Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, August 18, 2025 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

Old Business

- Sustainable funding – models to consider
- Rear door accessibility project
- Library word-of-mouth advertising

President's Report

Secretary's Report

- Review of minutes from July 21, 2025

Treasurer's Report

Director's Report

Friends Report

Village of Castleton Liaison Report

Committee Reports

- Finance Committee – A. Mitchum, S. Mitchum
- Administrative Committee – L. Knaack, C. Strainge
- Operations/Capital projects – P. Cartwright, S. Mitchum, R. Montesi
- Policy Committee – M. Johnston, L. Knaack
- Long Range Plan Committees:
  - Marketing & Community Connections – P. Cartwright, L. Knaack
  - Library Services & Outreach – A. Mitchum, S. Mitchum, R. Montesi
  - Library Space – C. Strainge, M. Johnston

Announcements

Public Comment

Executive Session

Adjourn

Castleton Public Library Board of Trustees Meeting

Monday, July 21, 2025 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:03 pm.

Roll Call

Present:	Patrick Cartwright, Vice President; Alyssa Mitchum, Treasurer; Laurie Knaack, Secretary; Ron Montesi, Trustee; Meghan Johnston, Trustee; Melissa Tacke, Library Director
Present (virtual):	Shane Mitchum, President
Excused:	Colin Strainge, Trustee

Adoption of Agenda

Trustee Cartwright motioned to adopt the agenda. Seconded by Trustee Johnston. Unanimously approved.

Public Comment

None.

New Business

2026 library funding: The funding request to the Town of Schodack will need to be submitted before the next board meeting. Director Tacke will meet with the Finance Committee prior to submission, and will prepare the provisional 2026 budget.

The board concurs that the funding request to the town will be consistent with previous years and should be accompanied by a note to let the Town Supervisor know that the board is planning to adjust the amount the following year after deciding among various options for increasing the library's sustainable funding.

Director Tacke will bring additional information and possible multi-year scenarios for the board's consideration in August, for planning when to pursue library funding propositions and how much each time to adjust the direct ask of residents versus the municipal funding sources allocated by local government.

Old Business

Rear door accessibility project: Director Tacke met with the Operations/Capital projects committee to discuss the rear door renovation project and additional quotes obtained; shared with the board that an agreement needs to be in place with a contractor by the end of August in order to retain the grant funding from NYS that was obtained in order to fund the renovations. To proceed, the request will go before the Village board and planning/zoning board in August.

Trustee Johnston motioned to accept the quote from Bennett Contracting and proceed with requesting approval from the Village for the project. Seconded by Trustee Montesi. Unanimously approved.

Library word-of-mouth advertising: Director Tacke highlighted the Library Card design contest currently ongoing. Entries are due by the end of July.

Reports

President's Report

None.

Secretary's Report

Trustee Cartwright motioned to approve the June 2025 meeting minutes. Seconded by Trustee Montesi. Unanimously approved.

Treasurer's Report

Trustee Montesi motioned to approve the June 2025 Check Detail Reports. Seconded by Trustee Johnston. Unanimously approved.

Director's Report

Director Tacke presented statistics for June 2025 with a comparison against 2024. Program attendance for June was excellent, exceeding even the previous year. Circulation of physical content has continued to decline, and is almost offset by increase in eContent circulation. WiFi hotspots and public computers continued to receive use. June was also a busy month for outreach; the library hosted many Schodack Central School District field trips and visited English classes. There have been approximately 260 youth and adult signups for the Summer Reading Club so far.

Friends Report

The Friends of the Library will hold two evening Music on the Lawn events in July and August, followed by a pasta dinner in the fall as their next fundraiser.

Village of Castleton Liaison Report

Mayor Michael Slik attended and shared with the board that the Village board has begun a NY Forward committee, chaired by Susan Penn, to explore NY Forward grant opportunities. Mayor Slik encourages trustees and residents to share project ideas that may be helpful in pursuing grants, by reaching out to the committee, calling, or coming to Coffee with the Mayor held on the 2nd Saturday of each month. Mayor Slik shared that there have been frequent water main breaks in the Village this summer; several mains need to be replaced, and one recent break may spur a change to the Village Code to require specific water shutoff steps when a building is torn down. Additionally, the Mayor noted that the former Hamilton Printing location has been sold and he hopes to have a conversation with the new owner soon; suggests that there may be opportunities for the Village to partner to use and keep up some of the land, such as with the creation of a hiking path, if not all land will be actively in use.

Committee Reports

Finance: Did not meet.
Administrative: Did not meet.
Operations/Capital Projects: Met to discuss rear door accessibility project as shared earlier in the meeting.
Policy: Did not meet.
Long Range Plan Committees:

- **Marketing & Community Connections:** Did not meet.
- **Library Services & Outreach:** Did not meet.
- **Library Space:** Did not meet.

