Agenda
Castleton Public Library Board of Trustees Meeting
Special Meeting, September 20, 2021 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- New Hire – Library Aide
- Review of minutes from August 16, 2021
- Review of August Check Detail

Public Funding Options for Libraries – Discussion with Tim Burke, UHLS

Announcements

Public Comment

Executive Session

Adjourn

Castleton Public Library Board of Trustees Meeting

Monday, August 16, 2021 Minutes

Welcome/Pledge of Allegiance: The meeting was called to order by President Mitchum at 7:00 pm.

Roll Call: Present: Shane Mitchum, President; Patrick Cartwright, Trustee; Kendra Rubin, Trustee; Mary Claire Aitken, Secretary; Laurie Knaack, Trustee; and Melissa Tacke, Library Director. Excused: Jacki Griffin, Vice President and Alyssa Mitchum, Treasurer.

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

Public Comment: None

New Business: A board meeting will be held on September 20, 2021 to further discuss sustainable funding options with Tim Burke of Upper Hudson Library System. The Board reviewed copier estimates and discussed machine prices and service contracts. A motion to approve the purchase of a Kyocera machine determined to have the best value was done by Trustee Cartwright and seconded by Trustee Knaack. Unanimously approved. An extension to the policy for special COVID-19 leave for employees was reviewed. A motion to extend the leave to June 30, 2022 was done by Trustee Cartwright and seconded by Trustee Knaack. Unanimously approved.

Old Business: Library programs were reviewed with a reminder given to encourage the public to finish their Summer Reading Program participation which will end August 30, 2021. The reopening process was discussed. Outdoor programming will continue through at least September 2021. The Disaster Recovery program was reviewed with roles assigned for particular tasks.

President's Report: None.

Secretary's Report: Trustee Cartwright motioned to approve the July 2021 meeting minutes. Seconded by Trustee Knaack. Unanimously approved.

Treasurer's Report: The July 2021 Check Detail was reviewed. Trustee Cartwright motioned to approve the July 2021 Check Detail Reports. Seconded by Trustee Knaack. Unanimously approved.

Director's Report: Director Tacke presented her monthly report for July 2021. Both visitations and loans increased in July 2021.

Friends Report: None
Committee Reports: None
Announcements: None.
Public Comment: None.
Executive Session: None.

Trustee Cartwright motioned to adjourn the meeting. Seconded by Trustee Knaack. The meeting was adjourned at 7:27 pm.

The Castleton Public Library
Check Detail
August 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Deposit		**08/27/2021**		**200.1 · Citizens Money Market**		**0.00**
TOTAL					0.00	0.00
Bill Pmt -Check	**DEBIT**	**08/02/2021**	**Facebook**	**200.2 · Citizens Checking Account**		**-35.96**
Bill	4213785035...	08/02/2021		74104D1 · Summer Reading Program	-35.96	35.96
TOTAL					-35.96	35.96
Bill Pmt -Check	**DEBIT**	**08/03/2021**	**Jiff-E-Mart II**	**200.2 · Citizens Checking Account**		**-12.92**
Bill		08/03/2021		74104D1 · Summer Reading Program	-12.92	12.92
TOTAL					-12.92	12.92
Bill Pmt -Check	**DEBIT**	**08/03/2021**	**Dollar Tree**	**200.2 · Citizens Checking Account**		**-5.40**
Bill		08/03/2021		74104D1 · Summer Reading Program	-5.40	5.40
TOTAL					-5.40	5.40
Bill Pmt -Check	**DEBIT**	**08/03/2021**	**Aldi**	**200.2 · Citizens Checking Account**		**-16.15**
Bill		08/03/2021		74104D1 · Summer Reading Program	-8.75	8.75
				74104D1 · Summer Reading Program	-7.40	7.40
TOTAL					-16.15	16.15
Bill Pmt -Check	**DEBIT**	**08/03/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-201.04**
Bill	1147447177...	08/03/2021		74104D1 · Summer Reading Program	-201.04	201.04
TOTAL					-201.04	201.04
Bill Pmt -Check	**DEBIT**	**08/04/2021**	**Target**	**200.2 · Citizens Checking Account**		**-105.94**
Bill		08/04/2021		74104B1 · DVDs & Other Materials	-54.97	54.97
				74104D1 · Summer Reading Program	-21.58	21.58
				74104D1 · Summer Reading Program	-29.39	29.39
TOTAL					-105.94	105.94
Bill Pmt -Check	**DEBIT**	**08/17/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-19.97**
Bill	1133322114...	08/16/2021		74104B5 · Magazines and Newspapers	-19.97	19.97
TOTAL					-19.97	19.97
Bill Pmt -Check	**DEBIT**	**08/17/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-15.00**
Bill	1136092898...	08/16/2021		74104B5 · Magazines and Newspapers	-15.00	15.00
TOTAL					-15.00	15.00
Bill Pmt -Check	**DEBIT**	**08/17/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-39.00**
Bill	1136844689...	08/16/2021		74104B5 · Magazines and Newspapers	-39.00	39.00
TOTAL					-39.00	39.00

