

Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, January 16, 2024 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- Slate of officers for 2024
- Hire of Librarian I for Programming and Outreach
- 2023 Annual Report to the Community

Old Business

- Board self-evaluation
- Director evaluation
- Trustee recruitment
- Follow-up on Racial Equity Training
- Library word-of-mouth advertising

President's Report

Secretary's Report

- Review of minutes from December 18, 2023

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

Adjourn



Castleton Public Library 2023 Annual Report



31,933 Items Loaned

61% - Print Books & Magazines
24% - eBooks & eAudiobooks
12% - DVDs
1.5% - CD Audiobooks & Music
1.5% - Miscellaneous

In May 2023, Voters in the Schodack Central School District approved a tax levy of \$159,000 to fund the library for 2024. Thank you for your support!

6,651 People Attended 405 Library Events & Classes

2,054 Take-Home Kits Distributed
4,597 Attended Events & Classes



8,009 Uses of Library WiFi



12,414 People Served

10,220 In-Library Visits
700 People Served via Outreach
1,494 eContent Borrowers

New Events and Initiatives Established in 2023

- Partnered with the Town of Schodack to establish a StoryWalk at Schodack Town Park.
- With feedback received from the public through a community survey and focus group, CPL's Board of Trustees created a Long-Range Plan for the library for 2023-2026.

Castleton Public Library Board of Trustees Meeting

Monday, December 18, 2023 Minutes

Welcome/Pledge of Allegiance

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

Roll Call

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

Absent: Meghan Johnston, Trustee; Kate Bielawa, Trustee

Excused: none

Adoption of Agenda

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

Public Comment

None.

New Business

2023 revised budget: Trustees reviewed the final expenses for 2023. Trustee Cartwright motioned to approve the 2023 revised budget. Seconded by Trustee Strainge. Unanimously approved.

2024 staff pay rates: Director Tacke shared pay rates effective 1/1/2024. Trustee Cartwright motioned to approve the 2024 wage increases for library staff. Seconded by Trustee Strainge. Unanimously approved.

Policy update – Personnel Policy: The Policy Committee worked with Director Tacke to review and revise the personnel policy. Changes include refining definitions of each employee position, defining responsibilities for the new full-time Librarian I position, updating guidelines for remote work, updating holidays and vacation accrual, and clarifying leave procedures including sick leave and jury duty. Conditional upon the addition of a sentence on the first page to indicate that the policy will be reviewed annually, Trustee Cartwright motioned to approve the Personnel Policy. Seconded by Trustee Strainge. Unanimously approved.

Hours of operation: Library hours will be changing to 11am-4pm on Saturday and Sunday (no change to weekday hours). Trustee Cartwright motioned to approve the 2024 hours. Seconded by Trustee Strainge. Unanimously approved.

Hire of Library Aide: Trustee Strainge motioned to approve the hire and pay rate of a Library Aide to begin work 1/6/2024. Seconded by Trustee Cartwright. Unanimously approved.

Tax cap resolution re: May 2023 vote: Trustee Cartwright motioned to approve the Resolution to Override Tax Cap – 2024 Budget. Seconded by Trustee Strainge. Unanimously approved. The text follows:

Resolution to Override Tax Cap -- 2024 Budget (pertains to vote held in May 2023)

Whereas, the adoption of the 2024 budget for the Castleton Public Library required a tax levy increase that exceeded the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members;

now therefore be it

Resolved, that the Board of Trustees of the Castleton Public Library voted and approved to exceed the tax levy limit for 2024 by at least the sixty percent of the Board of Trustees as required by state law on 12/18/2023.

Discussion of slate of officers for Annual Meeting (January 16, 2024): Trustees discussed remaining with the same slate of officers for 2024.

Board self-evaluation and Director evaluation: Director Tacke will send the evaluation forms electronically to trustees. The board will submit evaluations to President Mitchum by January 12.

Old Business

2024 budget: Trustee Cartwright motioned to approve the 2024 Budget. Seconded by Trustee Strainge. Unanimously approved.

Village of Castleton – Sunday library hours: The Village and Library are in agreement on Sunday hours and the Village plans to approve an addendum to the Library's lease to clarify winter shoveling procedure.

Follow-up on Racial Equity Training: The board discussed retaining this item on the agenda and plans to set action items at the January meeting so that committees can meet before February.

Library word-of-mouth advertising: Promote Sunday hours starting January 2024!

Reports

President's Report

No report.

Secretary's Report

Trustee Strainge motioned to approve the November 2023 meeting minutes. Seconded by Trustee A. Mitchum. Unanimously approved.

Treasurer's Report

Trustee Cartwright motioned to approve the November 2023 Check Detail Reports. Seconded by Trustee Knaack. Unanimously approved.

Director's Report

Director Tacke presented statistics for November, with a comparison against previous years. Circulation and total program attendance continues to be up since 2021, with a significant increase in in-person program attendance.

