Agenda
Castleton Public Library Board of Trustees Meeting
Virtual Meeting, May 17, 2021 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business
- Policy revision – Financial Policies
- New policy – Art Exhibition Policy

Old Business
- Library word-of-mouth advertising
- Reopening process

President's Report

Secretary's Report
- Review of minutes and transcript from April 19, 2021

Treasurer's Report

Director's Report

Friends Report

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

Announcements

Public Comment

Executive Session

Adjourn

Castleton Public Library

Financial Policies

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Purpose

The policies and procedural guidelines are designed to:

- protect the assets of the Library;
- ensure the maintenance of accurate records of the Library's financial activities;
- provide a framework of operating standards and behavioral expectations; and,
- ensure compliance with federal, state and local legal and reporting requirements

Exceptions to written policies may only be made with the prior approval of the Finance Committee or the Board of Trustees. Changes or amendments to these policies may be approved by the Board of Trustees at any time. A complete review of the policies shall be conducted annually by the Finance Committee or other Board designee.

All personnel with financial responsibilities are expected to be familiar with and operate within the parameters of these policies.

General Accounting Practices

The Castleton Public Library (the Library) follows the Generally Accepted Accounting Principles and accounting guidelines set forth by the New York State Comptroller in the *Financial Management Guide for Local Governments.*

Financial Statements are prepared using the modified accrual basis of accounting.

The following individuals are authorized to sign checks on behalf of the Castleton Public Library:

President

Treasurer

One additional Trustee as authorized by the Library's Board of Trustees

Director

Checks written for more than $249 require two Trustee signatures.

Investment Policy

It is the policy of the Library to invest public funds in a manner which will provide the highest return with the maximum security while meeting cash flow demands. All investments will conform to all applicable laws and regulations governing the investment of public funds, including those of the New York State Comptroller.

Objective

The Primary Objectives of the Library's financial investments are, in priority order:

a. Safety of Principal – Safety of principal is the foremost objective. All investments shall be undertaken in a manner that seeks first to preserve capital and second to fulfill other investment objectives.

b. Liquidity – The Library's investment portfolio will remain sufficiently liquid to enable the Library to meet all operating requirements which might be reasonably anticipated.

c. Return on Investments (Yield) – The Library's investments should generate the highest available return without sacrificing the first two objectives.

Funds

The Board may establish funds for money and securities of the Library. All monies from whatever source derived will be receipted into funds established by the Board under authority of law. The authorized funds are as follows:

d. Library Operating Fund – All money collected from tax levies, interest on investments, government, fees, fines, and other revenues shall be deposited into the "Library Operating Fund," and must be budgeted and expended in the manner required by law.

Delegation of Authority

e. The Director and Treasurer shall implement the investment program and establish investment procedures consistent with this policy. No person may engage in an investment transaction except as provided under the terms of this policy.

Deposit Requirements

f. The Library's Board of Trustees shall designate its public depositories. Any eligible financial institution that has offices within the State of New York may become a public depository of the funds of the Library.

Reporting

g. The Treasurer shall provide the Board of Trustees with monthly reports which clearly provide the following information regarding the investment portfolio:

   i. types of investment and cash position

   ii. depository institutions

   iii. principal balances

Ethics and Conflicts of Interest

h. Those involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the Library investment program, or that could impair their ability to make impartial decisions.

Electronic Transfers

i. The following type of transactions may be conducted by electronic transfer between financial institutions in order to expedite the transfer of funds as well as maximize interest earnings:

   i. All investment transfers for certificates of deposit and savings accounts authorized by the Treasurer of the Board of Trustees

   ii. Payroll for Library employees

   iii. To satisfy long-term bond or debt obligations when required by a depository trust company.

j. The Treasurer or designated fiscal officer will maintain appropriate documentation of the transactions so these may be audited as required by statute.

Purchasing Policy

The Castleton Public Library establishes this purchasing policy in order to comply with the General Municipal Law of the State of New York, generally accepted auditing standards, and the principles of responsible fiscal management.

1. Only the Director or another person designated by the Board of Trustees may commit the Library to make purchases. Further, with the few exceptions described herein and those purchases requiring action to secure the immediate safety of employees or the public, all purchases require advanced planning and the adherence to the processes outlined in this policy and procedures established by the Director and Treasurer.
2. Materials, equipment, supplies, and services purchased by the Library shall be of a quality and quantity required to serve the functions of the Library in a satisfactory manner.
3. It is the responsibility of the Director or another person designated by the Board of Trustees to secure the required bids or to investigate alternative suppliers to ensure the most economical purchase of required items. The process of securing quotes and/or bids is further described in this policy.
4. All purchases will have a budgetary appropriation. All budgetary transfers will be reported to the Board of Trustees and their approval documented.
5. The Library Director shall have the authority to pay all claims made for purchase within the constraints of the approved budget and report such activity to the Board of Trustees on a monthly basis.
6. The unintentional failure to fully comply with the provisions of General Municipal Law, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Library or any officer or employee thereof.

Purchasing Procedure

The Director, in consultation with the Library's auditors and with their approval, shall be responsible for establishing and updating procedures for the proper and cost-effective documentation of purchases.

1. The Director or another designated staff member may purchase goods or services with a value up to $499 and which are included in the library's annual budget or in an approved capital plan. Documentation is to include:
    a. Original itemized receipt including an itemized description of the purchase, the quantity ordered and the vendor.
    b. When applicable, a copy of the packing list attached, initialed, and dated by the person checking in the shipment.
    c. Hard-copy print-out of items ordered on-line.

Requirements for Obtaining Quotes and Bids

With the understanding that purchases of library materials are often available through statewide or national discount programs for libraries, the Board of Trustees establishes the following policy related to bids:

1. Library Materials: Books, magazines, A/V, and other such materials intended for patron use are generally purchased from vendors offering volume discounts or vendors offering a State contract discount program. Materials available only from the publisher are generally purchased with little or no discount.
2. Capital and One-Time Purchases: The following schedule is related to capital or one-time purchases of non-library materials (i.e., equipment, furniture, etc.) where individual items are at the stated prices and for which there are sufficient budget appropriations. All involved in the purchase process shall be aware of prevailing state contracts or other previously arranged discount programs for which the Library is eligible. The following is a list of purchase amounts and requirements:
    a. Purchases up to $499 require the Director's approval.
    b. Purchases up to $4,999 require three documented oral quotes.
    c. Purchases up to $9,999 require three written quotes.
    d. Purchases written for $10,000 or more require a formal bid process approved by the Board of Trustees.
3. Items not subject to bid
    a. Professional services such as an auditor, attorney, architect or engineer, which involve specialized expertise, use of professional judgment, and/or a high degree of creativity.

b. Emergencies arising from an accident or other unforeseen occurrence, a situation in which public buildings, property, or residents are at risk, or immediate action is required that cannot await competitive bidding.

4. Any contract awarded to other than the lowest responsible dollar bid shall require justification and documentation, setting forth the reasons such an award furthers the purpose of Section 104-b of General Municipal Law.

   The Library will comply with all New York State requirements for public works projects.

Credit Card/Debit Card Policy

The Library Director is authorized to use the Library's credit/debit card to make purchases without prior approval up to $249/purchase. The Library Director will need prior approval from two authorized trustee check signers to make any purchase that exceeds $249.

Record Retention and Disposition

Records are filed and stored by the Library Director in compliance with the *New York State Records Retention and Disposition Schedule LGS-1*.

Document History

Approved: January 20,2014

Last Updated: May 17, 2021

Art Exhibition Policy

Purpose

Castleton Public Library has developed an Art Exhibition Program to further the library's established mission (Enriching Lives, Empowering Our Community, Encouraging Exploration). The Art Exhibition Program builds the cultural vitality of the Castleton/Schodack area by presenting rotating exhibitions that include work by regional artists and from local collections. The Library aims to enrich the experience of patrons and the local community through exhibition programing, while providing new opportunities for contemporary artists.

Policy

The Art Exhibition Policy defines the criteria by which the library selects artwork to be exhibited in its facilities through this program. Artwork for display in Castleton Public Library will be exhibited in accordance with the mission, goals, and objectives of the library. The following exhibition criteria will be applied:

1. The Art Exhibition Program will make selections with a priority to artists who live, work, or are otherwise closely connected with Castleton/Schodack.
2. The artwork must meet standards for art exhibited in a public space, focusing on themes that have a broad appeal to diverse and intergenerational audiences.
3. Proposed exhibits should be suitable for viewing by all ages.
4. Artwork must have high artistic merit.
5. To be considered for exhibition, artists must follow submission guidelines. The Library will determine the selection, content, arrangement, and location of all exhibitions. The library reserves the right to cancel an exhibition at any time for any reason. Legal, contractual, and financial procedures must follow library policies and approval processes.
6. The views expressed in the artwork exhibitions at Castleton Public Library are those of the artists and not necessarily those of the library, its staff, or supporting organizations.

