

North Greenbush Public Library  
Board of Trustees Meeting Agenda

February 27, 2025

1. Approval of Minutes
2. Old Business
  - a. Building Committee Update
  - b. Friends of the Library Update
  - c. Policy Updates–Open Meeting Policy
3. New Business
  - a. PT Bookkeeper
  - b. 2024 NYS Report
4. Director's Report
  - a. UHLS Updates
  - b. January 2025 Circulation
  - c. January 2025 Door Count and Programming Stats
5. Financial Reports
6. Announcements

**Next Meeting March 27, 2025 at 7:00 PM**

# North Greenbush Public Library Trustee Meeting Minutes

## Trustees Present:

Joan Behan  
Deborah Bernnard  
Delores Celeste  
Peggy Derevlany  
Jim Greenfield

Amy Hale  
Jean Holmes  
Ali Mariano  
Kimberly Margosian  
Mike Martinez  
Katie Myer

## Also in Attendance:

Mary Klimack, Library Director

**Call to Order:** Meeting called to order at 7:01 p.m. on January 23, 2025 by Katie Myer.

**Approval of Minutes:** Deborah Bernnard noted a typo in the November minutes, scheduling the anticipated closing date for April 15, 2026, rather than 2025. Upon motion by Joan Behan, seconded by Delores Celeste, the minutes of the November meeting were approved unanimously, with the correction noted. The November minutes will be amended for filing.

## Old Business

### Building Committee

#### Snyders Lake Road Development Status

The building committee met on December 11 with Paul Mays, Randall Beach and Bob Schofield to discuss next steps, and requested a quote from Paul for the site and design work required for purchase and public communications. The \$66,000 quote includes coordination with our attorneys, required site work, conceptual layouts, and drawings needed for public relations. It also includes the Phase 1 ESA, preparation of the EAF, assistance with SEQR, transportation analysis and geotechnical evaluation by LaBella Associates.

The board discussed the expense, noting that our long-term planning has provided adequate funds for both the purchase and for the required professional services.

Upon motion by Peggy Derevlany, seconded by Jean Holmes the board voted unanimously to allocate \$66,000 to cover these expenses which are required to purchase the property.

#### Snyders Lake Road PSA Status

Randall Beach sent the draft PSA to Mr. Mohamed's attorney, Dave Gruenberg, on November 20, 2024. On January 10, Mr. Gruenberg responded with the first round of comments. The committee immediately reviewed and responded. Randall revised the draft accordingly and sent back on January 15. Mr. Gruenberg acknowledged receipt, but has not responded. June 15 is the most optimistic closing date at this point.

### Communications

**Influencers Contact Outreach:** At our November meeting, Libby Post recommended a systematic outreach to our local government officials. Earlier this month, Peggy Derevlany prepared a Google worksheet and sent a link to all trustees with the names and positions of the relevant officials, and columns for contact lead, date of contact and comments. Libby will provide us with "talking points" which we should receive during February.

# North Greenbush Public Library Trustee Meeting Minutes

## Friends of the Library Update

- United for Libraries and Penguin Random House are accepting applications for grants to support libraries by assisting Friends groups with priority projects. The Friends will apply.
- The Friends are sponsoring a silent auction from January 21 through January 31 for the first four books of "The Irish Tearoom Mysteries." A teapot, tea and biscuits are included with the books in a gift basket which is on display at the circulation desk.
- The Dine to Donate event will take place at Bubbakoo's Burritos on March 11. Flyers were distributed at the meeting and trustees are urged to distribute them to friends and family. The Friends of the Library will receive 25% of the total sales from diners who present the flyer in the restaurant.
- The Friends have presented the library with a \$600 programming donation.
- The Friends are revising their by-laws to establish a schedule of meeting dates. Meetings are held in the Town Hall Annex.

## Social Media Policy

Prior to the meeting, Mary Klimack distributed the amended Social Media Use Policy which includes procedures for response to communications initiated through Facebook Messenger and Instagram Direct Messaging. Upon motion by Peggy Derevlany, seconded by Amy Hale, the revised Social Media Use Policy was approved unanimously.

## New Business

### Election of Officers

Katie Myer expressed her willingness to serve as the board president. Delores Celeste volunteered to serve as vice-president. Peggy Derevlany and Jim Greenfield agreed to continue to serve as secretary and treasurer, respectively. Upon motion by Peggy Derevlany, seconded by Amy Hale, the slate of officers was approved unanimously.

### Pay Rates

The finance committee reviewed staff payroll and recommend a 2.5% increase for library associates. Upon motion by Katie Myer, seconded by Mike Martinez, the pay increase, effective on February 7, 2025, was approved unanimously.

