Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, August 19, 2024 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

Old Business

- Mission, vision, and values statements
- Library word-of-mouth advertising

President's Report

Secretary's Report

- Review of minutes from July 15, 2024

Treasurer's Report

Director's Report

Friends Report

Village of Castleton Liaison Report

Committee Reports

- Finance Committee – A. Mitchum, S. Mitchum
- Administrative Committee – L. Knaack, C. 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

OUR MISSION
Enriching lives, empowering our entire community, encouraging exploration.

OUR VISION
To be a trusted and welcoming community gathering place and partner that brings people, ideas, technologies, and opportunities together to support lifelong learning, discovery, and connection.

OUR VALUES

Belonging
We proactively remove barriers to information and service access and create spaces and experiences that encourage a sense of belonging for everyone.

Access
As a public library, we stand for open access to information and ideas. Our collection development and program planning are intentional, thoughtful, and driven by policy and the professional expertise of our staff to reflect a range of viewpoints.

Curiosity
We nurture curiosity and exploration, offering tools and experiences that empower people of all ages to seek information and develop new insights and interests.

Service Excellence and Innovation
We seek continual growth and improvement in all of our services. We actively solicit public input, anticipate and respond to changing community needs, and pursue ongoing education for our staff and trustees.

Stewardship
We take seriously our responsibility to use all library resources for maximum benefit to our community. We invest in regular strategic planning, community partnerships, and consistent financial oversight.

Castleton Public Library Board of Trustees Meeting

Monday, July 15, 2024 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:05 pm.

Roll Call

Present (physical):	Shane Mitchum, President; Patrick Cartwright, Vice President; Alyssa Mitchum, Treasurer; Laurie Knaack, Secretary; Colin Strainge, Trustee; Meghan Johnston, Trustee; Ron Montesi, Trustee; Melissa Tacke, Library Director
Absent:	none

Adoption of Agenda

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

Public Comment

None.

New Business

None.

Old Business

Mission, vision, and values statements: Trustee Johnston recapped the vision and values brainstorming session from the June meeting and noted that the Policy committee will meet before the next meeting and bring concise statements for the board's consideration.

Library word-of-mouth advertising: Director Tacke encouraged trustees to promote the Summer Reading Program.

Reports

President's Report

No report.

Secretary's Report

Trustee Johnston motioned to approve the June 2024 meeting minutes. Seconded by Trustee Strainge. Unanimously approved.

Treasurer's Report

Trustee Montesi motioned to approve the June 2024 Check Detail Reports. Seconded by Trustee Strainge. Unanimously approved.

Director's Report

Director Tacke presented statistics for June, with a comparison against previous years. Over 200 youth and adults have signed up for the Summer Reading program. In June, Castleton Public Library reached nearly all of the K-8th students in the Schodack Central School District via class field trips for Kindergarten through 4th grade field trips to the library, outreach visits to 5th-6th grades, and outreach visits to 7th-8th grades to inform

them and sign up teen volunteers for the summer. Program attendance continues to be up significantly since 2023. The board requested to drop the 2022 comparisons but add a one-time comparison against 5 years ago (2019, pre-pandemic) later this year to compare the summer programs/months.

Friends Report
The Friends of the Library have continued summer bake sales at the Schodack Town Park during Music in the Park and will be holding Music on the Lawn on July 24 and again on August 28 at the Village Hall Lawn. Additionally, they are fundraising via a raffle over the summer at all events.

Village of Castleton Liaison Report
Mayor Michael Slik expressed gratitude for the library and the pleasant greetings of the library staff. Additionally, he informed the board that in speaking with the town supervisor, he learned that the town wishes to explore the possibility and feasibility of rechartering the library to serve the town. The board discussed.

Committee Reports
Finance: Did not meet
Administrative: Did not meet.
Operations/Capital Projects: Did not meet. Plan to meet before the next board meeting.
Policy: Did not meet. Plans to meet in July to draft vision and values statements.
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 8:04 pm.

The Castleton Public Library
Check Detail
July 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**07/01/2024**	**Wal-Mart**	**200.2 · Citizens Checking Account**		**-225.76**
Bill		07/01/2024		74104D1 · Summer Reading Program	-225.76	225.76
TOTAL					-225.76	225.76
Bill Pmt -Check	**DEBIT**	**07/01/2024**	**Target**	**200.2 · Citizens Checking Account**		**-27.88**
Bill		07/01/2024		7410.4D · Programs	-27.88	27.88
TOTAL					-27.88	27.88
Bill Pmt -Check	**DEBIT**	**07/01/2024**	**Price Chopper**	**200.2 · Citizens Checking Account**		**-7.49**
Bill		07/01/2024		74104D1 · Summer Reading Program	-7.49	7.49
TOTAL					-7.49	7.49
Bill Pmt -Check	**DEBIT**	**07/01/2024**	**Google LLC**	**200.2 · Citizens Checking Account**		**-36.00**
Bill	5011336307	07/01/2024		7410.4C · Equipment/Technology	-36.00	36.00
TOTAL					-36.00	36.00
Bill Pmt -Check	**DEBIT**	**07/02/2024**	**Senior's Citgo**	**200.2 · Citizens Checking Account**		**-14.00**
Bill		07/02/2024		74104D1 · Summer Reading Program	-14.00	14.00
TOTAL					-14.00	14.00
Bill Pmt -Check	**DEBIT**	**07/09/2024**	**Price Chopper**	**200.2 · Citizens Checking Account**		**-40.74**
Bill		07/09/2024		74104D1 · Summer Reading Program	-40.74	40.74
TOTAL					-40.74	40.74
Bill Pmt -Check	**DEBIT**	**07/10/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-51.62**
Bill	1149427775...	07/10/2024		74104D1 · Summer Reading Program	-51.62	51.62
TOTAL					-51.62	51.62
Bill Pmt -Check	**DEBIT**	**07/11/2024**	**Home Depot**	**200.2 · Citizens Checking Account**		**-9.48**
Bill		07/11/2024		7410.4F · Office and Library Supplies	-9.48	9.48
TOTAL					-9.48	9.48
Bill Pmt -Check	**DEBIT**	**07/12/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-7.99**
Bill	1147828156...	07/12/2024		74104D1 · Summer Reading Program	-7.99	7.99
TOTAL					-7.99	7.99
Bill Pmt -Check	**DEBIT**	**07/15/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-22.00**
Bill	1146470815...	07/09/2024		74104D1 · Summer Reading Program	-22.00	22.00
TOTAL					-22.00	22.00

