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AGENDA

Board of Trustees

May 20, 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, May 20, 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/eglibrary>

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@eglibrary.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 April 22, 2025 , Library Board Meeting.	C. Engel B.
4.	Treasurer’s Reports • (10 min) Treasurer’s Report Narrative Off Warrant (April 10, 2025 – May 9, 2025) ➤ MOTION to accept the Off Warrant in the amount of \$152,413.30 for the period of 4/10/2025 – 5/9/2025, as presented. Warrant (April 10, 2025 – May 9, 2025) ➤ MOTION to authorize the president to sign the Warrant for the period of 4/10/2025 – 5/9/2025 in the amount of \$36,544.44 . Financials (35.3% of the year over) • Budget vs. Actual 2025 (1/1/2025 – 5/9/2025) • Balance Sheet (5/9/2025) • Restricted Gift/Grant Funds (1/11/2025 – 5/9/2025) ➤ MOTION to approve the May 9, 2025, Financials with 35.3% of the year completed, as presented.	N. Krisanda C. D. E. F. G.
5.	Committee Reports • (10 min) Services Committee ➤ MOTION to approve the amended Meeting Room Policy.	K. Sheehan H.



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	Administrative Committee Trustee Recruitment (Ad Hoc)	A. Miller I. C. Pensabene
6.	Director’s Report • (10 min)	J. Dugas Hughes J.
7.	Personnel Memorandum • (5 min) ➤ MOTION to approve the 5/20/2025 Personnel Memorandum as presented.	J. Dugas Hughes K.
8.	Liaison Reports • (15 min) Upper Hudson Library System Friends of the Library Town of East Greenbush Rensselaer County	C. Engel J. Price J. McHugh T. Grant
9.	Unfinished Business • (5 min) NYS Comptroller’s Annual Financial Report ➤ 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.	C. Pensabene
10.	New Business • (5 min)	C. Pensabene
11.	Adjournment ➤ MOTION to adjourn the 5/20/2025 Library Board Meeting.	C. Pensabene

Upcoming Board & Committee Meetings:

Monday, June 2, 2025

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

Tuesday, June 17, 2025

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



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Library Board of Trustees Meeting - DRAFT
April 22, 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
- Jenn Romer, Friends of the East Greenbush Library Fundraising Co-Chair
- Douglas Morrissey
- Kenneth Newman II

A Library Board of Trustees meeting of the East Greenbush Community Library was held on April 22, 2025, at the East Greenbush Community Library and was livestreamed. It began at 7:02 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 7:02 p.m.

REVIEW OF AGENDA:

- The agenda was reviewed.

PUBLIC COMMENT:

- There was no public comment.

APPROVAL OF MINUTES:

- **MOTION #2025-04-22:** Motion by M. Harris, seconded by A. Miller, to approve March 19, 2024, minutes. The motion was carried with 7 in favor, none opposed.



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TREASURER'S REPORT (N. Krisanda):

Spending was normal and within budget. Construction costs were expected. National Grid charges decreased slightly from last month but remain high.

- **MOTION #2025-04-23:** K. Sheehan made a motion to accept the Off-Warrant in the amount of **\$162,470.06** for the period of March 12, 2025, through April 9, 2025, as presented. Seconded by K. Kutzscher. The motion was carried with 7 in favor, none opposed.
- **MOTION #2025-04-24:** K. Sheehan made a motion to authorize the president to sign the Warrant for the period of March 12, 2025, through April 9, 2025, in the amount of **\$18,336.35**. Seconded by M. Harris. The motion was carried with 7 in favor, none opposed.
- **MOTION #2025-04-25:** A. Miller made a motion to approve the April 9, 2025, Financials with 27.12% 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 C. Pensabene. Highlights from the written report included: Employee Handbook and Friends fundraiser.

- **MOTION #2025-04-26:** K. Kutzscher made a motion to approve the April 2025 Employee Handbook which will replace the 2010 Staff Manual. Motion was discussed. Seconded by C. Engel. The motion was carried with 7 in favor, none opposed.

The Employee Handbook will be distributed to staff at the May 9 full staff meeting.

Administrative: The written committee report was submitted by A. Miller. Highlights from the written report included: website project, community way potholes, Friends/Library MOU, health and life insurance, and Assistant Director's office space.

- **MOTION #2025-04-27:** The Administrative Committee made a 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. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.
- **MOTION #2025-04-28:** The Administrative Committee made a motion to approve the library's contribution rates towards health insurance to be the following, which at the current participation rate is within budget:



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Individual – \$1,006/month

Employee + Spouse – \$1,121/month

Family – \$1,380/month

Motion was discussed. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.

- **MOTION #2025-04-29:** The Administrative Committee made a 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. Motion was discussed. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.

DIRECTOR'S REPORT (J. Dugas Hughes):

Highlights

- *Free For All* documentary screening on June 4 with library tour and Q&A. All are encouraged to attend and help spread the word. It's a timely and inspiring film, especially relevant for those deeply involved in library advocacy.
- March visits up 5% (12,000+), with strong program attendance and 135 new library cards.
- Continued emphasis on reaching underserved groups as part of the library's strategic goal to build community connections.
- High meeting room demand (112 community-hosted events); kindergarten visits; new intergenerational programming coming soon with Hawthorne Ridge; Books by Mail (4 users).
- Website redesign is underway, under budget.
- Seeking funding for Sensory Storytime, with some private donations already secured.
- 400 participants completed the year-long reading challenge.
- Digital use up 9%; youth circulation steady; 4,800 books read in youth programs last month; hosted 15 story times.
- One Stop Career Center partnership launches May 12.
- The library is partnering with Rensselaer County to host a OneStop Career Center, offering career services once a month starting May 12th. A few people have already signed up.
- Hosted AI for Small Businesses class; staff AI training ongoing.
- Looking to connect with home-based businesses.
- Capital project progressing; \$239,000 paid to-date; exterior lighting complete; EIFS power wash in preparation for new finish complete.

Personnel Updates:

- Staffing has been stable, and all positions are filled. The next major step is filling the Assistant Director role, which is crucial for moving the strategic plan forward.
- The library will be closed on Monday, April 28 for a Staff Development Day, focusing on safety and team building.



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LIAISON REPORTS:

Upper Hudson Library System (C. Engel):

- New director Chris Sagaas from the Utica Public Library starts June 1.
- The Annual meeting is scheduled for June 11 at Rev Hall.

Friends of the Library (J. Price):

- Spring book sale raised over \$10,000. Plans to expand ongoing sale space. Special thanks for the donated highway signs by Chris Pratt of Pratt Construction.
- Upcoming/Ongoing: Night at the Library event planning (seeking sponsorships), t-shirt sales, flower sale, and potential Hoffman fundraiser.

