

Agenda
Castleton Public Library Board of Trustees Meeting
Abbreviated Meeting, October 16, 2023 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

Secretary's Report

- Review of minutes from September 18, 2023

Treasurer's Report

Director's Report

Announcements

Public Comment

Executive Session

Adjourn

Castleton Public Library Board of Trustees Meeting

Monday, September 18, 2023 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:06 pm.

Roll Call

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

Absent: Colin Strainge, Trustee

Excused: Alyssa Mitchum, Treasurer; Meghan Johnston, Trustee

Adoption of Agenda

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

Public Comment

None.

New Business

Library Construction Grant - rear entrance project: Trustee Cartwright motioned to approve the application for the library construction grant. Seconded by Trustee Knaack. Unanimously approved.

Public Comment Policy for Library Board Meetings: Trustee Cartwright motioned to approve the new Public Comment Policy. Seconded by Trustee Bielawa. Unanimously approved.

Freedom of Information Law (FOIL) Policy: Trustees reviewed a draft FOIL policy that will be presented for approval next month.. Discussion included ensuring the timeframes align with NYS law and that the policy must allow the library to charge fees for items such as extensive printing and copying.

Old Business

Village of Castleton - direct funding and in-kind services: Director Tacke summarized discussion at the last Village Board meeting, including concerns about the cost of utilities for Sunday building use and the estimated value of in-kind services provided (building space & shared services such as payroll and electricity).

Library word-of-mouth advertising: Director Tacke encouraged trustees to share that the library is accepting gently used Halloween costumes and accessories through Thursday, October 12 to prepare for the Saturday October 14 10am-4pm Free Halloween Costume Giveaway.

Reports

President's Report

No report.

Secretary's Report

Trustee Cartwright motioned to approve the August 2023 meeting minutes. Seconded by Trustee Bielawa. Unanimously approved.

Treasurer's Report

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

Director's Report

Director Tacke presented statistics for August, with a comparison against previous years. Summer Reading Program registration was similar to 2022; attendance at in-person summer events increased and returned nearly to 2019 numbers. Additionally, Director Tacke shared the Upper Hudson Library System annual report.

Friends Report

The Friends of the Library completed their raffle in August and held a Music on the Lawn event during the September Village-wide garage sale. Their next event will be a takeout pasta dinner held on October 14.

Village of Castleton Liaison Report

No report.

Committee Reports

All committees report plans to meet in late summer or fall.

Finance: did not meet.

Administrative: did not meet.

Operations/Capital Projects: did not meet.

Policy: Met regarding policies and UHLS templates discussed earlier in this meeting.

Long Range Plan Committees: Committees have been updated as follows to reflect the new goals in the 2023-2026 Long Range Plan:

Marketing & Community Connections – P. Cartwright, L. Knaack

Library Services & Outreach – A. Mitchum, S. Mitchum

Library Space – K. Bielawa, C. Strainge, M. Johnston

Announcements

Director Tacke reminded trustees of dates for upcoming training, including the final session following an abbreviated board meeting on October 16.

Public Comment

None.

Executive Session

None.

Adjournment

The meeting was adjourned at 7:56 pm.

4:45 PM
10/02/23

The Castleton Public Library
Check Detail
September 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	09/01/2023	Google LLC	200.2 · Citizens Checking Account		-18.00
Bill	4796127999	09/01/2023		7410.4C · Equipment/Technology	-18.00	18.00
TOTAL					-18.00	18.00
Bill Pmt -Check	DEBIT	09/06/2023	USPS	200.2 · Citizens Checking Account		-4.43
Bill		09/06/2023		7410.4G · Postage	-4.43	4.43
TOTAL					-4.43	4.43
Bill Pmt -Check	DEBIT	09/06/2023	Price Chopper	200.2 · Citizens Checking Account		-18.58
Bill		09/06/2023		7410.4D · Programs	-18.58	18.58
TOTAL					-18.58	18.58
Bill Pmt -Check	DEBIT	09/11/2023	Amazon LLC	200.2 · Citizens Checking Account		-53.71
Bill	1142537770...	09/11/2023		74104B1 · DVDs & Other Materials	-53.71	53.71
TOTAL					-53.71	53.71
Bill Pmt -Check	DEBIT	09/11/2023	USPS	200.2 · Citizens Checking Account		-12.58
Bill		09/11/2023		7410.4G · Postage	-12.58	12.58
TOTAL					-12.58	12.58
Bill Pmt -Check	DEBIT	09/12/2023	Edward Mangion...	200.2 · Citizens Checking Account		-3.95
Bill		09/12/2023		7410.4C · Equipment/Technology	-3.95	3.95
TOTAL					-3.95	3.95
Bill Pmt -Check	DEBIT	09/13/2023	Amazon LLC	200.2 · Citizens Checking Account		-17.96
Bill	1143871876...	09/13/2023		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96
Bill Pmt -Check	DEBIT	09/14/2023	USPS	200.2 · Citizens Checking Account		-4.43
Bill		09/14/2023		7410.4G · Postage	-4.43	4.43
TOTAL					-4.43	4.43
Bill Pmt -Check	DEBIT	09/18/2023	Amazon LLC	200.2 · Citizens Checking Account		-14.99
Bill	1143871876...	09/18/2023		74104B1 · DVDs & Other Materials	-14.99	14.99
TOTAL					-14.99	14.99
Bill Pmt -Check	DEBIT	09/18/2023	Amazon LLC	200.2 · Citizens Checking Account		-19.96
Bill	1144222892...	09/18/2023		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96