The Castleton Public Library
Check Detail
July 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**07/16/2024**	**New Asian Food ...**	**200.2 · Citizens Checking Account**		**-34.83**
Bill		07/16/2024		74104D1 · Summer Reading Program	-34.83	34.83
TOTAL					-34.83	34.83
Bill Pmt -Check	**DEBIT**	**07/16/2024**	**Wal-Mart**	**200.2 · Citizens Checking Account**		**-116.25**
Bill		07/16/2024		74104D1 · Summer Reading Program	-116.25	116.25
TOTAL					-116.25	116.25
Bill Pmt -Check	**DEBIT**	**07/16/2024**	**Target**	**200.2 · Citizens Checking Account**		**-40.00**
Bill		07/16/2024		7410.4D · Programs	-40.00	40.00
TOTAL					-40.00	40.00
Bill Pmt -Check	**DEBIT**	**07/17/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-48.57**
Bill	1149994840...	07/17/2024		74104D1 · Summer Reading Program	-48.57	48.57
TOTAL					-48.57	48.57
Bill Pmt -Check	**DEBIT**	**07/18/2024**	**Price Chopper**	**200.2 · Citizens Checking Account**		**-2.50**
Bill		07/18/2024		74104D1 · Summer Reading Program	-2.50	2.50
TOTAL					-2.50	2.50
Bill Pmt -Check	**DEBIT**	**07/22/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-19.95**
Bill	1141297673...	07/22/2024		74104D1 · Summer Reading Program	-19.95	19.95
TOTAL					-19.95	19.95
Bill Pmt -Check	**DEBIT**	**07/24/2024**	**USPS**	**200.2 · Citizens Checking Account**		**-4.40**
Bill		07/24/2024		7410.4G · Postage	-4.40	4.40
TOTAL					-4.40	4.40
Bill Pmt -Check	**DEBIT**	**07/24/2024**	**Price Chopper**	**200.2 · Citizens Checking Account**		**-17.16**
Bill		07/24/2024		7410.4A · Staff Development/Edu	-3.99	3.99
				74104D1 · Summer Reading Program	-13.17	13.17
TOTAL					-17.16	17.16
Bill Pmt -Check	**DEBIT**	**07/27/2024**	**Honest Weight F...**	**200.2 · Citizens Checking Account**		**-3.59**
Bill		07/27/2024		74104D1 · Summer Reading Program	-3.59	3.59
TOTAL					-3.59	3.59
Bill Pmt -Check	**DEBIT**	**07/29/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-21.98**
Bill	1146305991...	07/29/2024		7410.4D · Programs	-21.98	21.98
TOTAL					-21.98	21.98

The Castleton Public Library
Check Detail
July 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**07/29/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-43.45**
Bill	1142578510...	07/29/2024		7410.4F · Office and Library Supplies	-29.43	29.43
				74104D1 · Summer Reading Program	-14.02	14.02
TOTAL					-43.45	43.45
Bill Pmt -Check	**DEBIT**	**07/29/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-33.75**
Bill	1149982801...	07/29/2024		7410.4D · Programs	-33.75	33.75
TOTAL					-33.75	33.75
Bill Pmt -Check	**3286**	**07/01/2024**	**Repeat Business...**	**200.2 · Citizens Checking Account**		**-301.93**
Bill	1003984	07/01/2024		7410.4C · Equipment/Technology	-301.93	301.93
TOTAL					-301.93	301.93
Bill Pmt -Check	**3289**	**07/01/2024**	**T-Mobile**	**200.2 · Citizens Checking Account**		**-78.87**
Bill		07/01/2024		7410.4C · Equipment/Technology	-28.70	28.70
				7410.4B · Library Materials	-50.17	50.17
TOTAL					-78.87	78.87
Bill Pmt -Check	**3290**	**07/01/2024**	**Great American**	**200.2 · Citizens Checking Account**		**-789.00**
Bill		07/01/2024		7410.4I · Insurance	-789.00	789.00
TOTAL					-789.00	789.00
Bill Pmt -Check	**3291**	**07/01/2024**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-7,621.57**
Bill	84565	07/01/2024		7410.1A · Gross wages - Director	-2,519.23	2,519.23
				7410.1B · Gross wages - Librarian	-1,991.54	1,991.54
				7410.1C · Gross wages - Assistant	-2,572.25	2,572.25
				9030.8 · Social Security/Medicare	-538.55	538.55
TOTAL					-7,621.57	7,621.57
Bill Pmt -Check	**3292**	**07/01/2024**	**Massachusetts ...**	**200.2 · Citizens Checking Account**		**-275.00**
Bill		07/01/2024		74104B6 · Museum Passes	-275.00	275.00
TOTAL					-275.00	275.00
Bill Pmt -Check	**3293**	**07/01/2024**	**Brodart**	**200.2 · Citizens Checking Account**		**-383.49**
Bill	MULTIPLE	07/01/2024		74104B3 · Print Materials	-383.49	383.49
TOTAL					-383.49	383.49
Bill Pmt -Check	**3294**	**07/01/2024**	**Berkshire Museum**	**200.2 · Citizens Checking Account**		**-125.00**
Bill		07/01/2024		74104B6 · Museum Passes	-125.00	125.00
TOTAL					-125.00	125.00

