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COMMUNITY LIBRARY

	Services Committee	Katie Sheehan I.
6.	Director’s Report • (10 min)	Jill Dugas Hughes J.
7.	Liaison Reports • (15 min) Upper Hudson Library System Friends of the Library Town of East Greenbush Rensselaer County	Camie Engel Julie Ann Price Jim McHugh Tom Grant
8.	Unfinished Business • (5 min)	Charlie Pensabene
9.	New Business • (5 min)	Charlie Pensabene
10.	Adjournment ➤ MOTION to adjourn the 3/18/2025 Library Board Meeting.	Charlie Pensabene

Upcoming Board & Committee Meetings:

Monday, April 7, 2025

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

Tuesday, April 22, 2025

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



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Library Board of Trustees Meeting - DRAFT
February 25, 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
- Robert Gramuglia, Auditor (exited at 7:18 p.m.)
- Nicholas Gramuglia, Auditor (exited at 7:18 p.m.)

A Library Board of Trustees meeting of the East Greenbush Community Library was held on February 25, 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.

2024 AUDIT PRESENTATION:

- Messrs. Robert and Nicholas Gramuglia (Bryans & Gramuglia CPAs, LLC) presented their audit of the financial statements of the East Greenbush Community Library for fiscal year 2024. The Library’s accounting method follows a modified cash basis and financial statements were prepared, accordingly. Depreciation estimates and restricted funds were properly reported. There were no internal control issues discovered during the audit. No changes in accounting policies nor unusual transactions were noted. The audit process was smooth, with full cooperation from management. Audit results indicate that the



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financial statements accurately reflect the material documentation maintained by the Library for the 2024 calendar year. The auditors maintain independence from the organization, ensuring an objective audit opinion. The audit report is dated February 25, 2025, marking management's acceptance of the financial statements. No concerns or issues were reported.

PUBLIC COMMENT:

- There was no public comment.

APPROVAL OF MINUTES:

- **MOTION #2025-02-09:** K. Sheehan made the motion to approve the minutes from the January 21, 2025, Library Board meeting. Seconded by C. Engel. The motion was carried with 7 in favor, none opposed.

TREASURER'S REPORT:

N. Krisanda highlighted the following:

- Capital Reserve & Construction Grant: 90% of the grant has been received, with the remaining 10% expected soon. The project is on track.
 - Current revenue excludes public funds, which are expected by mid-February (some funds have already been received).
 - Expenses include quarterly payments, yearly subscriptions, three payroll cycles, and larger costs like \$4K for snow removal and \$12,799 for electrical work related to construction.
 - Payroll processing charges vary based on the number of employees paid per cycle.
- **MOTION #2025-02-10:** K. Kutzscher made a motion to accept the Off-Warrant in the amount of **\$129,889.06** for the period of January 11, 2025, through February 19, 2025 as presented. Seconded by A. Miller. The motion was carried with 7 in favor, none opposed.
 - **MOTION #2025-02-11:** C. Engel made a motion to authorize the president to sign the Warrant for the period of January 11, 2025, through February 19, 2025, in the amount of **\$62,232.85**. Seconded by M. Harris. The motion was carried with 7 in favor, none opposed.
 - **MOTION #2025-02-12:** K. Sheehan made a motion to approve the February 19, 2025, Financials with 13.4% of the year completed, as presented. Seconded by K. Kutzscher. The motion was carried with 7 in favor, none opposed.



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COMMITTEE REPORTS:

Administrative: The written committee report was submitted by A. Miller. Highlights from the written report included discussions regarding: NYS paid family leave (approximately \$5K cost for library), health insurance buyout, PTO, NY Paid Prenatal Leave, Leave for New Parents, and COVID leave policy which will expire on July 31st.

- **MOTION #2025-02-13:** The Administrative Committee made a motion to opt-in to the New York State Paid Family Leave Program, with the costs to be covered by the Library. Seconded by A. Miller. The motion was carried with 7 in favor, none opposed.

Services: The written committee report was submitted by C. Engel. Highlights from the written report included: staff manual, NYS paid family leave, health insurance buyout, COVID leave policy, paid sick leave for part-timers, leave for new parents, and dress code.

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

School Break Week Programs:

- A painting program for kids was a highlight, reaching full capacity.
- Some programs had lower attendance, and one event was rescheduled due to weather.

Story Time & Surveys:

- Collecting feedback via surveys (27 responses so far).
- Expanding survey distribution via the Patron Point newsletter to all library cardholders.
- Exploring better scheduling for morning, evening, and weekend story times.

Library Website/Marketing Update:

- Not meeting community needs; working on a significant upgrade.
- Seeking outside funding as costs may exceed the budget.
- Successful engagement; ongoing efforts to market existing library resources more effectively.

