Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, February 21, 2023 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- 2022 Annual Report to the Community
- NYS Annual Report for 2022
- AUD for 2022

Old Business

- Sustainable funding
- Long-range planning
- Trustee continuing education
- Library word-of-mouth advertising

President's Report

Secretary's Report

- Review of minutes from January 17, 2023

Treasurer's Report

Director's Report

Friends Report

Committee Reports

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

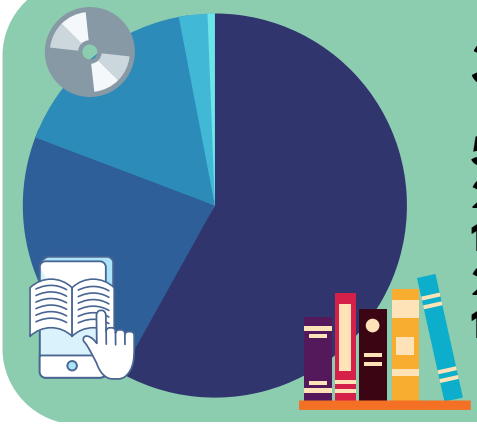
Announcements

Public Comment

Executive Session

Adjourn

Castleton Public Library 2022 Annual Report



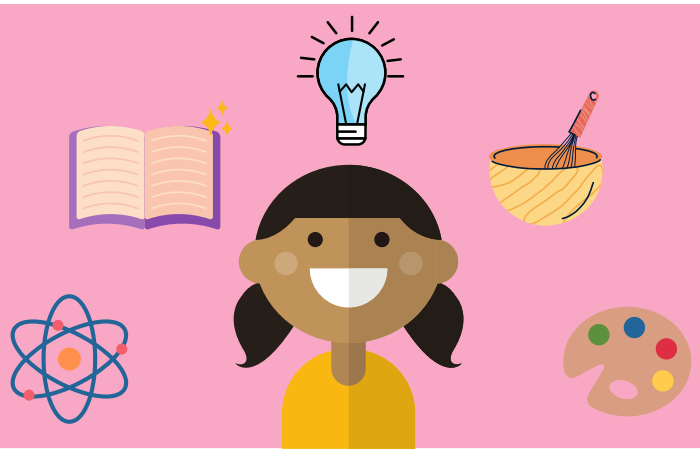
30,310 Items Loaned

58% - Print Books & Magazines
23% - eBooks & eAudiobooks
16% - DVDs
2% - CD Audiobooks & Music
1% - Miscellaneous

In 2022, we resumed CES class field trips to the library, and increased the number of events and classes that we offer!

5,255 People Attended 348 Library Events & Classes

2,251 Take-Home Kits Distributed
3,004 Attended Events & Classes



7,342 Uses of Library WiFi

11,369 People Served

9,828 In-Library Visits
239 People Served via Outreach
1,302 eContent Borrowers

New Events and Initiatives Established in 2022

- Art hanging system installed in Community Room for local art exhibits
- Laptops available for in-building loans
- Partnered with Rensselaer County Health Department & NYS Assemblyman Jake Ashby's office to consistently provide free COVID-19 test kits to the public

Castleton Public Library
Annual Report For Public And Association Libraries - 2022

1. GENERAL LIBRARY INFORMATION

Library/Director Information

Outline of Major Changes

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link here and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.
To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.
Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2022, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	8400491135
1.2	Library Name	CASTLETON PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Castleton On Hudson
1.6	Beginning Fiscal Reporting Year	01/01/2022
1.7	Ending Fiscal Reporting Year	12/31/2022
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning Local Fiscal Year	01/01/2022

1.12	Ending Local Fiscal Year	12/31/2022
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	85 SOUTH MAIN STREET
1.15	City	CASTLETON
1.16	Zip Code	12033
1.17	Mailing Address	85 SOUTH MAIN STREET
1.18	City	CASTLETON
1.19	Zip Code	12033
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(518) 732-0879
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(518) 732-0835
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	director@castletonpubliclibrary.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.castletonpubliclibrary.org
1.24	Population Chartered to Serve (per 2020 Census)	1,477
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Village
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	05/02/1912
1.30	Date the library was last registered	10/28/1909
1.31	Federal Employer Identification Number	146002112

1.32	County	RENSSELAER
1.33	School District	Schodack Central
1.34	Town/City	Castleton
1.35	Library System	Upper Hudson Library System

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a	President/CEO Name	N/A
1.36b	President/CEO Phone Number	N/A
1.36c	President/CEO Email	N/A

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Melissa
1.38	Last Name of Library Director/Manager	Tacke
1.39	NYS Public Librarian Certification Number	25023
1.40	What is the highest education level of the library manager/director?	Master's Degree
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y
1.43	E-mail Address of the Director/Manager	director@castletonpubliclibrary.org
1.44	Fax Number of the Director/Manager	(518) 732-0835
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	N
1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2022? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.	N

Public Votes/Contracts

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of municipality or district holding the public vote	N/A
2.	Indicate the type of municipality or district holding the public vote	N/A
3.	Date the vote was held (mm/dd/2022)	N/A
4.	Was the vote successful? Y/N	N/A
5.	What type of public vote was it?	N/A
6a.	Most recent prior year approved appropriation from a public vote:	N/A
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	N/A
6c.	Total proposed appropriation (sum of 6a and 6b):	N/A

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2022) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.	N

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of municipality or district holding the public vote	N/A
2.	Indicate the type of municipality or district holding the public vote	
3.	Date the last successful vote was held (mm/dd/yyyy)	N/A
4.	What type of public vote was it?	
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	N/A

1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49.	Y

Unusual Circumstances

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of contracting municipality or district	Town of Schodack
2. Is this a written contractual agreement?	Y
3. Population of the geographic area served by this contract	12,965
4. Dollar amount of contract	$159,260
5. Enter the appropriate code for range of services provided (select one):	Full

1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.	N

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please read general information instructions below before completing this section.

NOTE: This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	2,594
2.2	Adult Non-fiction Books	1,163
2.3	Total Adult Books (Total questions 2.1 & 2.2)	3,757
2.4	Children's Fiction Books	3,597
2.5	Children's Non-fiction Books	645
2.6	Total Children's Books (Total questions 2.4 & 2.5)	4,242
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	7,999

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	10
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	10
2.12	Total Print Materials (Total questions 2.7 and 2.11)	8,009

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	77,910
2.14	Local Electronic Collections	1
2.15	NOVELNY Electronic Collections	15

2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	16
2.17	Audio - Downloadable Units	37,271
2.18	Video - Downloadable Units	31
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	4,555
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	119,783

Non-Electronic Materials

2.21	Audio - Physical Units	218
2.22	Video - Physical Units	1,391
2.23	Other Circulating Physical Items	56
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	1,665

Grand Total/Additions to Holdings

2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	129,457

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	771
2.27	All Other Print Materials	52
2.28	Electronic Materials	23,112
2.29	All Other Materials	125
2.30	Total Additions (Total questions 2.26 through 2.29)	24,060

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.32 through 3.84 for the 2022 calendar year. Please click here to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	9,828
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	ES - Annual Estimate Based on Typical Week(s)
3.2	Registered resident borrowers	429
3.3	Registered non-resident borrowers	657

Please report information on WRITTEN POLICIES as of 12/31/22.

WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4	Does the library have an open meeting policy?	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y
3.6	Does the library have an Internet use policy?	Y
3.7	Does the library have a disaster plan?	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y
3.9	Does the library have a board-approved whistle blower policy?	Y
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y

Please report information on ACCESSIBILITY as of 12/31/22.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N

3.13	Does the library have large print books?	Y
3.14	Does the library have assistive technology for people who are visually impaired or blind?	N

3.15 - If so, what do you have?

	screen reader, such as JAWS, Windoweyes or NVDA	No
	refreshable Braille commonly referred to as a refreshable Braille display	No
	screen magnification software, such as Zoomtext	No
	electronic scanning and reading software, such as OpenBook	No

3.16	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y

Library Sponsored Programs/Summer Reading Program

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

Synchronous Program Sessions

A synchronous (live) program session is any planned event which introduces the group attending to library services or which provides information to participants.
Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples, please refer to the chart in Instructions.

3.17	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older	92
3.18	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18	15
3.19a	Number of Synchronous Program Sessions Targeted at Children Ages 0-5	89
3.19b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	109

3.20	Number of Synchronous General Interest Program Sessions	15
3.21	Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)	320
3.21a	Number of Synchronous In-Person Onsite Program Sessions	256
3.21b	Number of Synchronous In-Person Offsite Program Sessions	57
3.21c	Number of Synchronous Virtual Program Sessions	7
3.21d	Total number of synchronous programs (3.21a + 3.21b + 3.21c)	320
3.22	One-on-One Program Sessions	2,259
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.24	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	448
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	27
3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	693
3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	1,228
3.27	Attendance at Synchronous General Interest Programs	608
3.28	Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27).	3,004
3.28a	Synchronous In-Person Onsite Program Attendance	2,441
3.28b	Synchronous In-Person Offsite Program Attendance	514
3.28c	Synchronous Virtual Program Attendance	49

3.28d	Total synchronous program attendance (3.28a + 3.28b + 3.28c)	3,004
3.29	One-on-One Program Attendance	2,260
3.29a	Total Number of Asynchronous Program Presentations	0
3.29b	Total Views of Asynchronous Program Presentations within 30 Days	0
3.30	Total Number of Children's Programs (sum of Q3.19a and Q3.19b)	198
3.31	Total Children's Program Attendance (sum of Q3.26a and Q3.26b)	1,921

Please report information on SUMMER READING PROGRAMS for the 2022 calendar year.

