

Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, November 18, 2024 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- Trustee nominations
- Programming and Outreach Coordinator (Library Assistant) position
- Library Aide – New hire
- Proposed 2025 meeting schedule
- Revised 2024 budget
- Draft 2025 budget

Old Business

- 2024 trustee continuing education
- Library word-of-mouth advertising

President's Report

Secretary's Report

- Review of minutes from October 21, 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, 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
2025 Proposed Meeting Schedule**

All meetings are scheduled for 7:00 p.m.

Monday, January 13

Tuesday, February 18

Monday, March 17

Monday, April 21

Monday, May 19

Tuesday, June 16

Monday, July 21

Monday, August 18

Monday, September 15

Monday, October 20

Monday, November 17

Monday, December 15

2024 Revised Budget				
<i>Income</i>				
Line Item	Description	2024 Revised Budget	2024 Budget	Difference
2082.11	Fines	\$22.00	\$0.00	\$22.00
2082.12	Lost Books	\$288.00	\$0.00	\$0.00
2082.13	Copies, Prints, & Faxes	\$190.00	\$0.00	\$190.00
	Total 2082	\$500.00	\$0.00	\$500.00
2360.1	Town of Schodack	\$88,000.00	\$88,000.00	\$0.00
2360.2	Village of Castleton	\$10,000.00	\$10,000.00	\$0.00
2360.3	Rensselaer County	\$3,325.00	\$3,325.00	\$0.00
2360.4	Taxes - SCSD	\$159,000.00	\$159,000.00	\$0.00
	Total 2360	\$260,325.00	\$260,325.00	\$0.00
2401	Interest & Earnings	\$308.00	\$500.00	-\$192.00
2705	Gifts & Donations	\$8,710.00	\$8,002.00	\$708.00
2705.1	Friends SRP	\$1,000.00	\$1,000.00	\$0.00
	Total 2705	\$9,710.00	\$9,002.00	\$708.00
2760.1	Grants - LLSA (UHLS)	\$1,487.00	\$1,436.00	\$51.00
2760.3	Grants - NYS Lib. Const. Grant	\$0.00	\$15,200.00	\$0.00
2760.9	Grants - Other	\$1,740.00	\$1,000.00	\$740.00
	Total 2760	\$3,227.00	\$17,636.00	-\$14,409.00
	Funds from reserves	\$0.00	\$8,937.00	-\$8,937.00
	Total Income	\$274,070.00	\$296,400.00	-\$22,330.00
<i>Expenses</i>				
7410.1A	Gross Wages - Director	\$67,925.00	\$67,925.00	\$0.00
7410.1B	Gross Wages - Librarian I	\$41,021.00	\$53,800.00	-\$12,779.00
7410.1C	Gross Wages - Assistants	\$62,433.00	\$64,298.00	-\$1,865.00
7410.11	Other wages	\$3,920.00	\$0.00	\$3,920.00
	Total 7410.1	\$175,299.00	\$186,023.00	-\$10,724.00
7410.2A	Library Renovation	\$0.00	\$21,460.00	-\$21,460.00
7410.4B	Library Materials - Other	\$1,124.00	\$1,220.00	-\$96.00
7410.4B1	Library Materials - DVDs	\$1,297.00	\$1,900.00	-\$603.00
7410.4B2	Library Materials - E. Content	\$6,690.00	\$6,690.00	\$0.00
7410.4B3	Library Materials - Print Matls.	\$7,132.00	\$10,200.00	-\$3,068.00
7410.4B4	Library Materials - Audiobooks	\$0.00	\$0.00	\$0.00
7410.4B5	Library Materials - Magazines	\$52.00	\$250.00	-\$198.00
7410.4B6	Library Materials - Mus. Passes	\$1,720.00	\$1,850.00	-\$130.00
	Total 7410.4B	\$18,015.00	\$22,110.00	-\$4,095.00
7410.4C	Equipment/Technology	\$3,305.00	\$1,650.00	\$1,655.00
7410.4D	Programs	\$3,395.00	\$3,000.00	\$395.00
7410.4D1	Summer Reading Program	\$4,625.00	\$4,600.00	\$25.00
	Total 7410.4D	\$8,020.00	\$7,600.00	\$420.00
7410.4A	Staff Development/Education	\$412.00	\$800.00	-\$388.00
7410.4E	Automated Services	\$3,992.00	\$3,992.00	\$0.00
7410.4G	Postage	\$457.00	\$400.00	\$57.00
7410.4H	Telephone/Data Links	\$1,130.00	\$1,377.00	-\$247.00

7410.4I	Insurance	\$2,790.00	\$2,955.00	-\$165.00
7410.4F	Office and Library Supplies	\$1,863.00	\$1,000.00	\$863.00
7410.4J	Professional Services	\$490.00	\$400.00	\$90.00
	Total 7410.4I	\$11,134.00	\$10,924.00	\$210.00
7410.4L	Strategic Planning - Survey	\$0.00	\$0.00	\$0.00
7410.4K	Miscellaneous	\$35.00	\$30.00	\$5.00
	Total 7410.4	\$11,169.00	\$10,954.00	\$215.00
9010.8	NYS Retirement	\$8,500.00	\$8,500.00	\$0.00
9030.8	Social Security/Medicare	\$13,025.00	\$14,140.00	-\$1,115.00
9040.8	Workers Compensation	\$762.00	\$900.00	-\$138.00
9055.8	Disability	\$320.00	\$500.00	-\$180.00
9060.8	Health Insurance	\$12,949.00	\$19,563.00	-\$6,614.00
9060.81	HRA Funding	\$0.00	\$3,000.00	-\$3,000.00
	Total 9000	\$35,556.00	\$46,603.00	-\$11,047.00
	Total Expenses	\$251,364.00	\$296,400.00	-\$45,036.00
	Funds allotted for 2025 budget	\$22,706.00	\$0.00	\$22,706.00
	Funds allotted for reserve	\$0.00	\$0.00	\$0.00
	Total	\$274,070.00	\$296,400.00	-\$22,330.00