Community Partnerships:

- Collaborating with the Rensselaer County Career Center for monthly job coaching.
- Partnering with Center for Gravity for a Maker Space program focused on business startups.

Library Visits

- Increased building visits but stagnant drive-thru visits.

Funding & Grants:

- Applied for the Stewart's Holiday Match Grant—awaiting response.
- Actively seeking funding for sensory story time for children with special needs.
- Open to grant suggestions or sponsorship leads.



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Library Signage Proposal:

- There was a suggestion to explore funding and partnerships for a digital sign to enhance community engagement.

LIAISON REPORTS:**Upper Hudson Library System:** C. Engel noted the following:

- Interviews are underway for Director search. Tim Burke's last day will be April 11th.

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

- **Book Sale (April 4-6):**
 - Hours are changing on Friday & Saturday—doors will open at 9:00 a.m.
 - Help spread the word to prevent confusion.
 - Teachers & Educators from Schodack and East Greenbush schools are invited to a Thursday night preview to shop the children's section.
- **Other Fundraising Initiatives:**
 - Mother's Day Craft Flowers – Bringing back a team to organize this popular event.
 - Swag Shop Launch – An online store selling reading-themed merchandise (not branded with the Friends or Library logo).
 - Thermometer Fundraising Displays – Visual displays showing fundraising progress for specific library projects (e.g., museum passes, fish tank).
- **Major New Fundraiser: "A Night at the Library":**
 - Silent Art Auction & Gala – Featuring local artists donating or commissioning pieces.
 - Catered event with entertainment in a museum-style setting after library hours.
 - Sponsorship drive – Seeking major corporate sponsors (e.g., Regeneron, Market 32).
 - Fundraising goal: \$10,000
 - Timing:
 - Targeting Fall 2024 (if enough volunteers and sponsors are secured).
 - If not, it may be postponed to Spring or Fall 2025.
 - Help Needed! Volunteers for:
 - Sponsorship outreach
 - Silent auction coordination (especially for artists)
 - Event planning team
- **Awareness & Branding Efforts:**
 - Updating the Friends' tagline to emphasize their contributions beyond library cards.
 - Raising visibility about how donations (not taxes) fund special projects.

Call to Action:

- Help spread the word about the book sale and new fundraising efforts.
- Know any artists or sponsors? Connect them with the Friends!
- Interested in volunteering? Teams are forming now!

Town of East Greenbush: N/A



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Rensselaer County: N/A

UNFINISHED BUSINESS:

Oath of Office – Marianne (Mari) Harris:

Due to the excitement of starting the library year, Mari's trustee appointment was initially overlooked, but it has now been officially resolved, and she is a confirmed trustee.

NEW BUSINESS:

NYS Annual Report 2024:

- The report was distributed; minor edits were made.
- Financials differ from the audit as this report follows a full cash basis (not modified cash). Large purchases appear as expenses instead of fixed assets. No accounts payable are included.
- The state requires make-and-take kits to be recorded as one-on-one programs rather than group programs. Example: If 300 kits are made and 298 are taken, it is recorded as 300 programs with 298 participants.
- One-on-one programs (e.g., "Book a Librarian") follow a similar method.
- Library operating hours remained the same as the previous year, despite snow days, which was noted as an interesting observation.

K. Sheehan briefly stepped out.

- **MOTION #2025-02-14:** C. Engel made a motion to approve the NYS Annual Report for 2024, as updated. Seconded by A. Miller. The motion was carried with 6 in favor, none opposed.

K. Sheehan rejoined the meeting.

Final Audit 2024

- **MOTION #2025-02-15:** K. Kutzscher made a motion to approve the Annual Audited Financial Statements for 2024. Seconded by K. Sheehan. The motion was carried with 7 in favor, none opposed.

ADJOURN:

- **MOTION #2025-02-16:** Motion to adjourn the February 25, 2025, Board meeting was made by A. Miller at 8:04 p.m. Seconded by M. Harris. 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
February 20- March 11, 2025

NAME	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Cash, Operating Accounts				
1003.00 Checking, Operating-XXX178				
Aflac	02/26/2025	42821	NBY22	-415.98
BOA CARD SERVICES	03/06/2025	42825	CORP ACCOUNT 1924	-2,094.77
Nationalgrid	02/26/2025	42823	34370-88011	-5,371.14
New York State Deferred Comp.	02/26/2025	42822	Plan#0045420	-317.34
NYSLRS	02/28/2025	FEBRUARY 2025	NYSLRS for FEBRUARY 2025	-1,643.53
	02/28/2025	PR# 5; 2/28/25	PR# 5	-38,401.55
Paychex	02/28/2025	PR 5; 2/28/25	PROCESSING CHARGES FOR PAYROLL # 5 DATED 2/28/25	-421.29
	02/28/2025	PR# 5; 2/28/25	PR# 5	-13,361.21
Record	03/03/2025	42824	9038741	-459.95
Total for 1003.00 Checking, Operating-XXX178				\$ 62,486.76
Total for Cash, Operating Accounts				\$ 62,486.76

