

Agenda
Castleton Public Library Board of Trustees Meeting
Castleton Village Hall, July 15, 2019 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

Old Business

- Library word-of-mouth advertising
- Trustees – Library program attendance

New Business

President's Report

Secretary's Report

- Review of minutes from June 17, 2019

Treasurer's Report

Director's Report

Friends Report

Committee Reports

- Finance Committee – J. Farrell, N. Hans, M. Marcucci
- Administrative Committee – J. Griffin, O. Karis-Nix
- Operations/Capital projects – O. Karis-Nix, M. Marcucci, S. Mitchum
- Policy Committee – M. Aitken, N. Hans
- Long Range Plan Committees:
 - Sustainable Funding (N. Hans, O. Karis-Nix)
 - Library Space (J. Griffin, M. Marcucci)
 - Community Outreach & Visibility (M. Aitken, J. Farrell, S. Mitchum)

Announcements

Public Comment

Executive Session

Adjourn

Castleton Public Library Board of Trustees Meeting

Monday June 17, 2019 Minutes

Welcome/Pledge of Allegiance: The meeting was called to order by President Karis-Nix at 7:02 pm.

Roll Call: Present: Olivia Karis-Nix, President; Mary Claire Aitken, Secretary; Nathan Hans, Treasurer; Maria Marcucci, Trustee; Shane Mitchum, Trustee; Jillian Farrell, Trustee; and Melissa Tacke, Library Director. Absent: Jacki Griffin, Vice President.

Adoption of Agenda: Agenda adopted upon motion of Treasurer Hans and seconded by Trustee Mitchum. Unanimously approved.

Old Business: A library donation was received, to be used for the long range plan. Options were discussed. There was a suggestion to upgrade the computers for public use. Quotes will be needed prior to final vote. Library programs were discussed.

New Business: None

President's Report: President Karis-Nix discussed the need and plans for stable funding.

Secretary's Report: Treasurer Hans motioned to approve the May 2019 meeting minutes. Seconded by Trustee Mitchum. Unanimously approved.

Treasurer's Report: President Karis-Nix motioned to approve the May 2019 Check Detail Reports. Seconded by Trustee Marcucci. Unanimously approved.

Director's Report: Director Tacke presented her monthly report for June 2019. The Summer Reading Program was reviewed. Class field trips and camp visits were noted.

Friends Report: None

Committee Reports: The Community Outreach and Visibility Committee reported on action items, including marketing ideas and adult homebound services.

Announcements: None

Public Comment: None

Executive Session: None

The meeting was adjourned upon motion by Treasurer Hans and seconded by Trustee Marcucci at 8:15pm.

The Castleton Public Library
Check Detail

June 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	DEBIT	06/01/2019	Wal-Mart	200.2 · Citizens Checking Account		-22.23
Bill		06/01/2019		7410.4F · Office and Library Supplies	-22.23	22.23
TOTAL					-22.23	22.23
Bill Pmt -Check	DEBIT	06/03/2019	Deluxe	200.2 · Citizens Checking Account		-89.17
Bill	85428344	06/03/2019		7410.4F · Office and Library Supplies	-89.17	89.17
TOTAL					-89.17	89.17
Bill Pmt -Check	DEBIT	06/04/2019	Amazon LLC	200.2 · Citizens Checking Account		-9.96
Bill	1140769112...	06/04/2019		74104B1 · DVDs & Other Materials	-9.96	9.96
TOTAL					-9.96	9.96
Bill Pmt -Check	DEBIT	06/11/2019	Amazon LLC	200.2 · Citizens Checking Account		-14.96
Bill	1140769112...	06/11/2019		74104B1 · DVDs & Other Materials	-14.96	14.96
TOTAL					-14.96	14.96
Bill Pmt -Check	DEBIT	06/15/2019	Amazon LLC	200.2 · Citizens Checking Account		-114.46
Bill	1143496099...	06/15/2019		74104D1 · Summer Reading Program	-114.46	114.46
TOTAL					-114.46	114.46
Bill Pmt -Check	DEBIT	06/18/2019	Amazon LLC	200.2 · Citizens Checking Account		-18.26
Bill	1140769112...	06/18/2019		74104B1 · DVDs & Other Materials	-18.26	18.26
TOTAL					-18.26	18.26
Bill Pmt -Check	DEBIT	06/18/2019	Amazon LLC	200.2 · Citizens Checking Account		-10.79
Bill	1149107417...	06/18/2019		74104D1 · Summer Reading Program	-10.79	10.79
TOTAL					-10.79	10.79
Bill Pmt -Check	DEBIT	06/18/2019	Amazon LLC	200.2 · Citizens Checking Account		-47.74
Bill	1144992290...	06/18/2019		74104D1 · Summer Reading Program	-47.74	47.74
TOTAL					-47.74	47.74
Bill Pmt -Check	DEBIT	06/18/2019	Amazon LLC	200.2 · Citizens Checking Account		-53.91
Bill	1140769112...	06/18/2019		74104B1 · DVDs & Other Materials	-53.91	53.91
TOTAL					-53.91	53.91
Bill Pmt -Check	DEBIT	06/19/2019	Amazon LLC	200.2 · Citizens Checking Account		-179.00
Bill	1144059726...	06/19/2019		7410.4C · Equipment/Technology	-179.00	179.00
TOTAL					-179.00	179.00

