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COMMUNITY LIBRARY

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	<p>Administrative Committee</p> <ul style="list-style-type: none"> ➤ MOTION to propose the approval of implementing a group Basic Term Life and Accidental Death & Dismemberment (AD&D) insurance policy for all full-time employees which is estimated within the 2025 personnel benefits budget line. <p>Trustee Recruitment (Ad Hoc)</p>	<p>A. Miller J.</p> <p>C. Pensabene</p>
6.	Director’s Report • (10 min)	J. Dugas Hughes K.
7.	<p>Personnel Memorandum • (5 min)</p> <ul style="list-style-type: none"> ➤ MOTION to approve the 6/17/2025 Personnel Memorandum, as presented. 	J. Dugas Hughes L.
8.	<p>Liaison Reports • (15 min)</p> <p>Upper Hudson Library System Friends of the Library Town of East Greenbush Rensselaer County</p>	C. Engel J. Price J. McHugh T. Grant
9.	Unfinished Business • (5 min)	C. Pensabene
10.	<p>New Business • (5 min)</p> <p>Establish Budget Development Committee</p> <p>“Meet the Trustees” Open House Event</p>	C. Pensabene C. Pensabene
11.	<p>Adjournment</p> <ul style="list-style-type: none"> ➤ MOTION to adjourn the 6/17/2025 Library Board Meeting. 	C. Pensabene

Upcoming Board & Committee Meetings:

Monday, July 7, 2025

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

Tuesday, July 15, 2025

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

TBD- July

- Budget Committee Meeting #1



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Library Board of Trustees Meeting - DRAFT
May 20, 2025, in person, livestreamed, and recorded

ATTENDEES:

Presiding Officers:

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

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 President

A Library Board of Trustees meeting of the East Greenbush Community Library was held on May 20, 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 Camie Engel as 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.

PUBLIC COMMENT:

- There was no public comment.

APPROVAL OF MINUTES:

- **MOTION #2025-05-31:** K. Kutzscher made the motion to approve the minutes from the April 22, 2025, Library Board meeting as amended. Seconded by K. Sheehan. The motion was carried with 7 in favor, none opposed.

TREASURER’S REPORT (N. Krisanda):

- The library is in good financial standing.



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- **MOTION #2025-05-32:** C. Engel made a motion to accept the Off-Warrant in the amount of **\$152,413.30** for the period of April 10, 2025, through May 9, 2025, as presented. Seconded by K. Sheehan. The motion was carried with 7 in favor, none opposed.
- **MOTION #2025-05-33:** C. Pensabene made a motion to authorize the president to sign the Warrant for the period of April 10, 2025, through May 9, 2025, in the amount of **\$36,544.44**. Seconded by A. Miller. Motion was discussed. The motion was carried with 7 in favor, none opposed.
- **MOTION #2025-05-34:** C. Pensabene made a motion to approve the May 9, 2025, Financials with 35.3% of the year completed, as presented. Seconded by K. Kutzscher. The motion was carried with 7 in favor, none opposed.

COMMITTEE REPORTS:

Services: The written committee report was submitted by K. Sheehan. Highlights from the written report included: Employee Handbook and Meeting Room Policy.

- **MOTION #2025-05-35:** The Services Committee made a motion to approve the amended Meeting Room Policy. Seconded by C. Engel. The motion was carried with 7 in favor, none opposed.

The Meeting Room Policy will go into effect at the end of May.

Administrative: The written committee report was submitted by A. Miller. Highlights from the written report included: Upcoming construction projects, Assistant Director office, and personnel update.

Trustee Recruitment (Ad Hoc):

- Trustee vacancies will remain open for now, with recruitment efforts shifting to the fall. The committee will stay active to support summer outreach and help develop and distribute recruitment materials, continuing to offer input on the process.

DIRECTOR'S REPORT (J. Dugas Hughes):

Highlights

- There was a strong April performance with 13,000 in-person visits and 10,000 website visits (egllibrary.org) – up 7% from last year; likely boosted by the book sale.
- **Website Update:** New design is not yet live, but minor updates have already improved traffic.
- **Drive-Thru Window:** Usage continues to decline – under 500 checkouts in April.
- **Borrowing Trends:** Physical borrowing was down 9%, but digital borrowing increased by 14%.



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- **Youth Borrowing:** Slight drop from March (likely due to spring break).
- **Programs & Community Use:** Program attendance was up 33%, meeting room use was up 25%, and 22% increase in new library cards. The “Baby & Me” Yoga Series, Minecraft event, STEAM programs, Book Lovers Adult Reading Challenge all successful.
- **School Outreach:** Hosted six kindergarten classes totaling 92 kids.
- **Rensselaer County One-Stop Career Center:** Partnership has begun with high interest, but some no-shows. Plans to continue and refine this initiative.
- **Multicultural Fair at Columbia High School:** Connected with 100+ attendees, brought the button maker – a consistent crowd favorite.
- **Intergenerational Programming with Hawthorne Ridge:** A joint meeting was held with Adult and Youth representatives and our Community Way neighbor, Hawthorne Ridge. The goal is to connect residents with younger community members.
- **Summer Reading:** Kickoff is scheduled for June 30 with a full-day, library-wide event.
- **Capital Project:** On the third and final round on the ‘Exterior Insulation and Finish System’, EIFS; windows are scheduled for late May into June.

Thank You to the Friends of the Library

- The Friends ran another very successful book sale.
- The Friends assisted with relocating the adult non-fiction, CD, DVD, and periodical collections during Staff Development Day, making more space for the ongoing book sale.
- Their help made a physically demanding task possible and allowed staff to stay focused on patrons – aligning with the strategic goal of focusing on people, not objects.
- The Head of Adult & Information Services expressed in a letter deep gratitude to the Friends of the Library for their vital help relocating materials.

PERSONNEL MEMORANDUM:

- **MOTION #2025-05-36:** M. Harris made a motion to approve the May 20, 2025, Personnel Memorandum, as presented. Seconded by K. Kutzscher. The motion was carried with 7 in favor, none opposed.

LIAISON REPORTS:

Upper Hudson Library System (C. Engel):

- UHLS Annual Celebration is on June 11. Awards will be given to Trustee of the Year, Volunteer of the Year, Adult Program of the Year, and Youth and Family Program of the Year.
- UHLS has secured a new tenant for its available rental space: ‘Upstitch’, a woman-owned stitchery business. UHLS will continue to occupy the building and now benefits from additional rental income.
- The New York Liquid Asset Fund, NYLAF, now merged and renamed New York Cooperative Liquid Assets Securities System, NYCLASS, significantly boosted UHLS's interest earnings. However, NYCLASS is no longer accepting new library participants.



