

North Greenbush Public Library
Board of Trustees Meeting Agenda

July 24, 2025

1. Approval of Minutes
2. Old Business
 - a. Building Committee Update
 - b. Friends of the Library Update
 - c. Website Update
3. New Business
 - a.
4. Director's Report
 - a. UHLS Updates
 - b. June 2025 Circulation
 - c. June 2025 Door Count and Programming Stats
5. Financial Reports
6. Announcements

Next Meeting September 25, 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
Kimberly Margosian
Ali Mariano
Mike Martinez
Katie Myer

Trustees Absent:

Jean Holmes

Also in Attendance:

Mary Klimack, Library Director

Call to Order: Meeting called to order at 7:01 p.m. on June 26, 2025 by Katie Myer.

Approval of Minutes: Upon motion by Katie Myer, seconded by Amy Hale, the minutes of the May meeting were approved unanimously.

Old Business

Building Committee

We have made significant progress towards the purchase of the property. The contract has been signed, and Paul Mays is working with LaBella Associates to conduct the Phase 1 ESA, including SEQR and environmental property studies.

Mary Klimack has received phone calls from a "concerned citizen" who claims that Mr. Mohamed does not have clear title to the property. There is an outstanding lawsuit between Mr. Mohamed and the Islamic Cemetery, however it is unclear if the parcel we are purchasing is part of the suit. This is of minimal concern since any title defects will be identified during the title search prior to closing.

The committee is scheduled to meet on June 30 with Paul Mays, Randall Beach and Bob Schofield to discuss next legal and technical steps. The committee is also scheduled to meet in July with Paul Mays to discuss preliminary building design ideas. Subsequent to that meeting, Paul will present his proposed designs to the board, tentatively scheduled for the September meeting.

Friends of the Library

- The Friends are conducting a book auction featuring three historical titles.
- A Speed Puzzle Contest is planned for July 27, with a registration fee of \$10/team. Posters have been designed and will be distributed throughout town.

Policy Updates: Patron Behavior Policy

The revised draft of the Patron Behavior Policy was distributed prior to the meeting for trustee review. Upon motion by Katie Myer, seconded by Mike Martinez, the Patron Behavior Policy was approved unanimously.

North Greenbush Public Library Trustee Meeting Minutes

Website

The technology used in the current website is obsolete and requires coding skills to update. It is hosted by a small company and the Library pays a fee. UHLS has the capability of hosting websites which allow library staff to update the site. The consensus of the board is that the site should be hosted by UHLS and a new site should be developed. Deborah Bernnard, Delores Celeste and Amy Hale volunteered to form a committee to develop a new website. Mary Klimack will speak with Joe at UHLS to determine next steps. The current site will continue to be maintained until the new one is launched.

New Business

2026 Budget

The proposed budget was distributed to the trustees prior to the meeting. Jim Greenfield summarized that it represents appropriately a 2% increase over the current year and includes all anticipated 2026 expenses. Upon motion by Peggy Derevlany, seconded by Amy Hale, the Proposed 2026 Budget was approved unanimously.

UHLS Construction Grant

Deborah Bernnard has researched the grant and informed the board that August 1 is the application date for the upcoming year. Mary Klimack has discussed this with Paul Mays, who indicated that applying this year would be premature since we do not have the specifics of our eventual grant requests.

Director's Report

Mary Klimack presented the director's report, including UHLS updates and circulation, door count and programming stats.

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.

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

Announcements

- The library has installed a new window air conditioner.

Adjournment: The meeting was adjourned at 7:53 p.m. upon motion by Peggy Derevlany, seconded by Katie Myer and approved unanimously.

Minutes prepared by Peggy Derevlany, Secretary

North Greenbush Public Library

Director's Report

July 21, 2025

Website Update: I spoke with Rob Carle and Joe Thornton at UHLS about the possibility of creating a new website for our library and transitioning it to the UHLS servers. They were very receptive and are happy to help us with the transition. They use WordPress and they can either put it together for us (they gave the [Poestenkill Library](#) site as an example of one they did) or we can choose a template, put it together and they will help us upload it. The timing would be our own since our current website can run until we are ready to debut a new one. We can work offline in WordPress for as long as we'd like. I need to verify with UHLS that our domain name would carry with us from the site that is currently hosting us. The new website and the transition would be at no cost to us. This is part of what our UHLAN dues cover. The website would be maintained by library staff with the UHLS team to fall back on if we have any technical issues. I also verified that the online booking system for museum passes is compatible with WordPress sites.

