

May 2014 Usage

- Circulation of print materials: 1579
- Circulation of eContent: 57
- Website visits: 4243 **There may be some inconsistency with website visits because we are using a different tool to measure this with the launch of the newly designed site.*
- Public access computers: 171 sessions
- 98 people attended the 14 Library programs
 - To increase the number of tween/teen programs, we've provided a monthly Teen program. So far, 13 people attended the 4 programs we offered.

Collection Management

- Items added this month: 72; Items withdrawn: 207
- We mended over 30 items this month. As we've been weeding, we have been pulling the items that are in poor condition that can be repaired.

Upcoming Program Highlights

- Teen Club: Movie Night (*Wednesday, June 18 at 5:30 PM*)
- Through the Heartland on U.S. 20: Join us for an informative and entertaining presentation by Bill and Mary Lewis about U.S. 20, the longest federal highway, traveling 3,365 miles from Boston to Newport, Oregon. They wrote a three volume series, *Through the Heartland on U.S. 20*, in which they trace the road's development through the area and the community's development through landmark events and unique stories. (*Friday June 20th at 6:00 PM*)
- Weekly Family StoryTime is Thursdays at 11:45 until June 19. The weekly StoryTime will begin again on Thursday, July 10 at 10:30 am.
- Castleton-on-Healthy is Tuesdays at 10:00 am. If weather permits, the group walks one mile in the park. There is also the option to walk along to a video in the Library Program room. On June 17, we will watch and discuss A.J. Jacobs' TED Talk, *How Healthy Living Nearly Killed me*. Jacobs is the bestselling author of "Drop Dead Healthy."

Summer Reading Program

- The Summer Reading Program is a collaborative effort between the Castleton Public Library and the East Greenbush Community Library. It kicks off on Thursday, June 26 for Children, Teens and Adults. Patrons of each library are encouraged to participate at either or both locations. Each library offers incentives such as weekly prizes or raffle tickets to win prizes at the end of the program. This will also be the third year we are co-funding a program with EGCL. The program is *Dirtmeister*, scheduled for July 28 at 2:00 pm.

Continuing Education

- I attended two workshops from June 4-6 to work toward completing the requirements for the Leadership and Management Academy through NYLA.

- Budgeting and Finance Part I and II: This workshop focused on the following topics: budget management through discussions of budget scenarios; reading financial statements; drafting financial reports; capital funding; and sources of revenue
- Partnerships, Collaborations and Relationships: The topics covered in this workshop included emotional intelligence, conflict management, internal partnerships and relationships (the Library Board, Friends, Director and Staff), and external partnerships and relationships (schools, local organizations such as the Kiwanis).
- On June 23, I will attend a Tech Tools Workshop at the Capital District Library Council in Albany. We'll have the opportunity to explore productivity tools, social media tools, graphics and presentation tools and cloud storage and share ideas about how to apply those tools in the Library setting.

News and Updates

- Public Access Computers: We have a test computer set up behind the staff area to allow us to use iTeam before we install it on the PAC. I expect iTeam to be live by the end of next week.
- III Sierra Update (ILS): Tim Burke shared that he expects the negotiation process to be over by the end of June and then we can look at the implementation process.

Meetings (May 4- June 6, 2014)

- May 5: Attend the Friends of the Library fundraiser at Scarnatos Ristorante.
- May 12: Attended the Village Board meeting with Brad Kingsburg, representative from Creative Library Concepts, and the Operations and Capital Projects Committee to share information about the renovation of Library space. I also requested the Library manage the small room in the back of the Village Hall.
- May 20: Attended the Friends of the Library Annual Meeting.
- May 21: Attended a Village Board of Trustees meeting as an employee of the Village to get information about the new health insurance options.
- May 22: Met with Library Directors of Rensselaer County Libraries and Tim Burke, Executive Director of the UHLS, to share information about each of our respective libraries and explore collaborative opportunities.
- May 29: I attended the Maple Hill Marathon to provide an information table about library services and the renovation project.
- June 2: I participated in an online webinar for iTeam training, the PAC software.
- June 3: Rawdon from UHLS came to CPL to install a test server with the iTeam software on it to allow staff to use iTeam before we install it on the PAC.
- June 4-6: Attended two workshops as part of the Leadership and Management Academy.

