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AGENDA

Board of Trustees

April 22, 2025

7:00 p.m.

Vision

To serve as the central hub where people feel welcome, supported in learning, and connected to community and one another.

Mission

We inspire learning, imagination, collaboration, and compassion by providing our community with equitable access to resources in a welcoming environment.

Notice is hereby given that a meeting of the Library Board of Trustees will be held in person on Tuesday, April 22, 2025 at 7:00 p.m.

Members of the Public can view the meeting via Live Stream on the Library’s YouTube Account: <https://www.youtube.com/user/egllibrary>

Meetings of the Library Board are open to the public under provisions of the New York State Open Meeting Law. To submit public comment, you may attend in person or send an email with your comments to be read aloud, to Library Director, Jill Dugas Hughes at director@egllibrary.org. Please contact the Director for additional information or to request an accommodation.

1.	Call to Order/Review of Agenda • (5 min)	C. Pensabene A.
2.	Public Comment • (15 min)	C. Pensabene
3.	Approval of Minutes • (5 min) ➤ MOTION to approve the minutes of the March 18, 2025 , Library Board Meeting.	A. Miller B.
4.	Treasurer’s Reports • (10 min) Treasurer’s Report Narrative Off Warrant (March 12, 2025 – April 9, 2025) ➤ MOTION to accept the Off Warrant in the amount of \$162,470.06 for the period of 3/12/2025 – 4/9/2025, as presented. Warrant (March 12, 2025 – April 9, 2025) ➤ MOTION to authorize the president to sign the Warrant for the period of 3/12/2025 – 4/9/2025 in the amount of \$18,336.35 . Financials (27.12% of the year over) • Budget vs. Actual 2025 (1/1/2025 – 4/9/2025) • Balance Sheet (4/9/2025) • Restricted Gift/Grant Funds (1/11/2025 – 4/9/2025) ➤ MOTION to approve the April 9, 2025, Financials with 27.12% of the year completed, as presented.	N. Krisanda C. D. E. F. G.
5.	Committee Reports • (10 min) Services Committee ➤ MOTION to approve the April 2025 Employee Handbook which will replace the 2010 Staff Manual.	C. Pensabene H.



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	<p>Administrative Committee</p> <ul style="list-style-type: none"> ➤ MOTION to approve the library’s contribution rates towards health insurance to be the following, which at the current participation rate is within budget: Individual – \$1,006/month Employee + Spouse – \$1,121/month Family – \$1,380/month ➤ MOTION to authorize the Director to sign the Memorandum of Understanding (MOU) between the Friends of the East Greenbush Community Library (FOEGCL) and the East Greenbush Community Library as presented. ➤ MOTION to authorize the Director to allocate up to \$25,000 from Non-Restricted Capital Reserves toward office renovations and to proceed with the project. 	<p>A. Miller I.</p>
6.	Director’s Report • (10 min)	<p>J. Dugas Hughes J.</p>
7.	<p>Liaison Reports • (15 min)</p> <p>Upper Hudson Library System Friends of the Library Town of East Greenbush Rensselaer County</p>	<p>C. Engel J. Price J. McHugh T. Grant</p>
8.	Unfinished Business • (5 min)	<p>C. Pensabene</p>
9.	<p>New Business • (5 min)</p> <p>Appoint Ad Hoc Committee Trustee Recruitment</p>	<p>C. Pensabene</p>
10.	<p>Adjournment</p> <ul style="list-style-type: none"> ➤ MOTION to adjourn the 4/22/2025 Library Board Meeting. 	<p>C. Pensabene</p>

Upcoming Board & Committee Meetings:

Monday, May 5, 2025

- 5:30-6:30 PM Services Committee Meeting
- 7:00-8:00 PM Administrative Committee Meeting

Tuesday, May 20, 2025

- 7:00-9:00 PM Library Board Meeting



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Library Board of Trustees Meeting - DRAFT
 March 18, 2025, in person, livestreamed, and recorded

ATTENDEES:

Presiding Officers:

- Charlie Pensabene, President
- Katie Sheehan, Vice-President
- Amanda Miller, Acting Secretary
- Nichole Krisanda, Treasurer
- Mari Harris, Trustee
- Kayla Kutzscher, Trustee

Excused:

- Camie Engel, Secretary

Library staff, Community Partners & Members of the Public:

- Jill Dugas Hughes, Library Director
- Jenna Schmonsky, Administrative Assistant
- Julie Ann Price, Friends of the East Greenbush Library

A Library Board of Trustees meeting of the East Greenbush Community Library was held on March 18, 2025, at the East Greenbush Community Library and was livestreamed. It began at 7:00 p.m. and was presided over by Charlie Pensabene, President with Amanda Miller as acting Secretary. The meeting was recorded.

CALL TO ORDER:

- C. Pensabene called the Library Board of Trustees Meeting to order at 7:00 p.m.

REVIEW OF AGENDA:

- The agenda was reviewed. C. Pensabene noted that C. Engel has been excused from the meeting.

PUBLIC COMMENT:

- There was no public comment.

APPROVAL OF MINUTES:

- **MOTION #2025-03-17:** M. Harris made the motion to approve the minutes from the February 25, 2025, Library Board meeting as amended. Seconded by K. Kutzscher. The motion was carried with 6 in favor, none opposed.



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TREASURER'S REPORT: N. Krisanda highlighted the following:

- The library is in good financial standing and within budget.
- **Books & Materials:** Slightly over budget due to upfront subscription costs.
- **Facilities:** 3% over budget, impacted by prepaid maintenance contracts and a 67% increase in the National Grid bill compared to last year.
- **Electronic Resources:** Monitoring spending, as adjustments may be needed later.
- **Major Expenses:** Recent costs include books, the financial audit, and maintenance contracts.
 - **MOTION #2025-03-18:** K. Sheehan made a motion to accept the Off-Warrant in the amount of **\$62,486.76** for the period of February 20, 2025, through March 11, 2025, as presented. Seconded by C. Pensabene. The motion was carried with 6 in favor, none opposed.
 - **MOTION #2025-03-19:** K. Sheehan made a motion to authorize the president to sign the Warrant for the period of February 20, 2025, through March 11, 2025, in the amount of **\$24,257.47**. Seconded by K. Kutzscher. The motion was carried with 6 in favor, none opposed.
 - **MOTION #2025-03-20:** K. Sheehan made a motion to approve the March 11, 2025, Financials with 19.2% of the year completed, as presented. Seconded by M. Harris. The motion was carried with 6 in favor, none opposed.

COMMITTEE REPORTS:

Administrative: The written committee report was submitted by A. Miller. Highlights from the written report included: website project and staff manual.

Services: The written committee report was submitted by K. Sheehan. Highlights from the written report included: staff manual and incident regarding material misuse.

Committee Roles regarding staff manual: The Services Committee oversees review; Administrative Committee handles financial feasibility.

DIRECTOR'S REPORT: The written director's report was submitted by J. Dugas Hughes. Highlights from the written report included:

Libby (OverDrive) and Hoopla

1) Digital Resource Licensing and Cost Issues:

- **Libby (OverDrive):** Libraries either buy individual titles (which expire after a set number of checkouts) or contribute to a consortium. There are wait times since copies are limited, but it is a curated collection.



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- **Hoopla:** Patrons can borrow anything instantly (no wait times), but the library is charged per use, making it far more expensive and difficult to budget. The collection isn't curated by library staff, which means quality control can be an issue.
- 2) Budget Breakdown:**
- **Total materials budget:** \$161,500.
 - **Digital resources (Libby & Hoopla) budget:** \$53,690 (33% of the total materials budget).
 - **Hoopla's budget share:** 11%, but its usage is already at 13% and growing fast.
 - **Libby's budget share:** 89%, with 87% of total digital circulation.
- 3) Usage Trends & Challenges:**
- Wait times on Libby continue to be a challenge, but Hoopla is too expensive to be the primary solution.
 - Libby is more heavily used than Hoopla (87% vs. 13%), despite Hoopla's instant access model.
 - Music and television/movies are only available on Hoopla, but they make up a small percentage of total digital borrowing.
 - Magazines are only available on Libby.
- 4) Future Considerations:**
- The library is constantly reevaluating its budget allocation to balance affordability with patron demand.
 - There is discussion at the consortium level about alternative digital vendors, but changes would likely need to take place at a system level.
 - If Hoopla costs continue to rise, the library may need to shift funds towards more Libby Advantage purchases (which prioritize local patrons).
- 5) Patron Feedback is Critical:**
- The library encourages feedback on wait times and borrowing preferences to help make funding decisions.
 - **Upper Hudson Training:** Charlie and Jill attended the Upper Hudson Director & Board President Training, a full-day annual event.
 - **Winter Reading Challenge:** "Bundle Up with a Book" encouraged participants to engage with library resources and fun activities like reading local authors, revisiting childhood favorites, and acts of kindness.
 - **New Library of Things Additions:**
 - **Peloton App:** A new streaming service offering exercise, meditation, yoga, and running classes (no equipment required).
 - **Karaoke Machine:** Bluetooth-enabled and compatible with YouTube, Spotify, and USB drives.
 - **Purchase Limits:** A \$250 cap remains on new "Library of Things" purchases.
 - **Borrowing Policy:** No changes—patrons can still borrow up to three "Library of Things" at a time.



