Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, May 18, 2026 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- 2025 Financial Review
- Transition planning for interim period between Directors
- Director search

Old Business

- Trustee summer volunteer opportunities
- Rear door project
- Library funding proposition on 2026 SCSD ballot
- Library word-of-mouth advertising

President's Report

Secretary's Report

- Review of minutes from April 20, 2026
- Review of minutes from May 6, 2026 Special Meeting

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

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

I have reviewed the accounting records maintained for the 2025 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 2025 fiscal year.

I have traced the financial activity for several months for the 2025 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 2025 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 3, 2026

Castleton Public Library Board of Trustees Meeting

Monday, April 20, 2026 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by Vice President Johnston at 7:07 pm.

Roll Call

Present:	Meghan Johnston, Vice President; Ron Montesi, Treasurer; Laurie Knaack, Secretary; Colin Strainge, Trustee; Brittany Oras, Trustee; Melissa Tacke, Library Director
Excused:	Patrick Cartwright, President
Absent (partial):	Ian Marvinney, Trustee

Adoption of Agenda

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

Public Comment

None.

New Business

NYS Annual Report for 2025: Trustee Strainge motioned to accept the NYS Annual Report for Public and Association Libraries as presented by Director Tacke. Seconded by Trustee Montesi. Unanimously approved.

Old Business

Policy and procedure review - Request to Reconsider Library Resources: Trustee Johnston informed the board of the outcome of the Policy Committee's review of internal and external forms and procedures, ensuring staff, board, and members of the public can all understand the process. Director Tacke shared the revised content with trustees. The board discussed the clarity of the form and that it is in line with other area libraries. The committee also reviewed the Materials Selection Policy and did not identify any need for further update at this time. Trustee Strainge motioned to adopt the Request to Reconsider Library Resources policy, procedure, and form as presented by Director Tacke. Seconded by Trustee Oras. Unanimously approved.

Library funding proposition on 2026 SCSD ballot: Director Tacke updated the board on the status of this effort. The proposition is slated to appear on the ballot for a May 19 vote and CPL will hold information sessions on May 6. Director Tacke also shared with trustees the informational handout available to the public.

Sustainable funding discussion - discussion of possible library advocates: Director Tacke had asked trustees to bring ideas for specific names of groups and individuals who may be able to advocate on behalf of the library. Trustees discussed a list of names including many specific people with children in the district, and organizations such as Kiwanis, Castle Hill, local churches, and parents active in the local PTO. Trustees discussed potentially needing to clarify whether only district administration and school board members need avoid advocacy or whether all school district employees must avoid direct advocacy.

Library word-of-mouth advertising: Director Tacke shared the May events calendar with trustees in the new calendar display format and encouraged the board to share, particularly around new events in May and early June including a Dungeons & Dragons (tabletop role-playing game) session for adults; the first session will be a character creation session guided by a local volunteer and this will serve to identify interest in this activity.

Reports

President's Report

None.

Secretary's Report

Trustee Strainge motioned to approve the March 2026 meeting minutes. Seconded by Trustee Montesi. Unanimously approved.

Treasurer's Report

Treasurer Montesi recapped the financial status of the library's accounts at two banks. Trustee Strainge motioned to approve the March 2026 Check Detail Reports. Seconded by Trustee Oras. Unanimously approved.

Director's Report

Director Tacke presented statistics for March 2026 with a comparison against 2025. Circulation continues a slight decline while in-person program attendance is consistently up. The gallery opening and the displayed art in the community room proved popular. Trustees discussed items loaned to other libraries being notably high (indicating value of collection to the system overall), as well as discussing website statistics and a web accessibility standards requirement coming in 2028.

Friends Report

The Friends of the Library are preparing for their next fundraiser, an annual plant sale; the annual appeal was begun in March.

Village of Castleton Liaison Report

Mayor Slik attended to provide some local updates. The Village was not awarded a NY Forward grant and is now planning efforts to get feedback on how to make this application more attractive in future. One known item is that applications may be more successful when the grant can complement other projects that are already pushing forward. A Village development committee is now focused on Main Street and other areas.

A request for qualifications is out for consulting on how to obtain grants to do studies related to the water system, such as identifying older plumbing where homeowners' sump pumps or stormwater drains feed into the wastewater treatment systems rather than the storm sewer, which could be corrected to separate these streams. The Village also hopes to obtain state grants to replace aging parts of the water system, as a prohibitive cost of $3-5 million can be the expense needed to replace a mile of infrastructure at this time. The Department of Public Works continues to work hard addressing water main breaks.

Other recent Village updates include speed reduction as part of the Complete Streets project and securing the water supply with the four wells that serve the system. Mayor Slik additionally lauded the efforts of the Library director and board to continue placemaking efforts and work toward transparent, publicly voted funding.