The Castleton Public Library
Check Detail
August 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**08/17/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-15.00**
Bill	1139292496...	08/16/2021		74104B5 · Magazines and Newspapers	-15.00	15.00
TOTAL					-15.00	15.00
Bill Pmt -Check	**DEBIT**	**08/19/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-6.99**
Bill	1145551406...	08/16/2021		7410.4C · Equipment/Technology	-6.99	6.99
TOTAL					-6.99	6.99
Bill Pmt -Check	**DEBIT**	**08/20/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-70.32**
Bill	1141779099...	08/16/2021		7410.4D · Programs 7410.4C · Equipment/Technology	-9.00 -61.32	9.00 61.32
TOTAL					-70.32	70.32
Bill Pmt -Check	**DEBIT**	**08/21/2021**	**Aldi**	**200.2 · Citizens Checking Account**		**-20.70**
Bill		08/21/2021		74104D1 · Summer Reading Program	-20.70	20.70
TOTAL					-20.70	20.70
Bill Pmt -Check	**DEBIT**	**08/23/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-15.55**
Bill	1143665151...	08/23/2021		74104B1 · DVDs & Other Materials	-15.55	15.55
TOTAL					-15.55	15.55
Bill Pmt -Check	**DEBIT**	**08/23/2021**	**Zoom Video Com...**	**200.2 · Citizens Checking Account**		**-12.74**
Bill	INV1036276...	08/22/2021		7410.4C · Equipment/Technology	-12.74	12.74
TOTAL					-12.74	12.74
Bill Pmt -Check	**DEBIT**	**08/26/2021**	**Target**	**200.2 · Citizens Checking Account**		**-35.98**
Bill		08/26/2021		74104B1 · DVDs & Other Materials	-35.98	35.98
TOTAL					-35.98	35.98
Bill Pmt -Check	**DEBIT**	**08/30/2021**	**USPS**	**200.2 · Citizens Checking Account**		**-4.23**
Bill		08/30/2021		7410.4G · Postage	-4.23	4.23
TOTAL					-4.23	4.23
Bill Pmt -Check	**DEBIT**	**08/31/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-17.96**
Bill	1148427346...	08/30/2021		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96
Bill Pmt -Check	**DEBIT**	**08/31/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-17.96**
Bill	1145960746...	08/30/2021		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96

The Castleton Public Library
Check Detail
August 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**2855**	**08/02/2021**	**U.S. Bank**	**200.2 · Citizens Checking Account**		**-139.94**
Bill	449094267	08/02/2021		7410.4C · Equipment/Technology	-139.94	139.94
TOTAL					-139.94	139.94
Bill Pmt -Check	**2856**	**08/03/2021**	**UHLS**	**200.2 · Citizens Checking Account**		**-92.85**
Bill	21-329	08/01/2021		74104D1 · Summer Reading Program	-92.85	92.85
TOTAL					-92.85	92.85
Bill Pmt -Check	**2857**	**08/04/2021**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-4,849.44**
Bill	84349	08/03/2021		7410.1A · Gross wages - Director	-2,108.42	2,108.42
				7410.1B · Gross wages - Librarian	-837.47	837.47
				7410.1C · Gross wages - Assistant	-1,561.35	1,561.35
				9030.8 · Social Security/Medicare	-342.20	342.20
TOTAL					-4,849.44	4,849.44
Bill Pmt -Check	**2858**	**08/03/2021**	**Rachel Toolan**	**200.2 · Citizens Checking Account**		**-30.00**
Bill		08/03/2021		74104D1 · Summer Reading Program	-30.00	30.00
TOTAL					-30.00	30.00
Bill Pmt -Check	**2859**	**08/04/2021**	**Brodart**	**200.2 · Citizens Checking Account**		**-1,070.54**
Bill	MULTIPLE	08/04/2021		74104B3 · Print Materials	-1,070.54	1,070.54
TOTAL					-1,070.54	1,070.54
Bill Pmt -Check	**2860**	**08/04/2021**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-637.74**
Bill	84350	08/03/2021		9060.8 · Health Insurance	-637.74	637.74
TOTAL					-637.74	637.74
Bill Pmt -Check	**2861**	**08/04/2021**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-637.74**
Bill	84341	08/03/2021		9060.8 · Health Insurance	-637.74	637.74
TOTAL					-637.74	637.74
Bill Pmt -Check	**2863**	**08/06/2021**	**T-Mobile**	**200.2 · Citizens Checking Account**		**-119.44**
Bill		08/01/2021		7410.4C · Equipment/Technology	-29.86	29.86
				7410.4B · Library Materials	-89.58	89.58
TOTAL					-119.44	119.44
Bill Pmt -Check	**2864**	**08/10/2021**	**Rachel Toolan**	**200.2 · Citizens Checking Account**		**-30.00**
Bill		08/10/2021		74104D1 · Summer Reading Program	-30.00	30.00
TOTAL					-30.00	30.00

