Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, June 16, 2025 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business
- Sustainable funding options
- 2024 Financial Review

Old Business
- Library word-of-mouth advertising

President's Report

Secretary's Report
- Review of minutes from May 19, 2025

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

Board of Directors
Castleton Library
85 South Main Street
Castleton, N.Y. 12033

I have reviewed the accounting records maintained for the 2024 financial activity for the Castleton Library. The monthly reports allow the board to better oversee the financial condition of the library activities. The records are current and fairly represent the financial condition of the Castleton Library for the 2024 fiscal year.

I have traced the financial activity for several months for the 2024 fiscal year. Documented receipts were deposited intact and on a timely basis. Expenditures were backed up with sufficient documentation for those utilizing checks and the use of the debit card. Bank statements were reconciled monthly to the accounting records. Payrolls were utilized using a payroll service contracted with the Village of Castleton. Details of the biweekly payrolls were reconciled to the bank statements. I reviewed the budget to actual comparison for the 2024 Fiscal Year and found that all the line-item expenditures were within the original adopted budgeted amounts. If there are any questions, I will be available to provide answers.

William C. Adams

Consultant

May 9, 2025

Castleton Public Library Board of Trustees Meeting

Monday, May 12, 2025 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by Vice President Cartwright at 7:02 pm.

Roll Call

Present (physical):	Shane Mitchum, President; Patrick Cartwright, Vice President; Laurie Knaack, Secretary; Colin Strainge, Trustee; Meghan Johnston, Trustee; Ron Montesi, Trustee; Melissa Tacke, Library Director
Present (virtual):	Alyssa Mitchum, Treasurer
Guests:	Charles Peter (Town Supervisor) and Michael Kenney (Town Board Member)

Adoption of Agenda

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

Public Comment

None.

New Business

Discussion with Town supervisor re: library service: Moved to end of meeting.
Library card contest: Director Tacke and the Programming & Outreach Coordinator will be running a Library Card Design Contest in the summer and are seeking a few trustees to assist in the panel to judge entries in August.

Old Business

Library word-of-mouth advertising: Director Tacke highlighted the Summer Reading Program Kickoff on Friday, June 27, which is the last day of school. The event will be 11:30am-6pm. Adults upcoming events including a new recurring Fiber Arts session for adults and older teens in the evenings on the 2nd Monday of each month. World of Tea also returns next month for adults and teens 15+. Storywalks are up May-Oct at the town and state parks with the book slated to change each month.

Reports

President's Report

None.

Secretary's Report

Trustee Johnston motioned to approve the April 2025 meeting minutes. Seconded by Trustee Montesi. Unanimously approved.

Treasurer's Report

Trustee Strainge motioned to approve the April 2025 Check Detail Reports. Seconded by Trustee Johnston. Unanimously approved.

Director's Report
Director Tacke presented statistics for April 2025 with a comparison against 2024. Circulation of physical content has continued to decline slightly, but is nearly offset by increase in eContent circulation. New WiFi hotspots received use (a comparison is pending due to a difference in when data usage reports for the month are received). In-person attendance at programming was similar to the previous year.

Friends Report
The Friends of the Library held a well-attended plant sale on May 3 and will resume with their next fundraiser of bake sales at Music in the Park at the Schodack Town Park.

Village of Castleton Liaison Report
Not present (conflict with Village Board meeting this month). Director Tacke reports that she and Mayor Michael Slik met this past month to consider pavilion and front lawn improvement ideas for the Village Hall, potentially for breaking ground next spring, and will meet again in June. The Friends of the Library will lend a tent again this year for front lawn summer activities.

Committee Reports
Finance: Did not meet.
Administrative: Did not meet.
Operations/Capital Projects: Did not meet; will meet in the next month regarding renovations.
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. Director Tacke notes that some changes in arrangement of space have been made based on observations from board walkthroughs, and this allows for growth of youth nonfiction collection, as well as more usable dedicated staff space and a youth reading space.

Announcements: None.

Public Comment: None.

Executive Session: None.