East Greenbush Community Library

Warrant of Bills by Vendor February 20- March 11, 2025

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Amazon Capital Services				
Amazon Capital Services	02/20/2025	1YL7-C6XD-V4DM	A3DG71IHROMNJM J VIDEO GAMES	37.39
Amazon Capital Services	02/21/2025	1K9G-4CVW-KHQT	A3DG71IHROMNJM LIBRARY OFFICE SUPPLIES	64.88
Amazon Capital Services	02/24/2025	144H-N6MJ-C7ND	A3DG71IHROMNJM ADULT LOT	171.67
Amazon Capital Services	02/24/2025	1F3R-9CGR-4QNK	A3DG71IHROMNJM YS PROGRAM SUPPLIES FAM ENGAGEMENT GRANT	99.48
Amazon Capital Services	02/26/2025	1YWN-CF6G-3M1K	A3DG71IHROMNJM J VIDEO GAMES	86.13
Amazon Capital Services	02/26/2025	1YWN-CF6G-3YMX	A3DG71IHROMNJM J VIDEO GAMES	290.07
Amazon Capital Services	02/28/2025	1GFH-NWCN-QL1C	A3DG71IHROMNJM ADULT LIBRARY OF THINGS	41.13
Amazon Capital Services	03/04/2025	11MW-QJXG-33PC	A3DG71IHROMNJM ADULT FICTION BOOKS	12.84
Amazon Capital Services	03/04/2025	1YG3-MHJ1-3FFN	A3DG71IHROMNJM ADULT FICTION BOOKS	26.05
Amazon Capital Services	03/06/2025	11RY-J97F-1XNK	A3DG71IHROMNJM ADULT LOT	53.97
Amazon Capital Services	03/06/2025	1XLC-DCLM-1X9V	A3DG71IHROMNJM ADULT FICTION BOOKS	46.85
Total for Amazon Capital Services				\$930.46
ANN BURNS				
ANN BURNS	03/04/2025	041125	EGCL AS PROGRAM	100.00
Total for ANN BURNS				\$100.00
ASSA ABLOY (formerly Besam)				
378-8170				
ASSA ABLOY (formerly Besam)	02/14/2025	SEI 1833549	120046 MAIN ENTRANCE DOORS REPAIRS	579.60
Total for ASSA ABLOY (formerly Besam)				\$579.60
BAKER & TAYLOR (ALL ACCTS)				
BAKER & TAYLOR (ALL ACCTS)	02/18/2025	H71761620	75006619 ADULT DVDS	56.20
BAKER & TAYLOR (ALL ACCTS)	02/19/2025	5019363987	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	43.25
BAKER & TAYLOR (ALL ACCTS)	02/21/2025	5019363977	309318 L026683 3 B00000 J POP FICTION & J FICT ION PICTURE BOOKS	107.03
BAKER & TAYLOR (ALL ACCTS)	02/24/2025	5019369667	309318 L026667 3 B00000 ADULT GN BOOKS	74.86
BAKER & TAYLOR (ALL ACCTS)	03/03/2025	5019381825	309318 L026683 3 B00000 J FICTION PICTURE BOOKS	62.61
BAKER & TAYLOR (ALL ACCTS)	03/05/2025	5019385859	309318 L026683 3 B00000	77.21
Total for BAKER & TAYLOR (ALL ACCTS)				\$421.16
Brodart				
800-233-8467				
Brodart	02/18/2025	B6937228	3105612 J FICTION BOOKS	185.32
Brodart	02/18/2025	B6936985	3105614 J PARENTING BOOKS	131.10
Brodart	02/18/2025	B6936965	3105612 J POP FICTION BOOKS	14.00
Brodart	02/18/2025	B6937213	3105612 J FICTION PICTURE BOOKS	222.43
Brodart	02/19/2025	B6937875	3105611 ADULT NON-FICTION BOOKS	239.49
Brodart	02/25/2025	B6941334	3105612 J FICTION BOOKS	56.27
Brodart	02/25/2025	B6941539	3105613 J FICTION BOOKS	13.46
Brodart	02/25/2025	B6941484	3105613 J FICTION GN BOOKS	25.84

