

North Greenbush Public Library  
Board of Trustees Meeting Agenda  
January 23, 2025

1. Approval of Minutes
2. Old Business
  - a. Building Committee Update
  - b. Friends of the Library Update
  - c. Policy Updates-Social Media Policy Amendment
3. New Business
  - a. Election of Officers
  - b. Pay Rates
4. Director's Report
  - a. UHLS Updates
  - b. November & December 2024 Circulation
  - c. November & December 2024 Door Count and Programming Stats
  - d. 2024 Totals
5. Financial Reports

**Next Meeting February 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  
Mike Martinez  
Kimberly Margosian

## Trustees Absent:

Katie Myer

## Also in Attendance:

Mary Klimack, Library Director  
Libby Post, Communications Services

**Call to Order:** Meeting called to order at 7:01 p.m. on November 21, 2024 by Peggy Derevlany.

**Approval of Minutes:** Upon motion by Joan Behan, seconded by Amy Hale, the minutes of the October meeting were approved unanimously.

## Old Business

### Building Committee

Snyders Lake Road

The building committee selected Attorney Randall Beach, of counsel to Whiteman Osterman Hanna to represent the library in the purchase.

The Purchase Sale Agreement (PSA) has been drafted and sent by Mr. Beach to Mr. Mohamed's attorney, Dave Gruenberg. Mr. Beach has been very responsive to inquiries from the committee and to Mr. Gruenberg.

Next steps: After the attorneys negotiate the final terms, we will sign the PSA and deliver \$10,000 to the escrow agent. This "earnest money" will be applied toward the final purchase price of \$300,000. Subsequent to the execution of the PSA, the library will have the right to conduct studies and analyses of the property to confirm suitability for our use (e.g. environmental assessment to identify any potential wetland, hazardous substance, or similar issues).

The subdivision process must be completed prior to our purchase of the property.

The anticipated closing date is April 15, 2026.

### DASNY

As confirmed by Libby Post, our construction bond will be through DASNY, and will not add to the town's debt service.

NYS Construction Aid grants are also administered through DASNY. Currently our matching rate is 50% — more typical of Westchester County than our area. East Greenbush and Sand Lake qualify at 90%. Apparently these wealth estimates, which are based on the percentage of school children qualifying for meal assistance, originate at UHLS. Wynantskill, which encompasses only the hamlet, is our reference school district. Mary Klimack is working with Tim Burke to adjust our fund eligibility since most of the town is within either the East Greenbush or Averill Park districts.

## **North Greenbush Public Library Trustee Meeting Minutes**

### **Research and Surveys**

Libby Post reported that the focus groups conducted earlier this year did not yield actionable information. We will conduct online surveys to acquire the information we need to brand the library in a manner that will support our outreach to the community. The library has a free Survey Monkey account, which we will upgrade.

Libby will supplement our email list (approximately 200 patron addresses) with a purchased list. The questions posed in the survey will be similar to those asked during the focus groups.

### **Outreach to Town Board and Other Officials**

Informally, the town board is aware of our plans to build a new library, however Libby emphasized that we must conduct a systematic outreach to our town, county and local state officials. The trustees who have existing relationships with officials will lead the individual efforts on behalf of the library.

Libby will provide “talking points.” Using the library’s gmail account, Peggy Derevlany will set up a Google sheet where we can track the officials, contact person, contact dates and other relevant information. The outreach will begin in January.

### **Architectural Concepts**

Formal community outreach, at all levels, will require conceptual drawings. Mary Klimack will contact Paul Mays to begin the process, requesting concepts due for our January 2025 meeting.

### **Referendum Target Date**

To allow adequate time for laying the groundwork, preparing materials, etc. and to minimize interference from other elections, we are targeting January 2026 for the referendum.

### **Friends of the Library Update**

The Friends participated in a very successful Election Day bake sale with the Fire Department Auxiliary, and are currently conducting a gift basket raffle. The Donate to Dine event will be held on March 11 at Bubbakoos Burritos.

To support our upcoming outreach campaign, the Friends have applied for the mailing permit.

### **Social Media Policy**

Mary Klimack distributed the amended Social Media Use Policy in the board packet prior to the meeting. Upon motion by Joan Behan, seconded by Deborah Bernnard, the Social Media policy was approved unanimously.

### **New Business**

#### **2025 Library Holiday Schedule & Board Meeting Dates**

Mary Klimack distributed the 2025 calendar dates in the board packet prior to the meeting. Upon motion by Jean Holmes, seconded by Amy Hale, the 2024 Holiday Schedule was approved unanimously.

The board made note of the 2025 meeting dates. Mary will distribute a schedule with contact information for trustees.

#### **Insurance Options**

## North Greenbush Public Library Trustee Meeting Minutes

Mary Klimack and Jim Greenfield reviewed our insurance coverage. As required we carry Directors and Officers Liability insurance. We also carry a "board insurance policy" at an annual cost of \$474.00. Mary will determine if this is redundant to the D&O coverage. Mary is also working to present the insurance expenses in a more intuitive manner in the Quickbooks reports.

