Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, November 15, 2021 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- Trustee terms
- 2021 Revised Budget
- 2022 Proposed Budget
- 2022 Proposed Meeting Schedule
- Director evaluation
- Board self-evaluation

Old Business

- Library word-of-mouth advertising
- Reopening process

President's Report

Secretary's Report

- Review of minutes from October 18, 2021

Treasurer's Report

Director's Report

Friends Report

Committee Reports

- Finance Committee – A. Mitchum, S. Mitchum
- Administrative Committee – J. Griffin, L. Knaack
- Operations/Capital projects – M. Aitken, P. Cartwright, S. Mitchum, K. Rubin
- Policy Committee – L. Knaack, A. Mitchum, K. Rubin
- Long Range Plan Committees:
    - Sustainable Funding (A. Mitchum, S. Mitchum)
    - Library Space (P. Cartwright, J. Griffin)
    - Community Outreach & Visibility (M. Aitken, L. Knaack)

Announcements

Public Comment

Executive Session

Adjourn

2021 Revised Budget				
Income				
Line Item	**Description**	**2021 Rev. Budget**	**2021 Budget**	**Difference**
2082.11	Fines	$20.00	$0.00	$20.00
2082.12	Lost Books	$260.00	$0.00	$260.00
2082.13	Copies, Prints, & Faxes	$27.00	$240.00	-$213.00
	Total 2082	**$307.00**	**$240.00**	**$67.00**
				$0.00
2360.1	Town of Schodack	$146,786.00	$146,786.00	$0.00
2360.2	Village of Castleton	$14,000.00	$14,000.00	$0.00
2360.3	Rensselaer County	$3,325.00	$3,325.00	$0.00
	Total 2360	**$164,111.00**	**$164,111.00**	**$0.00**
2401	**Interest & Earnings**	**$30.00**	**$24.00**	**$6.00**
2705	Gifts & Donations	$8,015.00	$5,000.00	$3,015.00
2705.1	Friends SRP	$1,000.00	$1,000.00	$0.00
	Total 2705	**$9,015.00**	**$6,000.00**	**$3,015.00**
2760.1	Grants - LLSA (UHLS)	$1,765.00	$1,130.00	$635.00
2760.3	Grants - NYS Library Const. Grant	$2,149.00	$2,149.00	$0.00
2760.9	Grants - Other	$2,287.00	$1,000.00	$1,287.00
	Total 2760	**$6,201.00**	**$4,279.00**	**$1,922.00**
	Funds from reserves	**$925.00**	**$11,504.00**	**-$10,579.00**
	Total Income	**$180,589.00**	**$186,158.00**	**-$5,569.00**
Expenses				$0.00
7410.1A	Gross Wages - Director	$54,712.00	$54,819.00	-$107.00
7410.1B	Gross Wages - Librarian I	$20,967.00	$20,983.00	-$16.00
7410.1C	Gross Wages - Assistants	$33,500.00	$41,653.00	-$8,153.00
	Total 7410.1	**$109,179.00**	**$117,455.00**	**-$8,276.00**
7410.2A	**Library Renovation**	**$4,447.00**	**$4,447.00**	**$0.00**
				$0.00
7410.4B	Library Materials - Other	$1,195.00	$1,210.00	-$15.00
7410.4B1	Library Materials - DVDs	$1,470.00	$1,450.00	$20.00
7410.4B2	Library Materials - EContent	$5,782.00	$5,000.00	$782.00
7410.4B3	Library Materials - Print Materials	$8,015.00	$7,515.00	$500.00
7410.4B4	Library Materials - Audiobooks	$385.00	$400.00	-$15.00
7410.4B5	Library Materials - Mags/News.	$380.00	$736.00	-$356.00
7410.4B6	Library Materials - Mus. Passes	$1,630.00	$1,400.00	$230.00
	Total 7410.4B	**$18,857.00**	**$17,711.00**	**$1,146.00**
7410.4C	**Equipment/Technology**	**$3,710.00**	**$3,785.00**	**-$75.00**
				$0.00

7410.4D	Programs	$2,500.00	$2,500.00	$0.00
7410.4D1	Summer Reading Program	$3,020.00	$3,500.00	-$480.00
	Total 7410.4D	**$5,520.00**	**$6,000.00**	**-$480.00**
				$0.00
7410.4A	Staff Development/Education	$320.00	$800.00	-$480.00
7410.4E	Automated Services	$3,913.00	$4,100.00	-$187.00
7410.4G	Postage	$205.00	$300.00	-$95.00
7410.4H	Telephone/Data Links	$1,175.00	$1,400.00	-$225.00
7410.4I	Insurance	$2,423.00	$2,530.00	-$107.00
7410.4F	Office and Library Supplies	$600.00	$1,300.00	-$700.00
7410.4J	Professional Services	$420.00	$400.00	$20.00
	Total 7410.41	**$9,056.00**	**$10,830.00**	**-$1,774.00**
				$0.00
7410.4L	Strategic Planning - Survey	$0.00	$0.00	$0.00
7410.4K	Miscellaneous	$15.00	$25.00	-$10.00
				$0.00
	Total 7410.4	**$9,071.00**	**$10,855.00**	**-$1,784.00**
				$0.00
9010.8	NYS Retirement	$5,500.00	$5,500.00	$0.00
9030.8	Social Security/Medicare	$8,300.00	$8,930.00	-$630.00
9040.8	Workers Compensation	$730.00	$880.00	-$150.00
9055.8	Disability	$483.00	$535.00	-$52.00
9060.8	Health Insurance	$7,902.00	$8,560.00	-$658.00
9060.81	HRA Funding	$0.00	$1,500.00	-$1,500.00
	Total 9000	**$22,915.00**	**$25,905.00**	**-$2,990.00**
				$0.00
	Total 2021 Expenses	**$173,699.00**	**$186,158.00**	**-$12,459.00**
	Funds Allotted for 2022 Budget	**$6,890.00**		
	Funds Allotted for Reserve	**$0.00**		
	Total	**$180,589.00**		

