Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, November 14, 2022 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- Shane Mitchum – trustee term
- Proposed changes to fees for copy/print/fax services
- 2023 proposed meeting schedule

Old Business

- 2023 Budget Draft
- Long-Range Planning
- Trustee recruitment
- Library word-of-mouth advertising

President's Report

Secretary's Report

- Review of minutes from October 17, 2022

Treasurer's Report

Director's Report

Friends Report

Committee Reports

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

Announcements

Public Comment

Executive Session

Adjourn

Proposed changes to fees for copy/print/fax services			
Service	**Cost**	**Practice during pandemic**	**Proposed cost effective 11/15/22**
Print/photocopy - B&W	$0.10 per page	Free	Free up to 20 pages; $0.10 for each additional page
Print/photocopy - Color	$0.25 per page	Free	Free up to 5 pages; $0.25 for each additional page
Fax	$1.00 per page	Free	Free

Castleton Public Library
2023 Meeting Schedule

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

Tuesday, January 17

Tuesday, February 21

Monday, March 20

Monday, April 17

Monday, May 15

Tuesday, June 20

Monday, July 17

Monday, August 21

Monday, September 18

Monday, October 16

Monday, November 20

Monday, December 18

2023 Proposed Budget				
Income				
Line Item	**Description**	**2023 Budget**	**2022 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	$0.00	$240.00	-$240.00
	Total 2082	**$0.00**	**$240.00**	**-$240.00**
2360.1	Town of Schodack	$176,000.00	$159,260.00	$16,740.00
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	**$193,325.00**	**$176,585.00**	**$16,740.00**
2401	**Interest & Earnings**	**$30.00**	**$27.00**	**$3.00**
2705	Gifts & Donations	$6,000.00	$5,800.00	$200.00
2705.1	Friends SRP	$1,000.00	$1,000.00	$0.00
	Total 2705	**$7,000.00**	**$6,800.00**	**$200.00**
2760.1	Grants - LLSA (UHLS)	$1,435.00	$1,130.00	$305.00
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	**$2,435.00**	**$4,279.00**	**-$1,844.00**
	Funds from 2021 budget	**$0.00**	**$0.00**	**$0.00**
	Funds from reserves	**$6,125.00**	**$12,650.00**	**-$6,525.00**
	Total Income	**$208,915.00**	**$200,581.00**	**$8,334.00**
Expenses				
7410.1A	Gross Wages - Director	$63,000.00	$59,500.00	$3,500.00
7410.1B	Gross Wages - Librarian I	$24,140.00	$22,838.00	$1,302.00
7410.1C	Gross Wages - Assistants	$51,635.00	$44,500.00	$7,135.00
	Total 7410.1	**$138,775.00**	**$126,838.00**	**$11,937.00**
7410.2A	**Library Renovation**	**$0.00**	**$4,447.00**	**-$4,447.00**
7410.4B	Library Materials - Other	$1,220.00	$1,555.00	-$335.00
7410.4B1	Library Materials - DVDs	$1,900.00	$2,300.00	-$400.00
7410.4B2	Library Materials - Electronic Content	$6,270.00	$5,700.00	$570.00
7410.4B3	Library Materials - Print Materials	$9,400.00	$8,186.00	$1,214.00
7410.4B4	Library Materials - Audiobooks	$0.00	$400.00	-$400.00
7410.4B5	Library Materials - Magazines	$400.00	$1,000.00	-$600.00
7410.4B6	Library Materials - Museum Passes	$1,680.00	$1,880.00	-$200.00
	Total 7410.4B	**$20,870.00**	**$21,021.00**	**-$151.00**
7410.4C	**Equipment/Technology**	**$1,450.00**	**$1,050.00**	**$400.00**
7410.4D	Programs	$3,000.00	$3,000.00	$0.00
7410.4D1	Summer Reading Program	$4,250.00	$3,840.00	$410.00
	Total 7410.4D	**$7,250.00**	**$6,840.00**	**$410.00**
7410.4A	Staff Development/Education	$800.00	$800.00	$0.00
7410.4E	Automated Services	$4,110.00	$4,110.00	$0.00
7410.4G	Postage	$300.00	$300.00	$0.00
7410.4H	Telephone/Data Links	$1,250.00	$1,470.00	-$220.00

7410.4I	Insurance	$2,575.00	$2,665.00	-$90.00
7410.4F	Office and Library Supplies	$1,300.00	$1,300.00	$0.00
7410.4J	Professional Services	$480.00	$820.00	-$340.00
	Total 7410.41	**$10,815.00**	**$11,465.00**	**-$650.00**
7410.4L	Strategic Planning - Survey	$0.00	$1,000.00	-$1,000.00
7410.4K	Miscellaneous	$25.00	$25.00	$0.00
	Total 7410.4	**$10,840.00**	**$12,490.00**	**-$1,650.00**
9010.8	NYS Retirement	$7,300.00	$6,950.00	$350.00
9030.8	Social Security/Medicare	$10,590.00	$9,350.00	$1,240.00
9040.8	Workers Compensation	$900.00	$1,000.00	-$100.00
9055.8	Disability	$500.00	$535.00	-$35.00
9060.8	Health Insurance	$8,940.00	$8,560.00	$380.00
9060.81	HRA Funding	$1,500.00	$1,500.00	$0.00
	Total 9000	**$29,730.00**	**$27,895.00**	**$1,835.00**
	Total Expenses	**$208,915.00**	**$200,581.00**	**$8,334.00**
	Funds Allotted for 2023 Budget	**N/A**	**$0.00**	
	Total	**$208,915.00**	**$200,581.00**	**$8,334.00**

Castleton Public Library Board of Trustees Meeting

Monday, October 17, 2022 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:06 pm.

