

Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, October 17, 2022 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- 2023 Budget - Draft

Old Business

- Long-Range Planning
- Trustee recruitment
- Library word-of-mouth advertising

President's Report

Secretary's Report

- Review of minutes from September 19, 2022

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 – L. Knaack, A. Mitchum
- Long Range Plan Committees:
 - Sustainable Funding (A. Mitchum, S. Mitchum)
 - Library Space (P. Cartwright, C. Strange)
 - Community Outreach & Visibility (K. Bielawa, L. Knaack)

Announcements

Public Comment

Executive Session

Adjourn

2023 Proposed Budget				
<i>Income</i>				
Line Item	Description	2023 Budget	2022 Budget	Difference
2082.11	Fines	\$0.00	\$0.00	\$0.00
2082.12	Lost Books	\$0.00	\$0.00	\$0.00
2082.13	Copies, Prints, & Faxes	\$0.00	\$240.00	-\$240.00
	Total 2082	\$0.00	\$240.00	-\$240.00
2360.1	Town of Schodack	\$176,000.00	\$159,260.00	\$16,740.00
2360.2	Village of Castleton	\$14,000.00	\$14,000.00	\$0.00
2360.3	Rensselaer County	\$3,325.00	\$3,325.00	\$0.00
	Total 2360	\$193,325.00	\$176,585.00	\$16,740.00
2401	Interest & Earnings	\$30.00	\$27.00	\$3.00
2705	Gifts & Donations	\$6,000.00	\$5,800.00	\$200.00
2705.1	Friends SRP	\$1,000.00	\$1,000.00	\$0.00
	Total 2705	\$7,000.00	\$6,800.00	\$200.00
2760.1	Grants - LLSA (UHLS)	\$1,435.00	\$1,130.00	\$305.00
2760.3	Grants - NYS Library Const. Grant	\$0.00	\$2,149.00	\$0.00
2760.9	Grants - Other	\$1,000.00	\$1,000.00	\$0.00
	Total 2760	\$2,435.00	\$4,279.00	-\$1,844.00
	Funds from 2021 budget	\$0.00	\$0.00	\$0.00
	Funds from reserves	\$6,125.00	\$12,650.00	-\$6,525.00
	Total Income	\$208,915.00	\$200,581.00	\$8,334.00
<i>Expenses</i>				
7410.1A	Gross Wages - Director	\$63,000.00	\$59,500.00	\$3,500.00
7410.1B	Gross Wages - Librarian I	\$24,140.00	\$22,838.00	\$1,302.00
7410.1C	Gross Wages - Assistants	\$51,635.00	\$44,500.00	\$7,135.00
	Total 7410.1	\$138,775.00	\$126,838.00	\$11,937.00
7410.2A	Library Renovation	\$0.00	\$4,447.00	-\$4,447.00
7410.4B	Library Materials - Other	\$1,220.00	\$1,555.00	-\$335.00
7410.4B1	Library Materials - DVDs	\$1,900.00	\$2,300.00	-\$400.00
7410.4B2	Library Materials - Electronic Content	\$6,270.00	\$5,700.00	\$570.00
7410.4B3	Library Materials - Print Materials	\$9,400.00	\$8,186.00	\$1,214.00
7410.4B4	Library Materials - Audiobooks	\$0.00	\$400.00	-\$400.00
7410.4B5	Library Materials - Magazines	\$400.00	\$1,000.00	-\$600.00
7410.4B6	Library Materials - Museum Passes	\$1,680.00	\$1,880.00	-\$200.00
	Total 7410.4B	\$20,870.00	\$21,021.00	-\$151.00
7410.4C	Equipment/Technology	\$1,450.00	\$1,050.00	\$400.00
7410.4D	Programs	\$3,000.00	\$3,000.00	\$0.00
7410.4D1	Summer Reading Program	\$4,250.00	\$3,840.00	\$410.00
	Total 7410.4D	\$7,250.00	\$6,840.00	\$410.00
7410.4A	Staff Development/Education	\$800.00	\$800.00	\$0.00
7410.4E	Automated Services	\$4,110.00	\$4,110.00	\$0.00
7410.4G	Postage	\$300.00	\$300.00	\$0.00
7410.4H	Telephone/Data Links	\$1,250.00	\$1,470.00	-\$220.00

7410.4I	Insurance	\$2,575.00	\$2,665.00	-\$90.00
7410.4F	Office and Library Supplies	\$1,300.00	\$1,300.00	\$0.00
7410.4J	Professional Services	\$480.00	\$820.00	-\$340.00
	Total 7410.4I	\$10,815.00	\$11,465.00	-\$650.00
7410.4L	Strategic Planning - Survey	\$0.00	\$1,000.00	-\$1,000.00
7410.4K	Miscellaneous	\$25.00	\$25.00	\$0.00
	Total 7410.4	\$10,840.00	\$12,490.00	-\$1,650.00
9010.8	NYS Retirement	\$7,300.00	\$6,950.00	\$350.00
9030.8	Social Security/Medicare	\$10,590.00	\$9,350.00	\$1,240.00
9040.8	Workers Compensation	\$900.00	\$1,000.00	-\$100.00
9055.8	Disability	\$500.00	\$535.00	-\$35.00
9060.8	Health Insurance	\$8,940.00	\$8,560.00	\$380.00
9060.81	HRA Funding	\$1,500.00	\$1,500.00	\$0.00
	Total 9000	\$29,730.00	\$27,895.00	\$1,835.00
	Total Expenses	\$208,915.00	\$200,581.00	\$8,334.00
	Funds Allotted for 2023 Budget	N/A	\$0.00	
	Total	\$208,915.00	\$200,581.00	\$8,334.00

Castleton Public Library Board of Trustees Meeting

Monday, September 19, 2022 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:00 pm.