Castleton Public Library - 2025 Draft Budget				
<i>Income</i>				
Line Item	Description	2025 Budget	2024 Revised Budget	Difference
2082.11	Fines	\$0.00	\$22.00	-\$22.00
2082.12	Lost Books	\$0.00	\$288.00	-\$288.00
2082.13	Copies, Prints, & Faxes	\$0.00	\$190.00	-\$190.00
	Total 2082	\$0.00	\$500.00	-\$500.00
2360.1	Town of Schodack	\$92,500.00	\$88,000.00	\$4,500.00
2360.2	Village of Castleton	\$10,000.00	\$10,000.00	\$0.00
2360.3	Rensselaer County	\$3,325.00	\$3,325.00	\$0.00
2360.4	Library Tax - SCSD Property Owners	\$159,000.00	\$159,000.00	\$0.00
	Total 2360	\$264,825.00	\$260,325.00	\$4,500.00
2401	Interest & Earnings	\$240.00	\$308.00	-\$68.00
2705	Gifts & Donations	\$8,100.00	\$8,710.00	-\$610.00
2705.1	Friends of CPL - Summer Reading	\$1,000.00	\$1,000.00	\$0.00
	Total 2705	\$9,100.00	\$9,710.00	-\$610.00
2760.1	Grants - LLSA (UHLS)	\$1,490.00	\$1,487.00	\$3.00
2760.3	Grants - NYS Library Const. Grant	\$16,095.00	\$0.00	\$16,095.00
2760.9	Grants - Other	\$4,000.00	\$1,740.00	\$2,260.00
	Total 2760	\$21,585.00	\$3,227.00	\$18,358.00
	Funds from 2023 FY	\$0.00	\$0.00	\$0.00
	Funds from 2024 FY	\$22,706.00	\$0.00	\$22,706.00
	Funds from reserves	\$0.00	\$0.00	\$0.00
	Total Income	\$318,456.00	\$274,070.00	\$44,386.00
<i>Expenses</i>				
7410.1A	Gross Wages - Director	\$70,000.00	\$67,925.00	\$2,075.00
7410.1B	Gross Wages - Librarian I	\$0.00	\$47,140.00	-\$47,140.00
7410.1C	Gross Wages - Lib. Asst. & Lib. Aides	\$122,050.00	\$62,433.00	\$59,617.00
7410.11	Other wages	\$8,820.00	\$3,920.00	\$4,900.00
	Total 7410.1	\$200,870.00	\$181,418.00	\$19,452.00
7410.2A	Library Renovation	\$21,460.00	\$0.00	\$21,460.00
7410.4B	Library Materials - Other	\$1,200.00	\$1,124.00	\$76.00
7410.4B1	Library Materials - DVDs	\$1,491.00	\$1,297.00	\$194.00
7410.4B2	Library Materials - Electronic Content	\$7,900.00	\$6,690.00	\$1,210.00
7410.4B3	Library Materials - Print Materials	\$11,700.00	\$7,132.00	\$4,568.00
7410.4B4	Library Materials - Audiobooks	\$0.00	\$0.00	\$0.00
7410.4B5	Library Materials - Magazines	\$200.00	\$250.00	-\$50.00
7410.4B6	Library Materials - Museum Passes	\$1,850.00	\$1,720.00	\$130.00
	Total 7410.4B	\$24,341.00	\$18,213.00	\$6,128.00
7410.4C	Equipment/Technology	\$2,250.00	\$3,305.00	-\$1,055.00
7410.4D	Programs	\$4,500.00	\$3,395.00	\$1,105.00
7410.4D1	Summer Reading Program	\$5,200.00	\$4,625.00	\$575.00
	Total 7410.4D	\$9,700.00	\$8,020.00	\$1,680.00
7410.4A	Staff Development/Education	\$950.00	\$412.00	\$538.00

7410.4E	Automated Services	\$4,190.00	\$3,992.00	\$198.00
7410.4G	Postage	\$600.00	\$460.00	\$140.00
7410.4H	Telephone/Data Links	\$1,250.00	\$1,130.00	\$120.00
7410.4I	Insurance	\$3,070.00	\$2,790.00	\$280.00
7410.4F	Office and Library Supplies	\$1,300.00	\$1,863.00	-\$563.00
7410.4J	Professional Services	\$550.00	\$490.00	\$60.00
7410.4L	Strategic Planning - Survey	\$0.00	\$0.00	\$0.00
7410.4K	Miscellaneous	\$30.00	\$35.00	-\$5.00
	Total 7410.4	\$11,940.00	\$11,172.00	\$768.00
9010.8	NYS Retirement	\$8,100.00	\$8,380.00	-\$280.00
9030.8	Social Security/Medicare	\$14,500.00	\$13,025.00	\$1,475.00
9040.8	Workers Compensation	\$900.00	\$762.00	\$138.00
9055.8	Disability	\$500.00	\$320.00	\$180.00
9060.8	Health Insurance	\$20,895.00	\$12,949.00	\$7,946.00
9060.81	HRA Funding	\$3,000.00	\$3,000.00	\$0.00
	Total 9000	\$47,895.00	\$38,436.00	\$9,459.00
	Total Expenses	\$318,456.00	\$260,564.00	\$57,892.00

Castleton Public Library Board of Trustees Meeting

Monday, October 21, 2024 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:03 pm.

