

Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, April 20, 2026 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- NYS Annual Report for 2025

Old Business

- Policy and procedure review – Request to Reconsider Library Resources
- Library funding proposition on 2026 SCSD ballot
- Sustainable funding discussion – discussion of possible library advocates
- Library word-of-mouth advertising

President’s Report

Secretary’s Report

- Review of minutes from March 16, 2026

Treasurer’s Report

Director’s Report

Friends Report

Village of Castleton Liaison Report

Committee Reports

- Finance Committee – P. Cartwright, R. Montesi
- Administrative Committee – L. Knaack, C. Strange
- Operations/Capital projects – P. Cartwright, R. Montesi
- Policy Committee – M. Johnston, L. Knaack, B. Oras
- Long Range Plan Committees:
 - Marketing & Community Connections – P. Cartwright, L. Knaack, I. Marvinney
 - Library Services & Outreach – I. Marvinney, R. Montesi, B. Oras
 - Library Space – C. Strange, M. Johnston

Announcements

Public Comment

Executive Session

Adjourn

Annual Report For Public And Association Libraries

The State Library due date for the annual reports will be April 16, 2026.

[Instructions](#)

1. GENERAL LIBRARY INFORMATION

Library / Director Information

The report saves automatically after every new entry or change.

Multiple users can view and edit reports at the same time.

Report all information in Part 1 as of December 31, 2025, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1Library ID Number	8400491135
1.2Library Name	CASTLETON PUBLIC LIBRARY
1.3Name Status (State use only)	no change from the prior year
1.4Structure Status (State use only)	no change
1.5Community	Castleton On Hudson
1.6Beginning Fiscal Reporting Year	01/01/2025
1.7Ending Fiscal Reporting Year	12/31/2025
1.8Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11Beginning Local Fiscal Year	01/01/2025
1.12Ending Local Fiscal Year	12/31/2025
1.13Address Status	no change from the prior year

1.14 Street Address	85 SOUTH MAIN STREET
1.15 City	CASTLETON-ON-HUDSON
1.16 Zip Code	12033
1.17 Mailing Address	85 SOUTH MAIN STREET
1.18 City	CASTLETON-ON-HUDSON
1.19 Zip Code	12033
1.20 Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	5187320879
1.21 E-Mail Address (enter M (Missing) if no E-Mail)	director@castletonpubliclibrary.org
1.22 Library Home Page URL (Enter M (Missing) if no home page URL)	https://www.castletonpubliclibrary.org/
1.23 Population Chartered to Serve (per 2020 Census)	1,477
1.24 Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.25 Indicate the area chartered to serve as stated in the library's charter (select one):	Village
1.26 During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.27 Indicate the type of charter the library currently holds (select one):	Absolute
1.28 Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	05/02/1912
1.29 Date the library was last registered	10/28/1909
1.30 Federal Employer Identification Number	146002112
1.31 County	RENSSELAER
1.32 School District	Schodack Central
1.33 Town/City	Castleton
1.34 Library System	Upper Hudson Library System

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THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.35a President/CEO Name	N/A
1.35b President/CEO Phone Number	N/A
1.35c President/CEO Email	N/A

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For questions 1.36 through 1.42, report all information for the current library director/manager.

1.36 First Name of Library Director/Manager	Melissa
1.37 Last Name of Library Director/Manager	Tacke
1.38 NYS Public Librarian Certification Number	25023
1.39 What is the highest education level of the library manager/director?	Master's Degree
1.40 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Yes
1.41 Do all staff working in the budgeted Librarian (certified) positions reported in 6.6 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Yes
1.42 E-mail Address of the Director/Manager	director@castletonpubliclibrary.org
1.43 Does the library charge fees for library cards to people residing outside the system's service area?	N

Public Votes / Contracts

1.44 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2025? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.45.	N
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Please Note: last year's answers for repeating groups cannot be displayed.

1.44a Name of municipality or district holding the public vote	1.44b Indicate the type of municipality or district holding the public vote	1.44c Date the vote was held(mm/dd/2025)	1.44d Was the vote successful? Y/N	1.44e What type of public vote was it?	1.44f.i Most recent prior year approved appropriation from a public vote:	1.44f.ii Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	1.44f.iii Total proposed appropriation (manually sum of 6a and 6b):
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This question should only be answered if "No" was answered in Q1.44 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.45 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2025) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.46.	Y
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Please Note: last year's answers for repeating groups cannot be displayed.

1.45a Name of municipality or district holding the public vote	1.45b Indicate the type of municipality or district holding the public vote	1.45c Date the last successful vote was held (mm/dd/yyyy)	1.45d What type of public vote was it?	1.45e What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?
Schodack Central School District	School District	2023-05-16	school district ballot proposition (Ed. Law §259(1)(a))	\$159,000

Contractual Agreements

1.46 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for each contract. If no, go to question 1.47.	Y
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Please Note: last year's answers for repeating groups cannot be displayed.

1.46a Name of contracting municipality or district	1.46b Is this a written contractual agreement?	1.46c Population of the geographic area served by this contract	1.46d Dollar amount of contract	1.46e Enter the appropriate code for range of services provided (select one): Full
Town of Schodack	Y	12,965	\$92,500	Full

Unusual Circumstances

1.47 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.	N
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2. LIBRARY COLLECTION

Physical Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general information instructions below before completing this section.

<https://ny.countingopinions.com/docs/ny/Instructions2025AnnualReportPublicAssociationLibraries.pdf>

This section of the survey (2.1-2.16) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available online.

PRINT MATERIALS

Cataloged Books

2.1Adult Fiction Books	2,563
2.2Adult Non-fiction Books	1,134
2.3Total Adult Books (Total questions 2.1 & 2.2)	3,697
2.4Children's Fiction Books	3,511
2.5Children's Non-fiction Books	746
2.6Total Children's Books (Total questions 2.4 & 2.5)	4,257
2.7Total Cataloged Books (Total questions 2.3 & 2.6)	7,954

Other Print Materials

2.8Total Uncataloged Books	0
2.9Total Print Serials	10
2.10All Other Print Materials	0
2.11Total Other Print Materials (Total questions 2.8 through 2.10)	10
2.12Total Print Materials (Total questions 2.7 and 2.11)	7,964

ALL OTHER MATERIALS

2.13Audio - Physical Units ¹	1
2.14Video - Physical Units	1,046
2.15Other Circulating Physical Items	38
2.16Total Other Physical Materials(Total questions 2.13 through 2.15)	1,085

Grand Total / Additions to Holdings

2.17GRAND TOTAL HOLDINGS (Total questions 2.12 and 2.16)	9,049
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18Cataloged Books	633
2.19All Other Print Materials	42
2.20All Other Materials	67
2.21Total Additions (Total questions 2.18 through 2.20)	742

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2025 calendar year. Please [click here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1Library visits (total annual attendance)	10,311
3.1aRegarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Estimate Based on Typical Week(s)
3.2Registered resident borrowers	466
3.3Registered non-resident borrowers	879

WRITTEN POLICIES (Answer Y for Yes, N for No)

Please report information on WRITTEN POLICIES as of 12/31/25.

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4 Does the library have an open meeting policy?	Y
3.5 Does the library have an Internet use policy?	Y
3.6 Does the library have a board-approved conflict of interest policy?	Y
3.7 Does the library have a board-approved whistle blower policy?	Y
3.8 Does the library have a board-approved sexual harassment prevention policy?	Y

ACCESSIBILITY (Answer Y for Yes, N for No)

Please report information on ACCESSIBILITY as of 12/31/25.

3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N
3.13 Does the library have large print books?	Y
3.14 Does the library have assistive technology for people who are visually impaired or blind?	N

3.15 - If so, what do you have? If no, go to next question

screen reader, such as JAWS, Windoweyes or NVDA	
refreshable Braille commonly referred to as a refreshable Braille display	
screen magnification software, such as Zoomtext	
electronic scanning and reading software, such as OpenBook	
3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants. Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17aNumber of Sessions Targeted at Children Ages 0-5	89
3.17bAttendance at Sessions Targeted at Children Ages 0-5	948
3.18aNumber of Sessions Targeted at Children Ages 6-11	147
3.18bAttendance at Sessions Targeted at Children Ages 6-11	3,071
3.19aNumber of Sessions Targeted at Young Adults Ages 12-18	14
3.19bAttendance at Sessions Targeted at Young Adults Ages 12-18	372
3.20aNumber of Sessions Targeted at Adults Age 19 or Older ²	143
3.20bAttendance at Sessions Targeted at Adults Age 19 or Older	886
3.21aNumber of General Interest Program Sessions	16
3.21bAttendance at General InterestProgram Sessions	396
3.22Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a) ³	409
3.23Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	5,673

Live Programs Categorized by Venue

3.24a Total Live Onsite Program Sessions ⁴	363
3.24b Total Live Onsite Program Attendance	4,223
3.25a Total Live Offsite Program Sessions ⁵	46
3.25b Total Live Offsite Program Attendance	1,450
3.26a Total Live Virtual Program Sessions ⁶	0
3.26b Total Live Virtual Program Attendance	0
3.27 Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	409
3.28 Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	5,673

Prerecorded and One-on-One Programs

3.29 Total Number of Prerecorded Program Presentations	0
3.30 Total Views of Prerecorded Program Presentations within 30 Days	0
3.31 One-on-One Program Sessions	1,880
3.32 Attendance at One-on-One Program Sessions	1,880

Teen-Led Promotions

3.33 Did your library offer teen-led activities during the 2025 calendar year?	Y
3.34a Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.34b Does your library use Facebook for promotion?	Yes
3.34c Does your library use Instagram for promotion?	No
3.34d Does your library use Twitter/X for promotion?	Yes
3.34e Does your library use TikTok for promotion?	No

SUMMER READING PROGRAM

Please report information on SUMMER READING PROGRAMS for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.35Did the library offer a summer reading program in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.36Library outlets offering the summer reading program	1
3.37Children registered for the library's summer reading program	144
3.38Young adults registered for the library's summer reading program	34
3.39Adults registered for the library's summer reading program	109
3.40Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	287
3.41aChildren's program sessions - Summer 2025	86
3.41bChildren's program attendance - Summer 2025	1,675
3.42aYoung adult program sessions - Summer 2025	1
3.42bYoung adult program attendance - Summer 2025	17
3.43aAdult program sessions - Summer 2025	37
3.43bAdult program attendance - Summer 2025	250
3.44Total program sessions - Summer 2025 (total 3.41a + 3.42a + 3.43a)	124
3.45Total program attendance - Summer 2025 (total 3.41b + 3.42b + 3.43b)	1,942
3.46Did the library use the Summer Reading at New York Libraries name and/or logo?	Y
3.47Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y

COLLABORATORS

3.48Public school district(s) and/or BOCES	1
3.49Non-public school(s)	0
3.50Childcare center(s)	0
3.51Summer camp(s)	0
3.52Municipality/Municipalities	2
3.53Literacy provider(s)	0
3.54Other (describe using the State note) ⁷	3
3.55Total Collaborators (total 3.48 through 3.54)	6