General Guidelines and Procedures

1. All items placed on exhibit in the library are done so at the exhibitor's risk. While effort will be made to protect exhibits, the library assumes no responsibility for damage or theft of any of the exhibitor's property. For any exhibits valued over $2,500, the exhibitor must provide proof of insurance coverage and a copy of that coverage must be on file with the Director.
2. All exhibitors must complete an Exhibitor's Agreement and Inventory Form, which indicates all items on display and their estimated value. By signing, the exhibitor confirms the display dates and agrees to hold the library harmless from liability in case of damage, loss or theft.
3. The period of an exhibit is three months unless otherwise arranged with the Director. Exhibitors are expected to keep their exhibits on display for the full three months. Any

changes in the exhibit during the three-month period must be made by the exhibitor or the exhibitor's representative and approved by the Director.

4. Appointments must be made with Library staff for installation, modification, and removal of exhibits. All setup and takedown must be done by the exhibitor; library staff cannot help with setup or takedown. Exhibits must present no fire, safety, or personal hazard.
5. The exhibitor is responsible for creating signage for their exhibit. All signage for exhibits must be approved in advance by the Director.
6. All transactions of sales of exhibited material are strictly between the exhibitor and purchaser; library staff shall not be responsible for handling any money from the sale of items displayed. Any items sold during a display period shall remain on display until such time as all items are scheduled to be removed from the exhibit. Exhibitors may prepare information sheets containing exhibitor contact and pricing information; these sheets shall be available only at the library's Circulation Desk. No prices shall be on display in the exhibit.
7. The library will visibly post a notice near the exhibit stating that it does not advocate or endorse the viewpoints of exhibits and exhibitors.
8. Exhibits may not be used for commercial, political campaigning, or advertising purposes.
9. Posted information about exhibited pieces may include exhibitor's contact information. Additionally, the exhibitor's name and telephone number will be made available to any patron upon request.
10. Exhibits must be set up and removed during library hours. Arrangements for use of tables, hanging rods, hangers, or ladders should be made in advance with the Director.
11. The library cannot provide storage space for artwork or other materials.
12. The library reserves the right to refuse or remove any material judged unsuitable or to rescind an exhibit for violation of these guidelines.
13. Grievances regarding exhibit policy decisions may be sent, in writing, to the library director to be considered within 30 days of the decision.

Art Exhibition Program – Submissions

Castleton Public Library accepts submissions from individual artists, as well as curatorial proposals from artists/curators.

All work must be original. Email complete submissions to director@castletonpubliclibrary.org. No phone call interviews or walk-in interviews will be accepted. Incomplete submissions will be disqualified.

Each submission must include:

- Visual representations of the artist's or group's body of work proposed for exhibition (maximum of 20 items). This should be delivered via a website link or link to Google Drive or a Dropbox folder.
- Dimensions (height, width, and depth, in inches) for all pieces proposed for exhibition
- Artist statement or curatorial statement
- A resume outlining the artist's/curator's career
- Contact information including:
    - Legal name (including alias if applicable)
    - Address and phone number
    - Email address
    - Website and social media links

Submissions will be reviewed four times a year. Artists/curators/groups will be notified if their submission is selected. Artists/curators/groups who are not selected are welcome to reapply.

The Director will invite selected artists/curators/groups for an interview. When an interview appointment is made, the artist/curator/group will be requested to bring visual representation of the proposed artwork or exhibition. Final selections will be made after this interview.

Artists or groups who have exhibited at the Castleton Public Library are not eligible for resubmission for 2 years. Preference is given to artists who have never exhibited at Castleton Public Library. Works previously displayed at Castleton Public Library are not eligible to be shown again.

Exhibitor's Agreement and Inventory Form

Exhibitor Name: _____

Address: _____

Email: _____ Phone: _____

The Exhibitor intends to display the following items at Castleton Public Library from

_____ through _____:

Item	Value
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(For additional items, use reverse side or attach separate sheet)

I understand that Castleton Public Library assumes no responsibility for the items listed above. I further understand that the display will not be installed nor removed until a mutually-agreed upon date and time. Any changes must be approved in advance by the Director.

_____ _____
Signature of Exhibitor Date

_____ _____
Signature of Library Director Date

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

June 2021

Our Take-Home Kits

Cool Science at Home: Paper Rockets

Kit available for pick-up at the library from June 1 through June 25

In this month's science exploration, make your own paper rockets and learn about the science behind how they work! The how-to video and handout will be added to our Cool Science playlist on 6/1. Pick up the kit anytime from 6/1-6/25. Full Cool Science playlist here: **tinyurl.com/CPL-Science**

Take & Make Crafts: Rainbow Crafts

Kit available for pick-up at the library from June 1 through June 25

Brighten up your day with rainbow-themed crafts!The how-to video will be added to our Take & Make Crafts playlist on 6/1. Pick up the kit anytime from 6/1-6/25. Full Take & Make Crafts playlist here: **tinyurl.com/CPL-Crafts**

Teen Time Kit: Design Your Journal

Available for pick-up at the library from June 1 through June 25 (6th-12th grades only)

Take a blank journal and make it your own with fun decorations and designs! Teens in 6th-12th grades are invited to pick up a kit at the library any time from 6/1 through 6/25.

Take & Make Crafts: Patriotic Crafts

Kit available for pick-up at the library from June 26 through July 3

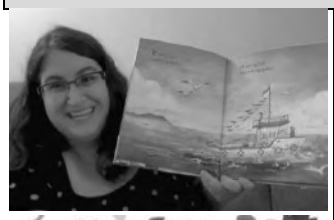
Get ready for the 4th of July with some fun crafts to celebrate and decorate your home! The how-to video will be added to our Take & Make Crafts playlist on 6/26. Pick up the kit anytime from 6/26-7/3. Full Take & Make Crafts playlist here: **tinyurl.com/CPL-Crafts**

Cool Science at Home: Parachutes

Kit available for pick-up at the library from June 26 through July 10

Make your own miniature parachute and learn about the science behind how gravity and other forces work! The how-to video and handout will be added to our Cool Science playlist on 6/26. Pick up the kit anytime from 6/26-7/10. Full Cool Science playlist here: **tinyurl.com/CPL-Science**

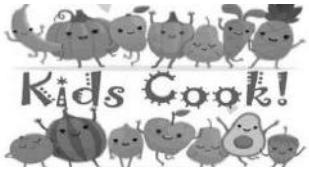
Our Events – In-Person and Online



Virtual Storytime with Miss Joelle

New episode posted every Wednesday – June 2, 9, 16, 23, 30.

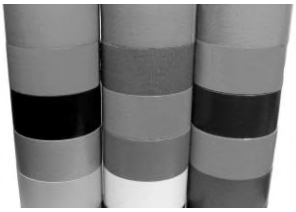
Join Miss Joelle for a story and rhymes/songs that you can participate in at home! A new storytime video is posted every Wednesday. All videos are available on-demand to fit your schedule. The complete Virtual Storytime playlist can be found here: **tinyurl.com/CPL-storytime**



Kids Cook: Mini Pepper Pizzas

Video posted on Tuesday, June 8

Learn to make pizza using bell peppers instead of crust for a healthy and tasty pizza twist! The video will be added to our Kids Cook playlist on 6/8. Full Kids Cook playlist: **tinyurl.com/CPL-KidsCook**



Duct Tape Crafts (REGISTRATION REQUIRED)

Saturday, June 12, 11:00 a.m.–2:30 p.m.

Make fun crafts using duct tape! All ages welcome. This event will be held outdoors. Masks required. **Registration for a specific time slot is required; participants must register by 6/11 (the day prior to the event).** Email **youthservices@castletonpubliclibrary.org** to register or call 518-732-0879.

Afternoon Book Club: *Stranger in the Woods* (REGISTRATION REQUIRED)

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

Join us for an outdoor book discussion for adults! We'll discuss *The Stranger in the Woods: The Extraordinary Story of the Last True Hermit* by Michael Finkel. Books available for checkout starting 4 weeks prior to the discussion date. Masks required. **Registration required.** Email director@castletonpubliclibrary.org or call 518-732-0879 to register.

Storytime on the Lawn

Thursday, June 17, 11:00 a.m.

Join Miss Joelle for a special outdoor storytime with stories, songs, and rhymes! Please bring your own blanket for your family to sit on. Masks required for all participants age 2 and older.