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Friends of the Library (J. Price):

Fundraisers:

- Two small fundraisers (flower sales and swag shop) were tried in May but didn't perform well enough to repeat.
- The expanded ongoing book sale continues, aiming to reduce inventory and possibly shift to one annual sale; online book sales are also being considered.

"Night at the Library" Event:

- This is the primary fundraising focus.
- **Sponsorships:** One gold sponsor is confirmed with monthly payments to adjust, two verbal gold sponsor commitments, and one small sponsor already paid. Looking for both financial and in-kind sponsors (e.g., gift cards, services).
- Promotional brochures launch June 1, with monthly updates.
- **Call for Artists:** Now open, with donation or commission-based options.
- **Event Activities:** Includes a raffle and a sign art auction. High-value raffle items are especially welcome.
- Additional help is needed from caterers and student volunteers.

Town of East Greenbush: N/A

Rensselaer County: N/A

UNFINISHED BUSINESS:

NYS Comptroller's Annual Financial Report

- **MOTION #2025-05-37:** M. Harris made a motion to approve the Annual Financial Report for the fiscal period 1/1/2024-12/31/2024 to the Office of the New York State Comptroller, as submitted on 4/25/2025. Seconded by C. Engel. The motion was carried with 7 in favor, none opposed.

NEW BUSINESS:

- A book made by visiting kindergarteners, featuring their drawings and experiences, was shared with the Board. Additionally, a traveling patron, impressed by the staff's kindness during a brief visit, bought a library t-shirt as a thank you.

ADJOURN:

- **MOTION #2025-05-38:** Motion to adjourn the May 20, 2025, Library Board meeting was made by A. Miller at 8:05 p.m. Seconded by K. Kutzscher. The motion was carried with 7 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Camie Engel, Secretary

East Greenbush Community Library

Off-Warrant (May 10 - June 6, 2025)

NAME	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Cash, Operating Accounts				
1003.00 Checking, Operating-XXX178				
Aflac	05/29/2025	42968	NBY22	-371.58
ASSA ABLOY (formerly Besam)	05/21/2025	42956	120046	-265.11
BOA CARD SERVICES	06/02/2025	42969	CORP ACCOUNT 1924	-7,826.15
CDPHP	05/21/2025	42957	10002870	-12,294.47
CHARTER COMMUNICATIONS (FIBER OPTIC)	05/21/2025	42958	141867501	-399.00
CHARTER COMMUNICATIONS (TELEPHONE)	05/21/2025	42959	142138101	-43.63
ECF DATA	05/21/2025	42966		-1,230.00
GUARDIAN	05/21/2025	42960	00 575836 DENTAL & VISION	-376.07
Historic Cherry Hill	05/21/2025	42961	2023 HISTORIC CHERRY HILL MP	-25.00
JENNIFER LANTIER-NOVELLI	05/21/2025	42965	PROGRAM	-280.00
MERIDIAN CONTINENTAL, LLC.	06/06/2025	42972	EIFS CONSTRUCTION PROJECT 90%	-89,419.00
Nationalgrid	05/21/2025	42962	34370-88011	-1,977.51
New York State Deferred Comp.	05/21/2025	42967	Plan#0045420	-634.68
New York State Deferred Comp.	06/02/2025	42970	Plan#0045420	-317.34
NYSLRS	05/31/2025	MAY 2025	NYSLRS for MAY 2025	-1,577.58
OPRHP-CRAILO STATE HISTORIC SITE	05/21/2025	42963		-25.00
Paychex	05/23/2025	PR#11; 5/23/25	PROCESSING CHARGES FOR PAYROLL #11 DATED 5/23/25	-458.24
	05/23/2025	PR# 11; 5/23/25	PR# 11	-38,998.14
	05/23/2025	PR# 11; 5/23/25	PR# 11	-13,373.99
Paychex	06/06/2025	PR# 12; 6/6/25	PROCESSING CHARGES FOR PAYROLL #12 DATED 6/6/25	-440.90
	06/06/2025	PR# 12; 6/6/25	PR# 12	-37,181.99
	06/06/2025	PR# 12; 6/6/25	PR# 12	-12,961.14
Record	05/21/2025	42964	9038741	-459.95
Total for 1003.00 Checking, Operating-XXX178				\$220,936.47
Total for Cash, Operating Accounts				\$220,936.47

East Greenbush Community Library

Warrant of Bills by Vendor (May 10-June 6, 2025)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Albany Public Library				
518-449-3380				
Albany Public Library	05/16/2025	296394	*****4910 MEET THE SINGER LOST/PAID BOOK	6.00
Albany Public Library	05/22/2025	36462	311820****0267 MINIMALIST PARENTING LOST/PAID BOOK	20.00
Total for Albany Public Library				\$26.00
Amazon Capital Services				
Amazon Capital Services	05/01/2025	1M9G-DTPN-3Y9T	A3DG71IHROMNJM YS LOT KITS	108.86
Amazon Capital Services	05/01/2025	1JQP-17R6-V64M	A3DG71IHROMNJM YS PROGRAM SUPPLIES	9.89
Amazon Capital Services	05/12/2025	1V74-QNMH-47JT	A3DG71IHROMNJM CREDIT FOR INVOICE # 19R3-XGNJ-4W9R	-43.99
Amazon Capital Services	05/14/2025	1XGT-XJ7N-3HG1	A3DG71IHROMNJM ADULT HOT OFF THE PRESS BOOKS	164.84
Amazon Capital Services	05/18/2025	1RHJ-J3FX-CG6D	A3DG71IHROMNJM YS PROGRAM SUPPLIES	95.63
Amazon Capital Services	05/19/2025	16YK-47RD-JMXW	A3DG71IHROMNJM YS PROGRAMS SUPPLIES	130.28
Amazon Capital Services	05/23/2025	16JR-QJ6C-XV31	A3DG71IHROMNJM ADULT LP BOOK	25.84
Amazon Capital Services	05/26/2025	1JLH-4XQH-13GC	A3DG71IHROMNJM ADULT HOT OFF THE PRESS BOOKS	60.00
Amazon Capital Services	05/27/2025	1H6B-Y7K1-GPTR	A3DG71IHROMNJM YS PROGRAM SUPPLIES	242.80
Amazon Capital Services	05/27/2025	1416-CY1N-371J	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	43.42
Amazon Capital Services	05/27/2025	1FT6-X7LN-1HQC	A3DG71IHROMNJM LIBRARY OFFICE SUPPLIES	40.98
Amazon Capital Services	05/30/2025	1RJH-TVKW-6163	A3DG71IHROMNJM TECHNOLOGY SUPPLIES	35.87
Amazon Capital Services	06/01/2025	1PY6-YD93-GMGJ	A3DG71IHROMNJM CREDIT FOR INVOICE 1RHJ-J3FX-CG6D YS PROGRAM SUPPLIES	-29.99
Amazon Capital Services	06/05/2025	16MP-PTPN-GR47	A3DG71IHROMNJM ADULT HOT OFF THE PRESS BOOKS	84.00
Amazon Capital Services	06/05/2025	1911-H1C3-GNLX	A3DG71IHROMNJM OUTREACH SUPPLIES	28.98
Total for Amazon Capital Services				\$997.41
B & L CONTROL SERVICE, INC.				
273-0500				
B & L CONTROL SERVICE, INC.	05/28/2025	51041	EGCL 2ND QUARTER BILLING FOR WATER TREATMENT AGREEMENT FOR 2025	981.75
Total for B & L CONTROL SERVICE, INC.				\$981.75
BAKER & TAYLOR (ALL ACCTS)				
BAKER & TAYLOR (ALL ACCTS)	05/13/2025	5019515951	309318 L026683 3 B00000 J FICTION PICTURE BOOKS, J PARENTING & J POP FICTION	275.45
BAKER & TAYLOR (ALL ACCTS)	05/15/2025	5019522406	309318 L026683 3 B00000 J FICTION, J POP FICTION & J PARENTING BOOKS	145.80
BAKER & TAYLOR (ALL ACCTS)	05/15/2025	H72423090	75006619 ADULT DVDS	119.15
BAKER & TAYLOR (ALL ACCTS)	05/23/2025	H72489700	75006619 ADULT DVDS	72.68
BAKER & TAYLOR (ALL ACCTS)	05/29/2025	5019538691	309318 L026683 3 B00000 J FICTION PICTURE BOOKS	45.31
Total for BAKER & TAYLOR (ALL ACCTS)				\$658.39
BASH PARTIES				
BASH PARTIES	05/13/2025	070125	EGCL TEEN PROGRAM	300.00
Total for BASH PARTIES				\$300.00
BPI MECHANICAL SERVICE				
518 326-8450				
BPI MECHANICAL SERVICE	05/21/2025	111113	EGCL JOB # 108856 INSTALLED MOTOR STARTER FOR HEAT PUMP (4/25, 4/29 & 5/6)	1,673.15
Total for BPI MECHANICAL SERVICE				\$1,673.15
Brodart				
800-233-8467				