SUMMER READING PROGRAM

3.32 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2022 (check all that apply):

a.	Program(s) for children	Yes
b.	Program(s) for young adults	Yes
c.	Program(s) for Adults	Yes
d.	Summer Reading at New York Libraries name and/or logo used	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes
f.	N/A	No

3.33	Library outlets offering the summer reading program	1
3.34	Children registered for the library's summer reading program	162
3.35	Young adults registered for the library's summer reading program	32
3.36	Adults registered for the library's summer reading program	89
3.37	Total number registered for the library's summer reading program (total 3.34 + 3.35 + 3.36)	283

3.38	Children's program sessions - Summer 2022	72
3.39	Young adult program sessions - Summer 2022	6
3.40	Adult program sessions - Summer 2022	18
3.41	Total program sessions - Summer 2022 (total 3.38 + 3.39 + 3.40)	96
3.42	Children's program attendance - Summer 2022	1,125
3.43	Young adult program attendance - Summer 2023	15
3.44	Adult program attendance - Summer 2022	81
3.45	Total program attendance - Summer 2022 (total 3.42 + 3.43 + 3.44)	1,221

COLLABORATORS

3.46	Public school district(s) and/or BOCES	1
3.47	Non-public school(s)	0
3.48	Childcare center(s)	0
3.49	Summer camp(s)	0
3.50	Municipality/Municipalities	0
3.51	Literacy provider(s)	0
3.52	Other (describe using the State note)	4
3.53	Total Collaborators (total 3.46 through 3.52)	5

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2022 calendar year.

EARLY LITERACY PROGRAMS

3.54	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y

3.55 - Indicate types of programs offered (check all that apply)

a.	Focus on birth - school entry (kindergarten)	Yes
b.	Focus on parents & caregivers	No
c.	Combined audience	Yes
d.	N/A	No

3.56 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	1
b.	Focus on parents & caregivers	0
c.	Combined audience	88
d.	N/A	N/A
3.57	Total Sessions	89

3.58 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	56
b.	Focus on parents & caregivers	0
c.	Combined audience	637
d.	N/A	N/A
3.59	Total Attendance	693

3.60 - Collaborators (check all that apply):

a.	Childcare center(s)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	Yes

Please report information on ADULT LITERACY for the 2022 calendar year.

ADULT LITERACY

3.61	Did the library offer adult literacy programs?	No
3.62	Total group program sessions	0

3.63	Total one-on-one program sessions	0
3.64	Total group program attendance	0
3.65	Total one-on-one program attendance	0

3.66 - Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public Schools	No
d.	Other (see instructions and describe using Note)	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2022 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.67	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N
3.68	Children's program sessions	0
3.69	Young adult program sessions	0
3.70	Adult program sessions	0
3.71	Total program sessions (total 3.68 + 3.69 + 3.70)	0
3.72	One-on-one program sessions	0
3.73	Children's program attendance	0
3.74	Young adult program attendance	0
3.75	Adult program attendance	0
3.76	Total program attendance (total 3.73 + 3.74 + 3.75)	0
3.77	One-on-one program attendance	0

3.78 - Collaborators (check all that apply):

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No

d.	Other (describe using the Note)	No

Please report information on DIGITAL LITERACY for the 2022 calendar year.

DIGITAL LITERACY

3.79	Did the library offer digital literacy programs?	Y
3.80	Total group program sessions	0
3.81	Total one-on-one program sessions	8
3.82	Total group program attendance	0
3.83	Total one-on-one program attendance	11
3.84	Did your library offer teen-led activities during the 2022 calendar year?	N

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	5,561
4.2	Adult Non-fiction Books	2,155
4.3	Total Adult Books (Total questions 4.1 & 4.2)	7,716
4.4	Children's Fiction Books	8,281
4.5	Children's Non-fiction Books	1,406
4.6	Total Children's Books (Total questions 4.4 & 4.5)	9,687
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	17,403

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	4,999
4.9	Circulation of Children's Other Materials	1,034
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	6,033

4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	23,436

ELECTRONIC USE

4.12	Use of Electronic Material	7,132
4.13	Successful Retrieval of Electronic Information	74
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	7,206
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	30,568
4.16	Total Collection Use (Total questions 4.13 & 4.15)	30,642
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	10,721
4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No

REFERENCE TRANSACTIONS

4.19	Total Reference Transactions	2,504
4.19a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	ES - Annual Estimate Based on Typical Week(s)
4.20	Does the library offer virtual reference?	Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21	TOTAL MATERIALS RECEIVED	9,915

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22	TOTAL MATERIALS PROVIDED	4,193

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2022.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	11,734
5.5	Does the library use Internet filtering software on any computer?	N
5.6	Does your library use social media?	Y
5.7	Does the library file for E-rate benefits?	N
5.8	Is the library part of a consortium for E-rate benefits?	N
5.9	If yes, in which consortium are you participating?	N/A
5.10	Name of the person responsible for the library's Information Technology (IT) services	Melissa Tacke
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(518) 253-8579
5.12	IT contact's email address	director@castletonpubliclibrary.org

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	40

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	.5
6.5	Vacant Librarian (certified)	0

6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	1.53
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	3.03
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	.5
6.15	Salary - Entry Level Librarian (certified)	$22,684
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	$59,101
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2023 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2022**. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. Questions about the new standards should be directed to your library system.

1.	Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y
2.	Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y

3.	Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y
4.	Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y
5.	Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y
6.	Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y
7.	Is open the minimum standard number of public service hours for population served. (see instructions)	Y

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

8a.	space	Y
8b.	lighting	Y
8c.	shelving	Y
8d.	seating	Y
8e.	power infrastructure	Y
8f.	data infrastructure	Y
8g.	public restroom	Y

9.	Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y

10. Provides

10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Y

10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y
11.	Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y
12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y
13.	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y
14.	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	46.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00

8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	46.00
8.10	Annual Total Hours - Main Library	2,392.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,392.00

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID–19 pandemic. Report all information in Part 8A from January 1, 2022 to December 31, 2022.

CV1	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	No
CV2	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	No
CV3	Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?	Yes
CV4	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?	No
CV5	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes
CV6	Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?	Yes
CV7	Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	No

CV8	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	No
CV9	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	0

9. SERVICE OUTLET INFORMATION

Please Note: last year's answers for repeating groups cannot be displayed.

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking a link to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1.	Outlet Name	Castleton Public Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	85 South Main Street
4.	Outlet Street Address Status	00 (for no change)
5.	City	Castleton
6.	Zip Code	12033
7.	Phone (enter 10 digits only)	(518) 732-0879
8.	Fax Number (enter 10 digits only)	(518) 732-0835
9.	E-mail Address	director@castletonpubliclibrary.org
10.	Outlet URL	www.castletonpubliclibrary.org
11.	County	Rensselaer
12.	School District	Schodack Central School District

13. Library System	Upper Hudson Library System
14. Outlet Type Code (select one):	CE
15. Public Service Hours Per Year for This Outlet	2,392
16. Number of Weeks This Outlet is Open	52
16a Number of weeks an outlet closed due to COVID-19	0
16b Number of weeks an outlet had limited occupancy due to COVID-19	0
17. Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18. Is the meeting space available for public use even when the outlet is closed?	N
19. Total number of non-library sponsored programs, meetings and/or events at this outlet	16
20. Enter the appropriate outlet code (select one):	LRF
21. Who owns this outlet building?	Village
22. Who owns the land on which this outlet is built?	Village
23. Indicate the year this outlet was initially constructed	1866
24. Indicate the year this outlet underwent a major renovation costing $25,000 or more	2019
25. Square footage of the outlet	1,222
26. Number of Internet Computers Used by General Public	4
27. Number of uses (sessions) of public Internet computers per year	159
27a Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28. Type of connection on the outlet's public Internet computers	Cable
29. Maximum download speed of connection on the outlet's public Internet computers	8 Greater than or equal to 15 mbps and less than 25 mbps

30.	Maximum upload speed of connection on the outlet's public Internet computers	4 Greater than or equal to 1.5 mbps and less than 3 mbps
31.	Internet Provider	Spectrum/Time Warner Cable
32.	WiFi Access	No restrictions to access
33.	Wireless Sessions	7,342
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	N
36.	Does your **outlet** have a Makerspace?	N
37.	*LIBID*	8400491135
38.	*FSCSID*	NY0711
39.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
40.	*Outlet Structure Status*	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2022. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2022 to December 31, 2022)	11

NUMBER OF TRUSTEES AND TERMS

10.2	Does your library have a range of trustees stated in the library's charter documents (incorporation)?	Yes
10.3	If yes, what is the range?	5-15
10.4	If your library has a range, how many voting positions are stated in the library's current by-laws?	7

10.6	Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.	Yes
10.7	If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)?	3 years

BOARD MEMBER SELECTION

10.8	Enter Board Member Selection Code (select one):	A - board members are appointed by municipality(ies)

List Officers and Board Members as of February 1, 2023. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.9	First Name	Shane
10.10	Last Name	Mitchum
10.11	Mailing Address	11 Hudson Street
10.12	City	Castleton
10.13	Zip Code (5 digits only)	12033
10.14	Phone (enter 10 digits only)	(646) 326-1886
10.15	E-mail Address	mitchumshane@gmail.com
10.16	Term Begins - Month	January
10.17	Term Begins - Year (yyyy)	2023
10.18	Term Expires - Month	December
10.19	Term Expires - Year (yyyy)	2025
10.20	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
10.21	The date the Oath of Office was taken (mm/dd/yyyy)	01/09/2023
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/09/2023

10.23	Is this a brand new trustee?	N

Please Note: last year's answers for repeating groups cannot be displayed.

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (but do not include the Board President—this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here. Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to collectconnect@baker-taylor.com.

