

**Agenda**  
**Castleton Public Library Board of Trustees Meeting**  
**Regular Meeting, March 17, 2025 at 7:00pm**

**Welcome**

**Pledge of Allegiance**

**Roll Call**

**Adoption of Agenda**

**Public Comment**

**New Business**

- Hire of part-time Library Assistant
- Hire of temporary Library Assistant

**Old Business**

- Library word-of-mouth advertising

**President's Report**

**Secretary's Report**

- Review of minutes from February 18, 2025

**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, R. Montesi
- Policy Committee – M. Johnston, L. Knaack
- Long Range Plan Committees:
  - Marketing & Community Connections – P. Cartwright, L. Knaack
  - Library Services & Outreach – A. Mitchum, S. Mitchum, R. Montesi
  - Library Space – C. Strange, M. Johnston

**Announcements**

**Public Comment**

**Executive Session**

**Adjourn**

# Castleton Public Library Board of Trustees Meeting

Monday, February 18, 2025 Minutes

## Welcome/Pledge of Allegiance

The meeting was called to order by Vice President Cartwright at 7:07 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

Present (virtual): Ron Montesi, Trustee

Absent (excused): Shane Mitchum, President

## Adoption of Agenda

Trustee Strainge motioned to adopt the agenda. Seconded by Trustee Cartwright. Unanimously approved.

## Public Comment

Mayor Michael Slik attended and provided the Village of Castleton Liaison Report during the public comment period. Mayor Slik reports that the Village is moving forward with work from the Complete Streets project and Drinking Water Source Protection committee with each expecting to document plans soon. The Village zoning and planning boards have both received new volunteer interest; Mayor Slik encourages trustees to share that the Village welcomes additional volunteers for all of its boards and committees. A sustainability-related “climate smart” committee will be starting soon and the Village will also be rewriting and revising Village Code as this is necessary on a 5-year cadence. Mayor Slik encourages comments and questions at any time from residents.

## New Business

**2024 NYS Annual Report:** Trustee Strainge motioned to accept the annual report as written. Seconded by Trustee A. Mitchum. Unanimously accepted.

## Old Business

**Library word-of-mouth advertising:** Director Tacke highlighted upcoming events including a “career day” on Tuesday evenings once a month, with the first event on February 25th at 6pm, and encourages trustees and anyone they know to offer to come share about their career.

## Reports

### President’s Report

Director Tacke, in President Mitchum’s absence, provided a report on their meetings from the past month. Director Tacke and President Mitchum anticipate meeting again with the Schodack Town Supervisor in late February, as he reached out again to discuss how best to meet the needs of residents in the larger Schodack community. Director Tacke reports that she and President Mitchum are interested in exploring ways to meet the need and build the relationship with the larger community through considering options like additional offsite programming and will share more with the board after the next discussion.

### **Secretary's Report**

Trustee Strainge motioned to approve the January 2025 meeting minutes. Seconded by Trustee Cartwright. Unanimously approved.

### **Treasurer's Report**

Treasurer A. Mitchum reported that finances are as expected and the new account with Bank of Greene County has been set up as discussed in the January meeting.

Trustee Strainge motioned to approve the January 2025 Check Detail Reports. Seconded by Trustee Johnston. Unanimously approved.

### **Director's Report**

Director Tacke presented statistics for January 2025 with a comparison against 2024. Circulation of physical content has continued to decline slightly but is more than offset by increase in eContent circulation. New WiFi hotspots received increased use as did public computers and WiFi physically at the library location.

### **Friends Report**

The Friends of the Library are scheduled to meet in February and will share their fundraising calendar afterward.

### **Village of Castleton Liaison Report**

None.

### **Committee Reports**

**Finance:** Covered during Treasurer's report.

**Administrative:** Met to review possible training options for required continuing education hours for trustees and considered several options that Upper Hudson Library System offers as in-person training that could be joined to make a 90-min or 2-hour training as a group. Director Tacke will reach out to identify if UHLS can do 7-9pm with an extremely abbreviated board meeting at March or September board meeting dates.

**Operations/Capital Projects:** Did not meet.

**Policy:** Did not meet.

#### **Long Range Plan Committees:**

**Marketing & Community Connections:** Did not meet.

**Library Services & Outreach:** Did not meet.

**Library Space:** Did not meet.

**Announcements:** Trustee Johnston mentioned an engaging PBS documentary, *Free for All*, on the history of public libraries in the US was screened at the Pine Hills branch in Albany and will broadcast on WMHT this spring. The *North to New York: The Great Migration in NY's Capital Region* documentary from WMHT had a successful screening and discussion at Castleton Public Library in February.