Mary spends a lot of time on bookkeeping tasks, like Quickbooks, mandated reports and other financial matters. The board discussed relieving her of these tasks by hiring a part-time bookkeeper. Mary will inquire as to suitable candidates. Further discussion will be included on the January agenda.

### Director's Report

Mary Klimack presented the director's report. Of particular note, Tim Burke will retire in April. Mary and the board acknowledged Tim's valuable assistance to our library over the years.

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 status continues to be on target.

Upon motion by Mike Martinez, seconded by Ali Mariano, the financial reports were approved unanimously.

**Adjournment:** The regular meeting was adjourned at 8:35 p.m. upon motion by Joan Behan seconded by Amy Hale and approved unanimously.

Minutes prepared by Peggy Derevlany, Secretary

North Greenbush Public Library  
Social Media Policy

North Greenbush Public Library welcomes interaction with members of the community on our social networking platforms. Social media is broadly defined as any web application, site or account created and maintained by the library which allows users to share or obtain information. The library invites comments and interactions with social media users however all comments, posts and messages are subject to review by the library. Posts and comments are moderated by designated library staff and the library reserves the right to remove any post, comment or message that it deems to be abusive, defamatory, in violation of intellectual property rights or otherwise inappropriate. Content containing the following will be removed:

- Commercial promotions or spam
- Duplicate posts from the same person
- Threatening language or personal attacks
- Private, personal information published without consent
- Obscene or libelous content
- Copyright infringement/plagiarized material
- Political advocacy
- Off-topic and/or disruptive posts
- Posts that violate laws or Library policies

The library reserves the right to ban or block users who have posted in violation of this policy. Users who have been banned or had a message/content deleted may appeal the decision in writing to the Library Director by emailing their reconsideration request to: [library@northgreenbushlibrary.org](mailto:library@northgreenbushlibrary.org).

The library is not responsible for patron generated comments/content. A posted comment is the opinion of the poster only, and publication of the comment does not imply endorsement or agreement by North Greenbush Public Library.

As with any library resource, parents and guardians are responsible for supervising their children's use of the library's social media sites.

Designated library staff will monitor and maintain all library social media for content, structure and updates. Part of monitoring the social media sites includes checking the library's Facebook Messenger and Instagram Direct Message accounts. The library staff will check for messages on those accounts at least twice a day on the days that the library is open. Each account will also have an automatically generated response letting patrons know that the accounts are monitored daily but a faster reply may be available by calling the library during regular business hours.

## North Greenbush Public Library

### Director's Report

January 23, 2025

Social Media Policy Update: I have added a section to the end of the policy to indicate that the staff will monitor our Facebook Messenger account and Instagram Direct Messaging account daily. I have also created an auto response that will let the patron know that while we do check the account daily, a faster response may be received through a phone call during regular hours. The rest of the policy remains unchanged.

UHLS Updates: UHLS has rolled out a new "Books By Mail" program designed to help patrons who have difficulty getting to the library because of vision loss or other disability. Patrons can receive up to 3 large print or audiobooks delivered to (and from) their homes via UHLS. Interested patrons can follow this link to register and begin requesting books. The books will be checked out and mailed to the patron in a UHLS library bag. When the books are ready to be returned, the patron simply flips the address tag on the bag over and gives it to their mail carrier. If anyone knows anyone who would benefit from this program, please let me know.

UHLS has also started offering online access to the NY Times and its family of services (including the Athletic and Cooking sections.) You must access the NY Times through the link on our website and sign in using your email address. It has proven to be quite popular!

UHLS is also working on creating a "shared" online calendar where all the library's could add their programs to make it easier for patrons to figure out what's going on throughout the system. More to come on this as we move farther into 2025.

Nov & Dec Circulation: Overall, circulation was down a bit in November and December across the physical and digital collections. It will be interesting to look at circulation overall for 2024 when I complete the annual report in February. I was particularly surprised to see that our digital circulation was down in the last quarter of 2024 (see attached report.) However, our door count is also down at this time of year as well as people are busy with other things. Perhaps this "busy-ness" applies to e-reading as well?

### November 2024 Door Count & Programming Stats

#### **November Door Count**

##### **November Patrons**

Children: 250

Teens: 44

Adult: 502

Over 55: 776

**Total: 1572**

##### **November 2024 Events**

Storytime: 31 children/ 28 adults (3 sessions)

Crafternoon: 24 children/ 20 adults (3 sessions)

Tween Book Club:: 7 children/ 4 adults

Adult Book Club: 4 adults

Tutoring: 1 children/ 1 teen/ 16 adults

Diamond Art: 12 adults/ 1 teen

Tech Help 2 Adults

## **December 2024 Door Count & Programming Stats**

### **December Door Count**

#### **December Patrons**

Children: 144

Teens: 29

Adult: 384

Over 55: 633

**Total: 1190**

#### **December 2024 Events**

Storytime: 43 children/ 36 adults (3 sessions)

