Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, February 17, 2026 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business
- Hire of Library Aide
- 2025 NYS Annual Financial Report (AFR)

Old Business
- Library funding proposition on 2026 SCSD ballot
- Sustainable funding discussion
- Library word-of-mouth advertising

President's Report

Secretary's Report
- Review of minutes from January 20, 2026

Treasurer's Report

Director's Report

Friends Report

Village of Castleton Liaison Report

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

Announcements

Public Comment

Executive Session

Adjourn

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SPU - Library of Castleton Public Library
Annual Financial Report
For the Fiscal Period 01/01/2025 - 12/31/2025

SPU - Library of Castleton Public Library

Annual Financial Report

For the Fiscal Period 01/01/2025 - 12/31/2025

Authorization

Article 3, Section 30 of the General Municipal 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***

Certification Statement

I, *** No certify event recorded ***, hereby certify that I am the Chief Financial Officer of the SPU - Library of Castleton Public Library, and that the information provided in the Annual Financial Report of the SPU - Library of Castleton Public Library for the fiscal year ended 12/31/2025, is true and correct to the best of my knowledge and belief.

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SPU - Library of Castleton Public Library

Annual Financial Report

For the Fiscal Period 01/01/2025 - 12/31/2025

Financial Statements

Financial information for the following funds and accounts groups are included in the Annual Financial Report filed by your government for the fiscal year ended 2025 and has been used by the OSC as the basis for preparing this Annual Financial Report for the fiscal year ended 2025:

List of funds being used

- A - General

All amounts included in this Annual Financial Report for 2025 represent data filed by your government with OSC as reviewed and adjusted where necessary.

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SPU - Library of Castleton Public Library

Annual Financial Report

For the Fiscal Period 01/01/2025 - 12/31/2025

A - General
Balance Sheet

	12/31/2025	12/31/2024	12/31/2023
Assets and Deferred Outflows			
Assets			
Cash and Cash Equivalents			
200 - Cash	$383,318.00	$360,127.00	$338,405.00
210 - Petty Cash	$50.00	$50.00	$50.00
Total for Cash and Cash Equivalents	**$383,368.00**	**$360,177.00**	**$338,455.00**
Due From			
440 - Due from Other Governments *village of castleton*	$7,500.00	$7,500.00	$5,000.00
Total for Due From	**$7,500.00**	**$7,500.00**	**$5,000.00**
Total for Assets	**$390,868.00**	**$367,677.00**	**$343,455.00**
Total for Assets and Deferred Outflows	**$390,868.00**	**$367,677.00**	**$343,455.00**

SPU - Library of Castleton Public Library

Annual Financial Report

For the Fiscal Period 01/01/2025 - 12/31/2025

A - General
Balance Sheet

	12/31/2025	12/31/2024	12/31/2023
Liabilities, Deferred Inflows and Fund Balances			
Liabilities			
Due to			
631 - Due To Other Governments *Prepaid Revenues*	$159,000.00	$159,000.00	$159,000.00
Total for Due to	**$159,000.00**	**$159,000.00**	**$159,000.00**
Total for Liabilities	**$159,000.00**	**$159,000.00**	**$159,000.00**
Fund Balance			
Assigned Fund Balance			
914 - Assigned Appropriated Fund Balance	$42,138.00	$22,706.00	$8,937.00
Total for Assigned Fund Balance	**$42,138.00**	**$22,706.00**	**$8,937.00**
Unassigned Fund Balance			
917 - Unassigned Fund Balance	$189,730.00	$185,971.00	$175,518.00
Total for Unassigned Fund Balance	**$189,730.00**	**$185,971.00**	**$175,518.00**
Total for Fund Balance	**$231,868.00**	**$208,677.00**	**$184,455.00**
Total for Liabilities, Deferred Inflows and Fund Balances	**$390,868.00**	**$367,677.00**	**$343,455.00**

A - General
Results of Operations

	12/31/2025	12/31/2024	12/31/2023
Revenues and Other Sources			
Revenues			
Departmental Income			
2082 - Library Charges	$456.00	$610.00	$214.00
Total for Departmental Income	**$456.00**	**$610.00**	**$214.00**
Intergovernmental Charges			
2360 - Library Services Other Governments *Contractual Agreements*	$264,825.00	$260,325.00	$193,325.00
Total for Intergovernmental Charges	**$264,825.00**	**$260,325.00**	**$193,325.00**
Use of Money and Property			
2401 - Interest and Earnings	$5,801.00	$334.00	$570.00
Total for Use of Money and Property	**$5,801.00**	**$334.00**	**$570.00**
Other Revenues			
2705 - Gifts and Donations	$10,299.00	$10,049.00	$11,265.00
2760 - Library System Grant	$21,750.00	$3,376.00	$27,436.00
Total for Other Revenues	**$32,049.00**	**$13,425.00**	**$38,701.00**
Total for Revenues	**$303,131.00**	**$274,694.00**	**$232,810.00**
Total for Revenues and Other Sources	**$303,131.00**	**$274,694.00**	**$232,810.00**

