Agenda

Castleton Public Library Board of Trustees Meeting

Regular Meeting, August 17, 2026 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- Additional applicants for director vacancy

Old Business

- Director search

President's Report

Secretary's Report

- Review of minutes from July 20, 2026

Treasurer's Report

Director's Report

Friends Report

Village of Castleton Liaison Report

Committee Reports

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

Announcements

Public Comment

Executive Session

Adjourn

Castleton Public Library Board of Trustees Meeting

Monday, July 20, 2026 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by President Cartwright at 7:04 pm.

Roll Call

Present:	Patrick Cartwright, President; Meghan Johnston, Vice President; Laurie Knaack, Secretary; Colin Strainge, Trustee; Brittany Oras, Trustee
Absent (excused):	Ron Montesi, Treasurer; Ian Marvinney, Trustee

Adoption of Agenda

Trustee Strainge motioned to adopt the agenda. Seconded by Trustee Oras. Unanimously approved.

Public Comment

None.

New Business

Staff hiring (part-time roles): Interim Director Melanie Sheldon notified President Cartwright that multiple staff members are departing in July and August. Additional staff are covering, and one summer staff member indicates willingness to continue into the fall in evening and weekend shifts. Trustees discussed; consensus was that it is preferable to avoid opening new positions until a new director is in place if it is possible for staff and substitutes to cover shifts.

Old Business

Director search: Trustees discussed feedback on applications received to date and have made a short list of candidates to start interviewing via phone screen. President Cartwright plans to contact Chris Sagaas of UHLS for additional information on whether the posting can be re-submitted with an extended deadline or posted to a broader audience, as only a small number of resumes were received. Process and timing: President Cartwright will reach out to selected candidates to obtain availability for Zoom calls, ideally on the following Monday and Tuesday; all board members are invited to participate but will not be required - screening will move forward so long as a few trustees are available. Trustees brainstormed interview questions and will refine over email ahead of screening calls.

Reports

President's Report

None (discussed in context of Director search earlier in meeting).

Secretary's Report

Trustee Johnston motioned to approve the June 2026 meeting minutes. Seconded by Trustee Strainge. Unanimously approved.

Treasurer's Report

Treasurer Montesi shared financials ahead of time and these were included in the board packet. Trustee Strainge motioned to approve the June 2026 Check Detail Reports. Seconded by Trustee Oras. Unanimously approved.

Director's Report

None.

Friends Report

Trustees noted upcoming Music on the Lawn event.

Village of Castleton Liaison Report

None

Committee Reports

Finance: Did not meet.
Administrative: Did not meet.
Operations/Capital Projects: Did not meet.
Policy: Did not meet.
Long Range Plan Committees:

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

Announcements: Trustee Oras will not be in attendance in August.

Public Comment: None.

Executive Session: None.

Adjournment: Trustee Oras motioned to adjourn the meeting. Seconded by Trustee Strainge. Unanimously approved. The meeting was adjourned at 7:52pm.

The Castleton Public Library
Check Detail
July 2026

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**07/01/2026**	**USPS**	**200.2 · Citizens Checking Account**		**-8.50**
Bill		07/01/2026		7410.4G · Postage	-8.50	8.50
TOTAL					-8.50	8.50
Bill Pmt -Check	**DEBIT**	**07/01/2026**	**Google LLC**	**200.2 · Citizens Checking Account**		**-50.40**
Bill	5613354159	07/01/2026		7410.4C · Equipment/Technology	-50.40	50.40
TOTAL					-50.40	50.40
Bill Pmt -Check	**DEBIT**	**07/06/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-34.08**
Bill	1113875464...	07/01/2026		74104D1 · Summer Reading Program	-34.08	34.08
TOTAL					-34.08	34.08
Bill Pmt -Check	**DEBIT**	**07/06/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-37.96**
Bill	1111895451...	07/01/2026		74104D1 · Summer Reading Program	-37.96	37.96
TOTAL					-37.96	37.96
Bill Pmt -Check	**DEBIT**	**07/07/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-24.99**
Bill	1112618045...	07/01/2026		74104D1 · Summer Reading Program	-24.99	24.99
TOTAL					-24.99	24.99
Bill Pmt -Check	**DEBIT**	**07/15/2026**	**Wal-Mart**	**200.2 · Citizens Checking Account**		**-15.41**
Bill		07/15/2026		7410.4F · Office and Library Supplies	-9.50	9.50
				7410.4D · Programs	-5.91	5.91
TOTAL					-15.41	15.41
Bill Pmt -Check	**DEBIT**	**07/15/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-7.98**
Bill	1116334396...	07/15/2026		74104D1 · Summer Reading Program	-7.98	7.98
TOTAL					-7.98	7.98
Bill Pmt -Check	**DEBIT**	**07/15/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-105.63**
Bill	1116824658...	07/13/2026		74104D1 · Summer Reading Program	-76.48	76.48
				7410.4F · Office and Library Supplies	-29.15	29.15
TOTAL					-105.63	105.63
Bill Pmt -Check	**DEBIT**	**07/19/2026**	**Hannaford**	**200.2 · Citizens Checking Account**		**-200.00**
Bill		07/19/2026		74104D1 · Summer Reading Program	-200.00	200.00
TOTAL					-200.00	200.00
Bill Pmt -Check	**DEBIT**	**07/22/2026**	**Stewarts Shop**	**200.2 · Citizens Checking Account**		**-11.31**
Bill		07/22/2026		74104D1 · Summer Reading Program	-11.31	11.31
TOTAL					-11.31	11.31