1.	Status	Filled
2.	First Name of Board Member	Patrick
3.	Last Name of Board Member	Cartwright
4.	Mailing Address	890 Stony Point Rd.
5.	City	Castleton
6.	Zip Code (5 digits only)	12033
7.	E-mail address	golfcartwrights@aol.com
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2022
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2024
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/03/2022
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/03/2022
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Meghan
3.	Last Name of Board Member	Johnston

4.	Mailing Address	18 Chestnut St.
5.	City	Castleton
6.	Zip Code (5 digits only)	12033
7.	E-mail address	meghan.johnston.llc@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2023
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2025
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/17/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/17/2023
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Kate
3.	Last Name of Board Member	Bielawa
4.	Mailing Address	8 Lynch Ave.
5.	City	Castleton
6.	Zip Code (5 digits only)	12033
7.	E-mail address	katebielawa150@yahoo.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2022
11.	Term Expires	December

12.	Term Expires - Year (yyyy)	2023
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No
14.	The date the Oath of Office (mm/dd/yyyy) was taken	02/14/2022
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/14/2022
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Colin
3.	Last Name of Board Member	Strainge
4.	Mailing Address	570 River Rd.
5.	City	Schodack Landing
6.	Zip Code (5 digits only)	12156
7.	E-mail address	straingefamily@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2022
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2024
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/04/2022

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/04/2022
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Laurie
3.	Last Name of Board Member	Knaack
4.	Mailing Address	29 Van Buren Ave.
5.	City	Castleton
6.	Zip Code (5 digits only)	12033
7.	E-mail address	laurieknaack@gmail.com
8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2022
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2024
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	12/21/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	12/21/2021
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Alyssa
3.	Last Name of Board Member	Mitchum
4.	Mailing Address	11 Hudson Ave.
5.	City	Castleton
6.	Zip Code (5 digits only)	12033

7.	E-mail address	alyssajunemitchum@gmail.com
8.	Office Held or Trustee	Financial Officer
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2021
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2023
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/13/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/13/2021
16.	Is this a brand new trustee?	N

Trustee Education

Please Note: last year's answers for repeating groups cannot be displayed.

Complete one record for each person serving as a trustee as of December 31, 2022. These trustees will not be exactly the same as the trustees listed in the section above.

1.	Trustee Name	Shane Mitchum
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	N
1.	Trustee Name	Patrick Cartwright
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	N
1.	Trustee Name	Alyssa Mitchum
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	N
1.	Trustee Name	Laurie Knaack
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	N

1.	Trustee Name	Colin Strainge
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	Y
1.	Trustee Name	Kate Bielawa
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	Y

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

LOCAL PUBLIC FUNDS
Specify by name the municipalities or school districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Source of Funds	Town
2.	Name of funding County, Municipality or School District	Town of Schodack
3.	Amount	$159,260
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	Y
1.	Source of Funds	Village
2.	Name of funding County, Municipality or School District	Village of Castleton-on-Hudson
3.	Amount	$14,000
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
1.	Source of Funds	County

2.	Name of funding County, Municipality or School District	Rensselaer County
3.	Amount	$3,325
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	Y
11.2	**TOTAL LOCAL PUBLIC FUNDS**	$176,585

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$1,429
11.4	Record all Central Library Services Aid monies received from system headquarters	$0
11.5	Additional State Aid received from the System	$0
11.6	Federal Aid received from the System	$0
11.7	Other Cash Grants	$0
11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$1,429

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	$2,149

Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	$0
11.11	Other Federal Aid	$0
11.12	**TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11)	$0
11.13	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$0

OTHER RECEIPTS

11.14	Gifts and Endowments	$10,436

11.15	Fund Raising	$0
11.16	Income from Investments	$51
11.17	Library Charges	$277
11.18	Other	$0
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$10,764
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$190,927
11.21	**BUDGET LOANS**	$0

Transfers/Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	$0
11.23	From Other Funds	$0
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 12.39 of previous year if fiscal year has not changed)	$153,071
11.26	**GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	$343,998

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	$81,785
12.2	Other Staff	$41,491
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$123,276
12.4	**Employee Benefits Expenditures**	$25,211
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$148,487

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$9,599
12.7	Electronic Materials Expenditures	$5,909
12.8	Other Materials Expenditures	$5,077
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$20,585

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	$5,280
12.11	From Other Funds (71OF)	$0
12.12	**Total Capital Expenditures** (Add Questions 12.10 and 12.11)	$5,280

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	$0
12.14	From Other Funds (72OF)	$0
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$0
12.16	Other Disbursements for Operation & Maintenance of Buildings	$0

12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$0

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$839
12.19	Telecommunications	$1,146
12.20	Postage and Freight	$248
12.21	Professional & Consultant Fees	$1,896
12.22	Equipment	$2,366
12.23	Other Miscellaneous	$8,741
12.24	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	$15,236

Contracts/Debt Service/Transfers/Grand Total

12.25	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$3,912

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	$0
12.27	From Other Funds (73OF)	$0
12.28	**Total** (Add Questions 12.26 and 12.27)	$0

Other Loans

12.29	Budget Loans (Principal and Interest)	$0
12.30	Short-Term Loans	$0
12.31	**Total Debt Service** (Add Questions 12.28, 12.29 and 12.30)	$0

12.32	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	$193,500

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	$0
12.34	From Other Funds (76OF)	$0
12.35	**Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8)	$0
12.36	**Transfer to Other Funds**	$0
12.37	**TOTAL TRANSFERS** (Add Questions 12.35 and 12.36)	$0
12.38	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37)	$193,500
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2022	$150,498
12.40	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)	$343,998

ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	02/21/2023

FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	02/23/2022
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2022-12/31/2022
12.44	Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

12.45	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	N

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	$0
13.2	All Other Revenues from Local Sources	$0
13.3	**Total Revenues from Local Sources** (Add Questions 13.1 and 13.2)	$0

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	$0
13.5	Other State Aid	$0
13.6	**Total State Aid** (Add Questions 13.4 and 13.5)	$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7	**TOTAL FEDERAL AID**	$0

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	$0
13.9	**TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)	$0
13.10	**NON-REVENUE RECEIPTS**	$0
13.11	**TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)	$0
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 14.11 of previous year, if fiscal year has not changed)	$0
13.13	**TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12)	$0

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1	Construction	$0
14.2	Incidental Construction	$0

Other Disbursements

14.3	Purchase of Buildings	$0
14.4	Interest	$0
14.5	Collection Expenditures	$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	$0
14.7	**TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)	$0
14.8	**TRANSFER TO OPERATING FUND** (Same as Question 11.22)	$0
14.9	**NON-PROJECT EXPENDITURES**	$0
14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$0
14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2022	$0
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$0

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.
Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	1.50
16.2	Total Librarians	1.50

16.3	All Other Paid Staff	1.53
16.4	Total Paid Employees	3.03
16.5	State Government Revenue	$3,578
16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$10,764
16.8	Total Operating Revenue	$190,927
16.9	Other Operating Expenditures	$19,148
16.10	Total Operating Expenditures	$188,220
16.11	Total Capital Expenditures	$5,280
16.12	Print Materials	8,009
16.12a	Total Physical Items in Collection	9,674
16.13	Total Registered Borrowers	1,086
16.14	Other Capital Revenue and Receipts	$0
16.15	Number of Internet Computers Used by General Public	4
16.16	Total Uses (sessions) of Public Internet Computers Per Year	159
16.17	Wireless Sessions	7,342
16.18	Total Capital Revenue	$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	8400491135
17.2	*Interlibrary Relationship Code*	ME
17.3	*Legal Basis Code*	CI
17.4	*Administrative Structure Code*	SO
17.5	*FSCS Public Library Definition*	Y
17.6	*Geographic Code*	PL1
17.7	*FSCS ID*	NY0711
17.8	*SED CODE*	800000056507
17.9	*INSTITUTION ID*	800000056507

SUGGESTED IMPROVEMENTS

Library Name:	CASTLETON PUBLIC LIBRARY
Library System:	Upper Hudson Library System
Name of Person Completing Form:	Melissa Tacke
Phone Number:	(518) 732-0879
I am satisfied that this resource (Collect) is meeting library needs:	Agree
Applying this resource (Collect) will help improve library services to the public:	Agree
Please share with us your suggestions for improving the *Annual Report.* When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	

All Numbers in This Report
Have Been Rounded To
The Nearest Dollar

ANNUAL FINANCIAL REPORT

UPDATE DOCUMENT

For The

SPU - LIBRARY of Castleton Public Library

County of Rensselaer

For the Fiscal Year Ended 12/31/2022

****

AUTHORIZATION

ARTICLE 3, SECTION 30 of the GENERAL MUNICPAL LAW:

1. ***Every Municipal Corporation *** shall annually make a report of its financial condition to the Comptroller. Such report shall be made by the Chief Fiscal Officer of such Municipal Corporation ***

5. All reports shall be certified by the officer making the same and shall be filed with the Comptroller *** It shall be the duty of the incumbent officer at the time such reports are required to be filed with the Comptroller to file such report ***

State of NEW YORK
Office of The State Comptroller
Division of Local Government and School Accountability
Albany, New York 12236

SPU - LIBRARY OF Castleton Public Library

*** FINANCIAL SECTION ***

Financial Information for the following funds and account groups are included in the Annual Financial Report filed by your government for the fiscal year ended 2021 and has been used by the OSC as the basis for preparing this update document for the fiscal year ended 2022:

(A) GENERAL

All amounts included in this update document for 2021 represent data filed by your government with OSC as reviewed and adjusted where necessary.

