

Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, July 17, 2023 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

Old Business

- Long Range Plan (2023-2026)
- NYS Library Construction Aid
- Library word-of-mouth advertising

President's Report

Secretary's Report

- Review of minutes from June 20, 2023

Treasurer's Report

Director's Report

Friends Report

Committee Reports

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

Announcements

Public Comment

Executive Session

Adjourn



Castleton Public Library

Enriching Lives, Empowering Our Community, Encouraging Exploration

2nd DRAFT - Long Range Plan (2023-2026)

GOAL: Redefine the library's image and increase connections in Castleton/Schodack

- *OBJECTIVE: Improve the library's marketing efforts.*
 - ACTION STEP: Create a comprehensive marketing plan that addresses objectives, target audiences, brand identity and key messages, strategies, and roles/responsibilities.
 - ACTION STEP: Redesign and improve the library's website.
 - ACTION STEP: Explore options for rebranding the library and creating a library logo.
- *OBJECTIVE: Strengthen the library's connection to the Castleton/Schodack community.*
 - ACTION STEP: Increase collaboration with current community partners and build relationships with additional organizations in the region.
 - ACTION STEP: Increase library presence and involvement at local/regional events.
 - ACTION STEP: Increase use of off-site community spaces for library-sponsored classes and events.
 - ACTION STEP: Increase the frequency of visits to meetings of local civic groups and government entities to highlight library programs and services.

GOAL: Expand and improve the library's classes, events, and services

- *OBJECTIVE: Expand library classes and events in accordance with patron and community feedback.*
 - ACTION STEP: Use responses from 2023 Community Survey to evaluate and improve current events, services, and collections, and to implement new offerings.
 - ACTION STEP: Create and utilize a program evaluation form for patrons to complete after attending a library class or event, to encourage feedback about current offerings and gather suggestions for new offerings.
 - ACTION STEP: Explore ways to collect data from people in the library's service area about the audience levels and types of programming that would be of interest in the community, including timing and location options.

- *OBJECTIVE: Expand outreach services.*
 - ACTION STEP: Expand book delivery service to local homebound residents, senior communities, and senior centers.
 - ACTION STEP: Partner with local K-12 schools, school-affiliated aftercare programs, and preschools to increase library-sponsored programs and services at school sites.
 - ACTION STEP: Explore ways to provide outreach services to people defined by NYS as target populations for outreach efforts, including people with visual, physical, learning, or developmental disabilities; people who are educationally disadvantaged; people who are unemployed or underemployed; members of ethnic or minority groups in need of special services; people who are geographically isolated; at-risk youth.

GOAL: Maximize usage of library space and increase available library space

- *OBJECTIVE: Improve existing library space and maximize use of current space.*
 - ACTION STEP: Examine the layout and design of the library interior to identify any possible improvements to better meet patrons' needs.
 - ACTION STEP: Maximize the use of library space as program space by expanding the number of public programs held in the building during hours that the library is closed.
 - ACTION STEP: Increase access to existing library space by adding Sunday service hours.
- *OBJECTIVE: Work with Village of Castleton to improve space in Village Hall.*
 - ACTION STEP: With the Village of Castleton, make accessibility improvements to the rear entrance to the building and assure that rear door remains unlocked during the library's hours of operation.
 - ACTION STEP: Work with Village of Castleton to improve and enhance the outdoor space at Village Hall.
 - ACTION STEP: Work with Village of Castleton to improve current street and building signage at Village Hall.
- *OBJECTIVE: Explore options for library expansion within Village Hall.*
 - ACTION STEP: Work with Village of Castleton to explore possibility of installing internal or external elevator to make second floor fully accessible.
 - ACTION STEP: Work with Village of Castleton to explore expanding library space within the upstairs area of Village Hall.

Castleton Public Library Board of Trustees Meeting

Tuesday, June 20, 2023 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:00 pm.

Roll Call

Present (physical): Shane Mitchum, President; Alyssa Mitchum, Treasurer; Laurie Knaack, Secretary; Colin Strainge, Trustee; Kate Bielawa, Trustee; Meghan Johnston, Trustee; Melissa Tacke, Library Director

Excused: Patrick Cartwright, Vice President

Guest: Tim Burke, Executive Director of the Upper Hudson Library System (UHLS)

Adoption of Agenda

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

Public Comment

Village of Castleton trustee Rebekah Timerman attended in person and expressed interest in the discussion on NYS Library Construction Aid.

New Business

Discussion of Long Range Plan draft with Tim Burke of UHLS: UHLS Executive Director Tim Burke attended and expressed enthusiasm for the draft shared by Director Tacke. His feedback and suggestions included ensuring that the target audience (people in the community including the school district, not just village residents) see themselves reflected in the text of the plan; acknowledgement of the need to update communications strategy to keep in touch with a wider community; plan for ways to deliver service outside the village, including some of what is already done such as pop-up events and visits to the schools.