Agenda item moved – Discussion with Town supervisor re: library service: The Schodack Town Supervisor, Charles Peter, attended to share some ideas for the board's consideration regarding locations and services to best support the needs of Town of Schodack residents for library access and community identity.

Adjournment: The meeting was adjourned at 9:06 pm.

The Castleton Public Library
Check Detail
May 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**05/02/2025**	**Google LLC**	**200.2 · Citizens Checking Account**		**-36.00**
Bill	5238894103	05/02/2025		7410.4C · Equipment/Technology	-36.00	36.00
TOTAL					-36.00	36.00
Bill Pmt -Check	**DEBIT**	**05/05/2025**	**USPS**	**200.2 · Citizens Checking Account**		**-5.11**
Bill		05/05/2025		7410.4G · Postage	-5.11	5.11
TOTAL					-5.11	5.11
Bill Pmt -Check	**DEBIT**	**05/10/2025**	**Honest Weight F...**	**200.2 · Citizens Checking Account**		**-9.41**
Bill		05/10/2025		7410.4D · Programs	-9.41	9.41
TOTAL					-9.41	9.41
Bill Pmt -Check	**DEBIT**	**05/10/2025**	**Aldi**	**200.2 · Citizens Checking Account**		**-18.77**
Bill		05/10/2025		7410.4D · Programs	-18.77	18.77
TOTAL					-18.77	18.77
Bill Pmt -Check	**DEBIT**	**05/10/2025**	**Target**	**200.2 · Citizens Checking Account**		**-6.19**
Bill		05/10/2025		7410.4D · Programs	-6.19	6.19
TOTAL					-6.19	6.19
Bill Pmt -Check	**DEBIT**	**05/12/2025**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-39.94**
Bill	1113018149...	05/12/2025		74104B1 · DVDs & Other Materials	-39.94	39.94
TOTAL					-39.94	39.94
Bill Pmt -Check	**DEBIT**	**05/20/2025**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-44.50**
Bill	1116673908...	05/20/2025		7410.4D · Programs	-14.52	14.52
				7410.4B · Library Materials	-14.84	14.84
				7410.4F · Office and Library Supplies	-15.14	15.14
TOTAL					-44.50	44.50
Bill Pmt -Check	**DEBIT**	**05/22/2025**	**USPS**	**200.2 · Citizens Checking Account**		**-5.11**
Bill		05/22/2025		7410.4G · Postage	-5.11	5.11
TOTAL					-5.11	5.11
Bill Pmt -Check	**DEBIT**	**05/23/2025**	**Price Chopper**	**200.2 · Citizens Checking Account**		**-7.95**
Bill		05/23/2025		7410.4D · Programs	-7.95	7.95
TOTAL					-7.95	7.95
Bill Pmt -Check	**DEBIT**	**05/27/2025**	**USPS**	**200.2 · Citizens Checking Account**		**-5.11**
Bill		05/27/2025		7410.4G · Postage	-5.11	5.11
TOTAL					-5.11	5.11