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	02/25/2025	B6941405	3105612 J FICTION GN BOOKS	43.91
Brodart	02/25/2025	B6941396	3105612 J FICTION PICTURE BOOKS	44.60
Brodart	02/25/2025	B6941510	3105612 J POP FICTION BOOKS	161.46
Brodart	02/25/2025	B6941530	3105613 J POP FICTION BOOKS	53.34
Brodart	02/26/2025	B6942118	310561B ADULT FICTION GN BOOKS	65.09
Brodart	02/26/2025	B6942302	310561B ADULT FICTION BOOKS	154.47
Brodart	02/26/2025	B6942296	310561B ADULT FICTION BOOKS	111.23
Brodart	02/26/2025	B6942214	310561B ADULT FICTION BOOKS	85.91
Brodart	02/26/2025	B6942350	3105612 J POP FICTION BOOKS	53.20
Brodart	02/26/2025	B6942399	3105612 J BOARD BOOKS	29.53
Brodart	02/26/2025	B6942123	310561B ADULT FICTION GN BOOKS	16.68
Brodart	02/26/2025	B6942213	310561B ADULT NON-FICTION BOOKS	12.96
Brodart	02/26/2025	B6942321	3105612 J BOARD BOOK	5.72
Brodart	02/27/2025	B6943233	3105612 TEEN FICTION BOOKS	418.20
Brodart	02/27/2025	B6942986	3105612 J PARENTING BOOKS	181.60
Brodart	02/27/2025	B6942976	3105612 J FICTION PICTURE BOOKS	202.12
Brodart	02/27/2025	B6943231	3105612 J FICTION PICTURE BOOKS	280.39
Brodart	02/27/2025	B6943117	3105612 J FICTION PICTURE BOOKS	579.48
Brodart	02/27/2025	B6943232	3105612 TEEN NON-FICTION BOOK	12.15
Brodart	02/27/2025	B6943230	3105612 J POP FICTION BOOKS	85.92
Brodart	03/03/2025	B6944752	310561B ADULT FICTION BOOKS	34.02
Brodart	03/03/2025	B6944753	310561B ADULT FICTION BOOKS	55.91
Total for Brodart				\$3,575.80
BRYANS & GRAMUGLIA				
BRYANS & GRAMUGLIA	02/19/2025	5814	EGCL 2024 ANNUAL AUDIT	4,500.00
Total for BRYANS & GRAMUGLIA				\$4,500.00
CENGAGE Learning/GALE				
877-201-3962 opt 2				
CENGAGE Learning/GALE	02/20/2025	86899311	124198 ADULT LP BOOKS	47.98
CENGAGE Learning/GALE	02/24/2025	86924342	124198 ADULT LP BOOKS	66.40
Total for CENGAGE Learning/GALE				\$114.38
COLLABORATIVE SUMMER LIBRARY PROGRAM				
COLLABORATIVE SUMMER LIBRARY PROGRAM	01/27/2025	312027	EGCL STAFF SUMMER READING SHIRTS	444.16
Total for COLLABORATIVE SUMMER LIBRARY PROGRAM				\$444.16
DEMCO				
800-752-7614 act.rece				
DEMCO	02/19/2025	7606704	710162791 BOOK PROCESSING MATERIALS	249.22
Total for DEMCO				\$249.22
DUDLEY OBSERVATORY				
DUDLEY OBSERVATORY	03/06/2025	041825	EGCL YS PROGRAM	175.00
Total for DUDLEY OBSERVATORY				\$175.00
Grainger, W.W.,Inc.				
869-1414				
Grainger, W.W.,Inc.	02/10/2025	9401676425	856763925 MAINTENANCE SUPPLIES	233.84
Total for Grainger, W.W.,Inc.				\$233.84
HOME DEPOT				
HOME DEPOT	02/13/2025	3771587	**** ** 8313 MAINTENANCE SUPPLIES	40.71
Total for HOME DEPOT				\$40.71
MARINE DESIGN & SERVICE				
MARINE DESIGN & SERVICE	02/14/2025	6241	EGCL FISH TANK SERVICE	89.49
Total for MARINE DESIGN & SERVICE				\$89.49
Midwest Tape				
1-800-875-2785				

