

Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, February 18, 2025 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- 2024 NYS Annual Report

Old Business

- Library word-of-mouth advertising

President's Report

Secretary's Report

- Review of minutes from January 13, 2025

Treasurer's Report

Director's Report

Friends Report

Village of Castleton Liaison Report

Committee Reports

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

Announcements

Public Comment

Executive Session

Adjourn

Castleton Public Library

Annual Report For Public And Association Libraries - 2024

1. GENERAL LIBRARY INFORMATION

Library / Director Information

[Outline of Major Changes](#)

Please be advised of two improvements that have been implemented:

- The report now saves automatically after every new entry or change.
- Multiple users can now view and edit reports at the same time. When logging in, you will receive a pop-up message notifying you if someone else is also using the report to enable coordination.

Report all information in Part 1 as of December 31, 2024, except for questions related to the current library director/manager (questions 1.37 through 1.44).

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	01/01/2024
1.7	Ending Fiscal Reporting Year	12/31/2024
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2023
1.12	Ending <u>Local</u> 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-ON-HUDSON
1.16	Zip Code	12033
1.17	Mailing Address	85 SOUTH MAIN STREET
1.18	City	CASTLETON-ON-HUDSON
1.19	Zip Code	12033
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(518) 732-0879
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(518) 732-0835
1.22	E-Mail Address (enter M (Missing) if no E-Mail)	director@castletonpubliclibrary.org
1.23	Library Home Page URL (Enter M (Missing) if no home page URL)	http://www.castletonpubliclibrary.org/
1.24	Population Chartered to Serve (per 2020 Census)	1,477
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Village
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does 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

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

1.36a	President/CEO Name	N/A
1.36b	President/CEO Phone Number	N/A
1.36c	President/CEO Email	N/A

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Melissa
1.38	Last Name of Library Director/Manager	Tacke
1.39	NYS Public Librarian Certification Number	25023
1.40	What is the highest education level of the library manager/director?	Master's Degree
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	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	Does the library charge fees for library cards to people residing outside the system's service area?	N

Public Votes / Contracts

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2024? (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

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

1. Name of municipality or district holding the public vote N/A

2. Indicate the type of municipality or district holding the public vote N/A

3. Date the vote was held (mm/dd/2024) 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 appropriation from a public vote: N/A

6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: N/A

6c. Total proposed appropriation (manually sum of 6a and 6b): N/A

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 2024) 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. Y

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

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

Unusual Circumstances

1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49.

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

1. Name of contracting municipality or district Town of Schodack
2. Is this a written contractual agreement? Y
3. Population of the geographic area served by this contract 12,965
4. Dollar amount of contract \$88,000
5. Enter the appropriate code for range of services provided (select one): Full

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

2. LIBRARY COLLECTION

Physical Holdings

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

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

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	2,551
2.2	Adult Non-fiction Books	1,159
2.3	Total Adult Books (Total questions 2.1 & 2.2)	3,710
2.4	Children's Fiction Books	3,416
2.5	Children's Non-fiction Books	624
2.6	Total Children's Books (Total questions 2.4 & 2.5)	4,040
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	7,750

Other Print Materials

2.8	Total Uncataloged Books	0
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2.9	Total Print Serials	10
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	10
2.12	Total Print Materials (Total questions 2.7 and 2.11)	7,760

ALL OTHER MATERIALS

2.13	Audio - Physical Units	168
2.14	Video - Physical Units	1,316
2.15	Other Circulating Physical Items	65
2.16	Total Other Physical Materials (Total questions 2.13 through 2.15)	1,549

Grand Total / Additions to Holdings

2.17	GRAND TOTAL HOLDINGS	9,309
	(Total questions 2.12 and 2.16)	

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18	Cataloged Books	532
2.19	All Other Print Materials	42
2.20	All Other Materials	81
2.21	Total Additions (Total questions 2.18 through 2.20)	655

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2024 calendar year. Please click [here](#) to read general instructions before completing this section.

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

LIBRARY USE

3.1	Library visits (total annual attendance)	11,063
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	ES - Annual Estimate Based on Typical Week(s)
3.2	Registered resident borrowers	464
3.3	Registered non-resident borrowers	802

Please report information on WRITTEN POLICIES as of 12/31/24.

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.

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

Please report information on ACCESSIBILITY as of 12/31/24.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N

3.13 Does the library have large print books? Y

3.14 Does the library have assistive technology for people who are visually impaired or blind? N

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

screen reader, such as JAWS, Windoweyes or NVDA

refreshable Braille commonly referred to as a refreshable Braille display

screen magnification software, such as Zoomtext

electronic scanning and reading software, such as OpenBook

3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)? Y

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

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

Live Program Sessions

- A live program session is any planned event which introduces the group attending to library services or which provides information to participants.
- Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
- Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.
- For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

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

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

3.17a Number of Sessions Targeted at 102
Children Ages 0-5

3.17b Attendance at Sessions Targeted 1,036
at Children Ages 0-5

3.18a Number of Sessions Targeted at 159
Children Ages 6-11

3.18b Attendance at Sessions Targeted 2,410
at Children Ages 6-11

3.19a Number of Sessions Targeted at 13
Young Adults Ages 12-18

3.19b Attendance at Sessions Targeted 237
at Young Adults Ages 12-18

3.20a Number of Sessions Targeted at 110
Adults Age 19 or Older

3.20b Attendance at Sessions Targeted 604
at Adults Age 19 or Older

3.21a Number of General Interest 11
Program Sessions

3.21b Attendance at General Interest 338
Program Sessions

3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	395
3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	4,625
Live Programs Categorized by Venue		
3.24a	Total Live Onsite Program Sessions	373
3.24b	Total Live Onsite Program Attendance	4,154
3.25a	Total Live Offsite Program Sessions	22
3.25b	Total Live Offsite Program Attendance	471
3.26a	Total Live Virtual Program Sessions	0
3.26b	Total Live Virtual Program Attendance	0
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	395
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	4,625
Prerecorded and One-on-One Programs		
3.29	Total Number of Prerecorded Program Presentations	0
3.30	Total Views of Prerecorded Program Presentations within 30 Days	0
3.31	One-on-One Program Sessions	2,030
3.32	Attendance at One-on-One Program Sessions	2,030

- 3.33 Did your library offer teen-led activities during the 2024 calendar year? N
- 3.34a Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library? Yes
- 3.34b Does your library use Facebook for promotion? Yes
- 3.34c Does your library use Instagram for promotion? No
- 3.34d Does your library use Twitter/X for promotion? Yes
- 3.34e Does your library use TikTok for promotion? No

Please report information on SUMMER READING PROGRAMS for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

SUMMER READING PROGRAM

- 3.35 Did the library offer a summer reading program in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y
- 3.36 Library outlets offering the summer reading program 1
- 3.37 Children registered for the library's summer reading program 149
- 3.38 Young adults registered for the library's summer reading program 29
- 3.39 Adults registered for the library's summer reading program 108
- 3.40 **Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)** 286
- 3.41a Children's program sessions - Summer 2024 84

3.41b Children's program attendance - 1,527
Summer 2024

3.42a Young adult program sessions - 6
Summer 2024

3.42b Young adult program attendance 34
- Summer 2024

3.43a Adult program sessions - 21
Summer 2024

3.43b Adult program attendance - 124
Summer 2024

3.44 Total program sessions - 111
Summer 2024 (total 3.41a + 3.42a +
3.43a)

3.45 Total program attendance - 1,685
Summer 2024 (total 3.41b + 3.42b +
3.43b)

3.46 Did the library use the Summer Y
Reading at New York Libraries name
and/or logo?

3.47 Did the library use the Y
Collaborative Summer Library Program
(CSLP) Manual, provided through the
New York State Library?