Announcements: None.

Public Comment: None.

Executive Session: None.

Adjournment: The meeting was adjourned at 7:31 pm.

The Castleton Public Library
Check Detail
July 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**07/01/2025**	**Google LLC**	**200.2 · Citizens Checking Account**		**-36.00**
Bill	5295670193	07/01/2025		7410.4C · Equipment/Technology	-36.00	36.00
TOTAL					-36.00	36.00
Bill Pmt -Check	**DEBIT**	**07/03/2025**	**Umakebuttons.c...**	**200.2 · Citizens Checking Account**		**-51.95**
Bill	14120	07/03/2025		74104D1 · Summer Reading Program	-51.95	51.95
TOTAL					-51.95	51.95
Bill Pmt -Check	**DEBIT**	**07/07/2025**	**USPS**	**200.2 · Citizens Checking Account**		**-5.11**
Bill		07/07/2025		7410.4G · Postage	-5.11	5.11
TOTAL					-5.11	5.11
Bill Pmt -Check	**DEBIT**	**07/08/2025**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-111.90**
Bill	1113992279...	07/07/2025		74104D1 · Summer Reading Program	-111.90	111.90
TOTAL					-111.90	111.90
Bill Pmt -Check	**DEBIT**	**07/11/2025**	**Edward Mangion...**	**200.2 · Citizens Checking Account**		**-8.90**
Bill		07/11/2025		7410.4F · Office and Library Supplies	-8.90	8.90
TOTAL					-8.90	8.90
Bill Pmt -Check	**DEBIT**	**07/15/2025**	**USPS**	**200.2 · Citizens Checking Account**		**-10.63**
Bill		07/15/2025		7410.4G · Postage	-10.63	10.63
TOTAL					-10.63	10.63
Bill Pmt -Check	**DEBIT**	**07/15/2025**	**Wal-Mart**	**200.2 · Citizens Checking Account**		**-87.42**
Bill		07/15/2025		74104D1 · Summer Reading Program	-87.42	87.42
TOTAL					-87.42	87.42
Bill Pmt -Check	**DEBIT**	**07/15/2025**	**Target**	**200.2 · Citizens Checking Account**		**-70.44**
Bill		07/15/2025		74104D1 · Summer Reading Program	-70.44	70.44
TOTAL					-70.44	70.44
Bill Pmt -Check	**DEBIT**	**07/21/2025**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-123.31**
Bill	1117033047...	07/18/2025		7410.4F · Office and Library Supplies	-5.99	5.99
				74104D1 · Summer Reading Program	-117.32	117.32
TOTAL					-123.31	123.31
Bill Pmt -Check	**DEBIT**	**07/21/2025**	**Price Chopper**	**200.2 · Citizens Checking Account**		**-15.00**
Bill		07/21/2025		74104D1 · Summer Reading Program	-15.00	15.00
TOTAL					-15.00	15.00

The Castleton Public Library
Check Detail
July 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**07/22/2025**	**Hannaford**	**200.2 · Citizens Checking Account**		**-200.00**
Bill		07/22/2025		7410.4D · Programs	-200.00	200.00
TOTAL					-200.00	200.00
Bill Pmt -Check	**DEBIT**	**07/23/2025**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-65.90**
Bill	1110011191...	07/21/2025		74104D1 · Summer Reading Program	-65.90	65.90
TOTAL					-65.90	65.90
Bill Pmt -Check	**DEBIT**	**07/25/2025**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-63.22**
Bill	1114064413...	07/25/2025		74104D1 · Summer Reading Program	-63.22	63.22
TOTAL					-63.22	63.22
Bill Pmt -Check	**DEBIT**	**07/27/2025**	**Goodwill Industri...**	**200.2 · Citizens Checking Account**		**-6.24**
Bill		07/27/2025		74104D1 · Summer Reading Program	-6.24	6.24
TOTAL					-6.24	6.24
Bill Pmt -Check	**DEBIT**	**07/28/2025**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-57.86**
Bill	1118995438...	07/28/2025		74104B1 · DVDs & Other Materials	-57.86	57.86
TOTAL					-57.86	57.86
Bill Pmt -Check	**DEBIT**	**07/28/2025**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-19.96**
Bill	1117412562...	07/28/2025		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	**DEBIT**	**07/28/2025**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-17.95**
Bill	1110470012...	07/28/2025		74104B1 · DVDs & Other Materials	-17.95	17.95
TOTAL					-17.95	17.95
Bill Pmt -Check	**DEBIT**	**07/29/2025**	**Honest Weight F...**	**200.2 · Citizens Checking Account**		**-3.00**
Bill		07/29/2025		74104D1 · Summer Reading Program	-3.00	3.00
TOTAL					-3.00	3.00
Bill Pmt -Check	**DEBIT**	**07/29/2025**	**USPS**	**200.2 · Citizens Checking Account**		**-4.47**
Bill		07/29/2025		7410.4G · Postage	-4.47	4.47
TOTAL					-4.47	4.47
Bill Pmt -Check	**DEBIT**	**07/29/2025**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-20.94**
Bill	1110470012...	07/29/2025		74104B1 · DVDs & Other Materials	-20.94	20.94
TOTAL					-20.94	20.94