Roll Call

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

Adoption of Agenda

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

Public Comment

None.

New Business

None.

Old Business

Library word-of-mouth advertising: Director Tacke highlighted November events including a return of the Stuffed Animal Sleepover on Friday, November 15 with pickup on Saturday, November 16.

The library will again be partnering with the Village of Castleton administration and fire department for Holidays on the Hudson on Sunday, December 1.

Reports

President's Report

None.

Secretary's Report

Trustee Strainge motioned to approve the September 2024 meeting minutes. Seconded by Trustee Montesi. Unanimously approved.

Treasurer's Report

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

Director's Report

Director Tacke presented statistics for September, with a comparison against the previous year. Physical content circulation continues to slightly decline, offset by a corresponding increase in eContent circulation. September program attendance slightly increased and Take & Make kit distribution increased, indicating that although take-home kits were a measure introduced in the early COVID-19 pandemic when onsite activities were not offered, desire continues to be strong for take-home materials.

Director Tacke encouraged trustees to share postings for a Library Aide position for Saturday and Sunday shifts.

Friends Report

The Friends of the Library held a very successful pasta dinner fundraiser as their last major fundraiser of the year and will reconvene in January to plan their fundraising calendar for 2025.

Village of Castleton Liaison Report

Mayor Slik attended and expressed thanks to the Director for assisting in planning of Holidays on the Hudson to have continuity with previous years. A new event, Coffee with the Mayor, will be offered on the second Saturday of each month from 10 am to noon at the Village Hall; this is an opportunity for residents to come to discuss any ideas or concerns.

Mayor Slik mentioned that an opening party at the tattoo parlor on Main Street was successful and contributes to the downtown revitalization efforts in the Village. Additionally, several Village projects are continuing, including the Drinking Water Source project and convening with DOT to examine feasibility of plans explored in the Complete Streets project.

Committee Reports

Finance: Did not meet

Administrative: Did not meet. Will meet in fall to discuss the UHLS Equity Challenge. Committee reminds trustees to take one on-demand training from the list to be re-sent in email, in order to finish each person's continuing education requirements for 2024.

Operations/Capital Projects: Did not meet.

Policy: Did not meet; expect to meet in the next month.

Long Range Plan Committees:

Marketing & Community Connections: Did not meet.

Library Services & Outreach: Did not meet.

Library Space: Did not meet.

Announcements

None.

Public Comment

None.

Executive Session

None.

Adjournment

The meeting was adjourned at 7:27 pm.

The Castleton Public Library
Check Detail

October 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	10/01/2024	Deluxe	200.2 · Citizens Checking Account		-228.67
Bill	9005889253	10/01/2024		7410.4F · Office and Library Supplies	-228.67	228.67
TOTAL					-228.67	228.67
Bill Pmt -Check	DEBIT	10/02/2024	Google LLC	200.2 · Citizens Checking Account		-36.00
Bill	5078357641	10/02/2024		7410.4C · Equipment/Technology	-36.00	36.00
TOTAL					-36.00	36.00
Bill Pmt -Check	DEBIT	10/02/2024	USPS	200.2 · Citizens Checking Account		-4.40
Bill		10/02/2024		7410.4G · Postage	-4.40	4.40
TOTAL					-4.40	4.40
Bill Pmt -Check	DEBIT	10/07/2024	Amazon LLC	200.2 · Citizens Checking Account		-51.99
Bill	1116499674...	10/07/2024		7410.4F · Office and Library Supplies	-51.99	51.99
TOTAL					-51.99	51.99
Bill Pmt -Check	DEBIT	10/07/2024	Amazon LLC	200.2 · Citizens Checking Account		-21.98
Bill	1113738570...	10/07/2024		74104B1 · DVDs & Other Materials	-21.98	21.98
TOTAL					-21.98	21.98
Bill Pmt -Check	DEBIT	10/07/2024	Amazon LLC	200.2 · Citizens Checking Account		-44.38
Bill	1110373552...	10/07/2024		74104B1 · DVDs & Other Materials	-44.38	44.38
TOTAL					-44.38	44.38
Bill Pmt -Check	DEBIT	10/08/2024	Price Chopper	200.2 · Citizens Checking Account		-11.68
Bill		10/08/2024		7410.4D · Programs	-11.68	11.68
TOTAL					-11.68	11.68
Bill Pmt -Check	DEBIT	10/17/2024	Price Chopper	200.2 · Citizens Checking Account		-70.00
Bill		10/17/2024		7410.4D · Programs	-70.00	70.00
TOTAL					-70.00	70.00
Bill Pmt -Check	DEBIT	10/17/2024	USPS	200.2 · Citizens Checking Account		-5.11
Bill		10/17/2024		7410.4G · Postage	-5.11	5.11
TOTAL					-5.11	5.11
Bill Pmt -Check	DEBIT	10/18/2024	Amazon LLC	200.2 · Citizens Checking Account		-38.48
Bill	1116313130...	10/18/2024		74104B1 · DVDs & Other Materials	-38.48	38.48
TOTAL					-38.48	38.48