The Castleton Public Library
Check Detail
May 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**3399**	**05/05/2025**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-7,618.77**
Bill	84641	05/05/2025		7410.1A · Gross wages - Director	-2,692.30	2,692.30
				7410.1C · Gross wages - Assistant	-4,389.13	4,389.13
				9030.8 · Social Security/Medicare	-537.34	537.34
TOTAL					-7,618.77	7,618.77
Bill Pmt -Check	**3400**	**05/05/2025**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-829.08**
Bill	84642	05/05/2025		9060.8 · Health Insurance	-829.08	829.08
TOTAL					-829.08	829.08
Bill Pmt -Check	**3401**	**05/05/2025**	**UHLS**	**200.2 · Citizens Checking Account**		**-1,047.00**
Bill	25-235	05/05/2025		7410.4E · Automated Services	-1,047.00	1,047.00
TOTAL					-1,047.00	1,047.00
Bill Pmt -Check	**3402**	**05/05/2025**	**Hancock Shaker ...**	**200.2 · Citizens Checking Account**		**-250.00**
Bill		05/05/2025		74104B6 · Museum Passes	-250.00	250.00
TOTAL					-250.00	250.00
Bill Pmt -Check	**3403**	**05/12/2025**	**OverDrive**	**200.2 · Citizens Checking Account**		**-592.96**
Bill	MULTIPLE	05/12/2025		74104B2 · Electronic Content	-592.96	592.96
TOTAL					-592.96	592.96
Bill Pmt -Check	**3404**	**05/16/2025**	**Charter Commun...**	**200.2 · Citizens Checking Account**		**-95.70**
Bill	1443984010...	05/07/2025		7410.4H · Telephone/Data Links	-95.70	95.70
TOTAL					-95.70	95.70
Bill Pmt -Check	**3405**	**05/19/2025**	**UHLS**	**200.2 · Citizens Checking Account**		**-40.00**
Bill		05/19/2025		7410.4A · Staff Development/Edu	-40.00	40.00
TOTAL					-40.00	40.00
Bill Pmt -Check	**3406**	**05/27/2025**	**New York Library...**	**200.2 · Citizens Checking Account**		**-500.00**
Bill	5785	05/27/2025		7410.4A · Staff Development/Edu	-500.00	500.00
TOTAL					-500.00	500.00
Bill Pmt -Check	**3407**	**05/27/2025**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-7,963.79**
Bill	84644	05/19/2025		7410.1A · Gross wages - Director	-2,692.30	2,692.30
				7410.1C · Gross wages - Assistant	-4,709.63	4,709.63
				9030.8 · Social Security/Medicare	-561.86	561.86
TOTAL					-7,963.79	7,963.79

The Castleton Public Library
Check Detail
May 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**3408**	**05/27/2025**	**Brodart**	**200.2 · Citizens Checking Account**		**-632.96**
Bill	MULTIPLE	05/27/2025		74104B3 · Print Materials	-632.96	632.96
TOTAL					-632.96	632.96
Bill Pmt -Check	**3409**	**05/27/2025**	**OverDrive**	**200.2 · Citizens Checking Account**		**-302.99**
Bill	MULTIPLE	05/27/2025		74104B2 · Electronic Content	-302.99	302.99
TOTAL					-302.99	302.99

The Castleton Public Library
Reconciliation Summary
200.4 · Bank of Greene County Account, Period Ending 05/31/2025

	May 31, 25	
Beginning Balance		228,516.44
Cleared Transactions		
Deposits and Credits - 2 items	1,453.98	
Total Cleared Transactions	1,453.98	
Cleared Balance		**229,970.42**
Register Balance as of 05/31/2025		229,970.42
Ending Balance		229,970.42

The Castleton Public Library
Reconciliation Detail
200.4 · Bank of Greene County Account, Period Ending 05/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						228,516.44
Cleared Transactions						
Deposits and Credits - 2 items						
Deposit	05/23/2025			X	869.82	869.82
Deposit	05/31/2025			X	584.16	1,453.98
Total Deposits and Credits					1,453.98	1,453.98
Total Cleared Transactions					1,453.98	1,453.98
Cleared Balance					1,453.98	229,970.42
Register Balance as of 05/31/2025					1,453.98	229,970.42
Ending Balance					**1,453.98**	**229,970.42**

The Castleton Public Library
Reconciliation Summary
200.1 · Citizens Money Market, Period Ending 05/31/2025

	May 31, 25	
Beginning Balance		152,171.71
Cleared Transactions		
Checks and Payments - 1 item	-20,000.00	
Deposits and Credits - 1 item	11.83	
Total Cleared Transactions	-19,988.17	
Cleared Balance		**132,183.54**
Register Balance as of 05/31/2025		132,183.54
Ending Balance		132,183.54

The Castleton Public Library
Reconciliation Detail
200.1 · Citizens Money Market, Period Ending 05/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						152,171.71
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	05/12/2025			X	-20,000.00	-20,000.00
Total Checks and Payments					-20,000.00	-20,000.00
Deposits and Credits - 1 item						
Deposit	05/31/2025			X	11.83	11.83
Total Deposits and Credits					11.83	11.83
Total Cleared Transactions					-19,988.17	-19,988.17
Cleared Balance					-19,988.17	132,183.54
Register Balance as of 05/31/2025					-19,988.17	132,183.54
Ending Balance					**-19,988.17**	**132,183.54**

