Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, July 15, 2024 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

Old Business
- Mission, vision, and values statements
- Library word-of-mouth advertising

President's Report

Secretary's Report
- Review of minutes from June 17, 2024

Treasurer's Report

Director's Report

Friends Report

Village of Castleton Liaison Report

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

Announcements

Public Comment

Executive Session

Adjourn

Castleton Public Library Board of Trustees Meeting

Monday, June 17, 2024 Minutes

Welcome/Pledge of Allegiance

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

Roll Call

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

Present (virtual): Melissa Tacke, Library Director

Adoption of Agenda

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

Public Comment

None.

Village of Castleton Liaison Report

None.

New Business

New Trustee - welcome and committee assignments: Trustees welcomed new board member Ron Montesi who will join the Operations/Capital projects committee and the Long Range Plan - Library Services & Outreach committee.

2023 financial review: Director Tacke shared a letter from consultant William C. Adams who reviewed the accounting records for the 2023 financial year and determined that the records are current and accurate.

Mission, vision, and values statements: Trustee Johnston presented information on the purpose of vision and values statements. The library mission statement is required; values and vision are the “how and why” and are not required for the board to establish, but may be desirable. Trustee Johnston guided a 20 minute brainstorming session and will transcribe notes. The Policy committee will meet and bring concise statements for the board’s consideration.

Old Business

Library word-of-mouth advertising: Director Tacke encouraged trustees to promote the Summer Reading Program including the kickoff event on June 26.

Reports

President’s Report

No report.

Secretary's Report

Trustee Johnston motioned to approve the May 2024 meeting minutes. Seconded by Trustee Strainge. Unanimously approved.

Treasurer's Report

Trustee Cartwright motioned to approve the May 2024 Check Detail Reports. Seconded by Trustee Strainge. Unanimously approved.

Director's Report

Director Tacke presented statistics for May, with a comparison against previous years. Program attendance continues to be up from 2022 and 2023, with in-person attendance having rebounded to 73% higher than in 2022. Circulation of physical materials is slightly down and eContent circulation is up 25% since 2022.

Friends Report

The Friends of the Library held a successful plant sale in May and have begun summer bake sales at the Schodack Town Park.

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. Plans to meet in June to draft vision and values statement ideas.
Long Range Plan Committees:

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

Announcements

None.

Public Comment

None.

Executive Session

None.

Adjournment

The meeting was adjourned at 7:44 pm.

The Castleton Public Library
Check Detail
June 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**06/03/2024**	**USPS**	**200.2 · Citizens Checking Account**		**-3.92**
Bill		06/03/2024		7410.4G · Postage	-3.92	3.92
TOTAL					-3.92	3.92
Bill Pmt -Check	**DEBIT**	**06/03/2024**	**Google LLC**	**200.2 · Citizens Checking Account**		**-36.00**
Bill	4986744377	06/03/2024		7410.4C · Equipment/Technology	-36.00	36.00
TOTAL					-36.00	36.00
Bill Pmt -Check	**DEBIT**	**06/04/2024**	**Price Chopper**	**200.2 · Citizens Checking Account**		**-18.95**
Bill		06/04/2024		7410.4D · Programs	-18.95	18.95
TOTAL					-18.95	18.95
Bill Pmt -Check	**DEBIT**	**06/04/2024**	**Honest Weight F...**	**200.2 · Citizens Checking Account**		**-9.65**
Bill		06/04/2024		7410.4D · Programs	-9.65	9.65
TOTAL					-9.65	9.65
Bill Pmt -Check	**DEBIT**	**06/04/2024**	**Aldi**	**200.2 · Citizens Checking Account**		**-5.65**
Bill		06/04/2024		7410.4D · Programs	-5.65	5.65
TOTAL					-5.65	5.65
Bill Pmt -Check	**DEBIT**	**06/05/2024**	**USPS**	**200.2 · Citizens Checking Account**		**-4.62**
Bill		06/05/2024		7410.4G · Postage	-4.62	4.62
TOTAL					-4.62	4.62
Bill Pmt -Check	**DEBIT**	**06/07/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-32.92**
Bill	1141710337...	06/07/2024		74104B1 · DVDs & Other Materials	-32.92	32.92
TOTAL					-32.92	32.92
Bill Pmt -Check	**DEBIT**	**06/07/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-151.26**
Bill	1141348547...	06/07/2024		74104D1 · Summer Reading Program	-151.26	151.26
TOTAL					-151.26	151.26
Bill Pmt -Check	**DEBIT**	**06/10/2024**	**Price Chopper**	**200.2 · Citizens Checking Account**		**-8.97**
Bill		06/10/2024		7410.4D · Programs	-8.97	8.97
TOTAL					-8.97	8.97
Bill Pmt -Check	**DEBIT**	**06/10/2024**	**USPS**	**200.2 · Citizens Checking Account**		**-3.92**
Bill		06/10/2024		7410.4G · Postage	-3.92	3.92
TOTAL					-3.92	3.92

