Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, December 16, 2024 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- Policy update – Personnel Policy
- 2025 staff pay rates
- Board self-evaluation
- Director evaluation
- Discussion of slate of officers for Annual Meeting (January 13, 2025)

Old Business

- 2025 budget
- Revised 2024 budget – correction
- Proposed 2025 meeting schedule
- 2024 trustee continuing education
- Library word-of-mouth advertising

President's Report

Secretary's Report

- Review of minutes from November 18, 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

Castleton Public Library Personnel Policy

Policy Last Updated: December 16, 2024

This Personnel Policy outlines the rules, regulations and benefits of employment for the Castleton Public Library. Its purpose is to ensure that the employees of the Library understand the privileges and responsibilities of being a Library employee and to have these privileges and responsibilities detailed in writing. Therefore, the Library Board of Trustees may refer to the Personnel Policy in interpreting the rules and regulations of employment in the Library.

CLASSIFICATION OF EMPLOYEE POSITIONS

A. Full-time exempt employee (effective 1/1/2025): An employee who is regularly scheduled to work 37.5 hours per week, is paid an annual salary, and who meets the definition of "exempt" as defined by the NYS Fair Labor Standards Act. These employees are exempt from the rule requiring that they be paid overtime for any hours worked over 37.5 per week. The Director is the library's only full-time exempt employee. Terms and conditions of the Director's employment shall be governed by individual employment agreement and this personnel policy. Should any terms of the employment agreement and personnel policy be inconsistent, the employment agreement shall govern.
B. Full-time non-exempt employee (effective 1/1/2025): An employee who is regularly scheduled to work 37.5 hours per week, is paid an annual salary, and who is not exempt from the laws applying to overtime compensation. These employees must be paid at a rate of at least time-and-a-half for any hours worked over 37.5 hours per week. Any work in excess of 37.5 hours a week must be pre-approved in writing by the Director.
C. Part-time employee (effective 1/1/2025): An hourly employee who is regularly scheduled to work 18.75 or fewer hours per week (maximum of 975 hours per year).
D. Volunteers, temporary employees, and substitutes are not covered by this policy.

DIRECTOR'S RESPONSIBILITIES

A. Implements Board-approved Library policies.
B. Effectively operates and supervises the Library.
C. Oversees the development of programs for youth and adults.
D. Evaluates, selects and requisitions new Library materials and weeds obsolete and worn materials from the collections.
E. Maintains a comprehensive and efficient system for cataloging all Library materials.
F. Arranges for interlibrary loan of materials of interest.
G. Performs reference services.
H. Assures the appropriate conduct of patrons using Library facilities.
I. Arranges for frequently changing book-related displays and exhibits likely to interest the Library's patrons.

J. Prepares and submits budget to Library Board. Directs and supervises expenditures of Library funds.
K. Directly hires, supervises and annually evaluates Library staff in the performance of their duties. When required, staff will be hired from lists of eligible candidates compiled by the Rensselaer County Civil Service Commission.
L. Recommends building repairs, renovations, and new construction.
M. Represents the Library at committee and group meetings.
N. Responsible for overseeing the Library's marketing, website, and social media.

LIBRARY ASSISTANT (PROGRAMMING AND OUTREACH COORDINATOR) RESPONSIBILITIES

A. Under the guidance of the Library Director, oversees and coordinates the Library's programming and outreach efforts.
B. Develops, conducts, and evaluates a wide variety of classes and events for youth and adults.
C. Coordinates marketing and publicity efforts for the library's programs and services.
D. Works with the library's community partners and identifies additional opportunities for partnership and collaboration with local organizations.
E. Develops and administers ways for community members to give feedback about library programs and outreach services.
F. Oversees, plans, and provides outreach services to people defined by New York State as target populations for outreach efforts, including: senior citizens; people with visual, physical, learning, or developmental disabilities; people who are educationally disadvantaged; people who are unemployed or underemployed; members of ethnic or minority groups in need of special services; people who are geographically isolated; at-risk youth.
G. Actively recruits, trains, and supervises teen volunteers.
H. Targets potential sources of additional revenue for the funding of special library programs. Includes the writing of grants and the administration of such from the application process, disbursement, and evaluation.
I. Plans and conducts outreach visits for the purpose of providing or promoting library services. Outreach destinations may include but are not limited to: K-12 schools, school-affiliated aftercare programs, preschools, daycare centers, summer camps, senior centers, senior housing facilities, nursing homes, mobile home villages, apartment complexes, transitional housing facilities, group homes, food pantries, and parks.
J. Shares in developing general library goals and objectives and makes a monthly report to the Director regarding programming and outreach efforts.
K. Supervises staff members and serves as person-in-charge in the absence of the Library Director.

L. Regularly performs work in collection development, reader's advisory, reference services, technology help, cataloging, and circulation.
M. Performs other library-related tasks as assigned.

LIBRARY ASSISTANT'S (PART-TIME, GENERAL) RESPONSIBILITIES

A. Prepares library materials for circulation, including cataloging library materials.
B. Assists with collection management, including inventory, weeding, and ordering.
C. Assists with marketing, including online calendar entry, social media posting, and the creation of flyers and brochures.
D. Prepares, conducts, and assists with programming for children and adults.
E. Provides basic reference service and basic technology training to library patrons, including assistance with public computers.
F. Performs circulation functions and registers patrons for library cards.
G. Operates cash register and photocopier/fax machine.
H. Creates library signage and displays.
I. Represents the library off-site during outreach activities.
J. Assists with interlibrary loan transactions.
K. Records and maintains library statistics.
L. Assists with the repair of library materials.
M. Assists with financial recordkeeping.
N. Supervises volunteers and summer teen employees as needed.

LIBRARY AIDE'S RESPONSIBILITIES

A. Charges and discharges library materials.
B. Sorts and reshelves library materials.
C. Conducts shelf reading regularly to assure that library materials are in correct shelved order.
D. Retrieves returned library items from indoor and outdoor book drops.
E. Applies stamps, stickers, and barcodes to library materials in preparation for cataloging.
F. Responds to routine questions regarding library policy and rules, borrowing periods, fines, programming, hours of operation, and location of materials.
G. Responds to requests from library patrons to assist with research, interlibrary requests, and the use of computers and audio-visual equipment.
H. Creates and updates library patron records and issues library cards.
I. Operates fax machine, photocopier, printer, and scanner.
J. Uses cash register to process payments and donations.
K. Maintains statistics as directed.
L. Types, files, and conducts data searches as requested by Director, Programming & Outreach Coordinator, or Library Assistant.

M. Assists in periodic inventory of library materials and audio-visual equipment.
N. Maintains inventory of supplies and suggests items for acquisition.
O. Assists in preparation of lists of missing books and books to be discarded.
P. Oversees the general condition and appeal of the library and its displays.
Q. Performs related routine clerical tasks, including changing books, filing cards, writing and forwarding of overdue notices.
R. Does related work as required.

EMPLOYMENT

A. Appointment of Director shall be offered in writing by the Board President after approval by majority of Library Board. The letter will specify the position, salary, length of probationary period and prospective start date. This employment letter must be signed and returned by the applicant before employment begins.
B. Staff shall be hired by the Director and approved by the Board of Trustees. Salary or hourly rate will be set at time of board approval.
C. A copy of the Personnel Policy, which includes a general job description and any other pertinent materials, will be provided to each employee, who shall acknowledge receipt and understanding of said material in writing.

