

**Agenda**  
**Castleton Public Library Board of Trustees Meeting**  
**Regular Meeting, April 15, 2024 at 7:00pm**

**Welcome**

**Pledge of Allegiance**

**Roll Call**

**Adoption of Agenda**

**Public Comment**

**New Business**

- Mission, vision, and values statements

**Old Business**

- Trustee training session with UHLS on May 20, 2024
- Library word-of-mouth advertising

**President's Report**

**Secretary's Report**

- Review of minutes from March 18, 2024

**Treasurer's Report**

**Director's Report**

**Friends Report**

**Village of Castleton Liaison Report**

**Committee Reports**

- Finance Committee – A. Mitchum, S. Mitchum
- Administrative Committee – L. Knaack, C. Strange
- Operations/Capital projects – P. Cartwright, S. Mitchum
- Policy Committee – M. Johnston, L. Knaack
- Long Range Plan Committees:
  - Marketing & Community Connections – P. Cartwright, L. Knaack
  - Library Services & Outreach – A. Mitchum, S. Mitchum
  - Library Space – C. Strange, M. Johnston

**Announcements**

**Public Comment**

**Executive Session**

**Adjourn**

# Castleton Public Library Board of Trustees Meeting

Monday, March 18, 2024 Minutes

## Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:02 pm.

## Roll Call

Present (physical): Shane Mitchum, President; Alyssa Mitchum, Treasurer; Laurie Knaack, Secretary; Colin Strainge, Trustee; Meghan Johnston, Trustee; Melissa Tacke, Library Director

Absent, excused: Patrick Cartwright, Vice President

## Adoption of Agenda

Trustee Johnston motioned to adopt the agenda. Seconded by Trustee Strainge. Unanimously approved.

## Public Comment

None.

## New Business

**UHLS Equity Challenge:** Director Tacke discussed the 8 sections of the UHLS Equity Challenge, which have accompanying incentives to complete at least one of the available areas of potential improvement before December 31, 2026. Trustee Strainge motioned to adopt the Memorandum of Intention to pursue the challenge. Seconded by Trustee Johnston. Unanimously approved.

## Old Business

**Library word-of-mouth advertising:** Director Tacke encouraged trustees to promote the activities for the April school break week and highlighted the new Spice of the Month program for adults.

## Reports

### President's Report

No report.

### Secretary's Report

Trustee Strainge motioned to approve the February 2024 meeting minutes. Seconded by Trustee A. Mitchum. Unanimously approved.

### Treasurer's Report

Trustee Strainge motioned to approve the February 2024 Check Detail Reports. Seconded by Trustee Johnston. Unanimously approved.

### Director's Report

Director Tacke reported on attending the Directors Association meeting and presented statistics for February, with a comparison against previous years. Program attendance continues to be up from 2022 and 2023. Circulation at CPL remains relatively steady, with continued increase in eContent circulation and items loaned to other libraries.

There is a new NYS Trustee Handbook for 2024; Director Tacke will distribute the electronic copy to trustees and can request paper copies for any trustees who would like one.

### **Friends Report**

The Friends of the Library met to set their fundraising calendar for the year. Their next fundraiser will be a Saturday, April 13 breakfast at the Elks Lodge, followed by a plant sale Saturday, May 4.

### **Village of Castleton Liaison Report**

None.

### **Committee Reports**

**Finance:** The draft budget is needed by end of July in time to be prepared for the next request for funding. The committee wishes to discuss budget priorities and staff wages earlier in the year this year.

### **Executive Session**

Trustee Strainge motioned to hold an executive session. Seconded by Trustee Johnston. Unanimously approved.

Trustee Strainge motioned to conclude the executive session at 7:40pm. Seconded by Trustee Johnston. Unanimously approved.

**Administrative:** Met, discussed recommendations for trustee continuing education for 2024 (2 hours required). The committee reviewed virtual and live training options and recommends a training from UHLS consisting of 1 hour with the entire board, on the topic of meeting intellectual freedom challenges. Director Tacke will reach out to schedule with UHLS, potentially for after an abbreviated board meeting in May, and will share training options with trustees for the other 1 hour.

**Operations/Capital Projects:** Did not meet.

**Policy:** Expects to reconvene in April.

### **Long Range Plan Committees:**

**Marketing & Community Connections:** Did not meet.

**Library Services & Outreach:** Did not meet.

**Library Space:** Did not meet.

### **Announcements**

The candidate for the Librarian I position expects to start at the end of February.

### **Public Comment**

None.