Friends Report

The Friends of the Library will meet in January to set their fundraising calendar for 2024.

Village of Castleton Liaison Report

No report.

Committee Reports

Finance: did not meet.

Administrative: did not meet.

Operations/Capital Projects: did not meet.

Policy: reviewed Personnel Policy (discussed above).

Long Range Plan Committees:

Marketing & Community Connections: did not meet.

Library Services & Outreach: did not meet.

Library Space: did not meet.

Announcements

None.

Public Comment

None.

Executive Session

None.

Adjournment

The meeting was adjourned at 8:04 pm.

2:49 PM
01/08/24

The Castleton Public Library

Check Detail

December 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	12/01/2023	Google LLC	200.2 · Citizens Checking Account		-30.00
Bill	4858147687	12/01/2023		7410.4C · Equipment/Technology	-30.00	30.00
TOTAL					-30.00	30.00
Bill Pmt -Check	DEBIT	12/05/2023	USPS	200.2 · Citizens Checking Account		-8.15
Bill		12/05/2023		7410.4G · Postage	-8.15	8.15
TOTAL					-8.15	8.15
Bill Pmt -Check	DEBIT	12/08/2023	Amazon LLC	200.2 · Citizens Checking Account		-19.96
Bill	1144776996...	12/08/2023		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	DEBIT	12/11/2023	Amazon LLC	200.2 · Citizens Checking Account		-76.87
Bill	1148561187...	12/11/2023		74104B1 · DVDs & Other Materials	-76.87	76.87
TOTAL					-76.87	76.87
Bill Pmt -Check	DEBIT	12/12/2023	Wal-Mart	200.2 · Citizens Checking Account		-45.69
Bill		12/12/2023		7410.4D · Programs	-45.69	45.69
TOTAL					-45.69	45.69
Bill Pmt -Check	DEBIT	12/12/2023	Amazon LLC	200.2 · Citizens Checking Account		-39.99
Bill	1148550216...	12/12/2023		7410.4F · Office and Library Supplies	-39.99	39.99
TOTAL					-39.99	39.99
Bill Pmt -Check	DEBIT	12/15/2023	USPS	200.2 · Citizens Checking Account		-11.16
Bill		12/15/2023		7410.4G · Postage	-11.16	11.16
TOTAL					-11.16	11.16
Bill Pmt -Check	DEBIT	12/20/2023	USPS	200.2 · Citizens Checking Account		-3.72
Bill		12/20/2023		7410.4G · Postage	-3.72	3.72
TOTAL					-3.72	3.72
Bill Pmt -Check	DEBIT	12/20/2023	Amazon LLC	200.2 · Citizens Checking Account		-17.96
Bill	1148561187...	12/20/2023		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96
Bill Pmt -Check	3212	12/01/2023	T-Mobile	200.2 · Citizens Checking Account		-86.10
Bill		12/01/2023		7410.4C · Equipment/Technology	-28.70	28.70
				7410.4B · Library Materials	-57.40	57.40
TOTAL					-86.10	86.10

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The Castleton Public Library
Check Detail

December 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	3213	12/11/2023	Village of Castlet...	200.2 · Citizens Checking Account		-5,190.91
Bill	84526	12/04/2023		7410.1A · Gross wages - Director	-2,423.07	2,423.07
				7410.1B · Gross wages - Librarian	-783.34	783.34
				7410.1C · Gross wages - Assistant	-1,618.68	1,618.68
				9030.8 · Social Security/Medicare	-365.82	365.82
TOTAL					-5,190.91	5,190.91
Bill Pmt -Check	3214	12/12/2023	Charter Commun...	200.2 · Citizens Checking Account		-97.40
Bill	1443984011...	12/07/2023		7410.4H · Telephone/Data Links	-97.40	97.40
TOTAL					-97.40	97.40
Bill Pmt -Check	3215	12/13/2023	UHLS	200.2 · Citizens Checking Account		-47.00
Bill	23-535	12/13/2023		74104B5 · Magazines and Newspapers	-47.00	47.00
TOTAL					-47.00	47.00
Bill Pmt -Check	3216	12/15/2023	Repeat Business...	200.2 · Citizens Checking Account		-233.93
Bill	957735	12/14/2023		7410.4C · Equipment/Technology	-233.93	233.93
TOTAL					-233.93	233.93
Bill Pmt -Check	3217	12/18/2023	Brodart	200.2 · Citizens Checking Account		-209.16
Bill	MULTIPLE	12/18/2023		74104B3 · Print Materials	-209.16	209.16
TOTAL					-209.16	209.16
Bill Pmt -Check	3218	12/18/2023	Village of Castlet...	200.2 · Citizens Checking Account		-193.42
Bill	84529	12/14/2023		9040.8 · Workers Comp	-193.42	193.42
TOTAL					-193.42	193.42
Bill Pmt -Check	3219	12/18/2023	Village of Castlet...	200.2 · Citizens Checking Account		-6,811.95
Bill	84530	12/14/2023		9010.8 · NYS Retirement	-6,811.95	6,811.95
TOTAL					-6,811.95	6,811.95
Bill Pmt -Check	3220	12/18/2023	Village of Castlet...	200.2 · Citizens Checking Account		-776.30
Bill	84528	12/14/2023		9060.8 · Health Insurance	-776.30	776.30
TOTAL					-776.30	776.30
Bill Pmt -Check	3221	12/18/2023	Village of Castlet...	200.2 · Citizens Checking Account		-5,371.14
Bill	84527	12/18/2023		7410.1A · Gross wages - Director	-2,423.07	2,423.07
				7410.1B · Gross wages - Librarian	-905.19	905.19
				7410.1C · Gross wages - Assistant	-1,664.25	1,664.25
				9030.8 · Social Security/Medicare	-378.63	378.63
TOTAL					-5,371.14	5,371.14

