

Agenda
Castleton Public Library Board of Trustees Meeting
Abbreviated Meeting, May 20, 2024 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- Trustee nomination

Secretary's Report

- Review of minutes from April 15, 2024

Treasurer's Report

Director's Report

Announcements

Public Comment

Executive Session

Adjourn

Castleton Public Library Board of Trustees Meeting

Monday, April 15, 2024 Minutes

Welcome/Pledge of Allegiance

The meeting was called to order by President Mitchum at 7:02 pm.

Roll Call

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

Absent: none

Adoption of Agenda

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

Public Comment

Past Village of Castleton liaison Rebekah Timerman stopped in to express thanks for her time working with the Library board. Michael Slik, recently elected Mayor, introduced himself as the new liaison.

New Business

Mission, vision, and values statements: Trustees revisited the intent to revise the library's mission, vision, and values statements this year. Director Tacke reminded the board of suggestions that had come up during the UHLS wrap-up from the racial equity training held in 2023, which included the addition of the word "entire" to the current mission statement, potentially making it "Enriching lives, empowering our entire community, encouraging exploration." Board members like this suggestion but wish to wait to approve until all parts of the package are ready. The policy committee will develop a brainstorming plan for the full board to participate in at the June meeting, and will then refine the ideas for further board discussion in July with expected approval in August. Trustee Johnston will also share some recent formats and structure used by similar organizations.

Old Business

Trustee training session with UHLS on May 20: The May board meeting will be an abbreviated meeting of a few minutes to approve necessary items, followed by a 1 hour training from UHLS.

Library word-of-mouth advertising: Director Tacke encouraged trustees to promote May activities, and highlighted the revamped 1,000 Books Before Kindergarten program as well as new national initiatives for 500 Books Before Middle School and 100 Books Before High School.

Reports

President's Report

No report.

Secretary's Report

Trustee Strainge motioned to approve the March 2024 meeting minutes. Seconded by Trustee Johnston. Unanimously approved.

Treasurer's Report

Trustee Strainge motioned to approve the March 2024 Check Detail Reports. Seconded by Trustee Cartwright. Unanimously approved.

Director's Report

Director Tacke presented statistics for March, with a comparison against previous years. Program attendance continues to be up from 2022 and 2023. Circulation at CPL remains relatively steady, with continued increase in eContent circulation and items loaned to other libraries. Director Tacke also highlighted the "seed library" new this spring; it has been popular and seeds are being added each week.

Friends Report

The Friends of the Library held a relatively successful breakfast fundraiser on Saturday, April 13 at the Elks Lodge. Their next event will be a plant sale Saturday, May 4.

Village of Castleton Liaison Report

Mayor Michael Slik expressed greetings and that he is looking forward to working with the library board; mentioned that it is a high priority for the Village to improve fire escape safety for the upstairs of Village Hall.

Committee Reports

Finance: Held a follow up-meeting; wants to hold executive session later in this meeting regarding staff wages, as the draft budget is needed by end of July.

Administrative: Did not meet.

Operations/Capital Projects: Did not meet. Director Tacke gave a brief update regarding delays in obtaining a third quote for the rear entrance renovation.

Policy: Expects to reconvene after May training.

Long Range Plan Committees: All expect to reconvene after May.

Marketing & Community Connections: Did not meet.

Library Services & Outreach: Did not meet.

Library Space: Did not meet.

Announcements

None.

Public Comment

None.

Executive Session

President Mitchum motioned to hold an executive session at approximately 7:35pm. Seconded by Trustee Strainge. Unanimously approved.

President Mitchum motioned to adjourn the executive session at 7:49pm. Seconded by Trustee Johnston. Unanimously approved.

Adjournment

The meeting was adjourned at 7:50 pm.