Town of East Greenbush: N/A

Rensselaer County: N/A

UNFINISHED BUSINESS: None

NEW BUSINESS:

President appointed Ad Hoc Trustee Recruitment Committee formed (K. Kutzscher, A. Miller, K. Sheehan, and M. Harris). Committee will

- Organize and plan the intake process for interested candidates
- Review and respond to a strong pool of applicants received recently
- Help with outreach and communication about trustee responsibilities

ADJOURN:

- **MOTION #2025-04-30:** Motion to adjourn the April 22, 2025, Library Board meeting was made by K. Kutzscher at 8:06 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 (April 10- May 9, 2025)

Cash, Operating Accounts	Name	Date	Num	Memo/Description	Amount
1003.00 Checking, Operating-XXX178					
	Aflac	04/24/2025	42907	NBY22	-415.98
	ALBANY MARBLE INC.	04/30/2025	42910		-1,919.40
	B & L CONTROL SERVICE, INC.	04/23/2025	42894		-981.75
	BOA CARD SERVICES	04/30/2025	42909	CORP ACCOUNT 1924	-3,243.91
	CDPHP	04/23/2025	42895	10002870	-12,294.47
	CHARTER COMMUNICATIONS (FIBER OPTIC)	04/23/2025	42896	141867501	-399.00
	CHARTER COMMUNICATIONS (TELEPHONE)	04/23/2025	42897	142138101	-43.35
	DEMCO	04/23/2025	42898	710162791	-128.97
	Dropmysuite Inc.	04/23/2025	42899	EGCL-3759 OREGON-1	-81.00
	EBSCO	04/23/2025	42900	TN63848-75	-2,469.31
	GUARDIAN	04/23/2025	42901	00 575836 DENTAL & VISION	-376.07
	Nationalgrid	04/23/2025	42902	34370-88011	-1,747.40
	New York State Deferred Comp.	04/23/2025	42906	Plan#0045420	-634.68
	NYSLRS	04/30/2025	April 2025	NYSLRS for APRIL 1025	-1,582.89
	Paychex	04/11/2025	PR# 8; 4/11/25	PR# 8	-38,518.20
	Paychex	04/11/2025	PR #8; 4/11/25	PROCESSING CHARGES FOR PAYROLL #8 DATED 4/11/25	-439.29
	Paychex	04/11/2025	PR# 8; 4/11/25	PR# 8	-13,330.95
	Paychex	04/25/2025	PR# 9; 4/25/25	PR# 9	-13,210.53
	Paychex	04/25/2025	PR #9; 4/25/25	PROCESSING CHARGES FOR PAYROLL #9 DATED 4/25/25	-421.29
	Paychex	04/25/2025	PR# 9; 4/25/25	PR# 9	-38,195.39
	Paychex	05/09/2025	PR# 10; 5/9/25	PR# 10	-13,346.59
	Paychex	05/09/2025	PR # 10; 5/9/2025	PROCESSING CHARGES FOR PAYROLL #10 DATED FOR 5/9/25	-457.21
	Paychex	05/09/2025	PR# 10; 5/9/25	PR# 10	-38,779.51
	RENAISSANCE WEB SOLUTIONS	04/23/2025	42903		-3,247.50
	TWIN BRIDGES	04/23/2025	42904	55-8109 1	-288.63
	UHLS	04/23/2025	42905	EGRN	-5,101.07
	UPSTATE ELECTRIC, LLC	04/30/2025	42908		-13,014.65
	VERIZON WIRELESS	05/08/2025	42911	542647307-00001	-32.75
Total for 1003.00 Checking, Operating-XXX178					\$ 152,413.30
Total for Cash, Operating Accounts					\$ 152,413.30

East Greenbush Community Library

Warrant of Bills by Vendor-APRIL 10-MAY 9, 2025 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Albany Fire Extinguisher				
456-3700				
Albany Fire Extinguisher	04/11/2025	AFE210812	EGCL STORED PRESSURE PORTABLE EXTINGUISHER ANNUAL MAINTENANCE	106.35
Total for Albany Fire Extinguisher				\$106.35
Albany Public Library				
518-449-3380				
Albany Public Library	05/04/2025	982636	EGCL *****7118 ALBANY ARCHITECTURE LOST/PAID BOOK	24.95
Albany Public Library	05/04/2025	982637	EGCL *****5428 HOW TO READ A PHOTOGRAPH LOST/PAID BOOK	35.00
Total for Albany Public Library				\$59.95
Amazon Capital Services				
Amazon Capital Services	04/08/2025	1WGH-VFLW-KRL1	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	80.97
Amazon Capital Services	04/11/2025	1MWT-QPJY-HFQ9	A3DG71IHROMNJM ADULT OUTREACH SUPPLIES	82.13
Amazon Capital Services	04/12/2025	1V7Y-93RG-KRF3	A3DG71IHROMNJM ADULT FICTION BOOKS	106.06
Amazon Capital Services	04/12/2025	1LR7-7VVP-K7CK	A3DG71IHROMNJM TEEN FICTION BOOKS	18.02
Amazon Capital Services	04/14/2025	1TVP-C6DD-C91N	A3DG71IHROMNJM LIBRARY OFFICE SUPPLIES	37.68
Amazon Capital Services	04/14/2025	1G3G-DJN3-3NHC	A3DG71IHROMNJM MARKETING SUPPLIES	33.98
Amazon Capital Services	04/14/2025	1VTC-9HXP-WGD7	A3DG71IHROMNJM LIBRARY OFFICE SUPPLIES	75.97
Amazon Capital Services	04/15/2025	1GRR-C6JT-FYVP	A3DG71IHROMNJM YS PROGRAM SUPPLIES	3.27
Amazon Capital Services	04/17/2025	13PF-RRHC-WWM1	A3DG71IHROMNJM J VIDEO GAMES	133.21
Amazon Capital Services	04/19/2025	1M36-LD1F-LFRJ	A3DG71IHROMNJM BETCO PINK SOAP & ROOM DEODRANT DISPENSERS MAINTENANCE SUPPLIES	182.76
Amazon Capital Services	04/19/2025	1M7X-JNK9-L1CR	A3DG71IHROMNJM MAINTENANCE SUPPLIES	15.97
Amazon Capital Services	04/22/2025	16JD-TCTC-6HK9	A3DG71IHROMNJM ADULT LIBRARY OF THINGS	259.00
Amazon Capital Services	04/23/2025	1VG1-CGRT-XTHQ	A3DG71IHROMNMJN ADULTS LIBRARY OF THINGS	75.64
Amazon Capital Services	04/23/2025	1JH9-H4PX-Q6PF	A3DG71IHROMNJM YS SUPPLIES	9.99
Amazon Capital Services	04/25/2025	17TN-JHN7-FLND	A3DG71IHROMNJM OPERATIONS LIBRARY & MARKETING SUPPLIES	293.29
Amazon Capital Services	04/25/2025	1F39-C1LM-6KM9	A3DG71IHROMNJM J VIDEO GAMES	29.99
Amazon Capital Services	04/25/2025	19R3-XGNJ-4W9R	A3DG71IHROMNJM YS SUPPLIES	159.73
Amazon Capital Services	04/26/2025	1RXD-9JN4-KPWF	A3DG71IHROMNJM ADULT LIBRARY OF THINGS	38.69
Amazon Capital Services	04/26/2025	1FQG-TXMH-KTDC	A3DG71IHROMNJM LIBRARY SUPPLIES	43.98
Amazon Capital Services	04/28/2025	1YTC-HCLF-YDRV	A3DG71IHROMNJM ADULT LIBRARY OF THINGS	47.89
Amazon Capital Services	05/03/2025	1KW6-N7MK-HN1Y	A3DG71IHROMNJM ADULT FICTION BOOKS	39.22
Amazon Capital Services	04/26/2025	1J97-K9TM-PLQ6	A3DG71IHROMNJM CREDIT FOR INVOICE # 1VG1-CGRT-XTHQ LIBRARY OF THINGS	-9.85
Total for Amazon Capital Services				\$1,757.59
B & L CONTROL SERVICE, INC.				
273-0500				
B & L CONTROL SERVICE, INC.	04/28/2025	51249	EGCL BACTERIA DIP SLIDES BOX OF 10	80.00
Total for B & L CONTROL SERVICE, INC.				\$80.00

