Agenda
Castleton Public Library Board of Trustees Meeting
Meeting, May 16, 2022 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- Review of minutes from April 18, 2022
- Review of April Check Detail

Public Funding Options for Libraries – Discussion with Tim Burke, UHLS

Announcements

Public Comment

Executive Session

Adjourn

Castleton Public Library Board of Trustees Meeting

Monday, April 18, 2022 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:05 pm.

Roll Call

Present: Shane Mitchum, President; Patrick Cartwright, Vice President; Laurie Knaack, Secretary; Alyssa Mitchum, Treasurer; Colin Strainge, Trustee; Kate Bielawa, Trustee; Melissa Tacke, Library Director

Adoption of Agenda

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

Public Comment

None.

New Business

New Hire - Library Assistant: Trustee Cartwright motioned to approve the hiring of Kate Shannon at the Library Assistant rate. Trustee Knaack seconded. Unanimously approved.

Trustee education requirements beginning 2023: two hours of training, specifically related to Trustee role and from providers approved by the NYS Division of Library Development, will be required annually for each trustee beginning in 2023. The board will need to keep records of such training. This topic will be revisited as more information becomes available.

Old Business

Word of mouth advertising: Director Tacke presented the May event calendar and highlighted for the board that two weekly in-person children's storytimes have returned.

Reopening process: More in-person programming returns in May with fewer drop-in activities and more synchronous activities. Mask requirements remain aligned to COVID-19 community levels with masks required only when community level is High. Community room reservations are now permitted.

Reports

President's Report

No report.

Secretary's Report

Trustee Cartwright motioned to approve the March 2022 meeting minutes. Seconded by Trustee Strainge. Unanimously approved.

Treasurer's Report

Trustee Cartwright motioned to approve the March 2022 Check Detail Reports. Seconded by Trustee Knaack. Unanimously approved.

Director's Report

The director reviewed with the board statistics for visitation and circulation in March, and comparison between 2022, 2021, 2020. Note that all comparisons now represent months affected by the COVID-19 pandemic.

Friends Report

The Friends of the Library held a breakfast fundraiser and has begun a membership drive.

Committee Reports

Finance: met; discussed planning for budget submission to town of Schodack in August 2022.
Administrative: met; planning to set up administrative calendar to aid the board in annual activities.
Operations/Capital Projects: planning next meeting.
Policy: no report; will resume in May to align with reviewing policies annually.
Sustainable Funding: met; discussed funding options and considering whether school board vote method may be an option in 2023. Director Tacke is working to schedule Tim Burke of UHLS to present at an upcoming board meeting, focused on the school board vote option and planning out what preparation would be needed.
Library Space: Director Tacke plans to meet again with Village mayor and Village board member(s) to discuss potential permanent outdoor space for Library and Village use in front of the building.
Community Outreach & Visibility: will meet again for brainstorming and welcomes further ideas.

Announcements

None.

Public Comment

None.

Executive Session

None.

Adjournment

The meeting was adjourned at 7:34pm.

The Castleton Public Library
Check Detail
April 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**04/01/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-17.96**
Bill	1148288350...	04/01/2022		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96
Bill Pmt -Check	**DEBIT**	**04/04/2022**	**Wayfair, LLC**	**200.2 · Citizens Checking Account**		**-195.06**
Bill	3734750692	04/04/2022		7410.4C · Equipment/Technology	-195.06	195.06
TOTAL					-195.06	195.06
Bill Pmt -Check	**DEBIT**	**04/04/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-19.96**
Bill	1115774209...	04/04/2022		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	**DEBIT**	**04/04/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-35.95**
Bill	1148377999...	04/04/2022		74104B1 · DVDs & Other Materials	-35.95	35.95
TOTAL					-35.95	35.95
Bill Pmt -Check	**DEBIT**	**04/05/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-19.96**
Bill	1115774209...	04/05/2022		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	**DEBIT**	**04/12/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-32.95**
Bill	1142161746...	04/13/2022		74104B1 · DVDs & Other Materials	-32.95	32.95
TOTAL					-32.95	32.95
Bill Pmt -Check	**DEBIT**	**04/13/2022**	**Country True Val...**	**200.2 · Citizens Checking Account**		**-13.45**
Bill		04/13/2022		7410.4D · Programs	-13.45	13.45
TOTAL					-13.45	13.45
Bill Pmt -Check	**DEBIT**	**04/13/2022**	**USPS**	**200.2 · Citizens Checking Account**		**-3.03**
Bill		04/13/2022		7410.4G · Postage	-3.03	3.03
TOTAL					-3.03	3.03
Bill Pmt -Check	**DEBIT**	**04/14/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-119.58**
Bill	1146035753...	04/13/2022		7410.4D · Programs	-119.58	119.58
TOTAL					-119.58	119.58
Bill Pmt -Check	**DEBIT**	**04/15/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-50.97**
Bill	1143403407...	04/13/2022		7410.4D · Programs	-50.97	50.97
TOTAL					-50.97	50.97