The Castleton Public Library
Check Detail
August 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**2865**	**08/16/2021**	**Brodart**	**200.2 · Citizens Checking Account**		**-471.75**
Bill	MULTIPLE	08/12/2021		74104B3 · Print Materials	-471.75	471.75
TOTAL					-471.75	471.75
Bill Pmt -Check	**2866**	**08/16/2021**	**OverDrive**	**200.2 · Citizens Checking Account**		**-256.47**
Bill	MULTIPLE	08/10/2021		74104B2 · Electronic Content	-256.47	256.47
TOTAL					-256.47	256.47
Bill Pmt -Check	**2867**	**08/23/2021**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-4,626.57**
Bill	84353	08/16/2021		7410.1A · Gross wages - Director	-2,108.42	2,108.42
				7410.1B · Gross wages - Librarian	-721.44	721.44
				7410.1C · Gross wages - Assistant	-1,470.35	1,470.35
				9030.8 · Social Security/Medicare	-326.36	326.36
TOTAL					-4,626.57	4,626.57
Bill Pmt -Check	**2868**	**08/23/2021**	**Time Warner Cable**	**200.2 · Citizens Checking Account**		**-97.30**
Bill	8688574010...	08/11/2021		7410.4H · Telephone/Data Links	-97.30	97.30
TOTAL					-97.30	97.30

The Castleton Public Library
Reconciliation Summary
200.1 · Citizens Money Market, Period Ending 08/31/2021

		Aug 31, 21
Beginning Balance		176,745.38
Cleared Transactions		
Checks and Payments - 1 item	-15,000.00	
Deposits and Credits - 5 items	2,306.83	
Total Cleared Transactions		-12,693.17
Cleared Balance		**164,052.21**
Register Balance as of 08/31/2021		164,052.21
Ending Balance		164,052.21

The Castleton Public Library
Reconciliation Detail
200.1 · Citizens Money Market, Period Ending 08/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						176,745.38
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	08/23/2021			X	-15,000.00	-15,000.00
Total Checks and Payments					-15,000.00	-15,000.00
Deposits and Credits - 5 items						
Deposit	08/05/2021			X	103.62	103.62
Deposit	08/20/2021			X	886.87	990.49
Deposit	08/27/2021			X	0.00	990.49
Deposit	08/27/2021			X	1,313.40	2,303.89
Deposit	08/30/2021			X	2.94	2,306.83
Total Deposits and Credits					2,306.83	2,306.83
Total Cleared Transactions					-12,693.17	-12,693.17
Cleared Balance					-12,693.17	164,052.21
Register Balance as of 08/31/2021					-12,693.17	164,052.21
Ending Balance					**-12,693.17**	**164,052.21**

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 08/31/2021

	Aug 31, 21	
Beginning Balance		36,618.98
Cleared Transactions		
Checks and Payments - 34 items	-15,474.04	
Deposits and Credits - 1 item	15,000.00	
Total Cleared Transactions	-474.04	
Cleared Balance		**36,144.94**
Uncleared Transactions		
Checks and Payments - 1 item	-97.30	
Total Uncleared Transactions	-97.30	
Register Balance as of 08/31/2021		**36,047.64**
Ending Balance		36,047.64