Crafternoon: 28 children/ 20 adults (3 sessions)

Tween Book Club:: 5 children/ 7 adults

Adult Book Club: 3 adults

Tutoring: 3 children/ 1 teen/ 5 adults

Diamond Art: 15 adults/ 1 teen

Tech Help 4 Adults

Gingerbread Scavenger Hunt: 8 children/ 3 adults

### **2024 Door Count**

#### **December Door Count**

#### **December Patrons**

Children: 3748

Teens: 633

Adult: 6433

Over 55: 9306

**Total: 20,120\*\***

**\*\*This is 885 fewer patrons than 2023 but the UHLS Library Expedition definitely increased the door count during 2023.**

### NGRN Circulation by Category

November 2024

Category	Total Circ	Borrowed From	Loaned To
Adult Audio	200	46	126
Adult Fiction	1656	366	448
Adult Nonfiction	515	303	182
Adult Periodicals	151	0	0
Adult Video	615	121	194
Electronic	0	0	0
Juvenile Audio	35	0	6
Juvenile Fiction	1183	169	260
Juvenile Nonfiction	199	38	95
Juvenile Periodicals	1	0	0
Juvenile Video	140	0	39
Miscellaneous	0	0	0
Unknown	22	4	0
YA Audio	2	1	0
YA Fiction	75	21	45
YA Nonfiction	6	2	7
YA Periodicals	0	0	0
YA Video	0	0	0
<b>Total:</b>	<b>4800</b>	<b>1071</b>	<b>1402</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

November 2023

Category	Total Circ	Borrowed From	Loaned To
Adult Audio	241	66	103
Adult Fiction	1624	360	397
Adult Nonfiction	605	376	153
Adult Periodicals	94	0	0
Adult Video	650	91	256
Electronic	2	2	0
Juvenile Audio	37	0	8
Juvenile Fiction	1557	247	231
Juvenile Nonfiction	229	78	105
Juvenile Periodicals	2	0	0
Juvenile Video	145	22	21
Miscellaneous	0	0	0
Unknown	26	1	0
YA Audio	0	0	0
YA Fiction	76	24	38
YA Nonfiction	8	6	2
YA Periodicals	0	0	0
YA Video	0	0	0
<b>Total:</b>	<b>5296</b>	<b>1273</b>	<b>1314</b>

**NGRN Items Holdings**

November 2024

Category	Total Items	Added this month	Added YTD	Withdrawn this month	Withdrawn YTD
Adult Audio	4786	9	73	1	324
Adult Fiction	17038	55	603	7	257
Adult Nonfiction	6783	12	133	6	55
Adult Periodicals	668	26	353	0	327
Adult Video	4732	16	116	0	10
Electronic	0	0	0	0	0
Juvenile Audio	670	0	1	0	1
Juvenile Fiction	12259	20	293	3	528
Juvenile Nonfiction	6000	8	77	0	15
Juvenile Periodicals	139	3	33	0	5
Juvenile Video	1257	0	14	0	1
Miscellaneous	304	0	0	0	0
Unknown	34	0	6	0	2
YA Audio	74	0	0	0	0
YA Fiction	2011	0	39	0	188
YA Nonfiction	260	0	30	0	2
YA Periodicals	0	0	0	0	0
YA Video	0	0	0	0	0
<b>Total:</b>	<b>57015</b>	<b>149</b>	<b>1771</b>	<b>17</b>	<b>1715</b>

**NGRN Items Holdings**

November 2023

Category	Total Items	Added this month	Added YTD	Withdrawn this month	Withdrawn YTD
Adult Audio	5175	5	73	129	167
Adult Fiction	16824	34	494	90	419
Adult Nonfiction	6674	5	111	1	69
Adult Periodicals	749	8	354	170	487
Adult Video	4753	10	161	3	12
Electronic	0	0	0	0	0
Juvenile Audio	670	0	2	0	13
Juvenile Fiction	12469	37	278	1	53
Juvenile Nonfiction	5923	5	45	1	7
Juvenile Periodicals	112	2	32	0	1
Juvenile Video	1241	1	6	0	6
Miscellaneous	314	0	0	0	3
Unknown	41	2	11	4	14
YA Audio	74	0	0	0	12
YA Fiction	2180	1	16	0	12
YA Nonfiction	229	0	4	0	0
YA Periodicals	0	0	0	0	0
YA Video	0	0	0	0	0
<b>Total:</b>	<b>57428</b>	<b>110</b>	<b>1587</b>	<b>399</b>	<b>1275</b>

### NGRN Circulation by Category

December 2024

Category	Total Circ	Borrowed From	Loaned To
Adult Audio	189	37	145
Adult Fiction	1644	375	473
Adult Nonfiction	528	308	148
Adult Periodicals	118	0	0
Adult Video	582	159	237
Electronic	0	0	0
Juvenile Audio	22	0	12
Juvenile Fiction	974	137	190
Juvenile Nonfiction	158	33	68
Juvenile Periodicals	5	0	0
Juvenile Video	174	19	36
Miscellaneous	4	0	0
Unknown	25	8	0
YA Audio	1	1	0
YA Fiction	99	44	39
YA Nonfiction	10	6	1
YA Periodicals	0	0	0
YA Video	0	0	0
<b>Total:</b>	<b>4533</b>	<b>1127</b>	<b>1349</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