2022 Proposed Budget				
Income				
Line Item	**Description**	**2022 Budget**	**2021 Budget**	**Difference**
2082.11	Fines	$0.00	$0.00	$0.00
2082.12	Lost Books	$0.00	$0.00	$0.00
2082.13	Copies, Prints, & Faxes	$240.00	$240.00	$0.00
	Total 2082	**$240.00**	**$240.00**	**$0.00**
2360.1	Town of Schodack	$159,263.00	$146,786.00	$12,477.00
2360.2	Village of Castleton	$14,000.00	$14,000.00	$0.00
2360.3	Rensselaer County	$3,325.00	$3,325.00	$0.00
	Total 2360	**$176,588.00**	**$164,111.00**	**$12,477.00**
2401	**Interest & Earnings**	**$24.00**	**$24.00**	**$0.00**
2705	Gifts & Donations	$5,800.00	$5,000.00	$800.00
2705.1	Friends SRP	$1,000.00	$1,000.00	$0.00
	Total 2705	**$6,800.00**	**$6,000.00**	**$800.00**
2760.1	Grants - LLSA (UHLS)	$1,130.00	$1,130.00	$0.00
2760.3	Grants - NYS Library Const. Grant	$0.00	$2,149.00	$0.00
2760.9	Grants - Other	$1,000.00	$1,000.00	$0.00
	Total 2760	**$2,130.00**	**$4,279.00**	**-$2,149.00**
	Funds from 2021 budget	**$6,890.00**	**$9,206.00**	**-$2,316.00**
	Funds from reserves	**$0.00**	**$2,298.00**	**-$2,298.00**
	Total Income	**$192,672.00**	**$186,158.00**	**$6,514.00**
Expenses				
7410.1A	Gross Wages - Director	$57,000.00	$54,819.00	$2,181.00
7410.1B	Gross Wages - Librarian I	$21,838.00	$20,983.00	$855.00
7410.1C	Gross Wages - Assistants	$45,538.00	$41,653.00	$3,885.00
	Total 7410.1	**$124,376.00**	**$117,455.00**	**$6,921.00**
7410.2A	**Library Renovation**	**$0.00**	**$4,447.00**	**-$4,447.00**
7410.4B	Library Materials - Other	$1,555.00	$1,210.00	$345.00
7410.4B1	Library Materials - DVDs	$2,300.00	$1,450.00	$850.00
7410.4B2	Library Materials - Electronic Content	$5,700.00	$5,000.00	$700.00
7410.4B3	Library Materials - Print Materials	$8,186.00	$7,515.00	$671.00

7410.4B4	Library Materials - Audiobooks	$400.00	$400.00	$0.00
7410.4B5	Library Materials - Mags./News.	$1,000.00	$736.00	$264.00
7410.4B6	Library Materials - Museum Passes	$1,880.00	$1,400.00	$480.00
	Total 7410.4B	**$21,021.00**	**$17,711.00**	**$3,310.00**
7410.4C	**Equipment/Technology**	**$1,050.00**	**$3,785.00**	**-$2,735.00**
7410.4D	Programs	$3,000.00	$2,500.00	$500.00
7410.4D1	Summer Reading Program	$3,840.00	$3,500.00	$340.00
	Total 7410.4D	**$6,840.00**	**$6,000.00**	**$840.00**
7410.4A	Staff Development/Education	$800.00	$800.00	$0.00
7410.4E	Automated Services	$4,110.00	$4,100.00	$10.00
7410.4G	Postage	$300.00	$300.00	$0.00
7410.4H	Telephone/Data Links	$1,470.00	$1,400.00	$70.00
7410.4I	Insurance	$2,665.00	$2,530.00	$135.00
7410.4F	Office and Library Supplies	$1,300.00	$1,300.00	$0.00
7410.4J	Professional Services	$820.00	$400.00	$420.00
	Total 7410.41	**$11,465.00**	**$10,830.00**	**$635.00**
7410.4L	Strategic Planning - Survey	$0.00	$0.00	$0.00
7410.4K	Miscellaneous	$25.00	$25.00	$0.00
	Total 7410.4	**$11,490.00**	**$10,855.00**	**$635.00**
9010.8	NYS Retirement	$6,950.00	$5,500.00	$1,450.00
9030.8	Social Security/Medicare	$9,350.00	$8,930.00	$420.00
9040.8	Workers Compensation	$1,000.00	$880.00	$120.00
9055.8	Disability	$535.00	$535.00	$0.00
9060.8	Health Insurance	$8,560.00	$8,560.00	$0.00
9060.81	HRA Funding	$1,500.00	$1,500.00	$0.00
	Total 9000	**$27,895.00**	**$25,905.00**	**$1,990.00**
	Total Expenses	**$192,672.00**	**$186,158.00**	**$6,514.00**

Castleton Public Library
2022 Proposed Meeting Schedule

All meetings are scheduled for 7:00 p.m.

Tuesday, January 18

Tuesday, February 22

Monday, March 21

Monday, April 18

Monday, May 16

Monday, June 20

Monday, July 18

Monday, August 15

Monday, September 19

Monday, October 17

Monday, November 21

Monday, December 19

CASTLETON PUBLIC LIBRARY
DIRECTOR EVALUATION FORM
-For use by Trustees and self-evaluation by the Director

Form instructions:

1) Each board member should individually respond to this form.
2) In responding to this form, board members should refer to the board minutes, evaluations of the Director by library staff, usage statistics, program results or other information sources from the year.
3) Submit this form to the President for use during the annual face-to-face evaluation with the Director

1=Excellent, 2=Satisfactory, 3=Needs improvement, 4=Poor, N/A=don't know or no answer

Board of Trustee Relationship	1	2	3	4	N/A
1. Appropriate, adequate, and timely information is provided to the board.					
2. Support is provided to board committees					
3. The board is informed on the condition of the organization and all important factors influencing it					
4. The Director works collaboratively with the Board					
Totals					
Customer Service & Community Relations					
1. Level of patron satisfaction					
2. Level of customer service received by patrons					
3. Consistent application of policies that affect the public					
4. Services are communicated to the public effectively					