The Castleton Public Library
Check Detail
July 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**3295**	**07/03/2024**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-7,107.15**
Bill	84562	07/01/2024		7410.1A · Gross wages - Director	-2,519.23	2,519.23
				7410.1B · Gross wages - Librarian	-1,991.54	1,991.54
				7410.1C · Gross wages - Assistant	-2,094.38	2,094.38
				9030.8 · Social Security/Medicare	-502.00	502.00
TOTAL					-7,107.15	7,107.15
Bill Pmt -Check	**3296**	**07/15/2024**	**Charter Commun...**	**200.2 · Citizens Checking Account**		**-90.65**
Bill	1443984010...	07/07/2024		7410.4H · Telephone/Data Links	-90.65	90.65
TOTAL					-90.65	90.65
Bill Pmt -Check	**3298**	**07/15/2024**	**UHLS**	**200.2 · Citizens Checking Account**		**-1,214.48**
Bill	24-283	07/02/2024		7410.4C · Equipment/Technology	-1,214.48	1,214.48
TOTAL					-1,214.48	1,214.48
Bill Pmt -Check	**3299**	**07/15/2024**	**UHLS**	**200.2 · Citizens Checking Account**		**-645.72**
Bill	24-296	07/05/2024		74104B2 · Electronic Content	-645.72	645.72
TOTAL					-645.72	645.72
Bill Pmt -Check	**3300**	**07/15/2024**	**UHLS**	**200.2 · Citizens Checking Account**		**-998.00**
Bill	24-322	07/05/2024		7410.4E · Automated Services	-998.00	998.00
TOTAL					-998.00	998.00
Bill Pmt -Check	**3301**	**07/18/2024**	**Home Depot**	**200.2 · Citizens Checking Account**		**-819.00**
Bill	H1263230859	07/18/2024		7410.4F · Office and Library Supplies	-819.00	819.00
TOTAL					-819.00	819.00
Bill Pmt -Check	**3302**	**07/24/2024**	**Nureet Carmel**	**200.2 · Citizens Checking Account**		**-10.38**
Bill		07/24/2024		74104D1 · Summer Reading Program	-10.38	10.38
TOTAL					-10.38	10.38
Bill Pmt -Check	**3303**	**07/25/2024**	**Traveling Therap...**	**200.2 · Citizens Checking Account**		**-75.00**
Bill	1167	07/25/2024		74104D1 · Summer Reading Program	-75.00	75.00
TOTAL					-75.00	75.00
Bill Pmt -Check	**3304**	**07/29/2024**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-7,400.63**
Bill	84566	07/15/2024		7410.1A · Gross wages - Director	-2,519.23	2,519.23
				7410.1B · Gross wages - Librarian	-1,961.54	1,961.54
				7410.1C · Gross wages - Assistant	-2,397.01	2,397.01
				9030.8 · Social Security/Medicare	-522.85	522.85
TOTAL					-7,400.63	7,400.63

The Castleton Public Library
Check Detail
July 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**3305**	**07/31/2024**	**Wildlife Institute ...**	**200.2 · Citizens Checking Account**		**-350.00**
Bill		07/31/2024		74104D1 · Summer Reading Program	-350.00	350.00
TOTAL					-350.00	350.00
Bill Pmt -Check	**3306**	**07/29/2024**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-7,477.53**
Bill	84567	07/29/2024		7410.1A · Gross wages - Director	-2,519.23	2,519.23
				7410.1B · Gross wages - Librarian	-1,961.54	1,961.54
				7410.1C · Gross wages - Assistant	-2,468.44	2,468.44
				9030.8 · Social Security/Medicare	-528.32	528.32
TOTAL					-7,477.53	7,477.53
Bill Pmt -Check	**3307**	**07/29/2024**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-1,658.16**
Bill	84569	07/29/2024		9060.8 · Health Insurance	-829.08	829.08
				9060.8 · Health Insurance	-829.08	829.08
TOTAL					-1,658.16	1,658.16
Bill Pmt -Check	**3308**	**07/29/2024**	**Brodart**	**200.2 · Citizens Checking Account**		**-164.35**
Bill	MULTIPLE	07/24/2024		74104B3 · Print Materials	-164.35	164.35
TOTAL					-164.35	164.35
Bill Pmt -Check	**3309**	**07/29/2024**	**T-Mobile**	**200.2 · Citizens Checking Account**		**-21.00**
Bill		07/23/2024		7410.4C · Equipment/Technology	-21.00	21.00
TOTAL					-21.00	21.00

The Castleton Public Library
Reconciliation Summary
200.1 · Citizens Money Market, Period Ending 07/31/2024

	Jul 31, 24	
Beginning Balance		318,353.51
Cleared Transactions		
Checks and Payments - 1 item	-35,000.00	
Deposits and Credits - 3 items	7,156.42	
Total Cleared Transactions	-27,843.58	
Cleared Balance		**290,509.93**
Register Balance as of 07/31/2024		290,509.93
Ending Balance		290,509.93