**Public Comment:** None.

**Executive Session:** None.

**Adjournment:** The meeting was adjourned at 7:47pm.

1:51 PM  
03/10/25

The Castleton Public Library  
**Check Detail**  
February 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	02/03/2025	Google LLC	200.2 · Citizens Checking Account		-36.00
Bill	5162460644	02/03/2025		7410.4C · Equipment/Technology	-36.00	36.00
TOTAL					-36.00	36.00
Bill Pmt -Check	DEBIT	02/03/2025	Consumer Reports	200.2 · Citizens Checking Account		-35.00
Bill		02/03/2025		74104B5 · Magazines and Newspapers	-35.00	35.00
TOTAL					-35.00	35.00
Bill Pmt -Check	DEBIT	02/03/2025	People	200.2 · Citizens Checking Account		-104.00
Bill		02/03/2025		74104B5 · Magazines and Newspapers	-104.00	104.00
TOTAL					-104.00	104.00
Bill Pmt -Check	DEBIT	02/04/2025	Amazon LLC	200.2 · Citizens Checking Account		-17.85
Bill	1112528790...	02/05/2025		7410.4F · Office and Library Supplies	-17.85	17.85
TOTAL					-17.85	17.85
Bill Pmt -Check	DEBIT	02/04/2025	Amazon LLC	200.2 · Citizens Checking Account		-95.92
Bill	1110198765...	02/05/2025		74104D1 · Summer Reading Program	-95.92	95.92
TOTAL					-95.92	95.92
Bill Pmt -Check	DEBIT	02/04/2025	Amazon LLC	200.2 · Citizens Checking Account		-12.95
Bill	1111590372...	02/04/2025		7410.4D · Programs	-12.95	12.95
TOTAL					-12.95	12.95
Bill Pmt -Check	DEBIT	02/10/2025	Amazon LLC	200.2 · Citizens Checking Account		-67.89
Bill	1116300004...	02/10/2025		7410.4D · Programs	-67.89	67.89
TOTAL					-67.89	67.89
Bill Pmt -Check	DEBIT	02/11/2025	Amazon LLC	200.2 · Citizens Checking Account		-19.98
Bill	1119810679...	02/11/2025		74104D1 · Summer Reading Program	-19.98	19.98
TOTAL					-19.98	19.98
Bill Pmt -Check	DEBIT	02/12/2025	Amazon LLC	200.2 · Citizens Checking Account		-14.59
Bill	1117048207...	02/12/2025		74104B1 · DVDs & Other Materials	-14.59	14.59
TOTAL					-14.59	14.59
Bill Pmt -Check	DEBIT	02/13/2025	USPS	200.2 · Citizens Checking Account		-4.40
Bill		02/13/2025		7410.4G · Postage	-4.40	4.40
TOTAL					-4.40	4.40

The Castleton Public Library  
Check Detail

February 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	02/18/2025	USPS	200.2 · Citizens Checking Account		-9.74
Bill		02/18/2025		7410.4G · Postage	-9.74	9.74
TOTAL					-9.74	9.74
Bill Pmt -Check	DEBIT	02/18/2025	Price Chopper	200.2 · Citizens Checking Account		-22.50
Bill		02/18/2025		7410.4D · Programs	-22.50	22.50
TOTAL					-22.50	22.50
Bill Pmt -Check	DEBIT	02/18/2025	Amazon LLC	200.2 · Citizens Checking Account		-40.94
Bill	1116634611...	02/13/2025		74104B1 · DVDs & Other Materials	-40.94	40.94
TOTAL					-40.94	40.94
Bill Pmt -Check	DEBIT	02/18/2025	Amazon LLC	200.2 · Citizens Checking Account		-37.91
Bill	1119019766...	02/13/2025		74104B1 · DVDs & Other Materials	-37.91	37.91
TOTAL					-37.91	37.91
Bill Pmt -Check	DEBIT	02/20/2025	Amazon LLC	200.2 · Citizens Checking Account		-47.99
Bill	1112766907...	02/20/2025		7410.4F · Office and Library Supplies	-47.99	47.99
TOTAL					-47.99	47.99
Bill Pmt -Check	DEBIT	02/24/2025	Amazon LLC	200.2 · Citizens Checking Account		-141.83
Bill	1115058445...	02/24/2025		7410.4F · Office and Library Supplies	-141.83	141.83
TOTAL					-141.83	141.83
Bill Pmt -Check	DEBIT	02/25/2025	Wal-Mart	200.2 · Citizens Checking Account		-106.18
Bill		02/25/2025		7410.4D · Programs	-106.18	106.18
TOTAL					-106.18	106.18
Bill Pmt -Check	DEBIT	02/25/2025	Country Living	200.2 · Citizens Checking Account		-24.97
Bill		02/25/2025		74104B5 · Magazines and Newspapers	-24.97	24.97
TOTAL					-24.97	24.97
Bill Pmt -Check	DEBIT	02/25/2025	Better Homes & ...	200.2 · Citizens Checking Account		-12.00
Bill		02/25/2025		74104B5 · Magazines and Newspapers	-12.00	12.00
TOTAL					-12.00	12.00
Bill Pmt -Check	DEBIT	02/25/2025	Real Simple	200.2 · Citizens Checking Account		-10.00
Bill		02/25/2025		74104B5 · Magazines and Newspapers	-10.00	10.00
TOTAL					-10.00	10.00