PROBATIONARY PERIOD FOR NEW EMPLOYEES

A. The Director is required to satisfactorily complete a probationary period, which shall be the first 6 months of employment. The Library Board shall establish evaluation criteria in writing to the Director upon initial employment. The Director shall be given a written evaluation of performance by the Library Board at the conclusion of their probationary period (6 months). This evaluation of the probationary period will include an assessment of the Director's fitness for continued employment.
B. The Director whose performance evaluations do not satisfy the established criteria at the conclusion of their probationary period may, at the discretion of the Library Board, be terminated from employment or be granted a written extension of their probationary period which specifies the length of the extension and the reason for such action. At the conclusion of the extension a final decision shall be made as to the continued employment or termination of employment of the probationary employee. A copy of the evaluation and the extension shall be placed in the employee's personnel file and a copy shall be given to the employee.
C. The Library Board may terminate employment of the Director at any time during the probationary period.
D. All prospective full-time and part-time employees are required to satisfactorily complete a probationary period which shall be the first 6 months of employment in any title. Evaluation criteria shall be established by the Director in writing to the employee upon

initial employment in any title. Each employee shall be given a written evaluation of performance at the conclusion of their first 3 months and again at the conclusion of the probationary period (6 months). This final evaluation of the probationary period will include an assessment of the employee's fitness for continued employment.

E. The Library Director, with approval of the Library Board, may terminate employment of a staff member at any time during the probationary period. An employee whose performance evaluations do not satisfy the established criteria at the conclusion of their probationary period may, at the discretion of the Director and with the approval of the Library Board, be terminated from employment or be granted a written extension of their probationary period which specifies the length of the extension and the reason for such action. At the conclusion of the extension, a final decision shall be made as to the continued employment or termination of employment of the probationary employee.

TERMINATION OF EMPLOYMENT

A. Resignation
    a. Written notice of the Director's intention to resign should be made known as far in advance as possible, but no less than two weeks (ten working days) prior to the last day of work, addressed to the Library Board and filed in the office of the Director.
    b. With regard to staff, written notice should be addressed to the Director.
B. Termination of employment shall be governed by civil service law, where applicable.

HOLIDAYS

A. The following 14 days shall be considered holidays, and will be granted with pay to full-time employees, regardless of whether the holiday falls on a day they are scheduled to work.

    As of January 1, 2024, part-time employees shall be paid for the following holidays if the holiday falls during their normally scheduled hours.

    a. New Year's Day
    b. Martin Luther King Day
    c. President's Day
    d. Memorial Day
    e. Juneteenth
    f. Independence Day
    g. Labor Day
    h. Columbus Day
    i. Veterans' Day
    j. Thanksgiving Day
    k. The day after Thanksgiving

l. Christmas Eve
m. Christmas Day
n. New Year's Eve

B. In addition to the holidays listed above, the Library will be closed on Easter Sunday. Employees normally scheduled to work Sundays shall receive pay for their normally scheduled hours on that day.

C. The library will close at 4:00 p.m. on the day before Thanksgiving. Employees normally scheduled for the 4:00-8:00 p.m. shift on Wednesdays shall receive pay for their normally scheduled hours on that day. Full-time employees may work a half-day that day and shall be granted a half-day of holiday pay for the time the library is closed.

D. Staff members who observe religious holidays on days other than those observed by the Library may, with the Director's approval, either take days off in observance of the holiday by using vacation time, or may have their schedule changed with the Director's permission.

PAY RATE AND PAY PERIODS

A. Salaries and hourly pay rates are established by the board annually.
B. Each work week runs from Monday through Sunday.
C. Wages shall be paid bi-weekly following completion of service. The pay period is 14 days, beginning on Monday and ending the second Sunday following.

BREAKS

A. All employees working more than a six-hour shift must take a 30-minute unpaid meal break. Meal breaks cannot be used to start a shift late or to leave early.
B. Paid rest breaks are not provided.

REMOTE WORK

A. Remote work, also referred to as teleworking or working from home, is the concept of employees working from home or another location in a way that can provide a mutually beneficial option for both the Library and its staff. As public-facing workers, much of the work done by Library staff is intended to be in person, and may not be not conducive to being performed remotely. The Library is not obligated to make remote work available to any employee.
B. The Director shall be permitted to work remotely on a limited basis at their own discretion. Remote work may comprise up to 10% of the Director's work hours each pay period. This maximum may be exceeded if remote work is undertaken due to a building closure, or with the written approval of the President of the Board of Trustees.
C. Other Library staff may be permitted to work remotely on an occasional, case-by-case basis with the Director's approval. For example, an employee may be permitted to work remotely to participate in a virtual meeting or training session. The Director's approval of

each instance of remote work, and the time permitted for each instance, is required before the work is undertaken.

D. If the Library building is closed or capacity is limited due to emergency conditions, the Director may develop a temporary remote work schedule, and job duties may be temporarily altered or reassigned by the Director based on the needs of the Library.

LEAVE TIME

A. Vacation Time

a. Salaried full-time staff shall earn vacation time during their first year of employment beginning on the day the individual is put on the payroll. That vacation time may be taken after the employee's first employment anniversary date. Vacation time is replenished on the employee's employment anniversary date each subsequent year. Unused vacation time expires one year after it is granted.

b. Length of vacation time accrued annually by salaried full-time employees:

Years of Service	Vacation Days Accrued
1-4	15
5-9	20
10+	25

c. Part-time staff shall earn vacation time based on the number of hours actually worked. Vacation time will be accrued with each biweekly pay period and can be taken as soon as it is earned. Vacation time earned in one year but not used in that year may be rolled over for use in subsequent years, for a maximum of 100 hours. Vacation time will be accrued in terms of hours and can be taken in increments of no less than ½ hour. The formula used to determine the accrual of vacation time will be based on the chart below with regard to years of service. Years of service will be determined from the anniversary date of employment.

Years of Service	Hourly Vacation Accrual Rate
0-4	.05769
5-9	.07692
10+	.09615

d. All requests for vacation time are subject to the approval of the Director, and should be requested as far in advance as possible. If a scheduling conflict occurs, discretion will be used to determine who will be given first choice. Factors to be considered are employee's length of service, amount and importance of employee's current workload, and degree of personal impact if request is not granted. In order to ensure efficient operation of the Library, no employee may take more than two weeks of vacation at any one time, unless approved in advance by the Library Director.

e. Upon separation of service, employees shall be paid for all accrued unused vacation time, not to exceed 200 hours for full-time employees or 100 hours for part-time employees.

B. Personal Leave
   a. Salaried full-time staff shall be granted 3 days of paid personal leave effective on their date of hire and on the first day of the fiscal year (January 1) each year thereafter.
   b. Unused personal leave will not be compensated for at the end of any fiscal year or upon termination of employment.

C. Bereavement Leave
   a. In the event of a death in the employee's immediate family, the employee shall be excused from work and shall be paid on a daily basis for work days lost, up to a maximum of three (3) scheduled workdays per occurrence.
   b. Immediate family usually includes parent, spouse, child, sibling, grandparent or parent-in-law. This could include any other person living in the immediate household.
   c. In the case of death of a relative of second degree (e.g. parent's sibling, cousin, in-law, etc.) not living in the immediate household, the employee shall be granted one day with pay if it is taken on their regularly scheduled workday.
   d. In the event that a death in the immediate family occurs when the employee is on vacation, sick leave, or other paid time off, such credits will not be charged for the bereavement leave to which the individual is entitled.

D. Sick Leave
   a. Effective September 28, 2020, all employees will accrue sick leave at the rate of one (1) hour of sick leave for every thirty (30) hours worked. Sick leave is accrued with each biweekly pay period and may be used as soon as it is accrued. Any unused sick leave an employee accrued prior to September 28, 2020 will be carried over.
   b. Accrued sick leave may be used for the following purposes:
      I. for a mental or physical illness, injury, or health condition of the employee or the employee's family member, regardless of whether such illness, injury, or health condition has been diagnosed or requires medical care at the time that such employee requests such leave;
      II. for the diagnosis, care, or treatment of a mental or physical illness, injury or health condition of, or need for medical diagnosis of, or preventive care for, the employee or the employee's family member; or
      III. for an absence from work due to any of the following reasons

when the employee or employee's family member has been the victim of domestic violence pursuant to subdivision thirty-four of section two hundred ninety-two of the executive law, a family offense, sexual offense, stalking, or human trafficking:

i. to obtain services from a domestic violence shelter, rape crisis center, or other services program;
ii. to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members;
iii. to meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
iv. to file a complaint or domestic incident report with law enforcement;
v. to meet with a district attorney's office;
vi. to enroll children in a new school; or
vii. to take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee.
viii. For purposes of this subdivision, the reasons outlined above in subparagraph (i) through (vii) must be related to the domestic violence, family offense, sexual offense, stalking, or human trafficking. Provided further that a person who has committed such domestic violence, family offense, sexual offense, stalking, or human trafficking shall not be eligible for leave under this subdivision for situations in which the person committed such offense and was not a victim, notwithstanding any family relationship.

c. For purposes of this section, "family member" shall mean an employee's child, spouse, domestic partner, parent, sibling, grandchild or grandparent; and the child or parent of an employee's spouse or domestic partner. "Parent" shall mean a biological, foster, step- or adoptive parent, or a legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child.