Committee Reports

Finance: Did not meet.
Administrative: Did not meet.
Operations/Capital Projects: Did not meet. However, Director Tacke notes that construction on the rear door accessibility project will begin in late April and may be done before Memorial Day; will coordinate with the Village to alert residents of the time period when the rear entrance may be completely unavailable once specifics are known.

Policy: Met as discussed earlier in Old Business.
Long Range Plan Committees:

- **Marketing & Community Connections:** Did not meet, but had intended to do so; will reschedule.
- **Library Services & Outreach:** Did not meet.
- **Library Space:** Did not meet.

Announcements: Director Tacke mentioned that the UHLS Board of Trustees will need to seat a new representative for the small Rensselaer County libraries, as a 2-year partial term, with subsequent eligibility to serve a full 5-year term. Tacke invited participation from any interested trustees.

Public Comment: None.

Executive Session: None.

Adjournment: Trustee Strainge motioned to adjourn the meeting. Seconded by Trustee Oras. Unanimously approved. The meeting was adjourned at 8:10pm.

Castleton Public Library Board of Trustees

Special Meeting

Wednesday, May 6, 2026 Minutes

Welcome/Pledge of Allegiance
The meeting was called to order by President Cartwright at 7:04 pm.

Roll Call
Present: Patrick Cartwright, President; Meghan Johnston, Vice President; Ron Montesi, Treasurer; Laurie Knaack, Secretary; Ian Marvinney, Trustee; Colin Strainge, Trustee; Brittany Oras, Trustee; Melissa Tacke, Library Director

Adoption of Agenda
Trustee Johnston motioned to adopt the agenda. Seconded by Trustee Strainge. Unanimously approved.

Public Comment
None.

New Business
The board discussed that an executive session would be needed to discuss personnel matters.

Announcements: None.

Public Comment: None.

Executive Session: Trustee Johnston motioned to begin an executive session to discuss personnel matters and asked Director Tacke to remain present for the discussion. Seconded by Trustee Strainge. Unanimously approved. Executive session was begun at 7:06 pm.

Trustee Strainge motioned to conclude the executive session. Seconded by Trustee Johnston. Executive session was concluded at 8:15 pm.

Trustee Strainge motioned to accept the personnel decisions discussed in executive session. This includes accepting Director Tacke's resignation as written; effective immediately after her last day of employment, re-hiring Melissa Tacke for the role of Substitute Librarian 1 at the rate of $25/hour for incidental/substitute coverage as requested by the board during the transition time period to a new director. Seconded by Trustee Marvinney. Unanimously approved.

Adjournment: Trustee Strainge motioned to adjourn the meeting. Seconded by Trustee Johnston. Unanimously approved. The meeting was adjourned at 8:17pm.

The Castleton Public Library
Check Detail
April 2026

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**04/01/2026**	**Google LLC**	**200.2 · Citizens Checking Account**		**-42.00**
Bill	5527462924	04/01/2026		7410.4C · Equipment/Technology	-42.00	42.00
TOTAL					-42.00	42.00
Bill Pmt -Check	**DEBIT**	**04/04/2026**	**Walgreens**	**200.2 · Citizens Checking Account**		**-6.94**
Bill		04/04/2026		7410.4D · Programs	-6.94	6.94
TOTAL					-6.94	6.94
Bill Pmt -Check	**DEBIT**	**04/13/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-77.38**
Bill	1122604322...	04/10/2026		74104B3 · Print Materials	-77.38	77.38
TOTAL					-77.38	77.38
Bill Pmt -Check	**DEBIT**	**04/13/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-58.76**
Bill	1129077836...	04/08/2026		74104B1 · DVDs & Other Materials	-19.95	19.95
				74104B3 · Print Materials	-10.21	10.21
				7410.4D · Programs	-28.60	28.60
TOTAL					-58.76	58.76
Bill Pmt -Check	**DEBIT**	**04/14/2026**	**Wal-Mart**	**200.2 · Citizens Checking Account**		**-124.03**
Bill		04/14/2026		7410.4D · Programs	-124.03	124.03
TOTAL					-124.03	124.03
Bill Pmt -Check	**DEBIT**	**04/14/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-47.57**
Bill	1128177417...	04/14/2026		7410.4D · Programs	-47.57	47.57
TOTAL					-47.57	47.57
Bill Pmt -Check	**DEBIT**	**04/16/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-7.99**
Bill	1127953444...	04/14/2026		74104B3 · Print Materials	-7.99	7.99
TOTAL					-7.99	7.99
Bill Pmt -Check	**DEBIT**	**04/16/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-76.83**
Bill	1125038814...	04/15/2026		74104B3 · Print Materials	-76.83	76.83
TOTAL					-76.83	76.83
Bill Pmt -Check	**DEBIT**	**04/20/2026**	**USPS**	**200.2 · Citizens Checking Account**		**-4.25**
Bill		04/20/2026		7410.4G · Postage	-4.25	4.25
TOTAL					-4.25	4.25
Bill Pmt -Check	**DEBIT**	**04/22/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-57.87**
Bill	1128073821...	04/08/2026		74104B1 · DVDs & Other Materials	-57.87	57.87
TOTAL					-57.87	57.87