The Castleton Public Library
Check Detail

October 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	10/18/2024	Amazon LLC	200.2 · Citizens Checking Account		-19.96
Bill	1110373552...	10/18/2024		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	DEBIT	10/18/2024	Amazon LLC	200.2 · Citizens Checking Account		-19.95
Bill	1118794959...	10/18/2024		74104B1 · DVDs & Other Materials	-19.95	19.95
TOTAL					-19.95	19.95
Bill Pmt -Check	DEBIT	10/22/2024	Amazon LLC	200.2 · Citizens Checking Account		-26.27
Bill	1114858823...	10/22/2024		7410.4D · Programs	-26.27	26.27
TOTAL					-26.27	26.27
Bill Pmt -Check	DEBIT	10/23/2024	USPS	200.2 · Citizens Checking Account		-11.64
Bill		10/23/2024		7410.4G · Postage	-11.64	11.64
TOTAL					-11.64	11.64
Bill Pmt -Check	DEBIT	10/23/2024	Wal-Mart	200.2 · Citizens Checking Account		-264.18
Bill		10/23/2024		7410.4D · Programs 7410.4F · Office and Library Supplies	-258.84 -5.34	258.84 5.34
TOTAL					-264.18	264.18
Bill Pmt -Check	DEBIT	10/24/2024	Price Chopper	200.2 · Citizens Checking Account		-18.84
Bill		10/25/2024		7410.4D · Programs	-18.84	18.84
TOTAL					-18.84	18.84
Bill Pmt -Check	DEBIT	10/25/2024	Wal-Mart	200.2 · Citizens Checking Account		-35.04
Bill		10/25/2024		7410.4D · Programs	-35.04	35.04
TOTAL					-35.04	35.04
Bill Pmt -Check	DEBIT	10/29/2024	Amazon LLC	200.2 · Citizens Checking Account		-50.77
Bill	1113799374...	10/29/2024		74104B1 · DVDs & Other Materials 7410.4D · Programs	-13.99 -36.78	13.99 36.78
TOTAL					-50.77	50.77
Bill Pmt -Check	DEBIT	10/30/2024	Target	200.2 · Citizens Checking Account		-25.47
Bill		10/28/2024		7410.4D · Programs	-25.47	25.47
TOTAL					-25.47	25.47
Bill Pmt -Check	DEBIT	10/30/2024	Amazon LLC	200.2 · Citizens Checking Account		-33.22
Bill	1114297490...	10/30/2024		7410.4D · Programs	-33.22	33.22
TOTAL					-33.22	33.22

The Castleton Public Library
Check Detail

October 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	10/31/2024	USPS	200.2 · Citizens Checking Account		-5.11
Bill		10/31/2024		7410.4G · Postage	-5.11	5.11
TOTAL					-5.11	5.11
Bill Pmt -Check	3329	10/07/2024	UHLS	200.2 · Citizens Checking Account		-772.36
Bill	24-436	10/04/2024		74104B2 · Electronic Content	-772.36	772.36
TOTAL					-772.36	772.36
Bill Pmt -Check	3330	10/07/2024	UHLS	200.2 · Citizens Checking Account		-998.00
Bill	24-400	10/02/2024		7410.4E · Automated Services	-998.00	998.00
TOTAL					-998.00	998.00
Bill Pmt -Check	3331	10/07/2024	Brodart	200.2 · Citizens Checking Account		-806.35
Bill	MULTIPLE	10/07/2024		74104B3 · Print Materials	-806.35	806.35
TOTAL					-806.35	806.35
Bill Pmt -Check	3332	10/07/2024	Village of Castlet...	200.2 · Citizens Checking Account		-7,371.73
Bill	84578	10/07/2024		7410.1A · Gross wages - Director	-2,519.23	2,519.23
				7410.1B · Gross wages - Librarian	-2,153.54	2,153.54
				7410.1C · Gross wages - Assistant	-2,183.25	2,183.25
				9030.8 · Social Security/Medicare	-515.71	515.71
TOTAL					-7,371.73	7,371.73
Bill Pmt -Check	3333	10/07/2024	Village of Castlet...	200.2 · Citizens Checking Account		-1,658.16
Bill	84581	10/07/2024		9060.8 · Health Insurance	-829.08	829.08
				9060.8 · Health Insurance	-829.08	829.08
TOTAL					-1,658.16	1,658.16
Bill Pmt -Check	3334	10/07/2024	Village of Castlet...	200.2 · Citizens Checking Account		-189.29
Bill	84579	10/07/2024		9040.8 · Workers Comp	-189.29	189.29
TOTAL					-189.29	189.29
Bill Pmt -Check	3335	10/07/2024	Village of Castlet...	200.2 · Citizens Checking Account		-101.85
Bill	84580	10/07/2024		9055.8 · Disability	-101.85	101.85
TOTAL					-101.85	101.85
Bill Pmt -Check	3336	10/16/2024	Charter Commun...	200.2 · Citizens Checking Account		-91.18
Bill	1443984011...	10/07/2024		7410.4H · Telephone/Data Links	-91.18	91.18
TOTAL					-91.18	91.18