The Castleton Public Library
Check Detail
July 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**07/30/2025**	**Wal-Mart**	**200.2 · Citizens Checking Account**		**-149.50**
Bill		07/30/2025		74104D1 · Summer Reading Program	-149.50	149.50
TOTAL					-149.50	149.50
Bill Pmt -Check	**DEBIT**	**07/30/2025**	**Target**	**200.2 · Citizens Checking Account**		**-75.98**
Bill		07/30/2025		7410.4D · Programs	-75.98	75.98
TOTAL					-75.98	75.98
Bill Pmt -Check	**3418**	**07/03/2025**	**Albany Institute ...**	**200.2 · Citizens Checking Account**		**-100.00**
Bill		07/03/2025		74104B6 · Museum Passes	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Check	**3419**	**07/03/2025**	**FASNY Museum ...**	**200.2 · Citizens Checking Account**		**-100.00**
Bill		07/03/2025		74104B6 · Museum Passes	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Check	**3420**	**07/03/2025**	**Empire State Aer...**	**200.2 · Citizens Checking Account**		**-75.00**
Bill		07/03/2025		74104B6 · Museum Passes	-75.00	75.00
TOTAL					-75.00	75.00
Bill Pmt -Check	**3421**	**07/07/2025**	**UHLS**	**200.2 · Citizens Checking Account**		**-453.03**
Bill	25-324	07/02/2025		74104B2 · Electronic Content	-453.03	453.03
TOTAL					-453.03	453.03
Bill Pmt -Check	**3422**	**07/07/2025**	**UHLS**	**200.2 · Citizens Checking Account**		**-1,047.00**
Bill	25-352	07/07/2025		7410.4E · Automated Services	-1,047.00	1,047.00
TOTAL					-1,047.00	1,047.00
Bill Pmt -Check	**3424**	**07/07/2025**	**Uncharted Wild**	**200.2 · Citizens Checking Account**		**-275.00**
Bill		07/07/2025		74104D1 · Summer Reading Program	-275.00	275.00
TOTAL					-275.00	275.00
Bill Pmt -Check	**3425**	**07/07/2025**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-8,475.67**
Bill	84651	07/01/2025		7410.1A · Gross wages - Director	-2,692.30	2,692.30
				7410.1C · Gross wages - Assistant	-5,185.13	5,185.13
				9030.8 · Social Security/Medicare	-598.24	598.24
TOTAL					-8,475.67	8,475.67
Bill Pmt -Check	**3426**	**07/07/2025**	**UHLS**	**200.2 · Citizens Checking Account**		**-764.89**
Bill	25-188	07/02/2025		74104B2 · Electronic Content	-764.89	764.89
TOTAL					-764.89	764.89

The Castleton Public Library
Check Detail
July 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**3427**	**07/07/2025**	**Brodart**	**200.2 · Citizens Checking Account**		**-2,614.27**
Bill	MULTIPLE	07/07/2025		74104B3 · Print Materials	-2,614.27	2,614.27
TOTAL					-2,614.27	2,614.27
Bill Pmt -Check	**3428**	**07/07/2025**	**Great American**	**200.2 · Citizens Checking Account**		**-813.00**
Bill		07/07/2025		7410.4I · Insurance	-813.00	813.00
TOTAL					-813.00	813.00
Bill Pmt -Check	**3429**	**07/21/2025**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-8,183.25**
Bill	84653	07/21/2025		7410.1A · Gross wages - Director	-2,692.30	2,692.30
				7410.1C · Gross wages - Assistant	-4,913.50	4,913.50
				9030.8 · Social Security/Medicare	-577.45	577.45
TOTAL					-8,183.25	8,183.25
Bill Pmt -Check	**3430**	**07/21/2025**	**OverDrive**	**200.2 · Citizens Checking Account**		**-392.96**
Bill	MULTIPLE	07/21/2025		74104B2 · Electronic Content	-392.96	392.96
TOTAL					-392.96	392.96
Bill Pmt -Check	**3431**	**07/21/2025**	**Massachusetts ...**	**200.2 · Citizens Checking Account**		**-275.00**
Bill		07/21/2025		74104B6 · Museum Passes	-275.00	275.00
TOTAL					-275.00	275.00
Bill Pmt -Check	**3432**	**07/21/2025**	**Brodart**	**200.2 · Citizens Checking Account**		**-401.75**
Bill	MULTIPLE	07/21/2025		74104B3 · Print Materials	-401.75	401.75
TOTAL					-401.75	401.75
Bill Pmt -Check	**3433**	**07/28/2025**	**MiSci**	**200.2 · Citizens Checking Account**		**-435.04**
Bill	5641796, 56...	07/28/2025		74104D1 · Summer Reading Program	-435.04	435.04
TOTAL					-435.04	435.04
Bill Pmt -Check	**3434**	**07/24/2025**	**Traveling Therap...**	**200.2 · Citizens Checking Account**		**-75.00**
Bill	1379	07/24/2025		74104D1 · Summer Reading Program	-75.00	75.00
TOTAL					-75.00	75.00
Bill Pmt -Check	**3435**	**07/30/2025**	**Prancing Pony P...**	**200.2 · Citizens Checking Account**		**-70.00**
Bill		07/30/2025		74104D1 · Summer Reading Program	-70.00	70.00
TOTAL					-70.00	70.00