The Castleton Public Library
Check Detail
July 2026

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**07/23/2026**	**USPS**	**200.2 · Citizens Checking Account**		**-5.13**
Bill		07/23/2026		7410.4G · Postage	-5.13	5.13
TOTAL					-5.13	5.13
Bill Pmt -Check	**DEBIT**	**07/27/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-107.94**
Bill	1114586991...	07/27/2026		7410.4F · Office and Library Supplies	-107.94	107.94
TOTAL					-107.94	107.94
Bill Pmt -Check	**DEBIT**	**07/29/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-38.16**
Bill	1117024753...	07/27/2026		7410.4F · Office and Library Supplies	-38.16	38.16
TOTAL					-38.16	38.16
Bill Pmt -Check	**DEBIT**	**07/30/2026**	**Hannaford**	**200.2 · Citizens Checking Account**		**-20.79**
Bill		07/30/2026		74104D1 · Summer Reading Program	-20.79	20.79
TOTAL					-20.79	20.79
Bill Pmt -Check	**3555**	**07/09/2026**	**Prancing Pony P...**	**200.2 · Citizens Checking Account**		**-75.00**
Bill		07/09/2026		74104D1 · Summer Reading Program	-75.00	75.00
TOTAL					-75.00	75.00
Bill Pmt -Check	**3556**	**07/15/2026**	**Vermont Museu...**	**200.2 · Citizens Checking Account**		**-502.00**
Bill		07/15/2026		74104D1 · Summer Reading Program	-502.00	502.00
TOTAL					-502.00	502.00
Bill Pmt -Check	**3557**	**07/23/2026**	**Matt's Music Tog...**	**200.2 · Citizens Checking Account**		**-150.00**
Bill	1026	07/23/2026		74104D1 · Summer Reading Program	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	**3558**	**07/02/2026**	**Brodart**	**200.2 · Citizens Checking Account**		**-367.12**
Bill	MULTIPLE	07/02/2026		74104B3 · Print Materials	-367.12	367.12
TOTAL					-367.12	367.12
Bill Pmt -Check	**3559**	**07/02/2026**	**Repeat Business...**	**200.2 · Citizens Checking Account**		**-363.68**
Bill	1184772	07/02/2026		7410.4C · Equipment/Technology	-363.68	363.68
TOTAL					-363.68	363.68
Bill Pmt -Check	**3561**	**07/02/2026**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-7,025.08**
Bill	84725	07/02/2026		7410.1A · Gross wages - Director	-1,384.62	1,384.62
				7410.1C · Gross wages - Assistant	-5,145.31	5,145.31
				9030.8 · Social Security/Medicare	-495.15	495.15
TOTAL					-7,025.08	7,025.08