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	05/09/2025	B6986120	3105612 J NON-FICTION BOOKS	106.11
Brodart	05/09/2025	B6986090	3105613 J FICTION READER BOOKS	16.13
Brodart	05/09/2025	B6986100	3105613 J FICTION SERIES BOOKS	6.36
Brodart	05/09/2025	B6986104	3105613 J FICTION BOOKS	6.34
Brodart	05/12/2025	B6986918	310561B ADULT FICTION BOOKS	298.07
Brodart	05/12/2025	B6987025	3105611 ADULT NON-FICTION BOOKS	279.55
Brodart	05/12/2025	B6987108	3105611 ADULT NON-FICTION BOOKS	59.48
Brodart	05/12/2025	B6987032	310561B ADULT FICTION BOOKS	33.44
Brodart	05/12/2025	B6987031	310561B ADULT GN BOOKS	15.57
Brodart	05/13/2025	B6987605	310561B ADULT FICTION BOOKS	171.21
Brodart	05/13/2025	B6987616	310561B ADULT FICTION BOOKS	134.13
Brodart	05/14/2025	B6988523	3105612 J POP FICTION BOOKS	26.60
Brodart	05/16/2025	B6990134	3105612 TEEN FICTION BOOKS	39.36
Brodart	05/16/2025	B6990130	3105612 J NON-FICTION BOOKS	18.45
Brodart	05/16/2025	B6990322	3105612 J FICTION PICTURE BOOKS	12.24
Brodart	05/19/2025	B6991041	3105612 J FICTION PICTURE BOOKS	16.68
Brodart	05/20/2025	B6991628	3105612 J FICTION BOOKS	225.09
Brodart	05/20/2025	B6991731	310561 J NON-FICTION BOOKS	158.86
Brodart	05/20/2025	B6991837	3105612 J FICTION READER BOOKS	158.59
Brodart	05/20/2025	B6991740	3105612 J POP FICTION BOOKS	126.36
Brodart	05/20/2025	B6991467	3105611 ADULT NON-FICTION BOOKS	51.34
Brodart	05/20/2025	B6991468	3105611 ADULT NON-FICTION BOOKS	37.45
Brodart	05/20/2025	B6991473	3105612 J FICTION GN BOOKS	30.00
Brodart	05/20/2025	B6991730	3105611 ADULT NON-FICTION BOOKS	17.86
Brodart	06/02/2025	B6998274	3105612 J FICTION PICTURE BOOK	17.56
Total for Brodart				\$2,062.83
Capital Security 479-7122				
Capital Security	05/15/2025	194110	EGCL ANNUAL ALARMINSPERCTION CONTRACT 6/1/25-5/31/26 & NETWORK/CELLULAR MONITORING 6/1/25-6/30/25	423.00
Total for Capital Security				\$423.00
Castleton Public Library				
Castleton Public Library	05/31/2025	249459	381141****2461 *** SECRETS FROM A POKEMON MASTER LOST/PAID BOOK	12.99
Total for Castleton Public Library				\$12.99
CENGAGE Learning/GALE 877-201-3962 opt 2				
CENGAGE Learning/GALE	05/08/2025	999100398255	100230146 ADULT LP BOOKS	32.79
CENGAGE Learning/GALE	05/15/2025	999100429017	100230146 ADULT LP BOOKS	449.47
CENGAGE Learning/GALE	05/19/2025	999100441631	100230146 ADULT LP BOOKS	25.60
Total for CENGAGE Learning/GALE				\$507.86
Center Point Large Print 1-800-929-9108				
Center Point Large Print	04/29/2025	2167783 recv.5/16/25	EGCL ADULT LP BOOKS	242.72
Total for Center Point Large Print				\$242.72
CHRIS THOMAS				
CHRIS THOMAS	05/13/2025	072325	EGCL YS PROGRAM	1,000.00
Total for CHRIS THOMAS				\$1,000.00
DEMCO 800-752-7614 act.rece				
DEMCO	05/21/2025	7650173	710162791 BOOK PROCESSING SUPPLIES	108.44
Total for DEMCO				\$108.44
Dropmysuite Inc.				
Dropmysuite Inc.	06/01/2025	14506-14	EGCL-3759 OREGON-1 DIRECT USER EMAIL & COLLABORATION BACKUP SUBSCRIPTION COST 5/1/25-5/31/25	81.00