Early Literacy

Please report information on EARLY LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.56Did the library offer early literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
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EARLY LITERACY PROGRAMS

3.57aFocus on birth - school entry (kindergarten) sessions	16
3.57bFocus on birth - school entry (kindergarten) attendance	47
3.58aFocus on parents & caregivers sessions	0
3.58bFocus on parents & caregivers attendance	0
3.59aCombined audience sessions	73
3.59bCombined audience attendance	901
3.60Total Sessions	89
3.61Total Attendance	948

3.62 - Collaborators (check all that apply):

3.62a.Childcare center(s)	Yes
3.62b.Public School District(s) and/or BOCES	No
3.62c.Non-Public School(s)	No
3.62d.Health care providers/agencies	No
3.62e.Other (describe using the State note) ⁸	Yes

Adult Literacy

Please report information on ADULT LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

ADULT LITERACY

3.63Did the library offer adult literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N
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ESOL / Digital Literacy

Please report information on ESOL, for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N
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DIGITAL LITERACY

Please report information on DIGITAL LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.75 Did the library offer digital literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.76a Total group program sessions	0
3.76b Total group program attendance	0
3.77a Total one-on-one program sessions	27
3.77b Total one-on-one program Attendance	27

4. LIBRARY TRANSACTIONS

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

Circulation / Reference Transactions

- The total annual circulation of all physical library materials of all types, including renewals.
- Count all physical materials in all formats that are charged out for use outside the library. Circulation of uncataloged books, and other non-book materials should be reported in the appropriate category - Adult or Children's Other Materials. Include non-traditional items that are charged out, such as cake pans, tools, Roku sticks, etc. under Circulation of Other Materials.
- Interlibrary loan transactions included are only items borrowed for users. Include items borrowed for users of the reporting library through interlibrary loan (materials received) and charged out for home use by the reporting library's patrons.
- Items loaned in bulk (bulk loans) by your library to schools or other institutions for circulation by the school or institution are counted as one circulation per item (the initial loan from your library to the school or institution).
- Do not include items checked out to another library. Items sent to another autonomous library as interlibrary loan are not counted as circulation by the reporting library.
- Items sent from one outlet of the reporting library to another, i.e., from main library to a branch, are not counted as circulation.
- Items packaged together as a unit which are generally checked out as a unit, should be counted once for each loan of the unit (e.g., two compact discs, two films, two videocassettes, a kit or a set of 25slides).

CATALOGED BOOK CIRCULATION

4.1Adult Fiction Books	5,159
4.2Adult Non-fiction Books	2,543
4.3Total Adult Books (Total questions 4.1 & 4.2)	7,702
4.4Children's Fiction Books	8,775
4.5Children's Non-fiction Books	1,534
4.6Total Children's Books (Total questions 4.4 & 4.5)	10,309
4.7Total Cataloged Book Circulation (Total question 4.3 & 4.6)	18,011

CIRCULATION OF OTHER MATERIALS

4.8aCirculation of Adult Other Materials - Non-Audio/Visual	489
4.8bCirculation of Adult Other Materials - Audio/Visual	1,834
4.9aCirculation of Children's Other Materials - Non-Audio/Visual	0
4.9bCirculation of Children's Other Materials - Audio/Visual	842
4.10Circulation of Other Physical Items (Total questions 4.8a, 4.9a)	489
4.11Physical Item Circulation (Total questions 4.7 & 4.8 b & 4.9b & 4.10)	21,176
4.12As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No
4.13Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.	Yes

REFERENCE TRANSACTIONS

4.14Total Reference Transactions	2,657
4.14aRegarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Estimate Based on Typical Week(s)
4.15Does the library offer virtual reference?	Y

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16TOTAL MATERIALS RECEIVED	8,792
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17TOTAL MATERIALS PROVIDED	4,423
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E-RATE

4.18Does the library file for E-ratebenefits?	N
4.19Is the library part of a consortium for E-rate benefits?	N
4.20If yes, in which consortium are you participating?	N/A

5. ELECTRONIC USE

Electronic Holdings

For all questions: Answer Missing if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1 Did the library provide access to e-books purchased solely by the library?	No
5.2 Did the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.3 Did the library provide access to e-books provided by the New York State Library at no or minimal cost to the library?	No

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4 Did the library provide access to e-serials purchased solely by the library?	No
5.5 Did the library provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.6 Did the library provide access to e-serials provided by the New York State Library at no or minimal cost to the library?	No

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7Did the library provide access to e-audio purchased solely by the library?	No
5.8Did the library provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.9Did the library provide access to e-audio provided by the New York State Library at no or minimal cost to the library?	No

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10Did the library provide access to e-videos purchased solely by the library?	No
5.11Did the library provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (Do not include New York State Library-provided content here; that should be entered in 5.12.)	Yes
5.12Did the library provide access to e-videos provided by the New York State Library at no or minimal cost to the library?	No

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13Did the library provide access to research databases purchased solely by the library?	No
5.14Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.15Did the library provide access to research databases provided by the New York State Library at no or minimal cost to the library (e.g., NOVELny)?	Yes

Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16Did the library provide access to online learning platforms purchased solely by the library?	No
5.17Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	No
5.18Did the library provide access to online learning platforms provided by the New York State Library at no or minimal cost to the library?	No

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19The total circulation of e-books during the reporting period	3,199
5.20The total circulation of e-serials during the reporting period.	1,060
5.21The total circulation of e-audio during the reporting period	5,433
5.22The total circulation of e-videos during the reporting period.	74

6. STAFF INFORMATION

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section. ⁹	37.50
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BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2 Library Director (certified)	1.00
6.3 Vacant Library Director (certified)	0.00
6.4 Library Manager (not certified)	0.00
6.5 Vacant Library Manager (not certified)	0.00
6.6 Librarian	0.00
6.7 Vacant Librarian	0.00
6.8 Library Specialist/Paraprofessional	0.00
6.9 Vacant Library Specialist/Paraprofessional	0.00
6.10 Other Staff ¹⁰	2.73
6.11 Vacant Other Staff	0.00
6.12 TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	3.73
6.13 VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14 FTE - Library Director (certified)	1
6.15 Salary - Library Director (certified)	\$70,000
6.16 FTE - Library Manager (not certified)	0
6.17 Salary - Library Manager (not certified)	\$0
6.18 FTE - Librarian	0
6.19 Salary - Librarian	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your

library meets as of December 31, 2025. Please [click here](#) to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. <https://nyslibrary.libguides.com/publiclibrarystandards>

7.1.Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y
7.2.Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y
7.3.Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y
7.4.Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y
7.4.a.Does the Library have a Board-approved policy for the selection of library materials and reconsideration of such selection?	Y
7.4.b.Does the Library have a Board-approved policy explaining the public usage of library space and meeting rooms?	Y
7.4.c.Does the Library have Board-approved Codes of conduct?	Y
7.4.d.Does the library have a policy protecting the confidentiality of library records?	Y
7.4.e.Does the library have Board-approved personnel policies ensuring consistent staff management and fair employment practices?	Y
7.4.f.Does the library have a disaster plan?	Y
7.4.g.Does the Library have Board-approved financial control policies that fulfill the legal and fiduciary responsibilities of the governing body and promote fiscal oversight, accountability, and sustainable management?	Y
7.5.Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y
7.6.Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y
7.7.Is open the minimum standard number of public service hours for population served. (see instructions)	Y

7.8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

7.8a.space	Y
7.8b.lighting	Y
7.8c.shelving	Y
7.8d.seating	Y
7.8e.power infrastructure	Y
7.8f.data infrastructure	Y
7.8g.public restroom	Y

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7.9.Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y
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7.10. Provides

7.10a.a circulation system that facilitates access to the local library collection and other library catalogs	Y
7.10b.equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y

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7.11.Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y
7.12.Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y
7.13.Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y
7.14.Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [click here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1Main Library	1
8.2Branches	0
8.3Bookmobiles	0
8.4Other Outlets	0
8.5TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6Minimum Weekly Total Hours - Main Library	50.00
8.7Minimum Weekly Total Hours - Branch Libraries	0.00
8.8Minimum Weekly Total Hours - Bookmobiles	0.00
8.9Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	50.00
8.10Annual Total Hours - Main Library	2,600.00
8.11Annual Total Hours - Branch Libraries	0.00
8.12Annual Total Hours - Bookmobiles	0.00
8.13Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,600.00

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [click here](#) to read general instructions before completing this section. Questions 1-14, 20-25, and 34-36 are pre-filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter New in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either Closed, will reopen or Closed permanently in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you will enter the data into the spreadsheet that Counting Opinions will provide. Complete this spreadsheet and email it to support@countingopinions.com and your data will be uploaded into LibPAS within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

Outlet fields 5-6, 11-14, and 20-23 should be locked.

Name

Location		1. Outlet Name	2. Outlet Name Status
CASTLETON PUBLIC LIBRARY		CASTLETON PUBLIC LIBRARY	no change from the prior year

Address

Location		3. Street Address	4. Outlet Street Address Status
CASTLETON PUBLIC LIBRARY		85 SOUTH MAIN STREET	no change from the prior year

Address / Phone

Location		5. City	6. Zip Code	7. Phone (enter 10 digits only)
CASTLETON PUBLIC LIBRARY		CASTLETON-ON-HUDSON	12033	(518) 732-0879

Contact

Location		8. E-mail Address	9. Outlet URL
CASTLETON PUBLIC LIBRARY		director@castletonpubliclibrary.org	https://www.castletonpubliclibrary.org

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Location		10. County	11. School District	12. Library System	13. Outlet Type Code (select one):
CASTLETON PUBLIC LIBRARY		RENSSELAER	Schodack Central School District	Upper Hudson Library System	Central Library

Hours / Meetings

Location		14. Public Service Hours Per Year for This Outlet	15. Number of Weeks This Outlet is Open	16. Total number of meeting spaces available to the public	17. How many of the above meeting spaces are reservable?	18. Number of times members of the public reserved meeting spaces	19. Is the meeting space available for public use even when the outlet is closed?
CASTLETON PUBLIC LIBRARY		2,600	52	1	1	19	N

Building

Location		20. Enter the appropriate outlet code (select one):	21. Who owns this outlet building?	22. Who owns the land on which this outlet is built?	23. Indicate the year this outlet was initially constructed	24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more
CASTLETON PUBLIC LIBRARY		LRF	Village	Village	1866	

Space / Use

Location		25. Square footage of the outlet	26. Number of Internet Computers Used by General Public	27. Number of uses (sessions) of public Internet computers per year	27a Reporting Method for Number of Uses of Public Internet Computers Per Year
CASTLETON PUBLIC LIBRARY		1,222	4	324	Annual Count

Internet Connection

Location		28. Type of connection on the outlet's public Internet computers	29. Maximum download speed of connection on the outlet's public Internet computers	30. Maximum upload speed of connection on the outlet's public Internet computers
CASTLETON PUBLIC LIBRARY		Cable	8 Greater than or equal to 15 mbps and less than 25 mbps	4 Greater than or equal to 1.5 mbps and less than 3 mbps

Internet / WiFi

Location		31. Internet Provider	32. WiFi Access	33. Wireless Sessions	33a Reporting Method for Wireless Sessions
CASTLETON PUBLIC LIBRARY		Spectrum/Time Warner Cable	No restrictions to access	7,994	Annual Count

Accessibility / Makerspace

Location		34. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	35. Is every public part of the outlet accessible to a person in a wheelchair?	36. Does your outlet have a Makerspace?
CASTLETON PUBLIC LIBRARY		Y	N	N

ID

Questions 35-39 37-40 are locked fields for New York State Library use only.

