

Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, July 18, 2022 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- Draft Administrative Calendar (Admin. Committee)
- Draft Trustee Onboarding Checklist (Admin. Committee)

Old Business

- Library word-of-mouth advertising

President's Report

Secretary's Report

- Review of minutes from June 20, 2022

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 – L. Knaack, A. Mitchum
- Long Range Plan Committees:
 - Sustainable Funding (A. Mitchum, S. Mitchum)
 - Library Space (P. Cartwright, C. Strainge)
 - Community Outreach & Visibility (K. Bielawa, L. Knaack)

Announcements

Public Comment

Executive Session

Adjourn

Castleton Public Library Board of Trustees – Administrative Calendar

January

- Annual meeting
- Election of officers for the current year
- Update trustee contact info for Disaster Plan & NYS Annual Report

February

- Vote to approve Annual Report to Community
- *Board President – Sign annual agreement with Town of Schodack*
- Receive funding from Town of Schodack
- Submit funding request for current FY to Village of Castleton

March

- Review and vote to approve NYS Annual Report
- Review and vote to approve Annual Update Document (AUD) to NYS Comptroller's Office
- Village of Castleton elections
- *Board President – sign annual agreement with Rensselaer County for current FY funding*

April

- Receive funding from Rensselaer County
- *Policy Committee – Begin annual policy review*

May

- Schodack Central School District elections
- *Finance Committee – create initial draft of next FY budget*

June

- UHLS Annual Celebration

July

- Construction Grant – submit initial application
- Construction Grant – any work on proposed project can begin

August

- Submit next FY budget request to Town of Schodack
- Receive funding from Village of Castleton
- Construction Grant – finalize application

September

- Distribute director evaluation and board self-evaluation forms to trustees
- Construction Grant – UHLS determines award recommendations to NYS
- *Director – Presents to Town of Schodack re: next FY funding request and library services*

October

- Review compiled director evaluations and board self-evaluation
- Notify any trustees with terms that expire at end of the year
- Draft budget for next FY presented to full board for review and comment
- Begin to solicit potential trustees for any terms that will be vacant next year
- *Board President – Meets with Director to go over their evaluation*

November

- Review revised budget for current FY
- Review proposed budget for next FY
- Review staff pay rates for next FY
- Formally recommend appointment or reappointment for new trustees or trustees serving a new term next year
- Set meeting calendar for next year
- Town of Schodack elections

December

- Present trustee reappointment(s) to Village BOT for their vote to approve
- Discuss election of officers for next year
- Vote to approve any revisions to current FY budget
- Vote to approve next FY budget
- Vote to approve staff pay rates for next FY

Trustee Onboarding Checklist

Castleton Public Library Board of Trustees

[Rough Draft] April 29, 2022

Considering becoming a Trustee or ready to start? Here's a quick reference for the steps to take.

Understand trustee responsibilities

- Read the bylaws, which lay out the way the board is run for our specific library: <http://www.castletonpubliclibrary.org/bylaws>
- Locate the meeting dates: <http://www.castletonpubliclibrary.org/about.html>
- If possible, attend one meeting as a member of the public in order to understand the time commitment and roles of trustees. Trustees are generally expected to:
 - Attend most monthly meetings (typically 30-45 minutes, usually in-person)
 - Participate in initial [trustee training](#) if offered by Upper Hudson Library System (about 90 minutes)
 - Annually starting 2023 – take required continuing education training each year (2 hours total)
 - Join at least one committee (a few hours per year, can be in-person or virtual)

Read background material

- Learn the mission statement of the library: ***Enriching lives, empowering our community, encouraging exploration.***
- Review one or two recent library board packets and meeting minutes: <http://www.castletonpubliclibrary.org/cpl-board-of-trustees-meetings-and-information>
- Review the most recent Annual Report: <http://www.castletonpubliclibrary.org/news--resources/our-2021-annual-report> (see March 2022 packet for full NYS report)
- Get the NYS Handbook for Library Trustees: <https://www.nysl.nysed.gov/libdev/trustees/handbook/index.html>
- Locate the policies: <http://www.castletonpubliclibrary.org/policy>
- Learn about the Upper Hudson Library System as a whole: <https://www.uhls.org/about.asp>

Get started!

- Notify the Board of Trustees of your interest in joining, in writing or in-person at a board meeting
- Await approval of your appointment at the next Village of Castleton Board meeting
- After approval by the Village, visit the Village Clerk to sign an oath to be formally sworn in as a library trustee
- Provide your street address, phone number, and email address to the President and Director for inclusion of trustee contact information in the Disaster Plan and Annual Report to NYS
- Work with the President and Director to schedule appropriate training
- Ask questions and have fun

Castleton Public Library Board of Trustees Meeting

Monday, June 20, 2022 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:02 pm.