The Castleton Public Library
Reconciliation Summary
200.1 · Citizens Money Market, Period Ending 07/31/2025

	Jul 31, 25	
Beginning Balance		117,193.50
Cleared Transactions		
Checks and Payments - 2 items	-35,000.00	
Deposits and Credits - 1 item	7.91	
Total Cleared Transactions	-34,992.09	
Cleared Balance		**82,201.41**
Register Balance as of 07/31/2025		82,201.41
Ending Balance		82,201.41

The Castleton Public Library
Reconciliation Detail
200.1 · Citizens Money Market, Period Ending 07/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						117,193.50
Cleared Transactions						
Checks and Payments - 2 items						
Transfer	07/03/2025			X	-20,000.00	-20,000.00
Transfer	07/21/2025			X	-15,000.00	-35,000.00
Total Checks and Payments					-35,000.00	-35,000.00
Deposits and Credits - 1 item						
Deposit	07/31/2025			X	7.91	7.91
Total Deposits and Credits					7.91	7.91
Total Cleared Transactions					-34,992.09	-34,992.09
Cleared Balance					-34,992.09	82,201.41
Register Balance as of 07/31/2025					-34,992.09	82,201.41
Ending Balance					**-34,992.09**	**82,201.41**

The Castleton Public Library
Reconciliation Summary
200.4 · Bank of Greene County Account, Period Ending 07/31/2025

	Jul 31, 25	
Beginning Balance		230,539.02
Cleared Transactions		
Deposits and Credits - 2 items	3,327.70	
Total Cleared Transactions	3,327.70	
Cleared Balance		**233,866.72**
Register Balance as of 07/31/2025		233,866.72
Ending Balance		233,866.72

The Castleton Public Library
Reconciliation Detail
200.4 · Bank of Greene County Account, Period Ending 07/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						230,539.02
Cleared Transactions						
Deposits and Credits - 2 items						
Deposit	07/22/2025			X	2,736.84	2,736.84
Deposit	07/31/2025			X	590.86	3,327.70
Total Deposits and Credits					3,327.70	3,327.70
Total Cleared Transactions					3,327.70	3,327.70
Cleared Balance					3,327.70	233,866.72
Register Balance as of 07/31/2025					3,327.70	233,866.72
Ending Balance					**3,327.70**	**233,866.72**

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 07/31/2025

	Jul 31, 25	
Beginning Balance		18,991.04
Cleared Transactions		
Checks and Payments - 39 items	-25,756.54	
Deposits and Credits - 2 items	35,000.00	
Total Cleared Transactions	9,243.46	
Cleared Balance		**28,234.50**
Register Balance as of 07/31/2025		28,234.50
Ending Balance		28,234.50