Roll Call

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

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

2023 Draft Budget: Director Tacke and the Finance committee shared the 2023 proposed budget with the board for review and comment (to be formally approved at the December board meeting). Director Tacke also presented this to the Town of Schodack board at their last meeting.

Old Business

Long-Range Planning: The board will review the existing Long Range Plan and reconvene in a board retreat in early November to plan an approach for community surveys and updating of the Plan.
Trustee Recruiting: Director Tacke encouraged trustees to spread the word that one more trustee is needed.
Library word-of-mouth advertising: Director Tacke encouraged trustees to share that there will be a Thursday, December 1 book signing with author Jon Sorensen.

Reports

President's Report

Included with Finance committee report.

Secretary's Report

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

Treasurer's Report

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

Director's Report
Director Tacke presented statistics for September, with a comparison against 2020 and 2021. Circulation and program attendance has continued to shift slightly back toward more physical materials and in-person program attendance compared with 2020.

Friends Report
The Friends of the Library held a successful Pasta Dinner takeout event in early October and will be again participating in the Barnes & Noble Bookfair on Saturday, November 19 at the Colonie Center location.

Committee Reports
Finance: met to draft the 2023 budget, shared with the board at the start of this meeting.
Administrative: will plan to meet before the next board meeting to plan for 2023 continuing education for trustees.
Operations/Capital Projects: did not meet.
Policy: did not meet. Director Tacke will share current policies for review with the committee.
Sustainable Funding: The committee met and created some proposed variants of a 2024 budget to discuss with the board, considering additional hours/services that could be offered if various proportions of sustained funding were achieved through a budget vote.
Library Space: did not meet.
Community Outreach & Visibility: did not meet.

Announcements
November meeting date change: The November Board of Trustees meeting will be held on Monday, November 14 at 6:00 pm.

Public Comment
None.

Executive Session
None.

Adjournment
The meeting was adjourned at 7:55 pm.

The Castleton Public Library
Check Detail
October 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**10/03/2022**	**Google LLC**	**200.2 · Citizens Checking Account**		**-15.00**
Bill	4566876540	10/03/2022		7410.4C · Equipment/Technology	-15.00	15.00
TOTAL					-15.00	15.00
Bill Pmt -Check	**DEBIT**	**10/11/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-17.95**
Bill	1115459144...	10/11/2022		74104B1 · DVDs & Other Materials	-17.95	17.95
TOTAL					-17.95	17.95
Bill Pmt -Check	**DEBIT**	**10/11/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-19.96**
Bill	1112457911...	10/11/2022		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	**DEBIT**	**10/11/2022**	**Price Chopper**	**200.2 · Citizens Checking Account**		**-12.35**
Bill		10/11/2022		7410.4D · Programs	-12.35	12.35
TOTAL					-12.35	12.35
Bill Pmt -Check	**DEBIT**	**10/11/2022**	**Aldi**	**200.2 · Citizens Checking Account**		**-4.98**
Bill		10/11/2022		7410.4D · Programs	-4.98	4.98
TOTAL					-4.98	4.98
Bill Pmt -Check	**DEBIT**	**10/14/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-19.91**
Bill	1112075740...	10/13/2022		7410.4D · Programs	-19.91	19.91
TOTAL					-19.91	19.91
Bill Pmt -Check	**DEBIT**	**10/14/2022**	**Wal-Mart**	**200.2 · Citizens Checking Account**		**-82.85**
Bill		10/14/2022		7410.4D · Programs	-82.85	82.85
TOTAL					-82.85	82.85
Bill Pmt -Check	**DEBIT**	**10/17/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-37.64**
Bill	1114074569...	10/13/2022		7410.4D · Programs	-37.64	37.64
TOTAL					-37.64	37.64
Bill Pmt -Check	**DEBIT**	**10/17/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-57.49**
Bill	1119466191...	10/13/2022		7410.4F · Office and Library Supplies	-57.49	57.49
TOTAL					-57.49	57.49
Bill Pmt -Check	**DEBIT**	**10/17/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-97.41**
Bill	1112457911...	10/17/2022		74104B1 · DVDs & Other Materials	-97.41	97.41
TOTAL					-97.41	97.41