### Trustee Meeting Agendas

Two suggestions for the addition of permanent agenda items were made. First, "Courtesy of the Floor" language to establish protocols for public comment, and second, "Announcements" scheduling time within meetings to discuss information individual trustees want to share with their colleagues.

The board discussed the pros and cons of the timing of courtesy of the floor. Delores Celeste suggested that members of the public should register to speak, which is a procedure observed by many school boards. Mary Klimack will obtain sample language from other libraries.

# North Greenbush Public Library Trustee Meeting Minutes

## Announcements

Deborah Bernnard brought two announcements to the attention of the board.

- On Saturday, January 25 at 2 p.m., the Pine Hills Branch of the Albany Public Library is offering a free screening of the film “Free for All: The Public Library.”
- On Tuesday, February 4 at 10 a.m. CDLC is presenting “Sustainability in Libraries: A Path to Action.”

## Grant Applications

The grant committee will meet on February 21 to discuss upcoming opportunities. Jean Holmes noted that grant applications require recent audits. Mary Klimack will obtain quotes for an immediate audit, and funds for annual audits will be allocated in the library budget.

## Director’s Report

Mary Klimack presented the director’s report, including explanation of the UHLS’s new “Books by Mail” program designed to help disabled patrons access large print and audiobooks by mail.

The written report is incorporated into these minutes by reference. A copy will be filed with the minutes.

## Financial Reports

Financial reports were distributed to all trustees in advance of the meeting.

Jim Greenfield reported that we finished 2024 slightly under budget.

Upon motion by Peggy Derevlany, seconded by Katie Myer, the financial reports were approved unanimously.

**Adjournment:** The regular meeting was adjourned at 8:25 p.m. upon motion by Katie Myer seconded by Peggy Derevlany and approved unanimously.

Minutes prepared by Peggy Derevlany, Secretary

North Greenbush Public Library

Director's Report

February 27, 2025

Open Meeting Policy: During the research for the public comment period, I discovered that several libraries reference their "Public Comment Policies." It occurred to me that perhaps we should tackle that policy first, and follow it with an open meeting policy?

Public Comment Follow-Up: At our January meeting we discussed updating our protocols for public comment at meetings and I was tasked with finding out how other libraries do this and examples of their text. Several libraries actually have public comment policies in place. I have attached two examples to this report for your perusal. UHLS has also put together a very helpful "Public Comments Tip Sheet" and a sample policy (also attached.) The gist of these policies as well as the tip sheet says that there should be a public comment period right at the beginning of the meeting as well as a second comment period at the conclusion of the meeting (prior to any executive session.) These comment periods should have a time limit (generally from 15-30 minutes) and each individual commenter is given three minutes to speak. The Board President, or another designated trustee, is the only one who interacts with the public. All comments must be based on library related issues. The public comments are part of the meeting minutes. An important takeaway is that these are public comments and as such do not require an immediate response from the Board. It is important that the Board does not get into any sort of discussion with the person making the comment. The only Board member participating in the public comment period is the President (or their designee.) If responses are required, the Board can add them to the agenda of a future meeting so there is time to consider the Board's response. If there is not enough time to get through all the people who wish to comment, the library board can choose to have people submit their comments in writing or call a separate public meeting if it is a specific issue.

2024 NYS Report: Our 2024 report has been submitted to UHLS for review. They will double-check it for errors prior to the final submission due date of March 3. I have attached a copy for your review. The Board needs to document its approval of the 2024 State report in the minutes. UHLS provided some guidance on the text of the approval. Per UHLS: "The board resolution to approve the Annual Report could read, "The Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the 2024 Annual Report was reviewed and accepted by the Board."

UHLS Updates: Quiet on the UHLS front. They had a good turnout for Advocacy Day but they are asking that we all continue to let our legislators know how important

libraries are and how much we need their support. The New York Library Association has a [great webpage](#) with tools to help us easily advocate for libraries.

January Circulation: Circulation was down a bit over for January but the weather may have played a part in that.

### **January 2025 Door Count & Programming Stats**

#### **January Door Count**

##### **January Patrons**

Children: 238

Teens: 45

Adult: 529

Over 55: 745

**Total: 1557**

##### **January 2025 Events**

Storytime: 28 children/ 32 adults (3 sessions)

Crafternoon: 41 children/ 26 adults (3 sessions)

Tween Book Club:: 5 children/ 2 adults

Adult Book Club: 4 adults

Tutoring: 4 children/ 1 teen/ 7 adults

Diamond Art: 8 adults/ 1 teen

Tech Help 1 Adults



## Upper Hudson Library System Tip Sheet

### **Public Comment at Board Meetings: Tips for Library Boards**

The purpose of a public comment segment of a public meeting is to allow members of the public to address the Board. Transparency in conducting library business and respectful attention to community needs are essential to library success. Having a public comment segment on the board's meeting agenda is a necessary step in a positive relationship between the library and the community. However, board meetings are for conducting library business. The public comment segment must be managed so that the board can do its work.