Director Tacke will finalize changes and present for board approval in July. The Board acknowledges that the Long Range Plan steps will occur mainly in calendar years 2024, 2025, 2026 aligning with the library's fiscal year; will begin to implement the plan in 2023.

Library funding proposition on SCSD ballot - Review: The library funding proposition passed with 60% of the vote (compared to the school district budget with 68%). The board discussed which strategies were most effective, with communications and the sparsely-attended information sessions prior to the vote as an area for potential improvement. The board discussed with Tim Burke some recommendations from UHLS including thanking all of the voters and community, continuing open dialogue with the village and town to emphasize that their support is still crucial, and considering when to pursue any increases in future years.

NYS Library Construction Aid: There is a deadline of the end of July for an initial application for this aid this year (must include quotes and description of project - not locked in to using a specific contractor after quote). Review process is lengthy. Director Tacke and the board discussed that these grants cannot cover architect's fees or landscaping, only construction, so quotes/invoices must break out these items. Trustees wish to prioritize fixing the accessibility of the rear entrance. President Mitchum and Director Tacke will work this and discuss with Village Mayor soon; Director Tacke will attend July Village of Castleton board meeting as well.

Old Business

Library word-of-mouth advertising: Director Tacke encouraged trustees to share Summer Reading Club information and to remind potential participants that they can register all summer long. Lots of exciting, fun, and educational summer programming is planned.

Reports

President's Report

No report.

Secretary's Report

Trustee Strainge motioned to approve the May 2023 meeting minutes. Seconded by Trustee Bielawa. Unanimously approved.

Treasurer's Report

Trustee Johnson motioned to approve the May 2023 Check Detail Reports. Seconded by Trustee Knaack. Unanimously approved.

Director's Report

Director Tacke presented statistics for May, with a comparison against previous years. Circulation remains similar to 2022 (up significantly from 2021), with higher attendance at in-person events and improved marketing reach since 2022.

Friends Report

The Friends of the Library are preparing for baked goods sales at the Schodack Town Music in the Park events this summer.

Committee Reports

All committees report plans to meet again now that the sustainable funding vote is complete.

Finance: did not meet.

Administrative: did not meet.

Operations/Capital Projects: did not meet.

Policy: did not meet. Director Tacke will touch base with the committee soon about revising and creating policies related to intellectual freedom issues.

Sustainable Funding: did not meet.

Library Space: did not meet.

Community Outreach & Visibility: did not meet.

Announcements

None.

Public Comment

Rebekah Timerman suggested that the Castleton Fire Department breakfasts might be a good way to reach patrons including those living outside the village.

Executive Session

None.

Adjournment

The meeting was adjourned at 8:07 pm.

3:03 PM
07/12/23

The Castleton Public Library

Check Detail

June 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	06/01/2023	Google LLC	200.2 · Citizens Checking Account		-18.00
Bill	4734515691	06/01/2023		7410.4C · Equipment/Technology	-18.00	18.00
TOTAL					-18.00	18.00
Bill Pmt -Check	DEBIT	06/02/2023	Amazon LLC	200.2 · Citizens Checking Account		-14.78
Bill	1116764851...	06/02/2023		74104B1 · DVDs & Other Materials	-14.78	14.78
TOTAL					-14.78	14.78
Bill Pmt -Check	DEBIT	06/09/2023	Amazon LLC	200.2 · Citizens Checking Account		-39.92
Bill	1116988305...	06/09/2023		74104B1 · DVDs & Other Materials	-39.92	39.92
TOTAL					-39.92	39.92
Bill Pmt -Check	DEBIT	06/12/2023	Amazon LLC	200.2 · Citizens Checking Account		-24.85
Bill	1111678800...	06/12/2023		74104B1 · DVDs & Other Materials	-24.85	24.85
TOTAL					-24.85	24.85
Bill Pmt -Check	DEBIT	06/12/2023	Amazon LLC	200.2 · Citizens Checking Account		-19.96
Bill	1111023377...	06/12/2023		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	DEBIT	06/20/2023	USPS	200.2 · Citizens Checking Account		-6.94
Bill		06/20/2023		7410.4G · Postage	-6.94	6.94
TOTAL					-6.94	6.94
Bill Pmt -Check	DEBIT	06/22/2023	Amazon LLC	200.2 · Citizens Checking Account		-37.91
Bill	1111377799...	06/22/2023		74104B1 · DVDs & Other Materials	-37.91	37.91
TOTAL					-37.91	37.91
Bill Pmt -Check	DEBIT	06/27/2023	Wal-Mart	200.2 · Citizens Checking Account		-189.51
Bill		06/27/2023		74104D1 · Summer Reading Program	-189.51	189.51
TOTAL					-189.51	189.51
Bill Pmt -Check	DEBIT	06/30/2023	Amazon LLC	200.2 · Citizens Checking Account		-31.90
Bill	1116052510...	06/28/2023		74104D1 · Summer Reading Program	-31.90	31.90
TOTAL					-31.90	31.90
Bill Pmt -Check	DEBIT	06/30/2023	Facebook	200.2 · Citizens Checking Account		-5.39
Bill	6358418274...	06/30/2023		74104D1 · Summer Reading Program	-5.39	5.39
TOTAL					-5.39	5.39

