

Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, April 18, 2022 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- New Hire – Library Assistant
- Trustee education requirements – starting in 2023

Old Business

- Library word-of-mouth advertising
- Reopening process

President's Report

Secretary's Report

- Review of minutes from March 21, 2022

Treasurer's Report

Director's Report

Friends Report

Committee Reports

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

Announcements

Public Comment

Executive Session

Adjourn

Castleton Public Library Board of Trustees Meeting

Monday, March 21, 2022 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:09 pm.

Roll Call

Present: Shane Mitchum, President; Patrick Cartwright, Vice President; Laurie Knaack, Secretary; Kendra Rubin, Trustee; Colin Strainge, Trustee; Kate Bielawa, Trustee; Melissa Tacke, Library Director

Attending Virtually: Village of Castleton-on-Hudson Board member Lissa D'Aquanni

Excused: Alyssa Mitchum, Treasurer

Adoption of Agenda

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

Public Comment

None.

New Business

NYS Annual Report for 2021: Trustee Cartwright motioned to adopt the Annual Report. Trustee Knaack seconded. Unanimously approved.

Financial Annual Update: Trustee Cartwright motioned to adopt the Annual Financial Report Update Document for 2021. Trustee Knaack seconded. Unanimously approved.

Annual Financial Review: The board reviewed the documentation by consultant William C. Adams and discussed retention of the same consultant to review finances annually for next year.

Old Business

Board self-evaluation results were presented by President Mitchum. The two areas where there was not a consensus that the status was satisfactory were training and concerns about sustainable funding.

Trustee onboarding and continuing training of current trustees: Areas for improvement include an onboarding checklist for what to review (review long range plan, board packets, schedule UHLS training, etc.) and continuing training for trustees. In future meetings Director Tacke will bring information about the upcoming requirement for annual continuing education for trustees.

Sustainable library funding: largest portion of the library budget currently comes from town of Schodack budget directly. The Sustainable Funding committee will explore school district vote as an option (beginning 2023 at earliest). Benefits would include guaranteeing a portion of the library budget annually if approved, but increases would then need to be approved by voters. The board will review sustainable funding presentations from UHLS discussing options (votes by towns, votes by school districts, rechartering).

The board discussed upcoming programming. Director Tacke brought to the board's attention the programs aligned with April school breaks and highlighted in-person activities targeted at various age groups.

Reopening process: Mask requirement continues to be tied to COVID-19 Community Levels published by CDC since March 7, 2022 (required only when level is High). Starting in May, more traditional indoor in-person programs will continue to resume slowly. Walking Storytime will continue through April and then children's

in-person morning and evening storytime will be reintroduced. Take-home kit activities will be scaled down but continue while there is sufficient interest/demand from the community.

Reports

President's Report

Board and director evaluations were discussed earlier in the meeting.

Secretary's Report

Trustee Cartwright motioned to approve the February 2022 meeting minutes. Seconded by Trustee Bielawa. Unanimously approved.

Trustee Cartwright motioned to approve the February 2022 meeting transcript. Seconded by Trustee Bielawa. Unanimously approved.

Treasurer's Report

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

Director's Report

The director reviewed statistics for visitation and circulation in February, and comparison between 2022, 2021, 2020. Note that this is the last time statistics are shown compared to a 2020 month that occurred before shutdowns at the start of the COVID-19 pandemic.

Friends Report

The Friends of the Library fundraising calendar of events and mailer was distributed to trustees.

Committee Reports

Finance: annual financial review was discussed earlier in the meeting.

Administrative: met; planning to set up administrative calendar to aid the board in annual activities.

Policy: no report; will resume later in spring to align with reviewing policies annually.

Sustainable Funding: met; will update board on recommendations next meeting.

Library Space: met and discussed outdoor ideas. Had previously considered possibility of extra parking spaces, but determined this not feasible in the near term. Committee will explore possibility of more permanent outdoor space in the front of the building after the usefulness of a temporary tent structure that was used in summer 2021 - exploring structures like a pavilion with a roof that could be in line with historical style of the area, to maintain and improve the appearance of the usable outdoor space. Committee welcomes ideas.

Community Outreach & Visibility: met, revisited the plan delayed from 2020 to offer a library mascot competition to area students. Will meet again in April for brainstorming and welcomes further ideas.

Announcements

None.

Public Comment

None.

Executive Session

None.

Adjournment

The meeting was adjourned at 7:43 pm.

