Agenda

Castleton Public Library Board of Trustees Meeting Regular Meeting, February 20, 2024 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- NYS Annual Report for 2023
- ➤ Annual Financial Report for 2023

Old Business

Library word-of-mouth advertising

President's Report

Secretary's Report

> Review of minutes from January 16, 2024

Treasurer's Report

Director's Report

Friends Report

Village of Castleton Liaison Report

Committee Reports

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

Announcements

Public Comment

Executive Session

All-board walkthrough of library

Adjourn

Castleton Public Library Annual Report For Public And Association Libraries - 2023

1. GENERAL LIBRARY INFORMATION

Library / Director Information

Outline of Major Changes

1.11

Beginning Local Fiscal Year

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link here and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost. Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2023, <u>except</u> for questions related to the <u>current</u> library director/manager (questions 1.37 through 1.44).

01/01/2023

1.1	Library ID Number	8400491135
1.2	Library Name	CASTLETON PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Castleton On Hudson
1.6	Beginning Fiscal Reporting Year	01/01/2023
1.7	Ending Fiscal Reporting Year	12/31/2023
1.8 fiscal ye Annual	Is the library now reporting on a different ear than it reported on in the previous Report?	No
	If yes, please indicate the beginning date y's new reporting year. Enter N/A if No wered to Question 1.8.	N/A
	Please indicate the ending date of new reporting year. Enter N/A if No was ed to Question 1.8.	N/A

1.12	Ending Local Fiscal Year	12/31/2023
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	85 SOUTH MAIN STREET
1.15	City	CASTLETON
1.16	Zip Code	12033
1.17	Mailing Address	85 SOUTH MAIN STREET
1.18	City	CASTLETON
1.19	Zip Code	12033
1.20 and hit t	Telephone Number (enter 10 digits only the Tab key; enter N/A if no telephone	(518) 732-0879
1.21 the Tab	Fax Number (enter 10 digits only and hit key; enter N/A if no fax number)	(518) 732-0835
1.22 (Enter N	E-Mail Address to Contact the Library J/A if no e-mail address)	director@castletonpubliclibrary.org
1.23 no home	Library Home Page URL (Enter N/A if e page URL)	http://www.castletonpubliclibrary.org/
1.24 Census)	Population Chartered to Serve (per 2020	1,477
1.25 the libra	Indicate the type of library as stated in ary's charter (select one):	PUBLIC
1.26 stated in	Indicate the area chartered to serve as the library's charter (select one):	Village
boundar	During the reporting year, has there been nge to the library's legal service area ries? Changes must be the result of a charter action. Answer Y for Yes, N for	N
1.28 currently	Indicate the type of charter the library y holds (select one):	Absolute
	Date the library was granted its absolute or the date of the provisional charter if the loes not have an absolute charter	05/02/1912
1.30	Date the library was last registered	10/28/1909
1.31	Federal Employer Identification Number	146002112

1.32	County	RENSSELAER
1.33	School District	Schodack Central
1.34	Town/City	Castleton
1.35	Library System	Upper Hudson Library System
	QUESTIONS ARE FOR NYC LIBRAR QUESTION.	RIES ONLY. PLEASE PROCEED TO THE
1.36a	President/CEO Name	N/A
1.36b	President/CEO Phone Number	N/A
1.36c	President/CEO Email	N/A
	For questions 1.37 through 1.44, report all /manager.	information for the <u>current</u> library
1.37	First Name of Library Director/Manager	Melissa
1.38	Last Name of Library Director/Manager	Tacke
1.39 Number	NYS Public Librarian Certification	25023
1.40 library r	What is the highest education level of the manager/director?	Master's Degree
	If the library manager/director holds a s Degree, is it a Master's Degree in Information Science?	Y
Libraria an active list the r	Do all staff working in the budgeted in (certified) positions reported in 6.4 have the NYS Public Librarian Certificate? If No, mame and e-mail address of each staff the without an active certificate in a Note.	Y
1.43	E-mail Address of the Director/Manager	director@castletonpubliclibrary.org
1.44	Fax Number of the Director/Manager	(518) 732-0835
1.45 cards to service a	Does the library charge fees for library people residing outside the system's area?	N
1.46 Was all or part of the library's funding N subject to a public vote(s) held during Calendar Year 2023? (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 1.47.		N

Public Votes / Contracts

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

- 1. Name of municipality or district holding N/A the public vote
- 2. Indicate the type of municipality or N/A district holding the public vote
- 3. Date the vote was held (mm/dd/2023) N/A
- 4. Was the vote successful? Y/N N/A
- 5. What type of public vote was it? N/A
- 6a. Most recent prior year approved N/A appropriation from a public vote:
- 6b. Proposed increase in appropriation as a N/A result of the vote held on the date reported in question number 3:
- 6c. Total proposed appropriation (manually N/A sum of 6a and 6b):

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2023) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.

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

- 1. Name of municipality or district holding the public vote
- 2. Indicate the type of municipality or district holding the public vote
- 3. Date the last successful vote was held (mm/dd/yyyy)
- 4. What type of public vote was it?
- 5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?

1.48 Does the reporting library have a Y 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 1.49.

Unusual Circumstances

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

1. Name of contracting municipality or Town of Schodack district

- 2. Is this a written contractual agreement? N
- 3. Population of the geographic area served 12,965 by this contract
- 4. Dollar amount of contract \$176,000
- 5. Enter the appropriate code for range of Full services provided (select one):
- 1.49 For the reporting year, has the library N 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.

2. LIBRARY COLLECTION

Print / Electronic / Other 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 <u>read</u> general information instructions below before completing this section.

This section of the survey (2.1-2.25) 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 without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	2,617
2.2	Adult Non-fiction Books	1,194
2.3 2.2)	Total Adult Books (Total questions 2.1 &	3,811
2.4	Children's Fiction Books	3,452
2.5	Children's Non-fiction Books	645
2.6 2.4 & 2.5	Total Children's Books (Total questions 5)	4,097
2.7 2.3 & 2.6	Total Cataloged Books (Total questions 6)	7,908

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	10
2.10	All Other Print Materials	0
2.11 question	Total Other Print Materials (Total s 2.8 through 2.10)	10
2.12	Total Print Materials (Total questions 2.7	7,918

ALL OTHER MATERIALS

Electronic Materials

and 2.11)

2.13	Electronic Books	62,622
2.14	Local Electronic Collections	0
2.15	NOVELNY Electronic Collections	15

2.16 question	Total Electronic Collections (Total as 2.14 and 2.15)	15	
2.17	Audio - Downloadable Units	35,559	
2.18	Video - Downloadable Units	32	
such as digital p	Other Electronic Materials (Include at are not included in the above categories, e-serials; electronic files; collections of shotographs; and electronic government ents, reference tools, scores and maps.)	5,409	
2.20 question	Total Electronic Materials (Total as 2.13, 2.16, 2.17, 2.18 and 2.19)	103,637	
Non-Electronic Materials			
2.21	Audio - Physical Units	208	
2.22	Video - Physical Units	1,377	
2.23	Other Circulating Physical Items	55	
2.24 (Total qu	Total Other Materials - Non-Electronic uestions 2.21 through 2.23)	1,640	

Grand Total / Additions to Holdings

2.25 **GRAND TOTAL HOLDINGS** (Total 113,195 questions 2.12, 2.20 and 2.24)

ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.

2.26	Cataloged Books	812
2.27	All Other Print Materials	61
2.28	Electronic Materials	30,869
2.29	All Other Materials	109
2.30 through	Total Additions (Total questions 2.26 2.29)	31,851

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.32 as of the end fiscal year reported in Questions 1.6 and 1.7 in Part 1; report information on questions 3.33 through 3.77 for the 2023 <u>calendar</u> year. Please click <u>here</u> 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

3.1	Library visits (total annual attendance)	10,220
	Regarding the number of Library Visits is this an annual count or an annual based on a typical week or weeks?	ES - Annual Estimate Based on Typical Week(s)
3.2	Registered resident borrowers	427
3.3	Registered non-resident borrowers	708

Please report information on WRITTEN POLICIES as of 12/31/23.

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

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

on promote		
3.4 policy?	Does the library have an open meeting	Y
3.5 the confi	Does the library have a policy protecting identiality of library records?	Y
3.6 policy?	Does the library have an Internet use	Y
3.7	Does the library have a disaster plan?	Y
3.8 conflict	Does the library have a board-approved of interest policy?	Y
3.9 whistle b	Does the library have a board-approved blower policy?	Y

3.10 Does the library have a board-approved Y sexual harassment prevention policy?

Please report information on ACCESSIBILITY as of 12/31/23.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11 Does the library provide service to Y persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?

- 3.12 Does the library have assistive devices N for persons who are deaf and hearing impaired (TTY/TDD)?
- 3.13 Does the library have large print books? Y
- 3.14 Does the library have assistive N technology for people who are visually impaired or blind?

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

screen reader, such as JAWS, No Windoweyes or NVDA

refreshable Braille commonly referred to No as a refreshable Braille display

screen magnification software, such as No Zoomtext

electronic scanning and reading No software, such as OpenBook

3.16 Is the library registered for services from Y 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)?

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

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.

