

Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, October 21, 2024 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- Trustee terms

Old Business

- Library word-of-mouth advertising

President's Report

Secretary's Report

- Review of minutes from September 16, 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 Board of Trustees Meeting

Monday, September 16, 2024 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:01 pm.

Roll Call

Present (physical): Shane Mitchum, President; Alyssa Mitchum, Treasurer; Laurie Knaack, Secretary; Colin Strange, Trustee; Ron Montesi, Trustee; Melissa Tacke, Library Director

Present (virtual): Patrick Cartwright, Vice President

Excused: Meghan Johnston, Trustee

Adoption of Agenda

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

Public Comment

Mayor Slik attended and noted that the village has worked with the Castleton-on-Hudson Main Street Association on recent Main Street cleanup, and are continuing work to explore options for river access.

New Business

None.

Old Business

Library word-of-mouth advertising: Director Tacke highlighted October events at the library for trustees to promote, including the October Coloring Challenge that will be used to decorate the library.

Reports

President's Report

President Mitchum reported no updates regarding discussions with the Schodack Town Supervisor.

Secretary's Report

Trustee Strange motioned to approve the August 2024 meeting minutes. Seconded by Trustee Montesi. Unanimously approved.

Treasurer's Report

Trustee Montesi motioned to approve the August 2024 Check Detail Reports. Seconded by Trustee Strange. Unanimously approved.

Director's Report

Director Tacke presented statistics for August, with a comparison against previous years and a summer-to-summer comparison of attendance and programs. Circulation of physical materials slightly decreased while eContent increased; in-person program attendance increased. There were 286 total summer reading registrations in 2024, rebounding to close to 2019 levels.

Friends Report

The Friends of the Library will be holding a Saturday, September 28 pasta dinner fundraiser, as pickup only at the Village of Castleton firehouse. This is the last major fundraiser of the year as they are no longer continuing the Barnes and Noble fundraiser.

Village of Castleton Liaison Report

None.

Committee Reports

Finance: Did not meet

Administrative: Did not meet. Will meet in fall to discuss the UHLS Equity Challenge.

Operations/Capital Projects: Did not meet.

Policy: Did not meet.

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

President Mitchum motioned at 7:14pm that the board move into Executive Session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. The Director is asked to remain present during Executive Session. Seconded by Trustee Strainge. Unanimously approved.

The executive session concluded at 7:30 pm. President Mitchum motioned to approve the personnel action discussed in executive session and documented in an employee's evaluation. Seconded by Trustee Strainge. Unanimously approved.

Adjournment

The meeting was adjourned at 7:35 pm.

The Castleton Public Library
Check Detail
September 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	09/03/2024	Amazon LLC	200.2 · Citizens Checking Account		-19.69
Bill	1112418305...	09/03/2024		7410.4D · Programs	-19.69	19.69
TOTAL					-19.69	19.69
Bill Pmt -Check	DEBIT	09/03/2024	Google LLC	200.2 · Citizens Checking Account		-36.00
Bill	5056307187	09/03/2024		7410.4C · Equipment/Technology	-36.00	36.00
TOTAL					-36.00	36.00
Bill Pmt -Check	DEBIT	09/04/2024	Amazon LLC	200.2 · Citizens Checking Account		-18.97
Bill	1113120917...	09/04/2024		7410.4D · Programs	-18.97	18.97
TOTAL					-18.97	18.97
Bill Pmt -Check	DEBIT	09/06/2024	Amazon LLC	200.2 · Citizens Checking Account		-25.00
Bill	1133297284...	09/06/2024		74104D1 · Summer Reading Program	-25.00	25.00
TOTAL					-25.00	25.00
Bill Pmt -Check	DEBIT	09/09/2024	Amazon LLC	200.2 · Citizens Checking Account		-19.95
Bill	1119341963...	09/09/2024		74104B3 · Print Materials	-19.95	19.95
TOTAL					-19.95	19.95
Bill Pmt -Check	DEBIT	09/09/2024	Amazon LLC	200.2 · Citizens Checking Account		-19.96
Bill	1117729093...	09/09/2024		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	DEBIT	09/10/2024	USPS	200.2 · Citizens Checking Account		-4.63
Bill		09/10/2024		7410.4G · Postage	-4.63	4.63
TOTAL					-4.63	4.63
Bill Pmt -Check	DEBIT	09/10/2024	Amazon LLC	200.2 · Citizens Checking Account		-74.96
Bill	1117531033...	09/10/2024		7410.4D · Programs	-74.96	74.96
TOTAL					-74.96	74.96
Bill Pmt -Check	DEBIT	09/11/2024	Amazon LLC	200.2 · Citizens Checking Account		-18.99
Bill	1116900202...	09/11/2024		7410.4D · Programs	-18.99	18.99
TOTAL					-18.99	18.99
Bill Pmt -Check	DEBIT	09/13/2024	Price Chopper	200.2 · Citizens Checking Account		-19.03
Bill		09/13/2024		7410.4D · Programs	-19.03	19.03
TOTAL					-19.03	19.03