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The Castleton Public Library
Check Detail
December 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	3222	12/30/2023	Village of Castlet...	200.2 · Citizens Checking Account		-90.35
Bill	84532	12/26/2023		9055.8 · Disability	-90.35	90.35
TOTAL					-90.35	90.35
Bill Pmt -Check	3223	12/30/2023	Brodart	200.2 · Citizens Checking Account		-203.06
Bill	MULTIPLE	12/21/2023		74104B3 · Print Materials	-203.06	203.06
TOTAL					-203.06	203.06
Bill Pmt -Check	3225	12/30/2023	T-Mobile	200.2 · Citizens Checking Account		-86.10
Bill		12/23/2023		7410.4C · Equipment/Technology	-28.70	28.70
				7410.4B · Library Materials	-57.40	57.40
TOTAL					-86.10	86.10

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The Castleton Public Library
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 12/31/2023

	<u>Dec 31, 23</u>
Beginning Balance	176,922.63
Cleared Transactions	
Checks and Payments - 1 item	-20,000.00
Deposits and Credits - 3 items	<u>159,090.25</u>
Total Cleared Transactions	<u>139,090.25</u>
Cleared Balance	<u>316,012.88</u>
Register Balance as of 12/31/2023	316,012.88
Ending Balance	316,012.88

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The Castleton Public Library
Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 12/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						176,922.63
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	12/18/2023			X	-20,000.00	-20,000.00
Total Checks and Payments					-20,000.00	-20,000.00
Deposits and Credits - 3 items						
Deposit	12/04/2023			X	159,000.00	159,000.00
Deposit	12/26/2023			X	25.20	159,025.20
Deposit	12/31/2023			X	65.05	159,090.25
Total Deposits and Credits					159,090.25	159,090.25
Total Cleared Transactions					139,090.25	139,090.25
Cleared Balance					139,090.25	316,012.88
Register Balance as of 12/31/2023					139,090.25	316,012.88
Ending Balance					139,090.25	316,012.88

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The Castleton Public Library
Reconciliation Summary

200.2 - Citizens Checking Account, Period Ending 12/31/2023

	<u>Dec 31, 23</u>
Beginning Balance	27,948.89
Cleared Transactions	
Checks and Payments - 20 items	-24,190.51
Deposits and Credits - 1 item	20,000.00
	<u> </u>
Total Cleared Transactions	-4,190.51
	<u> </u>
Cleared Balance	23,758.38
	<u> </u>
Uncleared Transactions	
Checks and Payments - 6 items	-1,366.23
	<u> </u>
Total Uncleared Transactions	-1,366.23
	<u> </u>
Register Balance as of 12/31/2023	22,392.15
	<u> </u>
Ending Balance	22,392.15

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The Castleton Public Library