*** SUPPLEMENTAL SECTION ***

The Supplemental Section includes the following sections:

1) Statement of Indebtedness
2) Schedule of Time Deposits and Investments
3) Bank Reconciliation
4) Local Government Questionnaire
5) Schedule of Employee and Retiree Benefits
6) Schedule of Energy Costs and Consumption

All numbers in this report will be rounded to the nearest dollar.

(A) GENERAL

Balance Sheet

Code Description	2021	EdpCode	2022
Assets			
Cash	148,021	A200	145,448
Petty Cash	50	A210	50
TOTAL Cash	**148,071**		**145,498**
Due From Other Governments	5,000	A440	5,000
TOTAL Due From Other Governments	**5,000**		**5,000**
TOTAL Assets and Deferred Outflows of Resources	**153,071**		**150,498**

(A) GENERAL

Balance Sheet

Code Description	2021	EdpCode	2022
Fund Balance			
Assigned Appropriated Fund Balance	12,650	A914	10,645
TOTAL Assigned Fund Balance	**12,650**		**10,645**
Unassigned Fund Balance	140,421	A917	139,853
TOTAL Unassigned Fund Balance	**140,421**		**139,853**
TOTAL Fund Balance	**153,071**		**150,498**
TOTAL Liabilities, Deferred Inflows And Fund Balance	**153,071**		**150,498**

(A) GENERAL

Results of Operation

Code Description	2021	EdpCode	2022
Revenues			
Library Charges	345	A2082	277
TOTAL Departmental Income	**345**		**277**
Library Services, Other Govts	164,111	A2360	176,585
TOTAL Intergovernmental Charges	**164,111**		**176,585**
Interest And Earnings	32	A2401	51
TOTAL Use of Money And Property	**32**		**51**
Gifts And Donations	11,211	A2705	9,186
Library System Grant	3,918	A2760	4,828
TOTAL Miscellaneous Local Sources	**15,129**		**14,014**
TOTAL Revenues	**179,617**		**190,927**
TOTAL Detail Revenues And Other Sources	**179,617**		**190,927**

(A) GENERAL

Results of Operation

Code Description	2021	EdpCode	2022
Expenditures			
Library, Pers Serv	108,835	A74101	123,276
Library, Equip & Cap Outlay		A74102	5,280
Library, Contr Expend	36,625	A74104	39,734
TOTAL Library	**145,460**		**168,290**
TOTAL Culture And Recreation	**145,460**		**168,290**
State Retirement System		A90108	6,774
Social Security, Employer Cont	8,262	A90308	9,362
Worker's Compensation, Empl Bnfts	529	A90408	614
Disability Insurance, Empl Bnfts	468	A90558	379
Hospital & Medical (dental) Ins, Empl Bnft	7,902	A90608	8,082
TOTAL Employee Benefits	**17,161**		**25,211**
TOTAL Expenditures	**162,621**		**193,501**
TOTAL Detail Expenditures And Other Uses	**162,621**		**193,501**

(A) GENERAL

Analysis of Changes in Fund Balance

Code Description	2021	EdpCode	2022
Analysis of Changes in Fund Balance			
Fund Balance - Beginning of Year	**136,075**	**A8021**	**153,071**
Restated Fund Balance - Beg of Year	**136,075**	**A8022**	**153,071**
ADD - REVENUES AND OTHER SOURCES	179,617		190,927
DEDUCT - EXPENDITURES AND OTHER USES	162,621		193,501
Fund Balance - End of Year	**153,071**	**A8029**	**150,497**

(A) GENERAL

Budget Summary

Code Description	2022	EdpCode	2023
Estimated Revenues			
Est Rev - Departmental Income	240	A1299N	0
Est Rev - Intergovernmental Charges	176,588	A2399N	193,325
Est Rev - Use of Money And Property	6,824	A2499N	30
Est Rev - Miscellaneous Local Sources	4,279	A2799N	9,435
TOTAL Estimated Revenues	**187,931**		**202,790**
Appropriated Fund Balance	12,650	A599N	10,645
TOTAL Estimated Other Sources	**12,650**		**10,645**
TOTAL Estimated Revenues And Other Sources	**200,581**		**213,435**

(A) GENERAL

Budget Summary

Code Description	2022	EdpCode	2023
Appropriations			
App - Culture And Recreation	190,521	A7999N	183,110
App - Employee Benefits	10,060	A9199N	30,325
TOTAL Appropriations	**200,581**		**213,435**
TOTAL Appropriations And Other Uses	**200,581**		**213,435**

Castleton Public Library
Statement of Indebtedness
For the Fiscal Year Ending 2022

First Year	Debt Code	Description	Cops Flag	Comp Flag	Date of Issue	Date of Maturity	Int. Rate	Var?	Amt. Orig. Issued	O/S Beg. of Year	Paid Dur. Year	Redeemed Bond Proc.	Prior Yr. Adjust.	Accreted Interest	O/S End of Year

Castleton Public Library
Schedule of Time Deposits and Investments
For the Fiscal Year Ending 2022

	EDP Code	Amount
CASH:		
On Hand	9Z2001	
Demand Deposits	9Z2011	$26,105.00
Time Deposits	9Z2021	$119,342.00
Total		$145,447.00
COLLATERAL:		
- FDIC Insurance	9Z2014	$250,000.00
Collateralized with securities held in possession of municipality or its agent	9Z2014A	
Total		$250,000.00
INVESTMENTS:		
- Securities (450)		
Book Value (cost)	9Z4501	
Market Value at Balance Sheet Date	9Z4502	
Collateralized with securities held in possession of municipality or its agent	9Z4504A	
- Repurchase Agreements (451)		
Book Value (cost)	9Z4511	
Market Value at Balance Sheet Date	9Z4512	
Collateralized with securities held in possession of municipality or its agent	9Z4514A	

Castleton Public Library
Bank Reconciliation
For the Fiscal Year Ending 2022

Include All Checking, Savings and C.D. Accounts

Bank Account Number	Bank Balance	Add: Deposit In Transit	Less: Outstanding Checks	Adjusted Bank Balance
*****-00.1	$119,342	$0	$0	$119,342
*****-00.2	$26,106	$0	$0	$26,106

Total Adjusted Bank Balance			$145,448
Petty Cash			$50.00
Adjustments			$.00
Total Cash	9ZCASH	*	$145,498
Total Cash Balance All Funds	9ZCASHB	*	$145,498

* Must be equal

Castleton Public Library
Local Government Questionnaire
For the Fiscal Year Ending 2022

		Response
1)	Does your municipality have a written procurement policy?	Yes
2)	Have the financial statements for your municipality been independently audited?	No
	If not, are you planning on having an audit conducted?	No
3)	Does your local government participate in an insurance pool with other local governments?	No
4)	Does your local government participate in an investment pool with other local governments?	No
5)	Does your municipality have a Length of Service Award Program (LOSAP) for volunteer firefighters?	No
6)	Does your municipality have a Capital Plan?	No
7)	Has your municipality prepared and documented a risk assessment plan?	Yes
	If yes, has your municipality used the results to design the system of internal controls?	Yes
8)	Have you had a change in chief executive or chief fiscal officer during the last year?	No
9)	Has your Local Government adopted an investment policy as required by General Municipal Law, Section 39?	Yes

Castleton Public Library
Employee and Retiree Benefits
For the Fiscal Year Ending 2022

	Total Full Time Employees:				
	Total Part Time Employees:				
Account Code	**Description**	**Total Expenditures (All Funds)**	**# of Full Time Employees**	**# of Part Time Employees**	**# of Retirees**
90108	State Retirement System	$6,774.00			
90158	Police and Fire Retirement				
90258	Local Pension Fund				
90308	Social Security	$9,362.00			
90408	Worker's Compensation Insurance	$614.00			
90458	Life Insurance				
90508	Unemployment Insurance				
90558	Disability Insurance	$379.00			
90608	Hospital and Medical (Dental) Insurance	$8,082.00			
90708	Union Welfare Benefits				
90858	Supplemental Benefit Payment to Disabled Fire Fighters				
91890	Other Employee Benefits				
	Total	**$25,211.00**			
	Computed Total From Financial Section (comparative purposes only)	**$25,211.00**			

Castleton Public Library
Energy Costs and Consumption
For the Fiscal Year Ending 2022

Energy Type	Total Expenditures	Total Volume	Units Of Measure	Alternative Units Of Measure
Gasoline			gallons	
Diesel Fuel			gallons	
Fuel Oil			gallons	
Natural Gas			cubic feet	
Electricity			kilowatt-hours	
Coal			tons	
Propane			gallons	

DEMOGRAPHICS

Postal or Mailing Address:

85 S Main Street	Castleton	NY	12033
Street Address or PO Box	City	State	Zip

(518) 732-0859	(518) 732-0835
Official Telephone Number	Official Fax Number
	castletonpubliclibrary.org
Official Email Address	Website

Physical Address: (If Different From Postal Address)

Street Address	City	State	Zip

CHIEF FISCAL OFFICER

Alyssa Mitchum	Treasurer
Name	Title

85 S Main Street	Castleton	NY	12033
Street Address or PO Box	City	State	Zip

(518) 732-0859	(518) 732-0835
Telephone Number	Fax Number

Email Address

I, Alyssa Mitchum hereby certify that I am the Chief Fiscal Officer of the Castleton Public Library, and that the information provided in the annual financial report of the Castleton Public Library, for the fiscal year ended 12/31/2022, is true and correct to the best of my knowledge and belief. By entering the personal identification number assigned by the Office of the State Comptroller to me as the Chief Fiscal Officer of the Castleton Public Library, and adopted by me as my signature for use in conjunction with the filing of the Castleton Public Library's annual financial report, I am evidencing my express intent to authenticate my certification of the Castleton Public Library's annual financial report report for the fiscal year ended 12/31/2022 and filed by means of electronic data transmission.