The Castleton Public Library
Reconciliation Detail
200.1 · Citizens Money Market, Period Ending 07/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						318,353.51
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	07/03/2024			X	-35,000.00	-35,000.00
Total Checks and Payments					-35,000.00	-35,000.00
Deposits and Credits - 3 items						
Deposit	07/01/2024			X	5,475.99	5,475.99
Deposit	07/29/2024			X	1,655.78	7,131.77
Deposit	07/31/2024			X	24.65	7,156.42
Total Deposits and Credits					7,156.42	7,156.42
Total Cleared Transactions					-27,843.58	-27,843.58
Cleared Balance					-27,843.58	290,509.93
Register Balance as of 07/31/2024					-27,843.58	290,509.93
Ending Balance					**-27,843.58**	**290,509.93**

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 07/31/2024

	Jul 31, 24	
Beginning Balance		14,962.82
Cleared Transactions		
Checks and Payments - 38 items	-23,795.76	
Deposits and Credits - 1 item	35,000.00	
Total Cleared Transactions	11,204.24	
Cleared Balance		**26,167.06**
Uncleared Transactions		
Checks and Payments - 8 items	-17,465.54	
Total Uncleared Transactions	-17,465.54	
Register Balance as of 07/31/2024		**8,701.52**
Ending Balance		8,701.52

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 07/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						14,962.82
Cleared Transactions						
Checks and Payments - 38 items						
Bill Pmt -Check	06/13/2024	3285	FASNY Museum of ...	X	-100.00	-100.00
Bill Pmt -Check	06/29/2024	3288	Reptile Adventure	X	-225.00	-325.00
Bill Pmt -Check	07/01/2024	3291	Village of Castleton-...	X	-7,621.57	-7,946.57
Bill Pmt -Check	07/01/2024	3290	Great American	X	-789.00	-8,735.57
Bill Pmt -Check	07/01/2024	3286	Repeat Business Sy...	X	-301.93	-9,037.50
Bill Pmt -Check	07/01/2024	3292	Massachusetts Mus...	X	-275.00	-9,312.50
Bill Pmt -Check	07/01/2024	DEBIT	Wal-Mart	X	-225.76	-9,538.26
Bill Pmt -Check	07/01/2024	3294	Berkshire Museum	X	-125.00	-9,663.26
Bill Pmt -Check	07/01/2024	3289	T-Mobile	X	-78.87	-9,742.13
Bill Pmt -Check	07/01/2024	DEBIT	Google LLC	X	-36.00	-9,778.13
Bill Pmt -Check	07/01/2024	DEBIT	Target	X	-27.88	-9,806.01
Bill Pmt -Check	07/01/2024	DEBIT	Price Chopper	X	-7.49	-9,813.50
Bill Pmt -Check	07/02/2024	DEBIT	Senior's Citgo	X	-14.00	-9,827.50
Bill Pmt -Check	07/03/2024	3295	Village of Castleton-...	X	-7,107.15	-16,934.65
Bill Pmt -Check	07/09/2024	DEBIT	Price Chopper	X	-40.74	-16,975.39
Bill Pmt -Check	07/10/2024	DEBIT	Amazon LLC	X	-51.62	-17,027.01
Bill Pmt -Check	07/11/2024	DEBIT	Home Depot	X	-9.48	-17,036.49
Bill Pmt -Check	07/12/2024	DEBIT	Amazon LLC	X	-7.99	-17,044.48
Bill Pmt -Check	07/15/2024	3298	UHLS	X	-1,214.48	-18,258.96
Bill Pmt -Check	07/15/2024	3300	UHLS	X	-998.00	-19,256.96
Bill Pmt -Check	07/15/2024	3299	UHLS	X	-645.72	-19,902.68
Bill Pmt -Check	07/15/2024	3296	Charter Communicat...	X	-90.65	-19,993.33
Bill Pmt -Check	07/15/2024	DEBIT	Amazon LLC	X	-22.00	-20,015.33
Bill Pmt -Check	07/16/2024	DEBIT	Wal-Mart	X	-116.25	-20,131.58
Bill Pmt -Check	07/16/2024	DEBIT	Target	X	-40.00	-20,171.58
Bill Pmt -Check	07/16/2024	DEBIT	New Asian Food Mar...	X	-34.83	-20,206.41
Bill Pmt -Check	07/17/2024	DEBIT	Amazon LLC	X	-48.57	-20,254.98
Bill Pmt -Check	07/18/2024	3301	Home Depot	X	-819.00	-21,073.98
Bill Pmt -Check	07/18/2024	DEBIT	Price Chopper	X	-2.50	-21,076.48
Transfer	07/19/2024			X	-2,500.00	-23,576.48
Bill Pmt -Check	07/22/2024	DEBIT	Amazon LLC	X	-19.95	-23,596.43
Bill Pmt -Check	07/24/2024	DEBIT	Price Chopper	X	-17.16	-23,613.59
Bill Pmt -Check	07/24/2024	DEBIT	USPS	X	-4.40	-23,617.99
Bill Pmt -Check	07/25/2024	3303	Traveling Therapy Pi...	X	-75.00	-23,692.99
Bill Pmt -Check	07/27/2024	DEBIT	Honest Weight Food...	X	-3.59	-23,696.58
Bill Pmt -Check	07/29/2024	DEBIT	Amazon LLC	X	-43.45	-23,740.03
Bill Pmt -Check	07/29/2024	DEBIT	Amazon LLC	X	-33.75	-23,773.78
Bill Pmt -Check	07/29/2024	DEBIT	Amazon LLC	X	-21.98	-23,795.76
Total Checks and Payments					-23,795.76	-23,795.76
Deposits and Credits - 1 item						
Transfer	07/03/2024			X	35,000.00	35,000.00
Total Deposits and Credits					35,000.00	35,000.00
Total Cleared Transactions					11,204.24	11,204.24
Cleared Balance					11,204.24	26,167.06

