# Agenda
# Castleton Public Library Board of Trustees Meeting
## Regular Meeting, March 20, 2023 at 7:00pm

**Welcome**

**Pledge of Allegiance**

**Roll Call**

**Adoption of Agenda**

**Public Comment**

**New Business**

- None

**Old Business**

- Trustee continuing education
- Sustainable funding
- Long-range planning
- Library word-of-mouth advertising

**President's Report**

**Secretary's Report**

- Review of minutes from February 21, 2023
- Review of minutes from March 3, 2023

**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 – M. Johnston, L. Knaack
- Long Range Plan Committees:
  - Sustainable Funding (A. Mitchum, S. Mitchum)
  - Library Space (P. Cartwright, M. Johnston, C. Strainge)
  - Community Outreach & Visibility (K. Bielawa, L. Knaack)

**Announcements**

**Public Comment**

**Executive Session**

**Adjourn**

# Castleton Public Library

**Enriching Lives, Empowering Our Community, Encouraging Exploration**

## Castleton Public Library Funding Proposition to Voters in the Schodack Central School District – Q&A

**What is the library asking the community to decide in the May 2023 vote?**
The library's Board of Trustees is asking voters the Schodack Central School District to consider approving a tax to be paid by property owners in the district to fund a portion of the operating expenses of the Castleton Public Library.

**How will this affect school taxes?**
This vote deals with the library tax that would appear on the school tax bill. This vote does not impact school taxes. The school tax funds the school district, the library tax funds the library. They appear separately on the same bill and are paid at the same time, but the school district and the library are two separate entities. If the vote passes, the school district will not control, own, or fund the library. The library will continue to be in the same building and will operate in the same way it always has. We will continue to be part of the Upper Hudson Library System (UHLS) and we will continue to offer the same services you are used to, along with changes beginning in January 2024.

**Why is the Castleton Public Library pursuing a vote?**
Shifting our funding model to voter-approved measures increases transparency, awareness, and community control over the cost of public library services. Under NYS Board of Regents policy, public libraries are urged to shift tax support from general appropriations by towns to a direct public vote. This shift would reduce the Town of Schodack's appropriations for library services and provide taxpayers with the ability to determine the desired level of public library services. In addition, if the vote is successful, our library will be able to change our staffing and hours in a way that is not feasible through our current funding model.

**How is the library funded?**
Currently, the library's budget is primarily funded by an appropriation from the Town of Schodack, which are allocated by the Town Board to the Castleton Public Library (for 2023, this amount is $176,000 - 84.2% of our budget). Our other current public funding source is the Village of Castleton-on-Hudson ($14,000 - 6.7% of our 2023 budget). The library also receives small amounts of income from New York State, Rensselaer County, the Friends of the Castleton Public Library, grants, and donations.

**How will this affect my tax rate in future years?**
Any future increase in the tax rate would require voter approval at that time.

**Who is eligible to vote?**
An eligible voter is a person who is a citizen of the United States, at least 18 years of age, a resident of the Schodack Central School District at least 30 days prior to the vote, and who is not otherwise prohibited from voting.

**How would the library's funding change with the vote, if approved?**
If the vote passes, $159,000 of the library's budget would come from taxes paid by property owners in the Schodack Central School District. The library would reduce our request for an allocation from the Town of Schodack (this would be a reduction from $176,000 for 2023 to $88,000 for 2024). Funding from the Village of Castleton-on-Hudson would remain the same. The library would also continue to receive small amounts of income from New York State, Rensselaer County, the Friends of the Castleton Public Library, grants, and donations.

**What changes will be made if the vote is passed?**
If the proposition is approved, services offered to the community would include:

- Addition of Sunday hours (to begin January 2024)
- Addition of a full-time Programming and Outreach Librarian to more adequately serve the community (to begin January 2024).
- Expansion of library classes and events for children, teens, and adults
- Expansion of outreach services in the community
- These changes would be in addition to the library's continuing commitment to provide numerous services including: collections (physical and electronic), public computers and WiFi access, technology help, reference and research assistance, meeting room space, and copy/print/fax services.

**What will happen if the vote is not passed?**
If the proposition is not approved, the library will not expand our budget to add Sunday hours or add a full-time Programming and Outreach Librarian. The library would seek allocations from the Town of Schodack and the Village of Castleton-on-Hudson to maintain our current level of library service. If these allocations failed to cover operating expenses, the Board of Trustees of the Castleton Public Library would need to make difficult decisions to reduce services, collections, and/or programs.

# Castleton Public Library Board of Trustees Meeting

Tuesday, February 21, 2023 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; Meghan Johnston, 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

VIllage of Castleton board member Lissa D'Aquanni attended virtually, shared that Village board elections are March 21, and encouraged all Village residents to vote.

## New Business

**Annual Report to the Community:** Director Tacke presented the one-page annual report for sharing with the community. The adoption of the 2022 Annual Report to the Community was motioned by Trustee Cartwright and seconded by Trustee Knaack. Unanimously approved.

**New York State Annual Report:** The adoption of the NYS Annual Report for 2022 was motioned by Trustee Cartwright and seconded by Trustee Knaack. Unanimously approved.

**Annual Update Document for 2022**: The board reviewed annual financial update documents.

## Old Business

**Sustainable funding:** Director Tacke has discussed the Section 259 vote plan with the town supervisor, village mayor, and school district superintendent, and gave public comment at the most recent school board meeting; will formally put a letter in front of the board of education at their March meeting.

**Sustainable funding Resolution:** Approval of the Resolution below was motioned by Trustee Cartwright and seconded by Trustee Knaack. Unanimously approved. *[Note as of preparation of minutes: A revised version of this resolution is expected to be approved by the board at a special meeting]*

> **Resolution to Place a Proposition to Fund the Castleton Public Library on the May 2023 Schodack Central School District Ballot**
>
> RESOLVED: That the Trustees of the Castleton Public Library request that, pursuant to Section 259 of New York State Education Law, the Schodack Central School District Board of Education place the following proposition before the voters at the next (May, 2023) School District election:
>
> "Shall the sum of 159,000 Dollars ($) be raised by annual levy of a tax upon the taxable real property within the Schodack Central School District for the purpose of funding the Castleton Public Library"

**Long-range planning**: Over 200 responses to the public survey were received. Upper Hudson also facilitated a focus group on February 15 on behalf of our library. Further detail will be shared with trustees soon.
**Trustee continuing education**: Trustees communicated availability to Director Tacke and she will work with UHLS on scheduling the racial equity training that will satisfy the continuing education requirement for 2023.
**Library word-of-mouth advertising:** Director Tacke encouraged trustees to spread the word about the late March Paint & Punch evening event for older teens and adults.

## Reports

### President's Report

Included with sustainable funding report above.

### Secretary's Report

Trustee Cartwright motioned to approve the January 2023 meeting minutes. Seconded by Trustee A. Mitchum. Unanimously approved.