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The Castleton Public Library
Check Detail

June 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	3137	06/05/2023	T-Mobile	200.2 · Citizens Checking Account		-119.44
Bill		05/24/2023		7410.4C · Equipment/Technology 7410.4B · Library Materials	-29.86 -89.58	29.86 89.58
TOTAL					-119.44	119.44
Bill Pmt -Check	3138	06/07/2023	FASNY Museum ...	200.2 · Citizens Checking Account		-100.00
Bill		06/07/2023		74104B6 · Museum Passes	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Check	3139	06/12/2023	Village of Castlet...	200.2 · Citizens Checking Account		-4,818.22
Bill	844490	06/05/2023		7410.1A · Gross wages - Director 7410.1B · Gross wages - Librarian 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-2,423.07 -771.73 -1,283.50 -339.92	2,423.07 771.73 1,283.50 339.92
TOTAL					-4,818.22	4,818.22
Bill Pmt -Check	3140	06/12/2023	Curtis Printing C...	200.2 · Citizens Checking Account		-895.00
Bill	192622	05/31/2023		74104D1 · Summer Reading Program	-895.00	895.00
TOTAL					-895.00	895.00
Bill Pmt -Check	3141	06/12/2023	OverDrive	200.2 · Citizens Checking Account		-486.91
Bill	MULTIPLE	06/06/2023		74104B2 · Electronic Content	-486.91	486.91
TOTAL					-486.91	486.91
Bill Pmt -Check	3142	06/12/2023	Village of Castlet...	200.2 · Citizens Checking Account		-709.33
Bill	84491	05/31/2023		9060.8 · Health Insurance	-709.33	709.33
TOTAL					-709.33	709.33
Bill Pmt -Check	3143	06/12/2023	Village of Castlet...	200.2 · Citizens Checking Account		-709.33
Bill	84492	06/12/2023		9060.8 · Health Insurance	-709.33	709.33
TOTAL					-709.33	709.33
Bill Pmt -Check	3144	06/14/2023	Charter Commun...	200.2 · Citizens Checking Account		-95.14
Bill		06/14/2023		7410.4H · Telephone/Data Links	-95.14	95.14
TOTAL					-95.14	95.14
Bill Pmt -Check	3145	06/15/2023	Repeat Business...	200.2 · Citizens Checking Account		-218.96
Bill	912029	06/14/2023		7410.4C · Equipment/Technology	-218.96	218.96
TOTAL					-218.96	218.96

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The Castleton Public Library
Check Detail

June 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	3146	06/20/2023	Brodart	200.2 · Citizens Checking Account		-498.13
Bill	MULTIPLE	06/20/2023		74104B3 · Print Materials	-498.13	498.13
TOTAL					-498.13	498.13
Bill Pmt -Check	3147	06/28/2023	Village of Castlet...	200.2 · Citizens Checking Account		-5,899.36
Bill	84494	06/19/2023		7410.1A · Gross wages - Director	-2,423.07	2,423.07
				7410.1B · Gross wages - Librarian	-1,009.64	1,009.64
				7410.1C · Gross wages - Assistant	-2,049.90	2,049.90
				9030.8 · Social Security/Medicare	-416.75	416.75
TOTAL					-5,899.36	5,899.36
Bill Pmt -Check	3148	06/28/2023	Brodart	200.2 · Citizens Checking Account		-808.94
Bill	MULTIPLE	06/28/2023		74104B3 · Print Materials	-808.94	808.94
TOTAL					-808.94	808.94
Bill Pmt -Check	3149	06/28/2023	Berkshire Museum	200.2 · Citizens Checking Account		-125.00
Bill		06/28/2023		74104B6 · Museum Passes	-125.00	125.00
TOTAL					-125.00	125.00
Bill Pmt -Check	3150	06/29/2023	Traveling Therap...	200.2 · Citizens Checking Account		-100.00
Bill	1114	06/29/2023		74104D1 · Summer Reading Program	-100.00	100.00
TOTAL					-100.00	100.00

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The Castleton Public Library
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 06/30/2023

	<u>Jun 30, 23</u>
Beginning Balance	257,355.66
Cleared Transactions	
Checks and Payments - 1 item	-15,000.00
Deposits and Credits - 2 items	3,555.37
	<u> </u>
Total Cleared Transactions	-11,444.63
	<u> </u>
Cleared Balance	245,911.03
	<u> </u>
Register Balance as of 06/30/2023	245,911.03
Ending Balance	245,911.03