The Castleton Public Library
Check Detail
April 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	04/01/2024	Wal-Mart	200.2 · Citizens Checking Account		-85.26
Bill		04/01/2024		74104B1 · DVDs & Other Materials 7410.4D · Programs	-37.92 -47.34	37.92 47.34
TOTAL					-85.26	85.26
Bill Pmt -Check	DEBIT	04/02/2024	Google LLC	200.2 · Citizens Checking Account		-7.26
Bill	4945490309	04/01/2024		7410.4C · Equipment/Technology	-7.26	7.26
TOTAL					-7.26	7.26
Bill Pmt -Check	DEBIT	04/02/2024	Price Chopper	200.2 · Citizens Checking Account		-137.66
Bill		04/02/2024		7410.4D · Programs	-137.66	137.66
TOTAL					-137.66	137.66
Bill Pmt -Check	DEBIT	04/02/2024	Amazon LLC	200.2 · Citizens Checking Account		-42.99
Bill	1142825047...	04/02/2024		7410.4F · Office and Library Supplies	-42.99	42.99
TOTAL					-42.99	42.99
Bill Pmt -Check	DEBIT	04/03/2024	Amazon LLC	200.2 · Citizens Checking Account		-66.01
Bill	1143453924...	04/03/2024		7410.4D · Programs 74104D1 · Summer Reading Program	-22.27 -43.74	22.27 43.74
TOTAL					-66.01	66.01
Bill Pmt -Check	DEBIT	04/05/2024	Amazon LLC	200.2 · Citizens Checking Account		-17.99
Bill	1142825047...	04/05/2024		74104D1 · Summer Reading Program	-17.99	17.99
TOTAL					-17.99	17.99
Bill Pmt -Check	DEBIT	04/10/2024	Amazon LLC	200.2 · Citizens Checking Account		-17.96
Bill	1143328133...	04/10/2024		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96
Bill Pmt -Check	DEBIT	04/13/2024	Aldi	200.2 · Citizens Checking Account		-2.35
Bill		04/13/2024		7410.4D · Programs	-2.35	2.35
TOTAL					-2.35	2.35
Bill Pmt -Check	DEBIT	04/15/2024	USPS	200.2 · Citizens Checking Account		-3.92
Bill		04/15/2024		7410.4G · Postage	-3.92	3.92
TOTAL					-3.92	3.92
Bill Pmt -Check	DEBIT	04/18/2024	Amazon LLC	200.2 · Citizens Checking Account		-173.47
Bill	1140798738...	04/22/2024		7410.4D · Programs	-173.47	173.47
TOTAL					-173.47	173.47

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The Castleton Public Library
Check Detail

April 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	04/19/2024	USPS	200.2 · Citizens Checking Account		-3.92
Bill		04/19/2024		7410.4G · Postage	-3.92	3.92
TOTAL					-3.92	3.92
Bill Pmt -Check	DEBIT	04/23/2024	Target	200.2 · Citizens Checking Account		-100.99
Bill		04/23/2024		7410.4F · Office and Library Supplies 7410.4D · Programs	-6.99 -94.00	6.99 94.00
TOTAL					-100.99	100.99
Bill Pmt -Check	DEBIT	04/23/2024	Dollar Tree	200.2 · Citizens Checking Account		-20.25
Bill		04/23/2024		7410.4D · Programs	-20.25	20.25
TOTAL					-20.25	20.25
Bill Pmt -Check	DEBIT	04/24/2024	Amazon LLC	200.2 · Citizens Checking Account		-76.22
Bill	1142628366...	04/23/2024		7410.4D · Programs	-76.22	76.22
TOTAL					-76.22	76.22
Bill Pmt -Check	DEBIT	04/24/2024	Honest Weight F...	200.2 · Citizens Checking Account		-5.00
Bill		04/24/2024		7410.4D · Programs	-5.00	5.00
TOTAL					-5.00	5.00
Bill Pmt -Check	DEBIT	04/24/2024	Amazon LLC	200.2 · Citizens Checking Account		-28.98
Bill	1141014070...	04/24/2024		7410.4D · Programs	-28.98	28.98
TOTAL					-28.98	28.98
Bill Pmt -Check	DEBIT	04/24/2024	Amazon LLC	200.2 · Citizens Checking Account		-81.56
Bill	1141168351...	04/24/2024		7410.4D · Programs	-81.56	81.56
TOTAL					-81.56	81.56
Bill Pmt -Check	DEBIT	04/25/2024	Amazon LLC	200.2 · Citizens Checking Account		-13.88
Bill	1149650873...	04/25/2024		7410.4F · Office and Library Supplies	-13.88	13.88
TOTAL					-13.88	13.88
Bill Pmt -Check	DEBIT	04/26/2024	Amazon LLC	200.2 · Citizens Checking Account		-180.34
Bill	1142039909...	04/26/2024		7410.4D · Programs	-180.34	180.34
TOTAL					-180.34	180.34
Bill Pmt -Check	DEBIT	04/26/2024	Amazon LLC	200.2 · Citizens Checking Account		-37.98
Bill	1148875338...	04/24/2024		7410.4D · Programs	-37.98	37.98
TOTAL					-37.98	37.98