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 07/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 8 items						
Bill Pmt -Check	07/01/2024	3293	Brodart		-383.49	-383.49
Bill Pmt -Check	07/24/2024	3302	Nureet Carmel		-10.38	-393.87
Bill Pmt -Check	07/29/2024	3306	Village of Castleton-...		-7,477.53	-7,871.40
Bill Pmt -Check	07/29/2024	3304	Village of Castleton-...		-7,400.63	-15,272.03
Bill Pmt -Check	07/29/2024	3307	Village of Castleton-...		-1,658.16	-16,930.19
Bill Pmt -Check	07/29/2024	3308	Brodart		-164.35	-17,094.54
Bill Pmt -Check	07/29/2024	3309	T-Mobile		-21.00	-17,115.54
Bill Pmt -Check	07/31/2024	3305	Wildlife Institute of E...		-350.00	-17,465.54
Total Checks and Payments					-17,465.54	-17,465.54
Total Uncleared Transactions					-17,465.54	-17,465.54
Register Balance as of 07/31/2024					-6,261.30	8,701.52
Ending Balance					**-6,261.30**	**8,701.52**

The Castleton Public Library
Profit & Loss
July 2024

		Jul 24
Ordinary Income/Expense		
Income		
2082 · Library Charges		
2082.1 · Library Fines & Fees		
2082.11 · Fines	3.00	
2082.12 · Lost Books	43.82	
2082.13 · Copies, Prints and Faxes	33.30	
2082.14 · Register Overage/Shortage	0.00	
Total 2082.1 · Library Fines & Fees		80.12
Total 2082 · Library Charges		80.12
2360 · Intergovernmental Revenues		
2360.3 · Rensselaer County		3,325.00
Total 2360 · Intergovernmental Revenues		3,325.00
2401 · Interest & Earnings		24.65
2705 · Gifts & Donations		2,142.95
2760 · Library System Grants		
2760.1 · LLSA and ERATE (UHLS)	1,343.70	
2760.9 · Grants - Other	240.00	
Total 2760 · Library System Grants		1,583.70
Total Income		7,156.42
Gross Profit		7,156.42
Expense		
7410.1 · Personal Services		
7410.11 · Employee Gross Wages		
7410.1A · Gross wages - Director	10,076.92	
7410.1B · Gross wages - Librarian	7,906.16	
7410.1C · Gross wages - Assistant	9,532.08	
Total 7410.11 · Employee Gross Wages		27,515.16
Total 7410.1 · Personal Services		27,515.16
7410.4 · Contractual Expenses		
7410.4B · Library Materials		
74104B6 · Museum Passes	400.00	
74104B3 · Print Materials	547.84	
74104B2 · Electronic Content	645.72	
7410.4B · Library Materials - Other	50.17	
Total 7410.4B · Library Materials		1,643.73
7410.4C · Equipment/Technology		1,602.11
7410.4D · Programs		
74104D1 · Summer Reading Program	1,057.86	
7410.4D · Programs - Other	123.61	
Total 7410.4D · Programs		1,181.47
7410.41 · Operations and Administrative		
7410.4A · Staff Development/Edu	3.99	
7410.4E · Automated Services	998.00	
7410.4G · Postage	4.40	
7410.4H · Telephone/Data Links	90.65	
7410.4I · Insurance	789.00	
7410.4F · Office and Library Supplies	857.91	
Total 7410.41 · Operations and Administrative		2,743.95
Total 7410.4 · Contractual Expenses		7,171.26

The Castleton Public Library
Profit & Loss
July 2024

	Jul 24
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	2,091.72
9060.8 · Health Insurance	1,658.16
Total 9000 · Employee - Benefits	3,749.88
Total Expense	38,436.30
Net Ordinary Income	-31,279.88
Net Income	**-31,279.88**