June Circulation: Circulation was definitely up in June. It has been very busy at the library since school let out so I assume that July's circulation numbers will also be higher.

Misc: The summer has been very busy at the library so far! We had the Kindergartner's from St Jude over for a field trip in early June to visit the library, read stories, get their library cards and learn about summer reading. We also passed out our annual bookmark contest sheet to the students at St Jude, Little Red and Gardiner-Dickinson and had a fantastic response! I visited all the pre-K and elementary classrooms at GD to advertise the summer reading program so hopefully it translates to a lot of summer reading registrations! I attached the calendar of children and teen events for our library to this packet.

June 2025 Door Count & Programming Stats

June Door Count

June Patrons

Children: 342

Teens: 96

Adult: 616

Over 55: 771

Total: 1825

June 2025 Events

Storytime: 70 children/ 62 adults (4 sessions)

Crafternoon: 23 children/ 16 adults (4 sessions)

Tween Book Club:: 3 children/ 2 adults

Adult Book Club: 6 adults

Tutoring: 5 children/ 6 teen/ 12 adults

Diamond Art: 8 adults/ 1 teen

Tech Help: 2 adults

LEGO Club: 2 children / 1 adult

Father's Day Card Station: 9 children/ 5 adults

St Jude Kindergarten: 22 children/ 8 adults

NGRN Circulation by Category

June 2025

Category	Total Circ	Borrowed From	Loaned To
Adult Audio	217	71	133
Adult Fiction	1580	444	347
Adult Nonfiction	636	348	184
Adult Periodicals	122	0	0
Adult Video	763	137	165
Electronic	0	0	0
Juvenile Audio	69	2	10
Juvenile Fiction	1629	183	201
Juvenile Nonfiction	211	38	84
Juvenile Periodicals	11	0	0
Juvenile Video	272	3	16
Miscellaneous	1	1	0
Unknown	28	4	0
YA Audio	1	1	0
YA Fiction	115	37	28
YA Nonfiction	10	1	7
YA Periodicals	0	0	0
YA Video	0	0	0
Total:	5665	1270	1175

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

June 2024

Category	Total Circ	Borrowed From	Loaned To
Adult Audio	193	43	155
Adult Fiction	1467	441	354
Adult Nonfiction	517	281	189
Adult Periodicals	147	0	0
Adult Video	657	101	206
Electronic	1	1	0
Juvenile Audio	76	1	9
Juvenile Fiction	1531	216	210
Juvenile Nonfiction	263	49	101
Juvenile Periodicals	1	0	0
Juvenile Video	126	1	14
Miscellaneous	2	0	0
Unknown	28	6	0
YA Audio	0	0	4
YA Fiction	122	38	39
YA Nonfiction	8	6	2
YA Periodicals	0	0	0
YA Video	0	0	0
Total:	5139	1184	1283

NGRN Items Holdings

June 2025

Category	Total Items	Added this month	Added YTD	Withdrawn this month	Withdrawn YTD
Adult Audio	4790	8	28	1	27
Adult Fiction	16968	35	275	6	362
Adult Nonfiction	6748	8	67	2	15
Adult Periodicals	778	21	179	0	97
Adult Video	4772	4	61	3	6
Electronic	0	0	0	0	0
Juvenile Audio	671	0	4	0	5
Juvenile Fiction	12305	7	129	3	23
Juvenile Nonfiction	6080	3	76	1	4
Juvenile Periodicals	153	0	12	0	0
Juvenile Video	1264	0	6	1	1
Miscellaneous	301	0	0	0	1
Unknown	34	0	0	0	0
YA Audio	75	0	1	0	0
YA Fiction	2018	1	7	1	3
YA Nonfiction	262	0	4	0	1
YA Periodicals	0	0	0	0	0
YA Video	0	0	0	0	0
Total:	57219	87	849	18	545