The Castleton Public Library
Check Detail
April 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	04/29/2024	Amazon LLC	200.2 · Citizens Checking Account		-59.88
Bill	1146834496...	04/29/2024		74104B1 · DVDs & Other Materials	-59.88	59.88
TOTAL					-59.88	59.88
Bill Pmt -Check	DEBIT	04/30/2024	Price Chopper	200.2 · Citizens Checking Account		-12.85
Bill		04/30/2024		7410.4D · Programs	-12.85	12.85
TOTAL					-12.85	12.85
Bill Pmt -Check	3252	04/01/2024	CDLC	200.2 · Citizens Checking Account		-18.00
Bill		04/01/2024		7410.4A · Staff Development/Edu	-18.00	18.00
TOTAL					-18.00	18.00
Bill Pmt -Check	3253	04/01/2024	Village of Castlet...	200.2 · Citizens Checking Account		-7,344.64
Bill	84547	04/01/2024		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	-2,345.00	2,345.00
				9030.8 · Social Security/Medicare	-518.87	518.87
TOTAL					-7,344.64	7,344.64
Bill Pmt -Check	3254	04/08/2024	T-Mobile	200.2 · Citizens Checking Account		-86.10
Bill		04/08/2024		7410.4C · Equipment/Technology	-28.70	28.70
				7410.4B · Library Materials	-57.40	57.40
TOTAL					-86.10	86.10
Bill Pmt -Check	3255	04/15/2024	Charter Commun...	200.2 · Citizens Checking Account		-96.60
Bill	1443984010...	04/07/2024		7410.4H · Telephone/Data Links	-96.60	96.60
TOTAL					-96.60	96.60
Bill Pmt -Check	3256	04/15/2024	Village of Castlet...	200.2 · Citizens Checking Account		-107.60
Bill	84549	04/01/2024		9055.8 · Disability	-107.60	107.60
TOTAL					-107.60	107.60
Bill Pmt -Check	3257	04/15/2024	Village of Castlet...	200.2 · Citizens Checking Account		-776.30
Bill	84551	04/15/2024		9060.8 · Health Insurance	-776.30	776.30
TOTAL					-776.30	776.30
Bill Pmt -Check	3258	04/15/2024	UHLS	200.2 · Citizens Checking Account		-998.00
Bill	24-196	04/05/2024		7410.4E · Automated Services	-998.00	998.00
TOTAL					-998.00	998.00

The Castleton Public Library
Check Detail

April 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	3259	04/15/2024	UHLS	200.2 · Citizens Checking Account		-470.60
Bill	24-170	04/15/2024		74104B2 · Electronic Content	-470.60	470.60
TOTAL					-470.60	470.60
Bill Pmt -Check	3260	04/15/2024	Village of Castlet...	200.2 · Citizens Checking Account		-7,433.18
Bill	84550	04/08/2024		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	-2,427.25	2,427.25
				9030.8 · Social Security/Medicare	-525.16	525.16
TOTAL					-7,433.18	7,433.18
Bill Pmt -Check	3261	04/29/2024	Brodart	200.2 · Citizens Checking Account		-343.60
Bill	MULTIPLE	04/24/2024		74104B3 · Print Materials	-343.60	343.60
TOTAL					-343.60	343.60
Bill Pmt -Check	3262	04/29/2024	Village of Castlet...	200.2 · Citizens Checking Account		-7,064.21
Bill	84553	04/22/2024		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	-2,084.50	2,084.50
				9030.8 · Social Security/Medicare	-498.94	498.94
TOTAL					-7,064.21	7,064.21
Bill Pmt -Check	3263	04/30/2024	T-Mobile	200.2 · Citizens Checking Account		-86.10
Bill		03/23/2024		7410.4C · Equipment/Technology	-28.70	28.70
				7410.4B · Library Materials	-57.40	57.40
TOTAL					-86.10	86.10
Bill Pmt -Check	3264	04/30/2024	T-Mobile	200.2 · Citizens Checking Account		-86.10
Bill		04/23/2024		7410.4C · Equipment/Technology	-28.70	28.70
				7410.4B · Library Materials	-57.40	57.40
TOTAL					-86.10	86.10

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The Castleton Public Library
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 04/30/2024