William Adams	********	01/13/2023
Name of Report Preparer if different than Chief Fiscal Officer	Personal Identification Number of Chief Fiscal Officer	Date

Castleton Public Library Board of Trustees Meeting

Tuesday, January 17, 2023 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:08pm.

Roll Call

Present (Physical): Shane Mitchum, President; Alyssa Mitchum, Treasurer; Kate Bielawa, Trustee; Colin Strainge, Trustee; Meghan Johnston, Trustee.
Present (Zoom): Melissa Tacke, Library Director; Patrick Cartwright, Vice President.
Absent: Laurie Knaack, Secretary.

Adoption of Agenda

The adoption of the agenda was motioned by Trustee Cartwright and seconded by Trustee Strainge. Unanimously approved.

Public Comment

None.

New Business

Election of officers: The adoption of the 2023 Election of officers was motioned by Trustee Cartwright and seconded by Trustee Strainge. Unanimously approved.
Committee Assignments: All board members will remain on the same committee assignments. Trustee Johnston selected Library Space and will notify Director Tacke by the next board meeting of her second selection.
UHLAN Agreement: The adoption of the 2023 UHLAN Agreement was motioned by Trustee Cartwright and seconded by Trustee Strainge. Unanimously approved.

Old Business

Board self evaluations: President Mitchum received all Director and Self Evaluations for the 2022 year. Areas to call out for improvement were noted as:

- Board Members representing the library to the community. Suggestions were to get back on track with Schodack Town Board Meetings in addition to board members taking turns sitting in at the school board meetings.
- Regularly scheduled Committee Meetings
- Library Space and Front Lawn
- Continuing Education
- Community Involvement

Corrections to the 2022 Revised Budget: Corrections regarding the grant income line. The adoption of the 2022 Revised Budget was motioned by Trustee Cartwright and seconded by Trustee Strainge. Unanimously approved.

Long-range planning: We have received 160 online public survey responses. Postcards went out the previous week of the January board meeting. Upper Hudson is going to hold a focus group on our behalf

in February. Director Tacke asked for assistance in identifying anyone who is not a library user to suggest for this focus group.

Library word-of-mouth advertising: Director Tacke shared the events that are taking place during the month of February and highlighted all of the in person events during the February school break.

Presidents Report: None

Secretary's Report:
Trustee Cartwright motioned to approve the December 2022 meeting minutes. Seconded by Trustee Strainge. Unanimously approved.

Treasurer's Report:
Trustee Cartwright motioned to approve the December 2022 Check Detail Reports. Seconded by Trustee Strainge. Unanimously approved.

Director's Report:
Director Tacke presented the Comparative Statistics for 2022. We are not quite back to 2019 numbers however there has been a significant increase from 2021. Director Tacke noted the library card holders had an artificial inflation in 2020 and 2021 due expired cards being renewed systemwide in that time period.

Friends Report:
Friends of Library meeting taking place January 17th to discuss what fundraisers they will have for the 2023 year.

Committee Reports:

Finance: No report.
Administrative: No reports.
Operations/Capital Projects: Did not meet.
Policy: Did not meet.
Sustainable Funding: Rescheduling meeting. Director Tacke shared an infographic with President Mitchum and Trustee Mitchum and will share with the board at the February meeting.
Library Space: Did not meet.
Community Outreach and Visibility: Did not meet.

Announcements: None

Public Comment: None

Executive Session: None

Adjournment:
The meeting was adjourned at 7:36pm.

The Castleton Public Library
Check Detail
January 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**01/03/2023**	**Google LLC**	**200.2 · Citizens Checking Account**		**-18.00**
Bill	4632136134	01/03/2023		7410.4C · Equipment/Technology	-18.00	18.00
TOTAL					-18.00	18.00
Bill Pmt -Check	**DEBIT**	**01/05/2023**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-37.92**
Bill	1112250534...	01/02/2023		74104B1 · DVDs & Other Materials	-37.92	37.92
TOTAL					-37.92	37.92
Bill Pmt -Check	**DEBIT**	**01/05/2023**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-66.54**
Bill	1118939440...	01/02/2023		74104B1 · DVDs & Other Materials	-35.95	35.95
				7410.4D · Programs	-12.97	12.97
				7410.4F · Office and Library Supplies	-17.62	17.62
TOTAL					-66.54	66.54
Bill Pmt -Check	**DEBIT**	**01/09/2023**	**USPS**	**200.2 · Citizens Checking Account**		**-3.32**
Bill		01/09/2023		7410.4G · Postage	-3.32	3.32
TOTAL					-3.32	3.32
Bill Pmt -Check	**DEBIT**	**01/10/2023**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-77.99**
Bill	1115832818...	01/06/2023		7410.4F · Office and Library Supplies	-77.99	77.99
TOTAL					-77.99	77.99
Bill Pmt -Check	**DEBIT**	**01/10/2023**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-17.96**
Bill	1114194021...	01/06/2023		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96
Bill Pmt -Check	**DEBIT**	**01/16/2023**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-32.92**
Bill	1112250534...	01/16/2023		74104B1 · DVDs & Other Materials	-32.92	32.92
TOTAL					-32.92	32.92
Bill Pmt -Check	**DEBIT**	**01/17/2023**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-139.00**
Bill	D012288982...	01/17/2023		7410.4B · Library Materials	-139.00	139.00
TOTAL					-139.00	139.00
Bill Pmt -Check	**DEBIT**	**01/24/2023**	**USPS**	**200.2 · Citizens Checking Account**		**-7.60**
Bill		01/24/2023		7410.4G · Postage	-7.60	7.60
TOTAL					-7.60	7.60
Bill Pmt -Check	**DEBIT**	**01/24/2023**	**Staples**	**200.2 · Citizens Checking Account**		**-35.63**
Bill		01/24/2023		7410.4F · Office and Library Supplies	-35.63	35.63
TOTAL					-35.63	35.63

The Castleton Public Library
Check Detail
January 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**01/24/2023**	**Target**	**200.2 · Citizens Checking Account**		**-68.54**
Bill		01/24/2023		7410.4F · Office and Library Supplies	-11.18	11.18
				7410.4D · Programs	-57.36	57.36
TOTAL					-68.54	68.54
Bill Pmt -Check	**DEBIT**	**01/27/2023**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-57.66**
Bill	1114409721...	01/26/2023		7410.4D · Programs	-57.66	57.66
TOTAL					-57.66	57.66
Bill Pmt -Check	**3076**	**01/09/2023**	**U.S. Postmaster**	**200.2 · Citizens Checking Account**		**-528.58**
Bill		01/09/2023		7410.4L · Strategic Planning - Survey	-528.58	528.58
TOTAL					-528.58	528.58
Bill Pmt -Check	**3077**	**01/09/2023**	**UHLS**	**200.2 · Citizens Checking Account**		**-998.00**
Bill	23-007	01/05/2023		7410.4E · Automated Services	-998.00	998.00
TOTAL					-998.00	998.00
Bill Pmt -Check	**3078**	**01/09/2023**	**UHLS**	**200.2 · Citizens Checking Account**		**-907.39**
Bill	23-049	01/05/2023		74104B2 · Electronic Content	-907.39	907.39
TOTAL					-907.39	907.39
Bill Pmt -Check	**3079**	**01/09/2023**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-4,757.02**
Bill	84469	01/02/2023		7410.1A · Gross wages - Director	-2,279.69	2,279.69
				7410.1B · Gross wages - Librarian	-812.52	812.52
				7410.1C · Gross wages - Assistant	-1,329.25	1,329.25
				9030.8 · Social Security/Medicare	-335.56	335.56
TOTAL					-4,757.02	4,757.02
Bill Pmt -Check	**3080**	**01/09/2023**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-709.33**
Bill	84470	01/05/2023		9060.8 · Health Insurance	-709.33	709.33
TOTAL					-709.33	709.33
Bill Pmt -Check	**3081**	**01/24/2023**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-5,276.87**
Bill	84471	01/17/2023		7410.1A · Gross wages - Director	-2,423.07	2,423.07
				7410.1B · Gross wages - Librarian	-905.19	905.19
				7410.1C · Gross wages - Assistant	-1,576.10	1,576.10
				9030.8 · Social Security/Medicare	-372.51	372.51
TOTAL					-5,276.87	5,276.87
Bill Pmt -Check	**3082**	**01/24/2023**	**Nielsen Direct, Inc.**	**200.2 · Citizens Checking Account**		**-625.00**
Bill	949559	01/05/2023		7410.4L · Strategic Planning - Survey	-625.00	625.00
TOTAL					-625.00	625.00

