

**Voorheesville Public Library**  
**Board of Trustees    Monthly Meeting**  
**24 March 2025    7:00 p.m.**

**Meeting Called by:** Sarah Brunt, President

**Attendees:** Marielle McKasty-Stagg, Vice-President, Georgia Gray; Laura Lamberton; Sarah Clark, Clerk

**Others Attending:** Tracey Pause, Assistant Director; Lynn Kohler, Administrative Assistant;

**Excused:** Linda Conway, Trustee

1. Meeting Call to Order by President.
2. Opportunity for the public to be heard (Limit of 3 minutes)
3. Review of Minutes
  - a. Minutes of the Regular Meeting (3 minutes)
- b. Minutes of the Budget Meeting (1 minute)
4. Administrative Reports
  - a. Director's Report (5 minutes)
  - b. Personnel Report (2 minutes)
  - c. Treasurer's Report (2 minutes)
    - i. Acceptance of Treasurer's Report
    - ii. Recommended Action: That the Board of trustees accept the Treasurer's Report as presented in meeting packet.
    - iii. Acceptance of Warrants
    - iv. Recommended Action: That the Board of trustees accept the Warrants as presented in the meeting packet.
  - d. Strategic Plan Report (5 minutes)
  - e. Friends of the Library Report (5 minutes)
  - f. Equity Committee Report (5 minutes)
5. Committee Reports (5 minutes)
  - a. Finance
  - b. Personnel - Albany Co. Health Consortium update
  - c. Facilities – construction updates
  - d. Policy – Outreach, Programming
6. Old Business
  - a. Committee Meeting Schedule for 2025
  - b. Federal Changes updates
7. New Business
  - a. Renovation/Friends of the Library Reception Date – 5/28/25
  - b. Consent Agenda

8. Opportunity for the public to be heard

***Next Board Meeting: Budget Development Meeting - Monday, April 28, 7:00 p.m.***  
***\_\_\_\_\_ Committee at 6:30 p.m.***

9. Adjournment

Circulation Stats:

| 2024-2025                        | July  | Aug.  | Sep.  | Oct.  | Nov.  | Dec.  | Jan.  | Feb.  |
|----------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| Physical                         | 6926  | 6756  | 5943  | 4809  | 4080  | 4272  | 5347  | 5469  |
| OverDrive                        | 2627  | 2495  | 2452  | 2439  | 2554  | 2560  | 2733  | 2530  |
| Hoopla                           | 283   | 257   | 260   | 243   | 255   | 253   | 284   | 285   |
| Kanopy                           | 60    | 50    | 104   | 103   | 74    | 127   | 90    | 95    |
|                                  |       |       |       |       |       |       |       |       |
| Total                            | 9896  | 9558  | 8759  | 7594  | 6963  | 7212  | 8454  | 8379  |
|                                  |       |       |       |       |       |       |       |       |
| Last Year's Totals               | 9720  | 9490  | 8548  | 9,397 | 8987  | 8413  | 9417  | 8998  |
|                                  |       |       |       |       |       |       |       |       |
|                                  |       |       |       |       |       |       |       |       |
| Physical vs. Digital             | 70/30 | 70/30 | 68/32 | 63/37 | 59/41 | 59/41 | 58/42 | 65/35 |
| Last Year's Physical vs. Digital | 75/25 | 75/25 | 72/28 | 74/26 | 67/33 | 66/34 | 67/33 | 67/33 |

Reference Stats:

|                      | July | Aug. | Sep. | Oct. | Nov. | Dec. | Jan. | Feb. |
|----------------------|------|------|------|------|------|------|------|------|
| Visitors             | 3487 | 3954 | 3641 | 3083 | 2552 | 3068 | 3613 | 3226 |
| Computer Users       | 149  | 168  | 162  | 53   | 44   | 92   | 103  | 98   |
| Ref Questions        | 580  | 321  | 290  | 456  | 497  | 329  | 784  | 631  |
| Computer Help        | 25   | 30   | 46   | 58   | 16   | 19   | 32   | 40   |
|                      |      |      |      |      |      |      |      |      |
| Days Open            | 26   | 26   | 28   | 30   | 26   | 29   | 29   | 25   |
|                      |      |      |      |      |      |      |      |      |
| Non-Library event    | 0    | 0    | 1    | 0    | 0    | 0    | 3    | 1    |
|                      |      |      |      |      |      |      |      |      |
| Study Room Use       | 29   | 28   | 23   | 3    | 16   | 18   | 19   | 24   |
|                      |      |      |      |      |      |      |      |      |
| Exam Proctoring      | 0    | 0    | 1    | 1    | 1    | 2    | 0    | 0    |
|                      |      |      |      |      |      |      |      |      |
| Last Year's Visitors | 3907 | 3966 | 3479 | 3594 | 2671 | 2614 | 3129 | 3750 |