The Castleton Public Library
Balance Sheet
As of May 31, 2014

	<u>May 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
200.1 - Citizens Money Market	219,580.96
200.2 - Citizens Checking Account	749.66
200.3 - First Niagara Money Market	15,853.52
200.9 - Petty Cash	50.00
Total Checking/Savings	<u>236,234.14</u>
Total Current Assets	<u>236,234.14</u>
TOTAL ASSETS	<u>236,234.14</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
600 - Accounts Payable	891.36
Total Accounts Payable	891.36
Other Current Liabilities	
601 - Accrued Liabilities	1,014.37
Total Other Current Liabilities	<u>1,014.37</u>
Total Current Liabilities	<u>1,905.73</u>
Total Liabilities	1,905.73
Equity	
917 - Unassigned Fund Balance	168,865.67
Net Income	65,462.74
Total Equity	<u>234,328.41</u>
TOTAL LIABILITIES & EQUITY	<u>236,234.14</u>

12:02 PM

06/04/14

The Castleton Public Library

Reconciliation Detail

200.2 - Citizens Checking Account, Period Ending 05/31/2014

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						978.35
Cleared Transactions						
Checks and Payments - 21 items						
Check	4/29/2014	1541	New York State Edu...	X	-60.00	-60.00
Bill Pmt -Check	4/29/2014	1543	Brodart	X	-56.84	-116.84
Bill Pmt -Check	4/29/2014	1542	Staples	X	-48.14	-164.98
Bill Pmt -Check	5/6/2014	1545	Brodart	X	-101.06	-266.04
Bill Pmt -Check	5/6/2014	1546	Time Warner Cable	X	-81.26	-347.30
Bill Pmt -Check	5/6/2014	1544	Eastern Managed Pr...	X	-49.31	-396.61
Bill Pmt -Check	5/6/2014	DEBIT	Amazon LLC	X	-10.76	-407.37
Check	5/12/2014	DEBIT	New York Library As...	X	-107.00	-514.37
Bill Pmt -Check	5/13/2014	1547	UHLS	X	-201.00	-715.37
Bill Pmt -Check	5/13/2014	1550	Brodart	X	-137.83	-853.20
Bill Pmt -Check	5/13/2014	1549	U.S. Bank	X	-66.64	-919.84
Bill Pmt -Check	5/13/2014	1548	Center Point	X	-54.04	-973.88
Bill Pmt -Check	5/16/2014	1551	Brodart	X	-136.76	-1,110.64
Bill Pmt -Check	5/16/2014	DEBIT	Amazon LLC	X	-49.95	-1,160.59
Check	5/21/2014	DEBIT	Jiff-E-Mart II	X	-11.88	-1,172.47
Check	5/22/2014	1554	UHLS	X	-120.00	-1,292.47
Bill Pmt -Check	5/22/2014	1553	Demco	X	-78.35	-1,370.82
Bill Pmt -Check	5/22/2014	1556	Brodart	X	-60.54	-1,431.36
Bill Pmt -Check	5/22/2014	1555	Recorded Books, LLC	X	-35.99	-1,467.35
Check	5/28/2014			X	-24.25	-1,491.60
Bill Pmt -Check	5/30/2014	DEBIT	Amazon LLC	X	-91.92	-1,583.52
Total Checks and Payments					-1,583.52	-1,583.52
Deposits and Credits - 2 items						
Transfer	5/6/2014			X	1,500.00	1,500.00
Deposit	5/23/2014			X	6.36	1,506.36
Total Deposits and Credits					1,506.36	1,506.36
Total Cleared Transactions					-77.16	-77.16
Cleared Balance					-77.16	901.19
Uncleared Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	2/12/2014	1513	Rachel Toolan		-30.00	-30.00
Bill Pmt -Check	5/16/2014	1552	CDLC		-35.00	-65.00
Bill Pmt -Check	5/28/2014	1557	Brodart		-86.53	-151.53
Total Checks and Payments					-151.53	-151.53
Total Uncleared Transactions					-151.53	-151.53
Register Balance as of 05/31/2014					-228.69	749.66
New Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	6/2/2014	1558	UHLS		-730.50	-730.50
Check	6/3/2014	DEBIT	USPS		-98.00	-828.50
Total Checks and Payments					-828.50	-828.50

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The Castleton Public Library
Reconciliation Detail

