Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, December 15, 2025 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- 2025 trustee training requirement
- 259 Vote – May 2026
- 2026 fees for copy/print services

Old Business

- Sustainable funding discussion
- Library word-of-mouth advertising

President's Report

Secretary's Report

- Review of minutes from November 17, 2025

Treasurer's Report

Director's Report

Friends Report

Village of Castleton Liaison Report

Committee Reports

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

Announcements

Public Comment

Executive Session

Adjourn

Castleton Public Library Board of Trustees Meeting

Monday, November 17, 2025 Minutes

Welcome/Pledge of Allegiance

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

Roll Call

Present:	Meghan Johnston, Vice President; Ron Montesi, Treasurer; Laurie Knaack, Secretary; Colin Strainge, Trustee; Brittany Oras, Trustee; Ian Marvinney, Trustee; Melissa Tacke, Library Director
Excused:	Patrick Cartwright, President

Adoption of Agenda

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

Public Comment

None.

New Business

New trustees - committee assignments: New Trustees Oras and Marvinney will both join the Library Services & Outreach committee. Trustee Oras also plans to join the Finance Committee (pending approval from her workplace that it does not present a conflict of interest). Trustee Marvinney will join the Marketing & Community Connections committee. Committees currently meet on an as-needed basis.

2025 trustee training requirement: Director Tacke indicated that additional reminders for required continuing education will go out soon via email, and trustees should respond when they have completed their training so that it can be recorded. Several trustees still require training. New trustees plan to take the Upper Hudson Library System initial trustee training in December, which will satisfy their training requirements.

2026 proposed meeting schedule: Director Tacke shared the meeting schedule that trustees had reviewed at the previous meeting. Trustee Strainge motioned to adopt the proposed 2026 schedule as follows:

Tuesday, January 20	Monday, July 20
Tuesday, February 17	Monday, August 17
Monday, March 16	Monday, September 21
Monday, April 20	Monday, October 19
Monday, May 18	Monday, November 16
Monday, June 15	Monday, December 14

All meetings are scheduled for 7pm at the Castleton Public Library, and all are on the third Monday of the month except in January, February, and December to accommodate holidays.
Seconded by Trustee Montesi. Unanimously approved.

2026 staff pay rates: Trustees reviewed the staff pay rates proposed by Director Tacke with the updates recommended by the board after the previous monthly meeting. Trustee Strainge motioned to accept the proposed wage rates. Seconded by Trustee Montesi. Unanimously approved.

2026 draft budget: Director Tacke shared updates to a draft budget with trustees and noted the effects of salary increases on lines for other benefits. Trustee Strainge motioned to accept the 2026 draft budget. Seconded by Trustee Montesi. Unanimously approved.

2025 revised budget: Director Tacke shared the revised budget, reconciling actual expenses throughout the year. As certain health insurance and staffing costs were less than expected, some funds remain after planned expenses. These remaining funds are allotted towards the 2026 operating budget, 2026 construction project, and reserves. Trustee Strainge motioned to accept the 2025 revised budget. Seconded by Trustee Montesi. Unanimously approved.

Old Business

Sustainable funding discussion: Director Tacke retained this item on the agenda for continued discussion. The board and director wish to seek a funding increase within the tax cap for the Spring 2026 vote that will appear on the same ballot as the school budget vote (affects 2027 budget), and will then plan for a Spring 2027 vote affecting the 2028 budget, which may be a taper up or a one-time increase that would significantly reduce or eliminate the direct ask of municipal boards.
Trustees discussed this plan and the need to convey the message clearly that the 2026 vote will be followed by another the next year. Director Tacke will identify next steps to get the item on the ballot for Spring 2026. Trustees discussed the nuances of advocacy and the need for trustees and staff to provide unbiased factual information about the ballot item to the public, while the Friends of the Library or other individuals can promote or advocate a particular course of action.

Library word-of-mouth advertising: Director Tacke highlighted upcoming activities, particularly Holidays on the Hudson in early December as well as daily events planned during the December school break week.

Reports

President's Report

None.