To effectively manage the public comment segment at a board meeting:

#### Share the board's expectations prior to public comment

Just before opening the floor to public comment, share the specifics of the board's public comment policy. The Board President may read the policy or share specifics such as time limits for speakers, decorum requirements, addressing all comments to the board as a whole, and rules governing confidentiality. Consider putting this information on a handout for distribution if needed.

#### Request that participants sign in

Asking any attendees who wish to speak during public comment to sign in prior to the start of the meeting allows you to call participants to the microphone by name in the order they signed up. After all of the participants who signed up have spoken, be sure to issue a call for any other speakers. Note that NYS Open Meetings Law prohibits a public body from requiring identification as a condition for speaking, and further OML also prohibits a public body from limiting public comment based on residency, meaning that any member of the general public may attend and participate in public comment as long as they abide by the rules laid out in the library's public comment policy.

#### Establish a plan for follow-up

Should a stakeholder comment on an issue that requires an administrative response, the board should have a clear plan that identifies to whom the speaker should be referred and how the results will be communicated back to the board (if desired). In the case of a challenge, services/programs should not be

discontinued nor materials made unavailable during the follow-up and review process.

How may the board respond to inquiries from speakers during public comments?  
Remember that board meetings are for conducting library business. Meetings are not the right forum for answering questions, nor should the board engage in debate with members of the public in a public meeting.

The board president should be the only person responding to public comments. Make sure that the other trustees understand that their obligation is to listen and not comment.

Here's what to say:

- Questions: The board can request the director to follow up with the speaker at a later date (but the next business day is ideal) to address their concerns.
  - Comments:  
“Thank you.” OR  
“Your time is up. Thank you. Next speaker.”
- While it may be appropriate for you to ask a clarifying question, in only three instances is a response from the board president recommended :
1. When the comments made are not factual. Clarify the misinformation and then move on.
  2. When the inquiry can be answered by existing policy. Say, “Please refer to our [name of policy] for more information.”
  3. When the topic warrants placement on a future agenda. Say, “The board will add your request to the agenda of the next board meeting.”

How should we position the microphone or podium?

The microphone or podium placement should allow all board members to clearly see and hear the speaker. The position may be in front of the audience.

How do we handle inappropriate/angry or unruly speakers?

When a speaker addresses the board in a manner inconsistent with the board's policy (going past their time allotment, using profanity, speaking about individual staff members, making threats, etc.), the Board President has the authority to end the speaker's comments or to close the public comment portion of the meeting. Here's the process:



- First step: remind the speaker of the board's policy and give them an opportunity to continue or finish their comment.
- Second step: if the infractions continue, end the speaker's comments. Say, "Mr./Ms. [speaker's name], your opportunity for comment is finished." Then call the next speaker.
- If the public comment portion of the meeting gets out of control, any member of the board can call for a brief recess and pause the meeting. The Board President will state the time at which the meeting will resume. At that time, you may want to remind participants of the specifics of the public comment policy, focusing on conduct.

#### What if there is an overwhelming number of people who wish to speak?

There are several options for this situation:

- You may ask anyone who isn't given the opportunity to speak at the meeting due to time constraints to submit comments to the board in writing.
- You may schedule a separate public hearing on an issue. There is no hard and fast rule about when to schedule a separate public hearing for an issue. Factors that go into that decision include how time-sensitive the issue is, and how many more people want to speak than can be accommodated in the public comment segments. Also consider that announcing a public hearing on a topic allows the other side - whatever the other side is - to show up to represent. Ultimately it's a judgment call for the Board.
- You may choose to limit the number of repetitive comments. For example, if there is an issue regarding a specific library program, and 30 people come to the meeting asking to share the same message, you may announce that the board will limit the number of comments on the same subject to a certain number. But this option should be managed carefully to ensure that the library board does not show favoritism to either side of the issue.

For more information, contact Tim Burke, UHLS Executive Director, at [tim.burke@uhls.org](mailto:tim.burke@uhls.org) or 518-437-9880 ext. 222.



# Upper Hudson Library System Policy Template

## Public Comment Policy for Library Board Meetings

The [Library Name] values public input and encourages individuals to participate in library board meetings. This policy outlines guidelines for public comments during board meetings to ensure that the community has an opportunity to be heard while ensuring the Board is able to meet its primary responsibility, conducting the business of the library.