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 05/31/2025

	May 31, 25	
Beginning Balance		24,186.79
Cleared Transactions		
Checks and Payments - 18 items	-18,615.39	
Deposits and Credits - 1 item	20,000.00	
Total Cleared Transactions	1,384.61	
Cleared Balance		**25,571.40**
Uncleared Transactions		
Checks and Payments - 3 items	-1,435.95	
Total Uncleared Transactions	-1,435.95	
Register Balance as of 05/31/2025		**24,135.45**
Ending Balance		24,135.45

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 05/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						24,186.79
Cleared Transactions						
Checks and Payments - 18 items						
Bill Pmt -Check	05/02/2025	DEBIT	Google LLC	X	-36.00	-36.00
Bill Pmt -Check	05/05/2025	3399	Village of Castleton-...	X	-7,618.77	-7,654.77
Bill Pmt -Check	05/05/2025	3401	UHLS	X	-1,047.00	-8,701.77
Bill Pmt -Check	05/05/2025	3400	Village of Castleton-...	X	-829.08	-9,530.85
Bill Pmt -Check	05/05/2025	3402	Hancock Shaker Vill...	X	-250.00	-9,780.85
Bill Pmt -Check	05/05/2025	DEBIT	USPS	X	-5.11	-9,785.96
Bill Pmt -Check	05/10/2025	DEBIT	Aldi	X	-18.77	-9,804.73
Bill Pmt -Check	05/10/2025	DEBIT	Honest Weight Food...	X	-9.41	-9,814.14
Bill Pmt -Check	05/10/2025	DEBIT	Target	X	-6.19	-9,820.33
Bill Pmt -Check	05/12/2025	3403	OverDrive	X	-592.96	-10,413.29
Bill Pmt -Check	05/12/2025	DEBIT	Amazon LLC	X	-39.94	-10,453.23
Bill Pmt -Check	05/16/2025	3404	Charter Communicat...	X	-95.70	-10,548.93
Bill Pmt -Check	05/19/2025	3405	UHLS	X	-40.00	-10,588.93
Bill Pmt -Check	05/20/2025	DEBIT	Amazon LLC	X	-44.50	-10,633.43
Bill Pmt -Check	05/22/2025	DEBIT	USPS	X	-5.11	-10,638.54
Bill Pmt -Check	05/23/2025	DEBIT	Price Chopper	X	-7.95	-10,646.49
Bill Pmt -Check	05/27/2025	3407	Village of Castleton-...	X	-7,963.79	-18,610.28
Bill Pmt -Check	05/27/2025	DEBIT	USPS	X	-5.11	-18,615.39
Total Checks and Payments					-18,615.39	-18,615.39
Deposits and Credits - 1 item						
Transfer	05/12/2025			X	20,000.00	20,000.00
Total Deposits and Credits					20,000.00	20,000.00
Total Cleared Transactions					1,384.61	1,384.61
Cleared Balance					1,384.61	25,571.40
Uncleared Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	05/27/2025	3408	Brodart		-632.96	-632.96
Bill Pmt -Check	05/27/2025	3406	New York Library As...		-500.00	-1,132.96
Bill Pmt -Check	05/27/2025	3409	OverDrive		-302.99	-1,435.95
Total Checks and Payments					-1,435.95	-1,435.95
Total Uncleared Transactions					-1,435.95	-1,435.95
Register Balance as of 05/31/2025					-51.34	24,135.45
Ending Balance					**-51.34**	**24,135.45**