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 07/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						18,991.04
Cleared Transactions						
Checks and Payments - 39 items						
Bill Pmt -Check	07/01/2025	DEBIT	Google LLC	X	-36.00	-36.00
Bill Pmt -Check	07/03/2025	3418	Albany Institute of Hi...	X	-100.00	-136.00
Bill Pmt -Check	07/03/2025	3419	FASNY Museum of ...	X	-100.00	-236.00
Bill Pmt -Check	07/03/2025	3420	Empire State Aerosc...	X	-75.00	-311.00
Bill Pmt -Check	07/03/2025	DEBIT	Umakebuttons.com	X	-51.95	-362.95
Bill Pmt -Check	07/07/2025	3425	Village of Castleton-...	X	-8,475.67	-8,838.62
Bill Pmt -Check	07/07/2025	3427	Brodart	X	-2,614.27	-11,452.89
Bill Pmt -Check	07/07/2025	3422	UHLS	X	-1,047.00	-12,499.89
Bill Pmt -Check	07/07/2025	3428	Great American	X	-813.00	-13,312.89
Bill Pmt -Check	07/07/2025	3426	UHLS	X	-764.89	-14,077.78
Bill Pmt -Check	07/07/2025	3421	UHLS	X	-453.03	-14,530.81
Bill Pmt -Check	07/07/2025	3424	Uncharted Wild	X	-275.00	-14,805.81
Bill Pmt -Check	07/07/2025	DEBIT	USPS	X	-5.11	-14,810.92
Bill Pmt -Check	07/08/2025	DEBIT	Amazon LLC	X	-111.90	-14,922.82
Bill Pmt -Check	07/11/2025	DEBIT	Edward Mangione L...	X	-8.90	-14,931.72
Bill Pmt -Check	07/15/2025	DEBIT	Wal-Mart	X	-87.42	-15,019.14
Bill Pmt -Check	07/15/2025	DEBIT	Target	X	-70.44	-15,089.58
Bill Pmt -Check	07/15/2025	DEBIT	USPS	X	-10.63	-15,100.21
Bill Pmt -Check	07/21/2025	3429	Village of Castleton-...	X	-8,183.25	-23,283.46
Bill Pmt -Check	07/21/2025	3432	Brodart	X	-401.75	-23,685.21
Bill Pmt -Check	07/21/2025	3430	OverDrive	X	-392.96	-24,078.17
Bill Pmt -Check	07/21/2025	3431	Massachusetts Mus...	X	-275.00	-24,353.17
Bill Pmt -Check	07/21/2025	DEBIT	Amazon LLC	X	-123.31	-24,476.48
Bill Pmt -Check	07/21/2025	DEBIT	Price Chopper	X	-15.00	-24,491.48
Bill Pmt -Check	07/22/2025	DEBIT	Hannaford	X	-200.00	-24,691.48
Bill Pmt -Check	07/23/2025	DEBIT	Amazon LLC	X	-65.90	-24,757.38
Bill Pmt -Check	07/24/2025	3434	Traveling Therapy Pi...	X	-75.00	-24,832.38
Bill Pmt -Check	07/25/2025	DEBIT	Amazon LLC	X	-63.22	-24,895.60
Bill Pmt -Check	07/27/2025	DEBIT	Goodwill Industries	X	-6.24	-24,901.84
Bill Pmt -Check	07/28/2025	3433	MiSci	X	-435.04	-25,336.88
Bill Pmt -Check	07/28/2025	DEBIT	Amazon LLC	X	-57.86	-25,394.74
Bill Pmt -Check	07/28/2025	DEBIT	Amazon LLC	X	-19.96	-25,414.70
Bill Pmt -Check	07/28/2025	DEBIT	Amazon LLC	X	-17.95	-25,432.65
Bill Pmt -Check	07/29/2025	DEBIT	Amazon LLC	X	-20.94	-25,453.59
Bill Pmt -Check	07/29/2025	DEBIT	USPS	X	-4.47	-25,458.06
Bill Pmt -Check	07/29/2025	DEBIT	Honest Weight Food...	X	-3.00	-25,461.06
Bill Pmt -Check	07/30/2025	DEBIT	Wal-Mart	X	-149.50	-25,610.56
Bill Pmt -Check	07/30/2025	DEBIT	Target	X	-75.98	-25,686.54
Bill Pmt -Check	07/30/2025	3435	Prancing Pony Prana	X	-70.00	-25,756.54
Total Checks and Payments					-25,756.54	-25,756.54
Deposits and Credits - 2 items						
Transfer	07/03/2025			X	20,000.00	20,000.00
Transfer	07/21/2025			X	15,000.00	35,000.00
Total Deposits and Credits					35,000.00	35,000.00
Total Cleared Transactions					9,243.46	9,243.46
Cleared Balance					9,243.46	28,234.50

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 07/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Register Balance as of 07/31/2025					9,243.46	28,234.50
Ending Balance					**9,243.46**	**28,234.50**