### Public Comment Procedure

- a. Before the beginning of a library board meeting, a sign in sheet will be available. Persons wishing to speak are asked to print their name and their address.
- b. After the meeting has been called to order, a second sign in sheet will be available for persons wishing to speak who did not get to sign in on the first one.
- c. When the public comment item in the agenda is reached, the speakers on the first list will be heard in the order that their names appear, followed by the speakers on the second list in the order that their names appear. The total time for the public comment period will be limited to 20 minutes.
- d. Each speaker will have three minutes to comment.
- e. Speakers may not give their comment time to any other speaker in order to extend that individual's time to comment.
- f. If any speaker on the lists does not have a chance to address the board at the meeting, he or she may submit comments in writing.

### Public Comment Guidelines

- a. **Respectful Conduct:** Public comments should be presented in a respectful and civil manner, fostering constructive dialogue and maintaining decorum. Personal attacks, harassment, or disruptive behavior will not be tolerated. Public comments must refrain from profane language and from discrimination based on race, ethnicity, gender, religion, sexual orientation, disability, or any other protected characteristic.

b. Confidentiality: Public comments should not include personal or confidential information about individuals unless such information is already publicly available or required by law.

c. Moderation: The library board chair or designated presiding officer retains the authority to enforce this policy during the meeting, including time limits and maintaining a respectful environment.

**BETHLEHEM PUBLIC LIBRARY**  
**COMMUNITY MEMBER PARTICIPATION IN LIBRARY BOARD MEETINGS**

*Policy adopted by the Board of Trustees November 1993*

*Policy revised September 12, 2011*

*Policy revised June 14, 2021*

Visitors to Bethlehem Public Library board meetings are recognized by the president and asked to introduce themselves and identify the organization (if any) they represent.

At the start of a meeting, a maximum of 30 minutes is allowed for public comment. At the conclusion of a meeting, a maximum of 30 minutes is allowed for public comment. Individual participation is limited to three (3) minutes. Time allotments may be adjusted at the discretion of the president of the board.

Community members may comment on any library-related subject. The board does not allow discussion of matters unrelated to library business. Board and staff members answer visitors' questions when the facts are immediately available; some questions may need to be referred for study and future response.

Community members may also direct specific inquiries, comments, or concerns to the library director. In cases where satisfactory resolution of an inquiry or concern cannot be reached, the community member can appeal any decision or response of the library director directly to the board.

Correspondence can be directed to:

Board President  
Bethlehem Public Library  
451 Delaware Ave  
Delmar, NY 12054

Or e-mailed to the library director at [www.bethlehempubliclibrary.org/about-us/contact-us/contact-the-director](http://www.bethlehempubliclibrary.org/about-us/contact-us/contact-the-director).

Correspondence received will be shared among the board members who will decide on an appropriate response.



## Public Comment Policy

The East Greenbush Community Library Board of Trustees welcomes input from members of the public at public hearings, board meetings, and committee meetings. This policy outlines the guidelines for public comments during these meetings to ensure that individuals have a chance to express their views and provide input as the Board conducts library business.

### Policy Guidelines

- The agenda for each Board of Trustees' meeting will include a 15-minute Public Comment period at the beginning of the meeting. An additional Public Comment period may be added at the end of the meeting if it is deemed necessary to accommodate public comments. The Board President or designee may adjust the duration of the Public Comment period.
- Members of the public are invited to express their views during the Public Comment period of the meeting. Those who wish to speak shall sign in prior to the start of the meeting with their name, town of residence, and the topic of their comments. If they are representing a group, they should specify the group's name.
- In cases where individuals cannot attend in person, they may submit their comments to the library director via email or phone, provided that they do so no later than 24 hours before the meeting begins.
- The Board President or their designee will determine the order in which individuals are recognized to speak.
- Each individual speaking during the Public Comment period will be given a maximum of three (3) minutes to share their comments. Board President or their designee will track elapsed time.
- Speakers are not allowed to transfer any portion of their 3 minutes to another speaker.
- Comments made by members of the public must be addressed to the Board as a whole and pertain to library matters.
- The Board is not obligated to answer questions or act in response to requests made by speakers during a public meeting. Public comment time is meant for public contributions, not for direct discussion with the Board.
- The President or their designee, shall be the only person interacting with the public comment period, unless otherwise determined by the President.
- Speakers are not required to be residents of the Town of East Greenbush to make comments at a public meeting.
- All visual and audio elements during public library meetings, as per the NYS Open Meetings Law, must be accessible to those attending remotely.
- Speakers are expected to show respect to the Board members, the Library Director, and fellow members of the public. Disruptive behavior may result in loss of comment time, expulsion from the meeting, or other actions necessary to restore order and safety. "Disruptive behavior" includes but is not limited to physical violence; insulting, harassing or abusive verbal behavior, loud or intrusive behavior that disrupts the meeting, removal or damage to library materials or property; or behavior intended to incite unrest.