The Castleton Public Library
Check Detail
June 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**06/24/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-56.90**
Bill	1147289492...	06/24/2024		74104B1 · DVDs & Other Materials	-56.90	56.90
TOTAL					-56.90	56.90
Bill Pmt -Check	**DEBIT**	**06/26/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-89.91**
Bill	1148917961...	06/26/2024		74104D1 · Summer Reading Program	-89.91	89.91
TOTAL					-89.91	89.91
Bill Pmt -Check	**DEBIT**	**06/26/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-17.68**
Bill	1145412611...	06/26/2024		74104D1 · Summer Reading Program	-17.68	17.68
TOTAL					-17.68	17.68
Bill Pmt -Check	**DEBIT**	**06/26/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-8.99**
Bill	1148245590...	06/26/2024		74104D1 · Summer Reading Program	-8.99	8.99
TOTAL					-8.99	8.99
Bill Pmt -Check	**DEBIT**	**06/26/2024**	**Wal-Mart**	**200.2 · Citizens Checking Account**		**-49.72**
Bill		06/25/2024		74104D1 · Summer Reading Program	-49.72	49.72
TOTAL					-49.72	49.72
Bill Pmt -Check	**DEBIT**	**06/27/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-9.99**
Bill	1146445397...	06/27/2024		74104D1 · Summer Reading Program	-9.99	9.99
TOTAL					-9.99	9.99
Bill Pmt -Check	**DEBIT**	**06/28/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-31.87**
Bill	1149843412...	06/28/2024		74104D1 · Summer Reading Program	-31.87	31.87
TOTAL					-31.87	31.87
Bill Pmt -Check	**3275**	**06/03/2024**	**Albany Institute ...**	**200.2 · Citizens Checking Account**		**-100.00**
Bill		06/03/2024		74104B6 · Museum Passes	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Check	**3276**	**06/03/2024**	**William C. Adams**	**200.2 · Citizens Checking Account**		**-210.00**
Bill		06/03/2024		7410.4J · Professional Services	-210.00	210.00
TOTAL					-210.00	210.00
Bill Pmt -Check	**3277**	**06/06/2024**	**T-Mobile**	**200.2 · Citizens Checking Account**		**-86.10**
Bill		06/06/2024		7410.4C · Equipment/Technology 7410.4B · Library Materials	-28.70 -57.40	28.70 57.40
TOTAL					-86.10	86.10