"Child" shall mean a biological, adopted or foster child, a legal ward, or a child of an employee standing in loco parentis.

d. An employee's unused sick leave shall be carried over to use in subsequent years. No cash compensation will be given for unused sick time upon termination of employment.
e. If the Director must be absent due to illness, the Director shall arrange for staff coverage of the library and notify the President of the Library Board.

E. Leave of Absence

a. The library may allow employees to take time off without pay when an employee needs time off and when other paid time off has been exhausted. Any regular staff member employed by the library for a minimum of 90 days is eligible to apply for an unpaid personal leave of absence. Full-time employees are not paid for holidays that occur during unpaid leave.
b. The Director should submit, in writing, a request for an unpaid leave of absence, to the Library Board a minimum of four weeks before the first day of the requested unpaid leave date(s). Staffing levels and departmental requirements will be taken into consideration before a request is approved. The library board will give an answer within 5 days of the request.
c. Staff should submit, in writing, a request for an unpaid leave of absence, to the Director a minimum of two weeks before the first day of the requested unpaid leave date(s). Staffing levels and departmental requirements will be taken into consideration before a request is approved. The director will provide an answer within 5 days of the request.
d. If the employee is unable to return, the individual must request an extension of the leave in writing. If the library declines to extend the leave, the employee must then return to work on the originally scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will be considered on a case-by-case basis. The failure of the employee to return to their position within five (5) consecutive working days following the expiration of a leave of absence or extension thereof, without submitting an explanation, shall constitute a resignation which, for the purpose of determining eligibility for reinstatement, shall be deemed to be in effect on the date of commencement of said leave of absence. Nothing herein shall be deemed to excuse the unauthorized absence of an employee of their failure to return to their position upon expiration of an authorized leave of absence. Such failure may be regarded as misconduct in the appropriate line of procedure.

F. Parenting Leave

a. An employee, who, at the time of the birth or adoption of their child, wishes to take leave to care for that child, may utilize accumulated sick credits during such leave.

b. Parenting leave may be charged as sick leave only with prior approval of the Library Board.
c. Parenting Leave that extends beyond the time for which the employee has accrued such time may be taken as Leave of Absence and is not to exceed twelve (12) weeks. This Leave of Absence is subject to the other guidelines as described above with approval of the Library Board prior to the start of said parenting leave.

G. Jury Duty Leave

a. When an employee receives notice to report for jury duty, the employee must immediately submit a copy of the notice to the Director.
b. In the event an employee is required to perform jury duty on a day the employee is scheduled to work, the employee will receive paid leave for their scheduled hours that day. Such leave will not be subtracted from any of the employee's other accrued leave. In all cases, proof in the form of the copy of the jury duty notification is required before leave is granted.
c. Employees on jury duty leave will be required to provide a written record of jury duty attendance from the court showing hours attended.
d. An employee is obligated to notify the Commissioner of Jurors that the Library will be paying the employee's full wages during jury duty.

H. Family Medical Leave

a. Eligible employees employed more than 1,250 hours in 12 months are entitled to 12 weeks of unpaid Family Medical Leave.
b. Employees may use their personal and vacation time before using Family Medical Leave.
c. As a municipal library, the Library is exempted from the NYS Paid Family Leave Act. Library employees are not eligible for paid leave under that legislation.

INCLEMENT WEATHER AND OTHER UNANTICIPATED LIBRARY CLOSURES

A. All employees will be paid for their regularly scheduled shift if the Library must close for fewer than five (5) consecutive days for an unanticipated reason, including but not limited to: fire, flood, or other emergency; electrical, water, or HVAC outage; significant threat to public health. Closures of 5 or more days will require board approval to pay employees for their scheduled shift.
B. If the Library administration decides local weather conditions are severe enough to justify closing the library and to excuse employees from reporting to work, then employees will be paid for their regularly scheduled shift.
C. If the library does not close, but an individual faces hardship due to travel conditions or unscheduled childcare needs, and does not report to duty, the employee must notify the Library Director as soon as possible. The employee may charge the time to accrued vacation time or take leave without pay.

D. The Library Director, or person-in-charge in the absence of the Library Director, is required to notify scheduled staff when the library closes.

DISCRIMINATION AND SEXUAL HARASSMENT

A. It shall be the policy of the Library Board not to discriminate because of race, color, creed, national origin, age, sex, sexual orientation, disability, marital status, status as a veteran or disabled veteran, and shall assure freedom from sexual harassment in the workplace.
B. Any employee who believes that such discrimination or sexual harassment has occurred should report the incident immediately to the Director and/or Library Board.
C. The Library Board shall investigate and take appropriate action. Each employee who reports alleged discrimination or sexual harassment shall receive a written report from the Library Board at the conclusion of the investigation.
D. The Castleton Public Library has adopted a Sexual Harassment Prevention Policy. In accordance with New York State Law, all employees are given a copy of this policy, and will receive interactive training on an annual basis.

EMPLOYEE BENEFITS

A. Workers' Compensation
    a. All workers are covered by workers' compensation. In the event of an employee's injury, a claim should be filed within 48 hours with the Village of Castleton-on-Hudson and the Director.
B. Disability Insurance
    a. The employee is covered by disability insurance for any non-work-related injury.
    b. The employee must exhaust sick leave before collecting disability insurance.
    c. To be covered by the Village of Castleton-on-Hudson's disability insurance, the employee must have worked for the Library for the time required by the Village's insurance policy.
C. Medical Insurance
    a. The Library, through the Village of Castleton-on-Hudson, shall carry medical insurance protection on all full-time employees except those who elect to waive coverage if they can demonstrate equivalent coverage through another policy.
    b. Part-time employees are not eligible for medical insurance through the Library.
D. Retirement System Contributions

    The Library shall contribute to the New York State Employees' Retirement System on behalf of each full-time employee who must be a member of the Employees' Retirement System. The Library shall contribute to the State Employees' Retirement System for a part-time employee at that employee's option.