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10/02/23

The Castleton Public Library
Check Detail
September 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	09/19/2023	Price Chopper	200.2 · Citizens Checking Account		-12.00
Bill		09/19/2023		7410.4D · Programs	-12.00	12.00
TOTAL					-12.00	12.00
Bill Pmt -Check	DEBIT	09/20/2023	USPS	200.2 · Citizens Checking Account		-4.43
Bill		09/20/2023		7410.4G · Postage	-4.43	4.43
TOTAL					-4.43	4.43
Bill Pmt -Check	DEBIT	09/22/2023	Amazon LLC	200.2 · Citizens Checking Account		-43.52
Bill	1141538235...	09/21/2023		7410.4D · Programs	-43.52	43.52
TOTAL					-43.52	43.52
Bill Pmt -Check	DEBIT	09/25/2023	USPS	200.2 · Citizens Checking Account		-3.92
Bill		09/25/2023		7410.4G · Postage	-3.92	3.92
TOTAL					-3.92	3.92
Bill Pmt -Check	DEBIT	09/25/2023	Consumer Reports	200.2 · Citizens Checking Account		-30.00
Bill		09/22/2023		74104B5 · Magazines and Newspapers	-30.00	30.00
TOTAL					-30.00	30.00
Bill Pmt -Check	DEBIT	09/25/2023	Amazon LLC	200.2 · Citizens Checking Account		-39.92
Bill	1143871876...	09/25/2023		74104B1 · DVDs & Other Materials	-39.92	39.92
TOTAL					-39.92	39.92
Bill Pmt -Check	DEBIT	09/27/2023	USPS	200.2 · Citizens Checking Account		-3.72
Bill		09/27/2023		7410.4G · Postage	-3.72	3.72
TOTAL					-3.72	3.72
Bill Pmt -Check	3179	09/05/2023	T-Mobile	200.2 · Citizens Checking Account		-47.60
Bill		09/05/2023		7410.4C · Equipment/Technology	-11.90	11.90
				7410.4B · Library Materials	-35.70	35.70
TOTAL					-47.60	47.60
Bill Pmt -Check	3180	09/05/2023	Brodart	200.2 · Citizens Checking Account		-363.28
Bill	MULTIPLE	09/05/2023		74104B3 · Print Materials	-363.28	363.28
TOTAL					-363.28	363.28

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The Castleton Public Library
Check Detail
September 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	3181	09/05/2023	Village of Castlet...	200.2 · Citizens Checking Account		-5,592.84
Bill	84508	09/05/2023		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	-1,870.20	1,870.20
				9030.8 · Social Security/Medicare	-394.38	394.38
TOTAL					-5,592.84	5,592.84
Bill Pmt -Check	3182	09/05/2023	Village of Castlet...	200.2 · Citizens Checking Account		-776.30
Bill	84509	09/05/2023		9060.8 · Health Insurance	-776.30	776.30
TOTAL					-776.30	776.30
Bill Pmt -Check	3183	09/05/2023	Village of Castlet...	200.2 · Citizens Checking Account		-776.30
Bill	84510	09/05/2023		9060.8 · Health Insurance	-776.30	776.30
TOTAL					-776.30	776.30
Bill Pmt -Check	3184	09/06/2023	Village of Castlet...	200.2 · Citizens Checking Account		-193.42
Bill	84511	09/05/2023		9040.8 · Workers Comp	-193.42	193.42
TOTAL					-193.42	193.42
Bill Pmt -Check	3185	09/06/2023	Village of Castlet...	200.2 · Citizens Checking Account		-101.85
Bill	84512	09/05/2023		9055.8 · Disability	-101.85	101.85
TOTAL					-101.85	101.85
Bill Pmt -Check	3186	09/15/2023	Charter Commun...	200.2 · Citizens Checking Account		-95.63
Bill	1443984010...	09/07/2023		7410.4H · Telephone/Data Links	-95.63	95.63
TOTAL					-95.63	95.63
Bill Pmt -Check	3187	09/18/2023	Brodart	200.2 · Citizens Checking Account		-324.95
Bill	MULTIPLE	09/18/2023		74104B3 · Print Materials	-324.95	324.95
TOTAL					-324.95	324.95
Bill Pmt -Check	3188	09/18/2023	Village of Castlet...	200.2 · Citizens Checking Account		-5,320.37
Bill	84514	09/13/2023		7410.1A · Gross wages - Director	-2,423.07	2,423.07
				7410.1B · Gross wages - Librarian	-702.10	702.10
				7410.1C · Gross wages - Assistant	-1,820.18	1,820.18
				9030.8 · Social Security/Medicare	-375.02	375.02
TOTAL					-5,320.37	5,320.37
Bill Pmt -Check	3189	09/18/2023	Repeat Business...	200.2 · Citizens Checking Account		-135.01
Bill	933857	09/14/2023		7410.4C · Equipment/Technology	-135.01	135.01
TOTAL					-135.01	135.01