Live Programs Categorized by Age

3.17a Number of Sessions Targeted at Children 100 Ages 0-5

3.17b Children	Attendance at Sessions Targeted at Ages 0-5	1,381
3.18a Ages 6-1	Number of Sessions Targeted at Children 1	150
	Attendance at Sessions Targeted at Ages 6-11	2,033
	Number of Sessions Targeted at Young ges 12-18	17
3.19b Young A	Attendance at Sessions Targeted at dults Ages 12-18	51
3.20a Age 19 c	Number of Sessions Targeted at Adults or Older	107
	Attendance at Sessions Targeted at ge 19 or Older	544
3.21a Sessions	Č	10
3.21b Sessions	Attendance at General Interest Program	588
3.22 Categorii 3.20a, 3.	Total Sessions of Live Programs zed by Age (sum of 3.17a, 3.18a, 3.19a, 21a)	384
3.23 Categorii 3.20b, 3.	Total Attendance at Live Programs zed by Age (sum of 3.17b, 3.18b, 3.19b, 21b)	4,597
Live Pro	grams Categorized by Venue	
3.24a	Total Live Onsite Program Sessions	339
3.24b	Total Live Onsite Program Attendance	3,771
3.25a	Total Live Offsite Program Sessions	45
3.25b	Total Live Offsite Program Attendance	826
3.26a	Total Live Virtual Program Sessions	0
3.26b	Total Live Virtual Program Attendance	0
3.27 Categoria	Total Sessions of Live Programs zed by Venue (sum of 3.24a, 3.25a, 3.26a)	384
3.28 Categoria 3.26b)	Total Attendance at Live Programs zed by Venue (sum of 3.24b, 3.25b,	4,597

Prerecorded and One-on-One Programs 3.29 Total Number of Prerecorded Program 0 Presentations 3.30 Total Views of Prerecorded Program 0 Presentations within 30 Days 3.31 One-on-One Program Sessions 2,058 3.32 Attendance at One-on-One Program 2,058 Sessions Teen-Led / Promotion / Summer Reading 3.33 Did your library offer teen-led activities N during the 2023 calendar year? 3.34 Do library staff, trustees and/or Yes 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? Please report information on SUMMER READING PROGRAMS for the 2023 calendar year **SUMMER READING PROGRAM** 3.35 Did the library offer a summer reading Y program in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section. 3.36 Library outlets offering the summer 1 reading program 3.37 Children registered for the library's 147 summer reading program Young adults registered for the library's 3.38 31 summer reading program

106

3.39

summer reading program

Adults registered for the library's

3.40 summer 3.39)	Total number registered for the library's reading program (total 3.37 + 3.38 +	284
3.41a 2023	Children's program sessions - Summer	76
3.41b 2023	Children's program attendance - Summer	1,492
3.42a 2023	Young adult program sessions - Summer	7
3.42b Summer	Young adult program attendance - 2023	52
3.43a	Adult program sessions - Summer 2023	19
3.43b 2023	Adult program attendance - Summer	90
3.44 (total 3.4	Total program sessions - Summer 2023 11a + 3.42a + 3.43a)	102
3.45 2023 (to	Total program attendance - Summer tal 3.41b + 3.42b + 3.43b)	1,634
3.46 at New Y	Did the library use the Summer Reading York Libraries name and/or logo?	Y
	Did the library use the Collaborative Library Program (CSLP) Manual, I through the New York State Library?	Y
COLLA	BORATORS	
3.48	Public school district(s) and/or BOCES	1
3.49	Non-public school(s)	0
3.50	Childcare center(s)	0
3.51	Summer camp(s)	0
3.52	Municipality/Municipalities	2
3.53	Literacy provider(s)	0
3.54	Other (describe using the State note)	4
3.55 3.54)	Total Collaborators (total 3.48 through	7

Please report information on EARLY LITERACY PROGRAMS for the 2023 calendar year.

EARLY LITERACY PROGRAMS

3.56 Did the library offer early literacy Y programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.

3.57a (kinderg	Focus on birth - school entry arten) sessions	3	
3.57b (kinderg	Focus on birth - school entry arten) attendance	217	
3.58a	Focus on parents & caregivers sessions	0	
3.58b attendan	Focus on parents & caregivers ce	0	
3.59a	Combined audience sessions	97	
3.59b	Combined audience attendance	1,164	
3.60	Total Sessions	100	
3.61	Total Attendance	1,381	
3.62 - Collaborators (check all that apply):			
a.	Childcare center(s)	No	
b.	Public School District(s) and/or BOCES	No	
c.	Non-Public School(s)	No	
d.	Health care providers/agencies	No	
e.	Other (describe using the State note)	Yes	

Adult Literacy

Please report information on ADULT LITERACY for the 2023 calendar year.

ADULT LITERACY

3.63 Did the library offer adult literacy N programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.

- 3.64a Total group program sessions
- 3.64b Total group program attendance
- 3.65a Total one-on-one program sessions
- 3.65b Total one-on-one program attendance
- 3.66 Collaborators (check all that apply)
- a. Literacy NY (Literacy Volunteers of No America)
- b. Public School District(s) and/or BOCES No
- c. Non-Public Schools No
- d. Other (see instructions and describe No using Note)

ESOL / Digital Literacy

Please report information on ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS for the 2023 calendar year.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for N Speakers of Other Languages (ESOL) programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.

- 3.68a Children's program sessions
- 3.68b Children's program attendance
- 3.69a Young adult program sessions
- 3.69b Young adult program attendance
- 3.70a Adult program sessions
- 3.70b Adult program attendance
- 3.71 Total program sessions (total 3.68a + 0 3.69a + 3.70a)

3.72 3.69b +	Total program attendance (total 3.68b + 3.70b)	0	
3.73a	One-on-one program sessions		
3.73b	One-on-one program attendance		
3.74 - Collaborators (check all that apply):			
a. America	Literacy NY (Literacy Volunteers of	No	
b.	Public School District(s) and/or BOCES	No	
c.	Non-Public School(s)	No	
d.	Other (describe using the Note)	No	

Please report information on DIGITAL LITERACY for the 2023 calendar year.

DIGITAL LITERACY

3.75 Did the library offer digital literacy Y programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.

3.76a	Total group program sessions	3
3.76b	Total group program attendance	5
3.77a	Total one-on-one program sessions	4
3.77b	Total one-on-one program attendance	4

4. LIBRARY TRANSACTIONS

Circulation / Electronic Use Reference 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 <u>not</u> considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	5,374
4.2	Adult Non-fiction Books	2,384
4.3 4.2)	Total Adult Books (Total questions 4.1 &	7,758
4.4	Children's Fiction Books	9,875

4.5	Children's Non-fiction Books	1,650
4.6 4.4 & 4.5	Total Children's Books (Total questions 5)	11,525
4.7 question	Total Cataloged Book Circulation (Total 4.3 & 4.6)	19,283
CIRCU	LATION OF OTHER MATERIALS	
4.8	Circulation of Adult Other Materials	4,059
4.9	Circulation of Children's Other Materials	1,038
4.10 (Total qu	Circulation of Other Physical Items lestions 4.8, 4.9)	5,097
4.11 question	Physical Item Circulation (Total s 4.7 & 4.10)	24,380
ELECT	RONIC USE	
4.12	Use of Electronic Material	7,847
4.13 Informat	Successful Retrieval of Electronic	0
4.14 4.12 & 4	Electronic Content Use (Total questions 4.13)	7,847
4.15 question	Total Circulation of Materials (Total s 4.11 & 4.12)	32,227
4.16 4.13 & 4	Total Collection Use (Total questions 4.15)	32,227
4.17 Material	Grand Total Circulation of Children's s (Total questions 4.6 & 4.9)	12,563
	As of the end of the reporting period, library charge overdue fines to any users by fail to return physical print materials by due?	No
REFER	ENCE TRANSACTIONS	
4.19	Total Reference Transactions	2,603
	Regarding the number of Reference ions entered, is this an annual count or an stimate based on a typical week or weeks?	ES - Annual Estimate Based on Typical Week(s)
4.20	Does the library offer virtual reference?	Y

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21 TOTAL MATERIALS RECEIVED 9,730

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22 TOTAL MATERIALS PROVIDED 4,941

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2023.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3 outside	Electronic access to the OPAC from the library?	Y
5.4 web site	Annual number of visits to the library's	12,689
5.5 software	Does the library use Internet filtering e on any computer?	N
5.6	Does your library use social media?	Y
5.7	Does the library file for E-rate benefits?	N
5.8 rate ben	Is the library part of a consortium for E-efits?	N
5.9 participa	If yes, in which consortium are you ating?	N/A
5.10 library's	Name of the person responsible for the Information Technology (IT) services	Melissa Tacke
5.11 digits or	IT contact's telephone number (enter 10 nly and hit the Tab key)	(518) 732-0879
5.12	IT contact's email address	director@castletonpubliclibrary.org

6. STAFF INFORMATION

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 40 to compute FTE for all paid library personnel in this section.

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Library Manager (not certified)	0
6.5	Vacant Library Manager (not certified)	0
6.6	Librarian	.5
6.7	Vacant Librarian	0
6.8	Library Specialist/Paraprofessional	0
6.9 Specialis	Vacant Library st/Paraprofessional	0
6.10	Other Staff	1.53
6.11	Vacant Other Staff	0
6.12 6.2, 6.4,	TOTAL PAID STAFF (Total questions 6.6, 6.8 & 6.10)	3.03
6.13 question	VACANT TOTAL PAID STAFF (Total s 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00
SALAR	Y INFORMATION	
6.14	FTE - Library Director (certified)	1
6.15	Salary - Library Director (certified)	\$62,856
6.16	FTE - Library Manager (not certified)	0
6.17	Salary - Library Manager (not certified)	\$0
6.18	FTE - Librarian	.5

7. MINIMUM PUBLIC LIBRARY STANDARDS

Salary - Librarian

6.19

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, 2023**. Please click <u>here</u> to read general instructions before completing this section. <u>Helpful information for meeting minimum public library standards</u> is available on the State Library's website.

\$22,630

- 1. Is governed by written bylaws which Y 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.
- 2. Has a community-based, boardapproved, written long-range plan of service developed by the library board of trustees and staff.
- 3. Provides a board-approved written Y 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.
- 4. Has board-approved written policies for Y the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.
- 5. Annually prepares and publishes a Y 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.
- 6. Periodically evaluates the effectiveness Y of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.
- 7. Is open the minimum standard number of Y public service hours for population served. (see instructions)
- 8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

8a.	space	Y
8b.	lighting	Y
8c.	shelving	Y
8d.	seating	Y
8e.	power infrastructure	Y
8f.	data infrastructure	Y
8g.	public restroom	Y

- 9. Provides programming to address Y community needs, as outlined in the library's longrange plan of service. 10. Provides 10a. a circulation system that facilitates Y access to the local library collection and other library catalogs 10b. equipment, technology, and internet Y connectivity to address community needs and facilitate access to information. 11. Provides access to current library Y information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall
- 12. Employs a paid director in accordance Y with the provisions of Commissioner's Regulation 90.8.

include the standards referenced in numbers (1)

through (5) above.