Secretary's Report

Trustee Strainge motioned to approve the October 2025 meeting minutes. Seconded by Trustee Montesi. Unanimously approved.

Treasurer's Report

Trustee Strainge motioned to approve the October 2025 Check Detail Reports. Seconded by Trustee Oras. Unanimously approved.

Director's Report

Director Tacke presented statistics for October 2025 with a comparison against 2024. Decline in circulation of physical materials was nearly offset by an increase in eContent circulation, and items loaned to other libraries increased compared with the previous year. Program attendance and public computer sessions also increased. The library table at a Trunk-or-Treat held by the Castleton Elementary School Parent-Teacher Organization was very well attended; staff had planned for about 170 visitors and needed replenishment, reaching a total of 372 participants. Trustee Strainge motioned to accept the Director's report as presented. Seconded by Trustee Oras. Unanimously approved.

Friends Report
The Friends of the Library are planning for 2026. Their current main project is pursuing a permanent pavilion for the front lawn; this is being presented to the Village planning and zoning boards in November.

Village of Castleton Liaison Report
None.

Committee Reports
Finance: Met, transferred treasurer's responsibilities to Trustee Montesi, and reviewed proposed wages.
Administrative: Did not meet.
Operations/Capital Projects: Did not meet.
Policy: Did not meet.
Long Range Plan Committees:
- **Marketing & Community Connections:** Did not meet.
- **Library Services & Outreach:** Did not meet.
- **Library Space:** Did not meet.

Announcements: None.

Public Comment: None.

Executive Session: None.

Adjournment: Trustee Strainge motioned to adjourn the meeting. Seconded by Trustee Oras. Unanimously approved. The meeting was adjourned at 7:43pm.

The Castleton Public Library
Check Detail
November 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**11/03/2025**	**Google LLC**	**200.2 · Citizens Checking Account**		**-42.00**
Bill	5399028196	11/03/2025		7410.4C · Equipment/Technology	-42.00	42.00
TOTAL					-42.00	42.00
Bill Pmt -Check	**DEBIT**	**11/10/2025**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-19.96**
Bill	1117516006...	11/10/2025		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	**DEBIT**	**11/19/2025**	**USPS**	**200.2 · Citizens Checking Account**		**-4.25**
Bill		11/19/2025		7410.4G · Postage	-4.25	4.25
TOTAL					-4.25	4.25
Bill Pmt -Check	**DEBIT**	**11/19/2025**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-44.42**
Bill	1115635758...	11/19/2025		7410.4B · Library Materials 7410.4D · Programs	-12.96 -31.46	12.96 31.46
TOTAL					-44.42	44.42
Bill Pmt -Check	**DEBIT**	**11/20/2025**	**Mobile Beacon**	**200.2 · Citizens Checking Account**		**-258.00**
Bill	MB-202884	11/20/2025		7410.4B · Library Materials	-258.00	258.00
TOTAL					-258.00	258.00
Bill Pmt -Check	**DEBIT**	**11/20/2025**	**Mobile Beacon**	**200.2 · Citizens Checking Account**		**-360.00**
Bill	A124251202...	11/20/2025		7410.4C · Equipment/Technology 7410.4B · Library Materials	-120.00 -240.00	120.00 240.00
TOTAL					-360.00	360.00
Bill Pmt -Check	**DEBIT**	**11/21/2025**	**TechSoup**	**200.2 · Citizens Checking Account**		**-36.00**
Bill	4408712	11/21/2025		7410.4B · Library Materials	-36.00	36.00
TOTAL					-36.00	36.00
Bill Pmt -Check	**DEBIT**	**11/21/2025**	**Wal-Mart**	**200.2 · Citizens Checking Account**		**-16.30**
Bill		11/21/2025		7410.4D · Programs	-16.30	16.30
TOTAL					-16.30	16.30
Bill Pmt -Check	**DEBIT**	**11/24/2025**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-24.99**
Bill	1113101189...	11/24/2025		7410.4D · Programs	-24.99	24.99
TOTAL					-24.99	24.99
Bill Pmt -Check	**DEBIT**	**11/24/2025**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-55.86**
Bill	1117516006...	11/24/2025		74104B1 · DVDs & Other Materials	-55.86	55.86
TOTAL					-55.86	55.86