COLLABORATORS

3.48 Public school district(s) and/or 1
BOCES

3.49 Non-public school(s) 0

3.50 Childcare center(s) 0

3.51 Summer camp(s) 1

3.52 Municipality/Municipalities 2

3.53 Literacy provider(s) 0

3.54 Other (describe using the State 4
note)

3.55 Total Collaborators (total 3.48 8
through 3.54)

Please report information on EARLY LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.57a	Focus on birth - school entry (kindergarten) sessions	0
3.57b	Focus on birth - school entry (kindergarten) attendance	0
3.58a	Focus on parents & caregivers sessions	0
3.58b	Focus on parents & caregivers attendance	0
3.59a	Combined audience sessions	102
3.59b	Combined audience attendance	1,036
3.60	Total Sessions	102
3.61	Total Attendance	1,036
3.62	- Collaborators (check all that apply):	
a.	Childcare center(s)	
b.	Public School District(s) and/or BOCES	
c.	Non-Public School(s)	
d.	Health care providers/agencies	
e.	Other (describe using the State note)	Yes

Adult Literacy

Please report information on ADULT LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N

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 America)

b. Public School District(s) and/or BOCES

c. Non-Public Schools

d. Other (see instructions and describe using Note)

ESOL / Digital Literacy

Please report information on ESOL, for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N

- 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** 0
3.68a + 3.69a + 3.70a)
- 3.72 **Total program attendance (total** 0
3.68b + 3.69b + 3.70b)
- 3.73a One-on-one program sessions
- 3.73b [One-on-one program attendance](#)
- 3.74 - Collaborators (check all that apply):
 - a. Literacy NY (Literacy Volunteers of America)
 - b. Public School District(s) and/or BOCES
 - c. Non-Public School(s)
 - d. Other (describe using the Note)

Please report information on DIGITAL LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

DIGITAL LITERACY

- 3.75 Did the library offer digital literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y
- 3.76a Total group program sessions 2
- 3.76b [Total group program attendance](#) 5
- 3.77a Total one-on-one program sessions 8
- 3.77b [Total one-on-one program attendance](#) 8

4. LIBRARY TRANSACTIONS

Circulation / 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 not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	5,650
4.2	Adult Non-fiction Books	2,579
4.3	Total Adult Books (Total questions 4.1 & 4.2)	8,229
4.4	Children's Fiction Books	10,139
4.5	Children's Non-fiction Books	1,414
4.6	Total Children's Books (Total questions 4.4 & 4.5)	11,553
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	19,782

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	3,111
4.9	Circulation of Children's Other Materials	1,023
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	4,134
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	23,916

- 4.12 As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? No
- 4.13 Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur. Yes

REFERENCE TRANSACTIONS

- | | | |
|-------|---|---|
| 4.14 | Total Reference Transactions | 2,816 |
| 4.14a | Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? | ES - Annual Estimate Based on Typical Week(s) |
| 4.15 | Does the library offer virtual reference? | Y |

Interlibrary Loan / E-Rate

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

- | | | |
|------|--------------------------|-------|
| 4.16 | TOTAL MATERIALS RECEIVED | 9,867 |
|------|--------------------------|-------|

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

- | | | |
|------|--------------------------|-------|
| 4.17 | TOTAL MATERIALS PROVIDED | 4,118 |
|------|--------------------------|-------|

E-RATE

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

5. ELECTRONIC USE

Electronic Holdings

These are new questions added by IMLS that will be required to be answered for the 2025 report, and are voluntary for this year. All questions are simply reformulated methods of gathering data that has been previously required; no new data gathering should be needed by libraries to answer these questions.

For all questions: Answer *Missing* if the answer is unknown

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

Electronic Books

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

5.1 Did the library provide access to Yes
e-books purchased solely by the library?

5.2 Did the library provide access to Yes
e-books purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.3 Did the library provide access to No
e-books provided by the New York State
Library at no or minimal cost to the
library?

Electronic Serials

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

5.4 Did the library provide access to No
e-serials purchased solely by the
library?

5.5 Did the library provide access to Yes
e-serials purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.6 Did the library provide access to No
e-serials provided by the New York
State Library at no or minimal cost to
the library?

Electronic Audio

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

5.7 Did the library provide access to Yes
e-audio purchased solely by the library?

5.8 Did the library provide access to Yes
e-audio purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.9 Did the library provide access to No
e-audio provided by the New York State
Library at no or minimal cost to the
library?

Electronic Video

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

5.10 Did the library provide access to Yes
e-videos purchased solely by the
library?

5.11 Did the library provide access to Yes
e-videos purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level? (Do
not include New York State Library-
provided content here; that should be
entered in 5.12.)

5.12 Did the library provide access to No
e-videos provided by the New York
State Library at no or minimal cost to
the library?

Databases / Online Learning / E-Material Circulation

Research Databases

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

5.13 Did the library provide access to No
research databases purchased solely by
the library?

5.14 Did the library provide access to No
research databases purchased via a
consortium, cooperative, or other
similar group at the local, regional, or
state level?

5.15 Did the library provide access to Yes
research databases provided by the New
York State Library at no or minimal cost
to the library (e.g., NOVELny)?

Online Learning

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

5.16 Did the library provide access to No
online learning platforms purchased
solely by the library?

5.17 Did the library provide access to No
online learning platforms purchased via
a consortium, cooperative, or other
similar group at the local, regional, or
state level?

5.18 Did the library provide access to No
online learning platforms provided by
the New York State Library at no or
minimal cost to the library?