4:29 PM
11/04/24

The Castleton Public Library
Check Detail

October 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	3337	10/28/2024	Village of Castlet...	200.2 · Citizens Checking Account		-7,841.22
Bill	84583	10/21/2024		7410.1A · Gross wages - Director	-2,519.23	2,519.23
				7410.1B · Gross wages - Librarian	-2,441.54	2,441.54
				7410.1C · Gross wages - Assistant	-2,331.38	2,331.38
				9030.8 · Social Security/Medicare	-549.07	549.07
TOTAL					-7,841.22	7,841.22
Bill Pmt -Check	3338	10/28/2024	Brodart	200.2 · Citizens Checking Account		-326.88
Bill	MULTIPLE	10/28/2024		74104B3 · Print Materials	-326.88	326.88
TOTAL					-326.88	326.88

4:21 PM
11/04/24

The Castleton Public Library
Reconciliation Summary

200.1 - Citizens Money Market, Period Ending 10/31/2024

	<u>Oct 31, 24</u>
Beginning Balance	250,818.60
Cleared Transactions	
Checks and Payments - 2 items	-35,000.00
Deposits and Credits - 3 items	169,175.47
	<u>134,175.47</u>
Total Cleared Transactions	<u>134,175.47</u>
Cleared Balance	<u>384,994.07</u>
Register Balance as of 10/31/2024	384,994.07
Ending Balance	384,994.07

4:21 PM
11/04/24

The Castleton Public Library
Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 10/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						250,818.60
Cleared Transactions						
Checks and Payments - 2 items						
Transfer	10/07/2024			X	-20,000.00	-20,000.00
Transfer	11/21/2024			X	-15,000.00	-35,000.00
Total Checks and Payments					-35,000.00	-35,000.00
Deposits and Credits - 3 items						
Deposit	10/30/2024			X	10,155.58	10,155.58
Deposit	10/30/2024			X	159,000.00	169,155.58
Deposit	10/31/2024			X	19.89	169,175.47
Total Deposits and Credits					169,175.47	169,175.47
Total Cleared Transactions					134,175.47	134,175.47
Cleared Balance					134,175.47	384,994.07
Register Balance as of 10/31/2024					134,175.47	384,994.07
Ending Balance					134,175.47	384,994.07

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11/04/24

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 10/31/2024

	<u>Oct 31, 24</u>
Beginning Balance	21,288.75
Cleared Transactions	
Checks and Payments - 33 items	-24,186.13
Deposits and Credits - 2 items	35,000.00
Total Cleared Transactions	<u>10,813.87</u>
Cleared Balance	<u><u>32,102.62</u></u>
Uncleared Transactions	
Checks and Payments - 2 items	-8,168.10
Total Uncleared Transactions	<u>-8,168.10</u>
Register Balance as of 10/31/2024	<u><u>23,934.52</u></u>
Ending Balance	23,934.52

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11/04/24

The Castleton Public Library
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 10/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						21,288.75
Cleared Transactions						
Checks and Payments - 33 items						
Bill Pmt -Check	09/30/2024	3326	Village of Castleton-...	X	-7,354.78	-7,354.78
Bill Pmt -Check	09/30/2024	3328	Village of Castleton-...	X	-1,658.16	-9,012.94
Bill Pmt -Check	09/30/2024	3327	Village of Castleton-...	X	-1,658.16	-10,671.10
Bill Pmt -Check	09/30/2024	3325	OverDrive	X	-502.97	-11,174.07
Bill Pmt -Check	10/01/2024	DEBIT	Deluxe	X	-228.67	-11,402.74
Bill Pmt -Check	10/02/2024	DEBIT	Google LLC	X	-36.00	-11,438.74
Bill Pmt -Check	10/02/2024	DEBIT	USPS	X	-4.40	-11,443.14
Bill Pmt -Check	10/07/2024	3332	Village of Castleton-...	X	-7,371.73	-18,814.87
Bill Pmt -Check	10/07/2024	3333	Village of Castleton-...	X	-1,658.16	-20,473.03
Bill Pmt -Check	10/07/2024	3330	UHLS	X	-998.00	-21,471.03
Bill Pmt -Check	10/07/2024	3331	Brodart	X	-806.35	-22,277.38
Bill Pmt -Check	10/07/2024	3329	UHLS	X	-772.36	-23,049.74
Bill Pmt -Check	10/07/2024	3334	Village of Castleton-...	X	-189.29	-23,239.03
Bill Pmt -Check	10/07/2024	3335	Village of Castleton-...	X	-101.85	-23,340.88
Bill Pmt -Check	10/07/2024	DEBIT	Amazon LLC	X	-51.99	-23,392.87
Bill Pmt -Check	10/07/2024	DEBIT	Amazon LLC	X	-44.38	-23,437.25
Bill Pmt -Check	10/07/2024	DEBIT	Amazon LLC	X	-21.98	-23,459.23
Bill Pmt -Check	10/08/2024	DEBIT	Price Chopper	X	-11.68	-23,470.91
Bill Pmt -Check	10/16/2024	3336	Charter Communicat...	X	-91.18	-23,562.09
Bill Pmt -Check	10/17/2024	DEBIT	Price Chopper	X	-70.00	-23,632.09
Bill Pmt -Check	10/17/2024	DEBIT	USPS	X	-5.11	-23,637.20
Bill Pmt -Check	10/18/2024	DEBIT	Amazon LLC	X	-38.48	-23,675.68
Bill Pmt -Check	10/18/2024	DEBIT	Amazon LLC	X	-19.96	-23,695.64
Bill Pmt -Check	10/18/2024	DEBIT	Amazon LLC	X	-19.95	-23,715.59
Bill Pmt -Check	10/22/2024	DEBIT	Amazon LLC	X	-26.27	-23,741.86
Bill Pmt -Check	10/23/2024	DEBIT	Wal-Mart	X	-264.18	-24,006.04
Bill Pmt -Check	10/23/2024	DEBIT	USPS	X	-11.64	-24,017.68
Bill Pmt -Check	10/24/2024	DEBIT	Price Chopper	X	-18.84	-24,036.52
Bill Pmt -Check	10/25/2024	DEBIT	Wal-Mart	X	-35.04	-24,071.56
Bill Pmt -Check	10/29/2024	DEBIT	Amazon LLC	X	-50.77	-24,122.33
Bill Pmt -Check	10/30/2024	DEBIT	Amazon LLC	X	-33.22	-24,155.55
Bill Pmt -Check	10/30/2024	DEBIT	Target	X	-25.47	-24,181.02
Bill Pmt -Check	10/31/2024	DEBIT	USPS	X	-5.11	-24,186.13
Total Checks and Payments					-24,186.13	-24,186.13
Deposits and Credits - 2 items						
Transfer	10/07/2024			X	20,000.00	20,000.00
Transfer	11/21/2024			X	15,000.00	35,000.00
Total Deposits and Credits					35,000.00	35,000.00
Total Cleared Transactions					10,813.87	10,813.87
Cleared Balance					10,813.87	32,102.62
Uncleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	10/28/2024	3337	Village of Castleton-...		-7,841.22	-7,841.22
Bill Pmt -Check	10/28/2024	3338	Brodart		-326.88	-8,168.10
Total Checks and Payments					-8,168.10	-8,168.10