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Midwest Tape	02/17/2025	506768196	2000001825 ADULT DVDS	150.68
Midwest Tape	02/24/2025	506795882	2000001825 ADULT DVDS	91.47
Midwest Tape	02/27/2025	506671192	2000001825 ADULT DVDS	78.72
Total for Midwest Tape				\$320.87
MUSEUM OF SCIENCE & INNOVATION				
MUSEUM OF SCIENCE & INNOVATION	03/06/2025	041625	EGCL YS PROGRAM	209.48
Total for MUSEUM OF SCIENCE & INNOVATION				\$209.48
Nassau Free Library				
Nassau Free Library	02/25/2025	629742	*****8187 ALL THE LIGHTS WE CANNOT SEE LOST/PAID BOOK	27.00
Total for Nassau Free Library				\$27.00
New York State Parks-Schoharie Crossing				
New York State Parks-Schoharie Crossing	03/04/2025	042925	EGCL AS PROGRAM	30.00
Total for New York State Parks-Schoharie Crossing				\$30.00
Northeast Toner, Inc. 518-899-5545				
Northeast Toner, Inc.	02/26/2025	119052	EGCL REMAN HP W2120A BLACK TONERS	264.00
Total for Northeast Toner, Inc.				\$264.00
OVERDRIVE 216-573-6886 ext.212				
OVERDRIVE	02/18/2025	01080DA25052197	1080-1012 J EAUDIOBOOK	29.99
OVERDRIVE	02/25/2025	01080DA25059098	1080-1012 ADULT EBOOK	48.41
Total for OVERDRIVE				\$78.40
PAM DODSON				
PAM DODSON	03/04/2025	041325	EGCL AS PROGRAM	50.00
Total for PAM DODSON				\$50.00
PLAYAWAY PRODUCTS LLC (877) 893-0808				
PLAYAWAY PRODUCTS LLC	02/26/2025	491853	GS-02F-0036W J PLAYAWAYS	209.96
PLAYAWAY PRODUCTS LLC	03/03/2025	492211	GS-02F-0036W J PLAYAWAYS	206.96
Total for PLAYAWAY PRODUCTS LLC				\$416.92
Rensselaer Public Library				
Rensselaer Public Library	02/25/2025	596455	*****5081 THE PAPER MAGICIAN LOST/PAID BOOK	25.00
Total for Rensselaer Public Library				\$25.00
RESERVE ACCT. (POSTAGE METER)				
RESERVE ACCT. (POSTAGE METER)	02/03/2025	MARCH 2025	41651340 REPLENISH POSTAGE METER	250.00
Total for RESERVE ACCT. (POSTAGE METER)				\$250.00
Seasons East Lawn Care 732-2276 new 8.07				
Seasons East Lawn Care	02/26/2025	14089	EGCL 17-SALTINGS & 9- SNOW PLOWINGS DURING THE PERIOD OF 2/1/25-2/17/25	5,230.00
Seasons East Lawn Care	02/26/2025	14090	EGCL COMMUNITY WAY ROAD: 22- SALTINGS & 11- SNOW PLOWINGS FOR THE PERIOD OF 2/1/25-2/18/25	2,680.00
Total for Seasons East Lawn Care				\$7,910.00
STAPLES 1-877-826-7755				
STAPLES	02/20/2025	6024679557	1008052 STAMP PAD, TAPE DISPENSER, COPIER PAPER AND BLUE PENS	129.35
Total for STAPLES				\$129.35
TAG SOLUTIONS, LLC (518) 292-6510				

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
TAG SOLUTIONS, LLC	03/01/2025	30633072	21743 IT MANAGED SERVICE 3/1/25-3/31/25	2,633.00
Total for TAG SOLUTIONS, LLC				\$2,633.00
TIMES UNION (SUBSCRIPTION) 454-5015				
TIMES UNION (SUBSCRIPTION)	02/10/2025	PDTHRU 051525	*****6351 SUBSCRIPTION RENEWAL THRU 5/15/25	144.00
Total for TIMES UNION (SUBSCRIPTION)				\$144.00
TWIN BRIDGES 518-282-5600				
TWIN BRIDGES	03/03/2025	20250303558109	55-8109 1 WASTE & RECYCLING MARCH 2025	288.63
Total for TWIN BRIDGES				\$288.63
William K. Sanford Library				
William K. Sanford Library	02/19/2025	353038	0000409207 WE WERE THE LUCKY ONES LOST/PAID BOOK	27.00
Total for William K. Sanford Library				\$27.00
TOTAL				\$24,257.47

