Agenda

Castleton Public Library Board of Trustees Meeting

Regular Meeting, July 20, 2026 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- Staff hiring (part-time roles)

Old Business

- Director search

President's Report

Secretary's Report

- Review of minutes from June 15, 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

Castleton Public Library Board of Trustees Meeting

Monday, June 15, 2026 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by President Cartwright at 7:02 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
Absent:	none

Adoption of Agenda

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

Public Comment

None.

New Business

Stipend for Interim Director: President Cartwright put forward a motion to pay Melanie Sheldon an additional $3,000 stipend for her work as Interim Director. Seconded by Trustee Strainge. Unanimously approved. Noted that President Cartwright will work with the Village of Castleton to ensure this is paid via established payroll.

Extension of Long Range Plan: Trustee Strainge motioned to extend the Long Range Plan by 1 year. This plan was intended to cover 2023-2026 and will now extend to 2027. Seconded by Trustee Johnston. Unanimously approved.

Old Business

Rear door project - follow-up on NYS Library Construction Grant: Paperwork is believed to be complete. Trustee Strainge volunteered to check with former director Tacke to confirm status. Trustee Montesi noted that the board wishes to thank the Village of Castleton for contributing $10,000.00 to the rear door accessibility renovation project.

Director search: President Cartwright noted that there are several applicants, that an acknowledgement of receipt has been sent to each, and that applications were requested by the end of June to receive priority. The board as a whole will review resumes. President Cartwright will chair a search committee and has created a shared document to compile feedback from board members. Trustee Marvinney volunteered to take point on documenting interview questions.

Reports

President's Report

None (discussed in context of Director search earlier in meeting).

Secretary's Report

Trustee Strainge motioned to approve the May 2026 meeting minutes. Seconded by Trustee Oras. Unanimously approved.

Treasurer's Report

Treasurer Montesi recapped balance at two banks and noted that the balance at Bank of Greene County balance will see an expected decrease soon due to payment outgoing for door renovation. Trustee Strainge motioned to approve the May 2026 Check Detail Reports. Seconded by Trustee Oras. Unanimously approved. Treasurer Montesi noted also that the Finance Committee met and reviewed the 2027 preliminary budget with former director Tacke, who expects to come in briefly in July as part of the limited temporary hours and will update the budget after obtaining additional information from the Village on how costs may fluctuate depending on items like health insurance selections made by the next director.

Director's Report

Former director Tacke prepared a report of May statistics prior to her departure. Circulation continues to trend down; program attendance was significantly up, and website and Facebook views are up. The Summer Reading Club has a busy summer planned.

Friends Report

No specific report - trustees noted that Music on the Lawn at the Schodack Town Park continues this summer.

Village of Castleton Liaison Report

Mayor Slik attended and noted the Friends of the Library want to purchase a specific improved tent for summer lawn shade, which is more complex and requires help to set up. The Village lawyer drafted a memorandum of understanding and Village Department of Public Works agreed to put up/take down the tent and store it securely in the off seasons. The Mayor shared updates on Village Hall electrical issues - a light fixture upstairs requires replacement and is planned to be fixed soon. Additionally, Mayor Slik shared enthusiasm for a firm assisting with a grant application for much-needed sewer system upgrades. Finally, the Village Bicentennial Committee is working to get ready for next year's celebrations, expecting a number of events over several months, and encourages participation from library trustees as time permits.

Committee Reports

Finance: Met as noted earlier in Treasurer's report.
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. Trustee Marvinney noted he will be absent for the July meeting. Trustee Montesi indicated he will be traveling but will join by zoom if possible. Trustee Oras notes she will likely be absent in August.

Public Comment: None.

Executive Session: None.

Adjournment: Trustee Cartwright motioned to adjourn the meeting. Seconded by Trustee Strainge. Unanimously approved. The meeting was adjourned at 7:36pm.