The Castleton Public Library
Check Detail
October 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**10/18/2022**	**Aldi**	**200.2 · Citizens Checking Account**		**-6.41**
Bill		10/19/2022		7410.4D · Programs	-6.41	6.41
TOTAL					-6.41	6.41
Bill Pmt -Check	**DEBIT**	**10/19/2022**	**Price Chopper**	**200.2 · Citizens Checking Account**		**-57.98**
Bill		10/19/2022		7410.4D · Programs	-57.98	57.98
TOTAL					-57.98	57.98
Bill Pmt -Check	**DEBIT**	**10/19/2022**	**Becker's Farm a...**	**200.2 · Citizens Checking Account**		**-25.00**
Bill		10/19/2022		7410.4D · Programs	-25.00	25.00
TOTAL					-25.00	25.00
Bill Pmt -Check	**DEBIT**	**10/24/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-19.64**
Bill	1112511203...	10/21/2022		7410.4D · Programs	-19.64	19.64
TOTAL					-19.64	19.64
Bill Pmt -Check	**DEBIT**	**10/24/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-17.96**
Bill	1119168931...	10/24/2022		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96
Bill Pmt -Check	**DEBIT**	**10/24/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-36.95**
Bill	1112457911...	10/24/2022		74104B1 · DVDs & Other Materials	-36.95	36.95
TOTAL					-36.95	36.95
Bill Pmt -Check	**DEBIT**	**10/25/2022**	**Dollar Tree**	**200.2 · Citizens Checking Account**		**-5.40**
Bill		10/25/2022		7410.4D · Programs	-5.40	5.40
TOTAL					-5.40	5.40
Bill Pmt -Check	**DEBIT**	**10/25/2022**	**Facebook**	**200.2 · Citizens Checking Account**		**-20.00**
Bill	5588198021...	10/24/2022		7410.4D · Programs	-20.00	20.00
TOTAL					-20.00	20.00
Bill Pmt -Check	**DEBIT**	**10/28/2022**	**Wal-Mart**	**200.2 · Citizens Checking Account**		**-229.93**
Bill		10/28/2022		7410.4F · Office and Library Supplies 7410.4D · Programs	-13.74 -216.19	13.74 216.19
TOTAL					-229.93	229.93
Bill Pmt -Check	**DEBIT**	**10/31/2022**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-19.96**
Bill	1119168931...	10/31/2022		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96

The Castleton Public Library
Check Detail
October 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**3030-A**	**10/14/2022**	**New York Library...**	**200.2 · Citizens Checking Account**		**-10.00**
Bill	See 0003899	10/14/2022		7410.4A · Staff Development/Edu	-10.00	10.00
TOTAL					-10.00	10.00
Bill Pmt -Check	**3038**	**10/03/2022**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-5,807.96**
Bill	84438	09/26/2022		7410.1A · Gross wages - Director	-2,279.69	2,279.69
				7410.1B · Gross wages - Librarian	-1,087.02	1,087.02
				7410.1C · Gross wages - Assistant	-2,031.00	2,031.00
				9030.8 · Social Security/Medicare	-410.25	410.25
TOTAL					-5,807.96	5,807.96
Bill Pmt -Check	**3039**	**10/03/2022**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-709.33**
Bill	84442	09/30/2022		9060.8 · Health Insurance	-709.33	709.33
TOTAL					-709.33	709.33
Bill Pmt -Check	**3040**	**10/03/2022**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-709.33**
Bill	84443	09/30/2022		9060.8 · Health Insurance	-709.33	709.33
TOTAL					-709.33	709.33
Bill Pmt -Check	**3041**	**10/03/2022**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-709.33**
Bill	84444	09/28/2022		9060.8 · Health Insurance	-709.33	709.33
TOTAL					-709.33	709.33
Bill Pmt -Check	**3042**	**10/03/2022**	**New York Library...**	**200.2 · Citizens Checking Account**		**-340.00**
Bill	MULTIPLE	09/28/2022		7410.4A · Staff Development/Edu	-340.00	340.00
TOTAL					-340.00	340.00
Bill Pmt -Check	**3043**	**10/03/2022**	**Brodart**	**200.2 · Citizens Checking Account**		**-632.06**
Bill	MULTIPLE	09/27/2022		74104B3 · Print Materials	-632.06	632.06
TOTAL					-632.06	632.06
Bill Pmt -Check	**3044**	**10/17/2022**	**Brodart**	**200.2 · Citizens Checking Account**		**-373.07**
Bill	MULTIPLE	10/17/2022		74104B3 · Print Materials	-373.07	373.07
TOTAL					-373.07	373.07
Bill Pmt -Check	**3045**	**10/19/2022**	**OverDrive**	**200.2 · Citizens Checking Account**		**-303.34**
Bill	MULTIPLE	10/18/2022		74104B2 · Electronic Content	-303.34	303.34
TOTAL					-303.34	303.34

The Castleton Public Library
Check Detail
October 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**3046**	**10/17/2022**	**UHLS**	**200.2 · Citizens Checking Account**		**-978.09**
Bill	22-389	10/01/2022		7410.4E · Automated Services	-978.09	978.09
TOTAL					-978.09	978.09
Bill Pmt -Check	**3047**	**10/17/2022**	**UHLS**	**200.2 · Citizens Checking Account**		**-272.68**
Bill	22-418	10/03/2022		7410.4C · Equipment/Technology	-272.68	272.68
TOTAL					-272.68	272.68
Bill Pmt -Check	**3048**	**10/17/2022**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-5,318.73**
Bill	84448	10/11/2022		7410.1A · Gross wages - Director	-2,279.69	2,279.69
				7410.1B · Gross wages - Librarian	-686.25	686.25
				7410.1C · Gross wages - Assistant	-1,977.30	1,977.30
				9030.8 · Social Security/Medicare	-375.49	375.49
TOTAL					-5,318.73	5,318.73
Bill Pmt -Check	**3049**	**10/19/2022**	**Charter Commun...**	**200.2 · Citizens Checking Account**		**-95.79**
Bill	1443984011...	10/07/2022		7410.4H · Telephone/Data Links	-95.79	95.79
TOTAL					-95.79	95.79

The Castleton Public Library
Reconciliation Summary
200.1 · Citizens Money Market, Period Ending 10/31/2022

	Oct 31, 22	
Beginning Balance		164,989.20
Cleared Transactions		
Checks and Payments - 2 items	-30,000.00	
Deposits and Credits - 2 items	14,046.55	
Total Cleared Transactions	-15,953.45	
Cleared Balance		**149,035.75**
Register Balance as of 10/31/2022		149,035.75
Ending Balance		149,035.75