Note

Payment Approved / /

President, Library Board of Trustees: _____



East Greenbush Community Library

Budget vs. Actual

As of March 11, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges	2,090.13	15,000.00	-12,909.87	13.93 %
4100 Interest & Earnings	7,141.58	30,000.00	-22,858.42	23.81 %
4200 Public Funds	1,995,971.80	2,402,155.00	-406,183.20	83.09 %
4410 Gifts & Grants	36,644.66	52,500.00	-15,855.34	69.80 %
Total Revenue	\$2,041,848.17	\$2,499,655.00	\$ -457,806.83	81.69 %
GROSS PROFIT	\$2,041,848.17	\$2,499,655.00	\$ -457,806.83	81.69 %
Expenditures				
Operating Expenses				
5000 Technology/Communications	12,068.14	115,000.00	-102,931.86	10.49 %
5010 Programming & Planning	4,488.75	34,700.00	-30,211.25	12.94 %
5020 Bks & Mat'ls (Collections)	39,411.65	161,500.00	-122,088.35	24.40 %
5030 Facilities Expenses	31,638.94	143,940.00	-112,301.06	21.98 %
5040 Professional Services	16,933.85	61,650.00	-44,716.15	27.47 %
5050 Operations	3,944.88	43,050.00	-39,105.12	9.16 %
5100 Human Resources/Staff Devt	112.00	7,000.00	-6,888.00	1.60 %
5200 Personnel				
5201 Benefits	38,190.23	460,895.00	-422,704.77	8.29 %
5250 Salaries	250,522.35	1,422,865.00	-1,172,342.65	17.61 %
Total 5200 Personnel	288,712.58	1,883,760.00	-1,595,047.42	15.33 %
Total Operating Expenses	397,310.79	2,450,600.00	-2,053,289.21	16.21 %
Total Expenditures	\$397,310.79	\$2,450,600.00	\$ -2,053,289.21	16.21 %
NET OPERATING REVENUE	\$1,644,537.38	\$49,055.00	\$1,595,482.38	3,352.44 %
Other Expenditures				
FR Friends Pass-through	-572.99		-572.99	
Reserve Funds				
901 Reserve Fund Expenditures (Capital)	13,669.35		13,669.35	
Total Reserve Funds	13,669.35		13,669.35	
Total Other Expenditures	\$13,096.36	\$0.00	\$13,096.36	0.00%
NET OTHER REVENUE	\$ -13,096.36	\$0.00	\$ -13,096.36	0.00%
NET REVENUE	\$1,631,441.02	\$49,055.00	\$1,582,386.02	3,325.74 %

Note

On this date, the year is 19.2% 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 March 11, 2025

	TOTAL			
	AS OF MAR 11, 2025	AS OF MAR 11, 2024 (PY)	CHANGE	% CHANGE
ASSETS				
Cash Assets				
Accounts				
Cash, Operating Accounts	2,003,950.18	2,232,015.51	-228,065.33	-10.22 %
Designated Board Cash Funds				
1007.00 Non-Restricted, Hurr XXX244	55,061.63	58,466.79	-3,405.16	-5.82 %
1008.00 Non-Restricted, Capital Reserve- XXX0228	496,536.04	601,223.83	-104,687.79	-17.41 %
1009.00 Non-Restricted, Operational Contingency- XXX210	400,246.83	389,004.48	11,242.35	2.89 %
Total Designated Board Cash Funds	951,844.50	1,048,695.10	-96,850.60	-9.24 %
Donor Restricted Cash Funds				
1001.00 Donor-Restricted, Gift & Grant-XXX186	34,140.15	77,044.32	-42,904.17	-55.69 %
1005.00 Donor-Restricted, Capital Reserve- XXX251	491,400.14	42,228.31	449,171.83	1,063.67 %
Total Donor Restricted Cash Funds	525,540.29	119,272.63	406,267.66	340.62 %
Total Accounts	\$3,481,334.97	\$3,399,983.24	\$81,351.73	2.39 %
Total Cash Assets	\$3,481,334.97	\$3,399,983.24	\$81,351.73	2.39 %
Fixed Assets	\$2,257,602.89	\$2,217,439.06	\$40,163.83	1.81 %
TOTAL ASSETS	\$5,738,937.86	\$5,617,422.30	\$121,515.56	2.16 %
LIABILITIES AND EQUITY				
Liabilities	\$24,257.47	\$19,609.48	\$4,647.99	23.70 %
Equity				
3000 Retained Earnings	4,083,239.37	3,669,678.85	413,560.52	11.27 %
Net Revenue	1,631,441.02	1,928,133.97	-296,692.95	-15.39 %
Total Equity	\$5,714,680.39	\$5,597,812.82	\$116,867.57	2.09 %
TOTAL LIABILITIES AND EQUITY	\$5,738,937.86	\$5,617,422.30	\$121,515.56	2.16 %

Note

On this date, the year is 19.2% over

Non-Restricted Funds Available: \$2,955,794.68

Donor-Restricted Funds Available: \$525,540.29

Account Transfers to cover monthly interest and expenses:

- 1) \$985.74 from Donor-Restricted Capital Reserve to Non-Restricted Capital Reserve (Interest)
- 2) \$1,714.03 from Donor-Restricted Gift/Grant to Operating (Restricted Gift/Grant Expenditures)