The Castleton Public Library
Check Detail
June 2026

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**06/01/2026**	**Home Depot**	**200.2 · Citizens Checking Account**		**-168.86**
Bill		06/01/2026		7410.4F · Office and Library Supplies	-168.86	168.86
TOTAL					-168.86	168.86
Bill Pmt -Check	**DEBIT**	**06/01/2026**	**Wal-Mart**	**200.2 · Citizens Checking Account**		**-304.01**
Bill		06/01/2026		74104D1 · Summer Reading Program	-304.01	304.01
TOTAL					-304.01	304.01
Bill Pmt -Check	**DEBIT**	**06/01/2026**	**Target**	**200.2 · Citizens Checking Account**		**-146.48**
Bill		06/01/2026		7410.4D · Programs	-146.48	146.48
TOTAL					-146.48	146.48
Bill Pmt -Check	**DEBIT**	**06/01/2026**	**Aldi**	**200.2 · Citizens Checking Account**		**-62.02**
Bill		06/01/2026		74104D1 · Summer Reading Program	-62.02	62.02
TOTAL					-62.02	62.02
Bill Pmt -Check	**DEBIT**	**06/01/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-82.60**
Bill	1126965795...	06/01/2026		7410.4D · Programs	-22.97	22.97
				74104D1 · Summer Reading Program	-59.63	59.63
TOTAL					-82.60	82.60
Bill Pmt -Check	**DEBIT**	**06/01/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-12.09**
Bill	1125586053...	06/01/2026		74104D1 · Summer Reading Program	-12.09	12.09
TOTAL					-12.09	12.09
Bill Pmt -Check	**DEBIT**	**06/01/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-7.50**
Bill	1128720037...	06/15/2026		74104D1 · Summer Reading Program	-7.50	7.50
TOTAL					-7.50	7.50
Bill Pmt -Check	**DEBIT**	**06/02/2026**	**USPS**	**200.2 · Citizens Checking Account**		**-78.00**
Bill		06/02/2026		7410.4G · Postage	-78.00	78.00
TOTAL					-78.00	78.00
Bill Pmt -Check	**DEBIT**	**06/02/2026**	**Google LLC**	**200.2 · Citizens Checking Account**		**-48.49**
Bill	5588071935	06/02/2026		7410.4C · Equipment/Technology	-48.49	48.49
TOTAL					-48.49	48.49
Bill Pmt -Check	**DEBIT**	**06/06/2026**	**Wal-Mart**	**200.2 · Citizens Checking Account**		**-25.00**
Bill		06/06/2026		74104D1 · Summer Reading Program	-4.97	4.97
				7410.4F · Office and Library Supplies	-20.03	20.03
TOTAL					-25.00	25.00

The Castleton Public Library
Check Detail
June 2026

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**06/08/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-21.78**
Bill	1122686050...	06/06/2026		74104B1 · DVDs & Other Materials	-19.96	19.96
				7410.4F · Office and Library Supplies	-1.82	1.82
TOTAL					-21.78	21.78
Bill Pmt -Check	**DEBIT**	**06/09/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-20.98**
Bill	1125593299...	06/09/2026		74104B3 · Print Materials	-20.98	20.98
TOTAL					-20.98	20.98
Bill Pmt -Check	**DEBIT**	**06/15/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-57.85**
Bill	1129758942...	06/06/2026		74104B1 · DVDs & Other Materials	-57.85	57.85
TOTAL					-57.85	57.85
Bill Pmt -Check	**DEBIT**	**06/15/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-12.85**
Bill	1128720037...	06/15/2026		74104D1 · Summer Reading Program	-12.85	12.85
TOTAL					-12.85	12.85
Bill Pmt -Check	**DEBIT**	**06/16/2026**	**Target**	**200.2 · Citizens Checking Account**		**-21.39**
Bill		06/16/2026		74104D1 · Summer Reading Program	-21.39	21.39
TOTAL					-21.39	21.39
Bill Pmt -Check	**DEBIT**	**06/21/2026**	**Kohl's**	**200.2 · Citizens Checking Account**		**-23.96**
Bill		06/21/2026		7410.4F · Office and Library Supplies	-23.96	23.96
TOTAL					-23.96	23.96
Bill Pmt -Check	**DEBIT**	**06/22/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-25.37**
Bill	1113125858...	06/22/2026		74104D1 · Summer Reading Program	-25.37	25.37
TOTAL					-25.37	25.37
Bill Pmt -Check	**DEBIT**	**06/23/2026**	**Target**	**200.2 · Citizens Checking Account**		**-9.05**
Bill		06/23/2026		74104D1 · Summer Reading Program	-9.05	9.05
TOTAL					-9.05	9.05
Bill Pmt -Check	**DEBIT**	**06/25/2026**	**Wal-Mart**	**200.2 · Citizens Checking Account**		**-32.87**
Bill		06/25/2026		74104D1 · Summer Reading Program	-32.87	32.87
TOTAL					-32.87	32.87
Bill Pmt -Check	**DEBIT**	**06/26/2026**	**Target**	**200.2 · Citizens Checking Account**		**-18.00**
Bill		06/26/2026		74104D1 · Summer Reading Program	-18.00	18.00
TOTAL					-18.00	18.00

