

North Greenbush Public Library
Board of Trustees Meeting Agenda

April 24, 2025

1. Approval of Minutes
2. Old Business
 - a. Building Committee Update
 - b. Friends of the Library Update
 - c. Policy Updates—Open Meeting Policy Draft
 - d. Part time Bookkeeper
 - e. Website Update
3. New Business
4. Director's Report
 - a. UHLS Updates
 - b. March 2025 Circulation
 - c. March 2025 Door Count and Programming Stats
5. Financial Reports
6. Announcements

Next Meeting May 22, 2025 at 7:00 PM

North Greenbush Public Library Trustee Meeting Minutes

Trustees Present:

Joan Behan
Deborah Bernnard
Delores Celeste
Jim Greenfield
Amy Hale

Jean Holmes
Kim Margosian
Ali Mariano
Mike Martinez
Katie Myer

Trustees Absent:

Peggy Derevlany

Also in Attendance:

Mary Klimack, Library Director

Call to Order: Meeting called to order at 7:00 PM on March 27, 2025 by Katie Myer

Approval of Minutes: Mary Klimack noted that two trustees (Kim Margosian and Delores Celeste) were not listed as absent in the February minutes. Upon motion by Amy Hale, seconded by Delores Celeste, the minutes of the February meeting were approved unanimously with the correction noted. The February minutes will be amended for filing.

Old Business

Building Committee

Snyder's Lake Road PSA Status

Katie Myer reported that there were no major updates on the PSA. Our attorney, Randall Beach sent our response to Mr Mohamed's attorney on March 11, 2025. We are awaiting a response. Katie will reach out to Mr Beach for an update and to verify that there have not been discussions between Mr Mohamed's attorney and Mr Beach that the Board is not aware of.

Paul Mays reached out about scheduling the engineers for the first phase of the site study. Katie Myer signed the contract submitted by Butler, Rowland and Mays and approved by the Board at the January 23rd, 2025 meeting. Paul will communicate with the engineers about scheduling so that the project can commence soon after the PSA is signed.

Friends of the Library Update

- The Friends hosted a successful Dine to Donate fundraiser on March 11 at Bubbakoo's Burritos. The event was very popular and earned \$232 for the Friends.

- There are three Easter baskets being raffled off on April 14th. They are currently on display in the library
- National Library Week is April 6-April 12th. The Friends will be having a drawing contest for all ages based on the theme "Drawn to the Library." All entries will be displayed in the library. Four randomly chosen drawings will win a prize.
- They are working on a quilt raffle for the future.

Policy Updates-Public Comment Policy Draft

Mary Klimack distributed a draft of the Public Comment Policy in the board packet prior to the meeting. She briefly explained the policy and noted that the policy is a template created by the Upper Hudson Library System. The Board discussed the policy and made the following edits:

- The Board decided that there would be one period of public comment per meeting so sections of this policy that referred to a second comment period were removed.
- Delores Celeste noted that since each speaker is given 3 minutes to speak, we should change the duration of the public comment period from 20 minutes to 21 minutes.
- Added that written comments may be submitted to the attention of the Library Director at the Library.
- In the final section, updated the term library board chair to library board president

Upon motion by Katie Myer, seconded by Mike Martinez, the revised Public Comment Policy was approved unanimously.

Bookkeeper Follow Up:

Mary Klimack created a basic job description for a bookkeeper and polled other library directors on the current pay rate for library bookkeepers. Mary indicated that the position would likely only be 4-6 hours per month. The Board discussed the position and agreed that it would be a worthwhile addition. Mary will put together a job posting for this position that includes a job description and indicates that the job will be for 4-6 hours per month with a pay rate of \$250 per month. Mary will bring the job posting to the April meeting for additional discussion.

New Business None

Director's Report

Mary Klimack presented the director's report, including UHLS updates, circulation data and miscellaneous information.

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 our financial situation is in good order.

Upon motion by Delores Celeste, seconded by Ali Mariano, the financial reports were approved unanimously.