The Castleton Public Library
Check Detail
July 2026

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**3562**	**07/07/2026**	**Great American**	**200.2 · Citizens Checking Account**		**-837.00**
Bill		07/07/2026		7410.4I · Insurance	-837.00	837.00
TOTAL					-837.00	837.00
Bill Pmt -Check	**3563**	**07/07/2026**	**Charter Commun...**	**200.2 · Citizens Checking Account**		**-79.07**
Bill	1443984010...	07/01/2026		7410.4H · Telephone/Data Links	-79.07	79.07
TOTAL					-79.07	79.07
Bill Pmt -Check	**3564**	**07/16/2026**	**Brodart**	**200.2 · Citizens Checking Account**		**-298.51**
Bill	MULTIPLE	07/16/2026		74104B3 · Print Materials	-298.51	298.51
TOTAL					-298.51	298.51
Bill Pmt -Check	**3565**	**07/08/2026**	**Massachusetts ...**	**200.2 · Citizens Checking Account**		**-275.00**
Bill		07/08/2026		74104B6 · Museum Passes	-275.00	275.00
TOTAL					-275.00	275.00
Bill Pmt -Check	**3566**	**07/09/2026**	**UHLS**	**200.2 · Citizens Checking Account**		**-1,048.00**
Bill	26-390	07/09/2026		7410.4E · Automated Services	-1,048.00	1,048.00
TOTAL					-1,048.00	1,048.00
Bill Pmt -Check	**3568**	**07/15/2026**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-5,566.18**
Bill	84727	07/14/2026		7410.1B · Gross wages - Librarian	-218.75	218.75
				7410.1C · Gross wages - Assistant	-4,955.95	4,955.95
				9030.8 · Social Security/Medicare	-391.48	391.48
TOTAL					-5,566.18	5,566.18
Bill Pmt -Check	**3569**	**07/17/2026**	**Charter Commun...**	**200.2 · Citizens Checking Account**		**-79.35**
Bill	1443984010...	07/07/2026		7410.4H · Telephone/Data Links	-79.35	79.35
TOTAL					-79.35	79.35
Bill Pmt -Check	**3570**	**07/30/2026**	**Brodart**	**200.2 · Citizens Checking Account**		**-473.77**
Bill	MULTIPLE	07/30/2026		74104B3 · Print Materials	-473.77	473.77
TOTAL					-473.77	473.77
Bill Pmt -Check	**3571**	**07/23/2026**	**Albany Institute ...**	**200.2 · Citizens Checking Account**		**-100.00**
Bill		07/23/2026		74104B6 · Museum Passes	-100.00	100.00
TOTAL					-100.00	100.00

The Castleton Public Library
Check Detail
July 2026

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**3572**	**07/30/2026**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-8,956.19**
Bill	84728, 84729	07/27/2026		7410.4G · Postage	-4.76	4.76
				7410.1B · Gross wages - Librarian	-50.00	50.00
				7410.1C · Gross wages - Assistant	-3,000.00	3,000.00
				7410.1C · Gross wages - Assistant	-5,265.31	5,265.31
				9030.8 · Social Security/Medicare	-636.12	636.12
TOTAL					-8,956.19	8,956.19
Bill Pmt -Check	**3573**	**07/24/2026**	**Empire State Aer...**	**200.2 · Citizens Checking Account**		**-75.00**
Bill		07/24/2026		74104B6 · Museum Passes	-75.00	75.00
TOTAL					-75.00	75.00

The Castleton Public Library
Reconciliation Summary
200.4 · Bank of Greene County Account, Period Ending 07/31/2026

	Jul 31, 26	
Beginning Balance		213,581.25
Cleared Transactions		
Deposits and Credits - 1 item	406.00	
Total Cleared Transactions	406.00	
Cleared Balance		**213,987.25**
Register Balance as of 07/31/2026		213,987.25
Ending Balance		213,987.25

The Castleton Public Library
Reconciliation Detail
200.4 · Bank of Greene County Account, Period Ending 07/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						213,581.25
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	07/31/2026			X	406.00	406.00
Total Deposits and Credits					406.00	406.00
Total Cleared Transactions					406.00	406.00
Cleared Balance					406.00	213,987.25
Register Balance as of 07/31/2026					406.00	213,987.25
Ending Balance					**406.00**	**213,987.25**

The Castleton Public Library
Reconciliation Summary
200.1 · Citizens Money Market, Period Ending 07/31/2026

	Jul 31, 26	
Beginning Balance		92,539.62
Cleared Transactions		
Checks and Payments - 1 item	-10,000.00	
Deposits and Credits - 2 items	48.95	
Total Cleared Transactions	-9,951.05	
Cleared Balance		**82,588.57**
Register Balance as of 07/31/2026		82,588.57
Ending Balance		82,588.57