E-Material Circulation

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

5.19 The total circulation of e-books 2,615
during the reporting period

5.20 The total circulation of e-serials 839
during the reporting period.

5.21 The total circulation of e-audio 4,894
during the reporting period

5.22 The total circulation of e-videos 108
during the reporting period.

6. STAFF INFORMATION

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

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

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section. 40

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 0

6.7 Vacant Librarian 1

6.8 Library Specialist/Paraprofessional 0

6.9 Vacant Library Specialist/Paraprofessional 0

6.10 Other Staff 1.63

6.11 Vacant Other Staff 0

6.12 **TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)** 2.63

6.13 **VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)** 1.00

SALARY INFORMATION

6.14 FTE - Library Director (certified) 1

6.15 Salary - Library Director (certified) \$65,500

6.16	FTE - Library Manager (not certified)	0
6.17	Salary - Library Manager (not certified)	\$0
6.18	FTE - Librarian	1
6.19	Salary - Librarian	\$51,000

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2024**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. Y
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. Y
3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. Y
4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. Y
5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. Y
6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. Y

- | | | |
|---|---|---|
| 7. | Is open the minimum standard number of public service hours for population served. (see instructions) | Y |
| 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 community needs, as outlined in the library's long-range plan of service. | | |
| 10. Provides | | |
| 10a. | a circulation system that facilitates access to the local library collection and other library catalogs | Y |
| 10b. | equipment, technology, and internet connectivity to address community needs and facilitate access to information. | Y |
| 11. Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. | | |
| 12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. | | |
| 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 with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. Y

8. PUBLIC SERVICE INFORMATION

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

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

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

PUBLIC SERVICE HOURS - Report hours to two decimal places.

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

8.13 Annual Hours Open - Total 2,600.00
Hours Open (Total questions 8.10
through 8.12)

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

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

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

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

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

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send 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.

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

- | | | |
|-----|-----------------------------------|---|
| 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-ON-HUDSON |
| 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.	Public Service Hours Per Year for This Outlet	2,600
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	26
20.	Enter the appropriate outlet code (select one):	LRF
21.	Who owns this outlet building?	Village
22.	Who owns the land on which this outlet is built?	Village
23.	Indicate the year this outlet was initially constructed	1866
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2019
25.	Square footage of the outlet	1,222
26.	Number of Internet Computers Used by General Public	4
27.	Number of uses (sessions) of public Internet computers per year	231
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Cable

29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	8 Greater than or equal to 15 mbps and less than 25 mbps
30.	Maximum <u>upload</u> speed of connection on the 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	8,501
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	N
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	8400491135
38.	<i>FSCSID</i>	NY0711
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	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, 2024. 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, 2024 to December 31, 2024) 12

NUMBER OF TRUSTEES AND TERMS

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

10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A. 7

10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here. N/A

10.5 What is the **trustee term length, as stated in your library's charter documents (incorporation)**? If a term length is not stated, please explain in a Note. 3 years

10.6 I attest that all trustees participated in trustee education in the last calendar year (2024). If entering No, provide explanation in a Note. Y

BOARD MEMBER SELECTION

10.7 Enter Board Member Selection Code (select one): A - board members are appointed by municipality(ies)

List Officers and Board Members as of February 1 of the CURRENT year.

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) | 2025 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2027 |
| 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. | The date the Oath of Office (mm/dd/yyyy) was taken | 12/26/2024 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 12/26/2024 |
| 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. The date the Oath of Office (mm/dd/yyyy) was taken 01/17/2023
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/17/2023
16. Is this a brand new trustee? N
1. Status Filled
2. First Name of Board Member Ronald
3. Last Name of Board Member Montesi
4. Mailing Address 264 Schodack Drive
5. City Castleton
6. Zip Code (5 digits only) 12033
7. E-mail address montesi3@yahoo.com
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. No

14. The date the Oath of Office (mm/dd/yyyy) was taken 05/30/2024
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 05/30/2024
16. Is this a brand new trustee? Y
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) 2025
11. Term Expires December
12. Term Expires - Year (yyyy) 2027
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. The date the Oath of Office (mm/dd/yyyy) was taken 01/13/2025
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/13/2025
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) 2025
11. Term Expires December
12. Term Expires - Year (yyyy) 2027

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. The date the Oath of Office (mm/dd/yyyy) was taken 01/08/2025

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/08/2025

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, 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.	The date the Oath of Office (mm/dd/yyyy) was taken	12/20/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	12/20/2023
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Shane
3.	Last Name of Board Member	Mitchum
4.	Mailing Address	11 Hudson Street
5.	City	Castleton
6.	Zip Code (5 digits only)	12033
7.	E-mail address	mitchumshane@gmail.com
8.	Office Held or Trustee	President
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. The date the Oath of Office (mm/dd/yyyy) was taken 01/09/2023
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/09/2023
16. Is this a brand new trustee? N

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 [here](#) 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 funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. Y

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

1. Source of Funds Town
2. Name of funding County, Municipality or School District Town of Schodack
3. Amount \$88,000
4. Subject to public vote held in reporting year or in a previous reporting year(s). N
5. Written Contractual Agreement Y
1. Source of Funds Village

2.	Name of funding County, Municipality or School District	Village of Castleton-on-Hudson
3.	Amount	\$10,000
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
1.	Source of Funds	County
2.	Name of funding County, Municipality or School District	Rensselaer County
3.	Amount	\$3,325
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	Y
1.	Source of Funds	School District
2.	Name of funding County, Municipality or School District	Schodack Central School District
3.	Amount	\$159,000
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	N

11.2 **TOTAL LOCAL PUBLIC FUNDS** \$260,325

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$1,637
11.4	Record all Central Library Services Aid monies received from system headquarters	\$0
11.5	Additional State Aid received from the System	\$0
11.6	Federal Aid received from the System	\$0

11.7	Other Cash Grants	\$0
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$1,637

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
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Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0
11.11	Other Federal Aid	\$0
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0

11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0
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OTHER RECEIPTS

11.14	Gifts and Endowments	\$11,789
11.15	Fund Raising	\$0
11.16	Income from Investments	\$335
11.17	Library Charges	\$610
11.18	Other	\$0
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$12,734

11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$274,696
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11.21	BUDGET LOANS	\$0
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Transfers / Grand Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$343,455
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$618,151

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	\$108,733
12.2	Other Staff	\$61,854
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$170,587
12.4	Employee Benefits Expenditures	\$40,293
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$210,880

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$6,629
12.7	Electronic Materials Expenditures	\$6,699
12.8	Other Materials Expenditures	\$4,030
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$17,358

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0
12.11	From Other Funds (71OF)	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$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	Total Repairs (Add Questions 12.13 and 12.14)	\$0
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$0
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$0

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$1,653
12.19	Telecommunications	\$1,122
12.21	Professional & Consultant Fees	\$2,046
12.22	Equipment	\$3,289
12.23	Other Miscellaneous	\$14,126
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$22,236

Contracts / Debt Service / Transfers / Grand Total

12.25 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** \$0

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26 From Local Public Funds (73PF) \$0

12.27 From Other Funds (73OF) \$0

12.28 **Total** (Add Questions 12.26 and 12.27) \$0

Other Loans

12.29 Budget Loans (Principal and Interest) \$0

12.30 Short-Term Loans \$0

12.31 **Total Debt Service** (Add Questions 12.28, 12.29 and 12.30) \$0

12.32 **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31) \$250,474

TRANSFERS

Transfers to Capital Fund

12.33 From Local Public Funds (76PF) \$0

12.34 From Other Funds (76OF) \$0

12.35 **Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8) \$0

12.36 **Transfer to Other Funds** \$0

12.37 **TOTAL TRANSFERS** (Add Questions 12.35 and 12.36) \$0

12.38 **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37) \$250,474

12.39 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2024 \$367,677

12.40 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26) \$618,151

ASSURANCE

12.41 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy). 02/18/2025

FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy) 06/03/2024

12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 01/01/2023-12/31/2023

12.44 Indicate type of audit (select one): Private Accounting Firm

CAPITAL FUND

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

13. CAPITAL FUND RECEIPTS

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

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources \$0

13.2 All Other Revenues from Local Sources \$0

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

STATE AID FOR CAPITAL PROJECTS

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

FEDERAL AID FOR CAPITAL PROJECTS

13.7	TOTAL FEDERAL AID	\$0
------	--------------------------	-----

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$0
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0
13.10	NON-REVENUE RECEIPTS	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$0
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$0