Roll Call

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

Adoption of Agenda

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

Public Comment

Village of Castleton Trustee Lissa D'Aquanni attended virtually.

New Business

Long-Range Planning: The existing Long Range Plan for the library covered through 2021 and had been retained into 2022 during the COVID-19 pandemic. The board as a whole will resume focus on this and revise the plan. Director Tacke will share previous planning information with trustees, as well as information on prior focus groups with library users and non-library users, and community surveys performed in the past.

Trustee Recruiting: Director Tacke encouraged trustees to spread the word that one more trustee is needed.

Old Business

Halloween Costume giveaway: Director Tacke encouraged trustees to share that gently used costumes and accessories can be donated in advance and that a costume giveaway will be held on October 15.

Reports

President's Report

Included with Finance committee report.

Secretary's Report

Trustee Cartwright motioned to approve the July 2022 meeting minutes. Seconded by Trustee Strainge. Unanimously approved.

Treasurer's Report

Trustee Cartwright motioned to approve the July 2022 Check Detail Reports. Seconded by Trustee Knaack. Unanimously approved.

Trustee Cartwright motioned to approve the August 2022 Check Detail Reports. Seconded by Trustee Knaack. Unanimously approved.

Director's Report

Director Tacke presented statistics for July and August, highlighting the successful 2022 Summer Reading Program statistics with comparisons back to 2018.

Friends Report

The Friends of the Library held Music on the Lawn events July and August, as well as a successful raffle for donated gift certificates from local businesses. Their next fundraiser will be a takeout-only pasta dinner at the Village Firehouse on October 15. Preorders are encouraged.

Committee Reports

Finance: will meet in the next month. Budget is being drafted with approximately a 10% increase. A rough idea of the budget will be presented to the Town of Schodack board at their next meeting.

Administrative: will reconvene in the fall to plan for continuing education for trustees.

Operations/Capital Projects: did not meet.

Policy: did not meet. Director Tacke will share current policies for review soon.

Sustainable Funding: President Mitchum will talk to the Friends of the Library soon to keep them informed.

The committee is planning 259 budget vote discussions with local leaders including town and school district and the Village board. Committee and Director are working on a mock 2024 budget to illustrate what services the library could offer if sustained funding were achieved through a budget vote.

Library Space: Director met with Village of Castleton Mayor Joe Keegan and a landscape architect regarding the first design for the Village Hall lawn.

Community Outreach & Visibility: did not meet.

Announcements

None.

Public Comment

Village of Castleton Trustee Lissa D'Aquanni shared that the Community Visioning Workshop held in August went well and she will share the report with trustees. In addition, Village Trustee Lissa D'Aquanni shared that Castleton is applying for a NY Forward grant, which is a grant program for cities throughout the state, focusing on smaller communities. If awarded, the grant could fund transformative economic development projects such as parks, community centers, or public space improvements for the Village Hall. The Village Local Waterfront Revitalization Plan committee has also applied for a grant to update the decades-old plan and focus on revitalization including Schermerhorn Park.

Executive Session

None.

Adjournment

The meeting was adjourned at 7:32 pm.

The Castleton Public Library
Check Detail
September 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	09/01/2022	USPS	200.2 · Citizens Checking Account		-4.58
Bill		09/01/2022		7410.4G · Postage	-4.58	4.58
TOTAL					-4.58	4.58
Bill Pmt -Check	DEBIT	09/06/2022	Amazon LLC	200.2 · Citizens Checking Account		-19.96
Bill	1119680396...	09/06/2022		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	DEBIT	09/06/2022	Amazon LLC	200.2 · Citizens Checking Account		-18.99
Bill	1119680396...	09/06/2022		74104B1 · DVDs & Other Materials	-18.99	18.99
TOTAL					-18.99	18.99
Bill Pmt -Check	DEBIT	09/07/2022	USPS	200.2 · Citizens Checking Account		-7.27
Bill		09/07/2022		7410.4G · Postage	-7.27	7.27
TOTAL					-7.27	7.27
Bill Pmt -Check	DEBIT	09/12/2022	USPS	200.2 · Citizens Checking Account		-66.64
Bill		09/12/2022		7410.4G · Postage	-66.64	66.64
TOTAL					-66.64	66.64
Bill Pmt -Check	DEBIT	09/13/2022	Amazon LLC	200.2 · Citizens Checking Account		-16.09
Bill	1119680396...	09/13/2022		74104B1 · DVDs & Other Materials	-16.09	16.09
TOTAL					-16.09	16.09
Bill Pmt -Check	DEBIT	09/13/2022	Amazon LLC	200.2 · Citizens Checking Account		-57.91
Bill	1119680396...	09/13/2022		74104B1 · DVDs & Other Materials	-57.91	57.91
TOTAL					-57.91	57.91
Bill Pmt -Check	DEBIT	09/20/2022	Target	200.2 · Citizens Checking Account		-16.18
Bill		09/20/2022		7410.4F · Office and Library Supplies	-16.18	16.18
TOTAL					-16.18	16.18
Bill Pmt -Check	DEBIT	09/23/2022	USPS	200.2 · Citizens Checking Account		-9.96
Bill		09/23/2022		7410.4G · Postage	-9.96	9.96
TOTAL					-9.96	9.96
Bill Pmt -Check	DEBIT	09/26/2022	Facebook	200.2 · Citizens Checking Account		-50.00
Bill	5492354084...	09/28/2022		7410.4D · Programs	-50.00	50.00
TOTAL					-50.00	50.00