2025 Wage Increases for Library Staff

Effective January 1, 2025:

Position Title	**Current Wage/Salary**	**Wage/Salary Effective 1/1/2025**
Library Director	$65,500.00	$70,000.00
Library Assistant for Programming & Outreach (Full-Time)	N/A	$52,000.00
Substitute Librarian I	$24.00 per hour	$25.00 per hour
Library Assistant (Part-Time)	$19.75 per hour	$21.50 per hour
Library Aide	$16.50 per hour	$18.00 per hour
Subsitute Library Aide	$16.50 per hour	$18.00 per hour

Castleton Public Library - 2025 Draft Budget

Income				
Line Item	**Description**	**2025 Budget**	**2024 Revised Budget**	**Difference**
2082.11	Fines	$0.00	$24.00	-$24.00
2082.12	Lost Books	$0.00	$320.00	-$320.00
2082.13	Copies, Prints, & Faxes	$0.00	$203.00	-$203.00
	Total 2082	**$0.00**	**$547.00**	**-$547.00**
2360.1	Town of Schodack	$92,500.00	$88,000.00	$4,500.00
2360.2	Village of Castleton	$10,000.00	$10,000.00	$0.00
2360.3	Rensselaer County	$3,325.00	$3,325.00	$0.00
2360.4	Library Tax - SCSD Property Owners	$159,000.00	$159,000.00	$0.00
	Total 2360	**$264,825.00**	**$260,325.00**	**$4,500.00**
2401	**Interest & Earnings**	**$240.00**	**$320.00**	**-$80.00**
2705	Gifts & Donations	$8,200.00	$8,780.00	-$580.00
2705.1	Friends of CPL - Summer Reading	$1,000.00	$1,000.00	$0.00
	Total 2705	**$9,200.00**	**$9,780.00**	**-$580.00**
2760.1	Grants - LLSA (UHLS)	$1,490.00	$1,487.00	$3.00
2760.3	Grants - NYS Library Const. Grant	$16,095.00	$0.00	$16,095.00
2760.9	Grants - Other	$4,000.00	$1,740.00	$2,260.00
	Total 2760	**$21,585.00**	**$3,227.00**	**$18,358.00**
	Funds from 2023 FY	**$0.00**	**$0.00**	**$0.00**
	Funds from 2024 FY	**$23,348.00**	**$0.00**	**$23,348.00**
	Funds from reserves	**$0.00**	**$0.00**	**$0.00**
	Total Income	**$319,198.00**	**$274,199.00**	**$44,999.00**
Expenses				
7410.1A	Gross Wages - Director	$70,000.00	$67,925.00	$2,075.00
7410.1B	Gross Wages - Librarian I	$0.00	$40,925.00	-$40,925.00
7410.1C	Gross Wages - Lib. Asst. & Lib. Aides	$122,763.00	$62,191.00	$60,572.00
7410.11	Other wages	$8,820.00	$3,920.00	$4,900.00
	Total 7410.1	**$201,583.00**	**$174,961.00**	**$26,622.00**
7410.2A	**Library Renovation**	**$21,460.00**	**$0.00**	**$21,460.00**
7410.4B	Library Materials - Other	$1,200.00	$1,124.00	$76.00
7410.4B1	Library Materials - DVDs	$1,400.00	$1,237.00	$163.00
7410.4B2	Library Materials - Electronic Content	$7,900.00	$6,700.00	$1,200.00
7410.4B3	Library Materials - Print Materials	$11,700.00	$7,132.00	$4,568.00
7410.4B4	Library Materials - Audiobooks	$0.00	$0.00	$0.00
7410.4B5	Library Materials - Magazines	$180.00	$52.00	$128.00
7410.4B6	Library Materials - Museum Passes	$1,850.00	$1,670.00	$180.00
	Total 7410.4B	**$24,230.00**	**$17,915.00**	**$6,315.00**
7410.4C	**Equipment/Technology**	**$2,250.00**	**$3,305.00**	**-$1,055.00**
7410.4D	Programs	$4,500.00	$3,395.00	$1,105.00
7410.4D1	Summer Reading Program	$5,200.00	$4,625.00	$575.00
	Total 7410.4D	**$9,700.00**	**$8,020.00**	**$1,680.00**
7410.4A	Staff Development/Education	$950.00	$412.00	$538.00

7410.4E	Automated Services	$4,190.00	$3,992.00	$198.00
7410.4G	Postage	$600.00	$457.00	$143.00
7410.4H	Telephone/Data Links	$1,240.00	$1,130.00	$110.00
7410.4I	Insurance	$3,070.00	$2,790.00	$280.00
7410.4F	Office and Library Supplies	$1,300.00	$1,863.00	-$563.00
7410.4J	Professional Services	$550.00	$490.00	$60.00
7410.4L	Strategic Planning - Survey	$0.00	$0.00	$0.00
7410.4K	Miscellaneous	$30.00	$35.00	-$5.00
	Total 7410.4	**$11,930.00**	**$11,169.00**	**$761.00**
9010.8	NYS Retirement	$8,100.00	$8,500.00	-$400.00
9030.8	Social Security/Medicare	$14,650.00	$12,950.00	$1,700.00
9040.8	Workers Compensation	$900.00	$762.00	$138.00
9055.8	Disability	$500.00	$320.00	$180.00
9060.8	Health Insurance	$20,895.00	$12,949.00	$7,946.00
9060.81	HRA Funding	$3,000.00	$0.00	$3,000.00
	Total 9000	**$48,045.00**	**$35,481.00**	**$12,564.00**
	Total Expenses	**$319,198.00**	**$250,851.00**	**$68,347.00**

2024 Revised Budget				
Income				
Line Item	**Description**	**2024 Revised Budget**	**2024 Budget**	**Difference**
2082.11	Fines	$24.00	$0.00	$24.00
2082.12	Lost Books	$320.00	$0.00	$0.00
2082.13	Copies, Prints, & Faxes	$203.00	$0.00	$203.00
	Total 2082	**$547.00**	**$0.00**	**$547.00**
2360.1	Town of Schodack	$88,000.00	$88,000.00	$0.00
2360.2	Village of Castleton	$10,000.00	$10,000.00	$0.00
2360.3	Rensselaer County	$3,325.00	$3,325.00	$0.00
2360.4	Taxes - SCSD	$159,000.00	$159,000.00	$0.00
	Total 2360	**$260,325.00**	**$260,325.00**	**$0.00**
2401	**Interest & Earnings**	**$320.00**	**$500.00**	**-$180.00**
2705	Gifts & Donations	$8,780.00	$8,002.00	$778.00
2705.1	Friends SRP	$1,000.00	$1,000.00	$0.00
	Total 2705	**$9,780.00**	**$9,002.00**	**$778.00**
2760.1	Grants - LLSA (UHLS)	$1,487.00	$1,436.00	$51.00
2760.3	Grants - NYS Lib. Const. Grant	$0.00	$15,200.00	$0.00
2760.9	Grants - Other	$1,740.00	$1,000.00	$740.00
	Total 2760	**$3,227.00**	**$17,636.00**	**-$14,409.00**
	Funds from reserves	**$0.00**	**$8,937.00**	**-$8,937.00**
	Total Income	**$274,199.00**	**$296,400.00**	**-$22,201.00**
Expenses				
7410.1A	Gross Wages - Director	$67,925.00	$67,925.00	$0.00
7410.1B	Gross Wages - Librarian I	$40,925.00	$53,800.00	-$12,875.00
7410.1C	Gross Wages - Assistants	$62,191.00	$64,298.00	-$2,107.00
7410.11	Other wages	$3,920.00	$0.00	$3,920.00
	Total 7410.1	**$174,961.00**	**$186,023.00**	**-$11,062.00**
7410.2A	**Library Renovation**	**$0.00**	**$21,460.00**	**-$21,460.00**
7410.4B	Library Materials - Other	$1,124.00	$1,220.00	-$96.00
7410.4B1	Library Materials - DVDs	$1,237.00	$1,900.00	-$663.00
7410.4B2	Library Materials - E. Content	$6,700.00	$6,690.00	$10.00
7410.4B3	Library Materials - Print Matls.	$7,132.00	$10,200.00	-$3,068.00
7410.4B4	Library Materials - Audiobooks	$0.00	$0.00	$0.00
7410.4B5	Library Materials - Magazines	$52.00	$250.00	-$198.00
7410.4B6	Library Materials - Mus. Passes	$1,670.00	$1,850.00	-$180.00
	Total 7410.4B	**$17,915.00**	**$22,110.00**	**-$4,195.00**
7410.4C	**Equipment/Technology**	**$3,305.00**	**$1,650.00**	**$1,655.00**
7410.4D	Programs	$3,395.00	$3,000.00	$395.00
7410.4D1	Summer Reading Program	$4,625.00	$4,600.00	$25.00
	Total 7410.4D	**$8,020.00**	**$7,600.00**	**$420.00**
7410.4A	Staff Development/Education	$412.00	$800.00	-$388.00
7410.4E	Automated Services	$3,992.00	$3,992.00	$0.00
7410.4G	Postage	$457.00	$400.00	$57.00
7410.4H	Telephone/Data Links	$1,130.00	$1,377.00	-$247.00