CASTLETON PUBLIC LIBRARY
DIRECTOR EVALUATION FORM
-For use by Trustees and self-evaluation by the Director

5. Working relationships and cooperative arrangements with government officials, community groups and organizations					
6. Awareness of community needs					
7. Mechanisms are in place to hear from patrons and the community-at-large					
8. Library is being marketed to the community					
Totals					
Organizational Growth	1	2	3	4	N/A
1. The director is helping the Board make progress on its long-range plan (LRP)					
2. Services to meet the goals and objectives of the LRP are carried out with staff and trustee involvement					
3. Goals and objectives are evaluated regularly					
4. Creativity and initiative are demonstrated in creating new services/programs					
5. Collection is responsive to community needs					
6. The library is responsive to changes in the community					
7. There is a working knowledge of significant developments and trends in the field					
8. Library spaces are attractive, organized, and tidy, and repairs/maintenance are arranged for on a timely basis					
Totals					

CASTLETON PUBLIC LIBRARY
DIRECTOR EVALUATION FORM
-For use by Trustees and self-evaluation by the Director

Administration and Human Resources Management	1	2	3	4	N/A
1. Work is effectively assigned, appropriate levels of freedom and authority are delegated					
2. Job descriptions are developed; regular performance evaluations are held and documented					
3. Personnel policies and state and federal regulations on workplaces and employment are effectively implemented					
4. Staff development and education is encouraged					
5. Library climate attracts, keeps, and motivates a diverse staff of top quality people					
6. Adequate control and accounting of all funds is reported to the Board consistent with sound financial practices					
7. Director is a full partner in the budget development process					
8. The library operates within budget guidelines					
9. Official records and documents are maintained, library is in compliance with federal, state and local regulations and reporting requirements (such as annual report, payroll withholding and reporting, etc.)					
10. Positive relationships with government, foundation and corporate funders are in place					
11. Positive relationships with individual donors is established					
12. Funds are disbursed in accordance with budget, contract/grant requirements and donor designations					
Totals					

CASTLETON PUBLIC LIBRARY
DIRECTOR EVALUATION FORM
-For use by Trustees and self-evaluation by the Director

General Feedback:

What would you like to see the Director continue to do?

Please name any improvement opportunities for the Director (what should they start/stop doing):

Additional comments/concerns?

CASTLETON PUBLIC LIBRARY
BOARD OF TRUSTEES EVALUATION FORM
-For use by Trustees in self-evaluation

Form Instructions:

1. Each Board member should individually respond to this form.
2. In your responses, please reflect on your evaluation of your own performance, as well as that of the Board as a whole over the past year.
3. Submit this form to the President, who will be responsible for tallying the results of the Board evaluation and preparing a summary report.

1=Excellent, 2=Satisfactory, 3=Needs improvement, 4=Poor, N/A=don't know or no answer

	1	2	3	4	N/A
GOVERNANCE					
1. The Board has a full and common understanding of the roles and responsibilities of a Board					
2. The Board has a method in place for new Board member orientation					
3. The Board has a method in place for ongoing Board member training					
4. The structure and roles of the Board are clear (Board, officers, committees, executive and staff)					
5. The Board attends to policy-related decisions which effectively guide the operational activities of staff					
6. The Board has established bylaws to oversee its governance					
7. The Board has established clear policies to govern and guide library operations					
8. The Board continually reviews and updates the library's policies					
9. The Board safeguards the public's First Amendment and Intellectual Freedom rights by protecting freedom of access, while also being open to the public's comment					
10. The Board effectively represents the library to the community					
11. Board meetings facilitate focus and progress on important organizational matters					
12. Board members are involved and show interest in the Board's work					
13. The Board is representative of diversity of the community, and includes all relevant stakeholders					
COMMENTS:					

PLANNING	1	2	3	4	N/A
1. The Board has a shared understanding of the library's mission					
2. The Board sets clear goals and actions resulting from relevant and realistic strategic planning					
3. The Board regularly measures organizational progress by accomplishment against strategic goals					
COMMENTS:					

FINANCE	1	2	3	4	N/A
1. The Board receives regular financial reports to stay informed of the financial status of the library					
2. The Board ensures that the budget covers the goals and objectives set during the planning process					
3. The Board receives an annual review of the library's finances which has been prepared by an outside source					
COMMENTS:					

PERSONNEL	1	2	3	4	N/A
1. The Board evaluates the Library Director annually based on performance against defined goals/expectations					
2. The Board maintains positive and cooperative communications with the Library Director					
3. The Board requires regular written updates from the Library Director on progress toward the annual plan and goals					
COMMENTS:					

Please list the top three priorities on which you feel the Board should focus its attention in the next year. Be as specific as possible:

Additional Comments:

Castleton Public Library Board of Trustees Meeting
Monday, October 18, 2021 Minutes

Welcome/Pledge of Allegiance: The meeting was called to order by Vice President Griffin at 7:02 pm.

Roll Call: Present: Jacki Griffin, Vice President; Patrick Cartwright, Trustee; Kendra Rubin, Trustee; Mary Claire Aitken, Secretary; Laurie Knaack, Trustee; and Melissa Tacke, Library Director. Excused: Shane Mitchum, President and Alyssa Mitchum, Treasurer.

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: The director presented the resume for a new hire, Justin Zimmerman as a Library Aide. A motion for approval of the hire was given by Trustee Cartwright and seconded by Trustee Knaack. Unanimously approved. The director indicated that the Library Assistant will be leaving. The director indicates she will cover the position for a two month period so the job description can be better developed for a future hire. The director told the Board about Mary Lou Hulek, a former library employee who passed away recently and had worked for the library for 46 years. The director discussed ideas to honor Mary Lou, with plans to be determined for a dedication in her honor.

Old Business: The Board discussed upcoming programming. The director updated the reopening process. The community room will continue to be used for work space and also used for adult small group programs. The weekly story time will be held at the Schodack Island State Park for November and December to avoid indoors. Drop-in fun will be done instead of timed activity to avoid crowding. The child table and chairs will be re-installed as space for the drop-in activity.