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

As of 03/11/2025

Restricted Gifts & Grants	Original Amount Awarded	Previous Year Balance Carried	Revenue 2025	Expenditures 2025	Balance (Available Funds)
Reading Garden	\$ 5,500.00	\$ 230.78	\$ -	\$ -	\$ 230.78
Literacy	\$ 450.00	\$ 237.77	\$ -		\$ 237.77
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	\$ -	\$ 326.63	\$ 489.62
FR-46-2024 Fish	\$ 2,500.00	\$ 1,487.11	\$ -	\$ 237.48	\$ 1,249.63
FR-47-2024 Fam Engagement	\$ 2,000.00	\$ 789.34	\$ -	\$ 303.04	\$ 486.30
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	\$ -	\$ 91.13	\$ 913.88
FR-52-2024 Staff Prof Dev Apprec	\$ 3,500.00	\$ 492.15	\$ -	\$ -	\$ 492.15
FR-53-2024 LOT	\$ 2,500.00	\$ 2,481.01	\$ -	\$ 785.50	\$ 1,695.51
FR-54-2024 Hoopla	\$ 7,000.00	\$ 1,804.24	\$ -	\$ 1,804.24	\$ -
FR-01-2025 AIS Prog	\$ 8,400.00	\$ -	\$ 8,400.00	\$ 980.00	\$ 7,420.00
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	\$ 687.41	\$ 1,312.59
FR-05-2025 YS Prog	\$ 6,500.00	\$ -	\$ 6,500.00	\$ 459.48	\$ 6,040.52
FR-06-2025 TBD	\$ 2,700.00	\$ -	\$ 2,700.00		\$ 2,700.00
GRAND TOTAL	\$ 89,840.00	\$ 19,098.38	\$ 26,340.00	\$ 11,298.23	\$ 34,140.15



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Administrative Committee Minutes

3/3/2025 • 5:30 PM

Attendance: A. Miller (Chair), C. Pensabene (President), N. Krisanda (Treasurer), K. Kutzscher (Trustee - arrived 5:39 p.m.), J. Dugas Hughes (Director), Jenna Schmonsky (Administrative Assistant)

ACTION ITEMS:

- Website Project Update
- Benefits (Staff Manual Recommendations)

- 1) **Website Project:** In the process of obtaining five vendor quotes for the restructuring of the library's website.
- 2) **Staff Manual Benefits:** The committee reviewed the updated staff manual draft that the HR service through Paychex compiled. Discussions included insurance, paid time off, paid sick leave for part-time employees, and holiday pay.
 - **Life Insurance:** Discussed whether to add to staff manual. Quotes will be obtained.
 - **COBRA:** Updating the staff manual to detail COBRA per regulations, including passing the 2% billing fee to former employees due to administrative costs.
 - **PTO:** Discussed adding additional 0.5 days per month accrual after 15 years of service (total 42 days), PTO payout changes (less than 2 weeks' notice- no payout, 2-week notice- 10-day payout, 4-week notice- 20-day notice), max 20 days carryover per year and some availability of PTO usage during probationary period.

Next Meeting Action Items:

- Proposal for website
- Financial policies



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Services Committee Minutes

3/3/2025 • 6:55 PM

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

ACTION ITEMS:

- Staff Manual
 - Meeting Room Policy
- 1) **Incident-** Discussed incident with patron misuse of computer screen (desktop & laptop). Jill will follow-up and try to provide a low-cost tracing tool for patron to use.
 - 2) **Staff Manual:** The committee reviewed the updated staff manual draft. Discussions included Life Insurance, COBRA, holiday pay, paid time off, employee probationary period, paid sick leave for part-time employees, bereavement leave, and personal leave of absence.
 - The committee suggested adding an employee donation bank to the staff manual where it allows employees to donate their paid time off to a pool for other employees to use as well as time and a half for staff who are required to work on a holiday.
 - The committee will do a final review before adopting the staff manual at the April Board Meeting.
 - 3) **Meeting Room Policy:** The committee briefly discussed the Meeting Room Policy but will be discussed in depth at the next committee meeting.

Next Meeting Action Items: Board will review policies which have been posted in the Services Committee channel in Teams and provide written feedback 1 week in advance of the next committee meeting.

- Dress Code
- Meeting Room Policy
- Programming Policy
- Library Card Policy
- Succession Plan



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Director's Report- March 18, 2025

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.

February Visits/Hours Open

- **Hours Open:** The library was open for 235 hours across 26 days, closing on 2/6 and 2/16 due to snow, with a two-hour delay on 2/13.
- **Visits:** We welcomed 10,852 visitors, a 2% decrease compared to the previous year. Of these, 453 checked out items from our drive thru.

