Agenda
Castleton Public Library Board of Trustees Meeting
Regular Meeting, September 16, 2024 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

Old Business

- Library word-of-mouth advertising

President's Report

Secretary's Report

- Review of minutes from August 19, 2024

Treasurer's Report

Director's Report

Friends Report

Village of Castleton Liaison Report

Committee Reports

- Finance Committee – A. Mitchum, S. Mitchum
- Administrative Committee – L. Knaack, C. Strainge
- Operations/Capital projects – P. Cartwright, S. Mitchum, R. Montesi
- Policy Committee – M. Johnston, L. Knaack
- Long Range Plan Committees:
  - Marketing & Community Connections – P. Cartwright, L. Knaack
  - Library Services & Outreach – A. Mitchum, S. Mitchum, R. Montesi
  - Library Space – C. Strainge, M. Johnston

Announcements

Public Comment

Executive Session

Adjourn

Castleton Public Library Board of Trustees Meeting

Monday, August 19, 2024 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:03 pm.

Roll Call

Present (physical):	Shane Mitchum, President; Alyssa Mitchum, Treasurer; Laurie Knaack, Secretary; Colin Strainge, Trustee; Ron Montesi, Trustee; Melissa Tacke, Library Director
Present (virtual):	Meghan Johnston, Trustee
Excused:	Patrick Cartwright, Vice President

Adoption of Agenda

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

Public Comment

None.

New Business

None.

Old Business

Mission, vision, and values statements: The Policy committee met to review drafts compiled by Trustee Johnston after the June vision and values brainstorming session, and created statements to bring to the board. Trustees discussed and made one edit to the drafted statements, which is reflected below in the approved statements. Trustee Strainge motioned to adopt the new mission, vision, and values statements. Seconded by Trustee Montesi. Unanimously approved.

The adopted version of the mission, vision, and values statements of the Castleton Public Library follows:

> OUR MISSION
> Enriching lives, empowering our entire community, encouraging exploration.
>
> OUR VISION
> To be a trusted and welcoming community gathering place and partner that brings people, ideas, technologies, and opportunities together to support lifelong learning, discovery, and connection.
>
> OUR VALUES
>
> *Belonging*
> We proactively remove barriers to information and service access. We create spaces and experiences that encourage a sense of belonging for everyone.

Access
As a public library, we stand for open access to information and ideas. Our collection development and program planning are intentional, thoughtful, and driven by policy and the professional expertise of our staff to reflect a range of viewpoints.

Curiosity
We nurture curiosity and exploration, offering tools and experiences that empower people of all ages to seek information and develop new insights and interests.

Service Excellence and Innovation
We seek continual growth and improvement in all of our services. We actively solicit public input, anticipate and respond to changing community needs, and pursue ongoing education for our staff and trustees.

Stewardship
We take seriously our responsibility to use all library resources for maximum benefit to our community. We invest in regular strategic planning, community partnerships, and consistent financial oversight.

Library word-of-mouth advertising: Director Tacke encouraged trustees to promote the end of the Summer Reading Program.

Reports

President's Report

President Mitchum reported on discussions with the Schodack Town Supervisor regarding Schodack library service in the next 3-4 years or so, and whether rechartering or establishing a town library is feasible. The town of Schodack is currently served by Schodack contributions to Castleton Public Library, East Greenbush Community Library, and Nassau Free Library.

Secretary's Report

Trustee Strainge motioned to approve the July 2024 meeting minutes. Seconded by Trustee Montesi. Unanimously approved.

Treasurer's Report

Trustee Strainge motioned to approve the July 2024 Check Detail Reports. Seconded by Trustee Montesi. Unanimously approved.

Director's Report

Director Tacke presented statistics for July, with a comparison against previous years. Circulation of physical materials slightly decreased while eContent increased; program attendance further increased. As of the end of July, 276 youth and adults have signed up for the Summer Reading program and registration continues throughout the end of the program.

Friends Report

The Friends of the Library have continued summer bake sales at the Schodack Town Park during Music in the Park and will be holding a final Music on the Lawn on August 28 at the Village Hall with a raffle drawing. Additionally, they are planning a pasta dinner fundraiser in September.

Village of Castleton Liaison Report

None.

Committee Reports
Finance: Did not meet
Administrative: Did not meet. Will meet in early fall to discuss the UHLS Equity Challenge.
Operations/Capital Projects: Did not meet.
Policy: Met in July to draft vision and values statements, as discussed earlier in the meeting.
Long Range Plan Committees:

- **Marketing & Community Connections:** Did not meet.
- **Library Services & Outreach:** Did not meet.
- **Library Space:** Did not meet.

Announcements
None.

Public Comment
None.

Executive Session
None.

Adjournment
The meeting was adjourned at 8:19 pm.

