

**Agenda**  
**Castleton Public Library Board of Trustees Meeting**  
**Castleton Village Hall, June 17, 2019 at 7:00pm**

**Welcome**

**Pledge of Allegiance**

**Roll Call**

**Adoption of Agenda**

**Public Comment**

**Old Business**

- Library donation – Long Range Plan
- Ribbon cutting for Community Room – Wednesday, June 26 at 5:00 p.m.
- Library word-of-mouth advertising
- Trustees – Library program attendance

**New Business**

**President's Report**

**Secretary's Report**

- Review of minutes from May 20, 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**



# Classes and Events at Castleton Public Library June 2019

## Weekly Programs



### Monday Mile Community Walk

Mondays at 5:00 p.m. June 3, 10, 17, 24

Location: Intersection of Main Street and Scott Avenue

Let's walk the Main Street Mile together every Monday (**weather permitting**)! We'll meet at the intersection of Main & Scott. All ages welcome (ages 10 & under must be accompanied by an adult).



### Pajama Storytime

Tuesdays at 6:00 p.m. June 4, 11, 18, 25

Feel free to wear your pajamas or bring a stuffed animal friend to this evening storytime! Ages birth-8.



### Learn & Play Storytime

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

Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement while building their early literacy and motor skills! Join us every Thursday for fun and learning.

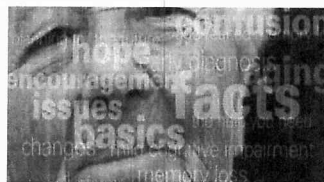
## Other Programs



### After Dinner Book Club

After Dinner Book Club – *What She Ate: Six Remarkable Women and the Food that Tells Their Stories* by Laura Shapiro

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



### Dementia Basics & The Alzheimer's Caregiver Support Initiative

Tuesday, June 4, 5:00 p.m.

Eddy Alzheimer's Services discusses dementia, including information about types, symptoms, & challenges that the person with the disease and their caregivers face. Learn about the Alzheimer's Caregiver Support Initiative, a NYS DOH funded program that provides free resources & support to caregivers of individuals with dementia.



### Bridge Club

Friday, June 7, 10:30 a.m.

Come play bridge with us! Geared toward beginners and players who need a refresher.



### Family Movie Night – *How to Train Your Dragon: The Hidden World* (PG)

Friday, June 7, 6:00 p.m.



### Friends of CPL Pasta Dinner

Saturday, June 8, 5:00-7:00 p.m.

Location: Castleton Fire House, 11 Green Avenue, Castleton, NY 12033

Enjoy a pasta dinner with salad, bread, & drink for just \$8.00 per person! All proceeds benefit the library.



### Read to Lacey the Therapy Dog

Monday, June 10, 4:00-5:00 p.m.

Lacey loves for kids to read to her! Stop in to read to Lacey, or just say hi.



### Father's Day Crafts

Thursday, June 13, 2:00-6:00 p.m.

Stop in to make a special craft for Dad, Grandpa, or another special "Dad" in your life!



### Crafternoon

Saturday, June 15, 10:00 a.m. – 4:00 p.m.



### Afternoon Book Club

Afternoon Book Club – *Contagious: Why Things Catch On* by Jonah Berger

Tuesday, June 18, 1:00 p.m.

Legal Clinic (appointment required; call 518-435-1770)

Tuesday, June 18, 6:30-7:30 p.m.





## Tick & Lyme Disease Prevention with Rensselaer Co. Dept. of Health

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

Learn how to protect yourself & your family from tick bites and tick-borne illnesses. *Register; call 518-732-0879.*



## Bridge Club

Friday, June 21, 10:30 a.m.

Come play bridge with us! Geared toward beginners and players who need a refresher.

**VOLUNTEER  
OPPORTUNITIES**

## Summer Teen Volunteer Sign-Up

Tuesday, June 25, 2:00-8:00 p.m.

Ages 12 and up can volunteer. If you can't stop by today, that's ok! Call us at 518-732-0879 for an application.



## Summer Reading Program Kickoff Party

Wednesday, June 26, 3:00-6:00 p.m.

School is out and Summer Reading is in! Sign up for our Summer Reading Program and enjoy some free ice cream. Can't make it to the party? You can sign up for SRP all summer long!



## Restaurant Storytime

Thursday, June 27, 10:30 a.m.

Join us at the library to read a story about restaurants, then we'll walk down to Cherrybrook Café to meet a restaurant owner and learn about how a restaurant works!



## Make a Bookmark!

Thursday, June 27, 12:00-6:00 p.m.

Get ready for a summer full of exciting reading by decorating your own bookmark!



## Teen Time: Record-Breaking Challenges

Thursday, June 27, 4:00-6:00 p.m.