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The Castleton Public Library
Reconciliation Detail

200.1 - Citizens Money Market, Period Ending 06/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						257,355.66
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	06/20/2023			X	-15,000.00	-15,000.00
Total Checks and Payments					-15,000.00	-15,000.00
Deposits and Credits - 2 items						
Deposit	06/27/2023			X	3,503.55	3,503.55
Deposit	06/30/2023			X	51.82	3,555.37
Total Deposits and Credits					3,555.37	3,555.37
Total Cleared Transactions					-11,444.63	-11,444.63
Cleared Balance					-11,444.63	245,911.03
Register Balance as of 06/30/2023					-11,444.63	245,911.03
Ending Balance					-11,444.63	245,911.03

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The Castleton Public Library
Reconciliation Summary

200.2 - Citizens Checking Account, Period Ending 06/30/2023

	<u>Jun 30, 23</u>
Beginning Balance	24,494.55
Cleared Transactions	
Checks and Payments - 25 items	-14,546.48
Deposits and Credits - 1 item	15,000.00
	<u>453.52</u>
Total Cleared Transactions	453.52
Cleared Balance	<u><u>24,948.07</u></u>
Uncleared Transactions	
Checks and Payments - 3 items	-6,833.30
	<u>-6,833.30</u>
Total Uncleared Transactions	-6,833.30
Register Balance as of 06/30/2023	<u><u>18,114.77</u></u>
Ending Balance	18,114.77

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The Castleton Public Library Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 06/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						24,494.55
Cleared Transactions						
Checks and Payments - 25 items						
Bill Pmt -Check	05/30/2023	3134	Village of Castleton-...	X	-4,925.76	-4,925.76
Bill Pmt -Check	05/30/2023	3133	Brodart	X	-321.10	-5,246.86
Bill Pmt -Check	05/30/2023	3135	Norman Rockwell M...	X	-100.00	-5,346.86
Bill Pmt -Check	05/30/2023	3136	Empire State Aerosc...	X	-60.00	-5,406.86
Bill Pmt -Check	06/01/2023	DEBIT	Google LLC	X	-18.00	-5,424.86
Bill Pmt -Check	06/02/2023	DEBIT	Amazon LLC	X	-14.78	-5,439.64
Bill Pmt -Check	06/05/2023	3137	T-Mobile	X	-119.44	-5,559.08
Bill Pmt -Check	06/07/2023	3138	FASNY Museum of ...	X	-100.00	-5,659.08
Bill Pmt -Check	06/09/2023	DEBIT	Amazon LLC	X	-39.92	-5,699.00
Bill Pmt -Check	06/12/2023	3139	Village of Castleton-...	X	-4,818.22	-10,517.22
Bill Pmt -Check	06/12/2023	3140	Curtis Printing Comp...	X	-895.00	-11,412.22
Bill Pmt -Check	06/12/2023	3142	Village of Castleton-...	X	-709.33	-12,121.55
Bill Pmt -Check	06/12/2023	3143	Village of Castleton-...	X	-709.33	-12,830.88
Bill Pmt -Check	06/12/2023	3141	OverDrive	X	-486.91	-13,317.79
Bill Pmt -Check	06/12/2023	DEBIT	Amazon LLC	X	-24.85	-13,342.64
Bill Pmt -Check	06/12/2023	DEBIT	Amazon LLC	X	-19.96	-13,362.60
Bill Pmt -Check	06/14/2023	3144	Charter Communicat...	X	-95.14	-13,457.74
Bill Pmt -Check	06/15/2023	3145	Repeat Business Sy...	X	-218.96	-13,676.70
Bill Pmt -Check	06/20/2023	3146	Brodart	X	-498.13	-14,174.83
Bill Pmt -Check	06/20/2023	DEBIT	USPS	X	-6.94	-14,181.77
Bill Pmt -Check	06/22/2023	DEBIT	Amazon LLC	X	-37.91	-14,219.68
Bill Pmt -Check	06/27/2023	DEBIT	Wal-Mart	X	-189.51	-14,409.19
Bill Pmt -Check	06/29/2023	3150	Traveling Therapy Pi...	X	-100.00	-14,509.19
Bill Pmt -Check	06/30/2023	DEBIT	Amazon LLC	X	-31.90	-14,541.09
Bill Pmt -Check	06/30/2023	DEBIT	Facebook	X	-5.39	-14,546.48
Total Checks and Payments					-14,546.48	-14,546.48
Deposits and Credits - 1 item						
Transfer	06/20/2023			X	15,000.00	15,000.00
Total Deposits and Credits					15,000.00	15,000.00
Total Cleared Transactions					453.52	453.52
Cleared Balance					453.52	24,948.07
Uncleared Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	06/28/2023	3147	Village of Castleton-...		-5,899.36	-5,899.36
Bill Pmt -Check	06/28/2023	3148	Brodart		-808.94	-6,708.30
Bill Pmt -Check	06/28/2023	3149	Berkshire Museum		-125.00	-6,833.30
Total Checks and Payments					-6,833.30	-6,833.30
Total Uncleared Transactions					-6,833.30	-6,833.30
Register Balance as of 06/30/2023					-6,379.78	18,114.77
Ending Balance					-6,379.78	18,114.77