The Castleton Public Library
Check Detail

June 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	DEBIT	06/20/2019	Amazon LLC	200.2 · Citizens Checking Account		-18.26
Bill	1147094867...	06/20/2019		74104B1 · DVDs & Other Materials	-18.26	18.26
TOTAL					-18.26	18.26
Bill Pmt -Check	DEBIT	06/20/2019	Sally Beauty Supply	200.2 · Citizens Checking Account		-9.38
Bill		06/20/2019		74104D1 · Summer Reading Program	-9.38	9.38
TOTAL					-9.38	9.38
Bill Pmt -Check	DEBIT	06/20/2019	Wal-Mart	200.2 · Citizens Checking Account		-230.50
Bill		06/20/2019		74104B1 · DVDs & Other Materials	-19.96	19.96
				7410.4D · Programs	-39.94	39.94
				7410.4F · Office and Library Supplies	-2.97	2.97
				74104D1 · Summer Reading Program	-167.63	167.63
TOTAL					-230.50	230.50
Bill Pmt -Check	DEBIT	06/24/2019	Aldi	200.2 · Citizens Checking Account		-8.36
Bill		06/24/2019		7410.4A · Staff Development/Edu	-8.36	8.36
TOTAL					-8.36	8.36
Bill Pmt -Check	DEBIT	06/25/2019	Amazon LLC	200.2 · Citizens Checking Account		-14.99
Bill	1140769112...	06/25/2019		74104B1 · DVDs & Other Materials	-14.99	14.99
TOTAL					-14.99	14.99
Bill Pmt -Check	DEBIT	06/25/2019	Amazon LLC	200.2 · Citizens Checking Account		-180.37
Bill	1143221736...	06/25/2019		74104D1 · Summer Reading Program	-180.37	180.37
TOTAL					-180.37	180.37
Bill Pmt -Check	DEBIT	06/26/2019	Wal-Mart	200.2 · Citizens Checking Account		-71.17
Bill		06/26/2019		74104B1 · DVDs & Other Materials	-19.96	19.96
				7410.4F · Office and Library Supplies	-3.94	3.94
				74104D1 · Summer Reading Program	-47.27	47.27
TOTAL					-71.17	71.17
Bill Pmt -Check	DEBIT	06/26/2019	Stewarts Shop	200.2 · Citizens Checking Account		-2.80
Bill		06/26/2019		74104D1 · Summer Reading Program	-2.80	2.80
TOTAL					-2.80	2.80
Bill Pmt -Check	DEBIT	06/27/2019	Jo-Ann	200.2 · Citizens Checking Account		-44.74
Bill		06/27/2019		74104D1 · Summer Reading Program	-44.74	44.74
TOTAL					-44.74	44.74
Bill Pmt -Check	2487	06/14/2019	East Greenbush ...	200.2 · Citizens Checking Account		-499.61
Bill	8093	06/14/2019		7410.2A · Renovation of Library Space	-499.61	499.61
TOTAL					-499.61	499.61

