

Agenda
Castleton Public Library Board of Trustees Meeting
Castleton Village Hall, September 16, 2019 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

Old Business

- Library word-of-mouth advertising
- Trustees – Library program attendance

New Business

- Board self-evaluation
- Director evaluation

President's Report

Secretary's Report

- Review of minutes from July 15, 2019

Treasurer's Report

Director's Report

Friends Report

Committee Reports

- Finance Committee – J. Farrell, N. Hans, M. Marcucci
- Administrative Committee – J. Griffin, O. Karis-Nix
- Operations/Capital projects – O. Karis-Nix, M. Marcucci, S. Mitchum
- Policy Committee – M. Aitken, N. Hans
- Long Range Plan Committees:
 - Sustainable Funding (N. Hans, O. Karis-Nix)
 - Library Space (J. Griffin, M. Marcucci)
 - Community Outreach & Visibility (M. Aitken, J. Farrell, S. Mitchum)

Announcements

Public Comment

Executive Session

Adjourn



Classes and Events at Castleton Public Library September 2019

Weekly Programs



Monday Mile Community Walk

Mondays at 5:00 p.m. September 9, 16, 23, 30 (no walk on 9/2 due to Labor Day).

Location: Intersection of Main Street and Scott Avenue

Let's walk the Main Street Mile together every Monday (**weather permitting**)! We'll meet at the intersection of Main & Scott. All ages welcome (children age 10 and under must be accompanied by adult).



Pajama Storytime

Tuesdays at 6:00 p.m. September 3, 10, 17, 24; October 1.

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. September 5, 12, 19, 26; October 3.

Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement while building their early literacy and motor skills! Join us every Thursday for fun and learning.



Early Literacy Playtime

Fridays from 10:00-11:00 a.m. September 6, 13, 20, 27; October 4.

Playing is learning! With a variety of age-appropriate toys and blocks provided, this playtime is designed for children ages birth to 5 to strengthen their early literacy skills while playing with caregivers & friends.

Other Programs



Cookie Decorating

Tuesday, September 3, 3:00-6:00 p.m.

Celebrate the end of summer by decorating a sweet treat to enjoy!



Rainbow Scratch Art

Wednesday, September 4, 12:00-8:00 p.m.



Friends of CPL Pancake Breakfast Fundraiser

Saturday, September 7, 8:00-10:00 a.m.

Location: Applebee's Restaurant, 594 N. Troy Road, Rensselaer, NY 12144

Enjoy breakfast and help benefit the library! \$8:00 cost; 3 pancakes, 2 slices of bacon, and a beverage.



Giant Games on Main Street!

Saturday, September 7, 2:00-5:00 p.m.

Location: Intersection of Scott Avenue and Main Street, Castleton, NY 12033

We'll be at the intersection of Scott and Main – come play giant versions of some of our favorite games!



Read to Lacey the Therapy Dog

Monday, September 9, 4:00-5:00 p.m.



Beading Bonanza

Wednesday, September 11, 3:00-7:00 p.m.

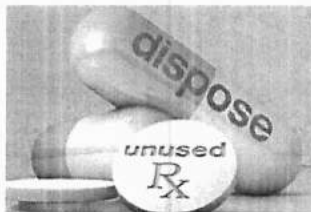
Stop by the library to make bracelets, necklaces, and other creative beaded crafts!



Bridge Club

Friday, September 13, 10:30 a.m.

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



Drug Takeback Day

Saturday, September 14, 10:00 a.m. – 2:00 p.m.

Drop off your unused or expired medication for safe and anonymous disposal. Proper disposal of unused prescription and over-the-counter medications is important to protect both people and the environment. Co-sponsored by Castleton Public Library and the Rensselaer County Sheriff's Department.



Afternoon Book Club

Afternoon Book Club: *Sabrina* by Nick Drnaso

Tuesday, September 17, 1:00 p.m.

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



Build with Keva Planks

Tuesday, September 17, 3:00-6:00 p.m.

Want to build something cool? Drop in and make a tower or other exciting structure out of Keva Planks!



Legal Clinic

Tuesday, September 17, 6:30-7:30 p.m.

Get a free, private, confidential consultation with an attorney. *Appointment required; call 518-435-1770.*



Family Movie Night: *The Secret Life of Pets 2* (PG)

Friday, September 20, 6:00 p.m.



Cool Science!

Cool Science: Polishing Pennies

Tuesday, September 24, 4:00-6:00 p.m.

Join us to learn about the science behind making a dirty penny shiny again!



Military History Discussion Group

Tuesday, September 24, 6:30-7:30 p.m.

Join us to discuss military history. At each meeting, one person will lead by presenting an overview of a book that discusses a topic or era of military history. All eras are open, from ancient times to the present. The topic of the first meeting will be WWI, presented by Michael Hiser.



Teen Time: Wii Night

Thursday, September 26, 4:00-6:00 p.m.

Come play Wii games and enjoy snacks! For teens in 6th-12th grades.



Bridge Club

Friday, September 27, 10:30 a.m.

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



Visit with Eddy Alzheimer's Services

Tuesday, October 1, 2:00-4:00 p.m.

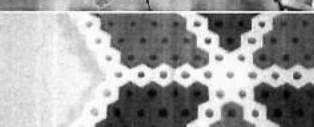
Are you a caregiver for someone with dementia? Drop in to talk with social workers from Eddy Alzheimer's Services. Learn about a program that provides free resources & support to caregivers.



Fun Fall Crafts

Wednesday, October 2, 3:00-7:00 p.m.

Celebrate the fall by making a special craft to decorate your home!



Perler Bead Crafts

Saturday, October 5, 10:00 a.m. – 4:00 p.m.

Come make something awesome out of perler beads!

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



Classes and Events at Castleton Public Library October 2019

Weekly Events



Monday Mile Community Walk

Mondays at 5:00 p.m. October 7, 21, 28 (no walk on 10/14 due to Columbus Day).

Location: Intersection of Main Street and Scott Avenue

Let's walk the Main Street Mile together every Monday (**weather permitting**)! We'll meet at the intersection of Main & Scott. All ages welcome (children age 10 and under must be accompanied by adult).



Pajama Storytime

Tuesdays at 6:00 p.m. October 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. October 3, 10, 17, 24, 31.

Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement while building their early literacy and motor skills! Join us every Thursday for fun and learning.



Early Literacy Playtime

Fridays from 10:00-11:00 a.m. October 4, 11, 18, 25; November 1.

Playing is learning! With a variety of age-appropriate toys and blocks provided, this playtime is designed for children ages birth to 5 to strengthen their early literacy skills while playing with caregivers & friends.

Other Events



Visit with Eddy Alzheimer's Services

Tuesday, October 1, 2:00-4:00 p.m.

Are you a caregiver for someone with dementia? Drop in to talk with social workers from Eddy Alzheimer's Services. Learn about a program that provides free resources & support to caregivers.



Fun Fall Crafts

Wednesday, October 2, 3:00-7:00 p.m.

Celebrate the fall by making a special craft to decorate your home!



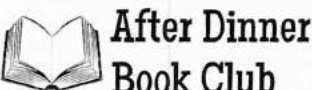
Perler Bead Crafts

Saturday, October 5, 10:00 a.m. – 4:00 p.m.



Read to Lacey the Therapy Dog

Monday, October 7, 4:00-5:00 p.m.



After Dinner Book Club

After Dinner Book Club – *The Bear and the Nightingale* by Katherine Arden

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

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



Marble Run Fun

Wednesday, October 9, 12:00-6:00 p.m.

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



Lighthouses of the Hudson River

Wednesday, October 9, 6:00 p.m.

David Chinery provides a look at the history and characteristics of lighthouses of the Hudson River, illustrated with period and contemporary photographs. Discussion includes the river's "lost" lighthouses, as well as those delighting visitors today.



Bridge Club

Friday, October 11, 10:30 a.m.

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



Paint a Mini Pumpkin

Friday, October 11, 4:00-8:00 p.m.

Come paint a mini pumpkin to decorate your home for Halloween! A 2nd Friday event.



Legomania!

Saturday, October 12, 10:00 a.m.-4:00 p.m.

We'll have our big Lego bins out all day for this huge build-a-thon! Recommended for ages 3 and up.



Afternoon Book Club

Afternoon Book Club – *World Without Mind: The Existential Threat of Big Tech*

Tuesday, October 15, 1:00 p.m.

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



Legal Clinic

Tuesday, October 15, 6:30-7:30 p.m.

Get a free, private, confidential consultation with an attorney. *Appointment required; call 518-435-1770.*

GAMES!

Create Your Own Games

Wednesday, October 16, 3:00-6:00 p.m.

Do you like to play games? What about creating your own?! Come to the library to make (and play) Balloon Ping Pong, Post It Sudoku, and more! Recommended for ages 8 and up.



Friends of CPL Fundraiser at Recovery Sports Grill

Wednesday, October 16, 5:00-9:00 p.m.

Location: Recovery Sports Grill, 279 Troy Rd, Rensselaer, NY 12144

Enjoy a meal out and support the library at the same time! Pick up a voucher at the library before you go.



Family Movie Night: *Aladdin* (PG)

Friday, October 18, 6:00 p.m.



HALLOWEEN COSTUMES!

Free Halloween Costume Giveaway

Saturday, October 19, 10:00 a.m.-4:00 p.m.

Browse a selection of donated Halloween costumes, wigs, masks, and accessories & pick out costumes to take home! **Donations of clean, gently used items accepted from 9/1/19 through 10/18/19.**



Creepy Crawly Bookmarks!

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

Reading anything scary? Stop by the library to decorate a spooky bookmark!



Teen Time: Design Your Own Bookends

Thursday, October 24, 4:00-6:00 p.m.

Come design and decorate your own bookends to take home! For teens in grades 6-12.



Bridge Club

Friday, October 25, 10:30 a.m.

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



Halloween Parade & Party

Saturday, October 26, 2:30-3:30 p.m.

Join the parade, which begins at the library at 2:30 led by a fire truck! Parade ends at the firehouse, where we'll enjoy treats and crafts. Co-sponsored by CPL, Castleton Fire Department, and 52 Hilton on Main.



Cool Science!

Cool Science: Music!

Tuesday, October 29, 4:00-6:00 p.m.

Join us at the library to learn about how sound works and make your own musical instruments.



Rainbow Scratch Art

Saturday, November 2, 10:00 a.m.-4:00 p.m.

Castleton Public Library

85 S. Main Street, Castleton, NY 12033

Phone: 518-732-0879

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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

Castleton Public Library Board of Trustees Meeting

Monday July 15, 2019 Minutes

Welcome/Pledge of Allegiance: The meeting was called to order by President Karis-Nix at 7:02 pm.