NGRN Items Holdings

June 2024

Category	Total Items	Added this month	Added YTD	Withdrawn this month	Withdrawn YTD
Adult Audio	4764	1	45	1	318
Adult Fiction	16874	49	245	6	60
Adult Nonfiction	6750	19	62	1	4
Adult Periodicals	832	31	206	1	5
Adult Video	4675	3	54	0	4
Electronic	0	0	0	0	0
Juvenile Audio	670	0	1	0	1
Juvenile Fiction	12190	24	135	1	452
Juvenile Nonfiction	5970	10	50	2	13
Juvenile Periodicals	131	1	18	0	0
Juvenile Video	1251	2	8	0	1
Miscellaneous	306	0	0	0	0
Unknown	32	0	4	0	2
YA Audio	74	0	0	0	0
YA Fiction	2100	1	26	1	86
YA Nonfiction	253	4	23	0	2
YA Periodicals	0	0	0	0	0
YA Video	0	0	0	0	0
Total:	56872	145	877	13	948

COLOR our WORLD™

NORTH GREENBUSH PUBLIC LIBRARY

JULY 2025

Library Hours:

Mon-Fri 10 AM to 7 PM

Sat 10 AM to 2 PM

SUN MON TUE WED THU FRI SAT



29 30



1 CHALK THE WALK 10 AM

2

3

4

5

LIBRARY CLOSED



CRAFTERNOON 3:00-5:00

6 7

COLORFUL SLIME 1 PM



8

STORYTIME WITH SOUTHPAW 11 AM

9

DIV GLITTER JARS FOR TEENS 3 PM

10

CRAFTERNOON 3:00-5:00

11

SCAVENGER HUNT ALL DAY!

12

13

RAFFLE #1

14

DECORATE YOUR OWN PARROT ALL DAY!



15

STORYTIME 11 AM

16

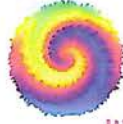
TWEEN GRAPHIC NOVEL BOOK CLUB

17

CRAFTERNOON 3:00-5:00

18

19

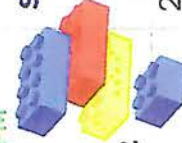


TIE-DYE FUN 10:30-12:00

20

21

LEGO CLUB 5 PM



22

STORYTIME 11 AM

23

DIV DAISY WREATHS FOR TEENS 3 PM



24

CRAFTERNOON 3:00-5:00

25

26

27



28

RAFFLE #2

29

STORYTIME 11 AM

30

31

CRAFTERNOON 3:00-5:00

Visit our online calendar for program descriptions

www.northgreenbushlibrary.org

COLOR our WORLDTH AUGUST 2025

Questions?
Call us at 518-283-0303
Follow us on
Facebook & Instagram
@NGreenbushLibrary
FRI SAT

SUN MON TUE WED THU FRI SAT

4

1

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7

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9



CAN YOU FIND CAMILLE
 THE CHAMELEON?

STORYTIME 11 AM

CRAFTERNOON
 3:00-5:00

10

12

13

14

15

16

RAFFLE #3

STORYTIME 11 AM

TEEN DIAMOND
 ART
 3:30

CRAFTERNOON
 3:00-5:00

17

19

20

21

22

23

LEGO CLUB
 5 PM

STORYTIME 11 AM

CRAFTERNOON
 3:00-5:00

24

26

27

28

STORYTIME 11 AM

CRAFTERNOON
 3:00-5:00

RAFFLE #4



End of Summer Reading!
 Make sure
 to get your reading
 records in to
 be eligible for the final raffle!

North Greenbush Public Library

Assets

As of July 21, 2025

Current Operating Accounts	\$ 898,451.35
Capital Reserve Fund-non liquid accounts	\$ 296,726.82
Capital Reserve Fund-liquid accounts	\$ 307,345.79
Prepaid Expenses & FUTA Receivable	<u>\$ 2,172.14</u>
Total Assets	\$ 1,504,696.10