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The Castleton Public Library
Check Detail
September 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	09/22/2024	Price Chopper	200.2 · Citizens Checking Account		-5.39
Bill		09/22/2024		7410.4D · Programs	-5.39	5.39
TOTAL					-5.39	5.39
Bill Pmt -Check	DEBIT	09/23/2024	Amazon LLC	200.2 · Citizens Checking Account		-16.19
Bill	1117398025...	09/23/2024		74104B1 · DVDs & Other Materials	-16.19	16.19
TOTAL					-16.19	16.19
Bill Pmt -Check	DEBIT	09/23/2024	Amazon LLC	200.2 · Citizens Checking Account		-19.96
Bill	1116205027...	09/23/2024		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	DEBIT	09/23/2024	Amazon LLC	200.2 · Citizens Checking Account		-19.96
Bill	1114791099...	09/23/2024		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	DEBIT	09/23/2024	Amazon LLC	200.2 · Citizens Checking Account		-12.99
Bill	1111554015...	09/23/2024		7410.4D · Programs	-12.99	12.99
TOTAL					-12.99	12.99
Bill Pmt -Check	DEBIT	09/25/2024	Honest Weight F...	200.2 · Citizens Checking Account		-22.44
Bill		09/25/2024		7410.4D · Programs	-22.44	22.44
TOTAL					-22.44	22.44
Bill Pmt -Check	DEBIT	09/25/2024	Amazon LLC	200.2 · Citizens Checking Account		-41.35
Bill	1117876013...	09/25/2024		7410.4D · Programs	-41.35	41.35
TOTAL					-41.35	41.35
Bill Pmt -Check	DEBIT	09/26/2024	Price Chopper	200.2 · Citizens Checking Account		-18.06
Bill		09/26/2024		7410.4D · Programs	-18.06	18.06
TOTAL					-18.06	18.06
Bill Pmt -Check	DEBIT	09/27/2024	USPS	200.2 · Citizens Checking Account		-4.40
Bill		09/27/2024		7410.4G · Postage	-4.40	4.40
TOTAL					-4.40	4.40
Bill Pmt -Check	DEBIT	09/28/2024	Price Chopper	200.2 · Citizens Checking Account		-4.10
Bill		09/28/2024		7410.4D · Programs	-4.10	4.10
TOTAL					-4.10	4.10