Roll Call: Present: Olivia Karis-Nix, President; Jacki Griffin, Vice President; Mary Claire Aitken, Secretary; Nathan Hans, Treasurer; Maria Marcucci, Trustee; Jillian Farrell, Trustee; and Melissa Tacke, Library Director. Absent: Shane Mitchum, Trustee.

Adoption of Agenda: Agenda adopted upon motion of Treasurer Hans and seconded by Vice President Griffin. Unanimously approved.

Public Comment: None

Old Business: Library programs were discussed.

New Business: None

President's Report: None

Secretary's Report: Trustee Marcucci motioned to approve the June 2019 meeting minutes. Seconded by Treasurer Hans. Unanimously approved.

Treasurer's Report: President Karis-Nix motioned to approve the June 2019 Check Detail Reports. Seconded by Vice President Griffin. Unanimously approved.

Director's Report: Director Tacke presented her monthly report for July 2019. The Summer Reading Program was reviewed. Class field trips and camp visits were noted.

Friends Report: None

Committee Reports: The Finance Committee had a preliminary budget meeting and presented the action items for the Director to request from the Town of Schodack. This budget will be finalized prior to the end of July 2019.

Announcements: None

Executive Session: An Executive Session was held to discuss staff compensation.

The meeting was adjourned upon motion by Treasurer Hans and seconded by Trustee Marcucci at 7:45pm.

The Castleton Public Library
Check Detail

July 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	DEBIT	07/01/2019	Amazon LLC	200.2 · Citizens Checking Account		-32.01
Bill	1149466844...	07/01/2019		74104D1 · Summer Reading Program	-32.01	32.01
TOTAL					-32.01	32.01
Bill Pmt -Check	DEBIT	07/01/2019	Aldi	200.2 · Citizens Checking Account		-31.83
Bill		07/01/2019		74104D1 · Summer Reading Program	-31.83	31.83
TOTAL					-31.83	31.83
Bill Pmt -Check	DEBIT	07/01/2019	Facebook	200.2 · Citizens Checking Account		-25.00
Bill	2369510583...	07/01/2019		74104D1 · Summer Reading Program	-25.00	25.00
TOTAL					-25.00	25.00
Bill Pmt -Check	DEBIT	07/02/2019	USPS	200.2 · Citizens Checking Account		-2.61
Bill		07/02/2019		7410.4G · Postage	-2.61	2.61
TOTAL					-2.61	2.61
Bill Pmt -Check	DEBIT	07/03/2019	Edward Mangione...	200.2 · Citizens Checking Account		-26.95
Bill		07/03/2019		7410.4C · Equipment/Technology	-26.95	26.95
TOTAL					-26.95	26.95
Bill Pmt -Check	DEBIT	07/05/2019	Amazon LLC	200.2 · Citizens Checking Account		-19.95
Bill	1145801190...	07/05/2019		74104B1 · DVDs & Other Materials	-19.95	19.95
TOTAL					-19.95	19.95
Bill Pmt -Check	DEBIT	07/09/2019	Amazon LLC	200.2 · Citizens Checking Account		-35.92
Bill	1145801190...	07/09/2019		74104B1 · DVDs & Other Materials	-35.92	35.92
TOTAL					-35.92	35.92
Bill Pmt -Check	DEBIT	07/16/2019	Amazon LLC	200.2 · Citizens Checking Account		-32.95
Bill	1145801190...	07/16/2019		74104B1 · DVDs & Other Materials	-32.95	32.95
TOTAL					-32.95	32.95
Bill Pmt -Check	DEBIT	07/20/2019	Amazon LLC	200.2 · Citizens Checking Account		-23.90
Bill	1143152569...	07/20/2019		74104D1 · Summer Reading Program	-23.90	23.90
TOTAL					-23.90	23.90
Bill Pmt -Check	DEBIT	07/22/2019	Amazon LLC	200.2 · Citizens Checking Account		-5.40
Bill	1141027703...	07/22/2019		74104B5 · Magazines and Newspapers	-5.40	5.40
TOTAL					-5.40	5.40

The Castleton Public Library
Check Detail

July 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	DEBIT	07/22/2019	Amazon LLC	200.2 · Citizens Checking Account		-18.36
Bill	1139119303...	07/22/2019		74104B5 · Magazines and Newspapers	-18.36	18.36
TOTAL					-18.36	18.36
Bill Pmt -Check	DEBIT	07/22/2019	Amazon LLC	200.2 · Citizens Checking Account		-19.42
Bill	1132192100...	07/22/2019		74104B5 · Magazines and Newspapers	-19.42	19.42
TOTAL					-19.42	19.42
Bill Pmt -Check	DEBIT	07/23/2019	Amazon LLC	200.2 · Citizens Checking Account		-17.96
Bill	1145801190...	07/23/2019		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96
Bill Pmt -Check	DEBIT	07/23/2019	Target	200.2 · Citizens Checking Account		-10.78
Bill		07/23/2019		74104D1 · Summer Reading Program	-10.78	10.78
TOTAL					-10.78	10.78
Bill Pmt -Check	DEBIT	07/23/2019	Wal-Mart	200.2 · Citizens Checking Account		-110.18
Bill		07/23/2019		74104D1 · Summer Reading Program	-110.18	110.18
TOTAL					-110.18	110.18
Bill Pmt -Check	DEBIT	07/23/2019	Dollar Tree	200.2 · Citizens Checking Account		-6.00
Bill		07/23/2019		74104D1 · Summer Reading Program	-6.00	6.00
TOTAL					-6.00	6.00
Bill Pmt -Check	DEBIT	07/23/2019	Home Depot	200.2 · Citizens Checking Account		-12.90
Bill		07/23/2019		74104D1 · Summer Reading Program	-12.90	12.90
TOTAL					-12.90	12.90
Bill Pmt -Check	DEBIT	07/24/2019	USPS	200.2 · Citizens Checking Account		-2.20
Bill		07/24/2019		7410.4G · Postage	-2.20	2.20
TOTAL					-2.20	2.20
Bill Pmt -Check	DEBIT	07/30/2019	Amazon LLC	200.2 · Citizens Checking Account		-35.95
Bill	1145801190...	07/30/2019		74104B1 · DVDs & Other Materials	-35.95	35.95
TOTAL					-35.95	35.95
Bill Pmt -Check	DEBIT	07/30/2019	Aldi	200.2 · Citizens Checking Account		-11.64
Bill		07/30/2019		74104D1 · Summer Reading Program	-11.64	11.64
TOTAL					-11.64	11.64

The Castleton Public Library
Check Detail

July 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	DEBIT	07/30/2019	Dollar Tree	200.2 · Citizens Checking Account		-14.00
Bill		07/30/2019		7410.4F · Office and Library Supplies 74104D1 · Summer Reading Program	-2.00 -12.00	2.00 12.00
TOTAL					-14.00	14.00
Bill Pmt -Check	DEBIT	07/30/2019	Jiff-E-Mart II	200.2 · Citizens Checking Account		-13.45
Bill		07/30/2019		74104D1 · Summer Reading Program	-13.45	13.45
TOTAL					-13.45	13.45
Bill Pmt -Check	DEBIT	07/31/2019	Facebook	200.2 · Citizens Checking Account		-12.00
Bill	2353114858...	07/31/2019		74104D1 · Summer Reading Program	-12.00	12.00
TOTAL					-12.00	12.00
Bill Pmt -Check	2508	07/01/2019	Creative Library C...	200.2 · Citizens Checking Account		-2,950.00
Bill	104774	07/01/2019		7410.2A · Renovation of Library Space	-2,950.00	2,950.00
TOTAL					-2,950.00	2,950.00
Bill Pmt -Check	2509	07/01/2019	UHLS	200.2 · Citizens Checking Account		-1,040.75
Bill	19-292, 19-263	07/01/2019		7410.4E · Automated Services 7410.4A · Staff Development/Edu	-913.25 -127.50	913.25 127.50
TOTAL					-1,040.75	1,040.75
Bill Pmt -Check	2510	07/01/2019	Brodart	200.2 · Citizens Checking Account		-251.25
Bill	MULTIPLE	07/01/2019		74104B3 · Print Materials	-251.25	251.25
TOTAL					-251.25	251.25
Bill Pmt -Check	2511	07/01/2019	Great American	200.2 · Citizens Checking Account		-700.00
Bill		07/01/2019		7410.4I · Insurance	-700.00	700.00
TOTAL					-700.00	700.00
Bill Pmt -Check	2512	07/01/2019	U.S. Bank	200.2 · Citizens Checking Account		-133.25
Bill	388861421	07/01/2019		7410.4C · Equipment/Technology	-133.25	133.25
TOTAL					-133.25	133.25
Bill Pmt -Check	2513	07/01/2019	Recorded Books, ...	200.2 · Citizens Checking Account		-79.99
Bill	76305191,76...	07/01/2019		74104B4 · Audiobooks	-79.99	79.99
TOTAL					-79.99	79.99
Bill Pmt -Check	2514	07/01/2019	Village of Castleto...	200.2 · Citizens Checking Account		-4,410.34
Bill	84165	07/01/2019		7410.1A · Gross wages - Director 7410.1B · Gross wages - Librarian 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-1,864.41 -935.31 -1,301.07 -309.55	1,864.41 935.31 1,301.07 309.55
TOTAL					-4,410.34	4,410.34