December 2023

Category	Total Circ	Borrowed From	Loaned To
Adult Audio	314	96	119
Adult Fiction	1598	380	451
Adult Nonfiction	552	334	164
Adult Periodicals	105	0	0
Adult Video	646	135	272
Electronic	1	1	0
Juvenile Audio	38	3	9
Juvenile Fiction	1112	248	195
Juvenile Nonfiction	137	37	86
Juvenile Periodicals	2	0	0
Juvenile Video	151	15	33
Miscellaneous	0	0	0
Unknown	23	6	0
YA Audio	2	0	0
YA Fiction	77	17	42
YA Nonfiction	7	3	8
YA Periodicals	0	0	0
YA Video	0	0	0
<b>Total:</b>	<b>4765</b>	<b>1275</b>	<b>1379</b>

### NGRN Items Holdings

December 2024

Category	Total Items	Added this month	Added YTD	Withdrawn this month	Withdrawn YTD
Adult Audio	4789	4	77	0	324
Adult Fiction	17073	42	645	36	293
Adult Nonfiction	6788	11	143	94	149
Adult Periodicals	696	28	381	2	329
Adult Video	4739	7	123	27	37
Electronic	0	0	0	0	0
Juvenile Audio	670	0	1	0	1
Juvenile Fiction	12272	16	309	76	604
Juvenile Nonfiction	6003	3	80	0	15
Juvenile Periodicals	142	3	36	1	6
Juvenile Video	1258	1	15	0	1
Miscellaneous	304	0	0	1	1
Unknown	34	0	6	0	2
YA Audio	74	0	0	0	0
YA Fiction	2012	1	40	1	189
YA Nonfiction	260	0	30	0	2
YA Periodicals	0	0	0	0	0
YA Video	0	0	0	0	0
<b>Total:</b>	<b>57114</b>	<b>116</b>	<b>1886</b>	<b>238</b>	<b>1953</b>

### NGRN Items Holdings

December 2023

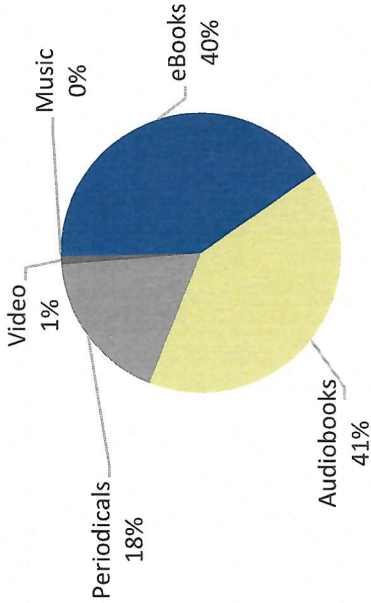
Category	Total Items	Added this month	Added YTD	Withdrawn this month	Withdrawn YTD
Adult Audio	5049	3	76	0	167
Adult Fiction	16790	56	550	110	529
Adult Nonfiction	6693	20	131	3	72
Adult Periodicals	621	42	381	0	487
Adult Video	4768	18	179	143	155
Electronic	0	0	0	0	0
Juvenile Audio	670	0	2	0	13
Juvenile Fiction	12511	43	321	14	67
Juvenile Nonfiction	5931	9	54	0	7
Juvenile Periodicals	114	2	34	0	1
Juvenile Video	1245	4	10	0	6
Miscellaneous	314	0	0	0	3
Unknown	37	0	11	0	14
YA Audio	74	0	0	0	12
YA Fiction	2181	1	17	14	26
YA Nonfiction	229	0	4	0	0
YA Periodicals	0	0	0	0	0
YA Video	0	0	0	0	0
<b>Total:</b>	<b>57227</b>	<b>198</b>	<b>1770</b>	<b>284</b>	<b>1559</b>

# Circulation: Digital Content (Oct-Dec)

## North Greenbush Public Library

Format	Checkouts	Compared to Oct-Dec 2023
eBooks.....	2,948	↓ 11%
Audiobooks.....	2,976	↑ 11%
Periodicals.....	1,292	↓ 19%
Video.....	77	↓ 7%
Music.....	23	- 0%
Total.....	7,316	↓ 5%