The Castleton Public Library
Reconciliation Detail
200.1 · Citizens Money Market, Period Ending 10/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						164,989.20
Cleared Transactions						
Checks and Payments - 2 items						
Transfer	10/03/2022			X	-15,000.00	-15,000.00
Transfer	10/26/2022			X	-15,000.00	-30,000.00
Total Checks and Payments					-30,000.00	-30,000.00
Deposits and Credits - 2 items						
Deposit	10/20/2022			X	14,043.95	14,043.95
Deposit	10/31/2022			X	2.60	14,046.55
Total Deposits and Credits					14,046.55	14,046.55
Total Cleared Transactions					-15,953.45	-15,953.45
Cleared Balance					-15,953.45	149,035.75
Register Balance as of 10/31/2022					-15,953.45	149,035.75
Ending Balance					**-15,953.45**	**149,035.75**

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 10/31/2022

	Oct 31, 22	
Beginning Balance		24,484.52
Cleared Transactions		
Checks and Payments - 34 items	-17,268.13	
Deposits and Credits - 2 items	30,000.00	
Total Cleared Transactions	12,731.87	
Cleared Balance		**37,216.39**
Uncleared Transactions		
Checks and Payments - 1 item	-95.79	
Total Uncleared Transactions	-95.79	
Register Balance as of 10/31/2022		**37,120.60**
Ending Balance		37,120.60

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 10/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						24,484.52
Cleared Transactions						
Checks and Payments - 34 items						
Bill Pmt -Check	09/12/2022	3030	New York Library As...	X	-180.00	-180.00
Bill Pmt -Check	09/30/2022	3037	T-Mobile	X	-119.44	-299.44
Bill Pmt -Check	10/03/2022	3038	Village of Castleton-...	X	-5,807.96	-6,107.40
Bill Pmt -Check	10/03/2022	3039	Village of Castleton-...	X	-709.33	-6,816.73
Bill Pmt -Check	10/03/2022	3041	Village of Castleton-...	X	-709.33	-7,526.06
Bill Pmt -Check	10/03/2022	3040	Village of Castleton-...	X	-709.33	-8,235.39
Bill Pmt -Check	10/03/2022	3043	Brodart	X	-632.06	-8,867.45
Bill Pmt -Check	10/03/2022	3042	New York Library As...	X	-340.00	-9,207.45
Bill Pmt -Check	10/03/2022	DEBIT	Google LLC	X	-15.00	-9,222.45
Bill Pmt -Check	10/11/2022	DEBIT	Amazon LLC	X	-19.96	-9,242.41
Bill Pmt -Check	10/11/2022	DEBIT	Amazon LLC	X	-17.95	-9,260.36
Bill Pmt -Check	10/11/2022	DEBIT	Price Chopper	X	-12.35	-9,272.71
Bill Pmt -Check	10/11/2022	DEBIT	Aldi	X	-4.98	-9,277.69
Bill Pmt -Check	10/14/2022	DEBIT	Wal-Mart	X	-82.85	-9,360.54
Bill Pmt -Check	10/14/2022	DEBIT	Amazon LLC	X	-19.91	-9,380.45
Bill Pmt -Check	10/14/2022	3030-A	New York Library As...	X	-10.00	-9,390.45
Bill Pmt -Check	10/17/2022	3048	Village of Castleton-...	X	-5,318.73	-14,709.18
Bill Pmt -Check	10/17/2022	3046	UHLS	X	-978.09	-15,687.27
Bill Pmt -Check	10/17/2022	3044	Brodart	X	-373.07	-16,060.34
Bill Pmt -Check	10/17/2022	3047	UHLS	X	-272.68	-16,333.02
Bill Pmt -Check	10/17/2022	DEBIT	Amazon LLC	X	-97.41	-16,430.43
Bill Pmt -Check	10/17/2022	DEBIT	Amazon LLC	X	-57.49	-16,487.92
Bill Pmt -Check	10/17/2022	DEBIT	Amazon LLC	X	-37.64	-16,525.56
Bill Pmt -Check	10/18/2022	DEBIT	Aldi	X	-6.41	-16,531.97
Bill Pmt -Check	10/19/2022	3045	OverDrive	X	-303.34	-16,835.31
Bill Pmt -Check	10/19/2022	DEBIT	Price Chopper	X	-57.98	-16,893.29
Bill Pmt -Check	10/19/2022	DEBIT	Becker's Farm and ...	X	-25.00	-16,918.29
Bill Pmt -Check	10/24/2022	DEBIT	Amazon LLC	X	-36.95	-16,955.24
Bill Pmt -Check	10/24/2022	DEBIT	Amazon LLC	X	-19.64	-16,974.88
Bill Pmt -Check	10/24/2022	DEBIT	Amazon LLC	X	-17.96	-16,992.84
Bill Pmt -Check	10/25/2022	DEBIT	Facebook	X	-20.00	-17,012.84
Bill Pmt -Check	10/25/2022	DEBIT	Dollar Tree	X	-5.40	-17,018.24
Bill Pmt -Check	10/28/2022	DEBIT	Wal-Mart	X	-229.93	-17,248.17
Bill Pmt -Check	10/31/2022	DEBIT	Amazon LLC	X	-19.96	-17,268.13
Total Checks and Payments					-17,268.13	-17,268.13
Deposits and Credits - 2 items						
Transfer	10/03/2022			X	15,000.00	15,000.00
Transfer	10/26/2022			X	15,000.00	30,000.00
Total Deposits and Credits					30,000.00	30,000.00
Total Cleared Transactions					12,731.87	12,731.87
Cleared Balance					12,731.87	37,216.39
Uncleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	10/19/2022	3049	Charter Communicat...		-95.79	-95.79
Total Checks and Payments					-95.79	-95.79