The Castleton Public Library
Check Detail

July 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	2515	07/01/2019	Village of Castleto...	200.2 · Citizens Checking Account		-103.50
Bill	84166	07/01/2019		9055.8 · Disability	-103.50	103.50
TOTAL					-103.50	103.50
Bill Pmt -Check	2516	07/08/2019	Magicman Enterta...	200.2 · Citizens Checking Account		-225.00
Bill		07/08/2019		74104D1 · Summer Reading Program	-225.00	225.00
TOTAL					-225.00	225.00
Bill Pmt -Check	2517	07/10/2019	Dyken Pond Envir...	200.2 · Citizens Checking Account		-85.00
Bill		07/10/2019		74104D1 · Summer Reading Program	-85.00	85.00
TOTAL					-85.00	85.00
Bill Pmt -Check	2518	07/10/2019	OverDrive	200.2 · Citizens Checking Account		-188.98
Bill	01080CO191...	07/03/2019		74104B2 · Electronic Content	-188.98	188.98
TOTAL					-188.98	188.98
Bill Pmt -Check	2519	07/17/2019	Reptile Adventure	200.2 · Citizens Checking Account		-190.00
Bill	INV0135	07/17/2019		74104D1 · Summer Reading Program	-190.00	190.00
TOTAL					-190.00	190.00
Bill Pmt -Check	2520	07/18/2019	Time Warner Cable	200.2 · Citizens Checking Account		-94.19
Bill	8688574010...	07/11/2019		7410.4H · Telephone/Data Links	-94.19	94.19
TOTAL					-94.19	94.19
Bill Pmt -Check	2521	07/30/2019	Brodart	200.2 · Citizens Checking Account		-506.44
Bill	MULTIPLE	07/30/2019		74104B3 · Print Materials	-506.44	506.44
TOTAL					-506.44	506.44
Bill Pmt -Check	2522	07/30/2019	Village of Castleto...	200.2 · Citizens Checking Account		-1,158.50
Bill	84173, 84172	07/30/2019		9060.8 · Health Insurance 9060.8 · Health Insurance	-548.72 -609.78	548.72 609.78
TOTAL					-1,158.50	1,158.50
Bill Pmt -Check	2523	07/30/2019	Village of Castleto...	200.2 · Citizens Checking Account		-4,347.83
Bill	84174	07/30/2019		7410.1A · Gross wages - Director 7410.1B · Gross wages - Librarian 7410.1C · Gross wages - Assistant 9030.8 · Social Security/Medicare	-1,864.41 -812.13 -1,368.30 -302.99	1,864.41 812.13 1,368.30 302.99
TOTAL					-4,347.83	4,347.83
Bill Pmt -Check	2524	07/30/2019	New York Library ...	200.2 · Citizens Checking Account		-178.00
Bill	REG-0116235	07/30/2019		7410.4A · Staff Development/Edu	-178.00	178.00
TOTAL					-178.00	178.00

5:24 PM
08/02/19

The Castleton Public Library
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 07/31/2019

	<u>Jul 31, 19</u>
Beginning Balance	148,371.04
Cleared Transactions	
Checks and Payments - 1 item	-13,000.00
Deposits and Credits - 3 items	1,484.04
	<u> </u>
Total Cleared Transactions	-11,515.96
	<u> </u>
Cleared Balance	<u>136,855.08</u>
Register Balance as of 07/31/2019	136,855.08
Ending Balance	136,855.08

5:24 PM
08/02/19

The Castleton Public Library
Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 07/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						148,371.04
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	07/29/2019			X	-13,000.00	-13,000.00
Total Checks and Payments					-13,000.00	-13,000.00
Deposits and Credits - 3 items						
Deposit	07/12/2019			X	162.83	162.83
Deposit	07/23/2019			X	1,318.70	1,481.53
Deposit	07/31/2019			X	2.51	1,484.04
Total Deposits and Credits					1,484.04	1,484.04
Total Cleared Transactions					-11,515.96	-11,515.96
Cleared Balance					-11,515.96	136,855.08
Register Balance as of 07/31/2019					-11,515.96	136,855.08
Ending Balance					-11,515.96	136,855.08

5:30 PM
08/02/19

The Castleton Public Library
Reconciliation Summary

200.2 · Citizens Checking Account, Period Ending 07/31/2019

	Jul 31, 19
Beginning Balance	23,128.86
Cleared Transactions	
Checks and Payments - 35 items	-10,888.61
Deposits and Credits - 1 item	13,000.00
Total Cleared Transactions	2,111.39
Cleared Balance	25,240.25
Uncleared Transactions	
Checks and Payments - 5 items	-6,275.77
Total Uncleared Transactions	-6,275.77
Register Balance as of 07/31/2019	18,964.48
Ending Balance	18,964.48

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The Castleton Public Library Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 07/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						23,128.86
Cleared Transactions						
Checks and Payments - 35 items						
Bill Pmt -Check	07/01/2019	2514	Village of Castleton...	X	-4,410.34	-4,410.34
Bill Pmt -Check	07/01/2019	2508	Creative Library Co...	X	-2,950.00	-7,360.34
Bill Pmt -Check	07/01/2019	2509	UHLS	X	-1,040.75	-8,401.09
Bill Pmt -Check	07/01/2019	2511	Great American	X	-700.00	-9,101.09
Bill Pmt -Check	07/01/2019	2510	Brodart	X	-251.25	-9,352.34
Bill Pmt -Check	07/01/2019	2512	U.S. Bank	X	-133.25	-9,485.59
Bill Pmt -Check	07/01/2019	2515	Village of Castleton...	X	-103.50	-9,589.09
Bill Pmt -Check	07/01/2019	2513	Recorded Books, L...	X	-79.99	-9,669.08
Bill Pmt -Check	07/01/2019	DEBIT	Amazon LLC	X	-32.01	-9,701.09
Bill Pmt -Check	07/01/2019	DEBIT	Aldi	X	-31.83	-9,732.92
Bill Pmt -Check	07/01/2019	DEBIT	Facebook	X	-25.00	-9,757.92
Bill Pmt -Check	07/02/2019	DEBIT	USPS	X	-2.61	-9,760.53
Bill Pmt -Check	07/03/2019	DEBIT	Edward Mangione ...	X	-26.95	-9,787.48
Bill Pmt -Check	07/05/2019	DEBIT	Amazon LLC	X	-19.95	-9,807.43
Bill Pmt -Check	07/08/2019	2516	Magicman Entertai...	X	-225.00	-10,032.43
Bill Pmt -Check	07/09/2019	DEBIT	Amazon LLC	X	-35.92	-10,068.35
Bill Pmt -Check	07/10/2019	2518	OverDrive	X	-188.98	-10,257.33
Bill Pmt -Check	07/16/2019	DEBIT	Amazon LLC	X	-32.95	-10,290.28
Bill Pmt -Check	07/17/2019	2519	Reptile Adventure	X	-190.00	-10,480.28
Bill Pmt -Check	07/18/2019	2520	Time Warner Cable	X	-94.19	-10,574.47
Bill Pmt -Check	07/20/2019	DEBIT	Amazon LLC	X	-23.90	-10,598.37
Bill Pmt -Check	07/22/2019	DEBIT	Amazon LLC	X	-19.42	-10,617.79
Bill Pmt -Check	07/22/2019	DEBIT	Amazon LLC	X	-18.36	-10,636.15
Bill Pmt -Check	07/22/2019	DEBIT	Amazon LLC	X	-5.40	-10,641.55
Bill Pmt -Check	07/23/2019	DEBIT	Wal-Mart	X	-110.18	-10,751.73
Bill Pmt -Check	07/23/2019	DEBIT	Amazon LLC	X	-17.96	-10,769.69
Bill Pmt -Check	07/23/2019	DEBIT	Home Depot	X	-12.90	-10,782.59
Bill Pmt -Check	07/23/2019	DEBIT	Target	X	-10.78	-10,793.37
Bill Pmt -Check	07/23/2019	DEBIT	Dollar Tree	X	-6.00	-10,799.37
Bill Pmt -Check	07/24/2019	DEBIT	USPS	X	-2.20	-10,801.57
Bill Pmt -Check	07/30/2019	DEBIT	Amazon LLC	X	-35.95	-10,837.52
Bill Pmt -Check	07/30/2019	DEBIT	Dollar Tree	X	-14.00	-10,851.52
Bill Pmt -Check	07/30/2019	DEBIT	Jiff-E-Mart II	X	-13.45	-10,864.97
Bill Pmt -Check	07/30/2019	DEBIT	Aldi	X	-11.64	-10,876.61
Bill Pmt -Check	07/31/2019	DEBIT	Facebook	X	-12.00	-10,888.61
Total Checks and Payments					-10,888.61	-10,888.61
Deposits and Credits - 1 item						
Transfer	07/29/2019			X	13,000.00	13,000.00
Total Deposits and Credits					13,000.00	13,000.00
Total Cleared Transactions					2,111.39	2,111.39
Cleared Balance					2,111.39	25,240.25

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08/02/19

The Castleton Public Library
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 07/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 5 items						
Bill Pmt -Check	07/10/2019	2517	Dyken Pond Enviro...		-85.00	-85.00
Bill Pmt -Check	07/30/2019	2523	Village of Castleton...		-4,347.83	-4,432.83
Bill Pmt -Check	07/30/2019	2522	Village of Castleton...		-1,158.50	-5,591.33
Bill Pmt -Check	07/30/2019	2521	Brodart		-506.44	-6,097.77
Bill Pmt -Check	07/30/2019	2524	New York Library A...		-178.00	-6,275.77
Total Checks and Payments					-6,275.77	-6,275.77
Total Uncleared Transactions					-6,275.77	-6,275.77
Register Balance as of 07/31/2019					-4,164.38	18,964.48
Ending Balance					-4,164.38	18,964.48

The Castleton Public Library

Profit & Loss

July 2019

	Jul 19
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	34.30
2082.12 · Lost Books	50.58
2082.13 · Copies, Prints and Faxes	48.60
2082.14 · Register Overage/Shortage	-0.10
Total 2082.1 · Library Fines & Fees	133.38
Total 2082 · Library Charges	133.38
2401 · Interest & Earnings	2.51
2705 · Gifts & Donations	71.15
2760 · Library System Grants	
2760.1 · LLSA and ERATE (UHLS)	1,277.00
Total 2760 · Library System Grants	1,277.00
Total Income	1,484.04
Gross Profit	1,484.04
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	3,728.82
7410.1B · Gross wages - Librarian	1,747.44
7410.1C · Gross wages - Assistant	2,669.37
Total 7410.11 · Employee Gross Wages	8,145.63
Total 7410.1 · Personal Services	8,145.63
7410.2 · Equipment & Capital Outlay	
7410.2A · Renovation of Library Space	2,950.00
Total 7410.2 · Equipment & Capital Outlay	2,950.00
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B5 · Magazines and Newspapers	43.18
74104B4 · Audiobooks	79.99
74104B3 · Print Materials	757.69
74104B2 · Electronic Content	188.98
74104B1 · DVDs & Other Materials	142.73
Total 7410.4B · Library Materials	1,212.57
7410.4C · Equipment/Technology	160.20
7410.4D · Programs	
74104D1 · Summer Reading Program	801.69
Total 7410.4D · Programs	801.69
7410.41 · Operations and Administrative	
7410.4A · Staff Development/Edu	305.50
7410.4E · Automated Services	913.25
7410.4G · Postage	4.81
7410.4H · Telephone/Data Links	94.19
7410.4I · Insurance	700.00
7410.4F · Office and Library Supplies	2.00
Total 7410.41 · Operations and Administrative	2,019.75
Total 7410.4 · Contractual Expenses	4,194.21