The Castleton Public Library
Check Detail
June 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**3278**	**06/10/2024**	**OverDrive**	**200.2 · Citizens Checking Account**		**-455.70**
Bill	MULTIPLE	06/01/2024		74104B2 · Electronic Content	-455.70	455.70
TOTAL					-455.70	455.70
Bill Pmt -Check	**3279**	**06/10/2024**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-776.30**
Bill	84559	06/06/2024		9060.8 · Health Insurance	-776.30	776.30
TOTAL					-776.30	776.30
Bill Pmt -Check	**3280**	**06/10/2024**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-776.30**
Bill	84560	06/06/2024		9060.8 · Health Insurance	-776.30	776.30
TOTAL					-776.30	776.30
Bill Pmt -Check	**3281**	**06/10/2024**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-7,183.10**
Bill	84557	06/03/2024		7410.1A · Gross wages - Director	-2,519.23	2,519.23
				7410.1B · Gross wages - Librarian	-1,961.54	1,961.54
				7410.1C · Gross wages - Assistant	-2,194.94	2,194.94
				9030.8 · Social Security/Medicare	-507.39	507.39
TOTAL					-7,183.10	7,183.10
Bill Pmt -Check	**3282**	**06/10/2024**	**Curtis Printing C...**	**200.2 · Citizens Checking Account**		**-940.00**
Bill	194512	06/01/2024		74104D1 · Summer Reading Program	-940.00	940.00
TOTAL					-940.00	940.00
Bill Pmt -Check	**3283**	**06/10/2024**	**Brodart**	**200.2 · Citizens Checking Account**		**-629.85**
Bill	MULTIPLE	06/10/2024		74104B3 · Print Materials	-629.85	629.85
TOTAL					-629.85	629.85
Bill Pmt -Check	**3284**	**06/10/2024**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-189.27**
Bill	84561	06/06/2024		9040.8 · Workers Comp	-189.27	189.27
TOTAL					-189.27	189.27
Bill Pmt -Check	**3285**	**06/13/2024**	**FASNY Museum ...**	**200.2 · Citizens Checking Account**		**-100.00**
Bill		06/13/2024		74104B6 · Museum Passes	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Check	**3287**	**06/28/2024**	**Charter Commun...**	**200.2 · Citizens Checking Account**		**-90.40**
Bill	1443984016...	06/20/2024		7410.4H · Telephone/Data Links	-90.40	90.40
TOTAL					-90.40	90.40

The Castleton Public Library
Check Detail
June 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**3288**	**06/29/2024**	**Reptile Adventure**	**200.2 · Citizens Checking Account**		**-225.00**
Bill	INV304	06/29/2024		74104D1 · Summer Reading Program	-225.00	225.00
TOTAL					-225.00	225.00

The Castleton Public Library
Reconciliation Summary
200.1 · Citizens Money Market, Period Ending 06/30/2024

	Jun 30, 24	
Beginning Balance		338,327.20
Cleared Transactions		
Checks and Payments - 1 item	-20,000.00	
Deposits and Credits - 1 item	26.31	
Total Cleared Transactions	-19,973.69	
Cleared Balance		**318,353.51**
Register Balance as of 06/30/2024		318,353.51
Ending Balance		318,353.51

The Castleton Public Library
Reconciliation Detail
200.1 · Citizens Money Market, Period Ending 06/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						338,327.20
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	06/05/2024			X	-20,000.00	-20,000.00
Total Checks and Payments					-20,000.00	-20,000.00
Deposits and Credits - 1 item						
Deposit	06/30/2024			X	26.31	26.31
Total Deposits and Credits					26.31	26.31
Total Cleared Transactions					-19,973.69	-19,973.69
Cleared Balance					-19,973.69	318,353.51
Register Balance as of 06/30/2024					-19,973.69	318,353.51
Ending Balance					**-19,973.69**	**318,353.51**

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 06/30/2024

	Jun 30, 24	
Beginning Balance		7,367.76
Cleared Transactions		
Checks and Payments - 31 items	-12,404.94	
Deposits and Credits - 1 item	20,000.00	
Total Cleared Transactions	7,595.06	
Cleared Balance		**14,962.82**
Uncleared Transactions		
Checks and Payments - 2 items	-325.00	
Total Uncleared Transactions	-325.00	
Register Balance as of 06/30/2024		**14,637.82**
Ending Balance		14,637.82