The Castleton Public Library
Check Detail
April 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**04/18/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-17.96**
Bill	1142161746...	04/18/2022		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96
Bill Pmt -Check	**DEBIT**	**04/18/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-19.96**
Bill	1142161746...	04/18/2022		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	**DEBIT**	**04/22/2022**	**Zoom Video Com...**	**200.2 · Citizens Checking Account**		**-12.74**
Bill	INV1444816...	04/22/2022		7410.4C · Equipment/Technology	-12.74	12.74
TOTAL					-12.74	12.74
Bill Pmt -Check	**DEBIT**	**04/24/2022**	**Target**	**200.2 · Citizens Checking Account**		**-17.26**
Bill		04/24/2022		7410.4D · Programs	-17.26	17.26
TOTAL					-17.26	17.26
Bill Pmt -Check	**DEBIT**	**04/26/2022**	**USPS**	**200.2 · Citizens Checking Account**		**-3.03**
Bill		04/26/2022		7410.4G · Postage	-3.03	3.03
TOTAL					-3.03	3.03
Bill Pmt -Check	**DEBIT**	**04/26/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-17.96**
Bill	1142161746...	04/26/2022		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96
Bill Pmt -Check	**DEBIT**	**04/26/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-37.18**
Bill	1140853909...	04/20/2022		7410.4D · Programs	-37.18	37.18
TOTAL					-37.18	37.18
Bill Pmt -Check	**DEBIT**	**04/27/2022**	**Certified Framin...**	**200.2 · Citizens Checking Account**		**-125.00**
Bill		04/27/2022		7410.4K · Miscellaneous	-125.00	125.00
TOTAL					-125.00	125.00
Bill Pmt -Check	**DEBIT**	**04/27/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-21.98**
Bill	1147141436...	04/20/2022		7410.4D · Programs	-21.98	21.98
TOTAL					-21.98	21.98
Bill Pmt -Check	**DEBIT**	**04/27/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-51.45**
Bill	1141317540...	04/23/2022		74104B1 · DVDs & Other Materials	-51.45	51.45
TOTAL					-51.45	51.45

The Castleton Public Library
Check Detail
April 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**2955**	**04/04/2022**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-4,769.87**
Bill	84405	04/04/2022		7410.1A · Gross wages - Director	-2,279.69	2,279.69
				7410.1B · Gross wages - Librarian	-856.44	856.44
				7410.1C · Gross wages - Assistant	-1,297.20	1,297.20
				9030.8 · Social Security/Medicare	-336.54	336.54
TOTAL					-4,769.87	4,769.87
Bill Pmt -Check	**2956**	**04/04/2022**	**UHLS**	**200.2 · Citizens Checking Account**		**-259.00**
Bill	22-152	04/04/2022		74104B2 · Electronic Content	-259.00	259.00
TOTAL					-259.00	259.00
Bill Pmt -Check	**2957**	**04/04/2022**	**Brodart**	**200.2 · Citizens Checking Account**		**-660.07**
Bill	MULTIPLE	04/04/2022		74104B3 · Print Materials	-660.07	660.07
TOTAL					-660.07	660.07
Bill Pmt -Check	**2958**	**04/04/2022**	**UHLS**	**200.2 · Citizens Checking Account**		**-978.09**
Bill	22-176	04/04/2022		7410.4E · Automated Services	-978.09	978.09
TOTAL					-978.09	978.09
Bill Pmt -Check	**2959**	**04/18/2022**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-4,769.87**
Bill	84408	04/11/2022		7410.1A · Gross wages - Director	-2,279.69	2,279.69
				7410.1B · Gross wages - Librarian	-856.44	856.44
				7410.1C · Gross wages - Assistant	-1,297.20	1,297.20
				9030.8 · Social Security/Medicare	-336.54	336.54
TOTAL					-4,769.87	4,769.87
Bill Pmt -Check	**2960**	**04/18/2022**	**Walker Display**	**200.2 · Citizens Checking Account**		**-837.89**
Bill	26360	04/08/2022		7410.2A · Renovation of Library Space	-837.89	837.89
TOTAL					-837.89	837.89
Bill Pmt -Check	**2961**	**04/18/2022**	**Dell**	**200.2 · Citizens Checking Account**		**-4,441.84**
Bill	10575284636	04/08/2022		7410.2A · Renovation of Library Space	-4,441.84	4,441.84
TOTAL					-4,441.84	4,441.84
Bill Pmt -Check	**2962**	**04/18/2022**	**Brodart**	**200.2 · Citizens Checking Account**		**-620.66**
Bill	MULTIPLE	04/18/2022		74104B3 · Print Materials	-620.66	620.66
TOTAL					-620.66	620.66
Bill Pmt -Check	**2963**	**04/29/2022**	**T-Mobile**	**200.2 · Citizens Checking Account**		**-120.40**
Bill		04/23/2022		7410.4C · Equipment/Technology	-30.10	30.10
				7410.4B · Library Materials	-90.30	90.30
TOTAL					-120.40	120.40