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 08/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						36,618.98
Cleared Transactions						
Checks and Payments - 34 items						
Bill Pmt -Check	03/04/2021	2786	Joelle Adler	X	-9.97	-9.97
Bill Pmt -Check	07/21/2021	2854	Southern Vermont N...	X	-332.78	-342.75
Bill Pmt -Check	08/02/2021	2855	U.S. Bank	X	-139.94	-482.69
Bill Pmt -Check	08/02/2021	DEBIT	Facebook	X	-35.96	-518.65
Bill Pmt -Check	08/03/2021	DEBIT	Amazon LLC	X	-201.04	-719.69
Bill Pmt -Check	08/03/2021	2856	UHLS	X	-92.85	-812.54
Bill Pmt -Check	08/03/2021	2858	Rachel Toolan	X	-30.00	-842.54
Bill Pmt -Check	08/03/2021	DEBIT	Aldi	X	-16.15	-858.69
Bill Pmt -Check	08/03/2021	DEBIT	Jiff-E-Mart II	X	-12.92	-871.61
Bill Pmt -Check	08/03/2021	DEBIT	Dollar Tree	X	-5.40	-877.01
Bill Pmt -Check	08/04/2021	2857	Village of Castleton-...	X	-4,849.44	-5,726.45
Transfer	08/04/2021			X	-1,500.00	-7,226.45
Bill Pmt -Check	08/04/2021	2859	Brodart	X	-1,070.54	-8,296.99
Bill Pmt -Check	08/04/2021	2861	Village of Castleton-...	X	-637.74	-8,934.73
Bill Pmt -Check	08/04/2021	2860	Village of Castleton-...	X	-637.74	-9,572.47
Bill Pmt -Check	08/04/2021	DEBIT	Target	X	-105.94	-9,678.41
Bill Pmt -Check	08/06/2021	2863	T-Mobile	X	-119.44	-9,797.85
Bill Pmt -Check	08/10/2021	2864	Rachel Toolan	X	-30.00	-9,827.85
Bill Pmt -Check	08/16/2021	2865	Brodart	X	-471.75	-10,299.60
Bill Pmt -Check	08/16/2021	2866	OverDrive	X	-256.47	-10,556.07
Bill Pmt -Check	08/17/2021	DEBIT	Amazon LLC	X	-39.00	-10,595.07
Bill Pmt -Check	08/17/2021	DEBIT	Amazon LLC	X	-19.97	-10,615.04
Bill Pmt -Check	08/17/2021	DEBIT	Amazon LLC	X	-15.00	-10,630.04
Bill Pmt -Check	08/17/2021	DEBIT	Amazon LLC	X	-15.00	-10,645.04
Bill Pmt -Check	08/19/2021	DEBIT	Amazon LLC	X	-6.99	-10,652.03
Bill Pmt -Check	08/20/2021	DEBIT	Amazon LLC	X	-70.32	-10,722.35
Bill Pmt -Check	08/21/2021	DEBIT	Aldi	X	-20.70	-10,743.05
Bill Pmt -Check	08/23/2021	2867	Village of Castleton-...	X	-4,626.57	-15,369.62
Bill Pmt -Check	08/23/2021	DEBIT	Amazon LLC	X	-15.55	-15,385.17
Bill Pmt -Check	08/23/2021	DEBIT	Zoom Video Commu...	X	-12.74	-15,397.91
Bill Pmt -Check	08/26/2021	DEBIT	Target	X	-35.98	-15,433.89
Bill Pmt -Check	08/30/2021	DEBIT	USPS	X	-4.23	-15,438.12
Bill Pmt -Check	08/31/2021	DEBIT	Amazon LLC	X	-17.96	-15,456.08
Bill Pmt -Check	08/31/2021	DEBIT	Amazon LLC	X	-17.96	-15,474.04
Total Checks and Payments					-15,474.04	-15,474.04
Deposits and Credits - 1 item						
Transfer	08/23/2021			X	15,000.00	15,000.00
Total Deposits and Credits					15,000.00	15,000.00
Total Cleared Transactions					-474.04	-474.04
Cleared Balance					-474.04	36,144.94

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 08/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	08/23/2021	2868	Time Warner Cable		-97.30	-97.30
Total Checks and Payments					-97.30	-97.30
Total Uncleared Transactions					-97.30	-97.30
Register Balance as of 08/31/2021					-571.34	36,047.64
Ending Balance					**-571.34**	**36,047.64**

The Castleton Public Library
Profit & Loss
August 2021

		Aug 21
Ordinary Income/Expense		
Income		
2082 · Library Charges		
2082.1 · Library Fines & Fees		
2082.11 · Fines	2.00	
2082.13 · Copies, Prints and Faxes	0.00	
2082.14 · Register Overage/Shortage	0.00	
Total 2082.1 · Library Fines & Fees		2.00
Total 2082 · Library Charges		2.00
2401 · Interest & Earnings		2.94
2705 · Gifts & Donations		270.57
2760 · Library System Grants		
2760.1 · LLSA and ERATE (UHLS)	1,243.80	
2760.9 · Grants - Other	787.52	
Total 2760 · Library System Grants		2,031.32
Total Income		2,306.83
Gross Profit		2,306.83
Expense		
7410.1 · Personal Services		
7410.11 · Employee Gross Wages		
7410.1A · Gross wages - Director	4,216.84	
7410.1B · Gross wages - Librarian	1,558.91	
7410.1C · Gross wages - Assistant	3,031.70	
Total 7410.11 · Employee Gross Wages		8,807.45
Total 7410.1 · Personal Services		8,807.45
7410.4 · Contractual Expenses		
7410.4B · Library Materials		
74104B5 · Magazines and Newspapers	88.97	
74104B3 · Print Materials	1,542.29	
74104B2 · Electronic Content	256.47	
74104B1 · DVDs & Other Materials	142.42	
7410.4B · Library Materials - Other	89.58	
Total 7410.4B · Library Materials		2,119.73
7410.4C · Equipment/Technology		250.85
7410.4D · Programs		
74104D1 · Summer Reading Program	495.99	
7410.4D · Programs - Other	9.00	
Total 7410.4D · Programs		504.99
7410.41 · Operations and Administrative		
7410.4G · Postage	4.23	
7410.4H · Telephone/Data Links	97.30	
Total 7410.41 · Operations and Administrative		101.53
Total 7410.4 · Contractual Expenses		2,977.10