CPL at the Castleton-on-Hudson Farmers and Artisans Market

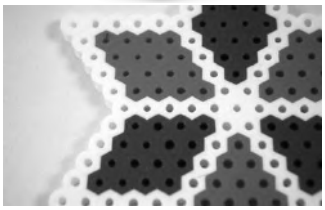
Friday, June 25, 4:30-7:30 p.m.

Come visit our table at the Farmers Market!

Summer Reading Club Kickoff

Saturday, June 26, 10:30 a.m. – 3:30 p.m.

School is out and Summer Reading is in! Sign up for our Summer Reading Club and pick up a coupon for a free Stewart's ice cream cone! Can't come today? You can sign up for our SRC all summer long!



Perler Bead Crafts (REGISTRATION REQUIRED)

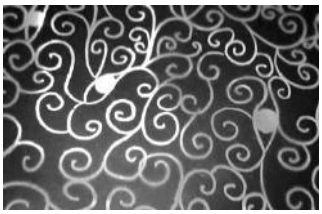
Monday, June 28, 2:00–5:30 p.m.

Come make something awesome out of perler beads! All ages welcome. This event will be held outdoors. Masks required. **Registration for a specific time slot is required.** Email youthservices@castletonpubliclibrary.org to register or call 518-732-0879.

Kids' Book Bingo (REGISTRATION REQUIRED)

Tuesday, June 29, 3:00 p.m.

Come play bingo at the library with our special book-themed bingo set. Recommended for ages 7-12. This event will be held outdoors. Masks required. **Registration is required.** Email youthservices@castletonpubliclibrary.org to register or call 518-732-0879.



Rainbow Scratch Art (REGISTRATION REQUIRED)

Friday, July 2, 11:00 a.m. – 2:30 p.m.

Make cool rainbow scratch art with special paper! All ages. This event will be held outdoors. Masks required. **Registration for a specific time slot is required.** Email youthservices@castletonpubliclibrary.org to register or call 518-732-0879.

Friends of CPL Bottle & Can Drive

This fundraiser is ongoing!

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

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

Library Services

We currently offer **walk-in service at reduced capacity, 1 public computer station, & curbside pick-up**! For the most up-to-date information about visiting the library, see tinyurl.com/CPL-visit, call us at **518-732-0879**, or send an email to director@castletonpubliclibrary.org.

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

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

Castleton Public Library Board of Trustees Meeting

Monday, April 19, 2021 Minutes

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

Roll Call: Present: Shane Mitchum, President; Jacki Griffin, Vice President; Alyssa Mitchum, Treasurer; Laurie Knaack, Trustee; Patrick Cartwright, Trustee; Kendra Rubin, Trustee; and Melissa Tacke, Library Director. Excused: Mary Claire Aitken, Secretary.

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

Public Comment: None

New Business: The Circulation Policy revision was discussed. Key changes were the removal of a fee for an out-of-system library card and allowance for the option of temporary library cards. Vice President Griffin motioned to approve the revised Circulation Policy, and seconded by Treasurer Mitchum. Unanimously approved. The Children and Dependent Individuals Policy revision was discussed. The key change was a reduction in age to reflect a reasonable age for independent library use in line with other libraries that have a lower age (age 9) permitted without caregiver supervision. This change reflects the actual permission in reality and issues with younger patrons not following the patron conduct policy has not been noted. Vice President Griffin motioned to approve the revised Children and Dependent Individuals Policy and seconded by Trustee Cartwright. Unanimously approved.

Old Business: Library programs, including the resumption of the in-person book club in May 2021 for the afternoon group and Storytime on the Lawn, both outdoors, were discussed. The evening book club will remain virtual. The re-opening process was discussed. Changes include a plan to bring back one public computer station and one other table and chair. Staff who have notified the library director of COVID-19 vaccinations are expected to be fully vaccinated by May 1, 2021. Newspaper subscription will resume. The library director will continue to monitor local COVID-19 statistics. Time limits to be in the library will increase to 60 minutes with a capacity of five patrons.

President's Report: None.

Secretary's Report: Vice President Griffin motioned to approve the March 2021 meeting minutes. Seconded by Trustee Rubin. Unanimously approved. Vice President Griffin motioned to approve the March 2021 meeting transcript. Seconded by Trustee Rubin. Unanimously approved.

Treasurer's Report: The March 2021 Check Detail was reviewed. Vice President Griffin motioned to approve the March 2021 Check Detail Reports. Seconded by Treasurer Mitchum. Unanimously approved.

Director's Report: Director Tacke presented her monthly report for March 2021. There was discussion for the comparisons from the month of March 2020 to March 2021. The library was closed to the public for half of March 2020. Charts show a decrease in curbside demand, more in-person visits and a slight decrease in e-content, though still in demand. The Wifi hotspots are regularly checked out and there is good use of the building Wifi as well.

Friends Report: The April 17, 2021 Pancake Breakfast fundraiser at the Cherrybrook Café was very successful, with net profit total of $988 including the event itself and additional donations. Local government representatives presented a resolution to Theresa Scandurra, president of the Friends of the Castleton Public Library, in honor of National LibraryWeek.

Committee Reports: The policy committee met to review the policies reviewed today, April 19, 2021. The policy committee will meet again May 3, 2021 to continue the annual policy review. No other committees had reports.

Announcements: None.

Public Comment: None.

Executive Session: None.

Vice President Griffin motioned to adjourn the meeting. Seconded by Treasurer Mitchum. The meeting was adjourned at 7:28pm.

Castleton Public Library
Board of Trustees Meeting
Held virtually via Zoom, 4/19/2021, 7:00 p.m.

Meeting Transcript

Shane Mitchum: Why don't we get started with tonight's meeting. We'll start with the Pledge of Allegiance.

[Attendees recite Pledge of Allegiance]

Shane Mitchum: All right, I will share my screen also.

Melissa Tacke: Before we get too far into getting started -- since Mary Claire isn't here, she said that she is willing to do the minutes if someone else is willing to put together some brief notes. Is someone willing to do that?

Laurie Knaack: Would you like me to do that again? This is Laurie, I'm happy to.

Melissa Tacke: Sure, if you wouldn't mind, I think Mary Claire found it very helpful for last meeting, so thanks.

Laurie Knaack: Sure. Let me bring up my notepad and I will start away.

Shane Mitchum: Okay, thanks Laurie, appreciate it. All right. Getting into roll call. Everyone is present, with the exception of Mary Claire, and that was an excused absence. She let us know she was going to be unable to attend prior to the meeting tonight. Hopefully everybody had a second to take a look at the agenda. Is there a motion to adopt tonight's agenda?

Jacki Griffin: This is Jacki, I motion.

Shane Mitchum: All right, is there a second?

Kendra Rubin: This is Kendra, I'll second.

Shane Mitchum: All right, Patrick?

Patrick Cartwright: Aye.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: And Laurie?

Laurie Knaack: Aye.

Shane Mitchum: I am also an aye, so all are in favor, that motion will carry. Moving on to public comment, we do not have any members of the public on the call right now, so we will move into new business. It looks like we have a couple policies here that hopefully everybody had a chance to take a look at. We'll start with the Circulation Policy.

Melissa Tacke: The Policy Committee went through and reviewed these. The major changes to the circulation policy include, basically, getting rid of charging a fee for out-of-system cards. We were one of the only libraries left that was still doing that. And also putting in a temporary card option for adults who don't have the adequate proof of address to get a full-access library card. And there's some other kind of small changes, just to kind of make things clearer. I think, a change with are not new DVDs that may have changed. I think I mentioned most of the bigger changes.

Shane Mitchum: All right, any questions on that? Is there a motion to adopt the new Circulation Policy?

Jacki Griffin: This is Jacki, I motion.

Shane Mitchum: All right, is there a second?

Alyssa Mitchum: This is Alyssa, I'll second.

Shane Mitchum: All right, Patrick?

Patrick Cartwright: Aye.

Shane Mitchum: Kendra?

Kendra Rubin: Aye.

Shane Mitchum: And Laurie?

Laurie Knaack: Aye.

Shane Mitchum: I am also an aye, so all are in favor, the motion will carry. All right, taking a look at the next policy here, the Children and Dependent Individuals Policy.

Melissa Tacke: The only real change here is to change the age parameters, basically lowering them a bit. For when children can be unaccompanied. And then also clearing up some language that wasn't clear about what constituted a preschool child, and that sort of thing.

Shane Mitchum: All right, and I assume this is in line with the other libraries in our area.