The Castleton Public Library
Reconciliation Detail
200.1 · Citizens Money Market, Period Ending 07/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						92,539.62
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	07/13/2026			X	-10,000.00	-10,000.00
Total Checks and Payments					-10,000.00	-10,000.00
Deposits and Credits - 2 items						
Deposit	07/27/2026			X	41.61	41.61
Deposit	07/31/2026			X	7.34	48.95
Total Deposits and Credits					48.95	48.95
Total Cleared Transactions					-9,951.05	-9,951.05
Cleared Balance					-9,951.05	82,588.57
Register Balance as of 07/31/2026					-9,951.05	82,588.57
Ending Balance					**-9,951.05**	**82,588.57**

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 07/31/2026

	Jul 31, 26	
Beginning Balance		27,305.18
Cleared Transactions		
Checks and Payments - 30 items	-17,784.27	
Deposits and Credits - 1 item	10,000.00	
Total Cleared Transactions	-7,784.27	
Cleared Balance		**19,520.91**
Uncleared Transactions		
Checks and Payments - 3 items	-9,579.96	
Total Uncleared Transactions	-9,579.96	
Register Balance as of 07/31/2026		**9,940.95**
Ending Balance		9,940.95

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 07/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						27,305.18
Cleared Transactions						
Checks and Payments - 30 items						
Bill Pmt -Check	06/12/2026	3552	FASNY Museum of ...	X	-150.00	-150.00
Bill Pmt -Check	06/28/2026	3543	Uncharted Wild	X	-275.00	-425.00
Bill Pmt -Check	07/01/2026	DEBIT	Google LLC	X	-50.40	-475.40
Bill Pmt -Check	07/01/2026	DEBIT	USPS	X	-8.50	-483.90
Bill Pmt -Check	07/02/2026	3561	Village of Castleton-...	X	-7,025.08	-7,508.98
Bill Pmt -Check	07/02/2026	3558	Brodart	X	-367.12	-7,876.10
Bill Pmt -Check	07/02/2026	3559	Repeat Business Sy...	X	-363.68	-8,239.78
Bill Pmt -Check	07/06/2026	DEBIT	Amazon LLC	X	-37.96	-8,277.74
Bill Pmt -Check	07/06/2026	DEBIT	Amazon LLC	X	-34.08	-8,311.82
Bill Pmt -Check	07/07/2026	3562	Great American	X	-837.00	-9,148.82
Bill Pmt -Check	07/07/2026	3563	Charter Communicat...	X	-79.07	-9,227.89
Bill Pmt -Check	07/07/2026	DEBIT	Amazon LLC	X	-24.99	-9,252.88
Bill Pmt -Check	07/08/2026	3565	Massachusetts Mus...	X	-275.00	-9,527.88
Bill Pmt -Check	07/09/2026	3566	UHLS	X	-1,048.00	-10,575.88
Bill Pmt -Check	07/09/2026	3555	Prancing Pony Prana	X	-75.00	-10,650.88
Bill Pmt -Check	07/15/2026	3568	Village of Castleton-...	X	-5,566.18	-16,217.06
Bill Pmt -Check	07/15/2026	3556	Vermont Museum of...	X	-502.00	-16,719.06
Bill Pmt -Check	07/15/2026	DEBIT	Amazon LLC	X	-105.63	-16,824.69
Bill Pmt -Check	07/15/2026	DEBIT	Wal-Mart	X	-15.41	-16,840.10
Bill Pmt -Check	07/15/2026	DEBIT	Amazon LLC	X	-7.98	-16,848.08
Bill Pmt -Check	07/16/2026	3564	Brodart	X	-298.51	-17,146.59
Bill Pmt -Check	07/17/2026	3569	Charter Communicat...	X	-79.35	-17,225.94
Bill Pmt -Check	07/19/2026	DEBIT	Hannaford	X	-200.00	-17,425.94
Bill Pmt -Check	07/22/2026	DEBIT	Stewarts Shop	X	-11.31	-17,437.25
Bill Pmt -Check	07/23/2026	3571	Albany Institute of Hi...	X	-100.00	-17,537.25
Bill Pmt -Check	07/23/2026	DEBIT	USPS	X	-5.13	-17,542.38
Bill Pmt -Check	07/24/2026	3573	Empire State Aerosc...	X	-75.00	-17,617.38
Bill Pmt -Check	07/27/2026	DEBIT	Amazon LLC	X	-107.94	-17,725.32
Bill Pmt -Check	07/29/2026	DEBIT	Amazon LLC	X	-38.16	-17,763.48
Bill Pmt -Check	07/30/2026	DEBIT	Hannaford	X	-20.79	-17,784.27
Total Checks and Payments					-17,784.27	-17,784.27
Deposits and Credits - 1 item						
Transfer	07/13/2026			X	10,000.00	10,000.00
Total Deposits and Credits					10,000.00	10,000.00
Total Cleared Transactions					-7,784.27	-7,784.27
Cleared Balance					-7,784.27	19,520.91

