

Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, May 15, 2023 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- Library Funding Proposition – Presentation and Q&A
- New Hire - Library Assistant

Old Business

- Long-range planning
- Library word-of-mouth advertising

President's Report

Secretary's Report

- Review of minutes from April 17, 2023

Treasurer's Report

Director's Report

Friends Report

Committee Reports

- Finance Committee – A. Mitchum, S. Mitchum
- Administrative Committee – K. Bielawa, L. Knaack, C. Strange
- Operations/Capital projects – P. Cartwright, S. Mitchum
- Policy Committee – M. Johnston, L. Knaack
- Long Range Plan Committees:
 - Sustainable Funding (A. Mitchum, S. Mitchum)
 - Library Space (P. Cartwright, M. Johnston, C. Strange)
 - Community Outreach & Visibility (K. Bielawa, L. Knaack)

Announcements

Public Comment

Executive Session

Adjourn

Castleton Public Library Board of Trustees Meeting

Monday, April 17, 2023 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:11 pm.

Roll Call

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

Absent: Kate Bielawa, Trustee

Adoption of Agenda

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

Public Comment

New Village of Castleton trustee Rebekah Timerman attended in person to introduce herself as the new library liaison from the village board.

New Business

None.

Old Business

Trustee continuing education: Director Tacke worked with UHLS to schedule 3 sessions of training that will be held onsite at the Village Hall in 2023 and will satisfy the annual continuing ed. requirement for trustees. The dates have been finalized. The first two sessions will be held by the McLean Group: Session 1 Tue Sep 26 5:30-7pm and Session 2 Tue Oct 10, 5:30-7pm. Session 3 is a 1 hour followup with UHLS Mon Oct 16 from approximately 7:15-8:15pm after an abbreviated board meeting at 7pm.

Sustainable funding: An informational mailing was sent to 12033 and 12156 postal customers about the funding proposition that will appear on the May 16 Schodack Central School District budget vote and board election. Director Tacke will be speaking to various community stakeholders including the Schodack Town Board, Kiwanis, Main St. Association, and if possible at the school district's Budget Hearing on May 4. Director Tacke also shared with the library trustees the revised Library Funding Proposition Q&A.

Long-range planning: Trustees reviewed and discussed the previous Long Range Plan and brainstormed extensively for the new one. General consensus on goals focused on image, offerings, and physical space. Director Tacke took notes and will aim to share a draft with the board in approximately two weeks, give trustees a few days for comments, and share with Tim Burke of UHLS for his thoughts. Tim will be invited to the May board meeting.

Library word-of-mouth advertising: Director Tacke encouraged trustees to share about Community Information Sessions on Monday, May 8 at 1pm and 6pm in-person at the library, where community members can come to ask questions and learn more about the library funding proposition.

Reports

President's Report

No report.

Secretary's Report

Trustee Cartwright motioned to approve the March 2023 regular meeting minutes. Seconded by Trustee Strainge. Unanimously approved.

Treasurer's Report

Trustee Cartwright motioned to approve the March 2023 Check Detail Reports. Seconded by Trustee Knaack. Unanimously approved.

Director's Report

Director Tacke presented statistics for March, with a comparison against previous years. In-person attendance has continued to rise compared with the earlier years of the COVID-19 pandemic.

Friends Report

The Friends of the Library sent out their March membership drive mailing. Their next event will be the Plant Sale on May 6.

Committee Reports

Finance: did not meet.

Administrative: did not meet.

Operations/Capital Projects: did not meet.

Policy: did not meet.

Sustainable Funding: Updates included above.

Library Space: will plan to meet again after sustainable funding vote.

Community Outreach & Visibility: did not meet.

Announcements

None.

Public Comment

None.

Executive Session

None.

Adjournment

The meeting was adjourned at 8:06 pm.