Ever wonder if you could break a world record? Join us to attempt fun challenges for prizes (even if you don't break a record!). For teens entering 6th-12th grades in the fall.



## Early Literacy Playtime

Friday, June 28, 10:00-11:00 a.m.

Playing is learning! With a variety of age-appropriate toys and blocks provided, this drop-in playtime is designed for children ages birth to 5 to strengthen their early literacy skills while playing with caregivers & friends.



## Pool Noodle Obstacle Course

Friday, June 28, 12:00-4:00 p.m.

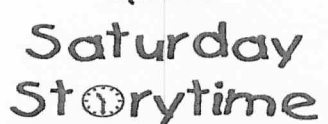
Join us for an obstacle course full of fun! Jump, crawl, dodge, and throw all through a course made of pool noodles. Bring your friends and see who can be the champ.



## CPL at the Castleton-on-Hudson Farmers and Artisans Market

Friday, June 28, 4:30-7:30 p.m.

Come visit our table at the Farmers Market! We'll have a fun craft and LEGOs for the kids.



## Saturday Storytime

Saturday, June 29, 10:30 a.m.

Join Miss Joelle for story time and crafts! Suggested age range birth to age 6.



## Storytime in the Park

Saturday, June 29, 11:30 a.m.

**Location: Schodack Island State Park, 1 Schodack Island Way, Schodack Landing, NY 12156**

Enjoy storytime at Schodack Island! Recommended for ages birth to 6. Park admission fee may apply.



## All-Ages Book Signing – *The Dog in the Dentist's Chair: And Other True Stories of Animals Who Help, Comfort, & Love Kids*

Saturday, June 29, 2:00 p.m.

Join us for a signing of Peggy Frezon's book *The Dog in the Dentist's Chair*, and meet some of the animals featured in the book! Copies of the book will also be available for purchase from the author.

### Castleton Public Library

85 S. Main Street, Castleton, NY 12033

Phone: 518-732-0879

[www.castletonpubliclibrary.org](http://www.castletonpubliclibrary.org)

[www.facebook.com/castletonpubliclibrary](https://www.facebook.com/castletonpubliclibrary)

### Library Hours:

Monday-Wednesday – 12:00-8:00 p.m.

Thursday-Friday – 10:00 a.m. – 6:00 p.m.

Saturday – 10:00 a.m. – 4:00 p.m.

Sunday – Closed

## **Castleton Public Library Board of Trustees Meeting**

**Monday, May 20, 2019 Minutes**

**Welcome/Pledge of Allegiance:** The meeting was called to order by President Karis-Nix at 7:05 pm.

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

**Adoption of Agenda:** Treasurer Hans motioned to approve the agenda. Seconded by Trustee Marcucci. Unanimously approved.

**Old Business:** None

**New Business:** The Board approved the hire of Johnna Murray Camp as a Library Aide. Vice-President Griffin motioned to approve the hire. Seconded by Trustee Marcucci. Unanimously approved.

**Public Comment:** None

**President's Report:** None

**Secretary's Report:** Trustee Marcucci motioned to approve the April 2019 meeting minutes. Seconded by President Karis-Nix. Unanimously approved.

**Treasurer's Report:** Trustee Marcucci motioned to approve the April 2019 Check Detail Reports. Seconded by Vice-President Griffin. Unanimously approved.

**Director's Report:** Director Tacke presented her monthly report for May 2019. The Library is gearing up for the summer reading program. This year summer reading packets will be distributed to Green Meadow School as well as Castleton Elementary and the Middle School.

**Friends Report:** Friends' fundraising activities were discussed.

**Committee Reports:** The Sustainable Funding Committee met and will be meeting with Nassau and East Greenbush libraries. The Community Outreach Committee met and discuss improved internet service for the library and the library's social media presence. They will continue to meet monthly.

**Announcements:** None

**Executive Session:** None

The meeting was adjourned upon motion by Treasurer Hans and seconded by Trustee Marcucci at 7:40pm.

