Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, December 19, 2022 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- Prospective trustee
- 2022 revised budget
- 2023 staff pay rates
- 2023 trustee continuing education options (Administrative Committee)
- Board self-evaluation
- Director evaluation
- Discussion of slate of officers for Annual Meeting (January 17, 2023)

Old Business

- 2023 Budget
- Long-range planning
- Library word-of-mouth advertising

President's Report

Secretary's Report

- Review of minutes from November 14, 2022

Treasurer's Report

Director's Report

Friends Report

Committee Reports

- Finance Committee – A. Mitchum, S. Mitchum
- Administrative Committee – K. Bielawa, L. Knaack, C. Strainge
- Operations/Capital projects – P. Cartwright, S. Mitchum
- Policy Committee – L. Knaack, A. Mitchum
- Long Range Plan Committees:
    - Sustainable Funding (A. Mitchum, S. Mitchum)
    - Library Space (P. Cartwright, C. Strainge)
    - Community Outreach & Visibility (K. Bielawa, L. Knaack)

Announcements

Public Comment

Executive Session

Adjourn

2022 Revised Budget				
Income				
Line Item	**Description**	**2022 Rev. Budget**	**2022 Budget**	**Difference**
2082.11	Fines	$48.00	$0.00	$48.00
2082.12	Lost Books	$192.00	$0.00	$192.00
2082.13	Copies, Prints, & Faxes	$17.00	$240.00	-$223.00
	Total 2082	**$257.00**	**$240.00**	**$17.00**
2360.1	Town of Schodack	$159,260.00	$159,263.00	-$3.00
2360.2	Village of Castleton	$14,000.00	$14,000.00	$0.00
2360.3	Rensselaer County	$3,325.00	$3,325.00	$0.00
	Total 2360	**$176,585.00**	**$176,588.00**	**-$3.00**
2401	**Interest & Earnings**	**$34.00**	**$24.00**	**$10.00**
2705	Gifts & Donations	$8,124.00	$5,800.00	$2,324.00
2705.1	Friends SRP	$1,000.00	$1,000.00	$0.00
	Total 2705	**$9,124.00**	**$6,800.00**	**$2,324.00**
2760.1	Grants - LLSA (UHLS)	$1,429.00	$1,130.00	$299.00
2760.3	Grants - NYS Library Const. Grant	$2,149.00	$2,149.00	$0.00
2760.9	Grants - Other	$2,250.00	$1,000.00	$1,250.00
	Total 2760	**$5,828.00**	**$4,279.00**	**$1,549.00**
	Funds from reserves	**$3,131.00**	**$12,650.00**	**-$9,519.00**
	Total Income	**$194,959.00**	**$200,581.00**	**-$5,622.00**
Expenses				$0.00
7410.1A	Gross Wages - Director	$59,101.00	$59,500.00	-$399.00
7410.1B	Gross Wages - Librarian I	$22,684.00	$22,838.00	-$154.00
7410.1C	Gross Wages - Assistants	$41,623.00	$44,500.00	-$2,877.00
	Total 7410.1	**$123,408.00**	**$126,838.00**	**-$3,430.00**
7410.2A	**Library Renovation**	**$5,280.00**	**$4,447.00**	**$833.00**
7410.4B	Library Materials - Other	$1,197.00	$1,555.00	-$358.00
7410.4B1	Library Materials - DVDs	$1,911.00	$2,300.00	-$389.00
7410.4B2	Library Materials - EContent	$5,910.00	$5,700.00	$210.00
7410.4B3	Library Materials - Print Materials	$9,855.00	$8,186.00	$1,669.00
7410.4B4	Library Materials - Audiobooks	$0.00	$400.00	-$400.00
7410.4B5	Library Materials - Mags/News.	$331.00	$1,000.00	-$669.00
7410.4B6	Library Materials - Mus. Passes	$1,610.00	$1,880.00	-$270.00
	Total 7410.4B	**$20,814.00**	**$21,021.00**	**-$207.00**
7410.4C	**Equipment/Technology**	**$2,665.00**	**$1,050.00**	**$1,615.00**
7410.4D	Programs	$2,232.00	$3,000.00	-$768.00
7410.4D1	Summer Reading Program	$4,691.00	$3,840.00	$851.00
	Total 7410.4D	**$6,923.00**	**$6,840.00**	**$83.00**
7410.4A	Staff Development/Education	$709.00	$800.00	-$91.00
7410.4E	Automated Services	$3,913.00	$4,110.00	-$197.00
7410.4G	Postage	$265.00	$300.00	-$35.00

7410.4H	Telephone/Data Links	$1,146.00	$1,470.00	-$324.00
7410.4I	Insurance	$2,451.00	$2,665.00	-$214.00
7410.4F	Office and Library Supplies	$840.00	$1,300.00	-$460.00
7410.4J	Professional Services	$210.00	$820.00	-$610.00
	Total 7410.41	**$9,534.00**	**$11,465.00**	**-$1,931.00**
7410.4L	Strategic Planning - Survey	$0.00	$1,000.00	-$1,000.00
7410.4K	Miscellaneous	$173.00	$25.00	$148.00
	Total 7410.4	**$9,707.00**	**$12,490.00**	**-$2,783.00**
9010.8	NYS Retirement	$6,774.00	$6,950.00	-$176.00
9030.8	Social Security/Medicare	$9,373.00	$9,350.00	$23.00
9040.8	Workers Compensation	$614.00	$1,000.00	-$386.00
9055.8	Disability	$400.00	$535.00	-$135.00
9060.8	Health Insurance	$8,083.00	$8,560.00	-$477.00
9060.81	HRA Funding	$0.00	$1,500.00	-$1,500.00
	Total 9000	**$25,244.00**	**$27,895.00**	**-$2,651.00**
	Total 2022 Expenses	**$194,041.00**	**$200,581.00**	**-$6,540.00**
	Funds Allotted for 2023 Budget	**$918.00**		
	Funds Allotted for Reserve	**$0.00**		
	Total	**$194,959.00**		

2023 Wage Increases for Library Staff

Effective January 1, 2023:

Position Title	Current Wage/Salary	Wage/Salary Effective 1/1/2023
Library Director	$59,500.00	$63,000.00
Librarian I	$21.96 per hour	$23.21 per hour
Library Assistant	$17.50 per hour	$18.50 per hour
Library Aide	$14.10 per hour	$15.10 per hour
Subsitute Library Aide	$14.10 per hour	$15.10 per hour

Racial Equity Training for Your Library

from The McLean Group

Introduction

UHLS has contracted with The McLean Group, a well-respected Capital Region firm, to offer training on racial equity for both boards and staff of our libraries. This effort is a direct result of requests from member libraries, and is part of the Racial Equity Committee. The training aims to foster understanding of how racism affects libraries and library services, to identify library-specific barriers to racial equity, and to stimulate positive change in library services at UHLS member libraries.

Racial equity training is a marathon rather than a sprint. With understanding of and respect for the value of both board and staff time, we have worked carefully to develop a curriculum and training schedule robust enough to meaningfully address this complex topic, and flexible enough for different levels of library engagement.