### Treasurer's Report

The library received NYS Education Bullet Aid of $25,000 which is now shown in the financial statements. Trustee Cartwright motioned to approve the January 2023 Check Detail Reports. Seconded by Trustee Knaack. Unanimously approved.

### Director's Report

Director Tacke presented statistics for January, with a comparison against previous years. Compared with intense distribution of kits during the earlier part of the COVID-19 pandemic, kit/prerecorded attendance has decreased; circulation and physical attendance continue to increase.

### Friends Report

The Friends of CPL have established their 2023 schedule of events. March will be their membership drive.

### Committee Reports

**Finance**: no report.
**Administrative**: did not meet.
**Operations/Capital Projects**: did not meet.
**Policy**: did not meet. Trustee Johnston will join this committee.
**Sustainable Funding**: Updates included above. On track for vote in May 2023 for funding that would go into effect for the 2024 budget.
**Library Space**: met and will plan to meet again after sustainable funding vote.
**Community Outreach & Visibility**: did not meet.

## Announcements

None.

## Public Comment

None.

## Executive Session

None.

## Adjournment

The meeting was adjourned at 7:41 pm.

# Addendum to February Castleton Public Library Board of Trustees Meeting Minutes

Friday, March 3, 2023 Special Meeting Minutes

## Welcome

The meeting was called to order by President Mitchum at 5:04 pm.

## Roll Call

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

## Sustainable Funding Proposition

Trustees met on Friday, March 3, 2023 to approve a revision to the wording of the proposed resolution that had previously been approved at the February board meeting.

The Board of Trustees accepted signatures collected by the Friends of the Library, as required by Section 259 of New York State Education Law, from 28 registered voters in the school district who are in support of placing this proposition on the ballot. The collected signatures will be provided, along with a letter requesting the ballot measure, to the Schodack Central School District Superintendent and Board of Education.

Approval of the Resolution below was motioned by Trustee Cartwright and seconded by Trustee Johnston. Unanimously approved.

> **Resolution to Place a Proposition to Fund the Castleton Public Library on the May 2023 Schodack Central School District Ballot**
>
> The Trustees of the Castleton Public Library respectfully request that, pursuant to Section 259 of New York State Education Law, the Schodack Central School District Board of Education place the following proposition before the voters at the next (May 16, 2023) School District election:
>
> "Resolved, that pursuant to Education Law, Section 259, the Board of Education of the Schodack Central School District is authorized to levy and collect an annual tax, separate and apart from the annual school district budget, in the amount of one hundred fifty-nine thousand dollars ($159,000), which shall be paid to the Castleton Public Library for the support and maintenance of the library; with this appropriated amount to be the annual appropriation until thereafter modified by a future vote of the electors of the Schodack Central School District."

## Adjournment

The meeting was adjourned at 5:08 pm.

The Castleton Public Library
## Check Detail
February 2023

| Type | Num | Date | Name | Account | Paid Amount | Original Amo... |
|---|---|---|---|---|---|---|
| **Bill Pmt -Check** | **DEBIT** | **02/01/2023** | **Google LLC** | **200.2 · Citizens Checking Account** | | **-18.00** |
| Bill | 4654387854 | 02/01/2023 | | 7410.4C · Equipment/Technology | -18.00 | 18.00 |
| TOTAL | | | | | -18.00 | 18.00 |
| **Bill Pmt -Check** | **DEBIT** | **02/02/2023** | **Facebook** | **200.2 · Citizens Checking Account** | | **-25.00** |
| Bill | 5883277488... | 02/02/2023 | | 7410.4L · Strategic Planning - Survey | -25.00 | 25.00 |
| TOTAL | | | | | -25.00 | 25.00 |
| **Bill Pmt -Check** | **DEBIT** | **02/06/2023** | **Amazon LLC** | **200.2 · Citizens Checking Account** | | **-19.96** |
| Bill | 1119600756... | 02/06/2023 | | 74104B1 · DVDs & Other Materials | -19.96 | 19.96 |
| TOTAL | | | | | -19.96 | 19.96 |
| **Bill Pmt -Check** | **DEBIT** | **02/07/2023** | **USPS** | **200.2 · Citizens Checking Account** | | **-66.47** |
| Bill | | 02/07/2023 | | 7410.4G · Postage | -66.47 | 66.47 |
| TOTAL | | | | | -66.47 | 66.47 |
| **Bill Pmt -Check** | **DEBIT** | **02/07/2023** | **Amazon LLC** | **200.2 · Citizens Checking Account** | | **-15.98** |
| Bill | 1112556426... | 02/07/2023 | | 7410.4D · Programs | -15.98 | 15.98 |
| TOTAL | | | | | -15.98 | 15.98 |
| **Bill Pmt -Check** | **DEBIT** | **02/07/2023** | **Amazon LLC** | **200.2 · Citizens Checking Account** | | **-75.94** |
| Bill | 1112556426... | 02/07/2023 | | 7410.4D · Programs | -75.94 | 75.94 |
| TOTAL | | | | | -75.94 | 75.94 |
| **Bill Pmt -Check** | **DEBIT** | **02/07/2023** | **Amazon LLC** | **200.2 · Citizens Checking Account** | | **-35.98** |
| Bill | 1112556426... | 02/07/2023 | | 74104B1 · DVDs & Other Materials | -35.98 | 35.98 |
| TOTAL | | | | | -35.98 | 35.98 |
| **Bill Pmt -Check** | **DEBIT** | **02/09/2023** | **Amazon LLC** | **200.2 · Citizens Checking Account** | | **-37.98** |
| Bill | 1112556426... | 02/09/2023 | | 7410.4D · Programs | -37.98 | 37.98 |
| TOTAL | | | | | -37.98 | 37.98 |
| **Bill Pmt -Check** | **DEBIT** | **02/10/2023** | **USPS** | **200.2 · Citizens Checking Account** | | **-3.47** |
| Bill | | 02/10/2023 | | 7410.4G · Postage | -3.47 | 3.47 |
| TOTAL | | | | | -3.47 | 3.47 |
| **Bill Pmt -Check** | **DEBIT** | **02/13/2023** | **Amazon LLC** | **200.2 · Citizens Checking Account** | | **-57.90** |
| Bill | 1119600756... | 02/13/2023 | | 74104B1 · DVDs & Other Materials | -57.90 | 57.90 |
| TOTAL | | | | | -57.90 | 57.90 |