The Castleton Public Library
Check Detail
November 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**3475**	**11/17/2025**	**Charter Commun...**	**200.2 · Citizens Checking Account**		**-67.98**
Bill	1443984011...	11/07/2025		7410.4H · Telephone/Data Links	-67.98	67.98
TOTAL					-67.98	67.98
Bill Pmt -Check	**3476**	**11/17/2025**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-7,778.49**
Bill	84674	11/03/2025		7410.1A · Gross wages - Director	-2,692.30	2,692.30
				7410.1C · Gross wages - Assistant	-4,537.50	4,537.50
				9030.8 · Social Security/Medicare	-548.69	548.69
TOTAL					-7,778.49	7,778.49
Bill Pmt -Check	**3477**	**11/17/2025**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-7,830.17**
Bill	84675	11/17/2025		7410.1A · Gross wages - Director	-2,692.30	2,692.30
				7410.1C · Gross wages - Assistant	-4,585.50	4,585.50
				9030.8 · Social Security/Medicare	-552.37	552.37
TOTAL					-7,830.17	7,830.17
Bill Pmt -Check	**3478**	**11/17/2025**	**OverDrive**	**200.2 · Citizens Checking Account**		**-612.88**
Bill	MULTIPLE	11/17/2025		74104B2 · Electronic Content	-612.88	612.88
TOTAL					-612.88	612.88
Bill Pmt -Check	**3479**	**11/17/2025**	**Brodart**	**200.2 · Citizens Checking Account**		**-474.20**
Bill	MULTIPLE	11/17/2025		74104B3 · Print Materials	-474.20	474.20
TOTAL					-474.20	474.20
Bill Pmt -Check	**3480**	**11/17/2025**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-894.58**
Bill	84676	11/12/2025		9060.8 · Health Insurance	-894.58	894.58
TOTAL					-894.58	894.58

The Castleton Public Library
Reconciliation Summary
200.4 · Bank of Greene County Account, Period Ending 11/30/2025

	Nov 30, 25	
Beginning Balance		241,137.87
Cleared Transactions		
Deposits and Credits - 1 item	506.03	
Total Cleared Transactions	506.03	
Cleared Balance		**241,643.90**
Register Balance as of 11/30/2025		241,643.90
Ending Balance		241,643.90

The Castleton Public Library
Reconciliation Detail
200.4 · Bank of Greene County Account, Period Ending 11/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						241,137.87
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	11/30/2025			X	506.03	506.03
Total Deposits and Credits					506.03	506.03
Total Cleared Transactions					506.03	506.03
Cleared Balance					506.03	241,643.90
Register Balance as of 11/30/2025					506.03	241,643.90
Ending Balance					**506.03**	**241,643.90**

The Castleton Public Library
Reconciliation Summary
200.1 · Citizens Money Market, Period Ending 11/30/2025

	Nov 30, 25	
Beginning Balance		166,305.55
Cleared Transactions		
Checks and Payments - 1 item	-10,000.00	
Deposits and Credits - 2 items	10,043.74	
Total Cleared Transactions	43.74	
Cleared Balance		**166,349.29**
Register Balance as of 11/30/2025		166,349.29
Ending Balance		166,349.29

The Castleton Public Library
Reconciliation Detail
200.1 · Citizens Money Market, Period Ending 11/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						166,305.55
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	11/06/2025			X	-10,000.00	-10,000.00
Total Checks and Payments					-10,000.00	-10,000.00
Deposits and Credits - 2 items						
Deposit	11/19/2025			X	10,030.45	10,030.45
Deposit	11/30/2025			X	13.29	10,043.74
Total Deposits and Credits					10,043.74	10,043.74
Total Cleared Transactions					43.74	43.74
Cleared Balance					43.74	166,349.29
Register Balance as of 11/30/2025					43.74	166,349.29
Ending Balance					**43.74**	**166,349.29**