The Castleton Public Library
Check Detail

June 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	2494	06/03/2019	Village of Castleto...	200.2 · Citizens Checking Account		-4,197.04
Bill	84155	06/03/2019		7410.1A · Gross wages - Director	-1,864.41	1,864.41
				7410.1B · Gross wages - Librarian	-734.56	734.56
				7410.1C · Gross wages - Assistant	-1,303.67	1,303.67
				9030.8 · Social Security/Medicare	-294.40	294.40
TOTAL					-4,197.04	4,197.04
Bill Pmt -Check	2495	06/03/2019	Recorded Books, ...	200.2 · Citizens Checking Account		-40.00
Bill	76233920	06/03/2019		74104B4 · Audiobooks	-40.00	40.00
TOTAL					-40.00	40.00
Bill Pmt -Check	2496	06/03/2019	UHLS	200.2 · Citizens Checking Account		-50.00
Bill	19-241	06/03/2019		7410.4F · Office and Library Supplies	-50.00	50.00
TOTAL					-50.00	50.00
Bill Pmt -Check	2497	06/03/2019	Brodart	200.2 · Citizens Checking Account		-227.63
Bill	MULTIPLE	06/03/2019		74104B3 · Print Materials	-227.63	227.63
TOTAL					-227.63	227.63
Bill Pmt -Check	2498	06/10/2019	U.S. Bank	200.2 · Citizens Checking Account		-133.25
Bill	386035497	06/10/2019		7410.4C · Equipment/Technology	-133.25	133.25
TOTAL					-133.25	133.25
Bill Pmt -Check	2499	06/17/2019	Curtis Printing Co...	200.2 · Citizens Checking Account		-895.00
Bill		06/10/2019		74104D1 · Summer Reading Program	-895.00	895.00
TOTAL					-895.00	895.00
Bill Pmt -Check	2500	06/17/2019	Massachusetts M...	200.2 · Citizens Checking Account		-250.00
Bill		06/17/2019		74104B6 · Museum Passes	-250.00	250.00
TOTAL					-250.00	250.00
Bill Pmt -Check	2501	06/17/2019	Brodart	200.2 · Citizens Checking Account		-302.05
Bill	MULTIPLE	06/12/2019		74104B3 · Print Materials	-302.05	302.05
TOTAL					-302.05	302.05
Bill Pmt -Check	2502	06/17/2019	Times Union	200.2 · Citizens Checking Account		-102.00
Bill		06/10/2019		74104B5 · Magazines and Newspapers	-102.00	102.00
TOTAL					-102.00	102.00
Bill Pmt -Check	2504	06/17/2019	Time Warner Cable	200.2 · Citizens Checking Account		-92.22
Bill	8688574010...	06/11/2019		7410.4H · Telephone/Data Links	-92.22	92.22
TOTAL					-92.22	92.22

The Castleton Public Library
Check Detail

June 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	2505	06/17/2019	Village of Castleto...	200.2 · Citizens Checking Account		-366.07
Bill	84162	06/17/2019		9060.81 · HRA Funding	-366.07	366.07
TOTAL					-366.07	366.07
Bill Pmt -Check	2506	06/17/2019	Village of Castleto...	200.2 · Citizens Checking Account		-4,136.44
Bill	84163	06/17/2019		7410.1A · Gross wages - Director	-1,864.41	1,864.41
				7410.1B · Gross wages - Librarian	-584.00	584.00
				7410.1C · Gross wages - Assistant	-1,397.94	1,397.94
				9030.8 · Social Security/Medicare	-290.09	290.09
TOTAL					-4,136.44	4,136.44
Bill Pmt -Check	2507	06/17/2019	Village of Castleto...	200.2 · Citizens Checking Account		-214.84
Bill	84160	06/11/2019		9040.8 · Workers Comp	-214.84	214.84
TOTAL					-214.84	214.84

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07/03/19

The Castleton Public Library
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 06/30/2019

	<u>Jun 30, 19</u>
Beginning Balance	157,870.33
Cleared Transactions	
Checks and Payments - 1 item	-13,000.00
Deposits and Credits - 3 items	3,500.71
	<hr/>
Total Cleared Transactions	-9,499.29
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Cleared Balance	148,371.04
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Register Balance as of 06/30/2019	148,371.04
Ending Balance	148,371.04

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The Castleton Public Library
Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 06/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						157,870.33
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	06/27/2019			X	-13,000.00	-13,000.00
Total Checks and Payments					-13,000.00	-13,000.00
Deposits and Credits - 3 items						
Deposit	06/14/2019			X	122.25	122.25
Deposit	06/26/2019			X	3,375.89	3,498.14
Deposit	06/30/2019			X	2.57	3,500.71
Total Deposits and Credits					3,500.71	3,500.71
Total Cleared Transactions					-9,499.29	-9,499.29
Cleared Balance					-9,499.29	148,371.04
Register Balance as of 06/30/2019					-9,499.29	148,371.04
Ending Balance					-9,499.29	148,371.04

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The Castleton Public Library
Reconciliation Summary

200.2 - Citizens Checking Account, Period Ending 06/30/2019

	<u>Jun 30, 19</u>
Beginning Balance	22,776.06
Cleared Transactions	
Checks and Payments - 33 items	-12,647.20
Deposits and Credits - 1 item	13,000.00
	<u>352.80</u>
Total Cleared Transactions	
Cleared Balance	<u><u>23,128.86</u></u>
Register Balance as of 06/30/2019	23,128.86
Ending Balance	23,128.86

