

Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, June 17, 2024 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- New Trustee – welcome and committee assignments
- 2023 financial review
- Mission, vision, and values statements

Old Business

- Library word-of-mouth advertising

President's Report

Secretary's Report

- Review of minutes from May 20, 2024

Treasurer's Report

Director's Report

Friends Report

Village of Castleton Liaison Report

Committee Reports

- Finance Committee – A. Mitchum, S. Mitchum
- Administrative Committee – L. Knaack, C. Strange
- Operations/Capital projects – P. Cartwright, S. Mitchum
- Policy Committee – M. Johnston, L. Knaack
- Long Range Plan Committees:
 - Marketing & Community Connections – P. Cartwright, L. Knaack
 - Library Services & Outreach – A. Mitchum, S. Mitchum
 - Library Space – C. Strange, M. Johnston

Announcements

Public Comment

Executive Session

Adjourn

Board of Directors
Castleton Library
85 South Main Street
Castleton, N.Y. 12033

I have reviewed the accounting records maintained for the 2023 financial activity for the Castleton Library. The monthly reports allow the board to better oversee the financial condition of the library activities. The records are current and fairly represent the financial condition of the Castleton Library for the 2023 fiscal year.

I have traced the financial activity for several months for the 2023 fiscal year. Documented receipts were deposited intact and on a timely basis. Expenditures were backed up with sufficient documentation for those utilizing checks and the use of the debit card. Bank statements were reconciled monthly to the accounting records. Payrolls were utilized using a payroll service contracted with the Village of Castleton. Details of the biweekly payrolls were reconciled to the bank statements. I reviewed the budget to actual comparison for the 2023 Fiscal Year and found that all the line-item expenditures were within the original adopted budgeted amounts.

William C. Adams

Consultant

June 3, 2024

Castleton Public Library Board of Trustees Meeting

Monday, May 20, 2024 Minutes - Abbreviated Meeting

Welcome/Pledge of Allegiance

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

Roll Call

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

Excused: Shane Mitchum, President

Adoption of Agenda

Trustee Johnston motioned to adopt the agenda to hold an abbreviated board meeting prior to trustee training. Seconded by Trustee Strainge. Unanimously approved.

Public Comment

None.

New Business

Trustee nomination: Trustees reviewed a letter of interest. Trustee Strainge motioned to nominate Ron Montesi as a library board member. Seconded by Trustee Johnston. Unanimously approved.

Reports

Secretary's Report

Trustee Johnston motioned to approve the April 2024 meeting minutes. Seconded by Trustee Strainge. Unanimously approved.

Treasurer's Report

Trustee Strainge motioned to approve the April 2024 Check Detail Reports. Seconded by Trustee Johnston. Unanimously approved.

Director's Report

Director Tacke briefly presented statistics for April.

Announcements

None.

Public Comment

None.

Executive Session

None.

Adjournment

The meeting was adjourned at 7:06 pm.