The Castleton Public Library
Check Detail

April 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	04/03/2023	Google LLC	200.2 · Citizens Checking Account		-18.00
Bill	4691713700	04/03/2023		7410.4C · Equipment/Technology	-18.00	18.00
TOTAL					-18.00	18.00
Bill Pmt -Check	DEBIT	04/04/2023	Amazon LLC	200.2 · Citizens Checking Account		-39.99
Bill	1118957317...	04/04/2023		7410.4F · Office and Library Supplies	-39.99	39.99
TOTAL					-39.99	39.99
Bill Pmt -Check	DEBIT	04/11/2023	Dollar Tree	200.2 · Citizens Checking Account		-5.40
Bill		04/11/2023		7410.4D · Programs	-5.40	5.40
TOTAL					-5.40	5.40
Bill Pmt -Check	DEBIT	04/11/2023	Aldi	200.2 · Citizens Checking Account		-11.35
Bill		04/11/2023		7410.4D · Programs	-11.35	11.35
TOTAL					-11.35	11.35
Bill Pmt -Check	DEBIT	04/12/2023	Amazon LLC	200.2 · Citizens Checking Account		-43.15
Bill	1110938184...	04/12/2023		74104B1 · DVDs & Other Materials	-43.15	43.15
TOTAL					-43.15	43.15
Bill Pmt -Check	DEBIT	04/12/2023	USPS	200.2 · Citizens Checking Account		-11.73
Bill		04/12/2023		7410.4G · Postage	-11.73	11.73
TOTAL					-11.73	11.73
Bill Pmt -Check	DEBIT	04/17/2023	CDLC	200.2 · Citizens Checking Account		-15.00
Bill	6399132709	04/14/2023		7410.4A · Staff Development/Edu	-15.00	15.00
TOTAL					-15.00	15.00
Bill Pmt -Check	DEBIT	04/17/2023	Amazon LLC	200.2 · Citizens Checking Account		-17.96
Bill	1115428000...	04/17/2023		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96
Bill Pmt -Check	DEBIT	04/24/2023	Amazon LLC	200.2 · Citizens Checking Account		-8.72
Bill	1117530450...	04/04/2023		74104D1 · Summer Reading Program	-8.72	8.72
TOTAL					-8.72	8.72
Bill Pmt -Check	DEBIT	04/24/2023	Amazon LLC	200.2 · Citizens Checking Account		-21.76
Bill	1117530450...	04/24/2023		74104D1 · Summer Reading Program	-21.76	21.76
TOTAL					-21.76	21.76

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The Castleton Public Library
Check Detail

April 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	04/26/2023	Amazon LLC	200.2 · Citizens Checking Account		-8.89
Bill	1116440289...	04/25/2023		7410.4F · Office and Library Supplies	-8.89	8.89
TOTAL					-8.89	8.89
Bill Pmt -Check	DEBIT	04/26/2023	Amazon LLC	200.2 · Citizens Checking Account		-23.97
Bill	1117530450...	04/26/2023		74104D1 · Summer Reading Program	-23.97	23.97
TOTAL					-23.97	23.97
Bill Pmt -Check	DEBIT	04/26/2023	Amazon LLC	200.2 · Citizens Checking Account		-20.99
Bill	1110938184...	04/26/2023		74104B1 · DVDs & Other Materials	-20.99	20.99
TOTAL					-20.99	20.99
Bill Pmt -Check	DEBIT	04/27/2023	Amazon LLC	200.2 · Citizens Checking Account		-17.96
Bill	1110938184...	04/27/2023		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96
Bill Pmt -Check	3108	04/03/2023	T-Mobile	200.2 · Citizens Checking Account		-119.44
Bill		04/03/2023		7410.4C · Equipment/Technology 7410.4B · Library Materials	-29.86 -89.58	29.86 89.58
TOTAL					-119.44	119.44
Bill Pmt -Check	3109	04/03/2023	Hancock Shaker ...	200.2 · Citizens Checking Account		-250.00
Bill		04/03/2023		74104B6 · Museum Passes	-250.00	250.00
TOTAL					-250.00	250.00
Bill Pmt -Check	3110	04/10/2023	OverDrive	200.2 · Citizens Checking Account		-356.46
Bill	MULTIPLE	04/10/2023		74104B2 · Electronic Content	-356.46	356.46
TOTAL					-356.46	356.46
Bill Pmt -Check	3111	04/10/2023	UHLS	200.2 · Citizens Checking Account		-998.00
Bill	23-140	04/10/2023		7410.4E · Automated Services	-998.00	998.00
TOTAL					-998.00	998.00
Bill Pmt -Check	3112	04/10/2023	Brodart	200.2 · Citizens Checking Account		-1,115.21
Bill	MULTIPLE	04/10/2023		74104B3 · Print Materials	-1,115.21	1,115.21
TOTAL					-1,115.21	1,115.21