3:35 PM
04/04/22

The Castleton Public Library
Check Detail
March 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	03/02/2022	Amazon LLC	200.2 · Citizens Checking Account		-23.38
Bill	1118277913...	03/02/2022		74104B1 · DVDs & Other Materials	-23.38	23.38
TOTAL					-23.38	23.38
Bill Pmt -Check	DEBIT	03/03/2022	Amazon LLC	200.2 · Citizens Checking Account		-19.94
Bill	1114334960...	03/03/2022		74104B1 · DVDs & Other Materials	-19.94	19.94
TOTAL					-19.94	19.94
Bill Pmt -Check	DEBIT	03/07/2022	Amazon LLC	200.2 · Citizens Checking Account		-31.95
Bill	1115774209...	03/07/2022		74104B1 · DVDs & Other Materials	-31.95	31.95
TOTAL					-31.95	31.95
Bill Pmt -Check	DEBIT	03/09/2022	Jodie Fitz LLC	200.2 · Citizens Checking Account		-37.09
Bill	074288041D...	03/09/2022		7410.4D · Programs	-37.09	37.09
TOTAL					-37.09	37.09
Bill Pmt -Check	DEBIT	03/10/2022	USPS	200.2 · Citizens Checking Account		-6.82
Bill		03/10/2022		7410.4G · Postage	-6.82	6.82
TOTAL					-6.82	6.82
Bill Pmt -Check	DEBIT	03/14/2022	Amazon LLC	200.2 · Citizens Checking Account		-13.99
Bill	1115774209...	03/14/2022		74104B1 · DVDs & Other Materials	-13.99	13.99
TOTAL					-13.99	13.99
Bill Pmt -Check	DEBIT	03/15/2022	Amazon LLC	200.2 · Citizens Checking Account		-14.55
Bill	1141353592...	03/14/2022		7410.4D · Programs	-14.55	14.55
TOTAL					-14.55	14.55
Bill Pmt -Check	DEBIT	03/18/2022	Amazon LLC	200.2 · Citizens Checking Account		-19.96
Bill	1115774209...	03/18/2022		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	DEBIT	03/22/2022	Zoom Video Com...	200.2 · Citizens Checking Account		-12.74
Bill	INV1393833...	03/22/2022		7410.4C · Equipment/Technology	-12.74	12.74
TOTAL					-12.74	12.74
Bill Pmt -Check	DEBIT	03/28/2022	Target	200.2 · Citizens Checking Account		-70.86
Bill		03/28/2022		74104B1 · DVDs & Other Materials	-19.99	19.99
				74104D1 · Summer Reading Program	-50.87	50.87
TOTAL					-70.86	70.86

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04/04/22

The Castleton Public Library
Check Detail
March 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	03/28/2022	Amazon LLC	200.2 · Citizens Checking Account		-98.61
Bill	1149112836...	03/25/2022		7410.4F · Office and Library Supplies	-98.61	98.61
TOTAL					-98.61	98.61
Bill Pmt -Check	DEBIT	03/29/2022	Amazon LLC	200.2 · Citizens Checking Account		-55.84
Bill	1148804033...	03/25/2022		74104D1 · Summer Reading Program	-55.84	55.84
TOTAL					-55.84	55.84
Bill Pmt -Check	DEBIT	03/29/2022	Amazon LLC	200.2 · Citizens Checking Account		-17.44
Bill	1147154856...	03/26/2022		74104D1 · Summer Reading Program	-17.44	17.44
TOTAL					-17.44	17.44
Bill Pmt -Check	DEBIT	03/31/2022	Facebook	200.2 · Citizens Checking Account		-26.04
Bill	5003844839...	03/31/2022		7410.4K · Miscellaneous	-26.04	26.04
TOTAL					-26.04	26.04
Bill Pmt -Check	2944	03/08/2022	T-Mobile	200.2 · Citizens Checking Account		-119.44
Bill		03/08/2022		7410.4C · Equipment/Technology 7410.4B · Library Materials	-29.86 -89.58	29.86 89.58
TOTAL					-119.44	119.44
Bill Pmt -Check	2945	03/09/2022	William C. Adams	200.2 · Citizens Checking Account		-210.00
Bill		03/09/2022		7410.4J · Professional Services	-210.00	210.00
TOTAL					-210.00	210.00
Bill Pmt -Check	2946	03/09/2022	UHLS	200.2 · Citizens Checking Account		-19.95
Bill	22-123	03/01/2022		7410.4C · Equipment/Technology	-19.95	19.95
TOTAL					-19.95	19.95
Bill Pmt -Check	2947	03/18/2022	Charter Commun...	200.2 · Citizens Checking Account		-94.84
Bill	8688574010...	03/11/2022		7410.4H · Telephone/Data Links	-94.84	94.84
TOTAL					-94.84	94.84
Bill Pmt -Check	2948	03/21/2022	Repeat Business...	200.2 · Citizens Checking Account		-470.86
Bill	795985	03/15/2022		7410.4C · Equipment/Technology	-470.86	470.86
TOTAL					-470.86	470.86
Bill Pmt -Check	2949	03/21/2022	OverDrive	200.2 · Citizens Checking Account		-398.98
Bill	MULTIPLE	03/16/2022		74104B2 · Electronic Content	-398.98	398.98
TOTAL					-398.98	398.98