The Castleton Public Library
## Check Detail
February 2023

| Type | Num | Date | Name | Account | Paid Amount | Original Amo... |
|---|---|---|---|---|---|---|
| **Bill Pmt -Check** | **DEBIT** | **02/14/2023** | **Amazon LLC** | **200.2 · Citizens Checking Account** | | **-70.95** |
| Bill | 1110800808... | 02/11/2023 | | 74104B1 · DVDs & Other Materials | -49.96 | 49.96 |
| | | | | 7410.4D · Programs | -20.99 | 20.99 |
| TOTAL | | | | | -70.95 | 70.95 |
| **Bill Pmt -Check** | **DEBIT** | **02/22/2023** | **Price Chopper** | **200.2 · Citizens Checking Account** | | **-58.65** |
| Bill | | 02/22/2023 | | 7410.4D · Programs | -58.65 | 58.65 |
| TOTAL | | | | | -58.65 | 58.65 |
| **Bill Pmt -Check** | **DEBIT** | **02/27/2023** | **USPS** | **200.2 · Citizens Checking Account** | | **-6.94** |
| Bill | | 02/27/2023 | | 7410.4G · Postage | -6.94 | 6.94 |
| TOTAL | | | | | -6.94 | 6.94 |
| **Bill Pmt -Check** | **3091** | **02/06/2023** | **Village of Castlet...** | **200.2 · Citizens Checking Account** | | **-5,295.01** |
| Bill | 84473 | 01/31/2023 | | 7410.1A · Gross wages - Director | -2,423.07 | 2,423.07 |
| | | | | 7410.1B · Gross wages - Librarian | -899.39 | 899.39 |
| | | | | 7410.1C · Gross wages - Assistant | -1,598.75 | 1,598.75 |
| | | | | 9030.8 · Social Security/Medicare | -373.80 | 373.80 |
| TOTAL | | | | | -5,295.01 | 5,295.01 |
| **Bill Pmt -Check** | **3092** | **02/13/2023** | **Charter Commun...** | **200.2 · Citizens Checking Account** | | **-96.32** |
| Bill | 1443984010... | 02/07/2023 | | 7410.4H · Telephone/Data Links | -96.32 | 96.32 |
| TOTAL | | | | | -96.32 | 96.32 |
| **Bill Pmt -Check** | **3093** | **02/21/2023** | **Berkshire Botani...** | **200.2 · Citizens Checking Account** | | **-120.00** |
| Bill | | 02/21/2023 | | 74104B6 · Museum Passes | -120.00 | 120.00 |
| TOTAL | | | | | -120.00 | 120.00 |
| **Bill Pmt -Check** | **3094** | **02/21/2023** | **OverDrive** | **200.2 · Citizens Checking Account** | | **-357.18** |
| Bill | 01080CO23... | 02/06/2023 | | 74104B2 · Electronic Content | -357.18 | 357.18 |
| TOTAL | | | | | -357.18 | 357.18 |
| **Bill Pmt -Check** | **3095** | **02/21/2023** | **Brodart** | **200.2 · Citizens Checking Account** | | **-753.14** |
| Bill | MULTIPLE | 02/21/2023 | | 74104B3 · Print Materials | -753.14 | 753.14 |
| TOTAL | | | | | -753.14 | 753.14 |
| **Bill Pmt -Check** | **3096** | **02/21/2023** | **Village of Castlet...** | **200.2 · Citizens Checking Account** | | **-5,475.65** |
| Bill | 84474 | 02/13/2023 | | 7410.1A · Gross wages - Director | -2,423.07 | 2,423.07 |
| | | | | 7410.1B · Gross wages - Librarian | -812.35 | 812.35 |
| | | | | 7410.1C · Gross wages - Assistant | -1,853.60 | 1,853.60 |
| | | | | 9030.8 · Social Security/Medicare | -386.63 | 386.63 |
| TOTAL | | | | | -5,475.65 | 5,475.65 |

The Castleton Public Library
## Check Detail
February 2023

| Type | Num | Date | Name | Account | Paid Amount | Original Amo... |
|---|---|---|---|---|---|---|
| **Bill Pmt -Check** | **3097** | **02/21/2023** | **The Hartford** | **200.2 · Citizens Checking Account** | | **-1,962.93** |
| Bill | | 02/08/2023 | | 7410.4I · Insurance | -1,962.93 | 1,962.93 |
| TOTAL | | | | | -1,962.93 | 1,962.93 |
| **Bill Pmt -Check** | **3098** | **02/27/2023** | **UHLS** | **200.2 · Citizens Checking Account** | | **-19.95** |
| Bill | 23-115 | 02/22/2023 | | 7410.4C · Equipment/Technology | -19.95 | 19.95 |
| TOTAL | | | | | -19.95 | 19.95 |

# The Castleton Public Library
## Reconciliation Summary
### 200.1 · Citizens Money Market, Period Ending 02/28/2023

| | Feb 28, 23 | |
|---|---|---|
| **Beginning Balance** | | 129,423.74 |
| **Cleared Transactions** | | |
| **Checks and Payments - 1 item** | -15,000.00 | |
| **Deposits and Credits - 2 items** | 181,370.78 | |
| **Total Cleared Transactions** | 166,370.78 | |
| **Cleared Balance** | | **295,794.52** |
| **Register Balance as of 02/28/2023** | | 295,794.52 |
| **Ending Balance** | | 295,794.52 |

# The Castleton Public Library
## Reconciliation Detail
### 200.1 · Citizens Money Market, Period Ending 02/28/2023

| Type | Date | Num | Name | Clr | Amount | Balance |
|---|---|---|---|---|---|---|
| **Beginning Balance** | | | | | | 129,423.74 |
| **Cleared Transactions** | | | | | | |
| **Checks and Payments - 1 item** | | | | | | |
| Transfer | 02/21/2023 | | | X | -15,000.00 | -15,000.00 |
| Total Checks and Payments | | | | | -15,000.00 | -15,000.00 |
| **Deposits and Credits - 2 items** | | | | | | |
| Deposit | 02/22/2023 | | | X | 181,339.33 | 181,339.33 |
| Deposit | 02/28/2023 | | | X | 31.45 | 181,370.78 |
| Total Deposits and Credits | | | | | 181,370.78 | 181,370.78 |
| Total Cleared Transactions | | | | | 166,370.78 | 166,370.78 |
| Cleared Balance | | | | | 166,370.78 | 295,794.52 |
| Register Balance as of 02/28/2023 | | | | | 166,370.78 | 295,794.52 |
| **Ending Balance** | | | | | **166,370.78** | **295,794.52** |

# The Castleton Public Library
## Reconciliation Summary
### 200.2 · Citizens Checking Account, Period Ending 02/28/2023

| | Feb 28, 23 | |
|---|---|---|
| **Beginning Balance** | | 31,297.95 |
| **Cleared Transactions** | | |
| **Checks and Payments - 23 items** | -18,854.89 | |
| **Deposits and Credits - 1 item** | 15,000.00 | |
| **Total Cleared Transactions** | -3,854.89 | |
| **Cleared Balance** | | **27,443.06** |
| **Uncleared Transactions** | | |
| **Checks and Payments - 5 items** | -2,225.63 | |
| **Total Uncleared Transactions** | -2,225.63 | |
| **Register Balance as of 02/28/2023** | | **25,217.43** |
| **Ending Balance** | | 25,217.43 |