The Castleton Public Library

Profit & Loss

July 2019

	Jul 19
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	612.54
9055.8 · Disability	103.50
9060.8 · Health Insurance	1,158.50
Total 9000 · Employee - Benefits	1,874.54
Total Expense	17,164.38
Net Ordinary Income	-15,680.34
Net Income	-15,680.34

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through July 2019

	Jan - Jul 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	98.44	0.00	98.44	100.0%
2082.12 · Lost Books	183.88	0.00	183.88	100.0%
2082.13 · Copies, Prints and Faxes	428.95	700.00	-271.05	61.3%
2082.14 · Register Overage/Shortage	-0.65	0.00	-0.65	100.0%
Total 2082.1 · Library Fines & Fees	710.62	700.00	10.62	101.5%
Total 2082 · Library Charges	710.62	700.00	10.62	101.5%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	130,410.00	130,410.00	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	133,735.00	147,735.00	-14,000.00	90.5%
2401 · Interest & Earnings	18.70	35.00	-16.30	53.4%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	5,776.97	4,000.00	1,776.97	144.4%
Total 2705 · Gifts & Donations	6,776.97	5,000.00	1,776.97	135.5%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	21,480.00	-21,480.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	1,277.00	1,400.00	-123.00	91.2%
2760.9 · Grants - Other	4,200.00	3,500.00	700.00	120.0%
Total 2760 · Library System Grants	5,477.00	26,380.00	-20,903.00	20.8%
599 · Appropriated Fund Balance	0.00	5,000.00	-5,000.00	0.0%
Total Income	146,718.29	184,850.00	-38,131.71	79.4%
Gross Profit	146,718.29	184,850.00	-38,131.71	79.4%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	26,065.90	48,661.00	-22,595.10	53.6%
7410.1B · Gross wages - Librarian	10,111.12	18,985.00	-8,873.88	53.3%
7410.1C · Gross wages - Assistant	18,599.74	37,300.00	-18,700.26	49.9%
Total 7410.11 · Employee Gross Wages	54,776.76	104,946.00	-50,169.24	52.2%
Total 7410.1 · Personal Services	54,776.76	104,946.00	-50,169.24	52.2%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	37,466.15	42,962.00	-5,495.85	87.2%
Total 7410.2 · Equipment & Capital Outlay	37,466.15	42,962.00	-5,495.85	87.2%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,175.00	1,600.00	-425.00	73.4%
74104B5 · Magazines and Newspapers	494.15	960.00	-465.85	51.5%
74104B4 · Audiobooks	279.97	480.00	-200.03	58.3%
74104B3 · Print Materials	5,299.07	6,750.00	-1,450.93	78.5%
74104B2 · Electronic Content	1,978.23	2,754.00	-775.77	71.8%
74104B1 · DVDs & Other Materials	1,220.05	1,900.00	-679.95	64.2%
7410.4B · Library Materials - Other	128.52	110.00	18.52	116.8%
Total 7410.4B · Library Materials	10,574.99	14,554.00	-3,979.01	72.7%
7410.4C · Equipment/Technology	1,051.20	2,500.00	-1,448.80	42.0%
7410.4D · Programs				
74104D1 · Summer Reading Program	2,770.04	3,000.00	-229.96	92.3%
7410.4D · Programs - Other	674.98	2,500.00	-1,825.02	27.0%
Total 7410.4D · Programs	3,445.02	5,500.00	-2,054.98	62.6%

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through July 2019

	Jan - Jul 19	Budget	\$ Over Budget	% of Budget
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	491.59	800.00	-308.41	61.4%
7410.4E · Automated Services	2,739.75	3,275.00	-535.25	83.7%
7410.4G · Postage	175.04	250.00	-74.96	70.0%
7410.4H · Telephone/Data Links	632.92	1,050.00	-417.08	60.3%
7410.4I · Insurance	2,321.05	2,300.00	21.05	100.9%
7410.4F · Office and Library Supplies	737.58	1,200.00	-462.42	61.5%
7410.4J · Professional Services	420.00	640.00	-220.00	65.6%
Total 7410.41 · Operations and Administrative	7,517.93	9,515.00	-1,997.07	79.0%
7410.4K · Miscellaneous	74.07	25.00	49.07	296.3%
Total 7410.4 · Contractual Expenses	22,663.21	32,094.00	-9,430.79	70.6%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	7,100.00	-7,100.00	0.0%
9030.8 · Social Security/Medicare	4,129.95	7,800.00	-3,670.05	52.9%
9040.8 · Workers Comp	371.68	1,000.00	-628.32	37.2%
9055.8 · Disability	310.50	650.00	-339.50	47.8%
9060.8 · Health Insurance				
9060.81 · HRA Funding	366.07	1,500.00	-1,133.93	24.4%
9060.8 · Health Insurance - Other	3,902.10	8,280.00	-4,377.90	47.1%
Total 9060.8 · Health Insurance	4,268.17	9,780.00	-5,511.83	43.6%
Total 9000 · Employee - Benefits	9,080.30	26,330.00	-17,249.70	34.5%
Total Expense	123,986.42	206,332.00	-82,345.58	60.1%
Net Ordinary Income	22,731.87	-21,482.00	44,213.87	-105.8%
Net Income	22,731.87	-21,482.00	44,213.87	-105.8%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through July 2019

	Jan - Jul 19	Forecast	\$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	98.44	825.50	-727.06	11.9%
2082.12 · Lost Books	183.88			
2082.13 · Copies, Prints and Faxes	428.95	493.18	-64.23	87.0%
2082.14 · Register Overage/Shortage	-0.65	-1.73	1.08	37.6%
Total 2082.1 · Library Fines & Fees	710.62	1,316.95	-606.33	54.0%
Total 2082 · Library Charges	710.62	1,316.95	-606.33	54.0%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	130,410.00	113,400.00	17,010.00	115.0%
2360.2 · Village of Castleton	0.00	13,000.00	-13,000.00	0.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	133,735.00	129,725.00	4,010.00	103.1%
2401 · Interest & Earnings	18.70	20.95	-2.25	89.3%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	5,776.97	3,663.83	2,113.14	157.7%
Total 2705 · Gifts & Donations	6,776.97	4,663.83	2,113.14	145.3%
2760 · Library System Grants				
2760.1 · LLSA and ERATE (UHLS)	1,277.00	1,276.00	1.00	100.1%
2760.9 · Grants - Other	4,200.00	750.00	3,450.00	560.0%
Total 2760 · Library System Grants	5,477.00	2,026.00	3,451.00	270.3%
Total Income	146,718.29	137,752.73	8,965.56	106.5%
Gross Profit	146,718.29	137,752.73	8,965.56	106.5%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	26,065.90	23,305.36	2,760.54	111.8%
7410.1B · Gross wages - Librarian	10,111.12	8,901.22	1,209.90	113.6%
7410.1C · Gross wages - Assistant	18,599.74	15,082.64	3,517.10	123.3%
Total 7410.11 · Employee Gross Wages	54,776.76	47,289.22	7,487.54	115.8%
Total 7410.1 · Personal Services	54,776.76	47,289.22	7,487.54	115.8%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	37,466.15			
Total 7410.2 · Equipment & Capital Outlay	37,466.15			
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,175.00	1,000.00	175.00	117.5%
74104B5 · Magazines and Newspapers	494.15	557.70	-63.55	88.6%
74104B4 · Audiobooks	279.97	191.77	88.20	146.0%
74104B3 · Print Materials	5,299.07	3,800.92	1,498.15	139.4%
74104B2 · Electronic Content	1,978.23	1,159.79	818.44	170.6%
74104B1 · DVDs & Other Materials	1,220.05	1,100.48	119.57	110.9%
7410.4B · Library Materials - Other	128.52	106.92	21.60	120.2%
Total 7410.4B · Library Materials	10,574.99	7,917.58	2,657.41	133.6%
7410.4C · Equipment/Technology	1,051.20	1,326.02	-274.82	79.3%
7410.4D · Programs				
74104D1 · Summer Reading Program	2,770.04	1,845.57	924.47	150.1%
7410.4D · Programs - Other	674.98	1,136.11	-461.13	59.4%
Total 7410.4D · Programs	3,445.02	2,981.68	463.34	115.5%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	491.59	728.87	-237.28	67.4%
7410.4E · Automated Services	2,739.75	2,456.25	283.50	111.5%
7410.4G · Postage	175.04	104.73	70.31	167.1%
7410.4H · Telephone/Data Links	632.92	604.19	28.73	104.8%
7410.4I · Insurance	2,321.05	2,004.98	316.07	115.8%
7410.4F · Office and Library Supplies	737.58	467.49	270.09	157.8%
7410.4J · Professional Services	420.00	420.00	0.00	100.0%
Total 7410.41 · Operations and Administrative	7,517.93	6,786.51	731.42	110.8%
7410.4K · Miscellaneous	74.07	14.00	60.07	529.1%
Total 7410.4 · Contractual Expenses	22,663.21	19,025.79	3,637.42	119.1%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	0.00	0.00	0.0%
9030.8 · Social Security/Medicare	4,129.95	3,588.59	541.36	115.1%
9040.8 · Workers Comp	371.68	224.73	146.95	165.4%
9055.8 · Disability	310.50	186.05	124.45	166.9%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through July 2019

	Jan - Jul 19	Forecast	\$ Over Forecast	% of Forecast
9060.8 · Health Insurance				
9060.81 · HRA Funding	366.07			
9060.8 · Health Insurance - Other	3,902.10	3,292.32	609.78	118.5%
Total 9060.8 · Health Insurance	4,268.17	3,292.32	975.85	129.6%
Total 9000 · Employee - Benefits	9,080.30	7,291.69	1,788.61	124.5%
Total Expense	123,986.42	73,606.70	50,379.72	168.4%
Net Ordinary Income	22,731.87	64,146.03	-41,414.16	35.4%
Net Income	22,731.87	64,146.03	-41,414.16	35.4%

The Castleton Public Library

Balance Sheet

As of July 31, 2019

	Jul 31, 19
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	136,855.08
200.2 · Citizens Checking Account	18,964.48
200.9 · Petty Cash	50.00
Total Checking/Savings	155,869.56
Other Current Assets	
395 · Deposits with Other Government	3,500.00
Total Other Current Assets	3,500.00
Total Current Assets	159,369.56
TOTAL ASSETS	159,369.56
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	131,564.71
Net Income	22,731.87
Total Equity	159,369.58
TOTAL LIABILITIES & EQUITY	159,369.56