Melissa Tacke: Well, it varies pretty significantly across libraries, so what we're saying is maybe on a little bit younger side. Some libraries say that children can't be unaccompanied until 12 or even 13. We had said 10 and younger. That was our current policy. This change puts us in line with the libraries that lean toward having a younger child be unaccompanied. There have been kids this young that we've kind of -- almost ignored the policy a little bit, because they would come in and they would behave exactly as they should and get their things. It was something we were kind of doing already anyway. When we had issues with kids, it was usually about something that would have to do with things that are already covered in the Patron Conduct Policy, so it seemed like changing the age policy to reflect something I thought was a little bit more reasonable. I thought that was a good idea.

Shane Mitchum: Anybody have any other questions or feedback on this one?

Patrick Cartwright: Melissa, this is Patrick. Was this in response to any specific complaint or anything, by a parent?

Melissa Tacke: No, this was this was part of our annual policy review. So it's just to take another look at our policies and see, is there anything that isn't really working the way that we want. But, no, no complaints or comments or behavior response.

Jacki Griffin: Melissa, this is Jacki. Those ages seem pretty much in line with libraries around us, right? We're not very far off on these with the other local libraries.

Melissa Tacke: Right, I mean it's really a range and the last time I looked at this, it was a while ago, probably over a year that I actually looked at this and looked up what every library was doing. I can't [audio cuts out] 9 years as the youngest years for an unaccompanied child, is that is the age at which children can use CDTA unaccompanied, and I thought that's reasonable. I can't speak exactly for what every library around us is doing, but if it's not exact, it's fairly close.

Jacki Griffin: Thank you.

Shane Mitchum: All right, is there a motion to adopt the updated Children and Dependent Individuals Policy?

Jacki Griffin: This is Jacki, I motion.

Shane Mitchum: All right, is there a second?

Patrick Cartwright: This is Patrick, I'll second.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: Kendra?

Kendra Rubin: Aye.

Shane Mitchum: Laurie?

Laurie Knaack: Aye.

Shane Mitchum: I am also an aye, so all are in favor, that motion will carry. All right, moving right along into old business, we have library word-of-mouth advertising.

Melissa Tacke: If you scroll down a little bit there you'll see the May calendar of events. What I would like to highlight for May is the return of our in-person Afternoon Book Club. After a long hiatus, we'll be bringing back one of our in-person book clubs for adults. Doing it outdoors, socially distanced. We'll be resuming that on Wednesday, May 19th at 1:00 pm and we'll be reading The Night Tiger by Yangsze Choo. If you know anybody who'd be interested in a book club opportunity that's in-person, please let them know about it. This is something that we will resume having monthly, as we have had in the past. We used to have -- in pre-COVID times we had two in-person book clubs. One was an evening one, one was an afternoon one. For right now we're going to keep the evening one as a virtual option, and we're going to do the afternoon one in person.

Shane Mitchum: Awesome. All right, any questions on any of the events that are scheduled?

Alyssa Mitchum: I'm really excited for storytime to get back to it, even if it's just on the lawn. I think the boys are just going to be excited to be back at the library.

Melissa Tacke: Great! This is something that we're starting on May 20th. It'll probably be once a month, at least initially, because Joelle has to get a PA system that we borrow from the library system and that kind of stuff. We want to kind of see how it goes. It should be fun!

Alyssa Mitchum: It's great.

Shane Mitchum: All right, and we'll talk about the reopening process.

Melissa Tacke: Staff are pretty much all in the clear, I think that everybody will be -- everybody who has let me know about when they were vaccinated will be clear by May 1st, which is really good.

Alyssa Mitchum: That's exciting.

Melissa Tacke: Yeah. I just had my second shot on Thursday and I did get knocked out for -- had a fever and all that fun stuff and -- it's a rite of passage, I guess, so it's okay. So that is exciting. I'm really happy about that, and I'm thinking that what we will do -- May 1st is a Saturday, so I'm thinking that on Monday, May 3rd, we will bring back one public computer station and one table and we'll resume our newspaper subscription at that time. From there I think we'll just have to, again, as we have, keep an eye on what's going on in the community. Cases haven't yet gone down as much as maybe I would have hoped to see by this time, so we're still -- with daily new cases we're still kind of at the level of where we were at right before Thanksgiving. It hasn't really dipped down too much, and in fact in this last week it's gone up. So we're still not seeing that go down. But I'm hoping, again, as more people in the community get vaccinated, that hopefully that will continue to drop, and we can move a little bit closer to normal. Reintroducing one of the public computer stations and one of the tables I think is good. And we'll also be moving the time limit to be in the library to 60 minutes, especially since we are allowing the computer access so that'll be a change. What we've generally done is that we don't announce these changes to the public until they actually go live. So I'm letting you guys know about that, but we won't actually be posting and making public that we're doing this until we're actually doing it. Just in case. I've stopped making predictions about certain stuff, so we won't announce it until it's actually happening.

Jacki Griffin: Hey Melissa, just out of curiosity, you said the majority of the staff are going to be fully vaccinated by May 1st. But how are the staff feeling about the return to indoors and having more people in and out of the library?

Melissa Tacke: Everybody's pretty comfortable. I think all of us are -- we know that we still need to be cautious, especially because cases haven't gone down as much as they should, but everybody's on board with changes. We've talked about it.

Laurie Knaack: This is Laurie. Melissa, I don't think I caught how many people will be allowed in the library at one time, if that's changing.

Melissa Tacke: That's not going to change immediately. So we'll still be at five at a time. I think just space-wise we'll stick with that for a little bit.

Laurie Knaack: Okay, and you don't foresee that being a problem, though, with allowing patrons to stay longer?

Melissa Tacke: I think we'll play it by ear and see how it goes. I don't even know if we'll have the same kind of demand for public computer use. That was something that has been declining, even before the pandemic. And I think that during the pandemic many people that could, took that opportunity to get a device, get Internet at home, that kind of stuff. So I think we'll kind of play it by ear. If we find that it's a problem and it's something we can accommodate by increasing the number of people who can be in at the same time, we can easily make that change, but I didn't want to push that too quickly. We'll try it and kind of see how it goes for a little while before we change how many people are in at the same time.

Laurie Knaack: Makes sense. And you said that we're we're bringing back one computer station and one table, but not a lot of other seating or anything?

Melissa Tacke: Right, the table that will be brought back -- thank you for asking about that, because I didn't clarify -- that will be a table with one chair.

Laurie Knaack: Got it. So a place for people to read the newspaper, but not a place for a lot of people to gather in one spot.

Melissa Tacke: Correct, yep.

Laurie Knaack: Sounds very reasonable.

Melissa Tacke: Like if someone brings their laptop. and wants to be in there for an hour, they could use the table for that. Or read the paper, read a magazine, that kind of thing.

Laurie Knaack: Got it.

Shane Mitchum: All right. Thanks for that, Melissa. Moving along into the President's Report, I do not have anything to report. Moving into the Secretary's Report, we do have the minutes and the transcript from last meeting. So first up, is there a motion to adopt the minutes from March's board meeting?

Jacki Griffin: This is Jacki, I motion.

Shane Mitchum: All right, is there a second?

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

Shane Mitchum: All right, Patrick?

Patrick Cartwright: Aye.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: Laurie?

Laurie Knaack: Aye.

Shane Mitchum: I'm also an aye, so all are in favor, that motion will carry. Next up, we have the transcript from the March board meeting. Is there a motion to adopt the transcript?

Jacki Griffin: This is Jacki, I motion.

Shane Mitchum: Is there a second?

Kendra Rubin: Kendra, I'll second.

Shane Mitchum: Patrick?

Patrick Cartwright: Aye.

Shane Mitchum: Alyssa?

Alyssa Mitchum: Aye.

Shane Mitchum: Laurie?

Laurie Knaack: Aye.

Shane Mitchum: I'm also an aye, so all are in favor, that motion will carry. Moving into the Treasurer's Report.

Alyssa Mitchum: Hi everyone. Attached you'll see the check line items, so if you're able to go through that and review, if you have any questions, let me know. And I just want to thank Melissa -- since I'm new to this position she was nice enough to send me a report of all incoming expenses and reccurring expenses, so that gave me a better idea of what to look out for every month when I'm going through all these files, so thank you again, Melissa, that was really helpful.

Melissa Tacke: Sure, sorry it took me so long to get it to you!

Alyssa Mitchum: Oh no that's okay, I just wanted a better idea of what I should be looking out for, so it's really helpful, I appreciate it.

Melissa Tacke: No problem.

Shane Mitchum: All right, is there a motion to adopt March's check detail?

Jacki Griffin: This is Jacki, I'll motion.

Shane Mitchum: Is there a second?

Alyssa Mitchum: This is Alyssa, I'll second.

Shane Mitchum: All right. Patrick?