The Castleton Public Library
Check Detail
August 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**08/01/2024**	**Google LLC**	**200.2 · Citizens Checking Account**		**-36.00**
Bill	5034104420	08/01/2024		7410.4C · Equipment/Technology	-36.00	36.00
TOTAL					-36.00	36.00
Bill Pmt -Check	**DEBIT**	**08/01/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-37.95**
Bill	257654	08/01/2024		74104D1 · Summer Reading Program	-37.95	37.95
TOTAL					-37.95	37.95
Bill Pmt -Check	**DEBIT**	**08/01/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-103.04**
Bill	1145388236...	08/01/2024		74104D1 · Summer Reading Program	-103.04	103.04
TOTAL					-103.04	103.04
Bill Pmt -Check	**DEBIT**	**08/02/2024**	**Wal-Mart**	**200.2 · Citizens Checking Account**		**-58.01**
Bill		08/02/2024		7410.4F · Office and Library Supplies	-22.75	22.75
				74104D1 · Summer Reading Program	-35.26	35.26
TOTAL					-58.01	58.01
Bill Pmt -Check	**DEBIT**	**08/05/2024**	**Aldi**	**200.2 · Citizens Checking Account**		**-2.84**
Bill		08/05/2024		74104D1 · Summer Reading Program	-2.84	2.84
TOTAL					-2.84	2.84
Bill Pmt -Check	**DEBIT**	**08/09/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-59.99**
Bill	1118480131...	08/08/2024		7410.4F · Office and Library Supplies	-59.99	59.99
TOTAL					-59.99	59.99
Bill Pmt -Check	**DEBIT**	**08/12/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-72.04**
Bill	1113313906...	08/12/2024		7410.4D · Programs	-17.99	17.99
				74104D1 · Summer Reading Program	-47.40	47.40
				7410.4F · Office and Library Supplies	-6.65	6.65
TOTAL					-72.04	72.04
Bill Pmt -Check	**DEBIT**	**08/12/2024**	**Price Chopper**	**200.2 · Citizens Checking Account**		**-3.99**
Bill		08/12/2024		74104D1 · Summer Reading Program	-3.99	3.99
TOTAL					-3.99	3.99
Bill Pmt -Check	**DEBIT**	**08/13/2024**	**USPS**	**200.2 · Citizens Checking Account**		**-5.11**
Bill		08/13/2024		7410.4G · Postage	-5.11	5.11
TOTAL					-5.11	5.11

The Castleton Public Library
Check Detail
August 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**08/13/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-46.60**
Bill	1113016749...	08/14/2024		74104D1 · Summer Reading Program	-46.60	46.60
TOTAL					-46.60	46.60
Bill Pmt -Check	**DEBIT**	**08/14/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-43.99**
Bill	1116673831...	08/14/2024		7410.4F · Office and Library Supplies	-43.99	43.99
TOTAL					-43.99	43.99
Bill Pmt -Check	**DEBIT**	**08/15/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-58.99**
Bill	1113774609...	08/15/2024		74104B1 · DVDs & Other Materials	-58.99	58.99
TOTAL					-58.99	58.99
Bill Pmt -Check	**DEBIT**	**08/18/2024**	**Aldi**	**200.2 · Citizens Checking Account**		**-13.29**
Bill		08/18/2024		74104D1 · Summer Reading Program	-13.29	13.29
TOTAL					-13.29	13.29
Bill Pmt -Check	**DEBIT**	**08/18/2024**	**Target**	**200.2 · Citizens Checking Account**		**-40.25**
Bill		08/18/2024		7410.4D · Programs	-7.98	7.98
				74104D1 · Summer Reading Program	-32.27	32.27
TOTAL					-40.25	40.25
Bill Pmt -Check	**DEBIT**	**08/19/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-19.96**
Bill	1113750359...	08/19/2024		74104B1 · DVDs & Other Materials	-19.96	19.96
TOTAL					-19.96	19.96
Bill Pmt -Check	**DEBIT**	**08/19/2024**	**Wal-Mart**	**200.2 · Citizens Checking Account**		**-94.47**
Bill		08/19/2024		74104D1 · Summer Reading Program	-94.47	94.47
TOTAL					-94.47	94.47
Bill Pmt -Check	**DEBIT**	**08/20/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-27.46**
Bill	1118717068...	08/20/2024		7410.4D · Programs	-7.49	7.49
				74104D1 · Summer Reading Program	-19.97	19.97
TOTAL					-27.46	27.46
Bill Pmt -Check	**DEBIT**	**08/26/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-225.00**
Bill	1112045684...	08/26/2024		74104D1 · Summer Reading Program	-225.00	225.00
TOTAL					-225.00	225.00
Bill Pmt -Check	**DEBIT**	**08/26/2024**	**Honest Weight F...**	**200.2 · Citizens Checking Account**		**-4.11**
Bill		08/24/2024		7410.4D · Programs	-4.11	4.11
TOTAL					-4.11	4.11