The Castleton Public Library
Check Detail
June 2026

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**1001**	**06/04/2026**	**Bennett Contract...**	**200.4 · Bank of Greene County Acco...**		**-33,470.00**
Bill		06/04/2026		7410.2A · Renovation of Library Space	-33,470.00	33,470.00
TOTAL					-33,470.00	33,470.00
Bill Pmt -Check	**3543**	**06/28/2026**	**Uncharted Wild**	**200.2 · Citizens Checking Account**		**-275.00**
Bill		06/28/2026		74104D1 · Summer Reading Program	-275.00	275.00
TOTAL					-275.00	275.00
Bill Pmt -Check	**3544**	**06/01/2026**	**OverDrive**	**200.2 · Citizens Checking Account**		**-220.20**
Bill	MULTIPLE	06/03/2026		74104B2 · Electronic Content	-220.20	220.20
TOTAL					-220.20	220.20
Bill Pmt -Check	**3545**	**06/03/2026**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-8,100.43**
Bill	84711	06/03/2026		7410.1A · Gross wages - Director	-2,769.23	2,769.23
				7410.1C · Gross wages - Assistant	-4,759.63	4,759.63
				9030.8 · Social Security/Medicare	-571.57	571.57
TOTAL					-8,100.43	8,100.43
Bill Pmt -Check	**3546**	**06/03/2026**	**Brodart**	**200.2 · Citizens Checking Account**		**-578.89**
Bill	MULTIPLE	06/03/2026		74104B3 · Print Materials	-578.89	578.89
TOTAL					-578.89	578.89
Bill Pmt -Check	**3547**	**06/05/2026**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-84.60**
Bill	84716	06/02/2026		9055.8 · Disability	-84.60	84.60
TOTAL					-84.60	84.60
Bill Pmt -Check	**3548**	**06/05/2026**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-84.60**
Bill	84717	06/02/2026		9055.8 · Disability	-84.60	84.60
TOTAL					-84.60	84.60
Bill Pmt -Check	**3549**	**06/05/2026**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-135.94**
Bill	84718	06/02/2026		9040.8 · Workers Comp	-135.94	135.94
TOTAL					-135.94	135.94
Bill Pmt -Check	**3550**	**06/15/2026**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-894.58**
Bill	84713	06/02/2026		9060.8 · Health Insurance	-894.58	894.58
TOTAL					-894.58	894.58