Patrick Cartwright: Aye.

Shane Mitchum: Kendra?

Kendra Rubin: Aye.

Shane Mitchum: Laurie?

Laurie Knaack: Aye.

Shane Mitchum: All right.

Patrick Cartwright: Shane, it's out of order, but being a new person, I'm entitled to a few questions, I think.

Shane Mitchum: Definitely.

Patrick Cartwright: I have no idea, and I'm sorry for this question, but I was looking through it and I don't know what do we spend on Brodart?

Shane Mitchum: Melissa, correct me if I'm wrong, but that's where we get all of our books in the library.

Melissa Tacke: Yes, libraries work with certain -- they're called jobbers. Basically they're kind of an intermediary between publishers and libraries, so that's where we do the majority of our physical book ordering.

Patrick Cartwright: Thank you.

Shane Mitchum: All right. Moving into the Director's Report.

Melissa Tacke: You can see we're looking at pandemic time to pandemic time, and luckily we're in a better place in March 2021 than we were in March 2020. The information that's given for statistical information for March [2020] pretty much shows activity from March 1st to the 14th, because those are the days that we were open to the public. After that, we did shut down and did not reopen to the public until the end of May, whereas we have been open to the public for the entirety of this March. So just keep that in mind when you're looking at the comparative information. I did change the charts that I have included in here for the last several months, about our month-to-month comparison of visitation and circulation. We had enough data for enough months that I thought it might be more useful to see it in this way, to see it visually as a line chart, I thought that might make it a little easier to digest. You can see we're still seeing -- curbside is, we still have a demand for that, but that's slowly, easing off, and we're seeing more and more people coming into the library in person. Circulation, even in normal times, changes from month to month. Some months are naturally busier than others, and some are slower, so that's never going to be like a completely straight up kind of line, but you can see what that has looked like and as well with eContent, still quite a demand for that, but it's dipped a bit, because we do have more people that are starting to come back into the library and borrow physical books.

Jacki Griffin: I'm really surprised by that eContent number, Melissa. I would have sworn that that would have been much higher, especially with Hoopla. I mean if it wasn't for Hoopla and eContent over the last several months, I would have lost my mind.

Melissa Tacke: Yeah, well I think it started to go down, February and March, it really just went down a bit from -- it's been pretty consistent from when we shut down to January, stayed pretty much the same with that 700+ borrows per month.

Shane Mitchum: I'll also say, that number on the WiFi hotspot use, that's a significant amount of data that people are using there, so that's great.

Melissa Tacke: Yep. They're almost always checked out. As soon as they come back, they get checked out by someone else, so a hot item.

Shane Mitchum: Definitely. Any questions for Melissa on this? All right. Moving along then, we'll move into the Friends Report.

Melissa Tacke: Theresa was not able to be here, but she did give me some information about the fundraiser over the weekend, which was very successful. Taking into account that there was some amount of money that the Friends had to pay toward the fundraiser, the net profit of the fundraiser was $691.43, which was excellent. And then they received another almost $300 in donations and memberships at the event, so that was a total of about $988 coming in to the Friends in that one day. And it was also nice because some local political representatives came down and had a resolution that they presented to Theresa in honor of National Library Week. It was a good opportunity for them to come down and get a photo op and give the proclamation, so that was good. I think that went really well. The Friends will have their meeting on Wednesday, but Theresa gave me that little update that I wanted to share with you guys. Additionally, in the packet as part of the Friends Report I did include -- when Teresa was here, she said she would share their schedule of events with you. I think many of you may have gotten this in the mail when they did their membership mailing, but I wanted to put it in the packet just in case people hadn't seen it. This is [a list of] their fundraising events that will go on for the remainder of the year.

Shane Mitchum: Yeah, I will say I stopped down there to grab some of the pancakes to go and it was absolutely packed when I was there, so it was really good to see.

Melissa Tacke: Excellent.

Shane Mitchum: All right. Moving on, we'll move into committee reports. Finance Committee, nothing new to report there, we did not meet. Administrative Committee?

Jacki Griffin: Nothing.

Shane Mitchum: All right. Operations and Capital Projects, we did not meet, so nothing new to report there. Policy Committee?

Alyssa Mitchum: We did meet and we reviewed the two policies this evening, and then we have another meeting scheduled for May 3rd.

Shane Mitchum: All right, great. And then Long Range Planning committees. Sustainable Funding, we did not meet, so nothing to report. Library Space?

Jacki Griffin: Nothing to report.

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

Laurie Knaack: No report.

Shane Mitchum: All right. Announcements. Are there any announcements anybody needs to make? No public comment. Does anybody have a reason for us to go into Executive Session? Is there a motion to adjourn?

Jacki Griffin: This is Jacki, I motion.

Shane Mitchum: All right, is there a second?

Alyssa Mitchum: This is Alyssa, I'll second.

Shane Mitchum: All right, Patrick?

Patrick Cartwright: Aye.

Shane Mitchum: Kendra?

Kendra Rubin: Aye.

Shane Mitchum: Laurie?

Laurie Knaack: Aye.

Shane Mitchum: I'm also an aye, so all are in favor. Meeting is adjourned.

[Attendees say thanks and goodbyes]

The Castleton Public Library
Check Detail
April 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**04/02/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-6.91**
Bill	1124668012...	04/01/2021		7410.4D · Programs	-6.91	6.91
TOTAL					-6.91	6.91
Bill Pmt -Check	**DEBIT**	**04/06/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-12.96**
Bill	1126663702...	04/06/2021		74104B1 · DVDs & Other Materials	-12.96	12.96
TOTAL					-12.96	12.96
Bill Pmt -Check	**DEBIT**	**04/06/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-25.77**
Bill	1123650021...	04/01/2021		74104D1 · Summer Reading Program	-25.77	25.77
TOTAL					-25.77	25.77
Bill Pmt -Check	**DEBIT**	**04/13/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-19.99**
Bill	1126663702...	04/13/2021		74104B1 · DVDs & Other Materials	-19.99	19.99
TOTAL					-19.99	19.99
Bill Pmt -Check	**DEBIT**	**04/13/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-16.25**
Bill	1125210701...	04/10/2021		74104B1 · DVDs & Other Materials	-16.25	16.25
TOTAL					-16.25	16.25
Bill Pmt -Check	**DEBIT**	**04/13/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-50.72**
Bill	1125839364...	04/07/2021		7410.4D · Programs	-4.78	4.78
				74104D1 · Summer Reading Program	-45.94	45.94
TOTAL					-50.72	50.72
Bill Pmt -Check	**DEBIT**	**04/13/2021**	**Target**	**200.2 · Citizens Checking Account**		**-8.06**
Bill		04/13/2021		7410.4D · Programs	-8.06	8.06
TOTAL					-8.06	8.06
Bill Pmt -Check	**DEBIT**	**04/19/2021**	**Zoom Video Com...**	**200.2 · Citizens Checking Account**		**-0.19**
Bill	INV81293993	04/07/2021		7410.4C · Equipment/Technology	-0.19	0.19
TOTAL					-0.19	0.19
Bill Pmt -Check	**DEBIT**	**04/20/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-9.96**
Bill	1126663702...	04/20/2021		74104B1 · DVDs & Other Materials	-9.96	9.96
TOTAL					-9.96	9.96
Bill Pmt -Check	**DEBIT**	**04/21/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-78.05**
Bill	1121690441...	04/19/2021		74104D1 · Summer Reading Program	-78.05	78.05
TOTAL					-78.05	78.05