President's Report: None.

Secretary's Report: Trustee Cartwright motioned to approve the September 2021 meeting minutes. Seconded by Trustee Knaack. Unanimously approved.

Treasurer's Report: The September 2021 Check Detail was reviewed. Trustee Cartwright motioned to approve the September 2021 Check Detail Reports. Seconded by Trustee Knaack. Unanimously approved.

Director's Report: The director reviewed annual statistics that indicated circulation decreased but programming has increased. The director also discussed the library presentation for the Schodack Town Board given recently.

Friends Report: None.
Committee Reports: None.
Announcements: None.
Public Comment: None.
Executive Session: None.

Trustee Cartwright motioned to adjourn the meeting. Seconded by Trustee Knaack. The meeting was adjourned at 7:37 pm.

The Castleton Public Library
Check Detail
October 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**10/13/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-19.97**
Bill	1134679807...	10/12/2021		74104B5 · Magazines and Newspapers	-19.97	19.97
TOTAL					-19.97	19.97
Bill Pmt -Check	**DEBIT**	**10/13/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-21.98**
Bill	1139704304...	10/12/2021		74104B5 · Magazines and Newspapers	-21.98	21.98
TOTAL					-21.98	21.98
Bill Pmt -Check	**DEBIT**	**10/14/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-3.99**
Bill	1147032841...	10/12/2021		7410.4D · Programs	-3.99	3.99
TOTAL					-3.99	3.99
Bill Pmt -Check	**DEBIT**	**10/14/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-23.99**
Bill	1145297650...	10/12/2021		7410.4D · Programs	-23.99	23.99
TOTAL					-23.99	23.99
Bill Pmt -Check	**DEBIT**	**10/14/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-30.00**
Bill	1130180612...	10/12/2021		74104B5 · Magazines and Newspapers	-30.00	30.00
TOTAL					-30.00	30.00
Bill Pmt -Check	**DEBIT**	**10/15/2021**	**Hannaford**	**200.2 · Citizens Checking Account**		**-30.65**
Bill		10/15/2021		7410.4D · Programs	-30.65	30.65
TOTAL					-30.65	30.65
Bill Pmt -Check	**DEBIT**	**10/15/2021**	**Becker's Farm a...**	**200.2 · Citizens Checking Account**		**-28.08**
Bill		10/15/2021		7410.4D · Programs	-28.08	28.08
TOTAL					-28.08	28.08
Bill Pmt -Check	**DEBIT**	**10/18/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-25.90**
Bill	1142909607...	10/12/2021		7410.4D · Programs	-25.90	25.90
TOTAL					-25.90	25.90
Bill Pmt -Check	**DEBIT**	**10/18/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-72.92**
Bill	1148909691...	10/12/2021		7410.4D · Programs	-72.92	72.92
TOTAL					-72.92	72.92
Bill Pmt -Check	**DEBIT**	**10/18/2021**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-35.92**
Bill	1142909607...	10/18/2021		74104B1 · DVDs & Other Materials	-35.92	35.92
TOTAL					-35.92	35.92

The Castleton Public Library
Check Detail
October 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**10/19/2021**	**Target**	**200.2 · Citizens Checking Account**		**-333.09**
Bill		10/19/2021		74104B1 · DVDs & Other Materials	-82.96	82.96
				7410.4D · Programs	-250.13	250.13
TOTAL					-333.09	333.09
Bill Pmt -Check	**DEBIT**	**10/19/2021**	**Price Chopper**	**200.2 · Citizens Checking Account**		**-19.95**
Bill		10/19/2021		7410.4D · Programs	-19.95	19.95
TOTAL					-19.95	19.95
Bill Pmt -Check	**DEBIT**	**10/19/2021**	**Aldi**	**200.2 · Citizens Checking Account**		**-1.15**
Bill		10/19/2021		7410.4D · Programs	-1.15	1.15
TOTAL					-1.15	1.15
Bill Pmt -Check	**DEBIT**	**10/22/2021**	**Zoom Video Com...**	**200.2 · Citizens Checking Account**		**-12.74**
Bill	INV1141106...	10/19/2021		7410.4C · Equipment/Technology	-12.74	12.74
TOTAL					-12.74	12.74
Bill Pmt -Check	**2884**	**10/04/2021**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-4,581.71**
Bill	84359	09/23/2021		7410.1A · Gross wages - Director	-2,108.42	2,108.42
				7410.1B · Gross wages - Librarian	-787.02	787.02
				7410.1C · Gross wages - Assistant	-1,363.10	1,363.10
				9030.8 · Social Security/Medicare	-323.17	323.17
TOTAL					-4,581.71	4,581.71
Bill Pmt -Check	**2885**	**10/04/2021**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-637.74**
Bill	84360	09/23/2021		9060.8 · Health Insurance	-637.74	637.74
TOTAL					-637.74	637.74
Bill Pmt -Check	**2886**	**10/04/2021**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-637.74**
Bill	84361	09/23/2021		9060.8 · Health Insurance	-637.74	637.74
TOTAL					-637.74	637.74
Bill Pmt -Check	**2887**	**10/05/2021**	**New York Library...**	**200.2 · Citizens Checking Account**		**-149.00**
Bill	REG-0132403	10/05/2021		7410.4A · Staff Development/Edu	-149.00	149.00
TOTAL					-149.00	149.00
Bill Pmt -Check	**2888**	**10/18/2021**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-120.75**
Bill	84363	10/12/2021		9055.8 · Disability	-120.75	120.75
TOTAL					-120.75	120.75