7410.4I	Insurance	$2,790.00	$2,955.00	-$165.00
7410.4F	Office and Library Supplies	$1,863.00	$1,000.00	$863.00
7410.4J	Professional Services	$490.00	$400.00	$90.00
	Total 7410.41	**$11,134.00**	**$10,924.00**	**$210.00**
7410.4L	Strategic Planning - Survey	$0.00	$0.00	$0.00
7410.4K	Miscellaneous	$35.00	$30.00	$5.00
	Total 7410.4	**$11,169.00**	**$10,954.00**	**$215.00**
9010.8	NYS Retirement	$8,500.00	$8,500.00	$0.00
9030.8	Social Security/Medicare	$12,950.00	$14,140.00	-$1,190.00
9040.8	Workers Compensation	$762.00	$900.00	-$138.00
9055.8	Disability	$320.00	$500.00	-$180.00
9060.8	Health Insurance	$12,949.00	$19,563.00	-$6,614.00
9060.81	HRA Funding	$0.00	$3,000.00	-$3,000.00
	Total 9000	**$35,481.00**	**$46,603.00**	**-$11,122.00**
	Total Expenses	**$250,851.00**	**$296,400.00**	**-$45,549.00**
	Funds allotted for 2025 budget	**$23,348.00**	**$0.00**	**$23,348.00**
	Funds allotted for reserve	**$0.00**	**$0.00**	**$0.00**
	Total	**$274,199.00**	**$296,400.00**	**-$22,201.00**

Castleton Public Library
2025 Proposed Meeting Schedule

All meetings are scheduled for 7:00 p.m.

Monday, January 13

Tuesday, February 18

Monday, March 17

Monday, April 21

Monday, May 19

Tuesday, June 16

Monday, July 21

Monday, August 18

Monday, September 15

Monday, October 20

Monday, November 17

Monday, December 15

Castleton Public Library Board of Trustees Meeting

Monday, November 18, 2024 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:02 pm.

Roll Call

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

Adoption of Agenda

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

Public Comment: None.

New Business

Trustee nominations: Three trustees with terms ending 2024 are interested in renewing their terms. Trustee Johnston motioned to approve the nomination of trustees Colin Strainge, Laurie Knaack, and Patrick Cartwright. Seconded by Trustee Montesi. Unanimously approved. Following this approval, trustees beginning new terms will await appointment from the Village of Castleton and reaffirm their oaths of office.

Programming and Outreach Coordinator (Library Assistant) position: Trustee Cartwright motioned to approve the hire of Melanie Sheldon as the Programming and Outreach Coordinator position effective December 30, 2024. Seconded by Trustee Montesi. Unanimously approved.

Library Aide - new hire: Trustee Cartwright motioned to approve the new hire of a Library Aide, starting December 7, 2024. Seconded by Trustee Montesi. Unanimously approved.

Proposed 2025 meeting schedule: Director Tacke brought a proposed meeting schedule before the board and trustees will review for finalization in December.

Director and trustee evaluations: Director Tacke will send annual evaluations via email to trustees. President Mitchum asks that trustees attempt to complete and submit at least several days before the next meeting in order to allow time to compile and discuss.

Revised 2024 budget: The planned budget has been reconciled with changes that occurred in 2024. Some numbers are still estimates, such as the final cost for employee retirement. Some funds will move into 2025 for planned projects. Trustee Cartwright motioned to approve the revised budget. Seconded by Trustee Johnston. Unanimously approved.

Draft 2025 budget: Informational only, not presented for voting yet. Director Tacke shared the proposed 2025 budget, incorporating planned staff raises and material costs.

Old Business

Library word-of-mouth advertising: Director Tacke highlighted December events including daily activities during the school break at the end of December.

Reports

President's Report: None.

Secretary's Report

Trustee Johnston motioned to approve the October 2024 meeting minutes. Seconded by Trustee Montesi. Unanimously approved.

Treasurer's Report

Trustee Cartwright motioned to approve the October 2024 Check Detail Reports. Seconded by Trustee Johnston. Unanimously approved.

Director's Report

Director Tacke presented statistics for October, with a comparison against the previous year. Circulation slightly increased, while program attendance slightly decreased from October 2023. WiFi hotspots are being replaced and thus have no usage shown in October 2024.

Friends Report

The Friends of the Library will reconvene in January to plan their fundraising calendar for 2025.

Village of Castleton Liaison Report

Mayor Slik attended and highlighted the continuation of Coffee with the Mayor on the second Saturday of each month from 10 am to noon at the Village Hall; this is an opportunity for residents to come to discuss any ideas or concerns. Mayor Slik also provided a brief status update on several ongoing efforts in the Village: the Complete Streets project aiming to make the Village more walkable will have another community engagement event after the 1st of the year; the Drinking Water Source Protection effort (involves ensuring ownership or control of a sizeable area around each well to protect the water source) is wrapping up and preliminary reports and testing are being conducted for another potential well source. The Village is also seeking volunteers to serve on the Planning Board of Appeals and the Zoning Board, which generally meet once a month. No experience is required and volunteers who hope to serve for a year or two are encouraged.

Committee Reports

Finance: Budget discussed earlier in meeting.
Administrative: Did not meet. Committee reminds trustees to complete continuing education requirements.
Operations/Capital Projects: Did not meet.
Policy: Did not meet.
Long Range Plan Committees:

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

Announcements: None.

Public Comment: None.

Executive Session: None.

Adjournment: The meeting was adjourned at 7:42 pm.

The Castleton Public Library
Check Detail
November 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**11/01/2024**	**USPS**	**200.2 · Citizens Checking Account**		**-4.63**
Bill		11/01/2024		7410.4G · Postage	-4.63	4.63
TOTAL					-4.63	4.63
Bill Pmt -Check	**DEBIT**	**11/01/2024**	**Honest Weight F...**	**200.2 · Citizens Checking Account**		**-28.34**
Bill		11/01/2024		7410.4D · Programs	-28.34	28.34
TOTAL					-28.34	28.34
Bill Pmt -Check	**DEBIT**	**11/04/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-17.95**
Bill	1111730803...	11/04/2024		74104B1 · DVDs & Other Materials	-17.95	17.95
TOTAL					-17.95	17.95
Bill Pmt -Check	**DEBIT**	**11/04/2024**	**Google LLC**	**200.2 · Citizens Checking Account**		**-36.00**
Bill		11/06/2024		7410.4C · Equipment/Technology	-36.00	36.00
TOTAL					-36.00	36.00
Bill Pmt -Check	**DEBIT**	**11/04/2024**	**Price Chopper**	**200.2 · Citizens Checking Account**		**-4.78**
Bill		11/04/2024		7410.4D · Programs	-4.78	4.78
TOTAL					-4.78	4.78
Bill Pmt -Check	**DEBIT**	**11/04/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-19.96**
Bill	1110373552...	11/04/2024		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	**DEBIT**	**11/06/2024**	**USPS**	**200.2 · Citizens Checking Account**		**-5.11**
Bill		11/04/2024		7410.4G · Postage	-5.11	5.11
TOTAL					-5.11	5.11
Bill Pmt -Check	**DEBIT**	**11/07/2024**	**Wal-Mart**	**200.2 · Citizens Checking Account**		**-124.34**
Bill		11/07/2024		7410.4D · Programs	-93.42	93.42
				74104B1 · DVDs & Other Materials	-30.92	30.92
TOTAL					-124.34	124.34
Bill Pmt -Check	**DEBIT**	**11/12/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-25.98**
Bill	1113522572...	11/08/2024		7410.4D · Programs	-25.98	25.98
TOTAL					-25.98	25.98
Bill Pmt -Check	**DEBIT**	**11/14/2024**	**TechSoup**	**200.2 · Citizens Checking Account**		**-90.00**
Bill	4132534	11/13/2024		7410.4C · Equipment/Technology	-18.00	18.00
				7410.4B · Library Materials	-72.00	72.00
TOTAL					-90.00	90.00