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10/03/22

The Castleton Public Library
Check Detail
September 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	09/26/2022	Amazon LLC	200.2 · Citizens Checking Account		-40.95
Bill	1119680396...	09/26/2022		74104B1 · DVDs & Other Materials	-40.95	40.95
TOTAL					-40.95	40.95
Bill Pmt -Check	3025	09/02/2022	T-Mobile	200.2 · Citizens Checking Account		-119.44
Bill		08/26/2022		7410.4C · Equipment/Technology 7410.4B · Library Materials	-29.86 -89.58	29.86 89.58
TOTAL					-119.44	119.44
Bill Pmt -Check	3026	09/06/2022	Brodart	200.2 · Citizens Checking Account		-612.47
Bill	MULTIPLE	09/06/2022		74104B3 · Print Materials	-612.47	612.47
TOTAL					-612.47	612.47
Bill Pmt -Check	3027	09/06/2022	Village of Castlet...	200.2 · Citizens Checking Account		-5,499.32
Bill	84435	08/29/2022		7410.1A · Gross wages - Director 7410.1B · Gross wages - Librarian 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-2,279.69 -790.56 -2,040.75 -388.32	2,279.69 790.56 2,040.75 388.32
TOTAL					-5,499.32	5,499.32
Bill Pmt -Check	3028	09/09/2022	OverDrive	200.2 · Citizens Checking Account		-494.75
Bill	MULTIPLE	09/06/2022		74104B2 · Electronic Content	-494.75	494.75
TOTAL					-494.75	494.75
Bill Pmt -Check	3029	09/12/2022	Charter Commun...	200.2 · Citizens Checking Account		-97.20
Bill	1443984010...	09/07/2022		7410.4H · Telephone/Data Links	-97.20	97.20
TOTAL					-97.20	97.20
Bill Pmt -Check	3030	09/12/2022	New York Library...	200.2 · Citizens Checking Account		-180.00
Bill	0003899	09/12/2022		7410.4A · Staff Development/Edu	-180.00	180.00
TOTAL					-180.00	180.00
Bill Pmt -Check	3031	09/19/2022	UHLS	200.2 · Citizens Checking Account		-611.22
Bill	22-372	09/08/2022		7410.4C · Equipment/Technology	-611.22	611.22
TOTAL					-611.22	611.22
Bill Pmt -Check	3032	09/19/2022	Village of Castlet...	200.2 · Citizens Checking Account		-5,041.89
Bill	84436	09/12/2022		7410.1A · Gross wages - Director 7410.1B · Gross wages - Librarian 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-2,279.69 -856.44 -1,549.95 -355.81	2,279.69 856.44 1,549.95 355.81
TOTAL					-5,041.89	5,041.89

The Castleton Public Library
Check Detail
September 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	3033	09/20/2022	Consumer Reports	200.2 · Citizens Checking Account		-30.00
Bill		09/20/2022		74104B5 · Magazines and Newspapers	-30.00	30.00
TOTAL					-30.00	30.00
Bill Pmt -Check	3034	09/20/2022	Repeat Business...	200.2 · Citizens Checking Account		-187.39
Bill	841895	09/16/2022		7410.4C · Equipment/Technology	-187.39	187.39
TOTAL					-187.39	187.39
Bill Pmt -Check	3035	09/26/2022	Village of Castlet...	200.2 · Citizens Checking Account		-96.10
Bill	84440	09/21/2022		9055.8 · Disability	-96.10	96.10
TOTAL					-96.10	96.10
Bill Pmt -Check	3036	09/26/2022	Village of Castlet...	200.2 · Citizens Checking Account		-204.65
Bill	84441	09/21/2022		9040.8 · Workers Comp	-204.65	204.65
TOTAL					-204.65	204.65
Bill Pmt -Check	3037	09/30/2022	T-Mobile	200.2 · Citizens Checking Account		-119.44
Bill		09/24/2022		7410.4C · Equipment/Technology 7410.4B · Library Materials	-29.86 -89.58	29.86 89.58
TOTAL					-119.44	119.44