The Castleton Public Library
Check Detail
October 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**2889**	**10/18/2021**	**OverDrive**	**200.2 · Citizens Checking Account**		**-285.83**
Bill	MULTIPLE	10/12/2021		74104B2 · Electronic Content	-285.83	285.83
TOTAL					-285.83	285.83
Bill Pmt -Check	**2890**	**10/18/2021**	**UHLS**	**200.2 · Citizens Checking Account**		**-295.18**
Bill	21-414	10/05/2021		74104B2 · Electronic Content	-295.18	295.18
TOTAL					-295.18	295.18
Bill Pmt -Check	**2891**	**10/18/2021**	**UHLS**	**200.2 · Citizens Checking Account**		**-978.09**
Bill	21-375	10/04/2021		7410.4E · Automated Services	-978.09	978.09
TOTAL					-978.09	978.09
Bill Pmt -Check	**2892**	**10/18/2021**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-4,735.39**
Bill	84365	10/12/2021		7410.1A · Gross wages - Director	-2,108.42	2,108.42
				7410.1B · Gross wages - Librarian	-731.53	731.53
				7410.1C · Gross wages - Assistant	-1,561.35	1,561.35
				9030.8 · Social Security/Medicare	-334.09	334.09
TOTAL					-4,735.39	4,735.39
Bill Pmt -Check	**2893**	**10/25/2021**	**UHLS**	**200.2 · Citizens Checking Account**		**-25.47**
Bill	21-439	10/20/2021		74104B3 · Print Materials	-25.47	25.47
TOTAL					-25.47	25.47

The Castleton Public Library
Reconciliation Summary
200.1 · Citizens Money Market, Period Ending 10/31/2021

	Oct 31, 21	
Beginning Balance		164,111.86
Cleared Transactions		
Checks and Payments - 2 items	-30,000.00	
Deposits and Credits - 2 items	181.63	
Total Cleared Transactions	-29,818.37	
Cleared Balance		**134,293.49**
Register Balance as of 10/31/2021		134,293.49
Ending Balance		134,293.49

The Castleton Public Library
Reconciliation Detail
200.1 · Citizens Money Market, Period Ending 10/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						164,111.86
Cleared Transactions						
Checks and Payments - 2 items						
Transfer	10/04/2021			X	-15,000.00	-15,000.00
Transfer	10/28/2021			X	-15,000.00	-30,000.00
Total Checks and Payments					-30,000.00	-30,000.00
Deposits and Credits - 2 items						
Deposit	10/20/2021			X	179.10	179.10
Deposit	10/31/2021			X	2.53	181.63
Total Deposits and Credits					181.63	181.63
Total Cleared Transactions					-29,818.37	-29,818.37
Cleared Balance					-29,818.37	134,293.49
Register Balance as of 10/31/2021					-29,818.37	134,293.49
Ending Balance					**-29,818.37**	**134,293.49**

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 10/31/2021

	Oct 31, 21	
Beginning Balance		23,016.39
Cleared Transactions		
Checks and Payments - 28 items	-13,316.67	
Deposits and Credits - 2 items	30,000.00	
Total Cleared Transactions	16,683.33	
Cleared Balance		**39,699.72**
Register Balance as of 10/31/2021		39,699.72
Ending Balance		39,699.72

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 10/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						23,016.39
Cleared Transactions						
Checks and Payments - 28 items						
Bill Pmt -Check	09/07/2021	2872	Rachel Toolan	X	-30.00	-30.00
Bill Pmt -Check	09/14/2021	2873	Rachel Toolan	X	-30.00	-60.00
Bill Pmt -Check	09/21/2021	2882	Rachel Toolan	X	-30.00	-90.00
Bill Pmt -Check	09/29/2021	2883	T-Mobile	X	-119.44	-209.44
Bill Pmt -Check	10/04/2021	2884	Village of Castleton-...	X	-4,581.71	-4,791.15
Bill Pmt -Check	10/04/2021	2885	Village of Castleton-...	X	-637.74	-5,428.89
Bill Pmt -Check	10/04/2021	2886	Village of Castleton-...	X	-637.74	-6,066.63
Bill Pmt -Check	10/05/2021	2887	New York Library As...	X	-149.00	-6,215.63
Bill Pmt -Check	10/13/2021	DEBIT	Amazon LLC	X	-21.98	-6,237.61
Bill Pmt -Check	10/13/2021	DEBIT	Amazon LLC	X	-19.97	-6,257.58
Bill Pmt -Check	10/14/2021	DEBIT	Amazon LLC	X	-30.00	-6,287.58
Bill Pmt -Check	10/14/2021	DEBIT	Amazon LLC	X	-23.99	-6,311.57
Bill Pmt -Check	10/14/2021	DEBIT	Amazon LLC	X	-3.99	-6,315.56
Bill Pmt -Check	10/15/2021	DEBIT	Hannaford	X	-30.65	-6,346.21
Bill Pmt -Check	10/15/2021	DEBIT	Becker's Farm and ...	X	-28.08	-6,374.29
Bill Pmt -Check	10/18/2021	2892	Village of Castleton-...	X	-4,735.39	-11,109.68
Bill Pmt -Check	10/18/2021	2891	UHLS	X	-978.09	-12,087.77
Bill Pmt -Check	10/18/2021	2890	UHLS	X	-295.18	-12,382.95
Bill Pmt -Check	10/18/2021	2889	OverDrive	X	-285.83	-12,668.78
Bill Pmt -Check	10/18/2021	2888	Village of Castleton-...	X	-120.75	-12,789.53
Bill Pmt -Check	10/18/2021	DEBIT	Amazon LLC	X	-72.92	-12,862.45
Bill Pmt -Check	10/18/2021	DEBIT	Amazon LLC	X	-35.92	-12,898.37
Bill Pmt -Check	10/18/2021	DEBIT	Amazon LLC	X	-25.90	-12,924.27
Bill Pmt -Check	10/19/2021	DEBIT	Target	X	-333.09	-13,257.36
Bill Pmt -Check	10/19/2021	DEBIT	Price Chopper	X	-19.95	-13,277.31
Bill Pmt -Check	10/19/2021	DEBIT	Aldi	X	-1.15	-13,278.46
Bill Pmt -Check	10/22/2021	DEBIT	Zoom Video Commu...	X	-12.74	-13,291.20
Bill Pmt -Check	10/25/2021	2893	UHLS	X	-25.47	-13,316.67
Total Checks and Payments					-13,316.67	-13,316.67
Deposits and Credits - 2 items						
Transfer	10/04/2021			X	15,000.00	15,000.00
Transfer	10/28/2021			X	15,000.00	30,000.00
Total Deposits and Credits					30,000.00	30,000.00
Total Cleared Transactions					16,683.33	16,683.33
Cleared Balance					16,683.33	39,699.72
Register Balance as of 10/31/2021					16,683.33	39,699.72
Ending Balance					**16,683.33**	**39,699.72**