- 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.
- 14. Establishes and maintains partnerships Y 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.

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 <u>here</u> 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.

Y

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

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0

8.5 TOTAL PUBLIC SERVICE OUTLETS 1 (Total questions 8.1 - 8.4)

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6 Library	Minimum Weekly Total Hours - Main	46.00
8.7 Libraries	Minimum Weekly Total Hours - Branch	0.00
8.8 Bookmo	Minimum Weekly Total Hours - biles	0.00
8.9 Hours O	Minimum Weekly Total Hours - Total pen (Total questions 8.6 - 8.8)	46.00
8.10	Annual Total Hours - Main Library	2,392.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13 (Total qu	Annual Hours Open - Total Hours Open testions 8.10 through 8.12)	2,392.00

9. SERVICE OUTLET INFORMATION

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

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 <u>here</u> 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.

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 Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking a link to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect 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.

1.	Outlet Name	Castleton Public Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	85 South Main Street

4.	Outlet Street Address Status	00 (for no change)
5.	City	Castleton
6.	Zip Code	12033
7.	Phone (enter 10 digits only)	(518) 732-0879
8.	Fax Number (enter 10 digits only)	(518) 732-0835
9.	E-mail Address	director@castletonpubliclibrary.org
10.	Outlet URL	http://www.castletonpubliclibrary.org/
11.	County	Rensselaer
12.	School District	Schodack Central School District
13.	Library System	Upper Hudson Library System
14.	Outlet Type Code (select one):	CE
15. Outlet	Public Service Hours Per Year for This	2,392
16.	Number of Weeks This Outlet is Open	52
	Does this outlet have meeting space e for public use (non-library sponsored as, meetings and/or events)?	Y
18. use ever	Is the meeting space available for public when the outlet is closed?	N
19.	Total number of non-library sponsored as, meetings and/or events at this outlet	18
20. one):	Enter the appropriate outlet code (select	LRF
21.	Who owns this outlet building?	Village
22. is built?	Who owns the land on which this outlet	Village
23.	Indicate the year this outlet was initially eted	1866
24. major re	Indicate the year this outlet underwent a enovation costing \$25,000 or more	2019
25.	Square footage of the outlet	1,222
26. General	Number of Internet Computers Used by Public	4

27. Internet	Number of uses (sessions) of public computers per year	329
27a of Publi	Reporting Method for Number of Uses ic Internet Computers Per Year	CT - Annual Count
28. Internet	Type of connection on the outlet's public computers	Cable
29. on the c	Maximum <u>download</u> speed of connection outlet's public Internet computers	8 Greater than or equal to 15 mbps and less than 25 mbps
30. on the c	Maximum <u>upload</u> speed of connection outlet's public Internet computers	4 Greater than or equal to 1.5 mbps and less than 3 mbps
31.	Internet Provider	Spectrum/Time Warner Cable
32.	WiFi Access	No restrictions to access
33.	Wireless Sessions	8,009
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34. that is p wheelch	Does the outlet have a building entrance physically accessible to a person in a mair?	Y
35. accessil	Is every public part of the outlet ble to a person in a wheelchair?	N
36.	Does your outlet have a Makerspace?	N
37.	LIBID	8400491135
38.	FSCSID	NY0711
39. Bookmo	Number of Bookmobiles in the obile Outlet Record	0
40.	Outlet Structure Status	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2023. 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, 2023 to December 31, 2023)

NUMBER OF TRUSTEES AND TERMS

10.2	If the library's charter documents	5-15
(incorpo	ration) state a range of trustees, what is it?	
If a rang	e is not stated, enter N/A.	

- 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, enter N/A.
- 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, enter N/A here.

N/A

7

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

Y

10.6 I attest that all trustees participated in trustee education in the last calendar year (2023). If entering No, provide explanation in a Note.

BOARD MEMBER SELECTION

10.7 Enter Board Member Selection Code (select one):

A - board members are appointed by municipality(ies)

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

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 Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here. Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

1.	Status	Filled
2.	First Name of Board Member	Patrick
3.	Last Name of Board Member	Cartwright
4.	Mailing Address	890 Stony Point Rd.
5.	City	Castleton
6.	Zip Code (5 digits only)	12033
7.	E-mail address	golfcartwrights@aol.com
8.	Office Held or Trustee	Vice President

9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2022
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2024
13. Is the trustee serving a full term? If No, add a Note. The 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 filling the remainder of [name]'s term, which was to run from beginning date to ending date.		Yes
14. (mm/dd	The date the Oath of Office /yyyy) was taken	01/03/2022
15. with tow	The date the Oath of Office was filed on or county clerk (mm/dd/yyyy)	01/03/2022
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Meghan
3.	Last Name of Board Member	Johnston
4.	Mailing Address	18 Chestnut St.
5.	City	Castleton
6.	Zip Code (5 digits only)	12033
7.	E-mail address	meghan.johnston.llc@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2023
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2025
13. Is the trustee serving a full term? If No, add a Note. The 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 filling the remainder of [name]'s term, which was to run from beginning date to ending date.		Yes

14. (mm/dd	The date the Oath of Office /yyyy) was taken	01/17/2023	
15. with tov	The date the Oath of Office was filed wn or county clerk (mm/dd/yyyy)	01/17/2023	
16.	Is this a brand new trustee?	N	
1.	Status	Vacant	
2.	First Name of Board Member	N/A	
3.	Last Name of Board Member	N/A	
4.	Mailing Address	N/A	
5.	City	N/A	
6.	Zip Code (5 digits only)	N/A	
7.	E-mail address	N/A	
8.	Office Held or Trustee	Trustee	
9.	Term Begins - Month	January	
10.	Term Begins - Year (year)	2024	
11.	Term Expires	December	
12.	Term Expires - Year (yyyy)	2026	
13. Is the trustee serving a full term? If No, add a Note. The 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 filling the remainder of [name]'s term, which was to run from beginning date to ending date.			
14. (mm/dd	The date the Oath of Office /yyyy) was taken	N/A	
15. with tox	The date the Oath of Office was filed wn or county clerk (mm/dd/yyyy)	N/A	
16.	Is this a brand new trustee?		
1.	Status	Filled	
2.	First Name of Board Member	Colin	
3.	Last Name of Board Member	Strainge	
4.	Mailing Address	570 River Rd.	

5.	City	Schodack Landing
6.	Zip Code (5 digits only)	12156
7.	E-mail address	straingefamily@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2022
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2024
13. Is the trustee serving a full term? If No, Yes add a Note. The 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 filling the remainder of [name]'s term, which was to run from beginning date to ending date.		
14. (mm/dd/	The date the Oath of Office /yyyy) was taken	01/04/2022
15. with tow	The date the Oath of Office was filed vn or county clerk (mm/dd/yyyy)	01/04/2022
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Laurie
3.	Last Name of Board Member	Knaack
4.	Mailing Address	29 Van Buren Ave.
5.	City	Castleton
6.	Zip Code (5 digits only)	12033
7.	E-mail address	laurieknaack@gmail.com
8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2022
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2024

trustee v should i the unex Trustee	Is the trustee serving a full term? If No, ote. The Note should identify the previous whose unexpired term is being filled, and dentify the beginning and ending date of apired previous trustee's term. Example: is filling the remainder of [name]'s term, was to run from beginning date to ending	Yes
14. (mm/dd	The date the Oath of Office /yyyy) was taken	12/21/2021
15. with tov	The date the Oath of Office was filed vn or county clerk (mm/dd/yyyy)	12/21/2021
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Alyssa
3.	Last Name of Board Member	Mitchum
4.	Mailing Address	11 Hudson Ave.
5.	City	Castleton
6.	Zip Code (5 digits only)	12033
7.	E-mail address	alyssajunemitchum@gmail.com
8.	Office Held or Trustee	Financial Officer
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2024
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2026
13. Is the trustee serving a full term? If No, Yes add a Note. The 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 filling the remainder of [name]'s term, which was to run from beginning date to ending date.		Yes
14. (mm/dd.	The date the Oath of Office /yyyy) was taken	12/20/2023
15. with tov	The date the Oath of Office was filed vn or county clerk (mm/dd/yyyy)	12/20/2023

11. OPERATING FUNDS RECEIPTS

Local Public Funds / System Cash Grants / Other State

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 <u>here</u> to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

11.1 Does the library receive any local public Y funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.

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

1.	Source of Funds	Town
2. or School	Name of funding County, Municipality ol District	Town of Schodack
3.	Amount	\$176,000
4. year or i	Subject to public vote held in reporting n a previous reporting year(s).	N
5.	Written Contractual Agreement	Y
1.	Source of Funds	Village
2. or School	Name of funding County, Municipality ol District	Village of Castleton-on- Hudson
3.	Amount	\$14,000
4. year or i	Subject to public vote held in reporting n a previous reporting year(s).	N
5.	Written Contractual Agreement	N
1.	Source of Funds	County
2. or School	Name of funding County, Municipality	Rensselaer County
	ol District	
3.	Amount	\$3,325

5.	Written Contractual Agreement	Y	
1.	Source of Funds	School District	
2. or Scho	Name of funding County, Municipality ol District	Schodack Central School District	
3.	Amount	\$159,000	
4. year or	Subject to public vote held in reporting in a previous reporting year(s).	Y	
5.	Written Contractual Agreement	N	
11.2	TOTAL LOCAL PUBLIC FUNDS	\$352,325	
SYSTE	M CASH GRANTS TO MEMBER LIBI	RARY	
11.3	Local Library Services Aid (LLSA)	\$1,436	
11.4 monies	Record all Central Library Services Aid received from system headquarters	\$0	
11.5 System	Additional State Aid received from the	\$0	
11.6	Federal Aid received from the System	\$0	
11.7	Other Cash Grants	\$25,000	
11.8 (Add Q	TOTAL SYSTEM CASH GRANTS uestions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$26,436	
OTHE	R STATE AID		
•	State Aid other than LLSA, Central Aid (CLDA and/or CBA), or other State orted as system cash grants	\$0	
Federal Aid / Other Receipts			
FEDER	RAL AID FOR LIBRARY OPERATION		
11.10	LSTA	\$0	
11.11	Other Federal Aid	\$0	
11.12 Questio	TOTAL FEDERAL AID (Add ns 11.10 and 11.11)	\$0	
	CONTRACTS WITH PUBLIC RIES AND/OR PUBLIC LIBRARY MS IN NEW YORK STATE	\$0	