This training will be available through December 2023, while funding is available, at no direct cost to the library. UHLS fully subsidizes this unique training program from NYS Outreach Funds to make it available and accessible to all member libraries. UHLS is strongly encouraging all libraries to take advantage of this opportunity to evaluate your library through a new lens.

Training is available for two audiences: boards and staff.

Board training

Board training is offered in three options available through 12/31/23:

1. **Board representative(s).** Components:
    - Six 90-minute in-person group sessions held at UHLS offices and attended by one or more trustees from your library, who will learn along with trustees from other libraries
    - A summary of the training, presented by your attending trustee to your full board
    - A 60-minute UHLS-led, in-person session for the full board where the context is made local and the board identifies actionable steps to improve library services.
2. **Full board, smaller commitment.** Components:
    - Two 90-minute in-person sessions held at your library for the full board. In-person sessions are strongly preferred. Virtual sessions are possible.
    - A 60-minute UHLS-led, in-person session for the entire board where the context is made local and the board identifies actionable steps to improve library services.
3. **Full board, larger commitment.** Components:
    - Four 90-minute in-person sessions held at your library for the full board. In-person sessions are strongly preferred. Virtual sessions are possible.
    - A 60-minute UHLS-led, in-person session for the full board where the context is made local and the board identifies actionable steps to improve library services.

This training will be most powerful, and most transformative, if the whole board participates in full-board sessions. We suggest that boards schedule training segments separate from their regular meetings to maximize members' energy and focus. Sessions may be spread out at intervals that work for the board, with the understanding that the same group of trustees working through all sessions is most beneficial.

The six-session in-person series at UHLS (Option 1 above) will begin the week of April 4th. Session dates will be developed taking into account the schedules of the presenter and participants. It is expected that the sessions will be monthly, and that the exact dates will be determined by the group.

This training meets the requirement in recent legislation for each trustee to have two hours approved training annually.

Short description of content:

For participants in Option 1, the six-session training at UHLS offices led by The McLean Group, topics address:

1.Implicit bias and microaggressions
2. Race and ethnicity in society
3. Racial categorizations and socialization
4. Courageous conversations
5. Systemic racism and historical context
6. White supremacy characteristics in the library

Followed by the UHLS-led session at your library for the full board.

For boards choosing Option 2, the two-session full-board training at your library led by The McLean Group, topics address:

1.Racial categorization and social organization
2.Race and ethnicity in society

Followed by the UHLS-led session at your library for the full board.

For boards choosing Option 3, the four-session full-board training at your library led by The McLean Group, topics address:

1.Unconscious bias and microaggressions
2.Racial categorization and social organization
3.Race and ethnicity society
4.Courageous conversations

Followed by the UHLS-led session at your library for the full board.

CASTLETON PUBLIC LIBRARY
BOARD OF TRUSTEES EVALUATION FORM
-For use by Trustees in self-evaluation

Form Instructions:

1. Each Board member should individually respond to this form.
2. In your responses, please reflect on your evaluation of your own performance, as well as that of the Board as a whole over the past year.
3. Submit this form to the President, who will be responsible for tallying the results of the Board evaluation and preparing a summary report.

1=Excellent, 2=Satisfactory, 3=Needs improvement, 4=Poor, N/A=don't know or no answer

	1	2	3	4	N/A
GOVERNANCE					
1. The Board has a full and common understanding of the roles and responsibilities of a Board					
2. The Board has a method in place for new Board member orientation					
3. The Board has a method in place for ongoing Board member training					
4. The structure and roles of the Board are clear (Board, officers, committees, executive and staff)					
5. The Board attends to policy-related decisions which effectively guide the operational activities of staff					
6. The Board has established bylaws to oversee its governance					
7. The Board has established clear policies to govern and guide library operations					
8. The Board continually reviews and updates the library's policies					
9. The Board safeguards the public's First Amendment and Intellectual Freedom rights by protecting freedom of access, while also being open to the public's comment					
10. The Board effectively represents the library to the community					
11. Board meetings facilitate focus and progress on important organizational matters					
12. Board members are involved and show interest in the Board's work					
13. The Board is representative of diversity of the community, and includes all relevant stakeholders					
COMMENTS:					

PLANNING	1	2	3	4	N/A
1. The Board has a shared understanding of the library's mission					
2. The Board sets clear goals and actions resulting from relevant and realistic strategic planning					
3. The Board regularly measures organizational progress by accomplishment against strategic goals					
COMMENTS:					

FINANCE	1	2	3	4	N/A
1. The Board receives regular financial reports to stay informed of the financial status of the library					
2. The Board ensures that the budget covers the goals and objectives set during the planning process					
3. The Board receives an annual review of the library's finances which has been prepared by an outside source					
COMMENTS:					

PERSONNEL	1	2	3	4	N/A
1. The Board evaluates the Library Director annually based on performance against defined goals/expectations					
2. The Board maintains positive and cooperative communications with the Library Director					
3. The Board requires regular written updates from the Library Director on progress toward the annual plan and goals					
COMMENTS:					

Please list the top three priorities on which you feel the Board should focus its attention in the next year. Be as specific as possible:

Additional Comments:

CASTLETON PUBLIC LIBRARY
DIRECTOR EVALUATION FORM
-For use by Trustees and self-evaluation by the Director

Form instructions:

1) Each board member should individually respond to this form.
2) In responding to this form, board members should refer to the board minutes, evaluations of the Director by library staff, usage statistics, program results or other information sources from the year.
3) Submit this form to the President for use during the annual face-to-face evaluation with the Director

1=Excellent, 2=Satisfactory, 3=Needs improvement, 4=Poor, N/A=don't know or no answer

Board of Trustee Relationship	1	2	3	4	N/A
1. Appropriate, adequate, and timely information is provided to the board.					
2. Support is provided to board committees					
3. The board is informed on the condition of the organization and all important factors influencing it					
4. The Director works collaboratively with the Board					
Totals					
Customer Service & Community Relations					
1. Level of patron satisfaction					
2. Level of customer service received by patrons					
3. Consistent application of policies that affect the public					
4. Services are communicated to the public effectively					

CASTLETON PUBLIC LIBRARY
DIRECTOR EVALUATION FORM
-For use by Trustees and self-evaluation by the Director

5. Working relationships and cooperative arrangements with government officials, community groups and organizations					
6. Awareness of community needs					
7. Mechanisms are in place to hear from patrons and the community-at-large					
8. Library is being marketed to the community					
Totals					
Organizational Growth	1	2	3	4	N/A
1. The director is helping the Board make progress on its long-range plan (LRP)					
2. Services to meet the goals and objectives of the LRP are carried out with staff and trustee involvement					
3. Goals and objectives are evaluated regularly					
4. Creativity and initiative are demonstrated in creating new services/programs					
5. Collection is responsive to community needs					
6. The library is responsive to changes in the community					
7. There is a working knowledge of significant developments and trends in the field					
8. Library spaces are attractive, organized, and tidy, and repairs/maintenance are arranged for on a timely basis					
Totals					

CASTLETON PUBLIC LIBRARY
DIRECTOR EVALUATION FORM
-For use by Trustees and self-evaluation by the Director

Administration and Human Resources Management	1	2	3	4	N/A
1. Work is effectively assigned, appropriate levels of freedom and authority are delegated					
2. Job descriptions are developed; regular performance evaluations are held and documented					
3. Personnel policies and state and federal regulations on workplaces and employment are effectively implemented					
4. Staff development and education is encouraged					
5. Library climate attracts, keeps, and motivates a diverse staff of top quality people					
6. Adequate control and accounting of all funds is reported to the Board consistent with sound financial practices					
7. Director is a full partner in the budget development process					
8. The library operates within budget guidelines					
9. Official records and documents are maintained, library is in compliance with federal, state and local regulations and reporting requirements (such as annual report, payroll withholding and reporting, etc.)					
10. Positive relationships with government, foundation and corporate funders are in place					
11. Positive relationships with individual donors is established					
12. Funds are disbursed in accordance with budget, contract/grant requirements and donor designations					
Totals					

CASTLETON PUBLIC LIBRARY
DIRECTOR EVALUATION FORM
-For use by Trustees and self-evaluation by the Director

General Feedback:

What would you like to see the Director continue to do?