Reconciliation Detail

200.2 - Citizens Checking Account, Period Ending 12/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						27,948.89
Cleared Transactions						
Checks and Payments - 20 items						
Bill Pmt -Check	11/27/2023	3210	Village of Castleton-...	X	-5,331.24	-5,331.24
Bill Pmt -Check	11/27/2023	3209	Brodart	X	-358.18	-5,689.42
Bill Pmt -Check	11/27/2023	3211	MiSci	X	-200.00	-5,889.42
Bill Pmt -Check	12/01/2023	3212	T-Mobile	X	-86.10	-5,975.52
Bill Pmt -Check	12/01/2023	DEBIT	Google LLC	X	-30.00	-6,005.52
Bill Pmt -Check	12/05/2023	DEBIT	USPS	X	-8.15	-6,013.67
Bill Pmt -Check	12/08/2023	DEBIT	Amazon LLC	X	-19.96	-6,033.63
Bill Pmt -Check	12/11/2023	3213	Village of Castleton-...	X	-5,190.91	-11,224.54
Bill Pmt -Check	12/11/2023	DEBIT	Amazon LLC	X	-76.87	-11,301.41
Bill Pmt -Check	12/12/2023	3214	Charter Communicat...	X	-97.40	-11,398.81
Bill Pmt -Check	12/12/2023	DEBIT	Wal-Mart	X	-45.69	-11,444.50
Bill Pmt -Check	12/12/2023	DEBIT	Amazon LLC	X	-39.99	-11,484.49
Bill Pmt -Check	12/13/2023	3215	UHLS	X	-47.00	-11,531.49
Bill Pmt -Check	12/15/2023	3216	Repeat Business Sy...	X	-233.93	-11,765.42
Bill Pmt -Check	12/15/2023	DEBIT	USPS	X	-11.16	-11,776.58
Bill Pmt -Check	12/18/2023	3219	Village of Castleton-...	X	-6,811.95	-18,588.53
Bill Pmt -Check	12/18/2023	3221	Village of Castleton-...	X	-5,371.14	-23,959.67
Bill Pmt -Check	12/18/2023	3217	Brodart	X	-209.16	-24,168.83
Bill Pmt -Check	12/20/2023	DEBIT	Amazon LLC	X	-17.96	-24,186.79
Bill Pmt -Check	12/20/2023	DEBIT	USPS	X	-3.72	-24,190.51
Total Checks and Payments					-24,190.51	-24,190.51
Deposits and Credits - 1 item						
Transfer	12/18/2023			X	20,000.00	20,000.00
Total Deposits and Credits					20,000.00	20,000.00
Total Cleared Transactions					-4,190.51	-4,190.51
Cleared Balance					-4,190.51	23,758.38
Uncleared Transactions						
Checks and Payments - 6 items						
Bill Pmt -Check	10/16/2023	3200	Albany Public Library		-17.00	-17.00
Bill Pmt -Check	12/18/2023	3220	Village of Castleton-...		-776.30	-793.30
Bill Pmt -Check	12/18/2023	3218	Village of Castleton-...		-193.42	-986.72
Bill Pmt -Check	12/30/2023	3223	Brodart		-203.06	-1,189.78
Bill Pmt -Check	12/30/2023	3222	Village of Castleton-...		-90.35	-1,280.13
Bill Pmt -Check	12/30/2023	3225	T-Mobile		-86.10	-1,366.23
Total Checks and Payments					-1,366.23	-1,366.23
Total Uncleared Transactions					-1,366.23	-1,366.23
Register Balance as of 12/31/2023					-5,556.74	22,392.15
Ending Balance					-5,556.74	22,392.15

The Castleton Public Library

Profit & Loss

December 2023

	Dec 23
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	0.00
2082.13 · Copies, Prints and Faxes	1.30
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	1.30
Total 2082 · Library Charges	1.30
2401 · Interest & Earnings	65.05
2705 · Gifts & Donations	23.90
Total Income	90.25
Gross Profit	90.25
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	4,846.14
7410.1B · Gross wages - Librarian	1,688.53
7410.1C · Gross wages - Assistant	3,282.93
Total 7410.11 · Employee Gross Wages	9,817.60
Total 7410.1 · Personal Services	9,817.60
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
7410.4B5 · Magazines and Newspapers	47.00
7410.4B3 · Print Materials	412.22
7410.4B1 · DVDs & Other Materials	114.79
7410.4B · Library Materials - Other	114.80
Total 7410.4B · Library Materials	688.81
7410.4C · Equipment/Technology	321.33
7410.4D · Programs	45.69
7410.41 · Operations and Administrative	
7410.4G · Postage	23.03
7410.4H · Telephone/Data Links	97.40
7410.4F · Office and Library Supplies	39.99
Total 7410.41 · Operations and Administrative	160.42
Total 7410.4 · Contractual Expenses	1,216.25
9000 · Employee - Benefits	
9010.8 · NYS Retirement	6,811.95
9030.8 · Social Security/Medicare	744.45
9040.8 · Workers Comp	193.42
9055.8 · Disability	90.35
9060.8 · Health Insurance	776.30
Total 9000 · Employee - Benefits	8,616.47
Total Expense	19,650.32
Net Ordinary Income	-19,560.07
Net Income	-19,560.07