Roll Call

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

Adoption of Agenda

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

Public Comment

Village of Castleton Trustee Lissa D'Aquanni attended in person.

New Business

Sustainable Funding: The board discussed the option of pursuing a 259 budget vote and recapped some of the May presentation from Tim Burke of UHLS. Trustee Cartwright put forward a motion to begin investigating the option in earnest and empower the board and director to pursue conversations with representatives of the town, village, school board, and members of the public. Seconded by Trustee Knaack. Unanimously approved.

Mask policy: Director Tacke requested the board consider making masks optional for the foreseeable future, rather than required in the library as they had been at some CDC COVID-19 Community Levels. The Director will continue to monitor the local public health situation. Trustee Cartwright motioned to adopt a policy of optional face masks for staff and patrons. Seconded by Trustee Knaack. Unanimously approved.

COVID-19 leave policy: Trustee Cartwright motioned to extend the Library's COVID-19 leave for staff through 12/31/2022. Seconded by Trustee Knaack. Unanimously approved.

Old Business

Director Tacke shared the Summer Reading Club packet, and encouraged board members to share the word about the kickoff on June 25 and the option to sign up at any time thereafter during the summer.

Reports

President's Report

None.

Secretary's Report

Trustee A. Mitchum motioned to approve the May 2022 meeting minutes. Seconded by Trustee Strainge. Unanimously approved.

Treasurer's Report

Trustee Cartwright motioned to approve the May 2022 Check Detail Reports. Seconded by Trustee Knaack. Unanimously approved.

Director's Report

Director Tacke presented statistics with a comparison against May 2021 and 2020, all months affected by the COVID-19 pandemic.

Friends Report

The Friends of the Library are preparing for bake sales at Schodack Town Park Music in the Park events as well as two Music on the Lawn events with food sales to be held at the Village Hall.

Committee Reports

Finance: no report

Administrative: will share at next board meeting the administrative calendar and onboarding checklist developed by the committee; will reconvene committee in the fall to plan for continuing education for trustees

Operations/Capital Projects: no report

Policy: no report; will resume policy review in the next month

Sustainable Funding: continuing to discuss funding options and 259 budget vote as brought to the board's attention earlier in the meeting

Library Space: no report

Community Outreach & Visibility: met with Director to brainstorm outreach opportunities and identify priorities for community connections to start or resume; will reconvene later in the year

Announcements

None.

Public Comment

Village of Castleton Trustee Lissa D'Aquanni brought to the Library Board's attention that the Village Comprehensive Plan committee met recently and that a Community Visioning Workshop will be held Saturday, August 20, 9:30-noon at the Castleton Elementary School gym. All ages are welcome, and village residents as well as anyone who uses the library are encouraged to attend. In addition, regarding improvement of the front lawn space of the Village Hall which had been of interest to the Library Board, the Village is awaiting proposed redesigns from a professional architect for the front yard and walk.

Executive Session

None.

Adjournment

The meeting was adjourned at 7:35 pm.

The Castleton Public Library
Check Detail

June 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	06/07/2022	Amazon LLC	200.2 · Citizens Checking Account		-18.99
Bill	1140109760...	06/07/2022		74104B1 · DVDs & Other Materials	-18.99	18.99
TOTAL					-18.99	18.99
Bill Pmt -Check	DEBIT	06/08/2022	USPS	200.2 · Citizens Checking Account		-6.06
Bill		06/08/2022		7410.4G · Postage	-6.06	6.06
TOTAL					-6.06	6.06
Bill Pmt -Check	DEBIT	06/13/2022	Amazon LLC	200.2 · Citizens Checking Account		-53.87
Bill	1140109760...	06/13/2022		74104B1 · DVDs & Other Materials	-53.87	53.87
TOTAL					-53.87	53.87
Bill Pmt -Check	DEBIT	06/21/2022	Target	200.2 · Citizens Checking Account		-132.33
Bill		06/21/2022		74104B1 · DVDs & Other Materials	-19.99	19.99
				74104D1 · Summer Reading Program	-112.34	112.34
TOTAL					-132.33	132.33
Bill Pmt -Check	DEBIT	06/21/2022	Amazon LLC	200.2 · Citizens Checking Account		-31.95
Bill	1140109760...	06/21/2022		74104B1 · DVDs & Other Materials	-31.95	31.95
TOTAL					-31.95	31.95
Bill Pmt -Check	DEBIT	06/22/2022	Zoom Video Com...	200.2 · Citizens Checking Account		-12.74
Bill	INV1541032...	06/22/2022		7410.4C · Equipment/Technology	-12.74	12.74
TOTAL					-12.74	12.74
Bill Pmt -Check	DEBIT	06/22/2022	Amazon LLC	200.2 · Citizens Checking Account		-140.08
Bill	1112180765...	06/21/2022		74104D1 · Summer Reading Program	-140.08	140.08
TOTAL					-140.08	140.08
Bill Pmt -Check	DEBIT	06/27/2022	USPS	200.2 · Citizens Checking Account		-1.56
Bill		06/27/2022		7410.4G · Postage	-1.56	1.56
TOTAL					-1.56	1.56
Bill Pmt -Check	DEBIT	06/28/2022	Amazon LLC	200.2 · Citizens Checking Account		-42.95
Bill	1140109760...	06/28/2022		74104B1 · DVDs & Other Materials	-42.95	42.95
TOTAL					-42.95	42.95
Bill Pmt -Check	DEBIT	06/29/2022	The Store	200.2 · Citizens Checking Account		-13.46
Bill		06/29/2022		74104D1 · Summer Reading Program	-13.46	13.46
TOTAL					-13.46	13.46