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 06/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,367.76
Cleared Transactions						
Checks and Payments - 31 items						
Bill Pmt -Check	10/16/2023	3200	Albany Public Library	X	-17.00	-17.00
Bill Pmt -Check	05/20/2024	3267	New York Library As...	X	-350.00	-367.00
Bill Pmt -Check	05/28/2024	3274	Empire State Aerosc...	X	-60.00	-427.00
Bill Pmt -Check	06/03/2024	3276	William C. Adams	X	-210.00	-637.00
Bill Pmt -Check	06/03/2024	3275	Albany Institute of Hi...	X	-100.00	-737.00
Bill Pmt -Check	06/03/2024	DEBIT	Google LLC	X	-36.00	-773.00
Bill Pmt -Check	06/03/2024	DEBIT	USPS	X	-3.92	-776.92
Bill Pmt -Check	06/04/2024	DEBIT	Price Chopper	X	-18.95	-795.87
Bill Pmt -Check	06/04/2024	DEBIT	Honest Weight Food...	X	-9.65	-805.52
Bill Pmt -Check	06/04/2024	DEBIT	Aldi	X	-5.65	-811.17
Bill Pmt -Check	06/05/2024	DEBIT	USPS	X	-4.62	-815.79
Bill Pmt -Check	06/06/2024	3277	T-Mobile	X	-86.10	-901.89
Bill Pmt -Check	06/07/2024	DEBIT	Amazon LLC	X	-151.26	-1,053.15
Bill Pmt -Check	06/07/2024	DEBIT	Amazon LLC	X	-32.92	-1,086.07
Bill Pmt -Check	06/10/2024	3281	Village of Castleton-...	X	-7,183.10	-8,269.17
Bill Pmt -Check	06/10/2024	3282	Curtis Printing Comp...	X	-940.00	-9,209.17
Bill Pmt -Check	06/10/2024	3280	Village of Castleton-...	X	-776.30	-9,985.47
Bill Pmt -Check	06/10/2024	3279	Village of Castleton-...	X	-776.30	-10,761.77
Bill Pmt -Check	06/10/2024	3283	Brodart	X	-629.85	-11,391.62
Bill Pmt -Check	06/10/2024	3278	OverDrive	X	-455.70	-11,847.32
Bill Pmt -Check	06/10/2024	3284	Village of Castleton-...	X	-189.27	-12,036.59
Bill Pmt -Check	06/10/2024	DEBIT	Price Chopper	X	-8.97	-12,045.56
Bill Pmt -Check	06/10/2024	DEBIT	USPS	X	-3.92	-12,049.48
Bill Pmt -Check	06/24/2024	DEBIT	Amazon LLC	X	-56.90	-12,106.38
Bill Pmt -Check	06/26/2024	DEBIT	Amazon LLC	X	-89.91	-12,196.29
Bill Pmt -Check	06/26/2024	DEBIT	Wal-Mart	X	-49.72	-12,246.01
Bill Pmt -Check	06/26/2024	DEBIT	Amazon LLC	X	-17.68	-12,263.69
Bill Pmt -Check	06/26/2024	DEBIT	Amazon LLC	X	-8.99	-12,272.68
Bill Pmt -Check	06/27/2024	DEBIT	Amazon LLC	X	-9.99	-12,282.67
Bill Pmt -Check	06/28/2024	3287	Charter Communicat...	X	-90.40	-12,373.07
Bill Pmt -Check	06/28/2024	DEBIT	Amazon LLC	X	-31.87	-12,404.94
Total Checks and Payments					-12,404.94	-12,404.94
Deposits and Credits - 1 item						
Transfer	06/05/2024			X	20,000.00	20,000.00
Total Deposits and Credits					20,000.00	20,000.00
Total Cleared Transactions					7,595.06	7,595.06
Cleared Balance					7,595.06	14,962.82