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
BAKER & TAYLOR (ALL ACCTS)				
BAKER & TAYLOR (ALL ACCTS)	04/11/2025	H72178960	75006619 ADULT DVDS	140.15
BAKER & TAYLOR (ALL ACCTS)	04/21/2025	5019457908	309318 L026683 3 B00000 J FICFTION PICTURE & POP BOOKS	164.75
BAKER & TAYLOR (ALL ACCTS)	04/23/2025	5019479195	309318 L026683 3 B00000 J FICTION PICTURE BOOKS	27.94
BAKER & TAYLOR (ALL ACCTS)	04/30/2025	5019499391	309318 L660753 3 B00000 ADULT GN BOOKS	16.44
BAKER & TAYLOR (ALL ACCTS)	05/01/2025	H72326050	75006619 ADULT DVDS	17.23
BAKER & TAYLOR (ALL ACCTS)	05/05/2025	5019496624	309318 L026683 3 B00000 J FICTION PICTURE BOOKS, J POP FICTION BOOKS & J NON FICTION BOOKS	204.39
BAKER & TAYLOR (ALL ACCTS)	05/07/2025	5019501588	309118 L026683 3 B00000 J FICTION PICTURE BOOKS	94.18

Total for BAKER & TAYLOR (ALL ACCTS) \$665.08

Brodart
800-233-8467

Brodart	04/01/2025	B6962129	3105612 J PARENTING BOOKS	8.72
Brodart	04/02/2025	B6963205	3105611 ADULT NON-FICTION BOOKS	15.00
Brodart	04/02/2025	B6963226	3105612 J POP FICTION BOOKS	45.06
Brodart	04/02/2025	B6963187	3105613 J FICTION GN BOOKS	56.02
Brodart	04/02/2025	B6963204	310561B ADULT FICTION BOOKS	85.90
Brodart	04/02/2025	B6963222	310561B ADULT FICTION BOOKS	89.90
Brodart	04/02/2025	B6963216	3105612 J NON-FICTION BOOKS	353.88
Brodart	04/02/2025	B6963213	3105612 J POP FICTION BOOKS	15.02
Brodart	04/02/2025	B6963246	3105612 J FICTION BOOKS	13.85
Brodart	04/02/2025	B6963188	3105613 J FICTION SERIES BOOKS	3.86
Brodart	04/02/2025	B6963202	3105611 ADULT NON-FICTION BOOKS	410.28
Brodart	04/02/2025	B6963224	310561B ADULT FICTION BOOKS	17.87
Brodart	04/02/2025	B6963185	3105613 J FICTION BOOKS	18.04
Brodart	04/02/2025	B6963215	310561B ADULT FICTION BOOKS	26.43
Brodart	04/02/2025	B6963217	3105612 TEEN FICTION BOOKS	33.48
Brodart	04/03/2025	B6964098	3105612 J NON-FICTION BOOKS	212.39
Brodart	04/03/2025	B6964112	3105612 J POP FICTION BOOKS	50.01
Brodart	04/07/2025	B6966311	3105612 J BOARD BOOKS	10.30
Brodart	04/07/2025	B6966523	3105612 J BOARD BOOKS	5.32
Brodart	04/07/2025	B6966394	3105612 J BOARD BOOKS	5.32
Brodart	04/08/2025	B6967217	3105613 J FICTION GN BOOKS	9.44
Brodart	04/08/2025	B6967139	3105612 J FICTION GN BOOKS	12.15
Brodart	04/08/2025	B6967179	B6967179 J FICTION GN BOOKS	7.58
Brodart	04/08/2025	B6966867	3105612 J FICTION READER BOOKS	239.40
Brodart	04/08/2025	B6967276	3105613 J FICTION SERIES BOOKS	9.58
Brodart	04/09/2025	B6967829	310561B ADULT FICTION BOOKS	52.47
Brodart	04/09/2025	B6967836	3105612 J NON-FICTION BOOKS	620.28
Brodart	04/09/2025	B6967863	3105612 J FICTION BOOKS	406.14
Brodart	04/09/2025	B6967856	3105612 J POP FICTION BOOKS	210.27
Brodart	04/09/2025	B6967842	3105611 ADULT NON-FICTION BOOKS	75.58
Brodart	04/09/2025	B6967823	3105612 J FICTION READER BOOKS	53.20
Brodart	04/09/2025	B6967839	3105612 J FICTION GN BOOKS	34.16
Brodart	04/09/2025	B6967870	310561B ADULT FICTION BOOKS	34.01
Brodart	04/09/2025	B6967865	3105614 J POP FICTION BOOKS	31.50
Brodart	04/09/2025	B6967831	3105612 J NON-FICTION BOOKS	26.64
Brodart	04/09/2025	B6967847	3105611 ADULT NON-FICTION BOOKS	19.58
Brodart	04/09/2025	B6967877	310561B ADULT FICTION BOOKS	17.86
Brodart	04/09/2025	B6967878	310561B ADULT FICTION BOOKS	17.29