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The Castleton Public Library

Check Detail

September 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	3190	09/26/2023	Village of Castlet...	200.2 - Citizens Checking Account		-5,755.25
Bill	84515	09/25/2023		7410.1A - Gross wages - Director	-2,423.07	2,423.07
				7410.1B - Gross wages - Librarian	-945.81	945.81
				7410.1C - Gross wages - Assistant	-1,980.45	1,980.45
				9030.8 - Social Security/Medicare	-405.92	405.92
TOTAL					-5,755.25	5,755.25
Bill Pmt -Check	3191	09/27/2023	UHLS	200.2 - Citizens Checking Account		-61.80
Bill	23-406	09/27/2023		74104D1 - Summer Reading Program	-61.80	61.80
TOTAL					-61.80	61.80

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10/02/23

The Castleton Public Library
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 09/30/2023

	<u>Sep 30, 23</u>	
Beginning Balance		216,244.43
Cleared Transactions		
Checks and Payments - 1 item	-15,000.00	
Deposits and Credits - 2 items	<u>1,407.54</u>	
Total Cleared Transactions	<u>-13,592.46</u>	
Cleared Balance		<u><u>202,651.97</u></u>
Register Balance as of 09/30/2023		202,651.97
Ending Balance		202,651.97

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The Castleton Public Library

Reconciliation Detail

200.1 - Citizens Money Market, Period Ending 09/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						216,244.43
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	09/18/2023			X	-15,000.00	-15,000.00
Total Checks and Payments					-15,000.00	-15,000.00
Deposits and Credits - 2 items						
Deposit	09/19/2023			X	1,364.34	1,364.34
Deposit	09/30/2023			X	43.20	1,407.54
Total Deposits and Credits					1,407.54	1,407.54
Total Cleared Transactions					-13,592.46	-13,592.46
Cleared Balance					-13,592.46	202,651.97
Register Balance as of 09/30/2023					-13,592.46	202,651.97
Ending Balance					-13,592.46	202,651.97

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The Castleton Public Library
Reconciliation Summary

200.2 - Citizens Checking Account, Period Ending 09/30/2023

	Sep 30, 23
Beginning Balance	15,948.09
Cleared Transactions	
Checks and Payments - 31 items	-19,640.95
Deposits and Credits - 1 item	15,000.00
Total Cleared Transactions	-4,640.95
Cleared Balance	11,307.14
Uncleared Transactions	
Checks and Payments - 2 items	-386.75
Total Uncleared Transactions	-386.75
Register Balance as of 09/30/2023	10,920.39
Ending Balance	10,920.39

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The Castleton Public Library