The Castleton Public Library
Check Detail
April 2026

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**04/27/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-43.19**
Bill	1126976019...	04/27/2026		7410.4F · Office and Library Supplies	-43.19	43.19
TOTAL					-43.19	43.19
Bill Pmt -Check	**DEBIT**	**04/29/2026**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-21.67**
Bill	1120889150...	04/27/2026		74104B3 · Print Materials	-9.85	9.85
				7410.4D · Programs	-11.82	11.82
TOTAL					-21.67	21.67
Bill Pmt -Check	**3522**	**04/09/2026**	**UHLS**	**200.2 · Citizens Checking Account**		**-88.15**
Bill	26-270	04/09/2026		74104B2 · Electronic Content	-88.15	88.15
TOTAL					-88.15	88.15
Bill Pmt -Check	**3523**	**04/11/2026**	**Prancing Pony P...**	**200.2 · Citizens Checking Account**		**-75.00**
Bill	PW025	04/08/2026		7410.4D · Programs	-75.00	75.00
TOTAL					-75.00	75.00
Bill Pmt -Check	**3524**	**04/13/2026**	**Demco**	**200.2 · Citizens Checking Account**		**-349.20**
Bill	7785345	04/01/2026		7410.4F · Office and Library Supplies	-349.20	349.20
TOTAL					-349.20	349.20
Bill Pmt -Check	**3525**	**04/13/2026**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-8,515.01**
Bill	84701	04/06/2026		7410.1A · Gross wages - Director	-2,769.23	2,769.23
				7410.1C · Gross wages - Assistant	-5,144.75	5,144.75
				9030.8 · Social Security/Medicare	-601.03	601.03
TOTAL					-8,515.01	8,515.01
Bill Pmt -Check	**3526**	**04/13/2026**	**UHLS**	**200.2 · Citizens Checking Account**		**-1,048.00**
Bill	26-242	04/03/2026		7410.4E · Automated Services	-1,048.00	1,048.00
TOTAL					-1,048.00	1,048.00
Bill Pmt -Check	**3527**	**04/13/2026**	**Brodart**	**200.2 · Citizens Checking Account**		**-571.22**
Bill	MULTIPLE	04/13/2026		74104B3 · Print Materials	-571.22	571.22
TOTAL					-571.22	571.22
Bill Pmt -Check	**3528**	**04/13/2026**	**OverDrive**	**200.2 · Citizens Checking Account**		**-423.43**
Bill	MULTIPLE	04/13/2026		74104B2 · Electronic Content	-423.43	423.43
TOTAL					-423.43	423.43

The Castleton Public Library
Check Detail
April 2026

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**3529**	**04/20/2026**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-8,180.56**
Bill	84703	04/20/2026		7410.1A · Gross wages - Director	-2,769.23	2,769.23
				7410.1C · Gross wages - Assistant	-4,834.06	4,834.06
				9030.8 · Social Security/Medicare	-577.27	577.27
TOTAL					-8,180.56	8,180.56
Bill Pmt -Check	**3530**	**04/21/2026**	**New York Library...**	**200.2 · Citizens Checking Account**		**-165.00**
Bill	9468	04/21/2026		7410.4A · Staff Development/Edu	-165.00	165.00
TOTAL					-165.00	165.00
Bill Pmt -Check	**3531**	**04/27/2026**	**Norman Rockwel...**	**200.2 · Citizens Checking Account**		**-100.00**
Bill		04/27/2026		74104B6 · Museum Passes	-100.00	100.00
TOTAL					-100.00	100.00

The Castleton Public Library
Reconciliation Summary
200.4 · Bank of Greene County Account, Period Ending 04/30/2026

	Apr 30, 26
Beginning Balance	243,498.41
Cleared Transactions	
Deposits and Credits - 1 item	455.53
Total Cleared Transactions	455.53
Cleared Balance	**243,953.94**
Register Balance as of 04/30/2026	243,953.94
Ending Balance	243,953.94