The Castleton Public Library
Check Detail
September 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	3317	09/04/2024	Brodart	200.2 · Citizens Checking Account		-480.76
Bill	MULTIPLE	09/04/2024		74104B3 · Print Materials	-480.76	480.76
TOTAL					-480.76	480.76
Bill Pmt -Check	3318	09/04/2024	Nureet Carmel	200.2 · Citizens Checking Account		-9.27
Bill		09/04/2024		7410.4D · Programs	-9.27	9.27
TOTAL					-9.27	9.27
Bill Pmt -Check	3319	09/04/2024	Village of Castlet...	200.2 · Citizens Checking Account		-7,508.92
Bill	84571	09/04/2024		7410.1A · Gross wages - Director 7410.1B · Gross wages - Librarian 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-2,519.23 -1,961.54 -2,502.69 -525.46	2,519.23 1,961.54 2,502.69 525.46
TOTAL					-7,508.92	7,508.92
Bill Pmt -Check	3320	09/04/2024	OverDrive	200.2 · Citizens Checking Account		-389.97
Bill	MULTIPLE	09/04/2024		74104B2 · Electronic Content	-389.97	389.97
TOTAL					-389.97	389.97
Bill Pmt -Check	3321	09/16/2024	Village of Castlet...	200.2 · Citizens Checking Account		-7,691.35
Bill	84574	09/11/2024		7410.1A · Gross wages - Director 7410.1B · Gross wages - Librarian 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-2,519.23 -1,961.54 -2,672.16 -538.42	2,519.23 1,961.54 2,672.16 538.42
TOTAL					-7,691.35	7,691.35
Bill Pmt -Check	3322	09/16/2024	Charter Commun...	200.2 · Citizens Checking Account		-90.70
Bill	1443984010...	09/07/2024		7410.4H · Telephone/Data Links	-90.70	90.70
TOTAL					-90.70	90.70
Bill Pmt -Check	3323	09/16/2024	Repeat Business...	200.2 · Citizens Checking Account		-308.45
Bill	1026583	09/13/2024		7410.4C · Equipment/Technology	-308.45	308.45
TOTAL					-308.45	308.45
Bill Pmt -Check	3324	09/16/2024	Brodart	200.2 · Citizens Checking Account		-283.02
Bill	MULTIPLE	09/16/2024		74104B3 · Print Materials	-283.02	283.02
TOTAL					-283.02	283.02
Bill Pmt -Check	3325	09/30/2024	OverDrive	200.2 · Citizens Checking Account		-502.97
Bill	MULTIPLE	09/30/2024		74104B2 · Electronic Content	-502.97	502.97
TOTAL					-502.97	502.97

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The Castleton Public Library
Check Detail
September 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	3326	09/30/2024	Village of Castlet...	200.2 · Citizens Checking Account		-7,354.78
Bill	84575	09/23/2024		7410.1A · Gross wages - Director	-2,519.23	2,519.23
				7410.1B · Gross wages - Librarian	-1,961.54	1,961.54
				7410.1C · Gross wages - Assistant	-2,359.50	2,359.50
				9030.8 · Social Security/Medicare	-514.51	514.51
TOTAL					-7,354.78	7,354.78
Bill Pmt -Check	3327	09/30/2024	Village of Castlet...	200.2 · Citizens Checking Account		-1,658.16
Bill	84576	09/24/2024		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	3328	09/30/2024	Village of Castlet...	200.2 · Citizens Checking Account		-1,658.16
Bill	84577	09/24/2024		9060.8 · Health Insurance	-829.08	829.08
				9060.8 · Health Insurance	-829.08	829.08
TOTAL					-1,658.16	1,658.16

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The Castleton Public Library
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 09/30/2024

	<u>Sep 30, 24</u>
Beginning Balance	270,533.06
Cleared Transactions	
Checks and Payments - 1 item	-20,000.00
Deposits and Credits - 2 items	285.54
	<u> </u>
Total Cleared Transactions	-19,714.46
	<u> </u>
Cleared Balance	250,818.60
	<u> </u>
Register Balance as of 09/30/2024	250,818.60
Ending Balance	250,818.60

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The Castleton Public Library
Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 09/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						270,533.06
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	09/10/2024			X	-20,000.00	-20,000.00
Total Checks and Payments					-20,000.00	-20,000.00
Deposits and Credits - 2 items						
Deposit	09/13/2024			X	264.50	264.50
Deposit	09/30/2024			X	21.04	285.54
Total Deposits and Credits					285.54	285.54
Total Cleared Transactions					-19,714.46	-19,714.46
Cleared Balance					-19,714.46	250,818.60
Register Balance as of 09/30/2024					-19,714.46	250,818.60
Ending Balance					-19,714.46	250,818.60

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The Castleton Public Library
Reconciliation Summary

200.2 · Citizens Checking Account, Period Ending 09/30/2024

	<u>Sep 30, 24</u>
Beginning Balance	18,666.67
Cleared Transactions	
Checks and Payments - 31 items	-17,377.92
Deposits and Credits - 1 item	20,000.00
	<u>2,622.08</u>
Total Cleared Transactions	<u>2,622.08</u>
Cleared Balance	<u><u>21,288.75</u></u>
Uncleared Transactions	
Checks and Payments - 4 items	-11,174.07
	<u>-11,174.07</u>
Total Uncleared Transactions	<u>-11,174.07</u>
Register Balance as of 09/30/2024	<u><u>10,114.68</u></u>
Ending Balance	10,114.68