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	21.74	21.00	0.74	103.5%
2082.12 · Lost Books	103.93	103.00	0.93	100.9%
2082.13 · Copies, Prints and Faxes	88.80	88.00	0.80	100.9%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	214.47	212.00	2.47	101.2%
Total 2082 · Library Charges	214.47	212.00	2.47	101.2%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	176,000.00	176,000.00	0.00	100.0%
2360.2 · Village of Castleton	14,000.00	14,000.00	0.00	100.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	193,325.00	193,325.00	0.00	100.0%
2401 · Interest & Earnings	570.61	565.00	5.61	101.0%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	10,264.55	10,264.00	0.55	100.0%
Total 2705 · Gifts & Donations	11,264.55	11,264.00	0.55	100.0%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	0.00	0.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	1,436.00	1,436.00	0.00	100.0%
2760.9 · Grants - Other	26,000.00	26,000.00	0.00	100.0%
Total 2760 · Library System Grants	27,436.00	27,436.00	0.00	100.0%
599 · Appropriated Fund Balance	0.00	0.00	0.00	0.0%
Total Income	232,810.63	232,802.00	8.63	100.0%
Gross Profit	232,810.63	232,802.00	8.63	100.0%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	62,856.44	62,857.00	-0.56	100.0%
7410.1B · Gross wages - Librarian	22,629.94	22,630.00	-0.06	100.0%
7410.1C · Gross wages - Assistant	45,965.63	45,966.00	-0.37	100.0%
Total 7410.11 · Employee Gross Wages	131,452.01	131,453.00	-0.99	100.0%
Total 7410.1 · Personal Services	131,452.01	131,453.00	-0.99	100.0%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	0.00	0.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	0.00	0.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,780.00	1,780.00	0.00	100.0%
74104B5 · Magazines and Newspapers	218.95	219.00	-0.05	100.0%
74104B4 · Audiobooks	0.00	0.00	0.00	0.0%
74104B3 · Print Materials	10,031.47	10,032.00	-0.53	100.0%
74104B2 · Electronic Content	5,758.79	5,759.00	-0.21	100.0%
74104B1 · DVDs & Other Materials	1,824.75	1,827.00	-2.25	99.9%
7410.4B · Library Materials - Other	1,085.22	1,086.00	-0.78	99.9%
Total 7410.4B · Library Materials	20,699.18	20,703.00	-3.82	100.0%
7410.4C · Equipment/Technology	1,797.52	1,828.00	-30.48	98.3%
7410.4D · Programs				
74104D1 · Summer Reading Program	4,347.35	4,348.00	-0.65	100.0%

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
7410.4D · Programs - Other	1,822.91	1,823.00	-0.09	100.0%
Total 7410.4D · Programs	6,170.26	6,171.00	-0.74	100.0%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	345.00	345.00	0.00	100.0%
7410.4E · Automated Services	3,992.00	3,992.00	0.00	100.0%
7410.4G · Postage	326.39	327.00	-0.61	99.8%
7410.4H · Telephone/Data Links	1,153.31	1,154.00	-0.69	99.9%
7410.4I · Insurance	2,729.93	2,730.00	-0.07	100.0%
7410.4F · Office and Library Supplies	614.74	615.00	-0.26	100.0%
7410.4J · Professional Services	315.00	315.00	0.00	100.0%
Total 7410.41 · Operations and Administrati...	9,476.37	9,478.00	-1.63	100.0%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	1,178.58	1,179.00	-0.42	100.0%
7410.4K · Miscellaneous - Other	1,591.63	1,592.00	-0.37	100.0%
Total 7410.4K · Miscellaneous	2,770.21	2,771.00	-0.79	100.0%
Total 7410.4 · Contractual Expenses	40,913.54	40,951.00	-37.46	99.9%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	6,811.95	6,812.00	-0.05	100.0%
9030.8 · Social Security/Medicare	9,978.41	9,980.00	-1.59	100.0%
9040.8 · Workers Comp	591.49	592.00	-0.51	99.9%
9055.8 · Disability	192.20	193.00	-0.80	99.6%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	0.00	0.00	0.0%
9060.8 · Health Insurance - Other	8,913.78	8,914.00	-0.22	100.0%
Total 9060.8 · Health Insurance	8,913.78	8,914.00	-0.22	100.0%
Total 9000 · Employee - Benefits	26,487.83	26,491.00	-3.17	100.0%
Total Expense	198,853.38	198,895.00	-41.62	100.0%
Net Ordinary Income	33,957.25	33,907.00	50.25	100.1%
Net Income	33,957.25	33,907.00	50.25	100.1%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through December 2023