A - General
Results of Operations

	12/31/2025	12/31/2024	12/31/2023
Expenditures and Other Uses			
Expenditures			
Culture and Recreation			
Culture			
74101 - Library - Personal Services	$188,711.00	$170,587.00	$131,452.00
74102 - Library - Equipment and Capital Outlay	$8,350.00	-	-
74104 - Library - Contractual	$42,758.00	$39,593.00	$40,913.00
Total for Culture	**$239,819.00**	**$210,180.00**	**$172,365.00**
Total for Culture and Recreation	**$239,819.00**	**$210,180.00**	**$172,365.00**
Employee Benefits			
Employee Benefits			
90108 - State Retirement System - Employee Benefits	$14,875.00	$13,363.00	$6,812.00
90308 - Social Security - Employee Benefits	$14,322.00	$12,909.00	$9,978.00
90408 - Workers' Compensation - Employee Benefits	$379.00	$761.00	$591.00
90558 - Disability Insurance - Employee Benefits	$204.00	$311.00	$192.00
90608 - Hospital, Medical and Dental Insurance - Employee Benefits	$10,342.00	$12,949.00	$8,917.00
Total for Employee Benefits	**$40,122.00**	**$40,293.00**	**$26,490.00**
Total for Employee Benefits	**$40,122.00**	**$40,293.00**	**$26,490.00**
Total for Expenditures	**$279,941.00**	**$250,473.00**	**$198,855.00**

A - General
Results of Operations

	12/31/2025	12/31/2024	12/31/2023
Total for Expenditures and Other Uses	**$279,941.00**	**$250,473.00**	**$198,855.00**

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A - General
Changes in Fund Balance

	12/31/2025	12/31/2024	12/31/2023
Analysis of Changes in Fund Balance			
8021 - Fund Balance - Beginning of Year	$208,673.00	$184,452.00	$150,497.00
8022 - Restated Fund Balance - Beginning of Year	$208,673.00	$184,452.00	$150,497.00
Add Revenues and Other Sources	$303,131.00	$274,694.00	$232,810.00
Deduct Expenditures and Other Uses	$279,941.00	$250,473.00	$198,855.00
8029 - Fund Balance - End of Year	$231,863.00	$208,673.00	$184,452.00

NOT FIN

A - General
Adopted Budget Summary

	12/31/2026	12/31/2025	12/31/2024
Estimated Revenues and Other Sources			
Estimated Revenue			
2399 - Est Rev - Intergovernmental Charges	$271,425.00	$264,825.00	$260,325.00
2499 - Est Rev - Use of Money and Property	$4,000.00	$240.00	$500.00
2799 - Est Rev - Other Revenues	$17,713.00	$30,685.00	$26,638.00
Total for Estimated Revenue	**$293,138.00**	**$295,750.00**	**$287,463.00**
Estimated Other Sources			
599 - Appropriated Fund Balance	$42,138.00	$22,706.00	$8,937.00
Total for Estimated Other Sources	**$42,138.00**	**$22,706.00**	**$8,937.00**
Total for Estimated Revenues and Other Sources	**$335,276.00**	**$318,456.00**	**$296,400.00**

A - General
Adopted Budget Summary

	12/31/2026	12/31/2025	12/31/2024
Estimated Appropriations and Other Uses			
Estimated Appropriations			
7999 - App - Culture and Recreation	$284,785.00	$270,561.00	$249,797.00
9199 - App - Employee Benefits	$50,491.00	$47,895.00	$46,603.00
Total for Estimated Appropriations	**$335,276.00**	**$318,456.00**	**$296,400.00**
Total for Estimated Appropriations and Other Uses	**$335,276.00**	**$318,456.00**	**$296,400.00**

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Supplemental Schedules

The Supplemental Schedules includes the following schedules:

- Statement of Indebtedness
- Bond Repayment
- Bank Reconciliation
- Employee and Retiree Benefits

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Statement of Indebtedness
Debt Summary

NOT FINAL

Statement of Indebtedness
Debt Records

NOT FINAL

Bond Repayment

NOT FINAL

SPU - Library of Castleton Public Library

Annual Financial Report

For the Fiscal Period 01/01/2025 - 12/31/2025

Bank Reconciliation

Accounts

Account No.	Account Type	Associated Fund(s)	Bank Balance	Deposits In Transit	Outstanding Checks	Adjustments	Total
2004	Savings	A	$242,137.00	$0.00	$0.00	$0.00	$242,137.00
2001	Savings	A	$118,703.00	$0.00	$0.00	$0.00	$118,703.00
2009	Petty Cash	A	$50.00	$0.00	$0.00	$0.00	$50.00
2002	Checking	A	$22,478.00	$0.00	$0.00	$0.00	$22,478.00
		Total	$383,368.00	$0.00	$0.00	$0.00	$383,368.00
						Total Cash From Financials	$383,318.00

Bank Reconciliation

Collateralization of Cash

Total Bank Balance	$383,368.00
FDIC Insurance	$500,000.00
Collateralized with Securities held in possession of the municipality or its agent or otherwise secured	$0.00
Total of FDIC Insurance and Collateralized with securities held in possession of the municipality or its agent or otherwise secured	$500,000.00

Investments and Collateralization of Investments

Investments From Financials	$0.00
Market Value as of Fiscal Year End Date	$0.00
Collateralized with Securities held in possession of the municipality or its agent or otherwise secured	$0.00

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Employee and Retiree Benefits

Total Number

Full Time Employees	Part Time Employees	Volunteers with Paid Benefits	Retirees with Paid Benefits
2	5	0	0

Number Receving Benefits

Benefit	Amount	Full Time	Part Time	Volunteer	Retiree
Police Retirement					
Fire Retirement					
Local Pension Fund					
Social Security	$14,322.00	2	5		
Worker's Compensation	$379.00	2	5		
State Retirement System	$14,875.00	2	2		
Life Insurance					
Unemployment Insurance					
Disability Insurance	$204.00	2	5		
Hospital, Medical and Dental Insurance	$10,342.00	1	0		
Union Welfare Benefits					
Supplemental Benefit Payments to Disabled Firefighters					
Employee Benefits,Other					
Total Employee Benefits Paid	$40,122.00				