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04/04/22

The Castleton Public Library
Check Detail

March 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	2950	03/21/2022	Village of Castlet...	200.2 · Citizens Checking Account		-4,628.29
Bill	84401	03/01/2022		7410.1A · Gross wages - Director	-2,279.69	2,279.69
				7410.1B · Gross wages - Librarian	-922.32	922.32
				7410.1C · Gross wages - Assistant	-1,099.80	1,099.80
				9030.8 · Social Security/Medicare	-326.48	326.48
TOTAL					-4,628.29	4,628.29
Bill Pmt -Check	2951	03/21/2022	Village of Castlet...	200.2 · Citizens Checking Account		-4,829.73
Bill	84404	03/14/2022		7410.1A · Gross wages - Director	-2,279.69	2,279.69
				7410.1B · Gross wages - Librarian	-801.54	801.54
				7410.1C · Gross wages - Assistant	-1,407.70	1,407.70
				9030.8 · Social Security/Medicare	-340.80	340.80
TOTAL					-4,829.73	4,829.73
Bill Pmt -Check	2952	03/29/2022	T-Mobile	200.2 · Citizens Checking Account		-120.40
Bill		03/23/2022		7410.4C · Equipment/Technology	-30.10	30.10
				7410.4B · Library Materials	-90.30	90.30
TOTAL					-120.40	120.40
Bill Pmt -Check	2953	03/31/2022	Village of Castlet...	200.2 · Citizens Checking Account		-79.40
Bill	84406	03/28/2022		9055.8 · Disability	-79.40	79.40
TOTAL					-79.40	79.40
Bill Pmt -Check	2954	03/31/2022	UHLS	200.2 · Citizens Checking Account		-28.00
Bill	22-144	03/31/2022		7410.4F · Office and Library Supplies	-28.00	28.00
TOTAL					-28.00	28.00

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04/04/22

The Castleton Public Library
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 03/31/2022

	<u>Mar 31, 22</u>
Beginning Balance	257,774.14
Cleared Transactions	
Checks and Payments - 1 item	-15,000.00
Deposits and Credits - 2 items	<u>26.22</u>
Total Cleared Transactions	<u>-14,973.78</u>
Cleared Balance	<u><u>242,800.36</u></u>
Register Balance as of 03/31/2022	242,800.36
Ending Balance	242,800.36

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04/04/22

The Castleton Public Library

Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 03/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						257,774.14
Cleared Transactions						.
Checks and Payments - 1 item						.
Transfer	03/11/2022			X	-15,000.00	-15,000.00
Total Checks and Payments					-15,000.00	-15,000.00
Deposits and Credits - 2 items						
Deposit	03/03/2022			X	22.01	22.01
Deposit	03/31/2022			X	4.21	26.22
Total Deposits and Credits					26.22	26.22
Total Cleared Transactions					-14,973.78	-14,973.78
Cleared Balance					-14,973.78	242,800.36
Register Balance as of 03/31/2022					-14,973.78	242,800.36
Ending Balance					-14,973.78	242,800.36

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The Castleton Public Library
Reconciliation Summary

200.2 · Citizens Checking Account, Period Ending 03/31/2022

	<u>Mar 31, 22</u>
Beginning Balance	31,216.43
Cleared Transactions	
Checks and Payments - 22 items	-12,717.24
Deposits and Credits - 1 item	15,000.00
	<u>2,282.76</u>
Total Cleared Transactions	
	<u>2,282.76</u>
Cleared Balance	<u><u>33,499.19</u></u>
Uncleared Transactions	
Checks and Payments - 4 items	-437.80
	<u>-437.80</u>
Total Uncleared Transactions	
	<u>-437.80</u>
Register Balance as of 03/31/2022	<u><u>33,061.39</u></u>
Ending Balance	33,061.39

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The Castleton Public Library

Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 03/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						31,216.43
Cleared Transactions						
Checks and Payments - 22 items						
Bill Pmt -Check	02/22/2022	2942	The Hartford	X	-1,705.94	-1,705.94
Bill Pmt -Check	03/02/2022	DEBIT	Amazon LLC	X	-23.38	-1,729.32
Bill Pmt -Check	03/03/2022	DEBIT	Amazon LLC	X	-19.94	-1,749.26
Bill Pmt -Check	03/07/2022	DEBIT	Amazon LLC	X	-31.95	-1,781.21
Bill Pmt -Check	03/08/2022	2944	T-Mobile	X	-119.44	-1,900.65
Bill Pmt -Check	03/09/2022	DEBIT	Jodie Fitz LLC	X	-37.09	-1,937.74
Bill Pmt -Check	03/09/2022	2946	UHLS	X	-19.95	-1,957.69
Bill Pmt -Check	03/10/2022	DEBIT	USPS	X	-6.82	-1,964.51
Bill Pmt -Check	03/14/2022	DEBIT	Amazon LLC	X	-13.99	-1,978.50
Bill Pmt -Check	03/15/2022	DEBIT	Amazon LLC	X	-14.55	-1,993.05
Bill Pmt -Check	03/18/2022	2947	Charter Communicat...	X	-94.84	-2,087.89
Bill Pmt -Check	03/18/2022	DEBIT	Amazon LLC	X	-19.96	-2,107.85
Bill Pmt -Check	03/21/2022	2951	Village of Castleton-...	X	-4,829.73	-6,937.58
Bill Pmt -Check	03/21/2022	2950	Village of Castleton-...	X	-4,628.29	-11,565.87
Bill Pmt -Check	03/21/2022	2948	Repeat Business Sy...	X	-470.86	-12,036.73
Bill Pmt -Check	03/21/2022	2949	OverDrive	X	-398.98	-12,435.71
Bill Pmt -Check	03/22/2022	DEBIT	Zoom Video Commu...	X	-12.74	-12,448.45
Bill Pmt -Check	03/28/2022	DEBIT	Amazon LLC	X	-98.61	-12,547.06
Bill Pmt -Check	03/28/2022	DEBIT	Target	X	-70.86	-12,617.92
Bill Pmt -Check	03/29/2022	DEBIT	Amazon LLC	X	-55.84	-12,673.76
Bill Pmt -Check	03/29/2022	DEBIT	Amazon LLC	X	-17.44	-12,691.20
Bill Pmt -Check	03/31/2022	DEBIT	Facebook	X	-26.04	-12,717.24
Total Checks and Payments					-12,717.24	-12,717.24
Deposits and Credits - 1 item						
Transfer	03/11/2022			X	15,000.00	15,000.00
Total Deposits and Credits					15,000.00	15,000.00
Total Cleared Transactions					2,282.76	2,282.76
Cleared Balance					2,282.76	33,499.19
Uncleared Transactions						
Checks and Payments - 4 items						
Bill Pmt -Check	03/09/2022	2945	William C. Adams		-210.00	-210.00
Bill Pmt -Check	03/29/2022	2952	T-Mobile		-120.40	-330.40
Bill Pmt -Check	03/31/2022	2953	Village of Castleton-...		-79.40	-409.80
Bill Pmt -Check	03/31/2022	2954	UHLS		-28.00	-437.80
Total Checks and Payments					-437.80	-437.80
Total Uncleared Transactions					-437.80	-437.80
Register Balance as of 03/31/2022					1,844.96	33,061.39
Ending Balance					1,844.96	33,061.39

The Castleton Public Library

Profit & Loss

March 2022

	Mar 22
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	0.00
2082.12 · Lost Books	7.99
2082.13 · Copies, Prints and Faxes	0.00
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	7.99
Total 2082 · Library Charges	7.99
2401 · Interest & Earnings	4.21
2705 · Gifts & Donations	14.02
Total Income	26.22
Gross Profit	26.22
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	4,559.38
7410.1B · Gross wages - Librarian	1,723.86
7410.1C · Gross wages - Assistant	2,507.50
Total 7410.11 · Employee Gross Wages	8,790.74
Total 7410.1 · Personal Services	8,790.74
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
7410.4B2 · Electronic Content	398.98
7410.4B1 · DVDs & Other Materials	129.21
7410.4B · Library Materials - Other	179.88
Total 7410.4B · Library Materials	708.07
7410.4C · Equipment/Technology	563.51
7410.4D · Programs	
7410.4D1 · Summer Reading Program	124.15
7410.4D · Programs - Other	51.64
Total 7410.4D · Programs	175.79
7410.41 · Operations and Administrative	
7410.4G · Postage	6.82
7410.4H · Telephone/Data Links	94.84
7410.4F · Office and Library Supplies	126.61
7410.4J · Professional Services	210.00
Total 7410.41 · Operations and Administrative	438.27
7410.4K · Miscellaneous	26.04
Total 7410.4 · Contractual Expenses	1,911.68
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	667.28
9055.8 · Disability	79.40
Total 9000 · Employee - Benefits	746.68
Total Expense	11,449.10
Net Ordinary Income	-11,422.88
Net Income	-11,422.88