4:33 PM  
06/03/19

The Castleton Public Library  
Check Detail

May 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	DEBIT	05/02/2019	Target	200.2 · Citizens Checking Account		-17.98
Bill		04/02/2019		7410.4F · Office and Library Supplies	-17.98	17.98
TOTAL					-17.98	17.98
Bill Pmt -Check	DEBIT	05/03/2019	Edward Mangione...	200.2 · Citizens Checking Account		-23.10
Bill		04/02/2019		7410.4C · Equipment/Technology	-23.10	23.10
TOTAL					-23.10	23.10
Bill Pmt -Check	DEBIT	05/03/2019	New York State P...	200.2 · Citizens Checking Account		-80.00
Bill		05/03/2019		74104B6 · Museum Passes	-80.00	80.00
TOTAL					-80.00	80.00
Bill Pmt -Check	DEBIT	05/09/2019	Target	200.2 · Citizens Checking Account		-17.99
Bill		05/09/2019		74104B1 · DVDs & Other Materials	-17.99	17.99
TOTAL					-17.99	17.99
Bill Pmt -Check	DEBIT	05/09/2019	Amazon LLC	200.2 · Citizens Checking Account		-72.13
Bill	1143834454...	05/09/2019		74104B1 · DVDs & Other Materials 7410.4D · Programs	-48.15 -23.98	48.15 23.98
TOTAL					-72.13	72.13
Bill Pmt -Check	DEBIT	05/10/2019	Amazon LLC	200.2 · Citizens Checking Account		-17.81
Bill	1143834454...	05/10/2019		7410.4D · Programs	-17.81	17.81
TOTAL					-17.81	17.81
Bill Pmt -Check	DEBIT	05/13/2019	Amazon LLC	200.2 · Citizens Checking Account		-15.70
Bill	1140764212...	05/13/2019		74104B1 · DVDs & Other Materials	-15.70	15.70
TOTAL					-15.70	15.70
Bill Pmt -Check	DEBIT	05/21/2019	Amazon LLC	200.2 · Citizens Checking Account		-4.38
Bill	1140853315...	05/21/2019		7410.4D · Programs	-4.38	4.38
TOTAL					-4.38	4.38
Bill Pmt -Check	DEBIT	05/21/2019	Amazon LLC	200.2 · Citizens Checking Account		-8.00
Bill	1147705689...	05/21/2019		74104B3 · Print Materials	-8.00	8.00
TOTAL					-8.00	8.00
Bill Pmt -Check	DEBIT	05/21/2019	Amazon LLC	200.2 · Citizens Checking Account		-53.88
Bill	1140764212...	05/20/2019		74104B1 · DVDs & Other Materials	-53.88	53.88
TOTAL					-53.88	53.88

The Castleton Public Library  
Check Detail

May 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	DEBIT	05/30/2019	USPS	200.2 · Citizens Checking Account		-3.10
Bill		05/30/2019		7410.4G · Postage	-3.10	3.10
TOTAL					-3.10	3.10
Bill Pmt -Check	DEBIT	05/30/2019	Amazon LLC	200.2 · Citizens Checking Account		-48.39
Bill	1147691127...	05/30/2019		74104B1 · DVDs & Other Materials	-48.39	48.39
TOTAL					-48.39	48.39
Bill Pmt -Check	2481	05/02/2019	UHLS	200.2 · Citizens Checking Account		-54.00
Bill	19-202	04/01/2019		74104D1 · Summer Reading Program	-54.00	54.00
TOTAL					-54.00	54.00
Bill Pmt -Check	2482	05/02/2019	U.S. Bank	200.2 · Citizens Checking Account		-133.25
Bill	383686409	04/25/2019		7410.4C · Equipment/Technology	-133.25	133.25
TOTAL					-133.25	133.25
Bill Pmt -Check	2483	05/06/2019	Lawlor Constructi...	200.2 · Citizens Checking Account		-2,817.00
Bill		05/06/2019		7410.2A · Renovation of Library Space	-2,817.00	2,817.00
TOTAL					-2,817.00	2,817.00
Bill Pmt -Check	2484	05/06/2019	Village of Castlet...	200.2 · Citizens Checking Account		-4,433.91
Bill	84146	04/29/2019		7410.1A · Gross wages - Director 7410.1B · Gross wages - Librarian 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-1,864.41 -857.75 -1,400.52 -311.23	1,864.41 857.75 1,400.52 311.23
TOTAL					-4,433.91	4,433.91
Bill Pmt -Check	2485	05/06/2019	Brodart	200.2 · Citizens Checking Account		-265.88
Bill	MULTIPLE	05/06/2019		74104B3 · Print Materials	-265.88	265.88
TOTAL					-265.88	265.88
Bill Pmt -Check	2486	05/20/2019	Audio Visual Sale...	200.2 · Citizens Checking Account		-7,306.14
Bill	831830	05/14/2019		7410.2A · Renovation of Library Space	-7,306.14	7,306.14
TOTAL					-7,306.14	7,306.14
Bill Pmt -Check	2488	05/16/2019	Time Warner Cable	200.2 · Citizens Checking Account		-92.01
Bill	8688574010...	05/11/2019		7410.4H · Telephone/Data Links	-92.01	92.01
TOTAL					-92.01	92.01
Bill Pmt -Check	2489	05/20/2019	UHLS	200.2 · Citizens Checking Account		-40.00
Bill		05/20/2019		7410.4A · Staff Development/Edu	-40.00	40.00
TOTAL					-40.00	40.00