200.2 - Citizens Checking Account, Period Ending 05/31/2014

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Deposits and Credits - 1 item						
Transfer	6/2/2014				1,000.00	1,000.00
Total Deposits and Credits					1,000.00	1,000.00
Total New Transactions					171.50	171.50
Ending Balance					-57.19	921.16

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06/04/14

The Castleton Public Library
Reconciliation Detail

200.3 - First Niagara Money Market, Period Ending 05/31/2014

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						22,175.71
Cleared Transactions						
Checks and Payments - 2 items						
Check	5/7/2014	5-9 P...	Payroll	X	-3,310.67	-3,310.67
Check	5/21/2014	5-23 ...	Payroll	X	-3,011.52	-6,322.19
Total Checks and Payments					-6,322.19	-6,322.19
Total Cleared Transactions					-6,322.19	-6,322.19
Cleared Balance					-6,322.19	15,853.52
Register Balance as of 05/31/2014					-6,322.19	15,853.52
Ending Balance					-6,322.19	15,853.52

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The Castleton Public Library
Reconciliation Detail

200.1 - Citizens Money Market, Period Ending 05/31/2014

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						220,779.34
Cleared Transactions						
Checks and Payments - 2 items						
Check	5/5/2014			X	-2.00	-2.00
Transfer	5/6/2014			X	-1,500.00	-1,502.00
Total Checks and Payments					-1,502.00	-1,502.00
Deposits and Credits - 6 items						
Deposit	5/1/2014			X	58.12	58.12
Deposit	5/8/2014			X	55.23	113.35
Deposit	5/16/2014			X	27.50	140.85
Deposit	5/23/2014			X	46.95	187.80
Deposit	5/30/2014			X	41.20	229.00
Deposit	5/31/2014			X	74.62	303.62
Total Deposits and Credits					303.62	303.62
Total Cleared Transactions					-1,198.38	-1,198.38
Cleared Balance					-1,198.38	219,580.96
Register Balance as of 05/31/2014					-1,198.38	219,580.96
New Transactions						
Checks and Payments - 1 item						
Transfer	6/2/2014				-1,000.00	-1,000.00
Total Checks and Payments					-1,000.00	-1,000.00
Total New Transactions					-1,000.00	-1,000.00
Ending Balance					-2,198.38	218,580.96

The Castleton Public Library
Profit & Loss
 January through May 2014

	Jan - May 14
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	736.55
2082.12 · Lost Books	26.00
2082.13 · Copies, Prints and Faxes	155.42
Total 2082.1 · Library Fines & Fees	917.97
Total 2082 · Library Charges	917.97
2360 · Intergovernmental Revenues	
2360.1 · Town of Schodack	104,000.00
2360.3 · Rensselaer County	3,325.00
Total 2360 · Intergovernmental Revenues	107,325.00
2705 · Gifts & Donations	279.57
2401 · Interest & Earnings	235.28
Total Income	108,757.82
Gross Profit	108,757.82
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	29,773.98
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	2,219.17
9060.8 · Health Insurance	2,265.40
9055.8 · Disability	67.35
Total 9000 · Employee - Benefits	4,551.92
Total 7410.1 · Personal Services	34,325.90
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
7410.4B2 · Electronic Content	201.00
7410.4B1 · DVDs	307.41
7410.4B · Library Materials - Other	2,634.54
Total 7410.4B · Library Materials	3,142.95
7410.4C · Equipment/Technology	532.22
7410.4D · Programs	268.77
7410.41 · Operations and Administrative	
7410.4A · Staff Development/Edu	287.00
7410.4E · Automated Services	1,586.50
7410.4G · Postage	48.03
7410.4H · Telephone/Data Links	471.22
7410.4I · Insurance	1,030.04
7410.4F · Office and Library Supplies	303.70
7410.4J · Professional Services	540.00
Total 7410.41 · Operations and Administrative	4,266.49
7410.4K · Miscellaneous	28.25
Total 7410.4 · Contractual Expenses	8,238.68
7410.2 · Equipment & Capital Outlay	730.50
Total Expense	43,295.08
Net Ordinary Income	65,462.74
Net Income	65,462.74

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The Castleton Public Library
Check Detail