The Castleton Public Library
Check Detail
June 2026

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**3551**	**06/15/2026**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-8,099.82**
Bill	84712	06/02/2026		7410.1A · Gross wages - Director	-2,769.23	2,769.23
				7410.1C · Gross wages - Assistant	-4,759.06	4,759.06
				9030.8 · Social Security/Medicare	-571.53	571.53
TOTAL					-8,099.82	8,099.82
Bill Pmt -Check	**3552**	**06/12/2026**	**FASNY Museum ...**	**200.2 · Citizens Checking Account**		**-150.00**
Bill		06/12/2026		74104B6 · Museum Passes	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	**3553**	**06/15/2026**	**Brodart**	**200.2 · Citizens Checking Account**		**-339.57**
Bill	MULTIPLE	06/15/2026		74104B3 · Print Materials	-339.57	339.57
TOTAL					-339.57	339.57
Bill Pmt -Check	**3554**	**06/18/2026**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-8,039.26**
Bill	84720	06/18/2026		7410.1A · Gross wages - Director	-2,769.23	2,769.23
				7410.1C · Gross wages - Assistant	-4,702.81	4,702.81
				9030.8 · Social Security/Medicare	-567.22	567.22
TOTAL					-8,039.26	8,039.26
Bill Pmt -Check	**3560**	**06/22/2026**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-9.55**
Bill	84721	06/22/2026		7410.4G · Postage	-9.55	9.55
TOTAL					-9.55	9.55

The Castleton Public Library
Reconciliation Summary
200.4 · Bank of Greene County Account, Period Ending 06/30/2026

	Jun 30, 26	
Beginning Balance		244,425.53
Cleared Transactions		
Checks and Payments - 1 item	-33,470.00	
Deposits and Credits - 2 items	2,625.72	
Total Cleared Transactions	-30,844.28	
Cleared Balance		**213,581.25**
Register Balance as of 06/30/2026		213,581.25
Ending Balance		213,581.25

The Castleton Public Library
Reconciliation Detail
200.4 · Bank of Greene County Account, Period Ending 06/30/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						244,425.53
Cleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	06/04/2026	1001	Bennett Contracting	X	-33,470.00	-33,470.00
Total Checks and Payments					-33,470.00	-33,470.00
Deposits and Credits - 2 items						
Deposit	06/09/2026			X	2,198.83	2,198.83
Deposit	06/30/2026			X	426.89	2,625.72
Total Deposits and Credits					2,625.72	2,625.72
Total Cleared Transactions					-30,844.28	-30,844.28
Cleared Balance					-30,844.28	213,581.25
Register Balance as of 06/30/2026					-30,844.28	213,581.25
Ending Balance					**-30,844.28**	**213,581.25**

The Castleton Public Library
Reconciliation Summary
200.1 · Citizens Money Market, Period Ending 06/30/2026

	Jun 30, 26
Beginning Balance	92,532.01
Cleared Transactions	
Deposits and Credits - 1 item	7.61
Total Cleared Transactions	7.61
Cleared Balance	**92,539.62**
Register Balance as of 06/30/2026	92,539.62
Ending Balance	92,539.62

The Castleton Public Library
Reconciliation Detail
200.1 · Citizens Money Market, Period Ending 06/30/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						92,532.01
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	06/30/2026			X	7.61	7.61
Total Deposits and Credits					7.61	7.61
Total Cleared Transactions					7.61	7.61
Cleared Balance					7.61	92,539.62
Register Balance as of 06/30/2026					7.61	92,539.62
Ending Balance					**7.61**	**92,539.62**

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 06/30/2026

	Jun 30, 26	
Beginning Balance		56,029.52
Cleared Transactions		
Checks and Payments - 33 items	-28,724.34	
Total Cleared Transactions	-28,724.34	
Cleared Balance		**27,305.18**
Uncleared Transactions		
Checks and Payments - 2 items	-425.00	
Total Uncleared Transactions	-425.00	
Register Balance as of 06/30/2026		**26,880.18**
Ending Balance		26,880.18