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	04/11/2025	B6969409	3105614 J PARENTING BOOKS	8.02
Brodart	04/11/2025	B6969449	3105612 TEEN NON-FICTION BOOKS	13.98
Brodart	04/11/2025	B6969263	310561B ADULT FICTION BOOKS	8.00
Brodart	04/15/2025	B6971217	3105612 J FICTION GN BOOKS	119.06
Brodart	04/15/2025	B6970986	3105612 J FICTION BOOKS	10.44
Brodart	04/15/2025	B6971175	3105613 J FICTION SERIES BOOKS	35.78
Brodart	04/15/2025	B6971314	3105613 J FICTION GN BOOKS	74.44
Brodart	04/15/2025	B6970987	3105612 J NON-FICTION BOOKS	53.81
Brodart	04/17/2025	B6972562	3105612 J POP FICTION BOOKS	105.00
Brodart	04/17/2025	B6972571	3105612 J FICTION PICTURE BOOKS	194.04
Brodart	04/17/2025	B6972564	3105612 J FICTION PICTURE BOOKS	24.78
Brodart	04/17/2025	B6972563	3105612 TEEN FICTION BOOKS	129.90
Brodart	04/18/2025	B6973520	3105612 J FICTION STEP-UP BOOKS	11.30
Brodart	04/21/2025	B6974455	3105613 J POP FICTION BOOKS	10.20
Brodart	04/21/2025	B6974191	310561B ADULT FICTION BOOKS	106.07
Brodart	04/21/2025	B6974276	310561B ADULT FICTION BOOKS	105.51
Brodart	04/21/2025	B6974393	3105611 ADULT NON-FICTION BOOKS	101.89
Brodart	04/21/2025	B6974201	310561 ADULT NON-FICTION BOOKS	98.69
Brodart	04/21/2025	B6974387	310561B ADULT GN BOOKS	65.54
Brodart	04/21/2025	B6974400	3105611 ADULT NON-FICTION BOOKS	27.31
Brodart	04/21/2025	B6974388	310561B ADULT FICTION BOOKS	25.54
Brodart	04/21/2025	B6974448	310561B ADULT GN BOOKS	18.54
Brodart	04/21/2025	B6974367	3105611 ADULT NON-FICTION BOOKS	17.84
Brodart	04/21/2025	B6974169	3105611 ADULT NON-FICTION BOOKS	142.60
Brodart	04/22/2025	B6975209	3105612 TEEN NON-FICTION BOOKS	17.56
Brodart	04/22/2025	B6975186	3105611 ADULT NON-FICTION BOOKS	17.30
Brodart	04/22/2025	B6975040	3105612 J FICTION GN NOVELS	15.02
Brodart	04/22/2025	B6975266	3105612 J FICTION PICTURE BOOKS	200.27
Brodart	04/22/2025	B6975429	3105612 J POP FICTION BOOKS	22.02
Brodart	04/22/2025	B6975041	3105612 J NON-FICTION BOOKS	24.39
Brodart	04/22/2025	B6975210	3105612 TEEN FICTION BOOKS	36.17
Brodart	04/22/2025	B6975428	3105612 J FICTION BOOKS	34.74
Brodart	04/22/2025	B6975246	3105611 ADULT NON-FICTION BOOKS	72.41
Brodart	04/25/2025	B6977672	310561B ADULT FICTION BOOKS	179.19
Brodart	04/25/2025	B6977255	310561B ADULT FICTION BOOKS	17.87
Brodart	04/25/2025	B6977667	310561B ADULT GN BOOKS	25.92
Brodart	04/25/2025	B6977254	310561B ADULT FICTION BOOKS	109.20
Brodart	04/25/2025	B6977689	310561B ADULT FICTION BOOKS	202.68
Brodart	05/01/2025	B6981558	3105612 J FICTION PICTURE BOOKS	449.36
Brodart	05/01/2025	B6981328	3105612 J FICTION PICTURE BOOKS	10.46
Brodart	05/02/2025	B6982051	3105612 J NON-FICTION BOOKS	17.88
Brodart	05/02/2025	B6982055	3105612 J FICTION BOOKS	11.01
Brodart	05/02/2025	B6982052	3105612 J FICTION SERIES BOOKS	14.01
Brodart	05/05/2025	B6982879	3105611 ADULT NON-FICTION BOOKS	16.72
Brodart	05/05/2025	B6983111	310561B ADULT GN BOOKS	20.74
Brodart	05/05/2025	B6983241	310561B ADULT FICTION BOOKS	53.58
Brodart	05/05/2025	B6983139	3105611 ADULT NON-FICTION BOOKS	78.65
Brodart	05/05/2025	B6983243	310561B ADULT FICTION BOOKS	70.34
Brodart	05/05/2025	B6983110	310561B ADULT FICTION BOOKS	48.22
Brodart	05/08/2025	B6985334	3105612 J PARENTING BOOKS	15.03
Brodart	05/08/2025	B6985564	3105613 J FICTION SERIES BOOKS	35.20

Total for Brodart **\$6,678.00**

BRUNSWICK COMMUNITY LIBRARY

BRUNSWICK COMMUNITY LIBRARY	03/27/2025	142289	*****9395 SOLAR SYSTEM LOST/PAID BOOK	8.00
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VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Total for BRUNSWICK COMMUNITY LIBRARY				\$8.00
BRYANS & GRAMUGLIA				
BRYANS & GRAMUGLIA	04/29/2025	6024	EGCL MANAGEMENT ADVISORY SERVICES FOR PREPARATION OF ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2024	1,000.00
Total for BRYANS & GRAMUGLIA				\$1,000.00
Capital Security 479-7122				
Capital Security	04/15/2025	193875	EGCL NETWORK/CELLULAR MONITORING FOR 5/1/25-5/31/25	63.00
Total for Capital Security				\$63.00
CENGAGE Learning/GALE 877-201-3962 opt 2				
CENGAGE Learning/GALE	04/09/2025	999100311401	100230146 ADULT LP BOOKS	90.37
Total for CENGAGE Learning/GALE				\$90.37
DEMCO 800-752-7614 act.rece				
DEMCO	04/18/2025	7635252	710162791 PROCESSING SUPPLIES	855.73
Total for DEMCO				\$855.73
Dropmysuite Inc.				
Dropmysuite Inc.	04/30/2025	INV-19123	EGCL-3759 OREGON-1 EMAIL & COLLABORATION SOFTWARE BACKUP SUBSCRIPTION FOR MAY 2025	81.00
Total for Dropmysuite Inc.				\$81.00
EnvisionWare, Inc.				
EnvisionWare, Inc.	05/01/2025	INV-US-76248	2148 EGCL SUBSCRIPTION RENEWAL 8/1/25-7/31/26	633.94
Total for EnvisionWare, Inc.				\$633.94
FARONICS				
FARONICS	05/01/2025	00252424	EGCL DEEP FREEZE CLOUD PREMIUM SUBSCRIPTION RENEWAL 5/31/25-5/30/26 & DEEP FREEZE STD MAINTENANCE RENEWAL 1YR 5/31/25-5/30/26	893.00
Total for FARONICS				\$893.00
Guilderland Public Library 456-2400				
Guilderland Public Library	04/12/2025	361402	*****6337 MY LIFE WITH SEA TURTLES LOST/PAID BOOK	28.95
Total for Guilderland Public Library				\$28.95
HILL & MARKES, INC. 888-427-7022				
HILL & MARKES, INC.	04/24/2025	3036453.00	6258 PAPER TOWELS FOR RESTROOMS MAINTENANCE SUPPLIES	397.45
Total for HILL & MARKES, INC.				\$397.45
HOME DEPOT				
HOME DEPOT	04/13/2025	3013207	**** * 8313 COMMAND HOOKS & MAGNETIC CABINET DOOR CATCHES	21.28
Total for HOME DEPOT				\$21.28
JENNIFER LANTIER-NOVELLI				
JENNIFER LANTIER-NOVELLI	05/04/2025	05162025	EGCL YS PROGRAM	140.00
JENNIFER LANTIER-NOVELLI	05/06/2025	04142025	EGCL YS PROGRAM	210.00
Total for JENNIFER LANTIER-NOVELLI				\$350.00
JIM CLARK COMMUNITY PERFORMANCE FUND				
JIM CLARK COMMUNITY PERFORMANCE FUND	04/30/2025	06-08-2025	EGCL ADULT PROGRAM	150.00
Total for JIM CLARK COMMUNITY PERFORMANCE FUND				\$150.00