May 2014

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Check		5/5/2014		200.1 - Citizens Money Market		-2.00
				7410.4K · Miscellaneous	-2.00	2.00
TOTAL					-2.00	2.00
Check		5/28/2014		200.2 - Citizens Checking Account		-24.25
				7410.4K · Miscellaneous	-24.25	24.25
TOTAL					-24.25	24.25
Bill Pmt -Check	DEBIT	5/6/2014	Amazon LLC	200.2 - Citizens Checking Account		-10.76
Bill	1027416491...	5/6/2014		7410.4B · Library Materials	-10.76	10.76
TOTAL					-10.76	10.76
Check	DEBIT	5/12/2014	New York Library...	200.2 - Citizens Checking Account		-107.00
				7410.4A · Staff Development/Edu	-107.00	107.00
TOTAL					-107.00	107.00
Bill Pmt -Check	DEBIT	5/16/2014	Amazon LLC	200.2 - Citizens Checking Account		-49.95
Bill	1023492885...	5/16/2014		74104B1 · DVDs	-49.95	49.95
TOTAL					-49.95	49.95
Check	DEBIT	5/21/2014	Jiff-E-Mart II	200.2 - Citizens Checking Account		-11.88
				7410.4D · Programs	-11.88	11.88
TOTAL					-11.88	11.88
Bill Pmt -Check	DEBIT	5/30/2014	Amazon LLC	200.2 - Citizens Checking Account		-91.92
Bill	1022724131...	5/29/2014		74104B1 · DVDs	-91.92	91.92
TOTAL					-91.92	91.92
Check	5-9 Payroll	5/7/2014	Payroll	200.3 - First Niagara Money Market		-3,310.67
				7410.11 · Employee Gross Wages	-3,077.57	3,077.57
				9030.8 · Social Security/Medicare	-233.10	233.10
TOTAL					-3,310.67	3,310.67
Check	5-23 Payrol	5/21/2014	Payroll	200.3 - First Niagara Money Market		-3,011.52
				7410.11 · Employee Gross Wages	-2,799.63	2,799.63
				9030.8 · Social Security/Medicare	-211.89	211.89
TOTAL					-3,011.52	3,011.52
Bill Pmt -Check	1544	5/6/2014	Eastern Managed...	200.2 - Citizens Checking Account		-49.31
Bill	381703	4/28/2014		7410.4C · Equipment/Technology	-49.31	49.31
TOTAL					-49.31	49.31

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The Castleton Public Library
Check Detail

May 2014

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	1545	5/6/2014	Brodart	200.2 - Citizens Checking Account		-101.06
Bill	B3432719	4/15/2014		7410.4B · Library Materials	-21.55	21.55
Bill	B3440014	4/22/2014		7410.4B · Library Materials	-14.76	14.76
Bill	B3440013	4/22/2014		7410.4B · Library Materials	-35.81	35.81
Bill	B3441562	4/23/2014		7410.4B · Library Materials	-16.96	16.96
Bill	B3443640	4/24/2014		7410.4B · Library Materials	-11.98	11.98
TOTAL					-101.06	101.06
Bill Pmt -Check	1546	5/6/2014	Time Warner Cable	200.2 - Citizens Checking Account		-81.26
Bill	05102014	5/10/2014		7410.4H · Telephone/Data Links	-81.26	81.26
TOTAL					-81.26	81.26
Bill Pmt -Check	1547	5/13/2014	UHLS	200.2 - Citizens Checking Account		-201.00
Bill	14-82	4/29/2014		74104B2 · Electronic Content	-201.00	201.00
TOTAL					-201.00	201.00
Bill Pmt -Check	1548	5/13/2014	Center Point	200.2 - Citizens Checking Account		-54.04
Bill	1172914	4/25/2014		7410.4B · Library Materials	-54.04	54.04
TOTAL					-54.04	54.04
Bill Pmt -Check	1549	5/13/2014	U.S. Bank	200.2 - Citizens Checking Account		-66.64
Bill	252899133	5/31/2014		7410.4C · Equipment/Technology	-66.64	66.64
TOTAL					-66.64	66.64
Bill Pmt -Check	1550	5/13/2014	Brodart	200.2 - Citizens Checking Account		-137.83
Bill	B3448240	4/28/2014		7410.4B · Library Materials	-56.23	56.23
Bill	B3450659	4/29/2014		7410.4B · Library Materials	-17.08	17.08
Bill	B3455244	5/1/2014		7410.4B · Library Materials	-31.72	31.72
Bill	B3455245	5/1/2014		7410.4B · Library Materials	-32.80	32.80
TOTAL					-137.83	137.83
Bill Pmt -Check	1551	5/16/2014	Brodart	200.2 - Citizens Checking Account		-136.76
Bill	B3455132	5/1/2014		7410.4B · Library Materials	-136.76	136.76
TOTAL					-136.76	136.76
Bill Pmt -Check	1552	5/16/2014	CDLC	200.2 - Citizens Checking Account		-35.00
Bill	20140623	5/16/2014		7410.4A · Staff Development/Edu	-35.00	35.00
TOTAL					-35.00	35.00
Bill Pmt -Check	1553	5/22/2014	Demco	200.2 - Citizens Checking Account		-78.35
Bill	41190697	4/28/2014		7410.4F · Office and Library Supplies	-78.35	78.35
TOTAL					-78.35	78.35
Check	1554	5/22/2014	UHLS	200.2 - Citizens Checking Account		-120.00
				7410.4A · Staff Development/Edu	-120.00	120.00
TOTAL					-120.00	120.00