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 11/30/2025

	Nov 30, 25	
Beginning Balance		24,485.32
Cleared Transactions		
Checks and Payments - 17 items	-19,117.58	
Deposits and Credits - 1 item	10,000.00	
Total Cleared Transactions	-9,117.58	
Cleared Balance		**15,367.74**
Register Balance as of 11/30/2025		15,367.74
Ending Balance		15,367.74

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 11/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						24,485.32
Cleared Transactions						
Checks and Payments - 17 items						
Bill Pmt -Check	10/28/2025	3474	Brodart	X	-597.50	-597.50
Bill Pmt -Check	11/03/2025	DEBIT	Google LLC	X	-42.00	-639.50
Bill Pmt -Check	11/10/2025	DEBIT	Amazon LLC	X	-19.96	-659.46
Bill Pmt -Check	11/17/2025	3477	Village of Castleton-...	X	-7,830.17	-8,489.63
Bill Pmt -Check	11/17/2025	3476	Village of Castleton-...	X	-7,778.49	-16,268.12
Bill Pmt -Check	11/17/2025	3480	Village of Castleton-...	X	-894.58	-17,162.70
Bill Pmt -Check	11/17/2025	3478	OverDrive	X	-612.88	-17,775.58
Bill Pmt -Check	11/17/2025	3479	Brodart	X	-474.20	-18,249.78
Bill Pmt -Check	11/17/2025	3475	Charter Communicat...	X	-67.98	-18,317.76
Bill Pmt -Check	11/19/2025	DEBIT	Amazon LLC	X	-44.42	-18,362.18
Bill Pmt -Check	11/19/2025	DEBIT	USPS	X	-4.25	-18,366.43
Bill Pmt -Check	11/20/2025	DEBIT	Mobile Beacon	X	-360.00	-18,726.43
Bill Pmt -Check	11/20/2025	DEBIT	Mobile Beacon	X	-258.00	-18,984.43
Bill Pmt -Check	11/21/2025	DEBIT	TechSoup	X	-36.00	-19,020.43
Bill Pmt -Check	11/21/2025	DEBIT	Wal-Mart	X	-16.30	-19,036.73
Bill Pmt -Check	11/24/2025	DEBIT	Amazon LLC	X	-55.86	-19,092.59
Bill Pmt -Check	11/24/2025	DEBIT	Amazon LLC	X	-24.99	-19,117.58
Total Checks and Payments					-19,117.58	-19,117.58
Deposits and Credits - 1 item						
Transfer	11/06/2025			X	10,000.00	10,000.00
Total Deposits and Credits					10,000.00	10,000.00
Total Cleared Transactions					-9,117.58	-9,117.58
Cleared Balance					-9,117.58	15,367.74
Register Balance as of 11/30/2025					-9,117.58	15,367.74
Ending Balance					**-9,117.58**	**15,367.74**

The Castleton Public Library
Profit & Loss
November 2025

		Nov 25
Ordinary Income/Expense		
Income		
2082 · Library Charges		
2082.1 · Library Fines & Fees		
2082.11 · Fines	6.00	
2082.13 · Copies, Prints and Faxes	10.20	
2082.14 · Register Overage/Shortage	0.00	
Total 2082.1 · Library Fines & Fees		16.20
Total 2082 · Library Charges		16.20
2360 · Intergovernmental Revenues		
2360.2 · Village of Castleton		10,000.00
Total 2360 · Intergovernmental Revenues		10,000.00
2401 · Interest & Earnings		519.32
2705 · Gifts & Donations		14.25
Total Income		10,549.77
Gross Profit		10,549.77
Expense		
7410.1 · Personal Services		
7410.11 · Employee Gross Wages		
7410.1A · Gross wages - Director	5,384.60	
7410.1C · Gross wages - Assistant	9,123.00	
Total 7410.11 · Employee Gross Wages		14,507.60
Total 7410.1 · Personal Services		14,507.60
7410.4 · Contractual Expenses		
7410.4B · Library Materials		
74104B3 · Print Materials	474.20	
74104B2 · Electronic Content	612.88	
74104B1 · DVDs & Other Materials	75.82	
7410.4B · Library Materials - Other	546.96	
Total 7410.4B · Library Materials		1,709.86
7410.4C · Equipment/Technology		162.00
7410.4D · Programs		72.75
7410.41 · Operations and Administrative		
7410.4G · Postage	4.25	
7410.4H · Telephone/Data Links	67.98	
Total 7410.41 · Operations and Administrative		72.23
Total 7410.4 · Contractual Expenses		2,016.84
9000 · Employee - Benefits		
9030.8 · Social Security/Medicare		1,101.06
9060.8 · Health Insurance		894.58
Total 9000 · Employee - Benefits		1,995.64
Total Expense		18,520.08
Net Ordinary Income		-7,970.31
Net Income		**-7,970.31**