The Castleton Public Library
Profit & Loss
July 2025

		Jul 25
Ordinary Income/Expense		
Income		
2082 · Library Charges		
2082.1 · Library Fines & Fees		
2082.11 · Fines	3.00	
2082.12 · Lost Books	31.97	
2082.13 · Copies, Prints and Faxes	11.15	
2082.14 · Register Overage/Shortage	0.00	
Total 2082.1 · Library Fines & Fees		46.12
Total 2082 · Library Charges		46.12
2401 · Interest & Earnings		598.77
2705 · Gifts & Donations		2,590.72
2760 · Library System Grants		
2760.9 · Grants - Other		100.00
Total 2760 · Library System Grants		100.00
Total Income		3,335.61
Gross Profit		3,335.61
Expense		
7410.1 · Personal Services		
7410.11 · Employee Gross Wages		
7410.1A · Gross wages - Director	5,384.60	
7410.1C · Gross wages - Assistant	10,098.63	
Total 7410.11 · Employee Gross Wages		15,483.23
Total 7410.1 · Personal Services		15,483.23
7410.4 · Contractual Expenses		
7410.4B · Library Materials		
74104B6 · Museum Passes	550.00	
74104B3 · Print Materials	3,016.02	
74104B2 · Electronic Content	1,610.88	
74104B1 · DVDs & Other Materials	116.71	
Total 7410.4B · Library Materials		5,293.61
7410.4C · Equipment/Technology		36.00
7410.4D · Programs		
74104D1 · Summer Reading Program	1,596.93	
7410.4D · Programs - Other	275.98	
Total 7410.4D · Programs		1,872.91
7410.41 · Operations and Administrative		
7410.4E · Automated Services	1,047.00	
7410.4G · Postage	20.21	
7410.4I · Insurance	813.00	
7410.4F · Office and Library Supplies	14.89	
Total 7410.41 · Operations and Administrative		1,895.10
Total 7410.4 · Contractual Expenses		9,097.62
9000 · Employee - Benefits		
9030.8 · Social Security/Medicare		1,175.69
Total 9000 · Employee - Benefits		1,175.69
Total Expense		25,756.54
Net Ordinary Income		-22,420.93
Net Income		**-22,420.93**

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through July 2025

	Jan - Jul 25	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	7.00	0.00	7.00	100.0%
2082.12 · Lost Books	161.48	0.00	161.48	100.0%
2082.13 · Copies, Prints and Faxes	91.95	0.00	91.95	100.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
2082.19 · Other Fines & Fees	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	260.43	0.00	260.43	100.0%
Total 2082 · Library Charges	260.43	0.00	260.43	100.0%
2360 · Intergovernmental Revenues				
2360.4 · Taxes - SCSD	159,000.00	159,000.00	0.00	100.0%
2360.1 · Town of Schodack	92,500.00	92,500.00	0.00	100.0%
2360.2 · Village of Castleton	0.00	10,000.00	-10,000.00	0.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	254,825.00	264,825.00	-10,000.00	96.2%
2401 · Interest & Earnings	3,019.30	240.00	2,779.30	1,258.0%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	7,881.53	8,100.00	-218.47	97.3%
Total 2705 · Gifts & Donations	8,881.53	9,100.00	-218.47	97.6%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	14,485.00	16,095.00	-1,610.00	90.0%
2760.1 · LLSA and ERATE (UHLS)	0.00	1,490.00	-1,490.00	0.0%
2760.9 · Grants - Other	2,888.46	4,000.00	-1,111.54	72.2%
Total 2760 · Library System Grants	17,373.46	21,585.00	-4,211.54	80.5%
599 · Appropriated Fund Balance	0.00	22,706.00	-22,706.00	0.0%
Total Income	284,359.72	318,456.00	-34,096.28	89.3%
Gross Profit	284,359.72	318,456.00	-34,096.28	89.3%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	37,692.20	70,000.00	-32,307.80	53.8%
7410.1B · Gross wages - Librarian	0.00	8,820.00	-8,820.00	0.0%
7410.1C · Gross wages - Assistant	62,338.15	122,050.00	-59,711.85	51.1%
Total 7410.11 · Employee Gross Wages	100,030.35	200,870.00	-100,839.65	49.8%
Total 7410.1 · Personal Services	100,030.35	200,870.00	-100,839.65	49.8%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	21,460.00	-21,460.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	21,460.00	-21,460.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,057.00	1,850.00	-793.00	57.1%
74104B5 · Magazines and Newspapers	225.94	200.00	25.94	113.0%
74104B4 · Audiobooks	0.00	0.00	0.00	0.0%
74104B3 · Print Materials	6,069.09	11,700.00	-5,630.91	51.9%
74104B2 · Electronic Content	5,791.08	7,900.00	-2,108.92	73.3%
74104B1 · DVDs & Other Materials	636.01	1,491.00	-854.99	42.7%
7410.4B · Library Materials - Other	153.84	1,200.00	-1,046.16	12.8%
Total 7410.4B · Library Materials	13,932.96	24,341.00	-10,408.04	57.2%
7410.4C · Equipment/Technology	1,106.51	2,250.00	-1,143.49	49.2%