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10/03/22

The Castleton Public Library
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 09/30/2022

	<u>Sep 30, 22</u>
Beginning Balance	162,171.20
Cleared Transactions	
Deposits and Credits - 2 items	<u>2,818.00</u>
Total Cleared Transactions	<u>2,818.00</u>
Cleared Balance	<u><u>164,989.20</u></u>
Register Balance as of 09/30/2022	164,989.20
Ending Balance	164,989.20

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10/03/22

The Castleton Public Library
Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 09/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						162,171.20
Cleared Transactions						
Deposits and Credits - 2 items						
Deposit	09/13/2022			X	2,815.31	2,815.31
Deposit	09/30/2022			X	2.69	2,818.00
Total Deposits and Credits					2,818.00	2,818.00
Total Cleared Transactions					2,818.00	2,818.00
Cleared Balance					2,818.00	164,989.20
Register Balance as of 09/30/2022					2,818.00	164,989.20
Ending Balance					2,818.00	164,989.20

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10/03/22

The Castleton Public Library
Reconciliation Summary

200.2 · Citizens Checking Account, Period Ending 09/30/2022

	<u>Sep 30, 22</u>
Beginning Balance	43,052.82
Cleared Transactions	
Checks and Payments - 24 items	<u>-18,568.30</u>
Total Cleared Transactions	<u>-18,568.30</u>
Cleared Balance	<u><u>24,484.52</u></u>
Uncleared Transactions	
Checks and Payments - 2 items	<u>-299.44</u>
Total Uncleared Transactions	<u>-299.44</u>
Register Balance as of 09/30/2022	<u><u>24,185.08</u></u>
Ending Balance	24,185.08

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10/03/22

The Castleton Public Library
Reconciliation Detail

200.2 - Citizens Checking Account, Period Ending 09/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						43,052.82
Cleared Transactions						
Checks and Payments - 24 items						
Bill Pmt -Check	08/22/2022	3022	Village of Castleton-...	X	-5,065.34	-5,065.34
Bill Pmt -Check	08/30/2022	3024	MiSci	X	-200.00	-5,265.34
Bill Pmt -Check	09/01/2022	DEBIT	USPS	X	-4.58	-5,269.92
Bill Pmt -Check	09/02/2022	3025	T-Mobile	X	-119.44	-5,389.36
Bill Pmt -Check	09/06/2022	3027	Village of Castleton-...	X	-5,499.32	-10,888.68
Bill Pmt -Check	09/06/2022	3026	Brodart	X	-612.47	-11,501.15
Bill Pmt -Check	09/06/2022	DEBIT	Amazon LLC	X	-19.96	-11,521.11
Bill Pmt -Check	09/06/2022	DEBIT	Amazon LLC	X	-18.99	-11,540.10
Bill Pmt -Check	09/07/2022	DEBIT	USPS	X	-7.27	-11,547.37
Bill Pmt -Check	09/09/2022	3028	OverDrive	X	-494.75	-12,042.12
Bill Pmt -Check	09/12/2022	3029	Charter Communicat...	X	-97.20	-12,139.32
Bill Pmt -Check	09/12/2022	DEBIT	USPS	X	-66.64	-12,205.96
Bill Pmt -Check	09/13/2022	DEBIT	Amazon LLC	X	-57.91	-12,263.87
Bill Pmt -Check	09/13/2022	DEBIT	Amazon LLC	X	-16.09	-12,279.96
Bill Pmt -Check	09/19/2022	3032	Village of Castleton-...	X	-5,041.89	-17,321.85
Bill Pmt -Check	09/19/2022	3031	UHLS	X	-611.22	-17,933.07
Bill Pmt -Check	09/20/2022	3034	Repeat Business Sy...	X	-187.39	-18,120.46
Bill Pmt -Check	09/20/2022	3033	Consumer Reports	X	-30.00	-18,150.46
Bill Pmt -Check	09/20/2022	DEBIT	Target	X	-16.18	-18,166.64
Bill Pmt -Check	09/23/2022	DEBIT	USPS	X	-9.96	-18,176.60
Bill Pmt -Check	09/26/2022	3036	Village of Castleton-...	X	-204.65	-18,381.25
Bill Pmt -Check	09/26/2022	3035	Village of Castleton-...	X	-96.10	-18,477.35
Bill Pmt -Check	09/26/2022	DEBIT	Facebook	X	-50.00	-18,527.35
Bill Pmt -Check	09/26/2022	DEBIT	Amazon LLC	X	-40.95	-18,568.30
Total Checks and Payments					-18,568.30	-18,568.30
Total Cleared Transactions					-18,568.30	-18,568.30
Cleared Balance					-18,568.30	24,484.52
Uncleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	09/12/2022	3030	New York Library As...		-180.00	-180.00
Bill Pmt -Check	09/30/2022	3037	T-Mobile		-119.44	-299.44
Total Checks and Payments					-299.44	-299.44
Total Uncleared Transactions					-299.44	-299.44
Register Balance as of 09/30/2022					-18,867.74	24,185.08
Ending Balance					-18,867.74	24,185.08