Please name any improvement opportunities for the Director (what should they start/stop doing):

Additional comments/concerns?

2023 Proposed Budget				
Income				
Line Item	**Description**	**2023 Budget**	**2022 Revised Budget**	**Difference**
2082.11	Fines	$0.00	$48.00	-$48.00
2082.12	Lost Books	$0.00	$192.00	$0.00
2082.13	Copies, Prints, & Faxes	$0.00	$17.00	-$17.00
	Total 2082	**$0.00**	**$257.00**	**-$257.00**
2360.1	Town of Schodack	$176,000.00	$159,260.00	$16,740.00
2360.2	Village of Castleton	$14,000.00	$14,000.00	$0.00
2360.3	Rensselaer County	$3,325.00	$3,325.00	$0.00
	Total 2360	**$193,325.00**	**$176,585.00**	**$16,740.00**
2401	**Interest & Earnings**	**$30.00**	**$34.00**	**-$4.00**
2705	Gifts & Donations	$6,000.00	$8,124.00	-$2,124.00
2705.1	Friends SRP	$1,000.00	$1,000.00	$0.00
	Total 2705	**$7,000.00**	**$9,124.00**	**-$2,124.00**
2760.1	Grants - LLSA (UHLS)	$1,435.00	$1,429.00	$6.00
2760.3	Grants - NYS Library Const. Grant	$0.00	$2,149.00	$0.00
2760.9	Grants - Other	$1,000.00	$2,250.00	-$1,250.00
	Total 2760	**$2,435.00**	**$5,828.00**	**-$3,393.00**
	Funds from prior year's budget	**$918.00**	**$0.00**	**$918.00**
	Funds from reserves	**$9,727.00**	**$3,131.00**	**$6,596.00**
	Total Income	**$213,435.00**	**$194,959.00**	**$18,476.00**
Expenses				
7410.1A	Gross Wages - Director	$63,000.00	$59,101.00	$3,899.00
7410.1B	Gross Wages - Librarian I	$24,140.00	$22,684.00	$1,456.00
7410.1C	Gross Wages - Assistants	$54,300.00	$41,623.00	$12,677.00
	Total 7410.1	**$141,440.00**	**$123,408.00**	**$18,032.00**
7410.2A	**Library Renovation**	**$0.00**	**$5,280.00**	**-$5,280.00**
7410.4B	Library Materials - Other	$1,220.00	$1,197.00	$23.00
7410.4B1	Library Materials - DVDs	$1,900.00	$1,911.00	-$11.00
7410.4B2	Library Materials - Electronic Content	$6,270.00	$5,910.00	$360.00
7410.4B3	Library Materials - Print Materials	$9,400.00	$9,855.00	-$455.00
7410.4B4	Library Materials - Audiobooks	$0.00	$0.00	$0.00
7410.4B5	Library Materials - Magazines	$400.00	$331.00	$69.00
7410.4B6	Library Materials - Museum Passes	$1,680.00	$1,610.00	$70.00
	Total 7410.4B	**$20,870.00**	**$20,814.00**	**$56.00**
7410.4C	**Equipment/Technology**	**$1,450.00**	**$2,665.00**	**-$1,215.00**
7410.4D	Programs	$3,000.00	$2,232.00	$768.00
7410.4D1	Summer Reading Program	$4,250.00	$4,691.00	-$441.00
	Total 7410.4D	**$7,250.00**	**$6,923.00**	**$327.00**
7410.4A	Staff Development/Education	$800.00	$709.00	$91.00
7410.4E	Automated Services	$4,110.00	$3,913.00	$197.00
7410.4G	Postage	$300.00	$265.00	$35.00
7410.4H	Telephone/Data Links	$1,250.00	$1,146.00	$104.00

7410.4I	Insurance	$2,575.00	$2,451.00	$124.00
7410.4F	Office and Library Supplies	$1,300.00	$840.00	$460.00
7410.4J	Professional Services	$480.00	$210.00	$270.00
	Total 7410.41	**$10,815.00**	**$9,534.00**	**$1,281.00**
7410.4L	Strategic Planning - Survey	$1,260.00	$0.00	$1,260.00
7410.4K	Miscellaneous	$25.00	$173.00	-$148.00
	Total 7410.4	**$12,100.00**	**$9,707.00**	**$2,393.00**
9010.8	NYS Retirement	$7,735.00	$6,774.00	$961.00
9030.8	Social Security/Medicare	$10,750.00	$9,373.00	$1,377.00
9040.8	Workers Compensation	$900.00	$614.00	$286.00
9055.8	Disability	$500.00	$400.00	$100.00
9060.8	Health Insurance	$8,940.00	$8,083.00	$857.00
9060.81	HRA Funding	$1,500.00	$0.00	$1,500.00
	Total 9000	**$30,325.00**	**$25,244.00**	**$5,081.00**
	Total Expenses	**$213,435.00**	**$194,041.00**	**$19,394.00**
	Funds allotted for next yr. budget	**$0.00**	**$918.00**	**-$918.00**
	Funds allotted for reserve	**$0.00**	**$0.00**	**$0.00**
	Total	**$213,435.00**	**$194,959.00**	**$18,476.00**

Castleton Public Library Board of Trustees Meeting

Monday, November 14, 2022 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 6:06 pm.

Roll Call

Present (physical):	Shane Mitchum, President; Alyssa Mitchum, Treasurer; Kate Bielawa, Trustee; Melissa Tacke, Library Director
Present (virtual):	Laurie Knaack, Secretary
Absent:	Patrick Cartwright, Vice President; Colin Strainge, Trustee

Adoption of Agenda

The adoption of the agenda was motioned by Trustee A. Mitchum and seconded by Trustee Bielawa. Unanimously approved.

Public Comment

None.

New Business

Shane Mitchum trustee term: Trustee S. Mitchum's board term will end after 2022. Trustee A. Mitchum motioned to nominate trustee S. Mitchum for the term January 1, 2023 to December 31, 2025. Seconded by Trustee Bielawa. Unanimously approved.