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through July 2025

	Jan - Jul 25	Budget	$ Over Budget	% of Budget
7410.4D · Programs				
74104D1 · Summer Reading Program	3,419.17	5,200.00	-1,780.83	65.8%
7410.4D · Programs - Other	1,379.49	4,500.00	-3,120.51	30.7%
Total 7410.4D · Programs	4,798.66	9,700.00	-4,901.34	49.5%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	600.45	950.00	-349.55	63.2%
7410.4E · Automated Services	3,141.00	4,190.00	-1,049.00	75.0%
7410.4G · Postage	153.58	600.00	-446.42	25.6%
7410.4H · Telephone/Data Links	544.37	1,250.00	-705.63	43.5%
7410.4I · Insurance	2,875.94	3,070.00	-194.06	93.7%
7410.4F · Office and Library Supplies	721.14	1,300.00	-578.86	55.5%
7410.4J · Professional Services	250.00	550.00	-300.00	45.5%
Total 7410.41 · Operations and Administrati...	8,286.48	11,910.00	-3,623.52	69.6%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	0.00	0.00	0.0%
7410.4K · Miscellaneous - Other	463.71	30.00	433.71	1,545.7%
Total 7410.4K · Miscellaneous	463.71	30.00	433.71	1,545.7%
Total 7410.4 · Contractual Expenses	28,588.32	48,231.00	-19,642.68	59.3%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	8,100.00	-8,100.00	0.0%
9030.8 · Social Security/Medicare	7,590.90	14,500.00	-6,909.10	52.4%
9040.8 · Workers Comp	0.00	900.00	-900.00	0.0%
9055.8 · Disability	0.00	500.00	-500.00	0.0%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	3,000.00	-3,000.00	0.0%
9060.8 · Health Insurance - Other	4,974.48	20,895.00	-15,920.52	23.8%
Total 9060.8 · Health Insurance	4,974.48	23,895.00	-18,920.52	20.8%
Total 9000 · Employee - Benefits	12,565.38	47,895.00	-35,329.62	26.2%
Total Expense	141,184.05	318,456.00	-177,271.95	44.3%
Net Ordinary Income	143,175.67	0.00	143,175.67	100.0%
Net Income	**143,175.67**	**0.00**	**143,175.67**	**100.0%**

The Castleton Public Library
Balance Sheet
As of July 31, 2025

	Jul 31, 25
ASSETS	
Current Assets	
Checking/Savings	
200.4 · Bank of Greene County Account	233,866.72
200.1 · Citizens Money Market	82,201.41
200.2 · Citizens Checking Account	28,234.50
200.9 · Petty Cash	50.00
Total Checking/Savings	344,352.63
Other Current Assets	
395 · Deposits with Other Government	7,500.00
Total Other Current Assets	7,500.00
Total Current Assets	351,852.63
TOTAL ASSETS	**351,852.63**
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	203,603.98
Net Income	143,175.67
Total Equity	351,852.65
TOTAL LIABILITIES & EQUITY	**351,852.63**

Director's Report – July 2025

July 2025 – Usage Statistics in Comparison

	July 2025	July 2024	% Change, 2025 vs. 2024
Circulation			
Circulation of materials at CPL	2,160	2,677	-19.3%
Items loaned to other libraries	426	354	+20.3%
Items borrowed from other libraries	690	902	-23.5%
eContent circulation	810	738	+9.8%
Total circulation (physical & digital)	2,970	3,415	-13%
Programming			
Number of programs offered	66	58	+13.8%
Program attendance – in-person	915	762	+20.1%
Program attendance – kits*	282	314	-10.2%
Total program attendance	1,213	1,076	+12.7%
Public Computer Use			
Public Computer Sessions	28	9	+211.1%
WiFi Use – daily unique users	761	830	-8.3%
WiFi Hotspot Use	189.3 GB	0 GB	+100%
Marketing Reach			
Website visits	1,274	1,205	+5.7%
Website unique visitors	573	603	-5%
Email newsletter list size	1,746	1,725	+1.2%
Facebook page followers	1,652	1,500	+10.1%
Facebook total views	33,717	17,682	+90.7%
* = The number of kits distributed through 7/31 is used for the attendance number.			

Programming & Outreach Coordinator – Meetings, Outreach, and Continuing Education (July)

- July 3 – Weekly meeting with Director
- July 9 – Staffed library table at Schodack Farmers Market
- July 10 – Weekly meeting with Director
- July 10 – Teen volunteer orientation (one-on-one)
- July 11 – Tech help at Castle Hill senior housing
- July 15 – Staffed library table at Town of Schodack Community Market
- July 18 – Weekly meeting with Director
- July 18 – Meeting with NYS Tax Dept. Re: TAP program (virtual meeting)
- July 24 – Weekly meeting with Director
- July 24 – Meeting with Bring On The Spectrum re: sensory supplies (virtual meeting)
- July 31 – Weekly meeting with Director