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 06/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	06/13/2024	3285	FASNY Museum of ...		-100.00	-100.00
Bill Pmt -Check	06/29/2024	3288	Reptile Adventure		-225.00	-325.00
Total Checks and Payments					-325.00	-325.00
Total Uncleared Transactions					-325.00	-325.00
Register Balance as of 06/30/2024					7,270.06	14,637.82
Ending Balance					**7,270.06**	**14,637.82**

The Castleton Public Library
Profit & Loss
June 2024

		Jun 24
Ordinary Income/Expense		
Income		
2401 · Interest & Earnings		26.31
Total Income		26.31
Gross Profit		26.31
Expense		
7410.1 · Personal Services		
7410.11 · Employee Gross Wages		
7410.1A · Gross wages - Director	2,519.23	
7410.1B · Gross wages - Librarian	1,961.54	
7410.1C · Gross wages - Assistant	2,194.94	
Total 7410.11 · Employee Gross Wages	6,675.71	
Total 7410.1 · Personal Services		6,675.71
7410.4 · Contractual Expenses		
7410.4B · Library Materials		
74104B6 · Museum Passes	200.00	
74104B3 · Print Materials	629.85	
74104B2 · Electronic Content	455.70	
74104B1 · DVDs & Other Materials	89.82	
7410.4B · Library Materials - Other	57.40	
Total 7410.4B · Library Materials	1,432.77	
7410.4C · Equipment/Technology	64.70	
7410.4D · Programs		
74104D1 · Summer Reading Program	1,524.42	
7410.4D · Programs - Other	43.22	
Total 7410.4D · Programs	1,567.64	
7410.41 · Operations and Administrative		
7410.4G · Postage	12.46	
7410.4H · Telephone/Data Links	90.40	
7410.4J · Professional Services	210.00	
Total 7410.41 · Operations and Administrative	312.86	
Total 7410.4 · Contractual Expenses		3,377.97
9000 · Employee - Benefits		
9030.8 · Social Security/Medicare	507.39	
9040.8 · Workers Comp	189.27	
9060.8 · Health Insurance	1,552.60	
Total 9000 · Employee - Benefits		2,249.26
Total Expense		12,302.94
Net Ordinary Income		-12,276.63
Net Income		**-12,276.63**

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

	Jan - Jun 24	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	9.00	0.00	9.00	100.0%
2082.12 · Lost Books	199.53	0.00	199.53	100.0%
2082.13 · Copies, Prints and Faxes	104.75	0.00	104.75	100.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
2082.19 · Other Fines & Fees	0.00	0.00	0.00	0.0%
2082.1 · Library Fines & Fees - Other	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	313.28	0.00	313.28	100.0%
Total 2082 · Library Charges	313.28	0.00	313.28	100.0%
2360 · Intergovernmental Revenues				
2360.4 · Taxes - SCSD	159,000.00	159,000.00	0.00	100.0%
2360.1 · Town of Schodack	88,000.00	88,000.00	0.00	100.0%
2360.2 · Village of Castleton	0.00	10,000.00	-10,000.00	0.0%
2360.3 · Rensselaer County	0.00	3,325.00	-3,325.00	0.0%
Total 2360 · Intergovernmental Revenues	247,000.00	260,325.00	-13,325.00	94.9%
2401 · Interest & Earnings	184.84	500.00	-315.16	37.0%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,198.81	8,002.00	-1,803.19	77.5%
Total 2705 · Gifts & Donations	7,198.81	9,002.00	-1,803.19	80.0%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	15,200.00	-15,200.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	143.70	1,436.00	-1,292.30	10.0%
2760.9 · Grants - Other	1,500.00	1,000.00	500.00	150.0%
Total 2760 · Library System Grants	1,643.70	17,636.00	-15,992.30	9.3%
599 · Appropriated Fund Balance	0.00	8,937.00	-8,937.00	0.0%
Total Income	256,340.63	296,400.00	-40,059.37	86.5%
Gross Profit	256,340.63	296,400.00	-40,059.37	86.5%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	30,134.50	67,925.00	-37,790.50	44.4%
7410.1B · Gross wages - Librarian	17,655.16	53,800.00	-36,144.84	32.8%
7410.1C · Gross wages - Assistant	26,032.85	64,298.00	-38,265.15	40.5%
Total 7410.11 · Employee Gross Wages	73,822.51	186,023.00	-112,200.49	39.7%
Total 7410.1 · Personal Services	73,822.51	186,023.00	-112,200.49	39.7%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	21,460.00	-21,460.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	21,460.00	-21,460.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	770.00	1,850.00	-1,080.00	41.6%
74104B5 · Magazines and Newspapers	0.00	250.00	-250.00	0.0%
74104B4 · Audiobooks	0.00	0.00	0.00	0.0%
74104B3 · Print Materials	3,609.64	10,200.00	-6,590.36	35.4%
74104B2 · Electronic Content	2,783.07	6,690.00	-3,906.93	41.6%
74104B1 · DVDs & Other Materials	577.87	1,900.00	-1,322.13	30.4%
7410.4B · Library Materials - Other	426.00	1,220.00	-794.00	34.9%
Total 7410.4B · Library Materials	8,166.58	22,110.00	-13,943.42	36.9%