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 07/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	07/23/2026	3557	Matt's Music Together		-150.00	-150.00
Bill Pmt -Check	07/30/2026	3572	Village of Castleton-...		-8,956.19	-9,106.19
Bill Pmt -Check	07/30/2026	3570	Brodart		-473.77	-9,579.96
Total Checks and Payments					-9,579.96	-9,579.96
Total Uncleared Transactions					-9,579.96	-9,579.96
Register Balance as of 07/31/2026					-17,364.23	9,940.95
Ending Balance					**-17,364.23**	**9,940.95**

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through July 2026

	Jan - Jul 26	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	25.88	0.00	25.88	100.0%
2082.12 · Lost Books	14.00	0.00	14.00	100.0%
2082.13 · Copies, Prints and Faxes	157.00	0.00	157.00	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	196.88	0.00	196.88	100.0%
Total 2082 · Library Charges	196.88	0.00	196.88	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	16,600.00	-16,600.00	0.0%
2360.3 · Rensselaer County	0.00	3,325.00	-3,325.00	0.0%
Total 2360 · Intergovernmental Revenues	251,500.00	271,425.00	-19,925.00	92.7%
2401 · Interest & Earnings	3,189.29	4,000.00	-810.71	79.7%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	2,000.00	2,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,260.94	9,000.00	-2,739.06	69.6%
Total 2705 · Gifts & Donations	8,260.94	11,000.00	-2,739.06	75.1%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	1,610.00	-1,610.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	152.90	1,603.00	-1,450.10	9.5%
2760.9 · Grants - Other	4,406.00	3,500.00	906.00	125.9%
Total 2760 · Library System Grants	4,558.90	6,713.00	-2,154.10	67.9%
599 · Appropriated Fund Balance	0.00	42,138.00	-42,138.00	0.0%
Total Income	267,706.01	335,276.00	-67,569.99	79.8%
Gross Profit	267,706.01	335,276.00	-67,569.99	79.8%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	34,615.38	72,000.00	-37,384.62	48.1%
7410.1B · Gross wages - Librarian	268.75	0.00	268.75	100.0%
7410.1C · Gross wages - Assistant	75,734.62	133,000.00	-57,265.38	56.9%
Total 7410.11 · Employee Gross Wages	110,618.75	205,000.00	-94,381.25	54.0%
Total 7410.1 · Personal Services	110,618.75	205,000.00	-94,381.25	54.0%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	33,470.00	33,470.00	0.00	100.0%
Total 7410.2 · Equipment & Capital Outlay	33,470.00	33,470.00	0.00	100.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,272.00	1,600.00	-328.00	79.5%
74104B5 · Magazines and Newspapers	78.80	200.00	-121.20	39.4%
74104B4 · Audiobooks	0.00	0.00	0.00	0.0%
74104B3 · Print Materials	6,965.02	9,500.00	-2,534.98	73.3%
74104B2 · Electronic Content	3,710.00	7,900.00	-4,190.00	47.0%
74104B1 · DVDs & Other Materials	421.01	1,000.00	-578.99	42.1%
7410.4B · Library Materials - Other	0.00	550.00	-550.00	0.0%
Total 7410.4B · Library Materials	12,446.83	20,750.00	-8,303.17	60.0%
7410.4C · Equipment/Technology	1,544.22	3,000.00	-1,455.78	51.5%