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Storytime, Surveys & Programs:

- Surveys are an ongoing part of the strategic plan and actively inform decision-making.
- Storytime surveys are continuously adjusted based on feedback, leading to changes such as keeping Saturday storytimes and seeking funding for a sensory storytime.
- The Monday night storytime was discontinued due to low attendance, despite the demand for more evening programs.
- K-5 programming surveys indicated a preference for events on Saturdays, Fridays, and Wednesdays, guiding future scheduling.
- Program and service planning happens quarterly, ensuring capacity is managed effectively.

Upcoming Documentary and Library Tours: The library will host a screening of *Free for All*, a documentary about public libraries and their historical role in democracy, citizenship, literacy, and social justice, followed by discussions and tours.

Upcoming Trainings & Partnerships:

- Staff Development Day is scheduled for April 28th, with training on safety, public service, and strategic initiatives.
- A new partnership with the Rensselaer County One Stop Career Center will bring office hours to the library.

Trustee Recruitment:

- There are three potential openings next year.
- A recruitment letter has been developed and shared with potential candidates. Trustees are encouraged to distribute it further.
- Personal conversations are the most effective way to recruit, followed by letters, emails, or phone calls.
- The board matrix can help identify skill gaps and guide recruitment efforts.
- The goal is to ensure the board remains diverse and representative of the community.

Annual Report to Community:

- The report includes all finalized data from the annual report and will be shared with the community via social media, print, and indoor displays. It's a state-mandated requirement.

LIAISON REPORTS:

Friends of the Library: J. Price noted the following:

Book Sale:

- Teachers from East Greenbush and Schodack are invited to the pre-sale. Other teachers from different districts can attend if they have a teacher ID.
- Volunteer slots are full. Inventory is on track, with an additional four hours of sale time.
- Donations are closed due to lack of storage.
- Hours of book sale: 4/4 • 9-5, 4/5 • 9-4, 4/6 (bag sale) • 11-2:30.



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Swag Fundraising Shop (Launching April 1st):

- Items include travel mugs, window clings, and shirts with reading-related slogans.
- Items will be on display near the library entrance.

Night at the Library Event (Tentatively October 18th):

- **Theme:** Celebrating art in various forms (visual, performance, literary, culinary).
- **Silent Art Auction:** Local artists/authors contributing pieces.
- **Live Music:** Two local acoustic guitarists.
- **Decor & Setup:** Fairy lights, electric candles, and potential student decorators.
- **Sponsorship Needed:** Seeking a \$2,500 naming sponsor.
- **Jury Process for Art:** All art will comply with Library Exhibit policy.
- **Additional Ideas:** Chalk art panels, community art installations, and a themed dessert contest.
- **Other:** Friends are requesting approval from the Library Board to allow them to pursue an event liquor license to serve alcohol at the fundraiser.

Upper Hudson Library System: N/A

Town of East Greenbush: N/A

Rensselaer County: N/A

UNFINISHED BUSINESS: None

NEW BUSINESS: None

ADJOURN:

- **MOTION #2025-03-21:** Motion to adjourn the March 18, 2025, Board meeting was made by K. Kutzscher at 8:04 p.m. Seconded by K. Sheehan. The motion was carried with 6 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Amanda Miller, Acting Secretary

East Greenbush Community Library Off-Warrant (March 12- April 9, 2025)

Cash, Operating Accounts	Name	Date	Num	Memo/Description	Amount
1003.00 Checking, Operating-XXX178					
	Absolute Fire Protection LLC	03/19/2025	42855	Annual Inspection	-595.00
	Aflac	03/27/2025	42867	NBY22	-415.98
	ALBANY MARBLE INC.	03/19/2025	42856	Tile- Construction Project	-36,468.60
	BOA CARD SERVICES	04/01/2025	42868	CORP ACCOUNT 1924	-1,777.94
	CDPHP	03/19/2025	42860	10002870	-12,294.47
	CHARTER COMMUNICATIONS (FIBER OPTIC)	03/19/2025	42861	141867501	-399.00
	CHARTER COMMUNICATIONS (TELEPHONE)	03/19/2025	42862	142138101	-43.62
	Droptomsuite Inc.	03/19/2025	42857	EGCL-3759 OREGON-1	-81.00
	GUARDIAN	03/19/2025	42863	00 575836 DENTAL & VISION	-376.07
	Nationalgrid	03/26/2025	42865	34370-88011	-3,488.43
	New York State Deferred Comp.	03/19/2025	42858	Plan#0045420	-317.34
	New York State Deferred Comp.	03/25/2025	42864	Plan#0045420	-317.34
	NYSLRS	03/31/2025	March 2025	NYSLRS for MARCH 2025	-1,624.31
	Paychex	03/14/2025	PR# 6; 3/14/25	PR# 6	-13,373.65
	Paychex	03/14/2025	PR# 6; 3/14/25	PROCESSING CHARGES FOR PAYROLL #6 DATED 3/14/25	-421.29
	Paychex	03/14/2025	PR# 6; 3/14/25	PR# 6	-38,437.77
	Paychex	03/28/2025	PR# 7; 3/28/25	PR# 7	-38,141.04
	Paychex	03/28/2025	PR# 7; 3/28/25	PR# 7	-13,259.36
	Paychex	03/28/2025	PR# 7; 3/28/25	PROCESSING CHARGES FOR PAYROLL #7 DATED 3/28/25	-421.29
	Pitney Bowes Global Financial Services LL	03/26/2025	42866	15428241	-183.81
	VERIZON WIRELESS	03/19/2025	42859	542647307-00001	-32.75
	Total for 1003.00 Checking, Operating-XXX178				\$ 162,470.06
Total for Cash, Operating Accounts					\$ 162,470.06

East Greenbush Community Library

Warrant of Bills by Vendor (March 12-April 9, 2025)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Amazon Capital Services				
Amazon Capital Services	03/07/2025	13WN-R6MW-FFHY	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	75.68
Amazon Capital Services	03/07/2025	1RJG-PGCD-FFXL	A3DG71IHROMNJM CREDIT FOR INVOICE 144H-N6MJ-C7ND ADULT LIBRARY OF THINGS	-80.89
Amazon Capital Services	03/11/2025	1TCK-DYMN-3PPQ	A3DG71IHROMNJM YS PROGRAM SUPPLIES	82.49
Amazon Capital Services	03/13/2025	1KMP-QHG1-KJYL	A3DG71IHROMNJM ADULT LIBRARY OF THINGS	228.93
Amazon Capital Services	03/13/2025	199P-FJP6-TAP1	A3DG71IHROMNJM MAINTENANCE & OFFICE SUPPLIES	75.90
Amazon Capital Services	03/13/2025	13HT-GN9P-QCTL	A3DG71IHROMNJM LIBRARY OFFICE SUPPLIES	15.98
Amazon Capital Services	03/15/2025	11PG-JVGG-F36H	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	84.65
Amazon Capital Services	03/15/2025	17GW-JDXK-9P6D	A3DG71IHROMNJM ADULTS LIBRARY OF THINGS	41.98
Amazon Capital Services	03/15/2025	1DF6-M9FY-G6TG	A3DG71IHROMNJM MAINTENANCE SUPPLIES	34.98
Amazon Capital Services	03/20/2025	16NQ-RRJR-3Y4Q	A3DG71IHROMNJM ADULT LIBRARY OF THINGS	88.95
Amazon Capital Services	03/24/2025	1WP9-TJDM-7T6X	A3DH71IHROMNJM VIEWSONIC 32" MONITOR	149.99
Amazon Capital Services	03/29/2025	1XKY-JLC7-1KTV	A3DG71IHROMNJM YS PROGRAM SUPPLIES	329.08
Amazon Capital Services	03/29/2025	1HLQ-X71N-TMH3	A3DG71IHROMNJM TEEN FICTION BOOKS	37.66
Amazon Capital Services	03/29/2025	1KMT-X6WX-YHKG	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	24.84
Amazon Capital Services	03/31/2025	17L7-3JNP-GXDT	A3DG71IHROMNJM YS FAMILY ENGAGEMENT	46.51
Amazon Capital Services	04/01/2025	1TV4-QXXV-P3DF	A3DG71IHROMNJM TEEN BOOKS	90.09
Amazon Capital Services	04/02/2025	1VYD-JGDN-J34D	A3DG71IHROMNJM MARKETING/SUGGESTION BOXES	80.97
Amazon Capital Services	04/02/2025	1TGC-LV7C-NV1L	A3DG71IHROMNJM STAFF DEV DAY SUPPLIES	41.78
Amazon Capital Services	04/02/2025	1KRL-PVH7-HCXC	A3DG71IHROMNJM TEEN PROG SUPPLIES	12.99
Total for Amazon Capital Services				\$1,462.56
BAKER & TAYLOR (ALL ACCTS)				
BAKER & TAYLOR (ALL ACCTS)	03/06/2025	H71884560	75006619 ADULT DVDS	113.93
BAKER & TAYLOR (ALL ACCTS)	03/11/2025	5019396980	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	32.53
BAKER & TAYLOR (ALL ACCTS)	03/14/2025	H71959350	75006619 ADULT DVDS	75.60
BAKER & TAYLOR (ALL ACCTS)	03/18/2025	5019404874	309318 L026683 3 B0000 J FICTION PICTURE BOOKS	104.64