The Castleton Public Library
Check Detail

April 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	3113	04/10/2023	Village of Castlet...	200.2 · Citizens Checking Account		-5,523.76
Bill	84482	04/10/2023		7410.1A · Gross wages - Director	-2,423.07	2,423.07
				7410.1B · Gross wages - Librarian	-905.19	905.19
				7410.1C · Gross wages - Assistant	-1,805.45	1,805.45
				9030.8 · Social Security/Medicare	-390.05	390.05
TOTAL					-5,523.76	5,523.76
Bill Pmt -Check	3114	04/10/2023	Village of Castlet...	200.2 · Citizens Checking Account		-5,472.62
Bill	84483	04/10/2023		7410.1A · Gross wages - Director	-2,423.07	2,423.07
				7410.1B · Gross wages - Librarian	-765.93	765.93
				7410.1C · Gross wages - Assistant	-1,897.20	1,897.20
				9030.8 · Social Security/Medicare	-386.42	386.42
TOTAL					-5,472.62	5,472.62
Bill Pmt -Check	3115	04/10/2023	Village of Castlet...	200.2 · Citizens Checking Account		-709.33
Bill	84480	04/10/2023		9060.8 · Health Insurance	-709.33	709.33
TOTAL					-709.33	709.33
Bill Pmt -Check	3116	04/10/2023	Village of Castlet...	200.2 · Citizens Checking Account		-709.33
Bill	84481	04/10/2023		9060.8 · Health Insurance	-709.33	709.33
TOTAL					-709.33	709.33
Bill Pmt -Check	3117	04/11/2023	U.S. Postmaster	200.2 · Citizens Checking Account		-799.34
Bill		04/11/2023		7410.4K · Miscellaneous	-799.34	799.34
TOTAL					-799.34	799.34
Bill Pmt -Check	3118	04/14/2023	Charter Commun...	200.2 · Citizens Checking Account		-95.13
Bill	1443984010...	04/07/2023		7410.4H · Telephone/Data Links	-95.13	95.13
TOTAL					-95.13	95.13
Bill Pmt -Check	3119	04/17/2023	UHLS	200.2 · Citizens Checking Account		-329.25
Bill	23-173	04/12/2023		74104B2 · Electronic Content	-329.25	329.25
TOTAL					-329.25	329.25
Bill Pmt -Check	3120	04/17/2023	Nielsen Direct, Inc.	200.2 · Citizens Checking Account		-750.29
Bill	949699	04/11/2023		7410.4K · Miscellaneous	-750.29	750.29
TOTAL					-750.29	750.29

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The Castleton Public Library
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 04/30/2023

	<u>Apr 30, 23</u>
Beginning Balance	282,133.13
Cleared Transactions	
Deposits and Credits - 2 items	<u>3,136.66</u>
Total Cleared Transactions	<u>3,136.66</u>
Cleared Balance	<u><u>285,269.79</u></u>
Register Balance as of 04/30/2023	285,269.79
Ending Balance	285,269.79

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The Castleton Public Library Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 04/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						282,133.13
Cleared Transactions						
Deposits and Credits - 2 items						
Deposit	04/26/2023			X	3,078.60	3,078.60
Deposit	04/30/2023			X	58.06	3,136.66
Total Deposits and Credits					3,136.66	3,136.66
Total Cleared Transactions					3,136.66	3,136.66
Cleared Balance					3,136.66	285,269.79
Register Balance as of 04/30/2023					3,136.66	285,269.79
Ending Balance					3,136.66	285,269.79

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The Castleton Public Library
Reconciliation Summary

200.2 · Citizens Checking Account, Period Ending 04/30/2023

	<u>Apr 30, 23</u>
Beginning Balance	31,555.25
Cleared Transactions	
Checks and Payments - 30 items	-23,012.63
Deposits and Credits - 1 item	140.00
	<u> </u>
Total Cleared Transactions	<u>-22,872.63</u>
Cleared Balance	<u><u>8,682.62</u></u>
Register Balance as of 04/30/2023	8,682.62
Ending Balance	8,682.62

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The Castleton Public Library
Reconciliation Detail