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through July 2026

	Jan - Jul 26	Budget	$ Over Budget	% of Budget
7410.4D · Programs				
74104D1 · Summer Reading Program	2,837.08	5,815.00	-2,977.92	48.8%
7410.4D · Programs - Other	1,270.42	4,500.00	-3,229.58	28.2%
Total 7410.4D · Programs	4,107.50	10,315.00	-6,207.50	39.8%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	165.00	950.00	-785.00	17.4%
7410.4E · Automated Services	3,144.00	4,188.00	-1,044.00	75.1%
7410.4G · Postage	258.05	600.00	-341.95	43.0%
7410.4H · Telephone/Data Links	531.97	1,250.00	-718.03	42.6%
7410.4I · Insurance	2,898.93	3,162.00	-263.07	91.7%
7410.4F · Office and Library Supplies	1,347.37	1,600.00	-252.63	84.2%
7410.4J · Professional Services	460.00	500.00	-40.00	92.0%
Total 7410.41 · Operations and Administrati...	8,805.32	12,250.00	-3,444.68	71.9%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	0.00	0.00	0.0%
7410.4K · Miscellaneous - Other	0.00	0.00	0.00	0.0%
Total 7410.4K · Miscellaneous	0.00	0.00	0.00	0.0%
Total 7410.4 · Contractual Expenses	26,903.87	46,315.00	-19,411.13	58.1%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	20,276.00	-20,276.00	0.0%
9030.8 · Social Security/Medicare	8,400.94	15,580.00	-7,179.06	53.9%
9040.8 · Workers Comp	576.76	1,200.00	-623.24	48.1%
9055.8 · Disability	169.20	660.00	-490.80	25.6%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	5,367.48	11,275.00	-5,907.52	47.6%
Total 9060.8 · Health Insurance	5,367.48	12,775.00	-7,407.52	42.0%
Total 9000 · Employee - Benefits	14,514.38	50,491.00	-35,976.62	28.7%
Total Expense	185,507.00	335,276.00	-149,769.00	55.3%
Net Ordinary Income	82,199.01	0.00	82,199.01	100.0%
Net Income	**82,199.01**	**0.00**	**82,199.01**	**100.0%**

The Castleton Public Library
Profit & Loss
July 2026

		Jul 26
Ordinary Income/Expense		
Income		
2082 · Library Charges		
2082.1 · Library Fines & Fees		
2082.11 · Fines	6.00	
2082.13 · Copies, Prints and Faxes	13.05	
2082.14 · Register Overage/Shortage	0.00	
Total 2082.1 · Library Fines & Fees		19.05
Total 2082 · Library Charges		19.05
2401 · Interest & Earnings		413.34
2705 · Gifts & Donations		22.56
Total Income		454.95
Gross Profit		454.95
Expense		
7410.1 · Personal Services		
7410.11 · Employee Gross Wages		
7410.1A · Gross wages - Director	1,384.62	
7410.1B · Gross wages - Librarian	268.75	
7410.1C · Gross wages - Assistant	18,366.57	
Total 7410.11 · Employee Gross Wages		20,019.94
Total 7410.1 · Personal Services		20,019.94
7410.4 · Contractual Expenses		
7410.4B · Library Materials		
74104B6 · Museum Passes	450.00	
74104B3 · Print Materials	1,139.40	
Total 7410.4B · Library Materials		1,589.40
7410.4C · Equipment/Technology		414.08
7410.4D · Programs		
74104D1 · Summer Reading Program	1,140.59	
7410.4D · Programs - Other	5.91	
Total 7410.4D · Programs		1,146.50
7410.41 · Operations and Administrative		
7410.4E · Automated Services	1,048.00	
7410.4G · Postage	18.39	
7410.4H · Telephone/Data Links	158.42	
7410.4I · Insurance	837.00	
7410.4F · Office and Library Supplies	184.75	
Total 7410.41 · Operations and Administrative		2,246.56
Total 7410.4 · Contractual Expenses		5,396.54
9000 · Employee - Benefits		
9030.8 · Social Security/Medicare		1,522.75
Total 9000 · Employee - Benefits		1,522.75
Total Expense		26,939.23
Net Ordinary Income		-26,484.28
Net Income		**-26,484.28**

The Castleton Public Library
Balance Sheet
As of July 31, 2026

	Jul 31, 26
ASSETS	
Current Assets	
Checking/Savings	
200.4 · Bank of Greene County Account	213,987.25
200.1 · Citizens Money Market	82,588.57
200.2 · Citizens Checking Account	9,940.95
200.9 · Petty Cash	50.00
Total Checking/Savings	306,566.77
Other Current Assets	
395 · Deposits with Other Government	7,500.00
Total Other Current Assets	7,500.00
Total Current Assets	314,066.77
TOTAL ASSETS	**314,066.77**
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	226,794.78
Net Income	82,199.01
Total Equity	314,066.79
TOTAL LIABILITIES & EQUITY	**314,066.77**