The Castleton Public Library
Profit & Loss
May 2025

	May 25	
Ordinary Income/Expense		
Income		
2082 · Library Charges		
2082.1 · Library Fines & Fees		
2082.11 · Fines	0.00	
2082.12 · Lost Books	57.95	
2082.13 · Copies, Prints and Faxes	17.50	
2082.14 · Register Overage/Shortage	0.00	
Total 2082.1 · Library Fines & Fees	75.45	
Total 2082 · Library Charges		75.45
2401 · Interest & Earnings		595.99
2705 · Gifts & Donations		794.37
Total Income		1,465.81
Gross Profit		1,465.81
Expense		
7410.1 · Personal Services		
7410.11 · Employee Gross Wages		
7410.1A · Gross wages - Director	5,384.60	
7410.1C · Gross wages - Assistant	9,098.76	
Total 7410.11 · Employee Gross Wages	14,483.36	
Total 7410.1 · Personal Services		14,483.36
7410.4 · Contractual Expenses		
7410.4B · Library Materials		
74104B6 · Museum Passes	250.00	
74104B3 · Print Materials	632.96	
74104B2 · Electronic Content	895.95	
74104B1 · DVDs & Other Materials	39.94	
7410.4B · Library Materials - Other	14.84	
Total 7410.4B · Library Materials	1,833.69	
7410.4C · Equipment/Technology	36.00	
7410.4D · Programs	56.84	
7410.41 · Operations and Administrative		
7410.4A · Staff Development/Edu	540.00	
7410.4E · Automated Services	1,047.00	
7410.4G · Postage	15.33	
7410.4H · Telephone/Data Links	95.70	
7410.4F · Office and Library Supplies	15.14	
Total 7410.41 · Operations and Administrative	1,713.17	
Total 7410.4 · Contractual Expenses		3,639.70
9000 · Employee - Benefits		
9030.8 · Social Security/Medicare	1,099.20	
9060.8 · Health Insurance	829.08	
Total 9000 · Employee - Benefits		1,928.28
Total Expense		20,051.34
Net Ordinary Income		-18,585.53
Net Income		-18,585.53

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

	Jan - May 25	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	4.00	0.00	4.00	100.0%
2082.12 · Lost Books	129.51	0.00	129.51	100.0%
2082.13 · Copies, Prints and Faxes	80.80	0.00	80.80	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	214.31	0.00	214.31	100.0%
Total 2082 · Library Charges	214.31	0.00	214.31	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	10,000.00	-10,000.00	0.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	254,825.00	264,825.00	-10,000.00	96.2%
2401 · Interest & Earnings	1,841.97	240.00	1,601.97	767.5%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	5,290.81	8,100.00	-2,809.19	65.3%
Total 2705 · Gifts & Donations	6,290.81	9,100.00	-2,809.19	69.1%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	14,485.00	16,095.00	-1,610.00	90.0%
2760.1 · LLSA and ERATE (UHLS)	0.00	1,490.00	-1,490.00	0.0%
2760.9 · Grants - Other	2,788.46	4,000.00	-1,211.54	69.7%
Total 2760 · Library System Grants	17,273.46	21,585.00	-4,311.54	80.0%
599 · Appropriated Fund Balance	0.00	22,706.00	-22,706.00	0.0%
Total Income	280,445.55	318,456.00	-38,010.45	88.1%
Gross Profit	280,445.55	318,456.00	-38,010.45	88.1%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	26,923.00	70,000.00	-43,077.00	38.5%
7410.1B · Gross wages - Librarian	0.00	8,820.00	-8,820.00	0.0%
7410.1C · Gross wages - Assistant	42,352.39	122,050.00	-79,697.61	34.7%
Total 7410.11 · Employee Gross Wages	69,275.39	200,870.00	-131,594.61	34.5%
Total 7410.1 · Personal Services	69,275.39	200,870.00	-131,594.61	34.5%
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	507.00	1,850.00	-1,343.00	27.4%
74104B5 · Magazines and Newspapers	225.94	200.00	25.94	113.0%
74104B4 · Audiobooks	0.00	0.00	0.00	0.0%
74104B3 · Print Materials	3,053.07	11,700.00	-8,646.93	26.1%
74104B2 · Electronic Content	3,781.34	7,900.00	-4,118.66	47.9%
74104B1 · DVDs & Other Materials	389.90	1,491.00	-1,101.10	26.2%
7410.4B · Library Materials - Other	153.84	1,200.00	-1,046.16	12.8%
Total 7410.4B · Library Materials	8,111.09	24,341.00	-16,229.91	33.3%
7410.4C · Equipment/Technology	668.70	2,250.00	-1,581.30	29.7%