### **Executive Session**

Held earlier in session immediately following finance committee report.

### **All-board walkthrough of library**

Will occur after adjournment of meeting to allow trustees to observe the library with fresh eyes and allow Director Tacke to take notes on observations of the physical space.

### **Adjournment**

The meeting was adjourned at 7:48 pm.

The Castleton Public Library  
Check Detail

March 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	03/02/2024	Google LLC	200.2 · Citizens Checking Account		-30.82
Bill	4919739887	03/01/2024		7410.4C · Equipment/Technology	-30.82	30.82
TOTAL					-30.82	30.82
Bill Pmt -Check	DEBIT	03/04/2024	Google LLC	200.2 · Citizens Checking Account		-30.82
Bill	see note	03/04/2024		7410.4C · Equipment/Technology	-30.82	30.82
TOTAL					-30.82	30.82
Bill Pmt -Check	DEBIT	03/12/2024	Price Chopper	200.2 · Citizens Checking Account		-19.26
Bill		03/12/2024		7410.4D · Programs	-19.26	19.26
TOTAL					-19.26	19.26
Bill Pmt -Check	DEBIT	03/13/2024	Square Weebly	200.2 · Citizens Checking Account		-129.60
Bill	2455759739...	03/13/2024		7410.4C · Equipment/Technology	-129.60	129.60
TOTAL					-129.60	129.60
Bill Pmt -Check	DEBIT	03/14/2024	USPS	200.2 · Citizens Checking Account		-7.84
Bill		03/14/2024		7410.4G · Postage	-7.84	7.84
TOTAL					-7.84	7.84
Bill Pmt -Check	DEBIT	03/18/2024	USPS	200.2 · Citizens Checking Account		-15.68
Bill		03/18/2024		7410.4G · Postage	-15.68	15.68
TOTAL					-15.68	15.68
Bill Pmt -Check	DEBIT	03/25/2024	Amazon LLC	200.2 · Citizens Checking Account		-235.18
Bill	1144420933...	03/25/2024		74104B1 · DVDs & Other Materials 7410.4D · Programs	-142.76 -92.42	142.76 92.42
TOTAL					-235.18	235.18
Bill Pmt -Check	DEBIT	03/27/2024	USPS	200.2 · Citizens Checking Account		-3.92
Bill		03/27/2024		7410.4G · Postage	-3.92	3.92
TOTAL					-3.92	3.92
Bill Pmt -Check	3242	03/04/2024	OverDrive	200.2 · Citizens Checking Account		-495.52
Bill	MULTIPLE	03/04/2024		74104B2 · Electronic Content	-495.52	495.52
TOTAL					-495.52	495.52

The Castleton Public Library  
Check Detail

March 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	3243	03/04/2024	Village of Castlet...	200.2 · Citizens Checking Account		-6,154.11
Bill	84540	03/01/2024		7410.1A · Gross wages - Director 7410.1B · Gross wages - Librarian 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-2,519.23 -1,017.36 -2,183.25 -434.27	2,519.23 1,017.36 2,183.25 434.27
TOTAL					-6,154.11	6,154.11
Bill Pmt -Check	3244	03/14/2024	Charter Commun...	200.2 · Citizens Checking Account		-97.42
Bill	1443984010...	03/07/2024		7410.4H · Telephone/Data Links	-97.42	97.42
TOTAL					-97.42	97.42
Bill Pmt -Check	3245	03/18/2024	Village of Castlet...	200.2 · Citizens Checking Account		-7,064.21
Bill	84541	03/14/2024		7410.1A · Gross wages - Director 7410.1B · Gross wages - Librarian 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-2,519.23 -1,961.54 -2,084.50 -498.94	2,519.23 1,961.54 2,084.50 498.94
TOTAL					-7,064.21	7,064.21
Bill Pmt -Check	3246	03/18/2024	Village of Castlet...	200.2 · Citizens Checking Account		-193.42
Bill	84545	03/14/2024		9040.8 · Workers Comp	-193.42	193.42
TOTAL					-193.42	193.42
Bill Pmt -Check	3247	03/18/2024	Village of Castlet...	200.2 · Citizens Checking Account		-776.30
Bill	84542	03/14/2024		9060.8 · Health Insurance	-776.30	776.30
TOTAL					-776.30	776.30
Bill Pmt -Check	3248	03/18/2024	Village of Castlet...	200.2 · Citizens Checking Account		-776.30
Bill	84543	03/14/2024		9060.8 · Health Insurance	-776.30	776.30
TOTAL					-776.30	776.30
Bill Pmt -Check	3249	03/18/2024	Village of Castlet...	200.2 · Citizens Checking Account		-776.30
Bill	84544	03/14/2024		9060.8 · Health Insurance	-776.30	776.30
TOTAL					-776.30	776.30
Bill Pmt -Check	3250	03/18/2024	Repeat Business...	200.2 · Citizens Checking Account		-240.46
Bill	980955	03/14/2024		7410.4C · Equipment/Technology	-240.46	240.46
TOTAL					-240.46	240.46
Bill Pmt -Check	3251	03/18/2024	Brodart	200.2 · Citizens Checking Account		-183.42
Bill	MULTIPLE	03/06/2024		74104B3 · Print Materials	-183.42	183.42
TOTAL					-183.42	183.42