	<u>Apr 30, 24</u>
Beginning Balance	366,427.98
Cleared Transactions	
Checks and Payments - 1 item	-15,000.00
Deposits and Credits - 2 items	1,869.79
	<u> </u>
Total Cleared Transactions	<u>-13,130.21</u>
Cleared Balance	<u><u>353,297.77</u></u>
Register Balance as of 04/30/2024	353,297.77
Ending Balance	353,297.77

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The Castleton Public Library
Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 04/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						366,427.98
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	04/15/2024			X	-15,000.00	-15,000.00
Total Checks and Payments					-15,000.00	-15,000.00
Deposits and Credits - 2 items						
Deposit	04/23/2024			X	1,840.38	1,840.38
Deposit	04/30/2024			X	29.41	1,869.79
Total Deposits and Credits					1,869.79	1,869.79
Total Cleared Transactions					-13,130.21	-13,130.21
Cleared Balance					-13,130.21	353,297.77
Register Balance as of 04/30/2024					-13,130.21	353,297.77
Ending Balance					-13,130.21	353,297.77

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The Castleton Public Library
Reconciliation Summary
200.2 · Citizens Checking Account, Period Ending 04/30/2024

	<u>Apr 30, 24</u>
Beginning Balance	21,210.29
Cleared Transactions	
Checks and Payments - 32 items	-18,787.74
Deposits and Credits - 1 item	15,000.00
	<u> </u>
Total Cleared Transactions	<u>-3,787.74</u>
Cleared Balance	<u><u>17,422.55</u></u>
Uncleared Transactions	
Checks and Payments - 5 items	-7,597.01
	<u> </u>
Total Uncleared Transactions	<u>-7,597.01</u>
Register Balance as of 04/30/2024	<u><u>9,825.54</u></u>
Ending Balance	9,825.54

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The Castleton Public Library
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 04/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						21,210.29
Cleared Transactions						
Checks and Payments - 32 items						
Bill Pmt -Check	02/20/2024	3238	William C. Adams	X	-280.00	-280.00
Bill Pmt -Check	04/01/2024	3253	Village of Castleton-...	X	-7,344.64	-7,624.64
Bill Pmt -Check	04/01/2024	DEBIT	Wal-Mart	X	-85.26	-7,709.90
Bill Pmt -Check	04/01/2024	3252	CDLC	X	-18.00	-7,727.90
Bill Pmt -Check	04/02/2024	DEBIT	Price Chopper	X	-137.66	-7,865.56
Bill Pmt -Check	04/02/2024	DEBIT	Amazon LLC	X	-42.99	-7,908.55
Bill Pmt -Check	04/02/2024	DEBIT	Google LLC	X	-7.26	-7,915.81
Bill Pmt -Check	04/03/2024	DEBIT	Amazon LLC	X	-66.01	-7,981.82
Bill Pmt -Check	04/05/2024	DEBIT	Amazon LLC	X	-17.99	-7,999.81
Bill Pmt -Check	04/08/2024	3254	T-Mobile	X	-86.10	-8,085.91
Bill Pmt -Check	04/10/2024	DEBIT	Amazon LLC	X	-17.96	-8,103.87
Bill Pmt -Check	04/13/2024	DEBIT	Aldi	X	-2.35	-8,106.22
Bill Pmt -Check	04/15/2024	3260	Village of Castleton-...	X	-7,433.18	-15,539.40
Bill Pmt -Check	04/15/2024	3258	UHLS	X	-998.00	-16,537.40
Bill Pmt -Check	04/15/2024	3257	Village of Castleton-...	X	-776.30	-17,313.70
Bill Pmt -Check	04/15/2024	3259	UHLS	X	-470.60	-17,784.30
Bill Pmt -Check	04/15/2024	3256	Village of Castleton-...	X	-107.60	-17,891.90
Bill Pmt -Check	04/15/2024	3255	Charter Communicat...	X	-96.60	-17,988.50
Bill Pmt -Check	04/15/2024	DEBIT	USPS	X	-3.92	-17,992.42
Bill Pmt -Check	04/18/2024	DEBIT	Amazon LLC	X	-173.47	-18,165.89
Bill Pmt -Check	04/19/2024	DEBIT	USPS	X	-3.92	-18,169.81
Bill Pmt -Check	04/23/2024	DEBIT	Target	X	-100.99	-18,270.80
Bill Pmt -Check	04/23/2024	DEBIT	Dollar Tree	X	-20.25	-18,291.05
Bill Pmt -Check	04/24/2024	DEBIT	Amazon LLC	X	-81.56	-18,372.61
Bill Pmt -Check	04/24/2024	DEBIT	Amazon LLC	X	-76.22	-18,448.83
Bill Pmt -Check	04/24/2024	DEBIT	Amazon LLC	X	-28.98	-18,477.81
Bill Pmt -Check	04/24/2024	DEBIT	Honest Weight Food...	X	-5.00	-18,482.81
Bill Pmt -Check	04/25/2024	DEBIT	Amazon LLC	X	-13.88	-18,496.69
Bill Pmt -Check	04/26/2024	DEBIT	Amazon LLC	X	-180.34	-18,677.03
Bill Pmt -Check	04/26/2024	DEBIT	Amazon LLC	X	-37.98	-18,715.01
Bill Pmt -Check	04/29/2024	DEBIT	Amazon LLC	X	-59.88	-18,774.89
Bill Pmt -Check	04/30/2024	DEBIT	Price Chopper	X	-12.85	-18,787.74
Total Checks and Payments					-18,787.74	-18,787.74
Deposits and Credits - 1 item						
Transfer	04/15/2024			X	15,000.00	15,000.00
Total Deposits and Credits					15,000.00	15,000.00
Total Cleared Transactions					-3,787.74	-3,787.74
Cleared Balance					-3,787.74	17,422.55