CIRCULATION BY FORMAT



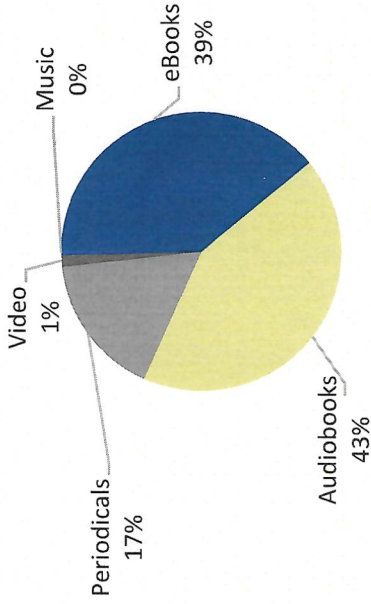
YEAR OVER YEAR CHECKOUTS



## System-Wide

Format	Checkouts	Compared to Oct-Dec 2023
eBooks.....	105,236	↓ 1%
Audiobooks.....	114,843	↑ 14%
Periodicals.....	44,535	↓ 10%
Video.....	3,970	↑ 27%
Music.....	861	↑ 27%
Total.....	269,445	↑ 3%

CIRCULATION BY FORMAT



YEAR OVER YEAR CHECKOUTS



North Greenbush Public Library’s OverDrive Users

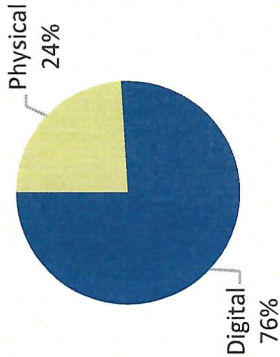


North Greenbush Public Library’s Monthly Hoopla Users

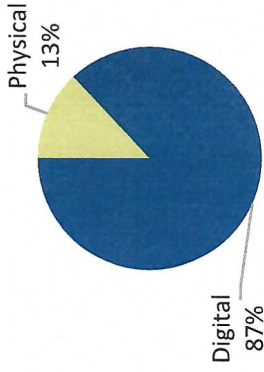


# Circulation Comparison: Digital v. Physical

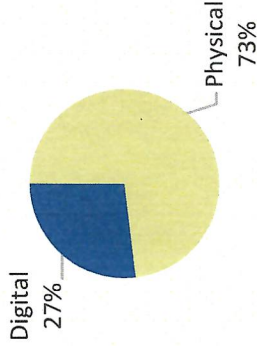
MAGAZINE CIRCULATION  
Q4 2024



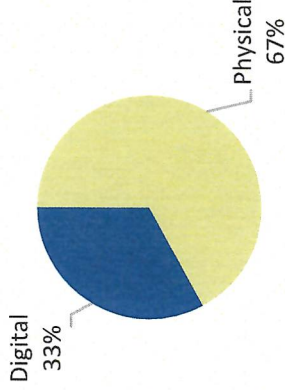
AUDIOBOOK CIRCULATION  
Q4 2024



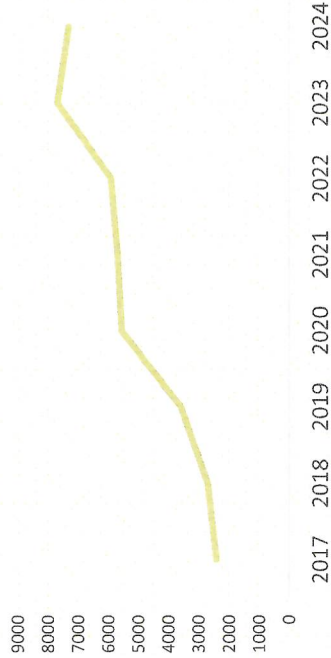
ADULT FICTION AND NONFICTION  
CIRCULATION  
Q4 2024



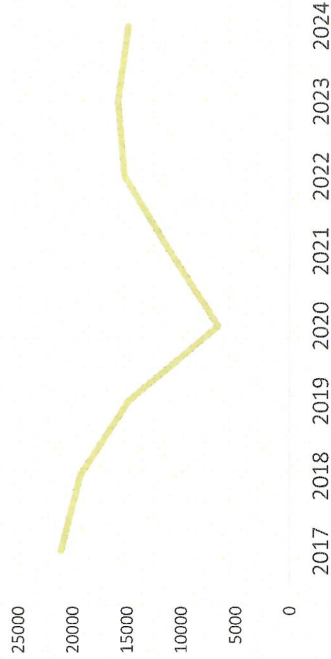
TOTAL CHECKOUTS  
OCT-DEC 2024



TOTAL DIGITAL CHECKOUTS (OCT-DEC)



TOTAL PRINT CHECKOUTS (OCT-DEC)



North Greenbush Public Library

Assets

As of January 10, 2025

Current Operating Accounts	\$ 702,165.59
Capital Reserve Fund-non liquid accounts	\$ 282,853.74
Capital Reserve Fund-liquid accounts	\$ 307,283.15
Prepaid Expenses & FUTA Receivable	<u>\$ 2,172.14</u>
 Total Assets	 \$ 1,294,474.62

North Greenbush Public  
Library Accounts as of  
January 10, 2025

## CURRENT ASSETS

## Current Operating Accounts

Key Bank Payroll Account	\$ 21,896.10
Trustco Operating Account	\$ 273,980.43
Trustco Bank Depository Account	<u>\$ 406,289.06</u>