The Castleton Public Library
Check Detail

August 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	DEBIT	08/02/2019	Amazon LLC	200.2 · Citizens Checking Account		-20.88
Bill	1143218698...	08/02/2019		74104D1 · Summer Reading Program	-20.88	20.88
TOTAL					-20.88	20.88
Bill Pmt -Check	DEBIT	08/02/2019	Amazon LLC	200.2 · Citizens Checking Account		-63.51
Bill	1145314973...	08/02/2019		74104D1 · Summer Reading Program	-63.51	63.51
TOTAL					-63.51	63.51
Bill Pmt -Check	DEBIT	08/02/2019	Amazon LLC	200.2 · Citizens Checking Account		-146.78
Bill	1147980112...	08/02/2019		74104D1 · Summer Reading Program	-146.78	146.78
TOTAL					-146.78	146.78
Bill Pmt -Check	DEBIT	08/06/2019	Wal-Mart	200.2 · Citizens Checking Account		-55.07
Bill		08/06/2019		74104D1 · Summer Reading Program	-55.07	55.07
TOTAL					-55.07	55.07
Bill Pmt -Check	DEBIT	08/06/2019	Target	200.2 · Citizens Checking Account		-47.09
Bill		08/06/2019		7410.4F · Office and Library Supplies 74104D1 · Summer Reading Program	-5.99 -41.10	5.99 41.10
TOTAL					-47.09	47.09
Bill Pmt -Check	DEBIT	08/09/2019	USPS	200.2 · Citizens Checking Account		-2.61
Bill		08/09/2019		7410.4G · Postage	-2.61	2.61
TOTAL					-2.61	2.61
Bill Pmt -Check	DEBIT	08/12/2019	Amazon LLC	200.2 · Citizens Checking Account		-33.95
Bill	1142335823...	08/12/2019		74104B1 · DVDs & Other Materials	-33.95	33.95
TOTAL					-33.95	33.95
Bill Pmt -Check	DEBIT	08/13/2019	Aldi	200.2 · Citizens Checking Account		-19.34
Bill		08/13/2019		74104D1 · Summer Reading Program	-19.34	19.34
TOTAL					-19.34	19.34
Bill Pmt -Check	DEBIT	08/14/2019	Wal-Mart	200.2 · Citizens Checking Account		-105.51
Bill		08/14/2019		74104B1 · DVDs & Other Materials 7410.4F · Office and Library Supplies 74104D1 · Summer Reading Program	-19.96 -2.25 -83.30	19.96 2.25 83.30
TOTAL					-105.51	105.51
Bill Pmt -Check	DEBIT	08/15/2019	Aldi	200.2 · Citizens Checking Account		-15.41
Bill		08/15/2019		74104D1 · Summer Reading Program	-15.41	15.41
TOTAL					-15.41	15.41

The Castleton Public Library
Check Detail

August 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	DEBIT	08/19/2019	Amazon LLC	200.2 · Citizens Checking Account		-35.92
Bill	1142335823...	08/19/2019		74104B1 · DVDs & Other Materials	-35.92	35.92
TOTAL					-35.92	35.92
Bill Pmt -Check	DEBIT	08/21/2019	Dollar Tree	200.2 · Citizens Checking Account		-8.00
Bill		08/21/2019		74104D1 · Summer Reading Program	-8.00	8.00
TOTAL					-8.00	8.00
Bill Pmt -Check	DEBIT	08/26/2019	Target	200.2 · Citizens Checking Account		-25.00
Bill		08/26/2019		74104D1 · Summer Reading Program	-25.00	25.00
TOTAL					-25.00	25.00
Bill Pmt -Check	DEBIT	08/26/2019	GameStop	200.2 · Citizens Checking Account		-25.00
Bill		08/26/2019		74104D1 · Summer Reading Program	-25.00	25.00
TOTAL					-25.00	25.00
Bill Pmt -Check	DEBIT	08/26/2019	16 Handles	200.2 · Citizens Checking Account		-25.00
Bill		08/26/2019		74104D1 · Summer Reading Program	-25.00	25.00
TOTAL					-25.00	25.00
Bill Pmt -Check	DEBIT	08/26/2019	Dunkin' Donuts	200.2 · Citizens Checking Account		-20.00
Bill		08/26/2019		74104D1 · Summer Reading Program	-20.00	20.00
TOTAL					-20.00	20.00
Bill Pmt -Check	DEBIT	08/26/2019	Amazon LLC	200.2 · Citizens Checking Account		-52.91
Bill	1142335823...	08/26/2019		74104B1 · DVDs & Other Materials	-52.91	52.91
TOTAL					-52.91	52.91
Bill Pmt -Check	DEBIT	08/28/2019	Amazon LLC	200.2 · Citizens Checking Account		-19.98
Bill	1146085867...	08/28/2019		7410.4D · Programs	-19.98	19.98
TOTAL					-19.98	19.98
Bill Pmt -Check	DEBIT	08/28/2019	Rite Aid	200.2 · Citizens Checking Account		-10.99
Bill		08/28/2019		7410.4D · Programs	-10.99	10.99
TOTAL					-10.99	10.99
Bill Pmt -Check	DEBIT	08/28/2019	Dollar Tree	200.2 · Citizens Checking Account		-9.00
Bill		08/28/2019		7410.4D · Programs	-9.00	9.00
TOTAL					-9.00	9.00

The Castleton Public Library
Check Detail

August 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	DEBIT	08/29/2019	Aldi	200.2 · Citizens Checking Account		-3.78
Bill		08/28/2019		74104D1 · Summer Reading Program	-3.78	3.78
TOTAL					-3.78	3.78
Bill Pmt -Check	2525	08/01/2019	Times Union	200.2 · Citizens Checking Account		-102.00
Bill		08/01/2019		74104B5 · Magazines and Newspapers	-102.00	102.00
TOTAL					-102.00	102.00
Bill Pmt -Check	2526	08/05/2019	U.S. Bank	200.2 · Citizens Checking Account		-133.25
Bill	391063393	07/26/2019		7410.4C · Equipment/Technology	-133.25	133.25
TOTAL					-133.25	133.25
Bill Pmt -Check	2527	08/06/2019	Wellness North, L...	200.2 · Citizens Checking Account		-150.00
Bill		08/06/2019		74104D1 · Summer Reading Program	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	2528	08/07/2019	Honest Weight Fo...	200.2 · Citizens Checking Account		-50.00
Bill		08/07/2019		74104D1 · Summer Reading Program	-50.00	50.00
TOTAL					-50.00	50.00
Bill Pmt -Check	2529	08/12/2019	Village of Castleto...	200.2 · Citizens Checking Account		-4,568.74
Bill	84175	08/09/2019		7410.1A · Gross wages - Director	-1,864.41	1,864.41
				7410.1B · Gross wages - Librarian	-939.88	939.88
				7410.1C · Gross wages - Assistant	-1,445.76	1,445.76
				9030.8 · Social Security/Medicare	-318.69	318.69
TOTAL					-4,568.74	4,568.74
Bill Pmt -Check	2530	08/12/2019	Brodart	200.2 · Citizens Checking Account		-88.42
Bill	MULTIPLE	08/12/2019		74104B3 · Print Materials	-88.42	88.42
TOTAL					-88.42	88.42
Bill Pmt -Check	2531	08/12/2019	SUNY Poly CMOST	200.2 · Citizens Checking Account		-100.00
Bill		08/12/2019		74104B6 · Museum Passes	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Check	2532	08/13/2019	MiSci	200.2 · Citizens Checking Account		-200.00
Bill	2018-408	08/13/2019		74104B6 · Museum Passes	-200.00	200.00
TOTAL					-200.00	200.00
Bill Pmt -Check	2533	08/23/2019	WMHT	200.2 · Citizens Checking Account		-50.00
Bill	INV2603	08/05/2019		74104D1 · Summer Reading Program	-50.00	50.00
TOTAL					-50.00	50.00

The Castleton Public Library
Check Detail

August 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	2534	08/23/2019	UHLS	200.2 · Citizens Checking Account		-75.08
Bill	19-339	08/16/2019		7410.4C · Equipment/Technology	-75.08	75.08
TOTAL					-75.08	75.08
Bill Pmt -Check	2535	08/23/2019	Time Warner Cable	200.2 · Citizens Checking Account		-94.19
Bill	8688574010...	08/11/2019		7410.4H · Telephone/Data Links	-94.19	94.19
TOTAL					-94.19	94.19
Bill Pmt -Check	2536	08/26/2019	Village of Castleto...	200.2 · Citizens Checking Account		-4,146.44
Bill	84177	08/19/2019		7410.1A · Gross wages - Director	-1,864.41	1,864.41
				7410.1B · Gross wages - Librarian	-647.88	647.88
				7410.1C · Gross wages - Assistant	-1,345.47	1,345.47
				9030.8 · Social Security/Medicare	-288.68	288.68
TOTAL					-4,146.44	4,146.44
Bill Pmt -Check	2537	08/26/2019	Brodart	200.2 · Citizens Checking Account		-209.52
Bill	MULTIPLE	08/26/2019		74104B3 · Print Materials	-209.52	209.52
TOTAL					-209.52	209.52
Bill Pmt -Check	2538	08/27/2019	Recorded Books, ...	200.2 · Citizens Checking Account		-40.00
Bill	76505602	08/20/2019		74104B4 · Audiobooks	-40.00	40.00
TOTAL					-40.00	40.00
Bill Pmt -Check	2539	08/30/2019	OverDrive	200.2 · Citizens Checking Account		-150.00
Bill	01080CO191...	08/30/2019		74104B2 · Electronic Content	-150.00	150.00
TOTAL					-150.00	150.00

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The Castleton Public Library
Reconciliation Summary

200.1 - Citizens Money Market, Period Ending 08/31/2019

	<u>Aug 31, 19</u>
Beginning Balance	136,855.08
Cleared Transactions	
Checks and Payments - 1 item	-13,000.00
Deposits and Credits - 4 items	14,144.12
Total Cleared Transactions	<u>1,144.12</u>
Cleared Balance	<u>137,999.20</u>
Register Balance as of 08/31/2019	137,999.20
Ending Balance	137,999.20

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The Castleton Public Library
Reconciliation Detail

200.1 - Citizens Money Market, Period Ending 08/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						136,855.08
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	08/29/2019			X	-13,000.00	-13,000.00
Total Checks and Payments					-13,000.00	-13,000.00
Deposits and Credits - 4 items						
Deposit	08/06/2019			X	49.81	49.81
Deposit	08/14/2019			X	37.45	87.26
Deposit	08/26/2019			X	14,054.52	14,141.78
Deposit	08/31/2019			X	2.34	14,144.12
Total Deposits and Credits					14,144.12	14,144.12
Total Cleared Transactions					1,144.12	1,144.12
Cleared Balance					1,144.12	137,999.20
Register Balance as of 08/31/2019					1,144.12	137,999.20
Ending Balance					1,144.12	137,999.20