	Jan - Dec 23	Forecast	\$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 - Library Charges				
2082.1 - Library Fines & Fees				
2082.11 - Fines	21.74	54.75	-33.01	39.7%
2082.12 - Lost Books	103.93	194.84	-90.91	53.3%
2082.13 - Copies, Prints and Faxes	88.80	27.35	61.45	324.7%
2082.14 - Register Overage/Shortage	0.00	0.00	0.00	0.0%
Total 2082.1 - Library Fines & Fees	214.47	276.94	-62.47	77.4%
Total 2082 - Library Charges	214.47	276.94	-62.47	77.4%
2360 - Intergovernmental Revenues				
2360.1 - Town of Schodack	176,000.00	159,260.00	16,740.00	110.5%
2360.2 - Village of Castleton	14,000.00	14,000.00	0.00	100.0%
2360.3 - Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 - Intergovernmental Revenues	193,325.00	176,585.00	16,740.00	109.5%
2401 - Interest & Earnings	570.61	51.27	519.34	1,113.0%
2705 - Gifts & Donations				
2705.1 - Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 - Gifts & Donations - Other	10,264.55	8,186.17	2,078.38	125.4%
Total 2705 - Gifts & Donations	11,264.55	9,186.17	2,078.38	122.6%
2760 - Library System Grants				
2760.3 - Grants - Library Renovation	0.00	2,149.00	-2,149.00	0.0%
2760.1 - LLSA and ERATE (UHLS)	1,436.00	1,429.20	6.80	100.5%
2760.9 - Grants - Other	26,000.00	1,250.00	24,750.00	2,080.0%
Total 2760 - Library System Grants	27,436.00	4,828.20	22,607.80	568.2%
Total Income	232,810.63	190,927.58	41,883.05	121.9%
Gross Profit	232,810.63	190,927.58	41,883.05	121.9%
Expense				
7410.1 - Personal Services				
7410.11 - Employee Gross Wages				
7410.1A - Gross wages - Director	62,856.44	59,100.67	3,755.77	106.4%
7410.1B - Gross wages - Librarian	22,629.94	22,683.96	-54.02	99.8%
7410.1C - Gross wages - Assistant	45,965.63	41,490.99	4,474.64	110.8%
Total 7410.11 - Employee Gross Wages	131,452.01	123,275.62	8,176.39	106.6%
Total 7410.1 - Personal Services	131,452.01	123,275.62	8,176.39	106.6%
7410.2 - Equipment & Capital Outlay				
7410.2A - Renovation of Library Space	0.00	5,279.73	-5,279.73	0.0%
Total 7410.2 - Equipment & Capital Outlay	0.00	5,279.73	-5,279.73	0.0%
7410.4 - Contractual Expenses				
7410.4B - Library Materials				
7410.4B6 - Museum Passes	1,780.00	1,610.00	170.00	110.6%
7410.4B5 - Magazines and Newspapers	218.95	360.60	-141.65	60.7%
7410.4B3 - Print Materials	10,031.47	9,598.79	432.68	104.5%
7410.4B2 - Electronic Content	5,758.79	5,909.58	-150.79	97.4%
7410.4B1 - DVDs & Other Materials	1,824.75	1,910.05	-85.30	95.5%
7410.4B - Library Materials - Other	1,085.22	1,196.12	-110.90	90.7%
Total 7410.4B - Library Materials	20,699.18	20,585.14	114.04	100.6%
7410.4C - Equipment/Technology	1,797.52	2,538.72	-741.20	70.8%
7410.4D - Programs				
7410.4D1 - Summer Reading Program	4,347.35	4,690.90	-343.55	92.7%
7410.4D - Programs - Other	1,822.91	2,231.01	-408.10	81.7%
Total 7410.4D - Programs	6,170.26	6,921.91	-751.65	89.1%
7410.41 - Operations and Administrative				
7410.4A - Staff Development/Edu	345.00	708.83	-363.83	48.7%
7410.4E - Automated Services	3,992.00	3,912.36	79.64	102.0%
7410.4G - Postage	326.39	248.48	77.91	131.4%
7410.4H - Telephone/Data Links	1,153.31	1,145.70	7.61	100.7%
7410.4I - Insurance	2,729.93	2,450.94	278.99	111.4%
7410.4F - Office and Library Supplies	614.74	839.30	-224.56	73.2%
7410.4J - Professional Services	315.00	210.00	105.00	150.0%
Total 7410.41 - Operations and Administrative	9,476.37	9,515.61	-39.24	99.6%
7410.4K - Miscellaneous				
7410.4L - Strategic Planning - Survey	1,178.58	172.52	1,419.11	922.6%
7410.4K - Miscellaneous - Other	1,591.63			
Total 7410.4K - Miscellaneous	2,770.21	172.52	2,597.69	1,605.7%
Total 7410.4 - Contractual Expenses	40,913.54	39,733.90	1,179.64	103.0%

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The Castleton Public Library
Profit & Loss Forecast vs. Actual

Accrual Basis

January through December 2023

	Jan - Dec 23	Forecast	\$ Over Forecast	% of Forecast
9000 · Employee - Benefits				
9010.8 · NYS Retirement	6,811.95	6,773.59	38.36	100.6%
9030.8 · Social Security/Medicare	9,978.41	9,362.04	616.37	106.6%
9040.8 · Workers Comp	591.49	613.95	-22.46	96.3%
9055.8 · Disability	192.20	379.20	-187.00	50.7%
9060.8 · Health Insurance	8,913.78	8,082.42	831.36	110.3%
Total 9000 · Employee - Benefits	26,487.83	25,211.20	1,276.63	105.1%
Total Expense	198,853.38	193,500.45	5,352.93	102.8%
Net Ordinary Income	33,957.25	-2,572.87	36,530.12	-1,319.8%
Net Income	33,957.25	-2,572.87	36,530.12	-1,319.8%