# The Castleton Public Library
## Reconciliation Detail
### 200.2 · Citizens Checking Account, Period Ending 02/28/2023

| Type | Date | Num | Name | Clr | Amount | Balance |
|---|---|---|---|---|---|---|
| **Beginning Balance** | | | | | | 31,297.95 |
| **Cleared Transactions** | | | | | | |
| **Checks and Payments - 23 items** | | | | | | |
| Bill Pmt -Check | 01/24/2023 | 3081 | Village of Castleton-... | X | -5,276.87 | -5,276.87 |
| Bill Pmt -Check | 01/24/2023 | 3082 | Nielsen Direct, Inc. | X | -625.00 | -5,901.87 |
| Bill Pmt -Check | 01/24/2023 | 3084 | UHLS | X | -288.06 | -6,189.93 |
| Bill Pmt -Check | 01/26/2023 | 3089 | Destroyer Escort His... | X | -75.00 | -6,264.93 |
| Bill Pmt -Check | 01/30/2023 | 3090 | T-Mobile | X | -119.44 | -6,384.37 |
| Bill Pmt -Check | 02/01/2023 | DEBIT | Google LLC | X | -18.00 | -6,402.37 |
| Bill Pmt -Check | 02/02/2023 | DEBIT | Facebook | X | -25.00 | -6,427.37 |
| Bill Pmt -Check | 02/06/2023 | 3091 | Village of Castleton-... | X | -5,295.01 | -11,722.38 |
| Bill Pmt -Check | 02/06/2023 | DEBIT | Amazon LLC | X | -19.96 | -11,742.34 |
| Bill Pmt -Check | 02/07/2023 | DEBIT | Amazon LLC | X | -75.94 | -11,818.28 |
| Bill Pmt -Check | 02/07/2023 | DEBIT | USPS | X | -66.47 | -11,884.75 |
| Bill Pmt -Check | 02/07/2023 | DEBIT | Amazon LLC | X | -35.98 | -11,920.73 |
| Bill Pmt -Check | 02/07/2023 | DEBIT | Amazon LLC | X | -15.98 | -11,936.71 |
| Bill Pmt -Check | 02/09/2023 | DEBIT | Amazon LLC | X | -37.98 | -11,974.69 |
| Bill Pmt -Check | 02/10/2023 | DEBIT | USPS | X | -3.47 | -11,978.16 |
| Bill Pmt -Check | 02/13/2023 | 3092 | Charter Communicat... | X | -96.32 | -12,074.48 |
| Bill Pmt -Check | 02/13/2023 | DEBIT | Amazon LLC | X | -57.90 | -12,132.38 |
| Bill Pmt -Check | 02/14/2023 | DEBIT | Amazon LLC | X | -70.95 | -12,203.33 |
| Bill Pmt -Check | 02/21/2023 | 3096 | Village of Castleton-... | X | -5,475.65 | -17,678.98 |
| Bill Pmt -Check | 02/21/2023 | 3095 | Brodart | X | -753.14 | -18,432.12 |
| Bill Pmt -Check | 02/21/2023 | 3094 | OverDrive | X | -357.18 | -18,789.30 |
| Bill Pmt -Check | 02/22/2023 | DEBIT | Price Chopper | X | -58.65 | -18,847.95 |
| Bill Pmt -Check | 02/27/2023 | DEBIT | USPS | X | -6.94 | -18,854.89 |
| Total Checks and Payments | | | | | -18,854.89 | -18,854.89 |
| **Deposits and Credits - 1 item** | | | | | | |
| Transfer | 02/21/2023 | | | X | 15,000.00 | 15,000.00 |
| Total Deposits and Credits | | | | | 15,000.00 | 15,000.00 |
| Total Cleared Transactions | | | | | -3,854.89 | -3,854.89 |
| Cleared Balance | | | | | -3,854.89 | 27,443.06 |
| **Uncleared Transactions** | | | | | | |
| **Checks and Payments - 5 items** | | | | | | |
| Bill Pmt -Check | 01/23/2023 | 3086 | William C. Adams | | -105.00 | -105.00 |
| Bill Pmt -Check | 01/24/2023 | 3087 | Joelle Adler | | -17.75 | -122.75 |
| Bill Pmt -Check | 02/21/2023 | 3097 | The Hartford | | -1,962.93 | -2,085.68 |
| Bill Pmt -Check | 02/21/2023 | 3093 | Berkshire Botanical ... | | -120.00 | -2,205.68 |
| Bill Pmt -Check | 02/27/2023 | 3098 | UHLS | | -19.95 | -2,225.63 |
| Total Checks and Payments | | | | | -2,225.63 | -2,225.63 |
| Total Uncleared Transactions | | | | | -2,225.63 | -2,225.63 |
| Register Balance as of 02/28/2023 | | | | | -6,080.52 | 25,217.43 |
| **Ending Balance** | | | | | **-6,080.52** | **25,217.43** |

# The Castleton Public Library
## Profit & Loss
### February 2023

| | | Feb 23 |
|---|---|---|
| Ordinary Income/Expense | | |
| Income | | |
| 2082 · Library Charges | | |
| 2082.1 · Library Fines & Fees | | |
| 2082.11 · Fines | 1.00 | |
| 2082.13 · Copies, Prints and Faxes | 3.00 | |
| 2082.14 · Register Overage/Shortage | 0.00 | |
| Total 2082.1 · Library Fines & Fees | | 4.00 |
| Total 2082 · Library Charges | | 4.00 |
| 2360 · Intergovernmental Revenues | | |
| 2360.1 · Town of Schodack | 176,000.00 | |
| Total 2360 · Intergovernmental Revenues | | 176,000.00 |
| 2401 · Interest & Earnings | | 31.45 |
| 2705 · Gifts & Donations | | |
| 2705.1 · Friend's SRP | 1,000.00 | |
| 2705 · Gifts & Donations - Other | 4,335.33 | |
| Total 2705 · Gifts & Donations | | 5,335.33 |
| Total Income | | 181,370.78 |
| Gross Profit | | 181,370.78 |
| Expense | | |
| 7410.1 · Personal Services | | |
| 7410.11 · Employee Gross Wages | | |
| 7410.1A · Gross wages - Director | 2,423.07 | |
| 7410.1B · Gross wages - Librarian | 812.35 | |
| 7410.1C · Gross wages - Assistant | 1,853.60 | |
| Total 7410.11 · Employee Gross Wages | 5,089.02 | |
| Total 7410.1 · Personal Services | | 5,089.02 |
| 7410.4 · Contractual Expenses | | |
| 7410.4B · Library Materials | | |
| 74104B6 · Museum Passes | 120.00 | |
| 74104B3 · Print Materials | 753.14 | |
| 74104B2 · Electronic Content | 357.18 | |
| 74104B1 · DVDs & Other Materials | 163.80 | |
| Total 7410.4B · Library Materials | 1,394.12 | |
| 7410.4C · Equipment/Technology | 37.95 | |
| 7410.4D · Programs | 209.54 | |
| 7410.41 · Operations and Administrative | | |
| 7410.4G · Postage | 76.88 | |
| 7410.4H · Telephone/Data Links | 96.32 | |
| 7410.4I · Insurance | 1,962.93 | |
| Total 7410.41 · Operations and Administrative | 2,136.13 | |
| 7410.4K · Miscellaneous | | |
| 7410.4L · Strategic Planning - Survey | 25.00 | |
| Total 7410.4K · Miscellaneous | 25.00 | |
| Total 7410.4 · Contractual Expenses | | 3,802.74 |