OTHER RECEIPTS

OTHE	KECEH 15	
11.14	Gifts and Endowments	\$12,264
11.15	Fund Raising	\$0
11.16	Income from Investments	\$571
11.17	Library Charges	\$214
11.18	Other	\$0
11.19 Question	TOTAL OTHER RECEIPTS (Add as 11.14, 11.15, 11.16, 11.17 and 11.18)	\$13,049
	TOTAL OPERATING FUND PTS (Add Questions 11.2, 11.8, 11.9, 1.13 and 11.19)	\$391,810
11.21	BUDGET LOANS	\$0
Transfers	/ Grant Total	
TRANS	FERS	
11.22 14.8)	From Capital Fund (Same as Question	\$0
11.23	From Other Funds	\$0
11.24 11.22 an	TOTAL TRANSFERS (Add Questions d 11.23)	\$0
(Same as	BALANCE IN OPERATING FUND - ng Balance for Fiscal Year Ending 2023 s Question 12.39 of previous year if fiscal not changed)	\$150,498
BALAN	GRAND TOTAL RECEIPTS, ET LOANS, TRANSFERS AND CE (Add Questions 11.20, 11.21, 11.24 5; Same as Question 12.40)	\$542,308

12. OPERATING FUND DISBURSEMENTS

Staff / Collection / Capital Operation and Maintenance

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	\$85,486
12.2	Other Staff	\$45,966
12.3 (Add Qu	Total Salaries & Wages Expenditures nestions 12.1 and 12.2)	\$131,452
12.4	Employee Benefits Expenditures	\$26,488
12.5 Questio	Total Staff Expenditures (Add ns 12.3 and 12.4)	\$157,940

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$10,312
12.7	Electronic Materials Expenditures	\$5,759
12.8	Other Materials Expenditures	\$4,690
12.9 Ouestio	Total Collection Expenditures (Add ns 12.6, 12.7 and 12.8)	\$20,761

CAPITAL EXPENDITURES FROM OPERATING FUNDS

	ns 12.10 and 12.11)	·
12.12	Total Capital Expenditures (Add	\$0
12.11	From Other Funds (710F)	\$0
12.10	From Local Public Funds (71PF)	\$0

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

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

12.17 Buildin	\$0	
MISCE	CLLANEOUS EXPENSES	
12.18	Office and Library Supplies	\$619
12.19	Telecommunications	\$1,153
12.21	Professional & Consultant Fees	\$1,550
12.22	Equipment	\$1,393
12.23	Other Miscellaneous	\$11,445
12.24 Questio	Total Miscellaneous Expenses (Add ns 12.18, 12.19, 12.21, 12.22 and 12.23)	\$16,160
Contract	ss / Debt Service / Transfers / Grand Total	
	CONTRACTS WITH PUBLIC RIES AND/OR PUBLIC LIBRARY MS IN NEW YORK STATE	\$3,992
DEBT SERVICE		
Capital	Purposes Loans (Principal and Interest)
Capital	Purposes Loans (Principal and Interest) From Local Public Funds (73PF)	\$ 0
-	· · · · · · · · · · · · · · · · · · ·	
12.26	From Local Public Funds (73PF)	\$0
12.26 12.27	From Local Public Funds (73PF) From Other Funds (73OF) Total (Add Questions 12.26 and 12.27)	\$0 \$0
12.26 12.27 12.28	From Local Public Funds (73PF) From Other Funds (73OF) Total (Add Questions 12.26 and 12.27)	\$0 \$0
12.26 12.27 12.28 Other L	From Local Public Funds (73PF) From Other Funds (73OF) Total (Add Questions 12.26 and 12.27) oans	\$0 \$0 \$0
12.26 12.27 12.28 Other L 12.29 12.30 12.31	From Local Public Funds (73PF) From Other Funds (73OF) Total (Add Questions 12.26 and 12.27) oans Budget Loans (Principal and Interest)	\$0 \$0 \$0
12.26 12.27 12.28 Other L 12.29 12.30 12.31 12.28, 1	From Local Public Funds (73PF) From Other Funds (73OF) Total (Add Questions 12.26 and 12.27) oans Budget Loans (Principal and Interest) Short-Term Loans Total Debt Service (Add Questions	\$0 \$0 \$0 \$0
12.26 12.27 12.28 Other L 12.29 12.30 12.31 12.28, 1	From Local Public Funds (73PF) From Other Funds (73OF) Total (Add Questions 12.26 and 12.27) oans Budget Loans (Principal and Interest) Short-Term Loans Total Debt Service (Add Questions 2.29 and 12.30) TOTAL OPERATING FUND RSEMENTS (Add Questions 12.5, 12.9, 2.17, 12.24, 12.25 and 12.31)	\$0 \$0 \$0 \$0 \$0 \$0
12.26 12.27 12.28 Other L 12.29 12.30 12.31 12.28, 1 12.32 DISBU 12.12, 1 TRANS	From Local Public Funds (73PF) From Other Funds (73OF) Total (Add Questions 12.26 and 12.27) oans Budget Loans (Principal and Interest) Short-Term Loans Total Debt Service (Add Questions 2.29 and 12.30) TOTAL OPERATING FUND RSEMENTS (Add Questions 12.5, 12.9, 2.17, 12.24, 12.25 and 12.31)	\$0 \$0 \$0 \$0 \$0 \$0

12.34	From Other Funds (760F)	\$0
12.35 Question 13.8)	Total Transfers to Capital Fund (Add as 12.33 and 12.34; same as Question	\$0
12.36	Transfer to Other Funds	\$0
12.37 12.35 an	TOTAL TRANSFERS (Add Questions ad 12.36)	\$0
12.38 TRANS	TOTAL DISBURSEMENTS AND FERS (Add Questions 12.32 and 12.37)	\$198,853
12.39 Ending I	BALANCE IN OPERATING FUND - Balance for the Fiscal Year Ending 2023	\$343,455
	GRAND TOTAL DISBURSEMENTS, FERS & BALANCE (Add Questions at 12.39; same as Question 11.26)	\$542,308

ASSURANCE

12.41 The Library operated in accordance with 02/20/2024 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).

FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	05/12/2023
	Time period covered by this audit yyyy) - (mm/dd/yyyy)	01/01/2022-12/31/2022
12.44	Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

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

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 <u>here</u> to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1 Sources	Revenues from Local Government	\$0
13.2	All Other Revenues from Local Sources	\$0
13.3 (Add Q	Total Revenues from Local Sources uestions 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 13.5)	Total State Aid (Add Questions 13.4 and	\$0
FEDER	RAL AID FOR CAPITAL PROJECTS	
13.7	TOTAL FEDERAL AID	\$0
INTER	FUND REVENUE	
13.8 Questio	Transfer from Operating Fund (Same as n 12.35)	\$0
13.9 13.3, 13	TOTAL REVENUES (Add Questions .6, 13.7 and 13.8)	\$0
13.10	NON-REVENUE RECEIPTS	\$0
13.11 Questio	TOTAL CASH RECEIPTS (Add ns 13.9 and 13.10)	\$0
13.12 BALANCE IN CAPITAL FUND - \$0 Beginning Balance for Fiscal Year Ending 2023 (Same as Question 14.11 of previous year, if fiscal year has not changed)		
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		

\$0

\$0

14.1

14.2

Construction

Incidental Construction

Other Disbursements

14.3	Purchase of Buildings	\$0
14.4	Interest	\$0
14.5	Collection Expenditures	\$0
14.6 Question	Total Other Disbursements (Add as 14.3, 14.4 and 14.5)	\$0
14.7 (Add Qu	TOTAL PROJECT EXPENDITURES estions 14.1, 14.2 and 14.6)	\$0
14.8 (Same as	TRANSFER TO OPERATING FUND (SQuestion 11.22)	\$0
14.9	NON-PROJECT EXPENDITURES	\$0
14.10 AND TF and 14.9	TOTAL CASH DISBURSEMENTS RANSFERS (Add Questions 14.7, 14.8)	\$0
14.11 Ending I	BALANCE IN CAPITAL FUND - Balance for the Fiscal Year Ending 2023	\$0
	TOTAL CASH DISBURSEMENTS ALANCE (Add Questions 14.10 and ame as Question 13.13)	\$0

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

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.

16.1	Total ALA-MLS	1.50
16.2	Total Librarians	1.50
16.3	All Other Paid Staff	1.53
16.4	Total Paid Employees	3.03
16.5	State Government Revenue	\$1,436
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$38,049

16.8	Total Operating Revenue	\$391,810
16.9	Other Operating Expenditures	\$20,152
16.10	Total Operating Expenditures	\$198,853
16.11	Total Capital Expenditures	\$0
16.12	Print Materials	7,918
16.12a	Total Physical Items in Collection	9,558
16.13	Total Registered Borrowers	1,135
16.14	Other Capital Revenue and Receipts	\$0
16.15 General	Number of Internet Computers Used by Public	4
16.16 Comput	Total Uses (sessions) of Public Internet ers Per Year	329
16.17	Wireless Sessions	8,009
16.18	Total Capital Revenue	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.2	Interlibrary Relationship Code	ME
17.3	Legal Basis Code	CI
17.4	Administrative Structure Code	SO
17.5	FSCS Public Library Definition	Y
17.6	Geographic Code	PL1
17.7	FSCS ID	NY0711
17.8	SED CODE	800000056507
17.9	INSTITUTION ID	800000056507

SUGGESTED IMPROVEMENTS

17.1

LIB ID

Library Name: CASTLETON PUBLIC

LIBRARY

8400491135

Library System: Upper Hudson Library System

Name of Person Completing Form: Melissa Tacke

Phone Number: (518) 732-0879

I am satisfied that this resource (Collect) Agree is meeting library needs:

Applying this resource (Collect) will Agree help improve library services to the public:

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!