Announcements

The Grant Committee has been working together to identify grant options that would benefit the library. Deborah Bernnard indicated that many of these grants are only awarded to organizations with 501c3 status so the Friends of the NG Library will have to apply for some of the grants on the library's behalf.

The library received a generous donation from the Colarusso Family.

Gail Sanzone, a long time patron, recently passed away and her family kindly remembered the library in the obituary. We have received several donations in her memory.

The Library will be receiving a community award from the Rensselaer County Legislature. More to come on this award in April.

Adjournment: Meeting adjourned at 7:57 pm upon motion by Katie Myer, seconded by Joan Behan and approved unanimously.

Minutes prepared by Mary Klimack, Library Director

North Greenbush Public Library

North Greenbush Public Library is seeing a part-time bookkeeper. This position will work with the Library Director and the Treasurer. The position requires 4-6 hours of work per month most of which can be done remotely.

Job Duties:

- Reviews all invoices or requests for payment and prepares related checks in a timely manner, providing the Treasurer with supporting documents for review and final approval of payments.
- Reconciles accounts regularly
- Maintain monthly financial reports and develop spreadsheets as needed
- Compile statistical reports
- Assist in biweekly payroll process
- Keeps ledger for Library budget and assist Library Director with yearly budget figures
- Other duties as required

Qualifications:

- Experience using online QuickBooks, maintaining ledgers and running reports
- Accountant/CPA preferred but not required
- Strong aptitude for accuracy and attention to details, problem solving skills and mathematics
- Strong skill set for accounting and file management
- Good interpersonal skills with coworkers, vendor representatives and the public
- Flexibility and adaptability
- Adheres to policies and procedures relating to all aspects of library functions

Compensation:

- This position has a flexible schedule that pays \$250 per month.

To apply, please send your resume and cover letter to

library@northgreenbushlibrary.org or by mail to the attention of Mary Klimack at North Greenbush Public Library, 141 Main Ave, Wynantskill, NY 12198

North Greenbush Public Library

Director's Report

April 24, 2025

Open Meeting Policy: Open Meetings Law (OML) is mandated by the State and therefore we are required to follow it (which we already do.) I believe I was incorrect that we needed our own written policy for OML. We just need to continue to follow the state mandate.

Bookkeeper: Attached is the job advertisement I put together that includes the schedule and compensation we discussed at the March meeting. When we are ready to make it public, I will post it but I will also send it out to other local library directors to see if they know anyone who may be interested.

UHLS Updates: UHLS has named their new Executive Director. Chris Sagaas will begin on June 2. He is currently the director of Utica Public Library and is originally from Albany. Mary Fellows will be the Interim Director until Mr Sagaas takes over in June. The UHLS Annual Celebration will be held Wednesday, June 11 so this will be a great way to meet the new director. More info to come on the time and location for the annual awards.

Hoopla Costs: Hoopla is a digital platform that many libraries within UHLS subscribe to. It has a great collection of ebooks, e-audiobooks, downloadable music and streaming video. With hoopla, the library pays for its patrons' downloads and patrons are limited to 5 downloads per month. In the last year or so, hoopla has become increasingly popular and the cost per library is growing rapidly. UHLS is working with various libraries to see the best way to help control these costs. I am paying close attention as our hoopla cost has increased considerably recently. We paid almost \$2500 more for Hoopla in 2024 then we did in 2023. Since it is a pay per download cost model, it is hard to budget for. Several UHLS libraries are attempting different "guardrails" to try to level out the cost. More to come on this.

March Circulation: Circulation (and the door count) rebounded nicely in March! We also made a headway weeding adult fiction as well as audiobooks. The shelves for both of these collections were getting overcrowded.