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through March 2022

	Jan - Mar 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	13.71	0.00	13.71	100.0%
2082.12 · Lost Books	47.98	0.00	47.98	100.0%
2082.13 · Copies, Prints and Faxes	0.00	240.00	-240.00	0.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
2082.19 · Other Fines & Fees	0.00	0.00	0.00	0.0%
2082.1 · Library Fines & Fees - Other	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	61.69	240.00	-178.31	25.7%
Total 2082 · Library Charges	61.69	240.00	-178.31	25.7%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	159,260.00	159,263.00	-3.00	100.0%
2360.2 · Village of Castleton	0.00	14,000.00	-14,000.00	0.0%
2360.3 · Rensselaer County	0.00	3,325.00	-3,325.00	0.0%
Total 2360 · Intergovernmental Revenues	159,260.00	176,588.00	-17,328.00	90.2%
2401 · Interest & Earnings	7.82	24.00	-16.18	32.6%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	4,046.18	5,800.00	-1,753.82	69.8%
Total 2705 · Gifts & Donations	5,046.18	6,800.00	-1,753.82	74.2%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	2,149.00	-2,149.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	0.00	1,130.00	-1,130.00	0.0%
2760.9 · Grants - Other	0.00	1,000.00	-1,000.00	0.0%
Total 2760 · Library System Grants	0.00	4,279.00	-4,279.00	0.0%
599 · Appropriated Fund Balance	0.00	12,650.00	-12,650.00	0.0%
Total Income	164,375.69	200,581.00	-36,205.31	81.9%
Gross Profit	164,375.69	200,581.00	-36,205.31	81.9%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	13,506.87	59,500.00	-45,993.13	22.7%
7410.1B · Gross wages - Librarian	5,242.23	22,838.00	-17,595.77	23.0%
7410.1C · Gross wages - Assistant	6,551.08	44,500.00	-37,948.92	14.7%
Total 7410.11 · Employee Gross Wages	25,300.18	126,838.00	-101,537.82	19.9%
Total 7410.1 · Personal Services	25,300.18	126,838.00	-101,537.82	19.9%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	4,447.00	-4,447.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	4,447.00	-4,447.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
7410.4B6 · Museum Passes	75.00	1,880.00	-1,805.00	4.0%
7410.4B5 · Magazines and Newspapers	0.00	1,000.00	-1,000.00	0.0%
7410.4B4 · Audiobooks	0.00	400.00	-400.00	0.0%
7410.4B3 · Print Materials	1,407.65	8,186.00	-6,778.35	17.2%
7410.4B2 · Electronic Content	2,063.95	5,700.00	-3,636.05	36.2%
7410.4B1 · DVDs & Other Materials	402.96	2,300.00	-1,897.04	17.5%
7410.4B · Library Materials - Other	388.46	1,555.00	-1,166.54	25.0%
Total 7410.4B · Library Materials	4,338.02	21,021.00	-16,682.98	20.6%
7410.4C · Equipment/Technology	618.85	1,050.00	-431.15	58.9%

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through March 2022

	Jan - Mar 22	Budget	\$ Over Budget	% of Budget
7410.4D · Programs				
74104D1 · Summer Reading Program	124.15	3,840.00	-3,715.85	3.2%
7410.4D · Programs - Other	561.69	3,000.00	-2,438.31	18.7%
Total 7410.4D · Programs	685.84	6,840.00	-6,154.16	10.0%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	0.00	800.00	-800.00	0.0%
7410.4E · Automated Services	978.09	4,110.00	-3,131.91	23.8%
7410.4G · Postage	21.97	300.00	-278.03	7.3%
7410.4H · Telephone/Data Links	284.52	1,470.00	-1,185.48	19.4%
7410.4I · Insurance	1,705.94	2,665.00	-959.06	64.0%
7410.4F · Office and Library Supplies	344.43	1,300.00	-955.57	26.5%
7410.4J · Professional Services	210.00	820.00	-610.00	25.6%
Total 7410.41 · Operations and Administrati...	3,544.95	11,465.00	-7,920.05	30.9%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	1,000.00	-1,000.00	0.0%
7410.4K · Miscellaneous - Other	47.52	25.00	22.52	190.1%
Total 7410.4K · Miscellaneous	47.52	1,025.00	-977.48	4.6%
Total 7410.4 · Contractual Expenses	9,235.18	41,401.00	-32,165.82	22.3%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	6,950.00	-6,950.00	0.0%
9030.8 · Social Security/Medicare	1,919.83	9,350.00	-7,430.17	20.5%
9040.8 · Workers Comp	0.00	1,000.00	-1,000.00	0.0%
9055.8 · Disability	79.40	535.00	-455.60	14.8%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	0.00	8,560.00	-8,560.00	0.0%
Total 9060.8 · Health Insurance	0.00	10,060.00	-10,060.00	0.0%
Total 9000 · Employee - Benefits	1,999.23	27,895.00	-25,895.77	7.2%
Total Expense	36,534.59	200,581.00	-164,046.41	18.2%
Net Ordinary Income	127,841.10	0.00	127,841.10	100.0%
Net Income	127,841.10	0.00	127,841.10	100.0%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through March 2022