2:02 PM  
04/02/24

The Castleton Public Library  
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 03/31/2024

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	<u>Mar 31, 24</u>
<b>Beginning Balance</b>	293,274.75
<b>Cleared Transactions</b>	
Checks and Payments - 1 item	-15,000.00
Deposits and Credits - 2 items	88,153.23
	<u>73,153.23</u>
<b>Total Cleared Transactions</b>	<u>73,153.23</u>
<b>Cleared Balance</b>	<u><u>366,427.98</u></u>
<b>Register Balance as of 03/31/2024</b>	366,427.98
<b>Ending Balance</b>	366,427.98

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04/02/24

The Castleton Public Library  
Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 03/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						293,274.75
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Transfer	03/18/2024			X	-15,000.00	-15,000.00
Total Checks and Payments					-15,000.00	-15,000.00
<b>Deposits and Credits - 2 items</b>						
Deposit	03/12/2024			X	88,124.39	88,124.39
Deposit	03/31/2024			X	28.84	88,153.23
Total Deposits and Credits					88,153.23	88,153.23
Total Cleared Transactions					73,153.23	73,153.23
Cleared Balance					73,153.23	366,427.98
Register Balance as of 03/31/2024					73,153.23	366,427.98
<b>Ending Balance</b>					<b>73,153.23</b>	<b>366,427.98</b>

3:10 PM  
04/02/24

# The Castleton Public Library Reconciliation Summary

200.2 · Citizens Checking Account, Period Ending 03/31/2024

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	<u>Mar 31, 24</u>
<b>Beginning Balance</b>	31,188.52
<b>Cleared Transactions</b>	
Checks and Payments - 21 items	-24,978.23
Deposits and Credits - 1 item	15,000.00
	<u>                    </u>
<b>Total Cleared Transactions</b>	-9,978.23
	<u>                    </u>
<b>Cleared Balance</b>	<b>21,210.29</b>
	<u>                    </u>
<b>Uncleared Transactions</b>	
Checks and Payments - 2 items	-297.00
	<u>                    </u>
<b>Total Uncleared Transactions</b>	-297.00
	<u>                    </u>
<b>Register Balance as of 03/31/2024</b>	<b>20,913.29</b>
	<u>                    </u>
<b>Ending Balance</b>	20,913.29