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Total for Dropmysuite Inc.				\$81.00
EGCL - Petty Cash				
EGCL - Petty Cash	05/13/2025	5023	EGRN TARGET OUTREACH SUPPLIES	4.99
Total for EGCL - Petty Cash				\$4.99
HOME DEPOT				
HOME DEPOT	04/25/2025	9063242	**** ** 8313 MAINTENANCE SUPPLIES	24.25
HOME DEPOT	05/06/2025	5011618	**** ** 8313 MAINTENANCE SUPPLIES	19.96
Total for HOME DEPOT				\$44.21
MARINE DESIGN & SERVICE				
MARINE DESIGN & SERVICE	05/12/2025	6354	EGCL FISH TANK SERVICE	150.00
Total for MARINE DESIGN & SERVICE				\$150.00
MARY ANN WHELDEN				
MARY ANN WHELDEN	05/19/2025	051525	POLICY # P0N1W918 REFUND FOR SHORT TERM DISABILITY W/ AFLAC	44.40
Total for MARY ANN WHELDEN				\$44.40
Midwest Tape				
1-800-875-2785				
Midwest Tape	05/13/2025	507164988	2000001825 ADULT DVDS	80.21
Midwest Tape	05/20/2025	507200633	2000001825 ADULT DVDS	117.70
Midwest Tape	05/27/2025	507231406	2000001825 ADULT DVDS	45.73
Midwest Tape	05/30/2025	507248058	2000001825 ADULT DVD	14.99
Total for Midwest Tape				\$258.63
Northeast Toner, Inc.				
518-899-5545				
Northeast Toner, Inc.	05/22/2025	119382	EGRN BLACK TONER	138.00
Total for Northeast Toner, Inc.				\$138.00
Olana Partnership				
518-751-6857				
Olana Partnership	05/16/2025	MP RENEWAL 2025	EGCL MUSEUM PASS 2025 RENEWAL	150.00
Total for Olana Partnership				\$150.00
OVERDRIVE				
216-573-6886 ext.212				
OVERDRIVE	05/13/2025	01080DA25154115	1080-0012 ADULT EAUDIOBOOK	47.50
OVERDRIVE	05/23/2025	01080CO25163391	1080-1012 ADULT EBOOKS & ADULT EAUDIOBOOKS	1,410.33
OVERDRIVE	05/23/2025	01080CO25163407	1080-1012 ADULT EAUDIOBOOKS	1,124.92
OVERDRIVE	05/23/2025	01080CO25163331	1080-0012 ADULT EBOOKS	225.00
OVERDRIVE	05/23/2025	01080CO25163347	1080-0012 ADULT EAUDIOBOOKS	128.25
OVERDRIVE	05/27/2025	01080DA25166846	1080-0012 4-ADULT EBOOKS & 4-ADULT EAUDIOBOOKS	442.99
OVERDRIVE	05/27/2025	01080DA25166116	1080-1012 4-ADULT EBOOKS & 2-ADULT EAUDIOBOOKS	411.97
Total for OVERDRIVE				\$3,790.96
PAUL CONNOLLY 1				
PAUL CONNOLLY 1	06/02/2025	1263	EGCL STAFF REIMBURSEMNT MAINT SUPPLIES	36.33
Total for PAUL CONNOLLY 1				\$36.33
Penworthy Co.				
414-287-4600				
Penworthy Co.	05/21/2025	0608483-IN	00-1320185_001 J FICTION PICTURE BOOKS	155.84
Total for Penworthy Co.				\$155.84
PLAYAWAY PRODUCTS LLC				
(877) 893-0808				
PLAYAWAY PRODUCTS LLC	06/03/2025	501762	GS-02F-0036W J PLAYAWAY	110.98
PLAYAWAY PRODUCTS LLC	06/04/2025	501961	GS-02F-0036W J PLAYAWAYS	296.94

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Total for PLAYAWAY PRODUCTS LLC				\$407.92
PONIES FOR HIRE, INC.				
PONIES FOR HIRE, INC.	05/12/2025	06302025	EGCL YS PROGRAM	450.00
Total for PONIES FOR HIRE, INC.				\$450.00
PROQUEST LLC				
800-521-0600; 734-761				
PROQUEST LLC	06/04/2025	70897852	EGCL ANCESTORY LIBRARY 6/1/25-5/31/26	1,700.56
Total for PROQUEST LLC				\$1,700.56
RCS Community Library				
RCS Community Library	05/23/2025	368663	381261****1457 MY NAME IS EMILIE DEL VALLE LOST/PAID BOOK	30.00
Total for RCS Community Library				\$30.00
Sand Lake Town Library				
Sand Lake Town Library	06/04/2025	356552	381290****7809 PENNSYLVANIA LOST/PAID BOOK	20.95
Total for Sand Lake Town Library				\$20.95
SCHOLASTIC				
SCHOLASTIC	05/03/2025	72131602	4253413 YS BOOKS FOR PRIZES FOR SRP	235.81
Total for SCHOLASTIC				\$235.81
Seasons East Lawn Care				
732-2276 new 8.07				
Seasons East Lawn Care	05/12/2025	14175	EGCL SPRING CLEAN UP & 2-LAWN MOWINGS DURING 3/31/25-4/29/25	1,090.00
Seasons East Lawn Care	06/02/2025	14221	EGCL LAWN CARE SERVICE 5/6/25-5/27/25	4,373.00
Total for Seasons East Lawn Care				\$5,463.00
SHORT AND STOUT TEA COMPANY, LLC				
SHORT AND STOUT TEA COMPANY, LLC	05/13/2025	071025	EGCL TEEN PROGRAM	150.00
Total for SHORT AND STOUT TEA COMPANY, LLC				\$150.00
STAPLES				
1-877-826-7755				
STAPLES	05/21/2025	6032426125	1008052 LIBRARY OFFICE SUPPLIES	186.85
STAPLES	05/22/2025	6032489490	1008052 MAINTENANCE SUPPLIES	185.96
STAPLES	06/04/2025	6033906596	1008052 OFFICE SUPPLIES	73.48
Total for STAPLES				\$446.29
Steele, George				
Steele, George	05/12/2025	0627 &0707 2025	EGRN YS PROGRAMS	485.00
Total for Steele, George				\$485.00
TAG SOLUTIONS, LLC				
(518) 292-6510				
TAG SOLUTIONS, LLC	06/02/2025	30634246	21743 MANAGED IT SERVICE FOR JUNE 2025	2,633.00
Total for TAG SOLUTIONS, LLC				\$2,633.00
THE WHALEMOBILE				
THE WHALEMOBILE	04/01/2025	072425	EGCL YS PROGRAM	745.00
Total for THE WHALEMOBILE				\$745.00
TWIN BRIDGES				
518-282-5600				
TWIN BRIDGES	06/01/2025	JUNE 2025 SERVICE	55-8109 1 WASTE & RECYCLING FOR JUNE 2025	288.63
Total for TWIN BRIDGES				\$288.63
UHLS				
UHLS	05/01/2025	25-301	EGRN 64th UHLS ANNUAL CELEBRATION	360.00
UHLS	05/15/2025	25-278	EGRN 300 UHLAN LIBRARY CARDS	42.00
Total for UHLS				\$402.00
Uline				
1-800-295-5510				