Reconciliation Detail

200.2 - Citizens Checking Account, Period Ending 09/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						15,948.09
Cleared Transactions						
Checks and Payments - 31 items						
Bill Pmt -Check	08/28/2023	3176	New York Library As...	X	-150.00	-150.00
Bill Pmt -Check	08/28/2023	3178	Country Living	X	-15.00	-165.00
Bill Pmt -Check	08/28/2023	3177	Better Homes & Gar...	X	-12.00	-177.00
Bill Pmt -Check	09/01/2023	DEBIT	Google LLC	X	-18.00	-195.00
Bill Pmt -Check	09/05/2023	3181	Village of Castleton-...	X	-5,592.84	-5,787.84
Bill Pmt -Check	09/05/2023	3182	Village of Castleton-...	X	-776.30	-6,564.14
Bill Pmt -Check	09/05/2023	3183	Village of Castleton-...	X	-776.30	-7,340.44
Bill Pmt -Check	09/05/2023	3180	Brodart	X	-363.28	-7,703.72
Bill Pmt -Check	09/05/2023	3179	T-Mobile	X	-47.60	-7,751.32
Bill Pmt -Check	09/06/2023	3184	Village of Castleton-...	X	-193.42	-7,944.74
Bill Pmt -Check	09/06/2023	3185	Village of Castleton-...	X	-101.85	-8,046.59
Bill Pmt -Check	09/06/2023	DEBIT	Price Chopper	X	-18.58	-8,065.17
Bill Pmt -Check	09/06/2023	DEBIT	USPS	X	-4.43	-8,069.60
Bill Pmt -Check	09/11/2023	DEBIT	Amazon LLC	X	-53.71	-8,123.31
Bill Pmt -Check	09/11/2023	DEBIT	USPS	X	-12.58	-8,135.89
Bill Pmt -Check	09/12/2023	DEBIT	Edward Mangione L...	X	-3.95	-8,139.84
Bill Pmt -Check	09/13/2023	DEBIT	Amazon LLC	X	-17.96	-8,157.80
Bill Pmt -Check	09/14/2023	DEBIT	USPS	X	-4.43	-8,162.23
Bill Pmt -Check	09/15/2023	3186	Charter Communicat...	X	-95.63	-8,257.86
Bill Pmt -Check	09/18/2023	3188	Village of Castleton-...	X	-5,320.37	-13,578.23
Bill Pmt -Check	09/18/2023	3189	Repeat Business Sy...	X	-135.01	-13,713.24
Bill Pmt -Check	09/18/2023	DEBIT	Amazon LLC	X	-19.96	-13,733.20
Bill Pmt -Check	09/18/2023	DEBIT	Amazon LLC	X	-14.99	-13,748.19
Bill Pmt -Check	09/19/2023	DEBIT	Price Chopper	X	-12.00	-13,760.19
Bill Pmt -Check	09/20/2023	DEBIT	USPS	X	-4.43	-13,764.62
Bill Pmt -Check	09/22/2023	DEBIT	Amazon LLC	X	-43.52	-13,808.14
Bill Pmt -Check	09/25/2023	DEBIT	Amazon LLC	X	-39.92	-13,848.06
Bill Pmt -Check	09/25/2023	DEBIT	Consumer Reports	X	-30.00	-13,878.06
Bill Pmt -Check	09/25/2023	DEBIT	USPS	X	-3.92	-13,881.98
Bill Pmt -Check	09/26/2023	3190	Village of Castleton-...	X	-5,755.25	-19,637.23
Bill Pmt -Check	09/27/2023	DEBIT	USPS	X	-3.72	-19,640.95
Total Checks and Payments					-19,640.95	-19,640.95
Deposits and Credits - 1 item						
Transfer	09/18/2023			X	15,000.00	15,000.00
Total Deposits and Credits					15,000.00	15,000.00
Total Cleared Transactions					-4,640.95	-4,640.95
Cleared Balance					-4,640.95	11,307.14

4:44 PM

10/02/23

The Castleton Public Library

Reconciliation Detail

200.2 - Citizens Checking Account, Period Ending 09/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	09/18/2023	3187	Brodart		-324.95	-324.95
Bill Pmt -Check	09/27/2023	3191	UHLS		-61.80	-386.75
Total Checks and Payments					-386.75	-386.75
Total Uncleared Transactions					-386.75	-386.75
Register Balance as of 09/30/2023					-5,027.70	10,920.39
Ending Balance					-5,027.70	10,920.39

The Castleton Public Library

Profit & Loss

September 2023

	Sep 23
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	4.00
2082.12 · Lost Books	29.99
2082.13 · Copies, Prints and Faxes	5.20
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	39.19
Total 2082 · Library Charges	39.19
2401 · Interest & Earnings	43.20
2705 · Gifts & Donations	32.15
2760 · Library System Grants	
2760.1 · LLSA and ERATE (UHLS)	1,293.00
Total 2760 · Library System Grants	1,293.00
Total Income	1,407.54
Gross Profit	1,407.54
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	7,269.21
7410.1B · Gross wages - Librarian	2,553.10
7410.1C · Gross wages - Assistant	5,670.83
Total 7410.11 · Employee Gross Wages	15,493.14
Total 7410.1 · Personal Services	15,493.14
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
7410.4B5 · Magazines and Newspapers	30.00
7410.4B3 · Print Materials	688.23
7410.4B1 · DVDs & Other Materials	146.54
7410.4B · Library Materials - Other	35.70
Total 7410.4B · Library Materials	900.47
7410.4C · Equipment/Technology	168.86
7410.4D · Programs	
7410.4D1 · Summer Reading Program	61.80
7410.4D · Programs - Other	74.10
Total 7410.4D · Programs	135.90
7410.41 · Operations and Administrative	
7410.4G · Postage	33.51
7410.4H · Telephone/Data Links	95.63
Total 7410.41 · Operations and Administrative	129.14
Total 7410.4 · Contractual Expenses	1,334.37