	Jan - Mar 22	Forecast	\$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	13.71	0.00	13.71	100.0%
2082.12 · Lost Books	47.98	64.93	-16.95	73.9%
2082.13 · Copies, Prints and Faxes	0.00	0.00	0.00	0.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	61.69	64.93	-3.24	95.0%
Total 2082 · Library Charges	61.69	64.93	-3.24	95.0%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	159,260.00	146,786.00	12,474.00	108.5%
2360.2 · Village of Castleton	0.00	0.00	0.00	0.0%
2360.3 · Rensselaer County	0.00	0.00	0.00	0.0%
Total 2360 · Intergovernmental Revenues	159,260.00	146,786.00	12,474.00	108.5%
2401 · Interest & Earnings	7.82	6.83	0.99	114.5%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	4,046.18	5,986.15	-1,939.97	67.6%
Total 2705 · Gifts & Donations	5,046.18	6,986.15	-1,939.97	72.2%
2760 · Library System Grants				
2760.1 · LLSA and ERATE (UHLS)	0.00	0.00	0.00	0.0%
2760.9 · Grants - Other	0.00	0.00	0.00	0.0%
Total 2760 · Library System Grants	0.00	0.00	0.00	0.0%
Total Income	164,375.69	153,843.91	10,531.78	106.8%
Gross Profit	164,375.69	153,843.91	10,531.78	106.8%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	13,506.87	14,651.53	-1,144.66	92.2%
7410.1B · Gross wages - Librarian	5,242.23	5,448.31	-206.08	96.2%
7410.1C · Gross wages - Assistant	6,551.08	7,535.68	-984.60	86.9%
Total 7410.11 · Employee Gross Wages	25,300.18	27,635.52	-2,335.34	91.5%
Total 7410.1 · Personal Services	25,300.18	27,635.52	-2,335.34	91.5%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
7410.4B6 · Museum Passes	75.00	0.00	75.00	100.0%
7410.4B5 · Magazines and Newspapers	0.00	0.00	0.00	0.0%
7410.4B4 · Audiobooks	0.00	125.84	-125.84	0.0%
7410.4B3 · Print Materials	1,407.65	2,046.72	-639.07	68.8%
7410.4B2 · Electronic Content	2,063.95	2,159.21	-95.26	95.6%
7410.4B1 · DVDs & Other Materials	402.96	392.67	10.29	102.6%
7410.4B · Library Materials - Other	388.46	298.16	90.30	130.3%
Total 7410.4B · Library Materials	4,338.02	5,022.60	-684.58	86.4%
7410.4C · Equipment/Technology	618.85	417.55	201.30	148.2%
7410.4D · Programs				
7410.4D1 · Summer Reading Program	124.15	0.00	124.15	100.0%
7410.4D · Programs - Other	561.69	719.93	-158.24	78.0%
Total 7410.4D · Programs	685.84	719.93	-34.09	95.3%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	0.00	12.00	-12.00	0.0%
7410.4E · Automated Services	978.09	978.09	0.00	100.0%
7410.4G · Postage	21.97	8.25	13.72	266.3%
7410.4H · Telephone/Data Links	284.52	292.01	-7.49	97.4%
7410.4I · Insurance	1,705.94	1,701.89	4.05	100.2%
7410.4F · Office and Library Supplies	344.43	0.00	344.43	100.0%
7410.4J · Professional Services	210.00	420.00	-210.00	50.0%
Total 7410.41 · Operations and Administrative	3,544.95	3,412.24	132.71	103.9%
7410.4K · Miscellaneous	47.52	15.00	32.52	316.8%
Total 7410.4 · Contractual Expenses	9,235.18	9,587.32	-352.14	96.3%

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04/04/22

Accrual Basis

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through March 2022

	Jan - Mar 22	Forecast	\$ Over Forecast	% of Forecast
9000 · Employee - Benefits				
9030.8 · Social Security/Medicare	1,919.83	2,095.44	-175.61	91.6%
9040.8 · Workers Comp	0.00	129.69	-129.69	0.0%
9055.8 · Disability	79.40	0.00	79.40	100.0%
9060.8 · Health Insurance	0.00	1,358.48	-1,358.48	0.0%
Total 9000 · Employee - Benefits	1,999.23	3,583.61	-1,584.38	55.8%
Total Expense	36,534.59	40,806.45	-4,271.86	89.5%
Net Ordinary Income	127,841.10	113,037.46	14,803.64	113.1%
Net Income	127,841.10	113,037.46	14,803.64	113.1%