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The Castleton Public Library
Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 04/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 5 items						
Bill Pmt -Check	10/16/2023	3200	Albany Public Library		-17.00	-17.00
Bill Pmt -Check	04/29/2024	3262	Village of Castleton-...		-7,064.21	-7,081.21
Bill Pmt -Check	04/29/2024	3261	Brodart		-343.60	-7,424.81
Bill Pmt -Check	04/30/2024	3263	T-Mobile		-86.10	-7,510.91
Bill Pmt -Check	04/30/2024	3264	T-Mobile		-86.10	-7,597.01
Total Checks and Payments					-7,597.01	-7,597.01
Total Uncleared Transactions					-7,597.01	-7,597.01
Register Balance as of 04/30/2024					-11,384.75	9,825.54
Ending Balance					-11,384.75	9,825.54

The Castleton Public Library

Profit & Loss

05/07/24

April 2024

Accrual Basis

	Apr 24
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	6.00
2082.12 · Lost Books	55.93
2082.13 · Copies, Prints and Faxes	27.65
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	89.58
Total 2082 · Library Charges	89.58
2401 · Interest & Earnings	29.41
2705 · Gifts & Donations	107.10
2760 · Library System Grants	
2760.1 · LLSA and ERATE (UHLS)	143.70
2760.9 · Grants - Other	1,500.00
Total 2760 · Library System Grants	1,643.70
Total Income	1,869.79
Gross Profit	1,869.79
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	7,557.69
7410.1B · Gross wages - Librarian	5,884.62
7410.1C · Gross wages - Assistant	6,856.75
Total 7410.11 · Employee Gross Wages	20,299.06
Total 7410.1 · Personal Services	20,299.06
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B3 · Print Materials	343.60
74104B2 · Electronic Content	470.60
74104B1 · DVDs & Other Materials	115.76
7410.4B · Library Materials - Other	114.80
Total 7410.4B · Library Materials	1,044.76
7410.4C · Equipment/Technology	64.66
7410.4D · Programs	
74104D1 · Summer Reading Program	61.73
7410.4D · Programs - Other	920.27
Total 7410.4D · Programs	982.00
7410.41 · Operations and Administrative	
7410.4A · Staff Development/Edu	18.00
7410.4E · Automated Services	998.00
7410.4G · Postage	7.84
7410.4H · Telephone/Data Links	96.60
7410.4F · Office and Library Supplies	63.86
Total 7410.41 · Operations and Administrative	1,184.30
Total 7410.4 · Contractual Expenses	3,275.72

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05/07/24

Accrual Basis

The Castleton Public Library

Profit & Loss

April 2024

	<u>Apr 24</u>
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	1,542.97
9055.8 · Disability	107.60
9060.8 · Health Insurance	<u>776.30</u>
Total 9000 · Employee - Benefits	<u>2,426.87</u>
Total Expense	<u>26,001.65</u>
Net Ordinary Income	<u>-24,131.86</u>
Net Income	<u><u>-24,131.86</u></u>