200.2 - Citizens Checking Account, Period Ending 04/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						31,555.25
Cleared Transactions						
Checks and Payments - 30 items						
Bill Pmt -Check	01/24/2023	3087	Joelle Adler	X	-17.75	-17.75
Bill Pmt -Check	02/27/2023	3098	UHLS	X	-19.95	-37.70
Bill Pmt -Check	03/20/2023	3104	Village of Castleton-...	X	-5,481.90	-5,519.60
Bill Pmt -Check	04/03/2023	3109	Hancock Shaker Vill...	X	-250.00	-5,769.60
Bill Pmt -Check	04/03/2023	3108	T-Mobile	X	-119.44	-5,889.04
Bill Pmt -Check	04/03/2023	DEBIT	Google LLC	X	-18.00	-5,907.04
Bill Pmt -Check	04/04/2023	DEBIT	Amazon LLC	X	-39.99	-5,947.03
Bill Pmt -Check	04/10/2023	3113	Village of Castleton-...	X	-5,523.76	-11,470.79
Bill Pmt -Check	04/10/2023	3114	Village of Castleton-...	X	-5,472.62	-16,943.41
Bill Pmt -Check	04/10/2023	3112	Brodart	X	-1,115.21	-18,058.62
Bill Pmt -Check	04/10/2023	3111	UHLS	X	-998.00	-19,056.62
Bill Pmt -Check	04/10/2023	3116	Village of Castleton-...	X	-709.33	-19,765.95
Bill Pmt -Check	04/10/2023	3115	Village of Castleton-...	X	-709.33	-20,475.28
Bill Pmt -Check	04/10/2023	3110	OverDrive	X	-356.46	-20,831.74
Bill Pmt -Check	04/11/2023	3117	U.S. Postmaster	X	-799.34	-21,631.08
Bill Pmt -Check	04/11/2023	DEBIT	Aldi	X	-11.35	-21,642.43
Bill Pmt -Check	04/11/2023	DEBIT	Dollar Tree	X	-5.40	-21,647.83
Bill Pmt -Check	04/12/2023	DEBIT	Amazon LLC	X	-43.15	-21,690.98
Bill Pmt -Check	04/12/2023	DEBIT	USPS	X	-11.73	-21,702.71
Bill Pmt -Check	04/14/2023	3118	Charter Communicat...	X	-95.13	-21,797.84
Bill Pmt -Check	04/17/2023	3120	Nielsen Direct, Inc.	X	-750.29	-22,548.13
Bill Pmt -Check	04/17/2023	3119	UHLS	X	-329.25	-22,877.38
Bill Pmt -Check	04/17/2023	DEBIT	Amazon LLC	X	-17.96	-22,895.34
Bill Pmt -Check	04/17/2023	DEBIT	CDLC	X	-15.00	-22,910.34
Bill Pmt -Check	04/24/2023	DEBIT	Amazon LLC	X	-21.76	-22,932.10
Bill Pmt -Check	04/24/2023	DEBIT	Amazon LLC	X	-8.72	-22,940.82
Bill Pmt -Check	04/26/2023	DEBIT	Amazon LLC	X	-23.97	-22,964.79
Bill Pmt -Check	04/26/2023	DEBIT	Amazon LLC	X	-20.99	-22,985.78
Bill Pmt -Check	04/26/2023	DEBIT	Amazon LLC	X	-8.89	-22,994.67
Bill Pmt -Check	04/27/2023	DEBIT	Amazon LLC	X	-17.96	-23,012.63
Total Checks and Payments					-23,012.63	-23,012.63
Deposits and Credits - 1 item						
Deposit	04/10/2023			X	140.00	140.00
Total Deposits and Credits					140.00	140.00
Total Cleared Transactions					-22,872.63	-22,872.63
Cleared Balance					-22,872.63	8,682.62
Register Balance as of 04/30/2023					-22,872.63	8,682.62
Ending Balance					-22,872.63	8,682.62

The Castleton Public Library
Profit & Loss
April 2023

	Apr 23
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	3.00
2082.13 · Copies, Prints and Faxes	3.50
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	6.50
Total 2082 · Library Charges	6.50
2401 · Interest & Earnings	58.06
2705 · Gifts & Donations	3,212.10
Total Income	3,276.66
Gross Profit	3,276.66
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	4,846.14
7410.1B · Gross wages - Librarian	1,671.12
7410.1C · Gross wages - Assistant	3,702.65
Total 7410.11 · Employee Gross Wages	10,219.91
Total 7410.1 · Personal Services	10,219.91
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B6 · Museum Passes	250.00
74104B3 · Print Materials	1,115.21
74104B2 · Electronic Content	685.71
74104B1 · DVDs & Other Materials	100.06
7410.4B · Library Materials - Other	89.58
Total 7410.4B · Library Materials	2,240.56
7410.4C · Equipment/Technology	47.86
7410.4D · Programs	
74104D1 · Summer Reading Program	54.45
7410.4D · Programs - Other	16.75
Total 7410.4D · Programs	71.20
7410.41 · Operations and Administrative	
7410.4A · Staff Development/Edu	15.00
7410.4E · Automated Services	998.00
7410.4G · Postage	11.73
7410.4H · Telephone/Data Links	95.13
7410.4F · Office and Library Supplies	48.88
Total 7410.41 · Operations and Administrative	1,168.74
7410.4K · Miscellaneous	1,549.63
Total 7410.4 · Contractual Expenses	5,077.99

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Accrual Basis

The Castleton Public Library

Profit & Loss

April 2023

	<u>Apr 23</u>
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	776.47
9060.8 · Health Insurance	1,418.66
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Total 9000 · Employee - Benefits	2,195.13
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Total Expense	17,493.03
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Net Ordinary Income	-14,216.37
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Net Income	-14,216.37
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The Castleton Public Library
Profit & Loss Budget vs. Actual