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
BAKER & TAYLOR (ALL ACCTS)	03/27/2025	5019423897	309318 L026683 3 B00000 J POP FICTION & J FICTION PICTURE BOOKS	215.84
BAKER & TAYLOR (ALL ACCTS)	03/31/2025	H72019600	75006619 ADULT DVDS	58.44
BAKER & TAYLOR (ALL ACCTS)	03/31/2025	5019434307	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	24.03
BAKER & TAYLOR (ALL ACCTS)	04/02/2025	5019435790	309318 L026683 3 B00000 YS BOOKS	122.41
BAKER & TAYLOR (ALL ACCTS)	04/03/2025	H72100230	75006619 AIS DVDS	81.69
Total for BAKER & TAYLOR (ALL ACCTS)				\$829.11
Brodart 800-233-8467				
Brodart	03/06/2025	B6947020	3105612 J NON-FICTION BOOKS	201.10
Brodart	03/06/2025	B6947122	3105612 J FICTION GN BOOKS	145.73
Brodart	03/06/2025	B6947052	3105612 J FICTION READER BOOKS	18.83
Brodart	03/10/2025	B6948801	3105613 J FICTION GN BOOKS	37.17
Brodart	03/10/2025	B6948809	3105614 J PARENTING BOOKS	21.98
Brodart	03/10/2025	B6948794	3105613 J FICTION BOOKS	13.43
Brodart	03/10/2025	B6948807	3105613 J FICTION PICTURE BOOK	7.72
Brodart	03/10/2025	B6948810	3105613J FICTION BOOKS	5.72
Brodart	03/11/2025	B6949712	3105611 ADULT NON-FICTION BOOKS	308.52
Brodart	03/11/2025	B6949700	3105611 ADULT NON-FICTION BOOKS	83.15
Brodart	03/11/2025	B6949922	3105612 J FICTION BOARD BOOKS	32.04
Brodart	03/12/2025	B6950790	310561B ADULT FICTION BOOKS	252.08
Brodart	03/12/2025	B6950542	3105612 J NON-FICTION BOOKS	147.70
Brodart	03/12/2025	B6950536	310561B ADULT FICTION BOOKS	87.64
Brodart	03/12/2025	B6950789	310561B ADULT FICTION BOOKS	79.22
Brodart	03/12/2025	B6950615	3105612 J FICTION READER BOOKS	64.21
Brodart	03/12/2025	B6950665	3105612 J FICTION GN BOOKS	62.49
Brodart	03/12/2025	B6950793	3105612 J FICTION PICTURE BOOKS	36.00
Brodart	03/12/2025	B6950616	3105612 J FICTION BOOKS	26.49
Brodart	03/12/2025	B6950540	310561B ADULT GN BOOKS	13.07
Brodart	03/12/2025	B6950595	310561B ADULT FICTION BOOKS	8.62
Brodart	03/13/2025	B6951374	3105612 TEEN FICTION BOOKS	450.72
Brodart	03/13/2025	B6951593	3105612 JFICTION PICTURE BOOKS	253.03
Brodart	03/13/2025	B6951594	3105612 JFICTION PICTURE BOOKS	173.02
Brodart	03/13/2025	B6951395	3105612 TEEN NON-FICTION BOOKS	89.14
Brodart	03/13/2025	B6951394	3105612 JFICTION PICTURE BOOKS	42.03
Brodart	03/13/2025	B6951541	310561 J POP FICTION BOOKS	36.00
Brodart	03/13/2025	B6951532	3105612 J POP FICTION BOOKS	24.42
Brodart	03/13/2025	B6951531	3105612 JFICTION PICTURE BOOKS	22.59
Brodart	03/14/2025	B6952304	310561B ADULT FICTION BOOKS	376.47
Brodart	03/14/2025	B6952315	310561B ADULT FICTION BOOKS	343.35
Brodart	03/14/2025	B6952326	310561B ADULT FICTION BOOKS	153.37
Brodart	03/18/2025	B6953840	310561B ADULT FICTION BOOKS	557.64
Brodart	03/18/2025	B6954172	310561B ADULT FICTION BOOKS	489.54
Brodart	03/18/2025	B6953990	310561B ADULT FICTION BOOKS	254.59
Brodart	03/18/2025	B6953929	B6953929 ADULT FICTION BOOKS	29.21
Brodart	03/24/2025	B6957284	3105614 J POP FICTION BOOKS	31.50
Brodart	03/24/2025	B6957407	3105614 J PARENTING BOOK	13.60
Brodart	03/24/2025	B6957044	310561B ADULT FICTION BOOKS	8.00
Brodart	03/25/2025	B6958124	310561B ADULT FICTION BOOKS	332.01

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	03/25/2025	B6958340	3105611 ADULT NON-FICTION BOOKS	297.85
Brodart	03/25/2025	B6958390	310561B ADULT FICTION BOOKS	110.86
Brodart	03/25/2025	B6958181	3105612 J NON-FICTION BOOKS	108.79
Brodart	03/25/2025	B6958298	3105612 J POP FICTION BOOKS	57.45
Brodart	03/25/2025	B6958341	3105612 J POP FICTION BOOKS	34.88
Brodart	03/25/2025	B6958338	3105611 ADULT NON-FICTION BOOKS	20.15
Brodart	03/25/2025	B6958316	310561B ADULT FICTION BOOKS	13.58
Brodart	03/25/2025	B6958180	3105612 J FICTION GN BOOKS	13.30
Brodart	03/25/2025	B6958362	3105613 J FICTION GN BOOKS	7.58
Total for Brodart				\$5,997.58
BRYANS & GRAMUGLIA				
BRYANS & GRAMUGLIA	03/04/2025	5839	EGCL COMPLETION OF AUDIT PROCEDURES & INSURANCE OF FINAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 12/31/24	1,500.00
Total for BRYANS & GRAMUGLIA				\$1,500.00
Capital Security 479-7122				
Capital Security	03/12/2025	193843	EGCL ANNUAL INSPECTION OF FIRE SYSTEM/ REPLACED BATTERIES	170.59
Capital Security	03/15/2025	193696	EGCL NETWORK/CELLULAR MONITORING PERIOD 4/1/25-4/30/25	63.00
Total for Capital Security				\$233.59
CENGAGE Learning/GALE 877-201-3962 opt 2				
CENGAGE Learning/GALE	03/05/2025	86973841	124198 ADULT LP BOOK	32.79
CENGAGE Learning/GALE	03/06/2025	86979851	124198 ADULT LP BOOKS	114.38
CENGAGE Learning/GALE	03/12/2025	87009767	124198 ADULT LP BOOKS	29.59
CENGAGE Learning/GALE	03/20/2025	87055673	124198 LETHAL PREY ADULT LP BOOKS	32.79
CENGAGE Learning/GALE	03/24/2025	87078280	124198 ADULT LP BOOKS	51.20
CENGAGE Learning/GALE	03/25/2025	87082925	124198 ADULT LP BOOKS	25.60
CENGAGE Learning/GALE	03/27/2025	87097090	124198 ADULT LP BOOK	27.20
Total for CENGAGE Learning/GALE				\$313.55
DEMCO 800-752-7614 act.rece				
DEMCO	03/26/2025	7623389	710162791 PROCESSING SUPPLIES	100.92
Total for DEMCO				\$100.92
EGCL - Petty Cash				
EGCL - Petty Cash	03/12/2025	5022	EGCL GLASS CUTTING FOR FISH TANK CANOPY TO FIT	20.00
Total for EGCL - Petty Cash				\$20.00
FAN PEN LI CHEN (518) 462-0302				
FAN PEN LI CHEN	03/25/2025	AIS-5-1-25	EGCL PROGRAM HISTORY OF CHINESE SHADOW THEATRE 5/1/25	100.00
Total for FAN PEN LI CHEN				\$100.00
HEATHER NELSON				
HEATHER NELSON	01/12/2025	1000110486975609	EGCL AS PROGRAM SUPPLIES	33.97