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The Castleton Public Library
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 09/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						18,666.67
Cleared Transactions						
Checks and Payments - 31 items						
Bill Pmt -Check	07/24/2024	3302	Nureet Carmel	X	-10.38	-10.38
Bill Pmt -Check	08/13/2024	3311	Barbara Hacker	X	-150.00	-160.38
Bill Pmt -Check	08/21/2024	3316	Nureet Carmel	X	-33.08	-193.46
Bill Pmt -Check	09/03/2024	DEBIT	Google LLC	X	-36.00	-229.46
Bill Pmt -Check	09/03/2024	DEBIT	Amazon LLC	X	-19.69	-249.15
Bill Pmt -Check	09/04/2024	3319	Village of Castleton-...	X	-7,508.92	-7,758.07
Bill Pmt -Check	09/04/2024	3317	Brodart	X	-480.76	-8,238.83
Bill Pmt -Check	09/04/2024	3320	OverDrive	X	-389.97	-8,628.80
Bill Pmt -Check	09/04/2024	DEBIT	Amazon LLC	X	-18.97	-8,647.77
Bill Pmt -Check	09/04/2024	3318	Nureet Carmel	X	-9.27	-8,657.04
Bill Pmt -Check	09/06/2024	DEBIT	Amazon LLC	X	-25.00	-8,682.04
Bill Pmt -Check	09/09/2024	DEBIT	Amazon LLC	X	-19.96	-8,702.00
Bill Pmt -Check	09/09/2024	DEBIT	Amazon LLC	X	-19.95	-8,721.95
Bill Pmt -Check	09/10/2024	DEBIT	Amazon LLC	X	-74.96	-8,796.91
Bill Pmt -Check	09/10/2024	DEBIT	USPS	X	-4.63	-8,801.54
Bill Pmt -Check	09/11/2024	DEBIT	Amazon LLC	X	-18.99	-8,820.53
Bill Pmt -Check	09/13/2024	DEBIT	Price Chopper	X	-19.03	-8,839.56
Bill Pmt -Check	09/16/2024	3321	Village of Castleton-...	X	-7,691.35	-16,530.91
Bill Pmt -Check	09/16/2024	3323	Repeat Business Sy...	X	-308.45	-16,839.36
Bill Pmt -Check	09/16/2024	3324	Brodart	X	-283.02	-17,122.38
Bill Pmt -Check	09/16/2024	3322	Charter Communicat...	X	-90.70	-17,213.08
Bill Pmt -Check	09/22/2024	DEBIT	Price Chopper	X	-5.39	-17,218.47
Bill Pmt -Check	09/23/2024	DEBIT	Amazon LLC	X	-19.96	-17,238.43
Bill Pmt -Check	09/23/2024	DEBIT	Amazon LLC	X	-19.96	-17,258.39
Bill Pmt -Check	09/23/2024	DEBIT	Amazon LLC	X	-16.19	-17,274.58
Bill Pmt -Check	09/23/2024	DEBIT	Amazon LLC	X	-12.99	-17,287.57
Bill Pmt -Check	09/25/2024	DEBIT	Amazon LLC	X	-41.35	-17,328.92
Bill Pmt -Check	09/25/2024	DEBIT	Honest Weight Food...	X	-22.44	-17,351.36
Bill Pmt -Check	09/26/2024	DEBIT	Price Chopper	X	-18.06	-17,369.42
Bill Pmt -Check	09/27/2024	DEBIT	USPS	X	-4.40	-17,373.82
Bill Pmt -Check	09/28/2024	DEBIT	Price Chopper	X	-4.10	-17,377.92
Total Checks and Payments					-17,377.92	-17,377.92
Deposits and Credits - 1 item						
Transfer	09/10/2024			X	20,000.00	20,000.00
Total Deposits and Credits					20,000.00	20,000.00
Total Cleared Transactions					2,622.08	2,622.08
Cleared Balance					2,622.08	21,288.75

5:08 PM
10/01/24

The Castleton Public Library
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 09/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 4 items						
Bill Pmt -Check	09/30/2024	3326	Village of Castleton-...		-7,354.78	-7,354.78
Bill Pmt -Check	09/30/2024	3327	Village of Castleton-...		-1,658.16	-9,012.94
Bill Pmt -Check	09/30/2024	3328	Village of Castleton-...		-1,658.16	-10,671.10
Bill Pmt -Check	09/30/2024	3325	OverDrive		-502.97	-11,174.07
Total Checks and Payments					-11,174.07	-11,174.07
Total Uncleared Transactions					-11,174.07	-11,174.07
Register Balance as of 09/30/2024					-8,551.99	10,114.68
Ending Balance					-8,551.99	10,114.68