The Castleton Public Library  
Check Detail

February 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	02/27/2025	USPS	200.2 · Citizens Checking Account		-4.40
Bill		02/27/2025		7410.4G · Postage	-4.40	4.40
TOTAL					-4.40	4.40
Bill Pmt -Check	3369	02/03/2025	OverDrive	200.2 · Citizens Checking Account		-313.48
Bill	MULTIPLE	02/03/2025		74104B2 · Electronic Content	-313.48	313.48
TOTAL					-313.48	313.48
Bill Pmt -Check	3370	02/03/2025	Village of Castlet...	200.2 · Citizens Checking Account		-6,984.58
Bill	84623	02/03/2025		7410.1A · Gross wages - Director 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-2,692.30 -3,800.00 -492.28	2,692.30 3,800.00 492.28
TOTAL					-6,984.58	6,984.58
Bill Pmt -Check	3371	02/03/2025	Brodart	200.2 · Citizens Checking Account		-477.20
Bill	MULTIPLE	02/03/2025		74104B3 · Print Materials	-477.20	477.20
TOTAL					-477.20	477.20
Bill Pmt -Check	3372	02/03/2025	Village of Castlet...	200.2 · Citizens Checking Account		-829.08
Bill	84617	02/03/2025		9060.8 · Health Insurance	-829.08	829.08
TOTAL					-829.08	829.08
Bill Pmt -Check	3373	02/13/2025	Destroyer Escort ...	200.2 · Citizens Checking Account		-85.00
Bill		02/13/2025		74104B6 · Museum Passes	-85.00	85.00
TOTAL					-85.00	85.00
Bill Pmt -Check	3374	02/18/2025	Charter Commun...	200.2 · Citizens Checking Account		-165.16
Bill	1443984010...	02/07/2025		7410.4H · Telephone/Data Links	-165.16	165.16
TOTAL					-165.16	165.16
Bill Pmt -Check	3375	02/18/2025	The Hartford	200.2 · Citizens Checking Account		-2,062.94
Bill		02/10/2025		7410.4I · Insurance	-2,062.94	2,062.94
TOTAL					-2,062.94	2,062.94
Bill Pmt -Check	3376	02/18/2025	William C. Adams	200.2 · Citizens Checking Account		-250.00
Bill		02/18/2025		7410.4J · Professional Services	-250.00	250.00
TOTAL					-250.00	250.00
Bill Pmt -Check	3377	02/18/2025	Village of Castlet...	200.2 · Citizens Checking Account		-829.08
Bill	84625	02/13/2025		9060.8 · Health Insurance	-829.08	829.08
TOTAL					-829.08	829.08

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The Castleton Public Library

Check Detail

February 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	3378	02/18/2025	Village of Castlet...	200.2 · Citizens Checking Account		-7,052.39
Bill	84626	02/10/2025		7410.1A · Gross wages - Director	-2,692.30	2,692.30
				7410.1C · Gross wages - Assistant	-3,863.00	3,863.00
				9030.8 · Social Security/Medicare	-497.09	497.09
TOTAL					-7,052.39	7,052.39
Bill Pmt -Check	3379	02/18/2025	OverDrive	200.2 · Citizens Checking Account		-396.86
Bill	MULTIPLE	02/18/2025		74104B2 · Electronic Content	-396.86	396.86
TOTAL					-396.86	396.86
Bill Pmt -Check	3380	02/21/2025	Yankee	200.2 · Citizens Checking Account		-39.97
Bill		02/21/2025		74104B5 · Magazines and Newspapers	-39.97	39.97
TOTAL					-39.97	39.97

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The Castleton Public Library  
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 02/28/2025

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	<u>Feb 28, 25</u>
Beginning Balance	335,737.42
Cleared Transactions	
Checks and Payments - 2 items	-145,000.00
Deposits and Credits - 2 items	16,404.24
Total Cleared Transactions	<u>-128,595.76</u>
Cleared Balance	<u><u>207,141.66</u></u>
Register Balance as of 02/28/2025	207,141.66
Ending Balance	207,141.66



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The Castleton Public Library  
Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 02/28/2025

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						335,737.42
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Transfer	02/18/2025			X	-125,000.00	-125,000.00
Transfer	02/18/2025			X	-20,000.00	-145,000.00
Total Checks and Payments					-145,000.00	-145,000.00
<b>Deposits and Credits - 2 items</b>						
Deposit	02/13/2025			X	16,382.18	16,382.18
Deposit	02/28/2025			X	22.06	16,404.24
Total Deposits and Credits					16,404.24	16,404.24
Total Cleared Transactions					-128,595.76	-128,595.76
Cleared Balance					-128,595.76	207,141.66
Register Balance as of 02/28/2025					-128,595.76	207,141.66
<b>Ending Balance</b>					<b>-128,595.76</b>	<b>207,141.66</b>

1:50 PM  
03/10/25

The Castleton Public Library  
Reconciliation Summary

200.2 · Citizens Checking Account, Period Ending 02/28/2025

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	<u>Feb 28, 25</u>
<b>Beginning Balance</b>	13,287.11
<b>Cleared Transactions</b>	
Checks and Payments - 30 items	-19,897.65
Deposits and Credits - 1 item	20,000.00
	<u>102.35</u>
<b>Total Cleared Transactions</b>	<u>102.35</u>
<b>Cleared Balance</b>	<u><u>13,389.46</u></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 3 items	-455.13
	<u>-455.13</u>
<b>Total Uncleared Transactions</b>	<u>-455.13</u>
<b>Register Balance as of 02/28/2025</b>	<u><u>12,934.33</u></u>
<b>Ending Balance</b>	12,934.33