Location		37. LIBID	38. FSCSID	39. Number of Bookmobiles in the Bookmobile Outlet Record	40. Outlet Structure Status
CASTLETON PUBLIC LIBRARY		8400491135	NY0711	0	no change

10. OFFICERS AND TRUSTEES

Guidance at the start of the section has been updated to clarify that entries should reflect Officers and Board Members as of February 1, 2026.

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2025. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2025 to December 31, 2025)	12
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NUMBER OF TRUSTEES AND TERMS

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, select N/A.	5 - 15
10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, select N/A.	7
10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, select N/A here.	N/A
10.5 What is the trustee term length, as stated in your library's charter documents (incorporation)? If a term length is not stated, please explain in a Note.	3 years
10.6 I attest that all trustees participated in trustee education in the last calendar year (2025). If entering No, provide explanation in a Note.	Y

BOARD MEMBER SELECTION

10.7 Enter Board Member Selection Code (select one):	A - board members are appointed by municipality(ies)
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List Officers and Board Members as of February 1, 2026.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you must enter the data into the spreadsheet that Counting Opinions will send you. Please Note: It is customized and contains previously entered data in need of updating. Complete this spreadsheet and email it to support@countingopinions.com.

10.7a Status	10.7b First Name of Board Member	10.7c Last Name of Board Member	10.7d Mailing Address	10.7e City	10.7f Zip Code (5 digits only)	10.7g E-mail address	10.7h Office Held or Trustee	10.7i Term Begins - Month	10.7j Term Begins - Year	10.7k Term Expires	10.7l Term Expires - Year (yyyy)	10.7m Is the trustee serving a full term? If No, add a Note. The	10.7n The date the Oath of Office (mm/dd/yyyy) was taken	10.7o The date the Oath of Office was filed with town or	10.7p Is this a brand new trustee?
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										Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filled	county clerk (mm/dd/yyyy)
Filled	Patrick Cartwright	890 Stony Point Rd.	Castleton 12033	patrickhc.artwright@gmail.com	President	January 2025	December 2027			¹¹ Yes	2024-12-26 - 2024-12-26 N
Filled	Meghan Johnston	18 Chestnut St.	Castleton 12033	meghan.johnston.llc@gmail.com	Vice President	January 2026	December 2028			Yes	2026-01-12 - 2026-01-12 N

Filled	Ronald	Montesi	264 Schodack Dr.	Castleton 12033	ronmontesi@gmail.com	Financial Officer	May 2024	December 2026	No	2024-05-30	2024-05-30	N
Filled	Laurie	Knaack	29 Van Buren Ave.	Castleton 12033	laurieknaack@gmail.com	Secretary	January 2025	December 2027	Yes	2025-01-08	2025-01-08	N
Filled	Colin	Strainge	570 River Road	Schodack Landing 12156	straingefamily@gmail.com	Trustee	January 2025	December 2027	Yes	2025-01-13	2025-01-13	N
Filled	Brittany	Oras	122 Green Ave.	Castleton 12033	brittany.kovach@gmail.com	Trustee	November 2025	December 2026	No	2025-12-08	2025-12-08	Y
Filled	Ian	Marvinney	908 Maple Hill Rd.	Castleton 12033	ian.marvinney@gmail.com	Trustee	January 2026	December 2028	Yes	2025-12-08	2025-12-08	Y

11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y
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11.1.a Source of Funds	11.1.b Name of funding County, Municipality or	11.1.c Amount	11.1.d Subject to public vote held in reporting year	11.1.e Written Contractual Agreement
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	School District		or in a previous reporting year(s).	
Town	Town of Schodack	\$92,500	N	Y
Village	Village of Castleton-on-Hudson	\$10,000	N	N
County	Rensselaer County	\$3,325	N	Y
School District	Schodack Central School District	\$159,000	Y	N

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Please Note: last year's answers for repeating groups cannot be displayed.

11.2TOTAL LOCAL PUBLIC FUNDS ¹²	\$264,825
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SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3Local Library Services Aid (LLSA)	\$1,376
11.4Record all Central Library Services Aid monies received from system headquarters	\$0
11.5Additional State Aid received from the System	\$1,538
11.6Federal Aid received from the System	\$0
11.7Other Cash Grants	\$0
11.8TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$2,914

OTHER STATE AID

11.9State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants ¹³	\$14,485
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FEDERAL AID FOR LIBRARY OPERATION

11.10LSTA	\$0
11.11Other Federal Aid	\$0
11.12TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0
11.13CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0

OTHER RECEIPTS

11.14Gifts and Endowments	\$11,649
11.15Fund Raising	\$0
11.16Income from Investments ¹⁴	\$5,802
11.17Library Charges	\$456
11.18Other ¹⁵	\$3,000
11.19TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$20,907
11.20TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$303,131
11.21BUDGET LOANS	\$0

Transfers / Grand Total

TRANSFERS

11.22From Capital Fund (Same as Question 14.8)	\$0
11.23From Other Funds	\$0
11.24TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0
11.25BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2025 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$367,677
11.26GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$670,808

12. OPERATING FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1 Certified Librarians	\$70,000
12.2 Other Staff	\$118,712
12.3 Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$188,712
12.4 Employee Benefits Expenditures	\$40,121
12.5 Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$228,833

COLLECTION EXPENDITURES

12.6 Print Materials Expenditures	\$9,150
12.7 Electronic Materials Expenditures	\$7,718
12.8 Other Materials Expenditures	\$3,785
12.9 Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$20,653

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10 From Local Public Funds (71PF)	\$8,350
12.11 From Other Funds (71OF)	\$0
12.12 Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$8,350

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13From Local Public Funds (72PF)	\$0
12.14From Other Funds (72OF)	\$0
12.15Total Repairs (Add Questions 12.13 and 12.14)	\$0
12.16Other Disbursements for Operation & Maintenance of Buildings	\$0
12.17Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$0

MISCELLANEOUS EXPENSES

12.18Office and Library Supplies	\$1,551
12.19Telecommunications	\$1,063
12.21Professional & Consultant Fees	\$2,618
12.22Equipment	\$1,305
12.23Other Miscellaneous	\$11,380
12.24Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$17,917

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12.25CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$4,188
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26From Local Public Funds (73PF)	\$0
12.27From Other Funds (73OF)	\$0
12.28Total (Add Questions 12.26 and 12.27) Other Loans	\$0
12.29Budget Loans (Principal and Interest)	\$0
12.30Short-Term Loans	\$0
12.31Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0
12.32TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$279,941

Transfers to Capital Fund

12.33From Local Public Funds (76PF)	\$0
12.34From Other Funds (76OF)	\$0
12.35Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0
12.36Transfer to Other Funds	\$0
12.37TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$0
12.38TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$279,941
12.39BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2025	\$390,868
12.40GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$670,809

ASSURANCE

12.41The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the Annual Report was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	2026-04-20
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FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy)	2025-05-06
12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2024-12/31/2024
12.44 Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

12.45 Does the library have a separate Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	N
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13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources	\$0
13.2 All Other Revenues from Local Sources	\$0
13.3 Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$0

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction	\$0
13.5 Other State Aid	\$0
13.6 Total State Aid (Add Questions 13.4 and 13.5)	\$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7 TOTAL FEDERAL AID	\$0
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INTERFUND REVENUE

13.8 Transfer from Operating Fund(Same as Question 12.35)	\$0
13.9 TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0
13.10 NON-REVENUE RECEIPTS	\$0
13.11 TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$0
13.12 BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2025 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0
13.13 TOTAL CASH RECEIPTS AND BALANCE(Add Questions 13.11 and 13.12; same as Question 14.12)	\$0

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1 Construction	\$0
14.2 Incidental Construction	\$0

Other Disbursements

14.3Purchase of Buildings	\$0
14.4Interest	\$0
14.5Collection Expenditures	\$0
14.6Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9NON-PROJECT EXPENDITURES	\$0
14.10TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2025	\$0
14.12TOTAL CASH DISBURSEMENTS AND BALANCE	\$0

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1Total ALA-MLS	0.94
16.2Total Librarians ¹⁶	0.94
16.3All Other Paid Staff	2.56
16.4Total Paid Employees	3.50
16.5State Government Revenue ¹⁷	\$17,399
16.6Federal Government Revenue	\$0
16.7Other Operating Revenue	\$20,907
16.8Total Operating Revenue	\$303,131
16.9Other Operating Expenditures	\$22,105
16.10Total Operating Expenditures	\$271,591
16.11Total Capital Expenditures	\$8,350
16.12Print Materials	7,964
16.12aTotal Physical Items in Collection	9,048
16.13Circulation of Children's Physical Material	11,151
16.14Total Registered Borrowers	1,345
16.15Other Capital Revenue and Receipts	0
16.16Number of Internet Computers Used by General Public	4
16.17Total Uses (sessions) of Public Internet Computers Per Year	324
16.18Wireless Sessions	7,994
16.19Total Capital Revenue	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1LIB ID	8400491135
17.2Interlibrary Relationship Code	Member of a Federation or Cooperative
17.3Legal Basis Code	Municipal Government (city, town or village)
17.4Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
17.5FSCS Public Library Definition	Yes
17.6Geographic Code	Place (e.g., incorporated city or village, censusdesignated), entirety
17.7FSCS ID	NY0711
17.8SED CODE	
17.9INSTITUTION ID	
User defined ID. used to link two or more AEs together.	
Old FSCSKEY	

SUGGESTED IMPROVEMENTS

Library Name:	CASTLETON PUBLIC LIBRARY
Library System:	Upper Hudson Library System
Name of Person Completing Form:	Melissa Tacke
Phone Number:	(518) 732-0879
I am satisfied that this resource (LibPAS) is meeting library needs:	Agree
Applying this resource (LibPAS) will help improve library services to the public:	Yes
Please share with us your suggestions for improving the Annual Report. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	N/A

¹, 2.13 The library eliminated CD audiobooks from our collection in 2025 due to declining circulation.(0-2026-03-30)

², 3.20a The library offers a greater number of programs than anticipated for the chartered-to-serve area due to extending service to residents of the Town of Schodack, in which the Village of Castleton is located. The Town of Schodack does not have a library formally chartered to serve residents outside of the Village of Castleton.(0-2026-03-31)

³, 3.22 The library offers a greater number of programs than anticipated for the chartered-to-serve area due to extending service to residents of the Town of Schodack, in which the Village of Castleton is located. The Town of Schodack does not have a library formally chartered to serve residents outside of the Village of Castleton.(0-2026-03-31)