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 06/30/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						56,029.52
Cleared Transactions						
Checks and Payments - 33 items						
Bill Pmt -Check	05/18/2026	3541	Hancock Shaker Vill...	X	-250.00	-250.00
Bill Pmt -Check	05/24/2026	3542	Brodart	X	-707.75	-957.75
Bill Pmt -Check	06/01/2026	DEBIT	Wal-Mart	X	-304.01	-1,261.76
Bill Pmt -Check	06/01/2026	3544	OverDrive	X	-220.20	-1,481.96
Bill Pmt -Check	06/01/2026	DEBIT	Home Depot	X	-168.86	-1,650.82
Bill Pmt -Check	06/01/2026	DEBIT	Target	X	-146.48	-1,797.30
Bill Pmt -Check	06/01/2026	DEBIT	Amazon LLC	X	-82.60	-1,879.90
Bill Pmt -Check	06/01/2026	DEBIT	Aldi	X	-62.02	-1,941.92
Bill Pmt -Check	06/01/2026	DEBIT	Amazon LLC	X	-12.09	-1,954.01
Bill Pmt -Check	06/01/2026	DEBIT	Amazon LLC	X	-7.50	-1,961.51
Bill Pmt -Check	06/02/2026	DEBIT	USPS	X	-78.00	-2,039.51
Bill Pmt -Check	06/02/2026	DEBIT	Google LLC	X	-48.49	-2,088.00
Bill Pmt -Check	06/03/2026	3545	Village of Castleton-...	X	-8,100.43	-10,188.43
Bill Pmt -Check	06/03/2026	3546	Brodart	X	-578.89	-10,767.32
Bill Pmt -Check	06/05/2026	3549	Village of Castleton-...	X	-135.94	-10,903.26
Bill Pmt -Check	06/05/2026	3547	Village of Castleton-...	X	-84.60	-10,987.86
Bill Pmt -Check	06/05/2026	3548	Village of Castleton-...	X	-84.60	-11,072.46
Bill Pmt -Check	06/06/2026	DEBIT	Wal-Mart	X	-25.00	-11,097.46
Bill Pmt -Check	06/08/2026	DEBIT	Amazon LLC	X	-21.78	-11,119.24
Bill Pmt -Check	06/09/2026	DEBIT	Amazon LLC	X	-20.98	-11,140.22
Bill Pmt -Check	06/15/2026	3551	Village of Castleton-...	X	-8,099.82	-19,240.04
Bill Pmt -Check	06/15/2026	3550	Village of Castleton-...	X	-894.58	-20,134.62
Bill Pmt -Check	06/15/2026	3553	Brodart	X	-339.57	-20,474.19
Bill Pmt -Check	06/15/2026	DEBIT	Amazon LLC	X	-57.85	-20,532.04
Bill Pmt -Check	06/15/2026	DEBIT	Amazon LLC	X	-12.85	-20,544.89
Bill Pmt -Check	06/16/2026	DEBIT	Target	X	-21.39	-20,566.28
Bill Pmt -Check	06/18/2026	3554	Village of Castleton-...	X	-8,039.26	-28,605.54
Bill Pmt -Check	06/21/2026	DEBIT	Kohl's	X	-23.96	-28,629.50
Bill Pmt -Check	06/22/2026	DEBIT	Amazon LLC	X	-25.37	-28,654.87
Bill Pmt -Check	06/22/2026	3560	Village of Castleton-...	X	-9.55	-28,664.42
Bill Pmt -Check	06/23/2026	DEBIT	Target	X	-9.05	-28,673.47
Bill Pmt -Check	06/25/2026	DEBIT	Wal-Mart	X	-32.87	-28,706.34
Bill Pmt -Check	06/26/2026	DEBIT	Target	X	-18.00	-28,724.34
Total Checks and Payments					-28,724.34	-28,724.34
Total Cleared Transactions					-28,724.34	-28,724.34
Cleared Balance					-28,724.34	27,305.18
Uncleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	06/12/2026	3552	FASNY Museum of ...		-150.00	-150.00
Bill Pmt -Check	06/28/2026	3543	Uncharted Wild		-275.00	-425.00
Total Checks and Payments					-425.00	-425.00
Total Uncleared Transactions					-425.00	-425.00
Register Balance as of 06/30/2026					-29,149.34	26,880.18
Ending Balance					**-29,149.34**	**26,880.18**