10:52 AM
06/05/24

The Castleton Public Library
Check Detail

May 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	05/02/2024	Google LLC	200.2 · Citizens Checking Account		-41.28
Bill	4962819432	05/02/2024		7410.4C · Equipment/Technology	-41.28	41.28
TOTAL					-41.28	41.28
Bill Pmt -Check	DEBIT	05/08/2024	Wal-Mart	200.2 · Citizens Checking Account		-64.29
Bill		05/08/2024		7410.4D · Programs	-64.29	64.29
TOTAL					-64.29	64.29
Bill Pmt -Check	DEBIT	05/13/2024	Price Chopper	200.2 · Citizens Checking Account		-3.75
Bill		05/13/2024		7410.4D · Programs	-3.75	3.75
TOTAL					-3.75	3.75
Bill Pmt -Check	DEBIT	05/13/2024	Wal-Mart	200.2 · Citizens Checking Account		-85.03
Bill		05/13/2024		7410.4D · Programs	-85.03	85.03
TOTAL					-85.03	85.03
Bill Pmt -Check	DEBIT	05/13/2024	Amazon LLC	200.2 · Citizens Checking Account		-27.77
Bill	1146967729...	05/09/2024		7410.4D · Programs	-27.77	27.77
TOTAL					-27.77	27.77
Bill Pmt -Check	DEBIT	05/13/2024	Amazon LLC	200.2 · Citizens Checking Account		-29.98
Bill	1141198326...	05/10/2024		7410.4D · Programs	-29.98	29.98
TOTAL					-29.98	29.98
Bill Pmt -Check	DEBIT	05/15/2024	USPS	200.2 · Citizens Checking Account		-3.92
Bill		05/15/2024		7410.4G · Postage	-3.92	3.92
TOTAL					-3.92	3.92
Bill Pmt -Check	DEBIT	05/15/2024	Amazon LLC	200.2 · Citizens Checking Account		-56.09
Bill	1146024981...	05/15/2024		7410.4D · Programs	-56.09	56.09
TOTAL					-56.09	56.09
Bill Pmt -Check	DEBIT	05/16/2024	USPS	200.2 · Citizens Checking Account		-3.92
Bill		05/16/2024		7410.4G · Postage	-3.92	3.92
TOTAL					-3.92	3.92
Bill Pmt -Check	DEBIT	05/16/2024	Amazon LLC	200.2 · Citizens Checking Account		-39.91
Bill	1147695065...	05/15/2024		74104B1 · DVDs & Other Materials	-39.91	39.91
TOTAL					-39.91	39.91

The Castleton Public Library
Check Detail

May 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	05/20/2024	Amazon LLC	200.2 · Citizens Checking Account		-47.65
Bill	1148481282...	05/20/2024		7410.4D · Programs 74104D1 · Summer Reading Program	-43.66 -3.99	43.66 3.99
TOTAL					-47.65	47.65
Bill Pmt -Check	DEBIT	05/21/2024	Amazon LLC	200.2 · Citizens Checking Account		-49.96
Bill	1140398414...	05/21/2024		7410.4D · Programs	-49.96	49.96
TOTAL					-49.96	49.96
Bill Pmt -Check	DEBIT	05/21/2024	Amazon LLC	200.2 · Citizens Checking Account		-44.99
Bill	1143887475...	05/21/2024		7410.4F · Office and Library Supplies	-44.99	44.99
TOTAL					-44.99	44.99
Bill Pmt -Check	DEBIT	05/22/2024	New York State P...	200.2 · Citizens Checking Account		-75.00
Bill		05/22/2024		74104B6 · Museum Passes	-75.00	75.00
TOTAL					-75.00	75.00
Bill Pmt -Check	DEBIT	05/23/2024	Amazon LLC	200.2 · Citizens Checking Account		-17.95
Bill	1146834496...	05/23/2024		74104B1 · DVDs & Other Materials	-17.95	17.95
TOTAL					-17.95	17.95
Bill Pmt -Check	DEBIT	05/28/2024	Amazon LLC	200.2 · Citizens Checking Account		-39.92
Bill	1144269638...	05/28/2024		74104B1 · DVDs & Other Materials	-39.92	39.92
TOTAL					-39.92	39.92
Bill Pmt -Check	DEBIT	05/28/2024	Amazon LLC	200.2 · Citizens Checking Account		-40.94
Bill	1147036228...	05/28/2024		74104B1 · DVDs & Other Materials	-40.94	40.94
TOTAL					-40.94	40.94
Bill Pmt -Check	DEBIT	05/28/2024	Amazon LLC	200.2 · Citizens Checking Account		-19.87
Bill	1148454821...	05/28/2024		7410.4D · Programs	-19.87	19.87
TOTAL					-19.87	19.87
Bill Pmt -Check	DEBIT	05/28/2024	Amazon LLC	200.2 · Citizens Checking Account		-11.93
Bill	1140343528...	05/23/2024		7410.4D · Programs	-11.93	11.93
TOTAL					-11.93	11.93
Bill Pmt -Check	DEBIT	05/28/2024	Amazon LLC	200.2 · Citizens Checking Account		-65.20
Bill	1140343528...	05/23/2024		7410.4D · Programs	-65.20	65.20
TOTAL					-65.20	65.20