The Castleton Public Library  
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 03/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						31,188.52
<b>Cleared Transactions</b>						
<b>Checks and Payments - 21 items</b>						
Bill Pmt -Check	01/08/2024	3226	Nancy Garcia	X	-34.95	-34.95
Bill Pmt -Check	02/20/2024	3239	Village of Castleton-...	X	-5,712.35	-5,747.30
Bill Pmt -Check	02/20/2024	3240	The Hartford	X	-2,000.35	-7,747.65
Bill Pmt -Check	03/02/2024	DEBIT	Google LLC	X	-30.82	-7,778.47
Bill Pmt -Check	03/04/2024	3243	Village of Castleton-...	X	-6,154.11	-13,932.58
Bill Pmt -Check	03/04/2024	3242	OverDrive	X	-495.52	-14,428.10
Bill Pmt -Check	03/04/2024	DEBIT	Google LLC	X	-30.82	-14,458.92
Bill Pmt -Check	03/12/2024	DEBIT	Price Chopper	X	-19.26	-14,478.18
Bill Pmt -Check	03/13/2024	DEBIT	Square Weebly	X	-129.60	-14,607.78
Bill Pmt -Check	03/14/2024	3244	Charter Communicat...	X	-97.42	-14,705.20
Bill Pmt -Check	03/14/2024	DEBIT	USPS	X	-7.84	-14,713.04
Bill Pmt -Check	03/18/2024	3245	Village of Castleton-...	X	-7,064.21	-21,777.25
Bill Pmt -Check	03/18/2024	3248	Village of Castleton-...	X	-776.30	-22,553.55
Bill Pmt -Check	03/18/2024	3247	Village of Castleton-...	X	-776.30	-23,329.85
Bill Pmt -Check	03/18/2024	3249	Village of Castleton-...	X	-776.30	-24,106.15
Bill Pmt -Check	03/18/2024	3250	Repeat Business Sy...	X	-240.46	-24,346.61
Bill Pmt -Check	03/18/2024	3246	Village of Castleton-...	X	-193.42	-24,540.03
Bill Pmt -Check	03/18/2024	3251	Brodart	X	-183.42	-24,723.45
Bill Pmt -Check	03/18/2024	DEBIT	USPS	X	-15.68	-24,739.13
Bill Pmt -Check	03/25/2024	DEBIT	Amazon LLC	X	-235.18	-24,974.31
Bill Pmt -Check	03/27/2024	DEBIT	USPS	X	-3.92	-24,978.23
Total Checks and Payments					-24,978.23	-24,978.23
<b>Deposits and Credits - 1 item</b>						
Transfer	03/18/2024			X	15,000.00	15,000.00
Total Deposits and Credits					15,000.00	15,000.00
Total Cleared Transactions					-9,978.23	-9,978.23
Cleared Balance					-9,978.23	21,210.29
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Bill Pmt -Check	10/16/2023	3200	Albany Public Library		-17.00	-17.00
Bill Pmt -Check	02/20/2024	3238	William C. Adams		-280.00	-297.00
Total Checks and Payments					-297.00	-297.00
Total Uncleared Transactions					-297.00	-297.00
Register Balance as of 03/31/2024					-10,275.23	20,913.29
<b>Ending Balance</b>					<b>-10,275.23</b>	<b>20,913.29</b>

The Castleton Public Library  
**Profit & Loss**  
 March 2024

	<u>Mar 24</u>
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	0.00
2082.12 · Lost Books	30.93
2082.13 · Copies, Prints and Faxes	48.50
2082.14 · Register Overage/Shortage	0.00
	<u>79.43</u>
Total 2082.1 · Library Fines & Fees	79.43
Total 2082 · Library Charges	79.43
2360 · Intergovernmental Revenues	
2360.1 · Town of Schodack	88,000.00
	<u>88,000.00</u>
Total 2360 · Intergovernmental Revenues	88,000.00
2401 · Interest & Earnings	28.84
2705 · Gifts & Donations	44.96
	<u>73.80</u>
Total Income	88,153.23
Gross Profit	88,153.23
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	5,038.46
7410.1B · Gross wages - Librarian	2,978.90
7410.1C · Gross wages - Assistant	4,267.75
	<u>12,285.11</u>
Total 7410.11 · Employee Gross Wages	12,285.11
Total 7410.1 · Personal Services	12,285.11
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B3 · Print Materials	183.42
74104B2 · Electronic Content	495.52
74104B1 · DVDs & Other Materials	142.76
	<u>821.70</u>
Total 7410.4B · Library Materials	821.70
7410.4C · Equipment/Technology	431.70
7410.4D · Programs	111.68
	<u>543.38</u>
Total 7410.4C · Equipment/Technology	431.70
Total 7410.4D · Programs	111.68
7410.41 · Operations and Administrative	
7410.4G · Postage	27.44
7410.4H · Telephone/Data Links	97.42
	<u>124.86</u>
Total 7410.41 · Operations and Administrative	124.86
Total 7410.4 · Contractual Expenses	1,489.94
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	933.21
9040.8 · Workers Comp	193.42
9060.8 · Health Insurance	2,328.90
	<u>3,455.53</u>
Total 9000 · Employee - Benefits	3,455.53
Total Expense	17,230.58
Net Ordinary Income	70,922.65
Net Income	<u><u>70,922.65</u></u>

The Castleton Public Library  
 Profit & Loss Budget vs. Actual  
 January through March 2024