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Total for HEATHER NELSON				\$33.97
HOME DEPOT				
HOME DEPOT	02/26/2025	4060066	**** * 8313 MAINTENACE SUPPLIES	26.77
Total for HOME DEPOT				\$26.77
JEFF WASBES				
(518) 669-1536				
JEFF WASBES	04/04/2025	AIS 5-4-25	EGCL ADULT PROGRAM MIDNIGHT CHOIR CONCERT 5/4/25	400.00
Total for JEFF WASBES				\$400.00
JESSICA MARCY				
JESSICA MARCY	04/03/2025	AIS-5-20	EGCL ADULT PROGRAM SPRING DECLUTTERING BOOTCAMP 5/20/25	100.00
Total for JESSICA MARCY				\$100.00
Joseph P. Mangione, Inc.				
272-4080				
Joseph P. Mangione, Inc.	03/17/2025	528834-01	100620 LOCK REPAIR ON STAFF DOOR , PARTS, KEYS MADE FOR LOCKERS	725.00
Total for Joseph P. Mangione, Inc.				\$725.00
MARINE DESIGN & SERVICE				
MARINE DESIGN & SERVICE	01/10/2025	6421	EGCL FISH TANK SERVICE , GLASS CANOPY & LED'S	226.76
Total for MARINE DESIGN & SERVICE				\$226.76
MEGAN VISCIO				
(518) 618-0701				
MEGAN VISCIO	04/04/2025	AIS 5-15-25	EGCL ADULT PROGRAM GLASS GARDENS 5/8/25	275.00
Total for MEGAN VISCIO				\$275.00
Midwest Tape				
1-800-875-2785				
Midwest Tape	03/10/2025	506862543	2000007825 ADULT DVD	14.99
Midwest Tape	03/17/2025	506888178	2000001825 ADULT & J DVDS	156.67
Midwest Tape	03/17/2025	506895880	2000001825 J DVD	12.74
Midwest Tape	03/25/2025	506937424	506937424 ADULT & J DVDS	30.73
Midwest Tape	03/28/2025	506950908	2000001825 ADULT & J DVDS	73.44
Total for Midwest Tape				\$288.57
NATIONAL BUSINESS TECH. (ALBANY)				
NATIONAL BUSINESS TECH. (ALBANY)	01/01/2025	INV647395	EG00 TONER	126.60
Total for NATIONAL BUSINESS TECH. (ALBANY)				\$126.60
Northeast Toner, Inc.				
518-899-5545				
Northeast Toner, Inc.	01/01/2025	118805	EGCL SERVICE CALL ON KYOCERA TASKALFA 4052CI CLEANED MACHINE AND MADE ADJUSTMENTS	135.00
Northeast Toner, Inc.	03/12/2025	119102	EGCL TONERS	191.00
Northeast Toner, Inc.	03/25/2025	119176	EGRN TONERS	294.00
Total for Northeast Toner, Inc.				\$620.00
OVERDRIVE				
216-573-6886 ext.212				
OVERDRIVE	03/18/2025	01080CO25084445	1080-0012 TEEN EAUDIOBOOKS	145.38
OVERDRIVE	03/20/2025	01080CO25088054	1080-1012 ADULT EBOOKS	420.00
OVERDRIVE	03/20/2025	01080CO25088027	1080-0012 ADULT EBOOKS	415.00
OVERDRIVE	03/20/2025	01080CO25088063	1080-1012 ADULT EAUDIOBOOKS	244.98
OVERDRIVE	03/20/2025	01080CO25088034	1080-0012 ADULT EAUDIOBOOKS	156.75
Total for OVERDRIVE				\$1,382.11

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
PURE WATER PARTNERS				
PURE WATER PARTNERS	04/01/2025	2015156	700-39652-1 (2/17/25-5/16/25)	198.00
Total for PURE WATER PARTNERS				\$198.00
STAPLES				
1-877-826-7755				
STAPLES	03/13/2025	6026641235	1008052 MAINTENANCE SUPPLIES	239.24
STAPLES	03/26/2025	6027674100	1008052 STANDUP SIGNHOLDER LIBRARY OFFICE SUPPLIES	30.89
STAPLES	03/26/2025	6027674101	1008052 LIBRARY OFFICE SUPPLIES & CAC SNACKS	23.30
STAPLES	03/27/2025	6027781585	N008052 LIBRARY OFFICE SUPPLIES	16.99
STAPLES	03/28/2025	6027858068	N008052 LIBRARY OFFICE SUPPLIES	50.09
Total for STAPLES				\$360.51
TAG SOLUTIONS, LLC				
(518) 292-6510				
TAG SOLUTIONS, LLC	04/01/2025	30633403	21743 IT MANAGED SERVICES 4/1/25-4/30/25	2,633.00
Total for TAG SOLUTIONS, LLC				\$2,633.00
VERIZON WIRELESS				
VERIZON WIRELESS	04/01/2025	6109905887	542647307-00001 3/2/25-4/1/25	32.75
Total for VERIZON WIRELESS				\$32.75
WHITTAKER, CHLOE				
WHITTAKER, CHLOE	04/04/2025	AIS 5-3-25	EGCL AIS PROGRAM EMBROIDERY WITH CHLOE 5/3/25	350.00
Total for WHITTAKER, CHLOE				\$350.00
TOTAL				\$18,336.35

Note

Payment Approved / /

President, Library Board of Trustees: _____



East Greenbush Community Library

Budget vs. Actual

January 1-April 9, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges	3,578.50	15,000.00	-11,421.50	23.86 %
4100 Interest & Earnings	14,810.25	30,000.00	-15,189.75	49.37 %
4200 Public Funds	2,395,971.80	2,402,155.00	-6,183.20	99.74 %
4410 Gifts & Grants				
4400 Restricted Gifts/Grants	37,061.00	50,000.00	-12,939.00	74.12 %
4401 Non-Restricted Income (G/G)	530.26	2,500.00	-1,969.74	21.21 %
Total 4410 Gifts & Grants	37,591.26	52,500.00	-14,908.74	71.60 %
Total Revenue	\$2,451,951.81	\$2,499,655.00	\$ -47,703.19	98.09 %
GROSS PROFIT	\$2,451,951.81	\$2,499,655.00	\$ -47,703.19	98.09 %
Expenditures				
Operating Expenses				
5000 Technology/Communications	17,152.30	115,000.00	-97,847.70	14.92 %
5010 Programming & Planning	6,635.28	34,700.00	-28,064.72	19.12 %
5020 Bks & Mat'ls (Collections)	48,734.71	161,500.00	-112,765.29	30.18 %
5030 Facilities Expenses	37,485.39	143,940.00	-106,454.61	26.04 %
5040 Professional Services	19,276.43	61,650.00	-42,373.57	31.27 %
5050 Operations	4,844.50	43,050.00	-38,205.50	11.25 %
5100 Human Resources/Staff Devt	250.08	7,000.00	-6,749.92	3.57 %
5200 Personnel				
5201 Benefits	56,038.69	460,895.00	-404,856.31	12.16 %
5250 Salaries	351,231.22	1,422,865.00	-1,071,633.78	24.68 %
Total 5200 Personnel	407,269.91	1,883,760.00	-1,476,490.09	21.62 %
Total Operating Expenses	541,648.60	2,450,600.00	-1,908,951.40	22.10 %
Total Expenditures	\$541,648.60	\$2,450,600.00	\$ -1,908,951.40	22.10 %
NET OPERATING REVENUE	\$1,910,303.21	\$49,055.00	\$1,861,248.21	3,894.21 %
Other Expenditures				
FR Friends Pass-through	-733.84		-733.84	
Reserve Funds				
901 Reserve Fund Expenditures (Capital)	50,137.95		50,137.95	
Total Reserve Funds	50,137.95		50,137.95	
Total Other Expenditures	\$49,404.11	\$0.00	\$49,404.11	0.00%
NET OTHER REVENUE	\$ -49,404.11	\$0.00	\$ -49,404.11	0.00%
NET REVENUE	\$1,860,899.10	\$49,055.00	\$1,811,844.10	3,793.50 %

Note

On this date, the year is 27.12% over.

Transfers to and from Reserves are not included on the Budget vs. Actual report; they are recorded on the Balance Sheet.