The Castleton Public Library
Reconciliation Detail
200.4 · Bank of Greene County Account, Period Ending 04/30/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						243,498.41
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	04/30/2026			X	455.53	455.53
Total Deposits and Credits					455.53	455.53
Total Cleared Transactions					455.53	455.53
Cleared Balance					455.53	243,953.94
Register Balance as of 04/30/2026					455.53	243,953.94
Ending Balance					**455.53**	**243,953.94**

The Castleton Public Library
Reconciliation Summary
200.1 · Citizens Money Market, Period Ending 04/30/2026

	Apr 30, 26	
Beginning Balance		164,513.70
Cleared Transactions		
Checks and Payments - 3 items	-73,500.00	
Deposits and Credits - 2 items	1,510.45	
Total Cleared Transactions	-71,989.55	
Cleared Balance		**92,524.15**
Register Balance as of 04/30/2026		92,524.15
Ending Balance		92,524.15

The Castleton Public Library
Reconciliation Detail
200.1 · Citizens Money Market, Period Ending 04/30/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						164,513.70
Cleared Transactions						
Checks and Payments - 3 items						
Transfer	04/13/2026			X	-20,000.00	-20,000.00
Transfer	04/27/2026			X	-33,500.00	-53,500.00
Transfer	04/27/2026			X	-20,000.00	-73,500.00
Total Checks and Payments					-73,500.00	-73,500.00
Deposits and Credits - 2 items						
Deposit	04/15/2026			X	1,498.44	1,498.44
Deposit	04/30/2026			X	12.01	1,510.45
Total Deposits and Credits					1,510.45	1,510.45
Total Cleared Transactions					-71,989.55	-71,989.55
Cleared Balance					-71,989.55	92,524.15
Register Balance as of 04/30/2026					-71,989.55	92,524.15
Ending Balance					**-71,989.55**	**92,524.15**

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 04/30/2026

	Apr 30, 26	
Beginning Balance		23,546.94
Cleared Transactions		
Checks and Payments - 24 items	-28,671.57	
Deposits and Credits - 3 items	73,500.00	
Total Cleared Transactions	44,828.43	
Cleared Balance		**68,375.37**
Uncleared Transactions		
Checks and Payments - 1 item	-165.00	
Total Uncleared Transactions	-165.00	
Register Balance as of 04/30/2026		**68,210.37**
Ending Balance		68,210.37

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 04/30/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						23,546.94
Cleared Transactions						
Checks and Payments - 24 items						
Bill Pmt -Check	03/26/2026	3519	UHLS	X	-57.07	-57.07
Bill Pmt -Check	03/30/2026	3520	Village of Castleton-...	X	-8,079.64	-8,136.71
Bill Pmt -Check	03/30/2026	3521	OverDrive	X	-615.81	-8,752.52
Bill Pmt -Check	04/01/2026	DEBIT	Google LLC	X	-42.00	-8,794.52
Bill Pmt -Check	04/04/2026	DEBIT	Walgreens	X	-6.94	-8,801.46
Bill Pmt -Check	04/09/2026	3522	UHLS	X	-88.15	-8,889.61
Bill Pmt -Check	04/11/2026	3523	Prancing Pony Prana	X	-75.00	-8,964.61
Bill Pmt -Check	04/13/2026	3525	Village of Castleton-...	X	-8,515.01	-17,479.62
Bill Pmt -Check	04/13/2026	3526	UHLS	X	-1,048.00	-18,527.62
Bill Pmt -Check	04/13/2026	3527	Brodart	X	-571.22	-19,098.84
Bill Pmt -Check	04/13/2026	3528	OverDrive	X	-423.43	-19,522.27
Bill Pmt -Check	04/13/2026	3524	Demco	X	-349.20	-19,871.47
Bill Pmt -Check	04/13/2026	DEBIT	Amazon LLC	X	-77.38	-19,948.85
Bill Pmt -Check	04/13/2026	DEBIT	Amazon LLC	X	-58.76	-20,007.61
Bill Pmt -Check	04/14/2026	DEBIT	Wal-Mart	X	-124.03	-20,131.64
Bill Pmt -Check	04/14/2026	DEBIT	Amazon LLC	X	-47.57	-20,179.21
Bill Pmt -Check	04/16/2026	DEBIT	Amazon LLC	X	-76.83	-20,256.04
Bill Pmt -Check	04/16/2026	DEBIT	Amazon LLC	X	-7.99	-20,264.03
Bill Pmt -Check	04/20/2026	3529	Village of Castleton-...	X	-8,180.56	-28,444.59
Bill Pmt -Check	04/20/2026	DEBIT	USPS	X	-4.25	-28,448.84
Bill Pmt -Check	04/22/2026	DEBIT	Amazon LLC	X	-57.87	-28,506.71
Bill Pmt -Check	04/27/2026	3531	Norman Rockwell M...	X	-100.00	-28,606.71
Bill Pmt -Check	04/27/2026	DEBIT	Amazon LLC	X	-43.19	-28,649.90
Bill Pmt -Check	04/29/2026	DEBIT	Amazon LLC	X	-21.67	-28,671.57
Total Checks and Payments					-28,671.57	-28,671.57
Deposits and Credits - 3 items						
Transfer	04/13/2026			X	20,000.00	20,000.00
Transfer	04/27/2026			X	20,000.00	40,000.00
Transfer	04/27/2026			X	33,500.00	73,500.00
Total Deposits and Credits					73,500.00	73,500.00
Total Cleared Transactions					44,828.43	44,828.43
Cleared Balance					44,828.43	68,375.37
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	04/21/2026	3530	New York Library As...		-165.00	-165.00
Total Checks and Payments					-165.00	-165.00
Total Uncleared Transactions					-165.00	-165.00
Register Balance as of 04/30/2026					44,663.43	68,210.37
Ending Balance					**44,663.43**	**68,210.37**