Castleton Public Library Board of Trustees Meeting

Tuesday, January 20, 2025 Minutes

Welcome/Pledge of Allegiance

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

Roll Call

Present:	Patrick Cartwright, President; Meghan Johnston, Vice President; Ron Montesi, Treasurer; Laurie Knaack, Secretary; Colin Strainge, Trustee; Brittany Oras, Trustee; Ian Marvinney, Trustee; Melissa Tacke, Library Director
Excused:	None

Adoption of Agenda

Trustee Johnston motioned to adopt the agenda with the addition of two items in New Business: 2025 Annual Report to the Community and 2026 Trustee Training. Seconded by Trustee Strainge. Unanimously approved.

Public Comment

None.

New Business

Library funding proposition on SCSD ballot: Director Tacke presented proposed language for a proposition on the May 2026 Schodack Central School District ballot as follows:

> Resolved, that pursuant to Education Law, Section 259, the Board of Education of the Schodack Central School District is authorized to levy and collect an annual tax, separate and apart from the annual school district budget, in the amount of one hundred sixty-two thousand dollars($162,000), which shall be paid to the Castleton Public Library for the support and maintenance of the library; with this appropriated amount to be the annual appropriation until thereafter modified by a future vote of the electors of the Schodack Central School District.

Trustee Strainge motioned to approve submitting the proposition as written. Seconded by Trustee Johnston. Unanimously approved.

2025 Annual Report to the Community: Director Tacke presented a draft of the one-page annual report. Trustee Cartwright motioned to approve the report with a change to swap the placement on the page of people served and circulation counts. Seconded by Trustee Johnston. Unanimously approved.

2026 Trustee Training: Director Tacke recapped that in 2025, the board had wished to have UHLS in-person training to meet part of the continuing education requirement for trustees, and were not able to schedule it but may be able to this year. Trustees discussed available dates to have this training at a regular board meeting date (hold an abbreviated meeting for approvals, followed by a 90-minute training session) and Director Tacke plans to coordinate with UHLS staff to schedule the training.

Old Business

Corrected 2025 revised budget and Corrected 2026 budget: Director Tacke presented minor revisions to the 2025 budget and the planned 2026 budget. Trustee Johnston motioned to approve both corrections. Seconded by Trustee Strainge. Unanimously approved.

Mission, vision, and values statements: Director Tacke shared the mission, vision, and values statements that were created last year. The mission statement was already approved and published. Trustees discussed opportunities to publicize and promote these online or with other library materials. Trustee Cartwright motioned to approve the Vision and Values statements as presented by Director Tacke, with the change of removing an underline that appeared in the draft. Seconded by Trustee Oras. Unanimously approved.

The wording of the mission, vision and values statements approved is as follows:

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

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

OUR VALUES

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

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

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

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

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

Sustainable funding discussion: This item is retained on the agenda each month for continued discussion. Trustees further discussed sustainable funding and the need to plan ahead for a Spring 2027 vote. Trustees discussed brainstorming for the February meeting, considering community connections each person may have. The board discussed the need for developing a calendar of tasks/milestones leading up to a 2027 vote, as well as coordination with the Friends of the Library, and discussed having one or more trustees attend some Friends meetings along with Director Tacke on the third Wednesday of each month at 6pm.

Library word-of-mouth advertising: Director Tacke highlighted upcoming activities and encouraged trustees to share, especially regarding February break where daily activities are available for a variety of ages. The week kicks off with a popular activity, the Stuffed Animal Sleepover, and the Winter Reading Challenge will conclude in February.

Reports

President's Report
None.

Secretary's Report
Trustee Johnston motioned to approve the December 2025 meeting minutes. Seconded by Trustee Strainge. Unanimously approved.

Treasurer's Report
Treasurer Montesi recapped the end of year balance sheet and bank account summary for the board. Trustee Strainge motioned to approve the December 2025 Check Detail Reports. Seconded by Trustee Johnston. Unanimously approved.

Director's Report
Director Tacke presented statistics for December 2025 with a comparison against 2024, as well as annual comparative statistics from before COVID-19 shutdowns and for 2022-25. Decline in circulation of physical materials over the multi-year time period was only partially offset by an increase in eContent circulation and is similar to trends reported by libraries nationally. Program attendance at in-person events was significantly higher in 2025 compared to 2024 and now resembles pre-pandemic totals.

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

Village of Castleton Liaison Report
None.

Committee Reports
Finance: Did not meet.
Administrative: Did not meet.
Operations/Capital Projects: Did not meet.
Policy: Did not meet.
Long Range Plan Committees:
- **Marketing & Community Connections:** Did not meet.
- **Library Services & Outreach:** Did not meet.
- **Library Space:** Did not meet.

Announcements: None.

Public Comment: None.

Executive Session: None.

Adjournment: Trustee Strainge motioned to adjourn the meeting. Seconded by Trustee Johnston. Unanimously approved. The meeting was adjourned at 7:56 pm.