March 2025 Door Count & Programming Stats

March Door Count

March Patrons

Children: 348

Teens: 78

March 2025 Events

Storytime: 49 children/ 44 adults (3 sessions)

Crafternoon: 28 children/ 18 adults (4 sessions)

Adult: 678
Over 55: 822
Total: 1926

Tween Book Club:: 5 children/ 3 adults
St Patrick's Day Scavenger Hunt: 12 children/ 8 adults
Tutoring: 8 children/ 1 teen/ 11 adults
Diamond Art: 10 adults/ 1 teen
Tech Help 2 Adults
Adult Book Club: 6 adults

NGRN Items Holdings

March 2025

Category	Total Items	Added this month	Added YTD	Withdrawn this month	Withdrawn YTD
Adult Audio	4796	9	11	20	23
Adult Fiction	17161	56	140	312	338
Adult Nonfiction	6736	11	44	5	12
Adult Periodicals	787	45	93	27	29
Adult Video	4748	20	36	0	2
Electronic	0	0	0	0	0
Juvenile Audio	672	4	4	1	4
Juvenile Fiction	12271	43	81	4	11
Juvenile Nonfiction	6031	3	30	0	2
Juvenile Periodicals	147	3	6	0	0
Juvenile Video	1262	3	4	0	0
Miscellaneous	302	0	0	1	1
Unknown	34	0	0	0	0
YA Audio	74	0	0	0	0
YA Fiction	2015	2	5	0	2
YA Nonfiction	264	0	4	1	1
YA Periodicals	0	0	0	0	0
YA Video	0	0	0	0	0
Total:	57300	199	458	371	425

NGRN Items Holdings

March 2024

Category	Total Items	Added this month	Added YTD	Withdrawn this month	Withdrawn YTD
Adult Audio	4908	7	20	156	317
Adult Fiction	16795	47	121	16	25
Adult Nonfiction	6715	7	28	1	3
Adult Periodicals	732	62	113	0	1
Adult Video	4652	10	28	2	3
Electronic	0	0	0	0	0
Juvenile Audio	670	0	0	0	1
Juvenile Fiction	12357	29	75	136	354
Juvenile Nonfiction	5952	16	23	1	3
Juvenile Periodicals	125	6	11	0	0
Juvenile Video	1249	3	4	1	1
Miscellaneous	314	0	0	0	0
Unknown	53	2	4	0	0
YA Audio	74	0	0	0	0
YA Fiction	2098	6	18	1	79
YA Nonfiction	242	12	12	0	2
YA Periodicals	0	0	0	0	0
YA Video	0	0	0	0	0
Total:	56936	207	457	314	789

NGRN Circulation by Category
March 2025

Category	Total Circ	Borrowed From	Loaned To
Adult Audio	264	89	111
Adult Fiction	1537	445	380
Adult Nonfiction	605	375	228
Adult Periodicals	147	0	0
Adult Video	777	253	217
Electronic	0	0	0
Juvenile Audio	57	10	13
Juvenile Fiction	1651	262	269
Juvenile Nonfiction	286	32	117
Juvenile Periodicals	3	0	0
Juvenile Video	282	31	22
Miscellaneous	3	3	0
Unknown	21	4	0
YA Audio	3	1	0
YA Fiction	114	52	38
YA Nonfiction	8	3	8
YA Periodicals	0	0	0
YA Video	0	0	0
Total:	5758	1560	1403

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
March 2024

Category	Total Circ	Borrowed From	Loaned To
Adult Audio	307	116	116
Adult Fiction	1570	471	383
Adult Nonfiction	597	349	201
Adult Periodicals	121	0	0
Adult Video	641	149	235
Electronic	0	0	0
Juvenile Audio	63	3	2
Juvenile Fiction	1463	209	291
Juvenile Nonfiction	236	29	125
Juvenile Periodicals	4	0	0
Juvenile Video	171	28	23
Miscellaneous	0	0	0
Unknown	22	5	0
YA Audio	2	1	2
YA Fiction	84	19	42
YA Nonfiction	9	6	3
YA Periodicals	0	0	0
YA Video	0	0	0
Total:	5290	1385	1423

North Greenbush Public Library

Assets

As of April 21, 2025

Current Operating Accounts	\$ 968,775.01
Capital Reserve Fund-non liquid accounts	\$ 291,460.82
Capital Reserve Fund-liquid accounts	\$ 307,345.79
Prepaid Expenses & FUTA Receivable	<u>\$ 2,172.14</u>
 Total Assets	 \$ 1,569,753.76