⁴, 3.24a The library offered 363 on-site program sessions in 2025.(0-2026-03-30)

⁵, 3.25a The library offered 46 off-site program sessions in 2025.(0-2026-03-30)

⁶, 3.26a The library did not offer any virtual program sessions in 2025.(0-2026-03-30)

⁷, 3.54 local businesses; State Park; County career center(0-2026-03-30)

⁸, 3.62e. local businesses; fire department; State Park(0-2026-03-30)

⁹, 6.1 The library changed its definition of FTE from 40 to 37.5 in 2025.(0-2026-03-30)

¹⁰, 6.10 Calculation is 2.73, rounded up to 3(0-2026-03-30)

¹¹, 10.7p Brittany Oras is serving a partial term that was vacated by Alyssa Mitchum.(0-2026-04-09)

¹², 11.2 The library receives a greater amount of funding than anticipated for the chartered-to-serve area due to extending service to residents of the Schodack Central School District and the Town of Schodack. The Town of Schodack does not have a library formally chartered to serve residents outside of the Village of Castleton.(0-2026-03-31)

¹³, 11.9 Library Construction Aid(0-2026-04-09)

¹⁴, 11.16 In 2025, the library established a new municipal checking account that yields a higher interest rate than other library accounts.(0-2026-04-09)

¹⁵, 11.18 Capital District Library Council - Regional Collections Grant(0-2026-03-31)

¹⁶, 16.2 The library changed its definition of FTE from 40 to 37.5 in 2025.(0-2026-03-31)

¹⁷, 16.5 The library received more State funding than anticipated in 2025 due to receiving Public Library Construction Aid in the amount of \$14,485 during the FY.(0-2026-03-31)

Requests to Reconsider Library Resources: **Information for Library Patrons**

The Castleton Public Library recognizes that some library resources may be considered controversial and that any given item, display, program, or other resource may offend some patrons. Selection of materials will be made solely on the basis of the principles stated in the Materials Selection Policy. Library resources will not be marked or identified to show approval or disapproval of their contents, and no item will be placed on closed shelves except for the express purpose of protecting it from abuse or theft. Responsibility for monitoring a child's access to library resources rests with the parent(s) and/or legal guardian(s).

A patron who wants to request that a resource be reconsidered or withdrawn must complete the Request for Reconsideration of Library Resources Form **in full** and submit it to the Director. The patron should be assured that the matter will be given serious attention and that a response will be forthcoming within a reasonable time.

A panel composed of the Director, the Programming & Outreach Coordinator, and the President of CPL's Board of Trustees will review the resource and consider the action being requested. The request will be considered in light of the following:

- CPL's Materials Selection Policy
- The principles of the ALA's Library Bill of Rights and its Freedom to Read and Freedom to View statements
- The opinions of reviewing sources
- Any other appropriate source

The Director will notify the patron in writing of the results of the reconsideration. If the library determines that no action is needed, and you disagree, you may appeal this determination within fourteen (14) calendar days by submitting a copy of your original request, and the Director's reply, together with a statement saying "I request an appeal" to the Board of Trustees by email or mail. The CPL Board of Trustees is an all-volunteer organization that meets monthly. Therefore, any appeal will be finalized within sixty (60) days. Any work, program, or display under review will remain available until such time as the library determines it must be removed.

Once a particular title or resource has been reviewed for reconsideration and a decision has been rendered, it will not be reviewed for reconsideration on subsequent occasions.

(Adopted March 21, 2011; Last revised April 20, 2026)

Request for Reconsideration of Library Resources

Anyone with concerns about library materials or resources has the right to submit this form to the Director. **This form must be completed in full before your request can be reviewed.** A panel composed of the Director, the Programming & Outreach Coordinator, and the President of the Board of Trustees will review the resource and consider the action you are requesting. After the panel's review, you will receive a written response from the Director regarding the decision.

Requestor information:

Full Name: _____ Phone: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Material information:

Format: book video/DVD audio/CD magazine
 electronic resource library display library program
 other (please specify): _____

Title: _____

Author/producer: _____

Basis of concern (please note specifics in your comments below):

- Does not meet criteria outlined in CPL's policies
- Improperly cataloged or classified
- Does not fall within the needs of the community

What action are you requesting regarding this resource?

What brought this resource to your attention? _____

Have you examined the entire resource? yes no

Please share your reasons for requesting reconsideration of this resource, and add notes regarding the basis of concern you selected above. Please be specific, and include citations from the material where appropriate. Use additional pages if needed.

What resource(s) do you suggest to provide additional information and/or other viewpoints on this topic? _____

Signature

Date

Email completed form to director@castletonpubliclibrary.org or mail to: Director, Castleton Public Library, 85 South Main Street, Castleton, NY 12033

(Adopted March 21, 2011; Last revised April 20, 2026)

Requests to Reconsider Library Resources - Internal Procedure

When a Request for Reconsideration Form is received, the Director will assure that the form is complete and the library has all of the information necessary to review the resource. If not, the Director will make one attempt to follow up with the patron in order to assure the form is complete. If no response is received from the patron within 30 days of the Director's request for additional information, the form will be discarded.

The review panel will consist of the Director, the Programming & Outreach Coordinator, and the President of the CPL Board of Trustees. If for any reason one of these people is not available to participate in the panel, an appropriate substitute (such as a Library Assistant or Vice President of the CPL Board of Trustees) will serve.

The timeline for the panel's review and decision-making is 30 calendar days from the time the Director receives the complete form until a decision is rendered. In extraordinary circumstances, this timeline may be extended for an additional 30 calendar days.

The Director is responsible for assuring that all members of the committee can review the entire resource; for example, they may request additional copies of a book or DVD for panel members to read or view on their own, or they may arrange a time for the entire panel to simultaneously review a library display or a shorter work such as a magazine or picture book. Every effort will be made to assure that the resource remains available to the public at CPL during the review process.

After each member of the panel has reviewed the entire resource, the panel will meet to discuss the action requested by the patron. The request will be considered in light of the following:

- CPL's Materials Selection Policy
- The principles of the ALA's [Library Bill of Rights](#) and its [Freedom to Read](#) and [Freedom to View](#) statements
- The opinions of reviewing sources
- Any other appropriate source

In the course of decision-making, the panel will create internal documentation of their review of the resource in light of each of the elements mentioned above, and identify the specific reviewing sources or other sources referenced.

After a decision is reached by the panel, the Director will send a letter to the patron indicating either: a) that the request for reconsideration has been evaluated and no change is required; OR b) that the request has been evaluated by the library and the status of the work, program, or display will be changed, which shall be briefly described in the reply.

If the library determines that no action is needed, and the patron disagrees, they may appeal the determination within 14 calendar days by submitting a copy of their original request, and the Director's reply, together with statement saying "I request an appeal" to the Board of Trustees by email to the President of the CPL Board of Trustees or by delivery in print to the CPL Board of Trustees mailbox at the library.

Any appeal regarding a Request for Reconsideration will be finalized by the Board of Trustees within 60 days, with the Board's determination being final. Any resource under review will remain available until such time as the library determines it must be removed.

Along with the original form and the Director's reply, the entire Board will review the documentation created by the panel in their review, and may request that the panel, or a representative thereof, speak to the full Board regarding the process undertaken. The Board will also review the material in light of the following:

- CPL's Materials Selection Policy
- The principles of the ALA's [Library Bill of Rights](#) and its [Freedom to Read](#) and [Freedom to View](#) statements
- The opinions of reviewing sources
- Any other appropriate source

The Board may request the guidance of UHLS staff in conducting their review of the panel's process, as well as in evaluating the resource.

Once the Board has reached its final decision, a record of this decision will be filed with all other documentation of the request, and the President of the Board of Trustees will provide a written response to the patron requesting the appeal.

Once CPL has rendered a decision regarding reconsideration of a specific resource, subsequent reconsideration requests of the same resource will not be considered. If

another patron files a Request for Reconsideration for the same resource at a later date, the library will provide the patron with information about the decision as it was previously rendered.



Castleton Public Library

Enriching Lives, Empowering Our Entire Community, Encouraging Exploration

Castleton Public Library Funding Proposition to Voters in the Schodack Central School District

In addition to the information available in this Q&A, the Castleton Public Library will be hosting two Library Funding Proposition Community Information Sessions on **Wednesday, May 6**. One session will be held at **1:00 p.m.** and another will be held at **6:00 p.m.** Sessions will be held in person at the library (85 S. Main Street, Castleton, NY 12033).

Members of the public who have questions about the funding proposition may also contact Library Director Melissa Tacke by phone at **518-732-0879** or by email at **director@castletonpubliclibrary.org**.

What is the library asking the community to decide in the May 2026 vote?

Castleton Public Library's Board of Trustees is asking voters in the Schodack Central School District to consider approving an increase in the tax paid by property owners in the district to fund a portion of the operating expenses of the library. The total levy amount for voter consideration is \$162,000, which, if approved, would be an increase of \$3,000 (approximately 1.9%) over the current levy of \$159,000.

What is the date and location of the vote?

The proposition will appear on the ballot at the Schodack Central School District School Budget Vote & Board Election, held in the Maple Hill High School Gym on Tuesday, May 19, from 6:00 a.m. – 9:00 p.m. Maple Hill is located at 1216 Maple Hill Road, Castleton, NY 12033.

What is the library funding proposition that will appear on the May 2026 Schodack Central School District ballot?

The language of the funding proposition that will appear on the ballot is as follows:

"Pursuant to Education Law, Section 259, shall the Board of Education of the Schodack Central School District be authorized to levy and collect an annual tax, separate and apart from the annual school district budget, in the amount of one hundred sixty-two thousand dollars (\$162,000), which shall be paid to the Castleton Public Library for the support and maintenance of the library; with this appropriated amount to be the annual appropriation until thereafter modified by a future vote of the electors of the Schodack Central School District?"

If the proposition is approved, will property owners in the district pay a \$162,000 levy in addition to the current \$159,000 levy?

No. If the proposition is approved, the library tax levy would change to \$162,000. This would be an increase of \$3,000 (approximately 1.9%) over the current levy of \$159,000.

If the proposition is approved, would the library be funded or operated by the school district?

No. The school district does not fund, operate, or govern the library in any way. The school district, in compliance with NYS law, provides the mechanism for the vote to occur. If the proposition is approved, the school district will levy and collect the library tax and pay those funds to the library.

How would the library's funding change if the proposition passes?

If the vote passes, \$162,000 of the library's budget would come from taxes paid by property owners in the Schodack Central School District. Funding from the Town of Schodack and the Village of Castleton-on-Hudson would remain the same. The library would continue to receive small amounts of income from New York State, Rensselaer County, the Friends of the Castleton Public Library, grants, and donations.

What happens if the proposition doesn't pass?

If the proposition does not pass, the tax levy paid by property owners in the district to support the library will remain at \$159,000.

Why is the library pursuing a vote?