The Castleton Public Library
Check Detail

June 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	06/30/2022	Facebook	200.2 · Citizens Checking Account		-5.44
Bill	5248751761...	06/30/2022		74104D1 · Summer Reading Program	-5.44	5.44
TOTAL					-5.44	5.44
Bill Pmt -Check	2982	06/08/2022	Curtis Printing C...	200.2 · Citizens Checking Account		-675.00
Bill	190845	06/06/2022		74104D1 · Summer Reading Program	-675.00	675.00
TOTAL					-675.00	675.00
Bill Pmt -Check	2987	06/13/2022	Charter Commun...	200.2 · Citizens Checking Account		-94.07
Bill	1443984010...	06/06/2022		7410.4H · Telephone/Data Links	-94.07	94.07
TOTAL					-94.07	94.07
Bill Pmt -Check	2988	06/13/2022	Village of Castlet...	200.2 · Citizens Checking Account		-204.65
Bill	84421	06/06/2022		9040.8 · Workers Comp	-204.65	204.65
TOTAL					-204.65	204.65
Bill Pmt -Check	2989	06/16/2022	Repeat Business...	200.2 · Citizens Checking Account		-187.35
Bill	819166	06/15/2022		7410.4C · Equipment/Technology	-187.35	187.35
TOTAL					-187.35	187.35
Bill Pmt -Check	2990	06/20/2022	OverDrive	200.2 · Citizens Checking Account		-395.82
Bill	MULTIPLE	06/20/2022		74104B2 · Electronic Content	-395.82	395.82
TOTAL					-395.82	395.82
Bill Pmt -Check	2991	06/20/2022	Village of Castlet...	200.2 · Citizens Checking Account		-4,942.30
Bill	84420	06/06/2022		7410.1A · Gross wages - Director	-2,279.69	2,279.69
				7410.1B · Gross wages - Librarian	-735.66	735.66
				7410.1C · Gross wages - Assistant	-1,578.15	1,578.15
				9030.8 · Social Security/Medicare	-348.80	348.80
TOTAL					-4,942.30	4,942.30
Bill Pmt -Check	2992	06/20/2022	UHLS	200.2 · Citizens Checking Account		-76.58
Bill	22-66	06/16/2022		7410.4F · Office and Library Supplies	-76.58	76.58
TOTAL					-76.58	76.58
Bill Pmt -Check	2993	06/20/2022	Village of Castlet...	200.2 · Citizens Checking Account		-5,287.89
Bill	84423	06/20/2022		7410.1A · Gross wages - Director	-2,279.69	2,279.69
				7410.1B · Gross wages - Librarian	-911.34	911.34
				7410.1C · Gross wages - Assistant	-1,723.50	1,723.50
				9030.8 · Social Security/Medicare	-373.36	373.36
TOTAL					-5,287.89	5,287.89

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07/05/22

The Castleton Public Library
Check Detail

June 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	2994	06/20/2022	Brodart	200.2 · Citizens Checking Account		-1,030.44
Bill	MULTIPLE	06/20/2022		74104B3 · Print Materials	-1,030.44	1,030.44
TOTAL					-1,030.44	1,030.44
Bill Pmt -Check	2996	06/30/2022	T-Mobile	200.2 · Citizens Checking Account		-119.44
Bill		06/24/2022		7410.4C · Equipment/Technology	-29.86	29.86
				7410.4B · Library Materials	-89.58	89.58
TOTAL					-119.44	119.44

5:12 PM
07/05/22

The Castleton Public Library
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 06/30/2022

	<u>Jun 30, 22</u>
Beginning Balance	203,219.12
Cleared Transactions	
Checks and Payments - 1 item	-15,000.00
Deposits and Credits - 1 item	3.33
	<u> </u>
Total Cleared Transactions	-14,996.67
	<u> </u>
Cleared Balance	188,222.45
	<u> </u>
Register Balance as of 06/30/2022	188,222.45
Ending Balance	188,222.45