North Greenbush Public Library

Balance Sheet

04/21/2025

CURRENT ASSETS

Current Operating Accounts

Key Bank Payroll Account \$ 24,711.24

Trustco Operating Account \$ 272,984.59

Trustco Bank Depository Accc \$ 671,079.18

Total Operating Accounts \$ 968,775.01 \$ 968,775.01

Long Term Capital Reserve

Pioneer Bank Money Market \$ 117,124.75

Trustco Bank CD 2009 \$ 16,930.67

Total Long Term Capital Account \$ 134,055.42

Long Term Building Fund Reserve

Key Bank \$231,597.83

Trustco Bank CD \$ 75,747.96

Total Building Fund Reserve \$ 307,345.79

Total Capital Reserve Fund \$ 441,401.21

Capital Reserve Fund

Trustco Cash Account \$ 157,405.40

Total Capital Reserve Fund \$ 157,405.40 \$ 157,405.40

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

Total Assets \$ 1,569,753.76

Statement of Financial Position

North Greenbush Public Library

As of April 21, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Capital Account	0
Pioneer Bank Money Market	117,124.75
Trustco Bank CD-2009	16,930.67
Total for Capital Account	\$134,055.42
Checking Accounts	0
Key Bank Payroll Account	24,711.24
Trustco Operating Account	272,984.59
Total for Checking Accounts	\$297,695.83
Savings Accounts	0
Trustco Bank Depository Account	671,079.18
Trustco Cash Account	157,405.40
Total for Savings Accounts	\$828,484.58
Total for Bank Accounts	\$1,260,235.83
Accounts Receivable	
Other Current Assets	
Building Funds	0
Key Bank CD 2023	231,597.83
Trustco Bank CD	75,747.96
Total for Building Funds	\$307,345.79
Interest Receivable	
Prepaid expenses	1,896.00
Total for Other Current Assets	\$309,241.79
Total for Current Assets	\$1,569,477.62
Fixed Assets	
Other Assets	
Other Assets - Futa Receivable	276.14
Total for Other Assets	\$276.14
Total for Assets	\$1,569,753.76

Statement of Financial Position

North Greenbush Public Library

As of April 21, 2025

DISTRIBUTION ACCOUNT	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Credit Cards	
Other Current Liabilities	
Accrued payroll	
Payroll Liabilities	\$59,194.92
FICA	0
Company	126,373.14
Employee	131,524.86
Total for FICA	\$257,898.00
FUTA	4,385.27
Federal Withholding	197,045.19
Medicare	0
Company	29,616.34
Employee	36,640.72
Total for Medicare	\$66,257.00
NY - Disability Employee	3,081.89
SUINY	\$87.66
Company	21,924.52
Total for SUINY	\$22,012.11
State Withholding NY	68,820.63
Total for Payroll Liabilities	\$678,695.00
Payroll Tax Payable	0
NYS WH	5,134.02
Total for Payroll Tax Payable	\$5,134.02
Total for Other Current Liabilities	\$683,829.10
Total for Current Liabilities	\$683,829.10
Long-term Liabilities	
Total for Liabilities	\$683,829.10
Equity	
Retained Earnings	592,495.50
Net Income	268,029.16
Opening Bal. Operating Funds	25,400.00
Total for Equity	\$885,924.66
Total for Liabilities and Equity	\$1,569,753.76