	Jan - Mar 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	3.00	0.00	3.00	100.0%
2082.12 · Lost Books	143.60	0.00	143.60	100.0%
2082.13 · Copies, Prints and Faxes	77.10	0.00	77.10	100.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
2082.19 · Other Fines & Fees	0.00	0.00	0.00	0.0%
2082.1 · Library Fines & Fees - Other	0.00	0.00	0.00	0.0%
<b>Total 2082.1 · Library Fines &amp; Fees</b>	<b>223.70</b>	<b>0.00</b>	<b>223.70</b>	<b>100.0%</b>
<b>Total 2082 · Library Charges</b>	<b>223.70</b>	<b>0.00</b>	<b>223.70</b>	<b>100.0%</b>
2360 · Intergovernmental Revenues				
2360.4 · Taxes - SCSD	159,000.00	159,000.00	0.00	100.0%
2360.1 · Town of Schodack	88,000.00	88,000.00	0.00	100.0%
2360.2 · Village of Castleton	0.00	10,000.00	-10,000.00	0.0%
2360.3 · Rensselaer County	0.00	3,325.00	-3,325.00	0.0%
<b>Total 2360 · Intergovernmental Revenues</b>	<b>247,000.00</b>	<b>260,325.00</b>	<b>-13,325.00</b>	<b>94.9%</b>
2401 · Interest & Earnings	99.69	500.00	-400.31	19.9%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,091.71	8,002.00	-1,910.29	76.1%
<b>Total 2705 · Gifts &amp; Donations</b>	<b>7,091.71</b>	<b>9,002.00</b>	<b>-1,910.29</b>	<b>78.8%</b>
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	15,200.00	-15,200.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	0.00	1,436.00	-1,436.00	0.0%
2760.9 · Grants - Other	0.00	1,000.00	-1,000.00	0.0%
<b>Total 2760 · Library System Grants</b>	<b>0.00</b>	<b>17,636.00</b>	<b>-17,636.00</b>	<b>0.0%</b>
599 · Appropriated Fund Balance	0.00	8,937.00	-8,937.00	0.0%
<b>Total Income</b>	<b>254,415.10</b>	<b>296,400.00</b>	<b>-41,984.90</b>	<b>85.8%</b>
<b>Gross Profit</b>	<b>254,415.10</b>	<b>296,400.00</b>	<b>-41,984.90</b>	<b>85.8%</b>
<b>Expense</b>				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	15,019.22	67,925.00	-52,905.78	22.1%
7410.1B · Gross wages - Librarian	5,885.92	53,800.00	-47,914.08	10.9%
7410.1C · Gross wages - Assistant	12,637.53	64,298.00	-51,660.47	19.7%
<b>Total 7410.11 · Employee Gross Wages</b>	<b>33,542.67</b>	<b>186,023.00</b>	<b>-152,480.33</b>	<b>18.0%</b>
<b>Total 7410.1 · Personal Services</b>	<b>33,542.67</b>	<b>186,023.00</b>	<b>-152,480.33</b>	<b>18.0%</b>
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	21,460.00	-21,460.00	0.0%
<b>Total 7410.2 · Equipment &amp; Capital Outlay</b>	<b>0.00</b>	<b>21,460.00</b>	<b>-21,460.00</b>	<b>0.0%</b>
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
7410.4B6 · Museum Passes	0.00	1,850.00	-1,850.00	0.0%
7410.4B5 · Magazines and Newspapers	0.00	250.00	-250.00	0.0%
7410.4B4 · Audiobooks	0.00	0.00	0.00	0.0%
7410.4B3 · Print Materials	954.68	10,200.00	-9,245.32	9.4%
7410.4B2 · Electronic Content	1,856.77	6,690.00	-4,833.23	27.8%
7410.4B1 · DVDs & Other Materials	233.57	1,900.00	-1,666.43	12.3%
7410.4B · Library Materials - Other	196.40	1,220.00	-1,023.60	16.1%
<b>Total 7410.4B · Library Materials</b>	<b>3,241.42</b>	<b>22,110.00</b>	<b>-18,868.58</b>	<b>14.7%</b>

The Castleton Public Library  
**Profit & Loss Budget vs. Actual**  
 January through March 2024