Strategic Plan Progress

GOAL 1: Build Community Connections

Enhance opportunities and methods for community feedback.

Surveys:

- **Storytime Survey:** 32 responses so far; 19 respondents want Saturday Storytimes to continue. Specialized Storytime interest included Sensory Storytime (21), Baby Storytime (12), and Preschool Storytime (21). Based on feedback, chairs are now arranged in a wide semi-circle for more floor space.
- **K-5 Program Survey:** 21 responses to date. Families prefer programs on Saturdays, Fridays, and Wednesdays. Requested programs include community-building events such as Lego Club and Chess Club. There is also interest in Boox Boxes for 3rd-5th graders. One participant shared: "We appreciate everything you stand for and everything you do for our community."

GOAL 2: Engage With Your Community

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 70 times in February with 580 attendees.

GOAL 3: Satisfy Curiosity and Stimulate Imagination

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

- **Take Your Child to the Library Day (Feb. 1):** Events included Saturday Storytime and a Chinese New Year celebration with the World Awareness Children's Museum. 96 patrons participated, and free books were distributed to children.



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- **Winter Reading Challenge “Bundle Up with a Book”:**
 - **Youth Challenge:** 186 registrants read 35,198 minutes. read! 85% reported learning something new, and 78% want to use the library more. 26% requested more reading challenges.
 - **Adult Challenge:** 171 registrants, with 23 completing all 15 activities- a 50% increase from last year. Activities highlighted library services and community engagement. 845 learned something new and 93% want to use the library more often.
 - **Staff Challenge:** 23 staff members participated.
- **Book Lovers Adult Reading Challenge (BLARC):** 393 registrants, 34 completions so far. The challenge wraps up with an April 1st party.

Increase circulation of diverse resources and materials.

- **“Free for All” Documentary Screening & Library Tours:**
 - Coming soon: We are excited to host a screening of “Free for All,” a documentary that celebrates public libraries. The film explores themes of American democracy, civic ideals, literacy, citizenship, women’s contributions to the public library movement, segregation, immigration, racial justice, and the role of libraries in contemporary public spaces.
 - Before the screening, library staff from each department will introduce themselves, share insights into their roles in the library’s daily operations, and guide brief tours of the library. We hope to screen the film in April- stay tuned for more details!
- **Library of Things:** New additions include a Peloton streaming service (excluding machine-based classes) and a Karaoke Machine.

GOAL 4: Promote Literacies

Increase opportunities for hands-on and intergenerational learning.

- **Storytimes:**
 - 11 sessions with an average of 39 attendees.
 - Saturday Storytimes gaining popularity (51 attendees at one session)
 - Monday evening Storytimes discontinued due to low attendance, but the Halloween Parade will remain.
 - We had to cancel two Storytimes due to weather-related late openings.
- **Tiny Art Program for All Ages:**
 - 103 attendees at the community Tiny Art Show.

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

- **Reading Challenges:**
 - 3,913 books read across three: 1000 Books before Kindergarten (3,386), 500 Books before Middle School (504), and 100 Books before Graduation (23).

Increase circulation of diverse resources and materials.

- **Google AI Blog Post:**
 - Tech Tips blog post on removing AI summaries from Google searches.



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

- Hosted visits from **Sunshine Day Nursery School** and a **Girl Scout Troop** (29 visitors in total).
- Scheduled visits from four **Genet Kindergarten** classes in April and May.

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 serve as a satellite office on the second Tuesday of each month.
 - Services include resume help, interview skills, and job search assistance for youth and adults.
 - Awaiting MOU finalization before publicizing.

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

- **Summer Reading Program (SRP)- Stuffie Search Initiative:**
 - Stuffed animals will be hosted by local businesses for a week.
 - Families visit businesses to collect raffle tickets for a prize drawing.
 - Expected to increase foot traffic for participating businesses.

Operations/Personnel

- **Staffing:** All positions filled, except for the Assistant Director role, which has not yet been posted.
- **Trustee Recruitment:** Recruitment ideas will be shared with the board. With several upcoming openings, it is essential to actively encourage public interest and educate potential candidates about the responsibilities of the Board of Trustees.

Technology Updates

- **Website Project:** Met with three vendors; two more meetings scheduled. Seeking grant funding to offset costs.

Facilities

- **Front Door Repairs:** Ongoing adjustments.
- **Construction Updates:** Tile punch list completed; scheduling the drive-thru lighting installation over the next few weeks. Coordinating with electricians to minimize disruption.

Incidents

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

Monthly Statistical Comparison

- There were several stats which were unavailable at the time of this report. February stats will be included in the March report.

Respectfully Submitted: Jill Dugas Hughes, Director