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The Castleton Public Library
Check Detail
May 2014

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	1555	5/22/2014	Recorded Books,...	200.2 - Citizens Checking Account		-35.99
Bill	74937337	5/14/2014		7410.4B · Library Materials	-35.99	35.99
TOTAL					-35.99	35.99
Bill Pmt -Check	1556	5/22/2014	Brodart	200.2 - Citizens Checking Account		-60.54
Bill	B3462863	5/7/2014		7410.4B · Library Materials	-15.66	15.66
Bill	B3462866	5/7/2014		7410.4B · Library Materials	-9.21	9.21
Bill	B3462865	5/7/2014		7410.4B · Library Materials	-16.42	16.42
Bill	B3462864	5/7/2014		7410.4B · Library Materials	-19.25	19.25
TOTAL					-60.54	60.54
Bill Pmt -Check	1557	5/28/2014	Brodart	200.2 - Citizens Checking Account		-86.53
Bill	B3469517	5/12/2014		7410.4B · Library Materials	-13.10	13.10
Bill	B3474234	5/14/2014		7410.4B · Library Materials	-16.96	16.96
Bill	B3474235	5/14/2014		7410.4B · Library Materials	-31.39	31.39
Bill	B3474233	5/14/2014		7410.4B · Library Materials	-14.76	14.76
Bill	B3477061	5/15/2014		7410.4B · Library Materials	-10.32	10.32
TOTAL					-86.53	86.53

Castleton Public Library Strategic Plan
June 2014 - June 2017

MISSION: The mission of the Castleton Public Library is to satisfy our community's informational, educational, cultural and recreational needs by providing free and open access to a comprehensive range of materials, services, and programs for both adults and children.

Strengths:

1. Library environment/friendly atmosphere.
2. Staff knowledge and assistance.
3. Resources available through UHLS.
4. Upgraded computers and internet access.

Weaknesses:

1. No public meeting space/ADA compliant space.
2. Existing space is unaccommodating/uninviting.
3. Insufficient funding and staffing to respond to community needs.
4. Lack of parking.
5. Outdated website.
6. Underutilized marketing.
7. Recruiting and retaining dedicated library trustees.

Opportunities:

1. Rehabilitation of library spaces.
2. Build on collaborations with UHLS and member libraries.
3. Launch newly-designed website.
4. Create a library brand.
5. Develop new collaborations with businesses and organizations.

Threats:

1. Uncertain funding
2. Continuing shift in information sharing/retrieval and public trends.
3. Financial support to provide all information formats.

GOAL 1: Ensure library services maximize community engagement.

OBJECTIVES:

1.1 Renovate library space.

1.2 Upgrade/increase website presence.

1.3 Increase marketing and promotion efforts.

1.4 Recruit/maintain dedicated board of trustees.

Goal 2: Determine a path to long-range financial stability.

OBJECTIVES:

2.1 Increase collaboration with other area libraries for cost-effectiveness and strengthened advocacy.

2.2 Seek out a consultant to advise the board on how to re-structure and/or put in place long-range, sustainable funding streams.