14. CAPITAL FUND DISBURSEMENTS

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

PROJECT EXPENDITURES

14.1	Construction	\$0
14.2	Incidental Construction	\$0
Other Disbursements		
14.3	Purchase of Buildings	\$0
14.4	Interest	\$0

14.5	Collection Expenditures	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9	NON-PROJECT EXPENDITURES	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2024	\$0
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same 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	2.00
16.2	Total Librarians	2.00
16.3	All Other Paid Staff	1.63
16.4	Total Paid Employees	3.63
16.5	State Government Revenue	\$1,637
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$12,734

16.8	Total Operating Revenue	\$274,696
16.9	Other Operating Expenditures	\$22,236
16.10	Total Operating Expenditures	\$250,474
16.11	Total Capital Expenditures	\$0
16.12	Print Materials	7,760
16.12a	Total Physical Items in Collection	9,309
16.13	Circulation of Children's Physical Material	12,576
16.14	Total Registered Borrowers	1,266
16.15	Other Capital Revenue and Receipts	\$0
16.16	Number of Internet Computers Used by General Public	4
16.17	Total Uses (sessions) of Public Internet Computers Per Year	231
16.18	Wireless Sessions	8,501
16.19	Total Capital Revenue	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	8400491135
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	CI
17.4	<i>Administrative Structure Code</i>	SO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	PL1
17.7	<i>FSCS ID</i>	NY0711
17.8	<i>SED CODE</i>	800000056507
17.9	<i>INSTITUTION ID</i>	800000056507

SUGGESTED IMPROVEMENTS

Library Name: CASTLETON PUBLIC LIBRARY

Library System: Upper Hudson Library System

Name of Person Completing Form: Melissa Tacke

Phone Number: (518) 732-0879

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

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

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!

Castleton Public Library Board of Trustees Meeting

Monday, January 13, 2025 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by Vice President Cartwright at 7:08 pm.

Roll Call

Present (physical): Patrick Cartwright, Vice President; Alyssa Mitchum, Treasurer; Colin Strainge, Trustee; Melissa Tacke, Library Director

Present (virtual): Laurie Knaack, Secretary

Absent (excused): Shane Mitchum, President; Ron Montesi, Trustee

Absent: Meghan Johnston, Trustee

Adoption of Agenda

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

Public Comment

None.

New Business

Slate of officers for 2025: The slate of officers remains the same as 2024 and no additional trustees have expressed interest in serving in officer roles for 2025.

The slate presented is as follows:

President - Shane Mitchum

Vice President - Patrick Cartwright

Secretary - Laurie Knaack

Treasurer - Alyssa Mitchum

Trustee Strainge motioned to adopt the slate of officers. Seconded by Trustee A. Mitchum. Unanimously approved.

2024 Annual Report to the Community: Director Tacke shared the one-page Annual Report with trustees. The report highlights metrics such as people served and items loaned, and celebrates the extended opening hours of the library (now 7 rather than 6 days a week, since January 2024). Trustee Strainge motioned to approve the report for distribution to the community. Seconded by Trustee A. Mitchum. Unanimously approved.

Programming & Outreach Coordinator position: Director Tacke proposed granting one week (5 days) of paid vacation time to the staff member in this role, as a gesture of appreciation for excellent work in bridging the transition from a part-time to full-time position. This would allow the Coordinator to take paid vacation sooner, as other vacation time built in to the position is not available until the end of a person's first year in the role. Trustee Strainge motioned to approve granting 5 days of vacation available immediately to the Programming & Outreach Coordinator, with no change to other benefits of the position (remaining vacation time will become available as scheduled and is not reduced or changed). Seconded by Trustee A. Mitchum. Unanimously approved.

Old Business

Revised 2024 budget - final correction: The planned budget has been reconciled with final minor adjustments that occurred in 2024 including adjustments to income and NYS retirement. Trustee Strainge motioned to approve the revised budget. Seconded by Trustee A. Mitchum. Unanimously approved.

Library word-of-mouth advertising: Director Tacke highlighted February events including many activities during the February school break and a collaboration with WMHT to hold a screening on February 13 of their new documentary film *North to New York: The Great Migration in NY's Capital Region*.

Reports

President's Report: None.

Secretary's Report

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

Treasurer's Report

Treasurer A. Mitchum reported that she and Director Tacke have confirmed that in order to ensure all bank balances are protected by FDIC insurance, which covers \$250,000.00 per institution, it is necessary to move some of the library's funds to a second bank. Director Tacke has researched options and recommends a municipal account with 3% interest and free checking available with Bank of Greene County, which has a convenient physical branch and is experienced handling municipal accounts. The library will keep its currently open accounts with Citizens Bank but transfer some of the balance, giving funds at each institution room to grow with interest and deposits while ensuring FDIC protection. Certificates of Deposit at Bank of Greene County were also considered, but have only a slightly higher interest rate while not allowing funds to be withdrawn for a period of 6 months or more, which would significantly increase the complexity of managing the timing and amounts of investment to ensure funds are accessible when needed; therefore, Director Tacke recommends the straightforward option of the municipal account that can be drawn on throughout the year.

Trustee Strainge motioned to establish a Municipal Now account with Bank of Greene County with an initial deposit of \$125,000.00. Seconded by Trustee A. Mitchum. Unanimously approved.

Trustees who perform the duty of signing checks will need to complete paperwork to also serve as check signers for the new bank. Currently, President and Treasurer serve as check signers with Secretary as backup in case a regular signer is unavailable. All have expressed willingness to continue to serve and will complete necessary forms when the Director is ready.

Trustee Strainge motioned to approve the December 2024 Check Detail Reports. Seconded by Trustee Cartwright. Unanimously approved.

Director's Report

Director Tacke presented statistics for December 2024, with a comparison against December of one pre-pandemic year (2019) and several more recent years. There is a trend of increased digital circulation and slight decrease in physical circulation, which the Director reports many other libraries are also seeing; eContent circulation did not peak during COVID-19 limitations on in-person activities but has continued to increase. Overall circulation and cardholder count are up. Comparing against 2023, there is a slight decrease in

programming overall, largely attributable to fewer take-home kits distributed; there is a slight increase in in-person program attendance.

Friends Report

The Friends of the Library are scheduled to reconvene in mid-January.

Village of Castleton Liaison Report

None.

Committee Reports

Finance: Met to make final adjustments to 2024 budget as discussed earlier in the meeting.