Continuing to shift our funding model to voter-approved measures increases transparency, awareness, and community control over the cost of public library services. Under a NYS Board of Regents directive, public libraries are urged to shift tax support from general appropriations by municipalities to a direct public vote. This shift provides taxpayers with the ability to determine the desired level of public library services.

How is the library currently funded?

The majority of library's operating budget is funded by three public funding sources:

- \$159,000 (47.7% of library budget) – Tax levy paid by property owners in the Schodack Central School District
- \$92,500 (27.7% of library budget) – Appropriation from the Town of Schodack
- \$10,000 (3% of the library budget) – Appropriation from the Village of Castleton-on-Hudson. In addition to this appropriation, the Village also provides a number of in-kind services to the library, including space, utilities, and administration of payroll and benefits.

The library also receives small amounts of income from New York State, Rensselaer County, the Friends of the Castleton Public Library, grants, and donations.

Why is the library's funding proposition appearing on the school district ballot?

Castleton Public Library is pursuing a vote on the Schodack Central School District ballot because the majority of our users reside in the school district.

How will this affect school taxes?

The library's proposition deals with a proposed increase to the library tax paid by property owners in the district. The proposition does not impact school taxes. The school tax funds the school district, while the library tax funds the library. The library tax and the school tax lines appear separately on the school tax bill and are paid at the same time, but the school district and the library remain two separate entities.

If approved, how will this affect my tax rate in future years?

Any future change in the library tax rate would require voter approval at that time.

Who is eligible to vote?

Voters must be at least 18 years old and a U.S. citizen. Advance registration is not required. However, voters will be asked to swear or affirm that they are residents of the Schodack Central School District and have been for at least 30 days prior to the vote.

For more information, visit <https://tinyurl.com/CPL-2026Vote>. If you have questions, contact CPL Director Melissa Tacke (518-732-0879 or director@castletonpubliclibrary.org).

Castleton Public Library Board of Trustees Meeting

Monday, March 16, 2026 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by President Cartwright at 7:06 pm.

Roll Call

Present: Patrick Cartwright, President; Meghan Johnston, Vice President; Ron Montesi, Treasurer; Laurie Knaack, Secretary; Ian Marvinney, Trustee; Melissa Tacke, Library Director

Excused: Colin Strainge, Trustee; Brittany Oras, Trustee

Adoption of Agenda

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

Public Comment

None.

New Business

Materials Selection Policy and Request for Review of Library Materials Form: Director Tacke referenced a recent recommendation from the NYS Regents on this topic for public libraries. Policies are reviewed regularly with new and existing staff so they are well-prepared on what to do when a patron has a concern about programs or materials, in accordance with policy. Related policies were established 2011, updated 2018, and reviewed in recent years.

Director Tacke also regularly communicates with Upper Hudson Library System on best practices for ensuring patrons are heard when they have questions or concerns, and that staff are supported and educated on policy. Trustees discussed and further recapped that there is also a policy for use and reservation of the community room for events open to the public that do not necessarily represent endorsement by the library. Discussed referring to Policy Committee to review interrelated forms and policies on these topics.

CPL Website: Director Tacke and trustees discussed concerns for improving the public website to make it more accessible, mobile-friendly, and appealing. It must be usable for staff to maintain, while not spending too many resources on it when other areas of importance for online presence, such as Facebook, matter a lot for sharing information with the community.

Director Tacke indicated that the domain name is maintained for CPL by UHLS for a fee, and that the website is currently hosted on Weebly with a moderate annual hosting fee which will next be due approximately March 2027. Staff are not committed to staying on Weebly but require a simple interface that is easy to drag files into for upload and straightforward to edit content. Discussed referring to the Marketing and Community Connections committee - overall internet presence for the website and other social media will be covered in committee discussion.

Old Business

Rear door project: Director Tacke informed the board of a new process to get a “PRC Number” per project. This has been sorted out for NYS requirements for this specific effort. The contractor has visited and inspected the site, and will tentatively start actual construction in late April with a construction timeframe of approximately 1 month. The deposit has been paid and other payments will happen as scheduled in the contract; Director Tacke and Treasurer Montesi will coordinate to ensure checks are ready as required.

Library funding proposition on 2026 SCSO ballot: Director Tacke updated the board on the status of this effort. Proposition language and signatures gathered by the Friends of the Library have been formally submitted to the Schodack Central School District, and Director Tacke has conveyed that she is ready to meet as schedules allow to coordinate with the new finance staff member and other district staff. The topic is on the agenda for the next school board meeting and Director Tacke plans to be there to provide public comment.

Sustainable funding discussion: This item is retained on the agenda each month for continued discussion. Trustees further discussed sustainable funding and the need to plan ahead for a Spring 2027 vote. Encouraged trustees to bring to the next board meeting any lists or thoughts on people and organizations in addition to the existing Friends of the Library who may be able and willing to advocate on behalf of the library for a particular vote (cannot be library employees, library board members, or school district employees who must disseminate neutral, factual information on upcoming funding propositions).

Library word-of-mouth advertising: Director Tacke shared the April events calendar with trustees and showed the new format that will be disseminated going forward.

Reports

President’s Report

None.

Secretary’s Report

Trustee Johnston motioned to approve the February 2026 meeting minutes. Seconded by Trustee Cartwright. Unanimously approved.

Treasurer’s Report

Treasurer Montesi recapped the financial status of the library’s accounts at two banks and noted a large deposit that represents incoming funding from the Town of Schodack and additional deposits from contributions from the Friends of the Library. Director Tacke noted that payroll costs will slightly increase now that the library is fully staffed again.

Trustee Cartwright motioned to approve the February 2026 Check Detail Reports. Seconded by Trustee Johnston. Unanimously approved.

Director’s Report

Director Tacke presented statistics for February 2026 with a comparison against 2025, and noted a recent total divestiture from Hoopla eContent due to disproportionate costs compared with other eContent platforms. Circulation continues a slight decline, in line with that seen nationally and in other area libraries. Program attendance increased from 2025. The new Winter Reading Challenge this year went well and had great participation from both adults and children in the community.

Friends Report

The Friends of the Library are gearing up for their 2026 annual appeal and other fundraisers, including the April 18 breakfast fundraiser. Trustee Johnston attended a recent Friends meeting and noted that discussion of the newly adopted mission, vision, and values statements went well and that the group is seeking new volunteers.

Village of Castleton Liaison Report

None.

Committee Reports

Finance: Did not meet.

Administrative: Did not meet.

Operations/Capital Projects: Did not meet.

Policy: Did not meet; plans to meet in next month virtually.

Long Range Plan Committees:

Marketing & Community Connections: Did not meet; plans to meet in next month virtually.

Library Services & Outreach: Did not meet.

Library Space: Did not meet.

Announcements: Trustee Johnston noted that she previously shared information on the documentary *The Librarians* with trustees over email, and that CPL is planning a local screening April 21st at 6 pm.

Public Comment: None.

Executive Session: None.

Adjournment: Trustee Johnston motioned to adjourn the meeting. Seconded by Trustee Montesi. Unanimously approved. The meeting was adjourned at 8:15pm.

The Castleton Public Library
Check Detail

March 2026

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	03/02/2026	Amazon LLC	200.2 · Citizens Checking Account		-49.56
Bill	1122913966...	03/02/2026		7410.4F · Office and Library Supplies 7410.4D · Programs	-42.09 -7.47	42.09 7.47
TOTAL					-49.56	49.56
Bill Pmt -Check	DEBIT	03/02/2026	Amazon LLC	200.2 · Citizens Checking Account		-57.98
Bill	1123559530...	03/02/2026		7410.4D · Programs	-57.98	57.98
TOTAL					-57.98	57.98
Bill Pmt -Check	DEBIT	03/02/2026	Google LLC	200.2 · Citizens Checking Account		-42.00
Bill	5499161090	03/02/2026		7410.4C · Equipment/Technology	-42.00	42.00
TOTAL					-42.00	42.00
Bill Pmt -Check	DEBIT	03/03/2026	Amazon LLC	200.2 · Citizens Checking Account		-68.22
Bill	1121278828...	03/03/2026		7410.4D · Programs	-68.22	68.22
TOTAL					-68.22	68.22
Bill Pmt -Check	DEBIT	03/04/2026	USPS	200.2 · Citizens Checking Account		-13.41
Bill		03/04/2026		7410.4G · Postage	-13.41	13.41
TOTAL					-13.41	13.41
Bill Pmt -Check	DEBIT	03/05/2026	Amazon LLC	200.2 · Citizens Checking Account		-19.96
Bill	1128116051...	03/03/2026		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	DEBIT	03/06/2026	Amazon LLC	200.2 · Citizens Checking Account		-29.49
Bill	1120244619...	03/04/2026		74104B3 · Print Materials	-29.49	29.49
TOTAL					-29.49	29.49
Bill Pmt -Check	DEBIT	03/10/2026	Price Chopper	200.2 · Citizens Checking Account		-17.98
Bill		03/10/2026		7410.4D · Programs	-17.98	17.98
TOTAL					-17.98	17.98
Bill Pmt -Check	DEBIT	03/13/2026	Square Weebly	200.2 · Citizens Checking Account		-129.60
Bill	2756254119...	03/13/2026		7410.4C · Equipment/Technology	-129.60	129.60
TOTAL					-129.60	129.60
Bill Pmt -Check	DEBIT	03/16/2026	USPS	200.2 · Citizens Checking Account		-9.92
Bill		03/16/2026		7410.4G · Postage	-9.92	9.92
TOTAL					-9.92	9.92

The Castleton Public Library
Check Detail

March 2026

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	03/16/2026	Amazon LLC	200.2 · Citizens Checking Account		-7.19
Bill	1123870752...	03/16/2026		74104B3 · Print Materials	-7.19	7.19
TOTAL					-7.19	7.19
Bill Pmt -Check	DEBIT	03/16/2026	Amazon LLC	200.2 · Citizens Checking Account		-156.21
Bill	1121277832...	03/16/2026		74104B3 · Print Materials	-156.21	156.21
TOTAL					-156.21	156.21
Bill Pmt -Check	DEBIT	03/16/2026	Amazon LLC	200.2 · Citizens Checking Account		-19.96
Bill	1128921630...	03/16/2026		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	DEBIT	03/18/2026	Amazon LLC	200.2 · Citizens Checking Account		-366.03
Bill	1122613259...	03/16/2026		74104B3 · Print Materials	-366.03	366.03
TOTAL					-366.03	366.03
Bill Pmt -Check	DEBIT	03/18/2026	Amazon LLC	200.2 · Citizens Checking Account		-19.89
Bill	1129525307...	03/16/2026		74104B1 · DVDs & Other Materials	-19.89	19.89
TOTAL					-19.89	19.89
Bill Pmt -Check	DEBIT	03/19/2026	Amazon LLC	200.2 · Citizens Checking Account		-17.95
Bill	1124025692...	03/16/2026		74104B1 · DVDs & Other Materials	-17.95	17.95
TOTAL					-17.95	17.95
Bill Pmt -Check	DEBIT	03/19/2026	Amazon LLC	200.2 · Citizens Checking Account		-41.60
Bill	1120867733...	03/18/2026		7410.4F · Office and Library Supplies	-41.60	41.60
TOTAL					-41.60	41.60
Bill Pmt -Check	DEBIT	03/20/2026	Wal-Mart	200.2 · Citizens Checking Account		-59.39
Bill		03/20/2026		7410.4D · Programs	-59.39	59.39
TOTAL					-59.39	59.39
Bill Pmt -Check	DEBIT	03/21/2026	Price Chopper	200.2 · Citizens Checking Account		-26.83
Bill		03/21/2026		7410.4D · Programs	-26.83	26.83
TOTAL					-26.83	26.83
Bill Pmt -Check	DEBIT	03/23/2026	Amazon LLC	200.2 · Citizens Checking Account		-419.17
Bill	1120238249...	03/20/2026		74104B3 · Print Materials	-419.17	419.17
TOTAL					-419.17	419.17