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

	Jan - Jun 24	Budget	$ Over Budget	% of Budget
7410.4C · Equipment/Technology	730.90	1,650.00	-919.10	44.3%
7410.4D · Programs				
74104D1 · Summer Reading Program	1,590.14	4,600.00	-3,009.86	34.6%
7410.4D · Programs - Other	1,685.62	3,000.00	-1,314.38	56.2%
Total 7410.4D · Programs	3,275.76	7,600.00	-4,324.24	43.1%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	408.00	800.00	-392.00	51.0%
7410.4E · Automated Services	1,996.00	3,992.00	-1,996.00	50.0%
7410.4G · Postage	342.78	400.00	-57.22	85.7%
7410.4H · Telephone/Data Links	575.86	1,377.00	-801.14	41.8%
7410.4I · Insurance	2,000.35	2,955.00	-954.65	67.7%
7410.4F · Office and Library Supplies	154.73	1,000.00	-845.27	15.5%
7410.4J · Professional Services	490.00	400.00	90.00	122.5%
Total 7410.41 · Operations and Administrati...	5,967.72	10,924.00	-4,956.28	54.6%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	0.00	0.00	0.0%
7410.4K · Miscellaneous - Other	34.95	30.00	4.95	116.5%
Total 7410.4K · Miscellaneous	34.95	30.00	4.95	116.5%
Total 7410.4 · Contractual Expenses	18,175.91	42,314.00	-24,138.09	43.0%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	8,500.00	-8,500.00	0.0%
9030.8 · Social Security/Medicare	5,607.82	14,140.00	-8,532.18	39.7%
9040.8 · Workers Comp	382.69	900.00	-517.31	42.5%
9055.8 · Disability	107.60	500.00	-392.40	21.5%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	3,000.00	-3,000.00	0.0%
9060.8 · Health Insurance - Other	4,657.80	19,563.00	-14,905.20	23.8%
Total 9060.8 · Health Insurance	4,657.80	22,563.00	-17,905.20	20.6%
Total 9000 · Employee - Benefits	10,755.91	46,603.00	-35,847.09	23.1%
Total Expense	102,754.33	296,400.00	-193,645.67	34.7%
Net Ordinary Income	153,586.30	0.00	153,586.30	100.0%
Net Income	**153,586.30**	**0.00**	**153,586.30**	**100.0%**

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

	Jun 30, 24
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	318,353.51
200.2 · Citizens Checking Account	14,637.82
200.9 · Petty Cash	50.00
Total Checking/Savings	333,041.33
Other Current Assets	
395 · Deposits with Other Government	5,000.00
Total Other Current Assets	5,000.00
Total Current Assets	338,041.33
TOTAL ASSETS	**338,041.33**
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	179,382.05
Net Income	153,586.30
Total Equity	338,041.35
TOTAL LIABILITIES & EQUITY	**338,041.33**