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07/05/22

The Castleton Public Library
Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 06/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						203,219.12
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	06/30/2022			X	-15,000.00	-15,000.00
Total Checks and Payments					-15,000.00	-15,000.00
Deposits and Credits - 1 item						
Deposit	06/30/2022			X	3.33	3.33
Total Deposits and Credits					3.33	3.33
Total Cleared Transactions					-14,996.67	-14,996.67
Cleared Balance					-14,996.67	188,222.45
Register Balance as of 06/30/2022					-14,996.67	188,222.45
Ending Balance					-14,996.67	188,222.45

5:18 PM
07/05/22

The Castleton Public Library
Reconciliation Summary

200.2 · Citizens Checking Account, Period Ending 06/30/2022

	<u>Jun 30, 22</u>
Beginning Balance	44,536.43
Cleared Transactions	
Checks and Payments - 30 items	-19,707.87
Deposits and Credits - 1 item	15,000.00
	<u> </u>
Total Cleared Transactions	-4,707.87
	<u> </u>
Cleared Balance	39,828.56
	<u> </u>
Uncleared Transactions	
Checks and Payments - 1 item	-119.44
	<u> </u>
Total Uncleared Transactions	-119.44
	<u> </u>
Register Balance as of 06/30/2022	39,709.12
	<u> </u>
Ending Balance	39,709.12

5:18 PM
07/05/22

The Castleton Public Library
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 06/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						44,536.43
Cleared Transactions						
Checks and Payments - 30 items						
Bill Pmt -Check	05/16/2022	2976	UHLS	X	-75.48	-75.48
Bill Pmt -Check	05/27/2022	2978	Berkshire Museum	X	-125.00	-200.48
Bill Pmt -Check	05/27/2022	2979	Albany Institute of Hi...	X	-100.00	-300.48
Bill Pmt -Check	05/27/2022	2977	FASNY Museum of ...	X	-75.00	-375.48
Bill Pmt -Check	05/31/2022	2983	Village of Castleton-...	X	-5,198.46	-5,573.94
Bill Pmt -Check	05/31/2022	2981	Hancock Shaker Vill...	X	-250.00	-5,823.94
Bill Pmt -Check	05/31/2022	2980	Massachusetts Mus...	X	-250.00	-6,073.94
Bill Pmt -Check	05/31/2022	2985	T-Mobile	X	-120.40	-6,194.34
Bill Pmt -Check	05/31/2022	2986	Norman Rockwell M...	X	-100.00	-6,294.34
Bill Pmt -Check	05/31/2022	2984	Empire State Aerosc...	X	-60.00	-6,354.34
Bill Pmt -Check	06/07/2022	DEBIT	Amazon LLC	X	-18.99	-6,373.33
Bill Pmt -Check	06/08/2022	2982	Curtis Printing Comp...	X	-675.00	-7,048.33
Bill Pmt -Check	06/08/2022	DEBIT	USPS	X	-6.06	-7,054.39
Bill Pmt -Check	06/13/2022	2988	Village of Castleton-...	X	-204.65	-7,259.04
Bill Pmt -Check	06/13/2022	2987	Charter Communicat...	X	-94.07	-7,353.11
Bill Pmt -Check	06/13/2022	DEBIT	Amazon LLC	X	-53.87	-7,406.98
Bill Pmt -Check	06/16/2022	2989	Repeat Business Sy...	X	-187.35	-7,594.33
Bill Pmt -Check	06/20/2022	2993	Village of Castleton-...	X	-5,287.89	-12,882.22
Bill Pmt -Check	06/20/2022	2991	Village of Castleton-...	X	-4,942.30	-17,824.52
Bill Pmt -Check	06/20/2022	2994	Brodart	X	-1,030.44	-18,854.96
Bill Pmt -Check	06/20/2022	2990	OverDrive	X	-395.82	-19,250.78
Bill Pmt -Check	06/20/2022	2992	UHLS	X	-76.58	-19,327.36
Bill Pmt -Check	06/21/2022	DEBIT	Target	X	-132.33	-19,459.69
Bill Pmt -Check	06/21/2022	DEBIT	Amazon LLC	X	-31.95	-19,491.64
Bill Pmt -Check	06/22/2022	DEBIT	Amazon LLC	X	-140.08	-19,631.72
Bill Pmt -Check	06/22/2022	DEBIT	Zoom Video Commu...	X	-12.74	-19,644.46
Bill Pmt -Check	06/27/2022	DEBIT	USPS	X	-1.56	-19,646.02
Bill Pmt -Check	06/28/2022	DEBIT	Amazon LLC	X	-42.95	-19,688.97
Bill Pmt -Check	06/29/2022	DEBIT	The Store	X	-13.46	-19,702.43
Bill Pmt -Check	06/30/2022	DEBIT	Facebook	X	-5.44	-19,707.87
Total Checks and Payments					-19,707.87	-19,707.87
Deposits and Credits - 1 item						
Transfer	06/30/2022			X	15,000.00	15,000.00
Total Deposits and Credits					15,000.00	15,000.00
Total Cleared Transactions					-4,707.87	-4,707.87
Cleared Balance					-4,707.87	39,828.56
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	06/30/2022	2996	T-Mobile		-119.44	-119.44
Total Checks and Payments					-119.44	-119.44
Total Uncleared Transactions					-119.44	-119.44
Register Balance as of 06/30/2022					-4,827.31	39,709.12
Ending Balance					-4,827.31	39,709.12