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through April 2024

	Jan - Apr 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	9.00	0.00	9.00	100.0%
2082.12 · Lost Books	199.53	0.00	199.53	100.0%
2082.13 · Copies, Prints and Faxes	104.75	0.00	104.75	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	313.28	0.00	313.28	100.0%
Total 2082 · Library Charges	313.28	0.00	313.28	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	0.00	3,325.00	-3,325.00	0.0%
Total 2360 · Intergovernmental Revenues	247,000.00	260,325.00	-13,325.00	94.9%
2401 · Interest & Earnings	129.10	500.00	-370.90	25.8%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,198.81	8,002.00	-1,803.19	77.5%
Total 2705 · Gifts & Donations	7,198.81	9,002.00	-1,803.19	80.0%
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)	143.70	1,436.00	-1,292.30	10.0%
2760.9 · Grants - Other	1,500.00	1,000.00	500.00	150.0%
Total 2760 · Library System Grants	1,643.70	17,636.00	-15,992.30	9.3%
599 · Appropriated Fund Balance	0.00	8,937.00	-8,937.00	0.0%
Total Income	256,284.89	296,400.00	-40,115.11	86.5%
Gross Profit	256,284.89	296,400.00	-40,115.11	86.5%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	22,576.91	67,925.00	-45,348.09	33.2%
7410.1B · Gross wages - Librarian	11,770.54	53,800.00	-42,029.46	21.9%
7410.1C · Gross wages - Assistant	19,494.28	64,298.00	-44,803.72	30.3%
Total 7410.11 · Employee Gross Wages	53,841.73	186,023.00	-132,181.27	28.9%
Total 7410.1 · Personal Services	53,841.73	186,023.00	-132,181.27	28.9%
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	0.00	1,850.00	-1,850.00	0.0%
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	1,298.28	10,200.00	-8,901.72	12.7%
74104B2 · Electronic Content	2,327.37	6,690.00	-4,362.63	34.8%
74104B1 · DVDs & Other Materials	349.33	1,900.00	-1,550.67	18.4%
7410.4B · Library Materials - Other	368.60	1,220.00	-851.40	30.2%
Total 7410.4B · Library Materials	4,343.58	22,110.00	-17,766.42	19.6%

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

	Jan - Apr 24	Budget	\$ Over Budget	% of Budget
7410.4C · Equipment/Technology	624.92	1,650.00	-1,025.08	37.9%
7410.4D · Programs				
74104D1 · Summer Reading Program	61.73	4,600.00	-4,538.27	1.3%
7410.4D · Programs - Other	1,184.87	3,000.00	-1,815.13	39.5%
Total 7410.4D · Programs	1,246.60	7,600.00	-6,353.40	16.4%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	18.00	800.00	-782.00	2.3%
7410.4E · Automated Services	1,996.00	3,992.00	-1,996.00	50.0%
7410.4G · Postage	186.48	400.00	-213.52	46.6%
7410.4H · Telephone/Data Links	388.86	1,377.00	-988.14	28.2%
7410.4I · Insurance	2,000.35	2,955.00	-954.65	67.7%
7410.4F · Office and Library Supplies	109.74	1,000.00	-890.26	11.0%
7410.4J · Professional Services	280.00	400.00	-120.00	70.0%
Total 7410.41 · Operations and Administrati...	4,979.43	10,924.00	-5,944.57	45.6%
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	11,229.48	42,314.00	-31,084.52	26.5%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	8,500.00	-8,500.00	0.0%
9030.8 · Social Security/Medicare	4,089.18	14,140.00	-10,050.82	28.9%
9040.8 · Workers Comp	193.42	900.00	-706.58	21.5%
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	3,105.20	19,563.00	-16,457.80	15.9%
Total 9060.8 · Health Insurance	3,105.20	22,563.00	-19,457.80	13.8%
Total 9000 · Employee - Benefits	7,495.40	46,603.00	-39,107.60	16.1%
Total Expense	72,566.61	296,400.00	-223,833.39	24.5%
Net Ordinary Income	183,718.28	0.00	183,718.28	100.0%
Net Income	183,718.28	0.00	183,718.28	100.0%