The Castleton Public Library
Profit & Loss
 September 2022

	<u>Sep 22</u>
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	15.00
2082.12 · Lost Books	3.99
2082.13 · Copies, Prints and Faxes	8.00
2082.14 · Register Overage/Shortage	0.00
	<u>26.99</u>
Total 2082.1 · Library Fines & Fees	26.99
Total 2082 · Library Charges	26.99
2401 · Interest & Earnings	2.69
2705 · Gifts & Donations	2,788.32
	<u>2,818.00</u>
Total Income	2,818.00
Gross Profit	2,818.00
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	2,279.69
7410.1B · Gross wages - Librarian	856.44
7410.1C · Gross wages - Assistant	1,549.95
	<u>4,686.08</u>
Total 7410.11 · Employee Gross Wages	4,686.08
Total 7410.1 · Personal Services	4,686.08
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B5 · Magazines and Newspapers	30.00
74104B3 · Print Materials	612.47
74104B2 · Electronic Content	494.75
74104B1 · DVDs & Other Materials	153.90
7410.4B · Library Materials - Other	89.58
	<u>1,380.70</u>
Total 7410.4B · Library Materials	1,380.70
7410.4C · Equipment/Technology	828.47
7410.4D · Programs	50.00
7410.41 · Operations and Administrative	
7410.4A · Staff Development/Edu	180.00
7410.4G · Postage	88.45
7410.4H · Telephone/Data Links	97.20
7410.4F · Office and Library Supplies	16.18
	<u>381.83</u>
Total 7410.41 · Operations and Administrative	381.83
Total 7410.4 · Contractual Expenses	2,641.00
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	355.81
9040.8 · Workers Comp	204.65
9055.8 · Disability	96.10
	<u>656.56</u>
Total 9000 · Employee - Benefits	656.56
Total Expense	7,983.64
Net Ordinary Income	<u>-5,165.64</u>
Net Income	<u><u>-5,165.64</u></u>

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through September 2022

	Jan - Sep 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	44.25	0.00	44.25	100.0%
2082.12 · Lost Books	161.85	0.00	161.85	100.0%
2082.13 · Copies, Prints and Faxes	8.00	240.00	-232.00	3.3%
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	214.10	240.00	-25.90	89.2%
Total 2082 · Library Charges	214.10	240.00	-25.90	89.2%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	159,260.00	159,263.00	-3.00	100.0%
2360.2 · Village of Castleton	0.00	14,000.00	-14,000.00	0.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	162,585.00	176,588.00	-14,003.00	92.1%
2401 · Interest & Earnings	27.37	24.00	3.37	114.0%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	7,909.86	5,800.00	2,109.86	136.4%
Total 2705 · Gifts & Donations	8,909.86	6,800.00	2,109.86	131.0%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	2,149.00	2,149.00	0.00	100.0%
2760.1 · LLSA and ERATE (UHLS)	1,429.20	1,130.00	299.20	126.5%
2760.9 · Grants - Other	1,250.00	1,000.00	250.00	125.0%
Total 2760 · Library System Grants	4,828.20	4,279.00	549.20	112.8%
599 · Appropriated Fund Balance	0.00	12,650.00	-12,650.00	0.0%
Total Income	176,564.53	200,581.00	-24,016.47	88.0%
Gross Profit	176,564.53	200,581.00	-24,016.47	88.0%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	43,142.84	59,500.00	-16,357.16	72.5%
7410.1B · Gross wages - Librarian	16,084.98	22,838.00	-6,753.02	70.4%
7410.1C · Gross wages - Assistant	28,390.14	44,500.00	-16,109.86	63.8%
Total 7410.11 · Employee Gross Wages	87,617.96	126,838.00	-39,220.04	69.1%
Total 7410.1 · Personal Services	87,617.96	126,838.00	-39,220.04	69.1%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	5,279.73	4,447.00	832.73	118.7%
Total 7410.2 · Equipment & Capital Outlay	5,279.73	4,447.00	832.73	118.7%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,310.00	1,880.00	-570.00	69.7%
74104B5 · Magazines and Newspapers	69.00	1,000.00	-931.00	6.9%
74104B4 · Audiobooks	0.00	400.00	-400.00	0.0%
74104B3 · Print Materials	6,413.66	8,186.00	-1,772.34	78.3%
74104B2 · Electronic Content	4,462.17	5,700.00	-1,237.83	78.3%
74104B1 · DVDs & Other Materials	1,396.19	2,300.00	-903.81	60.7%
7410.4B · Library Materials - Other	927.38	1,555.00	-627.62	59.6%
Total 7410.4B · Library Materials	14,578.40	21,021.00	-6,442.60	69.4%
7410.4C · Equipment/Technology	2,182.70	1,050.00	1,132.70	207.9%