Total Operating Accounts	\$ 702,165.59	\$ 702,165.59
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## Long Term Capital Reserve

Pioneer Bank Money Market	\$ 115,747.08
Trustco Bank CD 2009	\$ 16,915.19

Total Long Term Capital Account	\$ 132,662.27
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## 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
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Total Capital Reserve Fund		\$ 439,945.42
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## Capital Reserve Fund

Trustco Cash Account	<u>\$ 150,191.47</u>
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Total Capital Reserve Fund	\$ 150,191.47	\$ 150,191.47
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Prepaid Expenses & FUTA Receivable	\$ 2,172.14	<u>\$ 2,172.14</u>
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Total Assets		\$ 1,294,474.62
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# North Greenbush Public Library

## Statement of Financial Position

As of January 10, 2025

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Capital Account	0.00
Pioneer Bank Money Market	115,747.08
Trustco Bank CD-2009	16,915.19
<b>Total Capital Account</b>	<b>132,662.27</b>
Checking Accounts	
Key Bank Payroll Account	21,896.10
Trustco Operating Account	273,980.43
<b>Total Checking Accounts</b>	<b>295,876.53</b>
Savings Accounts	
Trustco Bank Depository Account	406,289.06
Trustco Cash Account	150,191.47
<b>Total Savings Accounts</b>	<b>556,480.53</b>
<b>Total Bank Accounts</b>	<b>\$985,019.33</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>\$1,294,198.48</b>
Other Assets	
Other Assets - Futa Receivable	276.14
<b>Total Other Assets</b>	<b>\$276.14</b>
<b>TOTAL ASSETS</b>	<b>\$1,294,474.62</b>

# North Greenbush Public Library

## Statement of Financial Position

As of January 10, 2025

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued payroll	0.00
Payroll Liabilities	59,194.92
Federal Withholding	193,978.32
FICA	
Company	124,059.76
Employee	130,299.41
<b>Total FICA</b>	<b>254,359.17</b>
FUTA	4,385.21
Medicare	
Company	29,075.33
Employee	36,354.15
<b>Total Medicare</b>	<b>65,429.48</b>
NY - Disability Employee	3,364.79
State Withholding NY	67,525.28
SUINY	87.66
Company	21,309.82
<b>Total SUINY</b>	<b>21,397.48</b>
<b>Total Payroll Liabilities</b>	<b>669,634.65</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>\$674,768.67</b>
<b>Total Current Liabilities</b>	<b>\$674,768.67</b>
<b>Total Liabilities</b>	<b>\$674,768.67</b>
Equity	
Opening Bal. Operating Funds	25,400.00
Retained Earnings	601,255.46
Net Revenue	-6,949.51
<b>Total Equity</b>	<b>\$619,705.95</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,294,474.62</b>

# North Greenbush Public Library

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

January 1-10, 2025

	ACTUAL	TOTAL		
		BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
Gifts & Endowments				
Donations		6,000.00	-6,000.00	
Friends of NGPL		300.00	-300.00	
<b>Total Gifts &amp; Endowments</b>		<b>6,300.00</b>	<b>-6,300.00</b>	
Library Charges				
Replacements		300.00	-300.00	
<b>Total Library Charges</b>		<b>300.00</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	-4,000.00	
<b>Total System Cash Grants</b>		<b>4,000.00</b>	<b>-4,000.00</b>	
<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$355,153.00</b>	<b>\$ -355,153.00</b>	<b>0.00%</b>
GROSS PROFIT	<b>\$0.00</b>	<b>\$355,153.00</b>	<b>\$ -355,153.00</b>	<b>0.00 %</b>
Expenditures				
Liabilities, Taxes Paid				
Employee Retirement		13,000.00	-13,000.00	
Federal Withholding Tax	501.09	15,000.00	-14,498.91	3.34 %
Insurance Paid - Disability	9.92	1,000.00	-990.08	0.99 %
NYS Withholding Tax	211.21	6,000.00	-5,788.79	3.52 %
Unemployment Paid - FUTA		1,000.00	-1,000.00	
Unemployment Paid - SUTA	129.24	3,000.00	-2,870.76	4.31 %
Workers' Compensation Tax		1,300.00	-1,300.00	
<b>Total Liabilities, Taxes Paid</b>	<b>851.46</b>	<b>40,300.00</b>	<b>-39,448.54</b>	<b>2.11 %</b>
Library Materials				
A-V Materials		7,000.00	-7,000.00	
Books		23,890.00	-23,890.00	
e-books		22,000.00	-22,000.00	
Large Print Books		2,000.00	-2,000.00	
Serials		3,000.00	-3,000.00	
<b>Total Library Materials</b>		<b>57,890.00</b>	<b>-57,890.00</b>	
Miscellaneous Expenses				
Architect/Lawyer/PR		31,700.00	-31,700.00	
Board's Expenses		500.00	-500.00	
Board's Liability Insurance		475.00	-475.00	
Comprehensive Insurance		1,600.00	-1,600.00	
<b>Total Miscellaneous Expenses</b>		<b>34,275.00</b>	<b>-34,275.00</b>	
Operations & Maintenance				
Accountant, AUD, Payroll Servic	205.10	5,000.00	-4,794.90	4.10 %
Building Cleaning		975.00	-975.00	