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The Castleton Public Library  
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 02/28/2025

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						13,287.11
<b>Cleared Transactions</b>						
<b>Checks and Payments - 30 items</b>						
Bill Pmt -Check	02/03/2025	3370	Village of Castleton-...	X	-6,984.58	-6,984.58
Bill Pmt -Check	02/03/2025	3372	Village of Castleton-...	X	-829.08	-7,813.66
Bill Pmt -Check	02/03/2025	3371	Brodart	X	-477.20	-8,290.86
Bill Pmt -Check	02/03/2025	3369	OverDrive	X	-313.48	-8,604.34
Bill Pmt -Check	02/03/2025	DEBIT	People	X	-104.00	-8,708.34
Bill Pmt -Check	02/03/2025	DEBIT	Google LLC	X	-36.00	-8,744.34
Bill Pmt -Check	02/03/2025	DEBIT	Consumer Reports	X	-35.00	-8,779.34
Bill Pmt -Check	02/04/2025	DEBIT	Amazon LLC	X	-95.92	-8,875.26
Bill Pmt -Check	02/04/2025	DEBIT	Amazon LLC	X	-17.85	-8,893.11
Bill Pmt -Check	02/04/2025	DEBIT	Amazon LLC	X	-12.95	-8,906.06
Bill Pmt -Check	02/10/2025	DEBIT	Amazon LLC	X	-67.89	-8,973.95
Bill Pmt -Check	02/11/2025	DEBIT	Amazon LLC	X	-19.98	-8,993.93
Bill Pmt -Check	02/12/2025	DEBIT	Amazon LLC	X	-14.59	-9,008.52
Bill Pmt -Check	02/13/2025	3373	Destroyer Escort His...	X	-85.00	-9,093.52
Bill Pmt -Check	02/13/2025	DEBIT	USPS	X	-4.40	-9,097.92
Bill Pmt -Check	02/18/2025	3378	Village of Castleton-...	X	-7,052.39	-16,150.31
Bill Pmt -Check	02/18/2025	3375	The Hartford	X	-2,062.94	-18,213.25
Bill Pmt -Check	02/18/2025	3377	Village of Castleton-...	X	-829.08	-19,042.33
Bill Pmt -Check	02/18/2025	3379	OverDrive	X	-396.86	-19,439.19
Bill Pmt -Check	02/18/2025	DEBIT	Amazon LLC	X	-40.94	-19,480.13
Bill Pmt -Check	02/18/2025	DEBIT	Amazon LLC	X	-37.91	-19,518.04
Bill Pmt -Check	02/18/2025	DEBIT	Price Chopper	X	-22.50	-19,540.54
Bill Pmt -Check	02/18/2025	DEBIT	USPS	X	-9.74	-19,550.28
Bill Pmt -Check	02/20/2025	DEBIT	Amazon LLC	X	-47.99	-19,598.27
Bill Pmt -Check	02/24/2025	DEBIT	Amazon LLC	X	-141.83	-19,740.10
Bill Pmt -Check	02/25/2025	DEBIT	Wal-Mart	X	-106.18	-19,846.28
Bill Pmt -Check	02/25/2025	DEBIT	Country Living	X	-24.97	-19,871.25
Bill Pmt -Check	02/25/2025	DEBIT	Better Homes & Gar...	X	-12.00	-19,883.25
Bill Pmt -Check	02/25/2025	DEBIT	Real Simple	X	-10.00	-19,893.25
Bill Pmt -Check	02/27/2025	DEBIT	USPS	X	-4.40	-19,897.65
Total Checks and Payments					-19,897.65	-19,897.65
<b>Deposits and Credits - 1 item</b>						
Transfer	02/18/2025			X	20,000.00	20,000.00
Total Deposits and Credits					20,000.00	20,000.00
Total Cleared Transactions					102.35	102.35
Cleared Balance					102.35	13,389.46

1:50 PM  
03/10/25

The Castleton Public Library  
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 02/28/2025

Type	Date	Num	Name	Clr	Amount	Balance
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Bill Pmt -Check	02/18/2025	3376	William C. Adams		-250.00	-250.00
Bill Pmt -Check	02/18/2025	3374	Charter Communicat...		-165.16	-415.16
Bill Pmt -Check	02/21/2025	3380	Yankee		-39.97	-455.13
Total Checks and Payments					-455.13	-455.13
Total Uncleared Transactions					-455.13	-455.13
Register Balance as of 02/28/2025					-352.78	12,934.33
<b>Ending Balance</b>					<b>-352.78</b>	<b>12,934.33</b>

1:36 PM  
03/10/25

The Castleton Public Library  
Reconciliation Summary

200.4 · Bank of Greene County Account, Period Ending 02/28/2025

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	<u>Feb 28, 25</u>
Beginning Balance	0.00
Cleared Transactions	
Deposits and Credits - 2 items	<u>125,113.32</u>
Total Cleared Transactions	<u>125,113.32</u>
Cleared Balance	<u><u>125,113.32</u></u>
Register Balance as of 02/28/2025	125,113.32
Ending Balance	125,113.32