Administrative: Did not meet.

Operations/Capital Projects: Did not meet.

Policy: Did not meet.

Long Range Plan Committees:

Marketing & Community Connections: Did not meet.

Library Services & Outreach: Did not meet.

Library Space: Did not meet.

Announcements: Director Tacke will be away from January 14-22 and the Programming & Outreach Coordinator will be the library staff member in charge in the Director's absence.

Public Comment: None.

Executive Session: None.

Adjournment: The meeting was adjourned at 7:37pm.

2:06 PM
02/13/25

The Castleton Public Library
Check Detail
January 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	01/02/2025	Wal-Mart	200.2 · Citizens Checking Account		-73.24
Bill		01/30/2025		7410.4D · Programs	-73.24	73.24
TOTAL					-73.24	73.24
Bill Pmt -Check	DEBIT	01/02/2025	Google LLC	200.2 · Citizens Checking Account		-36.00
Bill	5141268464	01/02/2025		7410.4C · Equipment/Technology	-36.00	36.00
TOTAL					-36.00	36.00
Bill Pmt -Check	DEBIT	01/06/2025	USPS	200.2 · Citizens Checking Account		-4.40
Bill		01/06/2025		7410.4G · Postage	-4.40	4.40
TOTAL					-4.40	4.40
Bill Pmt -Check	DEBIT	01/07/2025	Target	200.2 · Citizens Checking Account		-13.46
Bill		01/07/2025		7410.4D · Programs	-13.46	13.46
TOTAL					-13.46	13.46
Bill Pmt -Check	DEBIT	01/08/2025	USPS	200.2 · Citizens Checking Account		-4.40
Bill		01/08/2025		7410.4G · Postage	-4.40	4.40
TOTAL					-4.40	4.40
Bill Pmt -Check	DEBIT	01/08/2025	Amazon LLC	200.2 · Citizens Checking Account		-23.55
Bill	1118114289...	01/08/2025		7410.4D · Programs	-23.55	23.55
TOTAL					-23.55	23.55
Bill Pmt -Check	DEBIT	01/10/2025	New York State P...	200.2 · Citizens Checking Account		-72.00
Bill	8202541-DF4	01/09/2025		74104B6 · Museum Passes	-72.00	72.00
TOTAL					-72.00	72.00
Bill Pmt -Check	DEBIT	01/14/2025	Amazon LLC	200.2 · Citizens Checking Account		-139.00
Bill	D011159248...	01/14/2025		7410.4B · Library Materials	-139.00	139.00
TOTAL					-139.00	139.00
Bill Pmt -Check	DEBIT	01/24/2025	Honest Weight F...	200.2 · Citizens Checking Account		-107.79
Bill		01/24/2025		7410.4D · Programs	-107.79	107.79
TOTAL					-107.79	107.79
Bill Pmt -Check	DEBIT	01/26/2025	Price Chopper	200.2 · Citizens Checking Account		-15.46
Bill		01/26/2025		7410.4D · Programs	-15.46	15.46
TOTAL					-15.46	15.46

The Castleton Public Library
Check Detail
January 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	01/27/2025	USPS	200.2 · Citizens Checking Account		-13.91
Bill		01/28/2025		7410.4G · Postage	-13.91	13.91
TOTAL					-13.91	13.91
Bill Pmt -Check	DEBIT	01/28/2025	Price Chopper	200.2 · Citizens Checking Account		-40.71
Bill		01/28/2025		7410.4D · Programs	-40.71	40.71
TOTAL					-40.71	40.71
Bill Pmt -Check	DEBIT	01/29/2025	Amazon LLC	200.2 · Citizens Checking Account		-39.98
Bill	11170482-7...	01/29/2025		7410.4D · Programs	-39.98	39.98
TOTAL					-39.98	39.98
Bill Pmt -Check	DEBIT	01/29/2025	Amazon LLC	200.2 · Citizens Checking Account		-144.82
Bill	1119376249...	01/29/2025		7410.4D · Programs 74104B1 · DVDs & Other Materials	-84.94 -59.88	84.94 59.88
TOTAL					-144.82	144.82
Bill Pmt -Check	DEBIT	01/29/2025	Amazon LLC	200.2 · Citizens Checking Account		-17.95
Bill	1111341729...	01/29/2025		7410.4D · Programs	-17.95	17.95
TOTAL					-17.95	17.95
Bill Pmt -Check	DEBIT	01/30/2025	Wal-Mart	200.2 · Citizens Checking Account		-36.43
Bill		01/02/2025		7410.4D · Programs	-36.43	36.43
TOTAL					-36.43	36.43
Bill Pmt -Check	DEBIT	01/30/2025	Target	200.2 · Citizens Checking Account		-31.41
Bill		01/30/2025		7410.4D · Programs	-31.41	31.41
TOTAL					-31.41	31.41
Bill Pmt -Check	3363	01/13/2025	Brodart	200.2 · Citizens Checking Account		-366.42
Bill	MULTIPLE	01/13/2025		74104B3 · Print Materials	-366.42	366.42
TOTAL					-366.42	366.42
Bill Pmt -Check	3364	01/13/2025	Village of Castlet...	200.2 · Citizens Checking Account		-7,313.98
Bill	84621	01/13/2025		7410.1A · Gross wages - Director 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-2,692.30 -4,106.00 -515.68	2,692.30 4,106.00 515.68
TOTAL					-7,313.98	7,313.98

The Castleton Public Library
Check Detail
January 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	3365	01/13/2025	UHLS	200.2 · Citizens Checking Account		-1,047.00
Bill	25-52	01/13/2025		7410.4E · Automated Services	-1,047.00	1,047.00
TOTAL					-1,047.00	1,047.00
Bill Pmt -Check	3366	01/13/2025	UHLS	200.2 · Citizens Checking Account		-702.12
Bill	25-26	01/13/2025		74104B2 · Electronic Content	-702.12	702.12
TOTAL					-702.12	702.12
Bill Pmt -Check	3368	01/13/2025	UHLS	200.2 · Citizens Checking Account		-15.16
Bill	25-03	01/06/2025		7410.4C · Equipment/Technology	-15.16	15.16
TOTAL					-15.16	15.16
Bill Pmt -Check	3667	01/13/2025	UHLS	200.2 · Citizens Checking Account		-872.25
Bill	25-92	01/09/2025		74104B2 · Electronic Content	-872.25	872.25
TOTAL					-872.25	872.25

1:00 PM
02/13/25

The Castleton Public Library
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 01/31/2025

	<u>Jan 31, 25</u>
Beginning Balance	350,708.41
Cleared Transactions	
Checks and Payments - 1 item	-15,000.00
Deposits and Credits - 1 item	29.01
	<u> </u>
Total Cleared Transactions	-14,970.99
	<u> </u>
Cleared Balance	335,737.42
	<u> </u>
Register Balance as of 01/31/2025	335,737.42
	<u> </u>
New Transactions	
Deposits and Credits - 1 item	16,382.18
	<u> </u>
Total New Transactions	16,382.18
	<u> </u>
Ending Balance	352,119.60
	<u> </u>