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The Castleton Public Library
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 10/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Total Uncleared Transactions					-8,168.10	-8,168.10
Register Balance as of 10/31/2024					2,645.77	23,934.52
Ending Balance					2,645.77	23,934.52

The Castleton Public Library
Profit & Loss
 October 2024

	<u>Oct 24</u>
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	7.00
2082.12 · Lost Books	44.98
2082.13 · Copies, Prints and Faxes	9.80
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	<u>61.78</u>
Total 2082 · Library Charges	61.78
2360 · Intergovernmental Revenues	
2360.2 · Village of Castleton	10,000.00
Total 2360 · Intergovernmental Revenues	10,000.00
2401 · Interest & Earnings	19.89
2705 · Gifts & Donations	93.80
Total Income	<u>10,175.47</u>
Gross Profit	10,175.47
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	5,038.46
7410.1B · Gross wages - Librarian	4,595.08
7410.1C · Gross wages - Assistant	4,514.63
Total 7410.11 · Employee Gross Wages	<u>14,148.17</u>
Total 7410.1 · Personal Services	14,148.17
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B3 · Print Materials	1,133.23
74104B2 · Electronic Content	772.36
74104B1 · DVDs & Other Materials	158.74
Total 7410.4B · Library Materials	2,064.33
7410.4C · Equipment/Technology	36.00
7410.4D · Programs	516.14
7410.41 · Operations and Administrative	
7410.4E · Automated Services	998.00
7410.4G · Postage	26.26
7410.4H · Telephone/Data Links	91.18
7410.4F · Office and Library Supplies	286.00
Total 7410.41 · Operations and Administrative	<u>1,401.44</u>
Total 7410.4 · Contractual Expenses	4,017.91
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	1,064.78
9040.8 · Workers Comp	189.29
9055.8 · Disability	101.85
9060.8 · Health Insurance	1,658.16
Total 9000 · Employee - Benefits	<u>3,014.08</u>
Total Expense	<u>21,180.16</u>
Net Ordinary Income	-11,004.69
Net Income	<u><u>-11,004.69</u></u>

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

	Jan - Oct 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	22.00	0.00	22.00	100.0%
2082.12 · Lost Books	288.33	0.00	288.33	100.0%
2082.13 · Copies, Prints and Faxes	179.60	0.00	179.60	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	489.93	0.00	489.93	100.0%
Total 2082 · Library Charges	489.93	0.00	489.93	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	10,000.00	10,000.00	0.00	100.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	260,325.00	260,325.00	0.00	100.0%
2401 · Interest & Earnings	273.55	500.00	-226.45	54.7%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	8,665.31	8,002.00	663.31	108.3%
Total 2705 · Gifts & Donations	9,665.31	9,002.00	663.31	107.4%
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)	1,487.40	1,436.00	51.40	103.6%
2760.9 · Grants - Other	1,740.00	1,000.00	740.00	174.0%
Total 2760 · Library System Grants	3,227.40	17,636.00	-14,408.60	18.3%
599 · Appropriated Fund Balance	0.00	8,937.00	-8,937.00	0.0%
Total Income	273,981.19	296,400.00	-22,418.81	92.4%
Gross Profit	273,981.19	296,400.00	-22,418.81	92.4%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	55,326.80	67,925.00	-12,598.20	81.5%
7410.1B · Gross wages - Librarian	38,002.56	53,800.00	-15,797.44	70.6%
7410.1C · Gross wages - Assistant	50,292.00	64,298.00	-14,006.00	78.2%
Total 7410.11 · Employee Gross Wages	143,621.36	186,023.00	-42,401.64	77.2%
Total 7410.1 · Personal Services	143,621.36	186,023.00	-42,401.64	77.2%
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	1,170.00	1,850.00	-680.00	63.2%
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	6,074.44	10,200.00	-4,125.56	59.6%
74104B2 · Electronic Content	5,094.09	6,690.00	-1,595.91	76.1%
74104B1 · DVDs & Other Materials	936.60	1,900.00	-963.40	49.3%
7410.4B · Library Materials - Other	476.17	1,220.00	-743.83	39.0%
Total 7410.4B · Library Materials	13,751.30	22,110.00	-8,358.70	62.2%