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Uline	05/20/2025	193141387	7372353 LIBRARY OFFICE SUPPLIES	83.74
Total for Uline				\$83.74
WATERVLIET PUBLIC LIBRARY				
WATERVLIET PUBLIC LIBRARY	05/21/2025	978824	381351****7254 MILK AND HONEY LOST/PAID BOOK	15.00
Total for WATERVLIET PUBLIC LIBRARY				\$15.00
WESTERLO PUBLIC LIBRARY (518) 797-3415				
WESTERLO PUBLIC LIBRARY	05/21/2025	365623	381361****9126 THIEF OF ALWAYS LOST/PAID BOOK	13.99
Total for WESTERLO PUBLIC LIBRARY				\$13.99
TOTAL				\$27,419.79

Note

Payment Approved / /

President, Library Board of Trustees: _____



East Greenbush Community Library

Budget vs. Actual (as of 6/6/2025)

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges	5,681.74	15,000.00	-9,318.26	37.88 %
4100 Interest & Earnings	29,364.22	30,000.00	-635.78	97.88 %
4200 Public Funds	2,395,971.80	2,402,155.00	-6,183.20	99.74 %
4410 Gifts & Grants	39,160.41	52,500.00	-13,339.59	74.59 %
Total Revenue	\$2,470,178.17	\$2,499,655.00	\$ -29,476.83	98.82 %
GROSS PROFIT	\$2,470,178.17	\$2,499,655.00	\$ -29,476.83	98.82 %
Expenditures				
Operating Expenses				
5000 Technology/Communications	37,030.60	115,000.00	-77,969.40	32.20 %
5010 Programming & Planning	14,092.23	34,700.00	-20,607.77	40.61 %
5020 Bks & Mat'ls (Collections)	82,479.29	161,500.00	-79,020.71	51.07 %
5030 Facilities Expenses	49,911.99	143,940.00	-94,028.01	34.68 %
5040 Professional Services	31,616.74	61,650.00	-30,033.26	51.28 %
5050 Operations	7,554.61	43,050.00	-35,495.39	17.55 %
5100 Human Resources/Staff Devt	4,081.24	7,000.00	-2,918.76	58.30 %
5200 Personnel				
5201 Benefits	89,425.11	460,895.00	-371,469.89	19.40 %
5250 Salaries	602,685.04	1,422,865.00	-820,179.96	42.36 %
Total 5200 Personnel	692,110.15	1,883,760.00	-1,191,649.85	36.74 %
Total Operating Expenses	918,876.85	2,450,600.00	-1,531,723.15	37.50 %
Total Expenditures	\$918,876.85	\$2,450,600.00	\$ -1,531,723.15	37.50 %
NET OPERATING REVENUE	\$1,551,301.32	\$49,055.00	\$1,502,246.32	3,162.37 %
Other Expenditures				
FR Friends Pass-through	-1,318.17		-1,318.17	
Reserve Funds				
901 Reserve Fund Expenditures (Capital)	154,491.00		154,491.00	
Total Reserve Funds	154,491.00		154,491.00	
Total Other Expenditures	\$153,172.83	\$0.00	\$153,172.83	0.00%
NET OTHER REVENUE	\$ -153,172.83	\$0.00	\$ -153,172.83	0.00%
NET REVENUE	\$1,398,128.49	\$49,055.00	\$1,349,073.49	2,850.12 %

Note
On this date, the year is 43% 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 June 6, 2025

	TOTAL			
	AS OF JUN 6, 2025	AS OF JUN 6, 2024 (PY)	CHANGE	% CHANGE
ASSETS				
Cash Assets				
Accounts				
Cash, Operating Accounts	1,917,073.18	1,788,589.46	128,483.72	7.18 %
Designated Board Cash Funds				
1007.00 Non-Restricted, Hurr XXX244	55,409.67	58,795.19	-3,385.52	-5.76 %
1008.00 Non-Restricted, Capital Reserve- XXX0228	502,760.31	604,600.81	-101,840.50	-16.84 %
1009.00 Non-Restricted, Operational Contingency- XXX210	402,776.80	391,189.45	11,587.35	2.96 %
Total Designated Board Cash Funds	960,946.78	1,054,585.45	-93,638.67	-8.88 %
Donor Restricted Cash Funds				
1001.00 Donor-Restricted, Gift & Grant-XXX186	22,586.31	96,265.85	-73,679.54	-76.54 %
1005.00 Donor-Restricted, Capital Reserve- XXX251	350,578.49	55,909.11	294,669.38	527.05 %
Total Donor Restricted Cash Funds	373,164.80	152,174.96	220,989.84	145.22 %
Total Accounts	\$3,251,184.76	\$2,995,349.87	\$255,834.89	8.54 %
Total Cash Assets	\$3,251,184.76	\$2,995,349.87	\$255,834.89	8.54 %
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	\$5,508,787.65	\$5,212,788.93	\$295,998.72	5.68 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	\$27,419.79	\$66,726.62	\$ -39,306.83	-58.91 %
Total Current Liabilities	\$27,419.79	\$66,726.62	\$ -39,306.83	-58.91 %
Total Liabilities	\$27,419.79	\$66,726.62	\$ -39,306.83	-58.91 %
Equity				
3000 Retained Earnings	4,083,239.37	3,669,678.85	413,560.52	11.27 %
Net Revenue	1,398,128.49	1,476,383.46	-78,254.97	-5.30 %
Total Equity	\$5,481,367.86	\$5,146,062.31	\$335,305.55	6.52 %
TOTAL LIABILITIES AND EQUITY	\$5,508,787.65	\$5,212,788.93	\$295,998.72	5.68 %

Note

On this date, the year is 43% over.