The Castleton Public Library
Profit & Loss
April 2026

		Apr 26
Ordinary Income/Expense		
Income		
2082 · Library Charges		
2082.1 · Library Fines & Fees		
2082.11 · Fines	9.63	
2082.13 · Copies, Prints and Faxes	39.65	
2082.14 · Register Overage/Shortage	0.00	
Total 2082.1 · Library Fines & Fees		49.28
Total 2082 · Library Charges		49.28
2401 · Interest & Earnings		467.54
2705 · Gifts & Donations		46.26
2760 · Library System Grants		
2760.1 · LLSA and ERATE (UHLS)		152.90
2760.9 · Grants - Other		1,250.00
Total 2760 · Library System Grants		1,402.90
Total Income		1,965.98
Gross Profit		1,965.98
Expense		
7410.1 · Personal Services		
7410.11 · Employee Gross Wages		
7410.1A · Gross wages - Director	5,538.46	
7410.1C · Gross wages - Assistant	9,978.81	
Total 7410.11 · Employee Gross Wages		15,517.27
Total 7410.1 · Personal Services		15,517.27
7410.4 · Contractual Expenses		
7410.4B · Library Materials		
74104B6 · Museum Passes	100.00	
74104B3 · Print Materials	753.48	
74104B2 · Electronic Content	511.58	
74104B1 · DVDs & Other Materials	77.82	
Total 7410.4B · Library Materials		1,442.88
7410.4C · Equipment/Technology		42.00
7410.4D · Programs		293.96
7410.41 · Operations and Administrative		
7410.4A · Staff Development/Edu	165.00	
7410.4E · Automated Services	1,048.00	
7410.4G · Postage	4.25	
7410.4F · Office and Library Supplies	392.39	
Total 7410.41 · Operations and Administrative		1,609.64
Total 7410.4 · Contractual Expenses		3,388.48
9000 · Employee - Benefits		
9030.8 · Social Security/Medicare		1,178.30
Total 9000 · Employee - Benefits		1,178.30
Total Expense		20,084.05
Net Ordinary Income		-18,118.07
Net Income		**-18,118.07**

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

	Jan - Apr 26	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	14.88	0.00	14.88	100.0%
2082.12 · Lost Books	0.00	0.00	0.00	0.0%
2082.13 · Copies, Prints and Faxes	74.50	0.00	74.50	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	89.38	0.00	89.38	100.0%
Total 2082 · Library Charges	89.38	0.00	89.38	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	1,862.00	4,000.00	-2,138.00	46.6%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	2,000.00	2,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	4,207.08	9,000.00	-4,792.92	46.7%
Total 2705 · Gifts & Donations	6,207.08	11,000.00	-4,792.92	56.4%
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	4,326.92	3,500.00	826.92	123.6%
Total 2760 · Library System Grants	4,479.82	6,713.00	-2,233.18	66.7%
599 · Appropriated Fund Balance	0.00	42,138.00	-42,138.00	0.0%
Total Income	264,138.28	335,276.00	-71,137.72	78.8%
Gross Profit	264,138.28	335,276.00	-71,137.72	78.8%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	22,153.84	72,000.00	-49,846.16	30.8%
7410.1B · Gross wages - Librarian	0.00	0.00	0.00	0.0%
7410.1C · Gross wages - Assistant	38,406.24	133,000.00	-94,593.76	28.9%
Total 7410.11 · Employee Gross Wages	60,560.08	205,000.00	-144,439.92	29.5%
Total 7410.1 · Personal Services	60,560.08	205,000.00	-144,439.92	29.5%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	33,470.00	-33,470.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	33,470.00	-33,470.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	422.00	1,600.00	-1,178.00	26.4%
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	4,116.69	9,500.00	-5,383.31	43.3%
74104B2 · Electronic Content	3,489.80	7,900.00	-4,410.20	44.2%
74104B1 · DVDs & Other Materials	303.29	1,000.00	-696.71	30.3%
7410.4B · Library Materials - Other	0.00	550.00	-550.00	0.0%
Total 7410.4B · Library Materials	8,410.58	20,750.00	-12,339.42	40.5%
7410.4C · Equipment/Technology	541.96	3,000.00	-2,458.04	18.1%