The Castleton Public Library
Check Detail

March 2026

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	03/23/2026	Amazon LLC	200.2 · Citizens Checking Account		-20.99
Bill	1128921630...	03/23/2026		74104B1 · DVDs & Other Materials	-20.99	20.99
TOTAL					-20.99	20.99
Bill Pmt -Check	DEBIT	03/23/2026	Amazon LLC	200.2 · Citizens Checking Account		-19.99
Bill	1129090365...	03/18/2026		7410.4D · Programs	-19.99	19.99
TOTAL					-19.99	19.99
Bill Pmt -Check	DEBIT	03/25/2026	Amazon LLC	200.2 · Citizens Checking Account		-9.59
Bill	1121245721...	03/20/2026		74104B3 · Print Materials	-9.59	9.59
TOTAL					-9.59	9.59
Bill Pmt -Check	DEBIT	03/25/2026	Amazon LLC	200.2 · Citizens Checking Account		-60.40
Bill	1120833954...	03/23/2026		7410.4D · Programs	-60.40	60.40
TOTAL					-60.40	60.40
Bill Pmt -Check	DEBIT	03/26/2026	Amazon LLC	200.2 · Citizens Checking Account		-4.99
Bill	1121207130...	03/23/2026		7410.4D · Programs	-4.99	4.99
TOTAL					-4.99	4.99
Bill Pmt -Check	DEBIT	03/26/2026	USPS	200.2 · Citizens Checking Account		-4.25
Bill		03/26/2026		7410.4G · Postage	-4.25	4.25
TOTAL					-4.25	4.25
Bill Pmt -Check	DEBIT	03/26/2026	Amazon LLC	200.2 · Citizens Checking Account		-62.45
Bill	1122970516...	03/26/2026		74104D1 · Summer Reading Program	-62.45	62.45
TOTAL					-62.45	62.45
Bill Pmt -Check	DEBIT	03/27/2026	Amazon LLC	200.2 · Citizens Checking Account		-16.02
Bill	1121991758...	03/26/2026		74104D1 · Summer Reading Program	-16.02	16.02
TOTAL					-16.02	16.02
Bill Pmt -Check	DEBIT	03/30/2026	Amazon LLC	200.2 · Citizens Checking Account		-19.95
Bill	1128921630...	03/30/2026		74104B1 · DVDs & Other Materials	-19.95	19.95
TOTAL					-19.95	19.95
Bill Pmt -Check	DEBIT	03/30/2026	Amazon LLC	200.2 · Citizens Checking Account		-176.65
Bill	1125286502...	03/26/2026		74104D1 · Summer Reading Program	-176.65	176.65
TOTAL					-176.65	176.65

The Castleton Public Library
Check Detail

March 2026

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	03/31/2026	Wal-Mart	200.2 · Citizens Checking Account		-68.49
Bill		03/31/2026		7410.4D · Programs	-68.49	68.49
TOTAL					-68.49	68.49
Bill Pmt -Check	3511	03/02/2026	OverDrive	200.2 · Citizens Checking Account		-452.50
Bill	MULTIPLE	03/02/2026		74104B2 · Electronic Content	-452.50	452.50
TOTAL					-452.50	452.50
Bill Pmt -Check	3512	03/02/2026	Village of Castlet...	200.2 · Citizens Checking Account		-7,665.86
Bill	84691	03/02/2026		7410.1A · Gross wages - Director 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-2,769.23 -4,355.94 -540.69	2,769.23 4,355.94 540.69
TOTAL					-7,665.86	7,665.86
Bill Pmt -Check	3513	03/02/2026	Brodart	200.2 · Citizens Checking Account		-398.99
Bill	MULTIPLE	03/02/2026		74104B3 · Print Materials	-398.99	398.99
TOTAL					-398.99	398.99
Bill Pmt -Check	3514	03/16/2026	Repeat Business...	200.2 · Citizens Checking Account		-228.18
Bill	1160612	03/13/2026		7410.4C · Equipment/Technology	-228.18	228.18
TOTAL					-228.18	228.18
Bill Pmt -Check	3515	03/16/2026	Charter Commun...	200.2 · Citizens Checking Account		-79.25
Bill	1443984010...	03/07/2026		7410.4H · Telephone/Data Links	-79.25	79.25
TOTAL					-79.25	79.25
Bill Pmt -Check	3516	03/16/2026	Village of Castlet...	200.2 · Citizens Checking Account		-8,321.85
Bill	84693	03/09/2026		7410.1A · Gross wages - Director 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-2,769.23 -4,965.31 -587.31	2,769.23 4,965.31 587.31
TOTAL					-8,321.85	8,321.85
Bill Pmt -Check	3517	03/16/2026	Brodart	200.2 · Citizens Checking Account		-370.05
Bill	MULTIPLE	03/16/2026		74104B3 · Print Materials	-370.05	370.05
TOTAL					-370.05	370.05
Bill Pmt -Check	3518	03/16/2026	Village of Castlet...	200.2 · Citizens Checking Account		-894.58
Bill	84695	03/16/2026		9060.8 · Health Insurance	-894.58	894.58
TOTAL					-894.58	894.58

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The Castleton Public Library
Check Detail

March 2026

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	3519	03/26/2026	UHLS	200.2 · Citizens Checking Account		-57.07
Bill	26-205	03/26/2026		74104B2 · Electronic Content	-57.07	57.07
TOTAL					-57.07	57.07
Bill Pmt -Check	3520	03/30/2026	Village of Castlet...	200.2 · Citizens Checking Account		-8,079.64
Bill	84696	03/23/2026		7410.1A · Gross wages - Director	-2,769.23	2,769.23
				7410.1C · Gross wages - Assistant	-4,740.31	4,740.31
				9030.8 · Social Security/Medicare	-570.10	570.10
TOTAL					-8,079.64	8,079.64
Bill Pmt -Check	3521	03/30/2026	OverDrive	200.2 · Citizens Checking Account		-615.81
Bill	MULTIPLE	03/30/2026		74104B2 · Electronic Content	-615.81	615.81
TOTAL					-615.81	615.81

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The Castleton Public Library
Reconciliation Summary

200.4 · Bank of Greene County Account, Period Ending 03/31/2026

	<u>Mar 31, 26</u>
Beginning Balance	243,028.61
Cleared Transactions	
Deposits and Credits - 1 item	<u>469.80</u>
Total Cleared Transactions	<u>469.80</u>
Cleared Balance	<u><u>243,498.41</u></u>
Register Balance as of 03/31/2026	243,498.41
Ending Balance	243,498.41

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The Castleton Public Library
Reconciliation Detail

200.4 · Bank of Greene County Account, Period Ending 03/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						243,028.61
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	03/31/2026			X	469.80	469.80
Total Deposits and Credits					469.80	469.80
Total Cleared Transactions					469.80	469.80
Cleared Balance					469.80	243,498.41
Register Balance as of 03/31/2026					469.80	243,498.41
Ending Balance					469.80	243,498.41

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The Castleton Public Library Reconciliation Summary

200.1 - Citizens Money Market, Period Ending 03/31/2026

	<u>Mar 31, 26</u>
Beginning Balance	184,498.91
Cleared Transactions	
Checks and Payments - 1 item	-20,000.00
Deposits and Credits - 1 item	14.79
Total Cleared Transactions	<u>-19,985.21</u>
Cleared Balance	<u><u>164,513.70</u></u>
Register Balance as of 03/31/2026	164,513.70
Ending Balance	164,513.70

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The Castleton Public Library
Reconciliation Detail

200.1 - Citizens Money Market, Period Ending 03/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						184,498.91
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	03/16/2026			X	-20,000.00	-20,000.00
Total Checks and Payments					-20,000.00	-20,000.00
Deposits and Credits - 1 item						
Deposit	03/31/2026			X	14.79	14.79
Total Deposits and Credits					14.79	14.79
Total Cleared Transactions					-19,985.21	-19,985.21
Cleared Balance					-19,985.21	164,513.70
Register Balance as of 03/31/2026					-19,985.21	164,513.70
Ending Balance					-19,985.21	164,513.70

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The Castleton Public Library
Reconciliation Summary

200.2 · Citizens Checking Account, Period Ending 03/31/2026

	<u>Mar 31, 26</u>
Beginning Balance	26,374.22
Cleared Transactions	
Checks and Payments - 42 items	-22,827.28
Deposits and Credits - 1 item	20,000.00
	<u> </u>
Total Cleared Transactions	<u>-2,827.28</u>
Cleared Balance	<u><u>23,546.94</u></u>
Uncleared Transactions	
Checks and Payments - 3 items	-8,752.52
	<u> </u>
Total Uncleared Transactions	<u>-8,752.52</u>
Register Balance as of 03/31/2026	<u><u>14,794.42</u></u>
Ending Balance	14,794.42

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**The Castleton Public Library
Reconciliation Detail**