The Castleton Public Library
Reconciliation Summary
200.1 · Citizens Money Market, Period Ending 04/30/2022

	Apr 30, 22	
Beginning Balance		242,800.36
Cleared Transactions		
Checks and Payments - 2 items	-30,000.00	
Deposits and Credits - 2 items	1,631.95	
Total Cleared Transactions	-28,368.05	
Cleared Balance		**214,432.31**
Register Balance as of 04/30/2022		214,432.31
Ending Balance		214,432.31

The Castleton Public Library
Reconciliation Detail
200.1 · Citizens Money Market, Period Ending 04/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						242,800.36
Cleared Transactions						
Checks and Payments - 2 items						
Transfer	04/01/2022			X	-15,000.00	-15,000.00
Transfer	04/29/2022			X	-15,000.00	-30,000.00
Total Checks and Payments					-30,000.00	-30,000.00
Deposits and Credits - 2 items						
Deposit	04/14/2022			X	1,628.21	1,628.21
Deposit	04/30/2022			X	3.74	1,631.95
Total Deposits and Credits					1,631.95	1,631.95
Total Cleared Transactions					-28,368.05	-28,368.05
Cleared Balance					-28,368.05	214,432.31
Register Balance as of 04/30/2022					-28,368.05	214,432.31
Ending Balance					**-28,368.05**	**214,432.31**

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 04/30/2022

	Apr 30, 22	
Beginning Balance		33,499.19
Cleared Transactions		
Checks and Payments - 31 items	-17,770.59	
Deposits and Credits - 2 items	30,000.00	
Total Cleared Transactions	12,229.41	
Cleared Balance		**45,728.60**
Uncleared Transactions		
Checks and Payments - 2 items	-958.29	
Total Uncleared Transactions	-958.29	
Register Balance as of 04/30/2022		**44,770.31**
Ending Balance		44,770.31

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 04/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						33,499.19
Cleared Transactions						
Checks and Payments - 31 items						
Bill Pmt -Check	03/09/2022	2945	William C. Adams	X	-210.00	-210.00
Bill Pmt -Check	03/29/2022	2952	T-Mobile	X	-120.40	-330.40
Bill Pmt -Check	03/31/2022	2953	Village of Castleton-...	X	-79.40	-409.80
Bill Pmt -Check	03/31/2022	2954	UHLS	X	-28.00	-437.80
Bill Pmt -Check	04/01/2022	DEBIT	Amazon LLC	X	-17.96	-455.76
Bill Pmt -Check	04/04/2022	2955	Village of Castleton-...	X	-4,769.87	-5,225.63
Bill Pmt -Check	04/04/2022	2958	UHLS	X	-978.09	-6,203.72
Bill Pmt -Check	04/04/2022	2957	Brodart	X	-660.07	-6,863.79
Bill Pmt -Check	04/04/2022	2956	UHLS	X	-259.00	-7,122.79
Bill Pmt -Check	04/04/2022	DEBIT	Wayfair, LLC	X	-195.06	-7,317.85
Bill Pmt -Check	04/04/2022	DEBIT	Amazon LLC	X	-35.95	-7,353.80
Bill Pmt -Check	04/04/2022	DEBIT	Amazon LLC	X	-19.96	-7,373.76
Bill Pmt -Check	04/05/2022	DEBIT	Amazon LLC	X	-19.96	-7,393.72
Bill Pmt -Check	04/12/2022	DEBIT	Amazon LLC	X	-32.95	-7,426.67
Bill Pmt -Check	04/13/2022	DEBIT	Country True Value	X	-13.45	-7,440.12
Bill Pmt -Check	04/13/2022	DEBIT	USPS	X	-3.03	-7,443.15
Bill Pmt -Check	04/14/2022	DEBIT	Amazon LLC	X	-119.58	-7,562.73
Bill Pmt -Check	04/15/2022	DEBIT	Amazon LLC	X	-50.97	-7,613.70
Bill Pmt -Check	04/18/2022	2959	Village of Castleton-...	X	-4,769.87	-12,383.57
Bill Pmt -Check	04/18/2022	2961	Dell	X	-4,441.84	-16,825.41
Bill Pmt -Check	04/18/2022	2962	Brodart	X	-620.66	-17,446.07
Bill Pmt -Check	04/18/2022	DEBIT	Amazon LLC	X	-19.96	-17,466.03
Bill Pmt -Check	04/18/2022	DEBIT	Amazon LLC	X	-17.96	-17,483.99
Bill Pmt -Check	04/22/2022	DEBIT	Zoom Video Commu...	X	-12.74	-17,496.73
Bill Pmt -Check	04/24/2022	DEBIT	Target	X	-17.26	-17,513.99
Bill Pmt -Check	04/26/2022	DEBIT	Amazon LLC	X	-37.18	-17,551.17
Bill Pmt -Check	04/26/2022	DEBIT	Amazon LLC	X	-17.96	-17,569.13
Bill Pmt -Check	04/26/2022	DEBIT	USPS	X	-3.03	-17,572.16
Bill Pmt -Check	04/27/2022	DEBIT	Certified Framing an...	X	-125.00	-17,697.16
Bill Pmt -Check	04/27/2022	DEBIT	Amazon LLC	X	-51.45	-17,748.61
Bill Pmt -Check	04/27/2022	DEBIT	Amazon LLC	X	-21.98	-17,770.59
Total Checks and Payments					-17,770.59	-17,770.59
Deposits and Credits - 2 items						
Transfer	04/01/2022			X	15,000.00	15,000.00
Transfer	04/29/2022			X	15,000.00	30,000.00
Total Deposits and Credits					30,000.00	30,000.00
Total Cleared Transactions					12,229.41	12,229.41
Cleared Balance					12,229.41	45,728.60