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

	Jan - Apr 26	Budget	$ Over Budget	% of Budget
7410.4D · Programs				
74104D1 · Summer Reading Program	255.12	5,815.00	-5,559.88	4.4%
7410.4D · Programs - Other	1,046.23	4,500.00	-3,453.77	23.2%
Total 7410.4D · Programs	1,301.35	10,315.00	-9,013.65	12.6%
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	150.21	600.00	-449.79	25.0%
7410.4H · Telephone/Data Links	215.21	1,250.00	-1,034.79	17.2%
7410.4I · Insurance	2,061.93	3,162.00	-1,100.07	65.2%
7410.4F · Office and Library Supplies	733.75	1,600.00	-866.25	45.9%
7410.4J · Professional Services	250.00	500.00	-250.00	50.0%
Total 7410.41 · Operations and Administrati...	5,672.10	12,250.00	-6,577.90	46.3%
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	15,925.99	46,315.00	-30,389.01	34.4%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	20,276.00	-20,276.00	0.0%
9030.8 · Social Security/Medicare	4,597.77	15,580.00	-10,982.23	29.5%
9040.8 · Workers Comp	0.00	1,200.00	-1,200.00	0.0%
9055.8 · Disability	0.00	660.00	-660.00	0.0%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	2,683.74	11,275.00	-8,591.26	23.8%
Total 9060.8 · Health Insurance	2,683.74	12,775.00	-10,091.26	21.0%
Total 9000 · Employee - Benefits	7,281.51	50,491.00	-43,209.49	14.4%
Total Expense	83,767.58	335,276.00	-251,508.42	25.0%
Net Ordinary Income	180,370.70	0.00	180,370.70	100.0%
Net Income	**180,370.70**	**0.00**	**180,370.70**	**100.0%**

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

	Apr 30, 26
ASSETS	
Current Assets	
Checking/Savings	
200.4 · Bank of Greene County Account	243,953.94
200.1 · Citizens Money Market	92,524.15
200.2 · Citizens Checking Account	68,210.37
200.9 · Petty Cash	50.00
Total Checking/Savings	404,738.46
Other Current Assets	
395 · Deposits with Other Government	7,500.00
Total Other Current Assets	7,500.00
Total Current Assets	412,238.46
TOTAL ASSETS	**412,238.46**
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	180,370.70
Total Equity	412,238.48
TOTAL LIABILITIES & EQUITY	**412,238.46**

Director's Report – May 2026

April 2026 – Usage Statistics in Comparison

	April 2026	April 2025	% Change, 2026 vs. 2025
Circulation			
Circulation of materials at CPL	1,818	1,641	+10.8%
Items loaned to other libraries	345	365	-5.5%
Items borrowed from other libraries	878	751	+16.9%
eContent circulation	734	832	-11.8%
Total circulation (physical & digital)	2,552	2,473	+3.2%
Programming			
Number of programs offered	47	33	+42.4%
Program attendance – in-person	550	261	+110.7%
Program attendance – kits*	69	140	-50.7%
Total program attendance	622	401	+55.1%
Public Computer Use			
Public Computer Sessions	12	36	-66.7%
WiFi Use – daily unique users	513	733	-30%
WiFi Hotspot Use	100.9 GB	missed stat. window	N/A
Marketing Reach			
Website visits	1,412	871	+62.1%
Website unique visitors	873	474	+84.2%
Email newsletter list size	1,781	1,738	+2.5%
Facebook page followers	1,801	1,608	+12%
Facebook total views	21,096	12,817	+64.6%
* = The number of kits distributed through 4/30 is used for the attendance number.			