Authorization

Article 3, Section 30 of the General Municipal Law

- ***Every Municipal Corporation*** shall annually make a report of its financial condition to the Comptroller. Such report shall be made by the Chief Fiscal Officer of such Municipal Corporation***
- 5. All reports shall be certified by the officer making the same and shall be filed with the Comptroller*** it shall be the duty of the incumbent officer at the time such reports are required to be filed with the Comptroller to file such report***

Certification Statement

I, Alyssa Mitchum (LG384675300100A), hereby certify that I am the Chief Financial Officer of the SPU - Library of Castleton Public Library, and that the information provided in the Annual Financial Report of the SPU - Library of Castleton Public Library for the fiscal year ended 12/31/2023, is true and correct to the best of my knowledge and belief.

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Financial Statements

Financial information for the following funds and accounts groups are included in the Annual Financial Report filed by your government for the fiscal year ended 2023 and has been used by the OSC as the basis for preparing this Annual Financial Report for the fiscal year ended 2023:

List of funds being used

• A - General

All amounts included in this Annual Financial Report for 2023 represent data filed by your government with OSC as reviewed and adjusted where necessary.

A - General Balance Sheet

	12/31/2023	12/31/2022	12/31/2021
Assets and Deferred Outflows			
Assets			
Cash and Cash Equivalents			
200 - Cash	\$338,405.00	\$145,448.00	\$148,021.00
210 - Petty Cash	\$50.00	\$50.00	\$50.00
Total for Cash and Cash Equivalents	\$338,455.00	\$145,498.00	\$148,071.00
Due From			
440 - Due from Other Governments Deposit with Village	\$5,000.00	\$5,000.00	\$5,000.00
Total for Due From	\$5,000.00	\$5,000.00	\$5,000.00
Total for Assets	\$343,455.00	\$150,498.00	\$153,071.00
Total for Assets and Deferred Outflows	\$343,455.00	\$150,498.00	\$153,071.00

A - General Balance Sheet

	12/31/2023	12/31/2022	12/31/2021
Liabilities, Deferred Inflows and Fund Balances			
Liabilities			
Due to			
631 - Due To Other Governments Prepaid Revenues	\$159,000.00	-	-
Total for Due to	\$159,000.00	\$0.00	\$0.00
Total for Liabilities	\$159,000.00	\$0.00	\$0.00
Fund Balance			
Assigned Fund Balance			
914 - Assigned Appropriated Fund Balance	\$8,937.00	\$10,645.00	\$12,650.00
Total for Assigned Fund Balance	\$8,937.00	\$10,645.00	\$12,650.00
Unassigned Fund Balance			
917 - Unassigned Fund Balance	\$175,518.00	\$139,853.00	\$140,421.00
Total for Unassigned Fund Balance	\$175,518.00	\$139,853.00	\$140,421.00
Total for Fund Balance	\$184,455.00	\$150,498.00	\$153,071.00
Total for Liabilities, Deferred Inflows and Fund Balances	\$343,455.00	\$150,498.00	\$153,071.00

A - General Results of Operations

	12/31/2023	12/31/2022	12/31/2021
Revenues and Other Sources			
Revenues			
Departmental Income			
2082 - Library Charges	\$214.00	\$277.00	\$345.00
Total for Departmental Income	\$214.00	\$277.00	\$345.00
Intergovernmental Charges			
2360 - Library Services Other Governments Contractual Agreements	\$193,325.00	\$176,585.00	\$164,111.00
Total for Intergovernmental Charges	\$193,325.00	\$176,585.00	\$164,111.00
Use of Money and Property			
2401 - Interest and Earnings	\$570.00	\$51.00	\$32.00
Total for Use of Money and Property	\$570.00	\$51.00	\$32.00
Other Revenues			
2705 - Gifts and Donations	\$11,265.00	\$9,186.00	\$11,211.00
2760 - Library System Grant	\$27,436.00	\$4,828.00	\$3,918.00
Total for Other Revenues	\$38,701.00	\$14,014.00	\$15,129.00
Total for Revenues	\$232,810.00	\$190,927.00	\$179,617.00
Total for Revenues and Other Sources	\$232,810.00	\$190,927.00	\$179,617.00

A - General Results of Operations

	12/31/2023	12/31/2022	12/31/2021
Expenditures and Other Uses			
Expenditures			
Culture and Recreation			
Culture			
74101 - Library - Personal Services 74102 - Library - Equipment and Capital Outlay	\$131,452.00 -	\$123,276.00 \$5,280.00	\$108,835.00 -
74104 - Library - Contractual Total for Culture	\$40,913.00 \$172,365.00	\$39,734.00 \$168,290.00	\$36,625.00 \$145,460.00
Total for Culture and Recreation	\$172,365.00	\$168,290.00	\$145,460.00
Employee Benefits			
Employee Benefits			
90108 - State Retirement System - Employee Benefits 90308 - Social Security - Employee Benefits 90408 - Workers' Compensation - Employee Benefits 90558 - Disability Insurance - Employee Benefits 90608 - Hospital, Medical and Dental Insurance - Employee Benefits	\$6,812.00 \$9,978.00 \$591.00 \$192.00 \$8,917.00	\$6,774.00 \$9,362.00 \$614.00 \$379.00 \$8,082.00	\$8,262.00 \$529.00 \$468.00 \$7,902.00
Total for Employee Benefits	\$26,490.00	\$25,211.00	\$17,161.00
Total for Employee Benefits	\$26,490.00	\$25,211.00	\$17,161.00
Total for Expenditures	\$198,855.00	\$193,501.00	\$162,621.00

A - General Results of Operations

	12/31/2023	12/31/2022	12/31/2021
Total for Expenditures and Other Uses	\$198,855.00	\$193,501.00	\$162,621.00

A - General Changes in Fund Balance

	12/31/2023	12/31/2022	12/31/2021
Analysis of Changes in Fund Balance			
8021 - Fund Balance - Beginning of Year	\$150,497.00	\$153,071.00	\$136,075.00
8022 - Restated Fund Balance - Beginning of Year	\$150,497.00	\$153,071.00	\$136,075.00
Add Revenues and Other Sources	\$232,810.00	\$190,927.00	\$179,617.00
Deduct Expenditures and Other Uses	\$198,855.00	\$193,501.00	\$162,621.00
8029 - Fund Balance - End of Year	\$184,452.00	\$150,497.00	\$153,071.00

A - General Adopted Budget Summary

	12/31/2024	12/31/2023	12/31/2022
Estimated Revenues and Other Sources			
Estimated Revenue			
1299 - Est Rev - Departmental Income	-	\$0.00	\$240.00
2399 - Est Rev - Intergovernmental Charges	\$260,325.00	\$193,325.00	\$176,588.00
2499 - Est Rev - Use of Money and Property	\$500.00	\$30.00	\$6,824.00
2799 - Est Rev - Other Revenues	\$26,638.00	\$9,435.00	\$4,279.00
Total for Estimated Revenue	\$287,463.00	\$202,790.00	\$187,931.00
Estimated Other Sources			
599 - Appropriated Fund Balance	\$8,937.00	\$10,645.00	\$12,650.00
Total for Estimated Other Sources	\$8,937.00	\$10,645.00	\$12,650.00
Total for Estimated Revenues and Other Sources	\$296,400.00	\$213,435.00	\$200,581.00

A - General Adopted Budget Summary

	12/31/2024	12/31/2023	12/31/2022
Estimated Appropriations and Other Uses			
Estimated Appropriations			
7999 - App - Culture and Recreation	\$249,797.00	\$183,110.00	\$190,521.00
9199 - App - Employee Benefits	\$46,603.00	\$30,325.00	\$10,060.00
Total for Estimated Appropriations	\$296,400.00	\$213,435.00	\$200,581.00
Total for Estimated Appropriations and Other Uses	\$296,400.00	\$213,435.00	\$200,581.00

Supplemental Schedules

The Supplemental Schedules includes the following schedules:

- Statement of Indebtedness
- Bond Repayment
- Bank Reconciliation
- Employee and Retiree Benefits

Statement of Indebtedness

You have indicated you have no debt data to report.

Bond Repayment

No Bonds Reported in the Statement of Indebtedness.

Bank Reconciliation

Accounts

Account No.	Account Type	Associated Fund(s)	Bank Balance	Deposits In Transit	Outstanding Checks	Adjustments	Total
2001	Savings	А	\$316,013.00	\$0.00	\$0.00	\$0.00	\$316,013.00
2002	Checking	A	\$22,392.00	\$0.00	\$0.00	\$0.00	\$22,392.00
2009	Petty Cash	A	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
		Total	\$338,455.00	\$0.00	\$0.00	\$0.00	\$338,455.00
	Total Cash From Financials \$338,405						

Bank Reconciliation

Collateralization of Cash

Total Bank Balance	\$338,455.00
FDIC Insurance	\$250,000.00
Collateralized with Securities held in possession of the municipality or its agent or otherwise secured	\$166,000.00
Total of FDIC Insurance and Collateralized with securities held in possession of the municipality or its agent or otherwise secured	\$416,000.00

Investments and Collateralization of Investments

Investments From Financials	\$0.00
Market Value as of Fiscal Year End Date	\$0.00
Collateralized with Securities held in possession of the municipality or its agent or otherwise secured	\$0.00

Employee and Retiree Benefits

Total Number

Full Time Employees	Part Time Employees	Volunteers with Paid Benefits	Retirees with Paid Benefits
1	5		

Number Receving Benefits

Benefit	Amount	Full Time	Part Time	Volunteer	Retiree
State Retirement System	\$6,812.00	1	5		
Police Retirement	φο,ο12.00	<u>'</u>			
Fire Retirement					
Local Pension Fund					
Social Security	\$9,978.00	1	5		
Worker's Compensation	\$591.00	1	5		
Life Insurance					
Unemployment Insurance					
Disability Insurance	\$192.00	1	5		
Hospital, Medical and Dental Insurance	\$8,917.00	1	5		
Union Welfare Benefits					
Supplemental Benefit Payments to Disabled Firefighters					
Employee Benefits,Other					
Total Employee Benefits Paid	\$26,490.00				

Castleton Public Library Board of Trustees Meeting

Tuesday, January 16, 2024 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:10 pm.