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

	Jan - Jun 26	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	19.88	0.00	19.88	100.0%
2082.12 · Lost Books	14.00	0.00	14.00	100.0%
2082.13 · Copies, Prints and Faxes	143.95	0.00	143.95	100.0%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
2082.19 · Other Fines & Fees	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	177.83	0.00	177.83	100.0%
Total 2082 · Library Charges	177.83	0.00	177.83	100.0%
2360 · Intergovernmental Revenues				
2360.4 · Taxes - SCSD	159,000.00	159,000.00	0.00	100.0%
2360.1 · Town of Schodack	92,500.00	92,500.00	0.00	100.0%
2360.2 · Village of Castleton	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	251,500.00	271,425.00	-19,925.00	92.7%
2401 · Interest & Earnings	2,775.95	4,000.00	-1,224.05	69.4%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	2,000.00	2,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,238.38	9,000.00	-2,761.62	69.3%
Total 2705 · Gifts & Donations	8,238.38	11,000.00	-2,761.62	74.9%
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)	152.90	1,603.00	-1,450.10	9.5%
2760.9 · Grants - Other	4,406.00	3,500.00	906.00	125.9%
Total 2760 · Library System Grants	4,558.90	6,713.00	-2,154.10	67.9%
599 · Appropriated Fund Balance	0.00	42,138.00	-42,138.00	0.0%
Total Income	267,251.06	335,276.00	-68,024.94	79.7%
Gross Profit	267,251.06	335,276.00	-68,024.94	79.7%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	33,230.76	72,000.00	-38,769.24	46.2%
7410.1B · Gross wages - Librarian	0.00	0.00	0.00	0.0%
7410.1C · Gross wages - Assistant	57,368.05	133,000.00	-75,631.95	43.1%
Total 7410.11 · Employee Gross Wages	90,598.81	205,000.00	-114,401.19	44.2%
Total 7410.1 · Personal Services	90,598.81	205,000.00	-114,401.19	44.2%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	33,470.00	33,470.00	0.00	100.0%
Total 7410.2 · Equipment & Capital Outlay	33,470.00	33,470.00	0.00	100.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	822.00	1,600.00	-778.00	51.4%
74104B5 · Magazines and Newspapers	78.80	200.00	-121.20	39.4%
74104B4 · Audiobooks	0.00	0.00	0.00	0.0%
74104B3 · Print Materials	5,825.62	9,500.00	-3,674.38	61.3%
74104B2 · Electronic Content	3,710.00	7,900.00	-4,190.00	47.0%
74104B1 · DVDs & Other Materials	421.01	1,000.00	-578.99	42.1%
7410.4B · Library Materials - Other	0.00	550.00	-550.00	0.0%
Total 7410.4B · Library Materials	10,857.43	20,750.00	-9,892.57	52.3%
7410.4C · Equipment/Technology	1,130.14	3,000.00	-1,869.86	37.7%

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

	Jan - Jun 26	Budget	$ Over Budget	% of Budget
7410.4D · Programs				
74104D1 · Summer Reading Program	1,696.49	5,815.00	-4,118.51	29.2%
7410.4D · Programs - Other	1,264.51	4,500.00	-3,235.49	28.1%
Total 7410.4D · Programs	2,961.00	10,315.00	-7,354.00	28.7%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	165.00	950.00	-785.00	17.4%
7410.4E · Automated Services	2,096.00	4,188.00	-2,092.00	50.0%
7410.4G · Postage	239.66	600.00	-360.34	39.9%
7410.4H · Telephone/Data Links	373.55	1,250.00	-876.45	29.9%
7410.4I · Insurance	2,061.93	3,162.00	-1,100.07	65.2%
7410.4F · Office and Library Supplies	1,162.62	1,600.00	-437.38	72.7%
7410.4J · Professional Services	460.00	500.00	-40.00	92.0%
Total 7410.41 · Operations and Administrati...	6,558.76	12,250.00	-5,691.24	53.5%
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	21,507.33	46,315.00	-24,807.67	46.4%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	20,276.00	-20,276.00	0.0%
9030.8 · Social Security/Medicare	6,878.19	15,580.00	-8,701.81	44.1%
9040.8 · Workers Comp	576.76	1,200.00	-623.24	48.1%
9055.8 · Disability	169.20	660.00	-490.80	25.6%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	5,367.48	11,275.00	-5,907.52	47.6%
Total 9060.8 · Health Insurance	5,367.48	12,775.00	-7,407.52	42.0%
Total 9000 · Employee - Benefits	12,991.63	50,491.00	-37,499.37	25.7%
Total Expense	158,567.77	335,276.00	-176,708.23	47.3%
Net Ordinary Income	108,683.29	0.00	108,683.29	100.0%
Net Income	**108,683.29**	**0.00**	**108,683.29**	**100.0%**