4:45 PM

10/02/23

Accrual Basis

The Castleton Public Library

Profit & Loss

September 2023

Sep 23

9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	1,175.32
9040.8 · Workers Comp	193.42
9055.8 · Disability	101.85
9060.8 · Health Insurance	1,552.60
Total 9000 · Employee - Benefits	3,023.19
Total Expense	19,850.70
Net Ordinary Income	-18,443.16
Net Income	-18,443.16

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

	Jan - Sep 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	19.74	0.00	19.74	100.0%
2082.12 · Lost Books	63.95	0.00	63.95	100.0%
2082.13 · Copies, Prints and Faxes	48.10	0.00	48.10	100.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	131.79	0.00	131.79	100.0%
Total 2082 · Library Charges	131.79	0.00	131.79	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	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	179,325.00	193,325.00	-14,000.00	92.8%
2401 · Interest & Earnings	426.62	30.00	396.62	1,422.1%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	10,130.31	6,000.00	4,130.31	168.8%
Total 2705 · Gifts & Donations	11,130.31	7,000.00	4,130.31	159.0%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	0.00	0.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	1,436.00	1,435.00	1.00	100.1%
2760.9 · Grants - Other	26,000.00	1,000.00	25,000.00	2,600.0%
Total 2760 · Library System Grants	27,436.00	2,435.00	25,001.00	1,126.7%
599 · Appropriated Fund Balance	0.00	10,645.00	-10,645.00	0.0%
Total Income	218,449.72	213,435.00	5,014.72	102.3%
Gross Profit	218,449.72	213,435.00	5,014.72	102.3%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	48,318.02	63,000.00	-14,681.98	76.7%
7410.1B · Gross wages - Librarian	17,430.89	24,140.00	-6,709.11	72.2%
7410.1C · Gross wages - Assistant	35,593.81	54,300.00	-18,706.19	65.6%
Total 7410.11 · Employee Gross Wages	101,342.72	141,440.00	-40,097.28	71.7%
Total 7410.1 · Personal Services	101,342.72	141,440.00	-40,097.28	71.7%
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	1,280.00	1,680.00	-400.00	76.2%
74104B5 · Magazines and Newspapers	171.95	400.00	-228.05	43.0%
74104B4 · Audiobooks	0.00	0.00	0.00	0.0%
74104B3 · Print Materials	8,443.68	9,400.00	-956.32	89.8%
74104B2 · Electronic Content	4,724.59	6,270.00	-1,545.41	75.4%
74104B1 · DVDs & Other Materials	1,340.07	1,900.00	-559.93	70.5%
7410.4B · Library Materials - Other	811.75	1,220.00	-408.25	66.5%
Total 7410.4B · Library Materials	16,772.04	20,870.00	-4,097.96	80.4%
7410.4C · Equipment/Technology	1,360.19	1,450.00	-89.81	93.8%
7410.4D · Programs				
74104D1 · Summer Reading Program	4,347.35	4,250.00	97.35	102.3%

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

	Jan - Sep 23	Budget	\$ Over Budget	% of Budget
7410.4D · Programs - Other	1,083.60	3,000.00	-1,916.40	36.1%
Total 7410.4D · Programs	5,430.95	7,250.00	-1,819.05	74.9%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	345.00	800.00	-455.00	43.1%
7410.4E · Automated Services	2,994.00	4,110.00	-1,116.00	72.8%
7410.4G · Postage	249.40	300.00	-50.60	83.1%
7410.4H · Telephone/Data Links	860.93	1,250.00	-389.07	68.9%
7410.4I · Insurance	2,729.93	2,575.00	154.93	106.0%
7410.4F · Office and Library Supplies	392.12	1,300.00	-907.88	30.2%
7410.4J · Professional Services	315.00	480.00	-165.00	65.6%
Total 7410.41 · Operations and Administrati...	7,886.38	10,815.00	-2,928.62	72.9%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	1,178.58	1,260.00	-81.42	93.5%
7410.4K · Miscellaneous - Other	1,574.63	25.00	1,549.63	6,298.5%
Total 7410.4K · Miscellaneous	2,753.21	1,285.00	1,468.21	214.3%
Total 7410.4 · Contractual Expenses	34,202.77	41,670.00	-7,467.23	82.1%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	7,735.00	-7,735.00	0.0%
9030.8 · Social Security/Medicare	7,694.85	10,750.00	-3,055.15	71.6%
9040.8 · Workers Comp	398.07	900.00	-501.93	44.2%
9055.8 · Disability	101.85	500.00	-398.15	20.4%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	6,584.88	8,940.00	-2,355.12	73.7%
Total 9060.8 · Health Insurance	6,584.88	10,440.00	-3,855.12	63.1%
Total 9000 · Employee - Benefits	14,779.65	30,325.00	-15,545.35	48.7%
Total Expense	150,325.14	213,435.00	-63,109.86	70.4%
Net Ordinary Income	68,124.58	0.00	68,124.58	100.0%
Net Income	68,124.58	0.00	68,124.58	100.0%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through September 2023