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 10/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Total Uncleared Transactions					-95.79	-95.79
Register Balance as of 10/31/2022					12,636.08	37,120.60
Ending Balance					**12,636.08**	**37,120.60**

The Castleton Public Library
Profit & Loss
October 2022

		Oct 22
Ordinary Income/Expense		
Income		
2082 · Library Charges		
2082.1 · Library Fines & Fees		
2082.11 · Fines	4.50	
2082.13 · Copies, Prints and Faxes	0.10	
2082.14 · Register Overage/Shortage	0.00	
Total 2082.1 · Library Fines & Fees		4.60
Total 2082 · Library Charges		4.60
2360 · Intergovernmental Revenues		
2360.2 · Village of Castleton		14,000.00
Total 2360 · Intergovernmental Revenues		14,000.00
2401 · Interest & Earnings		2.60
2705 · Gifts & Donations		39.35
Total Income		14,046.55
Gross Profit		14,046.55
Expense		
7410.1 · Personal Services		
7410.11 · Employee Gross Wages		
7410.1A · Gross wages - Director	2,279.69	
7410.1B · Gross wages - Librarian	686.25	
7410.1C · Gross wages - Assistant	1,977.30	
Total 7410.11 · Employee Gross Wages		4,943.24
Total 7410.1 · Personal Services		4,943.24
7410.4 · Contractual Expenses		
7410.4B · Library Materials		
74104B3 · Print Materials	373.07	
74104B2 · Electronic Content	303.34	
74104B1 · DVDs & Other Materials	210.19	
Total 7410.4B · Library Materials		886.60
7410.4C · Equipment/Technology		287.68
7410.4D · Programs		508.35
7410.41 · Operations and Administrative		
7410.4A · Staff Development/Edu	10.00	
7410.4E · Automated Services	978.09	
7410.4H · Telephone/Data Links	95.79	
7410.4F · Office and Library Supplies	71.23	
Total 7410.41 · Operations and Administrative		1,155.11
Total 7410.4 · Contractual Expenses		2,837.74
9000 · Employee - Benefits		
9030.8 · Social Security/Medicare		375.49
Total 9000 · Employee - Benefits		375.49
Total Expense		8,156.47
Net Ordinary Income		5,890.08
Net Income		**5,890.08**

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

	Jan - Oct 22	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
2082 · Library Charges			
2082.1 · Library Fines & Fees			
2082.11 · Fines	48.75	0.00	48.75
2082.12 · Lost Books	161.85	0.00	161.85
2082.13 · Copies, Prints and Faxes	8.10	240.00	-231.90
2082.14 · Register Overage/Shortage	0.00	0.00	0.00
2082.19 · Other Fines & Fees	0.00	0.00	0.00
2082.1 · Library Fines & Fees - Other	0.00	0.00	0.00
Total 2082.1 · Library Fines & Fees	218.70	240.00	-21.30
Total 2082 · Library Charges	218.70	240.00	-21.30
2360 · Intergovernmental Revenues			
2360.1 · Town of Schodack	159,260.00	159,263.00	-3.00
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 · Intergovernmental Revenues	176,585.00	176,588.00	-3.00
2401 · Interest & Earnings	29.97	24.00	5.97
2705 · Gifts & Donations			
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00
2705 · Gifts & Donations - Other	7,949.21	5,800.00	2,149.21
Total 2705 · Gifts & Donations	8,949.21	6,800.00	2,149.21
2760 · Library System Grants			
2760.3 · Grants - Library Renovation	2,149.00	2,149.00	0.00
2760.1 · LLSA and ERATE (UHLS)	1,429.20	1,130.00	299.20
2760.9 · Grants - Other	1,250.00	1,000.00	250.00
Total 2760 · Library System Grants	4,828.20	4,279.00	549.20
599 · Appropriated Fund Balance	0.00	12,650.00	-12,650.00
Total Income	190,611.08	200,581.00	-9,969.92
Gross Profit	190,611.08	200,581.00	-9,969.92
Expense			
7410.1 · Personal Services			
7410.11 · Employee Gross Wages			
7410.1A · Gross wages - Director	47,702.22	59,500.00	-11,797.78
7410.1B · Gross wages - Librarian	17,858.25	22,838.00	-4,979.75
7410.1C · Gross wages - Assistant	32,398.44	44,500.00	-12,101.56
Total 7410.11 · Employee Gross Wages	97,958.91	126,838.00	-28,879.09
Total 7410.1 · Personal Services	97,958.91	126,838.00	-28,879.09
7410.2 · Equipment & Capital Outlay			
7410.2A · Renovation of Library Space	5,279.73	4,447.00	832.73
Total 7410.2 · Equipment & Capital Outlay	5,279.73	4,447.00	832.73
7410.4 · Contractual Expenses			
7410.4B · Library Materials			
74104B6 · Museum Passes	1,310.00	1,880.00	-570.00
74104B5 · Magazines and Newspapers	69.00	1,000.00	-931.00
74104B4 · Audiobooks	0.00	400.00	-400.00
74104B3 · Print Materials	7,418.79	8,186.00	-767.21