The Castleton Public Library
Profit & Loss
October 2021

	Oct 21	
Ordinary Income/Expense		
Income		
2082 · Library Charges		
2082.1 · Library Fines & Fees		
2082.11 · Fines	0.00	
2082.13 · Copies, Prints and Faxes	18.70	
2082.14 · Register Overage/Shortage	0.00	
Total 2082.1 · Library Fines & Fees	18.70	
Total 2082 · Library Charges		18.70
2401 · Interest & Earnings		2.53
2705 · Gifts & Donations		160.40
Total Income		181.63
Gross Profit		181.63
Expense		
7410.1 · Personal Services		
7410.11 · Employee Gross Wages		
7410.1A · Gross wages - Director	2,108.42	
7410.1B · Gross wages - Librarian	731.53	
7410.1C · Gross wages - Assistant	1,561.35	
Total 7410.11 · Employee Gross Wages	4,401.30	
Total 7410.1 · Personal Services		4,401.30
7410.4 · Contractual Expenses		
7410.4B · Library Materials		
74104B5 · Magazines and Newspapers	71.95	
74104B3 · Print Materials	25.47	
74104B2 · Electronic Content	581.01	
74104B1 · DVDs & Other Materials	118.88	
Total 7410.4B · Library Materials	797.31	
7410.4C · Equipment/Technology	12.74	
7410.4D · Programs	456.76	
7410.41 · Operations and Administrative		
7410.4A · Staff Development/Edu	149.00	
7410.4E · Automated Services	978.09	
Total 7410.41 · Operations and Administrative	1,127.09	
Total 7410.4 · Contractual Expenses		2,393.90
9000 · Employee - Benefits		
9030.8 · Social Security/Medicare	334.09	
9055.8 · Disability	120.75	
Total 9000 · Employee - Benefits		454.84
Total Expense		7,250.04
Net Ordinary Income		-7,068.41
Net Income		**-7,068.41**

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through October 2021

	Jan - Oct 21	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	16.16	0.00	16.16	100.0%
2082.12 · Lost Books	202.05	0.00	202.05	100.0%
2082.13 · Copies, Prints and Faxes	27.15	240.00	-212.85	11.3%
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	245.36	240.00	5.36	102.2%
Total 2082 · Library Charges	245.36	240.00	5.36	102.2%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	146,786.00	146,786.00	0.00	100.0%
2360.2 · Village of Castleton	14,000.00	14,000.00	0.00	100.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	164,111.00	164,111.00	0.00	100.0%
2401 · Interest & Earnings	27.36	24.00	3.36	114.0%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,683.14	5,000.00	1,683.14	133.7%
Total 2705 · Gifts & Donations	7,683.14	6,000.00	1,683.14	128.1%
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)	1,630.80	1,130.00	500.80	144.3%
2760.9 · Grants - Other	1,787.52	1,000.00	787.52	178.8%
Total 2760 · Library System Grants	3,418.32	4,279.00	-860.68	79.9%
599 · Appropriated Fund Balance	0.00	11,504.00	-11,504.00	0.0%
Total Income	175,485.18	186,158.00	-10,672.82	94.3%
Gross Profit	175,485.18	186,158.00	-10,672.82	94.3%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	44,169.41	54,819.00	-10,649.59	80.6%
7410.1B · Gross wages - Librarian	16,547.34	20,983.00	-4,435.66	78.9%
7410.1C · Gross wages - Assistant	26,978.39	41,653.00	-14,674.61	64.8%
Total 7410.11 · Employee Gross Wages	87,695.14	117,455.00	-29,759.86	74.7%
Total 7410.1 · Personal Services	87,695.14	117,455.00	-29,759.86	74.7%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	4,447.00	-4,447.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	4,447.00	-4,447.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,630.00	1,400.00	230.00	116.4%
74104B5 · Magazines and Newspapers	190.92	736.00	-545.08	25.9%
74104B4 · Audiobooks	343.06	400.00	-56.94	85.8%
74104B3 · Print Materials	5,603.39	7,515.00	-1,911.61	74.6%
74104B2 · Electronic Content	4,932.35	5,000.00	-67.65	98.6%
74104B1 · DVDs & Other Materials	1,191.46	1,450.00	-258.54	82.2%
7410.4B · Library Materials - Other	925.22	1,210.00	-284.78	76.5%
Total 7410.4B · Library Materials	14,816.40	17,711.00	-2,894.60	83.7%
7410.4C · Equipment/Technology	2,913.83	3,785.00	-871.17	77.0%
7410.4D · Programs				

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through October 2021

	Jan - Oct 21	Budget	$ Over Budget	% of Budget
74104D1 · Summer Reading Program	3,016.46	3,500.00	-483.54	86.2%
7410.4D · Programs - Other	1,672.14	2,500.00	-827.86	66.9%
Total 7410.4D · Programs	4,688.60	6,000.00	-1,311.40	78.1%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	318.50	800.00	-481.50	39.8%
7410.4E · Automated Services	3,912.36	4,100.00	-187.64	95.4%
7410.4G · Postage	76.12	300.00	-223.88	25.4%
7410.4H · Telephone/Data Links	877.58	1,400.00	-522.42	62.7%
7410.4I · Insurance	2,422.89	2,530.00	-107.11	95.8%
7410.4F · Office and Library Supplies	385.12	1,300.00	-914.88	29.6%
7410.4J · Professional Services	420.00	400.00	20.00	105.0%
Total 7410.41 · Operations and Administrati...	8,412.57	10,830.00	-2,417.43	77.7%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	0.00	0.00	0.0%
7410.4K · Miscellaneous - Other	15.00	25.00	-10.00	60.0%
Total 7410.4K · Miscellaneous	15.00	25.00	-10.00	60.0%
Total 7410.4 · Contractual Expenses	30,846.40	38,351.00	-7,504.60	80.4%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	5,500.00	-5,500.00	0.0%
9030.8 · Social Security/Medicare	6,657.56	8,930.00	-2,272.44	74.6%
9040.8 · Workers Comp	329.42	880.00	-550.58	37.4%
9055.8 · Disability	362.25	535.00	-172.75	67.7%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	6,626.40	8,560.00	-1,933.60	77.4%
Total 9060.8 · Health Insurance	6,626.40	10,060.00	-3,433.60	65.9%
Total 9000 · Employee - Benefits	13,975.63	25,905.00	-11,929.37	53.9%
Total Expense	132,517.17	186,158.00	-53,640.83	71.2%
Net Ordinary Income	42,968.01	0.00	42,968.01	100.0%
Net Income	**42,968.01**	**0.00**	**42,968.01**	**100.0%**