Copy/print/fax fee changes: Trustee A. Mitchum motioned to implement the changes proposed by Director Tacke to copy/print/fax fees. These fees had been waived during the pandemic; small fees will return for print/copy services over a certain number of pages, with fax services remaining free. Seconded by Trustee Bielawa. Unanimously approved.

2023 proposed meeting schedule: The proposed meeting schedule was discussed and the November date changed to November 13, 2023 to avoid the Thanksgiving week,. Most meetings will be held on the third Monday of the month at 7:00 pm. Approval of the meeting schedule was motioned by Trustee A. Mitchum and seconded by Trustee Bielawa. Unanimously approved.

Old Business

2023 Draft Budget: Director Tacke and the Finance committee shared the 2023 proposed budget for further feedback (no changes) and plan to have the board vote on it at the December board meeting.

Long-Range Planning: The board met in a board retreat in early November to identify areas most desired for community feedback and opportunities for long-range improvements. Director Tacke shared the draft community survey for board review, and outlined a possible timeline with finalizing the survey in December and sending a mailing linking to the online survey in January. A first draft of the new Long Range Plan with goals/objectives would then be created in March; one or two additional board retreat sessions to focus on the plan held around March-April, add action steps to the plan in the second draft, and aim to have the board approve the new LRP in April or May.

Trustee Recruiting: Director Tacke encouraged trustees to continue recruitment efforts for one more trustee.

Library word-of-mouth advertising: Director Tacke encouraged trustees to share that there will be a Thursday, December 1, 6:00 pm book signing with local author Jon Sorensen.

Reports

President's Report

Included with draft budget report above.

Secretary's Report

Trustee A. Mitchum motioned to approve the October 2022 meeting minutes. Seconded by Trustee Bielawa. Unanimously approved.

Treasurer's Report

Trustee Bielawa motioned to approve the October 2022 Check Detail Reports. Seconded by Trustee Knaack. Unanimously approved.

Director's Report

Director Tacke presented statistics for October, with a comparison against 2020 and 2021. The Halloween Parade returned to an in-person event at the Castleton Fire House, with lower attendance than the vehicle parade driving throughout the village that was held in the first two years of the COVID-19 pandemic. However, the in-person attendance at other events increased from previous years. Pumpkin painting was popular. Kits remain popular and circulation increased.

Friends Report

The Friends of the Library will be again participating in the Barnes & Noble Bookfair on Saturday, November 19 at the Colonie Center location from 9 am to 9 pm.

Committee Reports

Finance: no report
Administrative: No report. Director Tacke will reach out to the committee to plan for 2023 continuing education for trustees.
Operations/Capital Projects: did not meet.
Policy: Personnel and circulation policies reviewed.
Sustainable Funding: did not meet.
Library Space: did not meet.
Community Outreach & Visibility: did not meet.

Announcements

None.

Public Comment

None.

Executive Session

None.

Adjournment

The meeting was adjourned at 6:47 pm.

The Castleton Public Library
Check Detail
November 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**11/01/2022**	**Google LLC**	**200.2 · Citizens Checking Account**		**-18.00**
Bill	4592861886	11/01/2022		7410.4C · Equipment/Technology	-18.00	18.00
TOTAL					-18.00	18.00
Bill Pmt -Check	**DEBIT**	**11/01/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-34.91**
Bill	1118158984...	11/01/2022		74104B1 · DVDs & Other Materials	-34.91	34.91
TOTAL					-34.91	34.91
Bill Pmt -Check	**DEBIT**	**11/03/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-15.98**
Bill	1119878641...	11/01/2022		74104B3 · Print Materials	-15.98	15.98
TOTAL					-15.98	15.98
Bill Pmt -Check	**DEBIT**	**11/04/2022**	**Saratoga Spring...**	**200.2 · Citizens Checking Account**		**-9.00**
Bill		11/04/2022		7410.4A · Staff Development/Edu	-9.00	9.00
TOTAL					-9.00	9.00
Bill Pmt -Check	**DEBIT**	**11/09/2022**	**Aldi**	**200.2 · Citizens Checking Account**		**-12.16**
Bill		11/09/2022		7410.4D · Programs	-12.16	12.16
TOTAL					-12.16	12.16
Bill Pmt -Check	**DEBIT**	**11/09/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-195.60**
Bill	1112833508...	11/09/2022		74104B5 · Magazines and Newspapers	-195.60	195.60
TOTAL					-195.60	195.60
Bill Pmt -Check	**DEBIT**	**11/10/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-30.00**
Bill	1112833508...	11/10/2022		74104B5 · Magazines and Newspapers	-30.00	30.00
TOTAL					-30.00	30.00
Bill Pmt -Check	**DEBIT**	**11/14/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-14.99**
Bill	1112110288...	11/14/2022		74104B1 · DVDs & Other Materials	-14.99	14.99
TOTAL					-14.99	14.99
Bill Pmt -Check	**DEBIT**	**11/15/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-35.97**
Bill	1113550247...	11/07/2022		7410.4D · Programs	-35.97	35.97
TOTAL					-35.97	35.97
Bill Pmt -Check	**DEBIT**	**11/15/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-47.31**
Bill	1112110288...	11/15/2022		74104B1 · DVDs & Other Materials	-47.31	47.31
TOTAL					-47.31	47.31

The Castleton Public Library
Check Detail
November 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**11/16/2022**	**USPS**	**200.2 · Citizens Checking Account**		**-4.58**
Bill		11/16/2022		7410.4G · Postage	-4.58	4.58
TOTAL					-4.58	4.58
Bill Pmt -Check	**DEBIT**	**11/18/2022**	**USPS**	**200.2 · Citizens Checking Account**		**-3.32**
Bill		11/18/2022		7410.4G · Postage	-3.32	3.32
TOTAL					-3.32	3.32
Bill Pmt -Check	**DEBIT**	**11/22/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-73.56**
Bill	1114994208...	11/17/2022		7410.4D · Programs	-73.56	73.56
TOTAL					-73.56	73.56
Bill Pmt -Check	**DEBIT**	**11/22/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-8.59**
Bill	1115785083...	11/22/2022		74104B3 · Print Materials	-8.59	8.59
TOTAL					-8.59	8.59
Bill Pmt -Check	**DEBIT**	**11/28/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-19.50**
Bill	1115785083...	11/28/2022		7410.4D · Programs	-19.50	19.50
TOTAL					-19.50	19.50
Bill Pmt -Check	**DEBIT**	**11/29/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-40.77**
Bill	1112110288...	11/29/2022		74104B1 · DVDs & Other Materials	-40.77	40.77
TOTAL					-40.77	40.77
Bill Pmt -Check	**3050**	**11/07/2022**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-5,267.96**
Bill	84450	11/01/2022		7410.1A · Gross wages - Director	-2,279.69	2,279.69
				7410.1B · Gross wages - Librarian	-911.34	911.34
				7410.1C · Gross wages - Assistant	-1,705.05	1,705.05
				9030.8 · Social Security/Medicare	-371.88	371.88
TOTAL					-5,267.96	5,267.96
Bill Pmt -Check	**3051**	**11/07/2022**	**Brodart**	**200.2 · Citizens Checking Account**		**-871.92**
Bill	MULTIPLE	11/02/2022		74104B3 · Print Materials	-871.92	871.92
TOTAL					-871.92	871.92
Bill Pmt -Check	**3052**	**11/03/2022**	**T-Mobile**	**200.2 · Citizens Checking Account**		**-119.44**
Bill		11/03/2022		7410.4C · Equipment/Technology	-29.86	29.86
				7410.4B · Library Materials	-89.58	89.58
TOTAL					-119.44	119.44