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

	Jan - Oct 22	Budget	$ Over Budget
74104B2 · Electronic Content	4,765.51	5,700.00	-934.49
74104B1 · DVDs & Other Materials	1,606.38	2,300.00	-693.62
7410.4B · Library Materials - Other	927.38	1,555.00	-627.62
Total 7410.4B · Library Materials	16,097.06	21,021.00	-4,923.94
7410.4C · Equipment/Technology	2,470.38	1,050.00	1,420.38
7410.4D · Programs			
74104D1 · Summer Reading Program	4,690.90	3,840.00	850.90
7410.4D · Programs - Other	1,941.15	3,000.00	-1,058.85
Total 7410.4D · Programs	6,632.05	6,840.00	-207.95
7410.41 · Operations and Administrative			
7410.4A · Staff Development/Edu	530.00	800.00	-270.00
7410.4E · Automated Services	3,912.36	4,110.00	-197.64
7410.4G · Postage	226.67	300.00	-73.33
7410.4H · Telephone/Data Links	954.12	1,470.00	-515.88
7410.4I · Insurance	2,450.94	2,665.00	-214.06
7410.4F · Office and Library Supplies	791.57	1,300.00	-508.43
7410.4J · Professional Services	210.00	820.00	-610.00
Total 7410.41 · Operations and Administrative	9,075.66	11,465.00	-2,389.34
7410.4K · Miscellaneous			
7410.4L · Strategic Planning - Survey	0.00	1,000.00	-1,000.00
7410.4K · Miscellaneous - Other	172.52	25.00	147.52
Total 7410.4K · Miscellaneous	172.52	1,025.00	-852.48
Total 7410.4 · Contractual Expenses	34,447.67	41,401.00	-6,953.33
9000 · Employee - Benefits			
9010.8 · NYS Retirement	0.00	6,950.00	-6,950.00
9030.8 · Social Security/Medicare	7,438.66	9,350.00	-1,911.34
9040.8 · Workers Comp	409.30	1,000.00	-590.70
9055.8 · Disability	277.35	535.00	-257.65
9060.8 · Health Insurance			
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00
9060.8 · Health Insurance - Other	6,663.76	8,560.00	-1,896.24
Total 9060.8 · Health Insurance	6,663.76	10,060.00	-3,396.24
Total 9000 · Employee - Benefits	14,789.07	27,895.00	-13,105.93
Total Expense	152,475.38	200,581.00	-48,105.62
Net Ordinary Income	38,135.70	0.00	38,135.70
Net Income	**38,135.70**	**0.00**	**38,135.70**

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

	Jan - Oct 22	Forecast	$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	48.75	16.16	32.59	301.7%
2082.12 · Lost Books	161.85	202.05	-40.20	80.1%
2082.13 · Copies, Prints and Faxes	8.10	27.15	-19.05	29.8%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	218.70	245.36	-26.66	89.1%
Total 2082 · Library Charges	218.70	245.36	-26.66	89.1%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	159,260.00	146,786.00	12,474.00	108.5%
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	176,585.00	164,111.00	12,474.00	107.6%
2401 · Interest & Earnings	29.97	27.36	2.61	109.5%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	7,949.21	6,683.14	1,266.07	118.9%
Total 2705 · Gifts & Donations	8,949.21	7,683.14	1,266.07	116.5%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	2,149.00			
2760.1 · LLSA and ERATE (UHLS)	1,429.20	1,630.80	-201.60	87.6%
2760.9 · Grants - Other	1,250.00	1,787.52	-537.52	69.9%
Total 2760 · Library System Grants	4,828.20	3,418.32	1,409.88	141.2%
Total Income	190,611.08	175,485.18	15,125.90	108.6%
Gross Profit	190,611.08	175,485.18	15,125.90	108.6%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	47,702.22	46,277.83	1,424.39	103.1%
7410.1B · Gross wages - Librarian	17,858.25	17,455.44	402.81	102.3%
7410.1C · Gross wages - Assistant	32,398.44	28,557.26	3,841.18	113.5%
Total 7410.11 · Employee Gross Wages	97,958.91	92,290.53	5,668.38	106.1%
Total 7410.1 · Personal Services	97,958.91	92,290.53	5,668.38	106.1%
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	1,310.00	1,630.00	-320.00	80.4%
74104B5 · Magazines and Newspapers	69.00	190.92	-121.92	36.1%
74104B4 · Audiobooks	0.00	343.06	-343.06	0.0%
74104B3 · Print Materials	7,418.79	6,542.64	876.15	113.4%
74104B2 · Electronic Content	4,765.51	5,259.35	-493.84	90.6%
74104B1 · DVDs & Other Materials	1,606.38	1,191.46	414.92	134.8%
7410.4B · Library Materials - Other	927.38	1,014.80	-87.42	91.4%
Total 7410.4B · Library Materials	16,097.06	16,172.23	-75.17	99.5%
7410.4C · Equipment/Technology	2,470.38	2,943.69	-473.31	83.9%
7410.4D · Programs				
74104D1 · Summer Reading Program	4,690.90	3,016.46	1,674.44	155.5%
7410.4D · Programs - Other	1,941.15	1,672.14	269.01	116.1%
Total 7410.4D · Programs	6,632.05	4,688.60	1,943.45	141.5%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	530.00	318.50	211.50	166.4%
7410.4E · Automated Services	3,912.36	3,912.36	0.00	100.0%
7410.4G · Postage	226.67	76.12	150.55	297.8%
7410.4H · Telephone/Data Links	954.12	877.58	76.54	108.7%
7410.4I · Insurance	2,450.94	2,422.89	28.05	101.2%
7410.4F · Office and Library Supplies	791.57	385.12	406.45	205.5%
7410.4J · Professional Services	210.00	420.00	-210.00	50.0%
Total 7410.41 · Operations and Administrative	9,075.66	8,412.57	663.09	107.9%
7410.4K · Miscellaneous	172.52	15.00	157.52	1,150.1%
Total 7410.4 · Contractual Expenses	34,447.67	32,232.09	2,215.58	106.9%