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through September 2022

	Jan - Sep 22	Budget	\$ Over Budget	% of Budget
7410.4D · Programs				
74104D1 · Summer Reading Program	4,690.90	3,840.00	850.90	122.2%
7410.4D · Programs - Other	1,432.80	3,000.00	-1,567.20	47.8%
Total 7410.4D · Programs	6,123.70	6,840.00	-716.30	89.5%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	180.00	800.00	-620.00	22.5%
7410.4E · Automated Services	2,934.27	4,110.00	-1,175.73	71.4%
7410.4G · Postage	226.67	300.00	-73.33	75.6%
7410.4H · Telephone/Data Links	858.33	1,470.00	-611.67	58.4%
7410.4I · Insurance	2,450.94	2,665.00	-214.06	92.0%
7410.4F · Office and Library Supplies	720.34	1,300.00	-579.66	55.4%
7410.4J · Professional Services	210.00	820.00	-610.00	25.6%
Total 7410.41 · Operations and Administrati...	7,580.55	11,465.00	-3,884.45	66.1%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	1,000.00	-1,000.00	0.0%
7410.4K · Miscellaneous - Other	172.52	25.00	147.52	690.1%
Total 7410.4K · Miscellaneous	172.52	1,025.00	-852.48	16.8%
Total 7410.4 · Contractual Expenses	30,637.87	41,401.00	-10,763.13	74.0%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	6,950.00	-6,950.00	0.0%
9030.8 · Social Security/Medicare	6,652.92	9,350.00	-2,697.08	71.2%
9040.8 · Workers Comp	409.30	1,000.00	-590.70	40.9%
9055.8 · Disability	277.35	535.00	-257.65	51.8%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	4,535.77	8,560.00	-4,024.23	53.0%
Total 9060.8 · Health Insurance	4,535.77	10,060.00	-5,524.23	45.1%
Total 9000 · Employee - Benefits	11,875.34	27,895.00	-16,019.66	42.6%
Total Expense	135,410.90	200,581.00	-65,170.10	67.5%
Net Ordinary Income	41,153.63	0.00	41,153.63	100.0%
Net Income	41,153.63	0.00	41,153.63	100.0%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through September 2022

	Jan - Sep 22	Forecast	\$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	44.25	16.16	28.09	273.8%
2082.12 · Lost Books	161.85	202.05	-40.20	80.1%
2082.13 · Copies, Prints and Faxes	8.00	8.45	-0.45	94.7%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	<u>214.10</u>	<u>226.66</u>	<u>-12.56</u>	<u>94.5%</u>
Total 2082 · Library Charges	214.10	226.66	-12.56	94.5%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	159,260.00	146,786.00	12,474.00	108.5%
2360.2 · Village of Castleton	0.00	14,000.00	-14,000.00	0.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	<u>162,585.00</u>	<u>164,111.00</u>	<u>-1,526.00</u>	<u>99.1%</u>
2401 · Interest & Earnings	27.37	24.83	2.54	110.2%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	7,909.86	6,522.74	1,387.12	121.3%
Total 2705 · Gifts & Donations	<u>8,909.86</u>	<u>7,522.74</u>	<u>1,387.12</u>	<u>118.4%</u>
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	2,149.00			
2760.1 · LLSA and ERATE (UHLS)	1,429.20	1,630.80	-201.60	87.6%
2760.9 · Grants - Other	1,250.00	1,787.52	-537.52	69.9%
Total 2760 · Library System Grants	<u>4,828.20</u>	<u>3,418.32</u>	<u>1,409.88</u>	<u>141.2%</u>
Total Income	<u>176,564.53</u>	<u>175,303.55</u>	<u>1,260.98</u>	<u>100.7%</u>
Gross Profit	176,564.53	175,303.55	1,260.98	100.7%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	43,142.84	42,060.99	1,081.85	102.6%
7410.1B · Gross wages - Librarian	16,084.98	15,815.81	269.17	101.7%
7410.1C · Gross wages - Assistant	28,390.14	25,417.04	2,973.10	111.7%
Total 7410.11 · Employee Gross Wages	<u>87,617.96</u>	<u>83,293.84</u>	<u>4,324.12</u>	<u>105.2%</u>
Total 7410.1 · Personal Services	87,617.96	83,293.84	4,324.12	105.2%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	5,279.73			
Total 7410.2 · Equipment & Capital Outlay	5,279.73			
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,310.00	1,630.00	-320.00	80.4%
74104B5 · Magazines and Newspapers	69.00	118.97	-49.97	58.0%
74104B4 · Audiobooks	0.00	343.06	-343.06	0.0%
74104B3 · Print Materials	6,413.66	5,577.92	835.74	115.0%
74104B2 · Electronic Content	4,462.17	4,351.34	110.83	102.5%
74104B1 · DVDs & Other Materials	1,396.19	1,072.58	323.61	130.2%
7410.4B · Library Materials - Other	927.38	925.22	2.16	100.2%
Total 7410.4B · Library Materials	<u>14,578.40</u>	<u>14,019.09</u>	<u>559.31</u>	<u>104.0%</u>
7410.4C · Equipment/Technology	2,182.70	2,901.09	-718.39	75.2%
7410.4D · Programs				
74104D1 · Summer Reading Program	4,690.90	3,016.46	1,674.44	155.5%
7410.4D · Programs - Other	1,432.80	1,215.38	217.42	117.9%
Total 7410.4D · Programs	<u>6,123.70</u>	<u>4,231.84</u>	<u>1,891.86</u>	<u>144.7%</u>
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	180.00	169.50	10.50	106.2%
7410.4E · Automated Services	2,934.27	2,934.27	0.00	100.0%
7410.4G · Postage	226.67	76.12	150.55	297.8%
7410.4H · Telephone/Data Links	858.33	877.58	-19.25	97.8%
7410.4I · Insurance	2,450.94	2,422.89	28.05	101.2%
7410.4F · Office and Library Supplies	720.34	385.12	335.22	187.0%
7410.4J · Professional Services	210.00	420.00	-210.00	50.0%
Total 7410.41 · Operations and Administrative	<u>7,580.55</u>	<u>7,285.48</u>	<u>295.07</u>	<u>104.1%</u>
7410.4K · Miscellaneous	172.52	15.00	157.52	1,150.1%
Total 7410.4 · Contractual Expenses	<u>30,637.87</u>	<u>28,452.50</u>	<u>2,185.37</u>	<u>107.7%</u>