The Castleton Public Library
Check Detail
January 2026

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**01/02/2026**	**Google LLC**	**200.2 · Citizens Checking Account**		**-42.00**
Bill	5452943611	01/02/2026		7410.4C · Equipment/Technology	-42.00	42.00
TOTAL					-42.00	42.00
Bill Pmt -Check	**DEBIT**	**01/08/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-60.27**
Bill	1117721542...	01/06/2026		7410.4D · Programs	-60.27	60.27
TOTAL					-60.27	60.27
Bill Pmt -Check	**DEBIT**	**01/09/2026**	**USPS**	**200.2 · Citizens Checking Account**		**-13.46**
Bill		01/09/2026		7410.4G · Postage	-13.46	13.46
TOTAL					-13.46	13.46
Bill Pmt -Check	**DEBIT**	**01/14/2026**	**USPS**	**200.2 · Citizens Checking Account**		**-9.92**
Bill		01/14/2026		7410.4G · Postage	-9.92	9.92
TOTAL					-9.92	9.92
Bill Pmt -Check	**DEBIT**	**01/20/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-19.95**
Bill	1117251020...	01/20/2026		74104B1 · DVDs & Other Materials	-19.95	19.95
TOTAL					-19.95	19.95
Bill Pmt -Check	**DEBIT**	**01/22/2026**	**Wal-Mart**	**200.2 · Citizens Checking Account**		**-72.47**
Bill		01/22/2026		7410.4D · Programs	-54.01	54.01
				7410.4F · Office and Library Supplies	-18.46	18.46
TOTAL					-72.47	72.47
Bill Pmt -Check	**DEBIT**	**01/22/2026**	**USPS**	**200.2 · Citizens Checking Account**		**-82.25**
Bill		01/22/2026		7410.4G · Postage	-4.25	4.25
				7410.4G · Postage	-78.00	78.00
TOTAL					-82.25	82.25
Bill Pmt -Check	**DEBIT**	**01/22/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-63.66**
Bill	1113059775...	01/20/2026		7410.4D · Programs	-63.66	63.66
TOTAL					-63.66	63.66
Bill Pmt -Check	**DEBIT**	**01/27/2026**	**Price Chopper**	**200.2 · Citizens Checking Account**		**-4.29**
Bill		01/27/2026		7410.4D · Programs	-4.29	4.29
TOTAL					-4.29	4.29
Bill Pmt -Check	**3491**	**01/14/2026**	**Charter Commun...**	**200.2 · Citizens Checking Account**		**-67.98**
Bill	1443984010...	01/07/2026		7410.4H · Telephone/Data Links	-67.98	67.98
TOTAL					-67.98	67.98

The Castleton Public Library
Check Detail
January 2026

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**3492**	**01/20/2026**	**UHLS**	**200.2 · Citizens Checking Account**		**-1,124.55**
Bill	26-084	01/07/2026		74104B2 · Electronic Content	-1,124.55	1,124.55
TOTAL					-1,124.55	1,124.55
Bill Pmt -Check	**3493**	**01/20/2026**	**UHLS**	**200.2 · Citizens Checking Account**		**-1,048.00**
Bill	26-023	01/05/2026		7410.4E · Automated Services	-1,048.00	1,048.00
TOTAL					-1,048.00	1,048.00
Bill Pmt -Check	**3494**	**01/20/2026**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-9,355.89**
Bill	84685	01/12/2026		7410.1A · Gross wages - Director	-2,769.23	2,769.23
				7410.1C · Gross wages - Assistant	-5,925.87	5,925.87
				9030.8 · Social Security/Medicare	-660.79	660.79
TOTAL					-9,355.89	9,355.89
Bill Pmt -Check	**3495**	**01/20/2026**	**Brodart**	**200.2 · Citizens Checking Account**		**-817.90**
Bill	MULTIPLE	01/20/2026		74104B3 · Print Materials	-817.90	817.90
TOTAL					-817.90	817.90
Bill Pmt -Check	**3496**	**01/20/2026**	**OverDrive**	**200.2 · Citizens Checking Account**		**-297.98**
Bill	MULTIPLE	01/20/2026		74104B2 · Electronic Content	-297.98	297.98
TOTAL					-297.98	297.98
Bill Pmt -Check	**3497**	**01/20/2026**	**UHLS**	**200.2 · Citizens Checking Account**		**-16.18**
Bill	26-100	01/08/2026		7410.4C · Equipment/Technology	-16.18	16.18
TOTAL					-16.18	16.18
Bill Pmt -Check	**3498**	**01/20/2026**	**UHLS**	**200.2 · Citizens Checking Account**		**-164.27**
Bill	26-050	01/06/2026		74104B2 · Electronic Content	-164.27	164.27
TOTAL					-164.27	164.27
Bill Pmt -Check	**3499**	**01/27/2026**	**Destroyer Escort ...**	**200.2 · Citizens Checking Account**		**-100.00**
Bill		01/27/2026		74104B6 · Museum Passes	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Check	**3500**	**01/29/2026**	**UHLS**	**200.2 · Citizens Checking Account**		**-52.80**
Bill	26-131	01/28/2026		74104B5 · Magazines and Newspapers	-52.80	52.80
TOTAL					-52.80	52.80

The Castleton Public Library
Reconciliation Summary
200.4 · Bank of Greene County Account, Period Ending 01/31/2026

	Jan 31, 26	
Beginning Balance		242,136.93
Cleared Transactions		
Deposits and Credits - 1 item	468.08	
Total Cleared Transactions	468.08	
Cleared Balance		**242,605.01**
Register Balance as of 01/31/2026		242,605.01
Ending Balance		242,605.01

The Castleton Public Library
Reconciliation Detail
200.4 · Bank of Greene County Account, Period Ending 01/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						242,136.93
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	01/31/2026			X	468.08	468.08
Total Deposits and Credits					468.08	468.08
Total Cleared Transactions					468.08	468.08
Cleared Balance					468.08	242,605.01
Register Balance as of 01/31/2026					468.08	242,605.01
Ending Balance					**468.08**	**242,605.01**