The Castleton Public Library
Profit & Loss
August 2021

	Aug 21
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	668.56
9060.8 · Health Insurance	1,275.48
Total 9000 · Employee - Benefits	1,944.04
Total Expense	13,728.59
Net Ordinary Income	-11,421.76
Net Income	**-11,421.76**

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through August 2021

	Jan - Aug 21	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	13.66	0.00	13.66	100.0%
2082.12 · Lost Books	192.06	0.00	192.06	100.0%
2082.13 · Copies, Prints and Faxes	8.45	240.00	-231.55	3.5%
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%
Total 2082.1 · Library Fines & Fees	214.17	240.00	-25.83	89.2%
Total 2082 · Library Charges	214.17	240.00	-25.83	89.2%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	146,786.00	146,786.00	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	164,111.00	164,111.00	0.00	100.0%
2401 · Interest & Earnings	22.13	24.00	-1.87	92.2%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,478.28	5,000.00	1,478.28	129.6%
Total 2705 · Gifts & Donations	7,478.28	6,000.00	1,478.28	124.6%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	2,149.00	-2,149.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	1,630.80	1,130.00	500.80	144.3%
2760.9 · Grants - Other	1,787.52	1,000.00	787.52	178.8%
Total 2760 · Library System Grants	3,418.32	4,279.00	-860.68	79.9%
599 · Appropriated Fund Balance	0.00	11,504.00	-11,504.00	0.0%
Total Income	175,243.90	186,158.00	-10,914.10	94.1%
Gross Profit	175,243.90	186,158.00	-10,914.10	94.1%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	35,735.73	54,819.00	-19,083.27	65.2%
7410.1B · Gross wages - Librarian	13,560.69	20,983.00	-7,422.31	64.6%
7410.1C · Gross wages - Assistant	21,218.80	41,653.00	-20,434.20	50.9%
Total 7410.11 · Employee Gross Wages	70,515.22	117,455.00	-46,939.78	60.0%
Total 7410.1 · Personal Services	70,515.22	117,455.00	-46,939.78	60.0%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	4,447.00	-4,447.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	4,447.00	-4,447.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,630.00	1,400.00	230.00	116.4%
74104B5 · Magazines and Newspapers	88.97	736.00	-647.03	12.1%
74104B4 · Audiobooks	256.17	400.00	-143.83	64.0%
74104B3 · Print Materials	5,135.17	7,515.00	-2,379.83	68.3%
74104B2 · Electronic Content	4,099.52	5,000.00	-900.48	82.0%
74104B1 · DVDs & Other Materials	976.63	1,450.00	-473.37	67.4%
7410.4B · Library Materials - Other	746.06	1,210.00	-463.94	61.7%
Total 7410.4B · Library Materials	12,932.52	17,711.00	-4,778.48	73.0%
7410.4C · Equipment/Technology	1,398.75	3,785.00	-2,386.25	37.0%
7410.4D · Programs				

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through August 2021

	Jan - Aug 21	Budget	$ Over Budget	% of Budget
74104D1 · Summer Reading Program	2,106.46	3,500.00	-1,393.54	60.2%
7410.4D · Programs - Other	995.51	2,500.00	-1,504.49	39.8%
Total 7410.4D · Programs	3,101.97	6,000.00	-2,898.03	51.7%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	169.50	800.00	-630.50	21.2%
7410.4E · Automated Services	2,934.27	4,100.00	-1,165.73	71.6%
7410.4G · Postage	18.12	300.00	-281.88	6.0%
7410.4H · Telephone/Data Links	780.28	1,400.00	-619.72	55.7%
7410.4I · Insurance	2,422.89	2,530.00	-107.11	95.8%
7410.4F · Office and Library Supplies	185.16	1,300.00	-1,114.84	14.2%
7410.4J · Professional Services	420.00	400.00	20.00	105.0%
Total 7410.41 · Operations and Administrati...	6,930.22	10,830.00	-3,899.78	64.0%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	0.00	0.00	0.0%
7410.4K · Miscellaneous - Other	15.00	25.00	-10.00	60.0%
Total 7410.4K · Miscellaneous	15.00	25.00	-10.00	60.0%
Total 7410.4 · Contractual Expenses	24,378.46	38,351.00	-13,972.54	63.6%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	5,500.00	-5,500.00	0.0%
9030.8 · Social Security/Medicare	5,353.73	8,930.00	-3,576.27	60.0%
9040.8 · Workers Comp	329.42	880.00	-550.58	37.4%
9055.8 · Disability	241.50	535.00	-293.50	45.1%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	5,350.92	8,560.00	-3,209.08	62.5%
Total 9060.8 · Health Insurance	5,350.92	10,060.00	-4,709.08	53.2%
Total 9000 · Employee - Benefits	11,275.57	25,905.00	-14,629.43	43.5%
Total Expense	106,169.25	186,158.00	-79,988.75	57.0%
Net Ordinary Income	69,074.65	0.00	69,074.65	100.0%
Net Income	**69,074.65**	**0.00**	**69,074.65**	**100.0%**

