

Usage – October

- Circulation of print materials: 1,654
 - 71% of the circulation at CPL is of items owned by CPL. The remaining percentage is of items borrowed from other UHLS member libraries to fill a request by a CPL patron. The percentage of CPL items loaned as a result of a patron visiting the library has increased since 2009. With limited space and funding, careful attention is given to the needs of local residents.
- Circulation of eContent: 39
- 69 individuals attended the 12 programs for families and adults offered at the Library.
- The circulation of museum passes purchased by the Friends of the Library almost doubled from January-October 2013 compared to January-October 2012.
- There continues to be an increase in reference services provided online and in the Library.

Civil Service – Update

- The Rensselaer County Civil Service Commission will meet on November 21, 2013 to review the classification request for Librarian Trainee. Since I spoke with them last, they received information from Albany County Civil Service about the classification.

Updated Marketing Materials

- A new Library Brochure was created for a more organized display of the Library's services and information.
- Library website: I have been working on a new Library website that will be mobile friendly, make use of RSS feeds to streamline online marketing efforts and incorporate social media tools. I will show the new website at the December Board of Trustees meeting though it will not be ready to launch at that time.
- Collaboration: I reached out to the Directors of East Greenbush Community Library and Nassau Free Library to discuss collaborating to market services to local preschools.

Meetings (October 5-November 8)

- October 7: Met with the Storytime volunteer to discuss ways to promote storytime.
- October 8: ILS Investigation Committee visited the Mid-Hudson Library System to discuss their experience with ILL.
- October 10: Central Library Advisory Committee meeting at UHLS to draft the 2014 UHLS Central Library Development Aid Budget. The draft budget is attached.
- October 10: ILS Investigation Committee meeting at UHLS.
- October 16: Monthly Friends of the Library meeting.
- October 18: Provided information to member library staff about MailChimp. I co-presented with Judith Wines, Director at Altamont Free Library, about how to use MailChimp and other

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online tools to market library events and services. We also discussed legal issues such as how to obtain email addresses and marketing movie events at the library.

- October 22: Met with staff from UHLS, Treasurer Hiser and President Schottenfeld to discuss the Library's financial policy and procedure regarding compliance with GAAP (Generally Accepted Accounting Principles).
- November 1: Director's Association meeting at UHLS
 - **Proposed 2014 UHLS Budget** - The proposed 2014 UHLS budget is available on the UHLS website (http://www.uhls.org/budget_2014_proposed.pdf). The proposed budget was developed by UHLS staff and presented to the UHLS Finance Committee where it was reviewed, discussed, and recommended to the UHLS Board. The Board will consider the adoption of the proposed budget at their November 13 meeting.
 - Revenue reflects a projected 4% increase in NYS Library Aid (based on two previous year's increases).
 - Expenses reflect a 2.5% staff cola, an estimated 15% increase in health care costs, and NYS Retirement costs calculated at a 21% increase.
 - Expenses reflect increases in member services - continuing education programming, trustee training, and collections.
 - Expenses reflect increases in anticipation of a possible ILS migration - professional services/consulting and staff travel for member library support

News

- **Declaration for the Right to Libraries** - The Declaration for the Right to Libraries is the cornerstone document of ALA President (and NY librarian) Barbara Stripling's presidential initiative, *Libraries Change Lives*, which is designed to build the public will and sustained support for America's right to libraries of all types – academic, special, school and public. The initiative encourages libraries of all types to hold signing ceremonies, during which staff, trustees, and community members can visibly declare their right to have vibrant libraries in their community. The signing ceremony is intended to serve as the launching point for continued and vibrant community engagement to:
 - Increase public and media awareness about the critical role of libraries in communities around the country
 - Inspire ongoing conversations about the role of the library in the community
 - Cultivate a network of community allies and advocates for the library
 - Position the library as a trusted convener to help in the response to community issues

All signed declarations can be sent to NYLA where they will be recorded and sent forward to ALA. More information on this initiative can be found at:

<http://www.ala.org/advocacy/declaration-right-libraries>

Castleton Public Library - Proposed Budget FY 2014

- Expected to receive a 6.3% increase in funding from the Town of Schodack for a total of \$104,000 to improve services and respond to the needs of the community.
- The increase in gross wages includes COLA increases for current staff and funding necessary to maintain the current hours of operation and improve services.
- CPL is open 46 hours/week totaling 2,392 hours/year. That is 94 more hours than the average for member libraries in UHLS.
- The number of annual library visits continues to increase. In 2012, the number of annual visits hit a record high of 14,248.
- The Friends of the CPL continue to provide financial support for family programs.