The Castleton Public Library
Check Detail
November 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**3053**	**11/08/2022**	**Joelle Adler**	**200.2 · Citizens Checking Account**		**-8.00**
Bill		11/08/2022		7410.4A · Staff Development/Edu	-8.00	8.00
TOTAL					-8.00	8.00
Bill Pmt -Check	**3054**	**11/14/2022**	**Charter Commun...**	**200.2 · Citizens Checking Account**		**-95.79**
Bill	1443984011...	11/14/2022		7410.4H · Telephone/Data Links	-95.79	95.79
TOTAL					-95.79	95.79
Bill Pmt -Check	**3055**	**11/14/2022**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-5,953.73**
Bill	84455	11/08/2022		7410.1A · Gross wages - Director	-2,279.69	2,279.69
				7410.1B · Gross wages - Librarian	-1,191.33	1,191.33
				7410.1C · Gross wages - Assistant	-2,062.10	2,062.10
				9030.8 · Social Security/Medicare	-420.61	420.61
TOTAL					-5,953.73	5,953.73
Bill Pmt -Check	**3056**	**11/29/2022**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-5,170.65**
Bill	84460	11/29/2022		7410.1A · Gross wages - Director	-2,279.69	2,279.69
				7410.1B · Gross wages - Librarian	-856.44	856.44
				7410.1C · Gross wages - Assistant	-1,669.55	1,669.55
				9030.8 · Social Security/Medicare	-364.97	364.97
TOTAL					-5,170.65	5,170.65
Bill Pmt -Check	**3057**	**11/29/2022**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-6,773.59**
Bill	84395	11/29/2022		9010.8 · NYS Retirement	-6,773.59	6,773.59
TOTAL					-6,773.59	6,773.59
Bill Pmt -Check	**3058**	**11/29/2022**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-709.33**
Bill	84461	11/29/2022		9060.8 · Health Insurance	-709.33	709.33
TOTAL					-709.33	709.33
Bill Pmt -Check	**3059**	**11/29/2022**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-709.33**
Bill	84462	11/29/2022		9060.8 · Health Insurance	-709.33	709.33
TOTAL					-709.33	709.33
Bill Pmt -Check	**3060**	**11/29/2022**	**Brodart**	**200.2 · Citizens Checking Account**		**-578.38**
Bill	MULTIPLE	11/29/2022		74104B3 · Print Materials	-578.38	578.38
TOTAL					-578.38	578.38
Bill Pmt -Check	**3062**	**11/29/2022**	**UHLS**	**200.2 · Citizens Checking Account**		**-36.00**
Bill	22-451	11/23/2022		74104B5 · Magazines and Newspapers	-36.00	36.00
TOTAL					-36.00	36.00

The Castleton Public Library
Reconciliation Summary
200.1 · Citizens Money Market, Period Ending 11/30/2022

	Nov 30, 22	
Beginning Balance		149,035.75
Cleared Transactions		
Checks and Payments - 1 item	-15,000.00	
Deposits and Credits - 1 item	2.43	
Total Cleared Transactions	-14,997.57	
Cleared Balance		**134,038.18**
Register Balance as of 11/30/2022		134,038.18
Ending Balance		134,038.18

The Castleton Public Library
Reconciliation Detail
200.1 · Citizens Money Market, Period Ending 11/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						149,035.75
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	11/28/2022			X	-15,000.00	-15,000.00
Total Checks and Payments					-15,000.00	-15,000.00
Deposits and Credits - 1 item						
Deposit	11/30/2022			X	2.43	2.43
Total Deposits and Credits					2.43	2.43
Total Cleared Transactions					-14,997.57	-14,997.57
Cleared Balance					-14,997.57	134,038.18
Register Balance as of 11/30/2022					-14,997.57	134,038.18
Ending Balance					**-14,997.57**	**134,038.18**

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 11/30/2022

	Nov 30, 22	
Beginning Balance		37,216.39
Cleared Transactions		
Checks and Payments - 22 items	-12,968.87	
Deposits and Credits - 2 items	15,010.00	
Total Cleared Transactions	2,041.13	
Cleared Balance		**39,257.52**
Uncleared Transactions		
Checks and Payments - 7 items	-13,985.28	
Total Uncleared Transactions	-13,985.28	
Register Balance as of 11/30/2022		**25,272.24**
Ending Balance		25,272.24

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 11/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						37,216.39
Cleared Transactions						
Checks and Payments - 22 items						
Bill Pmt -Check	10/19/2022	3049	Charter Communicat...	X	-95.79	-95.79
Bill Pmt -Check	11/01/2022	DEBIT	Amazon LLC	X	-34.91	-130.70
Bill Pmt -Check	11/01/2022	DEBIT	Google LLC	X	-18.00	-148.70
Bill Pmt -Check	11/03/2022	3052	T-Mobile	X	-119.44	-268.14
Bill Pmt -Check	11/03/2022	DEBIT	Amazon LLC	X	-15.98	-284.12
Bill Pmt -Check	11/04/2022	DEBIT	Saratoga Springs Cit...	X	-9.00	-293.12
Bill Pmt -Check	11/07/2022	3050	Village of Castleton-...	X	-5,267.96	-5,561.08
Bill Pmt -Check	11/07/2022	3051	Brodart	X	-871.92	-6,433.00
Bill Pmt -Check	11/09/2022	DEBIT	Amazon LLC	X	-195.60	-6,628.60
Bill Pmt -Check	11/09/2022	DEBIT	Aldi	X	-12.16	-6,640.76
Bill Pmt -Check	11/10/2022	DEBIT	Amazon LLC	X	-30.00	-6,670.76
Bill Pmt -Check	11/14/2022	3055	Village of Castleton-...	X	-5,953.73	-12,624.49
Bill Pmt -Check	11/14/2022	3054	Charter Communicat...	X	-95.79	-12,720.28
Bill Pmt -Check	11/14/2022	DEBIT	Amazon LLC	X	-14.99	-12,735.27
Bill Pmt -Check	11/15/2022	DEBIT	Amazon LLC	X	-47.31	-12,782.58
Bill Pmt -Check	11/15/2022	DEBIT	Amazon LLC	X	-35.97	-12,818.55
Bill Pmt -Check	11/16/2022	DEBIT	USPS	X	-4.58	-12,823.13
Bill Pmt -Check	11/18/2022	DEBIT	USPS	X	-3.32	-12,826.45
Bill Pmt -Check	11/22/2022	DEBIT	Amazon LLC	X	-73.56	-12,900.01
Bill Pmt -Check	11/22/2022	DEBIT	Amazon LLC	X	-8.59	-12,908.60
Bill Pmt -Check	11/28/2022	DEBIT	Amazon LLC	X	-19.50	-12,928.10
Bill Pmt -Check	11/29/2022	DEBIT	Amazon LLC	X	-40.77	-12,968.87
Total Checks and Payments					-12,968.87	-12,968.87
Deposits and Credits - 2 items						
Transfer	11/28/2022			X	15,000.00	15,000.00
Deposit	11/30/2022			X	10.00	15,010.00
Total Deposits and Credits					15,010.00	15,010.00
Total Cleared Transactions					2,041.13	2,041.13
Cleared Balance					2,041.13	39,257.52
Uncleared Transactions						
Checks and Payments - 7 items						
Bill Pmt -Check	11/08/2022	3053	Joelle Adler		-8.00	-8.00
Bill Pmt -Check	11/29/2022	3057	Village of Castleton-...		-6,773.59	-6,781.59
Bill Pmt -Check	11/29/2022	3056	Village of Castleton-...		-5,170.65	-11,952.24
Bill Pmt -Check	11/29/2022	3059	Village of Castleton-...		-709.33	-12,661.57
Bill Pmt -Check	11/29/2022	3058	Village of Castleton-...		-709.33	-13,370.90
Bill Pmt -Check	11/29/2022	3060	Brodart		-578.38	-13,949.28
Bill Pmt -Check	11/29/2022	3062	UHLS		-36.00	-13,985.28
Total Checks and Payments					-13,985.28	-13,985.28
Total Uncleared Transactions					-13,985.28	-13,985.28
Register Balance as of 11/30/2022					-11,944.15	25,272.24
Ending Balance					**-11,944.15**	**25,272.24**