The Castleton Public Library
Check Detail
August 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**DEBIT**	**08/27/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-225.00**
Bill	1117695264...	08/27/2024		74104D1 · Summer Reading Program	-225.00	225.00
TOTAL					-225.00	225.00
Bill Pmt -Check	**DEBIT**	**08/27/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-125.00**
Bill	1111382883...	08/27/2024		74104D1 · Summer Reading Program	-125.00	125.00
TOTAL					-125.00	125.00
Bill Pmt -Check	**DEBIT**	**08/27/2024**	**Price Chopper**	**200.2 · Citizens Checking Account**		**-8.65**
Bill		08/27/2024		74104D1 · Summer Reading Program	-8.65	8.65
TOTAL					-8.65	8.65
Bill Pmt -Check	**DEBIT**	**08/27/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-21.98**
Bill	1113896769...	08/27/2024		74104B1 · DVDs & Other Materials	-21.98	21.98
TOTAL					-21.98	21.98
Bill Pmt -Check	**DEBIT**	**08/27/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-22.99**
Bill	1113750359...	08/27/2024		74104B1 · DVDs & Other Materials	-22.99	22.99
TOTAL					-22.99	22.99
Bill Pmt -Check	**DEBIT**	**08/28/2024**	**USPS**	**200.2 · Citizens Checking Account**		**-8.80**
Bill		08/28/2024		7410.4G · Postage	-8.80	8.80
TOTAL					-8.80	8.80
Bill Pmt -Check	**DEBIT**	**08/28/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-28.18**
Bill	1110217427...	08/28/2024		7410.4F · Office and Library Supplies 7410.4D · Programs	-20.69 -7.49	20.69 7.49
TOTAL					-28.18	28.18
Bill Pmt -Check	**DEBIT**	**08/29/2024**	**Wal-Mart**	**200.2 · Citizens Checking Account**		**-82.54**
Bill		08/29/2024		7410.4F · Office and Library Supplies 7410.4D · Programs	-9.97 -72.57	9.97 72.57
TOTAL					-82.54	82.54
Bill Pmt -Check	**DEBIT**	**08/29/2024**	**Amazon LLC**	**200.2 · Citizens Checking Account**		**-25.00**
Bill	1112379439...	08/29/2024		74104D1 · Summer Reading Program	-25.00	25.00
TOTAL					-25.00	25.00
Bill Pmt -Check	**3310**	**08/15/2024**	**MiSci**	**200.2 · Citizens Checking Account**		**-460.56**
Bill	5466964	08/15/2024		74104D1 · Summer Reading Program	-460.56	460.56
TOTAL					-460.56	460.56

The Castleton Public Library
Check Detail
August 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	**3311**	**08/13/2024**	**Barbara Hacker**	**200.2 · Citizens Checking Account**		**-150.00**
Bill		08/13/2024		74104D1 · Summer Reading Program	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	**3312**	**08/14/2024**	**Charter Commun...**	**200.2 · Citizens Checking Account**		**-90.70**
Bill	1443984010...	08/07/2024		7410.4H · Telephone/Data Links	-90.70	90.70
TOTAL					-90.70	90.70
Bill Pmt -Check	**3313**	**08/19/2024**	**Village of Castlet...**	**200.2 · Citizens Checking Account**		**-7,697.74**
Bill	84570	08/13/2024		7410.1A · Gross wages - Director	-2,519.23	2,519.23
				7410.1B · Gross wages - Librarian	-1,961.54	1,961.54
				7410.1C · Gross wages - Assistant	-2,678.09	2,678.09
				9030.8 · Social Security/Medicare	-538.88	538.88
TOTAL					-7,697.74	7,697.74
Bill Pmt -Check	**3314**	**08/19/2024**	**Magicman Entert...**	**200.2 · Citizens Checking Account**		**-200.00**
Bill		08/19/2024		74104D1 · Summer Reading Program	-200.00	200.00
TOTAL					-200.00	200.00
Bill Pmt -Check	**3315**	**08/21/2024**	**Dyken Pond Envi...**	**200.2 · Citizens Checking Account**		**-95.00**
Bill		08/21/2024		74104D1 · Summer Reading Program	-95.00	95.00
TOTAL					-95.00	95.00
Bill Pmt -Check	**3316**	**08/21/2024**	**Nureet Carmel**	**200.2 · Citizens Checking Account**		**-33.08**
Bill		08/21/2024		7410.4D · Programs	-33.08	33.08
TOTAL					-33.08	33.08

The Castleton Public Library
Reconciliation Summary
200.1 · Citizens Money Market, Period Ending 08/31/2024

	Aug 31, 24	
Beginning Balance		290,509.93
Cleared Transactions		
Checks and Payments - 1 item	-20,000.00	
Deposits and Credits - 1 item	23.13	
Total Cleared Transactions	-19,976.87	
Cleared Balance		**270,533.06**
Register Balance as of 08/31/2024		270,533.06
Ending Balance		270,533.06