	Jan - Sep 23	Forecast	\$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 - Library Charges				
2082.1 - Library Fines & Fees				
2082.11 - Fines	19.74	44.25	-24.51	44.6%
2082.12 - Lost Books	63.95	161.85	-97.90	39.5%
2082.13 - Copies, Prints and Faxes	48.10	8.00	40.10	601.3%
2082.14 - Register Overage/Shortage	0.00	0.00	0.00	0.0%
Total 2082.1 - Library Fines & Fees	131.79	214.10	-82.31	61.6%
Total 2082 - Library Charges	131.79	214.10	-82.31	61.6%
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	3,325.00	3,325.00	0.00	100.0%
Total 2360 - Intergovernmental Revenues	179,325.00	162,585.00	16,740.00	110.3%
2401 - Interest & Earnings	426.62	27.37	399.25	1,558.7%
2705 - Gifts & Donations				
2705.1 - Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 - Gifts & Donations - Other	10,130.31	7,909.86	2,220.45	128.1%
Total 2705 - Gifts & Donations	11,130.31	8,909.86	2,220.45	124.9%
2760 - Library System Grants				
2760.3 - Grants - Library Renovation	0.00	2,149.00	-2,149.00	0.0%
2760.1 - LLSA and ERATE (UHLS)	1,436.00	1,429.20	6.80	100.5%
2760.9 - Grants - Other	26,000.00	1,250.00	24,750.00	2,080.0%
Total 2760 - Library System Grants	27,436.00	4,828.20	22,607.80	568.2%
Total Income	218,449.72	176,564.53	41,885.19	123.7%
Gross Profit	218,449.72	176,564.53	41,885.19	123.7%
Expense				
7410.1 - Personal Services				
7410.11 - Employee Gross Wages				
7410.1A - Gross wages - Director	48,318.02	45,422.53	2,895.49	106.4%
7410.1B - Gross wages - Librarian	17,430.89	17,172.00	258.89	101.5%
7410.1C - Gross wages - Assistant	35,593.81	30,421.14	5,172.67	117.0%
Total 7410.11 - Employee Gross Wages	101,342.72	93,015.67	8,327.05	109.0%
Total 7410.1 - Personal Services	101,342.72	93,015.67	8,327.05	109.0%
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	1,280.00	1,310.00	-30.00	97.7%
7410.4B5 - Magazines and Newspapers	171.95	69.00	102.95	249.2%
7410.4B3 - Print Materials	8,443.68	7,045.72	1,397.96	119.8%
7410.4B2 - Electronic Content	4,724.59	4,462.17	262.42	105.9%
7410.4B1 - DVDs & Other Materials	1,340.07	1,396.19	-56.12	96.0%
7410.4B - Library Materials - Other	811.75	927.38	-115.63	87.5%
Total 7410.4B - Library Materials	16,772.04	15,210.46	1,561.58	110.3%
7410.4C - Equipment/Technology	1,360.19	2,182.70	-822.51	62.3%
7410.4D - Programs				
7410.4D1 - Summer Reading Program	4,347.35	4,690.90	-343.55	92.7%
7410.4D - Programs - Other	1,083.60	1,432.80	-349.20	75.6%
Total 7410.4D - Programs	5,430.95	6,123.70	-692.75	88.7%
7410.41 - Operations and Administrative				
7410.4A - Staff Development/Edu	345.00	520.00	-175.00	66.3%
7410.4E - Automated Services	2,994.00	2,934.27	59.73	102.0%
7410.4G - Postage	249.40	226.67	22.73	110.0%
7410.4H - Telephone/Data Links	860.93	858.33	2.60	100.3%
7410.4I - Insurance	2,729.93	2,450.94	278.99	111.4%
7410.4F - Office and Library Supplies	392.12	720.34	-328.22	54.4%
7410.4J - Professional Services	315.00	210.00	105.00	150.0%
Total 7410.41 - Operations and Administrative	7,886.38	7,920.55	-34.17	99.6%
7410.4K - Miscellaneous				
7410.4L - Strategic Planning - Survey	1,178.58			
7410.4K - Miscellaneous - Other	1,574.63	172.52	1,402.11	912.7%
Total 7410.4K - Miscellaneous	2,753.21	172.52	2,580.69	1,595.9%
Total 7410.4 - Contractual Expenses	34,202.77	31,609.93	2,592.84	108.2%

