 | 3-D Snowflakes @Castle Hill | 6 |
| 12/17/2022 | Holiday Cookie Swap | 6 |
| 12/20/2022 | Kids' Cookie Decorating | 12 |
| 12/20/2022 | Pajama Storytime | 0 |
| 12/21/2022 | Afternoon Book Club | 8 |

| | | |
|---|---|---|
| 12/22/2022 | Learn & Play Storytime | 3 |
| 12/26/2022 | Perler Bead Crafts | 7 |
| 12/27/2022 | Cool Science: Lava Lamps | 12 |
| 12/27/2022 | Pajama Storytime | 3 |
| 12/28/2022 | Beading Bonanza | 4 |
| 12/29/2022 | Winter Bird Feeder Storytime | 20 |
| 12/29/2022 | Teen Time: Cocoa and Coloring | 0 |
| 12/30/2022 | Bridge Club | 3 |
| 12/30/2022 | New Year Crafts | 1 |
| | **Month total** | **353** |

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

- December 6 – Newbery Project book club meeting at CES
- December 6 – Meeting with Schodack Island State Park staff about winter program collaborations
- December 9 – CPL Staff Development Day
- December 13 – Newbery Project book club meeting at CES

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

- December 1 – Adult Services Advisory Committee meeting at Rensselaer Public Library
- December 2 – Directors Association meeting (online meeting)
- December 5 – Administrative Committee meeting (online meeting)
- December 6 – Meeting with Schodack Island State Park staff about winter program collaborations
- December 7 – Mtg. w/Karen Strong on behalf of Agricultural Stewardship Assn. re: community progs. (online)
- December 8 – Sustainable Funding Committee meeting (online meeting)
- December 9 – CPL Staff Development Day
- December 12 – Village Board meeting
- December 13 – Bookmobile at Castle Hill senior housing
- December 13 – Meeting w/Schodack Town Supervisor re: StoryWalk in Town Park
- December 16 – Village Volunteer Appreciation Luncheon
- December 21 – Friends of CPL meeting

# Classes and Events at
# Castleton Public Library
## February 2023

## Weekly Events

**Pajama Storytime**
**Tuesdays at 6:00 p.m.** **February 7, 14, 21, 28.**
Feel free to wear your pajamas or bring a stuffed animal friend to this evening storytime! Ages birth-8.

**Learn & Play Storytime**
**Thursdays at 10:30 a.m.** **February 2, 9, 16, 23; March 2.**
Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement while building their early literacy and motor skills!

**Bridge Club**
**Fridays at 12:00 p.m.** **February 3, 10, 17, 24; March 3.**
Come play bridge with us! Geared toward beginners and players who need a refresher.

## Other Events

**Take & Make Craft Kit: Hearts and Crafts**
**Pick up anytime from Monday, February 6 through Saturday, March 4.**
This month's kit is all about hearts! Enjoy creating fun heart crafts that also make great decorations!

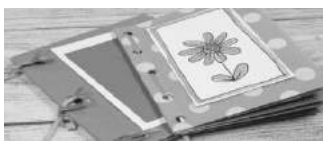
**Take Your Child to the Library Day**
**Saturday, February 4, 10:00 a.m. – 4:00 p.m.**
Visit to learn about all the fun you can have with us (and pick up a goodie bag!). Drop in for a special **storytime at 10:30**, and **drop in from 11:30-4:00 to make your own library card holder**!

**After Dinner Book Club – *Go Tell It on the Mountain* by James Baldwin**
**Monday, February 6, 7:00 p.m.**
Join us the first Monday of the month for a book discussion! Books available at the front desk.

**Valentine's Day Crafts**
**Thursday, February 9, 2:00-6:00 p.m.**
Get ready for Valentine's Day by making some fun crafts! Make crafts to give to someone you love and to decorate your home!

**Giant Connect Four**
**Saturday, February 11, 10:00 a.m. – 4:00 p.m.**
Bring a friend or family member to play a game of Connect 4 using our giant set.

**Afternoon Book Club – *The Invisible Kingdom: Reimagining Chronic Illness* by Meghan O'Rourke**
**Wednesday, February 15, 1:00 p.m.**
Join us the third Wednesday of each month for a book discussion! Books available at the front desk.



**Paper Bag Books**
**Wednesday, February 15, 3:00-7:00 p.m.**
Drop in at the library to create and decorate your own special book made from paper bags!

**Friends of CPL Meeting**
**Wednesday, February 15, 5:30 p.m.**
Want to help support and raise funds for CPL? Come join the Friends! All are welcome.

**Paper Plate Twisting Art**

**Saturday, February 18, 11:00 a.m. – 3:00 p.m.**

Create unique art using paper plates and paint in a cool color mixing activity! For all ages.

**Cool Science: Invisible Ink**

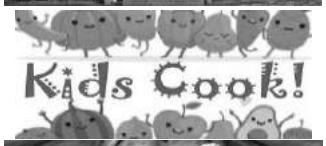
**Tuesday, February 21, 3:00-5:00 p.m.**

Create a secret message or drawing using invisible ink and then reveal it! Learn the science behind how the invisible ink and revealing solution work.

**CPL Board of Trustees Meeting**

**Tuesday, February 21, 7:00 p.m.**

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




**Kids Cook: Mini Pizzas**

**Wednesday, February 22, 4:00 p.m.**

Kids and teens are invited to the library to create custom mini pizzas!

**Special Visitor Storytime: All About Turtles**

**Thursday, February 23, 10:30 a.m.**

An environmental educator from Schodack Island State Park will join us for this special storytime all about turtles! Children will get to see and touch real turtle shells, bones, and skulls.

**Teen Time: No-Sew T-Shirt Bag**

**Thursday, February 23, 4:00 p.m.**

Bring an old T-shirt to turn into a cool bag you can use! For teens in 6th-12th grades.

**Styrofoam Stamps**

**Friday, February 24, 11:00 a.m. – 2:00 p.m.**

Learn the basics of stamp making with a material you can find just about anywhere. All ages welcome.

**Rainbow Scratch Art**

**Saturday, February 25, 10:00 a.m. – 4:00 p.m.**

Drop in to make cool rainbow scratch art using special paper!

**Pipe Cleaner Crafts**

**Tuesday, February 28, 3:00-6:00 p.m.**

Stop by to make a pipe cleaner monster, animal, or any other pipe cleaner craft you can imagine! All ages.

**After Dinner Book Club – *Plunder: A Memoir of Family Property and Nazi Treasure* by Menachem Kaiser**

**Monday, March 6, 7:00 p.m.**

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

## Please respond to our 2023 Community Survey by February 15!

**Whether you use CPL a lot, a little, or not at all, your feedback is very important to us and will help us to serve our community better! To access the survey:**

- Scan the QR code
- Visit tinyurl.com/CPL-2023Survey
- Pick up a paper form at the library

## 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