The Castleton Public Library
Check Detail
May 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	05/28/2024	USPS	200.2 · Citizens Checking Account		-136.00
Bill		05/28/2024		7410.4G · Postage	-136.00	136.00
TOTAL					-136.00	136.00
Bill Pmt -Check	3265	05/07/2024	UHLS	200.2 · Citizens Checking Account		-40.00
Bill		05/07/2024		7410.4A · Staff Development/Edu	-40.00	40.00
TOTAL					-40.00	40.00
Bill Pmt -Check	3266	05/14/2024	Charter Commun...	200.2 · Citizens Checking Account		-96.60
Bill	1443984010...	05/07/2024		7410.4H · Telephone/Data Links	-96.60	96.60
TOTAL					-96.60	96.60
Bill Pmt -Check	3267	05/20/2024	New York Library...	200.2 · Citizens Checking Account		-350.00
Bill	1395	05/22/2024		7410.4A · Staff Development/Edu	-350.00	350.00
TOTAL					-350.00	350.00
Bill Pmt -Check	3268	05/20/2024	Village of Castlet...	200.2 · Citizens Checking Account		-7,060.76
Bill	84555	05/20/2024		7410.1A · Gross wages - Director 7410.1B · Gross wages - Librarian 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-2,519.13 -1,961.54 -2,081.38 -498.71	2,519.13 1,961.54 2,081.38 498.71
TOTAL					-7,060.76	7,060.76
Bill Pmt -Check	3269	05/20/2024	Brodart	200.2 · Citizens Checking Account		-1,681.51
Bill	MULTIPLE	05/20/2024		74104B3 · Print Materials	-1,681.51	1,681.51
TOTAL					-1,681.51	1,681.51
Bill Pmt -Check	3270	05/20/2024	Destroyer Escort ...	200.2 · Citizens Checking Account		-85.00
Bill		05/20/2024		74104B6 · Museum Passes	-85.00	85.00
TOTAL					-85.00	85.00
Bill Pmt -Check	3271	05/20/2024	Village of Castlet...	200.2 · Citizens Checking Account		-7,255.56
Bill	84556	05/20/2024		7410.1A · Gross wages - Director 7410.1B · Gross wages - Librarian 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-2,519.23 -1,961.54 -2,262.25 -512.54	2,519.23 1,961.54 2,262.25 512.54
TOTAL					-7,255.56	7,255.56
Bill Pmt -Check	3272	05/20/2024	Norman Rockwel...	200.2 · Citizens Checking Account		-100.00
Bill		05/20/2024		74104B6 · Museum Passes	-100.00	100.00
TOTAL					-100.00	100.00

10:52 AM
06/05/24

The Castleton Public Library
Check Detail
May 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	3273	05/20/2024	Hancock Shaker ...	200.2 · Citizens Checking Account		-250.00
Bill		05/20/2024		74104B6 · Museum Passes	-250.00	250.00
TOTAL					-250.00	250.00
Bill Pmt -Check	3274	05/28/2024	Empire State Aer...	200.2 · Citizens Checking Account		-60.00
Bill		05/28/2024		74104B6 · Museum Passes	-60.00	60.00
TOTAL					-60.00	60.00

10:48 AM
06/05/24

The Castleton Public Library
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 05/31/2024

	<u>May 31, 24</u>
Beginning Balance	353,297.77
Cleared Transactions	
Checks and Payments - 1 item	-15,000.00
Deposits and Credits - 1 item	29.43
	<u> </u>
Total Cleared Transactions	-14,970.57
	<u> </u>
Cleared Balance	338,327.20
	<u> </u>
Register Balance as of 05/31/2024	338,327.20
Ending Balance	338,327.20

10:48 AM
06/05/24

The Castleton Public Library
Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 05/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						353,297.77
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	05/20/2024			X	-15,000.00	-15,000.00
Total Checks and Payments					-15,000.00	-15,000.00
Deposits and Credits - 1 item						
Deposit	05/31/2024			X	29.43	29.43
Total Deposits and Credits					29.43	29.43
Total Cleared Transactions					-14,970.57	-14,970.57
Cleared Balance					-14,970.57	338,327.20
Register Balance as of 05/31/2024					-14,970.57	338,327.20
Ending Balance					-14,970.57	338,327.20