200.2 - Citizens Checking Account, Period Ending 03/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						26,374.22
Cleared Transactions						
Checks and Payments - 42 items						
Bill Pmt -Check	02/17/2026	3506	Charter Communicat...	X	-67.98	-67.98
Bill Pmt -Check	02/18/2026	3508	The Hartford	X	-2,061.93	-2,129.91
Bill Pmt -Check	02/18/2026	3509	William C. Adams	X	-250.00	-2,379.91
Bill Pmt -Check	03/02/2026	3512	Village of Castleton-...	X	-7,665.86	-10,045.77
Bill Pmt -Check	03/02/2026	3511	OverDrive	X	-452.50	-10,498.27
Bill Pmt -Check	03/02/2026	3513	Brodart	X	-398.99	-10,897.26
Bill Pmt -Check	03/02/2026	DEBIT	Amazon LLC	X	-57.98	-10,955.24
Bill Pmt -Check	03/02/2026	DEBIT	Amazon LLC	X	-49.56	-11,004.80
Bill Pmt -Check	03/02/2026	DEBIT	Google LLC	X	-42.00	-11,046.80
Bill Pmt -Check	03/03/2026	DEBIT	Amazon LLC	X	-68.22	-11,115.02
Bill Pmt -Check	03/04/2026	DEBIT	USPS	X	-13.41	-11,128.43
Bill Pmt -Check	03/05/2026	DEBIT	Amazon LLC	X	-19.96	-11,148.39
Bill Pmt -Check	03/06/2026	DEBIT	Amazon LLC	X	-29.49	-11,177.88
Bill Pmt -Check	03/10/2026	DEBIT	Price Chopper	X	-17.98	-11,195.86
Bill Pmt -Check	03/13/2026	DEBIT	Square Weebly	X	-129.60	-11,325.46
Bill Pmt -Check	03/16/2026	3516	Village of Castleton-...	X	-8,321.85	-19,647.31
Bill Pmt -Check	03/16/2026	3518	Village of Castleton-...	X	-894.58	-20,541.89
Bill Pmt -Check	03/16/2026	3517	Brodart	X	-370.05	-20,911.94
Bill Pmt -Check	03/16/2026	3514	Repeat Business Sy...	X	-228.18	-21,140.12
Bill Pmt -Check	03/16/2026	DEBIT	Amazon LLC	X	-156.21	-21,296.33
Bill Pmt -Check	03/16/2026	3515	Charter Communicat...	X	-79.25	-21,375.58
Bill Pmt -Check	03/16/2026	DEBIT	Amazon LLC	X	-19.96	-21,395.54
Bill Pmt -Check	03/16/2026	DEBIT	USPS	X	-9.92	-21,405.46
Bill Pmt -Check	03/16/2026	DEBIT	Amazon LLC	X	-7.19	-21,412.65
Bill Pmt -Check	03/18/2026	DEBIT	Amazon LLC	X	-366.03	-21,778.68
Bill Pmt -Check	03/18/2026	DEBIT	Amazon LLC	X	-19.89	-21,798.57
Bill Pmt -Check	03/19/2026	DEBIT	Amazon LLC	X	-41.60	-21,840.17
Bill Pmt -Check	03/19/2026	DEBIT	Amazon LLC	X	-17.95	-21,858.12
Bill Pmt -Check	03/20/2026	DEBIT	Wal-Mart	X	-59.39	-21,917.51
Bill Pmt -Check	03/21/2026	DEBIT	Price Chopper	X	-26.83	-21,944.34
Bill Pmt -Check	03/23/2026	DEBIT	Amazon LLC	X	-419.17	-22,363.51
Bill Pmt -Check	03/23/2026	DEBIT	Amazon LLC	X	-20.99	-22,384.50
Bill Pmt -Check	03/23/2026	DEBIT	Amazon LLC	X	-19.99	-22,404.49
Bill Pmt -Check	03/25/2026	DEBIT	Amazon LLC	X	-60.40	-22,464.89
Bill Pmt -Check	03/25/2026	DEBIT	Amazon LLC	X	-9.59	-22,474.48
Bill Pmt -Check	03/26/2026	DEBIT	Amazon LLC	X	-62.45	-22,536.93
Bill Pmt -Check	03/26/2026	DEBIT	Amazon LLC	X	-4.99	-22,541.92
Bill Pmt -Check	03/26/2026	DEBIT	USPS	X	-4.25	-22,546.17
Bill Pmt -Check	03/27/2026	DEBIT	Amazon LLC	X	-16.02	-22,562.19
Bill Pmt -Check	03/30/2026	DEBIT	Amazon LLC	X	-176.65	-22,738.84
Bill Pmt -Check	03/30/2026	DEBIT	Amazon LLC	X	-19.95	-22,758.79
Bill Pmt -Check	03/31/2026	DEBIT	Wal-Mart	X	-68.49	-22,827.28
Total Checks and Payments					-22,827.28	-22,827.28

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The Castleton Public Library Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 03/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 1 item						
Transfer	03/16/2026			X	20,000.00	20,000.00
Total Deposits and Credits					20,000.00	20,000.00
Total Cleared Transactions					-2,827.28	-2,827.28
Cleared Balance					-2,827.28	23,546.94
Uncleared Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	03/26/2026	3519	UHLS		-57.07	-57.07
Bill Pmt -Check	03/30/2026	3520	Village of Castleton-...		-8,079.64	-8,136.71
Bill Pmt -Check	03/30/2026	3521	OverDrive		-615.81	-8,752.52
Total Checks and Payments					-8,752.52	-8,752.52
Total Uncleared Transactions					-8,752.52	-8,752.52
Register Balance as of 03/31/2026					-11,579.80	14,794.42
Ending Balance					-11,579.80	14,794.42

The Castleton Public Library
Profit & Loss
 March 2026

	<u>Mar 26</u>
Ordinary Income/Expense	
Income	
2401 · Interest & Earnings	484.59
Total Income	484.59
Gross Profit	484.59
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	8,307.69
7410.1C · Gross wages - Assistant	14,061.56
Total 7410.11 · Employee Gross Wages	22,369.25
Total 7410.1 · Personal Services	22,369.25
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B3 · Print Materials	1,756.72
74104B2 · Electronic Content	1,125.38
74104B1 · DVDs & Other Materials	118.70
Total 7410.4B · Library Materials	3,000.80
7410.4C · Equipment/Technology	399.78
7410.4D · Programs	
74104D1 · Summer Reading Program	255.12
7410.4D · Programs - Other	391.74
Total 7410.4D · Programs	646.86
7410.41 · Operations and Administrative	
7410.4G · Postage	27.58
7410.4H · Telephone/Data Links	79.25
7410.4F · Office and Library Supplies	83.69
Total 7410.41 · Operations and Administrative	190.52
Total 7410.4 · Contractual Expenses	4,237.96
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	1,698.10
9060.8 · Health Insurance	894.58
Total 9000 · Employee - Benefits	2,592.68
Total Expense	29,199.89
Net Ordinary Income	-28,715.30
Net Income	<u>-28,715.30</u>

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through March 2026

	Jan - Mar 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	5.25	0.00	5.25	100.0%
2082.12 · Lost Books	0.00	0.00	0.00	0.0%
2082.13 · Copies, Prints and Faxes	34.85	0.00	34.85	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%
Total 2082.1 · Library Fines & Fees	40.10	0.00	40.10	100.0%
Total 2082 · Library Charges	40.10	0.00	40.10	100.0%
2360 · Intergovernmental Revenues				
2360.4 · Taxes - SCSD	159,000.00	159,000.00	0.00	100.0%
2360.1 · Town of Schodack	92,500.00	92,500.00	0.00	100.0%
2360.2 · Village of Castleton	0.00	16,600.00	-16,600.00	0.0%
2360.3 · Rensselaer County	0.00	3,325.00	-3,325.00	0.0%
Total 2360 · Intergovernmental Revenues	251,500.00	271,425.00	-19,925.00	92.7%
2401 · Interest & Earnings	1,394.46	4,000.00	-2,605.54	34.9%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	2,000.00	2,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	4,160.82	9,000.00	-4,839.18	46.2%
Total 2705 · Gifts & Donations	6,160.82	11,000.00	-4,839.18	56.0%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	1,610.00	-1,610.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	0.00	1,603.00	-1,603.00	0.0%
2760.9 · Grants - Other	3,076.92	3,500.00	-423.08	87.9%
Total 2760 · Library System Grants	3,076.92	6,713.00	-3,636.08	45.8%
599 · Appropriated Fund Balance	0.00	42,138.00	-42,138.00	0.0%
Total Income	262,172.30	335,276.00	-73,103.70	78.2%
Gross Profit	262,172.30	335,276.00	-73,103.70	78.2%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	16,615.38	72,000.00	-55,384.62	23.1%
7410.1B · Gross wages - Librarian	0.00	0.00	0.00	0.0%
7410.1C · Gross wages - Assistant	28,427.43	133,000.00	-104,572.57	21.4%
Total 7410.11 · Employee Gross Wages	45,042.81	205,000.00	-159,957.19	22.0%
Total 7410.1 · Personal Services	45,042.81	205,000.00	-159,957.19	22.0%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	33,470.00	-33,470.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	33,470.00	-33,470.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	322.00	1,600.00	-1,278.00	20.1%
74104B5 · Magazines and Newspapers	78.80	200.00	-121.20	39.4%
74104B4 · Audiobooks	0.00	0.00	0.00	0.0%
74104B3 · Print Materials	3,363.21	9,500.00	-6,136.79	35.4%
74104B2 · Electronic Content	2,978.22	7,900.00	-4,921.78	37.7%
74104B1 · DVDs & Other Materials	225.47	1,000.00	-774.53	22.5%
7410.4B · Library Materials - Other	0.00	550.00	-550.00	0.0%
Total 7410.4B · Library Materials	6,967.70	20,750.00	-13,782.30	33.6%
7410.4C · Equipment/Technology	499.96	3,000.00	-2,500.04	16.7%

The Castleton Public Library
Profit & Loss Budget vs. Actual
 January through March 2026

	Jan - Mar 26	Budget	\$ Over Budget	% of Budget
7410.4D · Programs				
74104D1 · Summer Reading Program	255.12	5,815.00	-5,559.88	4.4%
7410.4D · Programs - Other	752.27	4,500.00	-3,747.73	16.7%
Total 7410.4D · Programs	1,007.39	10,315.00	-9,307.61	9.8%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	0.00	950.00	-950.00	0.0%
7410.4E · Automated Services	1,048.00	4,188.00	-3,140.00	25.0%
7410.4G · Postage	145.96	600.00	-454.04	24.3%
7410.4H · Telephone/Data Links	215.21	1,250.00	-1,034.79	17.2%
7410.4I · Insurance	2,061.93	3,162.00	-1,100.07	65.2%
7410.4F · Office and Library Supplies	341.36	1,600.00	-1,258.64	21.3%
7410.4J · Professional Services	250.00	500.00	-250.00	50.0%
Total 7410.41 · Operations and Administrati...	4,062.46	12,250.00	-8,187.54	33.2%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	0.00	0.00	0.0%
7410.4K · Miscellaneous - Other	0.00	0.00	0.00	0.0%
Total 7410.4K · Miscellaneous	0.00	0.00	0.00	0.0%
Total 7410.4 · Contractual Expenses	12,537.51	46,315.00	-33,777.49	27.1%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	20,276.00	-20,276.00	0.0%
9030.8 · Social Security/Medicare	3,419.47	15,580.00	-12,160.53	21.9%
9040.8 · Workers Comp	0.00	1,200.00	-1,200.00	0.0%
9055.8 · Disability	0.00	660.00	-660.00	0.0%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	2,683.74	11,275.00	-8,591.26	23.8%
Total 9060.8 · Health Insurance	2,683.74	12,775.00	-10,091.26	21.0%
Total 9000 · Employee - Benefits	6,103.21	50,491.00	-44,387.79	12.1%
Total Expense	63,683.53	335,276.00	-271,592.47	19.0%
Net Ordinary Income	198,488.77	0.00	198,488.77	100.0%
Net Income	198,488.77	0.00	198,488.77	100.0%