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07/03/19

The Castleton Public Library

Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 06/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						22,776.06
Cleared Transactions						
Checks and Payments - 33 items						
Bill Pmt -Check	06/01/2019	DEBIT	Wal-Mart	X	-22.23	-22.23
Bill Pmt -Check	06/03/2019	2494	Village of Castleton...	X	-4,197.04	-4,219.27
Bill Pmt -Check	06/03/2019	2497	Brodart	X	-227.63	-4,446.90
Bill Pmt -Check	06/03/2019	DEBIT	Deluxe	X	-89.17	-4,536.07
Bill Pmt -Check	06/03/2019	2496	UHLS	X	-50.00	-4,586.07
Bill Pmt -Check	06/03/2019	2495	Recorded Books, L...	X	-40.00	-4,626.07
Bill Pmt -Check	06/04/2019	DEBIT	Amazon LLC	X	-9.96	-4,636.03
Bill Pmt -Check	06/10/2019	2498	U.S. Bank	X	-133.25	-4,769.28
Bill Pmt -Check	06/11/2019	DEBIT	Amazon LLC	X	-14.96	-4,784.24
Bill Pmt -Check	06/14/2019	2487	East Greenbush Wi...	X	-499.61	-5,283.85
Bill Pmt -Check	06/15/2019	DEBIT	Amazon LLC	X	-114.46	-5,398.31
Bill Pmt -Check	06/17/2019	2506	Village of Castleton...	X	-4,136.44	-9,534.75
Bill Pmt -Check	06/17/2019	2499	Curtis Printing Com...	X	-895.00	-10,429.75
Bill Pmt -Check	06/17/2019	2505	Village of Castleton...	X	-366.07	-10,795.82
Bill Pmt -Check	06/17/2019	2501	Brodart	X	-302.05	-11,097.87
Bill Pmt -Check	06/17/2019	2500	Massachusetts Mu...	X	-250.00	-11,347.87
Bill Pmt -Check	06/17/2019	2507	Village of Castleton...	X	-214.84	-11,562.71
Bill Pmt -Check	06/17/2019	2502	Times Union	X	-102.00	-11,664.71
Bill Pmt -Check	06/17/2019	2504	Time Warner Cable	X	-92.22	-11,756.93
Bill Pmt -Check	06/18/2019	DEBIT	Amazon LLC	X	-53.91	-11,810.84
Bill Pmt -Check	06/18/2019	DEBIT	Amazon LLC	X	-47.74	-11,858.58
Bill Pmt -Check	06/18/2019	DEBIT	Amazon LLC	X	-18.26	-11,876.84
Bill Pmt -Check	06/18/2019	DEBIT	Amazon LLC	X	-10.79	-11,887.63
Bill Pmt -Check	06/19/2019	DEBIT	Amazon LLC	X	-179.00	-12,066.63
Bill Pmt -Check	06/20/2019	DEBIT	Wal-Mart	X	-230.50	-12,297.13
Bill Pmt -Check	06/20/2019	DEBIT	Amazon LLC	X	-18.26	-12,315.39
Bill Pmt -Check	06/20/2019	DEBIT	Sally Beauty Supply	X	-9.38	-12,324.77
Bill Pmt -Check	06/24/2019	DEBIT	Aldi	X	-8.36	-12,333.13
Bill Pmt -Check	06/25/2019	DEBIT	Amazon LLC	X	-180.37	-12,513.50
Bill Pmt -Check	06/25/2019	DEBIT	Amazon LLC	X	-14.99	-12,528.49
Bill Pmt -Check	06/26/2019	DEBIT	Wal-Mart	X	-71.17	-12,599.66
Bill Pmt -Check	06/26/2019	DEBIT	Stewarts Shop	X	-2.80	-12,602.46
Bill Pmt -Check	06/27/2019	DEBIT	Jo-Ann	X	-44.74	-12,647.20
Total Checks and Payments					-12,647.20	-12,647.20
Deposits and Credits - 1 item						
Transfer	06/27/2019			X	13,000.00	13,000.00
Total Deposits and Credits					13,000.00	13,000.00
Total Cleared Transactions					352.80	352.80
Cleared Balance					352.80	23,128.86
Register Balance as of 06/30/2019					352.80	23,128.86
Ending Balance					352.80	23,128.86

The Castleton Public Library

Profit & Loss

June 2019

	Jun 19
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	2.00
2082.12 · Lost Books	15.98
2082.13 · Copies, Prints and Faxes	85.55
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	103.53
Total 2082 · Library Charges	103.53
2360 · Intergovernmental Revenues	
2360.3 · Rensselaer County	3,325.00
Total 2360 · Intergovernmental Revenues	3,325.00
2401 · Interest & Earnings	2.57
2705 · Gifts & Donations	69.61
Total Income	3,500.71
Gross Profit	3,500.71
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	3,728.82
7410.1B · Gross wages - Librarian	1,318.56
7410.1C · Gross wages - Assistant	2,701.61
Total 7410.11 · Employee Gross Wages	7,748.99
Total 7410.1 · Personal Services	7,748.99
7410.2 · Equipment & Capital Outlay	
7410.2A · Renovation of Library Space	499.61
Total 7410.2 · Equipment & Capital Outlay	499.61
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B6 · Museum Passes	250.00
74104B5 · Magazines and Newspapers	102.00
74104B4 · Audiobooks	40.00
74104B3 · Print Materials	529.68
74104B1 · DVDs & Other Materials	170.26
Total 7410.4B · Library Materials	1,091.94
7410.4C · Equipment/Technology	312.25
7410.4D · Programs	
74104D1 · Summer Reading Program	1,520.18
7410.4D · Programs - Other	39.94
Total 7410.4D · Programs	1,560.12
7410.41 · Operations and Administrative	
7410.4A · Staff Development/Edu	8.36
7410.4H · Telephone/Data Links	92.22
7410.4F · Office and Library Supplies	168.31
Total 7410.41 · Operations and Administrative	268.89
Total 7410.4 · Contractual Expenses	3,233.20
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	584.49
9040.8 · Workers Comp	214.84