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
KATHY KLOMPAS				
KATHY KLOMPAS	04/30/2025	06-12&14-2025	EGCL ADULT PROGRAM	400.00
Total for KATHY KLOMPAS				\$400.00
Midwest Tape 1-800-875-2785				
Midwest Tape	04/07/2025	506995492	2000001825 ADULT DVDS	33.73
Midwest Tape	04/14/2025	507032119	2000001825 ADULT DVDS	261.62
Midwest Tape	04/21/2025	507059763	2000001825 J & ADULT DVDS	100.46
Midwest Tape	04/29/2025	507100064	2000001825 ADULT DVDS	43.48
Midwest Tape	05/02/2025	507118660	2000001825 ADULT & J DVDS	102.70
Total for Midwest Tape				\$541.99
Nassau Free Library				
Nassau Free Library	04/02/2025	359540	*****5576 KID'S KOOKIEST RIDDLES LOST/PAID BOOK	14.95
Total for Nassau Free Library				\$14.95
New York Library Association 427-1697				
New York Library Association	04/17/2025	5371	EGCL MEMBERSHIP RENEWAL-LIBRARY/LIBRARY SYSTEM THRU 5/31/26	1,500.00
New York Library Association	04/17/2025	5374	EGCL MEMBERSHIP RENEWAL-TRUSTEE GROUP THRU 5/31/26	270.00
Total for New York Library Association				\$1,770.00
Norman Rockwell Museum 413-298-4100				
Norman Rockwell Museum	04/21/2025	MP 2025	EGCL MUSEUM PASS RENEWAL FOR 2025	100.00
Total for Norman Rockwell Museum				\$100.00
North Greenbush Public Library				
North Greenbush Public Library	04/15/2025	360546	*****4091 SNACK TIME FOR COW LOST/PAID BOOK	7.99
Total for North Greenbush Public Library				\$7.99
Northeast Toner, Inc. 518-899-5545				
Northeast Toner, Inc.	05/01/2025	119307	EGCL TONERS	183.00
Total for Northeast Toner, Inc.				\$183.00
OCLC 800-848-5800+1+2+3				
OCLC	05/01/2025	1000430753	10306 WORLDSHARE ILL SERVICE DATE 5/1/25-4/30/26	586.56
Total for OCLC				\$586.56
OVERDRIVE 216-573-6886 ext.212				
OVERDRIVE	04/01/2025	01080DA25106094	1080-0012 1-EBOOK & 1-EAUDIOBOOK ADULTS	130.00
OVERDRIVE	04/01/2025	01080DA25106079	1080-1012 3-EBOOKS & 3-EAUDIOBOOKS ADULTS	390.00
OVERDRIVE	04/22/2025	01080DA25127116	1080-0012 1-EBOOK & 1-EAUDIOBOOK ADULTS	102.50
OVERDRIVE	04/22/2025	01080DA25127341	1080-1012 3-EBOOKS & 3-EAUDIOBOOKS ADULTS	307.50
OVERDRIVE	04/30/2025	01080CO25135352	1080-0012 ADULT EBOOKS	315.18
OVERDRIVE	04/30/2025	01080CO25135426	1080-1012 ADULT EAUDIOBOOKS	235.88
OVERDRIVE	04/30/2025	01080CO25135421	1080-1012 ADULT EBOOKS	576.98
OVERDRIVE	04/30/2025	01080CO25135371	1080-0012 ADULT DVDS	107.99
OVERDRIVE	05/06/2025	01080DA25146842	1080-0012 1-ADULT EBOOK & 1-ADULT EAUDIOBOOK	102.50
OVERDRIVE	05/06/2025	01080DA25147328	1080-1012 ADULT EAUDIOBOOKS	424.95
Total for OVERDRIVE				\$2,693.48
PAM DODSON				
PAM DODSON	04/30/2025	06212025	EGCL ADULT PROGRAM	50.00
Total for PAM DODSON				\$50.00