The Castleton Public Library
Reconciliation Summary
200.1 · Citizens Money Market, Period Ending 01/31/2026

	Jan 31, 26	
Beginning Balance		118,702.88
Cleared Transactions		
Checks and Payments - 2 items	-16,000.00	
Deposits and Credits - 1 item	9.29	
Total Cleared Transactions	-15,990.71	
Cleared Balance		**102,712.17**
Register Balance as of 01/31/2026		102,712.17
Ending Balance		102,712.17

The Castleton Public Library
Reconciliation Detail
200.1 · Citizens Money Market, Period Ending 01/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						118,702.88
Cleared Transactions						
Checks and Payments - 2 items						
Transfer	01/05/2026			X	-10,000.00	-10,000.00
Transfer	01/29/2026			X	-6,000.00	-16,000.00
Total Checks and Payments					-16,000.00	-16,000.00
Deposits and Credits - 1 item						
Deposit	01/31/2026			X	9.29	9.29
Total Deposits and Credits					9.29	9.29
Total Cleared Transactions					-15,990.71	-15,990.71
Cleared Balance					-15,990.71	102,712.17
Register Balance as of 01/31/2026					-15,990.71	102,712.17
Ending Balance					**-15,990.71**	**102,712.17**

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 01/31/2026

	Jan 31, 26	
Beginning Balance		22,642.89
Cleared Transactions		
Checks and Payments - 19 items	-13,425.96	
Deposits and Credits - 2 items	16,000.00	
Total Cleared Transactions	2,574.04	
Cleared Balance		**25,216.93**
Uncleared Transactions		
Checks and Payments - 2 items	-152.80	
Total Uncleared Transactions	-152.80	
Register Balance as of 01/31/2026		**25,064.13**
Ending Balance		25,064.13

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 01/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						22,642.89
Cleared Transactions						
Checks and Payments - 19 items						
Bill Pmt -Check	12/20/2025	3488	Charter Communicat...	X	-67.98	-67.98
Bill Pmt -Check	12/28/2025	3489	Lakeshore Learning ...	X	-96.96	-164.94
Bill Pmt -Check	01/02/2026	DEBIT	Google LLC	X	-42.00	-206.94
Bill Pmt -Check	01/08/2026	DEBIT	Amazon LLC	X	-60.27	-267.21
Bill Pmt -Check	01/09/2026	DEBIT	USPS	X	-13.46	-280.67
Bill Pmt -Check	01/14/2026	3491	Charter Communicat...	X	-67.98	-348.65
Bill Pmt -Check	01/14/2026	DEBIT	USPS	X	-9.92	-358.57
Bill Pmt -Check	01/20/2026	3494	Village of Castleton-...	X	-9,355.89	-9,714.46
Bill Pmt -Check	01/20/2026	3492	UHLS	X	-1,124.55	-10,839.01
Bill Pmt -Check	01/20/2026	3493	UHLS	X	-1,048.00	-11,887.01
Bill Pmt -Check	01/20/2026	3495	Brodart	X	-817.90	-12,704.91
Bill Pmt -Check	01/20/2026	3496	OverDrive	X	-297.98	-13,002.89
Bill Pmt -Check	01/20/2026	3498	UHLS	X	-164.27	-13,167.16
Bill Pmt -Check	01/20/2026	DEBIT	Amazon LLC	X	-19.95	-13,187.11
Bill Pmt -Check	01/20/2026	3497	UHLS	X	-16.18	-13,203.29
Bill Pmt -Check	01/22/2026	DEBIT	USPS	X	-82.25	-13,285.54
Bill Pmt -Check	01/22/2026	DEBIT	Wal-Mart	X	-72.47	-13,358.01
Bill Pmt -Check	01/22/2026	DEBIT	Amazon LLC	X	-63.66	-13,421.67
Bill Pmt -Check	01/27/2026	DEBIT	Price Chopper	X	-4.29	-13,425.96
Total Checks and Payments					-13,425.96	-13,425.96
Deposits and Credits - 2 items						
Transfer	01/05/2026			X	10,000.00	10,000.00
Transfer	01/29/2026			X	6,000.00	16,000.00
Total Deposits and Credits					16,000.00	16,000.00
Total Cleared Transactions					2,574.04	2,574.04
Cleared Balance					2,574.04	25,216.93
Uncleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	01/27/2026	3499	Destroyer Escort His...		-100.00	-100.00
Bill Pmt -Check	01/29/2026	3500	UHLS		-52.80	-152.80
Total Checks and Payments					-152.80	-152.80
Total Uncleared Transactions					-152.80	-152.80
Register Balance as of 01/31/2026					2,421.24	25,064.13
Ending Balance					**2,421.24**	**25,064.13**