# The Castleton Public Library
## Profit & Loss
### February 2023

| | Feb 23 |
|---|---|
| 9000 · Employee - Benefits | |
| 9030.8 · Social Security/Medicare | 386.63 |
| Total 9000 · Employee - Benefits | 386.63 |
| Total Expense | 9,278.39 |
| Net Ordinary Income | 172,092.39 |
| Net Income | **172,092.39** |

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

| | Jan - Feb 23 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 2082 · Library Charges | | | | |
| 2082.1 · Library Fines & Fees | | | | |
| 2082.11 · Fines | 6.97 | 0.00 | 6.97 | 100.0% |
| 2082.12 · Lost Books | 23.97 | 0.00 | 23.97 | 100.0% |
| 2082.13 · Copies, Prints and Faxes | 23.00 | 0.00 | 23.00 | 100.0% |
| 2082.14 · Register Overage/Shortage | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 2082.1 · Library Fines & Fees | 53.94 | 0.00 | 53.94 | 100.0% |
| Total 2082 · Library Charges | 53.94 | 0.00 | 53.94 | 100.0% |
| 2360 · Intergovernmental Revenues | | | | |
| 2360.1 · Town of Schodack | 176,000.00 | 176,000.00 | 0.00 | 100.0% |
| 2360.2 · Village of Castleton | 0.00 | 14,000.00 | -14,000.00 | 0.0% |
| 2360.3 · Rensselaer County | 0.00 | 3,325.00 | -3,325.00 | 0.0% |
| Total 2360 · Intergovernmental Revenues | 176,000.00 | 193,325.00 | -17,325.00 | 91.0% |
| 2401 · Interest & Earnings | 57.55 | 30.00 | 27.55 | 191.8% |
| 2705 · Gifts & Donations | | | | |
| 2705.1 · Friend's SRP | 1,000.00 | 1,000.00 | 0.00 | 100.0% |
| 2705 · Gifts & Donations - Other | 4,340.78 | 6,000.00 | -1,659.22 | 72.3% |
| Total 2705 · Gifts & Donations | 5,340.78 | 7,000.00 | -1,659.22 | 76.3% |
| 2760 · Library System Grants | | | | |
| 2760.3 · Grants - Library Renovation | 0.00 | 0.00 | 0.00 | 0.0% |
| 2760.1 · LLSA and ERATE (UHLS) | 0.00 | 1,435.00 | -1,435.00 | 0.0% |
| 2760.9 · Grants - Other | 25,000.00 | 1,000.00 | 24,000.00 | 2,500.0% |
| Total 2760 · Library System Grants | 25,000.00 | 2,435.00 | 22,565.00 | 1,026.7% |
| 599 · Appropriated Fund Balance | 0.00 | 10,645.00 | -10,645.00 | 0.0% |
| Total Income | 206,452.27 | 213,435.00 | -6,982.73 | 96.7% |
| Gross Profit | 206,452.27 | 213,435.00 | -6,982.73 | 96.7% |
| Expense | | | | |
| 7410.1 · Personal Services | | | | |
| 7410.11 · Employee Gross Wages | | | | |
| 7410.1A · Gross wages - Director | 9,548.90 | 63,000.00 | -53,451.10 | 15.2% |
| 7410.1B · Gross wages - Librarian | 3,429.45 | 24,140.00 | -20,710.55 | 14.2% |
| 7410.1C · Gross wages - Assistant | 6,357.70 | 54,300.00 | -47,942.30 | 11.7% |
| Total 7410.11 · Employee Gross Wages | 19,336.05 | 141,440.00 | -122,103.95 | 13.7% |
| Total 7410.1 · Personal Services | 19,336.05 | 141,440.00 | -122,103.95 | 13.7% |
| 7410.2 · Equipment & Capital Outlay | | | | |
| 7410.2A · Renovation of Library Space | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 7410.2 · Equipment & Capital Outlay | 0.00 | 0.00 | 0.00 | 0.0% |
| 7410.4 · Contractual Expenses | | | | |
| 7410.4B · Library Materials | | | | |
| 74104B6 · Museum Passes | 195.00 | 1,680.00 | -1,485.00 | 11.6% |
| 74104B5 · Magazines and Newspapers | 0.00 | 400.00 | -400.00 | 0.0% |
| 74104B4 · Audiobooks | 0.00 | 0.00 | 0.00 | 0.0% |
| 74104B3 · Print Materials | 1,695.85 | 9,400.00 | -7,704.15 | 18.0% |
| 74104B2 · Electronic Content | 1,857.62 | 6,270.00 | -4,412.38 | 29.6% |
| 74104B1 · DVDs & Other Materials | 288.55 | 1,900.00 | -1,611.45 | 15.2% |
| 7410.4B · Library Materials - Other | 228.58 | 1,220.00 | -991.42 | 18.7% |
| Total 7410.4B · Library Materials | 4,265.60 | 20,870.00 | -16,604.40 | 20.4% |
| 7410.4C · Equipment/Technology | 85.81 | 1,450.00 | -1,364.19 | 5.9% |
| 7410.4D · Programs | | | | |
| 74104D1 · Summer Reading Program | 0.00 | 4,250.00 | -4,250.00 | 0.0% |

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

| | Jan - Feb 23 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| 7410.4D · Programs - Other | 355.28 | 3,000.00 | -2,644.72 | 11.8% |
| Total 7410.4D · Programs | 355.28 | 7,250.00 | -6,894.72 | 4.9% |
| 7410.41 · Operations and Administrative | | | | |
| 7410.4A · Staff Development/Edu | 0.00 | 800.00 | -800.00 | 0.0% |
| 7410.4E · Automated Services | 998.00 | 4,110.00 | -3,112.00 | 24.3% |
| 7410.4G · Postage | 87.80 | 300.00 | -212.20 | 29.3% |
| 7410.4H · Telephone/Data Links | 192.80 | 1,250.00 | -1,057.20 | 15.4% |
| 7410.4I · Insurance | 1,962.93 | 2,575.00 | -612.07 | 76.2% |
| 7410.4F · Office and Library Supplies | 142.42 | 1,300.00 | -1,157.58 | 11.0% |
| 7410.4J · Professional Services | 105.00 | 480.00 | -375.00 | 21.9% |
| Total 7410.41 · Operations and Administrati... | 3,488.95 | 10,815.00 | -7,326.05 | 32.3% |
| 7410.4K · Miscellaneous | | | | |
| 7410.4L · Strategic Planning - Survey | 1,178.58 | 1,260.00 | -81.42 | 93.5% |
| 7410.4K · Miscellaneous - Other | 0.00 | 25.00 | -25.00 | 0.0% |
| Total 7410.4K · Miscellaneous | 1,178.58 | 1,285.00 | -106.42 | 91.7% |
| Total 7410.4 · Contractual Expenses | 9,374.22 | 41,670.00 | -32,295.78 | 22.5% |
| 9000 · Employee - Benefits | | | | |
| 9010.8 · NYS Retirement | 0.00 | 7,735.00 | -7,735.00 | 0.0% |
| 9030.8 · Social Security/Medicare | 1,468.50 | 10,750.00 | -9,281.50 | 13.7% |
| 9040.8 · Workers Comp | 0.00 | 900.00 | -900.00 | 0.0% |
| 9055.8 · Disability | 0.00 | 500.00 | -500.00 | 0.0% |
| 9060.8 · Health Insurance | | | | |
| 9060.81 · HRA Funding | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| 9060.8 · Health Insurance - Other | 709.33 | 8,940.00 | -8,230.67 | 7.9% |
| Total 9060.8 · Health Insurance | 709.33 | 10,440.00 | -9,730.67 | 6.8% |
| Total 9000 · Employee - Benefits | 2,177.83 | 30,325.00 | -28,147.17 | 7.2% |
| Total Expense | 30,888.10 | 213,435.00 | -182,546.90 | 14.5% |
| Net Ordinary Income | 175,564.17 | 0.00 | 175,564.17 | 100.0% |
| Net Income | **175,564.17** | **0.00** | **175,564.17** | **100.0%** |