The Castleton Public Library
Balance Sheet
 As of March 31, 2022

	<u>Mar 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	242,800.36
200.2 · Citizens Checking Account	33,061.39
200.9 · Petty Cash	50.00
Total Checking/Savings	<u>275,911.75</u>
Other Current Assets	
395 · Deposits with Other Government	5,000.00
Total Other Current Assets	<u>5,000.00</u>
Total Current Assets	<u>280,911.75</u>
TOTAL ASSETS	<u>280,911.75</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	147,997.67
Net Income	127,841.10
Total Equity	<u>280,911.77</u>
TOTAL LIABILITIES & EQUITY	<u>280,911.75</u>

Director's Report – March

March 2022 – Usage Statistics in Comparison

	Mar. 2022	Mar. 2021	% Change, 2022 vs. 2021	Mar. 2020	% Change, 2022 vs. 2020
Circulation					
Circulation of materials at CPL	1,564	1,466	+6.7%	1,123*	+39.3%
Items loaned to other libraries	339	555	-38.9%	266*	+27.4%
Items borrowed from other libraries	628	618	+1.6%	493*	+27.4%
eContent circulation	605	614	-1.5%	618*	-2.1%
Programming					
Number of programs offered	19	18	+5.6%	12*	+58.3%
Program attendance – in-person	121	0	N/A	42*	+188.1%
Program attendance – live virtual	0	16	-100%	0	N/A
Program attendance – kits and prerecorded virtual**	123	207	-40.6%	0	N/A
Total program attendance	244	223	+9.4%	42*	+481%
Public Computer Use					
Public Computer Sessions	12	0	N/A	17*	-29.4%
WiFi Use - daily unique users	574 (2.3 GB)	417 (4.51 GB)	+37.6%	307 (2.4 GB)*	+87%
WiFi Hotspot Use	3.07 GB	62.7 GB	-95.1%	N/A	N/A
Marketing Reach					
Website visits	1,408	863	+63.2%	1,064	+32.3%
Website unique visitors	704	497	+41.6%	604	+16.6%
Email newsletter list size	1,472	1,403	+4.9%	1,392	+5.7%
Facebook page likes	956	872	+9.6%	795	-20.3%
Facebook total reach	5,702	1,960	+190.9%	11,191	-49%
* = Data from March 1-14 2020 only. The library was closed to the public from 3/6/2020 through 5/30/2020. ** = The number of kits distributed through 3/31 is used for the attendance number. *** = Public computer stations were not reintroduced at CPL until 5/3/21.					

Programs – March

3/1/2022	Cool Science Kit: Build a Bridge	63
3/1/2022	Take & Make Craft: Collage Art	64
3/1/2022	Legomania	21
3/3/2022	Walking ST @Schodack Island	0
3/3/2022	Lending Library @Riverside	10
3/7/2022	Egg Carton Caterpillars	4
3/7/2022	After Dinner Book Club	0
3/8/2022	Castle Hill Bookmobile	5
3/10/2022	Walking ST @Schodack Island	0
3/11/2022	Bridge Club	7

3/14/2022	Giant Connect Four	18
3/16/2022	Afternoon Book Club	6
3/17/2022	Walking ST @Schodack Island	9
3/21/2022	Rainbow Scratch Art	18
3/23/2022	Teen Time: Crafternoon	0
3/24/2022	Walking ST @Schodack Island	0
3/25/2022	Bridge Club	7
3/28/2022	Create a Chain Reaction	8
3/31/2022	Walking ST @Schodack Island	4
	Month total	244

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

- March 10 – “An Ocean of Programming Possibilities: Teen Summer Reading Workshop” (virtual conference)
- March 24 – “The Prepared Library Leadership Team: Meeting A Challenge” (webinar)

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

- March 1 – UHLS eContent Advisory Committee meeting (virtual meeting)
- March 3 – Lending Library at Riverside Center for Rehabilitation and Nursing

- March 4 – Directors Association meeting (virtual meeting)
- March 8 – Bookmobile at Castle Hill senior housing
- March 9 – “You Can Have It Both Ways: Being an Assertive, Caring Library Administrator” (virtual CE)
- March 14 – Administrative Committee meeting (virtual meeting)
- March 14 – Village Board meeting
- March 15 – Finance Committee / Sustainable Funding Committee meeting (virtual meeting)
- March 15 – Community Outreach & Visibility Committee meeting (virtual meeting)
- March 16 – Friends of CPL meeting
- March 16 – Library Space Committee meeting (virtual meeting)
- March 17 – Meeting with Schodack Island State Park staff re: 2022 collaborations
- March 23 – StoryWalk route improvements at Schodack Island State Park
- March 30 – UHLS eContent Advisory Committee meeting (virtual meeting)
- March 31 – Interviews for Library Assistant position



Events and Take-Home Kits at Castleton Public Library May 2022

Weekly Programs

Come join the fun -- our in-person storytimes have returned to the library!
We offer two storytimes for young children each week.