The Castleton Public Library
Check Detail
January 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**3083**	**01/23/2023**	**Charter Commun...**	**200.2 · Citizens Checking Account**		**-96.48**
Bill	1443984010...	01/07/2023		7410.4H · Telephone/Data Links	-96.48	96.48
TOTAL					-96.48	96.48
Bill Pmt -Check	**3084**	**01/24/2023**	**UHLS**	**200.2 · Citizens Checking Account**		**-288.06**
Bill	23-074	01/10/2023		74104B2 · Electronic Content	-288.06	288.06
TOTAL					-288.06	288.06
Bill Pmt -Check	**3085**	**01/24/2023**	**OverDrive**	**200.2 · Citizens Checking Account**		**-304.99**
Bill	01080CO23...	01/10/2023		74104B2 · Electronic Content	-304.99	304.99
TOTAL					-304.99	304.99
Bill Pmt -Check	**3086**	**01/23/2023**	**William C. Adams**	**200.2 · Citizens Checking Account**		**-105.00**
Bill		01/20/2023		7410.4J · Professional Services	-105.00	105.00
TOTAL					-105.00	105.00
Bill Pmt -Check	**3087**	**01/24/2023**	**Joelle Adler**	**200.2 · Citizens Checking Account**		**-17.75**
Bill		01/18/2023		7410.4D · Programs	-17.75	17.75
TOTAL					-17.75	17.75
Bill Pmt -Check	**3088**	**01/24/2023**	**Brodart**	**200.2 · Citizens Checking Account**		**-942.71**
Bill	MULTIPLE	01/23/2023		74104B3 · Print Materials	-942.71	942.71
TOTAL					-942.71	942.71
Bill Pmt -Check	**3089**	**01/26/2023**	**Destroyer Escort ...**	**200.2 · Citizens Checking Account**		**-75.00**
Bill		01/26/2023		74104B6 · Museum Passes	-75.00	75.00
TOTAL					-75.00	75.00
Bill Pmt -Check	**3090**	**01/30/2023**	**T-Mobile**	**200.2 · Citizens Checking Account**		**-119.44**
Bill		01/24/2023		7410.4C · Equipment/Technology	-29.86	29.86
				7410.4B · Library Materials	-89.58	89.58
TOTAL					-119.44	119.44

The Castleton Public Library
Reconciliation Summary
200.1 · Citizens Money Market, Period Ending 01/31/2023

	Jan 31, 23	
Beginning Balance		119,342.25
Cleared Transactions		
Checks and Payments - 1 item	-15,000.00	
Deposits and Credits - 2 items	25,081.49	
Total Cleared Transactions	10,081.49	
Cleared Balance		**129,423.74**
Register Balance as of 01/31/2023		129,423.74
Ending Balance		129,423.74

The Castleton Public Library
Reconciliation Detail
200.1 · Citizens Money Market, Period Ending 01/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						119,342.25
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	01/31/2023			X	-15,000.00	-15,000.00
Total Checks and Payments					-15,000.00	-15,000.00
Deposits and Credits - 2 items						
Deposit	01/26/2023			X	25,055.39	25,055.39
Deposit	01/31/2023			X	26.10	25,081.49
Total Deposits and Credits					25,081.49	25,081.49
Total Cleared Transactions					10,081.49	10,081.49
Cleared Balance					10,081.49	129,423.74
Register Balance as of 01/31/2023					10,081.49	129,423.74
Ending Balance					**10,081.49**	**129,423.74**

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 01/31/2023

	Jan 31, 23	
Beginning Balance		26,498.41
Cleared Transactions		
Checks and Payments - 22 items	-10,200.46	
Deposits and Credits - 1 item	15,000.00	
Total Cleared Transactions	4,799.54	
Cleared Balance		**31,297.95**
Uncleared Transactions		
Checks and Payments - 7 items	-6,507.12	
Total Uncleared Transactions	-6,507.12	
Register Balance as of 01/31/2023		**24,790.83**
Ending Balance		24,790.83

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 01/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						26,498.41
Cleared Transactions						
Checks and Payments - 22 items						
Bill Pmt -Check	12/30/2022	3075	Brodart	X	-273.44	-273.44
Bill Pmt -Check	12/30/2022	3074	T-Mobile	X	-119.44	-392.88
Bill Pmt -Check	01/03/2023	DEBIT	Google LLC	X	-18.00	-410.88
Bill Pmt -Check	01/05/2023	DEBIT	Amazon LLC	X	-66.54	-477.42
Bill Pmt -Check	01/05/2023	DEBIT	Amazon LLC	X	-37.92	-515.34
Bill Pmt -Check	01/09/2023	3079	Village of Castleton-...	X	-4,757.02	-5,272.36
Bill Pmt -Check	01/09/2023	3077	UHLS	X	-998.00	-6,270.36
Bill Pmt -Check	01/09/2023	3078	UHLS	X	-907.39	-7,177.75
Bill Pmt -Check	01/09/2023	3080	Village of Castleton-...	X	-709.33	-7,887.08
Bill Pmt -Check	01/09/2023	3076	U.S. Postmaster	X	-528.58	-8,415.66
Bill Pmt -Check	01/09/2023	DEBIT	USPS	X	-3.32	-8,418.98
Bill Pmt -Check	01/10/2023	DEBIT	Amazon LLC	X	-77.99	-8,496.97
Bill Pmt -Check	01/10/2023	DEBIT	Amazon LLC	X	-17.96	-8,514.93
Bill Pmt -Check	01/16/2023	DEBIT	Amazon LLC	X	-32.92	-8,547.85
Bill Pmt -Check	01/17/2023	DEBIT	Amazon LLC	X	-139.00	-8,686.85
Bill Pmt -Check	01/23/2023	3083	Charter Communicat...	X	-96.48	-8,783.33
Bill Pmt -Check	01/24/2023	3088	Brodart	X	-942.71	-9,726.04
Bill Pmt -Check	01/24/2023	3085	OverDrive	X	-304.99	-10,031.03
Bill Pmt -Check	01/24/2023	DEBIT	Target	X	-68.54	-10,099.57
Bill Pmt -Check	01/24/2023	DEBIT	Staples	X	-35.63	-10,135.20
Bill Pmt -Check	01/24/2023	DEBIT	USPS	X	-7.60	-10,142.80
Bill Pmt -Check	01/27/2023	DEBIT	Amazon LLC	X	-57.66	-10,200.46
Total Checks and Payments					-10,200.46	-10,200.46
Deposits and Credits - 1 item						
Transfer	01/31/2023			X	15,000.00	15,000.00
Total Deposits and Credits					15,000.00	15,000.00
Total Cleared Transactions					4,799.54	4,799.54
Cleared Balance					4,799.54	31,297.95
Uncleared Transactions						
Checks and Payments - 7 items						
Bill Pmt -Check	01/23/2023	3086	William C. Adams		-105.00	-105.00
Bill Pmt -Check	01/24/2023	3081	Village of Castleton-...		-5,276.87	-5,381.87
Bill Pmt -Check	01/24/2023	3082	Nielsen Direct, Inc.		-625.00	-6,006.87
Bill Pmt -Check	01/24/2023	3084	UHLS		-288.06	-6,294.93
Bill Pmt -Check	01/24/2023	3087	Joelle Adler		-17.75	-6,312.68
Bill Pmt -Check	01/26/2023	3089	Destroyer Escort His...		-75.00	-6,387.68
Bill Pmt -Check	01/30/2023	3090	T-Mobile		-119.44	-6,507.12
Total Checks and Payments					-6,507.12	-6,507.12
Total Uncleared Transactions					-6,507.12	-6,507.12
Register Balance as of 01/31/2023					-1,707.58	24,790.83
Ending Balance					**-1,707.58**	**24,790.83**

The Castleton Public Library
Profit & Loss
January 2023

	Jan 23	
Ordinary Income/Expense		
Income		
2082 · Library Charges		
2082.1 · Library Fines & Fees		
2082.11 · Fines	5.97	
2082.12 · Lost Books	23.97	
2082.13 · Copies, Prints and Faxes	20.00	
2082.14 · Register Overage/Shortage	0.00	
Total 2082.1 · Library Fines & Fees	49.94	
Total 2082 · Library Charges		49.94
2401 · Interest & Earnings		26.10
2705 · Gifts & Donations		5.45
2760 · Library System Grants		
2760.9 · Grants - Other	25,000.00	
Total 2760 · Library System Grants		25,000.00
Total Income		25,081.49
Gross Profit		25,081.49
Expense		
7410.1 · Personal Services		
7410.11 · Employee Gross Wages		
7410.1A · Gross wages - Director	4,702.76	
7410.1B · Gross wages - Librarian	1,717.71	
7410.1C · Gross wages - Assistant	2,905.35	
Total 7410.11 · Employee Gross Wages	9,325.82	
Total 7410.1 · Personal Services		9,325.82
7410.4 · Contractual Expenses		
7410.4B · Library Materials		
74104B6 · Museum Passes	75.00	
74104B3 · Print Materials	942.71	
74104B2 · Electronic Content	1,500.44	
74104B1 · DVDs & Other Materials	124.75	
7410.4B · Library Materials - Other	228.58	
Total 7410.4B · Library Materials	2,871.48	
7410.4C · Equipment/Technology	47.86	
7410.4D · Programs	145.74	
7410.41 · Operations and Administrative		
7410.4E · Automated Services	998.00	
7410.4G · Postage	10.92	
7410.4H · Telephone/Data Links	96.48	
7410.4F · Office and Library Supplies	142.42	
7410.4J · Professional Services	105.00	
Total 7410.41 · Operations and Administrative	1,352.82	
7410.4K · Miscellaneous		
7410.4L · Strategic Planning - Survey	1,153.58	
Total 7410.4K · Miscellaneous	1,153.58	
Total 7410.4 · Contractual Expenses		5,571.48

The Castleton Public Library
Profit & Loss
January 2023

	Jan 23
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	708.07
9060.8 · Health Insurance	709.33
Total 9000 · Employee - Benefits	1,417.40
Total Expense	16,314.70
Net Ordinary Income	8,766.79
Net Income	**8,766.79**