The Castleton Public Library

Profit & Loss

June 2023

	Jun 23
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	4.50
2082.13 · Copies, Prints and Faxes	0.00
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	4.50
Total 2082 · Library Charges	4.50
2360 · Intergovernmental Revenues	
2360.3 · Rensselaer County	3,325.00
Total 2360 · Intergovernmental Revenues	3,325.00
2401 · Interest & Earnings	51.82
2705 · Gifts & Donations	174.05
Total Income	3,555.37
Gross Profit	3,555.37
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	4,846.14
7410.1B · Gross wages - Librarian	1,781.37
7410.1C · Gross wages - Assistant	3,333.40
Total 7410.11 · Employee Gross Wages	9,960.91
Total 7410.1 · Personal Services	9,960.91
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B6 · Museum Passes	225.00
74104B3 · Print Materials	1,307.07
74104B2 · Electronic Content	486.91
74104B1 · DVDs & Other Materials	137.42
Total 7410.4B · Library Materials	2,156.40
7410.4C · Equipment/Technology	236.96
7410.4D · Programs	
74104D1 · Summer Reading Program	326.80
Total 7410.4D · Programs	326.80
7410.41 · Operations and Administrative	
7410.4G · Postage	6.94
7410.4H · Telephone/Data Links	95.14
Total 7410.41 · Operations and Administrative	102.08
Total 7410.4 · Contractual Expenses	2,822.24
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	756.67
9060.8 · Health Insurance	709.33
Total 9000 · Employee - Benefits	1,466.00
Total Expense	14,249.15
Net Ordinary Income	-10,693.78
Net Income	-10,693.78

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through June 2023

	Jan - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	14.47	0.00	14.47	100.0%
2082.12 · Lost Books	23.97	0.00	23.97	100.0%
2082.13 · Copies, Prints and Faxes	42.90	0.00	42.90	100.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	81.34	0.00	81.34	100.0%
Total 2082 · Library Charges	81.34	0.00	81.34	100.0%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	176,000.00	176,000.00	0.00	100.0%
2360.2 · Village of Castleton	0.00	14,000.00	-14,000.00	0.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	179,325.00	193,325.00	-14,000.00	92.8%
2401 · Interest & Earnings	284.78	30.00	254.78	949.3%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	9,874.66	6,000.00	3,874.66	164.6%
Total 2705 · Gifts & Donations	10,874.66	7,000.00	3,874.66	155.4%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	0.00	0.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	143.00	1,435.00	-1,292.00	10.0%
2760.9 · Grants - Other	26,000.00	1,000.00	25,000.00	2,600.0%
Total 2760 · Library System Grants	26,143.00	2,435.00	23,708.00	1,073.6%
599 · Appropriated Fund Balance	0.00	10,645.00	-10,645.00	0.0%
Total Income	216,708.78	213,435.00	3,273.78	101.5%
Gross Profit	216,708.78	213,435.00	3,273.78	101.5%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	31,356.53	63,000.00	-31,643.47	49.8%
7410.1B · Gross wages - Librarian	11,436.90	24,140.00	-12,703.10	47.4%
7410.1C · Gross wages - Assistant	22,222.15	54,300.00	-32,077.85	40.9%
Total 7410.11 · Employee Gross Wages	65,015.58	141,440.00	-76,424.42	46.0%
Total 7410.1 · Personal Services	65,015.58	141,440.00	-76,424.42	46.0%
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	1,280.00	1,680.00	-400.00	76.2%
74104B5 · Magazines and Newspapers	0.00	400.00	-400.00	0.0%
74104B4 · Audiobooks	0.00	0.00	0.00	0.0%
74104B3 · Print Materials	5,754.75	9,400.00	-3,645.25	61.2%
74104B2 · Electronic Content	3,750.09	6,270.00	-2,519.91	59.8%
74104B1 · DVDs & Other Materials	884.89	1,900.00	-1,015.11	46.6%
7410.4B · Library Materials - Other	596.89	1,220.00	-623.11	48.9%
Total 7410.4B · Library Materials	12,266.62	20,870.00	-8,603.38	58.8%
7410.4C · Equipment/Technology	900.61	1,450.00	-549.39	62.1%
7410.4D · Programs				
74104D1 · Summer Reading Program	1,474.93	4,250.00	-2,775.07	34.7%