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

	Jan - Nov 25	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	69.00	0.00	69.00	100.0%
2082.12 · Lost Books	223.69	0.00	223.69	100.0%
2082.13 · Copies, Prints and Faxes	135.90	0.00	135.90	100.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
2082.19 · Other Fines & Fees	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	428.59	0.00	428.59	100.0%
Total 2082 · Library Charges	428.59	0.00	428.59	100.0%
2360 · Intergovernmental Revenues				
2360.4 · Taxes - SCSD	159,000.00	159,000.00	0.00	100.0%
2360.1 · Town of Schodack	92,500.00	92,500.00	0.00	100.0%
2360.2 · Village of Castleton	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	264,825.00	264,825.00	0.00	100.0%
2401 · Interest & Earnings	5,297.58	240.00	5,057.58	2,207.3%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	8,984.05	8,100.00	884.05	110.9%
Total 2705 · Gifts & Donations	9,984.05	9,100.00	884.05	109.7%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	14,485.00	16,095.00	-1,610.00	90.0%
2760.1 · LLSA and ERATE (UHLS)	1,376.10	1,490.00	-113.90	92.4%
2760.9 · Grants - Other	5,888.46	4,000.00	1,888.46	147.2%
Total 2760 · Library System Grants	21,749.56	21,585.00	164.56	100.8%
599 · Appropriated Fund Balance	0.00	22,706.00	-22,706.00	0.0%
Total Income	302,284.78	318,456.00	-16,171.22	94.9%
Gross Profit	302,284.78	318,456.00	-16,171.22	94.9%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	61,922.90	70,000.00	-8,077.10	88.5%
7410.1B · Gross wages - Librarian	0.00	8,820.00	-8,820.00	0.0%
7410.1C · Gross wages - Assistant	104,998.65	122,050.00	-17,051.35	86.0%
Total 7410.11 · Employee Gross Wages	166,921.55	200,870.00	-33,948.45	83.1%
Total 7410.1 · Personal Services	166,921.55	200,870.00	-33,948.45	83.1%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	8,350.00	21,460.00	-13,110.00	38.9%
Total 7410.2 · Equipment & Capital Outlay	8,350.00	21,460.00	-13,110.00	38.9%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,057.00	1,850.00	-793.00	57.1%
74104B5 · Magazines and Newspapers	225.94	200.00	25.94	113.0%
74104B4 · Audiobooks	0.00	0.00	0.00	0.0%
74104B3 · Print Materials	9,150.15	11,700.00	-2,549.85	78.2%
74104B2 · Electronic Content	7,718.43	7,900.00	-181.57	97.7%
74104B1 · DVDs & Other Materials	1,118.28	1,491.00	-372.72	75.0%
7410.4B · Library Materials - Other	700.80	1,200.00	-499.20	58.4%
Total 7410.4B · Library Materials	19,970.60	24,341.00	-4,370.40	82.0%
7410.4C · Equipment/Technology	1,696.43	2,250.00	-553.57	75.4%