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Penworthy Co. 414-287-4600				
Penworthy Co.	04/23/2025	0607622-IN	00-1320185_001 J FICTION PICTURE BOOKS	198.60
Total for Penworthy Co.				\$198.60
PLAYAWAY PRODUCTS LLC (877) 893-0808				
PLAYAWAY PRODUCTS LLC	04/02/2025	498766	GS-02F-0036W J PLAYAWAYS	181.97
PLAYAWAY PRODUCTS LLC	04/03/2025	495484	GS-02F-0036W J PLAYAWAY	229.93
PLAYAWAY PRODUCTS LLC	04/07/2025	495747	GS-02F-0036W J PLAYAWAY	201.56
PLAYAWAY PRODUCTS LLC	05/07/2025	499272	GS-02F-0036W J PLAYAWAYS	236.93
Total for PLAYAWAY PRODUCTS LLC				\$850.39
RCS Community Library				
RCS Community Library	05/05/2025	365321	*****5130 DIARY OF MINECRAFT ZOMBIE BOOK 6 LOST/PAID	5.50
Total for RCS Community Library				\$5.50
Sebco Books 800-223-3251				
Sebco Books	04/23/2025	214702	14883 J NON-FICTION BOOKS	1,461.13
Total for Sebco Books				\$1,461.13
SHARON CRAMER				
SHARON CRAMER	04/30/2025	06-20-2025	EGCL ADULT PROGRAM	400.00
Total for SHARON CRAMER				\$400.00
STAPLES 1-877-826-7755				
STAPLES	04/18/2025	6029583793	1008052 MAINTENANCE SUPPLIES	181.24
Total for STAPLES				\$181.24
TAFFY ELROD				
TAFFY ELROD	05/04/2025	06092025	EGCL YS PROGRAM	200.00
Total for TAFFY ELROD				\$200.00
TAG SOLUTIONS, LLC (518) 292-6510				
TAG SOLUTIONS, LLC	04/17/2025	30633637	21743 TASK/TICKET T20250206.0075	400.00
TAG SOLUTIONS, LLC	05/01/2025	30633808	21743 IT MANAGED SERVICES 5/1/25-5/31/25	2,633.00
Total for TAG SOLUTIONS, LLC				\$3,033.00
TIMES UNION (SUBSCRIPTION) 454-5015				
TIMES UNION (SUBSCRIPTION)	04/07/2025	071025	*****6351 8 WEEKS RENEWAL PAID THRU 7/10/25	150.95
Total for TIMES UNION (SUBSCRIPTION)				\$150.95
Town of East Greenbush				
Town of East Greenbush	05/01/2025	580732	984 WATER & SEWER USAGE PERIOD 2/1/25-4/30/25	294.05
Total for Town of East Greenbush				\$294.05
Troy Public Library				
Troy Public Library	04/10/2025	348800	*****8155 LIBERTY LOST/PAID BOOK	4.99
Troy Public Library	04/10/2025	354456	*****2848 LOST/PAID ITEM	12.99
Troy Public Library	04/16/2025	858915	*****4607 THE GIRL WHO DRANK THE MOON LOST/PAID BOOK	16.95
Total for Troy Public Library				\$34.93
TWIN BRIDGES 518-282-5600				
TWIN BRIDGES	05/01/2025	MAY SERVICE	55-8109 1 WASTE AND RECYCLING FOR MAY 2025	288.63

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Total for TWIN BRIDGES				\$288.63
UHLS				
UHLS	04/23/2025	25-238	EGRN Q2 UHLAN 2025	9,097.00
Total for UHLS				\$9,097.00
WHITEMAN OSTERMAN & HANNA LLP				
WHITEMAN OSTERMAN & HANNA LLP	04/25/2025	769434	106576 FOR PROFESSIONAL SERVICES RENDERED THROUGH 3/31/25	26.38
Total for WHITEMAN OSTERMAN & HANNA LLP				\$26.38
William K. Sanford Library				
William K. Sanford Library	04/10/2025	359684	0000508858 BLACK STAR LOST/PAID BOOK	17.99
William K. Sanford Library	04/10/2025	358534	0000282050 THE BIG CATCH LOST/PAID BOOK	17.00
William K. Sanford Library	04/10/2025	359680	0000471804 SHAZAM! THUNDERCRACK LOST/PAID BOOK	9.99
William K. Sanford Library	05/04/2025	363187	EGCL 0000298126 THE SECRET OF THE INDIAN LOST/PAID BOOK	10.00
Total for William K. Sanford Library				\$54.98
TOTAL				\$36,544.44

Note

Payment Approved / /

President, Library Board of Trustees: _____



East Greenbush Community Library

Budget vs. Actual (January 1-May 9, 2025)

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges	4,909.95	15,000.00	-10,090.05	32.73 %
4100 Interest & Earnings	22,111.90	30,000.00	-7,888.10	73.71 %
4200 Public Funds	2,395,971.80	2,402,155.00	-6,183.20	99.74 %
4410 Gifts & Grants	38,821.45	52,500.00	-13,678.55	73.95 %
Total Revenue	\$2,461,815.10	\$2,499,655.00	\$ -37,839.90	98.49 %
GROSS PROFIT	\$2,461,815.10	\$2,499,655.00	\$ -37,839.90	98.49 %
Expenditures				
Operating Expenses				
5000 Technology/Communications	27,818.36	115,000.00	-87,181.64	24.19 %
5010 Programming & Planning	8,765.06	34,700.00	-25,934.94	25.26 %
5020 Bks & Mat'ls (Collections)	70,550.18	161,500.00	-90,949.82	43.68 %
5030 Facilities Expenses	38,423.34	143,940.00	-105,516.66	26.69 %
5040 Professional Services	30,717.60	61,650.00	-30,932.40	49.83 %
5050 Operations	6,683.84	43,050.00	-36,366.16	15.53 %
5100 Human Resources/Staff Devt	3,121.37	7,000.00	-3,878.63	44.59 %
5200 Personnel				
5201 Benefits	71,287.98	460,895.00	-389,607.02	15.47 %
5250 Salaries	502,735.19	1,422,865.00	-920,129.81	35.33 %
Total 5200 Personnel	574,023.17	1,883,760.00	-1,309,736.83	30.47 %
Total Operating Expenses	760,102.92	2,450,600.00	-1,690,497.08	31.02 %
Total Expenditures	\$760,102.92	\$2,450,600.00	\$ -1,690,497.08	31.02 %
NET OPERATING REVENUE	\$1,701,712.18	\$49,055.00	\$1,652,657.18	3,468.99 %
Other Expenditures				
FR Friends Pass-through	-1,028.69		-1,028.69	
Reserve Funds	65,072.00		65,072.00	
Total Other Expenditures	\$64,043.31	\$0.00	\$64,043.31	0.00%
NET OTHER REVENUE	\$ -64,043.31	\$0.00	\$ -64,043.31	0.00%
NET REVENUE	\$1,637,668.87	\$49,055.00	\$1,588,613.87	3,338.43 %

Note

On this date, the year is 35.3% 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 with revised notes (5/20/25)

As of May 9, 2025

	TOTAL			
	AS OF MAY 9, 2025	AS OF MAY 9, 2024 (PY)	CHANGE	% CHANGE
ASSETS				
Cash Assets				
Accounts				
Cash, Operating Accounts	2,033,747.45	1,937,147.53	96,599.92	4.99 %
Designated Board Cash Funds				
1007.00 Non-Restricted, Hurr XXX244	55,292.15	58,633.13	-3,340.98	-5.70 %
1008.00 Non-Restricted, Capital Reserve- XXX0228	500,672.21	602,934.32	-102,262.11	-16.96 %
1009.00 Non-Restricted, Operational Contingency- XXX210	401,922.53	390,111.20	11,811.33	3.03 %
Total Designated Board Cash Funds	957,886.89	1,051,678.65	-93,791.76	-8.92 %
Donor Restricted Cash Funds				
1001.00 Donor-Restricted, Gift & Grant-XXX186	29,829.96	96,256.15	-66,426.19	-69.01 %
1005.00 Donor-Restricted, Capital Reserve- XXX251	478,385.49	50,078.08	428,307.41	855.28 %
Total Donor Restricted Cash Funds	508,215.45	146,334.23	361,881.22	247.30 %
Total Accounts	\$3,499,849.79	\$3,135,160.41	\$364,689.38	11.63 %
Total Cash Assets	\$3,499,849.79	\$3,135,160.41	\$364,689.38	11.63 %
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	\$5,757,452.68	\$5,352,599.47	\$404,853.21	7.56 %
LIABILITIES AND EQUITY				
Liabilities	\$36,544.44	\$59,786.22	\$ -23,241.78	-38.87 %
Equity				
3000 Retained Earnings	4,083,239.37	3,669,678.85	413,560.52	11.27 %
Net Revenue	1,637,668.87	1,623,134.40	14,534.47	0.90 %
Total Equity	\$5,720,908.24	\$5,292,813.25	\$428,094.99	8.09 %
TOTAL LIABILITIES AND EQUITY	\$5,757,452.68	\$5,352,599.47	\$404,853.21	7.56 %