The Castleton Public Library
Balance Sheet
As of December 31, 2023

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	316,012.88
200.2 · Citizens Checking Account	22,392.15
200.9 · Petty Cash	50.00
Total Checking/Savings	<u>338,455.03</u>
Other Current Assets	
395 · Deposits with Other Government	5,000.00
Total Other Current Assets	<u>5,000.00</u>
Total Current Assets	<u>343,455.03</u>
TOTAL ASSETS	<u>343,455.03</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	145,424.80
Net Income	33,957.25
Total Equity	<u>184,455.05</u>
TOTAL LIABILITIES & EQUITY	<u>343,455.03</u>

Director's Report – December

2023 at CPL – Comparative Statistics

People Served						
	2020	2021	2022	2023	% Change 2022-2023	% Change 2021-2023
Library visitation	3,439*	5,609**	9,828	10,220	+4%	+82.2%
People served through outreach	189	107	239	700	+192.9%	+554.2%
eContent borrowers***	1,295	1,098	1,302	1,494	+14.7%	+36.1%
Total	4,923	6,814	11,369	12,414	+9.2%	+82.2%

*= 2020 visitation includes estimated visits for January-March 14 and actual counts of in-library and curbside visits for June-Dec. There are no visitation counts from 3/16/20-5/31/20, when CPL did not offer any in-person services.

**= Visitation number for 2021 is an actual count of in-library visits and curbside pickups for the year.

***= Monthly unique borrowers for OverDrive/Libby and Hoopla digital services.

Library Card Holders						
	2020	2021	2022	2023	% Change 2022-2023	% Change 2021-2023
Card Holders Residing Within Village of Castleton	614	615	429	427	-0.5%	-30.6%
Card Holders Residing Outside Village of Castleton	802	836	657	708	+7.8%	-15.3%
Total	1,416	1,451	1,086	1,135	+4.5%	-21.8%

Items Loaned							
Category	2020	2021	2022	2023	% of Total 2023 Loans	% Change 2022-2023	% Change 2021-2023
Adult Audio	365	367	468	392	1.23%	-16.2%	+6.8%
Adult Fiction	2,390	3,439	4,829	4,534	14.20%	-6.1%	+31.8%
Adult Nonfiction	1,274	1,774	2,077	2,289	7.17%	+10.2%	+29%
Adult Periodicals	260	295	204	289	0.91%	+41.7%	-2%
Adult DVDs	2,783	2,280	3,930	2,964	9.28%	-24.6%	+30%
Electronic	7	5	4	10	0.03%	+150%	+100%
Juvenile Audio	51	40	46	35	0.11%	-23.9%	-12.5%
Juvenile Fiction	4,480	6,866	8,281	9,878	30.93%	+19.3%	+43.9%
Juvenile Nonfiction	1,108	1,052	1,406	1,650	5.17%	+17.4%	+56.8%
Juvenile DVDs	882	808	988	1,003	3.14%	+1.5%	+24.1%
Miscellaneous	77	123	182	172	0.54%	-5.5%	+39.8%
Young Adult Audio	11	4	8	0	0.00%	-100%	-100%
Young Adult Fiction	631	585	732	837	2.62%	+14.3%	+43.1%
Young Adult Nonfiction	45	64	78	95	0.30%	+21.8%	+48.4%
Unknown	83	109	204	232	0.73%	+13.7%	+112.8%
Physical Items Loaned	14,447	17,811	23,437	24,380	76.35%	+4%	+36.9%
eContent Loans	8,555	6,812	6,873	7,553	23.65%	+9.9%	+10.9%
Total Items Loaned	23,002	24,623	30,310	31,933		+5.4%	+29.7%

Computer and Wifi Use						
	2020	2021	2022	2023	% Change 2022-2023	% Change 2021-2023
Public Computer Sessions	144*	62**	159	329	+106.9%	+430.6%
WiFi Use – Daily Unique Users	3,461	5,180	7,342	8,009	+9.1%	+54.6%
WiFi Use – GB of Use	39.97	46.39	72.46	67.82	-6.4%	+46.2%
Hotspot Use – GB of Use	175.51	396.01	271.34	397.31	+46.4%	+0.3%
* = Public computers were only available from 1/2/2020-3/14/2020, due to COVID-19 restrictions for the remainder of 2020.						
** = A public computer station was only available starting 5/3/2021, due to COVID-19 restrictions for part of 2021.						