The Castleton Public Library
Reconciliation Detail
200.1 · Citizens Money Market, Period Ending 08/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						290,509.93
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	08/05/2024			X	-20,000.00	-20,000.00
Total Checks and Payments					-20,000.00	-20,000.00
Deposits and Credits - 1 item						
Deposit	08/31/2024			X	23.13	23.13
Total Deposits and Credits					23.13	23.13
Total Cleared Transactions					-19,976.87	-19,976.87
Cleared Balance					-19,976.87	270,533.06
Register Balance as of 08/31/2024					-19,976.87	270,533.06
Ending Balance					**-19,976.87**	**270,533.06**

The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 08/31/2024

		Aug 31, 24
Beginning Balance		26,167.06
Cleared Transactions		
Checks and Payments - 40 items	-27,500.39	
Deposits and Credits - 1 item	20,000.00	
Total Cleared Transactions		-7,500.39
Cleared Balance		**18,666.67**
Uncleared Transactions		
Checks and Payments - 3 items	-193.46	
Total Uncleared Transactions		-193.46
Register Balance as of 08/31/2024		**18,473.21**
Ending Balance		18,473.21

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 08/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						26,167.06
Cleared Transactions						
Checks and Payments - 40 items						
Bill Pmt -Check	07/01/2024	3293	Brodart	X	-383.49	-383.49
Bill Pmt -Check	07/29/2024	3306	Village of Castleton-...	X	-7,477.53	-7,861.02
Bill Pmt -Check	07/29/2024	3304	Village of Castleton-...	X	-7,400.63	-15,261.65
Bill Pmt -Check	07/29/2024	3307	Village of Castleton-...	X	-1,658.16	-16,919.81
Bill Pmt -Check	07/29/2024	3308	Brodart	X	-164.35	-17,084.16
Bill Pmt -Check	07/29/2024	3309	T-Mobile	X	-21.00	-17,105.16
Bill Pmt -Check	07/31/2024	3305	Wildlife Institute of E...	X	-350.00	-17,455.16
Bill Pmt -Check	08/01/2024	DEBIT	Amazon LLC	X	-103.04	-17,558.20
Bill Pmt -Check	08/01/2024	DEBIT	Amazon LLC	X	-37.95	-17,596.15
Bill Pmt -Check	08/01/2024	DEBIT	Google LLC	X	-36.00	-17,632.15
Bill Pmt -Check	08/02/2024	DEBIT	Wal-Mart	X	-58.01	-17,690.16
Bill Pmt -Check	08/05/2024	DEBIT	Aldi	X	-2.84	-17,693.00
Bill Pmt -Check	08/09/2024	DEBIT	Amazon LLC	X	-59.99	-17,752.99
Bill Pmt -Check	08/12/2024	DEBIT	Amazon LLC	X	-72.04	-17,825.03
Bill Pmt -Check	08/12/2024	DEBIT	Price Chopper	X	-3.99	-17,829.02
Bill Pmt -Check	08/13/2024	DEBIT	Amazon LLC	X	-46.60	-17,875.62
Bill Pmt -Check	08/13/2024	DEBIT	USPS	X	-5.11	-17,880.73
Bill Pmt -Check	08/14/2024	3312	Charter Communicat...	X	-90.70	-17,971.43
Bill Pmt -Check	08/14/2024	DEBIT	Amazon LLC	X	-43.99	-18,015.42
Bill Pmt -Check	08/15/2024	3310	MiSci	X	-460.56	-18,475.98
Bill Pmt -Check	08/15/2024	DEBIT	Amazon LLC	X	-58.99	-18,534.97
Bill Pmt -Check	08/18/2024	DEBIT	Target	X	-40.25	-18,575.22
Bill Pmt -Check	08/18/2024	DEBIT	Aldi	X	-13.29	-18,588.51
Bill Pmt -Check	08/19/2024	3313	Village of Castleton-...	X	-7,697.74	-26,286.25
Bill Pmt -Check	08/19/2024	3314	Magicman Entertain...	X	-200.00	-26,486.25
Bill Pmt -Check	08/19/2024	DEBIT	Wal-Mart	X	-94.47	-26,580.72
Bill Pmt -Check	08/19/2024	DEBIT	Amazon LLC	X	-19.96	-26,600.68
Bill Pmt -Check	08/20/2024	DEBIT	Amazon LLC	X	-27.46	-26,628.14
Bill Pmt -Check	08/21/2024	3315	Dyken Pond Environ...	X	-95.00	-26,723.14
Bill Pmt -Check	08/26/2024	DEBIT	Amazon LLC	X	-225.00	-26,948.14
Bill Pmt -Check	08/26/2024	DEBIT	Honest Weight Food...	X	-4.11	-26,952.25
Bill Pmt -Check	08/27/2024	DEBIT	Amazon LLC	X	-225.00	-27,177.25
Bill Pmt -Check	08/27/2024	DEBIT	Amazon LLC	X	-125.00	-27,302.25
Bill Pmt -Check	08/27/2024	DEBIT	Amazon LLC	X	-22.99	-27,325.24
Bill Pmt -Check	08/27/2024	DEBIT	Amazon LLC	X	-21.98	-27,347.22
Bill Pmt -Check	08/27/2024	DEBIT	Price Chopper	X	-8.65	-27,355.87
Bill Pmt -Check	08/28/2024	DEBIT	Amazon LLC	X	-28.18	-27,384.05
Bill Pmt -Check	08/28/2024	DEBIT	USPS	X	-8.80	-27,392.85
Bill Pmt -Check	08/29/2024	DEBIT	Wal-Mart	X	-82.54	-27,475.39
Bill Pmt -Check	08/29/2024	DEBIT	Amazon LLC	X	-25.00	-27,500.39
Total Checks and Payments					-27,500.39	-27,500.39
Deposits and Credits - 1 item						
Transfer	08/05/2024			X	20,000.00	20,000.00
Total Deposits and Credits					20,000.00	20,000.00
Total Cleared Transactions					-7,500.39	-7,500.39
Cleared Balance					-7,500.39	18,666.67
Uncleared Transactions						