The Castleton Public Library
Profit & Loss
 September 2024

	<u>Sep 24</u>
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	3.00
2082.13 · Copies, Prints and Faxes	31.75
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	<u>34.75</u>
Total 2082 · Library Charges	34.75
2401 · Interest & Earnings	21.04
2705 · Gifts & Donations	229.75
Total Income	<u>285.54</u>
Gross Profit	285.54
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	7,557.69
7410.1B · Gross wages - Librarian	5,884.62
7410.1C · Gross wages - Assistant	7,534.35
Total 7410.11 · Employee Gross Wages	<u>20,976.66</u>
Total 7410.1 · Personal Services	20,976.66
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B3 · Print Materials	783.73
74104B2 · Electronic Content	892.94
74104B1 · DVDs & Other Materials	76.07
Total 7410.4B · Library Materials	<u>1,752.74</u>
7410.4C · Equipment/Technology	344.45
7410.4D · Programs	
74104D1 · Summer Reading Program	25.00
7410.4D · Programs - Other	265.24
Total 7410.4D · Programs	<u>290.24</u>
7410.41 · Operations and Administrative	
7410.4G · Postage	9.03
7410.4H · Telephone/Data Links	90.70
Total 7410.41 · Operations and Administrative	<u>99.73</u>
Total 7410.4 · Contractual Expenses	2,487.16
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	1,578.39
9060.8 · Health Insurance	3,316.32
Total 9000 · Employee - Benefits	<u>4,894.71</u>
Total Expense	<u>28,358.53</u>
Net Ordinary Income	<u>-28,072.99</u>
Net Income	<u><u>-28,072.99</u></u>

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

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	15.00	0.00	15.00	100.0%
2082.12 · Lost Books	243.35	0.00	243.35	100.0%
2082.13 · Copies, Prints and Faxes	169.80	0.00	169.80	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	428.15	0.00	428.15	100.0%
Total 2082 · Library Charges	428.15	0.00	428.15	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	0.00	10,000.00	-10,000.00	0.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	250,325.00	260,325.00	-10,000.00	96.2%
2401 · Interest & Earnings	253.66	500.00	-246.34	50.7%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	8,571.51	8,002.00	569.51	107.1%
Total 2705 · Gifts & Donations	9,571.51	9,002.00	569.51	106.3%
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	263,805.72	296,400.00	-32,594.28	89.0%
Gross Profit	263,805.72	296,400.00	-32,594.28	89.0%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	50,288.34	67,925.00	-17,636.66	74.0%
7410.1B · Gross wages - Librarian	33,407.48	53,800.00	-20,392.52	62.1%
7410.1C · Gross wages - Assistant	45,777.37	64,298.00	-18,520.63	71.2%
Total 7410.11 · Employee Gross Wages	129,473.19	186,023.00	-56,549.81	69.6%
Total 7410.1 · Personal Services	129,473.19	186,023.00	-56,549.81	69.6%
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	4,941.21	10,200.00	-5,258.79	48.4%
74104B2 · Electronic Content	4,321.73	6,690.00	-2,368.27	64.6%
74104B1 · DVDs & Other Materials	777.86	1,900.00	-1,122.14	40.9%
7410.4B · Library Materials - Other	476.17	1,220.00	-743.83	39.0%
Total 7410.4B · Library Materials	11,686.97	22,110.00	-10,423.03	52.9%