January through April 2023

	Jan - Apr 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	9.97	0.00	9.97	100.0%
2082.12 · Lost Books	23.97	0.00	23.97	100.0%
2082.13 · Copies, Prints and Faxes	41.90	0.00	41.90	100.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	75.84	0.00	75.84	100.0%
Total 2082 · Library Charges	75.84	0.00	75.84	100.0%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	176,000.00	176,000.00	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	176,000.00	193,325.00	-17,325.00	91.0%
2401 · Interest & Earnings	177.22	30.00	147.22	590.7%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	7,671.48	6,000.00	1,671.48	127.9%
Total 2705 · Gifts & Donations	8,671.48	7,000.00	1,671.48	123.9%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	0.00	0.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	143.00	1,435.00	-1,292.00	10.0%
2760.9 · Grants - Other	26,000.00	1,000.00	25,000.00	2,600.0%
Total 2760 · Library System Grants	26,143.00	2,435.00	23,708.00	1,073.6%
599 · Appropriated Fund Balance	0.00	10,645.00	-10,645.00	0.0%
Total Income	211,067.54	213,435.00	-2,367.46	98.9%
Gross Profit	211,067.54	213,435.00	-2,367.46	98.9%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	19,241.18	63,000.00	-43,758.82	30.5%
7410.1B · Gross wages - Librarian	6,968.97	24,140.00	-17,171.03	28.9%
7410.1C · Gross wages - Assistant	13,875.30	54,300.00	-40,424.70	25.6%
Total 7410.11 · Employee Gross Wages	40,085.45	141,440.00	-101,354.55	28.3%
Total 7410.1 · Personal Services	40,085.45	141,440.00	-101,354.55	28.3%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	0.00	0.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	0.00	0.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	445.00	1,680.00	-1,235.00	26.5%
74104B5 · Magazines and Newspapers	0.00	400.00	-400.00	0.0%
74104B4 · Audiobooks	0.00	0.00	0.00	0.0%
74104B3 · Print Materials	3,266.71	9,400.00	-6,133.29	34.8%
74104B2 · Electronic Content	2,543.33	6,270.00	-3,726.67	40.6%
74104B1 · DVDs & Other Materials	598.73	1,900.00	-1,301.27	31.5%
7410.4B · Library Materials - Other	417.73	1,220.00	-802.27	34.2%
Total 7410.4B · Library Materials	7,271.50	20,870.00	-13,598.50	34.8%
7410.4C · Equipment/Technology	585.93	1,450.00	-864.07	40.4%
7410.4D · Programs				
74104D1 · Summer Reading Program	81.73	4,250.00	-4,168.27	1.9%

The Castleton Public Library
Profit & Loss Budget vs. Actual
 January through April 2023

	Jan - Apr 23	Budget	\$ Over Budget	% of Budget
7410.4D · Programs - Other	825.51	3,000.00	-2,174.49	27.5%
Total 7410.4D · Programs	907.24	7,250.00	-6,342.76	12.5%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	155.00	800.00	-645.00	19.4%
7410.4E · Automated Services	1,996.00	4,110.00	-2,114.00	48.6%
7410.4G · Postage	103.00	300.00	-197.00	34.3%
7410.4H · Telephone/Data Links	384.25	1,250.00	-865.75	30.7%
7410.4I · Insurance	1,962.93	2,575.00	-612.07	76.2%
7410.4F · Office and Library Supplies	191.30	1,300.00	-1,108.70	14.7%
7410.4J · Professional Services	105.00	480.00	-375.00	21.9%
Total 7410.41 · Operations and Administrati...	4,897.48	10,815.00	-5,917.52	45.3%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	1,178.58	1,260.00	-81.42	93.5%
7410.4K · Miscellaneous - Other	1,549.63	25.00	1,524.63	6,198.5%
Total 7410.4K · Miscellaneous	2,728.21	1,285.00	1,443.21	212.3%
Total 7410.4 · Contractual Expenses	16,390.36	41,670.00	-25,279.64	39.3%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	7,735.00	-7,735.00	0.0%
9030.8 · Social Security/Medicare	3,045.13	10,750.00	-7,704.87	28.3%
9040.8 · Workers Comp	204.65	900.00	-695.35	22.7%
9055.8 · Disability	0.00	500.00	-500.00	0.0%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	2,837.32	8,940.00	-6,102.68	31.7%
Total 9060.8 · Health Insurance	2,837.32	10,440.00	-7,602.68	27.2%
Total 9000 · Employee - Benefits	6,087.10	30,325.00	-24,237.90	20.1%
Total Expense	62,562.91	213,435.00	-150,872.09	29.3%
Net Ordinary Income	148,504.63	0.00	148,504.63	100.0%
Net Income	148,504.63	0.00	148,504.63	100.0%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through April 2023