The Castleton Public Library
Reconciliation Detail
200.2 · Citizens Checking Account, Period Ending 08/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Checks and Payments - 3 items						
Bill Pmt -Check	07/24/2024	3302	Nureet Carmel		-10.38	-10.38
Bill Pmt -Check	08/13/2024	3311	Barbara Hacker		-150.00	-160.38
Bill Pmt -Check	08/21/2024	3316	Nureet Carmel		-33.08	-193.46
Total Checks and Payments					-193.46	-193.46
Total Uncleared Transactions					-193.46	-193.46
Register Balance as of 08/31/2024					-7,693.85	18,473.21
Ending Balance					**-7,693.85**	**18,473.21**

The Castleton Public Library
Profit & Loss
August 2024

		Aug 24
Ordinary Income/Expense		
Income		
2401 · Interest & Earnings		23.13
Total Income		23.13
Gross Profit		23.13
Expense		
7410.1 · Personal Services		
7410.11 · Employee Gross Wages		
7410.1A · Gross wages - Director	2,519.23	
7410.1B · Gross wages - Librarian	1,961.54	
7410.1C · Gross wages - Assistant	2,678.09	
Total 7410.11 · Employee Gross Wages	7,158.86	
Total 7410.1 · Personal Services		7,158.86
7410.4 · Contractual Expenses		
7410.4B · Library Materials		
74104B1 · DVDs & Other Materials	123.92	
Total 7410.4B · Library Materials	123.92	
7410.4C · Equipment/Technology	36.00	
7410.4D · Programs		
74104D1 · Summer Reading Program	1,951.29	
7410.4D · Programs - Other	150.71	
Total 7410.4D · Programs	2,102.00	
7410.41 · Operations and Administrative		
7410.4G · Postage	13.91	
7410.4H · Telephone/Data Links	90.70	
7410.4F · Office and Library Supplies	164.04	
Total 7410.41 · Operations and Administrative	268.65	
Total 7410.4 · Contractual Expenses		2,530.57
9000 · Employee - Benefits		
9030.8 · Social Security/Medicare	538.88	
Total 9000 · Employee - Benefits	538.88	
Total Expense		10,228.31
Net Ordinary Income		-10,205.18
Net Income		**-10,205.18**

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through August 2024

	Jan - Aug 24	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	12.00	0.00	12.00	100.0%
2082.12 · Lost Books	243.35	0.00	243.35	100.0%
2082.13 · Copies, Prints and Faxes	138.05	0.00	138.05	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%
2082.1 · Library Fines & Fees - Other	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	393.40	0.00	393.40	100.0%
Total 2082 · Library Charges	393.40	0.00	393.40	100.0%
2360 · Intergovernmental Revenues				
2360.4 · Taxes - SCSD	159,000.00	159,000.00	0.00	100.0%
2360.1 · Town of Schodack	88,000.00	88,000.00	0.00	100.0%
2360.2 · Village of Castleton	0.00	10,000.00	-10,000.00	0.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	250,325.00	260,325.00	-10,000.00	96.2%
2401 · Interest & Earnings	232.62	500.00	-267.38	46.5%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	8,341.76	8,002.00	339.76	104.2%
Total 2705 · Gifts & Donations	9,341.76	9,002.00	339.76	103.8%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	15,200.00	-15,200.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	1,487.40	1,436.00	51.40	103.6%
2760.9 · Grants - Other	1,740.00	1,000.00	740.00	174.0%
Total 2760 · Library System Grants	3,227.40	17,636.00	-14,408.60	18.3%
599 · Appropriated Fund Balance	0.00	8,937.00	-8,937.00	0.0%
Total Income	263,520.18	296,400.00	-32,879.82	88.9%
Gross Profit	263,520.18	296,400.00	-32,879.82	88.9%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	42,730.65	67,925.00	-25,194.35	62.9%
7410.1B · Gross wages - Librarian	27,522.86	53,800.00	-26,277.14	51.2%
7410.1C · Gross wages - Assistant	38,243.02	64,298.00	-26,054.98	59.5%
Total 7410.11 · Employee Gross Wages	108,496.53	186,023.00	-77,526.47	58.3%
Total 7410.1 · Personal Services	108,496.53	186,023.00	-77,526.47	58.3%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	21,460.00	-21,460.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	21,460.00	-21,460.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,170.00	1,850.00	-680.00	63.2%
74104B5 · Magazines and Newspapers	0.00	250.00	-250.00	0.0%
74104B4 · Audiobooks	0.00	0.00	0.00	0.0%
74104B3 · Print Materials	4,157.48	10,200.00	-6,042.52	40.8%
74104B2 · Electronic Content	3,428.79	6,690.00	-3,261.21	51.3%
74104B1 · DVDs & Other Materials	701.79	1,900.00	-1,198.21	36.9%
7410.4B · Library Materials - Other	476.17	1,220.00	-743.83	39.0%
Total 7410.4B · Library Materials	9,934.23	22,110.00	-12,175.77	44.9%