Roll Call

Present (physical): Shane Mitchum, President; Patrick Cartwright, Vice President; Colin Strainge, Trustee;

Meghan Johnston, Trustee; Melissa Tacke, Library Director

Present (virtual): Alyssa Mitchum, Treasurer Excused: Laurie Knaack, Secretary

Adoption of Agenda

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

Public Comment

None.

New Business

Slate of officers for 2024: All current officers agreed to continue in their roles and will be part of the 2024 slate.

Hire of Librarian I for Programming and Outreach: The resume for a candidate for the new full-time Librarian I position was circulated with the board. The candidate brings very positive references and a background in elementary education and library science. A motion to approve the hire and salary for the position of Librarian I was made by Trustee Strainge. Seconded by Trustee Cartwright. Unanimously approved. 2023 Annual Report to the Community: Director Tacke shared the Annual Report. Trustees discussed and found the format to be clear and concise, giving a good overall picture of the Library's accomplishments throughout the year. Trustee Cartwright suggested that the significant increases in several of the areas in the report between 2022-23 be specified where possible.

Old Business

Board self-evaluation: President Mitchum reviewed the main themes from evaluations, which included:

- continuing the need to fully represent and respond to diversity in our community, establishing tangible goals for committees to increase momentum
- the need for continued outreach and ongoing attention to maximizing library space
- improving the pipeline for potential board members, and
- updating the Library's mission statement.

Director evaluation: President Mitchum noted that Trustee responses were overwhelmingly positive.

President Mitchum will meet with Director Tacke to review evaluations soon.

Trustee recruitment: One Board seat is currently vacant. President Mitchum and Director Tacke will follow up with a community member who expressed preliminary interest.

Follow-up on Racial Equity Training: The board discussed suggestions for further follow-up:

• consider a student representative from Maple Hill High School, checking with UHLS about precedent and possible bylaw language to describe such a role

- assign appropriate follow-up items from the Racial Equity training to committees
- consider participating in UHLS' Equity Challenge, starting up in April
- update the Library mission and consider crafting a values statement to reflect the Board's intention to recognize, include and promote equity and diversity in governance, management and programming
- add language to Library policies that expresses our intention regarding diversity, equity, and inclusion

Library word-of-mouth advertising: Director Tacke shared the February calendar and asked Trustees to particularly share planned February vacation week activities with community members.

Reports

President's Report

No additional report.

Secretary's Report

No report (secretary absent). Trustee Cartwright motioned to approve the December 2023 meeting minutes. Seconded by Trustee Strainge. Unanimously approved.

Treasurer's Report

Trustee Cartwright motioned to approve the December 2023 Check Detail Reports. Seconded by Trustee Strainge. Unanimously approved.

Director's Report

Director Tacke presented statistics for library use through 2023, noting several trends:

- visits and outreach are up
- cardholder numbers are slightly down after the artificial bump that followed the pandemic
- physical circulation and eContent continue to increase
- program attendance shows a big increase, reflecting a busy summer program.

Friends Report

The Friends of the Library are scheduled to meet January 17 to set their fundraising calendar for 2024.

Village of Castleton Liaison Report

None.

Committee Reports

All committees did not meet in January, and report plans to meet in February to establish goals for 2024.

Announcements

None.

Public Comment

None.

Executive Session

None.

Adjournment

The meeting was adjourned at 7:49 pm.

The Castleton Public Library Check Detail

Туре	Num	Date	Name	Account	Paid Amount	Original Amo
Bill Pmt -Check	DEBIT	01/02/2024	USPS	200.2 · Citizens Checking Account		-3.72
Bill		01/02/2024		7410.4G · Postage	-3.72	3.72
TOTAL					-3.72	3.72
Bill Pmt -Check	DEBIT	01/02/2024	Google LLC	200.2 · Citizens Checking Account		-30.00
Bill	4880325620	01/02/2024		7410.4C · Equipment/Technology	-30.00	30.00
TOTAL					-30.00	30.00
Bill Pmt -Check	DEBIT	01/05/2024	Edward Mangion	200.2 · Citizens Checking Account		-3.95
Bill		01/05/2024		7410.4F · Office and Library Supplies	-3.95	3.95
TOTAL					-3.95	3.95
Bill Pmt -Check	DEBIT	01/10/2024	Amazon LLC	200.2 · Citizens Checking Account		-17.95
Bill	1140247676	01/10/2024		74104B1 · DVDs & Other Materials	-17.95	17.95
TOTAL					-17.95	17.95
Bill Pmt -Check	DEBIT	01/12/2024	USPS	200.2 · Citizens Checking Account		-3.72
Bill		01/12/2024		7410.4G · Postage	-3.72	3.72
TOTAL					-3.72	3.72
Bill Pmt -Check	DEBIT	01/16/2024	Amazon LLC	200.2 · Citizens Checking Account		-139.00
Bill	D010627810	01/16/2024		7410.4B · Library Materials	-139.00	139.00
TOTAL					-139.00	139.00
Bill Pmt -Check	DEBIT	01/16/2024	Amazon LLC	200.2 · Citizens Checking Account		-19.95
Bill	1146585168	01/16/2024		74104B1 · DVDs & Other Materials	-19.95	19.95
TOTAL					-19.95	19.95
Bill Pmt -Check	DEBIT	01/17/2024	USPS	200.2 · Citizens Checking Account		-132.00
Bill		01/17/2024		7410.4G · Postage	-132.00	132.00
TOTAL					-132.00	132.00
Bill Pmt -Check	DEBIT	01/17/2024	Wal-Mart	200.2 · Citizens Checking Account		-49.76
Bill		01/17/2024		7410.4D · Programs 7410.4F · Office and Library Supplies	-48.76 -1.00	48.76 1.00
TOTAL				and and any capping	-49.76	49.76
Bill Pmt -Check	DEBIT	01/24/2024	Amazon LLC	200.2 · Citizens Checking Account		-23.97
Bill	1147160718	01/24/2024		7410.4D · Programs	-23.97	23.97
TOTAL				Mannessendorestelle Arcelle ♥TERSSEE	-23.97	23.97

The Castleton Public Library Check Detail

Туре	Num	Date	Name	Account	Paid Amount	Original Amo
Bill Pmt -Check	DEBIT	01/29/2024	Amazon LLC	200.2 · Citizens Checking Account		-12.99
Bill	1144322121	01/29/2024		74104B1 · DVDs & Other Materials	-12.99	12.99
TOTAL					-12.99	12.99
Bill Pmt -Check	DEBIT	01/30/2024	Amazon LLC	200.2 · Citizens Checking Account		-19.96
Bill	1146585168	01/30/2024		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	3224	01/02/2024	Village of Castlet	200.2 · Citizens Checking Account		-5,543.08
Bill	84533	01/02/2024		7410.1A · Gross wages - Director 7410.1B · Gross wages - Librarian 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-2,423.07 -969.02 -1,760.15 -390.84	2,423.07 969.02 1,760.15 390.84
TOTAL					-5,543.08	5,543.08
Bill Pmt -Check	3226	01/08/2024	Nancy Garcia	200.2 · Citizens Checking Account		-34.95
Bill		01/08/2024		7410.4K · Miscellaneous	-34.95	34.95
TOTAL					-34.95	34.95
Bill Pmt -Check	3227	01/16/2024	UHLS	200.2 · Citizens Checking Account		-998.00
Bill	24-061	01/04/2024		7410.4E · Automated Services	-998.00	998.00
TOTAL					-998.00	998.00
Bill Pmt -Check	3228	01/16/2024	UHLS	200.2 · Citizens Checking Account		-907.68
Bill	24-041	01/04/2024		74104B2 · Electronic Content	-907.68	907.68
TOTAL					-907.68	907.68
Bill Pmt -Check	3229	01/16/2024	UHLS	200.2 · Citizens Checking Account		-453.57
Bill	24-007	01/04/2024		74104B2 · Electronic Content	-453.57	453.57
TOTAL					-453.57	453.57
Bill Pmt -Check	3230	01/16/2024	Brodart	200.2 · Citizens Checking Account		-348.10
Bill	MULTIPLE	01/16/2024		74104B3 · Print Materials	-348.10	348.10
TOTAL					-348.10	348.10
Bill Pmt -Check	3232	01/16/2024	Village of Castlet	200.2 · Citizens Checking Account		-5,767.13
Bill	84534	01/16/2024		7410.1A · Gross wages - Director 7410.1B → Gross wages - Librarian 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-2,519.23 -648.00 -2,193.13 -406.77	2,519.23 648.00 2,193.13 406.77
TOTAL				encontribute and encount. The first of the second	-5,767.13	5,767.13

The Castleton Public Library Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 01/31/2024

_	Jan 31, 24		
Beginning Balance	316,012	.88	
Cleared Transactions			
Checks and Payments - 1 item	-15,000.00		
Deposits and Credits - 3 items	7,237.86		
Total Cleared Transactions	-7,762.14		
Cleared Balance	308,250.	74	
Register Balance as of 01/31/2024	308,250.	74	
Ending Balance	308,250.	74	

The Castleton Public Library Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 01/31/2024

Туре	Date	Num	Name	Clr	Amount	Balance
Beginning Bala Cleared Tra Checks a		m				316,012.88
Transfer	01/16/2024			Χ _	-15,000.00	-15,000.00
Total Che	cks and Payments				-15,000.00	-15,000.00
STATE OF THE PARTY	and Credits - 3 item	IS				
Deposit	01/17/2024			X	1,848.53	1,848.53
Deposit	01/31/2024			X	46.84	1,895.37
Deposit	01/31/2024			Х _	5,342.49	7,237.86
Total Dep	osits and Credits				7,237.86	7,237.86
Total Cleare	ed Transactions			S 	-7,762.14	-7,762.14
Cleared Balance				·-	-7,762.14	308,250.74
Register Balance	e as of 01/31/2024			_	-7,762.14	308,250.74
Ending Balance	•			10 <u>1</u>	-7,762.14	308,250.74