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

	Jan - Oct 22	Forecast	$ Over Forecast	% of Forecast
9000 · Employee - Benefits				
9030.8 · Social Security/Medicare	7,438.66	7,006.50	432.16	106.2%
9040.8 · Workers Comp	409.30	329.42	79.88	124.2%
9055.8 · Disability	277.35	362.25	-84.90	76.6%
9060.8 · Health Insurance	6,663.76	6,626.40	37.36	100.6%
Total 9000 · Employee - Benefits	14,789.07	14,324.57	464.50	103.2%
Total Expense	152,475.38	138,847.19	13,628.19	109.8%
Net Ordinary Income	38,135.70	36,637.99	1,497.71	104.1%
Net Income	**38,135.70**	**36,637.99**	**1,497.71**	**104.1%**

The Castleton Public Library
Balance Sheet
As of October 31, 2022

	Oct 31, 22
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	149,035.75
200.2 · Citizens Checking Account	37,120.60
200.9 · Petty Cash	50.00
Total Checking/Savings	186,206.35
Other Current Assets	
395 · Deposits with Other Government	5,000.00
Total Other Current Assets	5,000.00
Total Current Assets	191,206.35
TOTAL ASSETS	**191,206.35**
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	38,135.70
Total Equity	191,206.37
TOTAL LIABILITIES & EQUITY	**191,206.35**

Director's Report – October

October 2022 – Usage Statistics in Comparison

	Oct. 2022	Oct. 2021	% Change, 2022 vs. 2021	Oct. 2020	% Change, 2022 vs. 2020
Circulation					
Circulation of materials at CPL	1,758	1,468	+19.8%	1,281	+37.2%
Items loaned to other libraries	389	292	+33.2%	505	-23%
Items borrowed from other libraries	812	627	+29.5%	580	+40%
eContent circulation	607	544	+11.6%	804	-24.5%
Programming					
Number of programs offered	27	19	+42.1%	16	+68.8%
Program attendance – in-person	406	456	-11%	617	-34.2%
Program attendance – live virtual	0	7	-100%	0	N/A
Program attendance – kits and prerecorded virtual*	127	91	+39.6%	143	-11.2%
Total program attendance	533	554	-3.8%	760	-29.9%
Public Computer Use					
Public Computer Sessions	9	9	0%	0**	N/A
WiFi Use - daily unique users	690 (8.3 GB)	522 (2.5 GB)	+32.2%	251 (3.9 MB)	+174.9%
WiFi Hotspot Use	27 GB	33.3 GB	-18.9%	29.9 GB	-9.7%
Marketing Reach					
Website visits	817	926	-11.8%	1,137	-28.1%
Website unique visitors	428	490	-12.7%	597	-28.3%
Email newsletter list size	1,588	1,470	+8%	1,412	+12.5%
Facebook page likes	1,075	902	+19.2%	853	+26%
Facebook total reach	16,409	7,666	+114%	14,388	+14%

* = The number of kits distributed through 10/31 is used for the attendance number.
** = Public computer stations were not reintroduced at CPL until 5/3/21.

Programs – October

10/3/2022	T. & M. Craft: Pumpkin Lanterns	127
10/3/2022	Library field trip - CES - Hall (1)	20
10/3/2022	Guided StoryWalk	3
10/3/2022	After Dinner Book Club	4
10/4/2022	Pajama Storytime	7
10/6/2022	Learn & Play Storytime	9
10/11/2022	Castle Hill Bookmobile	5
10/11/2022	Pajama Storytime	4
10/12/2022	Kids Cook: Donut Apples	0
10/13/2022	Learn & Play Storytime	12
10/14/2022	Smartphone Help @Castle Hill	2
10/15/2022	Halloween Costume Giveaway	85
10/18/2022	Cool Sci.: Marble Maze Challenge	6
10/18/2022	Pajama Storytime	10

10/19/2022	Afternoon Book Club	5
10/19/2022	Computer Help	1
10/19/2022	Teen Time: Halloween Cookies	4
10/20/2022	Learn & Play Storytime	8
10/20/2022	Computer Help	1
10/21/2022	Bridge Club	5
10/21/2022	Computer Help	1
10/22/2022	Paint a Mini Pumpkin	57
10/24/2022	Outreach – Story Place Preschool	56
10/25/2022	Pajama Storytime	9
10/26/2022	Halloween Crafts	10
10/27/2022	Learn & Play Storytime	9
10/29/2022	Halloween Parade and Party	73
	Month total	**533**

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

- October 24 – Outreach visit to Story Place Preschool

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

- October 11 – Bookmobile at Castle Hill senior housing
- October 13 – Finance/Sustainable Funding Committee meeting (online meeting)
- October 13 – "Navigating Personalities in Library Administration" (live virtual continuing education session)
- October 24 – eContent Advisory Committee meeting (online meeting)

Classes and Events at
Castleton Public Library
December 2022

Weekly Events

Pajama Storytime

Tuesdays at 6:00 p.m. December 6, 13, 20, 27.