The Castleton Public Library
Profit & Loss
June 2026

		Jun 26
Ordinary Income/Expense		
Income		
2082 · Library Charges		
2082.1 · Library Fines & Fees		
2082.11 · Fines	5.00	
2082.12 · Lost Books	14.00	
2082.13 · Copies, Prints and Faxes	69.45	
2082.14 · Register Overage/Shortage	0.00	
Total 2082.1 · Library Fines & Fees		88.45
Total 2082 · Library Charges		88.45
2401 · Interest & Earnings		434.50
2705 · Gifts & Donations		2,031.30
2760 · Library System Grants		
2760.9 · Grants - Other		79.08
Total 2760 · Library System Grants		79.08
Total Income		2,633.33
Gross Profit		2,633.33
Expense		
7410.1 · Personal Services		
7410.11 · Employee Gross Wages		
7410.1A · Gross wages - Director	8,307.69	
7410.1C · Gross wages - Assistant	14,221.50	
Total 7410.11 · Employee Gross Wages		22,529.19
Total 7410.1 · Personal Services		22,529.19
7410.2 · Equipment & Capital Outlay		
7410.2A · Renovation of Library Space		33,470.00
Total 7410.2 · Equipment & Capital Outlay		33,470.00
7410.4 · Contractual Expenses		
7410.4B · Library Materials		
74104B6 · Museum Passes	150.00	
74104B3 · Print Materials	939.44	
74104B2 · Electronic Content	220.20	
74104B1 · DVDs & Other Materials	77.81	
Total 7410.4B · Library Materials		1,387.45
7410.4C · Equipment/Technology		48.49
7410.4D · Programs		
74104D1 · Summer Reading Program	844.75	
7410.4D · Programs - Other	169.45	
Total 7410.4D · Programs		1,014.20
7410.41 · Operations and Administrative		
7410.4G · Postage	87.55	
7410.4F · Office and Library Supplies	214.67	
Total 7410.41 · Operations and Administrative		302.22
Total 7410.4 · Contractual Expenses		2,752.36

The Castleton Public Library
Profit & Loss
June 2026

	Jun 26
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	1,710.32
9040.8 · Workers Comp	135.94
9055.8 · Disability	169.20
9060.8 · Health Insurance	894.58
Total 9000 · Employee - Benefits	2,910.04
Total Expense	61,661.59
Net Ordinary Income	-59,028.26
Net Income	**-59,028.26**

The Castleton Public Library
Balance Sheet
As of June 30, 2026

	Jun 30, 26
ASSETS	
Current Assets	
Checking/Savings	
200.4 · Bank of Greene County Account	213,581.25
200.1 · Citizens Money Market	92,539.62
200.2 · Citizens Checking Account	26,880.18
200.9 · Petty Cash	50.00
Total Checking/Savings	333,051.05
Other Current Assets	
395 · Deposits with Other Government	7,500.00
Total Other Current Assets	7,500.00
Total Current Assets	340,551.05
TOTAL ASSETS	**340,551.05**
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	226,794.78
Net Income	108,683.29
Total Equity	340,551.07
TOTAL LIABILITIES & EQUITY	**340,551.05**