FY 2013 Balance Sheet

Beginning Fund Balance:	\$175,349
Total Projected Revenue:	\$122,184
Operating Expenditures:	\$113,643
Capital and Equipment:	\$4,250
Total Projected Expenditures:	\$117,893
Net Income:	\$4,291
Projected Fund Balance:	\$179,640

Castleton Public Library - 2014 Budget Proposal

Revenue	2013 Approved	2013 Modified	2013 Projected
Library Fines and Fees	\$3,050	\$3,050	\$2,785
Town of Schodack	\$97,050	\$97,050	\$97,850
Rensselear County	\$3,325	\$3,325	\$3,325
Village of Castleton	\$10,000	\$10,000	\$10,000
LLSA and ERATE (UHLS)	\$1,600	\$1,600	\$1,515
Grants	\$1,500	\$1,500	\$1,600
Gifts and Donations	\$2,500	\$2,500	\$1,233
Interest and Earnings	\$200	\$200	\$100
Transfer from Fund Balance	\$0	\$3,776	\$3,776
Total Revenue	\$119,225	\$123,001	\$122,184
Expenditures			
Personnel	\$99,025	\$99,025	\$96,614
Equipment and Capital Outlay	\$0	\$3,776	\$3,776
Contractual	\$20,200	\$20,200	\$17,423
Total Expenditures	\$119,225	\$123,001	\$117,813
Contractual Detail			
Staff Development/edu	\$500	\$500	\$501
Library Materials	\$8,000	\$8,000	\$8,000
Equipment/Technology	\$2,500	\$2,500	\$1,547
Programs	\$1,500	\$1,500	\$946
Automated Services	\$3,300	\$3,300	\$3,173
Supplies			
Postage	\$200	\$200	\$149
Telephone/Data Links	\$1,050	\$1,050	\$778
Insurance: Liability	\$2,150	\$2,150	\$1,606
Office Supplies	\$1,000	\$1,000	\$721
Total	\$20,200	\$20,200	\$17,423

2013 Modified Budget:

Transfer from Fund Balance and Equipment and Capital Outlay: The modified budget shows an additional revenue (Transfer from Fund Balance) and expenditure (Equipment and Capital Outlay). These two lines show the amount of money the Board approved to purchase the computer equipment. This more closely reflects the way the finances will be reported to the State Comptroller in the AUD.

Castleton Public Library - 2014 Budget Proposal

Revenue	
Library Fines and Fees	\$2,900
Town of Schodack	\$104,000
Rensselear County	\$3,325
Village of Castleton	\$10,000
LLSA and ERATE (UHLS)	\$1,600
Gifts and Grants	\$2,500
Interest and Earnings	\$200
Transfer for Equipment and Capital Outlay	\$4,250
Total Revenue	\$128,775
Expenditures	
Personnel	
Gross Wages	\$77,025
Social Security	\$6,163
Retirement	\$12,634
Workers' Compensation	\$487
Disability	\$260
Health Insurance	\$6,796
Total Personnel	\$103,365
Contractual	
Library Materials	\$9,000
Equipment/Technology	\$2,500
Programs	\$900
Operations and Administrative	
Staff Development/edu	\$860
Automation Services	\$3,300
Postage	\$200
Telephone/Data Links	\$1,000
Insurance	\$1,900
Office and Library Supplies	\$1,000
Professional Services	\$500
Total Operations and Administrative	\$8,760
Total Contractual	\$21,160
Equipment and Capital Outlay	\$4,250
Total Expenditures	\$128,775

Revenue: These numbers are based on projections for FY 2013.

- **Transfer for Equipment and Capital Outlay:** This shows expenditures that were approved in the prior FY for capital expenditures. This is not to go toward operating expenses.
- **Gifts and Grants:** This includes grants that are not restricted and donations. The projected total for this line for FY 2013 is \$2,833.

Expenditures: Personnel, Contractual and Equipment and Capital Outlay

- **Personnel:** Included in the proposal is a 1.5% COLA increase for staff, the funding to support the Librarian I position and up to a 2.5% COLA increase for the Director.
- **Contractual expenditures** now include a group for 'Operations and Administrative' expenditures. Included in that group is a line for Professional Services such as the annual financial review.
 - **Library Materials** increased 12.5%. With the additional professional Librarian for Youth Services, attention will be given to purchasing more content for children and young adults.
 - **Programs** decreased 40% because the Friends of the Library continue to provide financial support for most of the youth and family programs.
 - **Staff Development/edu** increased to support the continued education of two Librarians.
 - **Professional Services** includes the cost for an annual financial review.