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10/02/23

Accrual Basis

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through September 2023

	Jan - Sep 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	7,694.85	7,063.17	631.68	108.9%
9040.8 - Workers Comp	398.07	409.30	-11.23	97.3%
9055.8 - Disability	101.85	277.35	-175.50	36.7%
9060.8 - Health Insurance	6,584.88	6,663.76	-78.88	98.8%
Total 9000 - Employee - Benefits	14,779.65	14,413.58	366.07	102.5%
Total Expense	150,325.14	144,318.91	6,006.23	104.2%
Net Ordinary Income	68,124.58	32,245.62	35,878.96	211.3%
Net Income	68,124.58	32,245.62	35,878.96	211.3%

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10/02/23

Accrual Basis

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

	Sep 30, 23
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	202,651.97
200.2 · Citizens Checking Account	10,920.39
200.9 · Petty Cash	50.00
Total Checking/Savings	213,622.36
Other Current Assets	
395 · Deposits with Other Government	5,000.00
Total Other Current Assets	5,000.00
Total Current Assets	218,622.36
TOTAL ASSETS	218,622.36
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
600 · Accounts Payable	-0.02
Total Accounts Payable	-0.02
Total Current Liabilities	-0.02
Total Liabilities	-0.02
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	145,424.80
Net Income	68,124.58
Total Equity	218,622.38
TOTAL LIABILITIES & EQUITY	218,622.36

Director's Report – September

September 2023 – Usage Statistics in Comparison

	Sep. 2023	Sep. 2022	% Change, 2023 vs. 2022	Sep. 2021	% Change, 2023 vs. 2021
Circulation					
Circulation of materials at CPL	2,003	1,865	+7.4%	1,419	+41.2%
Items loaned to other libraries	415	363	+14.3%	343	+21%
Items borrowed from other libraries	789	847	-6.8%	571	+38.2%
eContent circulation	592	534	+10.9%	531	+11.5%
Programming					
Number of programs offered	31	21	+47.6%	24	+29.2%
Program attendance – in-person	209	120	+74.2%	72	+190.3%
Program attendance – live virtual	0	0	N/A	0	N/A
Program attendance – kits and prerecorded virtual*	94	62	+51.6%	112	-16.1%
Total program attendance	303	182	+66.5%	184	+64.7%
Public Computer Use					
Public Computer Sessions	19	12	+58.3%	10	+90%
WiFi Use - daily unique users	789 (4.8 GB)	726 (9.6 GB)	+8.7%	448 (3 GB)	+76.1%
WiFi Hotspot Use	21.56 GB	34.79 GB	-37.9%	15.05 GB	+43.5%
Marketing Reach					
Website visits	797	806	-1.1%	762	+4.6%
Website unique visitors	416	415	+0.2%	384	+8.3%
Email newsletter list size	1,662	1,583	+5%	1,471	+13%
Facebook page likes	1,207	1,054	+31.2%	894	+54.7%
Facebook total reach	6,548	12,712	-48.5%	4,510	+45.2%
* = The number of kits distributed through 9/30 is used for the attendance number.					

Programs – September

9/1/2023	Bridge Club	3
9/1/2023	Flower Wreaths	7
9/1/2023	Deer Craft & Story at SISP	6
9/2/2023	Rainbow Scratch Art	4
9/5/2023	Sand Art	8
9/5/2023	Pajama Storytime	2
9/5/2023	T&M Crafts: Back to School Crafts	94
9/6/2023	Kids Cook: Fruit & Cheese Kabobs	0
9/7/2023	Learn & Play Storytime	4
9/8/2023	Bridge Club	5
9/8/2023	Fall Crafts @Castle Hill	3
9/12/2023	Castle Hill Bookmobile	6
9/13/2023	Open Mic Night	6
9/14/2023	Learn & Play Storytime	11
9/15/2023	Bridge Club	5
9/16/2023	Drug Takeback Day	11