The Castleton Public Library
Profit & Loss
November 2022

		Nov 22
Ordinary Income/Expense		
Income		
2401 · Interest & Earnings		2.43
2705 · Gifts & Donations		10.00
Total Income		12.43
Gross Profit		12.43
Expense		
7410.1 · Personal Services		
7410.11 · Employee Gross Wages		
7410.1A · Gross wages - Director	6,839.07	
7410.1B · Gross wages - Librarian	2,959.11	
7410.1C · Gross wages - Assistant	5,436.70	
Total 7410.11 · Employee Gross Wages	15,234.88	
Total 7410.1 · Personal Services		15,234.88
7410.4 · Contractual Expenses		
7410.4B · Library Materials		
74104B5 · Magazines and Newspapers	261.60	
74104B3 · Print Materials	1,474.87	
74104B1 · DVDs & Other Materials	137.98	
7410.4B · Library Materials - Other	89.58	
Total 7410.4B · Library Materials	1,964.03	
7410.4C · Equipment/Technology	47.86	
7410.4D · Programs	141.19	
7410.41 · Operations and Administrative		
7410.4A · Staff Development/Edu	17.00	
7410.4G · Postage	7.90	
7410.4H · Telephone/Data Links	95.79	
Total 7410.41 · Operations and Administrative	120.69	
Total 7410.4 · Contractual Expenses		2,273.77
9000 · Employee - Benefits		
9010.8 · NYS Retirement	6,773.59	
9030.8 · Social Security/Medicare	1,157.46	
9060.8 · Health Insurance	1,418.66	
Total 9000 · Employee - Benefits	9,349.71	
Total Expense		26,858.36
Net Ordinary Income		-26,845.93
Net Income		**-26,845.93**

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through November 2022

	Jan - Nov 22	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	48.75	0.00	48.75	100.0%
2082.12 · Lost Books	161.85	0.00	161.85	100.0%
2082.13 · Copies, Prints and Faxes	8.10	240.00	-231.90	3.4%
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	218.70	240.00	-21.30	91.1%
Total 2082 · Library Charges	218.70	240.00	-21.30	91.1%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	159,260.00	159,263.00	-3.00	100.0%
2360.2 · Village of Castleton	14,000.00	14,000.00	0.00	100.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	176,585.00	176,588.00	-3.00	100.0%
2401 · Interest & Earnings	32.40	24.00	8.40	135.0%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	7,959.21	5,800.00	2,159.21	137.2%
Total 2705 · Gifts & Donations	8,959.21	6,800.00	2,159.21	131.8%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	2,149.00	2,149.00	0.00	100.0%
2760.1 · LLSA and ERATE (UHLS)	1,429.20	1,130.00	299.20	126.5%
2760.9 · Grants - Other	1,250.00	1,000.00	250.00	125.0%
Total 2760 · Library System Grants	4,828.20	4,279.00	549.20	112.8%
599 · Appropriated Fund Balance	0.00	12,650.00	-12,650.00	0.0%
Total Income	190,623.51	200,581.00	-9,957.49	95.0%
Gross Profit	190,623.51	200,581.00	-9,957.49	95.0%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	54,541.29	59,500.00	-4,958.71	91.7%
7410.1B · Gross wages - Librarian	20,817.36	22,838.00	-2,020.64	91.2%
7410.1C · Gross wages - Assistant	37,835.14	44,500.00	-6,664.86	85.0%
Total 7410.11 · Employee Gross Wages	113,193.79	126,838.00	-13,644.21	89.2%
Total 7410.1 · Personal Services	113,193.79	126,838.00	-13,644.21	89.2%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	5,279.73	4,447.00	832.73	118.7%
Total 7410.2 · Equipment & Capital Outlay	5,279.73	4,447.00	832.73	118.7%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,310.00	1,880.00	-570.00	69.7%
74104B5 · Magazines and Newspapers	330.60	1,000.00	-669.40	33.1%
74104B4 · Audiobooks	0.00	400.00	-400.00	0.0%
74104B3 · Print Materials	8,893.66	8,186.00	707.66	108.6%
74104B2 · Electronic Content	4,765.51	5,700.00	-934.49	83.6%
74104B1 · DVDs & Other Materials	1,744.36	2,300.00	-555.64	75.8%
7410.4B · Library Materials - Other	1,016.96	1,555.00	-538.04	65.4%
Total 7410.4B · Library Materials	18,061.09	21,021.00	-2,959.91	85.9%
7410.4C · Equipment/Technology	2,518.24	1,050.00	1,468.24	239.8%

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through November 2022

	Jan - Nov 22	Budget	$ Over Budget	% of Budget
7410.4D · Programs				
74104D1 · Summer Reading Program	4,690.90	3,840.00	850.90	122.2%
7410.4D · Programs - Other	2,082.34	3,000.00	-917.66	69.4%
Total 7410.4D · Programs	6,773.24	6,840.00	-66.76	99.0%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	547.00	800.00	-253.00	68.4%
7410.4E · Automated Services	3,912.36	4,110.00	-197.64	95.2%
7410.4G · Postage	234.57	300.00	-65.43	78.2%
7410.4H · Telephone/Data Links	1,049.91	1,470.00	-420.09	71.4%
7410.4I · Insurance	2,450.94	2,665.00	-214.06	92.0%
7410.4F · Office and Library Supplies	791.57	1,300.00	-508.43	60.9%
7410.4J · Professional Services	210.00	820.00	-610.00	25.6%
Total 7410.41 · Operations and Administrati...	9,196.35	11,465.00	-2,268.65	80.2%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	1,000.00	-1,000.00	0.0%
7410.4K · Miscellaneous - Other	172.52	25.00	147.52	690.1%
Total 7410.4K · Miscellaneous	172.52	1,025.00	-852.48	16.8%
Total 7410.4 · Contractual Expenses	36,721.44	41,401.00	-4,679.56	88.7%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	6,773.59	6,950.00	-176.41	97.5%
9030.8 · Social Security/Medicare	8,596.12	9,350.00	-753.88	91.9%
9040.8 · Workers Comp	409.30	1,000.00	-590.70	40.9%
9055.8 · Disability	277.35	535.00	-257.65	51.8%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	8,082.42	8,560.00	-477.58	94.4%
Total 9060.8 · Health Insurance	8,082.42	10,060.00	-1,977.58	80.3%
Total 9000 · Employee - Benefits	24,138.78	27,895.00	-3,756.22	86.5%
Total Expense	179,333.74	200,581.00	-21,247.26	89.4%
Net Ordinary Income	11,289.77	0.00	11,289.77	100.0%
Net Income	**11,289.77**	**0.00**	**11,289.77**	**100.0%**