The Castleton Public Library
Balance Sheet
As of April 30, 2024

	<u>Apr 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	353,297.77
200.2 · Citizens Checking Account	9,825.54
200.9 · Petty Cash	50.00
Total Checking/Savings	<u>363,173.31</u>
Other Current Assets	
395 · Deposits with Other Government	5,000.00
Total Other Current Assets	<u>5,000.00</u>
Total Current Assets	<u>368,173.31</u>
TOTAL ASSETS	<u>368,173.31</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
600 · Accounts Payable	-0.02
Total Accounts Payable	<u>-0.02</u>
Total Current Liabilities	<u>-0.02</u>
Total Liabilities	-0.02
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	179,382.05
Net Income	183,718.28
Total Equity	<u>368,173.33</u>
TOTAL LIABILITIES & EQUITY	<u>368,173.31</u>

Director's Report – April

April 2024 – Usage Statistics in Comparison

	Apr. 2024	Apr. 2023	% Change, 2023 vs. 2022	Apr. 2022	% Change, 2023 vs. 2021
Circulation					
Circulation of materials at CPL	1,842	1,614	+14.1%	1,789	+3%
Items loaned to other libraries	297	362	-18%	328	-9.5%
Items borrowed from other libraries	882	628	+40.4%	782	+21.2%
eContent circulation	693	622	+11.4%	586	+18.3%
Programming					
Number of programs offered	25	31	-19.4%	20	+25%
Program attendance – in-person	280	257	+8.9%	91	+207.7%
Program attendance – kits	132	104	+26.9%	138	-4.3%
Total program attendance	412	361	+14.1%	229	+79.9%
Public Computer Use					
Public Computer Sessions	12	23	-47.8%	16	-25%
WiFi Use - daily unique users	776 (7.1 GB)	589 (5.7 GB)	+31.7%	542 (2.4 GB)	+43.2%
WiFi Hotspot Use	288.45 GB	62.47 GB	+361.7%	2.16 GB	+13,254.2%
Marketing Reach					
Website visits	1,934	1,954	-1%	839	+130.5%
Website unique visitors	565	1,136	-50.3%	410	+37.8%
Email newsletter list size	1,683	1,606	+48%	1,481	+13.6%
Facebook page followers	1,448	1,255	+15.4%	963	+50.4%
Facebook total reach	9,479	15,290	-38%	3,402	+178.6%
* = The number of kits distributed through 4/30 is used for the attendance number.					
** = Public computer stations were not reintroduced at CPL until 5/3/21.					

Programs – April

4/1/2024	Egg Carton Caterpillars	132
4/1/2024	Cool Science: Bath Fizzies	52
4/1/2024	After Dinner Book Club	3
4/2/2024	Pipe Cleaner Crafts	17
4/2/2024	Pajama Storytime	8
4/3/2024	Cookie Decorating	34
4/4/2024	Learn & Play Storytime	5
4/4/2024	Teen Time: Poetry Games	0
4/5/2024	Pool Noodle Unicorns	45
4/6/2024	Create a Chain Reaction	2
4/7/2024	Paint a Flowerpot	36
4/9/2024	Pajama Storytime	6
4/10/2024	Open Mic Night	18

4/11/2024	Learn & Play Storytime	6
4/12/2024	Device Help @Castle Hill	3
4/15/2024	Anything and Everything Salt Dough	4
4/16/2024	Pajama Storytime	6
4/17/2024	Afternoon Book Club	3
4/18/2024	Learn & Play Storytime	4
4/21/2024	DIY Climbing Toy	4
4/23/2024	Pajama Storytime	6
4/24/2024	Scrabble	3
4/25/2024	Special Storytime: All About Bees	6
4/29/2024	Paper Bag Puppets	0
4/30/2024	Pajama Storytime	9
	Month total	412

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

- April 24 – Meeting with Alison Lattimore, Librarian at Maple Hill Junior-Senior High School
- April 24 – Webinar: “Fostering Partnerships: School and Public Libraries Unite for Summer Reading Adventures”
- April 29 – Meeting with Stacey Rattner, Librarian at Castleton Elementary School
- April 30 – G.O.A.T. (Greatest of All Time) Teen Librarian Meetup at East Greenbush Community Library

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

- April 5 – UHLS Directors Association meeting (virtual meeting)
- April 8 – Village Board meeting
- April 9 – Bookmobile at Castle Hill senior housing
- April 11 – New York Library Association (NYLA) Leadership and Management Section (LAMS) meeting (virtual meeting)
- April 12 – Meeting with Michael Slik, Village of Castleton Mayor
- April 17 – Friends of CPL meeting
- April 18 – New York Library Association (NYLA) Continuing Education Committee (CEC) meeting (virtual meeting)
- April 22 – Village Board meeting
- April 30 – UHLS eContent Advisory Committee meeting (virtual meeting)



Classes and Events at Castleton Public Library

June 2024

Weekly Events



Pajama Storytime

Tuesdays at 6:00 p.m. June 4, 11, 18, 25; July 2.