	Jan - Mar 24	Budget	\$ Over Budget	% of Budget
7410.4C · Equipment/Technology	531.56	1,650.00	-1,118.44	32.2%
7410.4D · Programs				
74104D1 · Summer Reading Program	0.00	4,600.00	-4,600.00	0.0%
7410.4D · Programs - Other	264.60	3,000.00	-2,735.40	8.8%
<b>Total 7410.4D · Programs</b>	<b>264.60</b>	<b>7,600.00</b>	<b>-7,335.40</b>	<b>3.5%</b>
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	0.00	800.00	-800.00	0.0%
7410.4E · Automated Services	998.00	3,992.00	-2,994.00	25.0%
7410.4G · Postage	178.64	400.00	-221.36	44.7%
7410.4H · Telephone/Data Links	292.26	1,377.00	-1,084.74	21.2%
7410.4I · Insurance	2,000.35	2,955.00	-954.65	67.7%
7410.4F · Office and Library Supplies	45.88	1,000.00	-954.12	4.6%
7410.4J · Professional Services	280.00	400.00	-120.00	70.0%
<b>Total 7410.41 · Operations and Administrati...</b>	<b>3,795.13</b>	<b>10,924.00</b>	<b>-7,128.87</b>	<b>34.7%</b>
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	0.00	0.00	0.0%
7410.4K · Miscellaneous - Other	34.95	30.00	4.95	116.5%
<b>Total 7410.4K · Miscellaneous</b>	<b>34.95</b>	<b>30.00</b>	<b>4.95</b>	<b>116.5%</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>7,867.66</b>	<b>42,314.00</b>	<b>-34,446.34</b>	<b>18.6%</b>
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	8,500.00	-8,500.00	0.0%
9030.8 · Social Security/Medicare	2,546.21	14,140.00	-11,593.79	18.0%
9040.8 · Workers Comp	193.42	900.00	-706.58	21.5%
9055.8 · Disability	0.00	500.00	-500.00	0.0%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	3,000.00	-3,000.00	0.0%
9060.8 · Health Insurance - Other	2,328.90	19,563.00	-17,234.10	11.9%
<b>Total 9060.8 · Health Insurance</b>	<b>2,328.90</b>	<b>22,563.00</b>	<b>-20,234.10</b>	<b>10.3%</b>
<b>Total 9000 · Employee - Benefits</b>	<b>5,068.53</b>	<b>46,603.00</b>	<b>-41,534.47</b>	<b>10.9%</b>
<b>Total Expense</b>	<b>46,478.86</b>	<b>296,400.00</b>	<b>-249,921.14</b>	<b>15.7%</b>
<b>Net Ordinary Income</b>	<b>207,936.24</b>	<b>0.00</b>	<b>207,936.24</b>	<b>100.0%</b>
<b>Net Income</b>	<b>207,936.24</b>	<b>0.00</b>	<b>207,936.24</b>	<b>100.0%</b>

The Castleton Public Library  
**Balance Sheet**  
As of March 31, 2024

	<u>Mar 31, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	366,427.98
200.2 · Citizens Checking Account	20,913.29
200.9 · Petty Cash	50.00
Total Checking/Savings	<u>387,391.27</u>
Other Current Assets	
395 · Deposits with Other Government	5,000.00
Total Other Current Assets	<u>5,000.00</u>
Total Current Assets	<u>392,391.27</u>
<b>TOTAL ASSETS</b>	<u><u>392,391.27</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
600 · Accounts Payable	-0.02
Total Accounts Payable	<u>-0.02</u>
Total Current Liabilities	<u>-0.02</u>
Total Liabilities	<u>-0.02</u>
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	179,382.05
Net Income	207,936.24
Total Equity	<u>392,391.29</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>392,391.27</u></u>

## Director's Report – March

### March 2024 – Usage Statistics in Comparison

	Mar. 2024	Mar. 2023	% Change, 2024 vs. 2023	Mar. 2022	% Change, 2024 vs. 2022
<b>Circulation</b>					
Circulation of materials at CPL	2,146	1,853	+15.8%	1,564	+37.2%
Items loaned to other libraries	318	459	-30.7%	339	-6.2%
Items borrowed from other libraries	946	854	+10.8%	628	+50.6%
eContent circulation	777	594	+30.8%	605	+28.4%
<b>Programming</b>					
Number of programs offered	23	25	-8%	19	+21.1%
Program attendance – in-person	158	300	-47.3%	121	+30.6%
Program attendance – kits	108	104	+3.8%	123	-12.2%
Total program attendance	266	404	-34.2%	244	+9%
<b>Public Computer Use</b>					
Public Computer Sessions	25	18	+38.9	12	+108.3%
WiFi Use - daily unique users	727 (6.5 GB)	639 (8.9 GB)	+13.8%	574 (2.3 GB)	+26.7%
WiFi Hotspot Use	302.98 GB	15.52 GB	+1,852.2%	3.07 GB	+9,769.1%
<b>Marketing Reach</b>					
Website visits	896	801	+11.9%	1,408	-36.4%
Website unique visitors	470	405	+16%	704	-33.2%
Email newsletter list size	1,670	1,599	+4.4%	1,472	+13.5%
Facebook page followers	1,441	1,247	+15.6%	956	+50.4%
Facebook total reach	10,912	2,761	+295.2%	5,702	+91.4%

\* = The number of kits distributed through 3/31 is used for the attendance number.