Director's Report – June

June 2024 – Usage Statistics in Comparison

	June 2024	June 2023	% Change, 2024 vs. 2023	June 2022	% Change, 2024 vs. 2022
Circulation					
Circulation of materials at CPL	2,064	2,353	-12.3%	2,345	-12%
Items loaned to other libraries	428	367	+16.6%	289	+48.1%
Items borrowed from other libraries	668	663	+0.8%	842	-20.7%
eContent circulation	657	607	+8.2%	540	+21.7%
Programming					
Number of programs offered	50	46	+8.7%	44	+13.6%
Program attendance – in-person	1,081	858	+26%	497	+117.5%
Program attendance – kits*	240	192	+25%	277	-13.4%
Total program attendance	1,321	1,050	+25.8%	774	+70.7%
Public Computer Use					
Public Computer Sessions	19	17	+11.8%	20	-5%
WiFi Use - daily unique users	773 (5.1 GB)	740 (4.9 GB)	+4.5%	703 (5.1 GB)	+10%
WiFi Hotspot Use	10.59 GB	8.52 GB	+24.3%	8.97 GB	+18.1%
Marketing Reach					
Website visits	905	1,182	-23.4%	1,335	-32.2%
Website unique visitors	450	591	-23.9%	793	-43.3%
Email newsletter list size	1,695	1,606	+5.5%	1,486	+14.1%
Facebook page followers	1,482	1,304	+13.7%	995	+48.9%
Facebook total reach	22,888	16,464	+39%	6,994	+227.3%
* = The number of kits distributed through 6/30 is used for the attendance number.					

Library News

- CPL reached almost all K-6 students at CES in promoting our Summer Reading Club! The library hosted 14 class field trips during the months of June, and our Programming and Outreach Librarian made classroom visits to 7 classes that were unable to visit us. Thanks to these visits, 43 new library cards were issued to local children. In addition to the CES visits, our Programming and Outreach Librarian made visits to all 7th & 8th grade students at Maple Hill Junior-Senior High School to promote the Summer Reading Club and volunteer opportunities for teens
- Summer Reading got off to a great start in June. Between 6/26 (our kickoff date) and 6/30, a total of 188 youth and adults had registered for our program, either in person or online. Registration continues all summer long!

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

- June 3 – Class field trip to CPL (1st grade)
- June 3 – Class field trip to CPL (3rd-5th gr. group)
- June 5 – Class field trip to CPL (4th grade)
- June 5 – Class field trip to CPL (2nd grade)
- June 6 – Career Fair at Maple Hill Jr-Sr HS
- June 7 – Class field trip to CPL (3rd grade)
- June 7 – Class field trip to CPL (1st grade)
- June 10 – Class field trip to CPL (Kindergarten)
- June 11 – Class field trip to CPL (1st grade)
- June 11 – Class field trip to CPL (2nd grade)
- June 13 – Class field trip to CPL (Kindergarten)
- June 13 – Class field trip to CPL (K-2nd gr. group)
- June 17 – Class field trip to CPL (4th grade)
- June 17 – Class field trip to CPL (4th grade)
- June 18 – Classroom visit at CES (5th grade)
- June 18 – Classroom visit at CES (5th grade)
- June 18 – Classroom visit at CES (5th grade)
- June 18 – Classroom visit at CES (2nd grade)
- June 20 – Classroom visit at CES (6th grade)
- June 20 – Classroom visit at CES (6th grade)
- June 20 – Classroom visit at CES (6th grade)
- June 24 – Classroom visits at Maple Hill Jr-Sr HS (7th grade)
- June 24 – Class field trip to CPL (3rd grade)
- June 25 – Classroom visits at Maple Hill Jr-Sr HS (8th grade)