Accrual Basis

	Jan - Apr 23	Forecast	\$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	9.97	19.71	-9.74	50.6%
2082.12 · Lost Books	23.97	68.96	-44.99	34.8%
2082.13 · Copies, Prints and Faxes	41.90	0.00	41.90	100.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	75.84	88.67	-12.83	85.5%
Total 2082 · Library Charges	75.84	88.67	-12.83	85.5%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	176,000.00	159,260.00	16,740.00	110.5%
2360.2 · Village of Castleton	0.00	0.00	0.00	0.0%
2360.3 · Rensselaer County	0.00	0.00	0.00	0.0%
Total 2360 · Intergovernmental Revenues	176,000.00	159,260.00	16,740.00	110.5%
2401 · Interest & Earnings	177.22	11.56	165.66	1,533.0%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	7,671.48	4,259.21	3,412.27	180.1%
Total 2705 · Gifts & Donations	8,671.48	5,259.21	3,412.27	164.9%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	0.00	0.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	143.00	138.20	4.80	103.5%
2760.9 · Grants - Other	26,000.00	1,250.00	24,750.00	2,080.0%
Total 2760 · Library System Grants	26,143.00	1,388.20	24,754.80	1,883.2%
Total Income	211,067.54	166,007.64	45,059.90	127.1%
Gross Profit	211,067.54	166,007.64	45,059.90	127.1%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	19,241.18	18,066.25	1,174.93	106.5%
7410.1B · Gross wages - Librarian	6,968.97	6,955.11	13.86	100.2%
7410.1C · Gross wages - Assistant	13,875.30	9,145.48	4,729.82	151.7%
Total 7410.11 · Employee Gross Wages	40,085.45	34,166.84	5,918.61	117.3%
Total 7410.1 · Personal Services	40,085.45	34,166.84	5,918.61	117.3%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	5,279.73	-5,279.73	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	5,279.73	-5,279.73	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
7410.4B6 · Museum Passes	445.00	75.00	370.00	593.3%
7410.4B5 · Magazines and Newspapers	0.00	0.00	0.00	0.0%
7410.4B3 · Print Materials	3,266.71	2,688.38	578.33	121.5%
7410.4B2 · Electronic Content	2,543.33	2,322.95	220.38	109.5%
7410.4B1 · DVDs & Other Materials	598.73	637.07	-38.34	94.0%
7410.4B · Library Materials - Other	417.73	478.76	-61.03	87.3%
Total 7410.4B · Library Materials	7,271.50	6,202.16	1,069.34	117.2%
7410.4C · Equipment/Technology	585.93	656.75	-270.82	68.4%
7410.4D · Programs				
7410.4D1 · Summer Reading Program	81.73	208.11	-126.38	39.3%
7410.4D · Programs - Other	825.51	849.67	-24.16	97.2%
Total 7410.4D · Programs	907.24	1,057.78	-150.54	85.8%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	155.00	0.00	155.00	100.0%
7410.4E · Automated Services	1,996.00	1,956.18	39.82	102.0%
7410.4G · Postage	103.00	28.03	74.97	367.5%
7410.4H · Telephone/Data Links	384.25	378.59	5.66	101.5%
7410.4I · Insurance	1,962.93	1,705.94	256.99	115.1%
7410.4F · Office and Library Supplies	191.30	380.22	-188.92	50.3%
7410.4J · Professional Services	105.00	210.00	-105.00	50.0%
Total 7410.41 · Operations and Administrative	4,897.48	4,658.96	238.52	105.1%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	1,178.58			
7410.4K · Miscellaneous - Other	1,549.63	172.52	1,377.11	898.2%
Total 7410.4K · Miscellaneous	2,728.21	172.52	2,555.69	1,581.4%
Total 7410.4 · Contractual Expenses	16,390.36	12,948.17	3,442.19	126.6%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

Accrual Basis

January through April 2023

	Jan - Apr 23	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	3,045.13	2,592.91	452.22	117.4%
9040.8 · Workers Comp	204.65	0.00	204.65	100.0%
9055.8 · Disability	0.00	79.40	-79.40	0.0%
9060.8 · Health Insurance	2,837.32	0.00	2,837.32	100.0%
Total 9000 · Employee - Benefits	6,087.10	2,672.31	3,414.79	227.8%
Total Expense	62,562.91	55,067.05	7,495.86	113.6%
Net Ordinary Income	148,504.63	110,940.59	37,564.04	133.9%
Net Income	148,504.63	110,940.59	37,564.04	133.9%

The Castleton Public Library
Balance Sheet
As of April 30, 2023

	<u>Apr 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	285,269.79
200.2 · Citizens Checking Account	8,682.62
200.9 · Petty Cash	50.00
Total Checking/Savings	<u>294,002.41</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>299,002.41</u>
TOTAL ASSETS	<u>299,002.41</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	145,424.80
Net Income	148,504.63
Total Equity	<u>299,002.43</u>
TOTAL LIABILITIES & EQUITY	<u>299,002.41</u>