### Programs – March

3/1/2024	Take & Make: Bird Crafts	108
3/4/2024	After Dinner Book Club	4
3/5/2024	Pajama Storytime	2
3/7/2024	Learn & Play Storytime	9
3/7/2024	Teen Time: Sharpie Art Tiles	0
3/10/2024	Make Your Own Puzzle	6
3/12/2024	Castle Hill Bookmobile	4
3/12/2024	Pajama Storytime	6
3/13/2024	Open Mic Night	6
3/14/2024	Learn & Play Storytime	4
3/14/2024	Kids Cook: Nutella Banana Rolls	2
3/15/2024	Cool Science: Sink or Float	17

3/16/2024	Knock Hockey	2
3/17/2024	Knock Hockey	7
3/19/2024	Spring Flower Craft	12
3/19/2024	Pajama Storytime	7
3/20/2024	Afternoon Book Club	5
3/21/2024	Special Storytime: All About Frogs	13
3/26/2024	Pajama Storytime	10
3/28/2024	Learn & Play Storytime	6
3/28/2024	Kaleidoscopes	12
3/29/2024	Coding for Kids	20
3/30/2024	Rainbow Scratch Art	4
	<b>Month total</b>	<b>266</b>

### Programming and Outreach Librarian – Meetings, Outreach, and Continuing Education (March)

- March 4 – Meeting w/Director and Library Assistant re: Summer Reading planning
- March 8 – UHLS Youth Services Advisory Council meeting (virtual)
- March 12 – Meeting with Jessica Ingham of Schodack Island State Park and Director re: 2024 collaboration
- March 13 – “Adventure Begins At Your Library: Collaborative Teen SRP Workshop” (webinar)
- March 20 – “Great New Books for Children, Birth - Grade 5” (webinar)
- March 21 – Library YNOTS (Youth Network Of Two States) meeting (virtual)

- March 22 – Meeting w/Director and Library Assistant re: Summer Reading planning
- March 29 – Virtual meeting with Lyndon Rosenberg re: summer internship

### **Director – Meetings, Outreach, and Continuing Education (March)**

- March 1 – UHLS Directors Association meeting at UHLS offices, Albany
- March 4 – Meeting w/Programming & Outreach Librarian and Library Assistant re: Summer Reading planning
- March 11 – New York Library Association (NYLA) Fundraising and Sponsorship Committee meeting (virtual)
- March 11 – Village Board meeting
- March 12 – Finance Committee meeting (virtual meeting)
- March 12 – Bookmobile at Castle Hill senior housing
- March 12 – Meeting with Jessica Ingham of Schodack Island State Park and Programming & Outreach Librarian re: 2024 collaboration
- March 14 – New York Library Association (NYLA) Leadership and Management Section (LAMS) board meeting (virtual meeting)
- March 14 – Administrative Committee meeting (virtual meeting)
- March 19 – UHLS eContent Advisory Council meeting (online meeting)
- March 19 – Meeting with CPL Board President Shane Mitchum
- March 20 – Friends of CPL meeting
- March 21 – New York Library Association (NYLA) Continuing Education Committee (CEC) meeting (virtual meeting)
- March 22 – Meeting w/Programming & Outreach Librarian and Library Assistant re: Summer Reading planning
- March 29 – Virtual meeting with Lyndon Rosenberg re: summer internship

## Castleton Public Library – May 2024 Classes & Events

### Take & Make Kit:

**Sunday, May 5** through **Saturday, June 1 -- Poseable Cat Puppet.**

Color, cut, and attach brads to help your cat puppet move and pose!