The Castleton Public Library  
Check Detail

May 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	2490	05/20/2019	Village of Castleto...	200.2 · Citizens Checking Account		-4,336.14
Bill	84149	05/17/2019		7410.1A · Gross wages - Director	-1,864.41	1,864.41
				7410.1B · Gross wages - Librarian	-684.38	684.38
				7410.1C · Gross wages - Assistant	-1,483.07	1,483.07
				9030.8 · Social Security/Medicare	-304.28	304.28
TOTAL					-4,336.14	4,336.14
Bill Pmt -Check	2491	05/20/2019	Village of Castleto...	200.2 · Citizens Checking Account		-548.72
Bill	84153	05/20/2019		9060.8 · Health Insurance	-548.72	548.72
TOTAL					-548.72	548.72
Bill Pmt -Check	2492	05/20/2019	Brodart	200.2 · Citizens Checking Account		-250.78
Bill	MULTIPLE	05/20/2019		74104B3 · Print Materials	-250.78	250.78
TOTAL					-250.78	250.78
Bill Pmt -Check	2493	05/24/2019	OverDrive	200.2 · Citizens Checking Account		-154.94
Bill	01080CO190...	05/22/2019		74104B2 · Electronic Content	-154.94	154.94
TOTAL					-154.94	154.94

4:29 PM

06/03/19

The Castleton Public Library  
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 05/31/2019

---

	May 31, 19
Beginning Balance	169,506.14
Cleared Transactions	
Checks and Payments - 1 item	-13,000.00
Deposits and Credits - 4 items	1,364.19
Total Cleared Transactions	-11,635.81
Cleared Balance	<b>157,870.33</b>
Register Balance as of 05/31/2019	157,870.33
Ending Balance	157,870.33



4:29 PM  
06/03/19

The Castleton Public Library  
Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 05/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						169,506.14
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Transfer	05/28/2019			X	-13,000.00	-13,000.00
Total Checks and Payments					-13,000.00	-13,000.00
<b>Deposits and Credits - 4 items</b>						
Deposit	05/02/2019			X	1,153.55	1,153.55
Deposit	05/11/2019			X	67.05	1,220.60
Deposit	05/29/2019			X	140.72	1,361.32
Deposit	05/31/2019			X	2.87	1,364.19
Total Deposits and Credits					1,364.19	1,364.19
Total Cleared Transactions					-11,635.81	-11,635.81
Cleared Balance					-11,635.81	157,870.33
Register Balance as of 05/31/2019					-11,635.81	157,870.33
<b>Ending Balance</b>					<b>-11,635.81</b>	<b>157,870.33</b>

4:32 PM  
06/03/19

The Castleton Public Library  
**Reconciliation Summary**

200.2 · Citizens Checking Account, Period Ending 05/31/2019

---

	<u>May 31, 19</u>
Beginning Balance	30,571.29
Cleared Transactions	
Checks and Payments - 24 items	-20,795.23
Deposits and Credits - 1 item	<u>13,000.00</u>
Total Cleared Transactions	<u>-7,795.23</u>
Cleared Balance	<u><u>22,776.06</u></u>
Register Balance as of 05/31/2019	22,776.06
Ending Balance	22,776.06