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

- April 2 – Weekly meeting with Director
- April 2 – Presentation to Castleton-Schodack Senior Citizens group
- April 9 – Weekly meeting with Director
- April 14 – Outreach visit to CES for poetry project (3 classes)
- April 14 – Program Lead meeting with Director and Library Assistant
- April 16 – Outreach visit to CES for poetry project (1 class)
- April 16 – Weekly meeting with Director
- April 17 – Outreach visit to CES for poetry project (3 classes)
- April 20 – Class field trip to CPL for poetry project (2nd grade)
- April 21 – Class field trips to CPL for poetry project (two 4th grade classes)
- April 22 – Class field trips to CPL for poetry project (two 1st grade classes)
- April 24 – Class field trip to CPL for poetry project (4th grade)
- April 28 – Webinar: "Adult Program Swap NY 250"
- April 30 – Weekly meeting with Director

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

- April 2 – Weekly meeting with Programming & Outreach Coordinator
- April 3 – UHLS Directors Association meeting at UHLS in Albany
- April 6 – Meeting with Village of Castleton Mayor Michael Slik re: library
- April 9 – UHLS-led training for new OCLC system for Interlibrary Loan (virtual)
- April 9 – Weekly meeting with Programming & Outreach Coordinator

- April 10 – Policy Committee meeting (virtual)
- April 10 – Tech Help at Castle Hill Senior Housing
- April 14 – Bookmobile at Castle Hill Senior Housing
- April 14 – Program Lead meeting with Programming & Outreach Coordinator and Library Assistant
- April 15 – Friends of CPL meeting
- April 16 – Continuing Education: "Web Accessibility: Getting it Done" at UHLS in Albany
- April 16 – Weekly meeting with Programming & Outreach Coordinator
- April 17 – Interview with MSIS student re: library operations for student report
- April 19 – Volunteered at Friends of CPL Breakfast Fundraiser
- April 21 – 2025 Financial Review with Bill Adams
- April 21 – Class field trips to CPL for poetry project (two 4th grade classes)
- April 23 – Spoke about funding proposition on SCSD ballot at Schodack Town Board meeting
- April 29 – Finance Committee meeting (virtual)
- April 29 – Represented CPL at retirement celebration for Mary Fellows at UHLS in Albany
- April 16 – Weekly meeting with Programming & Outreach Coordinator

Programs – April

4/1/2026	Take & Make Kit: Earth Craft	69
4/2/2026	Learn & Play Storytime	15
4/2/2026	Presentation to Castleton Seniors	23
4/2/2026	Drop-In Tech Help	0
4/3/2026	April Showers Umbrella Craft	2
4/4/2026	Candy Sushi	13
4/6/2026	Job Seeker Help w/RensCo	0
4/6/2026	Cardboard Tube Spring Banner	5
4/6/2026	After Dinner Book Club	3
4/7/2026	Family Game Day	9
4/7/2026	Taxpayer Assistance Program	3
4/8/2026	Yoga for Kids	7
4/8/2026	Open Mic Night	14
4/9/2026	Everyone's Birthday Party! Storytime	29
4/9/2026	NYS Citizens Preparedness Corps	0
4/9/2026	DIY Pin Pop-Up	2
4/9/2026	Computer Help	3
4/10/2026	Awesome Owls	13
4/11/2026	Tissue Paper Flowers	6
4/12/2026	Legomania	8
4/13/2026	Fiber Arts Workshop	9
4/14/2025	Poetry Outreach @CES	40
4/14/2025	Poetry Outreach @CES	20
4/15/2026	Afternoon Book Club	4
4/16/2026	Learn & Play Storytime	14
4/16/2026	Poetry Outreach @CES	20
4/17/2026	Poetry Outreach @CES	64
4/17/2026	Cook w/Me: Frozen Yogurt Bites	9
4/18/2026	Marble Run Fun	0
4/19/2026	Marble Run Fun	8
4/20/2026	Library Field Trip - CES (2)	23
4/20/2026	Teen Scene: Bead Bracelets	0
4/21/2026	Library Field Trip - CES (4)	23
4/21/2026	Library Field Trip - CES (4)	22
4/21/2026	Film Screening: The Librarians	0
4/22/2026	Library Field Trip - CES (1)	21
4/22/2026	Library Field Trip - CES (1)	21
4/22/2026	Paws to Read	12
4/23/2026	Learn & Play Storytime	18
4/24/2026	Library Field Trip - CES (4)	17
4/25/2026	Paint a Mini Flowerpot	14
4/26/2026	Chalk the Walk	3
4/27/2026	Magic Flashlight Art	0
4/27/2026	Adult Sewing Class Series (3 of 4)	8
4/29/2026	Memoir Writing for Adults	8
4/30/2026	Learn & Play Storytime	14
4/30/2026	CES Sustainability Bingo	6
	Month total	**619**