1:36 PM  
03/10/25

The Castleton Public Library  
Reconciliation Detail

200.4 · Bank of Greene County Account, Period Ending 02/28/2025

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						0.00
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 2 items</b>						
Transfer	02/18/2025			X	125,000.00	125,000.00
Deposit	02/28/2025			X	113.32	125,113.32
Total Deposits and Credits					125,113.32	125,113.32
Total Cleared Transactions					125,113.32	125,113.32
Cleared Balance					125,113.32	125,113.32
Register Balance as of 02/28/2025					125,113.32	125,113.32
<b>Ending Balance</b>					<b>125,113.32</b>	<b>125,113.32</b>

The Castleton Public Library  
**Profit & Loss**  
 February 2025

	Feb 25
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	1.00
2082.12 · Lost Books	57.61
2082.13 · Copies, Prints and Faxes	17.70
2082.14 · Register Overage/Shortage	0.00
<b>Total 2082.1 · Library Fines &amp; Fees</b>	<b>76.31</b>
<b>Total 2082 · Library Charges</b>	<b>76.31</b>
2401 · Interest & Earnings	135.38
2705 · Gifts & Donations	282.41
2760 · Library System Grants	
2760.3 · Grants - Library Renovation	14,485.00
2760.9 · Grants - Other	1,538.46
<b>Total 2760 · Library System Grants</b>	<b>16,023.46</b>
<b>Total Income</b>	<b>16,517.56</b>
Gross Profit	16,517.56
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	5,384.60
7410.1C · Gross wages - Assistant	7,663.00
<b>Total 7410.11 · Employee Gross Wages</b>	<b>13,047.60</b>
<b>Total 7410.1 · Personal Services</b>	<b>13,047.60</b>
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B6 · Museum Passes	85.00
74104B5 · Magazines and Newspapers	225.94
74104B3 · Print Materials	477.20
74104B2 · Electronic Content	710.34
74104B1 · DVDs & Other Materials	93.44
<b>Total 7410.4B · Library Materials</b>	<b>1,591.92</b>
7410.4C · Equipment/Technology	36.00
7410.4D · Programs	
74104D1 · Summer Reading Program	115.90
7410.4D · Programs - Other	209.52
<b>Total 7410.4D · Programs</b>	<b>325.42</b>
7410.41 · Operations and Administrative	
7410.4G · Postage	18.54
7410.4H · Telephone/Data Links	165.16
7410.4I · Insurance	2,062.94
7410.4F · Office and Library Supplies	207.67
7410.4J · Professional Services	250.00
<b>Total 7410.41 · Operations and Administrative</b>	<b>2,704.31</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>4,657.65</b>

1:52 PM  
03/10/25  
Accrual Basis

The Castleton Public Library  
**Profit & Loss**  
February 2025

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	<u>Feb 25</u>
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	989.37
9060.8 · Health Insurance	1,658.16
	<hr/>
Total 9000 · Employee - Benefits	2,647.53
	<hr/>
Total Expense	20,352.78
	<hr/>
Net Ordinary Income	-3,835.22
	<hr/>
Net Income	<u><u>-3,835.22</u></u>



The Castleton Public Library  
Profit & Loss Budget vs. Actual  
January through February 2025

	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	1.00	0.00	1.00	100.0%
2082.12 · Lost Books	57.61	0.00	57.61	100.0%
2082.13 · Copies, Prints and Faxes	17.70	0.00	17.70	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%
<b>Total 2082.1 · Library Fines &amp; Fees</b>	<b>76.31</b>	<b>0.00</b>	<b>76.31</b>	<b>100.0%</b>
<b>Total 2082 · Library Charges</b>	<b>76.31</b>	<b>0.00</b>	<b>76.31</b>	<b>100.0%</b>
2360 · Intergovernmental Revenues				
2360.4 · Taxes - SCSD	0.00	159,000.00	-159,000.00	0.0%
2360.1 · Town of Schodack	0.00	92,500.00	-92,500.00	0.0%
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%
<b>Total 2360 · Intergovernmental Revenues</b>	<b>0.00</b>	<b>264,825.00</b>	<b>-264,825.00</b>	<b>0.0%</b>
2401 · Interest & Earnings	164.39	240.00	-75.61	68.5%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	0.00	1,000.00	-1,000.00	0.0%
2705 · Gifts & Donations - Other	282.41	8,100.00	-7,817.59	3.5%
<b>Total 2705 · Gifts &amp; Donations</b>	<b>282.41</b>	<b>9,100.00</b>	<b>-8,817.59</b>	<b>3.1%</b>
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	14,485.00	16,095.00	-1,610.00	90.0%
2760.1 · LLSA and ERATE (UHLS)	0.00	1,490.00	-1,490.00	0.0%
2760.9 · Grants - Other	1,538.46	4,000.00	-2,461.54	38.5%
<b>Total 2760 · Library System Grants</b>	<b>16,023.46</b>	<b>21,585.00</b>	<b>-5,561.54</b>	<b>74.2%</b>
599 · Appropriated Fund Balance	0.00	22,706.00	-22,706.00	0.0%
<b>Total Income</b>	<b>16,546.57</b>	<b>318,456.00</b>	<b>-301,909.43</b>	<b>5.2%</b>
<b>Gross Profit</b>	<b>16,546.57</b>	<b>318,456.00</b>	<b>-301,909.43</b>	<b>5.2%</b>
<b>Expense</b>				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	8,076.90	70,000.00	-61,923.10	11.5%
7410.1B · Gross wages - Librarian	0.00	8,820.00	-8,820.00	0.0%
7410.1C · Gross wages - Assistant	11,769.00	122,050.00	-110,281.00	9.6%
<b>Total 7410.11 · Employee Gross Wages</b>	<b>19,845.90</b>	<b>200,870.00</b>	<b>-181,024.10</b>	<b>9.9%</b>
<b>Total 7410.1 · Personal Services</b>	<b>19,845.90</b>	<b>200,870.00</b>	<b>-181,024.10</b>	<b>9.9%</b>
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	21,460.00	-21,460.00	0.0%
<b>Total 7410.2 · Equipment &amp; Capital Outlay</b>	<b>0.00</b>	<b>21,460.00</b>	<b>-21,460.00</b>	<b>0.0%</b>
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	157.00	1,850.00	-1,693.00	8.5%
74104B5 · Magazines and Newspapers	225.94	200.00	25.94	113.0%
74104B4 · Audiobooks	0.00	0.00	0.00	0.0%
74104B3 · Print Materials	843.62	11,700.00	-10,856.38	7.2%
74104B2 · Electronic Content	2,284.71	7,900.00	-5,615.29	28.9%
74104B1 · DVDs & Other Materials	153.32	1,491.00	-1,337.68	10.3%
7410.4B · Library Materials - Other	139.00	1,200.00	-1,061.00	11.6%
<b>Total 7410.4B · Library Materials</b>	<b>3,803.59</b>	<b>24,341.00</b>	<b>-20,537.41</b>	<b>15.6%</b>
7410.4C · Equipment/Technology	87.16	2,250.00	-2,162.84	3.9%