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through June 2023

	Jan - Jun 23	Budget	\$ Over Budget	% of Budget
7410.4D · Programs - Other	924.49	3,000.00	-2,075.51	30.8%
Total 7410.4D · Programs	2,399.42	7,250.00	-4,850.58	33.1%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	195.00	800.00	-605.00	24.4%
7410.4E · Automated Services	1,996.00	4,110.00	-2,114.00	48.6%
7410.4G · Postage	121.01	300.00	-178.99	40.3%
7410.4H · Telephone/Data Links	574.53	1,250.00	-675.47	46.0%
7410.4I · Insurance	1,962.93	2,575.00	-612.07	76.2%
7410.4F · Office and Library Supplies	231.29	1,300.00	-1,068.71	17.8%
7410.4J · Professional Services	315.00	480.00	-165.00	65.6%
Total 7410.41 · Operations and Administrati...	5,395.76	10,815.00	-5,419.24	49.9%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	1,178.58	1,260.00	-81.42	93.5%
7410.4K · Miscellaneous - Other	1,574.63	25.00	1,549.63	6,298.5%
Total 7410.4K · Miscellaneous	2,753.21	1,285.00	1,468.21	214.3%
Total 7410.4 · Contractual Expenses	23,715.62	41,670.00	-17,954.38	56.9%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	7,735.00	-7,735.00	0.0%
9030.8 · Social Security/Medicare	4,938.93	10,750.00	-5,811.07	45.9%
9040.8 · Workers Comp	204.65	900.00	-695.35	22.7%
9055.8 · Disability	0.00	500.00	-500.00	0.0%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	4,255.98	8,940.00	-4,684.02	47.6%
Total 9060.8 · Health Insurance	4,255.98	10,440.00	-6,184.02	40.8%
Total 9000 · Employee - Benefits	9,399.56	30,325.00	-20,925.44	31.0%
Total Expense	98,130.76	213,435.00	-115,304.24	46.0%
Net Ordinary Income	118,578.02	0.00	118,578.02	100.0%
Net Income	118,578.02	0.00	118,578.02	100.0%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through June 2023

	Jan - Jun 23	Forecast	\$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	14.47	27.75	-13.28	52.1%
2082.12 · Lost Books	23.97	99.91	-75.94	24.0%
2082.13 · Copies, Prints and Faxes	42.90	0.00	42.90	100.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	81.34	127.66	-46.32	63.7%
Total 2082 · Library Charges	81.34	127.66	-46.32	63.7%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	176,000.00	159,260.00	16,740.00	110.5%
2360.2 · Village of Castleton	0.00	0.00	0.00	0.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	179,325.00	162,585.00	16,740.00	110.3%
2401 · Interest & Earnings	284.78	18.56	266.22	1,534.4%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	9,874.66	4,678.36	5,196.30	211.1%
Total 2705 · Gifts & Donations	10,874.66	5,678.36	5,196.30	191.5%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	0.00	0.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	143.00	138.20	4.80	103.5%
2760.9 · Grants - Other	26,000.00	1,250.00	24,750.00	2,080.0%
Total 2760 · Library System Grants	26,143.00	1,388.20	24,754.80	1,883.2%
Total Income	216,708.78	169,797.78	46,911.00	127.6%
Gross Profit	216,708.78	169,797.78	46,911.00	127.6%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	31,356.53	29,464.70	1,891.83	106.4%
7410.1B · Gross wages - Librarian	11,436.90	11,154.96	281.94	102.5%
7410.1C · Gross wages - Assistant	22,222.15	17,787.24	4,434.91	124.9%
Total 7410.11 · Employee Gross Wages	65,015.58	58,406.90	6,608.68	111.3%
Total 7410.1 · Personal Services	65,015.58	58,406.90	6,608.68	111.3%
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	1,280.00	1,110.00	170.00	115.3%
7410.4B5 · Magazines and Newspapers	0.00	0.00	0.00	0.0%
7410.4B3 · Print Materials	5,754.75	4,319.02	1,435.73	133.2%
7410.4B2 · Electronic Content	3,750.09	3,251.26	498.83	115.3%
7410.4B1 · DVDs & Other Materials	884.89	908.64	-23.75	97.4%
7410.4B · Library Materials - Other	596.89	658.64	-61.75	90.6%
Total 7410.4B · Library Materials	12,266.62	10,247.56	2,019.06	119.7%
7410.4C · Equipment/Technology	900.61	1,129.54	-228.93	79.7%
7410.4D · Programs				
7410.4D1 · Summer Reading Program	1,474.93	1,277.58	197.35	115.4%
7410.4D · Programs - Other	924.49	1,021.52	-97.03	90.5%
Total 7410.4D · Programs	2,399.42	2,299.10	100.32	104.4%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	195.00	0.00	195.00	100.0%
7410.4E · Automated Services	1,996.00	1,956.18	39.82	102.0%
7410.4G · Postage	121.01	102.74	18.27	117.8%
7410.4H · Telephone/Data Links	574.53	566.73	7.80	101.4%
7410.4I · Insurance	1,962.93	2,450.94	-488.01	80.1%
7410.4F · Office and Library Supplies	231.29	540.66	-309.37	42.8%
7410.4J · Professional Services	315.00	210.00	105.00	150.0%
Total 7410.41 · Operations and Administrative	5,395.76	5,827.25	-431.49	92.6%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	1,178.58			
7410.4K · Miscellaneous - Other	1,574.63	172.52	1,402.11	912.7%
Total 7410.4K · Miscellaneous	2,753.21	172.52	2,580.69	1,595.9%
Total 7410.4 · Contractual Expenses	23,715.62	19,675.97	4,039.65	120.5%