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The Castleton Public Library
Reconciliation Summary

200.2 · Citizens Checking Account, Period Ending 08/31/2019

	<u>Aug 31, 19</u>
Beginning Balance	25,240.25
Cleared Transactions	
Checks and Payments - 36 items	-16,619.54
Deposits and Credits - 1 item	13,000.00
Total Cleared Transactions	<u>-3,619.54</u>
Cleared Balance	<u><u>21,620.71</u></u>
Uncleared Transactions	
Checks and Payments - 5 items	<u>-559.60</u>
Total Uncleared Transactions	<u>-559.60</u>
Register Balance as of 08/31/2019	<u><u>21,061.11</u></u>
Ending Balance	21,061.11

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The Castleton Public Library Reconciliation Detail

200.2 - Citizens Checking Account, Period Ending 08/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						25,240.25
Cleared Transactions						
Checks and Payments - 36 items						
Bill Pmt -Check	07/30/2019	2523	Village of Castleton...	X	-4,347.83	-4,347.83
Bill Pmt -Check	07/30/2019	2522	Village of Castleton...	X	-1,158.50	-5,506.33
Bill Pmt -Check	07/30/2019	2521	Brodart	X	-506.44	-6,012.77
Bill Pmt -Check	07/30/2019	2524	New York Library A...	X	-178.00	-6,190.77
Bill Pmt -Check	08/01/2019	2525	Times Union	X	-102.00	-6,292.77
Bill Pmt -Check	08/02/2019	DEBIT	Amazon LLC	X	-146.78	-6,439.55
Bill Pmt -Check	08/02/2019	DEBIT	Amazon LLC	X	-63.51	-6,503.06
Bill Pmt -Check	08/02/2019	DEBIT	Amazon LLC	X	-20.88	-6,523.94
Bill Pmt -Check	08/05/2019	2526	U.S. Bank	X	-133.25	-6,657.19
Bill Pmt -Check	08/06/2019	2527	Wellness North, LLC	X	-150.00	-6,807.19
Bill Pmt -Check	08/06/2019	DEBIT	Wal-Mart	X	-55.07	-6,862.26
Bill Pmt -Check	08/06/2019	DEBIT	Target	X	-47.09	-6,909.35
Bill Pmt -Check	08/07/2019	2528	Honest Weight Foo...	X	-50.00	-6,959.35
Bill Pmt -Check	08/09/2019	DEBIT	USPS	X	-2.61	-6,961.96
Bill Pmt -Check	08/12/2019	2529	Village of Castleton...	X	-4,568.74	-11,530.70
Bill Pmt -Check	08/12/2019	2531	SUNY Poly CMOST	X	-100.00	-11,630.70
Bill Pmt -Check	08/12/2019	2530	Brodart	X	-88.42	-11,719.12
Bill Pmt -Check	08/12/2019	DEBIT	Amazon LLC	X	-33.95	-11,753.07
Bill Pmt -Check	08/13/2019	2532	MiSci	X	-200.00	-11,953.07
Bill Pmt -Check	08/13/2019	DEBIT	Aldi	X	-19.34	-11,972.41
Bill Pmt -Check	08/14/2019	DEBIT	Wal-Mart	X	-105.51	-12,077.92
Bill Pmt -Check	08/15/2019	DEBIT	Aldi	X	-15.41	-12,093.33
Bill Pmt -Check	08/19/2019	DEBIT	Amazon LLC	X	-35.92	-12,129.25
Bill Pmt -Check	08/21/2019	DEBIT	Dollar Tree	X	-8.00	-12,137.25
Bill Pmt -Check	08/23/2019	2535	Time Warner Cable	X	-94.19	-12,231.44
Bill Pmt -Check	08/23/2019	2533	WMHT	X	-50.00	-12,281.44
Bill Pmt -Check	08/26/2019	2536	Village of Castleton...	X	-4,146.44	-16,427.88
Bill Pmt -Check	08/26/2019	DEBIT	Amazon LLC	X	-52.91	-16,480.79
Bill Pmt -Check	08/26/2019	DEBIT	Target	X	-25.00	-16,505.79
Bill Pmt -Check	08/26/2019	DEBIT	16 Handles	X	-25.00	-16,530.79
Bill Pmt -Check	08/26/2019	DEBIT	GameStop	X	-25.00	-16,555.79
Bill Pmt -Check	08/26/2019	DEBIT	Dunkin' Donuts	X	-20.00	-16,575.79
Bill Pmt -Check	08/28/2019	DEBIT	Amazon LLC	X	-19.98	-16,595.77
Bill Pmt -Check	08/28/2019	DEBIT	Rite Aid	X	-10.99	-16,606.76
Bill Pmt -Check	08/28/2019	DEBIT	Dollar Tree	X	-9.00	-16,615.76
Bill Pmt -Check	08/29/2019	DEBIT	Aldi	X	-3.78	-16,619.54
Total Checks and Payments					-16,619.54	-16,619.54
Deposits and Credits - 1 item						
Transfer	08/29/2019			X	13,000.00	13,000.00
Total Deposits and Credits					13,000.00	13,000.00
Total Cleared Transactions					-3,619.54	-3,619.54
Cleared Balance					-3,619.54	21,620.71

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The Castleton Public Library
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 08/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 5 items						
Bill Pmt -Check	07/10/2019	2517	Dyken Pond Enviro...		-85.00	-85.00
Bill Pmt -Check	08/23/2019	2534	UHLS		-75.08	-160.08
Bill Pmt -Check	08/26/2019	2537	Brodart		-209.52	-369.60
Bill Pmt -Check	08/27/2019	2538	Recorded Books, L...		-40.00	-409.60
Bill Pmt -Check	08/30/2019	2539	OverDrive		-150.00	-559.60
Total Checks and Payments					-559.60	-559.60
Total Uncleared Transactions					-559.60	-559.60
Register Balance as of 08/31/2019					-4,179.14	21,061.11
Ending Balance					-4,179.14	21,061.11

The Castleton Public Library

Profit & Loss

August 2019

	Aug 19
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	2.25
2082.12 · Lost Books	4.00
2082.13 · Copies, Prints and Faxes	93.75
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	100.00
Total 2082 · Library Charges	100.00
2360 · Intergovernmental Revenues	
2360.2 · Village of Castleton	14,000.00
Total 2360 · Intergovernmental Revenues	14,000.00
2401 · Interest & Earnings	2.34
2705 · Gifts & Donations	41.78
Total Income	14,144.12
Gross Profit	14,144.12
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	3,728.82
7410.1B · Gross wages - Librarian	1,587.76
7410.1C · Gross wages - Assistant	2,791.23
Total 7410.11 · Employee Gross Wages	8,107.81
Total 7410.1 · Personal Services	8,107.81
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B6 · Museum Passes	300.00
74104B5 · Magazines and Newspapers	102.00
74104B4 · Audiobooks	40.00
74104B3 · Print Materials	297.94
74104B2 · Electronic Content	150.00
74104B1 · DVDs & Other Materials	142.74
Total 7410.4B · Library Materials	1,032.68
7410.4C · Equipment/Technology	75.08
7410.4D · Programs	
74104D1 · Summer Reading Program	802.17
7410.4D · Programs - Other	39.97
Total 7410.4D · Programs	842.14
7410.41 · Operations and Administrative	
7410.4G · Postage	2.61
7410.4H · Telephone/Data Links	94.19
7410.4F · Office and Library Supplies	8.24
Total 7410.41 · Operations and Administrative	105.04
Total 7410.4 · Contractual Expenses	2,054.94
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	607.37
Total 9000 · Employee - Benefits	607.37
Total Expense	10,770.12
Net Ordinary Income	3,374.00
Net Income	3,374.00

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through August 2019

	Jan - Aug 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	100.69	0.00	100.69	100.0%
2082.12 · Lost Books	187.88	0.00	187.88	100.0%
2082.13 · Copies, Prints and Faxes	522.70	700.00	-177.30	74.7%
2082.14 · Register Overage/Shortage	-0.65	0.00	-0.65	100.0%
Total 2082.1 · Library Fines & Fees	810.62	700.00	110.62	115.8%
Total 2082 · Library Charges	810.62	700.00	110.62	115.8%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	130,410.00	130,410.00	0.00	100.0%
2360.2 · Village of Castleton	14,000.00	14,000.00	0.00	100.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	147,735.00	147,735.00	0.00	100.0%
2401 · Interest & Earnings	21.04	35.00	-13.96	60.1%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	5,818.75	4,000.00	1,818.75	145.5%
Total 2705 · Gifts & Donations	6,818.75	5,000.00	1,818.75	136.4%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	21,480.00	-21,480.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	1,277.00	1,400.00	-123.00	91.2%
2760.9 · Grants - Other	4,200.00	3,500.00	700.00	120.0%
Total 2760 · Library System Grants	5,477.00	26,380.00	-20,903.00	20.8%
599 · Appropriated Fund Balance	0.00	5,000.00	-5,000.00	0.0%
Total Income	160,862.41	184,850.00	-23,987.59	87.0%
Gross Profit	160,862.41	184,850.00	-23,987.59	87.0%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	29,794.72	48,661.00	-18,866.28	61.2%
7410.1B · Gross wages - Librarian	11,698.88	18,985.00	-7,286.12	61.6%
7410.1C · Gross wages - Assistant	21,390.97	37,300.00	-15,909.03	57.3%
Total 7410.11 · Employee Gross Wages	62,884.57	104,946.00	-42,061.43	59.9%
Total 7410.1 · Personal Services	62,884.57	104,946.00	-42,061.43	59.9%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	37,466.15	42,962.00	-5,495.85	87.2%
Total 7410.2 · Equipment & Capital Outlay	37,466.15	42,962.00	-5,495.85	87.2%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,475.00	1,600.00	-125.00	92.2%
74104B5 · Magazines and Newspapers	596.15	960.00	-363.85	62.1%
74104B4 · Audiobooks	319.97	480.00	-160.03	66.7%
74104B3 · Print Materials	5,597.01	6,750.00	-1,152.99	82.9%
74104B2 · Electronic Content	2,128.23	2,754.00	-625.77	77.3%
74104B1 · DVDs & Other Materials	1,362.79	1,900.00	-537.21	71.7%
7410.4B · Library Materials - Other	128.52	110.00	18.52	116.8%
Total 7410.4B · Library Materials	11,607.67	14,554.00	-2,946.33	79.8%
7410.4C · Equipment/Technology	1,259.53	2,500.00	-1,240.47	50.4%
7410.4D · Programs				
74104D1 · Summer Reading Program	3,572.21	3,000.00	572.21	119.1%
7410.4D · Programs - Other	714.95	2,500.00	-1,785.05	28.6%
Total 7410.4D · Programs	4,287.16	5,500.00	-1,212.84	77.9%