The Castleton Public Library
Profit & Loss Forecast vs. Actual
January through August 2021

	Jan - Aug 21	Forecast	$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	13.66	1.90	11.76	718.9%
2082.12 · Lost Books	192.06	79.03	113.03	243.0%
2082.13 · Copies, Prints and Faxes	8.45	134.40	-125.95	6.3%
2082.14 · Register Overage/Shortage	0.00	-0.10	0.10	0.0%
Total 2082.1 · Library Fines & Fees	214.17	215.23	-1.06	99.5%
Total 2082 · Library Charges	214.17	215.23	-1.06	99.5%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	146,786.00	146,786.00	0.00	100.0%
2360.2 · Village of Castleton	14,000.00	0.00	14,000.00	100.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	164,111.00	150,111.00	14,000.00	109.3%
2401 · Interest & Earnings	22.13	22.20	-0.07	99.7%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,478.28	6,125.19	353.09	105.8%
Total 2705 · Gifts & Donations	7,478.28	7,125.19	353.09	105.0%
2760 · Library System Grants				
2760.1 · LLSA and ERATE (UHLS)	1,630.80	0.00	1,630.80	100.0%
2760.9 · Grants - Other	1,787.52	1,100.00	687.52	162.5%
Total 2760 · Library System Grants	3,418.32	1,100.00	2,318.32	310.8%
Total Income	175,243.90	158,573.62	16,670.28	110.5%
Gross Profit	175,243.90	158,573.62	16,670.28	110.5%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	35,735.73	33,731.25	2,004.48	105.9%
7410.1B · Gross wages - Librarian	13,560.69	12,870.28	690.41	105.4%
7410.1C · Gross wages - Assistant	21,218.80	19,196.97	2,021.83	110.5%
Total 7410.11 · Employee Gross Wages	70,515.22	65,798.50	4,716.72	107.2%
Total 7410.1 · Personal Services	70,515.22	65,798.50	4,716.72	107.2%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,630.00	825.00	805.00	197.6%
74104B5 · Magazines and Newspapers	88.97	339.19	-250.22	26.2%
74104B4 · Audiobooks	256.17	199.99	56.18	128.1%
74104B3 · Print Materials	5,135.17	5,194.83	-59.66	98.9%
74104B2 · Electronic Content	4,099.52	5,336.71	-1,237.19	76.8%
74104B1 · DVDs & Other Materials	976.63	947.17	29.46	103.1%
7410.4B · Library Materials - Other	746.06	690.14	55.92	108.1%
Total 7410.4B · Library Materials	12,932.52	13,533.03	-600.51	95.6%
7410.4C · Equipment/Technology	1,398.75	1,804.56	-405.81	77.5%
7410.4D · Programs				
74104D1 · Summer Reading Program	2,106.46	1,784.19	322.27	118.1%
7410.4D · Programs - Other	995.51	971.23	24.28	102.5%
Total 7410.4D · Programs	3,101.97	2,755.42	346.55	112.6%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	169.50	229.95	-60.45	73.7%
7410.4E · Automated Services	2,934.27	2,794.56	139.71	105.0%
7410.4G · Postage	18.12	18.23	-0.11	99.4%
7410.4H · Telephone/Data Links	780.28	746.75	33.53	104.5%
7410.4I · Insurance	2,422.89	2,347.41	75.48	103.2%
7410.4F · Office and Library Supplies	185.16	856.03	-670.87	21.6%
7410.4J · Professional Services	420.00	300.00	120.00	140.0%
Total 7410.41 · Operations and Administrative	6,930.22	7,292.93	-362.71	95.0%
7410.4K · Miscellaneous	15.00	10.00	5.00	150.0%
Total 7410.4 · Contractual Expenses	24,378.46	25,395.94	-1,017.48	96.0%

The Castleton Public Library
Profit & Loss Forecast vs. Actual
January through August 2021