East Greenbush Community Library

Balance Sheet

As of April 9, 2025

	TOTAL			
	AS OF APR 9, 2025	AS OF APR 9, 2024 (PY)	CHANGE	% CHANGE
ASSETS				
Cash Assets				
Accounts				
Cash, Operating Accounts	2,226,735.66	2,095,041.26	131,694.40	6.29 %
Designated Board Cash Funds				
1007.00 Non-Restricted, Hurr XXX244	55,178.66	58,476.72	-3,298.06	-5.64 %
1008.00 Non-Restricted, Capital Reserve- XXX0228	498,635.87	601,325.96	-102,690.09	-17.08 %
1009.00 Non-Restricted, Operational Contingency- XXX210	401,097.54	389,070.56	12,026.98	3.09 %
Total Designated Board Cash Funds	954,912.07	1,048,873.24	-93,961.17	-8.96 %
Donor Restricted Cash Funds				
1001.00 Donor-Restricted, Gift & Grant-XXX186	31,824.06	80,621.32	-48,797.26	-60.53 %
1005.00 Donor-Restricted, Capital Reserve- XXX251	491,400.14	43,747.67	447,652.47	1,023.26 %
Total Donor Restricted Cash Funds	523,224.20	124,368.99	398,855.21	320.70 %
Total Accounts	\$3,704,871.93	\$3,268,283.49	\$436,588.44	13.36 %
Total Cash Assets	\$3,704,871.93	\$3,268,283.49	\$436,588.44	13.36 %
Fixed Assets				
1597.00 Land	248,028.78	248,028.78	0.00	0.00 %
Fixed Assets	5,478,124.08	5,346,829.54	131,294.54	2.46 %
Fixed Assets - A/D	-3,468,549.97	-3,377,419.26	-91,130.71	-2.70 %
Total Fixed Assets	\$2,257,602.89	\$2,217,439.06	\$40,163.83	1.81 %
TOTAL ASSETS	\$5,962,474.82	\$5,485,722.55	\$476,752.27	8.69 %
LIABILITIES AND EQUITY				
Liabilities	\$18,336.35	\$49,527.60	\$ -31,191.25	-62.98 %
Equity				
3000 Retained Earnings	4,083,239.37	3,669,678.85	413,560.52	11.27 %
Net Revenue	1,860,899.10	1,766,516.10	94,383.00	5.34 %
Total Equity	\$5,944,138.47	\$5,436,194.95	\$507,943.52	9.34 %
TOTAL LIABILITIES AND EQUITY	\$5,962,474.82	\$5,485,722.55	\$476,752.27	8.69 %

Note

On this date, the year is 27.12 % over

Non-Restricted Funds Available: \$3,181,647.73

Donor-Restricted Funds Available: \$523,224.20

Account Transfers to cover monthly interest and expenses:

- 1) \$3,066.09 from Donor-Restricted Gift Grant to Operating (restricted gift/grant expenditures)
- 2) \$1,045.07 from Donor-Restricted Capital Reserve to Non-Restricted Capital Reserve (interest)

2025 Donor-Restricted Gift & Grant Report to the Library Board

As of 04/9/2025

Restricted Gifts & Grants	Original Amount Awarded	Previous Year Balance Carried	Revenue 2025	Expenditures 2025	Balance (Available Funds)
FR-01-2025 AIS Prog	\$ 8,400.00	\$ -	\$ 8,400.00	\$ 2,205.00	\$ 6,195.00
FR-02-2025 Hoopla	\$ 3,515.00	\$ -	\$ 3,515.00	\$ 3,515.00	\$ -
FR-03-2025 Museum	\$ 3,225.00	\$ -	\$ 3,225.00	\$ 556.30	\$ 2,668.70
FR-04-2025 Teen Prog	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 762.23	\$ 1,237.77
FR-05-2025 YS Prog	\$ 6,500.00	\$ -	\$ 6,500.00	\$ 1,019.45	\$ 5,480.55
FR-06-2025 TBD	\$ 2,700.00	\$ -	\$ 2,700.00	\$ -	\$ 2,700.00
FR-02-2022 Large Print Books	\$ 2,200.00	\$ 643.55	\$ -	\$ -	\$ 643.55
FR-23-2022 AD Edu/Jobs	\$ 750.00	\$ 661.59	\$ -	\$ -	\$ 661.59
FR-34-2023 Macbook	\$ 1,300.00	\$ 10.90	\$ -	\$ -	\$ 10.90
FR-37-2023 HoTP	\$ 4,500.00	\$ 1,740.80	\$ -	\$ 427.20	\$ 1,313.60
FR-39-2023 Outreach	\$ 4,000.00	\$ 760.14	\$ -	\$ -	\$ 760.14
FR-40-2024 YS Programming	\$ 2,500.00	\$ 917.47	\$ -	\$ 846.12	\$ 71.35
FR-42-2024 YS AudioBks	\$ 3,100.00	\$ 4.00	\$ -	\$ -	\$ 4.00
FR-43-2024 MuseumPass	\$ 3,700.00	\$ 278.70	\$ -	\$ 278.70	\$ -
FR-44-2024 YS SRPS	\$ 4,500.00	\$ 356.27	\$ -	\$ -	\$ 356.27
FR-45-2024 Teen Supplies	\$ 2,000.00	\$ 816.25	\$ -	\$ 449.56	\$ 366.69
FR-46-2024 Fish	\$ 2,500.00	\$ 1,487.11	\$ -	\$ 484.24	\$ 1,002.87
FR-47-2024 Fam Engagement	\$ 2,000.00	\$ 789.34	\$ -	\$ 349.55	\$ 439.79
FR-48-2024 Playroom	\$ 2,000.00	\$ 988.42	\$ -	\$ -	\$ 988.42
FR-49-YS LoT Kits	\$ 4,000.00	\$ 3,380.06	\$ -	\$ -	\$ 3,380.06
FR-50-2024 LoT	\$ 2,500.00	\$ 12.82	\$ -	\$ -	\$ 12.82
FR-51-2024 Voln Apprec	\$ 3,000.00	\$ 1,005.01	\$ -	\$ 122.85	\$ 882.16
FR-52-2024 Staff Prof Dev Apprec	\$ 3,500.00	\$ 492.15	\$ -	\$ 28.80	\$ 463.35
FR-53-2024 LOT	\$ 2,500.00	\$ 2,481.01	\$ -	\$ 1,515.08	\$ 965.93
FR-54-2024 Hoopla	\$ 7,000.00	\$ 1,804.24	\$ -	\$ 1,804.24	\$ -
Reading Garden	\$ 5,500.00	\$ 230.78	\$ -	\$ -	\$ 230.78
Literacy	\$ 450.00	\$ 237.77	\$ -	\$ -	\$ 237.77
Stewarts Holiday Match	\$ -	\$ -	\$ 750.00	\$ -	\$ 750.00
GRAND TOTAL	\$ 89,840.00	\$ 19,098.38	\$ 27,090.00	\$ 14,364.32	\$ 31,824.06



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Services Committee Minutes

4/14/2025 • 5:30 PM

Attendance: C. Pensabene (President), Camie Engel (Secretary), Mari Harris (Trustee), Jill Dugas-Hughes (Director), Jenna Schmonsky (Administrative Assistant)

Excused: Katie Sheehan (Chair – Vice President)

ACTION ITEMS:

- **Staff Manual**
- Meeting Room Policy (amendments)
- Programming Policy (amendments)
- Library Card Policy (amendments)
- **Friends Fundraiser (alcohol, exhibit sales)**
- Succession Planning & Board Matrix
- Collection Management Policy

- 1) **Staff Manual:** The committee did a final review of the staff manual discussing the following areas: conflict resolution process, PTO payout, security awareness training – quarterly online training, portable communication device, texting while driving, handling of gifts, third party disclosures, benefits overview, insurance, holiday time and a half, sick leave for part-timers, bereavement leave, and dress code (personal appearance)

Motion: The services committee moves to approve the April 2025 Employee Handbook which will replace the 2010 Staff Manual.

- 2) **Friends Fundraiser:** The Friends are interested in serving wine at their upcoming library fundraiser, Night at the Library. The Friends are deep into planning and need a final decision soon. The committee discussed whether to serve alcohol. Concerns were raised about liability, licensing, insurance, and maintaining the library as a safe, inclusive space. The committee reached a consensus to recommend not allowing alcohol at the event.

Next Meeting Action Items:

- Meeting Room Policy (amendments)
- Programming Policy (amendments)
- Library Card Policy (amendments)
- Succession Planning & Board Matrix
- Collection Management Policy



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Administrative Committee Minutes

4/14/2025 • 7:00 PM

Attendance: Amanda Miller (Chair), Charlie Pensabene (President), Kayla Kutzscher (Trustee) Jill Dugas Hughes (Director), Jenna Schmonsky (Administrative Assistant)
Excused: Nichole Krisanda (Treasurer)

ACTION ITEMS:

- Website Project Update
 - Friends/Library MOU
 - Community Way Update
 - Health & Life Insurance
 - Assistant Director & Office Space
 - Schodack
- 1) **Website Project:** The library completed the selection process for a website redesign project. After reviewing quotes and interviewing six design firms, Renaissance Web Solutions has been chosen to restructure the library's website and is within budget.
 - 2) **Friends/Library MOU (see attachment):** The committee reviewed and made necessary adjustments. Checks will be made payable to the Friends of the East Greenbush Community Library two times per year rather than on a yearly basis. The Friends will provide volunteer support as needed and requested by the Library Director.
 - 3) **Community Way Update:** The Y, Hawthorne Ridge, and the library split the cost of patching the major potholes on Community Way, approximately \$9K. Major potholes have been repaired. A major repair project will be coming soon. J. Dugas Hughes is waiting on numbers for further repairs.
 - 4) **Health Insurance & Life Insurance:** Health insurance costs have increased, with contribution rates now set at 15% for Silver, 20% for Platinum, and 23% for Gold plans. These changes take effect with the July 1 renewal. The committee reviewed staff participation in the library's health insurance plans and discussed the possibility of increasing the library's contribution. It was determined that an adjustment could be made while still remaining within budget.



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Motion: The administrative committee recommends that the library’s contribution towards health insurance will be the following, which at the current participation rate is within budget:

Individual – \$1,006/month

Employee + Spouse – \$1,121/month

Family – \$1,380/month

The library received a check for Workers’ Compensation following last year’s payroll audit. Additionally, the library received a dividend from its umbrella insurance policy.