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through August 2019

	Jan - Aug 19	Budget	\$ Over Budget	% of Budget
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	491.59	800.00	-308.41	61.4%
7410.4E · Automated Services	2,739.75	3,275.00	-535.25	83.7%
7410.4G · Postage	177.65	250.00	-72.35	71.1%
7410.4H · Telephone/Data Links	727.11	1,050.00	-322.89	69.2%
7410.4I · Insurance	2,321.05	2,300.00	21.05	100.9%
7410.4F · Office and Library Supplies	745.82	1,200.00	-454.18	62.2%
7410.4J · Professional Services	420.00	640.00	-220.00	65.6%
Total 7410.41 · Operations and Administrative	7,622.97	9,515.00	-1,892.03	80.1%
7410.4K · Miscellaneous	74.07	25.00	49.07	296.3%
Total 7410.4 · Contractual Expenses	24,851.40	32,094.00	-7,242.60	77.4%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	7,100.00	-7,100.00	0.0%
9030.8 · Social Security/Medicare	4,737.32	7,800.00	-3,062.68	60.7%
9040.8 · Workers Comp	371.68	1,000.00	-628.32	37.2%
9055.8 · Disability	310.50	650.00	-339.50	47.8%
9060.8 · Health Insurance				
9060.81 · HRA Funding	366.07	1,500.00	-1,133.93	24.4%
9060.8 · Health Insurance - Other	3,902.10	8,280.00	-4,377.90	47.1%
Total 9060.8 · Health Insurance	4,268.17	9,780.00	-5,511.83	43.6%
Total 9000 · Employee - Benefits	9,687.67	26,330.00	-16,642.33	36.8%
Total Expense	134,889.79	206,332.00	-71,442.21	65.4%
Net Ordinary Income	25,972.62	-21,482.00	47,454.62	-120.9%
Net Income	25,972.62	-21,482.00	47,454.62	-120.9%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through August 2019

	Jan - Aug 19	Forecast	\$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	100.69	875.70	-775.01	11.5%
2082.12 · Lost Books	187.88			
2082.13 · Copies, Prints and Faxes	522.70	551.33	-28.63	94.8%
2082.14 · Register Overage/Shortage	-0.65	-1.23	0.58	52.8%
Total 2082.1 · Library Fines & Fees	810.62	1,425.80	-615.18	56.9%
Total 2082 · Library Charges	810.62	1,425.80	-615.18	56.9%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	130,410.00	113,400.00	17,010.00	115.0%
2360.2 · Village of Castleton	14,000.00	13,000.00	1,000.00	107.7%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	147,735.00	129,725.00	18,010.00	113.9%
2401 · Interest & Earnings	21.04	23.93	-2.89	87.9%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	5,818.75	3,670.53	2,148.22	158.5%
Total 2705 · Gifts & Donations	6,818.75	4,670.53	2,148.22	146.0%
2760 · Library System Grants				
2760.1 · LLSA and ERATE (UHLs)	1,277.00	1,276.00	1.00	100.1%
2760.9 · Grants - Other	4,200.00	750.00	3,450.00	560.0%
Total 2760 · Library System Grants	5,477.00	2,026.00	3,451.00	270.3%
Total Income	160,862.41	137,871.26	22,991.15	116.7%
Gross Profit	160,862.41	137,871.26	22,991.15	116.7%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	29,794.72	30,476.24	-681.52	97.8%
7410.1B · Gross wages - Librarian	11,698.88	11,766.07	-67.19	99.4%
7410.1C · Gross wages - Assistant	21,390.97	20,296.93	1,094.04	105.4%
Total 7410.11 · Employee Gross Wages	62,884.57	62,539.24	345.33	100.6%
Total 7410.1 · Personal Services	62,884.57	62,539.24	345.33	100.6%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	37,466.15			
Total 7410.2 · Equipment & Capital Outlay	37,466.15			
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
7410.4B6 · Museum Passes	1,475.00	1,300.00	175.00	113.5%
7410.4B5 · Magazines and Newspapers	596.15	557.70	38.45	106.9%
7410.4B4 · Audiobooks	319.97	226.77	93.20	141.1%
7410.4B3 · Print Materials	5,597.01	4,124.33	1,472.68	135.7%
7410.4B2 · Electronic Content	2,128.23	1,159.79	968.44	183.5%
7410.4B1 · DVDs & Other Materials	1,362.79	1,241.85	120.94	109.7%
7410.4B · Library Materials - Other	128.52	106.92	21.60	120.2%
Total 7410.4B · Library Materials	11,607.67	8,717.36	2,890.31	133.2%
7410.4C · Equipment/Technology	1,259.53	1,559.26	-299.73	80.8%
7410.4D · Programs				
7410.4D1 · Summer Reading Program	3,572.21	2,641.66	930.55	135.2%
7410.4D · Programs - Other	714.95	1,136.11	-421.16	62.9%
Total 7410.4D · Programs	4,287.16	3,777.77	509.39	113.5%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	491.59	848.87	-357.28	57.9%
7410.4E · Automated Services	2,739.75	2,456.25	283.50	111.5%
7410.4G · Postage	177.65	108.22	69.43	164.2%
7410.4H · Telephone/Data Links	727.11	778.07	-50.96	93.5%
7410.4I · Insurance	2,321.05	2,004.98	316.07	115.8%
7410.4F · Office and Library Supplies	745.82	560.61	185.21	133.0%
7410.4J · Professional Services	420.00	420.00	0.00	100.0%
Total 7410.41 · Operations and Administrative	7,622.97	7,177.00	445.97	106.2%
7410.4K · Miscellaneous	74.07	16.00	58.07	462.9%
Total 7410.4 · Contractual Expenses	24,851.40	21,247.39	3,604.01	117.0%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	0.00	0.00	0.0%
9030.8 · Social Security/Medicare	4,737.32	4,769.62	-32.30	99.3%
9040.8 · Workers Comp	371.68	224.73	146.95	165.4%
9055.8 · Disability	310.50	186.05	124.45	166.9%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through August 2019

	Jan - Aug 19	Forecast	\$ Over Forecast	% of Forecast
9060.8 - Health Insurance				
9060.81 - HRA Funding	366.07			
9060.8 - Health Insurance - Other	3,902.10	3,841.04	61.06	101.6%
Total 9060.8 - Health Insurance	4,268.17	3,841.04	427.13	111.1%
Total 9000 - Employee - Benefits	9,687.67	9,021.44	666.23	107.4%
Total Expense	134,889.79	92,808.07	42,081.72	145.3%
Net Ordinary Income	25,972.62	45,063.19	-19,090.57	57.6%
Net Income	25,972.62	45,063.19	-19,090.57	57.6%

The Castleton Public Library

Balance Sheet

As of August 31, 2019

	Aug 31, 19
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	137,999.20
200.2 · Citizens Checking Account	21,061.11
200.9 · Petty Cash	50.00
Total Checking/Savings	159,110.31
Other Current Assets	
395 · Deposits with Other Government	3,500.00
Total Other Current Assets	3,500.00
Total Current Assets	162,610.31
TOTAL ASSETS	162,610.31
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	131,564.71
Net Income	25,972.62
Total Equity	162,610.33
TOTAL LIABILITIES & EQUITY	162,610.31

Director's Report – July

July 2019 – Usage Statistics in Comparison

	July 2019	July 2018	Percent Change
Circulation			
Circulation of materials at CPL	2,938	2,693	+9.1%
Items loaned to other libraries	570	531	+7.3%
Items borrowed from other libraries	741	878	-15.6%
eContent circulation	506	320	+58.1%
Programming			
Number of programs offered	70	58	+20.7%
Program attendance	930	555	+67.6%
Public Computer Use			
Public Computer Sessions	NO DATA	169	N/A
Marketing Reach			
Website visits	10,496	9,310	+12.7%
Website unique visitors	3,689	2,814	+31.1%
Email newsletter list size	1,319	1,172	+12.5%
Facebook page likes	715	611	+17.0%
Facebook total reach	9,207	7,057	+30.5%

Outreach – August & September

- Friday, August 2 – Table at Castleton-on-Hudson Farmers' and Artisan Market
- Saturday, August 3 – Movies in the Park at Schodack Island State Park
- Saturday, August 10 – Storytime at Schodack Island State Park
- Saturday, August 10 – Movies in the Park at Schodack Island State Park
- Tuesday, August 13 – Castle Hill Bookmobile
- Friday, August 16 – Table at Castleton-on-Hudson Farmers' and Artisan Market
- Saturday, August 17 – Movies in the Park at Schodack Island State Park
- Saturday, August 24 – Storytime at Schodack Island State Park
- Saturday, August 24 – Movies in the Park at Schodack Island State Park
- Monday, August 26 – Lending Library at Riverside Center for Rehabilitation & Nursing
- Saturday, August 31 – Movies in the Park at Schodack Island State Park
- Friday, September 6 – Table at Castleton-on-Hudson Farmers' and Artisan Market
- Saturday, September 7 – Giant Games at Main Street Day
- Tuesday, September 10 – Castle Hill Bookmobile
- Friday, September 13 – Table at Castleton-on-Hudson Farmers' and Artisan Market
- Thursday, September 19 – Visit to Castleton Kids (grades K-1)
- Saturday, September 21 – Table at CES Community Fair
- Saturday, September 28 – Table at Fall Fest, Schodack Island State Park

Director – Meetings, Outreach, & Continuing Education (July)

- July 10 – Meeting with Natalie Hurteau and rep from USPS re: Library by Mail.
- July 3 – Meeting with Natalie Hurteau and rep from USPS re: Every Door Direct Mail service.
- July 8 – Meeting with Natalie Hurteau and rep from Endicia.com re: Library by Mail.
- July 8 – Meeting with Olivia Karis-Nix (phone meeting).
- July 8 – Village Board meeting.
- July 9 – Castle Hill Bookmobile
- July 10 – Automation Advisory Committee meeting at UHLS.
- July 12 – Meeting at Crandall Library, Glens Falls, re: Library by Mail
- July 12 – eContent Advisory Committee meeting at UHLS.