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

	Jan - Oct 24	Budget	\$ Over Budget	% of Budget
7410.4C · Equipment/Technology	2,749.46	1,650.00	1,099.46	166.6%
7410.4D · Programs				
74104D1 · Summer Reading Program	4,624.29	4,600.00	24.29	100.5%
7410.4D · Programs - Other	2,741.32	3,000.00	-258.68	91.4%
Total 7410.4D · Programs	7,365.61	7,600.00	-234.39	96.9%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	411.99	800.00	-388.01	51.5%
7410.4E · Automated Services	3,992.00	3,992.00	0.00	100.0%
7410.4G · Postage	396.38	400.00	-3.62	99.1%
7410.4H · Telephone/Data Links	939.09	1,377.00	-437.91	68.2%
7410.4I · Insurance	2,789.35	2,955.00	-165.65	94.4%
7410.4F · Office and Library Supplies	1,462.68	1,000.00	462.68	146.3%
7410.4J · Professional Services	490.00	400.00	90.00	122.5%
Total 7410.41 · Operations and Administrati...	10,481.49	10,924.00	-442.51	95.9%
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	34,382.81	42,314.00	-7,931.19	81.3%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	8,500.00	-8,500.00	0.0%
9030.8 · Social Security/Medicare	10,881.59	14,140.00	-3,258.41	77.0%
9040.8 · Workers Comp	571.98	900.00	-328.02	63.6%
9055.8 · Disability	209.45	500.00	-290.55	41.9%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	3,000.00	-3,000.00	0.0%
9060.8 · Health Insurance - Other	11,290.44	19,563.00	-8,272.56	57.7%
Total 9060.8 · Health Insurance	11,290.44	22,563.00	-11,272.56	50.0%
Total 9000 · Employee - Benefits	22,953.46	46,603.00	-23,649.54	49.3%
Total Expense	200,957.63	296,400.00	-95,442.37	67.8%
Net Ordinary Income	73,023.56	0.00	73,023.56	100.0%
Net Income	73,023.56	0.00	73,023.56	100.0%

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

	<u>Oct 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	399,994.07
200.2 · Citizens Checking Account	8,934.52
200.9 · Petty Cash	50.00
Total Checking/Savings	<u>408,978.59</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>416,478.59</u>
TOTAL ASSETS	<u>416,478.59</u>
LIABILITIES & EQUITY	
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	179,382.05
Net Income	73,023.56
Total Equity	<u>257,478.61</u>
TOTAL LIABILITIES & EQUITY	<u>416,478.59</u>

Director's Report – November 2024

October 2024 – Usage Statistics in Comparison

	October 2024	October 2023	% Change, 2024 vs. 2023
Circulation			
Circulation of materials at CPL	1,995	1,811	+10.2%
Items loaned to other libraries	334	401	-16.7%
Items borrowed from other libraries	789	776	+1.7%
eContent circulation	671	615	+9.1%
Total circulation (physical & digital)	2,666	2,426	+9.9%
Programming			
Number of programs offered	34	30	+13.3%
Program attendance – in-person	438	554	-20.9%
Program attendance – kits*	170	328	-48.2%
Total program attendance	608	882	-31.1%
Public Computer Use			
Public Computer Sessions	19	28	-32.1%
WiFi Use – daily unique users	737 (4.41 GB)	733 (5.1 GB)	+0.5%
WiFi Hotspot Use	0 GB	24.3 GB	-100%
Marketing Reach			
Website visits	871	795	+9.6%
Website unique visitors	501	407	+23.1%
Email newsletter list size	1,737	1,671	+3.9%
Facebook page followers	1,528	1,210	+26.3%
Facebook total reach	9,024	14,200	-36.5%
* = The number of kits distributed through 10/31 is used for the attendance number.			

Programs – October

10/1/2024	October Coloring Challenge	113
10/1/2024	Take & Make: Spooky Spider Web	170
10/2/2024	Library Field Trip - CES - (1)	22
10/2/2024	Spice of the Month: Cumin	3
10/3/2024	Learn & Play Storytime	16
10/3/2024	Perler Bead Crafts	21
10/3/2024	NYS Citizen Prep Corps Training	2
10/4/2024	Bridge Club	4
10/5/2024	Marble Run Fun	0
10/6/2024	DIY Cleaning Products	3
10/7/2024	After Dinner Book Club	6
10/8/2024	Castle Hill Bookmobile	8
10/8/2024	Seed and Bean Art	2
10/8/2024	Pajama Storytime	3
10/9/2024	Open Mic Night	14
10/10/2024	Learn & Play Storytime	11
10/11/2024	Bridge Club	0
10/12/2024	Rainbow Scratch Art	0