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Accrual Basis

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through September 2022

	<u>Jan - Sep 22</u>	<u>Forecast</u>	<u>\$ Over Forecast</u>	<u>% of Forecast</u>
9000 - Employee - Benefits				
9030.8 - Social Security/Medicare	6,652.92	6,323.47	329.45	105.2%
9040.8 - Workers Comp	409.30	329.42	79.88	124.2%
9055.8 - Disability	277.35	241.50	35.85	114.8%
9060.8 - Health Insurance	4,535.77	6,626.40	-2,090.63	68.4%
Total 9000 - Employee - Benefits	<u>11,875.34</u>	<u>13,520.79</u>	<u>-1,645.45</u>	<u>87.8%</u>
Total Expense	<u>135,410.90</u>	<u>125,267.13</u>	<u>10,143.77</u>	<u>108.1%</u>
Net Ordinary Income	<u>41,153.63</u>	<u>50,036.42</u>	<u>-8,882.79</u>	<u>82.2%</u>
Net Income	<u>41,153.63</u>	<u>50,036.42</u>	<u>-8,882.79</u>	<u>82.2%</u>

The Castleton Public Library
Balance Sheet
As of September 30, 2022

	<u>Sep 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	164,989.20
200.2 · Citizens Checking Account	24,185.08
200.9 · Petty Cash	50.00
Total Checking/Savings	<u>189,224.28</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>194,224.28</u>
TOTAL ASSETS	<u>194,224.28</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	147,997.67
Net Income	41,153.63
Total Equity	<u>194,224.30</u>
TOTAL LIABILITIES & EQUITY	<u>194,224.28</u>

Director's Report – September

September 2022 – Usage Statistics in Comparison

	Sep. 2022	Sep. 2021	% Change, 2022 vs. 2021	Sep. 2020	% Change, 2022 vs. 2020
Circulation					
Circulation of materials at CPL	1,865	1,419	+31.4%	1,567	+19%
Items loaned to other libraries	363	343	+5.8%	566	-35.9%
Items borrowed from other libraries	847	571	+48.3%	807	+5%
eContent circulation	534	531	+0.6%	777	-31.3%
Programming					
Number of programs offered	21	24	-12.5%	16	+31.3%
Program attendance – in-person	120	72	+66.7%	37	+224.3%
Program attendance – live virtual	0	0	0%	1	-100%
Program attendance – kits and prerecorded virtual*	62	112	-44.6%	140	-55.7%
Total program attendance	182	184	-1.1%	178	+2.2%
Public Computer Use					
Public Computer Sessions	12	10	+20%	0*	N/A
WiFi Use - daily unique users	726 (9.6 GB)	448 (3 GB)	+62.1%	332 (2.4 GB)	+118.7%
WiFi Hotspot Use	34.79 GB	15.05 GB	+131.2%	36.52 GB	-4.7%
Marketing Reach					
Website visits	806	762	+5.8%	1,335	-39.6%
Website unique visitors	415	384	+8.1%	623	-33.4%
Email newsletter list size	1,583	1,471	+7.6%	1,412	+12.1%
Facebook page likes	1,054	894	+17.9%	832	+26.7%
Facebook total reach	12,712	4,510	+181.9%	5,810	+118.8%
* = The number of kits distributed through 9/30 is used for the attendance number.					
** = Public computer stations were not reintroduced at CPL until 5/3/21.					