The Castleton Public Library
Profit & Loss
 June 2022

	<u>Jun 22</u>
Ordinary Income/Expense	
Income	
2401 · Interest & Earnings	3.33
Total Income	<u>3.33</u>
Gross Profit	3.33
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	4,559.38
7410.1B · Gross wages - Librarian	1,647.00
7410.1C · Gross wages - Assistant	3,301.65
Total 7410.11 · Employee Gross Wages	<u>9,508.03</u>
Total 7410.1 · Personal Services	9,508.03
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B3 · Print Materials	1,030.44
74104B2 · Electronic Content	395.82
74104B1 · DVDs & Other Materials	167.75
7410.4B · Library Materials - Other	89.58
Total 7410.4B · Library Materials	<u>1,683.59</u>
7410.4C · Equipment/Technology	229.95
7410.4D · Programs	
74104D1 · Summer Reading Program	946.32
Total 7410.4D · Programs	<u>946.32</u>
7410.41 · Operations and Administrative	
7410.4G · Postage	7.62
7410.4H · Telephone/Data Links	94.07
7410.4F · Office and Library Supplies	76.58
Total 7410.41 · Operations and Administrative	<u>178.27</u>
Total 7410.4 · Contractual Expenses	3,038.13
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	722.16
9040.8 · Workers Comp	204.65
Total 9000 · Employee - Benefits	<u>926.81</u>
Total Expense	<u>13,472.97</u>
Net Ordinary Income	<u>-13,469.64</u>
Net Income	<u><u>-13,469.64</u></u>

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through June 2022

	Jan - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	27.75	0.00	27.75	100.0%
2082.12 · Lost Books	99.91	0.00	99.91	100.0%
2082.13 · Copies, Prints and Faxes	0.00	240.00	-240.00	0.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
2082.19 · Other Fines & Fees	0.00	0.00	0.00	0.0%
2082.1 · Library Fines & Fees - Other	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	127.66	240.00	-112.34	53.2%
Total 2082 · Library Charges	127.66	240.00	-112.34	53.2%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	159,260.00	159,263.00	-3.00	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	162,585.00	176,588.00	-14,003.00	92.1%
2401 · Interest & Earnings	18.56	24.00	-5.44	77.3%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	4,678.36	5,800.00	-1,121.64	80.7%
Total 2705 · Gifts & Donations	5,678.36	6,800.00	-1,121.64	83.5%
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)	138.20	1,130.00	-991.80	12.2%
2760.9 · Grants - Other	1,250.00	1,000.00	250.00	125.0%
Total 2760 · Library System Grants	1,388.20	4,279.00	-2,890.80	32.4%
599 · Appropriated Fund Balance	0.00	12,650.00	-12,650.00	0.0%
Total Income	169,797.78	200,581.00	-30,783.22	84.7%
Gross Profit	169,797.78	200,581.00	-30,783.22	84.7%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	29,464.70	59,500.00	-30,035.30	49.5%
7410.1B · Gross wages - Librarian	11,154.96	22,838.00	-11,683.04	48.8%
7410.1C · Gross wages - Assistant	17,787.24	44,500.00	-26,712.76	40.0%
Total 7410.11 · Employee Gross Wages	58,406.90	126,838.00	-68,431.10	46.0%
Total 7410.1 · Personal Services	58,406.90	126,838.00	-68,431.10	46.0%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	5,279.73	4,447.00	832.73	118.7%
Total 7410.2 · Equipment & Capital Outlay	5,279.73	4,447.00	832.73	118.7%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
7410.4B6 · Museum Passes	1,110.00	1,880.00	-770.00	59.0%
7410.4B5 · Magazines and Newspapers	0.00	1,000.00	-1,000.00	0.0%
7410.4B4 · Audiobooks	0.00	400.00	-400.00	0.0%
7410.4B3 · Print Materials	4,319.02	8,186.00	-3,866.98	52.8%
7410.4B2 · Electronic Content	3,251.26	5,700.00	-2,448.74	57.0%
7410.4B1 · DVDs & Other Materials	908.64	2,300.00	-1,391.36	39.5%
7410.4B · Library Materials - Other	658.64	1,555.00	-896.36	42.4%
Total 7410.4B · Library Materials	10,247.56	21,021.00	-10,773.44	48.7%
7410.4C · Equipment/Technology	1,129.54	1,050.00	79.54	107.6%