10/13/2024	Rainbow Scratch Art	11
10/15/2024	Pajama Storytime	0
10/16/2024	Afternoon Book Club	4
10/16/2024	Cool Science: Invisible Ink	8
10/17/2024	Learn & Play Storytime	21
10/18/2024	Bridge Club	4
10/20/2024	Paint a Mini Pumpkin	48
10/22/2024	Pajama Storytime	1
10/23/2024	Scrabble	3
10/24/2024	Learn & Play Storytime	10
10/25/2024	Bridge Club	3
10/25/2024	Kids Cook: Pump. Spice Waffles	19
10/26/2024	Halloween Parade and Party	48
10/28/2024	Halloween Craft	18
10/29/2024	Pajama Storytime	2
10/31/2024	Learn & Play Storytime	10
	Month total	608

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

- October 2 – Class field trip (1st grade) to library
- October 8 – Bookmobile at Castle Hill Senior Housing
- October 16 – Friends of CPL meeting
- October 21 – New York Library Association (NYLA) Fundraising & Sponsorship Comm. mtg. (virtual meeting)



Classes and Events at Castleton Public Library December 2024

Weekly Events



Pajama Storytime

Tuesdays at 6:00 p.m. December 3, 10, 17. No storytime on 12/24 or 12/31.
Feel free to wear your pajamas or bring a stuffed animal friend to this evening storytime! Ages birth-8.



Learn & Play Storytime

Thursdays at 10:30 a.m. December 5, 12, 19, 26.
Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement while building their early literacy and motor skills! Please bring a blanket for your family to sit on.



Bridge Club

Fridays at 10:30 a.m. December 6, 13, 20, 27.
Come play bridge with us! Geared toward beginners and players who need a refresher.

Other Events



Take & Make Craft Kit: Snowflakes

Pick up anytime from Sunday, December 1 through Saturday, January 4
Make your own one-of-a-kind snowflake to decorate your home this winter!



Holidays on the Hudson

Sunday, December 1, 3:30-4:30 p.m.
Join us to make special ornaments for the Village tree and enjoy the annual tree lighting! We'll also have a special visit from Santa and light refreshments. Co-sponsored by the Village of Castleton-on-Hudson, Castleton Fire Department, and Castleton Public Library.



After Dinner Book Club - *Of Time and Turtles* by Sy Montgomery

Monday, December 2, 7:00 p.m.
Join us the first Monday of each month for a book discussion! Books available at the front desk.



Spice of the Month Club: Cinnamon

Wednesday, December 4, 7:00 p.m.
For adults. Spice up your life and join us to learn about a different spice or herb each month.



Legomania

Saturday, December 7 & Sunday, December 8, 11:00 a.m. - 4:00 p.m.
We'll have lots of Legos out on both Saturday and Sunday for this all-weekend build-a-thon!



Make a 3D Snowflake

Monday, December 9, 12:00 - 8:00 p.m.
Come learn how to make 3-D snowflakes to celebrate the changing season! All ages welcome.



Open Mic Night

Wednesday, December 11, 6:00 p.m.
Musicians and poets - come share your talents! All ages welcome to perform and to watch.



Holiday Cookie Swap

Saturday, December 14, 11:00 a.m.
Perfect for entertaining! Here's how it works – **BAKE:** Bake 4 dozen of your favorite holiday cookies. **BRING:** Bring cookies in one container. Please do not separate into portions ahead of time. **PRINT:** Bring a copy of your recipe to share. **SWAP:** We'll divide the cookies equally among the bakers.



Little Ones Playtime

Saturday, December 14, & Sunday, December 15, 11:00 a.m. – 4:00 p.m.

Little ones ages birth to 5 years are invited to drop in any time to play with a special assortment of fun toys!



Library Board Meeting

Monday, December 16, 7:00 p.m.

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



Afternoon Book Club

Afternoon Book Club: *The Midnight Library* by Matt Haig

Wednesday, December 18, 1:00 p.m.

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



Scrabble

Wednesday, December 18, 6:00 p.m.

For adults. Play Scrabble with fellow word-lovers. All levels welcome!



Marble Run Fun

Saturday, December 21, 11:00 a.m. - 4:00 p.m.

Design & build a unique maze for a marble to go through, then drop a marble in and watch it work!



Kids Cook: Birthday Cake Popcorn

Sunday, December 22, 11:00 a.m. - 4:00 p.m.

At this month's Kids Cook, learn to make delicious birthday cake flavored popcorn with marshmallows!



Slime

Monday, December 23, 1:00-5:00 p.m.

Drop in to make icky, gooey slime! Recommended for ages 5 and up.



Winter Bird Feeder Storytime

Thursday, December 26, 10:30 a.m.

Listen to stories about winter birds and then make your own simple bird feeder.



Perler Bead Crafts

Thursday, December 26, 12:00 - 6:00 p.m.

Use your imagination to make awesome creations with perler beads! All ages welcome.



Hot Chocolate Tasting

Friday, December 27, 1:00 - 5:00 p.m.

Sample different mix-ins and toppings to create the ultimate winter drink! All ages welcome.



Simple Shapes Penguin Craft

Saturday, December 28, 11:00 a.m. - 4:00 p.m.

Geometry and penguins meet! Build an adorable paper penguin using simple shapes.



Cool Science: Lava Lamps

Sunday, December 29, 11:00 a.m. - 4:00 p.m.

Discover the science behind how lava lamps work, and make your own simple lava lamp!



New Year's Crafts

Monday, December 30, 12:00 - 8:00 p.m.

Ready to get excited for 2025? Stop by to make special New Year's Day crafts to decorate your home!

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.