Adopted, Library Board of Trustees, October 17, 2023



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- The Board President or their designee may prohibit a speaker from further commenting if they exceed the time limit or engage in disruptive commentary or behavior, as identified above.
- If not all speakers requesting time to speak have been recognized before the allotted Public Comment period ends, the Board President or their designee is authorized to take one of the following actions:
  - a) Extend the Public Comment period to accommodate remaining speakers.
  - b) Schedule a public hearing on the issue at a future date.
  - c) Accommodate remaining speakers during the public comment segment at a future Board meeting.
- The library meeting minutes will include the names of any public speakers and a summary of comments.

Adopted, Library Board of Trustees, October 17, 2023

### NGRN Circulation by Category

January 2025

Category	Total Circ	Borrowed From	Loaned To
Adult Audio	196	48	117
Adult Fiction	1528	459	423
Adult Nonfiction	647	379	178
Adult Periodicals	101	0	0
Adult Video	685	179	227
Electronic	0	0	0
Juvenile Audio	36	2	8
Juvenile Fiction	1264	140	248
Juvenile Nonfiction	219	36	104
Juvenile Periodicals	4	0	0
Juvenile Video	151	23	23
Miscellaneous	0	0	0
Unknown	25	7	0
YA Audio	1	1	0
YA Fiction	92	36	46
YA Nonfiction	13	5	8
YA Periodicals	0	0	0
YA Video	1	1	0
<b>Total:</b>	<b>4963</b>	<b>1316</b>	<b>1382</b>

**Total Circ** is the number of items that were loaned over your circ desk. This figure includes the **Borrowed From** total.

**Borrowed From** is the number of other libraries' items that were loaned over your circ desk.

**Loaned To** is the number of your items that were loaned over other libraries' circ desks.

### NGRN Circulation by Category

January 2024

Category	Total Circ	Borrowed From	Loaned To
Adult Audio	264	85	114
Adult Fiction	1598	392	443
Adult Nonfiction	605	344	206
Adult Periodicals	95	0	0
Adult Video	888	151	302
Electronic	4	4	0
Juvenile Audio	36	4	6
Juvenile Fiction	1444	182	314
Juvenile Nonfiction	273	78	158
Juvenile Periodicals	3	0	0
Juvenile Video	107	7	28
Miscellaneous	0	0	0
Unknown	16	4	0
YA Audio	0	0	1
YA Fiction	67	18	53
YA Nonfiction	14	8	6
YA Periodicals	0	0	0
YA Video	0	0	0
<b>Total:</b>	<b>5414</b>	<b>1277</b>	<b>1631</b>

### NGRN Items Holdings

January 2025

Category	Total Items	Added this month	Added YTD	Withdrawn this month	Withdrawn YTD
Adult Audio	4791	2	2	0	0
Adult Fiction	17087	40	40	14	14
Adult Nonfiction	6713	15	15	5	5
Adult Periodicals	712	16	16	2	2
Adult Video	4720	6	6	2	2
Electronic	0	0	0	0	0
Juvenile Audio	670	0	0	1	1
Juvenile Fiction	12226	29	29	2	2
Juvenile Nonfiction	6021	18	18	0	0
Juvenile Periodicals	143	2	2	0	0
Juvenile Video	1259	1	1	0	0
Miscellaneous	303	0	0	0	0
Unknown	34	0	0	0	0
YA Audio	74	0	0	0	0
YA Fiction	2014	2	2	1	1
YA Nonfiction	261	1	1	0	0
YA Periodicals	0	0	0	0	0
YA Video	0	0	0	0	0
<b>Total:</b>	<b>57028</b>	<b>132</b>	<b>132</b>	<b>27</b>	<b>27</b>

### NGRN Items Holdings

January 2024

Category	Total Items	Added this month	Added YTD	Withdrawn this month	Withdrawn YTD
Adult Audio	5055	6	6	2	2
Adult Fiction	16718	34	34	3	3
Adult Nonfiction	6700	10	10	1	1
Adult Periodicals	658	38	38	1	1
Adult Video	4642	17	17	0	0
Electronic	0	0	0	0	0
Juvenile Audio	671	0	0	0	0
Juvenile Fiction	12518	19	19	35	35
Juvenile Nonfiction	5935	3	3	2	2
Juvenile Periodicals	119	5	5	0	0
Juvenile Video	1246	1	1	0	0
Miscellaneous	314	0	0	0	0
Unknown	39	2	2	0	0
YA Audio	74	0	0	0	0
YA Fiction	2161	3	3	6	6
YA Nonfiction	230	0	0	1	1
YA Periodicals	0	0	0	0	0
YA Video	0	0	0	0	0
<b>Total:</b>	<b>57080</b>	<b>138</b>	<b>138</b>	<b>51</b>	<b>51</b>