Pajama Storytime

Tuesdays at 6:00 p.m. May 3, 10, 17, 24, 31.

Feel free to wear your pajamas or bring a stuffed animal friend to this evening storytime! Ages birth-8.



Learn & Play Storytime

Thursdays at 10:30 a.m. May 5, 12, 19, 26; June 2.

Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement while building their early literacy and motor skills! Join us every Thursday for fun and learning.

Other Programs and Take-Home Kits



Cool Science at Home!

Cool Science at Home Kit: Make a Sundial

Pick up anytime through May 28

Learn about how sundials work by making your own to show the time when it's sunny outside!



Take & Make Craft Kit: Flower Crafts

Pick up anytime through May 28

Create your own fun flower crafts to decorate your home or give as a gift!



Guided StoryWalk

Monday, May 2, 10:30 a.m.

Location: We'll meet at the beginning of the StoryWalk (near the playground) at Schodack Island State Park – 1 Schodack Island Way, Schodack Landing, NY 12156.

Join us (weather permitting) to explore the newest StoryWalk book together! May's StoryWalk book is *Peaceful Garden* by Lucy London. This book will be up on the StoryWalk all month long!



After Dinner Book Club

After Dinner Book Club – *The Glitter in the Green: In Search of Hummingbirds* by Jon Dunn

Monday, May 2, 7:00 p.m.

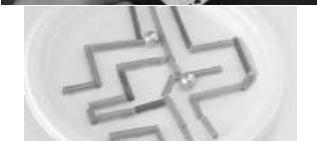
Join us for a book discussion! Books available at the front desk starting April 4.



Bridge Club

Friday, May 6, 10:30 a.m.

Come play bridge with us! Geared toward beginners and players who need a refresher.



Cool Science: Marble Maze Challenge

Wednesday, May 11, 4:00-6:00 p.m.

Create your own marble maze and learn about engineering!



Diabetes Prevention Informational Session

Wednesday, May 11, 6:30 p.m.

Presented by the Independent Living Center of the Hudson Valley. Learn about a free, scientifically-proven and accessible program designed for adults with pre-diabetes.



Friends of CPL Plant Sale

Saturday, May 14, 10:00 a.m.–2:00 p.m.

Location: River Rest (Corner of Scott Avenue and Main Street), Castleton, NY 12033

All proceeds benefit the library! An assortment of vegetable plants and flowers will be available.



Teen Time: Candy Sushi

Tuesday, May 17, 4:00 p.m.

For teens in 6th-12th grades. Unleash your inner sushi chef by crafting candy into edible works of art!



Afternoon Book Club

Afternoon Book Club – *The Empress of Salt & Fortune* by Nghi Vo

Wednesday, May 18, 1:00 p.m.

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



Bridge Club

Friday, May 20, 10:30 a.m.

Come play bridge with us! Geared toward beginners and players who need a refresher.



Gardening Fun

Saturday, May 21, 11:00 a.m.

Join us at the library for some gardening fun! We will read a story about growing the ingredients for pizza, decorate planters, and then plant basil seeds to take home and watch grow!



Bridge Club

Friday, June 3, 10:30 a.m.

Come play bridge with us! Geared toward beginners and players who need a refresher.



Guided StoryWalk

Monday, June 6, 10:30 a.m.

Location: We'll meet at the beginning of the StoryWalk (near the playground) at Schodack Island State Park – 1 Schodack Island Way, Schodack Landing, NY 12156.

Join us (weather permitting) to explore the newest StoryWalk book together! June's StoryWalk book is *This is the Nest that Robin Built* by Denise Fleming. This book will be up on the StoryWalk all month!



After Dinner Book Club

After Dinner Book Club – *The Heart is a Lonely Hunter* by Carson McCullers

Monday, June 6, 7:00 p.m.

Join us for a book discussion! Books available at the front desk starting April 4.

Borrow Our Fishing Poles!

Did you know that the library has fishing poles that you can borrow with your library card?

Poles are loaned for 14 days and are available on a first-come, first-served basis.



Castleton Public Library

85 S. Main Street, Castleton, NY 12033

Phone: 518-732-0879

www.castletonpubliclibrary.org

www.facebook.com/castletonpubliclibrary

Library Hours:

Monday-Wednesday – 12:00-8:00 p.m.

Thursday-Friday – 10:00 a.m. – 6:00 p.m.

Saturday – 10:00 a.m. – 4:00 p.m.

Sunday – Closed