The Castleton Public Library
Check Detail
November 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**11/17/2024**	**Aldi**	**200.2 · Citizens Checking Account**		**-2.94**
Bill		11/17/2024		7410.4D · Programs	-2.94	2.94
TOTAL					-2.94	2.94
Bill Pmt -Check	**DEBIT**	**11/18/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-74.20**
Bill	1113797641...	11/13/2024		7410.4C · Equipment/Technology	-14.84	14.84
				7410.4B · Library Materials	-59.36	59.36
TOTAL					-74.20	74.20
Bill Pmt -Check	**DEBIT**	**11/18/2024**	**Price Chopper**	**200.2 · Citizens Checking Account**		**-9.77**
Bill		11/18/2024		7410.4D · Programs	-9.77	9.77
TOTAL					-9.77	9.77
Bill Pmt -Check	**DEBIT**	**11/19/2024**	**USPS**	**200.2 · Citizens Checking Account**		**-4.40**
Bill		11/19/2024		7410.4G · Postage	-4.40	4.40
TOTAL					-4.40	4.40
Bill Pmt -Check	**DEBIT**	**11/25/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-66.44**
Bill	1111730803...	11/25/2024		74104B1 · DVDs & Other Materials	-66.44	66.44
TOTAL					-66.44	66.44
Bill Pmt -Check	**3339**	**11/06/2024**	**UHLS**	**200.2 · Citizens Checking Account**		**-51.60**
Bill		11/06/2024		74104B5 · Magazines and Newspapers	-51.60	51.60
TOTAL					-51.60	51.60
Bill Pmt -Check	**3340**	**11/08/2024**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-7,494.79**
Bill	84587	11/04/2024		7410.1A · Gross wages - Director	-2,519.23	2,519.23
				7410.1B · Gross wages - Librarian	-2,249.54	2,249.54
				7410.1C · Gross wages - Assistant	-2,201.56	2,201.56
				9030.8 · Social Security/Medicare	-524.46	524.46
TOTAL					-7,494.79	7,494.79
Bill Pmt -Check	**3341**	**11/08/2024**	**OverDrive**	**200.2 · Citizens Checking Account**		**-383.43**
Bill	MULTIPLE	11/08/2024		74104B2 · Electronic Content	-383.43	383.43
TOTAL					-383.43	383.43
Bill Pmt -Check	**3342**	**11/18/2024**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-5,913.59**
Bill	84602	11/18/2024		7410.1A · Gross wages - Director	-2,519.23	2,519.23
				7410.1B · Gross wages - Librarian	-288.00	288.00
				7410.1C · Gross wages - Assistant	-2,694.27	2,694.27
				9030.8 · Social Security/Medicare	-412.09	412.09
TOTAL					-5,913.59	5,913.59

The Castleton Public Library
Check Detail
November 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**3343**	**11/18/2024**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-829.08**
Bill	84604	11/18/2024		9060.8 · Health Insurance	-829.08	829.08
TOTAL					-829.08	829.08
Bill Pmt -Check	**3344**	**11/18/2024**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-829.08**
Bill	84605	11/18/2024		9060.8 · Health Insurance	-829.08	829.08
TOTAL					-829.08	829.08
Bill Pmt -Check	**3345**	**11/18/2024**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-189.27**
Bill	84603	11/18/2024		9040.8 · Workers Comp	-189.27	189.27
TOTAL					-189.27	189.27
Bill Pmt -Check	**3346**	**11/18/2024**	**Charter Commun...**	**200.2 · Citizens Checking Account**		**-91.18**
Bill	1443984011...	11/07/2024		7410.4H · Telephone/Data Links	-91.18	91.18
TOTAL					-91.18	91.18
Bill Pmt -Check	**3347**	**11/18/2024**	**Mobile Beacon**	**200.2 · Citizens Checking Account**		**-645.00**
Bill	MB-184732	11/14/2024		7410.4C · Equipment/Technology	-129.00	129.00
				7410.4B · Library Materials	-516.00	516.00
TOTAL					-645.00	645.00
Bill Pmt -Check	**3348**	**11/18/2024**	**OverDrive**	**200.2 · Citizens Checking Account**		**-504.05**
Bill	01080CO24...	11/15/2024		74104B2 · Electronic Content	-504.05	504.05
TOTAL					-504.05	504.05

The Castleton Public Library
Reconciliation Summary
200.1 · Citizens Money Market, Period Ending 11/30/2024

	Nov 30, 24	
Beginning Balance		384,994.07
Cleared Transactions		
Checks and Payments - 1 item	-20,000.00	
Deposits and Credits - 1 item	30.85	
Total Cleared Transactions	-19,969.15	
Cleared Balance		**365,024.92**
Register Balance as of 11/30/2024		365,024.92
Ending Balance		365,024.92

The Castleton Public Library
Reconciliation Detail
200.1 · Citizens Money Market, Period Ending 11/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						384,994.07
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	11/18/2024			X	-20,000.00	-20,000.00
Total Checks and Payments					-20,000.00	-20,000.00
Deposits and Credits - 1 item						
Deposit	11/30/2024			X	30.85	30.85
Total Deposits and Credits					30.85	30.85
Total Cleared Transactions					-19,969.15	-19,969.15
Cleared Balance					-19,969.15	365,024.92
Register Balance as of 11/30/2024					-19,969.15	365,024.92
Ending Balance					**-19,969.15**	**365,024.92**

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 11/30/2024

	Nov 30, 24	
Beginning Balance		32,102.62
Cleared Transactions		
Checks and Payments - 26 items	-24,969.01	
Deposits and Credits - 1 item	20,000.00	
Total Cleared Transactions	-4,969.01	
Cleared Balance		**27,133.61**
Uncleared Transactions		
Checks and Payments - 1 item	-645.00	
Total Uncleared Transactions	-645.00	
Register Balance as of 11/30/2024		**26,488.61**
Ending Balance		26,488.61