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through December 2023

	Jan - Dec 23	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	5.97	0.00	5.97	100.0%
2082.12 · Lost Books	23.97	0.00	23.97	100.0%
2082.13 · Copies, Prints and Faxes	20.00	0.00	20.00	100.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	49.94	0.00	49.94	100.0%
Total 2082 · Library Charges	49.94	0.00	49.94	100.0%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	0.00	176,000.00	-176,000.00	0.0%
2360.2 · Village of Castleton	0.00	14,000.00	-14,000.00	0.0%
2360.3 · Rensselaer County	0.00	3,325.00	-3,325.00	0.0%
Total 2360 · Intergovernmental Revenues	0.00	193,325.00	-193,325.00	0.0%
2401 · Interest & Earnings	26.10	30.00	-3.90	87.0%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	0.00	1,000.00	-1,000.00	0.0%
2705 · Gifts & Donations - Other	5.45	6,000.00	-5,994.55	0.1%
Total 2705 · Gifts & Donations	5.45	7,000.00	-6,994.55	0.1%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	0.00	0.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	0.00	1,435.00	-1,435.00	0.0%
2760.9 · Grants - Other	25,000.00	1,000.00	24,000.00	2,500.0%
Total 2760 · Library System Grants	25,000.00	2,435.00	22,565.00	1,026.7%
599 · Appropriated Fund Balance	0.00	10,645.00	-10,645.00	0.0%
Total Income	25,081.49	213,435.00	-188,353.51	11.8%
Gross Profit	25,081.49	213,435.00	-188,353.51	11.8%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	4,702.76	63,000.00	-58,297.24	7.5%
7410.1B · Gross wages - Librarian	1,717.71	24,140.00	-22,422.29	7.1%
7410.1C · Gross wages - Assistant	2,905.35	54,300.00	-51,394.65	5.4%
Total 7410.11 · Employee Gross Wages	9,325.82	141,440.00	-132,114.18	6.6%
Total 7410.1 · Personal Services	9,325.82	141,440.00	-132,114.18	6.6%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	0.00	0.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	0.00	0.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	75.00	1,680.00	-1,605.00	4.5%
74104B5 · Magazines and Newspapers	0.00	400.00	-400.00	0.0%
74104B4 · Audiobooks	0.00	0.00	0.00	0.0%
74104B3 · Print Materials	942.71	9,400.00	-8,457.29	10.0%
74104B2 · Electronic Content	1,500.44	6,270.00	-4,769.56	23.9%
74104B1 · DVDs & Other Materials	124.75	1,900.00	-1,775.25	6.6%
7410.4B · Library Materials - Other	228.58	1,220.00	-991.42	18.7%
Total 7410.4B · Library Materials	2,871.48	20,870.00	-17,998.52	13.8%
7410.4C · Equipment/Technology	47.86	1,450.00	-1,402.14	3.3%
7410.4D · Programs				
74104D1 · Summer Reading Program	0.00	4,250.00	-4,250.00	0.0%

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through December 2023

	Jan - Dec 23	Budget	$ Over Budget	% of Budget
7410.4D · Programs - Other	145.74	3,000.00	-2,854.26	4.9%
Total 7410.4D · Programs	145.74	7,250.00	-7,104.26	2.0%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	0.00	800.00	-800.00	0.0%
7410.4E · Automated Services	998.00	4,110.00	-3,112.00	24.3%
7410.4G · Postage	10.92	300.00	-289.08	3.6%
7410.4H · Telephone/Data Links	96.48	1,250.00	-1,153.52	7.7%
7410.4I · Insurance	0.00	2,575.00	-2,575.00	0.0%
7410.4F · Office and Library Supplies	142.42	1,300.00	-1,157.58	11.0%
7410.4J · Professional Services	105.00	480.00	-375.00	21.9%
Total 7410.41 · Operations and Administrati...	1,352.82	10,815.00	-9,462.18	12.5%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	1,153.58	1,260.00	-106.42	91.6%
7410.4K · Miscellaneous - Other	0.00	25.00	-25.00	0.0%
Total 7410.4K · Miscellaneous	1,153.58	1,285.00	-131.42	89.8%
Total 7410.4 · Contractual Expenses	5,571.48	41,670.00	-36,098.52	13.4%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	7,735.00	-7,735.00	0.0%
9030.8 · Social Security/Medicare	708.07	10,750.00	-10,041.93	6.6%
9040.8 · Workers Comp	0.00	900.00	-900.00	0.0%
9055.8 · Disability	0.00	500.00	-500.00	0.0%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	709.33	8,940.00	-8,230.67	7.9%
Total 9060.8 · Health Insurance	709.33	10,440.00	-9,730.67	6.8%
Total 9000 · Employee - Benefits	1,417.40	30,325.00	-28,907.60	4.7%
Total Expense	16,314.70	213,435.00	-197,120.30	7.6%
Net Ordinary Income	8,766.79	0.00	8,766.79	100.0%
Net Income	**8,766.79**	**0.00**	**8,766.79**	**100.0%**

The Castleton Public Library
Profit & Loss Forecast vs. Actual
January 2023

	Jan 23	Forecast	$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	5.97	0.00	5.97	100.0%
2082.12 · Lost Books	23.97	0.00	23.97	100.0%
2082.13 · Copies, Prints and Faxes	20.00	0.00	20.00	100.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	49.94	0.00	49.94	100.0%
Total 2082 · Library Charges	49.94	0.00	49.94	100.0%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	0.00	0.00	0.00	0.0%
2360.2 · Village of Castleton	0.00	0.00	0.00	0.0%
2360.3 · Rensselaer County	0.00	0.00	0.00	0.0%
Total 2360 · Intergovernmental Revenues	0.00	0.00	0.00	0.0%
2401 · Interest & Earnings	26.10	1.82	24.28	1,434.1%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	0.00	0.00	0.00	0.0%
2705 · Gifts & Donations - Other	5.45	0.00	5.45	100.0%
Total 2705 · Gifts & Donations	5.45	0.00	5.45	100.0%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	0.00	0.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	0.00	0.00	0.00	0.0%
2760.9 · Grants - Other	25,000.00	0.00	25,000.00	100.0%
Total 2760 · Library System Grants	25,000.00	0.00	25,000.00	100.0%
Total Income	25,081.49	1.82	25,079.67	1,378,103.8%
Gross Profit	25,081.49	1.82	25,079.67	1,378,103.8%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	4,702.76	4,388.11	314.65	107.2%
7410.1B · Gross wages - Librarian	1,717.71	1,673.73	43.98	102.6%
7410.1C · Gross wages - Assistant	2,905.35	1,706.50	1,198.85	170.3%
Total 7410.11 · Employee Gross Wages	9,325.82	7,768.34	1,557.48	120.0%
Total 7410.1 · Personal Services	9,325.82	7,768.34	1,557.48	120.0%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	0.00	0.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	0.00	0.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	75.00	0.00	75.00	100.0%
74104B5 · Magazines and Newspapers	0.00	0.00	0.00	0.0%
74104B3 · Print Materials	942.71	592.95	349.76	159.0%
74104B2 · Electronic Content	1,500.44	1,423.57	76.87	105.4%
74104B1 · DVDs & Other Materials	124.75	166.93	-42.18	74.7%
7410.4B · Library Materials - Other	228.58	208.58	20.00	109.6%
Total 7410.4B · Library Materials	2,871.48	2,392.03	479.45	120.0%
7410.4C · Equipment/Technology	47.86	42.60	5.26	112.3%
7410.4D · Programs				
74104D1 · Summer Reading Program	0.00	0.00	0.00	0.0%
7410.4D · Programs - Other	145.74	378.76	-233.02	38.5%
Total 7410.4D · Programs	145.74	378.76	-233.02	38.5%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	0.00	0.00	0.00	0.0%
7410.4E · Automated Services	998.00	978.09	19.91	102.0%
7410.4G · Postage	10.92	12.12	-1.20	90.1%
7410.4H · Telephone/Data Links	96.48	94.84	1.64	101.7%
7410.4I · Insurance	0.00	0.00	0.00	0.0%
7410.4F · Office and Library Supplies	142.42	119.21	23.21	119.5%
7410.4J · Professional Services	105.00	0.00	105.00	100.0%
Total 7410.41 · Operations and Administrative	1,352.82	1,204.26	148.56	112.3%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	1,153.58			
7410.4K · Miscellaneous - Other	0.00	21.48	-21.48	0.0%
Total 7410.4K · Miscellaneous	1,153.58	21.48	1,132.10	5,370.5%
Total 7410.4 · Contractual Expenses	5,571.48	4,039.13	1,532.35	137.9%

The Castleton Public Library
Profit & Loss Forecast vs. Actual
January 2023

	Jan 23	Forecast	$ Over Forecast	% of Forecast
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	0.00	0.00	0.0%
9030.8 · Social Security/Medicare	708.07	589.07	119.00	120.2%
9040.8 · Workers Comp	0.00	0.00	0.00	0.0%
9055.8 · Disability	0.00	0.00	0.00	0.0%
9060.8 · Health Insurance	709.33	0.00	709.33	100.0%
Total 9000 · Employee - Benefits	1,417.40	589.07	828.33	240.6%
Total Expense	16,314.70	12,396.54	3,918.16	131.6%
Net Ordinary Income	8,766.79	-12,394.72	21,161.51	-70.7%
Net Income	**8,766.79**	**-12,394.72**	**21,161.51**	**-70.7%**

The Castleton Public Library
Balance Sheet
As of January 31, 2023

	Jan 31, 23
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	129,423.74
200.2 · Citizens Checking Account	24,790.83
200.9 · Petty Cash	50.00
Total Checking/Savings	154,264.57
Other Current Assets	
395 · Deposits with Other Government	5,000.00
Total Other Current Assets	5,000.00
Total Current Assets	159,264.57
TOTAL ASSETS	**159,264.57**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
600 · Accounts Payable	-0.02
Total Accounts Payable	-0.02
Total Current Liabilities	-0.02
Total Liabilities	-0.02
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	145,424.80
Net Income	8,766.79
Total Equity	159,264.59
TOTAL LIABILITIES & EQUITY	**159,264.57**