The Castleton Public Library
Balance Sheet
As of October 31, 2013

	<u>Oct 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
A200.1 - Citizens Money Market	177,499.75
A200.2 - Citizens Checking Account	4,859.29
A200.3 - First Niagara Money Market	16,525.43
A200.9 - Register Cash On Hand	50.00
Total Checking/Savings	<u>198,934.47</u>
Total Current Assets	<u>198,934.47</u>
TOTAL ASSETS	<u>198,934.47</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	561.17
Total Accounts Payable	<u>561.17</u>
Total Current Liabilities	<u>561.17</u>
Total Liabilities	561.17
Equity	
A917 - Unassigned Fund Balance	172,217.32
Net Income	26,155.98
Total Equity	<u>198,373.30</u>
TOTAL LIABILITIES & EQUITY	<u>198,934.47</u>

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The Castleton Public Library
Reconciliation Detail

A200.2 - Citizens Checking Account, Period Ending 10/31/2013

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						24,250.90
Cleared Transactions						
Checks and Payments - 16 items						
Bill Pmt -Check	7/25/2013	1440	REimbursement - Al...	X	-5.38	-5.38
Bill Pmt -Check	9/25/2013	1460	Times Union	X	-390.00	-395.38
Bill Pmt -Check	9/25/2013	1458	Brodart	X	-166.20	-561.58
Bill Pmt -Check	9/25/2013	1459	Center Point	X	-54.04	-615.62
Bill Pmt -Check	10/1/2013	DEBIT	Amazon LLC	X	-107.36	-722.98
Bill Pmt -Check	10/10/2013	1462	UHLS	X	-793.21	-1,516.19
Bill Pmt -Check	10/10/2013	DEBIT	Amazon LLC	X	-85.89	-1,602.08
Bill Pmt -Check	10/10/2013	1466	Verizon	X	-79.02	-1,681.10
Bill Pmt -Check	10/10/2013	1464	Eastern Managed Pr...	X	-35.12	-1,716.22
Bill Pmt -Check	10/10/2013	1467	Recorded Books, LLC	X	-33.29	-1,749.51
Bill Pmt -Check	10/10/2013	1465	Brodart	X	-28.55	-1,778.06
Check	10/18/2013	1463	Village of Castleton	X	-21,000.00	-22,778.06
Bill Pmt -Check	10/21/2013	1468	Staples	X	-104.04	-22,882.10
Bill Pmt -Check	10/21/2013	1469	U.S. Bank	X	-66.64	-22,948.74
Bill Pmt -Check	10/21/2013	1471	UHLS	X	-12.50	-22,961.24
Check	10/29/2013	DEBIT	USPS	X	-27.60	-22,988.84
Total Checks and Payments					-22,988.84	-22,988.84
Deposits and Credits - 1 item						
Transfer	10/21/2013			X	3,700.00	3,700.00
Total Deposits and Credits					3,700.00	3,700.00
Total Cleared Transactions					-19,288.84	-19,288.84
Cleared Balance					-19,288.84	4,962.06
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	10/14/2013	1470	Brodart		-102.77	-102.77
Total Checks and Payments					-102.77	-102.77
Total Uncleared Transactions					-102.77	-102.77
Register Balance as of 10/31/2013					-19,391.61	4,859.29
Ending Balance					-19,391.61	4,859.29

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The Castleton Public Library
Reconciliation Detail

A200.3 - First Niagara Money Market, Period Ending 10/31/2013

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,709.38
Cleared Transactions						
Checks and Payments - 3 items						
Check	10/11/2013	DEBIT	Village of Castleton	X	-3,078.36	-3,078.36
Check	10/16/2013	DEBIT	Village of Castleton	X	-616.45	-3,694.81
Check	10/25/2013	DEBIT	Village of Castleton	X	-3,489.23	-7,184.04
Total Checks and Payments					-7,184.04	-7,184.04
Deposits and Credits - 2 items						
Transfer	10/16/2013			X	21,000.00	21,000.00
Deposit	10/28/2013			X	0.09	21,000.09
Total Deposits and Credits					21,000.09	21,000.09
Total Cleared Transactions					13,816.05	13,816.05
Cleared Balance					13,816.05	16,525.43
Register Balance as of 10/31/2013					13,816.05	16,525.43
Ending Balance					13,816.05	16,525.43

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The Castleton Public Library
Reconciliation Detail

A200.1 - Citizens Money Market, Period Ending 10/31/2013

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						178,287.17
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	10/21/2013			X	-3,700.00	-3,700.00
Total Checks and Payments					-3,700.00	-3,700.00
Deposits and Credits - 4 items						
Deposit	10/15/2013			X	2,813.60	2,813.60
Deposit	10/22/2013			X	35.15	2,848.75
Deposit	10/29/2013			X	56.25	2,905.00
Deposit	10/31/2013			X	7.58	2,912.58
Total Deposits and Credits					2,912.58	2,912.58
Total Cleared Transactions					-787.42	-787.42
Cleared Balance					-787.42	177,499.75
Register Balance as of 10/31/2013					-787.42	177,499.75
New Transactions						
Deposits and Credits - 1 item						
Deposit	11/5/2013				66.90	66.90
Total Deposits and Credits					66.90	66.90
Total New Transactions					66.90	66.90
Ending Balance					-720.52	177,566.65