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through June 2022

	Jan - Jun 22	Budget	\$ Over Budget	% of Budget
7410.4D · Programs				
74104D1 · Summer Reading Program	1,277.58	3,840.00	-2,562.42	33.3%
7410.4D · Programs - Other	1,021.52	3,000.00	-1,978.48	34.1%
Total 7410.4D · Programs	2,299.10	6,840.00	-4,540.90	33.6%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	0.00	800.00	-800.00	0.0%
7410.4E · Automated Services	1,956.18	4,110.00	-2,153.82	47.6%
7410.4G · Postage	102.74	300.00	-197.26	34.2%
7410.4H · Telephone/Data Links	566.73	1,470.00	-903.27	38.6%
7410.4I · Insurance	1,705.94	2,665.00	-959.06	64.0%
7410.4F · Office and Library Supplies	540.66	1,300.00	-759.34	41.6%
7410.4J · Professional Services	210.00	820.00	-610.00	25.6%
Total 7410.41 · Operations and Administrati...	5,082.25	11,465.00	-6,382.75	44.3%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	1,000.00	-1,000.00	0.0%
7410.4K · Miscellaneous - Other	172.52	25.00	147.52	690.1%
Total 7410.4K · Miscellaneous	172.52	1,025.00	-852.48	16.8%
Total 7410.4 · Contractual Expenses	18,930.97	41,401.00	-22,470.03	45.7%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	6,950.00	-6,950.00	0.0%
9030.8 · Social Security/Medicare	4,434.25	9,350.00	-4,915.75	47.4%
9040.8 · Workers Comp	204.65	1,000.00	-795.35	20.5%
9055.8 · Disability	79.40	535.00	-455.60	14.8%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	2,550.96	8,560.00	-6,009.04	29.8%
Total 9060.8 · Health Insurance	2,550.96	10,060.00	-7,509.04	25.4%
Total 9000 · Employee - Benefits	7,269.26	27,895.00	-20,625.74	26.1%
Total Expense	89,886.86	200,581.00	-110,694.14	44.8%
Net Ordinary Income	79,910.92	0.00	79,910.92	100.0%
Net Income	79,910.92	0.00	79,910.92	100.0%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through June 2022

	Jan - Jun 22	Forecast	\$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	27.75	10.66	17.09	260.3%
2082.12 · Lost Books	99.91	192.06	-92.15	52.0%
2082.13 · Copies, Prints and Faxes	0.00	8.45	-8.45	0.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	127.66	211.17	-83.51	60.5%
Total 2082 · Library Charges	127.66	211.17	-83.51	60.5%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	159,260.00	146,786.00	12,474.00	108.5%
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	162,585.00	150,111.00	12,474.00	108.3%
2401 · Interest & Earnings	18.56	16.33	2.23	113.7%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	4,678.36	6,123.46	-1,445.10	76.4%
Total 2705 · Gifts & Donations	5,678.36	7,123.46	-1,445.10	79.7%
2760 · Library System Grants				
2760.1 · LLSA and ERATE (UHLS)	138.20	387.00	-248.80	35.7%
2760.9 · Grants - Other	1,250.00	1,000.00	250.00	125.0%
Total 2760 · Library System Grants	1,388.20	1,387.00	1.20	100.1%
Total Income	169,797.78	158,848.96	10,948.82	106.9%
Gross Profit	169,797.78	158,848.96	10,948.82	106.9%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	29,464.70	27,302.05	2,162.65	107.9%
7410.1B · Gross wages - Librarian	11,154.96	10,362.15	792.81	107.7%
7410.1C · Gross wages - Assistant	17,787.24	15,298.40	2,488.84	116.3%
Total 7410.11 · Employee Gross Wages	58,406.90	52,962.60	5,444.30	110.3%
Total 7410.1 · Personal Services	58,406.90	52,962.60	5,444.30	110.3%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	5,279.73			
Total 7410.2 · Equipment & Capital Outlay	5,279.73			
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,110.00	1,630.00	-520.00	68.1%
74104B5 · Magazines and Newspapers	0.00	0.00	0.00	0.0%
74104B4 · Audiobooks	0.00	208.23	-208.23	0.0%
74104B3 · Print Materials	4,319.02	3,004.55	1,314.47	143.7%
74104B2 · Electronic Content	3,251.26	3,243.55	7.71	100.2%
74104B1 · DVDs & Other Materials	908.64	783.30	125.34	116.0%
7410.4B · Library Materials - Other	658.64	656.48	2.16	100.3%
Total 7410.4B · Library Materials	10,247.56	9,526.11	721.45	107.6%
7410.4C · Equipment/Technology	1,129.54	995.22	134.32	113.5%
7410.4D · Programs				
74104D1 · Summer Reading Program	1,277.58	1,035.31	242.27	123.4%
7410.4D · Programs - Other	1,021.52	986.51	35.01	103.5%
Total 7410.4D · Programs	2,299.10	2,021.82	277.28	113.7%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	0.00	169.50	-169.50	0.0%
7410.4E · Automated Services	1,956.18	1,956.18	0.00	100.0%
7410.4G · Postage	102.74	11.00	91.74	934.0%
7410.4H · Telephone/Data Links	566.73	585.68	-18.95	96.8%
7410.4I · Insurance	1,705.94	2,422.89	-716.95	70.4%
7410.4F · Office and Library Supplies	540.66	76.10	464.56	710.5%
7410.4J · Professional Services	210.00	420.00	-210.00	50.0%
Total 7410.41 · Operations and Administrative	5,082.25	5,641.35	-559.10	90.1%
7410.4K · Miscellaneous	172.52	15.00	157.52	1,150.1%
Total 7410.4 · Contractual Expenses	18,930.97	18,199.50	731.47	104.0%