# North Greenbush Public Library

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

January 1-10, 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		250.00	-250.00	
Programming		2,500.00	-2,500.00	
Rent		12,606.00	-12,606.00	
Supplies, Copier		5,000.00	-5,000.00	
Supplies, Library		3,000.00	-3,000.00	
Telephone		700.00	-700.00	
UHLAN Fee		8,254.00	-8,254.00	
<b>Total Operations &amp; Maintenance</b>	<b>205.10</b>	<b>39,485.00</b>	<b>-39,279.90</b>	<b>0.52 %</b>
Payroll Expenses				
Gross Wages	5,288.97	157,000.00	-151,711.03	3.37 %
New York State Deferred Comp		1,500.00	-1,500.00	
NYS Retirement Withheld (3%)	97.76	1,500.00	-1,402.24	6.52 %
SDI Refund		0.00	0.00	
Vacation Pay		4,000.00	-4,000.00	
<b>Total Payroll Expenses</b>	<b>5,386.73</b>	<b>164,000.00</b>	<b>-158,613.27</b>	<b>3.28 %</b>
Payroll Taxes				
FICA	381.55	16,000.00	-15,618.45	2.38 %
FUTA	36.93	400.00	-363.07	9.23 %
Medicare	89.24	2,500.00	-2,410.76	3.57 %
SUINY		300.00	-300.00	
<b>Total Payroll Taxes</b>	<b>507.72</b>	<b>19,200.00</b>	<b>-18,692.28</b>	<b>2.64 %</b>
<b>Total Expenditures</b>	<b>\$6,951.01</b>	<b>\$355,150.00</b>	<b>\$ -348,198.99</b>	<b>1.96 %</b>
NET OPERATING REVENUE	<b>\$ -6,951.01</b>	<b>\$3.00</b>	<b>\$ -6,954.01</b>	<b>-231,700.33 %</b>
Other Revenue				
Interest Income				
Building Fund Interest Income	1.50	600.00	-598.50	0.25 %
Capital Fund Interest		1,500.00	-1,500.00	
Savings Accounts Interest		1,000.00	-1,000.00	
Surplus Funds		0.00	0.00	
<b>Total Interest Income</b>	<b>1.50</b>	<b>3,100.00</b>	<b>-3,098.50</b>	<b>0.05 %</b>
<b>Total Other Revenue</b>	<b>\$1.50</b>	<b>\$3,100.00</b>	<b>\$ -3,098.50</b>	<b>0.05 %</b>
NET OTHER REVENUE	<b>\$1.50</b>	<b>\$3,100.00</b>	<b>\$ -3,098.50</b>	<b>0.05 %</b>
NET REVENUE	<b>\$ -6,949.51</b>	<b>\$3,103.00</b>	<b>\$ -10,052.51</b>	<b>-223.96 %</b>

# North Greenbush Public Library

**Checking Accounts:Trustco Operating Account Ending Balance: \$273,980.43**

Date	Ref No. Type	Payee Account	Memo	Payment	Deposit	Stat Auto	Balance
01/06/2025	EFT 348	New York State Retirement System	dec 2024	\$97.76			\$273,980.43
	Check	Payroll Expenses:NYS Retirement Withheld (3%)					
12/31/2024	14337	New York State Deferred Compensation Plan		\$240.00			\$274,078.19
	Check	Payroll Expenses:New York State Deferred Comp					
12/30/2024	14336	Brodart Co.		\$914.23			\$274,318.19
	Check	Library Materials:Books					
12/30/2024	14335	Midwest Tape Exchange		\$77.97			\$275,232.42
	Check	Library Materials:A-V Materials					
12/30/2024	14334	Times Union	8 weeks	\$206.55			\$275,310.39
	Check	Library Materials:Serials					
12/30/2024	14333	Verizon		\$56.64			\$275,516.94
	Check	Operations & Maintenance:Telephone					
12/30/2024	14332	Brodart Co.		\$115.95			\$275,573.58
	Check	Operations & Maintenance:Supplies, Library					
12/30/2024	14331	MiSci Museum		\$200.00			\$275,689.53
	Check	Library Materials:Books					
12/30/2024	14330	Overdrive Inc.		\$86.48			\$275,889.53
	Check	Library Materials:e-books					
12/30/2024	14329	Overdrive Inc.		\$337.95			\$275,976.01
	Check	Library Materials:e-books					
12/30/2024	14328	New York Times		\$172.00			\$276,313.96
	Check	Library Materials:Serials					
12/13/2024	14327	Charles Hannan	Library cleaning	\$225.00			\$276,485.96
	Check	Operations & Maintenance:Building Cleaning					
12/13/2024	14326	Quill Corporation	inv 32872268, 32864326	\$188.02			\$276,710.96
	Check	Operations & Maintenance:Supplies, Library					
12/13/2024	14325	Midwest Tape Exchange		\$59.20			\$276,898.98