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

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
7410.4C · Equipment/Technology	2,713.46	1,650.00	1,063.46	164.5%
7410.4D · Programs				
74104D1 · Summer Reading Program	4,624.29	4,600.00	24.29	100.5%
7410.4D · Programs - Other	2,225.18	3,000.00	-774.82	74.2%
Total 7410.4D · Programs	6,849.47	7,600.00	-750.53	90.1%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	411.99	800.00	-388.01	51.5%
7410.4E · Automated Services	2,994.00	3,992.00	-998.00	75.0%
7410.4G · Postage	370.12	400.00	-29.88	92.5%
7410.4H · Telephone/Data Links	847.91	1,377.00	-529.09	61.6%
7410.4I · Insurance	2,789.35	2,955.00	-165.65	94.4%
7410.4F · Office and Library Supplies	1,176.68	1,000.00	176.68	117.7%
7410.4J · Professional Services	490.00	400.00	90.00	122.5%
Total 7410.41 · Operations and Administrati...	9,080.05	10,924.00	-1,843.95	83.1%
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	30,364.90	42,314.00	-11,949.10	71.8%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	8,500.00	-8,500.00	0.0%
9030.8 · Social Security/Medicare	9,816.81	14,140.00	-4,323.19	69.4%
9040.8 · Workers Comp	382.69	900.00	-517.31	42.5%
9055.8 · Disability	107.60	500.00	-392.40	21.5%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	3,000.00	-3,000.00	0.0%
9060.8 · Health Insurance - Other	9,632.28	19,563.00	-9,930.72	49.2%
Total 9060.8 · Health Insurance	9,632.28	22,563.00	-12,930.72	42.7%
Total 9000 · Employee - Benefits	19,939.38	46,603.00	-26,663.62	42.8%
Total Expense	179,777.47	296,400.00	-116,622.53	60.7%
Net Ordinary Income	84,028.25	0.00	84,028.25	100.0%
Net Income	84,028.25	0.00	84,028.25	100.0%

The Castleton Public Library
Balance Sheet
As of September 30, 2024

	<u>Sep 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	250,818.60
200.2 · Citizens Checking Account	10,114.68
200.9 · Petty Cash	50.00
Total Checking/Savings	<u>260,983.28</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>268,483.28</u>
TOTAL ASSETS	<u>268,483.28</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	179,382.05
Net Income	84,028.25
Total Equity	<u>268,483.30</u>
TOTAL LIABILITIES & EQUITY	<u>268,483.28</u>

Director's Report – October 2024

September 2024 – Usage Statistics in Comparison

	September 2024	September 2023	% Change, 2024 vs. 2023
Circulation			
Circulation of materials at CPL	1,944	2,003	-2.9%
Items loaned to other libraries	322	415	-22.4%
Items borrowed from other libraries	710	789	-10%
eContent circulation	692	592	+16.9%
Programming			
Number of programs offered	32	31	+3.2%
Program attendance – in-person	231	209	+10.5%
Program attendance – kits*	122	94	+29.8%
Total program attendance	353	303	+16.5%
Public Computer Use			
Public Computer Sessions	20	19	+5.3%
WiFi Use – daily unique users	712 (13.31 GB)	789 (4.8 GB)	-9.8%
WiFi Hotspot Use	0	21.56 GB	-100%
Marketing Reach			
Website visits	708	797	-11.2%
Website unique visitors	389	416	-6.5%
Email newsletter list size	1,732	1,662	+4.2%
Facebook page followers	1,519	1,207	+25.8%
Facebook total reach	7,708	6,548	+17.7%
* = The number of kits distributed through 9/30 is used for the attendance number.			

Programs – September

9/1/2024	Take & Make Craft: Hedgehog	122
9/3/2024	Pajama Storytime	4
9/4/2024	Crafternoon	13
9/4/2024	Spice of the Month Club: Mint	2
9/5/2024	Learn & Play Storytime	17
9/6/2024	Bridge Club	5
9/7/2024	Legomania	8
9/8/2024	Legomania	12
9/9/2024	Computer Help	1
9/10/2024	Castle Hill Bookmobile	8
9/10/2024	Pajama Storytime	9
9/11/2024	Open Mic Night	12
9/12/2024	Special Storytime: Outdoor Games	19
9/13/2024	Bridge Club	5
9/13/2024	Cool Science: Catapults	0
9/14/2024	Apple Fest: Storytime & Tasting	11
9/16/2024	Knock Hockey and Foosball	5

9/17/2024	Voter Registration Day	1
9/17/2024	Pajama Storytime	4
9/18/2024	Afternoon Book Club	4
9/19/2024	Learn & Play Storytime	7
9/19/2024	Talk Like a Pirate Day	5
9/20/2024	Bridge Club	6
9/22/2024	Make a Bird Feeder	6
9/24/2024	Pajama Storytime	5
9/25/2024	Comic Book Day	8
9/25/2024	Scrabble	3
9/26/2024	Learn & Play Storytime	5
9/27/2024	Bridge Club	3
9/27/2024	Chocolate Milk Day	17
9/27/2024	Computer Help	1
9/30/2024	Library Field Trip - CES - (1)	23
9/30/2025	Autumn Art - Celebrate the Colors!	2
	Month total	353