North Greenbush Public Library

Assets

As of February 24, 2025

Current Operating Accounts	\$ 1,004,055.25
Capital Reserve Fund-non liquid accounts	\$ 284,485.02
Capital Reserve Fund-liquid accounts	\$ 307,283.15
Prepaid Expenses & FUTA Receivable	\$ <u>2,172.14</u>
 Total Assets	 \$ 1,597,995.56

North Greenbush Public Library  
Balance Sheet  
02/24/2025

CURRENT ASSETS

Current Operating Accounts

Key Bank Payroll Account	\$	47,821.10
Trustco Operating Account	\$	285,154.97
Trustco Bank Depository Accc	\$	<u>671,079.18</u>

Total Operating Accounts \$ 1,004,055.25 \$ 1,004,055.25

Long Term Capital Reserve

Pioneer Bank Money Market	\$	116,022.65
Trustco Bank CD 2009	\$	16,915.19

Total Long Term Capital Account \$ 132,937.84

Long Term Building Fund Reserve

Key Bank	\$	231,597.83
Trustco Bank CD	\$	<u>75,685.32</u>

Total Building Fund Reserve \$ 307,283.15

Total Capital Reserve Fund \$ 440,220.99

Capital Reserve Fund

Trustco Cash Account	\$	<u>151,547.18</u>
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Total Capital Reserve Fund \$ 151,547.18 \$ 151,547.18

Prepaid Expenses & FUTA Receivable \$ 2,172.14 \$ 2,172.14

Total Assets \$ 1,597,995.56

# North Greenbush Public Library

## Statement of Financial Position

As of February 24, 2025

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Capital Account	0.00
Pioneer Bank Money Market	116,022.65
Trustco Bank CD-2009	16,915.19
<b>Total Capital Account</b>	<b>132,937.84</b>
Checking Accounts	
Key Bank Payroll Account	47,821.10
Trustco Operating Account	285,154.97
<b>Total Checking Accounts</b>	<b>332,976.07</b>
Savings Accounts	
Trustco Bank Depository Account	671,079.18
Trustco Cash Account	151,547.18
<b>Total Savings Accounts</b>	<b>822,626.36</b>
<b>Total Bank Accounts</b>	<b>\$1,288,540.27</b>
Other Current Assets	
Building Funds	
Key Bank CD 2023	231,597.83
Trustco Bank CD	75,685.32
<b>Total Building Funds</b>	<b>307,283.15</b>
Interest Receivable	0.00
Prepaid expenses	1,896.00
<b>Total Other Current Assets</b>	<b>\$309,179.15</b>
<b>Total Current Assets</b>	<b>\$1,597,719.42</b>
Other Assets	
Other Assets - Futa Receivable	276.14
<b>Total Other Assets</b>	<b>\$276.14</b>
<b>TOTAL ASSETS</b>	<b>\$1,597,995.56</b>

# North Greenbush Public Library

## Statement of Financial Position

As of February 24, 2025

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued payroll	0.00
Payroll Liabilities	59,194.92
Federal Withholding	195,005.22
FICA	
Company	124,831.44
Employee	130,689.54
<b>Total FICA</b>	<b>255,520.98</b>
FUTA	4,385.21
Medicare	
Company	29,255.81
Employee	36,445.39
<b>Total Medicare</b>	<b>65,701.20</b>
NY - Disability Employee	3,042.45
State Withholding NY	67,958.94
SUINY	87.66
Company	21,571.20
<b>Total SUINY</b>	<b>21,658.86</b>
<b>Total Payroll Liabilities</b>	<b>672,467.78</b>
Payroll Tax Payable	
NYS WH	5,134.02
<b>Total Payroll Tax Payable</b>	<b>5,134.02</b>
<b>Total Other Current Liabilities</b>	<b>\$677,601.80</b>
<b>Total Current Liabilities</b>	<b>\$677,601.80</b>
<b>Total Liabilities</b>	<b>\$677,601.80</b>
Equity	
Opening Bal. Operating Funds	25,400.00
Retained Earnings	594,783.44
Net Revenue	300,210.32
<b>Total Equity</b>	<b>\$920,393.76</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,597,995.56</b>