The Castleton Public Library
Profit & Loss Forecast vs. Actual
January through November 2022

	Jan - Nov 22	Forecast	$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	48.75	26.26	22.49	185.6%
2082.12 · Lost Books	161.85	267.95	-106.10	60.4%
2082.13 · Copies, Prints and Faxes	8.10	27.15	-19.05	29.8%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	218.70	321.36	-102.66	68.1%
Total 2082 · Library Charges	218.70	321.36	-102.66	68.1%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	159,260.00	146,786.00	12,474.00	108.5%
2360.2 · Village of Castleton	14,000.00	14,000.00	0.00	100.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	176,585.00	164,111.00	12,474.00	107.6%
2401 · Interest & Earnings	32.40	29.57	2.83	109.6%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	7,959.21	8,030.12	-70.91	99.1%
Total 2705 · Gifts & Donations	8,959.21	9,030.12	-70.91	99.2%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	2,149.00			
2760.1 · LLSA and ERATE (UHLS)	1,429.20	1,630.80	-201.60	87.6%
2760.9 · Grants - Other	1,250.00	2,287.52	-1,037.52	54.6%
Total 2760 · Library System Grants	4,828.20	3,918.32	909.88	123.2%
Total Income	190,623.51	177,410.37	13,213.14	107.4%
Gross Profit	190,623.51	177,410.37	13,213.14	107.4%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	54,541.29	50,494.67	4,046.62	108.0%
7410.1B · Gross wages - Librarian	20,817.36	19,322.09	1,495.27	107.7%
7410.1C · Gross wages - Assistant	37,835.14	31,207.99	6,627.15	121.2%
Total 7410.11 · Employee Gross Wages	113,193.79	101,024.75	12,169.04	112.0%
Total 7410.1 · Personal Services	113,193.79	101,024.75	12,169.04	112.0%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	5,279.73			
Total 7410.2 · Equipment & Capital Outlay	5,279.73			
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,310.00	1,630.00	-320.00	80.4%
74104B5 · Magazines and Newspapers	330.60	376.97	-46.37	87.7%
74104B4 · Audiobooks	0.00	343.06	-343.06	0.0%
74104B3 · Print Materials	8,893.66	7,333.14	1,560.52	121.3%
74104B2 · Electronic Content	4,765.51	5,445.19	-679.68	87.5%
74104B1 · DVDs & Other Materials	1,744.36	1,323.27	421.09	131.8%
7410.4B · Library Materials - Other	1,016.96	1,104.38	-87.42	92.1%
Total 7410.4B · Library Materials	18,061.09	17,556.01	505.08	102.9%
7410.4C · Equipment/Technology	2,518.24	2,986.29	-468.05	84.3%
7410.4D · Programs				
74104D1 · Summer Reading Program	4,690.90	3,016.46	1,674.44	155.5%
7410.4D · Programs - Other	2,082.34	2,476.30	-393.96	84.1%
Total 7410.4D · Programs	6,773.24	5,492.76	1,280.48	123.3%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	547.00	318.50	228.50	171.7%
7410.4E · Automated Services	3,912.36	3,912.36	0.00	100.0%
7410.4G · Postage	234.57	134.12	100.45	174.9%
7410.4H · Telephone/Data Links	1,049.91	1,070.28	-20.37	98.1%
7410.4I · Insurance	2,450.94	2,422.89	28.05	101.2%
7410.4F · Office and Library Supplies	791.57	810.25	-18.68	97.7%
7410.4J · Professional Services	210.00	420.00	-210.00	50.0%
Total 7410.41 · Operations and Administrative	9,196.35	9,088.40	107.95	101.2%
7410.4K · Miscellaneous	172.52	15.00	157.52	1,150.1%
Total 7410.4 · Contractual Expenses	36,721.44	35,138.46	1,582.98	104.5%

The Castleton Public Library
Profit & Loss Forecast vs. Actual
January through November 2022

	Jan - Nov 22	Forecast	$ Over Forecast	% of Forecast
9000 · Employee - Benefits				
9010.8 · NYS Retirement	6,773.59			
9030.8 · Social Security/Medicare	8,596.12	7,669.46	926.66	112.1%
9040.8 · Workers Comp	409.30	329.42	79.88	124.2%
9055.8 · Disability	277.35	362.25	-84.90	76.6%
9060.8 · Health Insurance	8,082.42	6,626.40	1,456.02	122.0%
Total 9000 · Employee - Benefits	24,138.78	14,987.53	9,151.25	161.1%
Total Expense	179,333.74	151,150.74	28,183.00	118.6%
Net Ordinary Income	11,289.77	26,259.63	-14,969.86	43.0%
Net Income	**11,289.77**	**26,259.63**	**-14,969.86**	**43.0%**

The Castleton Public Library
Balance Sheet
As of November 30, 2022

	Nov 30, 22
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	134,038.18
200.2 · Citizens Checking Account	25,272.24
200.9 · Petty Cash	50.00
Total Checking/Savings	159,360.42
Other Current Assets	
395 · Deposits with Other Government	5,000.00
Total Other Current Assets	5,000.00
Total Current Assets	164,360.42
TOTAL ASSETS	**164,360.42**
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	147,997.67
Net Income	11,289.77
Total Equity	164,360.44
TOTAL LIABILITIES & EQUITY	**164,360.42**

Director's Report – November 2022

November 2022 – Usage Statistics in Comparison

	Nov. 2022	Nov. 2021	% Change, 2022 vs. 2021	Nov. 2020	% Change, 2022 vs. 2020
Circulation					
Circulation of materials at CPL	1,616	1,670	-3.2%	1,387	+16.5%
Items loaned to other libraries	427	290	+47.2%	475	-10.1%
Items borrowed from other libraries	853	792	+7.7%	662	+28.9%
eContent circulation	527	512	+2.9%	721	-26.9%
Programming					
Number of programs offered	25	18	+38.9%	13	+92.3%
Program attendance – in-person	124	179	-30.7%	0	N/A
Program attendance – live virtual	0	0	N/A	0	N/A
Program attendance – kits and prerecorded virtual*	104	137	-24.1%	107	-2.8%
Total program attendance	228	316	-27.8%	107	+113.1%
Public Computer Use					
Public Computer Sessions	18	3	+500%	0**	N/A
WiFi Use - daily unique users	538 (3.64 GB)	500 (2.8 GB)	+7.6%	262 (3.5 GB)	+105.3%
WiFi Hotspot Use	32.6 GB	21.5 GB	+51.6%	19.9 GB	+63.8%
Marketing Reach					
Website visits	888	782	+13.6%	885	+0.3%
Website unique visitors	448	429	+4.4%	487	-8%
Email newsletter list size	1,594	1,475	+8.1%	1,412	+12.9%
Facebook page likes	1,079	907	+19%	858	+25.8%
Facebook total reach	9,846	3,653	+69.5%	6,236	+57.9%

* = The number of kits distributed through 11/30 is used for the attendance number.
** = Public computer stations were not reintroduced at CPL until 5/3/21.