4:32 PM  
06/03/19

The Castleton Public Library  
Reconciliation Detail

200.2 - Citizens Checking Account, Period Ending 05/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						30,571.29
<b>Cleared Transactions</b>						
<b>Checks and Payments - 24 items</b>						
Bill Pmt -Check	05/02/2019	2482	U.S. Bank	X	-133.25	-133.25
Bill Pmt -Check	05/02/2019	2481	UHLS	X	-54.00	-187.25
Bill Pmt -Check	05/02/2019	DEBIT	Target	X	-17.98	-205.23
Bill Pmt -Check	05/03/2019	DEBIT	New York State Par...	X	-80.00	-285.23
Bill Pmt -Check	05/03/2019	DEBIT	Edward Mangione ...	X	-23.10	-308.33
Bill Pmt -Check	05/06/2019	2484	Village of Castleton...	X	-4,433.91	-4,742.24
Bill Pmt -Check	05/06/2019	2483	Lawlor Constructio...	X	-2,817.00	-7,559.24
Bill Pmt -Check	05/06/2019	2485	Brodart	X	-265.88	-7,825.12
Bill Pmt -Check	05/09/2019	DEBIT	Amazon LLC	X	-72.13	-7,897.25
Bill Pmt -Check	05/09/2019	DEBIT	Target	X	-17.99	-7,915.24
Bill Pmt -Check	05/10/2019	DEBIT	Amazon LLC	X	-17.81	-7,933.05
Bill Pmt -Check	05/13/2019	DEBIT	Amazon LLC	X	-15.70	-7,948.75
Bill Pmt -Check	05/16/2019	2488	Time Warner Cable	X	-92.01	-8,040.76
Bill Pmt -Check	05/20/2019	2486	Audio Visual Sales ...	X	-7,306.14	-15,346.90
Bill Pmt -Check	05/20/2019	2490	Village of Castleton...	X	-4,336.14	-19,683.04
Bill Pmt -Check	05/20/2019	2491	Village of Castleton...	X	-548.72	-20,231.76
Bill Pmt -Check	05/20/2019	2492	Brodart	X	-250.78	-20,482.54
Bill Pmt -Check	05/20/2019	2489	UHLS	X	-40.00	-20,522.54
Bill Pmt -Check	05/21/2019	DEBIT	Amazon LLC	X	-53.88	-20,576.42
Bill Pmt -Check	05/21/2019	DEBIT	Amazon LLC	X	-8.00	-20,584.42
Bill Pmt -Check	05/21/2019	DEBIT	Amazon LLC	X	-4.38	-20,588.80
Bill Pmt -Check	05/24/2019	2493	OverDrive	X	-154.94	-20,743.74
Bill Pmt -Check	05/30/2019	DEBIT	Amazon LLC	X	-48.39	-20,792.13
Bill Pmt -Check	05/30/2019	DEBIT	USPS	X	-3.10	-20,795.23
Total Checks and Payments					-20,795.23	-20,795.23
<b>Deposits and Credits - 1 item</b>						
Transfer	05/28/2019			X	13,000.00	13,000.00
Total Deposits and Credits					13,000.00	13,000.00
Total Cleared Transactions					-7,795.23	-7,795.23
Cleared Balance					-7,795.23	22,776.06
Register Balance as of 05/31/2019					-7,795.23	22,776.06
<b>Ending Balance</b>					<b>-7,795.23</b>	<b>22,776.06</b>

# The Castleton Public Library

## Profit & Loss

### May 2019

	May 19
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	26.30
2082.12 · Lost Books	50.94
2082.13 · Copies, Prints and Faxes	77.35
2082.14 · Register Overage/Shortage	-0.60
Total 2082.1 · Library Fines & Fees	153.99
Total 2082 · Library Charges	153.99
2401 · Interest & Earnings	2.87
2705 · Gifts & Donations	1,207.33
Total Income	1,364.19
Gross Profit	1,364.19
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	1,864.41
7410.1B · Gross wages - Librarian	684.38
7410.1C · Gross wages - Assistant	1,483.07
Total 7410.11 · Employee Gross Wages	4,031.86
Total 7410.1 · Personal Services	4,031.86
7410.2 · Equipment & Capital Outlay	
7410.2A · Renovation of Library Space	10,123.14
Total 7410.2 · Equipment & Capital Outlay	10,123.14
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B6 · Museum Passes	80.00
74104B3 · Print Materials	524.66
74104B2 · Electronic Content	154.94
74104B1 · DVDs & Other Materials	184.11
Total 7410.4B · Library Materials	943.71
7410.4D · Programs	46.17
7410.41 · Operations and Administrative	
7410.4A · Staff Development/Edu	40.00
7410.4G · Postage	3.10
7410.4H · Telephone/Data Links	92.01
Total 7410.41 · Operations and Administrative	135.11
Total 7410.4 · Contractual Expenses	1,124.99
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	304.28
9060.8 · Health Insurance	548.72
Total 9000 · Employee - Benefits	853.00
Total Expense	16,132.99
Net Ordinary Income	-14,768.80
Net Income	-14,768.80