10:51 AM
06/05/24

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 05/31/2024

	<u>May 31, 24</u>
Beginning Balance	17,422.55
Cleared Transactions	
Checks and Payments - 33 items	-25,054.79
Deposits and Credits - 1 item	15,000.00
	<u> </u>
Total Cleared Transactions	<u>-10,054.79</u>
Cleared Balance	<u><u>7,367.76</u></u>
Uncleared Transactions	
Checks and Payments - 3 items	-427.00
	<u> </u>
Total Uncleared Transactions	<u>-427.00</u>
Register Balance as of 05/31/2024	<u><u>6,940.76</u></u>
Ending Balance	6,940.76

10:51 AM
06/05/24

The Castleton Public Library
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 05/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						17,422.55
Cleared Transactions						
Checks and Payments - 33 items						
Bill Pmt -Check	04/29/2024	3262	Village of Castleton-...	X	-7,064.21	-7,064.21
Bill Pmt -Check	04/29/2024	3261	Brodart	X	-343.60	-7,407.81
Bill Pmt -Check	04/30/2024	3263	T-Mobile	X	-86.10	-7,493.91
Bill Pmt -Check	04/30/2024	3264	T-Mobile	X	-86.10	-7,580.01
Bill Pmt -Check	05/02/2024	DEBIT	Google LLC	X	-41.28	-7,621.29
Bill Pmt -Check	05/07/2024	3265	UHLS	X	-40.00	-7,661.29
Bill Pmt -Check	05/08/2024	DEBIT	Wal-Mart	X	-64.29	-7,725.58
Bill Pmt -Check	05/13/2024	DEBIT	Wal-Mart	X	-85.03	-7,810.61
Bill Pmt -Check	05/13/2024	DEBIT	Amazon LLC	X	-29.98	-7,840.59
Bill Pmt -Check	05/13/2024	DEBIT	Amazon LLC	X	-27.77	-7,868.36
Bill Pmt -Check	05/13/2024	DEBIT	Price Chopper	X	-3.75	-7,872.11
Bill Pmt -Check	05/14/2024	3266	Charter Communicat...	X	-96.60	-7,968.71
Bill Pmt -Check	05/15/2024	DEBIT	Amazon LLC	X	-56.09	-8,024.80
Bill Pmt -Check	05/15/2024	DEBIT	USPS	X	-3.92	-8,028.72
Bill Pmt -Check	05/16/2024	DEBIT	Amazon LLC	X	-39.91	-8,068.63
Bill Pmt -Check	05/16/2024	DEBIT	USPS	X	-3.92	-8,072.55
Bill Pmt -Check	05/20/2024	3271	Village of Castleton-...	X	-7,255.56	-15,328.11
Bill Pmt -Check	05/20/2024	3268	Village of Castleton-...	X	-7,060.76	-22,388.87
Bill Pmt -Check	05/20/2024	3269	Brodart	X	-1,681.51	-24,070.38
Bill Pmt -Check	05/20/2024	3273	Hancock Shaker Vill...	X	-250.00	-24,320.38
Bill Pmt -Check	05/20/2024	3272	Norman Rockwell M...	X	-100.00	-24,420.38
Bill Pmt -Check	05/20/2024	3270	Destroyer Escort His...	X	-85.00	-24,505.38
Bill Pmt -Check	05/20/2024	DEBIT	Amazon LLC	X	-47.65	-24,553.03
Bill Pmt -Check	05/21/2024	DEBIT	Amazon LLC	X	-49.96	-24,602.99
Bill Pmt -Check	05/21/2024	DEBIT	Amazon LLC	X	-44.99	-24,647.98
Bill Pmt -Check	05/22/2024	DEBIT	New York State Parks	X	-75.00	-24,722.98
Bill Pmt -Check	05/23/2024	DEBIT	Amazon LLC	X	-17.95	-24,740.93
Bill Pmt -Check	05/28/2024	DEBIT	USPS	X	-136.00	-24,876.93
Bill Pmt -Check	05/28/2024	DEBIT	Amazon LLC	X	-65.20	-24,942.13
Bill Pmt -Check	05/28/2024	DEBIT	Amazon LLC	X	-40.94	-24,983.07
Bill Pmt -Check	05/28/2024	DEBIT	Amazon LLC	X	-39.92	-25,022.99
Bill Pmt -Check	05/28/2024	DEBIT	Amazon LLC	X	-19.87	-25,042.86
Bill Pmt -Check	05/28/2024	DEBIT	Amazon LLC	X	-11.93	-25,054.79
Total Checks and Payments					-25,054.79	-25,054.79
Deposits and Credits - 1 item						
Transfer	05/20/2024			X	15,000.00	15,000.00
Total Deposits and Credits					15,000.00	15,000.00
Total Cleared Transactions					-10,054.79	-10,054.79
Cleared Balance					-10,054.79	7,367.76