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



Learn & Play Storytime

Thursdays at 10:30 a.m. June 6, 13, 20, 27. No storytime on July 4.

Children from birth to age 5 are invited to enjoy stories, rhymes, music, and movement!



Bridge Club

Fridays at 10:30 a.m. June 7, 14, 21, 28; July 5.

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

Other Events



Take & Make Craft Kit: Straw Rockets

Pick up anytime from Sunday, June 2 through Saturday, June 25.

Craft a rocket with straws, some tape, and paper, then launch it by blowing through the straw!



After Dinner Book Club

After Dinner Book Club: *Mrs. Nash's Ashes* by Sarah Adler

Monday, June 3, 7:00 p.m.

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



Spice of the Month Club

Spice of the Month Club: Oregano

Wednesday, June 5, 7:00 p.m.

For adults. Spice up your life and join us to learn about a different spice or herb each month. 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 at home.



Cool Science!

Cool Science: Potato Battery

Monday, June 10, 3:00-6:00 p.m.

Did you know you can power a light bulb with a potato? Try it yourself and find out how!



Open Mic Night

Wednesday, June 12, 6:00-8:00 p.m.

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



Father's Day Rock Craft

Thursday, June 13, 3:00-6:00 p.m.

Who rocks in your life? Come make a Father's Day "You Rock" sign or other rock craft to give to Dad, Grandpa, or another special person in your life. All ages welcome.



CPL Board of Trustees Meeting

Monday, June 17, 7:00 p.m.

Monthly meeting of the library's Board of Trustees. Members of the public are welcome to attend.



Summer Reading Kickoff

Wednesday, June 26, 11:30 a.m. – 6:30 p.m.

School is out and Summer Reading is in! Sign up for our Summer Reading Program and enjoy some free ice cream, courtesy of Stewart's Shops. Can't make it to the party? You can sign up for SRP all summer long!



Special Storytime: Mammals

Thursday, June 27, 10:30 a.m.

An environmental educator from Schodack Island State Park will join us for this special storytime all about mammals! Children will get to see and touch real mammal pelts and skulls.



Cool Science!

Cool Science: Coding Unplugged

Thursday, June 27, 3:00-5:00 p.m.

Recommended for ages 6-12. Code people instead of computers! Bring your thinking caps, a sense of humor, and willingness to explore as you code and are coded by a fellow human.



Library Rock Snake

Friday, June 28, 11:00 a.m. – 5:00 p.m.

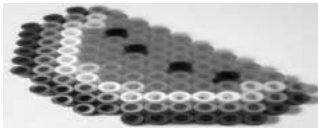
Help us build our library rock snake by joining us to paint a rock and adding it to our decorative snake!



Reptile Adventure

Saturday, June 29, 12:00 p.m.

Reptile Adventure presents a hands-on, interactive educational program with live tortoises, lizards, and snakes! Participants will get the opportunity to touch and hold some of the animals, and they'll be able to watch some of them eat. We'll discuss topics including ecology, adaptations, and invasive species. Funding for this event provided by Stewart's Shops Holiday Match Program.



Perler Bead Crafts

Sunday, June 30, 11:00 a.m. – 4:00 p.m.

Use your imagination to make awesome creations with perler beads! All ages welcome.



Kinetic Sand

Monday, July 1, 1:00-5:00 p.m.

Join us to mix your own kinetic sand, stay and play, and then bring some home too!



After Dinner Book Club

After Dinner Book Club: *American Baby: A Mother, a Child, and the Shadow History of Adoption* by Gabrielle Glaser

Monday, July 1, 7:00 p.m.

Our StoryWalks are Back!

Have you checked out our StoryWalks at Schodack Town Park and Schodack Island State Park? StoryWalks use pages from a picture book along a walking path so that families can enjoy reading and the outdoors at the same time. Each StoryWalk begins near the park's playground. The books change each month!

We have StoryWalks at two locations:

Schodack Island State Park, 1 Schodack Island Way, Schodack Landing, NY 12156
Schodack Town Park, 498 Poyneer Road, Nassau, NY 12123



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.