1:00 PM
02/13/25

The Castleton Public Library
Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 01/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						350,708.41
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	01/13/2025			X	-15,000.00	-15,000.00
Total Checks and Payments					-15,000.00	-15,000.00
Deposits and Credits - 1 item						
Deposit	01/31/2025			X	29.01	29.01
Total Deposits and Credits					29.01	29.01
Total Cleared Transactions					-14,970.99	-14,970.99
Cleared Balance					-14,970.99	335,737.42
Register Balance as of 01/31/2025					-14,970.99	335,737.42
New Transactions						
Deposits and Credits - 1 item						
Deposit	02/13/2025				16,382.18	16,382.18
Total Deposits and Credits					16,382.18	16,382.18
Total New Transactions					16,382.18	16,382.18
Ending Balance					1,411.19	352,119.60

1:29 PM
02/13/25

The Castleton Public Library
Reconciliation Summary

200.2 · Citizens Checking Account, Period Ending 01/31/2025

	<u>Jan 31, 25</u>
Beginning Balance	33,318.15
Cleared Transactions	
Checks and Payments - 30 items	-35,031.04
Deposits and Credits - 1 item	<u>15,000.00</u>
Total Cleared Transactions	<u>-20,031.04</u>
Cleared Balance	<u><u>13,287.11</u></u>
Register Balance as of 01/31/2025	13,287.11
Ending Balance	13,287.11

1:29 PM

02/13/25

**The Castleton Public Library
Reconciliation Detail**

200.2 · Citizens Checking Account, Period Ending 01/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						33,318.15
Cleared Transactions						
Checks and Payments - 30 items						
Bill Pmt -Check	12/26/2024	3357	Altamont Free Library	X	-10.00	-10.00
Bill Pmt -Check	12/30/2024	3360	Village of Castleton-...	X	-7,495.93	-7,505.93
Bill Pmt -Check	12/30/2024	3359	Village of Castleton-...	X	-5,866.72	-13,372.65
Bill Pmt -Check	12/30/2024	3356	Village of Castleton-...	X	-5,194.28	-18,566.93
Bill Pmt -Check	12/30/2024	3358	Village of Castleton-...	X	-5,035.91	-23,602.84
Bill Pmt -Check	12/30/2024	3361	Village of Castleton-...	X	-101.85	-23,704.69
Bill Pmt -Check	12/31/2024	3362	Brodart	X	-194.91	-23,899.60
Bill Pmt -Check	01/02/2025	DEBIT	Wal-Mart	X	-73.24	-23,972.84
Bill Pmt -Check	01/02/2025	DEBIT	Google LLC	X	-36.00	-24,008.84
Bill Pmt -Check	01/06/2025	DEBIT	USPS	X	-4.40	-24,013.24
Bill Pmt -Check	01/07/2025	DEBIT	Target	X	-13.46	-24,026.70
Bill Pmt -Check	01/08/2025	DEBIT	Amazon LLC	X	-23.55	-24,050.25
Bill Pmt -Check	01/08/2025	DEBIT	USPS	X	-4.40	-24,054.65
Bill Pmt -Check	01/10/2025	DEBIT	New York State Parks	X	-72.00	-24,126.65
Bill Pmt -Check	01/13/2025	3364	Village of Castleton-...	X	-7,313.98	-31,440.63
Bill Pmt -Check	01/13/2025	3365	UHLS	X	-1,047.00	-32,487.63
Bill Pmt -Check	01/13/2025	3667	UHLS	X	-872.25	-33,359.88
Bill Pmt -Check	01/13/2025	3366	UHLS	X	-702.12	-34,062.00
Bill Pmt -Check	01/13/2025	3363	Brodart	X	-366.42	-34,428.42
Bill Pmt -Check	01/13/2025	3368	UHLS	X	-15.16	-34,443.58
Bill Pmt -Check	01/14/2025	DEBIT	Amazon LLC	X	-139.00	-34,582.58
Bill Pmt -Check	01/24/2025	DEBIT	Honest Weight Food...	X	-107.79	-34,690.37
Bill Pmt -Check	01/26/2025	DEBIT	Price Chopper	X	-15.46	-34,705.83
Bill Pmt -Check	01/27/2025	DEBIT	USPS	X	-13.91	-34,719.74
Bill Pmt -Check	01/28/2025	DEBIT	Price Chopper	X	-40.71	-34,760.45
Bill Pmt -Check	01/29/2025	DEBIT	Amazon LLC	X	-144.82	-34,905.27
Bill Pmt -Check	01/29/2025	DEBIT	Amazon LLC	X	-39.98	-34,945.25
Bill Pmt -Check	01/29/2025	DEBIT	Amazon LLC	X	-17.95	-34,963.20
Bill Pmt -Check	01/30/2025	DEBIT	Wal-Mart	X	-36.43	-34,999.63
Bill Pmt -Check	01/30/2025	DEBIT	Target	X	-31.41	-35,031.04
Total Checks and Payments					-35,031.04	-35,031.04
Deposits and Credits - 1 item						
Transfer	01/13/2025			X	15,000.00	15,000.00
Total Deposits and Credits					15,000.00	15,000.00
Total Cleared Transactions					-20,031.04	-20,031.04
Cleared Balance					-20,031.04	13,287.11
Register Balance as of 01/31/2025					-20,031.04	13,287.11
Ending Balance					-20,031.04	13,287.11