The Castleton Public Library Reconciliation Summary

200.2 · Citizens Checking Account, Period Ending 01/31/2024

	Jan 31, 24			
Beginning Balance Cleared Transactions		23,758.38		
Checks and Payments - 23 items Deposits and Credits - 1 item	-15,823.76 15,000.00			
Total Cleared Transactions	-823.	76		
Cleared Balance		22,934.62		
Uncleared Transactions Checks and Payments - 2 items	-51.95			
Total Uncleared Transactions	-51.	95		
Register Balance as of 01/31/2024		22,882.67		
Ending Balance		22,882.67		

The Castleton Public Library Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 01/31/2024

Туре	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						23,758.38
Cleared Transa						
	Payments - 23 i					
Bill Pmt -Check	12/18/2023	3220	Village of Castleton	X	-776.30	-776.30
Bill Pmt -Check	12/18/2023	3218	Village of Castleton	X	-193.42	-969.72
Bill Pmt -Check	12/30/2023	3223	Brodart	X	-203.06	-1,172.78
Bill Pmt -Check	12/30/2023	3222	Village of Castleton	X	-90.35	-1,263.13
Bill Pmt -Check	12/30/2023	3225	T-Mobile	X	-86.10	-1,349.23
Bill Pmt -Check	01/02/2024	3224	Village of Castleton	X	-5,543.08	-6,892.31
Bill Pmt -Check	01/02/2024	DEBIT	Google LLC	X	-30.00	-6,922.31
Bill Pmt -Check	01/02/2024	DEBIT	USPS	X	-3.72	-6,926.03
Bill Pmt -Check	01/05/2024	DEBIT	Edward Mangione L	X	-3.95	-6,929.98
Bill Pmt -Check	01/10/2024	DEBIT	Amazon LLC	X	-17.95	-6,947.93
Bill Pmt -Check	01/12/2024	DEBIT	USPS	X	-3.72	-6,951.65
Bill Pmt -Check	01/16/2024	3232	Village of Castleton	X	-5,767.13	-12,718.78
Bill Pmt -Check	01/16/2024	3227	UHLS	X	-998.00	-13,716.78
Bill Pmt -Check	01/16/2024	3228	UHLS	X	-907.68	-14,624.46
Bill Pmt -Check	01/16/2024	3229	UHLS	X	-453.57	-15,078.03
Bill Pmt -Check	01/16/2024	3230	Brodart	X	-348.10	-15,426.13
Bill Pmt -Check	01/16/2024	DEBIT	Amazon LLC	X	-139.00	-15,565.13
Bill Pmt -Check	01/16/2024	DEBIT	Amazon LLC	X	-19.95	-15,585.08
Bill Pmt -Check	01/17/2024	DEBIT	USPS	X	-132.00	-15,717.08
Bill Pmt -Check	01/17/2024	DEBIT	Wal-Mart	X	-49.76	-15,766.84
Bill Pmt -Check	01/24/2024	DEBIT	Amazon LLC	X	-23.97	-15,790.81
Bill Pmt -Check	01/29/2024	DEBIT	Amazon LLC	X	-12.99	-15,803.80
Bill Pmt -Check	01/30/2024	DEBIT	Amazon LLC	X	-19.96	-15,823.76
Total Checks	and Payments				-15,823.76	-15,823.76
	l Credits - 1 iter	m		1819	**************************************	1940 A. N. 1940 A. S.
Transfer	01/16/2024			X	15,000.00	15,000.00
Total Deposits	s and Credits			_	15,000.00	15,000.00
Total Cleared Tr	ransactions			_	-823.76	-823.76
Cleared Balance					-823.76	22,934.62
Uncleared Tran Checks and I	nsactions Payments - 2 ite	ems				
Bill Pmt -Check	10/16/2023	3200	Albany Public Library		-17.00	-17.00
Bill Pmt -Check	01/08/2024	3226	Nancy Garcia	_	-34.95	-51.95
Total Checks	and Payments			_	-51.95	-51.95
Total Uncleared Transactions				_	-51.95	-51.95
Register Balance as	of 01/31/2024				-875.71	22,882.67
Ending Balance					-875.71	22,882.67

The Castleton Public Library Profit & Loss

	Jan 24
Ordinary Income/Expense	
Income 2082 · Library Charges 2082.1 · Library Fines & Fees 2082.11 · Fines	3.00
2082.12 · Lost Books	112.67
2082.13 · Copies, Prints and Faxes	28.60
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	144.27
Total 2082 · Library Charges	144.27
2360 · Intergovernmental Revenues 2360.4 · Taxes - SCSD	159,000.00
Total 2360 · Intergovernmental Revenues	159,000.00
2401 · Interest & Earnings 2705 · Gifts & Donations	46.84
2705.1 · Friend's SRP 2705 · Gifts & Donations - Other	1,000.00 6,046.75
Total 2705 · Gifts & Donations	7,046.75
Total Income	166,237.86
Gross Profit	166,237.86
Expense 7410.1 · Personal Services 7410.11 · Employee Gross Wages 7410.1A · Gross wages - Director 7410.1B · Gross wages - Librarian 7410.1C · Gross wages - Assistant	4,942.30 1,617.02 3,953.28
Total 7410.11 · Employee Gross Wages	10,512.60
Total 7410.1 · Personal Services	10,512.60
7410.4 · Contractual Expenses 7410.4B · Library Materials	
74104B3 · Print Materials	348.10
74104B2 · Electronic Content	1,361.25
74104B1 · DVDs & Other Materials	70.85
7410.4B · Library Materials - Other	139.00
Total 7410.4B · Library Materials	1,919.20
7410.4C · Equipment/Technology 7410.4D · Programs	30.00 72.73
7410.41 · Operations and Administrative 7410.4E · Automated Services 7410.4G · Postage 7410.4F · Office and Library Supplies	998.00 139.44 4.95
Total 7410.41 · Operations and Administrative	1,142.39
7410.4K · Miscellaneous	34.95
Total 7410.4 · Contractual Expenses	3,199.27

1:37 PM 02/12/24 Accrual Basis

The Castleton Public Library Profit & Loss

	Jan 24
9000 · Employee - Benefits 9030.8 · Social Security/Medicare	797.61
Total 9000 · Employee - Benefits	797.61
Total Expense	14,509.48
Net Ordinary Income	151,728.38
Net Income	151,728.38

The Castleton Public Library Profit & Loss Budget vs. Actual

	Jan 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				70 C. Daugot
Income				
2082 Library Charges				
2082.1 · Library Fines & Fees	2.00	0.00		1922 1929
2082.11 · Fines 2082.12 · Lost Books	3.00 112.67	0.00 0.00	3.00 112.67	100.0% 100.0%
2082.13 · Copies, Prints and Faxes	28.60	0.00	28.60	100.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
2082.19 · Other Fines & Fees	0.00	0.00	0.00	0.0%
2082.1 · Library Fines & Fees - Other	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	144.27	0.00	144.27	100.0%
Total 2082 · Library Charges	144.27	0.00	144.27	100.0%
2360 · Intergovernmental Revenues		100,000,000		
2360.4 · Taxes - SCSD 2360.1 · Town of Schodack	159,000.00	159,000.00	0.00	100.0%
2360.2 · Village of Castleton	0.00 0.00	88,000.00 10,000.00	-88,000.00 -10,000.00	0.0% 0.0%
2360.3 · Rensselaer County	0.00	3,325.00	-3,325.00	0.0%
Total 2360 · Intergovernmental Revenues	159,000.00	260,325.00	-101,325.00	61.1%
2401 · Interest & Earnings 2705 · Gifts & Donations	46.84	500.00	-453.16	9.4%
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,046.75	8,002.00	-1,955.25	75.6%
Total 2705 · Gifts & Donations	7,046.75	9,002.00	-1,955.25	78.3%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	15,200.00	-15,200.00	0.0%
2760.1 · LLSA and ERATE (UHLS) 2760.9 · Grants - Other	0.00	1,436.00	-1,436.00	0.0%
	0.00	1,000.00	-1,000.00	0.0%
Total 2760 · Library System Grants 599 · Appropriated Fund Balance	0.00	17,636.00 8,937.00	-17,636.00	0.0%
Total Income	166,237.86	296,400.00	-8,937.00 -130,162.14	0.0% 56.1%
Gross Profit	166,237.86	296,400.00	-130,162.14	56.1%
	100,201.00	200,400.00	100, 102.14	30.170
Expense				
7410.1 · Personal Services 7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	4,942.30	67,925.00	-62,982.70	7.3%
7410.1B · Gross wages - Librarian	1,617.02	53,800.00	-52,182.98	3.0%
7410.1C · Gross wages - Assistant	3,953.28	64,298.00	-60,344.72	6.1%
Total 7410.11 · Employee Gross Wages	10,512.60	186,023.00	-175,510.40	5.7%
Total 7410.1 · Personal Services	10,512.60	186,023.00	-175,510.40	5.7%
7410.2 · Equipment & Capital Outlay 7410.2A · Renovation of Library Space	0.00	21,460.00	-21,460.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	21,460.00	-21,460.00	0.0%
7410.4 · Contractual Expenses				
7410.4 Contractual Expenses 7410.4B · Library Materials				
74104B6 · Museum Passes	0.00	1,850.00	-1,850.00	0.0%
74104B5 · Magazines and Newspapers	0.00	250.00	-250.00	0.0%
74104B4 · Audiobooks	0.00	0.00	0.00	0.0%
74104B3 · Print Materials	348.10 1,361.25	10,200.00	-9,851.90 5,338.75	3.4%
74104B2 · Electronic Content 74104B1 · DVDs & Other Materials	70.85	6,690.00 1,900.00	-5,328.75 -1,829.15	20.3% 3.7%
7410.4B · Library Materials - Other	139.00	1,220.00	-1,081.00	11.4%
Total 7410.4B · Library Materials	1,919.20	22,110.00	-20,190.80	8.7%