**The Castleton Public Library  
Profit & Loss Budget vs. Actual**

January through May 2019

	Jan - May 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	62.14	0.00	62.14	100.0%
2082.12 · Lost Books	117.32	0.00	117.32	100.0%
2082.13 · Copies, Prints and Faxes	294.80	700.00	-405.20	42.1%
2082.14 · Register Overage/Shortage	-0.55	0.00	-0.55	100.0%
Total 2082.1 · Library Fines & Fees	473.71	700.00	-226.29	67.7%
Total 2082 · Library Charges	473.71	700.00	-226.29	67.7%
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	0.00	3,325.00	-3,325.00	0.0%
Total 2360 · Intergovernmental Revenues	130,410.00	147,735.00	-17,325.00	88.3%
2401 · Interest & Earnings	13.62	35.00	-21.38	38.9%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	5,636.21	4,000.00	1,636.21	140.9%
Total 2705 · Gifts & Donations	6,636.21	5,000.00	1,636.21	132.7%
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	141,733.54	184,850.00	-43,116.46	76.7%
Gross Profit	141,733.54	184,850.00	-43,116.46	76.7%
<b>Expense</b>				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	18,608.26	48,661.00	-30,052.74	38.2%
7410.1B · Gross wages - Librarian	7,045.12	18,985.00	-11,939.88	37.1%
7410.1C · Gross wages - Assistant	13,228.76	37,300.00	-24,071.24	35.5%
Total 7410.11 · Employee Gross Wages	38,882.14	104,946.00	-66,063.86	37.0%
Total 7410.1 · Personal Services	38,882.14	104,946.00	-66,063.86	37.0%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	34,016.54	42,962.00	-8,945.46	79.2%
Total 7410.2 · Equipment & Capital Outlay	34,016.54	42,962.00	-8,945.46	79.2%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	925.00	1,600.00	-675.00	57.8%
74104B5 · Magazines and Newspapers	348.97	960.00	-611.03	36.4%
74104B4 · Audiobooks	159.98	480.00	-320.02	33.3%
74104B3 · Print Materials	4,011.70	6,750.00	-2,738.30	59.4%
74104B2 · Electronic Content	1,789.25	2,754.00	-964.75	65.0%
74104B1 · DVDs & Other Materials	907.06	1,900.00	-992.94	47.7%
7410.4B · Library Materials - Other	128.52	110.00	18.52	116.8%
Total 7410.4B · Library Materials	8,270.48	14,554.00	-6,283.52	56.8%
7410.4C · Equipment/Technology	578.75	2,500.00	-1,921.25	23.2%
7410.4D · Programs				
74104D1 · Summer Reading Program	448.17	3,000.00	-2,551.83	14.9%
7410.4D · Programs - Other	635.04	2,500.00	-1,864.96	25.4%
Total 7410.4D · Programs	1,083.21	5,500.00	-4,416.79	19.7%

The Castleton Public Library  
Profit & Loss Budget vs. Actual  
January through May 2019

	Jan - May 19	Budget	\$ Over Budget	% of Budget
<b>7410.41 · Operations and Administrative</b>				
7410.4A · Staff Development/Edu	177.73	800.00	-622.27	22.2%
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	446.51	1,050.00	-603.49	42.5%
7410.4I · Insurance	1,621.05	2,300.00	-678.95	70.5%
7410.4F · Office and Library Supplies	567.27	1,200.00	-632.73	47.3%
7410.4J · Professional Services	420.00	640.00	-220.00	65.6%
<b>Total 7410.41 · Operations and Administrative</b>	<b>5,229.29</b>	<b>9,515.00</b>	<b>-4,285.71</b>	<b>55.0%</b>
<b>7410.4K · Miscellaneous</b>	<b>74.07</b>	<b>25.00</b>	<b>49.07</b>	<b>296.3%</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>15,235.80</b>	<b>32,094.00</b>	<b>-16,858.20</b>	<b>47.5%</b>
<b>9000 · Employee - Benefits</b>				
9010.8 · NYS Retirement	0.00	7,100.00	-7,100.00	0.0%
9030.8 · Social Security/Medicare	2,932.92	7,800.00	-4,867.08	37.6%
9040.8 · Workers Comp	156.84	1,000.00	-843.16	15.7%
9055.8 · Disability	207.00	650.00	-443.00	31.8%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	2,743.60	8,280.00	-5,536.40	33.1%
<b>Total 9060.8 · Health Insurance</b>	<b>2,743.60</b>	<b>9,780.00</b>	<b>-7,036.40</b>	<b>28.1%</b>
<b>Total 9000 · Employee - Benefits</b>	<b>6,040.36</b>	<b>26,330.00</b>	<b>-20,289.64</b>	<b>22.9%</b>
<b>Total Expense</b>	<b>94,174.84</b>	<b>206,332.00</b>	<b>-112,157.16</b>	<b>45.6%</b>
<b>Net Ordinary Income</b>	<b>47,558.70</b>	<b>-21,482.00</b>	<b>69,040.70</b>	<b>-221.4%</b>
<b>Net Income</b>	<b>47,558.70</b>	<b>-21,482.00</b>	<b>69,040.70</b>	<b>-221.4%</b>