Revised Notes (5/20/2025)

On this date, the year is 35.3% over

Non-Restricted Funds Available: \$2,991,634.34

Donor-Restricted Funds Available: \$508,215.45

Account Transfers to cover monthly interest and expenses:

- 1) \$2,244.10 from Donor-Restricted Gift Grant to Operating (restricted gift/grant expenditures)
- 2) \$1,010.73 from Donor-Restricted Capital Reserve to Non-Restricted Capital Reserve (interest)
- 3) \$13,014.65 from Donor-Restricted Capital Reserve to Operating (Capital Project expenditures)

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

As of 05/9/2025

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	\$ 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	\$ 796.30	\$ 2,428.70
FR-04-2025 Teen Prog	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 791.11	\$ 1,208.89
FR-05-2025 YS Prog	\$ 6,500.00	\$ -	\$ 6,500.00	\$ 1,569.45	\$ 4,930.55
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	\$ -	\$ 427.20	\$ 1,313.60
FR-39-2023 Outreach	\$ 4,000.00	\$ 760.14	\$ -	\$ 82.13	\$ 678.01
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	\$ -	\$ 664.29	\$ 151.96
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	\$ -	\$ 522.54	\$ 266.80
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	\$ -	\$ 170.82	\$ 321.33
FR-53-2024 LOT	\$ 2,500.00	\$ 2,481.01	\$ -	\$ 2,178.43	\$ 302.58
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		\$ 1,087.77
Stewarts Holiday Match	\$ 750.00	\$ -	\$ 750.00	\$ -	\$ 750.00
Everett Poost Musical Instruments Storyt	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ 250.00
GRAND TOTAL	\$ 96,340.00	\$ 19,098.38	\$ 28,190.00	\$ 17,458.42	\$ 29,829.96



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Services Committee Minutes

5/6/2025 • 4:00 PM

Attendance: Katie Sheehan (Chair – Vice President), Camie Engel (Secretary), C. Pensabene (President – arrived 4:36 p.m.), Mari Harris (Trustee – exited 5:00 p.m.), Jill Dugas-Hughes (Director), Jenna Schmonsky (Administrative Assistant)

ACTION ITEMS:

1. Employee Handbook
2. Meeting Room Policy (amendments)

- 1) **Employee Handbook:** The committee reviewed edits due to accidental omission/errors, including jury duty and 37 hours vs. 40 hours. The final version of the handbook will be distributed to staff on May 9.
- 2) **Meeting Room Policy:** It was noted that the current policy caused confusion. Revisions were made to improve clarity in areas such as user responsibilities, eligibility, prohibited activities, meeting room use guidelines, advance reservations, cancellations, time-limits, library authority, and publicity/marketing. A robust discussion followed regarding workflow, capacity, and the potential impact of allowing businesses and parties to use the space. This portion of the discussion was tabled pending staff input and further investigation.

Motion: The services committee moves to recommend the approval of the amended Meeting Room Policy.

Next Meeting Action Items:

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



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Library Meeting Room Policy- **DRAFT AMENDMENTS 5/6/2025**

The East Greenbush Community Library provides meeting rooms for public use when not reserved for library-sponsored functions. This policy governs their use.

General Policy

- The Library follows ALA guidelines ensuring equitable access, regardless of beliefs or affiliations.
- Use of a meeting room does not imply Library endorsement of any group, individual, or event.
- Permission to use a meeting room is non-transferable.
- User must comply with all Library policies, including the Code of Conduct and the Photography and Filming Policy.
- The Library is not responsible for personal property.
- Unreserved meeting rooms are open for public use.
- The Library Director or designee has final approval authority over reservations.

User Responsibilities (designated meeting room borrower)

- Users must supervise setup, cleanup, and restore the room to its original condition (except chairs and tables).
- Activities must remain within the reserved space and not extend into hallways/other library areas.
- Users are responsible for damages, with a minimum charge of \$50; Non-payment may result in forfeiture of future reservations.
- The Library may revoke access for violations of this policy and any other applicable library policy violations.

Eligibility- Meeting rooms are available for:

- Individuals, community groups, organizations, and businesses for educational, cultural, intellectual, or recreational purposes.
- Workshops, planning sessions, and training conferences (fees may be collected in advance by the sponsoring organization).
- Non-commercial activities (no private parties).

Prohibited Activities

- Disruptions to Library operations.
- Violations of Library policy.
- Harassment of staff or patrons.



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- Smoking, vaping, drug use, or pyrotechnics.
- Use of flammable materials or smoke machines.
- Use of alcohol.
- Direct sales or solicitations.

Meeting Room Use Guidelines

- Attendance must not exceed room capacity.
- Food and non-alcoholic beverages are permitted if noted on the application.
- Users must operate audiovisual equipment independently and are responsible for any damage.
- Photography and filming must comply with the Library policy.
- The Library may record, photograph, or broadcast events.
- Library personnel may access rooms at any time and monitor for policy compliance.
- Decorations, signage, or adhesives require prior approval and are prohibited outside reserved meeting space.

Reservations

Advance Reservations

- A valid library card in good standing from any Upper Hudson Library System member library is required.
- Users must complete a Room Reservation Request.
- Reservations must include setup, cleanup, and equipment requests (same day equipment requests are not guaranteed).
- Reservations to meeting rooms, except for the Hurr Education Center, can be made up to two months in advance.
- Up to 12 advanced reservations per year, per user.
- Standing reservations are not permitted.
- Consecutive use is subject to availability and case-by-case approval.
- Meeting room use is limited to 2 hours.

Same-Day Reservations

- If a meeting room is unreserved, a same-day reservation for two hours may be made with library staff.
- Extensions may be granted if the room remains available.

Cancellations & Library Authority

- At least 24 hours' notice will be given for unavoidable cancellations when possible.