The Castleton Public Library
Profit & Loss Forecast vs. Actual
January through October 2021

	Jan - Oct 21	Forecast	$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	16.16	1.90	14.26	850.5%
2082.12 · Lost Books	202.05	94.02	108.03	214.9%
2082.13 · Copies, Prints and Faxes	27.15	134.40	-107.25	20.2%
2082.14 · Register Overage/Shortage	0.00	-0.10	0.10	0.0%
Total 2082.1 · Library Fines & Fees	245.36	230.22	15.14	106.6%
Total 2082 · Library Charges	245.36	230.22	15.14	106.6%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	146,786.00	146,786.00	0.00	100.0%
2360.2 · Village of Castleton	14,000.00	14,000.00	0.00	100.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	164,111.00	164,111.00	0.00	100.0%
2401 · Interest & Earnings	27.36	26.78	0.58	102.2%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,683.14	6,418.16	264.98	104.1%
Total 2705 · Gifts & Donations	7,683.14	7,418.16	264.98	103.6%
2760 · Library System Grants				
2760.1 · LLSA and ERATE (UHLS)	1,630.80	0.00	1,630.80	100.0%
2760.9 · Grants - Other	1,787.52	1,100.00	687.52	162.5%
Total 2760 · Library System Grants	3,418.32	1,100.00	2,318.32	310.8%
Total Income	175,485.18	172,886.16	2,599.02	101.5%
Gross Profit	175,485.18	172,886.16	2,599.02	101.5%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	44,169.41	43,676.65	492.76	101.1%
7410.1B · Gross wages - Librarian	16,547.34	16,881.23	-333.89	98.0%
7410.1C · Gross wages - Assistant	26,978.39	22,718.78	4,259.61	118.7%
Total 7410.11 · Employee Gross Wages	87,695.14	83,276.66	4,418.48	105.3%
Total 7410.1 · Personal Services	87,695.14	83,276.66	4,418.48	105.3%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,630.00	825.00	805.00	197.6%
74104B5 · Magazines and Newspapers	190.92	423.13	-232.21	45.1%
74104B4 · Audiobooks	343.06	239.98	103.08	143.0%
74104B3 · Print Materials	5,603.39	6,212.45	-609.06	90.2%
74104B2 · Electronic Content	4,932.35	6,396.94	-1,464.59	77.1%
74104B1 · DVDs & Other Materials	1,191.46	1,060.84	130.62	112.3%
7410.4B · Library Materials - Other	925.22	869.30	55.92	106.4%
Total 7410.4B · Library Materials	14,816.40	16,027.64	-1,211.24	92.4%
7410.4C · Equipment/Technology	2,913.83	2,740.57	173.26	106.3%
7410.4D · Programs				
74104D1 · Summer Reading Program	3,016.46	2,684.19	332.27	112.4%
7410.4D · Programs - Other	1,672.14	1,816.22	-144.08	92.1%
Total 7410.4D · Programs	4,688.60	4,500.41	188.19	104.2%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	318.50	387.45	-68.95	82.2%
7410.4E · Automated Services	3,912.36	3,726.08	186.28	105.0%
7410.4G · Postage	76.12	29.37	46.75	259.2%
7410.4H · Telephone/Data Links	877.58	937.82	-60.24	93.6%
7410.4I · Insurance	2,422.89	2,347.41	75.48	103.2%
7410.4F · Office and Library Supplies	385.12	1,172.49	-787.37	32.8%
7410.4J · Professional Services	420.00	300.00	120.00	140.0%
Total 7410.41 · Operations and Administrative	8,412.57	8,900.62	-488.05	94.5%
7410.4K · Miscellaneous	15.00	10.00	5.00	150.0%
Total 7410.4 · Contractual Expenses	30,846.40	32,179.24	-1,332.84	95.9%

The Castleton Public Library
Profit & Loss Forecast vs. Actual
January through October 2021

	Jan - Oct 21	Forecast	$ Over Forecast	% of Forecast
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	0.00	0.00	0.0%
9030.8 · Social Security/Medicare	6,657.56	6,255.86	401.70	106.4%
9040.8 · Workers Comp	329.42	344.41	-14.99	95.6%
9055.8 · Disability	362.25	362.25	0.00	100.0%
9060.8 · Health Insurance	6,626.40	6,375.64	250.76	103.9%
Total 9000 · Employee - Benefits	13,975.63	13,338.16	637.47	104.8%
Total Expense	132,517.17	128,794.06	3,723.11	102.9%
Net Ordinary Income	42,968.01	44,092.10	-1,124.09	97.5%
Net Income	**42,968.01**	**44,092.10**	**-1,124.09**	**97.5%**

The Castleton Public Library
Balance Sheet
As of October 31, 2021

	Oct 31, 21
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	134,293.49
200.2 · Citizens Checking Account	39,699.72
200.9 · Petty Cash	50.00
Total Checking/Savings	174,043.21
Other Current Assets	
395 · Deposits with Other Government	5,000.00
Total Other Current Assets	5,000.00
Total Current Assets	179,043.21
TOTAL ASSETS	**179,043.21**
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	131,002.22
Net Income	42,968.01
Total Equity	179,043.23
TOTAL LIABILITIES & EQUITY	**179,043.21**