The Castleton Public Library
Profit & Loss Budget vs. Actual

January 2025

	Jan 25	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
2082 · Library Charges			
2082.1 · Library Fines & Fees			
2082.11 · Fines	0.00	0.00	0.00
2082.12 · Lost Books	0.00	0.00	0.00
2082.13 · Copies, Prints and Faxes	0.00	0.00	0.00
2082.14 · Register Overage/Shortage	0.00	0.00	0.00
2082.19 · Other Fines & Fees	0.00	0.00	0.00
Total 2082.1 · Library Fines & Fees	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total 2082 · Library Charges	0.00	0.00	0.00
2360 · Intergovernmental Revenues			
2360.4 · Taxes - SCSD	0.00	159,000.00	-159,000.00
2360.1 · Town of Schodack	0.00	92,500.00	-92,500.00
2360.2 · Village of Castleton	0.00	10,000.00	-10,000.00
2360.3 · Rensselaer County	0.00	3,325.00	-3,325.00
Total 2360 · Intergovernmental Revenues	0.00	264,825.00	-264,825.00
2401 · Interest & Earnings	29.01	240.00	-210.99
2705 · Gifts & Donations			
2705.1 · Friend's SRP	0.00	1,000.00	-1,000.00
2705 · Gifts & Donations - Other	0.00	8,100.00	-8,100.00
Total 2705 · Gifts & Donations	0.00	9,100.00	-9,100.00
2760 · Library System Grants			
2760.3 · Grants - Library Renovation	0.00	16,095.00	-16,095.00
2760.1 · LLSA and ERATE (UHLS)	0.00	1,490.00	-1,490.00
2760.9 · Grants - Other	0.00	4,000.00	-4,000.00
Total 2760 · Library System Grants	0.00	21,585.00	-21,585.00
599 · Appropriated Fund Balance	0.00	22,706.00	-22,706.00
Total Income	<u>29.01</u>	<u>318,456.00</u>	<u>-318,426.99</u>
Gross Profit	29.01	318,456.00	-318,426.99
Expense			
7410.1 · Personal Services			
7410.11 · Employee Gross Wages			
7410.1A · Gross wages - Director	2,692.30	70,000.00	-67,307.70
7410.1B · Gross wages - Librarian	0.00	8,820.00	-8,820.00
7410.1C · Gross wages - Assistant	4,106.00	122,050.00	-117,944.00
Total 7410.11 · Employee Gross Wages	<u>6,798.30</u>	<u>200,870.00</u>	<u>-194,071.70</u>
Total 7410.1 · Personal Services	6,798.30	200,870.00	-194,071.70
7410.2 · Equipment & Capital Outlay			
7410.2A · Renovation of Library Space	0.00	21,460.00	-21,460.00
Total 7410.2 · Equipment & Capital Outlay	0.00	21,460.00	-21,460.00
7410.4 · Contractual Expenses			
7410.4B · Library Materials			
74104B6 · Museum Passes	72.00	1,850.00	-1,778.00
74104B5 · Magazines and Newspapers	0.00	200.00	-200.00
74104B4 · Audiobooks	0.00	0.00	0.00
74104B3 · Print Materials	366.42	11,700.00	-11,333.58

The Castleton Public Library
Profit & Loss Budget vs. Actual

January 2025

	Jan 25	Budget	\$ Over Budget
74104B2 · Electronic Content	1,574.37	7,900.00	-6,325.63
74104B1 · DVDs & Other Materials	59.88	1,491.00	-1,431.12
7410.4B · Library Materials - Other	139.00	1,200.00	-1,061.00
Total 7410.4B · Library Materials	2,211.67	24,341.00	-22,129.33
7410.4C · Equipment/Technology	51.16	2,250.00	-2,198.84
7410.4D · Programs			
74104D1 · Summer Reading Program	0.00	5,200.00	-5,200.00
7410.4D · Programs - Other	484.92	4,500.00	-4,015.08
Total 7410.4D · Programs	484.92	9,700.00	-9,215.08
7410.41 · Operations and Administrative			
7410.4A · Staff Development/Edu	0.00	950.00	-950.00
7410.4E · Automated Services	1,047.00	4,190.00	-3,143.00
7410.4G · Postage	22.71	600.00	-577.29
7410.4H · Telephone/Data Links	0.00	1,250.00	-1,250.00
7410.4I · Insurance	0.00	3,070.00	-3,070.00
7410.4F · Office and Library Supplies	0.00	1,300.00	-1,300.00
7410.4J · Professional Services	0.00	550.00	-550.00
Total 7410.41 · Operations and Administrative	1,069.71	11,910.00	-10,840.29
7410.4K · Miscellaneous			
7410.4L · Strategic Planning - Survey	0.00	0.00	0.00
7410.4K · Miscellaneous - Other	0.00	30.00	-30.00
Total 7410.4K · Miscellaneous	0.00	30.00	-30.00
Total 7410.4 · Contractual Expenses	3,817.46	48,231.00	-44,413.54
9000 · Employee - Benefits			
9010.8 · NYS Retirement	0.00	8,100.00	-8,100.00
9030.8 · Social Security/Medicare	515.68	14,500.00	-13,984.32
9040.8 · Workers Comp	0.00	900.00	-900.00
9055.8 · Disability	0.00	500.00	-500.00
9060.8 · Health Insurance			
9060.81 · HRA Funding	0.00	3,000.00	-3,000.00
9060.8 · Health Insurance - Other	0.00	20,895.00	-20,895.00
Total 9060.8 · Health Insurance	0.00	23,895.00	-23,895.00
Total 9000 · Employee - Benefits	515.68	47,895.00	-47,379.32
Total Expense	11,131.44	318,456.00	-307,324.56
Net Ordinary Income	-11,102.43	0.00	-11,102.43
Net Income	-11,102.43	0.00	-11,102.43

The Castleton Public Library
Profit & Loss
 January 2025

	<u>Jan 25</u>
Ordinary Income/Expense	
Income	
2401 · Interest & Earnings	29.01
Total Income	<u>29.01</u>
Gross Profit	29.01
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	2,692.30
7410.1C · Gross wages - Assistant	4,106.00
Total 7410.11 · Employee Gross Wages	<u>6,798.30</u>
Total 7410.1 · Personal Services	6,798.30
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B6 · Museum Passes	72.00
74104B3 · Print Materials	366.42
74104B2 · Electronic Content	1,574.37
74104B1 · DVDs & Other Materials	59.88
7410.4B · Library Materials - Other	<u>139.00</u>
Total 7410.4B · Library Materials	2,211.67
7410.4C · Equipment/Technology	51.16
7410.4D · Programs	484.92
7410.41 · Operations and Administrative	
7410.4E · Automated Services	1,047.00
7410.4G · Postage	<u>22.71</u>
Total 7410.41 · Operations and Administrative	1,069.71
Total 7410.4 · Contractual Expenses	3,817.46
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	<u>515.68</u>
Total 9000 · Employee - Benefits	515.68
Total Expense	<u>11,131.44</u>
Net Ordinary Income	<u>-11,102.43</u>
Net Income	<u><u>-11,102.43</u></u>

The Castleton Public Library
Balance Sheet
As of January 31, 2025

	<u>Jan 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	335,737.42
200.2 · Citizens Checking Account	13,287.11
200.9 · Petty Cash	50.00
Total Checking/Savings	<u>349,074.53</u>
Other Current Assets	
395 · Deposits with Other Government	7,500.00
Total Other Current Assets	<u>7,500.00</u>
Total Current Assets	<u>356,574.53</u>
TOTAL ASSETS	<u>356,574.53</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
600 · Accounts Payable	-0.02
Total Accounts Payable	<u>-0.02</u>
Other Current Liabilities	
631 · Due To Other Government	159,000.00
Total Other Current Liabilities	<u>159,000.00</u>
Total Current Liabilities	<u>158,999.98</u>
Total Liabilities	158,999.98
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	203,603.98
Net Income	-11,102.43
Total Equity	<u>197,574.55</u>
TOTAL LIABILITIES & EQUITY	<u>356,574.53</u>

Director's Report – February 2025

January 2025 – Usage Statistics in Comparison

	January 2025	January 2024	% Change, 2025 vs. 2024
Circulation			
Circulation of materials at CPL	1,618	1,754	-7.8%
Items loaned to other libraries	336	426	-21.1%
Items borrowed from other libraries	651	790	-17.6%
eContent circulation	914	754	+21.2%
Total circulation (physical & digital)	2,532	2,508	+1%
Programming			
Number of programs offered	25	23	+8.7%
Program attendance – in-person	244	145	+68.3%
Program attendance – kits*	122	132	-7.6%
Total program attendance	366	277	+32.1%
Public Computer Use			
Public Computer Sessions	34	23	+47.8%
WiFi Use – daily unique users	677 (10.64 GB)	543 (7.35 GB)	+24.7%
WiFi Hotspot Use	274.07 GB	42.74 GB	+541.2%
Marketing Reach			
Website visits	881	1,069	-17.6%
Website unique visitors	420	540	-22.2%
Email newsletter list size	1,738	1,667	+4.3%
Facebook page followers	1,570	1,418	+10.7%
Facebook total reach	10,740	5,705	+88.3%
* = The number of kits distributed through 1/31 is used for the attendance number.			