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 04/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	04/18/2022	2960	Walker Display		-837.89	-837.89
Bill Pmt -Check	04/29/2022	2963	T-Mobile		-120.40	-958.29
Total Checks and Payments					-958.29	-958.29
Total Uncleared Transactions					-958.29	-958.29
Register Balance as of 04/30/2022					11,271.12	44,770.31
Ending Balance					**11,271.12**	**44,770.31**

The Castleton Public Library
Profit & Loss
April 2022

		Apr 22
Ordinary Income/Expense		
Income		
2082 · Library Charges		
2082.1 · Library Fines & Fees		
2082.11 · Fines	6.00	
2082.12 · Lost Books	20.98	
2082.13 · Copies, Prints and Faxes	0.00	
2082.14 · Register Overage/Shortage	0.00	
Total 2082.1 · Library Fines & Fees		26.98
Total 2082 · Library Charges		26.98
2401 · Interest & Earnings		3.74
2705 · Gifts & Donations		213.03
2760 · Library System Grants		
2760.1 · LLSA and ERATE (UHLS)	138.20	
2760.9 · Grants - Other	1,250.00	
Total 2760 · Library System Grants		1,388.20
Total Income		1,631.95
Gross Profit		1,631.95
Expense		
7410.1 · Personal Services		
7410.11 · Employee Gross Wages		
7410.1A · Gross wages - Director	4,559.38	
7410.1B · Gross wages - Librarian	1,712.88	
7410.1C · Gross wages - Assistant	2,594.40	
Total 7410.11 · Employee Gross Wages		8,866.66
Total 7410.1 · Personal Services		8,866.66
7410.2 · Equipment & Capital Outlay		
7410.2A · Renovation of Library Space	5,279.73	
Total 7410.2 · Equipment & Capital Outlay		5,279.73
7410.4 · Contractual Expenses		
7410.4B · Library Materials		
74104B3 · Print Materials	1,280.73	
74104B2 · Electronic Content	259.00	
74104B1 · DVDs & Other Materials	234.11	
7410.4B · Library Materials - Other	90.30	
Total 7410.4B · Library Materials		1,864.14
7410.4C · Equipment/Technology		237.90
7410.4D · Programs		260.42
7410.41 · Operations and Administrative		
7410.4E · Automated Services	978.09	
7410.4G · Postage	6.06	
Total 7410.41 · Operations and Administrative		984.15
7410.4K · Miscellaneous		125.00
Total 7410.4 · Contractual Expenses		3,471.61

The Castleton Public Library
Profit & Loss
April 2022

	Apr 22
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	673.08
Total 9000 · Employee - Benefits	673.08
Total Expense	18,291.08
Net Ordinary Income	-16,659.13
Net Income	**-16,659.13**