10:51 AM
06/05/24

The Castleton Public Library
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 05/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	10/16/2023	3200	Albany Public Library		-17.00	-17.00
Bill Pmt -Check	05/20/2024	3267	New York Library As...		-350.00	-367.00
Bill Pmt -Check	05/28/2024	3274	Empire State Aerosc...		-60.00	-427.00
Total Checks and Payments					-427.00	-427.00
Total Uncleared Transactions					-427.00	-427.00
Register Balance as of 05/31/2024					-10,481.79	6,940.76
Ending Balance					-10,481.79	6,940.76

The Castleton Public Library
Profit & Loss
 May 2024

	<u>May 24</u>
Ordinary Income/Expense	
Income	
2401 · Interest & Earnings	29.43
Total Income	<u>29.43</u>
Gross Profit	29.43
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	5,038.36
7410.1B · Gross wages - Librarian	3,923.08
7410.1C · Gross wages - Assistant	4,343.63
Total 7410.11 · Employee Gross Wages	<u>13,305.07</u>
Total 7410.1 · Personal Services	13,305.07
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B6 · Museum Passes	570.00
74104B3 · Print Materials	1,681.51
74104B1 · DVDs & Other Materials	138.72
Total 7410.4B · Library Materials	2,390.23
7410.4C · Equipment/Technology	41.28
7410.4D · Programs	
74104D1 · Summer Reading Program	3.99
7410.4D · Programs - Other	457.53
Total 7410.4D · Programs	461.52
7410.41 · Operations and Administrative	
7410.4A · Staff Development/Edu	390.00
7410.4G · Postage	143.84
7410.4H · Telephone/Data Links	96.60
7410.4F · Office and Library Supplies	44.99
Total 7410.41 · Operations and Administrative	<u>675.43</u>
Total 7410.4 · Contractual Expenses	3,568.46
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	1,011.25
Total 9000 · Employee - Benefits	<u>1,011.25</u>
Total Expense	<u>17,884.78</u>
Net Ordinary Income	<u>-17,855.35</u>
Net Income	<u><u>-17,855.35</u></u>

The Castleton Public Library
 Profit & Loss Budget vs. Actual
 January through May 2024