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

	Jan - Nov 25	Budget	$ Over Budget	% of Budget
7410.4D · Programs				
74104D1 · Summer Reading Program	5,812.23	5,200.00	612.23	111.8%
7410.4D · Programs - Other	2,045.06	4,500.00	-2,454.94	45.4%
Total 7410.4D · Programs	7,857.29	9,700.00	-1,842.71	81.0%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	805.45	950.00	-144.55	84.8%
7410.4E · Automated Services	4,188.00	4,190.00	-2.00	100.0%
7410.4G · Postage	280.90	600.00	-319.10	46.8%
7410.4H · Telephone/Data Links	995.15	1,250.00	-254.85	79.6%
7410.4I · Insurance	2,875.94	3,070.00	-194.06	93.7%
7410.4F · Office and Library Supplies	1,487.57	1,300.00	187.57	114.4%
7410.4J · Professional Services	460.00	550.00	-90.00	83.6%
Total 7410.41 · Operations and Administrati...	11,093.01	11,910.00	-816.99	93.1%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	0.00	0.00	0.0%
7410.4K · Miscellaneous - Other	463.71	30.00	433.71	1,545.7%
Total 7410.4K · Miscellaneous	463.71	30.00	433.71	1,545.7%
Total 7410.4 · Contractual Expenses	41,081.04	48,231.00	-7,149.96	85.2%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	8,100.00	-8,100.00	0.0%
9030.8 · Social Security/Medicare	12,668.60	14,500.00	-1,831.40	87.4%
9040.8 · Workers Comp	378.54	900.00	-521.46	42.1%
9055.8 · Disability	203.70	500.00	-296.30	40.7%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	3,000.00	-3,000.00	0.0%
9060.8 · Health Insurance - Other	9,447.38	20,895.00	-11,447.62	45.2%
Total 9060.8 · Health Insurance	9,447.38	23,895.00	-14,447.62	39.5%
Total 9000 · Employee - Benefits	22,698.22	47,895.00	-25,196.78	47.4%
Total Expense	239,050.81	318,456.00	-79,405.19	75.1%
Net Ordinary Income	63,233.97	0.00	63,233.97	100.0%
Net Income	**63,233.97**	**0.00**	**63,233.97**	**100.0%**

The Castleton Public Library
Balance Sheet
As of November 30, 2025

	Nov 30, 25
ASSETS	
Current Assets	
Checking/Savings	
200.4 · Bank of Greene County Account	241,643.90
200.1 · Citizens Money Market	166,349.29
200.2 · Citizens Checking Account	15,367.74
200.9 · Petty Cash	50.00
Total Checking/Savings	423,410.93
Other Current Assets	
395 · Deposits with Other Government	7,500.00
Total Other Current Assets	7,500.00
Total Current Assets	430,910.93
TOTAL ASSETS	**430,910.93**
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	203,603.98
Net Income	63,233.97
Total Equity	271,910.95
TOTAL LIABILITIES & EQUITY	**430,910.93**

Director's Report – November 2025

November 2025 – Usage Statistics in Comparison

	November 2025	November 2024	% Change, 2025 vs. 2024
Circulation			
Circulation of materials at CPL	1,653	1,900	-13%
Items loaned to other libraries	320	339	-5.6%
Items borrowed from other libraries	770	889	-13.4%
eContent circulation	719	677	+6.2%
Total circulation (physical & digital)	2,372	2,577	-8%
Programming			
Number of programs offered	30	26	+15.4%
Program attendance – in-person	312	214	+45.8%
Program attendance – kits*	90	114	-21.1%
Total program attendance	402	328	+22.6%
Public Computer Use			
Public Computer Sessions	23	32	-28.1%
WiFi Use – daily unique users	443	656	-32.5%
WiFi Hotspot Use	13.9 GB	0 GB	N/A
Marketing Reach			
Website visits	1,429	646	+121.2%
Website unique visitors	1,064	362	+193.9%
Email newsletter list size	1,780	1,742	+2.2%
Facebook page followers	1,710	1,536	+11.3%
Facebook total views	10,868	7,407	+46.7%
* = The number of kits distributed through 11/30 is used for the attendance number.			