The Castleton Public Library
Check Detail
April 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**04/23/2021**	**Zoom Video Com...**	**200.2 · Citizens Checking Account**		**-12.74**
Bill	INV81874942	04/22/2021		7410.4C · Equipment/Technology	-12.74	12.74
TOTAL					-12.74	12.74
Bill Pmt -Check	**DEBIT**	**04/30/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-94.91**
Bill	1125206421...	04/30/2021		7410.4D · Programs	-94.91	94.91
TOTAL					-94.91	94.91
Bill Pmt -Check	**2798**	**04/12/2021**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-4,622.09**
Bill	84325	04/12/2021		7410.1A · Gross wages - Director	-2,108.42	2,108.42
				7410.1B · Gross wages - Librarian	-857.65	857.65
				7410.1C · Gross wages - Assistant	-1,330.04	1,330.04
				9030.8 · Social Security/Medicare	-325.98	325.98
TOTAL					-4,622.09	4,622.09
Bill Pmt -Check	**2799**	**04/19/2021**	**Time Warner Cable**	**200.2 · Citizens Checking Account**		**-97.89**
Bill	8688574010...	04/11/2021		7410.4H · Telephone/Data Links	-97.89	97.89
TOTAL					-97.89	97.89
Bill Pmt -Check	**2800**	**04/16/2021**	**U.S. Bank**	**200.2 · Citizens Checking Account**		**-139.94**
Bill	439384751	04/01/2021		7410.4C · Equipment/Technology	-139.94	139.94
TOTAL					-139.94	139.94
Bill Pmt -Check	**2801**	**04/14/2021**	**T-Mobile**	**200.2 · Citizens Checking Account**		**-119.44**
Bill		04/01/2021		7410.4B · Library Materials	-89.58	89.58
				7410.4C · Equipment/Technology	-29.86	29.86
TOTAL					-119.44	119.44
Bill Pmt -Check	**2802**	**04/19/2021**	**Brodart**	**200.2 · Citizens Checking Account**		**-251.70**
Bill	MULTIPLE	04/19/2021		74104B3 · Print Materials	-251.70	251.70
TOTAL					-251.70	251.70
Bill Pmt -Check	**2803**	**04/21/2021**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-120.75**
Bill	84322	04/01/2021		9055.8 · Disability	-120.75	120.75
TOTAL					-120.75	120.75
Bill Pmt -Check	**2804**	**04/29/2021**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-679.24**
Bill	84327	04/26/2021		9060.8 · Health Insurance	-679.24	679.24
TOTAL					-679.24	679.24

The Castleton Public Library
Check Detail
April 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**2805**	**04/29/2021**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-679.24**
Bill	84328	04/26/2021		9060.8 · Health Insurance	-679.24	679.24
TOTAL					-679.24	679.24
Bill Pmt -Check	**2806**	**04/29/2021**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-4,465.86**
Bill	84326	04/26/2021		7410.1A · Gross wages - Director	-2,108.42	2,108.42
				7410.1B · Gross wages - Librarian	-842.52	842.52
				7410.1C · Gross wages - Assistant	-1,200.04	1,200.04
				9030.8 · Social Security/Medicare	-314.88	314.88
TOTAL					-4,465.86	4,465.86
Bill Pmt -Check	**2807**	**04/29/2021**	**UHLS**	**200.2 · Citizens Checking Account**		**-322.43**
Bill	21-78	04/19/2021		74104B2 · Electronic Content	-322.43	322.43
TOTAL					-322.43	322.43
Bill Pmt -Check	**2808**	**04/29/2021**	**OverDrive**	**200.2 · Citizens Checking Account**		**-297.97**
Bill	MULTIPLE	04/20/2021		74104B2 · Electronic Content	-297.97	297.97
TOTAL					-297.97	297.97

The Castleton Public Library
Reconciliation Summary
200.1 · Citizens Money Market, Period Ending 04/30/2021

	Apr 30, 21	
Beginning Balance		202,652.22
Cleared Transactions		
Deposits and Credits - 2 items	1,142.88	
Total Cleared Transactions	1,142.88	
Cleared Balance		**203,795.10**
Register Balance as of 04/30/2021		203,795.10
Ending Balance		203,795.10

The Castleton Public Library
Reconciliation Detail
200.1 · Citizens Money Market, Period Ending 04/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						202,652.22
Cleared Transactions						
Deposits and Credits - 2 items						
Deposit	04/12/2021			X	1,139.54	1,139.54
Deposit	04/30/2021			X	3.34	1,142.88
Total Deposits and Credits					1,142.88	1,142.88
Total Cleared Transactions					1,142.88	1,142.88
Cleared Balance					1,142.88	203,795.10
Register Balance as of 04/30/2021					1,142.88	203,795.10
Ending Balance					**1,142.88**	**203,795.10**

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 04/30/2021

	Apr 30, 21	
Beginning Balance		43,324.05
Cleared Transactions		
Checks and Payments - 20 items	-6,091.96	
Total Cleared Transactions	-6,091.96	
Cleared Balance		**37,232.09**
Uncleared Transactions		
Checks and Payments - 6 items	-6,454.71	
Total Uncleared Transactions	-6,454.71	
Register Balance as of 04/30/2021		**30,777.38**
Ending Balance		30,777.38

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 04/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						43,324.05
Cleared Transactions						
Checks and Payments - 20 items						
Bill Pmt -Check	03/15/2021	2791	Melissa Tacke	X	-28.84	-28.84
Bill Pmt -Check	03/29/2021	2796	Brodart	X	-374.80	-403.64
Bill Pmt -Check	04/02/2021	DEBIT	Amazon LLC	X	-6.91	-410.55
Bill Pmt -Check	04/06/2021	DEBIT	Amazon LLC	X	-25.77	-436.32
Bill Pmt -Check	04/06/2021	DEBIT	Amazon LLC	X	-12.96	-449.28
Bill Pmt -Check	04/12/2021	2798	Village of Castleton-...	X	-4,622.09	-5,071.37
Bill Pmt -Check	04/13/2021	DEBIT	Amazon LLC	X	-50.72	-5,122.09
Bill Pmt -Check	04/13/2021	DEBIT	Amazon LLC	X	-19.99	-5,142.08
Bill Pmt -Check	04/13/2021	DEBIT	Amazon LLC	X	-16.25	-5,158.33
Bill Pmt -Check	04/13/2021	DEBIT	Target	X	-8.06	-5,166.39
Bill Pmt -Check	04/14/2021	2801	T-Mobile	X	-119.44	-5,285.83
Bill Pmt -Check	04/16/2021	2800	U.S. Bank	X	-139.94	-5,425.77
Bill Pmt -Check	04/19/2021	2802	Brodart	X	-251.70	-5,677.47
Bill Pmt -Check	04/19/2021	2799	Time Warner Cable	X	-97.89	-5,775.36
Bill Pmt -Check	04/19/2021	DEBIT	Zoom Video Commu...	X	-0.19	-5,775.55
Bill Pmt -Check	04/20/2021	DEBIT	Amazon LLC	X	-9.96	-5,785.51
Bill Pmt -Check	04/21/2021	2803	Village of Castleton-...	X	-120.75	-5,906.26
Bill Pmt -Check	04/21/2021	DEBIT	Amazon LLC	X	-78.05	-5,984.31
Bill Pmt -Check	04/23/2021	DEBIT	Zoom Video Commu...	X	-12.74	-5,997.05
Bill Pmt -Check	04/30/2021	DEBIT	Amazon LLC	X	-94.91	-6,091.96
Total Checks and Payments					-6,091.96	-6,091.96
Total Cleared Transactions					-6,091.96	-6,091.96
Cleared Balance					-6,091.96	37,232.09
Uncleared Transactions						
Checks and Payments - 6 items						
Bill Pmt -Check	03/04/2021	2786	Joelle Adler		-9.97	-9.97
Bill Pmt -Check	04/29/2021	2806	Village of Castleton-...		-4,465.86	-4,475.83
Bill Pmt -Check	04/29/2021	2805	Village of Castleton-...		-679.24	-5,155.07
Bill Pmt -Check	04/29/2021	2804	Village of Castleton-...		-679.24	-5,834.31
Bill Pmt -Check	04/29/2021	2807	UHLS		-322.43	-6,156.74
Bill Pmt -Check	04/29/2021	2808	OverDrive		-297.97	-6,454.71
Total Checks and Payments					-6,454.71	-6,454.71
Total Uncleared Transactions					-6,454.71	-6,454.71
Register Balance as of 04/30/2021					-12,546.67	30,777.38
Ending Balance					**-12,546.67**	**30,777.38**

The Castleton Public Library
Profit & Loss
April 2021

		Apr 21
Ordinary Income/Expense		
Income		
2082 · Library Charges		
2082.1 · Library Fines & Fees		
2082.11 · Fines	5.00	
2082.12 · Lost Books	67.19	
2082.13 · Copies, Prints and Faxes	0.00	
2082.14 · Register Overage/Shortage	0.00	
Total 2082.1 · Library Fines & Fees		72.19
Total 2082 · Library Charges		72.19
2401 · Interest & Earnings		3.34
2705 · Gifts & Donations		67.35
2760 · Library System Grants		
2760.9 · Grants - Other	1,000.00	
Total 2760 · Library System Grants		1,000.00
Total Income		1,142.88
Gross Profit		1,142.88
Expense		
7410.1 · Personal Services		
7410.11 · Employee Gross Wages		
7410.1A · Gross wages - Director	4,216.84	
7410.1B · Gross wages - Librarian	1,700.17	
7410.1C · Gross wages - Assistant	2,530.08	
Total 7410.11 · Employee Gross Wages		8,447.09
Total 7410.1 · Personal Services		8,447.09
7410.4 · Contractual Expenses		
7410.4B · Library Materials		
74104B3 · Print Materials	251.70	
74104B2 · Electronic Content	620.40	
74104B1 · DVDs & Other Materials	59.16	
7410.4B · Library Materials - Other	89.58	
Total 7410.4B · Library Materials		1,020.84
7410.4C · Equipment/Technology		182.73
7410.4D · Programs		
74104D1 · Summer Reading Program	149.76	
7410.4D · Programs - Other	114.66	
Total 7410.4D · Programs		264.42
7410.41 · Operations and Administrative		
7410.4H · Telephone/Data Links	97.89	
Total 7410.41 · Operations and Administrative		97.89
Total 7410.4 · Contractual Expenses		1,565.88
9000 · Employee - Benefits		
9030.8 · Social Security/Medicare	640.86	
9055.8 · Disability	120.75	
9060.8 · Health Insurance	1,358.48	
Total 9000 · Employee - Benefits		2,120.09
Total Expense		12,133.06
Net Ordinary Income		-10,990.18
Net Income		**-10,990.18**