The Castleton Public Library
Profit & Loss Budget vs. Actual
January through August 2024

	Jan - Aug 24	Budget	$ Over Budget	% of Budget
7410.4C · Equipment/Technology	2,369.01	1,650.00	719.01	143.6%
7410.4D · Programs				
74104D1 · Summer Reading Program	4,599.29	4,600.00	-0.71	100.0%
7410.4D · Programs - Other	1,959.94	3,000.00	-1,040.06	65.3%
Total 7410.4D · Programs	6,559.23	7,600.00	-1,040.77	86.3%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	411.99	800.00	-388.01	51.5%
7410.4E · Automated Services	2,994.00	3,992.00	-998.00	75.0%
7410.4G · Postage	361.09	400.00	-38.91	90.3%
7410.4H · Telephone/Data Links	757.21	1,377.00	-619.79	55.0%
7410.4I · Insurance	2,789.35	2,955.00	-165.65	94.4%
7410.4F · Office and Library Supplies	1,176.68	1,000.00	176.68	117.7%
7410.4J · Professional Services	490.00	400.00	90.00	122.5%
Total 7410.41 · Operations and Administrati...	8,980.32	10,924.00	-1,943.68	82.2%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	0.00	0.00	0.0%
7410.4K · Miscellaneous - Other	34.95	30.00	4.95	116.5%
Total 7410.4K · Miscellaneous	34.95	30.00	4.95	116.5%
Total 7410.4 · Contractual Expenses	27,877.74	42,314.00	-14,436.26	65.9%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	8,500.00	-8,500.00	0.0%
9030.8 · Social Security/Medicare	8,238.42	14,140.00	-5,901.58	58.3%
9040.8 · Workers Comp	382.69	900.00	-517.31	42.5%
9055.8 · Disability	107.60	500.00	-392.40	21.5%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	3,000.00	-3,000.00	0.0%
9060.8 · Health Insurance - Other	6,315.96	19,563.00	-13,247.04	32.3%
Total 9060.8 · Health Insurance	6,315.96	22,563.00	-16,247.04	28.0%
Total 9000 · Employee - Benefits	15,044.67	46,603.00	-31,558.33	32.3%
Total Expense	151,418.94	296,400.00	-144,981.06	51.1%
Net Ordinary Income	112,101.24	0.00	112,101.24	100.0%
Net Income	**112,101.24**	**0.00**	**112,101.24**	**100.0%**

The Castleton Public Library
Balance Sheet
As of August 31, 2024

	Aug 31, 24
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	270,533.06
200.2 · Citizens Checking Account	18,473.21
200.9 · Petty Cash	50.00
Total Checking/Savings	289,056.27
Other Current Assets	
395 · Deposits with Other Government	7,500.00
Total Other Current Assets	7,500.00
Total Current Assets	296,556.27
TOTAL ASSETS	**296,556.27**
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	179,382.05
Net Income	112,101.24
Total Equity	296,556.29
TOTAL LIABILITIES & EQUITY	**296,556.27**

Director's Report – September

August 2024 – Usage Statistics in Comparison

	August 2024	August 2023	% Change, 2024 vs. 2023
Circulation			
Circulation of materials at CPL	2531	2,893	-12.5%
Items loaned to other libraries	330	543	-39.2%
Items borrowed from other libraries	914	852	+7.3%
eContent circulation	714	681	+4.8%
Programming			
Number of programs offered	58	53	+9.4%
Program attendance – in-person	589	559	+5.4%
Program attendance – kits*	305	411	-25.8%
Total program attendance	894	970	-7.8%
Public Computer Use			
Public Computer Sessions	14	96	-85.4%
WiFi Use – daily unique users	747 (6.2 GB)	818 (6.2 GB)	-8.7%
WiFi Hotspot Use	0	25.46 GB	-100%
Marketing Reach			
Website visits	996	1,170	-14.9%
Website unique visitors	547	610	-10.3%
Email newsletter list size	1,729	1,660	+4.2%
Facebook page followers	1,518	1,195	+27%
Facebook total reach	12,332	16,525	-25.4%

* = The number of kits distributed through 8/31 is used for the attendance number.