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through April 2022

	Jan - Apr 22	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	19.71	0.00	19.71	100.0%
2082.12 · Lost Books	68.96	0.00	68.96	100.0%
2082.13 · Copies, Prints and Faxes	0.00	240.00	-240.00	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%
2082.1 · Library Fines & Fees - Other	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	88.67	240.00	-151.33	36.9%
Total 2082 · Library Charges	88.67	240.00	-151.33	36.9%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	159,260.00	159,263.00	-3.00	100.0%
2360.2 · Village of Castleton	0.00	14,000.00	-14,000.00	0.0%
2360.3 · Rensselaer County	0.00	3,325.00	-3,325.00	0.0%
Total 2360 · Intergovernmental Revenues	159,260.00	176,588.00	-17,328.00	90.2%
2401 · Interest & Earnings	11.56	24.00	-12.44	48.2%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	4,259.21	5,800.00	-1,540.79	73.4%
Total 2705 · Gifts & Donations	5,259.21	6,800.00	-1,540.79	77.3%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	2,149.00	-2,149.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	138.20	1,130.00	-991.80	12.2%
2760.9 · Grants - Other	1,250.00	1,000.00	250.00	125.0%
Total 2760 · Library System Grants	1,388.20	4,279.00	-2,890.80	32.4%
599 · Appropriated Fund Balance	0.00	12,650.00	-12,650.00	0.0%
Total Income	166,007.64	200,581.00	-34,573.36	82.8%
Gross Profit	166,007.64	200,581.00	-34,573.36	82.8%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	18,066.25	59,500.00	-41,433.75	30.4%
7410.1B · Gross wages - Librarian	6,955.11	22,838.00	-15,882.89	30.5%
7410.1C · Gross wages - Assistant	9,145.48	44,500.00	-35,354.52	20.6%
Total 7410.11 · Employee Gross Wages	34,166.84	126,838.00	-92,671.16	26.9%
Total 7410.1 · Personal Services	34,166.84	126,838.00	-92,671.16	26.9%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	5,279.73	4,447.00	832.73	118.7%
Total 7410.2 · Equipment & Capital Outlay	5,279.73	4,447.00	832.73	118.7%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	75.00	1,880.00	-1,805.00	4.0%
74104B5 · Magazines and Newspapers	0.00	1,000.00	-1,000.00	0.0%
74104B4 · Audiobooks	0.00	400.00	-400.00	0.0%
74104B3 · Print Materials	2,688.38	8,186.00	-5,497.62	32.8%
74104B2 · Electronic Content	2,322.95	5,700.00	-3,377.05	40.8%
74104B1 · DVDs & Other Materials	637.07	2,300.00	-1,662.93	27.7%
7410.4B · Library Materials - Other	478.76	1,555.00	-1,076.24	30.8%
Total 7410.4B · Library Materials	6,202.16	21,021.00	-14,818.84	29.5%
7410.4C · Equipment/Technology	856.75	1,050.00	-193.25	81.6%

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through April 2022

	Jan - Apr 22	Budget	$ Over Budget	% of Budget
7410.4D · Programs				
74104D1 · Summer Reading Program	124.15	3,840.00	-3,715.85	3.2%
7410.4D · Programs - Other	822.11	3,000.00	-2,177.89	27.4%
Total 7410.4D · Programs	946.26	6,840.00	-5,893.74	13.8%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	0.00	800.00	-800.00	0.0%
7410.4E · Automated Services	1,956.18	4,110.00	-2,153.82	47.6%
7410.4G · Postage	28.03	300.00	-271.97	9.3%
7410.4H · Telephone/Data Links	284.52	1,470.00	-1,185.48	19.4%
7410.4I · Insurance	1,705.94	2,665.00	-959.06	64.0%
7410.4F · Office and Library Supplies	344.43	1,300.00	-955.57	26.5%
7410.4J · Professional Services	210.00	820.00	-610.00	25.6%
Total 7410.41 · Operations and Administrati...	4,529.10	11,465.00	-6,935.90	39.5%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	1,000.00	-1,000.00	0.0%
7410.4K · Miscellaneous - Other	172.52	25.00	147.52	690.1%
Total 7410.4K · Miscellaneous	172.52	1,025.00	-852.48	16.8%
Total 7410.4 · Contractual Expenses	12,706.79	41,401.00	-28,694.21	30.7%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	6,950.00	-6,950.00	0.0%
9030.8 · Social Security/Medicare	2,592.91	9,350.00	-6,757.09	27.7%
9040.8 · Workers Comp	0.00	1,000.00	-1,000.00	0.0%
9055.8 · Disability	79.40	535.00	-455.60	14.8%
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	8,560.00	-8,560.00	0.0%
Total 9060.8 · Health Insurance	0.00	10,060.00	-10,060.00	0.0%
Total 9000 · Employee - Benefits	2,672.31	27,895.00	-25,222.69	9.6%
Total Expense	54,825.67	200,581.00	-145,755.33	27.3%
Net Ordinary Income	111,181.97	0.00	111,181.97	100.0%
Net Income	**111,181.97**	**0.00**	**111,181.97**	**100.0%**