Non-Restricted Funds Available: \$2,878,019.96

Donor-Restricted Funds Available: \$373,164.80

Account Transfers to cover monthly interest and expenses:

- 1) \$2,035.22 from Donor-Restricted Capital Reserve to Non-Restricted Capital Reserve (interest)
- 2) \$127,807 from Donor-Restricted Capital Reserve to Operating (Capital Project expenditures)
- 3) \$7,343.65 from Donor-Restricted Gift & Grant to Operating (Restricted gift/grant expenditures)

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

As of 6/6/2025

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	\$ 3,205.00	\$ 5,195.00
FR-02-2025 Hoopla	\$ 3,515.00	\$ -	\$ 3,515.00	\$ 3,515.00	\$ -
FR-03-2025 Museum	\$ 3,225.00	\$ -	\$ 3,225.00	\$ 1,121.30	\$ 2,103.70
FR-04-2025 Teen Prog	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,284.53	\$ 715.47
FR-05-2025 YS Prog	\$ 6,500.00	\$ -	\$ 6,500.00	\$ 4,586.15	\$ 1,913.85
FR-06-2025 TBD	\$ 2,700.00	\$ -	\$ 2,700.00	\$ -	\$ 2,700.00
FR-07-2025 YS Prog/Sup	\$ 2,300.00		TBD		
FR-08-2025 Teen Prog/Sup	\$ 2,000.00		TBD		
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	\$ -	\$ 736.04	\$ 1,004.76
FR-39-2023 Outreach	\$ 4,000.00	\$ 760.14	\$ -	\$ 116.10	\$ 644.04
FR-40-2024 YS Programming	\$ 2,500.00	\$ 917.47	\$ -	\$ 909.85	\$ 7.62
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	\$ -	\$ 216.27	\$ 140.00
FR-45-2024 Teen Supplies	\$ 2,000.00	\$ 816.25	\$ -	\$ 816.25	\$ -
FR-46-2024 Fish	\$ 2,500.00	\$ 1,487.11	\$ -	\$ 634.24	\$ 852.87
FR-47-2024 Fam Engagement	\$ 2,000.00	\$ 789.34	\$ -	\$ 544.19	\$ 245.15
FR-48-2024 Playroom	\$ 2,000.00	\$ 988.42	\$ -	\$ -	\$ 988.42
FR-49-2024 YS LoT Kits	\$ 4,000.00	\$ 3,380.06	\$ -	\$ 1,063.45	\$ 2,316.61
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	\$ -	\$ 492.15	\$ -
FR-53-2024 LOT	\$ 2,500.00	\$ 2,481.01	\$ -	\$ 2,226.40	\$ 254.61
FR-54-2024 Hoopla	\$ 7,000.00	\$ 1,804.24	\$ -	\$ 1,804.24	\$ -
Reading Garden	\$ 5,500.00	\$ 230.78	\$ -	\$ -	\$ 230.78
Dill Literacy	\$ 1,650.00	\$ 237.77	\$ 850.00	\$ 235.81	\$ 851.96
Stewarts Holiday Match	\$ 750.00	\$ -	\$ 750.00		\$ 750.00
Everett Poost Musical Instruments Storyt	\$ 250.00	\$ -	\$ 250.00	\$ 250.00	\$ -
Sylvia Swire Children's Educational Progr	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00
GRAND TOTAL	\$ 96,440.00	\$ 19,098.38	\$ 28,290.00	\$ 24,802.07	\$ 22,586.31

2025 Capital Projects Report to the Library Board

As of 06/06//2025

CURRENT CONSTRUCTION PROJECT OVERVIEW							
Funding Source	Budget	Revenue Received (Pre-2025)	Expenditures (Pre- 2025)	Revenue (2025)	Expenditures (2025)	Total Revenue to Date	Total Expenditures to Date
NYS Construction Grant 0386-24-0514	\$ 347,356	\$ 312,620	\$ 189,643	\$ -	\$ 154,491	\$ 312,620	\$ 344,134
Library Match	\$ 347,356	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 694,712	\$ 312,620	\$ 189,643	\$ -	\$ 154,491	\$ 312,620	\$ 344,134

DETAILED BUDGET- CURRENT CONSTRUCTION PROJECT			
Project Component	Budget (Including Changes)	Paid-To-Date	Status
Site Work	\$ 151,291	\$ 132,276	87% complete. Sidewalk and grading done; next phase in spring (fabric awning, landscaping).
Electrical	\$ 25,814	\$ 25,814	Fully complete.
Painting	\$ 17,400	\$ 17,400	Fully complete.
Tile	\$ 38,388	\$ 38,388	Fully complete.
EIFS	\$ 125,500	\$ 89,419	Powerwashing complete, new EIFS in progress. Trim included in glass package, not EIFS.
Storefront Windows	\$ 166,305	\$ -	Replacement planned for spring.
Interior Finished Carpentry *estimated	\$ 32,571	\$ -	Scheduled to coincide with window installation.
CM Reimbursables *estimated	\$ 9,100	\$ 6,670	Includes waste removal and portable bathrooms.
CM Fee* estimated (5%)	\$ 29,698	\$ 9,718	Project Management to date. Waiting on latest bill.
Architectural Fees	\$ 27,650	\$ 24,449	Payment for design and oversight.
Contingency	\$ 70,995	\$ -	10% remaining contingency.
TOTALS	\$ 694,712	\$ 344,133.51	

Previous Construction Grant (0386-20-8526)							
Project Summary							
Total Project Cost:	\$ 160,647	Project is officially closed out.					
Total Expected NYS Construction Grant:	\$ 99,709						
Expected NYS Construction Grant (90%):	\$ 89,338	Received 11/20/2020					
Final NYS Construction Grant (10%) (Post-construction deadli	\$ 9,971	Received 1/17/2025)					
Expenditure Breakdown							
Total Grant-Covered Expenditures:	\$ 99,709						
Total Library Match Expenditures:	\$ 60,938						
Financial Summary							
Funding Source	Budget	Revenue Received (Pre-2025)	Expenditures (Pre- 2025)	Revenue (2025)	Expenditures (2025)	Total Revenue	Total Expenditures
NYS Construction Grant 0386-20-8526	\$ 99,709	\$ 89,738	\$ 99,709	\$ 9,971	\$ -	\$ 99,709	\$ 99,709
Library Match	\$ 60,938	\$ -	\$ 60,938	\$ -	\$ -	\$ -	\$ 60,938
TOTALS	\$ 160,647	\$ 89,738	\$ 160,647	\$ 9,971	\$ -	\$ 99,709	\$ 160,647



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Services Committee Minutes

6/2/2025 • 5:30 PM

Attendance: Katie Sheehan (Chair – Vice President), Camie Engel (Secretary), Mari Harris (Trustee), Jill Dugas-Hughes (Director), Jenna Schmonskey (Administrative Assistant)
Excused: Charlie Pensabene (President)

ACTION ITEMS:

1. Programming Policy (amendments)
2. Library Card Policy (amendments)
3. Collection Management Policy (amendments)
4. Succession Planning & Board Matrix

1) Programming Policy (distributed 2/27):

The committee discussed policy guidelines like whether to allow presenters to sell their products at library sponsored programs, and whether to restrict residency when attendance is limited.

Motion: The Services Committee moves to recommend the approval of the [programming policy](#) as amended.

2) Succession Planning & Board Matrix:

The Trustee Recruitment AdHoc Committee met and ultimately agreed that it made the most sense to wait until the annual library election in November to elect new trustees, rather than bring in a new board member for such a short time. The Trustee nomination packets will be available on July 15. October 20 is the deadline for the Trustee packets.

The Services Committee is exploring the idea of hosting a “Meet the Trustees” Open House event in September.