Profit & Loss

June 2019

	Jun 19
9060.8 · Health Insurance	
9060.81 · HRA Funding	366.07
Total 9060.8 · Health Insurance	366.07
Total 9000 · Employee - Benefits	1,165.40
Total Expense	12,647.20
Net Ordinary Income	-9,146.49
Net Income	-9,146.49

The Castleton Public Library
Profit & Loss Budget vs. Actual

Accrual Basis

January through June 2019

	Jan - Jun 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	64.14	0.00	64.14	100.0%
2082.12 · Lost Books	133.30	0.00	133.30	100.0%
2082.13 · Copies, Prints and Faxes	380.35	700.00	-319.65	54.3%
2082.14 · Register Overage/Shortage	-0.55	0.00	-0.55	100.0%
Total 2082.1 · Library Fines & Fees	577.24	700.00	-122.76	82.5%
Total 2082 · Library Charges	577.24	700.00	-122.76	82.5%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	130,410.00	130,410.00	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	133,735.00	147,735.00	-14,000.00	90.5%
2401 · Interest & Earnings	16.19	35.00	-18.81	46.3%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	5,705.82	4,000.00	1,705.82	142.6%
Total 2705 · Gifts & Donations	6,705.82	5,000.00	1,705.82	134.1%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	21,480.00	-21,480.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	0.00	1,400.00	-1,400.00	0.0%
2760.9 · Grants - Other	4,200.00	3,500.00	700.00	120.0%
Total 2760 · Library System Grants	4,200.00	26,380.00	-22,180.00	15.9%
599 · Appropriated Fund Balance	0.00	5,000.00	-5,000.00	0.0%
Total Income	145,234.25	184,850.00	-39,615.75	78.6%
Gross Profit	145,234.25	184,850.00	-39,615.75	78.6%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	22,337.08	48,661.00	-26,323.92	45.9%
7410.1B · Gross wages - Librarian	8,363.68	18,985.00	-10,621.32	44.1%
7410.1C · Gross wages - Assistant	15,930.37	37,300.00	-21,369.63	42.7%
Total 7410.11 · Employee Gross Wages	46,631.13	104,946.00	-58,314.87	44.4%
Total 7410.1 · Personal Services	46,631.13	104,946.00	-58,314.87	44.4%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	34,516.15	42,962.00	-8,445.85	80.3%
Total 7410.2 · Equipment & Capital Outlay	34,516.15	42,962.00	-8,445.85	80.3%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,175.00	1,600.00	-425.00	73.4%
74104B5 · Magazines and Newspapers	450.97	960.00	-509.03	47.0%
74104B4 · Audiobooks	199.98	480.00	-280.02	41.7%
74104B3 · Print Materials	4,541.38	6,750.00	-2,208.62	67.3%
74104B2 · Electronic Content	1,789.25	2,754.00	-964.75	65.0%
74104B1 · DVDs & Other Materials	1,077.32	1,900.00	-822.68	56.7%
7410.4B · Library Materials - Other	128.52	110.00	18.52	116.8%
Total 7410.4B · Library Materials	9,362.42	14,554.00	-5,191.58	64.3%
7410.4C · Equipment/Technology	891.00	2,500.00	-1,609.00	35.6%
7410.4D · Programs				
74104D1 · Summer Reading Program	1,968.35	3,000.00	-1,031.65	65.6%
7410.4D · Programs - Other	674.98	2,500.00	-1,825.02	27.0%
Total 7410.4D · Programs	2,643.33	5,500.00	-2,856.67	48.1%