Programs – January

1/1/2025	T&M: Egg Carton Caterpillars	122
1/2/2025	Learn & Play Storytime	5
1/5/2025	Candy Sushi	24
1/6/2025	After Dinner Book Club	4
1/7/2025	Castle Hill Bookmobile	8
1/7/2025	Pajama Storytime	0
1/8/2025	Open Mic Night	12
1/9/2025	Learn & Play Storytime	13
1/10/2025	STEAM Lab: Salt Painting	32
1/11/2025	Little Ones Playtime	0
1/12/2025	Little Ones Playtime	2
1/14/2025	Pajama Storytime	0
1/15/2025	Afternoon Book Club	8
1/16/2025	Learn & Play Storytime	16

1/18/2025	Design A Wooden Bookmark	23
1/21/2025	Pajama Storytime	2
1/22/2025	Memoir Writing for Adults	6
1/23/2025	Learn & Play Storytime	9
1/23/2025	Computer Help	1
1/25/2025	Legomania	10
1/26/2025	Legomania	4
1/26/2025	The World of Tea	10
1/28/2025	Pajama Storytime	0
1/29/2025	Kids Cook Around the World: Vegetable Dumplings	37
1/30/2025	Learn & Play Storytime	18
	Month total	366

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

- January 9 – Meeting with Schodack Island State Park staff re: 2025 collaborations
- January 15 – “Building Community: Strategies for Coming Together” webinar
- January 22 – “Engaging Play: Low-Cost Ways for Libraries and Cultural Institutions to Engage Communities” webinar
- January 30 – Meeting with Director re: Summer Reading Program planning

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

- January 7 – Meeting with reps from Bank of Greene County re: account options
- January 7 – Bookmobile at Castle Hill Senior Housing
- January 9 – Meeting with Schodack Island State Park staff re: 2025 collaborations
- January 10 – UHLS Directors Association meeting (virtual meeting)
- January 24 – “New Laws in the New Year” webinar
- January 27 – UHLS eContent Advisory Committee meeting (virtual meeting)
- January 28 – New York Library Association (NYLA) Continuing Education Committee meeting (virtual meeting)
- January 30 – Meeting with Programming & Outreach Coordinator re: Summer Reading Program planning



Classes and Events at Castleton Public Library

March 2025

Weekly Events



Learn & Play Storytime

Thursdays at 10:30 a.m. March 6, 13, 20, 27.

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

Other Events



Take & Make Craft Kit: Fruit Loop Rainbow

Pick up anytime from Sunday, March 2 through Saturday, March 29.

Design a tasty 3D rainbow using only three "ingredients"!



After Dinner Book Club – *Wandering Stars* by Tommy Orange

Monday, March 3, 7:00 p.m.

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



Bingo Night for Kids and Teens

Tuesday, March 4, 6:00 p.m.

Recommended for kids age 5 and up. Play Bingo at the library! Learn number and focus skills with the chance to win cool prizes! The game starts at 6:00 p.m.; we'll see you there!



Drop-In Tech Help

Thursday, March 6, 12:00 – 5:00 p.m.

Stop in anytime with tech questions that our on-site tech guru can help to answer.



Little Ones Playtime

Saturday & Sunday, March 8-9, 11:00 a.m. – 4:00 p.m.

Little ones ages birth to 5 years are invited to drop in any time on Saturday or Sunday to play with a special assortment of fun toys geared toward young children.



Open Mic Night

Wednesday, March 12, 6:00 p.m.

Musicians and poets - come share your talents! All ages welcome to perform and to watch.



Online Safety for Adults

Thursday, March 13, 3:00 p.m.

Our digital footprint is growing as we become more and more online. While it is convenient to pay bills online and book doctor's appointments, it also leaves our personal information more vulnerable to fraudsters and data brokers. Join NYS Division of Consumer Protection to learn how to minimize your digital footprint and protect your data when interacting online.



STEAM Lab: Rainbow in a Jar

Friday, March 14 – Every hour on the hour from 11:00 a.m. to 3:00 p.m.

Starts every hour on the hour. Learn about the colors of the rainbow and water density in this fun experiment!



Build with Cardboard Bricks

Saturday & Sunday, March 15-16, 11:00 a.m. – 4:00 p.m.

See what you can create out of our large cardboard bricks that are perfect for building!



Afternoon Book Club

Afternoon Book Club – *Rough Sleepers* by Tracy Kidder

Wednesday, March 19, 1:00 p.m.

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



Friends of CPL Meeting

Wednesday, March 19, 6:00 p.m.

Are you interested in helping to raise funds for the library? Join the Friends! All are welcome.



Kids Cook Around the World: German Chocolate Cake

Thursday, March 20, 2:30 – 5:30 p.m.

Who doesn't love chocolate? Join us for a treat, a new passport stamp, and a surprising origin story.



Coloring and Conversations for Adults

Friday, March 21, 3:00 - 6:00 p.m.

Adults -- drop in for a relaxing coloring experience with light refreshments, music, and new friends!



Saturday Stories

Saturday Stories

Saturday, March 22, 11:30 a.m.

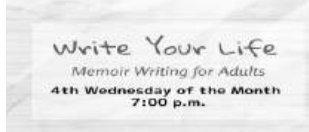
Stop by for a weekend storytime and activity geared toward families with young children (ages birth-8) featuring crafts, music and movement, books, and fun!



Career Day: School Librarian

Tuesday, March 25, 6:00 p.m.

This monthly series highlights all types of professions to offer an educational opportunity to kids and teens about potential future careers! This month, we'll hear from School Librarian Stacey Rattner.



Write Your Life: Memoir Writing for Adults

Wednesday, March 26, 7:00 p.m.

Learn tips and techniques for writing memoir and creative nonfiction in this workshop-style class!



Emoji Pillows

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

Create and decorate your own special emoji pillow! Recommended for ages 5 and up.



A Talk on Sustainability with Author Trent Romer

Wednesday, April 2, 6:00 p.m.

Join us for a talk with Trent Romer, author of *Finding Sustainability* and *This is Our Home*. Romer has traveled extensively to learn about and apply sustainability in his professional and personal life. He will share insight on his findings and realistic ideas we can all implement in our journey to sustainability.



After Dinner Book Club

After Dinner Book Club – *Animal, Vegetable, Junk* by Mark Bittman

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

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

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.