The Castleton Public Library
Profit & Loss Forecast vs. Actual
January through April 2022

	Jan - Apr 22	Forecast	$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	19.71	5.00	14.71	394.2%
2082.12 · Lost Books	68.96	132.12	-63.16	52.2%
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%
Total 2082.1 · Library Fines & Fees	88.67	137.12	-48.45	64.7%
Total 2082 · Library Charges	88.67	137.12	-48.45	64.7%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	159,260.00	146,786.00	12,474.00	108.5%
2360.2 · Village of Castleton	0.00	0.00	0.00	0.0%
2360.3 · Rensselaer County	0.00	0.00	0.00	0.0%
Total 2360 · Intergovernmental Revenues	159,260.00	146,786.00	12,474.00	108.5%
2401 · Interest & Earnings	11.56	10.17	1.39	113.7%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	4,259.21	6,053.50	-1,794.29	70.4%
Total 2705 · Gifts & Donations	5,259.21	7,053.50	-1,794.29	74.6%
2760 · Library System Grants				
2760.1 · LLSA and ERATE (UHLS)	138.20	0.00	138.20	100.0%
2760.9 · Grants - Other	1,250.00	1,000.00	250.00	125.0%
Total 2760 · Library System Grants	1,388.20	1,000.00	388.20	138.8%
Total Income	166,007.64	154,986.79	11,020.85	107.1%
Gross Profit	166,007.64	154,986.79	11,020.85	107.1%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	18,066.25	18,868.37	-802.12	95.7%
7410.1B · Gross wages - Librarian	6,955.11	7,148.48	-193.37	97.3%
7410.1C · Gross wages - Assistant	9,145.48	10,065.76	-920.28	90.9%
Total 7410.11 · Employee Gross Wages	34,166.84	36,082.61	-1,915.77	94.7%
Total 7410.1 · Personal Services	34,166.84	36,082.61	-1,915.77	94.7%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	5,279.73			
Total 7410.2 · Equipment & Capital Outlay	5,279.73			
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	75.00	0.00	75.00	100.0%
74104B5 · Magazines and Newspapers	0.00	0.00	0.00	0.0%
74104B4 · Audiobooks	0.00	125.84	-125.84	0.0%
74104B3 · Print Materials	2,688.38	2,298.42	389.96	117.0%
74104B2 · Electronic Content	2,322.95	2,779.61	-456.66	83.6%
74104B1 · DVDs & Other Materials	637.07	451.83	185.24	141.0%
7410.4B · Library Materials - Other	478.76	387.74	91.02	123.5%
Total 7410.4B · Library Materials	6,202.16	6,043.44	158.72	102.6%
7410.4C · Equipment/Technology	856.75	600.28	256.47	142.7%
7410.4D · Programs				
74104D1 · Summer Reading Program	124.15	149.76	-25.61	82.9%
7410.4D · Programs - Other	822.11	834.59	-12.48	98.5%
Total 7410.4D · Programs	946.26	984.35	-38.09	96.1%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	0.00	12.00	-12.00	0.0%
7410.4E · Automated Services	1,956.18	978.09	978.09	200.0%
7410.4G · Postage	28.03	8.25	19.78	339.8%
7410.4H · Telephone/Data Links	284.52	389.90	-105.38	73.0%
7410.4I · Insurance	1,705.94	1,701.89	4.05	100.2%
7410.4F · Office and Library Supplies	344.43	0.00	344.43	100.0%
7410.4J · Professional Services	210.00	420.00	-210.00	50.0%
Total 7410.41 · Operations and Administrative	4,529.10	3,510.13	1,018.97	129.0%
7410.4K · Miscellaneous	172.52	15.00	157.52	1,150.1%
Total 7410.4 · Contractual Expenses	12,706.79	11,153.20	1,553.59	113.9%

The Castleton Public Library
Profit & Loss Forecast vs. Actual
January through April 2022

	Jan - Apr 22	Forecast	$ Over Forecast	% of Forecast
9000 · Employee - Benefits				
9030.8 · Social Security/Medicare	2,592.91	2,736.30	-143.39	94.8%
9040.8 · Workers Comp	0.00	129.69	-129.69	0.0%
9055.8 · Disability	79.40	120.75	-41.35	65.8%
9060.8 · Health Insurance	0.00	2,716.96	-2,716.96	0.0%
Total 9000 · Employee - Benefits	2,672.31	5,703.70	-3,031.39	46.9%
Total Expense	54,825.67	52,939.51	1,886.16	103.6%
Net Ordinary Income	111,181.97	102,047.28	9,134.69	109.0%
Net Income	**111,181.97**	**102,047.28**	**9,134.69**	**109.0%**