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

	Jan - Jul 24	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	12.00	0.00	12.00	100.0%
2082.12 · Lost Books	243.35	0.00	243.35	100.0%
2082.13 · Copies, Prints and Faxes	138.05	0.00	138.05	100.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
2082.19 · Other Fines & Fees	0.00	0.00	0.00	0.0%
2082.1 · Library Fines & Fees - Other	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	393.40	0.00	393.40	100.0%
Total 2082 · Library Charges	393.40	0.00	393.40	100.0%
2360 · Intergovernmental Revenues				
2360.4 · Taxes - SCSD	159,000.00	159,000.00	0.00	100.0%
2360.1 · Town of Schodack	88,000.00	88,000.00	0.00	100.0%
2360.2 · Village of Castleton	0.00	10,000.00	-10,000.00	0.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	250,325.00	260,325.00	-10,000.00	96.2%
2401 · Interest & Earnings	209.49	500.00	-290.51	41.9%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	8,341.76	8,002.00	339.76	104.2%
Total 2705 · Gifts & Donations	9,341.76	9,002.00	339.76	103.8%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	15,200.00	-15,200.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	1,487.40	1,436.00	51.40	103.6%
2760.9 · Grants - Other	1,740.00	1,000.00	740.00	174.0%
Total 2760 · Library System Grants	3,227.40	17,636.00	-14,408.60	18.3%
599 · Appropriated Fund Balance	0.00	8,937.00	-8,937.00	0.0%
Total Income	263,497.05	296,400.00	-32,902.95	88.9%
Gross Profit	263,497.05	296,400.00	-32,902.95	88.9%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	40,211.42	67,925.00	-27,713.58	59.2%
7410.1B · Gross wages - Librarian	25,561.32	53,800.00	-28,238.68	47.5%
7410.1C · Gross wages - Assistant	35,564.93	64,298.00	-28,733.07	55.3%
Total 7410.11 · Employee Gross Wages	101,337.67	186,023.00	-84,685.33	54.5%
Total 7410.1 · Personal Services	101,337.67	186,023.00	-84,685.33	54.5%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	21,460.00	-21,460.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	21,460.00	-21,460.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,170.00	1,850.00	-680.00	63.2%
74104B5 · Magazines and Newspapers	0.00	250.00	-250.00	0.0%
74104B4 · Audiobooks	0.00	0.00	0.00	0.0%
74104B3 · Print Materials	4,157.48	10,200.00	-6,042.52	40.8%
74104B2 · Electronic Content	3,428.79	6,690.00	-3,261.21	51.3%
74104B1 · DVDs & Other Materials	577.87	1,900.00	-1,322.13	30.4%
7410.4B · Library Materials - Other	476.17	1,220.00	-743.83	39.0%
Total 7410.4B · Library Materials	9,810.31	22,110.00	-12,299.69	44.4%

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

	Jan - Jul 24	Budget	$ Over Budget	% of Budget
7410.4C · Equipment/Technology	2,333.01	1,650.00	683.01	141.4%
7410.4D · Programs				
74104D1 · Summer Reading Program	2,648.00	4,600.00	-1,952.00	57.6%
7410.4D · Programs - Other	1,809.23	3,000.00	-1,190.77	60.3%
Total 7410.4D · Programs	4,457.23	7,600.00	-3,142.77	58.6%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	411.99	800.00	-388.01	51.5%
7410.4E · Automated Services	2,994.00	3,992.00	-998.00	75.0%
7410.4G · Postage	347.18	400.00	-52.82	86.8%
7410.4H · Telephone/Data Links	666.51	1,377.00	-710.49	48.4%
7410.4I · Insurance	2,789.35	2,955.00	-165.65	94.4%
7410.4F · Office and Library Supplies	1,012.64	1,000.00	12.64	101.3%
7410.4J · Professional Services	490.00	400.00	90.00	122.5%
Total 7410.41 · Operations and Administrati...	8,711.67	10,924.00	-2,212.33	79.7%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	0.00	0.00	0.0%
7410.4K · Miscellaneous - Other	34.95	30.00	4.95	116.5%
Total 7410.4K · Miscellaneous	34.95	30.00	4.95	116.5%
Total 7410.4 · Contractual Expenses	25,347.17	42,314.00	-16,966.83	59.9%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	8,500.00	-8,500.00	0.0%
9030.8 · Social Security/Medicare	7,699.54	14,140.00	-6,440.46	54.5%
9040.8 · Workers Comp	382.69	900.00	-517.31	42.5%
9055.8 · Disability	107.60	500.00	-392.40	21.5%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	3,000.00	-3,000.00	0.0%
9060.8 · Health Insurance - Other	6,315.96	19,563.00	-13,247.04	32.3%
Total 9060.8 · Health Insurance	6,315.96	22,563.00	-16,247.04	28.0%
Total 9000 · Employee - Benefits	14,505.79	46,603.00	-32,097.21	31.1%
Total Expense	141,190.63	296,400.00	-155,209.37	47.6%
Net Ordinary Income	122,306.42	0.00	122,306.42	100.0%
Net Income	**122,306.42**	**0.00**	**122,306.42**	**100.0%**

The Castleton Public Library
Balance Sheet
As of July 31, 2024

	Jul 31, 24
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	290,509.93
200.2 · Citizens Checking Account	8,701.52
200.9 · Petty Cash	50.00
Total Checking/Savings	299,261.45
Other Current Assets	
395 · Deposits with Other Government	7,500.00
Total Other Current Assets	7,500.00
Total Current Assets	306,761.45
TOTAL ASSETS	**306,761.45**
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	179,382.05
Net Income	122,306.42
Total Equity	306,761.47
TOTAL LIABILITIES & EQUITY	**306,761.45**

Director's Report – August

July 2024 – Usage Statistics in Comparison

	September 2024	September 2023	% Change, 2024 vs. 2023
Circulation			
Circulation of materials at CPL	2,677	2,725	-1.8%
Items loaned to other libraries	354	438	-19.2%
Items borrowed from other libraries	902	764	+18.1%
eContent circulation	738	676	+9.2%
Programming			
Number of programs offered	58	50	+16%
Program attendance – in-person	762	724	+5.2%
Program attendance – kits*	314	270	+16.3%
Total program attendance	1,076	994	+8.2%
Public Computer Use			
Public Computer Sessions	9	45	-80%
WiFi Use – daily unique users	830 (4.2 GB)	762 (5.3 GB)	+8.9%
WiFi Hotspot Use	0	18.62 GB	-100%
Marketing Reach			
Website visits	1,205	1,459	-17.4%
Website unique visitors	603	763	-21%
Email newsletter list size	1,725	1,650	+4.5%
Facebook page followers	1,500	1,333	+12.5%
Facebook total reach	17,682	27,201	-35%
* = The number of kits distributed through 7/31 is used for the attendance number.			