The Castleton Public Library
Balance Sheet
As of March 31, 2026

	<u>Mar 31, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
200.4 · Bank of Greene County Account	243,498.41
200.1 · Citizens Money Market	164,513.70
200.2 · Citizens Checking Account	14,794.42
200.9 · Petty Cash	50.00
Total Checking/Savings	<u>422,856.53</u>
Other Current Assets	
395 · Deposits with Other Government	7,500.00
Total Other Current Assets	<u>7,500.00</u>
Total Current Assets	<u>430,356.53</u>
TOTAL ASSETS	<u>430,356.53</u>
LIABILITIES & EQUITY	
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	-0.02
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	226,794.78
Net Income	198,488.77
Total Equity	<u>430,356.55</u>
TOTAL LIABILITIES & EQUITY	<u>430,356.53</u>

Director's Report – April 2026

March 2026 – Usage Statistics in Comparison

	March 2026	March 2025	% Change, 2025 vs. 2024
Circulation			
Circulation of materials at CPL	1,767	1,822	-3%
Items loaned to other libraries	429	390	+10%
Items borrowed from other libraries	814	820	-0.7%
eContent circulation	807	889	-9.2%
Total circulation (physical & digital)	2,574	2,711	-5.1%
Programming			
Number of programs offered	35	23	+52.2%
Program attendance – in-person	341	229	+48.9%
Program attendance – kits*	100	131	-23.7%
Total program attendance	441	360	+22.5%
Public Computer Use			
Public Computer Sessions	19	31	-38.7%
WiFi Use – daily unique users	565	745	-24.2%
WiFi Hotspot Use	242.85 GB	0.24 GB	+101,087%
Marketing Reach			
Website visits	1,697	717	+136.7%
Website unique visitors	1,224	372	+229%
Email newsletter list size	1,774	1,736	+2.2%
Facebook page followers	1,768	1,603	+10.3%
Facebook total views	18,215	9,436	+93%
* = The number of kits distributed through 3/31 is used for the attendance number.			

Programs – March

3/1/2026	Take & Make: Torn Paper Rainbows	100
3/1/2026	Little Ones Playtime	3
3/2/2026	Job Seeker Help with RensCo	0
3/2/2026	Adult Sewing Class: T-Shirt Quilt (1)	7
3/2/2026	After Dinner Book Club	4
3/3/2026	Shape Art	0
3/5/2026	Learn & Play Storytime	6
3/5/2026	Drop-In Tech Help	1
3/7/2026	Shrinky Dinks	8
3/8/2026	Giant Connect Four	5
3/9/2026	Fiber Arts Workshop	8
3/10/2026	Tax Asst. w/NYS Dept of Tax	3
3/10/2026	Castle Hill Bookmobile	6
3/11/2026	Open Mic Night	12
3/12/2026	Learn & Play Storytime	13
3/13/2026	STEAM Lab: Rainbow In a Jar	10
3/13/2026	Tech Help @Castle Hill	2
3/14/2026	Make Your Own Puzzle	5

3/15/2026	Make Your Own Puzzle	10
3/15/2026	Spring Paint & Sip	7
3/18/2026	Afternoon Book Club	6
3/18/2026	Paws to Read	13
3/19/2026	Learn & Play Storytime	11
3/20/2026	Make a Suncatcher	21
3/21/2026	Special Vis. Storytime: Leprechaun	12
3/21/2026	Art Collective Gallery Reception	97
3/22/2026	Build With Cardboard Bricks	8
3/23/2026	Adult Sewing Class: T-Shirt Quilt (2)	9
3/25/2026	Memoir Writing for Adults	8
3/26/2026	Learn & Play Storytime	30
3/27/2026	Color By Number	0
3/28/2026	Little Ones Playtime	1
3/29/2026	Perler Bead Crafts	8
3/30/2026	Teen Scene: Bingo	0
3/31/2026	Cook w/Me: English Muffin Pizzas	7
	Month total	441

Programming & Outreach Coordinator – Meetings, Outreach, and Continuing Education (March)

- March 5 – Weekly meeting with Director
- March 11 – Teen Summer Reading programming workshop (webinar)
- March 11 – Program Lead meeting with Director and Library Assistant
- March 12 – Weekly meeting with Director
- March 19 – Storytime Palooza Bookshare meeting at UHLS in Albany
- March 27 – “Dinosaurs 101 for Librarians” (webinar)

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

- March 5 – Weekly meeting with Programming & Outreach Coordinator
- March 6 – UHLS Directors Association meeting at UHLS in Albany
- March 9 – Village Board meeting
- March 10 – Bookmobile at Castle Hill Senior Housing
- March 11 – Program Lead meeting with Programming & Outreach Coordinator and Library Assistant
- March 12 – Weekly meeting with Programming & Outreach Coordinator
- March 13 – Tech Help at Castle Hill Senior Housing
- March 18 – Friends of CPL meeting
- March 19 – School Board meeting at Schodack Central School District
- March 25 – eContent Advisory Committee meeting at UHLS in Albany

Castleton Public Library – May 2026 Classes and Events

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 3 Little Ones Playtime – 11am-4pm	4 Job Seeker Help (A) – 1-3pm Book Club (A) – 7pm	5 Dungeons & Dragons for Adults (A) – 5:30pm	6 CPL Funding Proposition Info Session (A) – 1pm Teen Advisory Council – 4:30pm CPL Funding Proposition Info Session (A) – 6pm	7 Storytime (L) – 10:30am Drop-In Tech Help (A) – 12-5pm	8	9 Mother’s Day Crafts (LK) – 11am-4pm
10	11 Fiber Arts Workshop (16+) – 5-7:30pm	12 Perler Bead Flowers (E) – 12-8pm	13 Open Mic Night (A) – 6pm	14 Storytime (L) – 10:30am	15 Teen Scene: Sidewalk Chalk Mural (T) – 3-5pm	16 Friends of CPL Plant Sale @Corner of Main St. & Scott Ave. (A) – 10am-1pm
17 Origami Peace Crane (10+) – 11am-4pm	18 CPL Board of Trustees Meeting (A) – 7pm	19	20 Book Club (A) – 1pm Paws to Read (K) – 4-5pm Friends of CPL Meeting (A) – 6:30pm	21 Storytime (L) – 10:30am	22 STEAM Lab: Pendulum Painting (KT) – 11am-2pm	23 Rainbow Scratch Art (KT) – 11am-4pm
24 Rainbow Scratch Art (KT) – 11am-4pm	25	26 Cook With Me: Bacon Ranch Pinwheels (LKT) – 1-4pm	27 Memoir Writing Class (A) – 6:30pm	28 Storytime (L) – 10:30am	29	30 Saturday Stories (L) – 11:30am Overnight Oats (TA) – 2-4pm
31	June 1 Job Seeker Help (A) – 1-3pm Book Club (A) – 7pm	2 Dungeons & Dragons for Adults (A) – 5:30pm	3	4 Storytime (L) – 10:30am Drop-In Tech Help (A) – 12-5pm	5	6 Little Ones Playtime – 11am-4pm

Intended Audience: L = Littles (birth to 5 years); K = Kids (6-11 years); T = Teens (12-17 years); A = Adults (18+ years); E = Everyone.

Events with a specific recommended age range for participation are indicated with a year range.

Some programs may welcome younger participants with an adult’s help – please ask our staff for details about specific events.

CPL May Program Spotlights

For Littles

Learn & Play Storytime: Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement every Thursday! We gather at 10:30 a.m. on May 7, 14, 21, and 28.

For Kids

Paws to Read: Join us for some reading practice on Wednesday, May 20 from 4:00-5:00 p.m. with a certified therapy dog! Our friendly pup creates a calm, happy space for young readers. Practice reading aloud and enjoy furry encouragement! Registration is encouraged but walk-ins will be accepted if time permits. Registration opens on May 1 at <https://tinyurl.com/PawstoReadCPL>

For Teens

Teen Advisory Council: Teens ages 12-17 -- earn volunteer hours and assist in planning teen events at the library! Join us on Wednesday, May 6 at 4:30 p.m. All ideas welcome.

For Adults

New Program Alert! **Dungeons & Dragons for Adults: Session 0:** For ages 18+. Maybe you enjoy playing Dungeons and Dragons or you want to start but have no idea where to begin. This Session 0 is the perfect place to learn and establish a new character. Join us on Tuesday, May 5 at 5:30 p.m. After this initial session, D&D for Adults will meet the **first Tuesday of each month!**

For Everyone

Perler Bead Flowers: Come to the library and design your very own pixel-style flower out of perler beads! We'll have all the needed supplies set up and ready for your creativity on Tuesday, May 12 between 12:00 p.m. and 8:00 p.m. Bring the whole family!

Castleton Public Library Funding Proposition on Schodack Central School District Ballot

"Resolved, that pursuant to Education Law, Section 259, the Board of Education of the Schodack Central School District is authorized to levy and collect an annual tax, separate and apart from the annual school district budget, in the amount of one hundred sixty-two thousand dollars (\$162,000), which shall be paid to the Castleton Public Library for the support and maintenance of the library; with this appropriated amount to be the annual appropriation until thereafter modified by a future vote of the electors of the Schodack Central School District."

The above proposition will appear on the ballot at the **Schodack Central School District School Budget Vote & Board Election**, held in the **Maple Hill High School Gym on Tuesday, May 19, from 6:00 a.m. – 9:00 p.m.** Maple Hill is located at **1216 Maple Hill Road, Castleton, NY 12033.**

For more information, including a Q&A about the proposition, visit tinyurl.com/CPL-2026Vote or contact CPL Director Melissa Tacke (518-732-0879 or director@castletonpubliclibrary.org)

The library will be hosting two **Library Funding Proposition Community Information Sessions** on **Wednesday, May 6.** One session will be held at **1:00 p.m.** and another will be held at **6:00 p.m.** Sessions will be held in person at the library (**85 S. Main Street, Castleton, NY 12033**).



What's Happening This Month:



Get ready to plant your summer garden! The **Friends of the Castleton Public Library** is holding its annual **Plant Sale** on **Saturday, May 16th** from **10:00 a.m. to 1:00 p.m.** at **River Rest (Corner of Scott Avenue and Main Street), Castleton, NY 12033.** An assortment of vegetable plants and flowers, along with coffee and donuts, will be available for purchase. Featuring music by **Scarlett Duo!** This popular event is the perfect motivation to get growing. All proceeds benefit the library.

Take & Make Craft Kits

Each month, we offer a free Take & Make Craft Kit to bring home and enjoy. This month, we are featuring a **Coffee Filter Butterfly.** Create a unique butterfly to add some color to your space! Stop by the circulation desk for your kit from **5/3 through 5/30.**

Library Hours:

Monday-Wednesday – 12:00–8:00 p.m.
Thursday-Friday – 10:00 a.m. – 6:00 p.m.
Saturday-Sunday – 11:00 a.m. – 4:00 p.m.

Castleton Public Library

85 S. Main Street, Castleton, NY 12033

Phone: 518-732-0879

www.castletonpubliclibrary.org

www.facebook.com/castletonpubliclibrary