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. December 1, 8, 15, 22, 29.

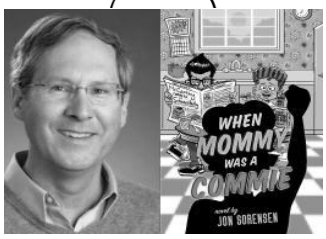
Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement while building their early literacy and motor skills! Please bring a blanket for your family to sit on.

Other Events

Take & Make Craft Kit: Make a Snowman

Pick up anytime from Monday, November 28 through Friday, December 30

Celebrate the beginning of winter by making a snowman craft to decorate your home!



Author Talk & Signing – *When Mommy was a Commie* by Jon Sorensen

Thursday, December 1, 6:00 p.m.

Join us after-hours at the library for an author talk and book signing! Local author and award-winning newspaper reporter Jon Sorensen discusses his debut novel, *When Mommy was a Commie*, a "hilarious romp through Schenectady of the early 1950s, inspired by the outlandish, real-life episodes that took place during the Red Scare." Copies of the book will be available for purchase.

Bridge Club

Friday, December 2, 10:30 a.m.

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

Holidays on the Hudson

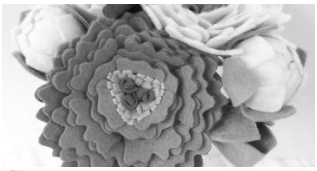
Sunday, December 4, 3:30-4:30 p.m.

Join us to make special ornaments for the Village tree and enjoy the annual tree lighting! We'll also have a special visit from Santa and light refreshments. Co-sponsored by the Village of Castleton-on-Hudson, Castleton Fire Department, Castleton Public Library, and COHMSA.

After Dinner Book Club – *Crooked Hallelujah* by Kelli Jo Ford

Monday, December 5, 7:00 p.m.

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



Crafts for Adults: Felt Flowers

Wednesday, December 7, 6:00 p.m.

Join us at the library to learn how to make felt daisies, peonies, and more! Using felt, hot glue, and floral wire, you can create something beautiful that won't wilt. For adults and teens ages 15+.

Unicorn Slime!

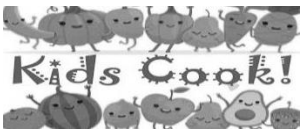
Saturday, December 10, 11:00 a.m. – 3:00 p.m.

Learn how to make colorful, shiny unicorn slime and bring your own slime home to enjoy!

Beginner Yoga

Tuesday, December 13, 6:30 p.m.

Yoga geared toward adult beginners, with instructor Barbara Hacker. Please bring your own mat.



Kids Cook: Homemade Butter

Wednesday, December 14, 4:00 p.m.

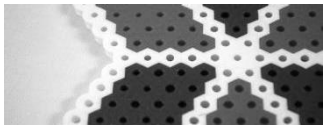
In this class, we'll learn how to make homemade butter and enjoy it fresh with some crackers!

Bridge Club
Friday, December 16, 10:30 a.m.
Come play bridge with us! Geared toward beginners and players who need a refresher.

Holiday Cookie Swap
Saturday, December 17, 11:00 a.m.
Perfect for entertaining! Here's how it works – **BAKE:** Bake **4 dozen** of your favorite holiday cookies. **BRING:** Bring cookies in one container. Please do not separate into portions ahead of time. **PRINT:** Bring a copy of your recipe to share. **SWAP:** We'll divide the cookies equally among the bakers.

Cookie Decorating
Tuesday, December 20, 3:00-6:00 p.m.
Join us to decorate tasty cookies to celebrate the winter holiday season! All ages welcome.

Afternoon Book Club – *Beautiful Country: a Memoir* by Qian Julie Wang
Wednesday, December 21, 1:00 p.m.
Join us the third Wednesday of each month for a book discussion! Books available at the front desk.



Perler Bead Crafts
Monday, December 26, 12:00-6:00 p.m.
Use your imagination to make awesome creations with perler beads!

Cool Science: Lava Lamps
Tuesday, December 27, 3:00-5:00 p.m.
Discover the science behind how lava lamps work, and make your own simple lava lamp!

Beading Bonanza
Wednesday, December 28, 3:00-7:00 p.m.
Stop by the library to make bracelets, necklaces, and other creative beaded crafts!

Winter Bird Feeder Storytime
Thursday, December 29, 10:30 a.m.
Join us for a special storytime and activity! Listen to stories about winter birds and then make your own simple bird feeder. Hang it up outside to help keep the local birds fed during the winter months!

Teen Time: Cocoa and Coloring
Thursday, December 29, 4:00 p.m.
Teens in 6th-12th grades are invited to relax with hot cocoa, light refreshments, and coloring sheets!

New Year's Day Crafts
Friday, December 30, 10:00 a.m. – 6:00 p.m.
Ready to get excited for 2023? Stop by to make special New Year's Day crafts to decorate your home!

Bridge Club
Friday, December 30, 10:30 a.m.
Come play bridge with us! Geared toward beginners and players who need a refresher.

Candy Sushi
Monday, January 2, 1:00-4:00 p.m.
Unleash your inner sushi chef and craft candy into edible art! Recommended for ages 8 and up.

After Dinner Book Club – *The Disordered Mind: What Unusual Brains Tell Us about Ourselves* by Eric R. Kandel
Monday, January 2, 7:00 p.m.
Join us for a book discussion! Books available at the front desk.

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