The Castleton Public Library  
Profit & Loss Budget vs. Actual  
January through February 2025

	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
7410.4D · Programs				
74104D1 · Summer Reading Program	115.90	5,200.00	-5,084.10	2.2%
7410.4D · Programs - Other	694.44	4,500.00	-3,805.56	15.4%
<b>Total 7410.4D · Programs</b>	<b>810.34</b>	<b>9,700.00</b>	<b>-8,889.66</b>	<b>8.4%</b>
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	0.00	950.00	-950.00	0.0%
7410.4E · Automated Services	1,047.00	4,190.00	-3,143.00	25.0%
7410.4G · Postage	41.25	600.00	-558.75	6.9%
7410.4H · Telephone/Data Links	165.16	1,250.00	-1,084.84	13.2%
7410.4I · Insurance	2,062.94	3,070.00	-1,007.06	67.2%
7410.4F · Office and Library Supplies	207.67	1,300.00	-1,092.33	16.0%
7410.4J · Professional Services	250.00	550.00	-300.00	45.5%
<b>Total 7410.41 · Operations and Administrati...</b>	<b>3,774.02</b>	<b>11,910.00</b>	<b>-8,135.98</b>	<b>31.7%</b>
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	0.00	0.00	0.0%
7410.4K · Miscellaneous - Other	0.00	30.00	-30.00	0.0%
<b>Total 7410.4K · Miscellaneous</b>	<b>0.00</b>	<b>30.00</b>	<b>-30.00</b>	<b>0.0%</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>8,475.11</b>	<b>48,231.00</b>	<b>-39,755.89</b>	<b>17.6%</b>
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	8,100.00	-8,100.00	0.0%
9030.8 · Social Security/Medicare	1,505.05	14,500.00	-12,994.95	10.4%
9040.8 · Workers Comp	0.00	900.00	-900.00	0.0%
9055.8 · Disability	0.00	500.00	-500.00	0.0%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	3,000.00	-3,000.00	0.0%
9060.8 · Health Insurance - Other	1,658.16	20,895.00	-19,236.84	7.9%
<b>Total 9060.8 · Health Insurance</b>	<b>1,658.16</b>	<b>23,895.00</b>	<b>-22,236.84</b>	<b>6.9%</b>
<b>Total 9000 · Employee - Benefits</b>	<b>3,163.21</b>	<b>47,895.00</b>	<b>-44,731.79</b>	<b>6.6%</b>
<b>Total Expense</b>	<b>31,484.22</b>	<b>318,456.00</b>	<b>-286,971.78</b>	<b>9.9%</b>
<b>Net Ordinary Income</b>	<b>-14,937.65</b>	<b>0.00</b>	<b>-14,937.65</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-14,937.65</b>	<b>0.00</b>	<b>-14,937.65</b>	<b>100.0%</b>

The Castleton Public Library  
**Balance Sheet**  
 As of February 28, 2025

	<u>Feb 28, 25</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
200.4 · Bank of Greene County Account	125,113.32
200.1 · Citizens Money Market	207,141.66
200.2 · Citizens Checking Account	12,934.33
200.9 · Petty Cash	50.00
Total Checking/Savings	<u>345,239.31</u>
Other Current Assets	
395 · Deposits with Other Government	7,500.00
Total Other Current Assets	<u>7,500.00</u>
Total Current Assets	<u>352,739.31</u>
<b>TOTAL ASSETS</b>	<b><u>352,739.31</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
600 · Accounts Payable	-0.02
Total Accounts Payable	<u>-0.02</u>
Other Current Liabilities	
631 · Due To Other Government	159,000.00
Total Other Current Liabilities	<u>159,000.00</u>
Total Current Liabilities	<u>158,999.98</u>
Total Liabilities	158,999.98
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	203,603.98
Net Income	-14,937.65
Total Equity	<u>193,739.33</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>352,739.31</u></b>