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through June 2019

	Jan - Jun 19	Budget	\$ Over Budget	% of Budget
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	186.09	800.00	-613.91	23.3%
7410.4E · Automated Services	1,826.50	3,275.00	-1,448.50	55.8%
7410.4G · Postage	170.23	250.00	-79.77	68.1%
7410.4H · Telephone/Data Links	538.73	1,050.00	-511.27	51.3%
7410.4I · Insurance	1,621.05	2,300.00	-678.95	70.5%
7410.4F · Office and Library Supplies	735.58	1,200.00	-464.42	61.3%
7410.4J · Professional Services	420.00	640.00	-220.00	65.6%
Total 7410.41 · Operations and Administrative	5,498.18	9,515.00	-4,016.82	57.8%
7410.4K · Miscellaneous	74.07	25.00	49.07	296.3%
Total 7410.4 · Contractual Expenses	18,469.00	32,094.00	-13,625.00	57.5%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	7,100.00	-7,100.00	0.0%
9030.8 · Social Security/Medicare	3,517.41	7,800.00	-4,282.59	45.1%
9040.8 · Workers Comp	371.68	1,000.00	-628.32	37.2%
9055.8 · Disability	207.00	650.00	-443.00	31.8%
9060.8 · Health Insurance				
9060.81 · HRA Funding	366.07	1,500.00	-1,133.93	24.4%
9060.8 · Health Insurance - Other	2,743.60	8,280.00	-5,536.40	33.1%
Total 9060.8 · Health Insurance	3,109.67	9,780.00	-6,670.33	31.8%
Total 9000 · Employee - Benefits	7,205.76	26,330.00	-19,124.24	27.4%
Total Expense	106,822.04	206,332.00	-99,509.96	51.8%
Net Ordinary Income	38,412.21	-21,482.00	59,894.21	-178.8%
Net Income	38,412.21	-21,482.00	59,894.21	-178.8%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through June 2019

	Jan - Jun 19	Forecast	\$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	64.14	748.87	-684.73	8.6%
2082.12 · Lost Books	133.30			
2082.13 · Copies, Prints and Faxes	380.35	437.28	-56.93	87.0%
2082.14 · Register Overage/Shortage	-0.55	-0.73	0.18	75.3%
Total 2082.1 · Library Fines & Fees	577.24	1,185.42	-608.18	48.7%
Total 2082 · Library Charges	577.24	1,185.42	-608.18	48.7%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	130,410.00	113,400.00	17,010.00	115.0%
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	133,735.00	116,725.00	17,010.00	114.6%
2401 · Interest & Earnings	16.19	17.89	-1.70	90.5%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	5,705.82	3,492.91	2,212.91	163.4%
Total 2705 · Gifts & Donations	6,705.82	4,492.91	2,212.91	149.3%
2760 · Library System Grants				
2760.1 · LLSA and ERATE (UHLS)	0.00	0.00	0.00	0.0%
2760.9 · Grants - Other	4,200.00	750.00	3,450.00	560.0%
Total 2760 · Library System Grants	4,200.00	750.00	3,450.00	560.0%
Total Income	145,234.25	123,171.22	22,063.03	117.9%
Gross Profit	145,234.25	123,171.22	22,063.03	117.9%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	22,337.08	21,512.64	824.44	103.8%
7410.1B · Gross wages - Librarian	8,363.68	7,952.99	410.69	105.2%
7410.1C · Gross wages - Assistant	15,930.37	13,599.60	2,330.77	117.1%
Total 7410.11 · Employee Gross Wages	46,631.13	43,065.23	3,565.90	108.3%
Total 7410.1 · Personal Services	46,631.13	43,065.23	3,565.90	108.3%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	34,516.15			
Total 7410.2 · Equipment & Capital Outlay	34,516.15			
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,175.00	670.00	505.00	175.4%
74104B5 · Magazines and Newspapers	450.97	461.70	-10.73	97.7%
74104B4 · Audiobooks	199.98	191.77	8.21	104.3%
74104B3 · Print Materials	4,541.38	3,436.12	1,105.26	132.2%
74104B2 · Electronic Content	1,789.25	1,159.79	629.46	154.3%
74104B1 · DVDs & Other Materials	1,077.32	907.97	169.35	118.7%
7410.4B · Library Materials - Other	128.52	106.92	21.60	120.2%
Total 7410.4B · Library Materials	9,362.42	6,934.27	2,428.15	135.0%
7410.4C · Equipment/Technology	891.00	1,195.58	-304.58	74.5%
7410.4D · Programs				
74104D1 · Summer Reading Program	1,968.35	1,075.89	892.46	183.0%
7410.4D · Programs - Other	674.98	1,136.11	-461.13	59.4%
Total 7410.4D · Programs	2,643.33	2,212.00	431.33	119.5%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	186.09	476.87	-290.78	39.0%
7410.4E · Automated Services	1,826.50	2,456.25	-629.75	74.4%
7410.4G · Postage	170.23	104.73	65.50	162.5%
7410.4H · Telephone/Data Links	538.73	517.11	21.62	104.2%
7410.4I · Insurance	1,621.05	2,004.98	-383.93	80.9%
7410.4F · Office and Library Supplies	735.58	449.82	285.76	163.5%
7410.4J · Professional Services	420.00	420.00	0.00	100.0%
Total 7410.41 · Operations and Administrative	5,498.18	6,429.76	-931.58	85.5%
7410.4K · Miscellaneous	74.07	12.00	62.07	617.3%
Total 7410.4 · Contractual Expenses	18,469.00	16,783.61	1,685.39	110.0%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	0.00	0.00	0.0%
9030.8 · Social Security/Medicare	3,517.41	3,267.59	249.82	107.6%
9040.8 · Workers Comp	371.68	182.55	189.13	203.6%
9055.8 · Disability	207.00	88.30	118.70	234.4%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through June 2019