	Jan - May 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	9.00	0.00	9.00	100.0%
2082.12 · Lost Books	199.53	0.00	199.53	100.0%
2082.13 · Copies, Prints and Faxes	104.75	0.00	104.75	100.0%
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	313.28	0.00	313.28	100.0%
Total 2082 · Library Charges	313.28	0.00	313.28	100.0%
2360 · Intergovernmental Revenues				
2360.4 · Taxes - SCSD	159,000.00	159,000.00	0.00	100.0%
2360.1 · Town of Schodack	88,000.00	88,000.00	0.00	100.0%
2360.2 · Village of Castleton	0.00	10,000.00	-10,000.00	0.0%
2360.3 · Rensselaer County	0.00	3,325.00	-3,325.00	0.0%
Total 2360 · Intergovernmental Revenues	247,000.00	260,325.00	-13,325.00	94.9%
2401 · Interest & Earnings	158.53	500.00	-341.47	31.7%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,198.81	8,002.00	-1,803.19	77.5%
Total 2705 · Gifts & Donations	7,198.81	9,002.00	-1,803.19	80.0%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	15,200.00	-15,200.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	143.70	1,436.00	-1,292.30	10.0%
2760.9 · Grants - Other	1,500.00	1,000.00	500.00	150.0%
Total 2760 · Library System Grants	1,643.70	17,636.00	-15,992.30	9.3%
599 · Appropriated Fund Balance	0.00	8,937.00	-8,937.00	0.0%
Total Income	256,314.32	296,400.00	-40,085.68	86.5%
Gross Profit	256,314.32	296,400.00	-40,085.68	86.5%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	27,615.27	67,925.00	-40,309.73	40.7%
7410.1B · Gross wages - Librarian	15,693.62	53,800.00	-38,106.38	29.2%
7410.1C · Gross wages - Assistant	23,837.91	64,298.00	-40,460.09	37.1%
Total 7410.11 · Employee Gross Wages	67,146.80	186,023.00	-118,876.20	36.1%
Total 7410.1 · Personal Services	67,146.80	186,023.00	-118,876.20	36.1%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	21,460.00	-21,460.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	21,460.00	-21,460.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	570.00	1,850.00	-1,280.00	30.8%
74104B5 · Magazines and Newspapers	0.00	250.00	-250.00	0.0%
74104B4 · Audiobooks	0.00	0.00	0.00	0.0%
74104B3 · Print Materials	2,979.79	10,200.00	-7,220.21	29.2%
74104B2 · Electronic Content	2,327.37	6,690.00	-4,362.63	34.8%
74104B1 · DVDs & Other Materials	488.05	1,900.00	-1,411.95	25.7%
7410.4B · Library Materials - Other	368.60	1,220.00	-851.40	30.2%
Total 7410.4B · Library Materials	6,733.81	22,110.00	-15,376.19	30.5%

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through May 2024

	Jan - May 24	Budget	\$ Over Budget	% of Budget
7410.4C · Equipment/Technology	666.20	1,650.00	-983.80	40.4%
7410.4D · Programs				
74104D1 · Summer Reading Program	65.72	4,600.00	-4,534.28	1.4%
7410.4D · Programs - Other	1,642.40	3,000.00	-1,357.60	54.7%
Total 7410.4D · Programs	1,708.12	7,600.00	-5,891.88	22.5%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	408.00	800.00	-392.00	51.0%
7410.4E · Automated Services	1,996.00	3,992.00	-1,996.00	50.0%
7410.4G · Postage	330.32	400.00	-69.68	82.6%
7410.4H · Telephone/Data Links	485.46	1,377.00	-891.54	35.3%
7410.4I · Insurance	2,000.35	2,955.00	-954.65	67.7%
7410.4F · Office and Library Supplies	154.73	1,000.00	-845.27	15.5%
7410.4J · Professional Services	280.00	400.00	-120.00	70.0%
Total 7410.41 · Operations and Administrati...	5,654.86	10,924.00	-5,269.14	51.8%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	0.00	0.00	0.0%
7410.4K · Miscellaneous - Other	34.95	30.00	4.95	116.5%
Total 7410.4K · Miscellaneous	34.95	30.00	4.95	116.5%
Total 7410.4 · Contractual Expenses	14,797.94	42,314.00	-27,516.06	35.0%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	8,500.00	-8,500.00	0.0%
9030.8 · Social Security/Medicare	5,100.43	14,140.00	-9,039.57	36.1%
9040.8 · Workers Comp	193.42	900.00	-706.58	21.5%
9055.8 · Disability	107.60	500.00	-392.40	21.5%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	3,000.00	-3,000.00	0.0%
9060.8 · Health Insurance - Other	3,105.20	19,563.00	-16,457.80	15.9%
Total 9060.8 · Health Insurance	3,105.20	22,563.00	-19,457.80	13.8%
Total 9000 · Employee - Benefits	8,506.65	46,603.00	-38,096.35	18.3%
Total Expense	90,451.39	296,400.00	-205,948.61	30.5%
Net Ordinary Income	165,862.93	0.00	165,862.93	100.0%
Net Income	165,862.93	0.00	165,862.93	100.0%