The Castleton Public Library
Balance Sheet
As of April 30, 2022

	Apr 30, 22
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	214,432.31
200.2 · Citizens Checking Account	44,770.31
200.9 · Petty Cash	50.00
Total Checking/Savings	259,252.62
Other Current Assets	
395 · Deposits with Other Government	5,000.00
Total Other Current Assets	5,000.00
Total Current Assets	264,252.62
TOTAL ASSETS	**264,252.62**
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	147,997.67
Net Income	111,181.97
Total Equity	264,252.64
TOTAL LIABILITIES & EQUITY	**264,252.62**

Director's Report – April

April 2022 – Usage Statistics in Comparison

	Apr. 2022	Apr. 2021	% Change, 2022 vs. 2021	Apr. 2020	% Change, 2022 vs. 2020
Circulation					
Circulation of materials at CPL	1,789	1,385	+29.2%	0*	N/A
Items loaned to other libraries	328	372	-11.8%	0*	N/A
Items borrowed from other libraries	782	496	+57.7%	0*	N/A
eContent circulation	586	526	+11.4%	736	-20.4%
Programming					
Number of programs offered	20	14	+42.9%	7	+185.7%
Program attendance – in-person	91	38	+139.5%	0*	N/A
Program attendance – live virtual	0	0	N/A	2	-100%
Program attendance – kits and prerecorded virtual**	138	145	-4.8%	87	+58.6%
Total program attendance	229	183	+25.1%	89	+157.3%
Public Computer Use					
Public Computer Sessions	16	0***	N/A	0*	N/A
WiFi Use - daily unique users	542 (2.4 GB)	425 (4.8 GB)	+27.5%	107 (1.7 GB)	+406.5%
WiFi Hotspot Use	2.16 GB	51.28 GB	-95.8%	1.52 GB	+42.1%
Marketing Reach					
Website visits	839	663	+26.5%	1,091	-23.1%
Website unique visitors	410	422	-2.8%	691	-40.7%
Email newsletter list size	1,481	1,413	+4.8%	1,388	+6.7%
Facebook page likes	963	874	+10.2%	803	+19.9%
Facebook total reach	3,402	2,656	+28.2%	11,160	-69.5%

* = The library was closed to the public from 3/6/2020 through 5/30/2020.
** = The number of kits distributed through 4/30 is used for the attendance number.
*** = Public computer stations were not reintroduced at CPL until 5/3/21.

Programs – April

4/4/2022	Cool Science Kit: Floating M&Ms	74
4/4/2022	Take & Make Craft: Bug Crafts	64
4/4/2022	Flower Wreaths	7
4/4/2022	After Dinner Book Club	3
4/8/2022	Bridge Club	8
4/8/2022	Device Help @Castle Hill	3
4/11/2022	Build with Keva Planks	2
4/12/2022	Castle Hill Bookmobile	6
4/14/2022	Walking Storytime @SISP	3
4/18/2022	Perler Bead Crafts	6
4/19/2022	Lending Library @Riverside	9

4/19/2022	Cool Science: Grow a Rainbow	6
4/20/2022	Afternoon Book Club	4
4/20/2022	Teen Time: Galaxy Jars	0
4/21/2022	Walking Storytime @SISP	0
4/21/2022	Foam Paint Fun	5
4/22/2022	Giant Connect Four	2
4/22/2022	Bridge Club	4
4/25/2022	Paper Bag Puppets	23
4/28/2022	Walking Storytime @SISP	0
	Month total	**229**

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

- None

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

- April 1 – Directors Association meeting
- April 1 – Interviews for Library Assistant position
- April 5 – Community Outreach & Visibility Committee meeting (virtual meeting)
- April 6 – Meeting with Alison Lattimore, Maple Hill Junior-Senior High School librarian, re: OurStoryBridge project
- April 8 – Smartphone & Tablet Help at Castle Hill senior housing
- April 11 – Administrative Committee meeting (virtual meeting)
- April 11 – Village Board meeting
- April 12 – Finance Committee / Sustainable Funding Committee meeting (virtual meeting)
- April 12 – Bookmobile at Castle Hill senior housing
- April 13 – Reinforcement of StoryWalk velcro fasteners at Schodack Island State Park
- April 13 – Library Space Committee meeting
- April 15 – Meeting with Lissa D'Aquanni (VOC Library Liaison) and Kate Shannon (CPL Library Assistant) re: New York Heritage digitization project
- April 19 – Lending Library at Riverside Center for Rehabilitation and Nursing
- April 20 – Friends of CPL meeting
- April 22 – Meeting with Mayor Joe Keegan, Lissa D'Aquanni (VOC Library Liaison), and Theresa Scandurra (President, Friends of CPL) re: re-envisioning front lawn area of Village Hall
- April 26 – "Libraries and First Amendment Audits: Ask the Lawyer" (Webinar)

Events and Take-Home Kits at
Castleton Public Library
June 2022

Weekly Programs

Pajama Storytime

Tuesdays at 6:00 p.m. June 7, 14, 21, 28; July 5

Feel free to wear your pajamas or bring a stuffed animal friend to this evening storytime! Ages birth-8.