- 5) **Assistant Director & Office Space (see attachment):** The current budget includes funding for an Assistant Director position, which remains unfilled. We have been exploring options to add an additional office space to our current layout in collaboration with the architect and furniture consultant. A permanent fixed office space is not financially feasible at this time. As a result, the focus has shifted to a short-term solution—constructing a semi-permanent office space (e.g., a cubicle with walls and a door) within the administrative area. This would serve as the third private office space to accommodate one of three positions requiring a dedicated workspace. The estimated cost for this setup is approximately \$19,000. The committee discussed the potential reallocation of funds to support this effort.

Motion: The Administrative Committee moves to authorize the Director to allocate up to \$25,000 from Non-Restricted Capital Reserves toward office renovations and to proceed with the project.

- 6) **Schodack:** The committee discussed the Schodack contract.



Memorandum of Understanding
between the Friends of the East Greenbush Community Library
and the East Greenbush Community Library

This Memorandum of Understanding (MOU) constitutes an operating agreement between the Friends of the East Greenbush Community Library (Friends) and the East Greenbush Community Library (Library). The foregoing are collectively referred to as the Parties. The MOU will take effect on **MONTH/DAY/YEAR**. This MOU is intended to be reviewed annually; however, it will continue until it is modified by mutual agreement of the Board of Directors of the Friends and the East Greenbush Community Library. Should amendments to this MOU be desired by the Parties, this MOU shall be amended in writing and signed by both Parties.

The purpose of this Memorandum of Understanding is to clarify and modernize the operating relationship between the Library and Friends, and to define the joint commitment to achieving the common goal of supporting and enriching the services provided by the Library. Addendum A defines the roles of the Friends and, on behalf of the Library, the Library Board of Trustees and Director.

No entity may speak or act on behalf of any other, however, all pledge a spirit of cooperation in the pursuit of the best interests of the East Greenbush Community Library. Both the Library and the Friends share a joint commitment to achieve the goal of supporting and enriching the programs and facilities operated by the Library. Both parties agree that the Friends is a 501(c)(3) non-profit organization independent of the Library that supports the mission of the Library and works with the Library to advance its mission.

The parties to this Memorandum of Understanding hereby agree to the following:

The Board of Trustees govern the library, setting direction and policy for the organization, hiring a qualified library director, and securing appropriate funding to carry out the strategic plan.

The Library Director carries out board policy, leading the organization in the direction set by the board and managing the day-to-day operations of the library. Library programs, services and events held in library facilities will be developed and implemented by library staff. Where appropriate, the Library will seek input and support from the Library Board and Friends.

The Friends support quality library service through advocacy, fundraising, and volunteering in ways that promote the policies and strategic plan of the library. Friends are the library's strongest allies and advocates.

To ensure clear communication between Friends and the Library, both parties agree to work in accordance with EXHIBIT A, entitled "Outline of Roles and Responsibilities of the Parties" attached hereto and made a part of this MOU. In the event of a conflict between the terms of this MOU and Exhibit A, the terms of this MOU shall control.

Additionally, the Friends' President, Library Board President, and the Library Director agree to meet annually to establish fundraising, advocacy and volunteer priorities.



Library Responsibilities

The Library agrees to include the Friends in the strategic planning process to ensure the Friends are aware of the goals and the direction of the Library.

The Library agrees that all requests for support shall be consistent with the mission of the library and subject to a rigorous review and approval of the Director prior to submittal to the Friends.

The Library agrees that grant requests shall primarily be for items that are not within the Library’s regular operating budget. The intent of the money raised by the Friends is to supplement or enhance library services, and not to reduce library taxes. Grant requests for budget subsidies shall only be made in exceptional circumstances where unanticipated revenue losses or expenses jeopardize existing library services.

The Library agrees to provide the Friends with basic administrative support to assist with creating and maintaining a website, and the development of materials for inclusion in the Library’s newsletter and in Friends’ promotional materials.

The Library agrees to provide public space for Friends’ meetings, membership brochures, and promotional materials.

The Library agrees to collect funds on behalf of the Friends from ongoing book sales and various funding initiatives on behalf of the Friends in accordance with Library cash handling procedures and financial policies. Cash will be deposited with the Treasurer of the Friends of the Library on a monthly basis, and a check will be made payable to the Friends of the East Greenbush Community Library two times per year, on June 15, and December 15, for all funds paid through credit cards, minus the transaction fee charged by the credit card processing company.

The Library agrees to provide the Friends with space in the Library for collecting book donations from the public, book storage, sorting book donations for the annual book sales, and other office needs.

Friends Responsibilities

The Friends agree to publicly support the Library and its programs and services through financial support to the Library and through the purchase of products and services that will benefit the Library.

The Friends will provide volunteer support as needed and requested by the Library Director.

The Friends agree to include a member from the Library’s administration as a non-voting presence at its meetings and to allow room on the agenda for a Library report.

The Friends agree that all monies raised will be spent on Library equipment, resources, programs, services, and other Library defined needs unless otherwise agreed in writing by both the Friends and the Library.

The Friends agree that the Library has the final say in accepting or declining any and all financial support made to the Library.

The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library’s Board of Trustees.



The Friends agree that if they cease to actively fundraise and promote the Library, the organization will disband allowing for a new group to be established in their stead.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be effective as of the date listed above.



Friends of the East Greenbush Community Library

East Greenbush Community Library

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Exhibit A: Outline of Roles and Responsibilities of the Parties

Working Together

Party #1 Friends of the East Greenbush Community Library

Party #2 East Greenbush Community Library (consists of Library Director & Trustees)

General Administrative Roles & Responsibilities

- Friends** Support quality library service in the community through fundraising, volunteerism and serving as advocates for the library.
- Library Director** Direct responsibility for the administration of the library within the framework of the board adopted Strategic Plan, policies, and budget. Reports at each board meeting and in other ways keeps the board informed of library’s progress and problems.
- Trustees** Recruit and employ a qualified library director; maintain an ongoing evaluation process for the director. Routinely keep in touch with what is going on through director’s reports, personal use of the library and feedback from the public.

Policy Roles & Responsibilities

- Friends** Support the policies of the library as adopted by the library board.
- Library Director** Apprise board of need for new policies as well as policy revisions. Implement the policies of the library as adopted by the board.
- Trustees** Identify and adopt written policies to govern the internal and external operations of the library.

Planning Roles & Responsibilities

- Friends** Provide input into the library’s strategic plan and support its implementation.
- Library Director** Coordinate and implement a strategic plan with library board, Friends, staff and community.
- Trustees** Ensure that the library has a strategic plan with implementation and evaluation components.

Fiscal Roles & Responsibilities

- Friends** Conduct fundraising that complements the library’s mission and provides funding for special library projects to meet needs as expressed by the library.
- Library Director** Annually prepare an annual budget for the library in consultation with the board; make the Friends aware of the special financial needs of the library. Decide on use of money on the basis of the approved budget.
- Trustees** Secure adequate funds to carry out library operations. Assist in the preparation and presentation of the annual budget. Authorize expenditures in accordance with the budget.



Advocacy Roles & Responsibilities

Friends	Promote the mission of the library within the community. Advocate for the library to legislators.
Library Director	Promote the mission of the library within the community. Educate the library board, Friends, and community regarding local, state, and federal issues that impact the library.
Trustees	Promote the mission of the library within the community and society in general.

Meeting Roles & Responsibilities

Friends	Maintain a liaison to the library board.
Library Director	Participate in library board and Friends meetings. Ensure that there is a liaison from the board to the Friends and vice versa.
Trustees	Participate in board meetings. Follow Open Meetings Law. Appoint a liaison to the Friends board and should become a member of the Friends.

Networking Roles & Responsibilities

Friends	Join the Friends of Libraries section of the New York Library Association (NYLA), and the United for Libraries Association of Library Trustees, Advocates, Friends, and Foundations, a division of the American Library Association (ALA). Attend continuing education sessions.
Library Director	Encourage staff, Trustees, and Friends to join state and national professional organizations and make them aware of educational opportunities.
Trustees	Join the Library Trustees Association section of the New York Library Association (NYLA) and the United for Libraries Association of Library Trustees, Advocates, Friends, and Foundations, a division of the American Library Association (ALA). Attend continuing education sessions at the Upper Hudson Library System.

Programs and Services

Friends	Provide funding for library programs and services as requested by the Library.
Library Director	Develop and implement all library programming and services, consistent with strategic plan and funding availability.
Trustees	Approve the strategic plan and budget, which form the basis for the library’s programming and services decisions.



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Director's Report- April 22, 2025

Respectfully submitted, Jill Dugas Hughes

Based on Strategic Plan 2023-2028 "You Belong Here" Adopted September 19, 2023

Vision: To serve as the central hub where people feel welcome, supported in learning, and connected to community and one another. **Mission:** We inspire learning, imagination, collaboration, and compassion by providing our community with equitable access to resources in a welcoming environment.