The Castleton Public Library
Balance Sheet
As of May 31, 2024

	<u>May 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	338,327.20
200.2 · Citizens Checking Account	6,940.76
200.9 · Petty Cash	50.00
Total Checking/Savings	<u>345,317.96</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>350,317.96</u>
TOTAL ASSETS	<u>350,317.96</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	179,382.05
Net Income	165,862.93
Total Equity	<u>350,317.98</u>
TOTAL LIABILITIES & EQUITY	<u>350,317.96</u>

Director's Report – May

May 2024 – Usage Statistics in Comparison

	May 2024	May 2023	% Change, 2024 vs. 2023	May 2022	% Change, 2024 vs. 2022
Circulation					
Circulation of materials at CPL	1,761	1,896	-7.1%	1,856	-5.1%
Items loaned to other libraries	302	352	-14.2%	286	+5.6%
Items borrowed from other libraries	787	733	+7.4%	791	-0.5%
eContent circulation	692	613	+12.9%	552	+25.4%
Programming					
Number of programs offered	29	23	+26.1%	25	+16.0%
Program attendance – in-person	259	220	+17.7%	150	+72.7%
Program attendance – kits*	110	103	+6.8%	100	+10.0%
Total program attendance	369	323	+14.2%	250	+47.6%
Public Computer Use					
Public Computer Sessions	13	31	-58.1%	12	+8.3%
WiFi Use - daily unique users	776 (5.7 GB)	713 (5.5 GB)	+8.8%	622 (9.9 GB)	+24.8%
WiFi Hotspot Use	263.48 GB	23.67 GB	+1,013.1%	2.98 GB	+8,741.6%
Marketing Reach					
Website visits	876	892	-1.8%	551	+59.0%
Website unique visitors	428	464	-7.8%	304	+40.8%
Email newsletter list size	1,689	1,604	+5.3%	1,407	+20.0%
Facebook page followers	1,460	1,266	+15.3%	881	+65.7%
Facebook total reach	8,449	9,859	-14.3%	3,853	+119.3%
* = The number of kits distributed through 5/31 is used for the attendance number.					
** = Public computer stations were not reintroduced at CPL until 5/3/21.					

Programs – May

5/1/2024	Poseable Cat Puppet	110
5/1/2024	Spice of the Month Club: Dill	5
5/2/2024	Learn & Play Storytime	8
5/3/2024	Bridge Club	3
5/6/2024	After Dinner Book Club	4
5/7/2024	Pajama Storytime	4
5/8/2024	Open Mic Night	10
5/9/2024	Special Storytime: Plant a Seed	17
5/9/2024	Mother's Day Pressed Flower Craft	38
5/10/2024	Bridge Club	3
5/11/2024	1,000 Books Before Kindergarten Launch Party	3
5/13/2024	Kids Cook: Veggie Sushi Handrolls	2
5/14/2024	Castle Hill Bookmobile	4
5/14/2024	Pajama Storytime	6
5/15/2024	Afternoon Book Club	2

5/16/2024	Kindergarten Field Trip @SISP	65
5/16/2024	Learn & Play Storytime	5
5/17/2024	Bridge Club	0
5/19/2024	Make a Kite	4
5/21/2024	Pajama Storytime	7
5/22/2024	Scrabble	7
5/23/2024	Learn & Play Storytime	4
5/24/2024	Bridge Club	4
5/24/2024	Cool Sci.: Paper Airplane Testing	0
5/28/2024	Pajama Storytime	7
5/29/2024	Pressed Flower Craft for Adults	13
5/30/2024	Learn & Play Storytime	6
5/31/2024	Bridge Club	6
5/31/2024	Shrinky Dinks	22
	Month total	369

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

- May 1 – Outreach visit to after-school book club at Maple Hill Junior-Senior High School

- May 16 – Outreach visit - Kindergarten field trip at Schodack Island State Park
- May 30 – 3-month review with Director

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

- May 3 – Directors Association meeting (virtual meeting)
- May 13 – New York Library Association (NYLA) Fundraising & Sponsorship Committee meeting (virtual meeting)
- May 13 – Village Board meeting
- May 14 – Bookmobile at Castle Hill senior housing
- May 15 – Friends of CPL meeting
- May 29 – Bill Adams re: 2022 financial review
- May 30 – 3-month review with Programming & Outreach Librarian