**The Castleton Public Library**  
**Profit & Loss Forecast vs. Actual**

Accrual Basis

January through May 2019

	Jan - May 19	Forecast	\$ Over Forecast	% of Forecast
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	62.14	589.88	-527.74	10.5%
2082.12 · Lost Books	117.32			
2082.13 · Copies, Prints and Faxes	294.80	345.58	-50.78	85.3%
2082.14 · Register Overage/Shortage	-0.55	-0.78	0.23	70.5%
Total 2082.1 · Library Fines & Fees	473.71	934.68	-460.97	50.7%
Total 2082 · Library Charges	473.71	934.68	-460.97	50.7%
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	0.00	3,325.00	-3,325.00	0.0%
Total 2360 · Intergovernmental Revenues	130,410.00	116,725.00	13,685.00	111.7%
2401 · Interest & Earnings	13.62	14.83	-1.21	91.8%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	5,636.21	3,112.60	2,523.61	181.1%
Total 2705 · Gifts & Donations	6,636.21	4,112.60	2,523.61	161.4%
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	141,733.54	122,537.11	19,196.43	115.7%
Gross Profit	141,733.54	122,537.11	19,196.43	115.7%
<b>Expense</b>				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	18,608.26	19,719.92	-1,111.66	94.4%
7410.1B · Gross wages - Librarian	7,045.12	7,254.93	-209.81	97.1%
7410.1C · Gross wages - Assistant	13,228.76	12,420.80	807.96	106.5%
Total 7410.11 · Employee Gross Wages	38,882.14	39,395.65	-513.51	98.7%
Total 7410.1 · Personal Services	38,882.14	39,395.65	-513.51	98.7%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	34,016.54			
Total 7410.2 · Equipment & Capital Outlay	34,016.54			
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	925.00	670.00	255.00	138.1%
74104B5 · Magazines and Newspapers	348.97	424.70	-75.73	82.2%
74104B4 · Audiobooks	159.98	146.77	13.21	109.0%
74104B3 · Print Materials	4,011.70	2,724.34	1,287.36	147.3%
74104B2 · Electronic Content	1,789.25	1,069.81	719.44	167.2%
74104B1 · DVDs & Other Materials	907.06	789.19	117.87	114.9%
7410.4B · Library Materials - Other	128.52	106.92	21.60	120.2%
Total 7410.4B · Library Materials	8,270.48	5,931.73	2,338.75	139.4%
7410.4C · Equipment/Technology	578.75	1,065.14	-486.39	54.3%
7410.4D · Programs				
74104D1 · Summer Reading Program	448.17	645.00	-196.83	69.5%
7410.4D · Programs - Other	635.04	1,043.85	-408.81	60.8%
Total 7410.4D · Programs	1,083.21	1,688.85	-605.64	64.1%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	177.73	470.38	-292.65	37.8%
7410.4E · Automated Services	1,826.50	1,637.50	189.00	111.5%
7410.4G · Postage	170.23	46.66	123.57	364.8%
7410.4H · Telephone/Data Links	446.51	430.03	16.48	103.8%
7410.4I · Insurance	1,621.05	1,304.98	316.07	124.2%
7410.4F · Office and Library Supplies	567.27	419.98	147.29	135.1%
7410.4J · Professional Services	420.00	420.00	0.00	100.0%
Total 7410.41 · Operations and Administrative	5,229.29	4,729.53	499.76	110.6%
7410.4K · Miscellaneous	74.07	10.00	64.07	740.7%
Total 7410.4 · Contractual Expenses	15,235.80	13,425.25	1,810.55	113.5%

The Castleton Public Library  
Profit & Loss Forecast vs. Actual

Accrual Basis

January through May 2019

	Jan - May 19	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	2,932.92	2,990.27	-57.35	98.1%
9040.8 · Workers Comp	156.84	182.55	-25.71	85.9%
9055.8 · Disability	207.00	88.30	118.70	234.4%
9060.8 · Health Insurance	2,743.60	2,743.60	0.00	100.0%
Total 9000 · Employee - Benefits	6,040.36	6,004.72	35.64	100.6%
Total Expense	94,174.84	58,825.62	35,349.22	160.1%
Net Ordinary Income	47,558.70	63,711.49	-16,152.79	74.6%
Net Income	47,558.70	63,711.49	-16,152.79	74.6%



**The Castleton Public Library**  
**Balance Sheet**  
As of May 31, 2019

	May 31, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	157,870.33
200.2 · Citizens Checking Account	22,776.06
200.9 · Petty Cash	50.00
Total Checking/Savings	180,696.39
Other Current Assets	
395 · Deposits with Other Government	3,500.00
Total Other Current Assets	3,500.00
Total Current Assets	184,196.39
<b>TOTAL ASSETS</b>	<b>184,196.39</b>
<b>LIABILITIES &amp; EQUITY</b>	
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	47,558.70
Total Equity	184,196.41
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>184,196.39</b>