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 11/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						32,102.62
Cleared Transactions						
Checks and Payments - 26 items						
Bill Pmt -Check	10/28/2024	3337	Village of Castleton-...	X	-7,841.22	-7,841.22
Bill Pmt -Check	10/28/2024	3338	Brodart	X	-326.88	-8,168.10
Bill Pmt -Check	11/01/2024	DEBIT	Honest Weight Food...	X	-28.34	-8,196.44
Bill Pmt -Check	11/01/2024	DEBIT	USPS	X	-4.63	-8,201.07
Bill Pmt -Check	11/04/2024	DEBIT	Google LLC	X	-36.00	-8,237.07
Bill Pmt -Check	11/04/2024	DEBIT	Amazon LLC	X	-19.96	-8,257.03
Bill Pmt -Check	11/04/2024	DEBIT	Amazon LLC	X	-17.95	-8,274.98
Bill Pmt -Check	11/04/2024	DEBIT	Price Chopper	X	-4.78	-8,279.76
Bill Pmt -Check	11/06/2024	3339	UHLS	X	-51.60	-8,331.36
Bill Pmt -Check	11/06/2024	DEBIT	USPS	X	-5.11	-8,336.47
Bill Pmt -Check	11/07/2024	DEBIT	Wal-Mart	X	-124.34	-8,460.81
Bill Pmt -Check	11/08/2024	3340	Village of Castleton-...	X	-7,494.79	-15,955.60
Bill Pmt -Check	11/08/2024	3341	OverDrive	X	-383.43	-16,339.03
Bill Pmt -Check	11/12/2024	DEBIT	Amazon LLC	X	-25.98	-16,365.01
Bill Pmt -Check	11/14/2024	DEBIT	TechSoup	X	-90.00	-16,455.01
Bill Pmt -Check	11/17/2024	DEBIT	Aldi	X	-2.94	-16,457.95
Bill Pmt -Check	11/18/2024	3342	Village of Castleton-...	X	-5,913.59	-22,371.54
Bill Pmt -Check	11/18/2024	3344	Village of Castleton-...	X	-829.08	-23,200.62
Bill Pmt -Check	11/18/2024	3343	Village of Castleton-...	X	-829.08	-24,029.70
Bill Pmt -Check	11/18/2024	3348	OverDrive	X	-504.05	-24,533.75
Bill Pmt -Check	11/18/2024	3345	Village of Castleton-...	X	-189.27	-24,723.02
Bill Pmt -Check	11/18/2024	3346	Charter Communicat...	X	-91.18	-24,814.20
Bill Pmt -Check	11/18/2024	DEBIT	Amazon LLC	X	-74.20	-24,888.40
Bill Pmt -Check	11/18/2024	DEBIT	Price Chopper	X	-9.77	-24,898.17
Bill Pmt -Check	11/19/2024	DEBIT	USPS	X	-4.40	-24,902.57
Bill Pmt -Check	11/25/2024	DEBIT	Amazon LLC	X	-66.44	-24,969.01
Total Checks and Payments					-24,969.01	-24,969.01
Deposits and Credits - 1 item						
Transfer	11/18/2024			X	20,000.00	20,000.00
Total Deposits and Credits					20,000.00	20,000.00
Total Cleared Transactions					-4,969.01	-4,969.01
Cleared Balance					-4,969.01	27,133.61
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	11/18/2024	3347	Mobile Beacon		-645.00	-645.00
Total Checks and Payments					-645.00	-645.00
Total Uncleared Transactions					-645.00	-645.00
Register Balance as of 11/30/2024					-5,614.01	26,488.61
Ending Balance					**-5,614.01**	**26,488.61**

The Castleton Public Library
Profit & Loss
November 2024

		Nov 24
Ordinary Income/Expense		
Income		
2401 · Interest & Earnings		30.85
Total Income		30.85
Gross Profit		30.85
Expense		
7410.1 · Personal Services		
7410.11 · Employee Gross Wages		
7410.1A · Gross wages - Director	5,038.46	
7410.1B · Gross wages - Librarian	2,537.54	
7410.1C · Gross wages - Assistant	4,895.83	
Total 7410.11 · Employee Gross Wages	12,471.83	
Total 7410.1 · Personal Services		12,471.83
7410.4 · Contractual Expenses		
7410.4B · Library Materials		
74104B5 · Magazines and Newspapers	51.60	
74104B2 · Electronic Content	887.48	
74104B1 · DVDs & Other Materials	135.27	
7410.4B · Library Materials - Other	647.36	
Total 7410.4B · Library Materials	1,721.71	
7410.4C · Equipment/Technology	197.84	
7410.4D · Programs	165.23	
7410.41 · Operations and Administrative		
7410.4G · Postage	14.14	
7410.4H · Telephone/Data Links	91.18	
Total 7410.41 · Operations and Administrative	105.32	
Total 7410.4 · Contractual Expenses		2,190.10
9000 · Employee - Benefits		
9030.8 · Social Security/Medicare	936.55	
9040.8 · Workers Comp	189.27	
9060.8 · Health Insurance	1,658.16	
Total 9000 · Employee - Benefits		2,783.98
Total Expense		17,445.91
Net Ordinary Income		-17,415.06
Net Income		**-17,415.06**

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

	Jan - Nov 24	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	22.00	0.00	22.00	100.0%
2082.12 · Lost Books	288.33	0.00	288.33	100.0%
2082.13 · Copies, Prints and Faxes	179.60	0.00	179.60	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	489.93	0.00	489.93	100.0%
Total 2082 · Library Charges	489.93	0.00	489.93	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	10,000.00	10,000.00	0.00	100.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	260,325.00	260,325.00	0.00	100.0%
2401 · Interest & Earnings	304.40	500.00	-195.60	60.9%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	8,665.31	8,002.00	663.31	108.3%
Total 2705 · Gifts & Donations	9,665.31	9,002.00	663.31	107.4%
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	274,012.04	296,400.00	-22,387.96	92.4%
Gross Profit	274,012.04	296,400.00	-22,387.96	92.4%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	60,365.26	67,925.00	-7,559.74	88.9%
7410.1B · Gross wages - Librarian	40,540.10	53,800.00	-13,259.90	75.4%
7410.1C · Gross wages - Assistant	55,187.83	64,298.00	-9,110.17	85.8%
Total 7410.11 · Employee Gross Wages	156,093.19	186,023.00	-29,929.81	83.9%
Total 7410.1 · Personal Services	156,093.19	186,023.00	-29,929.81	83.9%
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	51.60	250.00	-198.40	20.6%
74104B4 · Audiobooks	0.00	0.00	0.00	0.0%
74104B3 · Print Materials	6,074.44	10,200.00	-4,125.56	59.6%
74104B2 · Electronic Content	5,981.57	6,690.00	-708.43	89.4%
74104B1 · DVDs & Other Materials	1,071.87	1,900.00	-828.13	56.4%
7410.4B · Library Materials - Other	1,123.53	1,220.00	-96.47	92.1%
Total 7410.4B · Library Materials	15,473.01	22,110.00	-6,636.99	70.0%

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

	Jan - Nov 24	Budget	$ Over Budget	% of Budget
7410.4C · Equipment/Technology	2,947.30	1,650.00	1,297.30	178.6%
7410.4D · Programs				
74104D1 · Summer Reading Program	4,624.29	4,600.00	24.29	100.5%
7410.4D · Programs - Other	2,906.55	3,000.00	-93.45	96.9%
Total 7410.4D · Programs	7,530.84	7,600.00	-69.16	99.1%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	411.99	800.00	-388.01	51.5%
7410.4E · Automated Services	3,992.00	3,992.00	0.00	100.0%
7410.4G · Postage	410.52	400.00	10.52	102.6%
7410.4H · Telephone/Data Links	1,030.27	1,377.00	-346.73	74.8%
7410.4I · Insurance	2,789.35	2,955.00	-165.65	94.4%
7410.4F · Office and Library Supplies	1,462.68	1,000.00	462.68	146.3%
7410.4J · Professional Services	490.00	400.00	90.00	122.5%
Total 7410.41 · Operations and Administrati...	10,586.81	10,924.00	-337.19	96.9%
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	36,572.91	42,314.00	-5,741.09	86.4%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	8,500.00	-8,500.00	0.0%
9030.8 · Social Security/Medicare	11,818.14	14,140.00	-2,321.86	83.6%
9040.8 · Workers Comp	761.25	900.00	-138.75	84.6%
9055.8 · Disability	209.45	500.00	-290.55	41.9%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	3,000.00	-3,000.00	0.0%
9060.8 · Health Insurance - Other	12,948.60	19,563.00	-6,614.40	66.2%
Total 9060.8 · Health Insurance	12,948.60	22,563.00	-9,614.40	57.4%
Total 9000 · Employee - Benefits	25,737.44	46,603.00	-20,865.56	55.2%
Total Expense	218,403.54	296,400.00	-77,996.46	73.7%
Net Ordinary Income	55,608.50	0.00	55,608.50	100.0%
Net Income	**55,608.50**	**0.00**	**55,608.50**	**100.0%**

The Castleton Public Library
Balance Sheet
As of November 30, 2024

	Nov 30, 24
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	365,024.92
200.2 · Citizens Checking Account	26,488.61
200.9 · Petty Cash	50.00
Total Checking/Savings	391,563.53
Other Current Assets	
395 · Deposits with Other Government	7,500.00
Total Other Current Assets	7,500.00
Total Current Assets	399,063.53
TOTAL ASSETS	**399,063.53**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
600 · Accounts Payable	-0.02
Total Accounts Payable	-0.02
Other Current Liabilities	
631 · Due To Other Government	159,000.00
Total Other Current Liabilities	159,000.00
Total Current Liabilities	158,999.98
Total Liabilities	158,999.98
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	179,382.05
Net Income	55,608.50
Total Equity	240,063.55
TOTAL LIABILITIES & EQUITY	**399,063.53**