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

	Jan - May 25	Budget	$ Over Budget	% of Budget
7410.4D · Programs				
74104D1 · Summer Reading Program	115.90	5,200.00	-5,084.10	2.2%
7410.4D · Programs - Other	1,103.51	4,500.00	-3,396.49	24.5%
Total 7410.4D · Programs	1,219.41	9,700.00	-8,480.59	12.6%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	540.00	950.00	-410.00	56.8%
7410.4E · Automated Services	2,094.00	4,190.00	-2,096.00	50.0%
7410.4G · Postage	113.64	600.00	-486.36	18.9%
7410.4H · Telephone/Data Links	448.67	1,250.00	-801.33	35.9%
7410.4I · Insurance	2,062.94	3,070.00	-1,007.06	67.2%
7410.4F · Office and Library Supplies	634.45	1,300.00	-665.55	48.8%
7410.4J · Professional Services	250.00	550.00	-300.00	45.5%
Total 7410.41 · Operations and Administrati...	6,143.70	11,910.00	-5,766.30	51.6%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	0.00	0.00	0.0%
7410.4K · Miscellaneous - Other	463.71	30.00	433.71	1,545.7%
Total 7410.4K · Miscellaneous	463.71	30.00	433.71	1,545.7%
Total 7410.4 · Contractual Expenses	16,606.61	48,231.00	-31,624.39	34.4%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	8,100.00	-8,100.00	0.0%
9030.8 · Social Security/Medicare	5,255.70	14,500.00	-9,244.30	36.2%
9040.8 · Workers Comp	0.00	900.00	-900.00	0.0%
9055.8 · Disability	0.00	500.00	-500.00	0.0%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	3,000.00	-3,000.00	0.0%
9060.8 · Health Insurance - Other	4,145.40	20,895.00	-16,749.60	19.8%
Total 9060.8 · Health Insurance	4,145.40	23,895.00	-19,749.60	17.3%
Total 9000 · Employee - Benefits	9,401.10	47,895.00	-38,493.90	19.6%
Total Expense	95,283.10	318,456.00	-223,172.90	29.9%
Net Ordinary Income	185,162.45	0.00	185,162.45	100.0%
Net Income	**185,162.45**	**0.00**	**185,162.45**	**100.0%**

The Castleton Public Library
Balance Sheet
As of May 31, 2025

	May 31, 25
ASSETS	
Current Assets	
Checking/Savings	
200.4 · Bank of Greene County Account	229,970.42
200.1 · Citizens Money Market	132,183.54
200.2 · Citizens Checking Account	24,135.45
200.9 · Petty Cash	50.00
Total Checking/Savings	386,339.41
Other Current Assets	
395 · Deposits with Other Government	7,500.00
Total Other Current Assets	7,500.00
Total Current Assets	393,839.41
TOTAL ASSETS	**393,839.41**
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	203,603.98
Net Income	185,162.45
Total Equity	393,839.43
TOTAL LIABILITIES & EQUITY	**393,839.41**

Director's Report – May 2025

May 2025 – Usage Statistics in Comparison

	May 2025	May 2024	% Change, 2025 vs. 2024
Circulation			
Circulation of materials at CPL	1,577	1,761	-10.4%
Items loaned to other libraries	378	302	+25.2%
Items borrowed from other libraries	714	787	-9.3%
eContent circulation	811	692	+17.2%
Total circulation (physical & digital)	2,388	2,453	-2.6%
Programming			
Number of programs offered	32	29	+10.3%
Program attendance – in-person	181	259	-30.1%
Program attendance – kits*	90	110	-18.2%
Total program attendance	271	369	-26.6%
Public Computer Use			
Public Computer Sessions	25	13	+92.3%
WiFi Use – daily unique users	635	776	-18.2%
WiFi Hotspot Use	264.57 GB	263.48 GB	+0.4%
Marketing Reach			
Website visits	767	876	-12.4%
Website unique visitors	435	428	+1.6%
Email newsletter list size	1,742	1,689	+3.1%
Facebook page followers	1,613	1,460	+10.5%
Facebook total reach	5,606	8,449	-33.6%
* = The number of kits distributed through 5/31 is used for the attendance number.			