	Jan - Jun 19	Forecast	\$ Over Forecast	% of Forecast
9060.8 · Health Insurance				
9060.81 · HRA Funding	366.07			
9060.8 · Health Insurance - Other	2,743.60	2,743.60	0.00	100.0%
Total 9060.8 · Health Insurance	3,109.67	2,743.60	366.07	113.3%
Total 9000 · Employee - Benefits	7,205.76	6,282.04	923.72	114.7%
Total Expense	106,822.04	66,130.88	40,691.16	161.5%
Net Ordinary Income	38,412.21	57,040.34	-18,628.13	67.3%
Net Income	38,412.21	57,040.34	-18,628.13	67.3%

The Castleton Public Library

Balance Sheet

As of June 30, 2019

	Jun 30, 19
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	148,371.04
200.2 · Citizens Checking Account	23,128.86
200.9 · Petty Cash	50.00
Total Checking/Savings	171,549.90
Other Current Assets	
395 · Deposits with Other Government	3,500.00
Total Other Current Assets	3,500.00
Total Current Assets	175,049.90
TOTAL ASSETS	175,049.90
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
600 · Accounts Payable	-0.02
Total Accounts Payable	-0.02
Total Current Liabilities	-0.02
Total Liabilities	-0.02
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	131,564.71
Net Income	38,412.21
Total Equity	175,049.92
TOTAL LIABILITIES & EQUITY	175,049.90

Director's Report – June

June 2019 – Usage Statistics in Comparison

	June 2019	June 2018	Percent Change
Circulation			
Circulation of materials at CPL	2,569	2,964	-13.3%
Items loaned to other libraries	411	456	-9.9%
Items borrowed from other libraries	759	848	-10.5%
eContent circulation	389	286	+36%
Programming			
Number of programs offered	39	45	-13.3%
Program attendance	419	531	-21.1%
Public Computer Use			
Public Computer Sessions	NO DATA	176	N/A
Marketing Reach			
Website visits	12,180	10,556	+15.4%
Website unique visitors	2,428	2,752	-11.8%
Email newsletter list size	1,270	1,123	+13.1%
Facebook page likes	704	590	+19.3%
Facebook total reach	9,251	9,084	+1.8%

Programs & Outreach – June

6/3/2019	Monday Mile Community Walk	0
6/3/2019	After Dinner Book Club	2
6/4/2019	Dementia Basics & Alzheimer's Caregiver Support	1
6/4/2019	Pajama Storytime	6
6/6/2019	Learn & Play Storytime	13
6/6/2019	Visit to Castleton Kids	23
6/7/2019	Bridge Club	5
6/7/2019	Family Movie Night	12
6/10/2019	Computer Help	1
6/10/2019	Read to Lacey	0
6/10/2019	Monday Mile Community Walk	0
6/11/2019	Castle Hill Bookmobile	7
6/11/2019	Pajama Storytime	13
6/13/2019	Learn & Play Storytime	20
6/13/2019	Father's Day Crafts	10
6/15/2019	Crafternoon	3
6/17/2019	Monday Mile Community Walk	0
6/18/2019	Afternoon Book Club	5
6/18/2019	Pajama Storytime	8
6/18/2019	Legal Clinic	2

6/20/2019	Learn & Play Storytime	17
6/20/2019	Visit to Castleton Kids	27
6/21/2019	Bridge Club	7
6/24/2019	Riverside Lending Library	5
6/24/2019	Monday Mile Community Walk	0
6/25/2019	Teen Volunteer Signup	7
6/25/2019	Pajama Storytime	8
6/26/2019	Summer Reading Kickoff Party	129
6/26/2019	Community Room Ribbon Cutting	6
6/27/2019	Restaurant Storytime	22
6/27/2019	Decorate a Bookmark!	4
6/27/2019	Teen Time: Record Breaking Challenges	6
6/28/2019	Early Literacy Playtime	8
6/28/2019	Pool Noodle Obstacle Course	17
6/28/2019	Computer Help	1
6/28/2019	CPL @ Farmers Market	12
6/29/2019	Saturday Storytime	3
6/29/2019	Storytime in the Park	0
6/29/2019	Animal Book Signing	9
	Month total	419

News & Updates

- CPL reached all K-5 students at CES in promoting our Summer Reading Program! The library hosted 14 class field trips during the months of May & June, and we made visits to the 5 classes that were unable to visit us. Thanks to these visits, 54 new library cards were issued to local children. In addition to the CES visits, our Youth Services Librarian made visits to all 7th & 8th English classes at Maple Hill Junior-Senior High School to promote the Summer Reading Program for teens.