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

- July 3 – Meeting with Schodack Town Supervisor and CPL Board President re: library funding
- July 8 – Village Board meeting
- July 9 – Bookmobile at Castle Hill Senior Housing
- July 10 – UHLS Director's Association meeting (virtual meeting)
- July 11 – Meeting w/Tom Vitale re: treasurer role for NYLA Leadership and Management Section (LAMS) (virtual)
- July 12 – Meeting with Village Mayor re: library funding
- July 30 – Meeting with UHLS re: library funding options
- July 31 – Meeting with Schodack Town Supervisor, UHLS representatives, Village Mayor, Village Deputy Mayor, and CPL Board President re: library funding

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

- July 16 – Outreach visit to K-1 students at Town of Schodack day camp

Library News

- Our intern, Lyndon Rosenberger, completed their work at the library this month. Lyndon worked with us for a total of 120 hours from May 20 through July 26. In addition to assisting our staff with library classes and events, Lyndon created a series of weekly on-demand summer activities for our Young Adult section, and scanned and added metadata to hundreds of historic photographs.
- Summer Reading Club registration continues to grow. By 7/31, a total of 276 youth and adults had registered for our program, either in person or online. Registration continues all summer long!

Programs – July

7/1/2024	Kinetic Sand	44
7/1/2024	After Dinner Book Club	5
7/2/2024	Kids Cook: Cool Summer Drinks	47
7/2/2024	Pajama Storytime	6
7/3/2024	Patriotic Paper Hats	11
7/3/2024	Spice of the Month Club: Lavender	7
7/5/2024	Bridge Club	5
7/5/2024	Balloon-Powered Vehicles	16
7/6/2024	Giant Connect Four	7
7/7/2024	Take & Make Craft: Flower Wreath	97
7/7/2024	Chalk the Walk	0
7/8/2024	Make your own Pokémon Card	29
7/9/2024	Castle Hill Bookmobile	8
7/9/2024	Cool Sci.: The Dancing Drawing	14
7/9/2024	Firefighter Storytime	52
7/9/2024	Beginner Yoga	2
7/10/2024	Kids Cook: Make Fruit Faces	18
7/10/2024	Open Mic Night	10
7/11/2024	Special Visitor Storytime: Dance	38
7/11/2024	Frankentoys	5
7/12/2024	Bridge Club	6
7/12/2024	Dino Discovery	6
7/13/2024	Legomania	7
7/14/2024	Take & Make Craft: Collage Art	67
7/14/2024	Tie Dye	35
7/15/2024	Musical Instrument Petting Zoo	15
7/15/2024	Minecraft, Your Craft	3
7/16/2024	K-1 Schodack Town Camp visit	60
7/16/2024	Cool Sci.: Bottle Rockets	7
7/16/2024	Pajama Storytime	2
7/16/2024	Beginner Yoga	6
7/17/2024	Afternoon Book Club	5
7/17/2024	Taste Testing for Kids	1
7/17/2024	Taste Testing for Teens	1
7/18/2024	Special Storytime: ValleyCats	28
7/18/2024	Riddle & Joke Exchange for Kids	0
7/19/2024	Bridge Club	5
7/19/2024	Water Balloon Hot Potato	9
7/20/2024	DIY Pop Socket	2
7/21/2024	Take & Make Craft: Canimals	72
7/21/2024	Marble Run Fun	15
7/22/2024	Finger Paint with Pudding	17
7/22/2024	Improv and Acting Games	5
7/23/2024	Herbs/Tea Sandwiches for Kids	14
7/23/2024	Pajama Storytime	4
7/24/2024	DIY Climbing Toy	12
7/25/2024	Special Storytime: Therapy Pig	60
7/25/2024	Scientific Method Made Colorful	15
7/26/2024	Paper Plate Ladybugs	8
7/26/2024	Bridge Club	0
7/27/2024	Make Your Own Puzzle	5
7/28/2024	Take & Make Craft: Scratch Art	78
7/28/2024	Games on the Lawn	11
7/29/2024	Upcycled Flower Book Ornament	13
7/30/2024	Cool Science: Edible DNA	18
7/30/2024	Pajama Storytime	0
7/30/2024	Beginner Yoga	10
7/31/2024	Birds of Prey	33
	Month total	**1,076**