Director's Report – April

April 2023 – Usage Statistics in Comparison

	Apr. 2023	Apr. 2022	% Change, 2023 vs. 2022	Apr. 2021	% Change, 2023 vs. 2021
Circulation					
Circulation of materials at CPL	1,614	1,789	-9.8%	1,385	+16.5%
Items loaned to other libraries	362	328	+10.4%	372	-2.7%
Items borrowed from other libraries	628	782	-19.7%	496	+26.6%
eContent circulation	622	586	+6.1%	526	+18.3%
Programming					
Number of programs offered	31	20	+55%	14	+121.4%
Program attendance – in-person	257	91	+182.4%	38	+576.3%
Program attendance – live virtual	0	0	0%	0	0%
Program attendance – kits and prerecorded virtual*	104	138	-24.6%	145	-28.3%
Total program attendance	361	229	+57.6%	183	+97.3%
Public Computer Use					
Public Computer Sessions	23	16	+43.8%	0**	N/A
WiFi Use - daily unique users	589 (5.7 GB)	542 (2.4 GB)	+8.7%	425 (4.8 GB)	+38.6%
WiFi Hotspot Use	62.47 GB	2.16 GB	+2,792.1%	51.28 GB	+21.8%
Marketing Reach					
Website visits	1,954	839	+132.9%	663	+194.7%
Website unique visitors	1,136	410	+177.1%	422	+169.2%
Email newsletter list size	1,606	1,481	+8.1%	1,413	+13.7%
Facebook page followers	1,255	963	+30.3%	874	+43.6%
Facebook total reach	15,290	3,402	+349.4%	2,656	+475.7%
* = The number of kits distributed through 4/30 is used for the attendance number.					
** = Public computer stations were not reintroduced at CPL until 5/3/21.					

Programs – April

4/3/2023	Take & Make Craft: Earth Crafts	104
4/3/2023	After Dinner Book Club	5
4/4/2023	Pajama Storytime	2
4/6/2023	Learn & Play Storytime	16
4/6/2023	Spring Crafts	10
4/7/2023	Make a Paper Snail	1
4/7/2023	Bridge Club	8
4/8/2023	Marble Run Fun	2
4/10/2023	Perler Bead Crafts	15
4/11/2023	Castle Hill Bookmobile	5
4/11/2023	Craft @ Castle Hill	3
4/11/2023	Cool Science: Polishing Pennies	0
4/11/2023	Pajama Storytime	0
4/12/2023	Chair Yoga	5
4/12/2023	Kids Cook: PB&J Tacos	3
4/13/2023	Learn & Play Storytime	12

4/13/2023	Teen Time: Magazine Bead Jewelry	0
4/14/2023	Bridge Club	4
4/14/2023	Paper Tulips	4
4/14/2023	Device Help @Castle Hill	2
4/15/2023	Marshmallow Peeps Slime	12
4/17/2023	Outreach visit (Story Place Preschl.)	70
4/18/2023	Pajama Storytime	0
4/19/2023	Afternoon Book Club	7
4/20/2023	Learn & Play Storytime	14
4/20/2023	Duct Tape Crafts	3
4/21/2023	Bridge Club	7
4/25/2023	Pajama Storytime	8
4/26/2023	Build with Keva Planks	0
4/27/2023	Special Storytime: All About Owls	32
4/28/2023	Bridge Club	7
	Month total	361

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

- April 17 – Outreach visit to Story Place Preschool
- April 18 – Teen Services Meetup at East Greenbush Community Library

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

- April 5 – New York Library Association (NYLA) Continuing Education Committee (CEC) meeting (virtual meeting)
- April 5 – Meeting with Tim Burke and Judith Wines, UHLS, regarding library funding proposition (virtual meeting)
- April 7 – Directors Association meeting at UHLS office
- April 10 – Village Board meeting
- April 11 – Bookmobile at Castle Hill senior housing
- April 11 – Outreach craft program at Castle Hill senior housing
- April 12 – Friends of CPL meeting
- April 17 – Meeting with CPL Board President Shane Mitchum and new Village of Castleton Trustee (and library liaison) Rebekah Timerman
- April 19 – Webinar: “Proactive Planning for Library Staff Transitions” (Webjunction)
- April 26 – Presentation/Q&A re: library funding proposition at Castleton/Schodack Kiwanis Club meeting
- April 27 – Presentation/Q&A re: library funding proposition at Schodack Town Board meeting
- April 28 – Meeting with Kevin Konig, Town of Schodack, re: possible StoryWalk at Schodack Town Park
- April 28 – Installed StoryWalk at Schodack Island State Park



Classes and Events at Castleton Public Library

June 2023

Weekly Events



Pajama Storytime

Tuesdays at 6:00 p.m. June 6, 13, 20, 27.