Next Meeting Action Items:

- Collection Management Policy (distributed 2/27)
- Library Card Policy (distributed 2/27)
- Protecting Vulnerable Populations Policy (TBD)
- Succession Planning & Board Matrix



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Programming Policy- Draft Revisions 6/2/2025

Statement of Equity

The East Greenbush Community Library is committed to programming that reflects diverse perspectives, encourages open inquiry, and respects the rights of all library users. Library programming is intentional, thoughtful, and driven by policy, mission, vision, and strategic plan. The Library supports intellectual freedom and resists censorship. The Library is dedicated to fostering an inclusive and equitable environment, ensuring that programs are accessible and representative of diverse voices and experiences.

Definition of Programs

Programs are defined as any group activity offered to the public that library staff have coordinated, planned, and/or presented, whether offered in or out of the Library. Program focus areas include, but are not limited to literature, arts, culture, science, technology, education, and community issues.

Policy Guidelines

- Groups that use the meeting room for their own purposes, while not covered by this policy, must adhere to the Meeting Room Policy.
- Library programs are free and open to the public. With the approval of the Director an optional charge for materials or books that participants will keep may be levied.
- The Library will offer a diverse range of programs and events to reflect the needs and interests of the community.
- Program selection and planning will consider the Library's commitment to intellectual freedom, ensuring that programs address a variety of perspectives on a given topic.
- All outside (non-staff) presenters must have a signed program agreement with the library in advance. Library staff will fully vet professional qualifications and references from program presenters and performers. Final review and approval of topic, content and presenter will be the responsibility of the Director.
- Programs sponsored by the Library shall be designed to appeal to a broad range of ages, tastes, and interests. Some programs geared to specific interests and developmental stages may be restricted by target audience. Programs targeted toward specific audiences shall be publicized as such.
- Food and non-alcoholic beverages are permitted.
- When safety or the success of the program requires it, attendance may be limited. When limits must be established, registration will be required and may be restricted.
- Attendance at programs not requiring pre-registration will be determined on a first come, first served basis.
- By attending a Library sponsored/co-sponsored program, the attendee grants permission to allow filming and broadcasting. The Library reserves the right to photograph Library program attendees

Adopted, Library Board of Trustees, April 20, 2010

Amended, Library Board of Trustees, September 19, 2023

Recommendation for amendment approval by the Services Committee (6/2/2025) to the Library Board of Trustees (6/17/2025)



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for use in Library marketing materials. Those who do not want to be photographed must explicitly notify Library staff verbally or in writing at each program.

- Programs may be cancelled, typically for severe weather, absence of the presenter, or low registration. Cancelled programs are not automatically rescheduled.
- In the event of a complaint or challenge regarding a library program, the East Greenbush Community Library will follow the Library's *Request for Reconsideration Policy*.
- The East Greenbush Community Library encourages community members to provide suggestions and feedback for library programs and events. Suggestions for library programming will be evaluated based on their alignment with the Library's mission, vision, strategic plan, community interests, capacity, and intellectual freedom principles.
- The Library welcomes partnerships and collaborations with community organizations, experts, and individuals to enhance the quality and diversity of programming.
- The library does not advocate or endorse the content and viewpoints of presenters and programs.

Adopted, Library Board of Trustees, April 20, 2010

Amended, Library Board of Trustees, September 19, 2023

Recommendation for amendment approval by the Services Committee (6/2/2025) to the Library Board of Trustees (6/17/2025)



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Administrative Committee Minutes

6/2/2025 • 7:00 PM

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

ACTION ITEMS:

1. Air Handler Unit / Construction Update
2. Personnel Update
3. Life Insurance
4. Draft Reserves Policy

1) Air Handler Unit:

We are still waiting for the pricing for both repairing and replacing the air handler unit.

Construction Update:

- Some windows have been replaced.
- Prep work for the big windows will begin soon.
- Samples for the walk-off mat and for the canopy have been received.
- In the process of obtaining a building permit for the Assistant Director's office.

2) Personnel Update:

- The Assistant Director's position has been posted.
- There was a Custodial Worker resignation. The part-time position has been posted.
- The part-time Library Clerk position has been filled.

3) Life Insurance:

The committee reviewed the proposal for Basic Term Life and Accidental Death & Dismemberment (AD&D). The total estimated annual cost would be \$2,200 for 21 full-time employees.



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Motion: The Administrative Committee moves to propose the approval of implementing a group Basic Term Life and Accidental Death & Dismemberment (AD&D) insurance policy for all full-time employees which is estimated within the 2025 personnel benefits budget line.

4) Draft Reserves Policy:

The Draft Reserves Policy is a newly developed financial policy. The committee will review further and discuss the policy at the next committee meeting.

Other:

The first budget meeting is scheduled for July 21. Time is to be determined. The Budget Development Committee will be established at the June board meeting.

Next Meeting Action Items:

Draft Reserves Policy (distributed 6/2)

Construction Grant

Air Handler Repair

Assistant Director

Comp Study Updates

ADA Checklist



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Director's Report- June 17, 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.

May Visits/Hours Open/Statistical Highlights

- **Hours Open:** 256 hours over 28 days (closed 5/24-5/26 for Memorial Day weekend)
- **Visitors:** 21,474 total visits (11,482 in-person)
 - Total visits increased 20% over May 2024
 - In-person visits up 21%; website traffic up 21%; drive-thru use continues to decline
- **Borrowing:** 23,696 physical items/ 6,986 digital items
 - Physical borrowing increased 4%; digital borrowing up 10% over last year
- **Programs:** 69 group programs + 357 one-on-one sessions = 2,619 total attendance
 - Program attendance increased 21%
- **Meeting Rooms:** Used 106 times by outside groups (up 26%)
- **Library Cards:** 73 new cards issued, 3,076 active card holders
 - While new cards are down 39%, total active use rose 2%; resident cardholders increased 3% and non-resident users 4%.
- **Public Computer Sessions:** 1,339 (up 11%)
- **Wireless Sessions:** 1,457 (up 2.2%)

Strategic Plan Progress

GOAL 1: Build Community Connections

Increase program opportunities for community members to engage meaningfully with one another across lines of difference.

- Brought diverse perspectives to adult audiences with Rediscovering Julia Chinn (29 attendees) and A History of Chinese Shadow Theatre (33).

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

- Outreach included Books with Wheels (21 items delivered) and Senior Center visit (65 participants).
- Notary services (29) and Pete the Cat Scavenger Hunt (654 participants) offered both practical support and playful engagement for families.



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GOAL 2: Engage With Your Community

Increase bi-directional communication with local government and community agencies.

- Partnered with NYS Division of Consumer Protection on identity theft awareness.
- The Community Advisory Council met on May 28.

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

- Hosted Red Cross blood drive (26 attendees), Garden Club, and Historical Society events.
- Library staff and trustees participated in the East Greenbush Memorial Day Parade, distributing 100 library flags and connecting with 100+ residents.