Programs – November

11/2/2025	Thankful Turkeys	90
11/2/2025	Repurposed Book Page Projects	14
11/3/2025	Library pres. @Schodack Sr. Ctr.	17
11/3/2025	Job Seeker Help w/RensCo	0
11/3/2025	After Dinner Book Club	5
11/4/2025	Kids Cook AtWorld: Porridge	5
11/5/2025	Teen Advisory Council	5
11/5/2025	Understanding HUD Homes: Opportunities, Process, Purchasing	0
11/6/2025	Learn & Play Storytime	12
11/6/2025	Drop-In Tech Help	0
11/7/2025	Color By Number	11
11/8/2025	Build with Cardboard Bricks	3
11/9/2025	Build with Cardboard Bricks	5
11/10/2025	Fiber Arts Workshop	11
11/12/2025	Open Mic Night	12
11/13/2025	Learn & Play Storytime	16
11/13/2025	Teen Scene: Scratch Art Décor	1
11/14/2025	Tech Help @Castle Hill	3
11/14/2025	Bookmobile @Castle Hill	4
11/15/2025	Saturday Stories	13
11/15/2025	NYS Citizen Prep Corps Training	2
11/17/2025	Storytimes @ Story Place	100
11/19/2025	Afternoon Book Club	7
11/19/2025	Memoir Writing for Adults	7
11/20/2025	Learn & Play Storytime	8
11/21/2025	STEAM Lab: Unicorn Slime	30
11/23/2025	Gratitude Jars	7
11/26/2025	Woven Thanksgiving Placemats	9
11/29/2025	Legomania	1
11/30/2025	Perler Bead Crafts	4
	Month total	**402**

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

- November 3 – Presentation at Schodack Senior Center
- November 7 – New York Library Association (NYLA) Conference in Saratoga Springs, NY

- November 14 – Tech Help at Castle Hill senior housing
- November 14 – Bookmobile at Castle Hill senior housing
- November 17 – Storytimes at all classes at Story Place Preschool
- November 19 – Webinar: “That All May Read: An Overview of the NYS Talking Book & Braille Library”
- November 19 – Weekly meeting with Director

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

- November 19 – Weekly meeting with Programming & Outreach Coordinator

Classes and Events at
Castleton Public Library
January 2026

Weekly Events

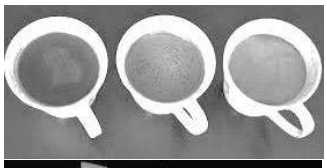
Learn & Play Storytime
Thursdays at 10:30 a.m. January 8, 15, 22, 29.
Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement!

Other Events

Take and Make Craft Kit: Pipe Cleaner Snowflakes
Pick up anytime from Sunday, January 4 through Saturday, January 31.
Celebrate winter with a snowy design made from perler beads!

WINTER READING CHALLENGE

Winter Reading Challenge
Sign up anytime from Friday, January 2 through Sunday, February 22!
All ages are welcome to participate. Stop in to the library anytime during the challenge to pick up your Bingo sheet. The more Bingos you complete, the more raffle tickets and chances to win you earn!



Hot Chocolate Tasting
Friday, January 2, 11:00 a.m. – 3:00 p.m.
Warm up with a cozy hot chocolate tasting featuring a variety of flavorful blends and delicious toppings for the ultimate winter indulgence.

Build with Keva Planks
Saturday, January 3, 11:00 a.m. – 4:00 p.m.
Drop in and make a tower or other exciting structure out of Keva Planks!

High-Protein Chocolate Mousse
Sunday, January 4, 11:00 a.m. – 4:00 p.m.
The start of the new year is typically a time to redirect our attention toward healthy eating habits. Come learn how to make a high-protein, low-calorie dessert with a surprising ingredient.

Job Seeker Help with Rensselaer County Career Center
Monday, January 5, 1:00 – 3:00 p.m
Drop in for resume development, interview prep, job search assistance, or career assessment.

After Dinner Book Club – *The Bookshop: A History of the American Bookstore*
Monday, January 5, 7:00 p.m.
Join us the first Monday of each month for a book discussion! Books are available at the front desk.