Summer Reading Program – 2024 Statistics in Comparison

Registration						Program Attendance							Programs Offered				
	Kids	Teens	Adults	Total			Kids	Teens	Adults	Kits	Virt.	Total		Child/Fam*	Teen	Adult	Total
2024	**149**	**29**	**108**	**286**		**2024**	**921**	**79**	**687**	**779**	**0**	**2,466**	**2024**	**84**	**6**	**22**	**112**
2023	147	31	106	284		2023	873	96	665	793	0	2,427	2023	87	6	19	112
2022	162	32	89	283		2022	610	84	509	1,033	1	2,237	2022	82	7	13	102
2021	82	35	65	182		2021	124	36	137	852	68	1,217	2021	52	6	5	63
2020	39	14	28	81		2020	1	0	1	640	149	791	2020	50	5	7	62
2019	176	37	107	320		2019	1,037	179	630	N/A	N/A	1,846	2019	113	10	20	143

* = All-ages programs are grouped w/ Child/Family programs.

Paper & Online Registrations

	Kids	Teens	Adults	Total
2024 – paper registrations	142	25	103	270
2024 – online registrations	7	4	5	16
2024 – all registrations	**149**	**29**	**108**	**286**

Kits and Events

- 779 Take-home craft kits distributed
- 1,687 Attendance at in-person events

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

- August 5 – Meeting with UHLS and NYS DLD representatives re: library charter
- August 5 – Policy Committee meeting
- August 8 – New York Library Association (NYLA) Library Administration & Management Section (LAMS) board meeting (virtual meeting)
- August 8 – Meeting with CPL Board President re: library funding
- August 12 – Village Board meeting
- August 13 – Bookmobile at Castle Hill senior housing
- August 21 – Friends of CPL meeting

Programs – August

8/1/2024	Special Storytime: Meet a Mechanic	13
8/1/2024	Paper Beads	8
8/2/2024	Creative Writing Exercises	4
8/3/2024	Cool Science: Be a Detective	2
8/4/2024	Take & Make: Summer Suncatcher	60
8/4/2024	Giant Connect Four	9
8/5/2024	Musical Chairs on the Lawn	9
8/5/2024	Computer Help	1
8/5/2024	After Dinner Book Club	5
8/6/2024	Cool Science: Sunprints	13
8/6/2024	Computer Help	1
8/6/2024	Pajama Storytime	8
8/6/2024	Beginner Yoga	7
8/7/2024	Kids Cook: Chocolate Hummus	6
8/7/2024	Spice of the Month: Basil	8
8/8/2024	Guitar Storytime w/Kevin Haran	18
8/8/2024	Make a Jarrarium	14
8/9/2024	Bridge Club	4
8/9/2024	Cool Sci.: Bubbles Short and Tall	16
8/10/2024	Marble Run Fun	2
8/11/2024	Take & Make Craft: Origami	65
8/11/2024	Sweet Structures	9
8/12/2024	Post Office Storytime	18
8/12/2024	Favorite Book Buttons	19
8/13/2024	Castle Hill Bookmobile	5
8/13/2024	Cool Science: Mechanical Hand	3
8/13/2024	Pajama Storytime	2
8/13/2024	Beginner Yoga	5
8/14/2024	Make a Garland	5
8/14/2024	Open Mic Night	13

8/15/2024	Special Storytime: Zippy the Clown	17
8/15/2024	Liquid Nitrogen	2
8/16/2024	Old Fashioned Games	0
8/17/2024	Community Story Writing	0
8/18/2024	Take & Make Craft: Emoji Faces	78
8/18/2024	Legomania	15
8/19/2024	Family Magic Show	53
8/20/2024	Cool Science: Periscopes	16
8/20/2024	Ambulance Storytime	2
8/21/2024	Afternoon Book Club	7
8/21/2024	Traveling Pond	33
8/22/2024	Construction Storytime	23
8/22/2024	Simple Macramé Plant Holder	4
8/23/2024	Bridge Club	5
8/23/2024	Neighborhood Scavenger Hunt	8
8/24/2024	Stop Motion Animation	12
8/25/2024	Take & Make: Paper Mosaic Art	102
8/25/2024	The Great Oreo Taste Test	37
8/26/2024	Cool Science: Thaumatropes	15
8/27/2024	Faith Ringgold Paper Quilt	0
8/27/2024	Pajama Storytime	10
8/28/2024	Paper Flashlight Illusion Art	3
8/29/2024	Special Visitor Storytime: Police	52
8/29/2024	Kids Cook: Crêpes	16
8/30/2024	Bridge Club	4
8/30/2024	Egg & Spoon Race -- With a Twist!	11
8/31/2024	Rainbow Scratch Art	9
8/31/2024	Teen Job Skills (summer volunteer program)	8
	Month total	**894**

Classes and Events at
Castleton Public Library
October 2024

Weekly Events

Pajama Storytime

Tuesdays at 6:00 p.m. October 1, 8, 15, 22, 29.