The Castleton Public Library
Profit & Loss
January 2026

		Jan 26
Ordinary Income/Expense		
Income		
2401 · Interest & Earnings		477.37
Total Income		477.37
Gross Profit		477.37
Expense		
7410.1 · Personal Services		
7410.11 · Employee Gross Wages		
7410.1A · Gross wages - Director	2,769.23	
7410.1C · Gross wages - Assistant	5,925.87	
Total 7410.11 · Employee Gross Wages	8,695.10	
Total 7410.1 · Personal Services		8,695.10
7410.4 · Contractual Expenses		
7410.4B · Library Materials		
74104B6 · Museum Passes	100.00	
74104B5 · Magazines and Newspapers	52.80	
74104B3 · Print Materials	817.90	
74104B2 · Electronic Content	1,586.80	
74104B1 · DVDs & Other Materials	19.95	
Total 7410.4B · Library Materials	2,577.45	
7410.4C · Equipment/Technology	58.18	
7410.4D · Programs	182.23	
7410.41 · Operations and Administrative		
7410.4E · Automated Services	1,048.00	
7410.4G · Postage	105.63	
7410.4H · Telephone/Data Links	67.98	
7410.4F · Office and Library Supplies	18.46	
Total 7410.41 · Operations and Administrative	1,240.07	
Total 7410.4 · Contractual Expenses		4,057.93
9000 · Employee - Benefits		
9030.8 · Social Security/Medicare	660.79	
Total 9000 · Employee - Benefits		660.79
Total Expense		13,413.82
Net Ordinary Income		-12,936.45
Net Income		**-12,936.45**

The Castleton Public Library
Profit & Loss Budget vs. Actual
January 2026

	Jan 26	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	0.00	0.00	0.00	0.0%
2082.12 · Lost Books	0.00	0.00	0.00	0.0%
2082.13 · Copies, Prints and Faxes	0.00	0.00	0.00	0.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
2082.19 · Other Fines & Fees	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	0.00	0.00	0.00	0.0%
Total 2082 · Library Charges	0.00	0.00	0.00	0.0%
2360 · Intergovernmental Revenues				
2360.4 · Taxes - SCSD	0.00	159,000.00	-159,000.00	0.0%
2360.1 · Town of Schodack	0.00	92,500.00	-92,500.00	0.0%
2360.2 · Village of Castleton	0.00	16,600.00	-16,600.00	0.0%
2360.3 · Rensselaer County	0.00	3,325.00	-3,325.00	0.0%
Total 2360 · Intergovernmental Revenues	0.00	271,425.00	-271,425.00	0.0%
2401 · Interest & Earnings	477.37	4,000.00	-3,522.63	11.9%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	0.00	2,000.00	-2,000.00	0.0%
2705 · Gifts & Donations - Other	0.00	9,000.00	-9,000.00	0.0%
Total 2705 · Gifts & Donations	0.00	11,000.00	-11,000.00	0.0%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	1,610.00	-1,610.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	0.00	1,603.00	-1,603.00	0.0%
2760.9 · Grants - Other	0.00	3,500.00	-3,500.00	0.0%
Total 2760 · Library System Grants	0.00	6,713.00	-6,713.00	0.0%
599 · Appropriated Fund Balance	0.00	42,138.00	-42,138.00	0.0%
Total Income	477.37	335,276.00	-334,798.63	0.1%
Gross Profit	477.37	335,276.00	-334,798.63	0.1%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	2,769.23	72,000.00	-69,230.77	3.8%
7410.1B · Gross wages - Librarian	0.00	0.00	0.00	0.0%
7410.1C · Gross wages - Assistant	5,925.87	133,000.00	-127,074.13	4.5%
Total 7410.11 · Employee Gross Wages	8,695.10	205,000.00	-196,304.90	4.2%
Total 7410.1 · Personal Services	8,695.10	205,000.00	-196,304.90	4.2%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	33,470.00	-33,470.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	33,470.00	-33,470.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	100.00	1,600.00	-1,500.00	6.3%
74104B5 · Magazines and Newspapers	52.80	200.00	-147.20	26.4%
74104B4 · Audiobooks	0.00	0.00	0.00	0.0%
74104B3 · Print Materials	817.90	9,500.00	-8,682.10	8.6%
74104B2 · Electronic Content	1,586.80	7,900.00	-6,313.20	20.1%
74104B1 · DVDs & Other Materials	19.95	1,000.00	-980.05	2.0%
7410.4B · Library Materials - Other	0.00	550.00	-550.00	0.0%
Total 7410.4B · Library Materials	2,577.45	20,750.00	-18,172.55	12.4%
7410.4C · Equipment/Technology	58.18	3,000.00	-2,941.82	1.9%

The Castleton Public Library
Profit & Loss Budget vs. Actual
January 2026

	Jan 26	Budget	$ Over Budget	% of Budget
7410.4D · Programs				
74104D1 · Summer Reading Program	0.00	5,815.00	-5,815.00	0.0%
7410.4D · Programs - Other	182.23	4,500.00	-4,317.77	4.0%
Total 7410.4D · Programs	182.23	10,315.00	-10,132.77	1.8%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	0.00	950.00	-950.00	0.0%
7410.4E · Automated Services	1,048.00	4,188.00	-3,140.00	25.0%
7410.4G · Postage	105.63	600.00	-494.37	17.6%
7410.4H · Telephone/Data Links	67.98	1,250.00	-1,182.02	5.4%
7410.4I · Insurance	0.00	3,162.00	-3,162.00	0.0%
7410.4F · Office and Library Supplies	18.46	1,600.00	-1,581.54	1.2%
7410.4J · Professional Services	0.00	500.00	-500.00	0.0%
Total 7410.41 · Operations and Administrati...	1,240.07	12,250.00	-11,009.93	10.1%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	0.00	0.00	0.0%
7410.4K · Miscellaneous - Other	0.00	0.00	0.00	0.0%
Total 7410.4K · Miscellaneous	0.00	0.00	0.00	0.0%
Total 7410.4 · Contractual Expenses	4,057.93	46,315.00	-42,257.07	8.8%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	20,276.00	-20,276.00	0.0%
9030.8 · Social Security/Medicare	660.79	15,580.00	-14,919.21	4.2%
9040.8 · Workers Comp	0.00	1,200.00	-1,200.00	0.0%
9055.8 · Disability	0.00	660.00	-660.00	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	0.00	11,275.00	-11,275.00	0.0%
Total 9060.8 · Health Insurance	0.00	12,775.00	-12,775.00	0.0%
Total 9000 · Employee - Benefits	660.79	50,491.00	-49,830.21	1.3%
Total Expense	13,413.82	335,276.00	-321,862.18	4.0%
Net Ordinary Income	-12,936.45	0.00	-12,936.45	100.0%
Net Income	**-12,936.45**	**0.00**	**-12,936.45**	**100.0%**