Date	Ref No.	Payee	Memo	Payment	Deposit	Stat	Balance
	Type	Account				Auto	
	Check	Library Materials:A-V Materials					
12/09/2024	EFT 347	New York State Retirement System	NOV 2024	\$129.33			\$276,958.18
	Check	Payroll Expenses:NYS Retirement Withheld (3%)					
12/06/2024	14324	Magnolia Journal		\$15.00			\$277,087.51
	Check	Library Materials:Books					
12/06/2024	14323	Birds & Blooms	annual subscription	\$14.98			\$277,102.51
	Check	Library Materials:Books					
12/06/2024	14322	Love of Quilting Magazine		\$21.97			\$277,117.49
	Check	Library Materials:Books					
12/06/2024	14321	McCall's Quilting Magazine		\$39.95			\$277,139.46
	Check	Library Materials:Books					
12/06/2024	14320	cook's Illustrated		\$36.95			\$277,179.41
	Check	Library Materials:Books					
12/06/2024	14319	American Patchwork & Quilting	1 year renewal	\$29.97			\$277,216.36
	Check	Library Materials:Books					
12/06/2024	14318	Bon Appetit		\$24.00			\$277,246.33
	Check	Library Materials:Books					
12/06/2024	14317	Yankee Magazine		\$39.97			\$277,270.33
	Check	Library Materials:Books					
12/06/2024	14316	Allrecipes	1 year renewal	\$12.00			\$277,310.30
	Check	Library Materials:Books					
12/06/2024	14315	House Beautiful Magazine		\$29.97			\$277,322.30
	Check	Library Materials:Books					
12/06/2024	14314	Horticulture		\$24.95			\$277,352.27
	Check	Library Materials:Books					
12/06/2024	14313	Popular Woodworking		\$24.95			\$277,377.22
	Check	Library Materials:Books					
12/06/2024	14312	GQ Magazine		\$15.00			\$277,402.17
	Check	Library Materials:Books					
12/06/2024	14311	Donna Riley		\$44.25			\$277,417.17
	Check	Operations & Maintenance:Programming					
12/06/2024	14309	Brodart Co.		\$993.04			\$277,461.42
	Check	Library Materials:Books					
12/06/2024	14308	Midwest Tape Exchange		\$627.06			\$278,454.46
	Check	Library Materials:A-V Materials					
12/06/2024	14307	Town of North Greenbush	Oct 2024 rent	\$1,050.46			\$279,081.52

Date	Ref No.	Payee Account	Memo	Payment	Deposit	Stat	Balance
	Type					Auto	
	Check	Operations & Maintenance:Rent					
12/06/2024	14306	Quill Corporation	inv 32872268, 32864326	\$930.87			\$280,131.98
	Check	Operations & Maintenance:Supplies, Library					
12/06/2024	14305	Brodart Co.		\$67.40			\$281,062.85
	Check	Operations & Maintenance:Supplies, Library					
12/06/2024	14304	Overdrive Inc.		\$1,208.07			\$281,130.25
	Check	Library Materials:e-books					
12/06/2024	14303	Overdrive Inc.		\$800.50			\$282,338.32
	Check	Library Materials:e-books					
12/06/2024	14302	Times Union	8 weeks	\$206.55			\$283,138.82
	Check	Library Materials:Serials					
12/06/2024	14301	Verizon		\$56.75			\$283,345.37
	Check	Operations & Maintenance:Telephone					
12/06/2024	14300	Wall Street Journal	1 year sub.	\$777.47			\$283,402.12
	Check	Library Materials:Books					
12/06/2024	14299	Wall Street Journal	Voided - 1 year sub.	\$0.00			\$284,179.59
	Check	Library Materials:Serials					
12/06/2024	14298	Ebsco Subscription Services		\$467.96			\$284,179.59
	Check	Library Materials:Serials					
12/06/2024	14297	Demco	inv 7291890	\$484.78			\$284,647.55
	Check	Operations & Maintenance:Supplies, Library					
12/06/2024	14296	New York State Retirement System	OCT 2024	\$16,164.00			\$285,132.33
	Check	Liabilities, Taxes Paid:Employee Retirement					
12/06/2024	14295	New York State Deferred Compensation Plan		\$60.00			\$301,296.33
	Check	Payroll Expenses:New York State Deferred Comp					
12/06/2024	14294	New York Times		\$172.00			\$301,356.33
	Check	Library Materials:Serials					
12/05/2024	14310	North Greenbush Public Library	money transfer to PAYROLL ACCT	\$40,000.00		R	\$301,528.33
	Check	Checking Accounts:Key Bank Payroll Account					
12/04/2024			money transfer to operating		\$70,000.00	R	\$341,528.33

Date	Ref No.	Payee	Memo	Payment	Deposit	Stat	Balance
	Type	Account				Auto	

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Transfer		Savings Accounts:Trustco Bank Depository Account					
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