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

- July 3 – Weekly meeting with Programming & Outreach Coordinator
- July 7 – First-day orientation with Summer Youth Employment Program (SYEP) employee
- July 8 – Bookmobile at Castle Hill senior housing
- July 10 – New York Library Association (NYLA) Library Administration & Management Section (LAMS) board meeting (virtual meeting)
- July 10 – Weekly meeting with Programming & Outreach Coordinator
- July 10 – Teen volunteer orientation (one-on-one)
- July 11 – Tech help at Castle Hill senior housing

- July 14 – Meeting with Village of Castleton Building Inspector re: rear door project
- July 14 – Village Board meeting
- July 18 – Weekly meeting with Programming & Outreach Coordinator
- July 18 – Operations & Capital Projects Committee meeting (virtual meeting)
- July 24 – Weekly meeting with Programming & Outreach Coordinator
- July 24 – Meeting with Bring On The Spectrum re: sensory supplies (virtual meeting)
- July 29 – Staffed library table at Town of Schodack Community Market
- July 31 – Weekly meeting with Programming & Outreach Coordinator

Programs – July

7/1/2025	Summer STEAM: Starter Seeds	24
7/1/2025	Sunshine Storytime	0
7/2/2015	Summer Goals Vision Boards	9
7/2/2025	Wellness Wednesday Walk	0
7/3/2025	4th of July Storytime	21
7/3/2025	4th of July Crafts	15
7/5/2025	Little Ones Playtime	0
7/6/2025	Take & Make: Suncatcher	100
7/6/2025	Little Ones Playtime	2
7/7/2025	Fruit Smoothies	39
7/7/2025	Job Seeker Help	0
7/7/2025	After Dinner Book Club	6
7/8/2025	Castle Hill Bookmobile	5
7/8/2025	Sunny Day Potions	39
7/8/2025	Sunshine Storytime	3
7/9/2025	Library Scavenger Hunt	13
7/9/2025	CPL @Schodack Farmers Market	23
7/9/2025	Wellness Wednesday Walk	0
7/9/2025	Open Mic Night	15
7/10/2025	Storytime: Tri-City ValleyCats	33
7/10/2025	Crime Lab Science with MiSci	18
7/11/2025	Tech Help @Castle Hill	2
7/11/2025	STEAM: Elephant Toothpaste	30
7/12/2025	Tie Dye Bookmarks	24
7/13/2025	Take & Make: Emoji Faces	70
7/13/2025	Mad Libs	5
7/14/2025	Neighborhood Scavenger Hunt	2
7/14/2025	Fiber Arts Workshop	6
7/15/2025	CPL @TOS Community Market	18
7/15/2025	Traveling Farm	41
7/15/2025	Sunshine Storytime	0
7/15/2025	Beginner Yoga	6
7/16/2025	STEAM: Salt Dough Fossils	31
7/16/2025	Afternoon Book Club	5
7/16/2025	Wellness Wednesday Walk	0
7/17/2025	Storytime: Reading Rats	17
7/17/2025	Acting and Improv Games	16
7/18/2025	Disney Paper Bag Puppets	20
7/19/2025	Family Dice and Card Games	3
7/20/2025	Take & Make: Rainbow Scratch Art	72
7/20/2025	Pool Noodle Monsters	20
7/21/2025	Storywalk @Schodack Town Park	7
7/21/2025	Bingo Night for Kids and Teens	10
7/22/2025	Make Your Own Kinetic Sand	39
7/22/2025	Sunshine Storytime	8
7/22/2025	Beginner Yoga	8
7/23/2025	Summer Snacks: Mug Cake	10
7/23/2025	CPL @Schodack Farmers Market	29
7/23/2025	Wellness Wednesday Walk	0
7/24/2025	Storytime: Therapy Pigs	47
7/24/2025	Rocking Piggies	19
7/25/2025	Summer STEAM: Shrinky Dinks	44
7/26/2025	Build with Big Blue Blocks	10
7/27/2025	Take & Make: Paper Mosaic Art	40
7/27/2025	Tissue Paper Flowers	9
7/28/2025	Book Lovers Button Making	21
7/28/2025	The Magic of Electricity with MiSci	12
7/29/2025	STEAM: Boat Building and Race	18
7/29/2025	CPL @TOS Community Market	27
7/29/2025	Sunshine Storytime	6
7/29/2025	Beginner Yoga	7
7/30/2025	Yoga for Kids	10
7/30/2025	Wellness Wednesday Walk	0
7/30/2025	Memoir Writing for Adults	4
7/31/2025	Special Visitor Storytime: Police	30
7/31/2025	Make Your Own T-Shirt Bags	15
7/31/2025	Library Card Design Contest	14
	Month total	**1,197**