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. October 3, 10, 17, 24, 31.

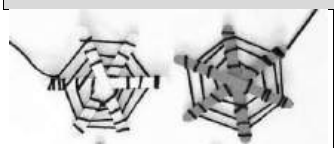
Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement while building their early literacy and motor skills! Please bring a blanket for your family to sit on.

Bridge Club

Fridays at 10:30 a.m. October 4, 11, 18, 25; Nov 1.

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

Other Events



Take & Make Craft Kit: Spooky Spider Web

Pick up anytime from Sunday, September 29 through Saturday, November 2

Make a friendly googly-eyed spider and weave a web for it to hang from!

October Coloring Challenge

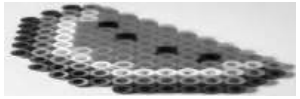
Partcicipate anytime from Tuesday, October 1 through Thursday, October 31

Pick up your coloring sheet and instructions at the library any time through October, color it, and bring it back. Each person entering receives a coupon for a free ice cream cone/cup, courtesy of Stewart's Shops!

Spice of the Month Club: Cumin

Wednesday, October 2, 7:00 p.m.

For adults. We'll talk about the spice, try a food that contains it, and send you home with information, recipes, and the spice of the month to experiment with!



Perler Bead Crafts

Thursday, October 3, 12:00-6:00 p.m.

NYS Citizen Preparedness Corps Training Program

Thursday, October 3, 1:00 p.m.

For adults. This course will teach you to have the tools and resources to prepare for natural and man-made disasters, respond accordingly, and recover as quickly as possible to pre-disaster conditions.

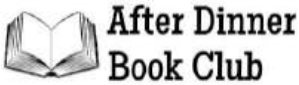
Marble Run Fun

Saturday, October 5, 11:00 a.m. – 4:00 p.m.

DIY Eco-Friendly Cleaning Products

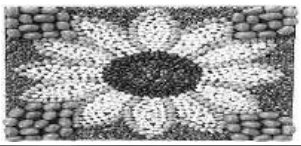
Sunday, October 6, 2:00 p.m.

For adults. Learn how to make cleaning products that are environmentally friendly and non-toxic.



After Dinner Book Club – *Atomic Habits: Tiny Changes, Remarkable Results* by James Clear

Monday, October 7, 7:00 p.m.



Seed and Bean Art

Tuesday, October 8, 3:00-5:00 p.m.

Use a template or make your own design to create unique images using seeds and beans.

Open Mic Night

Wednesday, October 9, 6:00-8:00 p.m.

Musicians and poets - come share your talents! All ages welcome to perform and to watch.

Bug Tasting Adventure

Friday, October 11, 3:00-6:00 p.m.

Have you ever been curious to try a chocolate-covered cricket? How about a ranch-flavored beetle? Well, now's your chance! We invite intrepid eaters of all ages to join us for an insect tasting adventure.

Rainbow Scratch Art

Saturday & Sunday, October 12-13, 11:00 a.m. - 4:00 p.m.

Afternoon Book Club – *You Made a Fool of Death with Your Beauty* by Akwaeke Emezi

Wednesday, October 16, 1:00 p.m.

Cool Science: Invisible Ink

Wednesday, October 16, 3:00 - 5:00 p.m.

Write a secret message, read a secret message - with invisible ink and the magic of science!

Friends of CPL Meeting

Wednesday, October 16, 5:30 p.m.

Paint a Mini Pumpkin

Sunday, October 20, 11:00 a.m. - 4:00 p.m.

Come paint a mini pumpkin to decorate your home for Halloween!

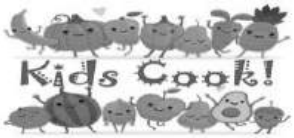
Library Board Meeting

Monday, October 21, 7:00 p.m.

Scrabble

Wednesday, October 23, 6:00 p.m.

For adults. Play Scrabble with fellow word-lovers. All levels welcome!



Kids Cook: Pumpkin Spice Waffles

Friday, October 25, 11:00 a.m. – 5:00 p.m.

Join us to learn to make easy and delicious pumpkin spice waffles. Yum!

Halloween Parade and Party

Saturday, October 26, 2:00 p.m.

Join the walking parade at the library at 2:00 led by a fire truck! Parade ends at the firehouse, where we'll enjoy treats and have fun! Co-sponsored by Castleton Public Library and Castleton Fire Department.

Halloween Craft: What's Lurking in the Woods?

Monday, October 28, 3:00 – 6:00 p.m.

Use twigs, glittery paper and googly eyes to make a spooky, cute, spirited nocturnal scene for Halloween.

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-Sunday – 11:00 a.m. – 4:00 p.m.