Programs						
	2020	2021	2022	2023	% Change 2022-2023	% Change 2021-2023
Number of Programs Offered	227	228	348	405	+16.4%	+77.6%
In-Person Attendance – Kids*	611	519	1,602	2,469	+54.1%	+375.7%
In-Person Attendance – Teens*	111	107	123	194	+57.7%	+81.3%
In-Person Attendance – Adults*	654	710	1,279	1,934	+51.2%	+172.4%
Prerecorded Virtual Attendance	1,214	414	N/A	N/A	N/A	-100%
Take-Home Kits Distributed**	1,615	2,648	2,251	2,054	-8.8%	-22.4%
Total Program Attendance	4,199	4,398	5,255	6,651	+26.6%	+51.2%
* = In-person attendance numbers also include attendance at live virtual programs.						
** = Age breakdown of participants is not available for prerecorded virtual program attendance and take-home kits.						

December 2023 – Usage Statistics in Comparison

	Dec. 2023	Dec. 2022	% Change, 2022-2023	Dec. 2021	% Change, 2021-2023
Circulation					
Circulation of materials at CPL	1,884	1,574	+19.7%	1,438	+31%
Items loaned to other libraries	373	353	+5.7%	289	+29.1%
Items borrowed from other libraries	1,029	684	+50.4%	749	+37.4%
eContent circulation	631	561	+12.5%	495	+27.5%
Programming					
Number of programs offered	33	31	+6.5%	20	+65%
Program attendance – in-person*	315	243	+29.6%	171	+84.2%
Program attendance – kits**	136	110	+23.6%	273	-50.2%
Total program attendance	451	353	+27.8%	444	+1.6%
Public Computer Use					
Public Computer Sessions	17	5	+240%	8	+112.5%
WiFi Use - daily unique users	632 (5.91 GB)	500 (4.14 GB)	+26.4%	534 (3.4 GB)	+18.4%
WiFi Hotspot Use	75.95 GB	59.26 GB	+28.2%	10.51 GB	+622.6%
Marketing Reach					
Website visits	907	672	+35%	979	-7.4%
Website unique visitors	446	345	+29.3%	551	-19.1%
Email newsletter list size	1,672	1,595	+6.2%	1,471	+13.7%
Facebook followers	1,408	1,086	+29.7%	923	+52.5%
Facebook total reach	7,316	6,532	+12%	27,802	-73.7%
* = Includes attendance at live virtual programs conducted by CPL.					
** = The number of kits distributed through 12/31 is used for the attendance number.					

Programs – December

12/1/2023	Emoji Faces Kit	136
12/1/2023	Bridge Club	7
12/3/2023	Holidays on the Hudson	73
12/4/2023	Outreach - Newbery Club @CES	3
12/4/2023	After Dinner Book Club	6
12/5/2023	Pajama Storytime	2
12/6/2023	Decorate a Bookmark	1
12/7/2023	Learn & Play Storytime	8

12/7/2023	Outreach - Newbery Club @CES	2
12/8/2023	Bridge Club	4
12/8/2023	Craft @Castle Hill	4
12/9/2023	Holiday Cookie Swap	8
12/11/2023	Outreach - Newbery Club @CES	3
12/12/2023	Castle Hill Bookmobile	5
12/12/2023	Pajama Storytime	3
12/13/2023	Open Mic Night	10

12/14/2023	Special Storytime: Coyotes	26
12/15/2023	Bridge Club	0
12/16/2023	Perler Bead Crafts	4
12/18/2023	Outreach to CES (Newbery proj.)	40
12/19/2023	Pajama Storytime	2
12/21/2023	Learn & Play Storytime	11
12/21/2023	Teen Time: Cocoa and Coloring	0
12/22/2023	Bridge Club	2
12/22/2023	Make a Melted Snowman	2

12/23/2023	Rainbow Scratch Art	3
12/26/2023	Marble Run Fun	11
12/27/2023	Kids Cook: Grilled Cheese	5
12/28/2023	Winter Bird Feeder Storytime	20
12/28/2023	Cool Science: Magic Index Cards	0
12/29/2023	Bridge Club	5
12/29/2023	Stained Glass Mittens	20
12/30/2023	New Year's Crafts	25
	Month total	451

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

- December 6 – Newbery Project book club meeting at CES
- December 6 – Meeting with Schodack Island State Park staff about winter program collaborations
- December 9 – CPL Staff Development Day
- December 13 – Newbery Project book club meeting at CES

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

- December 1 – Directors Association meeting (online meeting)
- December 5 – New York Library Association (NYLA) section Treasurers meeting (online meeting)
- December 6 – Policy Committee meeting (online meeting)
- December 8 – Represented the library at Village of Castleton Volunteer Appreciation Luncheon
- December 12 – Bookmobile at Castle Hill senior housing
- December 13 – Interviews for Librarian I position
- December 14 – eContent Advisory Council meeting (online meeting)
- December 14 – New York Library Association (NYLA) Library Administration and Management (LAMS) Board meeting (online meeting)
- December 15 – Interviews for Librarian I position
- December 18 – Interviews for Librarian I position