9/18/2023	Apple Crafts	16
9/18/2023	Computer Help	1
9/19/2023	Pajama Storytime	4
9/20/2023	Afternoon Book Club	3
9/21/2023	Library Field Trip - CES – 1st grade	23
9/21/2023	Special Storytime: Deer	7
9/21/2023	Teen Time: Washi Crafts	0
9/22/2023	Library Field Trip - CES – 1st grade	23
9/22/2023	Bridge Club	5
9/23/2023	Sponge Painting	3
9/26/2023	Pajama Storytime	2
9/27/2023	Design Your Journal	8
9/28/2023	Library Field Trip - CES – 1st grade	19
9/28/2023	Learn & Play Storytime	11
9/29/2023	Bridge Club	3
	Month total	303

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

- September 21 – Class field trip to CPL (1st grade)
- September 22 – Class field trip to CPL (1st grade)
- September 28 – Class field trip to CPL (1st grade)

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

- September 6 – Meeting with Village of Castleton library liaison Rebekah Timerman and CPL Board President Shane Mitchum
- September 8 – Directors Association meeting at UHLS
- September 8 – Policy Committee meeting (online meeting)
- September 11 – Village Board meeting
- September 12 – Bookmobile at Castle Hill senior housing
- September 12 – Meeting with CPL Board President Shane Mitchum
- September 13 – Represented CPL at the UHLS Library Expedition Party at the Pruyn House complex in Latham (600+ people in attendance)
- September 14 – New York Library Association (NYLA) Library Administration and Management (LAMS) Board meeting (online meeting)
- September 19 – “Media Training for Library Challenge Situations” – CE at UHLS
- September 21 – Friends of CPL meeting
- September 21 – Class field trip to CPL (1st grade)
- September 21 – Policy Committee meeting (online meeting)
- September 22 – Class field trip to CPL (1st grade)
- September 22 – Meeting with Friends of CPL President Theresa Scandurra
- September 26 – CPL Board of Trustees Racial Equity training w/McLean Group (part 1 of 2)
- September 28 – Class field trip to CPL (1st grade)
- September 28 – Presentation at Schodack Town Board meeting re: 2024 funding request and library services
- September 28 – Village Board meeting



Classes and Events at Castleton Public Library November 2023

Weekly Events



Pajama Storytime

Tuesdays at 6:00 p.m. November 7, 14, 21, 28.

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 2, 9, 16, 23, 30.

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. November 3, 10, 17, 24, Dec 1.

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

Other Events



Take & Make Craft Kit: Thanksgiving Crafts

Pick up anytime from Monday, October 30 through Saturday, November 25

Make fun Thanksgiving crafts to give as gifts or to decorate your home.



Duct Tape Crafts

Thursday, November 2, 2:00 – 6:00 p.m.

Make wallets, bow ties, flowers, and more! All ages welcome.



Marble Run Fun

Saturday, November 4, 10:00 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!



After Dinner Book Club – *Remote Control* by Nnedi Okorafor

Monday, November 6, 7:00 p.m.

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



Open Mic Night

Wednesday, November 8, 6:00 – 8:00 p.m.

Musicians & poets – come share your talents! If your instrument requires an amplifier, please bring one with you. All ages welcome to perform and to watch.



Kids Cook: Mini Pumpkin Pie

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

Join us for this month's Kids Cook class and make a tasty, no-bake Mini Pumpkin Pie!



Cards for Veterans

Friday, November 10, 10:00 a.m. – 6:00 p.m.

In celebration of Veterans Day, kids and adults are invited to come create cards and letters that we'll send to veterans. We'll have art supplies available to make your card super-special!



Cool Science: Skittles Science

Tuesday, November 14, 3:00 – 5:00 p.m.

Explore the science of diffusion and make cool color patterns using Skittles candies!

Afternoon Book Club – *Early Morning Riser* by Katherine Heiny

Wednesday, November 15, 1:00 p.m.

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

Special Storytime: Hibernation

Thursday, November 16, 10:30 a.m.

An environmental educator from Schodack Island State Park will join us for this special storytime about how some animals hibernate in the winter.

Make Your Own Puzzle

Friday, November 17, 10:00 a.m. – 6:00 p.m.

Looking for something fun to do on your day off from school? Stop in to color your own design on a blank puzzle you can take home and put together!

Yarn Pom Poms

Saturday, November 18, 11:00 a.m. – 3:00 p.m.

Learn to make your own cute pom poms using yarn!

Thanksgiving Crafts

Tuesday, November 21, 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 27, 4:00-8:00 p.m.

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

Teen Time: Make Your Own Touchscreen Gloves

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

Create your own touchscreen gloves that you can wear while using your phone or tablet! No sewing skills required. For teens in 6th-12th grades.

Holidays on the Hudson

Sunday, December 3, 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 – *The Hidden Life of Trees: What They Feel, How They Communicate* by Peter Wohlleben

Monday, December 4, 7:00 p.m.

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

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