Perler Bead Snowflakes
Tuesday, January 6, 12:00 – 8:00 p.m.
Celebrate winter with a snowy design made from perler beads!

Make Your Own Bath Fizzies
Saturday, January 10, 11:00 a.m. – 3:00 p.m.
Kids and teens are invited to make a bath fizzy to take home! Recommended for ages 5 and up.

Fiber Arts Workshop
Monday, January 12, 5:00 p.m. – 7:30 p.m.
For ages 16 and up. All skill levels welcome! Yarn and hooks/needles are available to beginners.

Open Mic Night
Wednesday, January 14, 6:00 p.m.

Tweens and Teens Beginner Sewing Class: Totebag
Sunday, January 18, 1:00 p.m.
Tweens and teens ages 10-18 are invited for a hands-on sewing class! Participants will learn the basics of sewing and create their very own fabric totebag. All materials provided.

CPL Board of Trustees Meeting
Tuesday, January 20, 7:00 p.m.

Afternoon Book Club - *Hope for Cynics: The Surprising Science of Human Goodness*
Wednesday, January 21, 1:00 p.m.
Join us the third Wednesday of each month for a book discussion! Books available at the front desk.

Paws to Read
Wednesday, January 21, 4:00 – 5:00 p.m.
Join us for some reading practice with a certified therapy dog! Practice reading aloud and enjoy furry encouragement! Registration is encouraged, but walk-ins will be accepted if time permits. Registration opens on January 2nd at https://tinyurl.com/PawstoReadCPL

Friends of CPL Meeting
Wednesday, January 21, 6:00 p.m.

Teen Scene: Mantra Rocks
Thursday, January 22, 2:00 – 4:00 p.m.
For teens in 6th-12th grades. Create your own personal mantra and design a custom inspo rock you can keep on your desk, in your locker, or anywhere you need a boost all year long!

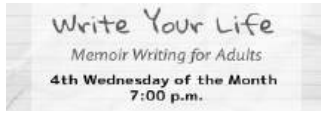
Saturday Stories
Saturday, January 24, 11:30 a.m.
A weekend storytime and activity geared toward families with young children (ages birth-8)!

Step-by-Step Studio: Snowman
Saturday, January 24, 1:00 p.m.
For ages 8 and up. Join our step-by-step painting class where kids and teens can dive into a world of color, follow fun and easy instructions, and create their very own dazzling masterpieces to take home!

Adult Sewing Class Series 1 of 4: Sew a T-shirt Quilt
Monday, January 26, 5:00 p.m.
In this four-part adult sewing series, you'll learn how to prepare, cut, arrange, and stitch together a memory-filled T-shirt quilt. This hands-on class will guide you through each step, from stabilizing fabric to assembling your finished quilt top. Bring your own T-shirts; all other materials provided.

Trivia Night for Adults: Disney
Tuesday, January 27, 7:00 p.m.
Ages 18+. Enjoy trivia and snacks! Disney fans, show off your knowledge in a team or solo.

Cook with Me: No-Bake Chocolate Peanut Butter Cookies
Wednesday, January 28 – Begins on the hour at 1:00, 2:00, 3:00, and 4:00 p.m.
Join us for a guided child-and-caregiver cooking class! This month, our recipe is No-Bake Chocolate Peanut Butter Cookies.



Write Your Life: Memoir Writing for Adults
Wednesday, January 28, 6:30 p.m.
Complete writing exercises and share pieces with the group to hone the craft of storytelling.

Build with Big Blue Blocks
Saturday, January 31, 11:00 a.m. – 4:00 p.m.
Large foam blocks are just right for creative construction. Drop in any time this weekend to build!

Need Tax Help? Save the Date for Free Assistance at the Library!

Get help with your federal and state taxes and file for free! NYS Tax Department employees will guide you step-by-step as you complete your own tax returns at no charge. You can make your appointment for **Tue., 2/24** from 12-7pm, **Tue., 3/10** from 12-7pm, or **Tue., 4/7** from 12-7pm. **Contact us for the registration link!**

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.