Program Stats:

|                    | July | Aug. | Sep. | Oct. | Nov. | Dec. | Jan. | Feb. |
|--------------------|------|------|------|------|------|------|------|------|
| 0-5 Programs       | 10   | 7    | 12   | 7    | 8    | 7    | 11   | 11   |
| 0-5 Attendance     | 258  | 160  | 277  | 140  | 163  | 143  | 242  | 188  |
| 6-11 Programs      | 12   | 7    | 1    | 0    | 3    | 4    | 4    | 5    |
| 6-11 Attendance    | 489  | 185  | 4    | 0    | 46   | 58   | 72   | 93   |
| 12-18 Programs     | 12   | 8    | 3    | 3    | 5    | 5    | 12   | 13   |
| 12-18 Attendance   | 101  | 30   | 218  | 26   | 157  | 128  | 297  | 62   |
| Adult Programs     | 10   | 14   | 19   | 14   | 12   | 13   | 19   | 18   |
| Adult Attendance   | 126  | 229  | 264  | 287  | 153  | 126  | 190  | 217  |
| General Programs   | 3    | 2    | 1    | 1    | 0    | 2    | 2    | 1    |
| General Attendance | 108  | 64   | 20   | 30   | 0    | 19   | 23   | 83   |
|                    |      |      |      |      |      |      |      |      |
|                    |      |      |      |      |      |      |      |      |
| At the Library     | 30   | 28   | 31   | 7    | 7    | 16   | 41   | 40   |
| Outreach           | 2    | 4    | 4    | 7    | 3    | 4    | 0    | 0    |
| YS Outreach        | 9    | 6    | 6    | 7    | 12   | 11   | 7    | 8    |
| Virtual            | 0    | 0    | 0    | 4    | 5    | 0    | 0    | 0    |
| YS Virtual         | 2    | 0    | 0    | 0    | 1    | 0    | 0    | 0    |

48 Programs in  
February, too !!!

**A**  
**TREASURER'S REPORT -**  
**For February 28, 2025**

The summary shown below reflects individual bank account balances.

|                                   |                        |                 |                 |
|-----------------------------------|------------------------|-----------------|-----------------|
| <u>Operating Checking Account</u> | TD Bank # XXXXXXXX5373 | Ending Balance: | \$ 56,866.96    |
| <u>Expansion Checking Account</u> | TD Bank # XXXXXXXX5381 | Ending Balance: | \$ 7,001.89     |
| <u>Money Market Account</u>       | TD Bank # XXXXXXXX5399 | Ending Balance: | \$ 1,530,229.32 |
| <u>Donation Checking Account</u>  | TD Bank # XXXXXXXX5406 | Ending Balance: | \$ 22,810.82    |
| <u>Debit Card Account</u>         | TD Bank # XXXXXXXX4672 | Ending Balance: | \$ 1,977.25     |
|                                   |                        | Total Funds:    | \$ 1,618,886.24 |

**OPERATING ACCOUNTS**

|                 | CHECKING     | CAPITAL       | MONEY MARKET    | DONATION     | DEBIT CARD     |
|-----------------|--------------|---------------|-----------------|--------------|----------------|
| OPENING BALANCE | \$ 56,187.15 | \$ 69,308.05  | \$ 1,667,220.71 | \$ 22,768.03 | \$ 1,977.25    |
| RECEIPTS        | \$ 80,214.98 | \$ 60,000.00  | \$ 3,008.61     | \$ 42.79     | \$ -           |
| DISBURSMENTS    | \$ 79,535.17 | \$ 122,306.16 | \$ 140,000.00   | \$ -         | \$ -           |
| ENDING BALANCE  | \$ 56,866.96 | \$ 7,001.89   | \$ 1,530,229.32 | \$ 22,810.82 | \$ 1,977.25    |
|                 |              | Total Funds:  |                 |              | \$1,618,886.24 |

Submitted to Library Board of Trustees and entered as a part of the minutes of the Board meeting:

Date \_\_\_\_\_

Treasurer \_\_\_\_\_

# **Bill Payment List** **VOORHEESVILLE PUBLIC LIBRARY** February 14-March 13, 2025

L0200 BANK ACCOUNTS

L200.20 TD BANK-CAPITAL

**Total for L200.20 TD BANK-CAPITAL**

L200.10 TD BANK-OPERATING

| Date       | Num   | Vendor                      | Amount              |
|------------|-------|-----------------------------|---------------------|
| 02/27/2025 | 20061 | Cabot Wrenn                 | 3,039.96            |
| 02/27/2025 | 20062 | Palmieri Furniture          | 37,274.89           |
| 02/27/2025 | 20063 | Wainschaf Associates, Inc.  | 76,005.95           |
| 02/27/2025 | 20065 | Wainschaf Associates, Inc.  | 5,985.36            |
|            |       |                             | <b>\$122,306.16</b> |
| 02/27/2025 | 45123 | Anthony Salazar             | 160.00              |
| 02/27/2025 | 45124 | Brodart Co. PA              | 36.56               |
| 02/27/2025 | 45125 | C. LeClair Cleaning         | 389.50              |
| 02/27/2025 | 45126 | CDPHP                       | 1,076.81            |
| 02/27/2025 | 45127 | Demco Inc.                  | 44.61               |
| 02/27/2025 | 45128 | HGNS INC                    | 1,200.00            |
| 02/27/2025 | 45129 | Highmark BSNENY             | 4,174.16            |
| 02/27/2025 | 45130 | Kanopy                      | 94.00               |
| 02/27/2025 | 45131 | Kind Performing Arts        | 50.00               |
| 02/27/2025 | 45132 | OverDrive Inc               | 266.43              |
| 02/27/2025 | 45133 | Spotlight Newspapers        | 52.00               |
| 02/27/2025 | 45134 | Ten Eyck Group              | 1,055.00            |
| 02/27/2025 | 45135 | Upper Hudson Library System | 84.00               |
| 02/27/2025 | 45136 | Verizon                     | 31.47               |
| 02/27/2025 | 45137 | Village of Voorheesville    | 50.00               |
| 02/27/2025 | 45138 | Baker & Taylor Books        | 446.03              |
| 02/27/2025 | 45139 | Baker & Taylor Books        | 1,181.67            |
| 02/27/2025 | 45140 | Baker & Taylor Books        | 266.80              |
| 02/27/2025 | 45141 | Baker & Taylor Books        | 553.91              |

|                            |                                    |                     |
|----------------------------|------------------------------------|---------------------|
| 02/27/2025 45142           | Baker & Taylor Books               | 753.00              |
| 02/27/2025 45143           | Baker & Taylor Books               | 130.16              |
| 03/06/2025 Online 03.06.25 | Ten Eyck Group                     | 2,214.00            |
| 03/13/2025 45144           | Adam Stump                         | 100.00              |
| 03/13/2025 45145           | Berkshire Botanical Garden         | 140.00              |
| 03/13/2025 45146           | Bonadio & Co, LLP                  | 6,000.00            |
| 03/13/2025 45147           | Butler Rowland Mays                | 1,542.88            |
| 03/13/2025 45148           | C. LeClair Cleaning                | 380.00              |
| 03/13/2025 45149           | Chesterwood                        | 250.00              |
| 03/13/2025 45150           | Corning Museum of Glass            | 300.00              |
| 03/13/2025 45151           | Destroyer Escort Historical Museum | 85.00               |
| 03/13/2025 45152           | Hannaford                          | 33.85               |
| 03/13/2025 45153           | HGNS INC                           | 400.00              |
| 03/13/2025 45154           | Hudson River Maritime Museum       | 100.00              |
| 03/13/2025 45155           | Inclisble LLC                      | 76.50               |
| 03/13/2025 45156           | John Love                          | 561.00              |
| 03/13/2025 45157           | Kanopy                             | 99.00               |
| 03/13/2025 45158           | Maureen Mooney                     | 29.97               |
| 03/13/2025 45159           | Parks/Schuyler Mansion             | 25.00               |
| 03/13/2025 45160           | Staples Inc and Subsidiaries       | 88.37               |
| 03/13/2025 45161           | Storm King Art Center              | 250.00              |
| 03/13/2025 45162           | TMobile                            | 200.90              |
| 03/13/2025 45163           | Ventfort Hall                      | 125.00              |
| 03/13/2025 45164           | Baker & Taylor Books               | 614.98              |
| 03/13/2025 45165           | Baker & Taylor Books               | 388.98              |
| 03/13/2025 45166           | Baker & Taylor Books               | 1,107.50            |
| 03/13/2025 45167           | Baker & Taylor Books               | 433.80              |
| 03/13/2025 Online 03.14.25 | JP Morgan Chase Bank NA            | 3,134.20            |
|                            |                                    | <b>\$30,777.04</b>  |
|                            |                                    | <b>\$153,083.20</b> |
|                            |                                    | <b>\$153,083.20</b> |

Total for L200.10 TD BANK-OPERATING

Total for L0200 BANK ACCOUNTS with sub-accounts

**TOTAL**