North Greenbush Public Library

Balance Sheet

07/21/2025

CURRENT ASSETS

Current Operating Accounts

Key Bank Payroll Account \$ 35,521.04

Trustco Operating Account \$ 261,321.22

Trustco Bank Depository Account \$ 601,609.09

Total Operating Accounts \$ 898,451.35 \$ 898,451.35

Long Term Capital Reserve

Pioneer Bank Money Market \$ 118,274.97

Trustco Bank CD 2009 \$ 16,930.67

Total Long Term Capital Account \$ 135,205.64

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 \$ 442,551.43

Capital Reserve Fund

Trustco Cash Account \$ 161,521.18

Total Capital Reserve Fund \$ 161,521.18 \$ 161,521.18

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

Total Assets \$ 1,504,696.10

Statement of Financial Position

North Greenbush Public Library

As of July 21, 2025

DISTRIBUTION ACCOUNT

TOTAL

Assets

Current Assets

Bank Accounts

Capital Account

Pioneer Bank Money Market

118,274.97

Trustco Bank CD-2009

16,930.67

Total for Capital Account

\$135,205.64

Checking Accounts

Key Bank Payroll Account

35,521.04

Trustco Operating Account

261,321.22

Total for Checking Accounts

\$296,842.26

Savings Accounts

Trustco Bank Depository Account

601,609.09

Trustco Cash Account

161,521.18

Total for Savings Accounts

\$763,130.27

Total for Bank Accounts

\$1,195,178.17

Accounts Receivable

Other Current Assets

Building Funds

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

\$1,504,419.96

Fixed Assets

Other Assets

Other Assets - Futa Receivable

276.14

Total for Other Assets

\$276.14

Total for Assets

\$1,504,696.10

Statement of Financial Position

North Greenbush Public Library

As of July 21, 2025

DISTRIBUTION ACCOUNT	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Credit Cards	
Other Current Liabilities	
Accrued payroll	\$59,194.92
Payroll Liabilities	199,521.80
Federal Withholding	0
FICA	128,247.70
Company	133,399.42
Employee	
Total for FICA	\$261,647.12
FUTA	4,385.21
Medicare	0
Company	30,054.73
Employee	37,079.11
Total for Medicare	\$67,133.84
NY - Disability Employee	3,130.90
State Withholding NY	69,876.58
SUINY	\$87.66
Company	22,242.90
Total for SUINY	\$22,330.56
Total for Payroll Liabilities	\$687,220.93
Payroll Tax Payable	0
NYS WH	5,134.02
Total for Payroll Tax Payable	\$5,134.02
Total for Other Current Liabilities	\$692,354.95
Total for Current Liabilities	\$692,354.95
Long-term Liabilities	
Total for Liabilities	\$692,354.95
Equity	
Retained Earnings	592,495.50
Net Income	194,445.65
Opening Bal. Operating Funds	25,400.00
Total for Equity	\$812,341.15
Total for Liabilities and Equity	\$1,504,696.10

North Greenbush Public Library

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

January 1 - July 21, 2025

	TOTAL	
	ACTUAL	BUDGET
Revenue		
Gifts & Endowments		
Donations	10,458.81	6,000.00
Friends of NGPL	600.00	300.00
Total Gifts & Endowments	11,058.81	6,300.00
Library Charges		
Replacements		300.00
Total Library Charges		300.00
Local Public Funds		
Library Tax District	344,553.00	344,553.00
Total Local Public Funds	344,553.00	344,553.00
System Cash Grants		
UHLS Local Library Incentive		4,000.00
Total System Cash Grants		4,000.00
Total Revenue	\$355,611.81	\$355,153.00
GROSS PROFIT	\$355,611.81	\$355,153.00
Expenditures		
Liabilities, Taxes Paid		
Employee Retirement		13,000.00
Federal Withholding Tax	6,545.56	15,000.00
Insurance Paid - Disability	118.03	1,000.00
NYS Withholding Tax	2,773.72	6,000.00
Unemployment Paid - FUTA	558.67	1,000.00
Unemployment Paid - SUTA	1,280.79	3,000.00
Workers' Compensation Tax		1,300.00
Total Liabilities, Taxes Paid	11,276.77	40,300.00
Library Materials		
A-V Materials	3,539.84	7,000.00
Books	11,362.44	23,890.00
e-books	17,836.15	22,000.00
Large Print Books	1,414.64	2,000.00
Serials	2,411.43	3,000.00
Total Library Materials	36,564.50	57,890.00
Miscellaneous Expenses		
Architect/Lawyer/PR	10,000.00	31,700.00
Board's Expenses	120.00	500.00
D&O Insurance	1,520.00	1,600.00
Fidelity/Employee Dishonesty Bond Coverage	474.00	475.00
Total Miscellaneous Expenses	12,114.00	34,275.00
Operations & Maintenance		
Accountant, AUD, Payroll Servic	1,128.70	5,000.00
Building Cleaning	525.00	975.00