# North Greenbush Public Library

## Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L

January 1 - February 24, 2025

	TOTAL	
	ACTUAL	BUDGET
<b>Revenue</b>		
Gifts & Endowments		
Donations	717.88	6,000.00
Friends of NGPL	600.00	300.00
<b>Total Gifts &amp; Endowments</b>	<b>1,317.88</b>	<b>6,300.00</b>
Library Charges		
Replacements		300.00
<b>Total Library Charges</b>		<b>300.00</b>
Local Public Funds		
Library Tax District	344,553.00	344,553.00
<b>Total Local Public Funds</b>	<b>344,553.00</b>	<b>344,553.00</b>
System Cash Grants		
UHLS Local Library Incentive		4,000.00
<b>Total System Cash Grants</b>		<b>4,000.00</b>
<b>Total Revenue</b>	<b>\$345,870.88</b>	<b>\$355,153.00</b>
<b>GROSS PROFIT</b>	<b>\$345,870.88</b>	<b>\$355,153.00</b>
<b>Expenditures</b>		
Liabilities, Taxes Paid		
Employee Retirement		13,000.00
Federal Withholding Tax	2,029.08	15,000.00
Insurance Paid - Disability	29.58	1,000.00
NYS Withholding Tax	856.08	6,000.00
Unemployment Paid - FUTA	558.67	1,000.00
Unemployment Paid - SUTA	519.86	3,000.00
Workers' Compensation Tax		1,300.00
<b>Total Liabilities, Taxes Paid</b>	<b>3,993.27</b>	<b>40,300.00</b>
Library Materials		
A-V Materials	498.76	7,000.00
Books	2,644.51	23,890.00
e-books	6,915.79	22,000.00
Large Print Books	250.39	2,000.00
Serials	853.99	3,000.00
<b>Total Library Materials</b>	<b>11,163.44</b>	<b>57,890.00</b>
Miscellaneous Expenses		
Architect/Lawyer/PR		31,700.00
Board's Expenses		500.00
Board's Liability Insurance		475.00
D&O Insurance	1,520.00	1,600.00
<b>Total Miscellaneous Expenses</b>	<b>1,520.00</b>	<b>34,275.00</b>
Operations & Maintenance		
Accountant, AUD, Payroll Servic	369.30	5,000.00
Building Cleaning		975.00

# North Greenbush Public Library

## Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L

January 1 - February 24, 2025

	TOTAL	
	ACTUAL	BUDGET
Computer		1,000.00
Computer Software		200.00
Equipment Rental / Cleaning		0.00
Furniture, Equip. Purchase		0.00
Network		0.00
Postage	78.11	250.00
Programming	163.01	2,500.00
Rent	2,100.92	12,606.00
Supplies, Copier		5,000.00
Supplies, Library	856.22	3,000.00
Telephone	55.86	700.00
UHLAN Fee	2,275.00	8,254.00
<b>Total Operations &amp; Maintenance</b>	<b>5,898.42</b>	<b>39,485.00</b>
Payroll Expenses		
Gross Wages	20,881.69	157,000.00
New York State Deferred Comp	180.00	1,500.00
NYS Retirement Withheld (3%)	188.66	1,500.00
SDI Refund		0.00
Vacation Pay		4,000.00
<b>Total Payroll Expenses</b>	<b>21,250.35</b>	<b>164,000.00</b>
Payroll Taxes		
FICA	1,534.78	16,000.00
FUTA	57.51	400.00
Medicare	358.96	2,500.00
SUINY		300.00
<b>Total Payroll Taxes</b>	<b>1,951.25</b>	<b>19,200.00</b>
<b>Total Expenditures</b>	<b>\$45,776.73</b>	<b>\$355,150.00</b>
<b>NET OPERATING REVENUE</b>	<b>\$300,094.15</b>	<b>\$3.00</b>
Other Revenue		
Interest Income		
Building Fund Interest Income	1.50	600.00
Capital Fund Interest		1,500.00
Savings Accounts Interest	114.67	1,000.00
Surplus Funds		0.00
<b>Total Interest Income</b>	<b>116.17</b>	<b>3,100.00</b>
<b>Total Other Revenue</b>	<b>\$116.17</b>	<b>\$3,100.00</b>
<b>NET OTHER REVENUE</b>	<b>\$116.17</b>	<b>\$3,100.00</b>
<b>NET REVENUE</b>	<b>\$300,210.32</b>	<b>\$3,103.00</b>