Goals and progress updates are in the report.

March Visits/Hours Open

- **Hours Open:** The library was open for 275 hours across 31 days.
- **Visits:** We welcomed 12,524 visitors, a 5% increase compared to the previous year. Of these, 499 utilized our drive-thru window service for checkouts.

Strategic Plan Progress

GOAL 1: Build Community Connections

Identify current underserved communities and craft initiatives to increase usage by identified groups

- **Books By Mail:** UHLS reported that four East Greenbush patrons have signed up for Books By Mail since we began promoting the service. Only Albany Public Library has more sign-ups within UHLS.

GOAL 2: Engage With Your Community

Increase bi-directional communication with local government and community agencies

- **Medicare Enrollment Programs:** Our two most recent sessions attracted 55 attendees, confirming continued community interest.
- **Community Advisory Council (CAC):** The Q1 meeting took place on March 27. The next meeting is scheduled for May 28.
- **Property Assessments:** The recent reassessment in the Town of East Greenbush has generated increased inquiries about the appeal process.

Increase usage of or collaboration with the library by local government and community groups for meetings and events.

- **Borrowing Meeting Rooms:** Utilized by community groups/individuals 112 times in March with 867 attendees.
- **Meet the Doulas Event:** Eight adults and two children attended. The doulas were very pleased with the turnout.

GOAL 3: Satisfy Curiosity and Stimulate Imagination



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Assess the use of physical (both indoor and outdoor) and virtual spaces to meet the needs of the community, including barriers to accessibility

- **Office Space:** We are working with our architect and furniture designer to reconfigure office space to accommodate a new Assistant Director role focused on public services. This project will be funded through non-restricted capital reserves, which we expect to replenish by year-end using unused personnel funds.
- **Main Library Reconfiguration:** Upcoming collection shifts will allow expansion of the Friends ongoing book sale area and improved visibility for browsable collections.

Increase the overall awareness that community members have of the library's programs, collections, and services.

- **Website Project:** We kicked off our new website and logo redesign project with a web designer on April 16. Despite initial cost concerns, the project remains within budget.
- **Book Lovers Adult Reading Challenge (BLARC):** Year-long reading challenge ended March 31, with 398 participants reading 6,124 books. 89 participants completed the challenge, a 23% completion rate, similar to past seasonal reading challenges. A wrap party was held on April 1, and survey results will be included in the April report.
- **Summer Reading Challenge Planning:** Planning is underway for "Color Our World." The program will emphasize library resources, literacy, and create a sense of community among participants.
- **Library Displays:** March displays focused on fictional women detectives, Women's History, and quilting.
- **Reference Services:** In March, reference librarians answered 1,508 reference questions, an increase from January (1,338) and February (1,241). Public printing is also on the rise, with 815 jobs released in March (compared to 623 in January and 653 in February).
- **Marketing:** Created themed social media and flyers linking to digital materials for Women's History Month, Onyx Storm read-alikes, National Happiness Day, and Spring Reads.

Increase circulation of diverse resources and materials.

- **"Free for All" Documentary Screening & Library Tours:** Free for All: The Public Library tells the story of the quiet revolutionaries who made a simple idea happen. From the pioneering women behind the "Free Library Movement" to today's librarians who service the public despite working in a contentious age of closures and book bans, meet those who created a civic institution where everything is free, and the doors are open to all. All are invited to join us for a free screening to learn how public libraries shaped our country and continue to be a sanctuary for Americans everywhere. Attendees will enjoy a behind-the-scenes tour and conversation with library leadership. Trustees are encouraged to attend.
- **Library of Things:** Added a Roku with Paramount+ streaming service.
- **Digital All Access Romance Collection:** Our \$300 contribution to a system-wide purchase has helped generate over 21,000 checkouts in less than three months- at a projected cost per circ of just \$0.05.
- **Digital Collection Budget Challenges:** The pay per circulation model with hoopla remains a budgetary concern. Our new \$1.99 price cap in hoopla cut March spending to \$993.33 (down from \$2,010.21 in February). ECAC will review this impact and is also exploring CloudLibrary as a



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potential hoopla alternative or Libby supplement. Suspended Overdrive holds older than 12 months will now be purged biannually to improve wait time transparency.

- **Diversity Audit-Youth Collections:** In line with the UHLS Equity Challenge, we are auditing 600+ children's fiction titles and 100 picture books using a custom version of the UHLS tool and Diverse BookFinder.

GOAL 4: Promote Literacies

Increase opportunities for hands-on and intergenerational learning.

- **Storytimes:**
 - 15 sessions: 13 Family and 2 Saturday Storytimes.
 - Family Storytimes averaged 54 attendees; Saturday sessions averaged 46.
 - We are exploring the addition of Baby Storytime sessions to better serve our youngest visitors.
- **Scavenger Hunts:** Our children's room March hunt drew a record-breaking 727 participants, surpassing 673. These activities often foster spontaneous friendships and positive feedback from families. Here are two quotes overheard this month, first from a parent in the playroom: "This library is so great. We've been here for two hours, and the kids have so much to do!" and, from a child walking out with their parent and sibling, "This library is so fun!"

Increase on-site and on-line access to resources that promote literacy skills.

- **Reading Challenges:** 4,820 books read across three programs:
 - 1000 Books before Kindergarten: 4,210
 - 500 Books before Middle School: 601
 - 100 Books before Graduation: 9

Increase community partnerships (e.g., K-12 and higher ed, technical schools, and others)

- **School Visits:** Hosted Genet Kindergarten (37 visitors, 28 new library cards).
- **Outreach:** Attended Green Meadow Elementary's literacy event, connecting with 75 attendees.
- **Services for All Abilities:** Staff toured *Bring on the Spectrum*, a community space that offers social, recreational, and lifestyle activities for neurodiverse and neurotypical children, teens, and adults. Library staff members learned ways to improve communication with individuals with disabilities, and tips to make library programs inclusive. We are exploring an inclusive gaming partnership with Hudson Valley Community Colleges Human Services Club.

GOAL 5: Advance Local Economic Vitality

Increase library staff capacity to assist businesses and entrepreneurs in physical and digital spaces.

- **Rensselaer County One Stop Career Center:**
 - The library will host monthly satellite sessions beginning May 18.
 - Services include resume writing, interview prep, and job search assistance.
- **The Tech Valley Center of Gravity (TVCOG)** hosted a session explaining how their facilities can help entrepreneurs fabricate their designs and ideas, which unfortunately had low attendance. Staff attended an open house to become more familiar with their resources and concentrate on connecting people with the TVCOG at the facility.



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- **AI Training:** Some staff are participating in UHLS's six-week Youth Services AI Challenge, gaining exposure to tools and use cases.
- **Home-Based Business Outreach:** Planning is underway for a future meet-up to support home-based entrepreneurs.

Operations/Personnel

- **Staffing:** All positions filled, except for the Assistant Director role, which remains unposted.
- **Trustee Recruitment:** We promoted open board positions in our eNewsletter, resulting in strong community interest. This remains a high priority for the Library Board.
- **Cross-Training:** Youth and Adult Services staff are cross-training on service points to improve service flexibility.

Facilities














- **Construction Updates:** Power washing is complete, EIFS skin coating and permanent exterior lighting installation are in progress.
- The project is estimated to be completed by summer and is expected to be within budget. We currently have \$17K in contingency funds.

Incidents














- **Safety and Security:** No major incidents to report.

East Greenbush Community Library	CORE USAGE DASHBOARD				2024 Q1	2025 Q1		
	Jan-25	Feb-25	Mar-25	Q1 Trend	Total	Total	Change	
Building Visits Number of patron visits to the library building	10,512	10,399	12,025		31,370	32,936	+	5.0%
Drive-Thru Visits Number of patrons who use the drive-thru window to borrow materials	512	453	499		1,510	1,464	-	-3.0%
Website Users Number of people who initiated at least one session on eglibrary.org during a given month	7,987	8,803	8,328		26,749	25,118	-	-6.1%
Physical Materials Use Number of checkouts plus renewals made at the library	24,370	23,535	26,703		75,776	74,608	-	-1.5%
Digital Materials Use Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)	7,243	6,667	6,944		19,666	20,854	+	6.0%
Online Resource Use (database) Number of sessions (log-ins) for online resources, based on vendor statistics. This includes both in-library and, where applicable, remote access	8,339	7,170	8,872		24,629	24,381	-	-1.0%
WiFi Use Number of unique daily WiFi patron at the library	1,271	1,232	1,426		4,179	3,929	-	-6.0%
Public Computer Use Number of computer sessions at the library	1,675	1,274	1,304		3,999	4,253	+	6.4%
Program Attendance Number of attendees at programs held inside the library location or in a library virtual space	2,628	2,898	2,893		6,713	8,419	+	25.4%
Meeting Room Use by Outside Groups Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members	77	70	112		268	259	-	-3.4%
New User Accounts (library card registrations) Number of library cards newly created (online & in-person registrations)	103	96	135		282	334	-	18.4%
Monthly Active Library cardholders (retention) Average number of cardholders who actively used their library card per month	2,823	2,978	3,100		2,861	2,967	+	3.7%