September Schedule of Events

DATE	START TIME	END TIME	TITLE	DESCRIPTION
9/1	N/A	9/28	Take & Make Craft: Hedgehog	Make your own cute garden hedgehog using supplies from our kit and real fall leaves!
9/3	1:00	4:00	Sand Art	Held outdoors, weather permitting. Make a creative design on cardstock using colored sand and glue!
9/3	6:00	N/A	Pajama Storytime	Feel free to wear your pajamas or bring a stuffed animal friend to this evening storytime! Ages birth-8.
9/4	12:00	6:00	Crafternoon	We have lots of craft supplies – bring your imagination and make something awesome! All ages.
9/4	7:00	8:00	Spice of the Month Club: Mint	For adults. Spice up your life and join us to learn about a different spice or herb each month. We'll talk about the spice, try a food that contains it, and send you home with information, recipes, and the spice of the month to experiment with at home.
9/5	10:30	N/A	Learn & Play Storytime	Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement!
9/6	10:30	N/A	Bridge Club	Geared toward beginners and players who need a refresher.
9/7	11:00	4:00	Legomania	We'll have lots of Legos out on both Saturday and Sunday for this all-weekend build-a-thon!
9/8	11:00	4:00	Legomania	We'll have lots of Legos out on both Saturday and Sunday for this all-weekend build-a-thon!
9/10	6:00	N/A	Pajama Storytime	Feel free to wear your pajamas or bring a stuffed animal friend to this evening storytime! Ages birth-8.
9/11	6:00	8:00	Open Mic Night	Musicians and poets - come share your talents! All ages welcome to perform and to watch.
9/12	10:30	N/A	Special Storytime: Outdoor Games	Held outdoors, weather permitting. Join us for stories and special games outdoors for littles and their grown-ups! In case of inclement weather, we will hold a regular storytime.
9/13	10:30	N/A	Bridge Club	Geared toward beginners and players who need a refresher.
9/13	3:00	6:00	Cool Science: Catapults	Make your own super easy and super fun catapult to test, improve, and play with.
9/14	12:00	3:00	Apple Fest: Storytime and Tasting	Celebrate fall with us! We will host an apple storytime at 12:00 to kick off the festivities, then follow it up with an apple tasting, vote, recipe share, and a craft to complete.
9/16	12:00	8:00	Knock Hockey and Foosball	Bring a friend or family member to the library to play tabletop hockey and tabletop foosball!
9/16	7:00	N/A	Library Board Meeting	Monthly meeting of the library's Board of Trustees. Members of the public are welcome to attend.
9/17	12:00	8:00	Voter Registration Day	It's National Voter Registration Day! Stop by the library to learn more about who can vote, where to vote, and register online or by mail.
9/17	6:00	N/A	Pajama Storytime	Feel free to wear your pajamas or bring a stuffed animal friend to this evening storytime! Ages birth-8.
9/18	1:00	N/A	Afternoon Book Club	Join us the third Wednesday of each month for a book discussion! September's book is *River of the Gods: Genius, Courage, and Betrayal in the Search for the Source of the Nile* by Candice Millard. Books available at the front desk.
9/18	5:30	N/A	Friends of CPL Meeting	Want to help support and raise funds for CPL? Come join the Friends! All are welcome.

9/19	10:30	N/A	Learn & Play Storytime	Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement!
9/19	3:00	6:00	Talk Like a Pirate Day	Avast, me hearties! Batten down the hatches! It's International Talk Like a Pirate Day! Dance the hempen jig aboard the Castletonian Bibliorig, and even ye landlubbers can learn to jabber with piratical swagger. Crafts, games, and silliness for all!
9/20	10:30	N/A	Bridge Club	Geared toward beginners and players who need a refresher.
9/22	12:00	3:00	Make a Bird Feeder	Time to help our feathered friends (and maybe a squirrel or two) with a homemade bird feeder you'll make and take home.
9/24	6:00	N/A	Pajama Storytime	Feel free to wear your pajamas or bring a stuffed animal friend to this evening storytime! Ages birth-8.
9/25	3:00	6:00	Comic Book Day	Read a comic, create a comic! Short, long, written, visual, or both. We'll offer inspiration and materials, you provide your creativity!
9/25	6:00	N/A	Scrabble	For adults. Play Scrabble with fellow word-lovers. All levels welcome!
9/26	10:30	N/A	Learn & Play Storytime	Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement!
9/27	10:30	N/A	Bridge Club	Geared toward beginners and players who need a refresher.
9/27	3:00	6:00	Chocolate Milk Day	Sample a variety of frosty-cold chocolate milk. You may discover a new favorite. Plain, add-ins, dairy and vegan. Something for everyone!
9/28	4:30	7:30	Friends of CPL Baked Ziti Dinner	Enjoy a tasty dinner and support the library! Ziti dinners come with meatballs, salad, and bread. Take out only -- please preorder. Place your preorder and choose your pick-up time by visiting tinyurl.com/CPL-Pasta or by calling 518-466-8051. Pickup Location: Castleton Firehouse, 11 Green Avenue, Castleton, NY 12033.
9/29	N/A	11/2	Take & Make Craft: Spooky Spider Web	Make a friendly googly-eyed spider and weave a web for it to hang from!
9/30	3:00	6:00	Autumn Art - Celebrate the Colors!	Come explore the beautiful array of leaves in all their glorious fall colors. Make something beautiful, fun, silly, or serious to display for the season. All ages welcome.
10/1	6:00	N/A	Pajama Storytime	Feel free to wear your pajamas or bring a stuffed animal friend to this evening storytime! Ages birth-8.
10/2	7:00	N/A	Spice of the Month Club: Cumin	For adults. Spice up your life and join us to learn about a different spice or herb each month. We'll talk about the spice, try a food that contains it, and send you home with information, recipes, and the spice of the month to experiment with!
10/3	10:30	N/A	Learn & Play Storytime	Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement!
10/3	12:00	6:00	Perler Bead Crafts	Use your imagination to make awesome creations with perler beads! All ages welcome.
10/3	1:00	N/A	NYS Citizen Preparedness Corps Training Program	For adults. With severe weather becoming more frequent/extreme, it is more important than ever to be prepared for disasters. This course will teach you to have the tools and resources to prepare for natural and man-made disasters, respond accordingly, and recover as quickly as possible to pre-disaster conditions.
10/4	10:30	N/A	Bridge Club	Geared toward beginners and players who need a refresher.
10/5	11:00	4:00	Marble Run Fun	Design & build a unique maze for a marble to go through, then drop a marble in and watch it work!
10/6	2:00	N/A	DIY Eco-Friendly Cleaning Products	For adults. In this class, you will learn how to make cleaning products that are environmentally friendly and non-toxic, and take home instructions and a sample to get you started.