The Castleton Public Library
Balance Sheet
As of January 31, 2026

	Jan 31, 26
ASSETS	
Current Assets	
Checking/Savings	
200.4 · Bank of Greene County Account	242,605.01
200.1 · Citizens Money Market	102,712.17
200.2 · Citizens Checking Account	25,064.13
200.9 · Petty Cash	50.00
Total Checking/Savings	370,431.31
Other Current Assets	
395 · Deposits with Other Government	7,500.00
Total Other Current Assets	7,500.00
Total Current Assets	377,931.31
TOTAL ASSETS	**377,931.31**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
600 · Accounts Payable	-0.02
Total Accounts Payable	-0.02
Other Current Liabilities	
631 · Due To Other Government	159,000.00
Total Other Current Liabilities	159,000.00
Total Current Liabilities	158,999.98
Total Liabilities	158,999.98
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	226,794.78
Net Income	-12,936.45
Total Equity	218,931.33
TOTAL LIABILITIES & EQUITY	**377,931.31**

Director's Report – February 2026

January 2026 – Usage Statistics in Comparison

	January 2026	January 2025	% Change, 2025-2026
Circulation			
Circulation of materials at CPL	1,544	1,618	-4.6%
Items loaned to other libraries	344	336	+2.4%
Items borrowed from other libraries	703	651	+8%
eContent circulation	840	914	-8.1%
Total circulation (physical & digital)	2,384	2,532	-5.8%
Programming			
Number of programs offered	25	25	0%
Program attendance – in-person	181	244	-25.8%
Program attendance – kits*	90	122	-26.2%
Total program attendance	271	366	-26%
Public Computer Use			
Public Computer Sessions	19	34	-44.1%
WiFi Use – daily unique users	405	677	-40.2%
WiFi Hotspot Use	DATA PENDING	274.07 GB	N/A
Marketing Reach			
Website visits	2,177	881	+147.1%
Website unique visitors	1,465	420	+248.8%
Email newsletter list size	1,775	1,738	+2.1%
Facebook page followers	1,740	1,570	+10.8%
Facebook total views	23,033	10,740	+114.5%
* = The number of kits distributed through 1/31 is used for the attendance number.			

Programs – January

1/1/2026	Pipe Cleaner Snowflakes	90
1/2/2026	Hot Chocolate Tasting	27
1/3/2025	Build with Keva Planks	0
1/4/2026	High-Protein Chocolate Mousse	7
1/5/2026	Job Seeker Help w/Rensselaer Co.	2
1/5/2026	After Dinner Book Club	3
1/6/2026	Perler Bead Snowflakes	6
1/8/2026	Learn & Play Storytime	4
1/9/2026	Tech Help @Castle Hill	3
1/9/2026	Castle Hill Bookmobile	6
1/10/2026	Make Your Own Bath Fizzies	22
1/12/2026	Fiber Arts Workshop	10
1/14/2026	Open Mic Night	14

1/15/2026	Learn & Play Storytime	20
1/18/2026	Tween/Teen Sewing Class: Tote	4
1/21/2026	Afternoon Book Club	5
1/21/2026	Paws to Read	5
1/22/2026	Learn & Play Storytime	10
1/24/2026	Saturday Stories	0
1/24/2026	Step-by-Step Studio: Snowman	4
1/27/2026	Trivia Night for Adults: Disney	0
1/28/2026	Cook w/Me: Choc. P.B. Cookies	12
1/28/2026	Memoir Writing for Adults	7
1/29/2026	Learn & Play Storytime	8
1/31/2026	Build with Big Blue Blocks	2
	Month total	**271**

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

- January 5 – Summer Reading planning meeting with Director and Library Assistant
- January 6 – Weekly meeting with Director
- January 21 – Interviews for Library Aide position
- January 23 – Interviews for Library Aide position
- January 29 – Weekly meeting with Director

- January 29 – Program Lead meeting with Director and Library Assistant

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

- January 2 – Directors Association meeting at UHLS
- January 5 – Summer Reading planning meeting with Programming & Outreach Coordinator and Library Assistant
- January 6 – Weekly meeting with Programming & Outreach Coordinator
- January 9 – Tech Help at Castle Hill senior housing
- January 9 – Bookmobile at Castle Hill senior housing
- January 12 – Village Board meeting
- January 21 – Interviews for Library Aide position
- January 21 – Friends of CPL meeting
- January 23 – Interviews for Library Aide position
- January 29 – Weekly meeting with Programming & Outreach Coordinator
- January 29 – Program Lead meeting with Programming & Outreach Coordinator and Library Assistant

Classes and Events at

Castleton Public Library

March 2026

Weekly Events

Learn & Play Storytime - Thursdays at 10:30 a.m. March 5, 12, 19, 26; April 2.