The Castleton Public Library Profit & Loss Budget vs. Actual

	Jan 24	Budget	\$ Over Budget	% of Budget
7410.4C · Equipment/Technology 7410.4D · Programs	30.00	1,650.00	-1,620.00	1.8%
74104D1 · Summer Reading Program	0.00	4,600.00	-4.600.00	0.0%
7410.4D · Programs - Other	72.73	3,000.00	-2,927.27	2.4%
Total 7410.4D · Programs	72.73	7,600.00	-7,527.27	1.0%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	0.00	800.00	-800.00	0.0%
7410.4E · Automated Services	998.00	3,992.00	-2,994.00	25.0%
7410.4G · Postage	139.44	400.00	-260.56	34.9%
7410.4H · Telephone/Data Links	0.00	1,377.00	-1,377.00	0.0%
7410.4I · Insurance	0.00	2,955.00	-2,955.00	0.0%
7410.4F · Office and Library Supplies	4.95	1,000.00	-995.05	0.5%
7410.4J · Professional Services	0.00	400.00	-400.00	0.0%
Total 7410.41 · Operations and Administrati	1,142.39	10,924.00	-9,781.61	10.5%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	0.00	0.00	0.0%
7410.4K · Miscellaneous - Other	34.95	30.00	4.95	116.5%
Total 7410.4K · Miscellaneous	34.95	30.00	4.95	116.5%
Total 7410.4 · Contractual Expenses	3,199.27	42,314.00	-39,114.73	7.6%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	8,500.00	-8,500.00	0.0%
9030.8 · Social Security/Medicare	797.61	14,140.00	-13,342.39	5.6%
9040.8 · Workers Comp	0.00	900.00	-900.00	0.0%
9055.8 · Disability	0.00	500.00	-500.00	0.0%
9060.8 · Health Insurance				5045 5055445
9060.81 · HRA Funding	0.00	3,000.00	-3,000.00	0.0%
9060.8 · Health Insurance - Other	0.00	19,563.00	-19,563.00	0.0%
Total 9060.8 · Health Insurance	0.00	22,563.00	-22,563.00	0.0%
Total 9000 · Employee - Benefits	797.61	46,603.00	-45,805.39	1.7%
Total Expense	14,509.48	296,400.00	-281,890.52	4.9%
Net Ordinary Income	151,728.38	0.00	151,728.38	100.0%
Net Income	151,728.38	0.00	151,728.38	100.0%

The Castleton Public Library Balance Sheet

As of January 31, 2024

	Jan 31, 24
ASSETS Current Assets Checking/Savings	
200.1 · Citizens Money Market 200.2 · Citizens Checking Account 200.9 · Petty Cash	308,250.74 22,882.67 50.00
Total Checking/Savings	331,183.41
Other Current Assets 395 · Deposits with Other Government	5,000.00
Total Other Current Assets	5,000.00
Total Current Assets	336,183.41
TOTAL ASSETS	336,183.41
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable 600 · Accounts Payable	-0.02
Total Accounts Payable	-0.02
Total Current Liabilities	-0.02
Total Liabilities	-0.02
Equity 914 · Assigned Appropriated Fund Bal 917 · Unassigned Fund Balance Net Income	5,073.00 179,382.05 151,728.38
Total Equity	336,183.43
TOTAL LIABILITIES & EQUITY	336,183.41

<u>Director's Report – January</u>

January 2024 – Usage Statistics in Comparison

	Jan. 2024	Jan. 2023	% Change, 2024 vs. 2023	Jan. 2022	% Change, 2024 vs. 2022
Circulation			2024 V9. 2023		2024 V3. 2022
Circulation of materials at CPL	1,754	1,836	-4.5%	1,499	+17%
Items loaned to other libraries	426	444	-4.1%	367	+16.1%
Items borrowed from other libraries	790	945	-16.4%	693	+14%
eContent circulation	754	694	+8.6%	612	+23.2%
Programming					
Number of programs offered	23	24	-4.2%	22	+4.5%
Program attendance – in-person	145	166	-12.7%	47	+208.5%
Program attendance – live virtual	N/A	N/A	N/A	32	-100%
Program attendance – kits*	132	100	+32%	120	+10%
Total program attendance	277	266	+4.1%	199	+39.2%
Public Computer Use					
Public Computer Sessions	23	10	+130%	13	+76.9%
WiFi Use - daily unique users	543 (7.35 GB)	534 (6.02 GB)	+1.7%	507 (4 GB)	+7.1%
WiFi Hotspot Use	42.74 GB	47.76 GB	-10.5%	8.74 GB	+389%
Marketing Reach					
Website visits	1,069	799	+33.8%	1,267	-15.6%
Website unique visitors	540	437	+23.6%	665	-18.8%
Email newsletter list size	1,667	1,590	+4.8%	1,480	+12.6%
Facebook page followers	1,418	1,220	+16.2%	929	+52.6%
Facebook total reach	5,705	12,660	-54.9%	10,969	-48%
* = The number of kits distr	ibuted through 1	/31 is used for t	he attendance nu	mber.	

Programs – January

	ourraury	
1/2/2024	T&M Craft Kit: Crafting Bonanza	132
1/2/2024	Pajama Storytime	0
1/4/2024	Learn & Play Storytime	13
1/5/2024	Bridge Club	0
1/8/2024	Computer Help	1
1/9/2024	Castle Hill Bookmobile	5
1/9/2024	Pajama Storytime	4
1/10/2024	Open Mic Night	11
1/11/2024	Learn & Play Storytime	14
1/11/2024	Teen Time: Sharpie Tie Dye	0
1/12/2024	Bridge Club	0
1/12/2024	Device Help @Castle Hill	2

	Month total	277
1/30/2024	Pajama Storytime	13
1/26/2024	Candy Sushi	27
1/25/2024	Learn & Play Storytime	8
1/23/2024	Pajama Storytime	2
1/23/2024	Cool Science: Unicorn Fizz	10
1/19/2024	Bridge Club	3
1/18/2024	Kids Cook: Birthday Cake Popcorn	9
1/18/2024	Special Storytime: Animal Tracks	13
1/17/2024	Afternoon Book Club	3
1/16/2024	Pajama Storytime	0
1/13/2024	Perler Bead Crafts	7

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

- January 5 Directors Association meeting at UHLS
- January 8 Village Board meeting
- January 9 Bookmobile at Castle Hill senior housing
- January 11 New York Library Association (NYLA) Leadership and Management Section (LAMS) board meeting (virtual meeting)
- January 17 Friends of CPL meeting
- January 22 New York Library Association (NYLA) Fundraising and Sponsorship Committee meeting (virtual)



Classes and Events at

Castleton Public Library March 2024

This calendar also includes activities during the April school break!

Weekly Events



Pajama Storytime

Tuesdays at 6:00 p.m. March 5, 12, 19, 26.

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. March 7, 14, 21, 28.

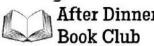
Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement!

Other Events



Take & Make Craft Kit: Bird Crafts

Pick up anytime from Sunday, March 3 through Saturday, March 30.



After Dinner After Dinner Book Club – The Eagles of Heart Mountain by Bradford Pearson

Monday, March 4, 7:00 p.m.



Teen Time: Sharpie Art Tiles

Thursday, March 7, 4:00 p.m.

Join us at the library to decorate a ceramic tile with sharpie designs. For teens in 6th-12th grades.



Make Your Own Puzzle

Sunday, March 10, 11:00 a.m. – 4:00 p.m.



Open Mic Night

Wednesday, March 13, 6:00 - 8:00 p.m.

Come share your talents! If your instrument requires an amplifier, please bring one.



Kids Cook: Nutella Banana Rolls

Thursday, March 14, 4:00 p.m.

At this month's Kids Cook, learn to make a tasty snack made of a banana, a tortilla, and Nutella!



Cool Science: Sink or Float

Friday, March 15, 11:00 a.m. - 5:00 p.m.

Learn about density as we test whether items will sink or float in different types of water solutions!



Knock Hockey

Saturday & Sunday, March 16 & 17, 11:00 a.m. – 4:00 p.m.



CPL Board of Trustees Meeting

Monday, March 18, 7:00 p.m.

Spring Flower Craft

Tuesday, March 19, 2:00 - 6:00 p.m.



Afternoon Book Club - The Guest: A Novel by Emma Cline

Wednesday, March 20, 1:00 p.m.

Friends of CPL Meeting

Wednesday, March 20, 5:30 p.m.



Special Storytime: All About Frogs

Thursday, March 21, 10:30 a.m.

Ribbit! Ribbit! An environmental educator from Schodack Island State Park will teach us about frogs and their life cycle at this special storytime.



Kaleidoscopes

Thursday, March 28, 2:00 - 6:00 p.m.

Drop in to make your own homemade kaleidoscope!



Coding for Kids

Friday, March 29, 11:00 a.m. - 5:00 p.m.

Children are invited to learn simple coding with KIBO Robots, Cubetto Block Robots, and Sammy the Robot! Recommended for ages 5-10.



Rainbow Scratch Art

Saturday, March 30, 11:00 a.m. - 4:00 p.m.



Cool Science: Bath Fizzies Monday, April 1, 1:00 - 6:00 p.m.

Make a bath fizzy to take home and create your very own scientific reaction at bath time!



After Dinner Book Club

After Dinner Book Club: The Inheritance of Orguídea Divina by Zoraida Córdova

Monday, April 1, 7:00 p.m.



Pipe Cleaner Crafts

Tuesday, April 2, 12:00 - 6:00 p.m.



Cookie Decorating

Wednesday, April 3, 12:00 - 6:00 p.m.

Teen Time: Poetry Games

Thursday, April 4, 4:00 p.m.

Stop by for some fun poetry exercises and games. For teens in 6th-12th grades.

Pool Noodle Unicorns

Friday, April 5, 11:00 a.m. - 5:00 p.m.

Are you obsessed with unicorns? Make a unique unicorn using our craft supplies and a pool noodle!



Create a Chain Reaction

Saturday, April 6, 11:00 a.m. - 4:00 p.m.

Using our kit, set up a course of ramps, hammers, and pendulums, then watch the chain reaction!

Paint a Flower Pot

Sunday, April 7, 11:30 a.m. - 3:30 p.m.

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 & Sunday – 11:00 a.m. – 4:00 p.m.