Programs – November

11/1/2022	Operation Gratitude Letters	2
11/1/2022	Take & Make: Thanksgiving Crafts	88
11/1/2022	Pajama Storytime	10
11/2/2022	Kids' Book Bingo	0
11/3/2022	Learn & Play Storytime	12
11/4/2022	Bridge Club	5
11/7/2022	After Dinner Book Club	6
11/8/2022	Castle Hill Bookmobile	4
11/8/2022	Pajama Storytime	6
11/9/2022	Kids Cook: Yogurt Parfaits	2
11/10/2022	Learn & Play Storytime	12
11/15/2022	Newbery book club @CES	3
11/15/2022	Cool Sci.: Marshmallow Catapults	3
11/15/2022	Pajama Storytime	0
11/16/2022	Afternoon Book Club	6
11/17/2022	Learn & Play Storytime	14
11/18/2022	Bridge Club	6
11/19/2022	Paper Clip Jewelry	0
11/22/2022	Newbery book club @CES	3
11/22/2022	Thanksgiving Crafts	5
11/22/2022	Pajama Storytime	10
11/28/2022	Take & Make Craft: Snowman	16
11/28/2022	3-D Snowflakes	7
11/29/2022	Newbery book club @CES	4
11/29/2022	Pajama Storytime	4
	Month total	**228**

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

- November 4 – New York Library Association (NYLA) Conference in Saratoga Springs, NY
- November 8 – Newbery Project parents' meeting at CES
- November 14 – Youth Services Advisory Council (YSAC) meeting at Guilderland Public Library
- November 15 – Newbery Project book club meeting at CES
- November 22 – Newbery Project book club meeting at CES
- November 29 – Newbery Project book club meeting at CES

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

- November 2 – New York Library Association (NYLA) Leadership and Management Section (LAMS) board meeting in Saratoga Springs, NY
- November 4 – New York Library Association (NYLA) Conference in Saratoga Springs, NY
- November 7 – CPL Long-Range Planning meeting
- November 8 – Bookmobile at Castle Hill senior housing
- November 14 – Village Board meeting
- November 15 – eContent Advisory Committee meeting (online meeting)
- November 16 – Friends of CPL meeting
- November 18 – UHLS Small Libraries meeting (online meeting)

Classes and Events at
Castleton Public Library
January 2023

Weekly Events

Pajama Storytime

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

Feel free to wear your pajamas or bring a stuffed animal friend to this evening storytime! Ages birth-8.

Learn & Play Storytime

Thursdays at 10:30 a.m. January 5, 12, 19, 26; February 2.

Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement while building their early literacy and motor skills! Please bring a blanket for your family to sit on.

Other Events

Take & Make Craft Kit: Animal Crafts

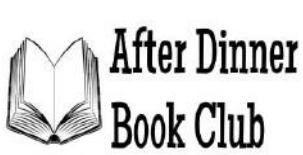
Pick up anytime from Monday, January 2 through Friday, February 4.

Enjoy creating cute winter animal crafts at home with our kit!

Candy Sushi

Monday, January 2, 1:00-4:00 p.m.

Unleash your inner sushi chef and craft candy into edible art! Recommended for ages 8 and up.



After Dinner Book Club – *The Disordered Mind: What Unusual Brains Tell Us about Ourselves* by Eric R. Kandel

Monday, January 2, 7:00 p.m.

Join us for a book discussion! Books available at the front desk.

Marble Run Fun

Saturday, January 7, 10:00 a.m. – 4:00 p.m.

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

Winter Crafts

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

Come to the library to make fun, winter-inspired crafts to decorate your home! For all ages.

Bridge Club

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

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

CPL Board of Trustees Meeting

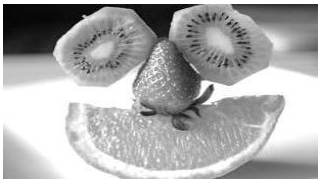
Tuesday, January 17, 7:00 p.m.

Monthly meeting of the library's Board of Trustees. Members of the public are welcome.

Afternoon Book Club – *The Vanishing Half* by Brit Bennett

Wednesday, January 18, 1:00 p.m.

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



Teen Time: Edible Art

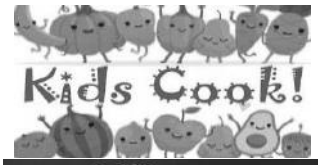
Wednesday, January 19, 5:30 p.m.

Create cool artistic sculptures and structures out of different types of food and then eat them! For teens in 6th-12th grades.

Friends of CPL Meeting

Wednesday, April 20, 5:30 p.m.

Want to help support and raise funds for CPL? Come join the Friends! All are welcome.



Kids Cook: Granola Pinwheels

Thursday, January 26, 4:00 p.m.

In this class, we'll make tasty granola pinwheel wraps with tortillas, granola, peanut butter, and nutella!

Bridge Club

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

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

Zine Workshop

Monday, January 30, 5:00 p.m.

Learn the basics of zine-making and go home with your own DIY zine. We will have materials to make different kinds of zines as well as stamps and other printing materials to decorate the inner pages. Come with ideas and fun topics to share with the workshop! For teens and adults ages 12 and up.

Cool Science: Chromatography Butterfly

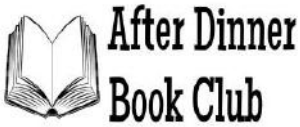
Tuesday, January 31, 4:00-6:00 p.m.

Discover the colors hidden within black markers while learning about chromatography and making a unique butterfly craft!

Take Your Child to the Library Day

Saturday, February 4, 10:00 a.m. – 4:00 p.m.

Visit to learn about all the fun you can have with us (and pick up a special goodie bag to take home!). Drop in for a special **storytime at 10:30**, and **drop in from 11:30-4:00 to make your own library card holder**!



After Dinner Book Club – *Go Tell It on the Mountain* by James Baldwin

Monday, February 6, 7:00 p.m.

Join us for a book discussion! Books available at the front desk.

Castleton Public Library
85 S. Main Street, Castleton, NY 12033
Phone: 518-732-0879
www.castletonpubliclibrary.org
www.facebook.com/castletonpubliclibrary

Library Hours:
Monday-Wednesday – 12:00-8:00 p.m.
Thursday-Friday – 10:00 a.m. – 6:00 p.m.
Saturday – 10:00 a.m. – 4:00 p.m.
Sunday – Closed