## Director's Report – May

### May 2019 – Usage Statistics in Comparison

	May 2019	May 2018	Percent Change
<b>Circulation</b>			
Circulation of materials at CPL	2,259	2,077	+8.8%
Items loaned to other libraries	416	482	-13.7%
Items borrowed from other libraries	882	898	-1.8%
eContent circulation	394	233	+69.1%
<b>Programming</b>			
Number of programs offered	35	35	+0%
Program attendance	251	285	-11.9%
<b>Public Computer Use</b>			
Public Computer Sessions	NO DATA	139	N/A
<b>Marketing Reach</b>			
Website visits	9,489	8,445	+12.4%
Website unique visitors	2,504	2,610	-4.1%
Email newsletter list size	1,253	1,134	+10.5%
Facebook page likes	699	575	+21.6%
Facebook total reach	2,970	2,876	+3.3%

### Programs & Outreach – May

5/2/2019	Learn & Play Storytime	10
5/2/2019	Visit to Castleton Kids	29
5/5/2019	Outreach table @ LVA Rensco Literacy 5K	8
5/6/2019	Monday Mile Community Walk	0
5/6/2019	After Dinner Book Club	3
5/7/2019	Pajama Storytime	9
5/7/2019	Maple Hill Storytelling	13
5/9/2019	Learn & Play Storytime	7
5/9/2019	Mother's Day Crafts	4
5/10/2019	Bridge Club	6
5/10/2019	Family Movie Night	5
5/11/2019	Chalk the Walk	0
5/14/2019	Castle Hill Bookmobile	7
5/14/2019	Pajama Storytime	5
5/15/2019	Paper Clip Jewelry	5
5/16/2019	Learn & Play Storytime	11
5/16/2019	Visit to Castleton Kids	25
5/18/2019	Perler Bead Crafts	10

5/20/2019	Riverside Lending Library	8
5/20/2019	Monday Mile Community Walk	0
5/21/2019	Afternoon Book Club	6
5/21/2019	Cool Science: Optical Illusions	7
5/21/2019	Pajama Storytime	0
5/21/2019	Legal Clinic	2
5/22/2019	A Short History Of The Bicycle	6
5/23/2019	Learn & Play Storytime	7
5/23/2019	Teen Time: Duct Tape Crafts	0
5/24/2019	Legomania	14
5/24/2019	Computer Help	1
5/24/2019	Bridge Club	7
5/25/2019	Early Literacy Class: Sing, Dance & Play!	0
5/25/2019	Yard Yahtzee	6
5/28/2019	Origami	4
5/28/2019	Pajama Storytime	13
5/30/2019	Learn & Play Storytime	13
	<b>Month total</b>	<b>251</b>

### Outreach & School Visits – June & July

- 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)

## **Outreach & School Visits – June & July, continued**

- 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)
- Tuesday, June 11 – Castle Hill Bookmobile
- 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 – Class field trip to CPL (4th grade)
- Thursday, June 20 – Visit to Castleton Kids (grades K-1)
- Monday, June 24 – Summer Reading classroom visits at CES (all 6th grade classes)
- Monday, June 24 – Lending Library at Riverside Center for Rehabilitation & Nursing
- 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)
- Friday, June 28 – Table at Castleton-on-Hudson Farmers' and Artisan Market
- Saturday, June 29 – Storytime at Schodack Island State Park
- 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

## **Youth Services Librarian – Mtgs., Outreach, School Visits, Continuing Education (May)**

- May 2 – Outreach visit to Castleton Kids after-school program (grades K-1).
- May 5 – Table at Literacy Volunteers of Rensselaer County Literacy 5K, Schodack Island State Park.
- May 10 – Youth Services Advisory Council meeting at UHLS.
- May 16 – Outreach visit to Castleton Kids after-school program (grades K-1).
- May 30 – Class field trip to CPL (3rd grade).
- May 30 – Class field trip to CPL (2nd grade).

## **Director – Meetings, Outreach, School Visits, and Continuing Education (May)**

- May 1 – Meeting with Natalie Hurteau, UHLS Manager of Adult & Outreach Services, re: CPL adult services concerns.
- May 3 – Directors Association meeting at UHLS.
- May 10 – Capital District Library Council (CDLC) Annual Meeting in Latham.
- May 13 – Meeting with Olivia Karis-Nix (monthly meeting).
- May 13 – Community Outreach & Visibility Committee meeting.
- May 13 – Village Board meeting.
- May 14 – Castle Hill Bookmobile.
- May 20 – Lending Library at Riverside Center for Rehabilitation and Nursing.
- May 20 – Sustainable Funding Committee meeting.
- May 23 – Adult Services Advisory Council meeting at UHLS.
- May 28 – Meeting with prospective volunteer Joshua Hadley.
- May 28 – Schodack Funding Meeting (CAST, EGRN, & NASS) at UHLS.
- May 30 – Class field trip to CPL (3rd grade).
- May 30 – Class field trip to CPL (2nd grade).
- May 31 – eContent Advisory Committee meeting at UHLS.