	Jan - Aug 21	Forecast	$ Over Forecast	% of Forecast
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	0.00	0.00	0.0%
9030.8 · Social Security/Medicare	5,353.73	4,936.45	417.28	108.5%
9040.8 · Workers Comp	329.42	214.72	114.70	153.4%
9055.8 · Disability	241.50	241.50	0.00	100.0%
9060.8 · Health Insurance	5,350.92	4,337.92	1,013.00	123.4%
Total 9000 · Employee - Benefits	11,275.57	9,730.59	1,544.98	115.9%
Total Expense	106,169.25	100,925.03	5,244.22	105.2%
Net Ordinary Income	69,074.65	57,648.59	11,426.06	119.8%
Net Income	**69,074.65**	**57,648.59**	**11,426.06**	**119.8%**

The Castleton Public Library
Balance Sheet
As of August 31, 2021

	Aug 31, 21
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	164,052.21
200.2 · Citizens Checking Account	36,047.64
200.9 · Petty Cash	50.00
Total Checking/Savings	200,149.85
Other Current Assets	
395 · Deposits with Other Government	5,000.00
Total Other Current Assets	5,000.00
Total Current Assets	205,149.85
TOTAL ASSETS	**205,149.85**
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	131,002.22
Net Income	69,074.65
Total Equity	205,149.87
TOTAL LIABILITIES & EQUITY	**205,149.85**

Director's Report – August

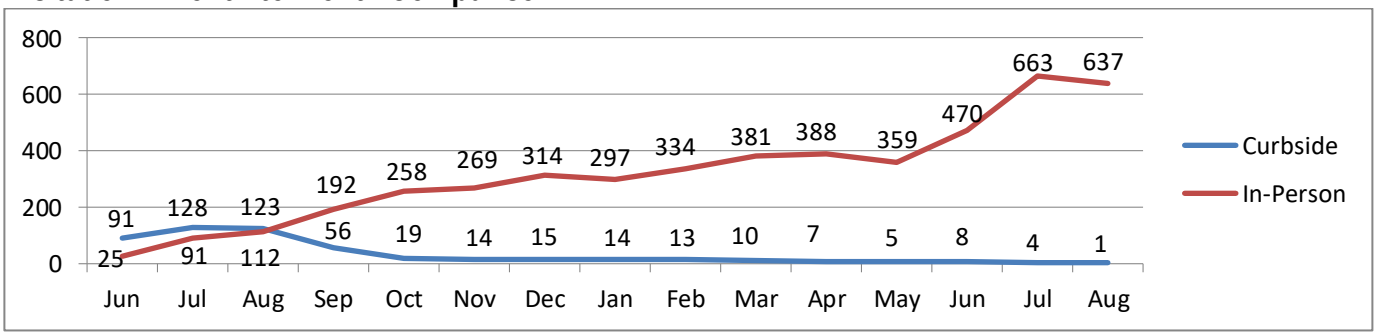
August 2021 – Usage Statistics in Comparison

	August 2021	August 2020	Percent Change
Circulation			
Circulation of materials at CPL	1,406	1,505	-6.6%
Items loaned to other libraries	374	593	-36.9%
Items borrowed from other libraries	432	722	-40.2%
eContent circulation	566	787	-28.1%
Programming			
Number of programs offered	29	26	+11.5%
Program attendance – in-person	100	0	N/A
Program attendance – live virtual	0	0	N/A
Program attendance – kits and prerecorded virtual*	340	296	+14.9%
Public Computer Use			
Public Computer Sessions	16	0**	N/A
WiFi Use - daily unique users	423 (4.1 GB)	297 (3.73 GB)	+42.4%
WiFi Hotspot Use	17.88 GB	10.19 GB	+75.5%
Marketing Reach			
Website visits	1,488	1,512	-1.6%
Website unique visitors	782	796	-1.8%
Email newsletter list size	1,428	1,396	+2.3%
Facebook page likes	895	831	+7.7%
Facebook total reach	4,915	7,158	-31.3%

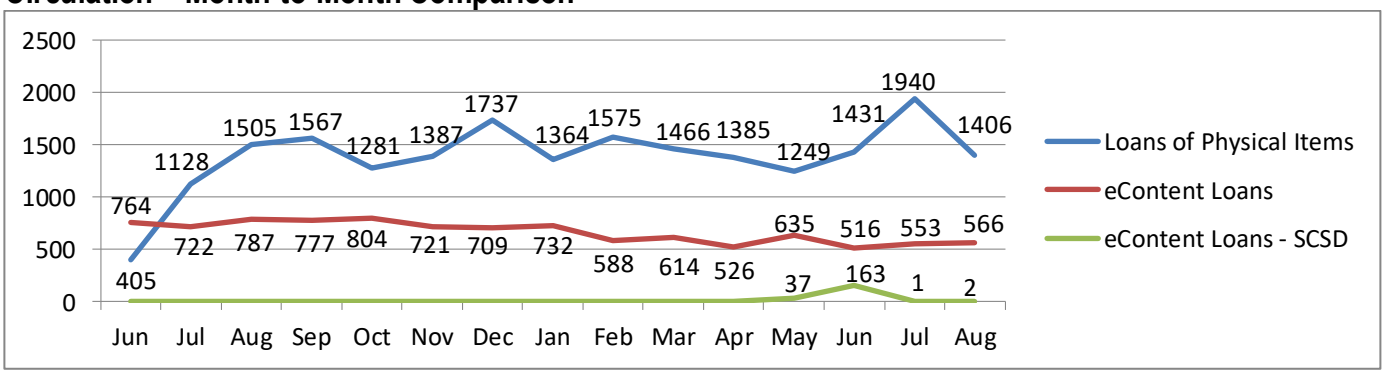
* = Attendance for prerecorded programs is measured by total views through 8/31. For kits, the number of kits taken through 8/31 is used for the attendance number.