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Accrual Basis

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through June 2023

	Jan - Jun 23	Forecast	\$ Over Forecast	% of Forecast
9000 - Employee - Benefits				
9010.8 - NYS Retirement	0.00	0.00	0.00	0.0%
9030.8 - Social Security/Medicare	4,938.93	4,434.25	504.68	111.4%
9040.8 - Workers Comp	204.65	204.65	0.00	100.0%
9055.8 - Disability	0.00	79.40	-79.40	0.0%
9060.8 - Health Insurance	4,255.98	2,550.96	1,705.02	166.8%
Total 9000 - Employee - Benefits	9,399.56	7,269.26	2,130.30	129.3%
Total Expense	98,130.76	90,631.86	7,498.90	108.3%
Net Ordinary Income	118,578.02	79,165.92	39,412.10	149.8%
Net Income	118,578.02	79,165.92	39,412.10	149.8%

The Castleton Public Library
Balance Sheet
As of June 30, 2023

	<u>Jun 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	245,911.03
200.2 · Citizens Checking Account	18,114.77
200.9 · Petty Cash	50.00
Total Checking/Savings	<u>264,075.80</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>269,075.80</u>
TOTAL ASSETS	<u><u>269,075.80</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
600 · Accounts Payable	-0.02
Total Accounts Payable	<u>-0.02</u>
Total Current Liabilities	<u>-0.02</u>
Total Liabilities	<u>-0.02</u>
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	145,424.80
Net Income	118,578.02
Total Equity	<u>269,075.82</u>
TOTAL LIABILITIES & EQUITY	<u><u>269,075.80</u></u>

Director's Report – June

June 2023 – Usage Statistics in Comparison

	June 2023	June 2022	% Change, 2023 vs. 2022	June 2021	% Change, 2023 vs. 2021
Circulation					
Circulation of materials at CPL	2,353	2,345	+0.3%	1,431	+64.4%
Items loaned to other libraries	367	289	+27%	376	-2.4%
Items borrowed from other libraries	663	842	-21.3%	472	+40.5%
eContent circulation	607	540	+12.4%	516	+17.6%
Programming					
Number of programs offered	46	44	+4.5%	20	+130%
Program attendance – in-person	858	497	+72.6%	82	+946.3%
Program attendance – live virtual	0	0	0%	0	0%
Program attendance – kits and prerecorded virtual*	192	277	-30.7%	210	-8.6%
Total program attendance	1,050	774	+35.7%	292	+259.6%
Public Computer Use					
Public Computer Sessions	17	20	-15%	5	+240%
WiFi Use - daily unique users	740 (4.9 GB)	703 (5.1 GB)	+5.3%	375 (3.5 GB)	+97.3%
WiFi Hotspot Use	8.52 GB	8.97 GB	-5%	14.28 GB	-40.3%
Marketing Reach					
Website visits	1,182	1,335	-11.5%	1,133	+4.3%
Website unique visitors	591	793	-25.5%	468	+26.3%
Email newsletter list size	1,606	1,486	+8.1%	1,411	+13.8%
Facebook page followers	1,304	995	+31.1%	884	+47.5%
Facebook total reach	16,464	6,994	+135.4%	4,519	+264.3%
* = The number of kits distributed through 6/30 is used for the attendance number.					

Library News

- CPL reached all K-5 students at CES in promoting our Summer Reading Program! The library hosted 12 class field trips during the months of June, and our Youth Services Librarian made classroom visits to 6 classes that were unable to visit us. Thanks to these visits, 63 new library cards were issued to local children. In addition to the CES visits, our Youth Services Librarian made visits to all 7th & 8th grade English classes at Maple Hill Junior-Senior High School to promote the Summer Reading Program for teens.