North Greenbush Public Library

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January 1 - April 21, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
Gifts & Endowments				
Donations	6,502.88	6,000.00	502.88	108.38 %
Friends of NGPL	600.00	300.00	300.00	200.00 %
Total Gifts & Endowments	7,102.88	6,300.00	802.88	112.74 %
Library Charges				
Replacements		300.00	-300.00	
Total Library Charges		300.00	-300.00	
Local Public Funds				
Library Tax District	344,553.00	344,553.00	0.00	100.00 %
Total Local Public Funds	344,553.00	344,553.00	0.00	100.00 %
System Cash Grants				
UHLS Local Library Incentive		4,000.00	-4,000.00	
Total System Cash Grants		4,000.00	-4,000.00	
Total Revenue	\$351,655.88	\$355,153.00	\$ -3,497.12	99.02 %
GROSS PROFIT	\$351,655.88	\$355,153.00	\$ -3,497.12	99.02 %
Expenditures				
Liabilities, Taxes Paid				
Employee Retirement		13,000.00	-13,000.00	
Federal Withholding Tax	4,069.05	15,000.00	-10,930.95	27.13 %
Insurance Paid - Disability	69.02	1,000.00	-930.98	6.90 %
NYS Withholding Tax	1,717.77	6,000.00	-4,282.23	28.63 %
Unemployment Paid - FUTA	558.67	1,000.00	-441.33	55.87 %
Unemployment Paid - SUTA	962.41	3,000.00	-2,037.59	32.08 %
Workers' Compensation Tax		1,300.00	-1,300.00	
Total Liabilities, Taxes Paid	7,376.92	40,300.00	-32,923.08	18.31 %
Library Materials				
A-V Materials	1,465.16	7,000.00	-5,534.84	20.93 %
Books	6,767.44	23,890.00	-17,122.56	28.33 %
e-books	8,300.44	22,000.00	-13,699.56	37.73 %
Large Print Books	603.57	2,000.00	-1,396.43	30.18 %
Serials	1,267.94	3,000.00	-1,732.06	42.26 %
Total Library Materials	18,404.55	57,890.00	-39,485.45	31.79 %
Miscellaneous Expenses				
Architect/Lawyer/PR		31,700.00	-31,700.00	
Board's Expenses		500.00	-500.00	
D&O Insurance	1,520.00	1,600.00	-80.00	95.00 %
Fidelity/Employee Dishonesty Bond Coverage	474.00	475.00	-1.00	99.79 %
Total Miscellaneous Expenses	1,994.00	34,275.00	-32,281.00	5.82 %
Operations & Maintenance				
Accountant, AUD, Payroll Servic	707.70	5,000.00	-4,292.30	14.15 %
Building Cleaning	300.00	975.00	-675.00	30.77 %

North Greenbush Public Library

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January 1 - April 21, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Computer		1,000.00	-1,000.00	
Computer Software		200.00	-200.00	
Equipment Rental / Cleaning		0.00	0.00	
Furniture, Equip. Purchase		0.00	0.00	
Network		0.00	0.00	
Postage	78.11	250.00	-171.89	31.24 %
Programming	477.29	2,500.00	-2,022.71	19.09 %
Rent	4,201.84	12,606.00	-8,404.16	33.33 %
Supplies, Copier		5,000.00	-5,000.00	
Supplies, Library	2,303.04	3,000.00	-696.96	76.77 %
Telephone	169.49	700.00	-530.51	24.21 %
UHLAN Fee	2,275.00	8,254.00	-5,979.00	27.56 %
Total Operations & Maintenance	10,512.47	39,485.00	-28,972.53	26.62 %
Payroll Expenses				
Gross Wages	42,223.07	157,000.00	-114,776.93	26.89 %
New York State Deferred Comp	180.00	1,500.00	-1,320.00	12.00 %
NYS Retirement Withheld (3%)	368.28	1,500.00	-1,131.72	24.55 %
SDI Refund		0.00	0.00	
Vacation Pay		4,000.00	-4,000.00	
Total Payroll Expenses	42,771.35	164,000.00	-121,228.65	26.08 %
Payroll Taxes				
FICA	3,076.48	16,000.00	-12,923.52	19.23 %
FUTA	129.76	400.00	-270.24	32.44 %
Medicare	719.49	2,500.00	-1,780.51	28.78 %
SUINY		300.00	-300.00	
Total Payroll Taxes	3,925.73	19,200.00	-15,274.27	20.45 %
Total Expenditures	\$84,985.02	\$355,150.00	\$ -270,164.98	23.93 %
NET OPERATING REVENUE	\$266,670.86	\$3.00	\$266,667.86	8,889,028.67 %
Other Revenue				
Interest Income				
Building Fund Interest Income	64.14	600.00	-535.86	10.69 %
Capital Fund Interest	1,106.27	1,500.00	-393.73	73.75 %
Savings Accounts Interest	187.89	1,000.00	-812.11	18.79 %
Surplus Funds		0.00	0.00	
Total Interest Income	1,358.30	3,100.00	-1,741.70	43.82 %
Total Other Revenue	\$1,358.30	\$3,100.00	\$ -1,741.70	43.82 %
NET OTHER REVENUE	\$1,358.30	\$3,100.00	\$ -1,741.70	43.82 %
NET REVENUE	\$268,029.16	\$3,103.00	\$264,926.16	8,637.74 %