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

	Jan - Apr 21	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	5.00	0.00	5.00	100.0%
2082.12 · Lost Books	132.12	0.00	132.12	100.0%
2082.13 · Copies, Prints and Faxes	0.00	240.00	-240.00	0.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
2082.19 · Other Fines & Fees	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	137.12	240.00	-102.88	57.1%
Total 2082 · Library Charges	137.12	240.00	-102.88	57.1%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	146,786.00	146,786.00	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	146,786.00	164,111.00	-17,325.00	89.4%
2401 · Interest & Earnings	10.17	24.00	-13.83	42.4%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,053.50	5,000.00	1,053.50	121.1%
Total 2705 · Gifts & Donations	7,053.50	6,000.00	1,053.50	117.6%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	2,149.00	-2,149.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	0.00	1,130.00	-1,130.00	0.0%
2760.9 · Grants - Other	1,000.00	1,000.00	0.00	100.0%
Total 2760 · Library System Grants	1,000.00	4,279.00	-3,279.00	23.4%
599 · Appropriated Fund Balance	0.00	11,504.00	-11,504.00	0.0%
Total Income	154,986.79	186,158.00	-31,171.21	83.3%
Gross Profit	154,986.79	186,158.00	-31,171.21	83.3%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	18,868.37	54,819.00	-35,950.63	34.4%
7410.1B · Gross wages - Librarian	7,148.48	20,983.00	-13,834.52	34.1%
7410.1C · Gross wages - Assistant	10,065.76	41,653.00	-31,587.24	24.2%
Total 7410.11 · Employee Gross Wages	36,082.61	117,455.00	-81,372.39	30.7%
Total 7410.1 · Personal Services	36,082.61	117,455.00	-81,372.39	30.7%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	4,447.00	-4,447.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	4,447.00	-4,447.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	0.00	1,400.00	-1,400.00	0.0%
74104B5 · Magazines and Newspapers	0.00	736.00	-736.00	0.0%
74104B4 · Audiobooks	125.84	400.00	-274.16	31.5%
74104B3 · Print Materials	2,298.42	7,515.00	-5,216.58	30.6%
74104B2 · Electronic Content	2,779.61	5,000.00	-2,220.39	55.6%
74104B1 · DVDs & Other Materials	451.83	1,450.00	-998.17	31.2%
7410.4B · Library Materials - Other	387.74	1,210.00	-822.26	32.0%
Total 7410.4B · Library Materials	6,043.44	17,711.00	-11,667.56	34.1%
7410.4C · Equipment/Technology	600.28	3,785.00	-3,184.72	15.9%
7410.4D · Programs				

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

	Jan - Apr 21	Budget	$ Over Budget	% of Budget
74104D1 · Summer Reading Program	149.76	3,500.00	-3,350.24	4.3%
7410.4D · Programs - Other	834.59	2,500.00	-1,665.41	33.4%
Total 7410.4D · Programs	984.35	6,000.00	-5,015.65	16.4%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	12.00	800.00	-788.00	1.5%
7410.4E · Automated Services	978.09	4,100.00	-3,121.91	23.9%
7410.4G · Postage	8.25	300.00	-291.75	2.8%
7410.4H · Telephone/Data Links	389.90	1,400.00	-1,010.10	27.9%
7410.4I · Insurance	1,701.89	2,530.00	-828.11	67.3%
7410.4F · Office and Library Supplies	0.00	1,300.00	-1,300.00	0.0%
7410.4J · Professional Services	420.00	400.00	20.00	105.0%
Total 7410.41 · Operations and Administrati...	3,510.13	10,830.00	-7,319.87	32.4%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	0.00	0.00	0.0%
7410.4K · Miscellaneous - Other	15.00	25.00	-10.00	60.0%
Total 7410.4K · Miscellaneous	15.00	25.00	-10.00	60.0%
Total 7410.4 · Contractual Expenses	11,153.20	38,351.00	-27,197.80	29.1%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	5,500.00	-5,500.00	0.0%
9030.8 · Social Security/Medicare	2,736.30	8,930.00	-6,193.70	30.6%
9040.8 · Workers Comp	129.69	880.00	-750.31	14.7%
9055.8 · Disability	120.75	535.00	-414.25	22.6%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	2,716.96	8,560.00	-5,843.04	31.7%
Total 9060.8 · Health Insurance	2,716.96	10,060.00	-7,343.04	27.0%
Total 9000 · Employee - Benefits	5,703.70	25,905.00	-20,201.30	22.0%
Total Expense	52,939.51	186,158.00	-133,218.49	28.4%
Net Ordinary Income	102,047.28	0.00	102,047.28	100.0%
Net Income	**102,047.28**	**0.00**	**102,047.28**	**100.0%**

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

	Jan - Apr 21	Forecast	$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	5.00	1.90	3.10	263.2%
2082.12 · Lost Books	132.12	79.03	53.09	167.2%
2082.13 · Copies, Prints and Faxes	0.00	134.40	-134.40	0.0%
2082.14 · Register Overage/Shortage	0.00	-0.10	0.10	0.0%
Total 2082.1 · Library Fines & Fees	137.12	215.23	-78.11	63.7%
Total 2082 · Library Charges	137.12	215.23	-78.11	63.7%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	146,786.00	146,786.00	0.00	100.0%
2360.2 · Village of Castleton	0.00	0.00	0.00	0.0%
2360.3 · Rensselaer County	0.00	0.00	0.00	0.0%
Total 2360 · Intergovernmental Revenues	146,786.00	146,786.00	0.00	100.0%
2401 · Interest & Earnings	10.17	10.78	-0.61	94.3%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,053.50	5,704.30	349.20	106.1%
Total 2705 · Gifts & Donations	7,053.50	6,704.30	349.20	105.2%
2760 · Library System Grants				
2760.1 · LLSA and ERATE (UHLS)	0.00	0.00	0.00	0.0%
2760.9 · Grants - Other	1,000.00	1,050.00	-50.00	95.2%
Total 2760 · Library System Grants	1,000.00	1,050.00	-50.00	95.2%
Total Income	154,986.79	154,766.31	220.48	100.1%
Gross Profit	154,986.79	154,766.31	220.48	100.1%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	18,868.37	17,818.61	1,049.76	105.9%
7410.1B · Gross wages - Librarian	7,148.48	6,715.63	432.85	106.4%
7410.1C · Gross wages - Assistant	10,065.76	11,229.12	-1,163.36	89.6%
Total 7410.11 · Employee Gross Wages	36,082.61	35,763.36	319.25	100.9%
Total 7410.1 · Personal Services	36,082.61	35,763.36	319.25	100.9%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	0.00	825.00	-825.00	0.0%
74104B5 · Magazines and Newspapers	0.00	239.20	-239.20	0.0%
74104B4 · Audiobooks	125.84	85.00	40.84	148.0%
74104B3 · Print Materials	2,298.42	2,542.85	-244.43	90.4%
74104B2 · Electronic Content	2,779.61	3,710.66	-931.05	74.9%
74104B1 · DVDs & Other Materials	451.83	514.67	-62.84	87.8%
7410.4B · Library Materials - Other	387.74	287.60	100.14	134.8%
Total 7410.4B · Library Materials	6,043.44	8,204.98	-2,161.54	73.7%
7410.4C · Equipment/Technology	600.28	1,139.52	-539.24	52.7%
7410.4D · Programs				
74104D1 · Summer Reading Program	149.76	125.44	24.32	119.4%
7410.4D · Programs - Other	834.59	829.51	5.08	100.6%
Total 7410.4D · Programs	984.35	954.95	29.40	103.1%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	12.00	229.95	-217.95	5.2%
7410.4E · Automated Services	978.09	1,863.04	-884.95	52.5%
7410.4G · Postage	8.25	3.59	4.66	229.8%
7410.4H · Telephone/Data Links	389.90	371.21	18.69	105.0%
7410.4I · Insurance	1,701.89	1,647.41	54.48	103.3%
7410.4F · Office and Library Supplies	0.00	200.97	-200.97	0.0%
7410.4J · Professional Services	420.00	0.00	420.00	100.0%
Total 7410.41 · Operations and Administrative	3,510.13	4,316.17	-806.04	81.3%
7410.4K · Miscellaneous	15.00	10.00	5.00	150.0%
Total 7410.4 · Contractual Expenses	11,153.20	14,625.62	-3,472.42	76.3%