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

- | | |
|---|---|
| ○ June 2 – Class field trip to CPL (2nd grade) | ○ June 14 – Classroom visit at CES (2nd grade) |
| ○ June 5 – Class field trip to CPL (Kindergarten) | ○ June 15 – Class field trip to CPL (3rd grade) |
| ○ June 7 – Outreach visit to after-school book club at Maple Hill Junior-Senior High School | ○ June 15 – Class field trip to CPL (Kindergarten) |
| ○ June 8 – Youth Services Advisory Council meeting (virtual meeting) | ○ June 15 – Class field trip to CPL (1st grade) |
| ○ June 8 – Classroom visit at CES (4th grade) | ○ June 15 – Class field trip to CPL (3rd grade) |
| ○ June 12 – Class field trip to CPL (Kindergarten) | ○ June 16 – Class field trip to CPL (1st grade) |
| ○ June 12 – Classroom visit at CES (5th grade) | ○ June 21 – Class field trip to CPL (4th grade) |
| ○ June 12 – Classroom visit at CES (5th grade) | ○ June 21 – Class field trip to CPL (1st grade) |
| ○ June 12 – Classroom visit at CES (5th grade) | ○ June 21 – Class field trip to CPL (4th grade) |
| ○ June 14 – Class field trip to CPL (3rd grade) | ○ June 21 – Classroom visit at CES (2nd grade) |
| | ○ June 22 – Classroom visits at Maple Hill Junior-Senior High School (7th & 8th grades) |

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

- June 2 – Class field trip to CPL (2nd grade)
- June 2 – Directors Association meeting (virtual meeting)
- June 2 – Meeting with Town of Schodack Parks Director Kevin Konig at Schodack Town Park re: StoryWalk
- June 5 – Class field trip to CPL (Kindergarten)
- June 7 – New York Library Association (NYLA) Continuing Education Committee (CEC) meeting (virtual meeting)
- June 8 – New York Library Association (NYLA) Library Administration & Management Section (LAMS) board meeting (virtual meeting)
- June 8 – “But What Do We Do and What Do We Say? An Interactive Session on Responding to Challenges” – continuing education session at UHLS
- June 12 – Class field trip to CPL (Kindergarten)
- June 12 – Village Board meeting
- June 13 – Bookmobile at Castle Hill senior housing
- June 14 – Class field trip to CPL (3rd grade)
- June 14 – UHLS Annual Celebration at Brown’s Revolution Hall, Troy
- June 15 – Class field trip to CPL (3rd grade)
- June 15 – Class field trip to CPL (Kindergarten)
- June 15 – Class field trip to CPL (1st grade)
- June 15 – Class field trip to CPL (3rd grade)
- June 16 – Class field trip to CPL (1st grade)
- June 21 – Class field trip to CPL (4th grade)
- June 21 – Class field trip to CPL (1st grade)
- June 21 – Class field trip to CPL (4th grade)

Programs – June

6/1/2023	Paper Bag Puppets	80
6/1/2023	Learn & Play Storytime	14
6/2/2023	Library Field Trip - CES – 2nd	18
6/2/2023	Bridge Club	7
6/3/2023	Kaleidoscopes	13
6/5/2023	Library Field Trip - CES - K	22
6/5/2023	After Dinner Book Club	5
6/6/2023	Pajama Storytime	5
6/8/2023	Learn & Play Storytime	28
6/8/2023	Outreach visit to CES - 4	20
6/9/2023	Bridge Club	7
6/9/2023	Turtle Craft & Story at S.I.S.P	7
6/12/2023	Library Field Trip - CES - K	23
6/12/2023	Outreach visit to CES - 5	18
6/12/2023	Outreach visit to CES - 5	18
6/12/2023	Outreach visit to CES - 5	18
6/13/2023	Castle Hill Bookmobile	5
6/13/2023	Pajama Storytime	6
6/14/2023	Library Field Trip - CES - 3	22
6/14/2023	Outreach visit to CES - 2	18
6/15/2023	Library Field Trip - CES - 3	22
6/15/2023	Learn & Play Storytime	16
6/15/2023	Library Field Trip - CES - K	20
6/15/2023	Library Field Trip - CES - 1	23

6/15/2023	Library Field Trip - CES - 3	22
6/16/2023	Library Field Trip - CES - 1	21
6/16/2023	Bridge Club	5
6/16/2023	Father's Day Crafts	9
6/20/2023	Pajama Storytime	0
6/21/2023	Library Field Trip - CES - 4	22
6/21/2023	Library Field Trip - CES - 1	23
6/21/2023	Library Field Trip - CES - 4	24
6/21/2023	Afternoon Book Club	4
6/21/2023	Outreach visit to CES - 2	18
6/22/2023	Special Storytime: Nature is...	2
6/22/2023	Teen Volunteer Sign-Up	3
6/23/2023	Bridge Club	6
6/24/2023	Patriotic Crafts	112
6/24/2023	SRC Kickoff	79
6/26/2023	DIY Scratch Art Paper	20
6/27/2023	Cool Science: Fizzing Lemonade	34
6/27/2023	Firefighter Storytime	34
6/28/2023	Legomania	12
6/29/2023	Pig Storytime	141
6/30/2023	Bridge Club	5
6/30/2023	Games on the Lawn	19
	Month total	1,050