North Greenbush Public Library

Checking Accounts: Trustco Operating Account Ending Balance: \$272,984.59

Date	Ref No. Type	Payee Account	Memo	Payment Deposit	Balance
04/08/2025	EFT 351	New York State Retirement System	March 2025	\$90.44	\$272,984.59
	Check	Payroll Expenses:NYS Retirement Withheld (3%)			
04/02/2025	14408	Mary S. Klimack		\$656.60	\$273,075.03
	Check	-Split-			
04/02/2025	14407	Midwest Tape Exchange		\$546.56	\$273,731.63
	Check	Library Materials:A-V Materials			
04/02/2025	14406	Brodart Co.		\$649.66	\$274,278.19
	Check	-Split-			
04/02/2025	14405	Overdrive Inc.		\$557.94	\$274,927.85
	Check	Library Materials:e-books			
04/02/2025	14404	Overdrive Inc.		\$739.21	\$275,485.79
	Check	Library Materials:e-books			
04/02/2025	14403	Town of North Greenbush		\$1,050.46	\$276,225.00
	Check	Operations & Maintenance:Rent			
04/02/2025	14402	Mid America Books	Inv 549861	\$180.02	\$277,275.46
	Check	Library Materials:Books			
04/02/2025	14401	Charles Hannan	Library cleaning	\$300.00	\$277,455.48
	Check	Operations & Maintenance:Building Cleaning			
04/02/2025	14400	Hancock Shaker Village		\$250.00	\$277,755.48
	Check	Library Materials:Books			
04/02/2025	14399	T-Mobile	Wifi Hotspot payment	\$301.00	\$278,005.48
	Check	Library Materials:Books			
04/02/2025	14398	Demco	inv 7291890	\$362.06	\$278,306.48
	Check	Operations & Maintenance:Supplies, Library			
04/02/2025	14397	Smart Apple Media		\$90.89	\$278,668.54
	Check	Library Materials:Books			
04/02/2025	14396	Lakeview Books	Inv ARU0349431	\$118.95	\$278,759.43
	Check	Library Materials:Books			
04/02/2025	14395	R.J. Carignan Co.	board insurance policy 68846073 renewal inv#1521	\$474.00	\$278,878.38
	Check	Miscellaneous Expenses:Fidelity/Employee			

Date	Ref No.	Payee	Memo	Payment Deposit	Balance
	Type	Account			
		Dishonesty Bond Coverage			
04/02/2025	14394	Verizon		\$56.47	\$279,352.38
	Check	Operations & Maintenance:Telephone			
04/02/2025	14393	New York Times		\$197.00	\$279,408.85
	Check	Library Materials:Serials			
04/02/2025	14392	Quill Corporation	inv 32872268, 32864326	\$789.23	\$279,605.85
	Check	Operations & Maintenance:Supplies, Library			
04/02/2025	14391	Quill Corporation	Voided - inv 32872268, 32864326	\$0.00	\$280,395.08
	Check	Operations & Maintenance:Supplies, Library			
04/02/2025	14390	Nassau Free Library		\$25.00	\$280,395.08
	Check	Library Materials:Books			
04/02/2025	14389	The Wild Center	1 year library membership (museum pass)	\$90.00	\$280,420.08
	Check	Library Materials:Books			
04/02/2025	14388	Albany Institute of History & Art		\$100.00	\$280,510.08
	Check	Library Materials:Books			
04/02/2025	14387	New York State Parks	2023 Season Empire Pass (museum pass)	\$72.00	\$280,610.08
	Check	Library Materials:Books			