# North Greenbush Public Library

**Checking Accounts: Trustco Operating Account Ending Balance: \$285,154.97**

Date	Ref No. Type	Payee Account	Memo	Payment	Deposit	Stat Auto	Balance
02/12/2025	14373 Check	Mary S. Klimack -Split-		\$427.88			\$285,154.97
02/12/2025	14372 Check	MaryJanesFarm Library Materials:Serials		\$19.95			\$285,582.85
02/12/2025	14371 Check	Travel & Leisure Magazine Library Materials:Serials		\$40.00			\$285,602.80
02/12/2025	14370 Check	Reader's Digest Library Materials:Serials		\$21.00			\$285,642.80
02/12/2025	14369 Check	Mother Earth News Library Materials:Serials		\$29.95			\$285,663.80
02/12/2025	14368 Check	Time Magazine Library Materials:Serials	1 year renewal	\$25.00			\$285,693.75
02/12/2025	14367 Check	Old House Journal Library Materials:Serials		\$28.00			\$285,718.75
02/12/2025	14366 Check	Food Network Magazine Library Materials:Serials		\$39.97			\$285,746.75
02/12/2025	14365 Check	Hudson Valley Magazine Library Materials:Serials		\$18.00			\$285,786.72
02/12/2025	14364 Check	Men's Health Library Materials:Serials		\$29.97			\$285,804.72
02/12/2025	14363 Check	Brodart Co. -Split-		\$675.75			\$285,834.69
02/12/2025	14362 Check	Midwest Tape Exchange Library Materials:A-V Materials		\$366.56			\$286,510.44
02/12/2025	14361 Check	Overdrive Inc. Library Materials:e-books		\$1,053.54			\$286,877.00
02/12/2025	14360 Check	Quill Corporation Operations & Maintenance:Supplies, Library	inv 32872268, 32864326	\$654.09			\$287,930.54
02/12/2025	14359 Check	Town of North Greenbush Operations & Maintenance:Rent		\$1,050.46			\$288,584.63
02/12/2025	14358	T-Mobile	Wifi Hotspot payment	\$150.50			\$289,635.09

Date	Ref No.	Payee	Memo	Payment	Deposit	Stat	Balance
	Type	Account				Auto	
02/12/2025	14357	Check Library Materials:Books Philadelphia Insurance Companies	Insurance renewal 2024-2025	\$1,520.00			\$289,785.59
02/12/2025	14356	Check Miscellaneous Expenses:D&O Insurance Times Union	8 weeks	\$223.60			\$291,305.59
02/12/2025	14355	Check Library Materials:Serials New York State Deferred Compensation Plan		\$180.00			\$291,529.19
02/12/2025	14354	Check Payroll Expenses:New York State Deferred Comp Verizon		\$55.86			\$291,709.19
02/04/2025	EFT 349	Check Operations & Maintenance:Telephone New York State Retirement System	Jan 2025	\$90.90			\$291,765.05
01/24/2025		Check Payroll Expenses:NYS Retirement Withheld (3%)	money transfer to Operating Account		\$80,000.00	R	\$291,855.95
01/24/2025	14353	Transfer Savings Accounts:Trustco Bank Depository Account North Greenbush Public Library	money transfer to PAYROLL ACCT	\$50,000.00		R	\$211,855.95
01/24/2025	14352	Check Checking Accounts:Key Bank Payroll Account North Greenbush Public Library	Voided - money transfer to PAYROLL ACCT	\$0.00			\$261,855.95
01/22/2025	14351	Check Checking Accounts:Key Bank Payroll Account Overdrive Inc.		\$12.99		R	\$261,855.95
01/22/2025	14350	Check Library Materials:e-books Overdrive Inc.		\$144.40		R	\$261,868.94
01/22/2025	14349	Check Library Materials:e-books Upper Hudson Lib. System	2025 ERO Contribution, Q4 Hoopla Q1 UHLAN Fee, Overdrive Romance Ebooks	\$7,979.86		R	\$262,013.34
01/22/2025	14348	Check -Split- Upper Hudson Lib. System			\$0.00	R	\$269,993.20
01/22/2025	14347	Check -Split- Brodart Co.		\$551.55		R	\$269,993.20
		Check -Split-					



<b>Date</b>	<b>Ref No.</b>	<b>Payee Account</b>	<b>Memo</b>	<b>Payment</b>	<b>Deposit</b>	<b>Stat</b>	<b>Balance Auto</b>
01/22/2025	14346	The Olana Partnership Library Materials:Books		\$150.00		R	\$270,544.75
01/22/2025	14345	Junior Library Guild Library Materials:Books	Inv 640983	\$879.34		R	\$270,694.75
01/22/2025	14344	New York Times Library Materials:Serials		\$172.00		R	\$271,574.09
01/22/2025	14343	Times Union Library Materials:Serials	8 weeks	\$206.55		R	\$271,746.09
01/22/2025	14342	Town of North Greenbush Operations & Maintenance:Rent	JAN 2025 rent	\$1,050.46		R	\$271,952.64
01/22/2025	14341	Shelter Point Insurance Payroll Liabilities:NY - Disability Employee	NY Disability Base Insurance premium	\$342.00		R	\$273,003.10
01/22/2025	14340	T-Mobile Library Materials:Books	Wifi Hotspot payment	\$301.00		R	\$273,345.10
01/22/2025	14339	Quill Corporation Operations & Maintenance:Supplies, Library	inv 32872268, 32864326	\$202.13		R	\$273,646.10
01/22/2025	14338	Midwest Tape Exchange Library Materials:A-V Materials		\$132.20		R	\$273,848.23