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

- June 3 – Class field trip to CPL (1st grade)
- June 3 – Class field trip to CPL (3rd-5th gr. group)
- June 5 – Class field trip to CPL (4th grade)
- June 5 – Class field trip to CPL (2nd grade)
- June 7 – Class field trip to CPL (3rd grade)
- June 7 – Directors Association meeting (virtual)
- June 7 – Class field trip to CPL (1st grade)
- June 10 – Class field trip to CPL (Kindergarten)
- June 10 – Village Board meeting
- June 11 – Class field trip to CPL (1st grade)
- June 11 – Bookmobile at Castle Hill sr. housing
- June 11 – Class field trip to CPL (2nd grade)
- June 11 – UHLS eContent Advisory Committee meeting (virtual)
- June 12 – Meeting with CPL Trustee Meghan Johnston re: mission/vision/values
- June 12 – UHLS Annual Celebration at Albany Country Club
- June 13 – Class field trip to CPL (Kindergarten)
- June 13 – Class field trip to CPL (K-2nd gr. group)
- June 17 – Class field trip to CPL (4th grade)
- June 17 – Class field trip to CPL (4th grade)
- June 20 – New York Library Association (NYLA) Continuing Education Committee (CEC) meeting (virtual)

Programs – June

6/2/2024	Take & Make: Straw Rockets	80
6/3/2024	Library Field Trip - CES (1)	23
6/3/2024	Library Field Trip - CES (3-5 SE)	4
6/3/2024	After Dinner Book Club	5
6/4/2024	Pajama Storytime	9
6/5/2024	Library Field Trip - CES (4)	22
6/5/2024	Library Field Trip - CES (2)	19
6/5/2024	Spice of the Month: Oregano	8
6/6/2024	Career Fair @MHHS	83
6/6/2024	Learn & Play Storytime	21
6/7/2024	Library Field Trip - CES (3)	18
6/7/2024	Bridge Club	6
6/7/2024	Library Field Trip - CES (1)	18
6/10/2024	Library Field Trip - CES (K)	21
6/10/2024	Cool Science: Potato Battery	4
6/11/2024	Library Field Trip - CES (1)	23
6/11/2024	Library Field Trip - CES (2)	22
6/11/2024	Castle Hill Bookmobile	6
6/11/2024	Pajama Storytime	9
6/12/2024	Open Mic Night	8
6/13/2024	Library Field Trip - CES (K)	21
6/13/2024	Learn & Play Storytime	8
6/13/2024	Lib. Field Trip - CES (K-2 SE)	8
6/13/2024	Father's Day Rock Craft	12
6/14/2024	Bridge Club	6
6/17/2024	Library Field Trip - CES (4)	20
6/17/2024	Library Field Trip - CES (4)	20
6/18/2024	Outreach visit to CES (5)	20
6/18/2024	Outreach visit to CES (5)	20
6/18/2024	Outreach visit to CES (5)	20
6/18/2024	Outreach visit to CES (2)	20
6/18/2024	Pajama Storytime	0
6/20/2024	Learn & Play Storytime	15
6/20/2024	Outreach visit to CES (6)	20
6/20/2024	Outreach visit to CES (6)	20
6/20/2024	Outreach visit to CES (6)	20
6/21/2024	Bridge Club	5
6/24/2024	Outreach visit to MH (7)	60
6/24/2024	Library Field Trip - CES (3)	17
6/25/2024	Outreach visit to MH (8)	60
6/25/2024	Pajama Storytime	9
6/26/2024	Take & Make: Patriotic Crafts	160
6/26/2024	Summer Reading Kickoff	115
6/26/2024	Scrabble	2
6/27/2024	Special Storytime: Mammals	28
6/27/2024	Cool Sci.: Coding Unplugged	7
6/28/2024	Bridge Club	5
6/28/2024	Library Rock Snake	53
6/29/2024	Reptile Adventure	138
6/30/2024	Perler Bead Crafts	3
	Month total	**1,321**