** = Public computer stations were not reintroduced at CPL until 5/3/21.

Visitation – Month-to-Month Comparison



Circulation – Month-to-Month Comparison



Summer Reading Program – 2021 Statistics in Comparison

Registration					Program Attendance							Programs Offered				
	Kids	Teens	Adults	Total		Kids	Teens	Adults	Kits	Virt.	Total		Child/Fam*	Teen	Adult	Total
2021	**82**	**35**	**65**	**182**	**2021**	**124**	**36**	**137**	**852**	**68**	**1,217**	**2021**	**52**	**6**	**5**	**63**
2020	39	14	28	81	2020	1	0	1	640	149	791	2020	50	5	7	62
2019	176	37	107	320	2019	1,037	179	630	N/A	N/A	1,846	2019	113	10	20	143
2018	167	37	79	283	2018	808	153	532	N/A	N/A	1,494	2018	107	12	15	134
2017	143	27	64	234	2017	647	77	468	N/A	N/A	1,192	2017	65	14	22	101

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

Summer Reading – Paper vs. Online Registrations

	Kids	Teens	Adults	Total
2021 – paper registrations	60	13	44	117
2021 – online registrations	22	22	21	65
2021 – all registrations	**82**	**35**	**65**	**182**

Summer Reading – Events and Kits

- 852 Take-home craft and science kits distributed
- 297 Attendance at in-person events
- 68 Views on our summer Virtual Storytimes and Summer Reading Finale Video

Programs – August

8/2/2021	Summer Art Kit	1
8/2/2021	Cool Science: Measuring the Wind	24
8/2/2021	Take & Make Crafts: Ocean Animals	50
8/3/2021	Cool Science: Ice Cream Science	18
8/3/2021	Yoga	9
8/4/2021	Virtual Storytime	4
8/5/2021	Teen Time: Craft Hour	0
8/6/2021	Snow in August	6
8/9/2021	Cool Science: Cold Air Balloon	60
8/9/2021	Take & Make Crafts: Canimals	50
8/10/2021	Castle Hill Bookmobile	5
8/10/2021	Yoga	7
8/11/2021	Virtual Storytime	2
8/11/2021	Perler Bead Crafts	3
8/13/2021	Kaleidoscopes	11
8/16/2021	T. & M. Craft: Rainbow Scratch Art	50
8/17/2021	Painting Extravaganza	11
8/18/2021	Virtual Storytime	4
8/18/2021	Afternoon Book Club	5
8/19/2021	Teen Time: Emoji Pillows	0
8/20/2021	CPL @Farmers Market	3
8/21/2021	Sand Art	15
8/23/2021	Cool Science: Rock Candy	42
8/23/2021	T. & M. Craft: Egg Carton Caterpillar	32
8/23/2021	Riverside Lending Library	1
8/24/2021	Tie Dye @Castle Hill	5
8/24/2021	Outdoor Scavenger Hunt	1
8/25/2021	Virtual Storytime	2
8/26/2021	Storytime on the Lawn	0
8/27/2021	Summer Photo Challenge	8
8/30/2021	T. & M. Crafts: Animal Puppets	11
	Month total	**440**

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

- August 24 – Youth Services Advisory Council meeting (online meeting)

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

- August 6 – Directors Association meeting (online meeting)
- August 9 – Village Board meeting
- August 10 – Meeting at Repeat Business Systems to demo copiers
- August 10 – Bookmobile at Castle Hill senior housing
- August 12 – Meeting with Stacey Rattner & Maureen Squier (SCSD Librarians) re: Sora and Public Library Connect (online meeting)
- August 18 – Meeting w/Repeat Business Systems re: copier purchase and service contract (online meeting)
- August 18 – Friends of CPL meeting
- August 23 – Lending Library at Riverside Center for Rehabilitation and Nursing
- August 23 – "Compassionate Career Services, Part Three: When & How to 'Teach People to Fish'" (CE webinar)
- August 31 – Installation of September StoryWalk at Schodack Island State Park