Programs – May

5/1/2025	T&M Craft Kit: Handprint Dinosaur	90
5/1/2025	Special Visitor Storytime: Mammals	15
5/1/2025	Drop-In Tech Help	0
5/3/2025	Little Ones Playtime	1
5/4/2025	Little Ones Playtime	3
5/5/2025	After Dinner Book Club	5
5/7/2025	Mother's Day Crafts	8
5/8/2025	Learn & Play Storytime	5
5/9/2025	Tech Help @Castle Hill	1
5/9/2025	Film Screening: Free for All	4
5/10/2025	Saturday Stories	7
5/10/2025	Narcan Training	2
5/12/2025	Job Help w/RensCo Career Center	0
5/12/2025	Fiber Arts Workshop	12
5/13/2025	Bingo Night for Kids and Teens	10
5/13/2025	Castle Hill Bookmobile	6
5/14/2025	Open Mic Night	18

5/15/2025	Learn & Play Storytime	15
5/18/2025	No-Bake Energy Bites	15
5/19/2025	World of Tea - Afternoon session	0
5/19/2025	World of Tea - Evening session	0
5/20/2025	Career Day: Lawyer	0
5/21/2025	Afternoon Book Club	9
5/22/2025	Learn & Play Storytime	11
5/23/2025	STEAM Lab: Paper Chain Challenge	5
5/24/2025	Family Dice/Card Game Weekend	0
5/25/2025	Family Dice/Card Game Weekend	0
5/27/2025	Kids Cook AtW: Tzatziki Dip	6
5/28/2025	Memoir Writing for Adults	7
5/28/2025	Computer Help	1
5/29/2025	Learn & Play Storytime	12
5/30/2025	Teen Scene: Wooden Bookmarks	3
	Month total	**271**

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

- May 1 – Weekly meeting with Director
- May 2 – Webinar – "The Age of A.I."
- May 6 – Youth Services Advisory Council (YSAC) at UHLS in Albany
- May 8 – Weekly meeting with Director
- May 9 – Tech Help at Castle Hill Senior Housing
- May 15 – Weekly meeting with Director
- May 15 – Adult Services Advisory Council (ASAC) at UHLS in Albany
- May 20 – Meeting with Library Assistant & Director
- May 22 – Webinar – "Libraries Supporting Literacy Best Practices"
- May 22 – Meeting with CES PTO and Director (phone meeting)
- May 22 – Weekly meeting with Director
- May 24 – Library tour for Bring on the Spectrum (BOTS) for sensory space evaluation
- May 29 – Weekly meeting with Director

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

- May 1 – Weekly meeting with Programming & Outreach Coordinator
- May 2 – Meeting on NY HELPS and local Civil Service at UHLS in Albany
- May 2 – UHLS Directors Association meeting at UHLS in Albany
- May 6 – Met with Bill Adams re: 2024 financial review
- May 8 – Weekly meeting with Programming & Outreach Coordinator
- May 9 – Meeting with VOC Mayor Michael Slik & Friends of CPL President Theresa Scandurra re: front lawn space improvements
- May 13 – Bookmobile at Castle Hill Senior Housing
- May 15 – New York Library Association (NYLA) Library Administration & Management Section (LAMS) board meeting (virtual meeting)
- May 15 – Weekly meeting with Programming & Outreach Coordinator
- May 16 – Capital District Library Council (CDLC) Annual Meeting at CDLC in Latham
- May 20 – Meeting with Library Assistant and Programming & Outreach Coordinator
- May 21 – eContent Advisory Committee meeting (virtual meeting)
- May 22 – Meeting with CES PTO and Programming & Outreach Coordinator (phone meeting)
- May 22 – Weekly meeting with Programming & Outreach Coordinator
- May 29 – Weekly meeting with Programming & Outreach Coordinator
- May 30 – Half-day conference – "Reinvigorating Librarianship" at CDLC in Latham