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Accrual Basis

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through June 2022

	<u>Jan - Jun 22</u>	<u>Forecast</u>	<u>\$ Over Forecast</u>	<u>% of Forecast</u>
9000 - Employee - Benefits				
9030.8 - Social Security/Medicare	4,434.25	4,016.93	417.32	110.4%
9040.8 - Workers Comp	204.65	329.42	-124.77	62.1%
9055.8 - Disability	79.40	241.50	-162.10	32.9%
9060.8 - Health Insurance	2,550.96	4,075.44	-1,524.48	62.6%
Total 9000 - Employee - Benefits	<u>7,269.26</u>	<u>8,663.29</u>	<u>-1,394.03</u>	<u>83.9%</u>
Total Expense	<u>89,886.86</u>	<u>79,825.39</u>	<u>10,061.47</u>	<u>112.6%</u>
Net Ordinary Income	<u>79,910.92</u>	<u>79,023.57</u>	<u>887.35</u>	<u>101.1%</u>
Net Income	<u>79,910.92</u>	<u>79,023.57</u>	<u>887.35</u>	<u>101.1%</u>

The Castleton Public Library
Balance Sheet
As of June 30, 2022

	<u>Jun 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	188,222.45
200.2 · Citizens Checking Account	39,709.12
200.9 · Petty Cash	50.00
Total Checking/Savings	<u>227,981.57</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>232,981.57</u>
TOTAL ASSETS	<u><u>232,981.57</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	-0.02
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	147,997.67
Net Income	79,910.92
Total Equity	<u>232,981.59</u>
TOTAL LIABILITIES & EQUITY	<u><u>232,981.57</u></u>

Director's Report – June

June 2022 – Usage Statistics in Comparison

	June 2022	June 2021	% Change, 2022 vs. 2021	June 2020	% Change, 2022 vs. 2020
Circulation					
Circulation of materials at CPL	2,345	1,431	+57.3%	405	+479%
Items loaned to other libraries	289	376	-23.1%	330	-12.4%
Items borrowed from other libraries	842	472	+78.4%	108	+679.6%
eContent circulation	540	516	+4.7%	764	-29.3%
Programming					
Number of programs offered	44	20	+120%	14	+214.3%
Program attendance – in-person	497	82	+506.1%	0	N/A
Program attendance – live virtual	0	0	N/A	2	-100%
Program attendance – kits and prerecorded virtual**	277	210	+31.9%	45	+515.6%
Total program attendance	774	292	+165.1%	47	+1,546.8%
Public Computer Use					
Public Computer Sessions	20	5	+300%	0**	N/A
WiFi Use - daily unique users	703 (5.13 GB)	375 (3.52 GB)	87.5%	211 (5.4 GB)	+233.2%
WiFi Hotspot Use	8.97 GB	14.28 GB	-37.2%	14.4 GB***	-37.7%
Marketing Reach					
Website visits	1,335	1,133	+17.8%	1,276	+4.6%
Website unique visitors	793	468	+69.4%	634	+25.1%
Email newsletter list size	1,486	1,411	+5.3%	1,392	+6.8%
Facebook page likes	995	884	+12.6%	820	+21.3%
Facebook total reach	6,994	4,519	+54.8%	11,157	-37.3%
* = The library offered curbside service only from 6/1/20-6/22/20. Indoor library visits resumed on 6/23/20. ** = The number of kits distributed through 6/30 is used for the attendance number. *** = Public computer stations were not reintroduced at CPL until 5/3/21.					