- July 15 – Meeting with Jillian Farrell re: Canva
- July 15 – Finance Committee meeting
- July 22 – Lending Library at Riverside Center for Rehabilitation & Nursing

Youth Services Librarian – Meetings, Outreach, & Continuing Education (July)

- July 12 – Table at Castleton-on-Hudson Farmers' and Artisan Market
- July 18 – Outreach visit to Town of Schodack summer camp (grades K-3)
- July 22 – Outreach visit to Story Place Preschool (all classes)

Programs & Outreach – July

7/1/2019	Pool Noodle Unicorns	30
7/1/2019	Monday Mile Community Walk	0
7/1/2019	After Dinner Book Club	2
7/2/2019	Cool Science: Astronomy	30
7/2/2019	Pajama Storytime	7
7/3/2019	Patriotic Crafts	7
7/5/2019	Early Literacy Playtime	3
7/5/2019	Bridge Club	6
7/5/2019	Recycled Art: Egg Carton Caterpillars	11
7/6/2019	Knock Hockey	2
7/8/2019	Rainbow Scratch Art	15
7/8/2019	Read to Lacey	5
7/8/2019	Monday Mile Community Walk	0
7/8/2019	Family Magic Show	35
7/9/2019	Castle Hill Bookmobile	8
7/9/2019	Cool Science: Leak-Proof Bag	12
7/9/2019	Pajama Storytime	7
7/9/2019	Yoga	9
7/10/2019	Make a Kaleidoscope	19
7/10/2019	Traveling Pond	27
7/11/2019	Music Storytime	11
7/11/2019	Build with Keva Planks	3
7/11/2019	Teen Time: Sharpie Tie Dye	0
7/12/2019	Early Literacy Playtime	3
7/12/2019	Legomania!	1
7/12/2019	CPL @ Farmers' Market	10
7/12/2019	Family Movie Night	6
7/13/2019	Saturday Storytime	0
7/13/2019	Storytime in the Park	0
7/13/2019	Creative Writing Games	2
7/15/2019	Candy Sushi	24
7/15/2019	Monday Mile Community Walk	0
7/16/2019	Afternoon Book Club	6
7/16/2019	Cool Science: Glowing & Exploding Art	24
7/16/2019	Pajama Storytime	6
7/16/2019	Yoga	5

7/17/2019	Crafternoon	11
7/17/2019	Reptile Adventure	59
7/18/2019	Police Storytime	21
7/18/2019	Outreach - Schodack Town Camp	102
7/18/2019	Water Balloon Baseball	18
7/19/2019	Early Literacy Playtime	3
7/19/2019	Bridge Club	7
7/19/2019	Recycled Art: Magazine Collages	9
7/20/2019	Perler Bead Crafts	14
7/22/2019	Visit to Story Place Preschool	70
7/22/2019	Marble Run Fun	18
7/22/2019	Riverside Lending Library	6
7/23/2019	Cool Science: Slime	56
7/23/2019	Pajama Storytime	4
7/23/2019	Yoga	7
7/23/2019	Legal Clinic	2
7/24/2019	Knock Hockey	7
7/24/2019	Color Me Calm	0
7/25/2019	Mechanic Storytime	14
7/25/2019	Space Rocks!	10
7/25/2019	Teen Time: Clue Mystery Night	0
7/26/2019	Early Literacy Playtime	6
7/26/2019	Pipe Cleaner Crafts	12
7/26/2019	Computer Help	1
7/26/2019	CPL @ Farmers' Market	0
7/27/2019	Saturday Storytime	0
7/27/2019	Storytime in the Park	5
7/27/2019	Tie-Dye	23
7/29/2019	Galaxy in a Jar	37
7/29/2019	Monday Mile Community Walk	0
7/30/2019	Cool Science: Ice Cream Science	48
7/30/2019	Pajama Storytime	0
7/30/2019	Yoga	7
7/31/2019	Legomania!	17
	Month total	930

Director's Report – August

Library News

- CPL will be holding our annual **Free Halloween Costume Giveaway** on **Saturday, October 19** from **10:00 am to 4:00 pm**. The library is currently seeking donations of clean, gently used Halloween costumes, masks, wigs, and accessories. Items for children, teens, adults, and pets are all welcome and can be dropped off at the library at any time during our hours of operation through **Friday, October 18**.

August 2019 – Usage Statistics in Comparison

	August 2019	August 2018	Percent Change
Circulation			
Circulation of materials at CPL	2,650	2,571	+3.1%
Items loaned to other libraries	570	507	+12.4%
Items borrowed from other libraries	800	793	+0.9%
eContent circulation	475	381	+24.7%
Programming			
Number of programs offered	67	61	+9.8%
Program attendance	722	651	+10.9%
Public Computer Use			
Public Computer Sessions	NO DATA	191	N/A
Marketing Reach			
Website visits	1,396*	9,240	-84.9%
Website unique visitors	787*	2,619	-70%
Email newsletter list size	1,339	1,201	+11.5%
Facebook page likes	726	625	+16.2%
Facebook total reach	13,491	17,583	-23.3%
* = As of 8/1/2019, Weebly changed their statistics model to more closely match Google Analytics.			

Summer Reading Program – 2019 Statistics in Comparison

Summer Reading Registration					Summer Program Attendance					# of Summer Programs Offered				
	Kids	Teens	Adults	Total		Kids	Teens	Adults	Total		Child/Family*	Teen	Adult	Total
2019	176	37	107	320	2019	1,037	179	630	1,846	2019	113	10	20	143
2018	167	37	79	283	2018	808	153	532	1,494	2018	107	12	15	134
2017	143	27	64	234	2017	647	77	468	1,192	2017	65	14	22	101
2016	123	37	83	243	2016	495	116	348	959	2016	54	7	9	70
2015	88	27	49	164	2015	349	62	232	643	2015	27	6	6	39

* = All-ages programs are grouped with Child/Family programs.

Outreach – September & October

- Saturday, September 7 – Giant Games at Main Street Day
- Tuesday, September 10 – Castle Hill Bookmobile
- Friday, September 13 – Table at Castleton-on-Hudson Farmers' and Artisan Market
- Thursday, September 19 – Visit to Castleton Kids (grades K-1)
- Saturday, September 21 – Table at CES Community Fair
- Monday, September 23 – Lending Library at Riverside Center for Rehabilitation & Nursing
- Saturday, September 28 – Table at Fall Fest, Schodack Island State Park
- Thursday, October 3 – Visit to Castleton Kids (grades K-1)
- Tuesday, October 8 – Castle Hill Bookmobile
- Thursday, October 17 – Visit to Castleton Kids (grades K-1)
- Monday, October 28 – Lending Library at Riverside Center for Rehabilitation & Nursing

Programs & Outreach – August

8/1/2019	Clown Storytime	20
8/1/2019	Emoji Pillows	40
8/2/2019	Early Literacy Playtime	7
8/2/2019	Bridge Club	7
8/2/2019	Recycled Art: CD Magnets	10
8/2/2019	CPL @ Farmers' Market	11
8/3/2019	Chalk the Walk	2
8/5/2019	Duck on a Bike with WMHT	4
8/5/2019	Monday Mile Community Walk	0
8/5/2019	After Dinner Book Club	3
8/6/2019	Visit with Eddy Alzheimer's Services	0
8/6/2019	Cool Science: Squishy Circuits	15
8/6/2019	Pajama Storytime	0
8/6/2019	Yoga	9
8/7/2019	Build with Keva Planks	14
8/7/2019	Make a Smoothie w/HWFC	26
8/8/2019	News10 StormTracker Storytime	29
8/8/2019	Library Scavenger Hunt	5
8/8/2019	Teen Book Disc. & Cookie Decorating	0
8/9/2019	Early Literacy Playtime	2
8/9/2019	Yard Yahtzee	2
8/9/2019	Computer Help	1
8/10/2019	Saturday Storytime	0
8/10/2019	Storytime in the Park	0
8/10/2019	Crafternoon	2
8/12/2019	Read to Lacey	10
8/12/2019	Monday Mile Community Walk	0
8/13/2019	Castle Hill Bookmobile	7
8/13/2019	Chalk the Walk	0
8/13/2019	Dinosaur Storytime with Tracey Rex	10
8/14/2019	Make a Summer Suncatcher	17
8/14/2019	Crime Lab Science w/MiSci	9
8/15/2019	Storytime w/Tri-City ValleyCats	22
8/15/2019	Edible Art	21

8/16/2019	Early Literacy Playtime	10
8/16/2019	Bridge Club	6
8/16/2019	Recycled Art: Robots & Monsters	17
8/16/2019	CPL @ Farmers' Market	3
8/17/2019	Rainbow Scratch Art	8
8/19/2019	Bubble Fun	17
8/19/2019	Monday Mile Community Walk	0
8/20/2019	Afternoon Book Club	7
8/20/2019	Cool Science: Elephant Toothpaste	9
8/20/2019	Firefighter Storytime	45
8/20/2019	Legal Clinic	4
8/21/2019	Colorful Ceramic Coasters	0
8/22/2019	Mammal Storytime	32
8/22/2019	Summer Reading Finale Party	71
8/23/2019	Early Literacy Playtime	11
8/23/2019	Perler Bead Crafts	14
8/24/2019	Saturday Storytime	4
8/24/2019	Storytime in the Park	0
8/24/2019	Movies in the Park	32
8/26/2019	Legomania!	15
8/26/2019	Riverside Lending Library	9
8/26/2019	Monday Mile Community Walk	0
8/27/2019	Knock Hockey	4
8/27/2019	Pajama Storytime	6
8/28/2019	Marble Run Fun	8
8/28/2019	Color Me Calm	0
8/29/2019	Apple Storytime	18
8/29/2019	Sculpture Walk	3
8/30/2019	Early Literacy Playtime	8
8/30/2019	Bridge Club	7
8/30/2019	Recycled Art: Flower Wreaths	12
8/30/2019	CPL @ Farmers' Market	8
8/31/2019	Movies in the Park	29
	Month total	722

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

- August 2 – Table at Castleton-on-Hudson Farmers' and Artisan Market.

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

- August 2 – Directors Association meeting at UHLS.
- August 12 – Meeting with Olivia Karis-Nix (monthly meeting).
- August 12 – Village Board meeting.
- August 13 – Castle Hill Bookmobile.
- August 13 – Meeting with Sara Olin, Service Coordinator at Castle Hill, re: collaboration opportunities.
- August 19-20 – NYLA Developing Leaders Program retreat at Carey Center, Rensselaerville, NY.
- August 26 – Lending Library at Riverside Center for Rehabilitation & Nursing.