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

	Jan - Apr 21	Forecast	$ Over Forecast	% of Forecast
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	0.00	0.00	0.0%
9030.8 · Social Security/Medicare	2,736.30	2,677.94	58.36	102.2%
9040.8 · Workers Comp	129.69	92.38	37.31	140.4%
9055.8 · Disability	120.75	120.75	0.00	100.0%
9060.8 · Health Insurance	2,716.96	2,439.12	277.84	111.4%
Total 9000 · Employee - Benefits	5,703.70	5,330.19	373.51	107.0%
Total Expense	52,939.51	55,719.17	-2,779.66	95.0%
Net Ordinary Income	102,047.28	99,047.14	3,000.14	103.0%
Net Income	**102,047.28**	**99,047.14**	**3,000.14**	**103.0%**

The Castleton Public Library
Balance Sheet
As of April 30, 2021

	Apr 30, 21
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	203,795.10
200.2 · Citizens Checking Account	30,777.38
200.9 · Petty Cash	50.00
Total Checking/Savings	234,622.48
Other Current Assets	
395 · Deposits with Other Government	3,500.00
Total Other Current Assets	3,500.00
Total Current Assets	238,122.48
TOTAL ASSETS	**238,122.48**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
600 · Accounts Payable	-0.02
Total Accounts Payable	-0.02
Total Current Liabilities	-0.02
Total Liabilities	-0.02
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	131,002.22
Net Income	102,047.28
Total Equity	238,122.50
TOTAL LIABILITIES & EQUITY	**238,122.48**

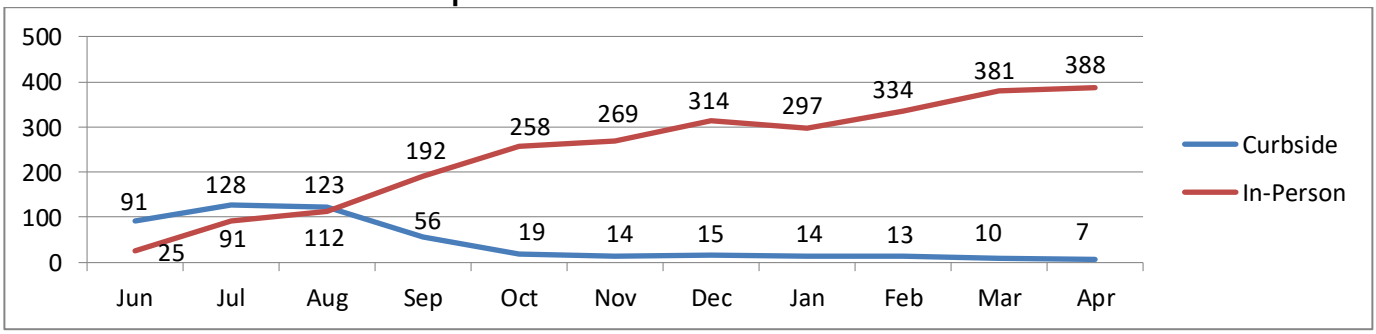
Director's Report – April

April 2021 – Usage Statistics in Comparison

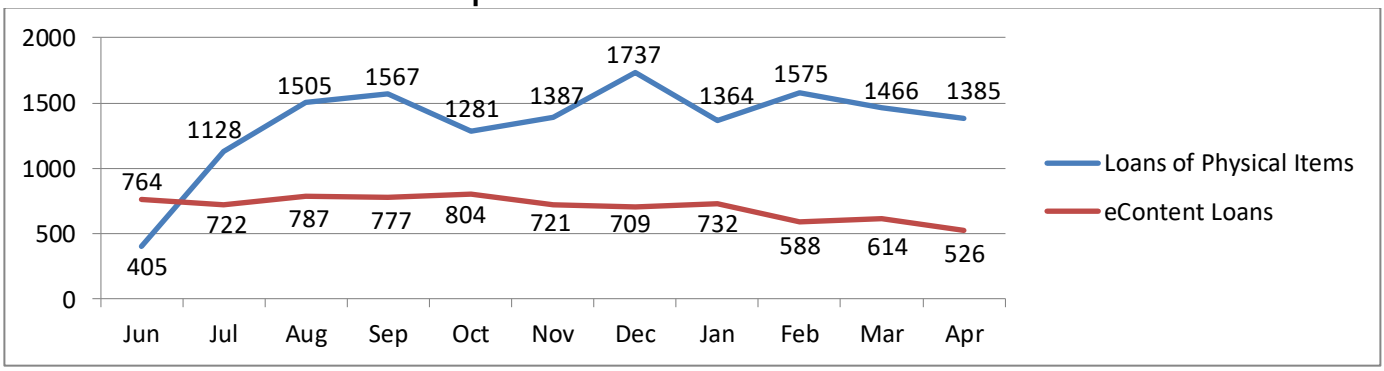
	April 2021	April 2020	Percent Change
Circulation			
Circulation of materials at CPL	1,385	0*	N/A
Items loaned to other libraries	372	0*	N/A
Items borrowed from other libraries	496	0*	N/A
eContent circulation	526**	736**	-28.5%
Programming			
Number of programs offered	14	7	+100%
Program attendance – in-person	38	0*	N/A
Program attendance – live virtual	0	2	-100%
Program attendance – kits & prerecorded virtual***	145	87	+66.7%
Public Computer Use			
Public Computer Sessions	0	0*	0%
WiFi Use - daily unique users	425 (4.78 GB)	107 (1.69 GB)	+297.2%
WiFi Hotspot Use	51.28 GB	1.52 GB	+3,273.7%
Marketing Reach			
Website visits	663	1,091	-39.2%
Website unique visitors	422	691	-38.9%
Email newsletter list size	1,413	1,388	+1.8%
Facebook page likes	874	803	+8.8%
Facebook total reach	2,656	11,160	-76.2%

* = CPL was closed to the public for the entirety of April 2020.
** = Includes OverDrive and Hoopla checkouts. Hoopla went live on 4/10/20.
*** = Attendance for prerecorded programs is measured by total views through 4/30. For kits, the number of kits taken through 4/30 is used for the attendance number.

Visitation – Month-to-Month Comparison



Circulation – Month-to-Month Comparison



Programs – April

4/1/2021	Spring Break Week Fun Pack	20
4/5/2021	Cool Science: Grow a Bean	48
4/5/2021	Take & Make Crafts: Earth Crafts	49
4/5/2021	Teen Time: Blackout Poetry	10
4/7/2021	Virtual Storytime	4
4/13/2021	Kids Cook: Nutella Banana Rolls	1
4/13/2021	Coffee & Conversation	0
4/14/2021	Virtual Storytime	0

4/20/2021	Virtual Book Club	0
4/21/2021	Virtual Storytime	8
4/23/2021	Castle Hill Bookmobile	5
4/24/2021	Rock Painting	33
4/28/2021	Virtual Storytime	5
4/29/2021	Craft & Chat	0
	Month total	**183**

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

- April 5 – Meeting with Director (online meeting)
- April 15 – Meeting with Director (online meeting)
- April 15 – Youth Services Advisory Council – Small Library Concerns meeting (online meeting)
- April 20 – Youth Services Advisory Council – regular meeting (online meeting)
- April 26 – Meeting with Director (online meeting)

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

- April 2 – Directors Association meeting (online meeting)
- April 5 – Meeting with Youth Services Librarian (online meeting)
- April 5 – Policy Committee meeting (online meeting)
- April 12 – Village Board meeting (online meeting)
- April 15 – Meeting with Youth Services Librarian (online meeting)
- April 21 – Friends of CPL meeting (online meeting)
- April 23 – Contactless Bookmobile at Castle Hill senior housing
- April 26 – StoryWalk installation at Schodack Island State Park
- April 26 – Meeting with Youth Services Librarian (online meeting)
- April 27 – CPL All-Staff meeting (online meeting)
- April 30 – Capital District Library Council Annual Meeting (online meeting)