# The Castleton Public Library
## Profit & Loss Forecast vs. Actual
January through February 2023

| | Jan - Feb 23 | Forecast | $ Over Forecast | % of Forecast |
|---|---|---|---|---|
| **Ordinary Income/Expense** | | | | |
| **Income** | | | | |
| **2082 · Library Charges** | | | | |
| **2082.1 · Library Fines & Fees** | | | | |
| 2082.11 · Fines | 6.97 | 13.71 | -6.74 | 50.8% |
| 2082.12 · Lost Books | 23.97 | 39.99 | -16.02 | 59.9% |
| 2082.13 · Copies, Prints and Faxes | 23.00 | 0.00 | 23.00 | 100.0% |
| 2082.14 · Register Overage/Shortage | 0.00 | 0.00 | 0.00 | 0.0% |
| **Total 2082.1 · Library Fines & Fees** | 53.94 | 53.70 | 0.24 | 100.4% |
| **Total 2082 · Library Charges** | 53.94 | 53.70 | 0.24 | 100.4% |
| **2360 · Intergovernmental Revenues** | | | | |
| 2360.1 · Town of Schodack | 176,000.00 | 159,260.00 | 16,740.00 | 110.5% |
| 2360.2 · Village of Castleton | 0.00 | 0.00 | 0.00 | 0.0% |
| 2360.3 · Rensselaer County | 0.00 | 0.00 | 0.00 | 0.0% |
| **Total 2360 · Intergovernmental Revenues** | 176,000.00 | 159,260.00 | 16,740.00 | 110.5% |
| **2401 · Interest & Earnings** | 57.55 | 3.61 | 53.94 | 1,594.2% |
| **2705 · Gifts & Donations** | | | | |
| 2705.1 · Friend's SRP | 1,000.00 | 1,000.00 | 0.00 | 100.0% |
| 2705 · Gifts & Donations - Other | 4,340.78 | 4,032.16 | 308.62 | 107.7% |
| **Total 2705 · Gifts & Donations** | 5,340.78 | 5,032.16 | 308.62 | 106.1% |
| **2760 · Library System Grants** | | | | |
| 2760.3 · Grants - Library Renovation | 0.00 | 0.00 | 0.00 | 0.0% |
| 2760.1 · LLSA and ERATE (UHLS) | 0.00 | 0.00 | 0.00 | 0.0% |
| 2760.9 · Grants - Other | 25,000.00 | 0.00 | 25,000.00 | 100.0% |
| **Total 2760 · Library System Grants** | 25,000.00 | 0.00 | 25,000.00 | 100.0% |
| **Total Income** | 206,452.27 | 164,349.47 | 42,102.80 | 125.6% |
| **Gross Profit** | 206,452.27 | 164,349.47 | 42,102.80 | 125.6% |
| **Expense** | | | | |
| **7410.1 · Personal Services** | | | | |
| **7410.11 · Employee Gross Wages** | | | | |
| 7410.1A · Gross wages - Director | 9,548.90 | 8,947.49 | 601.41 | 106.7% |
| 7410.1B · Gross wages - Librarian | 3,429.45 | 3,518.37 | -88.92 | 97.5% |
| 7410.1C · Gross wages - Assistant | 6,357.70 | 4,043.58 | 2,314.12 | 157.2% |
| **Total 7410.11 · Employee Gross Wages** | 19,336.05 | 16,509.44 | 2,826.61 | 117.1% |
| **Total 7410.1 · Personal Services** | 19,336.05 | 16,509.44 | 2,826.61 | 117.1% |
| **7410.2 · Equipment & Capital Outlay** | | | | |
| 7410.2A · Renovation of Library Space | 0.00 | 0.00 | 0.00 | 0.0% |
| **Total 7410.2 · Equipment & Capital Outlay** | 0.00 | 0.00 | 0.00 | 0.0% |
| **7410.4 · Contractual Expenses** | | | | |
| **7410.4B · Library Materials** | | | | |
| 74104B6 · Museum Passes | 195.00 | 75.00 | 120.00 | 260.0% |
| 74104B5 · Magazines and Newspapers | 0.00 | 0.00 | 0.00 | 0.0% |
| 74104B3 · Print Materials | 1,695.85 | 1,407.65 | 288.20 | 120.5% |
| 74104B2 · Electronic Content | 1,857.62 | 1,664.97 | 192.65 | 111.6% |
| 74104B1 · DVDs & Other Materials | 288.55 | 273.75 | 14.80 | 105.4% |
| 7410.4B · Library Materials - Other | 228.58 | 208.58 | 20.00 | 109.6% |
| **Total 7410.4B · Library Materials** | 4,265.60 | 3,629.95 | 635.65 | 117.5% |
| **7410.4C · Equipment/Technology** | 85.81 | 55.34 | 30.47 | 155.1% |
| **7410.4D · Programs** | | | | |
| 74104D1 · Summer Reading Program | 0.00 | 0.00 | 0.00 | 0.0% |
| 7410.4D · Programs - Other | 355.28 | 510.05 | -154.77 | 69.7% |
| **Total 7410.4D · Programs** | 355.28 | 510.05 | -154.77 | 69.7% |
| **7410.41 · Operations and Administrative** | | | | |
| 7410.4A · Staff Development/Edu | 0.00 | 0.00 | 0.00 | 0.0% |
| 7410.4E · Automated Services | 998.00 | 978.09 | 19.91 | 102.0% |
| 7410.4G · Postage | 87.80 | 15.15 | 72.65 | 579.5% |
| 7410.4H · Telephone/Data Links | 192.80 | 189.68 | 3.12 | 101.6% |
| 7410.4I · Insurance | 1,962.93 | 1,705.94 | 256.99 | 115.1% |
| 7410.4F · Office and Library Supplies | 142.42 | 217.82 | -75.40 | 65.4% |
| 7410.4J · Professional Services | 105.00 | 0.00 | 105.00 | 100.0% |
| **Total 7410.41 · Operations and Administrative** | 3,488.95 | 3,106.68 | 382.27 | 112.3% |
| **7410.4K · Miscellaneous** | | | | |
| 7410.4L · Strategic Planning - Survey | 1,178.58 | | | |
| 7410.4K · Miscellaneous - Other | 0.00 | 21.48 | -21.48 | 0.0% |
| **Total 7410.4K · Miscellaneous** | 1,178.58 | 21.48 | 1,157.10 | 5,486.9% |
| **Total 7410.4 · Contractual Expenses** | 9,374.22 | 7,323.50 | 2,050.72 | 128.0% |