Castleton Public Library – June 2026 Classes and Events

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Job Seeker Help (A) – 1-3pm T-shirt Quilt (4 of 4) (A) – 5-7:30pm Book Club (A) – 7pm	**2** Dungeons & Dragons for Adults (A) – 5:30pm	**3**	**4** Storytime (L) – 10:30am	**5**	**6** Little Ones Playtime (L) – 11am-4pm
7 Zentangle Zines (10+) – 11am-4pm	**8** Fiber Arts Workshop (16+) – 5-7:30pm	**9**	**10** Open Mic Night (A) – 6pm	**11**	**12**	**13** Create a Chain Reaction (A) – 11am-4pm
14 Create a Chain Reaction (A) – 11am-4pm	**15** CPL Board of Trustees Meeting (A) – 7pm	**16**	**17** Paws to Read (K) – 4-5pm	**18** Storytime (L) – 10:30am Father's Day Crafts (LK) – 3:30-5:30pm	**19** **LIBRARY CLOSED** (Juneteenth)	**20** Build with Cardboard Bricks (LK) – 11am-4pm
21 Build with Cardboard Bricks (LK) – 11am-4pm	**22**	**23**	**24** Memoir Writing Class (A) – 6:30pm	**25** Storytime (L) – 10:30am	**26** Summer Reading Kickoff (E) – 11:30am - 6pm	**27** Library Rock Snake (E) – 11am-3pm
28 Uncharted Wild Reptile Show (E) – 12pm	**29** Disney Con (LK) – 1-4pm	**30** Dino Night Lights (LKT) – 1-4pm	**July 1** Summer Snacks: Fruit Smoothies (LKT) – Held on the hour at 1, 2, 3, and 4pm	**2** T-Rex Tea Party Storytime (L) – 10:30am Chalk the Walk Contest (LKT) – 2-5pm	**3** 4th of July Crafts (LK) - 11am-3pm	**4** **LIBRARY CLOSED** (Independence Day)

<u>Intended Audience</u>: L = Littles (birth to 5 years); K = Kids (6-11 years); T = Teens (12-17 years); A = Adults (18+ years); E = Everyone.

Events with a specific recommended age range for participation are indicated with a year range.

Some programs may welcome younger participants with an adult's help – please ask our staff for details about specific events.

CPL June Program Spotlights

For Littles

Learn & Play Storytime: Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement every Thursday! We gather at *10:30 a.m. on June 4, 18, and 25 (no storytime on 6/11).* Be sure to mark your calendar for a special **T-Rex Tea Party Storytime** on *July 2!*

For Kids

Create a Chain Reaction: Using our kit, set up a course of ramps, hammers, and pendulums, then watch the chain reaction! We'll have everything ready for your ingenious creation for two days in June! Join us on *Saturday, June 13 and Sunday, June 14 from 11:00 a.m. - 4:00 p.m.!*

For Tweens & Teens

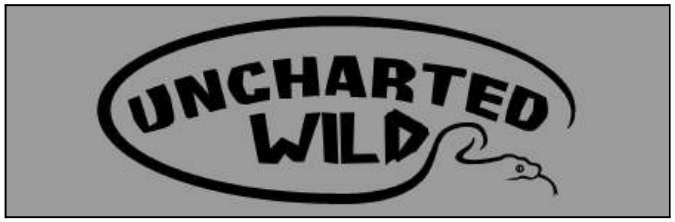
Zentangle Zine: For ages 10+. Make a mini "zine" (short for magazine!) and fill it with zentangle doodles! Drop in any time from *11:00 a.m. to 4:00 p.m. on Sunday, June 7!*

For Adults

Write Your Life: Memoir Writing for Adults: Did you know new members are welcome to join our monthly writing class? We complete writing exercises that spark creativity and then share our work with the group in an effort to hone the craft of storytelling. Join us on *Wednesday, June 24 at 6:30 p.m.*

For Everyone

Uncharted Wild Reptile Show: You can look forward to meeting (mostly scaly) animals at Uncharted Wild's interactive live animal show for all ages! Join us on *Sunday, June 28 at 12:00 p.m.* This is always a crowd pleaser - don't miss it!



What's Happening This Month:

Summer Reading Kickoff: School is out and Summer Reading is in! Come to the library anytime on **Friday, June 26 between 11:30 a.m. and 6:00 p.m.** to sign up for Summer Reading and enjoy **free ice cream**, courtesy of Stewart's Shops. **Can't make it on 6/26? You can sign up for our Summer Reading Club all summer long!**

Take & Make Craft Kits

Each month, we offer a free Take & Make Craft Kit to bring home and enjoy. This month, we are featuring a **Paper Chain Snake**. Loop your way to your very own ssslithering reptile **5/31 through 6/25.**

During the summer, we offer a new Take & Make Craft Kit **each week**! We'll start our summer kits with **Patriotic Crafts** to get ready for the Fourth of July! Pick up any time from **6/26 through 7/3**.

Library Hours:

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

Castleton Public Library
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Phone: 518-732-0879
www.castletonpubliclibrary.org
www.facebook.com/castletonpubliclibrary