Director's Report – October

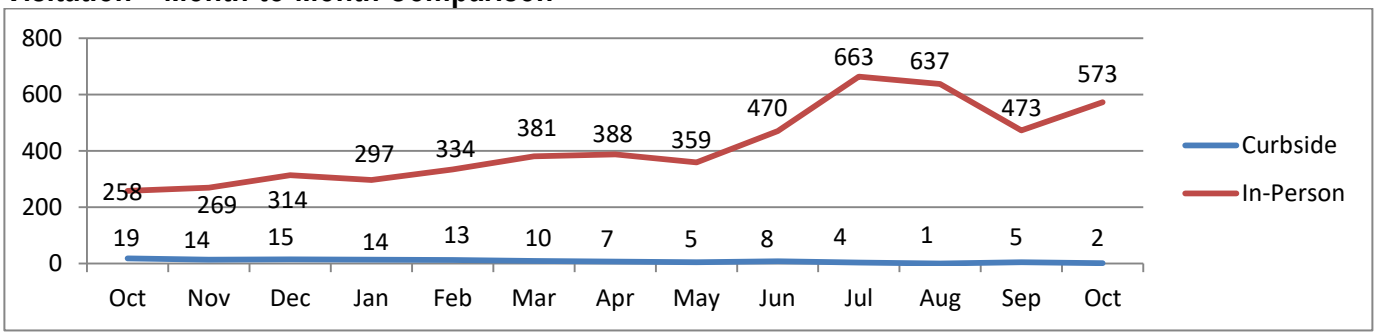
October 2021 – Usage Statistics in Comparison

	October 2021	October 2020	Percent Change
Circulation			
Circulation of materials at CPL	1,468	1,281	+14.6%
Items loaned to other libraries	292	505	-42.2%
Items borrowed from other libraries	627	580	+8.1%
eContent circulation	544	804	-32.3%
Programming			
Number of programs offered	19	16	+18.8%
Program attendance – in-person	456	617	-26.1%
Program attendance – live virtual	7	0	N/A
Program attendance – kits and prerecorded virtual*	91	143	-36.4%
Public Computer Use			
Public Computer Sessions	9	0**	N/A
WiFi Use - daily unique users	522 (2.45 GB)	251 (3.94 MB)	+108%
WiFi Hotspot Use	33.3 GB	29.9 GB	+11.4%
Marketing Reach			
Website visits	926	1,137	-18.6%
Website unique visitors	490	597	-17.9%
Email newsletter list size	1,470	1,412	+4.1%
Facebook page likes	902	853	+5.7%
Facebook total reach	7,666	14,388	-46.7%

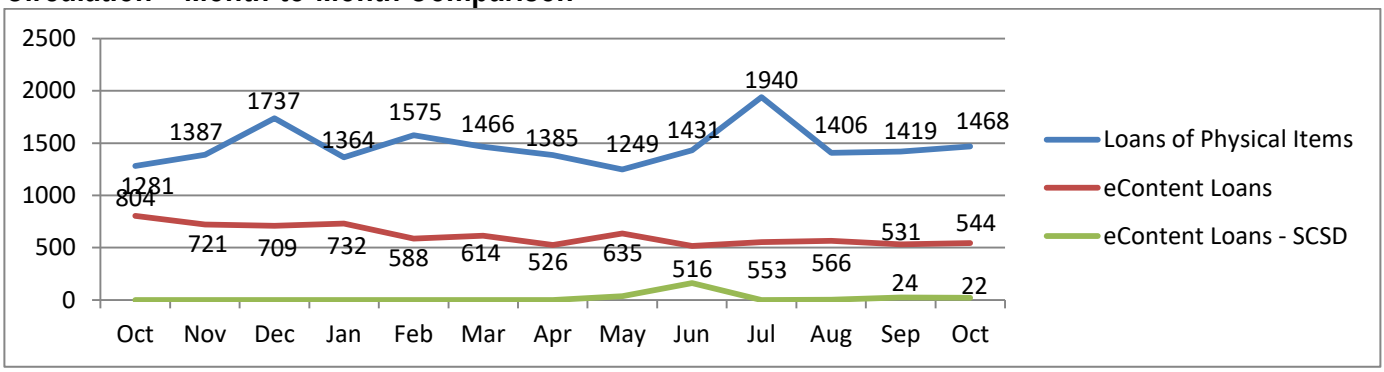
* = Attendance for prerecorded programs is measured by total views through 10/31. For kits, the number of kits taken through 10/31 is used for the attendance number.

** = Public computer stations were not reintroduced at CPL until 5/3/21.

Visitation – Month-to-Month Comparison



Circulation – Month-to-Month Comparison



Programs – October

10/1/2021	Take & Make Craft: Origami	21
10/4/2021	Take & Make Craft: Pumpkin Paper Lanterns	70
10/4/2021	After Dinner Book Club	6
10/5/2021	Fun Fall Crafts	3
10/7/2021	Learn & Play Storytime	0
10/8/2021	Bridge Club	7
10/8/2021	Device Help at Castle Hill	3
10/8/2021	Sand Art	15
10/12/2021	Castle Hill Bookmobile	6
10/12/2021	Cool Science: Bouncy Balls	10
10/14/2021	Learn & Play Storytime	7
10/16/2021	Pumpkin Painting	61
10/20/2021	Afternoon Book Club	4
10/20/2021	Teen Time: Cookie Decorating	0
10/21/2021	Learn & Play Storytime	0
10/22/2021	Bridge Club	7
10/26/2021	Preserving Family Photos & Docs	7
10/28/2021	Learn & Play Storytime	2
10/30/2021	Halloween Car Parade	325
Mo. Total		**554**

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

- No meetings or continuing education.

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

- October 1 – Directors Association meeting (online meeting)
- October 7 – Interview with prospective volunteer from Rensselaer County ARC
- October 8 – Smartphone & Tablet Help at Castle Hill senior housing
- October 12 – Bookmobile at Castle Hill senior housing
- October 12 – Village Board meeting
- October 13 – Friends of CPL meeting