# The Castleton Public Library
## Profit & Loss Forecast vs. Actual
January through February 2023

| | Jan - Feb 23 | Forecast | $ Over Forecast | % of Forecast |
|---|---|---|---|---|
| 9000 · Employee - Benefits | | | | |
| 9010.8 · NYS Retirement | 0.00 | 0.00 | 0.00 | 0.0% |
| 9030.8 · Social Security/Medicare | 1,468.50 | 1,252.55 | 215.95 | 117.2% |
| 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 | 709.33 | 0.00 | 709.33 | 100.0% |
| Total 9000 · Employee - Benefits | 2,177.83 | 1,252.55 | 925.28 | 173.9% |
| Total Expense | 30,888.10 | 25,085.49 | 5,802.61 | 123.1% |
| Net Ordinary Income | 175,564.17 | 139,263.98 | 36,300.19 | 126.1% |
| **Net Income** | **175,564.17** | **139,263.98** | **36,300.19** | **126.1%** |

# The Castleton Public Library
## Balance Sheet
### As of February 28, 2023

| | Feb 28, 23 |
|---|---|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 200.1 · Citizens Money Market | 295,794.52 |
| 200.2 · Citizens Checking Account | 25,217.43 |
| 200.9 · Petty Cash | 50.00 |
| Total Checking/Savings | 321,061.95 |
| Other Current Assets | |
| 395 · Deposits with Other Government | 5,000.00 |
| Total Other Current Assets | 5,000.00 |
| Total Current Assets | 326,061.95 |
| TOTAL ASSETS | **326,061.95** |
| 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 | 145,424.80 |
| Net Income | 175,564.17 |
| Total Equity | 326,061.97 |
| TOTAL LIABILITIES & EQUITY | **326,061.95** |

# Director's Report – February

## February 2023 – Usage Statistics in Comparison

| | Feb. 2023 | Feb. 2022 | % Change, 2023 vs. 2022 | Feb. 2021 | % Change, 2023 vs. 2021 |
|---|---|---|---|---|---|
| **Circulation** | | | | | |
| Circulation of materials at CPL | 1,582 | 1,635 | -3.2% | 1,575 | +0.4% |
| Items loaned to other libraries | 417 | 290 | +43.8% | 541 | -22.9% |
| Items borrowed from other libraries | 784 | 705 | +11.2% | 775 | +1.2% |
| eContent circulation | 557 | 527 | +5.7% | 588 | -5.3% |
| **Programming** | | | | | |
| Number of programs offered | 27 | 19 | +42.1% | 17 | +58.8% |
| Program attendance – in-person | 201 | 68 | +195.6% | 4 | +4,925% |
| Program attendance – live virtual | 0 | 16 | -100% | 8 | -100% |
| Program attendance – kits and prerecorded virtual* | 118 | 183 | -35.5% | 382 | -69.1% |
| Total program attendance | 319 | 267 | +19.5% | 394 | -19% |
| **Public Computer Use** | | | | | |
| Public Computer Sessions | 9 | 15 | -40% | 0** | N/A |
| WiFi Use - daily unique users | 478 (4.6 GB) | 469 (3.3 GB) | +1.9% | 322 (5.5 GB) | +48.4% |
| WiFi Hotspot Use | 55.98 GB | 6.21 GB | +801.4% | 8.73 GB | +541.2% |
| **Marketing Reach** | | | | | |
| Website visits | 872 | 776 | +12.4% | 955 | -8.7% |
| Website unique visitors | 460 | 371 | +24% | 532 | -13.5% |
| Email newsletter list size | 1,598 | 1,479 | +8% | 1,413 | +13.1% |
| Facebook page followers | 1,231 | 941 | +30.8% | 870 | +41.5% |
| Facebook total reach | 10,556 | 2,093 | +404.3% | 17,119 | -38.3% |

* = 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.

## Programs – February

| | | |
|---|---|---|
| 2/2/2023 | Learn & Play Storytime | 19 |
| 2/3/2023 | Bridge Club | 8 |
| 2/4/2023 | Take Your Child to the Library Day | 13 |
| 2/6/2023 | Take & Make Kit: Hearts & Crafts | 118 |
| 2/6/2023 | Computer Help | 1 |
| 2/6/2023 | After Dinner Book Club | 4 |
| 2/7/2023 | Pajama Storytime | 5 |
| 2/9/2023 | Learn & Play Storytime | 16 |
| 2/9/2023 | Valentine's Day Crafts | 22 |
| 2/10/2023 | Bridge Club | 5 |
| 2/11/2023 | Giant Connect Four | 6 |
| 2/14/2023 | Castle Hill Bookmobile | 5 |
| 2/14/2023 | Pajama Storytime | 2 |
| 2/15/2023 | Afternoon Book Club | 5 |
| 2/15/2023 | Paper Bag Books | 3 |
| 2/16/2023 | Learn & Play Storytime | 15 |
| 2/17/2023 | Bridge Club | 4 |
| 2/18/2023 | Paper Plate Twisting Art | 19 |
| 2/21/2023 | Cool Science: Invisible Ink | 8 |
| 2/21/2023 | Pajama Storytime | 3 |
| 2/22/2023 | Kids Cook: Mini Pizzas | 17 |
| 2/23/2023 | Teen Time: No-Sew T-Shirt Bags | 0 |
| 2/24/2023 | Styrofoam Stamps | 4 |
| 2/24/2023 | Bridge Club | 7 |
| 2/25/2023 | Rainbow Scratch Art | 3 |
| 2/28/2023 | Pipe Cleaner Crafts | 0 |
| 2/28/2023 | Pajama Storytime | 7 |
| | **Month total** | **319** |