Learn & Play Storytime

Thursdays at 10:30 a.m. June 2, 9, 16, 23, 30

Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement while building their early literacy and motor skills! Join us every Thursday for fun and learning.

Take-Home Kits

Cool Science at Home Kit: Skittles Science

Pick up anytime through June 24

Explore the science of diffusion using Skittles candies!

Take & Make Craft Kit: Animal Crafts

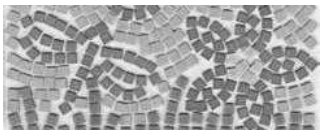
Pick up anytime through June 24

Have fun creating cute animal crafts with this take-home kit!

Cool Science at Home Kit: Bouncy Balls

Pick up anytime from June 25 through July 9

Let's learn about polymers and how to make bouncy balls using borax, baking soda, and glue!



Take & Make Craft Kit: Paper Mosaic Art

Pick up anytime from June 25 through July 9

Unleash your creativity and make beautiful paper mosaic art!

Other Events

Bridge Club

Friday, June 3, 10:30 a.m.

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

Guided StoryWalk

Monday, June 6, 10:30 a.m.

Location: We'll meet at the beginning of the StoryWalk (near the playground) at Schodack Island State Park – 1 Schodack Island Way, Schodack Landing, NY 12156.

Join us (weather permitting) to explore the newest StoryWalk book together! June's StoryWalk book is *The Lost Little Bird* by David McPhail. This book will be up on the StoryWalk all month!

After Dinner Book Club – *The Heart is a Lonely Hunter* by Carson McCullers

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

Join us for a book discussion! Books available at the front desk.

Legomania

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

We'll have lots of Legos out for this all-day build-a-thon!

Afternoon Book Club - ***The Bomber Mafia: A Dream, a Temptation, and the Longest Night of the Second World War*** **by Malcolm Gladwell**

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

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

Bridge Club

Friday, June 17, 10:30 a.m.

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

Crafternoon

Saturday, June 18, 10:00 a.m. – 4:00 p.m.

We have lots of craft supplies – bring your imagination and make something awesome! All ages.

Summer Teen Volunteer Sign-Up

Thursday, June 23, 1:00 p.m. – 6:00 p.m.

Ages 12 and up can volunteer. If you can't stop in today to sign up, that's okay! Email youthservices@castletonpubliclibrary.org or call 518-732-0879 for an application.

Summer Reading Club Kickoff

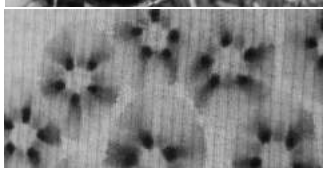
Saturday, June 25, 11:00 a.m. – 3:00 p.m.

School's out and Summer Reading is in! Stop by to sign up for our Summer Reading Club and pick up a coupon for a free Stewart's ice cream cone! Can't come today? You can sign up for SRC all summer long!

Reptile Adventure

Monday, June 27, 6:00 p.m.

Meet live tortoises, lizards, and snakes! Participants will get the opportunity to touch and hold some animals, and they'll be able to watch animals eat fruit & eggs. We'll also discuss ecology, adaptations, and invasive species. Funding for this event provided by Stewart's Shops Holiday Match Program.



Teen Time: Sharpie Tie-Dye

Tuesday, June 28, 4:00 p.m.

Simple, fun tie-dyeing using Sharpies! Bring a t-shirt or other item. For teens going into 6th-12th grades in the fall.

Cool Science: Fireworks in a Jar

Wednesday, June 29, 3:00 – 5:00 p.m.

Make colorful food coloring "fireworks" in a jar and learn about density and polarity!

Patriotic Crafts

Thursday, June 30, 1:00 p.m. – 6:00 p.m.

Get ready for the 4th of July with some fun crafts to celebrate and decorate your home!

Chalk the Walk

Saturday, July 2, 10:00 a.m. – 4:00 p.m.

Make our sidewalk colorful using sidewalk chalk!

Friends of CPL Bake Sales at Music in the Park

Planning to attend Music in the Park at Schodack Town Park this June?
Visit the Friends of CPL table, where they will be selling baked goods! All proceeds benefit the library.
Music in the Park is held at Schodack Town Park on Tuesdays in June (6/7, 6/14, 6/12, 6/28, & 7/5) from 5:30-8:00 p.m.

Castleton Public Library

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

Library Hours:

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