Number of Programs Adult	30	32	32		85	94	+	10.6%
Program Attendance Adult	701	400	609		1,732	1,710	-	-1.3%
Number of Programs Youth	28	36	32		81	96	+	18.5%
Program Attendance Youth	1,300	1,945	1,877		4,981	5,122	+	2.8%
Number of Programs All Ages	3	3	1		Unavailable	7		
Program Attendance All Ages	250	288	4		Unavailable	542		
1-1 Prprograms (<i>Books with Wheels, Take & Make, Notary, Book a Librarian</i>)	388	275	412		Unavailable	1,075		
Youth Physical Item Circ	13,742	13,628	15,624		41,613	42,994		3.3%
Youth Digital Materials Circ	1,009	942	957		2,931	2,908	-	-0.8%
Adult Physical Item Circ	10,628	9,907	11,079		34,163	31,614	-	-7.5%
Adult Digital Materials Circ	6,233	5,721	5,985		16,732	17,939	+	7.2%
Registered Resident Borrowers	5,486	5,478	5,503		5,329	5,489	+	3.0%
Registered Non-Resident Borrowers	2,010	2,016	2,028		1,963	2,018	+	2.8%
Physical Items Circ at Checkout Desk	22,622	21,861	24,820		70,239	69,303	-	-1.3%
Physical Items Circ at Drivethru Window	1,748	1,674	1,883		5,547	5,305	-	-4.4%
Total Visits (website, library, drive-thru)	19,011	19,655	20,852		59,629	59,518	-	-0.2%

Monthly Statistical Comparison			
East Greenbush Community Library	Jan-24	Jan-25	Change
Building Visits Number of patron visits to the library building	9,373	10,512 	12.2%
Drive-Thru Visits Number of patrons who use the drive-thru window to borrow materials	513	512 	-0.2%
Website Users Number of people who initiated at least one session on eglibrary.org during a given month	8,724	7,987 	-8.4%
Physical Materials Use Number of checkouts plus renewals made at the library	24,143	24,370 	0.9%
Digital Materials Use Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)	6,886	7,243 	5.2%
Online Resource Use (database) Number of sessions (log-ins) for online resources, based on vendor statistics. This includes both in-library and, where applicable, remote access	7,988	8,339 	4.4%
WiFi Use Number of unique daily WiFi patron at the library	1,209	1,271 	5.1%
Public Computer Use Number of computer sessions at the library	1,320	1,675 	26.9%
Program Attendance Number of attendees at programs held inside the library location or in a library virtual space	2,067	2,628 	27.1%
Meeting Room Use by Outside Groups Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members	76	77 	1.3%
New User Accounts (library card registrations) Number of library cards newly created (online & in-person registrations)	75	103 	37.3%
Monthly Active Library cardholders (retention) Average number of cardholders who actively used their library card per month	2,705	2,823 	4.4%
Number of Programs Adult	25	30 	20.0%

Program Attendance Adult	457	701	+	53.4%
Number of Programs Youth	30	28	-	-6.7%
Program Attendance Youth	1,301	1,300	-	-0.1%
Number of Programs All Ages	Unavailable	3		
Program Attendance All Ages	Unavailable	250		
1-1 Prrograms (<i>Books with Wheels, Take & Make, Notary, Book a Librarian</i>)	Unavailable	388		
Youth Physical Item Circ	12,926	13,742	+	6.3%
Youth Digital Materials Circ	945	1,009	+	6.8%
Aduls Physical Item Circ	11,217	10,628	-	-5.3%
Adult Digital Materials Circ	5,941	6,233	+	4.9%
Registered Resident Borrowers	5,268	5,486	+	4.1%
Registered Non-Resident Borrowers	1,947	2,010	+	3.2%
Physical Items Circ at Checkout Desk	22,131	22,622	+	2.2%
Physical Items Circ at Drivethru Window	2,012	1,748	-	-13.1%
Total Visits (website, library, drive-thru)	18,610	19,011	+	2.2%

Monthly Statistical Comparison			
East Greenbush Community Library	Feb-24	Feb-25	Change
Building Visits Number of patron visits to the library building	10,636	10,399 	-2.2%
Drive-Thru Visits Number of patrons who use the drive-thru window to borrow materials	458	453 	-1.1%
Website Users Number of people who initiated at least one session on eglibrary.org during a given month	9,507	8,803 	-7.4%
Physical Materials Use Number of checkouts plus renewals made at the library	24,473	23,535 	-3.8%
Digital Materials Use Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)	6,407	6,667 	4.1%
Online Resource Use (database) Number of sessions (log-ins) for online resources, based on vendor statistics. This includes both in-library and, where applicable, remote access	7,766	7,170 	-7.7%
WiFi Use Number of unique daily WiFi patron at the library	1,450	1,232 	-15.0%
Public Computer Use Number of computer sessions at the library	1,204	1,274 	5.8%
Program Attendance Number of attendees at programs held inside the library location or in a library virtual space	2,426	2,898 	19.5%
Meeting Room Use by Outside Groups Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members	82	70 	-14.6%
New User Accounts (library card registrations) Number of library cards newly created (online & in-person registrations)	121	96 	-20.7%
Monthly Active Library cardholders (retention) Average number of cardholders who actively used their library card per month	2,906	2,978 	2.5%
Number of Programs Adult	33	32 	-3.0%

Program Attendance Adult	734	400	⊖	-45.5%
Number of Programs Youth	28	36	⊕	28.6%
Program Attendance Youth	1,387	1,945	⊕	40.2%
Number of Programs All Ages	Unavailable	3		
Program Attendance All Ages	Unavailable	288		
1-1 Programs (<i>Books with Wheels, Take & Make, Notary, Book a Librarian</i>)	Unavailable	275		
Youth Physical Item Circ	13,318	13,628	⊕	2.3%
Youth Digital Materials Circ	982	942	⊖	-4.1%
Adults Physical Item Circ	11,155	9,907	⊖	-11.2%
Adult Digital Materials Circ	5,403	5,721	⊕	5.9%
Registered Resident Borrowers	5,339	5,478	⊕	2.6%
Registered Non-Resident Borrowers	1,964	2,016	⊕	2.6%
Physical Items Circ at Checkout Desk	22,844	21,861	⊖	-4.3%
Physical Items Circ at Drivethru Window	1,629	1,674	⊕	2.8%
Total Visits (website, library, drive-thru)	20,601	19,655	⊖	-4.6%

Monthly Statistical Comparison				
East Greenbush Community Library	Mar-24	Mar-25	Change	
Building Visits Number of patron visits to the library building	11,361	12,025 	5.8%	
Drive-Thru Visits Number of patrons who use the drive-thru window to borrow materials	539	499 	-7.4%	
Website Users Number of people who initiated at least one session on eglibrary.org during a given month	8,518	8,328 	-2.2%	
Physical Materials Use Number of checkouts plus renewals made at the library	27,160	26,703 	-1.7%	
Digital Materials Use Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)	6,373	6,944 	9.0%	
Online Resource Use (database) Number of sessions (log-ins) for online resources, based on vendor statistics. This includes both in-library and, where applicable, remote access	8,874	8,872 	0.0%	
WiFi Use Number of unique daily WiFi patron at the library	1,519	1,426 	-6.1%	
Public Computer Use Number of computer sessions at the library	1,475	1,304 	-11.6%	
Program Attendance Number of attendees at programs held inside the library location or in a library virtual space	2,220	2,893 	30.3%	
Meeting Room Use by Outside Groups Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members	110	112 	1.8%	
New User Accounts (library card registrations) Number of library cards newly created (online & in-person registrations)	86	135 	57.0%	
Monthly Active Library cardholders (retention) Average number of cardholders who actively used their library card per month	2,973	3,100 	4.3%	

Number of Programs Adult	33	32	⊖	-3.0%
Program Attendance Adult	590	609	⊕	3.2%
Number of Programs Youth	34	32	⊖	-5.9%
Program Attendance Youth	1,423	1,877	⊕	31.9%
Number of Programs All Ages	Unavailable	1		
Program Attendance All Ages	Unavailable	4		
1-1 Prprograms (<i>Books with Wheels, Take & Make, Notary, Book a Librarian</i>)	Unavailable	412		
Youth Physical Item Circ	15,369	15,624	⊕	1.7%
Youth Digital Materials Circ	982	957	⊖	-2.5%
Aduls Physical Item Circ	11,791	11,079	⊖	-6.0%
Adult Digital Materials Circ	5,388	5,985	⊕	11.1%
Registered Resident Borrowers	5,380	5,503	⊕	2.3%
Registered Non-Resident Borrowers	1,978	2,028	⊕	2.5%
Physical Items Circ at Checkout Desk	25,264	24,820	⊖	-1.8%
Physical Items Circ at Drivethru Window	1,896	1,883	⊖	-0.7%
Total Visits (website, library, drive-thru)	20,418	20,852	⊕	2.1%