Programs – September

9/1/2022	Learn & Play Storytime	6
9/1/2022	Lending Library @Riverside	7
9/2/2022	Egg Carton Caterpillars	12
9/6/2022	Take & Make Craft: Puppets	62
9/6/2022	Pajama Storytime	0
9/8/2022	Learn & Play Storytime	7
9/10/2022	Drug Takeback Day	7
9/13/2022	Castle Hill Bookmobile	6
9/13/2022	Pajama Storytime	0
9/14/2022	Chair Yoga	14
9/15/2022	Learn & Play Storytime	5

9/17/2022	Salt Painting	2
9/20/2022	Pajama Storytime	0
9/21/2022	Afternoon Book Club	5
9/21/2022	Cool Science: Stethoscopes	5
9/22/2022	Library field trip - CES (1st gr.)	20
9/22/2022	Learn & Play Storytime	5
9/27/2022	Fun Fall Crafts	6
9/27/2022	Pajama Storytime	7
9/29/2022	Learn & Play Storytime	6
9/29/2022	Teen Time: No-Knit Scarves	0
	Month total	182

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

- September 20 – Youth Services Advisory Council meeting
- September 22 – Class field trip to CPL (1st grade)

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

- September 1 – Lending Library at Riverside Center for Rehabilitation & Nursing
- September 9 – Directors Association meeting (online meeting)
- September 12 – Village Board meeting
- September 13 – Bookmobile at Castle Hill senior housing
- September 15 – Finance/Sustainable Funding Committee meeting (online meeting)
- September 21 – Friends of CPL meeting
- September 22 – Presentation at Schodack Town Board meeting re: 2022 funding request and library services



Classes and Events at Castleton Public Library

November 2022

Weekly Events



Pajama Storytime

Tuesdays at 6:00 p.m. November 1, 8, 15, 22, 29.

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. November 3, 10, 17; December 1.

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.

Other Events



Take & Make Craft Kit: Thanksgiving Crafts

Pick up anytime from Monday, October 31 through Saturday, November 26

Get ready for Thanksgiving with cool crafts you can make at home!



Write a Letter for Operation Gratitude

Drop your letter off anytime during the month of November!

Show your support for members of our military – write a letter to deployed troops, veterans, new recruits, first responders, or wounded warriors. All ages are welcome to participate. [Find guidelines and templates online](#) or pick them up at the library. Drop off your letters any time this month!



Kids' Book Bingo

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

Come play bingo at the library with our special book-themed bingo set. Recommended for ages 7-12. Winners will receive a small prize.



Bridge Club

Friday, November 4, 10:30 a.m.

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



After Dinner Book Club

After Dinner Book Club – *Breath: The New Science of a Lost Art* by James Nestor

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

Join us for a book discussion! Books available at the front desk.



Kids Cook: Yogurt Parfaits

Wednesday, November 9, 4:00 p.m.

Join us each month for Kids Cook, where we will have fun making something tasty. This month, kids of all ages are invited to the library to learn how to make a tasty yogurt parfait!



Cool Science: Marshmallow Catapults

Tuesday, November 15, 4:00-6:00 p.m.

Create fun popsicle stick catapults and experiment with the laws of physics using marshmallows!

See more events on the reverse side!



Chair Yoga (SPACE IS LIMITED; REGISTRATION REQUIRED)

Wednesday, November 16, 10:00 a.m.

Registration is required: call 518-732-0879 or email director@castletonpubliclibrary.org. With instructor Judi England. Chair yoga is a fun, accessible way to reduce stress and to build flexibility, balance, and strength. For all levels of ability & challenges. Bring a yoga tie (or a necktie, belt, or a piece of fabric), and wear comfortable clothing. Sponsored by Albany Guardian Society.



Afternoon Book Club

Afternoon Book Club – *The Time Machine* by H.G. Wells

Wednesday, November 16, 1:00 p.m.

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



Bridge Club

Friday, November 18, 10:30 a.m.

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

BARNES & NOBLE Bookfair

Friends of CPL Barnes & Noble Bookfair

Saturday, November 19, 9:00 a.m. – 9:00 p.m.

Location: Barnes & Noble, Colonie Center, 131 Colonie Center, Albany, NY 12205

Do your holiday shopping and support your local library at the same time! Be sure to tell the cashier you want your purchase to support the **Friends of Castleton Public Library** when you check out.



Paper Clip Jewelry

Saturday, November 19, 11:00 a.m. – 3:00 p.m.

Use paper clips and decorative tape to make a bracelet, necklace, or other craft!



Thanksgiving Crafts

Tuesday, November 22, 3:00-6:00 p.m.

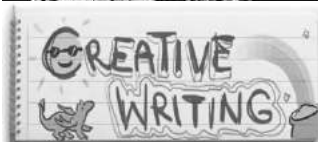
Come create fun Thanksgiving crafts, perfect for decorating your home or giving to a loved one!



3-D Snowflakes

Monday, November 28, 4:00-8:00 p.m.

Come learn how to make 3-D snowflakes to celebrate the changing season! All ages welcome.



Teen Time: Creative Writing Workshop

Wednesday, November 30, 4:00 p.m.

A creative writing workshop with fun writing exercises and games for teens in 6th-12th grades.



Book Signing – *When Mommy was a Commie* by Jon Sorensen

Thursday, December 1, 6:00 p.m.

Join us after-hours at the library for an author talk and book signing! Local author and award-winning newspaper reporter Jon Sorensen discusses his debut novel, *When Mommy was a Commie*, a “hilarious romp through Schenectady of the early 1950s, inspired by the outlandish, real-life episodes that took place during the Red Scare.” Copies of the book will be available for purchase.



Bridge Club

Friday, December 2, 10:30 a.m.

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

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