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



Learn & Play Storytime

Learn & Play Storytime

Thursdays at 10:30 a.m. June 1, 8, 15, 22, 29.

Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement while building their early literacy and motor skills!



Bridge Club

Fridays at 10:30 a.m. June 2, 9, 16, 23, 30.

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

Other Events



Take & Make Craft Kit: Paper Bag Puppets

Pick up anytime from Tuesday, May 30 through Friday, June 23.

Get creative and make puppets using paper bags and construction paper with this take-home kit.



Kaleidoscopes

Saturday, June 3, 10:00 a.m. - 4:00 p.m.

Drop in to make your own homemade kaleidoscope! All ages welcome.



After Dinner Book Club

After Dinner Book Club – *Gold Diggers* by Sanjena Sathian

Monday, June 5, 7:00 p.m.

Join us the first Monday of each month for a book discussion! Books available at the front desk.



Turtle Story and Craft at Schodack Island State Park

Friday, June 9, 4:00 p.m.

Location: Riverview Pavilion, S.I.S.P., 1 Schodack Island Way, Schodack Ldg, NY 12156.

Join an educator from the park and staff from the library to learn all about turtles! We'll read a short story about turtles, create a turtle craft, and be able to touch turtle shells and skull replicas! Age range 2-12. Pre-registration required -- call 518-732-0187.



Father's Day Crafts

Friday, June 16, 2:00-6:00 p.m.

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



CPL Board of Trustees Meeting

Tuesday, June 20, 7:00 p.m.

Monthly meeting of the library's Board of Trustees. Members of the public are welcome.



After Dinner Book Club

Afternoon Book Club – *A Most Remarkable Creature* by Jonathan Meiburg

Wednesday, June 21, 1:00 p.m.

Join us the third Wednesday of each month for a book discussion! Books available at the front desk.

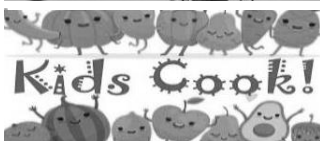


Special Visitor Storytime: Nature is Everywhere

Thursday, June 22, 10:30 a.m.

An environmental educator from Schodack Island State Park will join us for a special storytime about exploring the natural world in our own backyards (including a "nature search" of the library lawn!)

VOLUNTEER OPPORTUNITIES



Summer Teen Volunteer Sign-Up

Thursday, June 22, 2:00-6:00 p.m.

Ages 12 and up can volunteer this summer. If you can't stop by today to sign up, that's ok! Call 518-732-0879 or email youthservices@castletonpubliclibrary.org for an application.

Summer Reading Club Kickoff

Saturday, June 24, 10:30 a.m. – 3:30 p.m.

School is out and Summer Reading is in! Sign up for our Summer Reading Club and pick up a coupon for a free Stewart's ice cream cone! Can't come today? You can sign up for our SRC all summer long!

DIY Scratch Art Paper

Monday, June 26, 12:00-4:00 p.m.

Design your own rainbow scratch art paper using crayons, paint, and dish soap! All ages welcome.

Cool Science: Fizzing Lemonade

Tuesday, June 27, 3:00-5:00 p.m.

Make delicious fizzing lemonade to enjoy and learn about the science behind acid-base reactions.

Special Visitor Storytime: Firefighter Storytime

Tuesday, June 27, 6:00 p.m.

Enjoy a story about firefighters, then meet firefighters from Castleton F.D. and see their fire truck!

Legomania

Wednesday, June 28, 12:00-8:00 p.m.

We'll have lots of Legos out for this all-day build-a-thon!

Walking Storytime at Schodack Island State Park

Wednesday, June 28, 2:30 p.m.

Location: We'll meet at the beginning of the StoryWalk (near the playground) at Schodack Island State Park, 1 Schodack Island Way, Schodack Landing, NY 12156.

Join us (weather permitting) to explore the current StoryWalk book together, and then do a craft!

Special Visitor Storytime: Pig Storytime

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

Come meet a pig! We'll enjoy a story about pigs and then meet and learn about a therapy pig.

Kids Cook: Hush Puppies

Thursday, June 29, 4:00 p.m.

Come learn to make tasty fried hush puppies in our electric skillet!

Games on the Lawn

Friday, June 30, 11:00 a.m. - 2:00 p.m.

Bring your family or friends to play Giant Connect Four, ladder toss, and other games! Held outdoors, weather permitting.

Chalk the Walk

Saturday, July 1, 10:00 a.m. - 4:00 p.m.

Help bring some color to our front walkway! We have plenty of chalk - bring your imagination. Held outdoors, weather permitting.

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 – 10:00 a.m. – 4:00 p.m.

Sunday – Closed