North Greenbush Public Library

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

January 1 - July 21, 2025

	TOTAL	
	ACTUAL	BUDGET
Computer	600.00	1,000.00
Computer Software	80.00	200.00
Equipment Rental / Cleaning		0.00
Furniture, Equip. Purchase		0.00
Network		0.00
Postage	151.11	250.00
Programming	990.16	2,500.00
Rent	7,353.22	12,606.00
Supplies, Copier	754.10	5,000.00
Supplies, Library	4,617.43	3,000.00
Telephone	340.67	700.00
UHLAN Fee	6,825.00	8,254.00
Total Operations & Maintenance	23,365.39	39,485.00
Payroll Expenses		
Gross Wages	73,238.71	157,000.00
New York State Deferred Comp	840.00	1,500.00
NYS Retirement Withheld (3%)	659.78	1,500.00
SDI Refund		0.00
Vacation Pay		4,000.00
Total Payroll Expenses	74,738.49	164,000.00
Payroll Taxes		
FICA	4,951.04	16,000.00
FUTA	196.37	400.00
Medicare	1,157.88	2,500.00
SUINY		300.00
Total Payroll Taxes	6,305.29	19,200.00
Total Expenditures	\$164,364.44	\$355,150.00
NET OPERATING REVENUE	\$191,247.37	\$3.00
Other Revenue		
Interest Income		
Building Fund Interest Income	64.14	600.00
Capital Fund Interest	2,256.49	1,500.00
Savings Accounts Interest	877.65	1,000.00
Surplus Funds		0.00
Total Interest Income	3,198.28	3,100.00
Total Other Revenue	\$3,198.28	\$3,100.00
NET OTHER REVENUE	\$3,198.28	\$3,100.00
NET REVENUE	\$194,445.65	\$3,103.00

North Greenbush Public Library

Checking Accounts:Trustco Operating Account Ending Balance: \$261,321.22

Date	Ref No.	Payee	Memo	Payment	Deposit	Stat	Balance
	Type	Account				Auto	
07/11/2025	14459	Guilderland Public Library	Lost Book Fee	\$16.99			\$261,321.22
	Check	Library Materials:Books					
07/11/2025	14458	New York State Deferred Compensation Plan		\$120.00			\$261,338.22
	Check	Payroll Expenses:New York State Deferred Comp					
07/11/2025	14457	Mary S. Klimack		\$532.28			\$261,458.22
	Check	-Split-					
07/11/2025	14456	New York Times		\$197.00			\$261,990.22
	Check	Library Materials:Serials					
07/11/2025	14455	Quill Corporation	inv 32872268, 32864326	\$2,214.15			\$262,187.22
	Check	Operations & Maintenance:Supplies, Library					
07/11/2025	14454	Midwest Tape Exchange		\$530.28			\$264,401.22
	Check	Library Materials:A-V Materials					
07/11/2025	14453	Brodart Co.		\$1,659.93			\$264,931.22
	Check	-Split-					
07/11/2025	14452	Albany Public Library	Replacement cost for barcode 31182019761138	\$5.00			\$266,591.22
	Check	Library Materials:Books					
07/11/2025	14451	Upper Hudson Lib. System		\$4,723.39			\$266,596.22
	Check	-Split-					
07/11/2025	14450	Overdrive Inc.		\$119.98			\$271,320.22
	Check	Library Materials:e-books					
07/11/2025	14449	Town of North Greenbush		\$1,050.46			\$271,440.22
	Check	Operations & Maintenance:Rent					
07/11/2025	14448	Verizon		\$57.62			\$272,490.22
	Check	Operations & Maintenance:Telephone					
07/11/2025	14447	Charles Hannan	Library cleaning	\$225.00			\$272,548.22
	Check	Operations & Maintenance:Building Cleaning					
07/11/2025	14446	T-Mobile	Wifi Hotspot payment	\$150.50			\$272,773.22
	Check	Library Materials:Books					
07/02/2025	EFT 354	New York State Retirement System	June 2025	\$95.01			\$272,923.22
	Check	Payroll Expenses:NYS Retirement Withheld (3%)					