Other Events

Take and Make Craft Kit: Torn Paper Rainbow

Pick up anytime from **Sunday, March 1** through **Saturday, April 4**. Use torn paper art to make your own rainbow replica!

Art Collective with Schodack Central Schools – Gallery Hours

Fridays, Saturdays, and Sundays from March 6 through May 31 (plus additional hours as available)

Join us in celebrating student artwork as it's showcased gallery-style in our Community Room! Gallery hours include **Fridays from 10:00am-6:00pm** and **Saturdays and Sundays from 11:00am-4:00pm**. Call us at 518-732-0879 for additional availability.

Job Seeker Help with Rensselaer County Career Center

Monday, March 2, 1:00 – 3:00 p.m

Professional career services include resume development, interview preparation, job search assistance, and career assessment.

After Dinner Book Club

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

Our Moon: How Earth's Celestial Companion Transformed the Planet, Guided Evolution, and Made Us Who We Are by R. Boyle.

Shape Art

Tuesday, March 3, 12:00 – 8:00 p.m.

We have the shapes, you bring the creativity! Create your own design using fun shape cut-outs.

Drop-In Tech Help

Thursday, March 5, 12:00 – 5:00 p.m.

Shrinky Dinks

Saturday, March 7, 11:00 a.m. – 4:00 p.m.

Join us for Shrinky Dink creativity and make a trinket, jewelry, or fob to take home.

Giant Connect Four

Sunday, March 8, 11:00 a.m. – 4:00 p.m.

Bring a friend or family member to play a game of Connect Four using our giant set.

Fiber Arts Workshop

Monday, March 9, 5:00 p.m. – 7:30 p.m.

Taxpayer Assistance Program with NYS Department of Taxation and Finance

Tuesday, March 10, 12:00 – 7:00 p.m.

To make an appointment, visit https://www.tax.ny.gov/tap/calendars/bookings-castleton-public-library.htm

Open Mic Night

Wednesday, March 11, 6:00 p.m

STEAM Lab: Rainbow in a Jar

Friday, March 13 - Held on the hour at 11:00, 12:00, 1:00, 2:00, and 3:00.

Make Your Own Puzzle

Saturday, March 14, and Sunday, March 15, 11:00 a.m – 4:00 p.m.

Spring Paint and Sip

Sunday, March 15, 12:00 p.m.

For ages 16 and up. Create a spring scene with acrylics on canvas while sipping sparkling punch. All materials are provided!

CPL Board of Trustees Meeting

Monday, March 16, 7:00 p.m.

Afternoon Book Club
Wednesday, March 18, 1:00 p.m.
Under the Skin: The Hidden Toll of Racism on American Lives and on the Health of Our Nation by Linda Villarosa

Paws to Read
Wednesday, March 18, 4:00 – 5:00 p.m.
Practice reading with a certified therapy dog! Registration opens March 2nd at https://tinyurl.com/PawstoReadCPL

Friends of CPL Meeting
Wednesday, March 18, 6:00 p.m.

Make a Suncatcher
Friday, March 20, 2:00 - 6:00 p.m.
As the days get longer (and sunnier!), enjoy a colorful view through your window with your very own homemade suncatcher!

Special Visitor Storytime: *The Leprechaun Who Stayed for the Day*
Saturday, March 21, 11:30 a.m.
Families are invited to meet local author Cydney Gregware and enjoy a reading of her children's book.

Art Collective Gallery Reception
Saturday, March 21, 1:00 – 4:00 p.m.
Celebrate local talent at our gallery reception! Enjoy light refreshments and artwork by Schodack Central School District students!

Build with Cardboard Bricks
Sunday, March 22, 11:00 a.m. – 4:00 p.m.

Adult Sewing Class Series 2 of 4: Sew a T-shirt Quilt
Monday, March 23, 5:00 p.m.
Learn how to prepare, cut, arrange, and stitch together a T-shirt quilt. All materials provided; just bring your own T-shirts.

Write Your Life: Memoir Writing for Adults
Wednesday, March 25, 6:30 p.m.

Color by Number
Friday, March 27, 10:00 a.m. – 6:00 p.m.

Little Ones Playtime
Saturday, March 28, 11:00 a.m. – 4:00 p.m.
Little ones ages birth to 5 years are invited to drop in any time on Saturday or Sunday to play with a special assortment of fun toys.

Perler Bead Crafts
Sunday, March 29, 11:00 a.m. – 4:00 p.m.

Teen Scene: Bingo
Monday, March 30, 4:00 p.m.
For teens in grade 6 and up. Play a few fun rounds of Bingo and win prizes!

Cook with Me: English Muffin Pizzas
Tuesday, March 31- Held on the hour at 1:00, 2:00, 3:00, and 4:00.
Join us for our monthly caregiver and child cooking class featuring an easy but fun recipe with only a handful of ingredients!

Drop-In Tech Help
Thursday, April 2, 12:00 – 5:00 p.m.

April Showers Umbrella Craft
Friday, April 3, 10:00 a.m. – 3:00 p.m.
Prepare for April showers with a fun and colorful folded paper umbrella craft!

Candy Sushi
Saturday, April 4, 11:00 a.m. – 4:00 p.m.
Unleash your inner sushi chef and craft candy into edible art! Recommended for ages 8 and up.

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

Library Hours:
Monday through Wednesday – 12:00-8:00 p.m.
Thursday & Friday – 10:00 a.m. – 6:00 p.m.
Saturday & Sunday – 11:00 a.m. – 4:00 p.m.