Director's Report – January

January 2023 – Usage Statistics in Comparison

	Jan. 2023	Jan. 2022	% Change, 2022 vs. 2021	Jan. 2021	% Change, 2022 vs. 2020
Circulation					
Circulation of materials at CPL	1,836	1,499	+22.5%	1,364	+34.6%
Items loaned to other libraries	444	367	+21%	541	-17.9%
Items borrowed from other libraries	945	693	+36.4%	659	+43.4%
eContent circulation	694	612	+13.4%	732	-5.2%
Programming					
Number of programs offered	24	22	+9.1%	16	+50%
Program attendance – in-person	166	47	+253.2%	12	+1,283.3%
Program attendance – live virtual	N/A	32	N/A	N/A	N/A
Program attendance – kits and prerecorded virtual*	100	120	-16.7%	271	-63.1%
Total program attendance	266	199	+33.7%	283	-6%
Public Computer Use					
Public Computer Sessions	10	13	-23.1%	0**	N/A
WiFi Use - daily unique users	534 (6.02 GB)	507 (4 GB)	-5.3%	324 (5.4 GB)	+64.8%
WiFi Hotspot Use	47.76 GB	8.74 GB	+446.5%	33.78 GB	+41.4%
Marketing Reach					
Website visits	799	1,267	-36.9%	855	-6.5%
Website unique visitors	437	665	-34.3%	472	-7.4%
Email newsletter list size	1,590	1,480	+7.4%	1,414	+12.4%
Facebook page followers	1,220	929	+31.3%	867	+40.7%
Facebook total reach	12,660	10,969	+15.4%	8,805	+43.8%

* = The number of kits distributed through 1/31 is used for the attendance number.
** = Public computer stations were not reintroduced at CPL until 5/3/21.

Programs – January

1/2/2023	Take & Make Craft: Animal Crafts	100
1/2/2023	Candy Sushi	14
1/2/2023	After Dinner Book Club	3
1/3/2023	Pajama Storytime	6
1/5/2023	Learn & Play Storytime	5
1/7/2023	Marble Run Fun	19
1/10/2023	Castle Hill Bookmobile	5
1/10/2023	Pajama Storytime	6
1/11/2023	Winter Crafts	8
1/12/2023	Special Storytime: Mammals	19
1/13/2023	Bridge Club	6
1/13/2023	Device Help @Castle Hill	2
1/17/2023	Pajama Storytime	0

1/18/2023	Afternoon Book Club	7
1/18/2023	Teen Time: Edible Art	3
1/19/2023	Learn & Play Storytime	9
1/20/2023	Bridge Club	7
1/24/2023	Pajama Storytime	7
1/26/2023	Special Storytime: All About Birds	23
1/26/2023	Kids Cook: Granola Pinwheels	0
1/27/2023	Bridge Club	4
1/30/2023	Zine Workshop	0
1/31/2023	Cool Sci: Chromatography Butterfly	6
1/31/2023	Pajama Storytime	7
	Month total	**266**

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

- January 24 – Newbery Project Consensus Club meeting at CES
- January 26 – Meeting with Director re: Summer Reading planning
- January 30 – Newbery Project – Youth book award announcements at CES

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

- January 6 – Directors Association meeting (virtual meeting)
- January 9 – Village Board meeting
- January 10 – Bookmobile at Castle Hill senior housing
- January 12 – New York Library Association (NYLA) Leadership and Management Section (LAMS) board meeting (virtual meeting)
- January 26 – Meeting with Youth Services Librarian re: Summer Reading planning
- January 31 – Meeting with staff at Schodack Island State Park re: 2023 collaboration opportunities

Friends of the Castleton Public Library
2023 Schedule of Events

January–December: Bottle Drive. *Drop off at 6 Center Redemption, 550 South Street (9J), Rensselaer*.

March 1-31: Annual Membership Drive. *Join at the library, mail in, or hand in at any of our events!*

March 18: Breakfast fundraiser at Rensselaer Elks Lodge 2073, 683 Columbia Turnpike, East Greenbush (9:00-11:00am)
$11 for 2 eggs, bacon/sausage, home fries, pancakes, juice, and coffee/tea.

April 22-29: Bottle Drive. Drop off returnable bottles and cans at the library (85 S. Main St.) during open hours.

May 6: Plant Sale at River Rest on the corner of Scott Ave. and Main Street in Castleton. An assortment of flowers and vegetables sold (10:00am to 1:00pm).

June 6, 13, 20, 27: Music at Schodack Town Park. Strawberry shortcake & baked goods sold (5:30-8:00pm).

August 23: Music on the Lawn at Castleton Public Library, 85 S. Main Street, Castleton (Food sales begin at 5:30; Music and food sales from 6:00-7:30pm). Featuring music by Gone Gray. Meatball subs, hot dogs, strawberry shortcakes, and drinks sold.

September 16: Music on the Lawn at Castleton Public Library, 85 S. Main Street, Castleton (12:00-3:00pm). Featuring music by Scarlett Fever. Meatball subs, hot dogs, apple crisp, and drinks sold.

October 14: Pasta Dinner (choose from baked ziti or spaghetti). Preorder online or call in. Pick up at Castleton Fire House, 11 Green Avenue, Castleton (4:30-7:00pm).

KEEP THIS LIST HANDY TO MAKE SURE TO SUPPORT FRIENDS OF CPL EVENTS!

THANK YOU FOR YOUR SUPPORT!

Classes and Events at Castleton Public Library

March 2023

Weekly Events

Pajama Storytime

Tuesdays at 6:00 p.m. **March 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. **March 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!

Bridge Club

Fridays at 10:30 a.m. **March 3, 10, 17, 24, 31.**

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

Other Events

Take & Make Craft Kit: Crafting Bonanza!

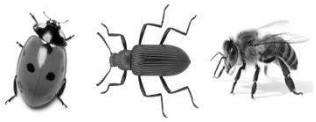
Pick up anytime from Monday, March 6 through Saturday, April 1.

Get creative and make unique art with a variety of craft materials.

After Dinner Book Club – *Plunder: A Memoir of Family Property and Nazi Treasure* by Menachem Kaiser

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

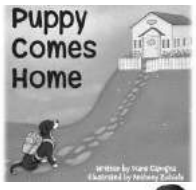
Join us the first Monday of each month for a book discussion! Books available at the front desk.



Bug Crafts

Tuesday, March 7, 2:00-6:00 p.m.

Get ready for spring with crafts celebrating some of our favorite outdoor creatures – insects!



Special Visitor Storytime: Puppies!

Thursday, March 9, 10:30 a.m.

Join us for a special puppy-themed storytime featuring local author Diane Capogna & her book *Puppy Comes Home*. Copies of the book will be available for sale and signing at the event.

Create a Chain Reaction

Saturday, March 11, 10:00 a.m. – 4:00 p.m.

Set up a course of ramps, hammers, pendulums, and more, then watch the chain reaction!

Afternoon Book Club – *Klara and the Sun* by Kazuo Ishiguro

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

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

Cool Science: Cold Air Balloon

Wednesday, March 15, 3:00-5:00 p.m.

Learn about endothermic chemical reactions as we blow up a balloon using baking soda and vinegar!

Friends of CPL Meeting

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

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

Special Visitor Storytime: Reduce, Reuse, Recycle

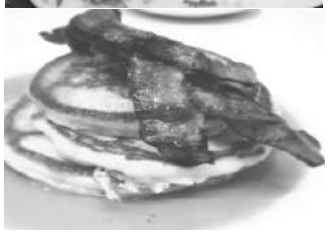
Thursday, March 16, 10:30 a.m.

An environmental educator from Schodack Island State Park will join us for this special storytime all about being green!

Potato Stamps

Friday, March 17, 11:00 a.m. – 2:00 p.m.

Join us at the library for potato stamps! Learn about the basics of printmaking by designing and carving your own stamp with this easy-to-find root vegetable. All ages welcome.



Friends of CPL Breakfast Fundraiser

Saturday, March 18, 9:00-11:00 a.m.

Location: Rens. Elks Lodge 2073, 683 Columbia Turnpike, East Greenbush, NY 12061

Enjoy breakfast while you help benefit the library! Cost is $11.00 for a full breakfast of 2 eggs, bacon or sausage, home fries, pancakes, toast, and a beverage.

CPL Board of Trustees Meeting

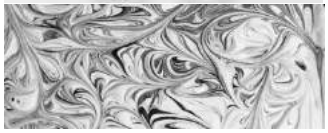
Monday, March 20, 7:00 p.m.

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

Teen Time: DIY Magnets

Thursday, March 23, 4:00 p.m.

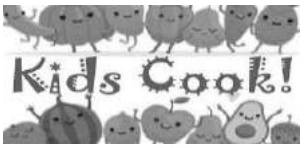
Come make unique magnets with interesting designs! For teens in 6th-12th grades.



Marbled Paper

Saturday, March 25, 11:00 a.m. – 3:00 p.m.

Create a unique piece of art using food coloring and shaving cream!



Kids Cook: S'more Pops

Wednesday, March 29, 4:00 p.m.

Join us for Kids Cook as we make delicious marshmallow and chocolate pops!

Special Visitor Storytime: All About Trees

Thursday, March 30, 10:30 a.m.

An environmental educator from Schodack Island State Park will join us for this special storytime all about trees!

Paint & Punch (Space is limited - please register)

Thursday, March 30, 6:00 p.m.

Space is limited - please register; call 518-732-0879. Join instructor Noreen Powell to paint a picture while you enjoy refreshments. For adults and teens ages 15+.

After Dinner Book Club – *The Last Thing He Told Me: A Novel* by Laura Dave

Monday, April 3, 7:00 p.m.

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

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

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