GOAL 3: Satisfy Curiosity and Stimulate Imagination

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

- Hosted a site visit with Bring on the Spectrum to improve sensory inclusivity in Youth Services.
- Continued work on website update project.

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

- Staff answered 3,027 reference questions.
- Notable youth programs included The Friday Thing, Anime Club, Painting Palooza, and Book Tasting. Early literacy yoga drew strong participation.
- Adult offerings included Wednesday Night Book Chat, Midnight Choir Concert, and Spring Decluttering Bootcamp.

Increase circulation of diverse resources and materials.

- Take & Make Crafts (300 distributed), Book Bundles, and themed displays (AAPI Heritage Month, Mental Health Month, Roadcation, Food and Travel, Memorial Day, Feel Good Fiction, and Upcoming Summer Fiction) promoted reading and exploration.

GOAL 4: Promote Literacies

Increase opportunities for hands-on and intergenerational learning.

- Family Storytimes (15 sessions; 464 attendees) provided inclusive multi-generational experiences.
- Hands-on learning was visible in Glass Gardens, Craft Your Pride, STEM-Sploration, and storytime crafts—serving a wide range of ages and learning styles.

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

- Early literacy supported through Baby Storytimes (3 sessions; 41 attendees), 1000 Books Before Kindergarten initiative (16 new sign-ups; 4 graduates), and other reading challenges.
- Adult literacy and digital skills reinforced through book discussions and Tech Talk sessions.

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 provided on-site employment support. Registrations/attendance increasing.



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Increase usage of existing library resources that support local businesses and entrepreneurs.

- Building renovations (EIFS and windows) reinforce the library's role as a high-quality civic and economic space. Window installation has begun and EIFS work is nearing completion.
- Youth team partnered with local businesses to host "Fable the Fox" this summer, encouraging exploration and local shopping.

Increase opportunities for local businesses and entrepreneurs to network and build skills.

- We had 7 teens volunteer this month for a total of 24 hours.

Operations

- Purchased three new staff laptops (two replacements, and one for new Assistant Director).
- Hired a part-time library clerk; recruiting for part-time building maintenance. Assistant Director interviews scheduled. Anticipating a full-time Youth & Family Services Library Assistant opening.
- One part-time Library Assistant returned from family leave; another part-time librarian is currently out on leave. The Youth Services team continues to accomplish great work with a leaner team. We have counted on our substitutes to assist with coverage.
- Began 2026 budget planning. Department requests submitted; first draft in progress for Budget Committee review in July.
- We repaired one of the two pumps servicing the cooling tower.
- Waiting on pricing for the air handler unit repair or replacement.

Incidents

- Safety and Security: No major incidents to report.

Looking Ahead- June 2025

- **Summer Reading Kick-Off - Monday, June 30:**
 - **Kids & Teens:** Complete activities to earn virtual badges, brag tags, free books, and raffle entries for themed prizes like LEGOs, Minecraft, and gift cards.
 - **Babies & Toddlers:** New this year- stickers, books, and simple activities designed for early learners and caregivers.
 - **Adults:** Log activities in Beanstack to earn raffle entries; complete all 12 to enter the Kindle grand prize drawing. Events include music, art, and more.
 - Staff conducted outreach to Goff and Columbia High Schools and local elementary school librarians. Four Volunteer training sessions are scheduled for June.
- **Construction:** EIFS and window replacements are ongoing. Assistant Director office work expected to begin in late June or early July.
- **Friends Fundraiser:** The Friends are organizing the "Night at the Library" fundraiser, seeking event sponsors and donated hosted by Friends seeking sponsorship and donated artwork.
- **Website Update:** We have reviewed a first draft and are providing input to the designer. The process is proceeding as planned.
- **Health Insurance Open Enrollment:** Currently open, new plans take effect on July 1.

Monthly Statistical Comparison				
East Greenbush Community Library	May-24	May-25		Change
Building Visits Number of patron visits to the library building	9,525	11,482	+	20.5%
Drive-Thru Visits Number of patrons who use the drive-thru window to borrow materials	515	447	-	-13.2%
Website Users Number of people who initiated at least one session on eglibrary.org during a given month	7,891	9,546	+	21.0%
Physical Materials Use Number of checkouts plus renewals made at the library	22,750	23,695	+	4.2%
Digital Materials Use Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)	6,362	6,986	+	9.8%
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	8,553	9,047	+	5.8%
WiFi Use Number of unique daily WiFi patron at the library	1,426	1,457	+	2.2%
Public Computer Use Number of computer sessions at the library	1,210	1,339	+	10.7%
Program Attendance Number of attendees at programs held inside the library location or in a library virtual space	2,164	2,619	+	21.0%
Meeting Room Use by Outside Groups Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members	84	106	+	26.2%
New User Accounts (library card registrations) Number of library cards newly created (online & in-person registrations)	120	73	-	-39.2%
Monthly Active Library cardholders (retention) Average number of cardholders who actively used their library card per month	3,017	3,076	+	2.0%
Number of Programs Adult	34	35	+	2.9%
Program Attendance Adult	410	573	+	39.8%
Number of Programs Youth	38	33	-	-13.2%
Program Attendance Youth	1,330	1,589	+	19.5%
Number of Programs All Ages	Unavailable	1		
Program Attendance All Ages	Unavailable	100		
1-1 Programs (<i>Books with Wheels, Take & Make, Notary, Book a Librarian</i>)	Unavailable	357		
Youth Physical Item Circ	12,822	13,952	+	8.8%
Youth Digital Materials Circ	835	898	+	7.5%
Adult Physical Item Circ	9,928	9,743	-	-1.9%
Adult Digital Materials Circ	5,526	6,082	+	10.1%
Registered Resident Borrowers	5,329	5,489	+	3.0%
Registered Non-Resident Borrowers	1,914	1,985	+	3.7%
Physical Items Circ at Checkout Desk	20,999	22,116	+	5.3%
Physical Items Circ at Drivethru Window	1,751	1,579	-	-9.8%
Total Visits (website, library, drive-thru)	17,931	21,475	+	19.8%



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Personnel Memo

June 17, 2025

Submitted by Jill Dugas Hughes

Resignation:

- Mike Thoma, Building Maintenance Worker (part-time), effective 06-14-2025.

Retirement:

- N/A

Termination:

- N/A

Classification Change:

- David Kelly from Library Clerk (substitute) to Library Clerk (part-time), effective 05/27/2025
- Elizabeth Keville from Library Assistant (full-time) to Substitute Library Assistant, effective 08-25-2025.

Provisional Appointment:

- N/A

Current Open/Unfilled Positions/Organizational Chart Changes

- Assistant Director (full-time)
- Building Maintenance Worker (part-time)
- Library Assistant (full-time)