Director's Report – December 2024

November 2024 – Usage Statistics in Comparison

	November 2024	November 2023	% Change, 2024 vs. 2023
Circulation			
Circulation of materials at CPL	1,900	1,616	+17.6%
Items loaned to other libraries	339	427	-20.6%
Items borrowed from other libraries	889	853	+4.2%
eContent circulation	677	527	+28.5%
Total circulation (physical & digital)	2,577	2,143	+20.3%
Programming			
Number of programs offered	26	25	+4%
Program attendance – in-person	214	124	+72.6%
Program attendance – kits*	114	104	+9.6%
Total program attendance	328	228	+43.9%
Public Computer Use			
Public Computer Sessions	32	18	+77.8%
WiFi Use – daily unique users	656	538	+21.9%
WiFi Hotspot Use	0 GB	32.6 GB	-100%
Marketing Reach			
Website visits	646	888	-27.3%
Website unique visitors	362	448	-19.2%
Email newsletter list size	1,742	1,594	+9.3%
Facebook page followers	1,536	1,079	+42.4%
Facebook total reach	7,407	9,846	-24.8%
* = The number of kits distributed through 11/30 is used for the attendance number.			

Programs – November

11/1/2024	Take & Make: Kaleidoscopes	114
11/1/2024	Bridge Club	4
11/4/2024	After Dinner Book Club	6
11/5/2024	Pajama Storytime	2
11/6/2024	Spice of the Month: Nutmeg	5
11/7/2024	Learn & Play Storytime	19
11/8/2024	Edible Art	23
11/8/2024	Bridge Club	3
11/9/2024	Build with Keva Planks	2
11/10/2024	Build with Keva Planks	0
11/12/2024	Castle Hill Bookmobile	7
11/12/2024	Pajama Storytime	4
11/13/2024	Open Mic Night	14
11/14/2024	Learn & Play Storytime	10
11/15/2024	Bridge Club	0
11/15/2024	Stuffed Animal Sleepover	24
11/18/2024	Kids Cook: Pumpkin Pie	18
11/18/2024	Computer Help	1
11/19/2024	Pajama Storytime	0
11/20/2024	Afternoon Book Club	6
11/20/2024	Scrabble	3
11/23/2024	Make Your Own Puzzle	16
11/24/2024	Make Your Own Puzzle	12
11/25/2024	Wood Decor Thanksgiving Craft	22
11/26/2024	Pajama Storytime	10
11/27/2024	Rainbow Scratch Art	3
	Month total	**328**

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

- November 1 – UHLS Directors Association meeting (virtual meeting)
- November 6 – New York Library Association (NYLA) Library Administration & Management Section (LAMS) board meeting (virtual meeting)
- November 12 – Bookmobile at Castle Hill Senior Housing
- November 12-14 – Interviews for Library Aide position
- November 19 – "Creating Inclusive Libraries for Patrons and Employees" webinar
- November 20 – "Reports Reimagined: Using Infographics to Showcase Library Data" webinar

Classes and Events at
Castleton Public Library
January 2025

Weekly Events

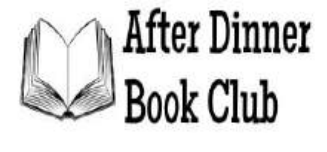
Pajama Storytime
Tuesdays at 6:00 p.m. January 7, 14, 21, 28.
Feel free to wear your pajamas or bring a stuffed animal friend to this evening storytime! Ages birth-8.

Learn & Play Storytime
Thursdays at 10:30 a.m. January 2, 9, 16, 23, 30.
Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement while building their early literacy and motor skills!

Other Events

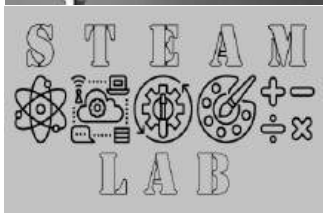
Take & Make Craft Kit: Egg Carton Caterpillars
Pick up anytime from Sunday, January 5 through Saturday, February 1
Create your own unique caterpillar craft using an egg carton and craft supplies!

Candy Sushi
Sunday, January 5, 11:00 a.m. – 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 – *Vera Wong's Unsolicited Advice for Murderers* by Jesse Q. Sutanto
Monday, January 6, 7:00 p.m.
Join us the first Monday of each month for a book discussion! Books available at the front desk.

Open Mic Night
Wednesday, January 8, 6:00 p.m.
Musicians and poets - come share your talents! All ages welcome to perform and to watch.



STEAM Lab: Salt Painting
Friday, January 10, 2:30-5:30 p.m.
Join us to kick off our new science series, STEAM Lab! In this STEAM Lab, you'll be creating salt paintings of snowflakes using a few simple ingredients. Watch the experiment unfold before your eyes as you design!

Little Ones Playtime
Saturday, January 11, 11:00 a.m. – 4:00 p.m. &
Sunday, January 12, 11:00 a.m. – 4:00 p.m.
Little ones ages birth to 5 years are invited to drop in any time to play with a special assortment of fun toys!

CPL Board of Trustees Meeting
Monday, January 13, 7:00 p.m.
Monthly meeting of the library's Board of Trustees. Members of the public are welcome to attend.

Afternoon Book Club - *The Art Thief: A True Story of Love, Crime, and a Dangerous Obsession* by Michael Finkel

Wednesday, January 15, 1:00 p.m.

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

Friends of CPL Meeting

Wednesday, January 15, 5:30 p.m.

Are you interested in helping to raise funds for the library? Join the Friends! All are welcome.

Design Your Own Wooden Bookmark

Saturday, January 18, 11:00 a.m. – 4:00 p.m.

Save your page in style with a decorative wooden bookmark. We'll have a variety of crafting materials available to design with!

Write Your Life: Memoir Writing for Adults

Wednesday, January 22, 7:00 p.m.

Learn tips and techniques for writing memoir and creative nonfiction in this monthly workshop-style class! We will complete writing exercises that spark creativity and share our own pieces of writing with the group in an effort to hone the craft of storytelling.

Legomania

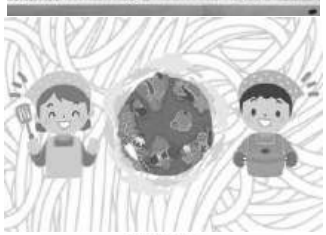
Saturday, January 25, 11:00 a.m. – 4:00 p.m. &
Sunday, January 26, 11:00 a.m. – 4:00 p.m.

We'll have lots of Legos out on both Saturday and Sunday for this all-weekend build-a-thon!

The World of Tea

Sunday, January 26, 11:00 a.m.

For adults and teens ages 15+. Join us to explore different varieties of tea from around the globe! You'll create your own signature tea blend, and take some tea samples to brew at home.



Kids Cook Around the World: Vegetable Dumplings

Wednesday, January 29, 1:00-6:00 p.m.

Did you know that dumplings are a symbol of good luck during the Lunar New Year? Drop in to learn how to make vegetable dumplings and receive a passport for joining us at our first Kids Cook Around the World event!

Take Your Child to the Library Day

Saturday, February 1, 11:00 a.m. – 4:00 p.m.

Visit to learn about all the fun you can have with us (**and pick up a goodie bag!**). We'll hold a **storytime at 11:30**, and will offer a **drop-in craft activity from 12:00-4:00**!

Visit Area Museums for Free with Our Museum Passes!

Did you know that you can use your library card to borrow passes for free or reduced admission to area museums?
Passes are loaned for 3 days; passes checked out from CPL must be returned to CPL.
For a list of our museum passes, visit our website or give us a call at 518-732-0879.

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-Sunday – 11:00 a.m. – 4:00 p.m.