## Director's Report – March 2025

### February 2025 – Usage Statistics in Comparison

	February 2025	February 2024	% Change, 2025 vs. 2024
<b>Circulation</b>			
Circulation of materials at CPL	1,585	1,625	-2.5%
Items loaned to other libraries	319	358	-10.9%
Items borrowed from other libraries	680	722	-5.8%
eContent circulation	852	684	+24.6%
Total circulation (physical & digital)	2,437	2,309	+5.5%
<b>Programming</b>			
Number of programs offered	27	27	0%
Program attendance – in-person	259	227	+14.1%
Program attendance – kits*	124	141	-12.1%
Total program attendance	383	368	+4.1%
<b>Public Computer Use</b>			
Public Computer Sessions	33	19	+73.7%
WiFi Use – daily unique users	633 (10.2 GB)	557 (4.3 GB)	+13.6%
WiFi Hotspot Use	PENDING	56.27 GB	N/A
<b>Marketing Reach</b>			
Website visits	1,077	971	+10.9%
Website unique visitors	517	513	+0.8%
Email newsletter list size	1,737	1,677	+3.6%
Facebook page followers	1,580	1,427	+10.7%
Facebook total reach	5,896	7,838	-24.8%
* = The number of kits distributed through 2/28 is used for the attendance number.			

### Programs – February

2/1/2025	T&M Craft: Paper Fan Snowman	124
2/1/2025	Take Your Child to the Library Day	10
2/3/2025	After Dinner Book Club	7
2/4/2025	Pajama Storytime	7
2/7/2025	STEAM Lab: Indoor Snow	18
2/8/2025	Little Ones Playtime	5
2/11/2025	Castle Hill Bookmobile	7
2/11/2025	Heart Art	7
2/11/2025	Pajama Storytime	0
2/12/2025	Open Mic Night	13
2/13/2025	Learn & Play Storytime	12
2/13/2025	WMHT North to NY Film Screening	8
2/14/2025	Tech Help @Castle Hill	2
2/15/2025	Make Your Own Puzzle	8
2/18/2025	Origami	13

2/18/2025	Pajama Storytime	0
2/19/2025	Giant Connect Four	7
2/19/2025	Afternoon Book Club	5
2/20/2025	Learn & Play Storytime	20
2/20/2025	Marble Painting	25
2/21/2025	Kids Cook Around the World: Swedish Meatballs	28
2/22/2025	DIY Snow Globes	28
2/23/2025	Marble Run Fun	6
2/25/2025	Pajama Storytime	0
2/26/2025	Memoir Writing for Adults	4
2/27/2025	Learn & Play Storytime	18
2/28/2025	Computer Help	1
	<b>Month total</b>	<b>383</b>

### Programming & Outreach Coordinator – Meetings, Outreach, and Continuing Education (February)

- February 4 – “Color Our World with Citizen Science: From Space to Sea” webinar
- February 5 – Meeting with CES Librarian Stacey Rattner re: 2025 collaborations
- February 10 – Weekly meeting with Director
- February 14 – Tech Help at Castle Hill Senior Housing
- February 20 – Weekly meeting with Director

- February 24 – “Promoting Belonging: Creating Library Neurodiversity Clubs” webinar
- February 25 – “Color Our World Summer Programming” webinar
- February 25 – Meeting with Maple Hill Junior-Senior High School Librarian Josh Tomkin re: 2025 collaborations
- February 27 – Weekly meeting with Director

**Director – Meetings, Outreach, and Continuing Education (February)**

- February 4 – Meeting with rep from FacilitySight re: door counter options
- February 5 – Meeting with staff of NYS Senator Jake Ashby for Library Advocacy Day in Albany
- February 5 – Meeting with staff of NYS Assemblymember Scott Bendett for Library Advocacy Day in Albany
- February 7 – Info session re: resources through NYS Office for the Aging at UHLS in Albany
- February 7 – UHLS Directors Association meeting at UHLS in Albany
- February 10 – Weekly meeting with Programming & Outreach Coordinator
- February 10 – Village Board meeting
- February 11 – Bookmobile at Castle Hill Senior Housing
- February 13 – Administrative Committee meeting (virtual meeting)
- February 18 – New York Library Association (NYLA) Continuing Education Committee meeting (virtual meeting)
- February 20 – Weekly meeting with Programming & Outreach Coordinator
- February 20 – New York Library Association (NYLA) Library Administration & Management Section (LAMS) board meeting (virtual meeting)
- February 22 – Represented the library at the Village of Castleton Volunteer Appreciation Breakfast
- February 24 – Friends of CPL meeting
- February 25 – Meeting with Town of Schodack Supervisor re: collaboration
- February 27 – Weekly meeting with Programming & Outreach Coordinator



# Classes and Events at Castleton Public Library April 2025

## Weekly Events



### Learn & Play Storytime

Thursdays at 10:30 a.m. April 3, 10, 17, 24.

Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement!

## Other Events



### Take & Make Craft Kit: Earth Day Door Hanger

Pick up anytime from Sunday, March 30 through Saturday, May 3.

Create a paper mosaic Earth to become a decoration for Earth Day!



### A Talk on Sustainability with Author Trent Romer

Wednesday, April 2, 6:00 p.m.

Join us for a talk with Trent Romer, author of *Finding Sustainability* and *This is Our Home*.



### Special Visitor Storytime: Celebrate Spring!

Thursday, April 3, 10:30 a.m.

An educator from the Schodack Island State Park will join us to celebrate the arrival of Spring!



### Drop-In Tech Help

Thursday, April 3, 12:00 – 5:00 p.m.



### Little Ones Playtime

Saturday & Sunday, April 5-6, 11:00 a.m. – 4:00 p.m.



### After Dinner Book Club – *Animal, Vegetable, Junk: A History of Food, from Sustainable to Suicidal* by Mark Bittman

Monday, April 7, 7:00 p.m.



### Teen Scene: Flat Braid Friendship Bracelets

Tuesday, April 8, 2:00 – 5:00 p.m.

For grades 6 and up. Join us for our first Teen Scene with snacks, music, and friendship bracelets.



### Open Mic Night

Wednesday, April 9, 6:00 p.m.



### NYS Citizen Preparedness Corps Training Program

Thursday, April 10, 11:00 a.m.

For adults. Learn how to prepare for and recover from natural and man-made disasters.



### Build with Keva Planks

Saturday, April 12, 11:00 a.m. – 4:00 p.m.



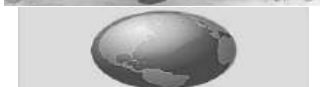
### Paint with Pudding

Sunday, April 13, 11:00 a.m. – 4:00 p.m.



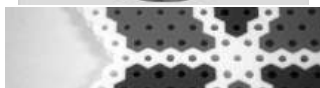
### Paper Art Collages

Monday, April 14, 12:00-8:00 p.m.



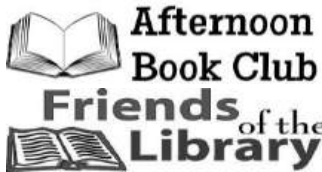
### Kids Cook Around the World: Irish Soda Bread

Tuesday, April 15, 1:00 – 4:00 p.m.



### Perler Bead Crafts

Wednesday, April 16, 12:00 – 8:00 p.m.



**Afternoon Book Club: *The Warm Hands of Ghosts: A Novel* by Katherine Arden**  
Wednesday, April 16, 1:00 p.m.

**Friends of CPL Meeting**  
Wednesday, April 16, 6:00 p.m.



**STEAM Lab: Graphing Games**  
Thursday, April 17, 12:00 – 3:00 p.m.



**Paint a Mini Flowerpot**  
Friday, April 18, 12:00 – 5:00 p.m.



**Saturday Stories**  
Saturday, April 19, 11:30 a.m.  
A storytime geared toward young children (ages birth-8) featuring crafts, music/movement, and fun!



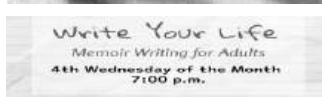
**String Art Cards**  
Saturday, April 19, 2:00 - 4:00 p.m.  
Recommended for ages 8 and up. Discover the art of string and the designs you can create with it.



**Legomania**  
Sunday, April 20, 11:00 a.m. – 4:00 p.m.



**Earth Day Paper Beads**  
Tuesday, April 22, 12:00 – 8:00 p.m.  
Recommended for ages 5 and up. Fashion paper beads with recycled paper.



**Write Your Life: Memoir Writing for Adults**  
Wednesday, April 23, 7:00 p.m.



**Rainbow Scratch Art**  
Saturday & Sunday, April 26-27, 11:00 a.m. – 4:00 p.m.



**Career Day: Construction**  
Tuesday, April 29, 6:00 p.m.  
Learn about all types of careers! This month features Joe Marotta of Raven Hammer Contracting.



**Bingo Night for Adults**  
Wednesday, April 30, 6:00 p.m.  
Adults, bring your friends and share some laughs with the chance to win book-themed prizes.



**Special Visitor Storytime: Educator from Schodack Island State Park**  
Thursday, May 1, 10:30 a.m.  
An educator from the Schodack Island State Park will join us for this special storytime.



**Friends of CPL Plant Sale**  
Saturday, May 3, 10:00 a.m. – 1:00 p.m.  
**Location: River Rest (Corner of Scott Avenue and Main Street), Castleton, NY 12033**  
All proceeds benefit the library! An assortment of vegetable plants and flowers will be available, with coffee and donuts also available for purchase. The day will include live music as well – see you there!

### Friends of CPL Bottle & Can Drive, 4/19-4/26

Save us your empties! Bring your returnable bottles and cans to the library any time during our open hours from Saturday, 4/19 through Saturday, 4/26. All proceeds benefit the library.



### Castleton Public Library

85 S. Main Street, Castleton, NY 12033  
Phone: 518-732-0879  
www.castletonpubliclibrary.org  
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 & Sunday – 11:00 a.m. – 4:00 p.m.