Day	Date	Start Time	End Time	Title	Description
Wed.	5/1/2024	7:00	N/A	Spice of the Month Club: Dill	For adults. Spice up your life and join us to learn about a different spice or herb each month. We'll talk about the spice, try a food that contains it, and send you home with information, recipes, and the spice of the month to experiment with at home.
Thu.	5/2/2024	10:30	N/A	Learn & Play Storytime	Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement while building their early literacy and motor skills!
Fri.	5/3/2024	10:30	N/A	Bridge Club	Come play bridge with us! Geared toward beginners and players who need a refresher.
Sat.	5/4/2024	10:00	1:00	Friends of CPL Plant Sale	Location: River Rest (intersection of Main St. & Scott Ave.). All proceeds benefit the library! An assortment of vegetable plants and flowers will be available.
Mon.	5/6/2024	7:00	N/A	After Dinner Book Club - All the Beauty in the World: The Metropolitan Museum of Art and Me by Patrick Bringley	Join us the first Monday of each month for a book discussion! Books available at the front desk.
Tue.	5/7/2024	6:00	N/A	Pajama Storytime	Feel free to wear your pajamas or bring a stuffed animal friend to this evening storytime! Ages birth-8.
Wed.	5/8/2024	6:00	8:00	Open Mic Night	Musicians & poets - come share your talents! If your instrument requires an amplifier, please bring one with you. All ages welcome to perform and to watch.
Thu.	5/9/2024	10:30	N/A	Special Storytime: Planting and Growing	An environmental educator from Schodack Island State Park will join us for this special storytime about how plants grow! Participants will take home a plant and watch it grow!
Thu.	5/9/2024	3:00	6:00	Mother's Day Pressed Flower Craft	Come decorate a candle holder, card, or picture frame to give to Mom, Grandma, or another special person in your life. All ages welcome.
Fri.	5/10/2024	10:30	N/A	Bridge Club	Come play bridge with us! Geared toward beginners and players who need a refresher.
Sat.	5/11/2024	11:30	3:30	1,000 Books Before Kindergarten Party	Celebrate our revamped 1,000 Books Before Kindergarten program! Sign up for the program or update your progress and complete a fun handprint craft at the library! We also offer programs for older readers as well like 500 Books Before Middle School and 100 Books Before High School - all are welcome to participate!
Mon.	5/13/2024	3:00	6:00	Kids Cook: Veggie Sushi Handrolls	Yum! Rice + nori (seaweed) + veggies = delicious! Drop in to learn to make this healthy snack and eat it, too!



Tue.	5/14/2024	6:00	N/A	Pajama Storytime	Feel free to wear your pajamas or bring a stuffed animal friend to this evening storytime! Ages birth-8.
Wed.	5/15/2024	1:00	N/A	Afternoon Book Club: Fahrenheit 451 by Ray Bradbury	Join us the third Wednesday of each month for a book discussion! Books available at the front desk.
Wed.	5/5/2024	5:30	N/A	Friends of CPL Meeting	Want to help support and raise funds for CPL? Come join the Friends! All are welcome.
Thu.	5/16/2024	10:30	N/A	Learn & Play Storytime	Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement while building their early literacy and motor skills!
Fri.	5/17/2024	10:30	N/A	Bridge Club	Come play bridge with us! Geared toward beginners and players who need a refresher.
Sun.	5/19/2024	11:00	4:00	Make a Kite	Drop in to make your own unique kite to take home!
Mon.	5/20/2024	7:00	N/A	CPL Board of Trustees Meeting	Monthly meeting of the library's Board of Trustees. Members of the public are welcome to attend.
Tue.	5/21/2024	6:00	N/A	Pajama Storytime	Feel free to wear your pajamas or bring a stuffed animal friend to this evening storytime! Ages birth-8.
Wed.	5/22/2024	6:00	8:00	Scrabble	For adults. Play Scrabble with fellow word-lovers. All levels welcome!
Thu.	5/23/2024	10:30	N/A	Learn & Play Storytime	Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement while building their early literacy and motor skills!
Fri.	5/24/2024	10:30	N/A	Bridge Club	Come play bridge with us! Geared toward beginners and players who need a refresher.
Fri.	5/24/2024	3:00	6:00	Cool Science: Paper Airplane Testing	Recommended for ages 8-12. We'll provide paper and directions for making different kinds of paper airplanes. Make them, test them, tweak them, and find out what makes the best flyer!
Tue.	5/28/2024	6:00	N/A	Pajama Storytime	Feel free to wear your pajamas or bring a stuffed animal friend to this evening storytime! Ages birth-8.
Wed.	5/29/2024	6:00	8:00	Pressed Flower Craft for Adults	Feel free to bring your own preferred items to decorate with the dried flowers we provide, or use our supplies to decorate a candle. For adults.
Thu.	5/30/2024	10:30	N/A	Learn & Play Storytime	Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement while building their early literacy and motor skills!
Fri.	5/31/2024	10:30	N/A	Bridge Club	Come play bridge with us! Geared toward beginners and players who need a refresher.
Fri.	5/31/2024	3:00	6:00	Shrinky Dinks	Remember Shrinky Dinks? The magical mystery material you color, cook, and create into something special! Join us for Shrinky Dink creativity and make a trinket, jewelry, or fob to take home.