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

- September 6 – UHLS Director's Association meeting (virtual meeting)

- September 9 – Village Board meeting
- September 10 – Bookmobile at Castle Hill Senior Housing
- September 12 – New York Library Association (NYLA) Library Administration & Management Section (LAMS) board meeting (virtual meeting)
- September 13 – Meeting with Village Mayor Michael Slik and Deputy Mayor Pat Pillsworth re: Holidays on the Hudson event and community-building opportunities
- September 26 – Presentation at Schodack Town Board meeting re: 2025 funding request and library services
- September 28 – Volunteered at Friends of CPL Pasta Dinner fundraiser
- September 30 – Class field trip (1st grade) to library



Classes and Events at Castleton Public Library

November 2024

Weekly Events



Pajama Storytime

Tuesdays at 6:00 p.m. November 5, 12, 19, 26.

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 7, 14, 21.

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 1, 8, 15, 22.

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

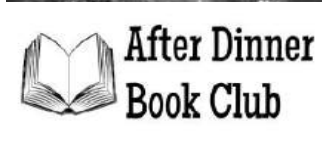
Other Events



Take & Make Craft Kit: Kaleidoscopes

Pick up anytime from Sunday, November 3 through Saturday, November 30

Make your own easy homemade kaleidoscope using our kit and your imagination!



After Dinner Book Club

After Dinner Book Club: *Things Fall Apart* by Chinua Achebe

Monday, November 4, 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

Spice of the Month Club: Nutmeg

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

For adults. Spice up your life and join us to learn about a different spice or herb each month. We'll talk about the spice, try a food that contains it, and send you home with information, recipes, and the spice of the month to experiment with!



Edible Art

Friday, November 8, 10:00 a.m. - 5:00 p.m.

Looking for something to do on your day off from school? Stop by to create your own unique artistic sculptures and structures out of food, then eat them when you're all finished!



Build with Keva Planks

Saturday & Sunday, November 9-10, 11:00 a.m. – 4:00 p.m.

Drop in and make a tower or other exciting structure using Keva Planks!



Open Mic Night

Wednesday, November 13, 6:00 p.m.

Musicians and poets - come share your talents! All ages welcome to perform and to watch.

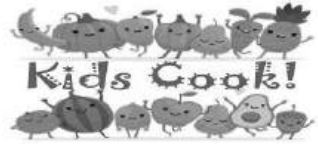


Stuffed Animal Sleepover

Drop Off: Friday, November 15, 3:00-5:00 p.m.

Pick Up: Saturday, November 16, 12:00-4:00 p.m.

Drop your furry friend off anytime between 3:00 and 5:00 p.m. on Friday, 11/15. Catch a special storytime at 4:00 p.m. before saying goodbye! Then, come back to pick up your furry friend and their goodie bag anytime between 12:00 and 4:00 p.m. on Saturday, 11/16!



Kids Cook: Mini Pumpkin Pie

Monday, November 18, 2:30-5:30 p.m.

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



Library Board Meeting

Monday, November 18, 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: *Poverty, by America* by Matthew Desmond

Wednesday, November 20, 1:00 p.m.

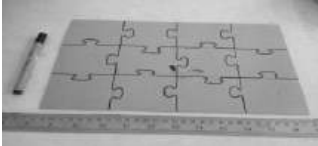
Join us the third Wednesday of each month for a book discussion! Books available at the front desk.



Scrabble

Wednesday, November 20, 6:00 p.m.

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



Make Your Own Puzzle

Saturday & Sunday, November 23-24, 11:00 a.m. - 4:00 p.m.

Create your own design on a blank puzzle you can take home and put together!



Wood Décor Thanksgiving Craft

Monday, November 25, 2:30-5:30 p.m.

Create a Thanksgiving friend using a tree trunk disc and leaves! Creativity and fall festivity are welcome.



Rainbow Scratch Art

Wednesday, November 27, 12:00-4:00 p.m.

Stop in to make cool rainbow scratch art using special paper!



Holidays on the Hudson

Sunday, December 1, 3:30 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

After Dinner Book Club: *Of Time and Turtles: Mending the World, Shell by Shattered Shell* 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.

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.