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

- None

**Director – Meetings, Outreach, and Continuing Education (February)**

- February 2 – Sustainable Funding Committee meeting (virtual meeting)
- February 3 – Directors Association meeting at UHLS offices, Albany
- February 8 – Meeting with Village of Castleton Mayor Joe Keegan re: library budget vote and buildings/grounds improvement projects
- February 9 – New York Library Association (NYLA) joint Conference Curators & Continuing Education Committee meeting (viewed recording of 1-hour informational session)
- February 9 – New York Library Association (NYLA) Leadership and Management Section (LAMS) board meeting (virtual meeting)
- February 13 – Meeting with SCSD Superintendent Jason Chevrier, Business Administrator Brian Carey, and Office Manager Michele Reickert re: library budget vote
- February 13 – Village Board meeting
- February 14 – Bookmobile at Castle Hill senior housing
- February 15 – Friends of CPL meeting
- February 16 – Meeting with Schodack Town Supervisor Charles Peter and Councilperson Tracey Rex re: library budget vote
- February 16 – Attended Schodack Central School District Board of Education meeting to give public comment about budget vote
- February 21 – Library Space Committee meeting
- February 22 – New York Library Association (NYLA) Continuing Education Committee (CEC) meeting (virtual meeting)
- February 24 – Meeting with Matt Corey, North Country Library System, and Judith Wines, UHLS, regarding guidance on budget vote (virtual meeting)
- February 27 – Village Board meeting

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

## Weekly Events

**Pajama Storytime**
**Tuesdays at 6:00 p.m. April 4, 11, 18, 25; May 2.**
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. April 6, 13, 20, 27; May 4.**
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 10:30 a.m. April 7, 14, 21, 28; May 5.**
Come play bridge with us! Geared toward beginners and players who need a refresher.

## Other Events

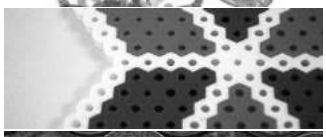
**Take & Make Craft Kit: Earth Crafts**
**Pick up anytime from Monday, April 3 through Saturday, April 29.**
Celebrate Earth Day by making the fun crafts and decorations in this kit!

**After Dinner Book Club – *The Last Thing He Told Me: A Novel* by Laura Dave**
**Monday, April 3, 7:00 p.m.**
Join us the first Monday of each month for a book discussion! Books available at the front desk.

**Spring Crafts**
**Thursday, April 6, 2:00-6:00 p.m.**
Get excited about warmer weather and growing plants with spring-themed crafts! All ages welcome.

**Make a Paper Snail**
**Friday, April 7, 11:00 a.m. - 2:00 p.m.**
Drop in to celebrate April showers as you create your own toy paper snail. All ages welcome.

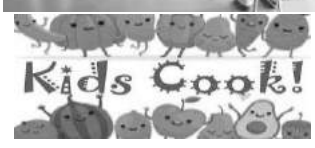
**Marble Run Fun**
**Saturday, April 8, 10:00 a.m. – 4:00 p.m.**
Design & build a unique maze for a marble to go through, then drop a marble in and watch it work!



**Perler Bead Crafts**
**Monday, April 10, 12:00-6:00 p.m.**
Use your imagination to make awesome creations with perler beads! All ages welcome.

**Cool Science: Polishing Pennies**
**Tuesday, April 11, 3:00-5:00 p.m.**
Join us to learn about the science that makes a dirty penny shiny again!

**Chair Yoga (SEATS ARE LIMITED; REGISTRATION IS REQUIRED)**
**Wednesday, April 12, 10:00 a.m.**
**Registration required: call 518-732-0879 or email director@castletonpubliclibrary.org.** With instructor Judi England. Chair yoga is a fun, accessible way to reduce stress and to build flexibility, balance, and strength. For all levels of ability & challenges. Bring a yoga tie (or a necktie, belt, or a piece of fabric), and wear comfortable clothing. Sponsored by Albany Guardian Society.

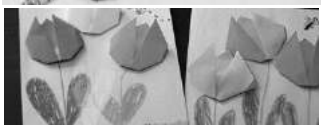



**Kids Cook: PB&J Tacos**
**Wednesday, April 12, 4:00 p.m.**
Join us to make delicious bread tacos using peanut butter, jelly, fruit, graham crackers, and honey!

**Friends of CPL Meeting**
**Wednesday, April 12, 5:30 p.m.**
Want to help support and raise funds for CPL? Come join the Friends! All are welcome.

**Special Visitor Storytime: All About Owls**
**Thursday, April 13, 10:30 a.m.**
An environmental educator from Schodack Island State Park will join us for this special storytime all about owls. We'll dissect mock owl pellets to discover how and what owls eat!

**Teen Time: Magazine Bead Jewelry**
**Thursday, April 13, 4:00 p.m.**
Create unique beads using recycled magazine pages and glue, then design jewelry using your beads! For teens in 6th-12th grades.



**Paper Tulips**
**Friday, April 14, 11:00 a.m. - 2:00 p.m.**
Celebrate spring by making art featuring simple origami tulips! All ages welcome.

**Marshmallow Peeps Slime**
**Saturday, April 15, 11:00 a.m. - 3:00 p.m.**
Do you like eating Peeps candy? Do you like making slime? Combine both activities by making a special, stretchy slime using Peeps! All ages welcome.

**CPL Board of Trustees Meeting**
**Monday, April 17, 7:00 p.m.**
Monthly meeting of the library's Board of Trustees. Members of the public are welcome.

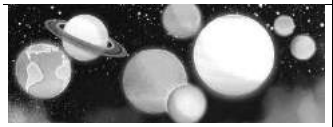
**Afternoon Book Club – *Crying in H Mart: A Memoir* by Michelle Zauner**
**Wednesday, April 19, 1:00 p.m.**
Join us the third Wednesday of each month for a book discussion! Books available at the front desk.

**Duct Tape Crafts**
**Thursday, April 20, 2:00-6:00 p.m.**
Make wallets, bow ties, flowers, and more! All ages welcome.

**Friends of CPL Bottle & Can Drive**
**Saturday, April 22 through Saturday, April 29**
Save us your empties! Bring your returnable bottles and cans to the library **any time during our open hours** from **Saturday, 4/22 through Saturday, 4/29**. All proceeds benefit the Friends of CPL.

**Build with Keva Planks**
**Wednesday, April 26, 3:00-7:00 p.m.**
Drop in and make a tower or other exciting structure using Keva Planks! All ages welcome.

**After Dinner Book Club – *Fuzz: When Nature Breaks the Law* by Mary Roach**
**Monday, May 1, 7:00 p.m.**
Join us the first Monday of each month for a book discussion! Books available at the front desk.



**Outer Space Crafts**
**Tuesday, May 2, 3:00-6:00 p.m.**
Come to the library to make fun crafts that are out of this world! All ages welcome.

**Friends of CPL Plant Sale**
**Saturday, May 6, 10:00 a.m. - 1:00 p.m.**
**Location: River Rest (Corner of Scott Avenue and Main Street), Castleton, NY 12033**
All proceeds benefit the library! An assortment of vegetable plants and flowers will be available.

| **Castleton Public Library** | **Library Hours:** |
|---|---|
| 85 S. Main Street, Castleton, NY 12033 | Monday-Wednesday – 12:00-8:00 p.m. |
| Phone: 518-732-0879 | Thursday-Friday – 10:00 a.m. – 6:00 p.m. |
| www.castletonpubliclibrary.org | Saturday – 10:00 a.m. – 4:00 p.m. |
| www.facebook.com/castletonpubliclibrary | Sunday – Closed |