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

- June 2 – Class field trip to CPL (3rd grade)
- June 2 – Class field trip to CPL (2nd grade)
- June 6 – Class field trip to CPL (Kindergarten)
- June 6 – Class field trip to CPL (3rd grade)
- June 8 – Class field trip to CPL (Kindergarten)
- June 9 – Class field trip to CPL (Kindergarten)
- June 6 – Class field trip to CPL (2nd grade)
- June 13 – Classroom visit at CES (4th grade)
- June 13 – Classroom visit at CES (2nd grade)
- June 15 – Class field trip to CPL (3rd grade)
- June 15 – Class field trip to CPL (1st grade)
- June 15 – Class field trip to CPL (4th grade)
- June 16 – Class field trip to CPL (1st grade)
- June 16 – Class field trip to CPL (4th grade)
- June 17 – Visit at Maple Hill J.-S. High (7th & 8th)
- June 18 – Outreach table at Schodack Island State Park 20th Anniversary Festival
- June 21 – Youth Svcs. Advisory Council meeting
- June 23 – Class field trip to CPL (1st grade)

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

- June 2 – Class field trip to CPL (3rd grade)
- June 2 – Class field trip to CPL (2nd grade)
- June 2 – Lending Library at Riverside Ctr.
- June 3 – Directors Association meeting
- June 3 – UHLS Annual Meeting (virtual meeting)
- June 6 – Class field trip to CPL (Kindergarten)
- June 6 – Class field trip to CPL (3rd grade)
- June 6 – presentation at VOC Comp. Plan. meeting
- June 8 – Class field trip to CPL (Kindergarten)
- June 9 – Class field trip to CPL (Kindergarten)
- June 6 – Class field trip to CPL (2nd grade)
- June 13 – Village Board meeting
- June 14 – Bookmobile at Castle Hill senior housing
- June 15 – Class field trip to CPL (3rd grade)
- June 15 – Class field trip to CPL (1st grade)
- June 16 – Class field trip to CPL (1st grade)
- June 16 – Class field trip to CPL (4th grade)
- June 23 – Class field trip to CPL (1st grade)

Programs – June

6/1/22	Cool Sci. at Home: Skittles Science	75
6/1/22	Take & Make Craft: Animal Crafts	72
6/2/22	Library field trip - CES (3rd)	21
6/2/22	Learn & Play Storytime	5
6/2/22	Library field trip - CES (2nd)	19
6/2/22	Lending Library @Riverside	5
6/3/22	Bridge Club	5
6/6/22	Library field trip - CES (K)	21
6/6/22	Guided StoryWalk	8
6/6/22	Library field trip - CES (3)	23
6/6/22	After Dinner Book Club	3
6/7/22	Pajama Storytime	6
6/8/22	Library field trip - CES (K)	18
6/9/22	Learn & Play Storytime	8
6/9/22	Library field trip - CES (K)	22
6/9/22	Library field trip - CES (2nd)	22
6/11/22	Legomania	1
6/13/22	Visit to CES (4th)	18
6/13/22	Visit to CES (2nd)	18
6/14/22	Castle Hill Bookmobile	4
6/14/22	Computer Help	1
6/14/22	Pajama Storytime	12
6/15/22	Library field trip - CES (3rd)	23

6/15/22	Library field trip - CES (1st)	19
6/15/22	Afternoon Book Club	4
6/15/22	Library field trip - CES (4th)	20
6/16/22	Library field trip - CES (1th)	19
6/16/22	Learn & Play Storytime	4
6/16/22	Library field trip - CES (4th)	20
6/17/22	Bridge Club	2
6/18/22	Crafternoon	6
6/18/22	Outreach table at SISP 20 th Ann. Fest.	5
6/21/22	Pajama Storytime	6
6/23/22	Library field trip - CES (1st)	16
6/23/22	Learn & Play Storytime	0
6/23/22	Teen Volunteer Sign-Up	6
6/25/22	Summer Reading Kickoff	48
6/25/22	Cool Science at Home: Bouncy Balls	61
6/25/22	Take & Make Craft: Paper Mosaic Art	69
6/28/22	Teen Time: Sharpie Tie Dye	4
6/28/22	Pajama Storytime	2
6/29/22	Cool Science: Fireworks in a Jar	36
6/30/22	Learn & Play Storytime	8
6/30/22	Patriotic Crafts	9
	Month total	774

Library News

- CPL reached most K-4 students at CES in promoting our Summer Reading Program! The library hosted 13 class field trips during the months of June, and we made classroom visits to 2 classes that were unable to visit us. Thanks to these visits, 118 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.