Outreach – July & August

- Tuesday, July 9 – Castle Hill Bookmobile
- Thursday, July 11 – Outreach visit to Castleton Kids summer camp (all age levels)
- Friday, July 12 – Table at Castleton-on-Hudson Farmers' and Artisan Market
- Saturday, July 13 – Storytime at Schodack Island State Park
- Thursday, July 18 – Outreach visit to Town of Schodack summer camp (all age levels)
- Monday, July 22 – Outreach visit to Story Place Preschool (all classes)
- Monday, July 22 – Lending Library at Riverside Center for Rehabilitation & Nursing
- Friday, July 26 – Table at Castleton-on-Hudson Farmers' and Artisan Market
- Friday, August 2 – Table at Castleton-on-Hudson Farmers' and Artisan Market
- Saturday, August 3 – Movies in the Park at Schodack Island State Park
- Saturday, August 10 – Storytime at Schodack Island State Park
- Saturday, August 10 – Movies in the Park at Schodack Island State Park
- Tuesday, August 13 – Castle Hill Bookmobile
- Friday, August 16 – Table at Castleton-on-Hudson Farmers' and Artisan Market
- Saturday, August 17 – Movies in the Park at Schodack Island State Park
- Saturday, August 24 – Storytime at Schodack Island State Park
- Saturday, August 24 – Movies in the Park at Schodack Island State Park
- Monday, August 26 – Lending Library at Riverside Center for Rehabilitation & Nursing
- Saturday, August 31 – Movies in the Park at Schodack Island State Park

Youth Services Librarian – Mtgs., Outreach, School Visits, Continuing Education (June)

- Tuesday, June 4 – Class field trip to CPL (1st grade)
- Tuesday, June 4 – Class field trip to CPL (4th grade)
- Tuesday, June 4 – Class field trip to CPL (3rd grade)
- Thursday, June 6 – Summer Reading classroom visit at CES (2nd grade)
- Thursday, June 6 – Visit to Castleton Kids (grades K-1)
- Monday, June 10 – Class field trip to CPL (Kindergarten)
- Tuesday, June 11 – Class field trip to CPL (3rd grade)
- Tuesday, June 11 – Class field trip to CPL (1st grade)
- Tuesday, June 11 – Class field trip to CPL (3rd grade)
- Thursday, June 13 – Class field trip to CPL (Kindergarten)
- Thursday, June 13 – Class field trip to CPL (2nd grade)
- Friday, June 14 – Summer Reading classroom visits at CES (all 5th grade classes)
- Monday, June 17 – Class field trip to CPL (1st grade)
- Tuesday, June 18 – Summer Reading classroom visits at Maple Hill Junior-Senior High (all 7th & 8th graders)
- Thursday, June 20 – Summer Reading classroom visit at CES (4th grade)
- Thursday, June 20 – Visit to Castleton Kids (grades K-1)
- Tuesday, June 25 – Class field trip to CPL (Kindergarten)
- Tuesday, June 25 – Class field trip to CPL (3rd grade)
- Wednesday, June 26 – Summer Reading promotional visit to CES (morning assembly – all classes)
- Saturday, June 29 – Storytime at Schodack Island State Park

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

- Monday, June 3 – Meeting with Olivia Karis-Nix (monthly meeting).
- Tuesday, June 4 – Class field trip to CPL (1st grade)
- Tuesday, June 4 – Class field trip to CPL (4th grade)
- Tuesday, June 4 – Class field trip to CPL (3rd grade)
- Wednesday, June 5 – Meeting with Jean Francois, 52 Hilton on Main, re: collaboration
- Friday, June 7 – Directors Association meeting at UHLS.
- Monday, June 10 – Class field trip to CPL (Kindergarten)
- Monday, June 10 – Schodack Funding Meeting at UHLS.

- Tuesday, June 11 – Class field trip to CPL (3rd grade)
- Tuesday, June 11 – Class field trip to CPL (1st grade)
- Tuesday, June 11 – Class field trip to CPL (3rd grade)
- Tuesday, June 11 – Castle Hill Bookmobile
- Wednesday, June 12 – Automation Advisory Committee meeting at UHLS.
- Wednesday, June 12 – UHLS Annual Dinner in Latham.
- Thursday, June 13 – Class field trip to CPL (Kindergarten)
- Thursday, June 13 – Class field trip to CPL (2nd grade)
- Monday, June 17 – Class field trip to CPL (1st grade)
- Monday, June 24 – Lending Library at Riverside Center for Rehabilitation & Nursing
- Monday, June 24 – Village Board meeting.
- Tuesday, June 25 – Class field trip to CPL (Kindergarten)
- Tuesday, June 25 – Class field trip to CPL (3rd grade)
- Tuesday, June 25 – All-staff Summer Reading Program meeting
- Friday, June 28 – Table at Castleton-on-Hudson Farmers' and Artisan Market
- Saturday, June 29 – Storytime at Schodack Island State Park