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- The Library seeks to honor all approved meeting room reservations; however, the Library reserves the right to cancel reservations for library programs or Board of Trustees meetings in unusual circumstances.
- Meeting rooms may be closed due to weather or emergencies; users will be notified via the Library website and shall be responsible for communicating with any attendees.
- The Library may interrupt, stop, or cancel events for public safety concerns or policy violations. No damages or compensation will be provided.
- Library Director has final authority on room use and may grant, refuse, or revoke permission.

User Cancellations

- Users must provide at least 24 hours' notice for cancellations or delays.
- Reservations are forfeited if a group is more than 15 minutes late without notice.
- Failure to notify may result in suspension of future reservations and/or use of this privilege.

Publicity & Marketing

- Publicity is the sole responsibility of the organizer.
- The Library may not be listed as a sponsor or contact for an event.
- Promotional materials must state: "This event is neither sponsored nor endorsed by the East Greenbush Community Library."
- Flyers, banners, or advertisements are prohibited in Library windows, hallways, or outside the building.

Additional Guidelines

- Reservations are first-come, first-served.
- Meeting room use must not disrupt Library operations. Organizers are responsible for maintaining order.
- Self-serve with minimal staff assistance.
- Users must leave rooms clean. Cleaning fees may be assessed if staff cleaning is required.
- Misuse or damage may result in fees and/or loss of reservation privileges.
- The Library provides tables, chairs, and pre-approved equipment; users must supply and remove additional items.
- Police or fire protection, if required, must be arranged and paid for by the user.



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- Meetings may begin 30 minutes after Library opening and must end 15 minutes before closing.
- Library personnel must always have access to meeting rooms.

Policy History

Adopted, Library Board of Trustees, January 16, 2001

Amended, Library Board of Trustees, October 21, 2003

Amended, Library Board of Trustees, February 19, 2009

Amended, Library Board of Trustees, July 19, 2011

Amended, Library Board of Trustees, September 18, 2018

Amended, Library Board of Trustees, April 12, 2022

Amended, Library Board of Trustees, September 19, 2023



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Administrative Committee Minutes

5/5/2025 • 7:00 PM

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

ACTION ITEMS:

1. Upcoming Construction Projects
2. Asst. Director Office
3. Personnel Update

1) Upcoming Construction Projects:

- **EIFS** – This is a three-step process with the first round completed. Some minor tasks remain, like painting electrical boxes to match steel beams and installing the fabric canopy.
- **Windows** – Currently waiting on installation, delivery has been delayed.
- **Road** – Major potholes have been patched, but full resurfacing is being deferred until 2027 due to high cost. It may be partially funded through a grant, though approval is uncertain due to shared ownership.

The committee discussed upcoming potential capital costs and projects:

Flat Roof Replacement (2026)

- Estimated cost: \$575,000 (without solar).
- Requires a construction grant due to limited capital reserve.

Solar Panel (2026)

- Estimated cost: \$481,000 (in addition to the roof).
- A grant application for \$250,000 has been submitted to EBSCO.
- Total solar cost is adjustable based on array size.
- No guaranteed rebates or federal incentives expected.

Carpet Replacement (2026/2027)

- The carpet is approximately 13 years old and in poor condition.
- Awaiting pricing; potential for full or phased replacement.



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- Plan includes moving shelves to avoid locking in furniture placement.
- Not eligible for grant funding unless it's part of a larger renovation.

Bathrooms (2026/2027)

- Possible start in 2026 if funding allows.
- \$250,000 in state funding requested but not yet confirmed.

Air Handling Unit (2025)

- The unit that circulates air is failing (leaking coils).
- Parts are unavailable, so replacement is likely necessary soon.
- Will attempt to cover costs through the operating budget or capital reserves depending on the final quote.

Concerns:

- The increasing cost of materials due to tariffs is a significant concern.
- All major facilities projects (roof, HVAC, flooring, bathrooms, solar) will drive budget planning for 2026 and beyond.

2) Assistant Director Office:

- A new permanent office is proposed to be located in the main storage room, costing approximately \$18,000 total, including furniture.
- This option minimizes disruption by eliminating the need to relocate cubicles and is more cost-effective.
- The office would be built with standard ceiling height (not above drop ceiling), including HVAC, electric, acoustics, carpeting, and ceiling work.
- Concerns were raised about workflow and access, particularly the movement of carts and boxes, which may now have to go through the main library, potentially causing carpet wear.
- Storage items will need to be cleared, relocated, or removed.
- An alternative office layout would cost about \$23,000 but involve more staff disruption and locker relocation.
- The plan is to post the new position soon, with the new hire temporarily sharing an office with the director. This depends on the contractor confirming they can start work soon.

3) Personnel Update:

- Update provided on several anticipated planned temporary and permanent staffing changes which will require hiring temporary and permanent staff in the



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youth and borrower services team. At this time, we have re-hired a former substitute librarian.

- Plan on posting anticipated job opening postings shortly.



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Director’s Report- May 20, 2025

Respectfully submitted, Jill Dugas Hughes

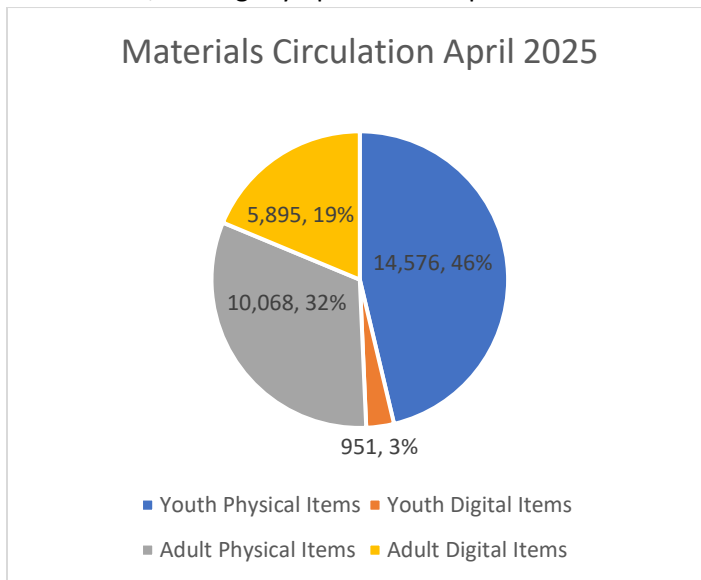
Based on Strategic Plan 2023-2028 “You Belong Here” Adopted September 19, 2023

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.

April Visits/Hours Open/Statistical Highlights

- **Hours Open:** The library was open for 259 hours across 28 days. Closed 4/20, Easter Sunday and 4/28 Staff Development Day.
- **Visitors:** 24,138 visitors total (+7% year over year/YOY); building visits up 11%; website traffic up 4%; drive-thru use continues to decline.
- **Borrowing:** Physical borrowing down 9% YOY, digital up 14%. Youth borrowing has gone down from March, but slightly up from last April.



- **Programs and Meeting Room Usage:** 33% increase in program attendance; 25% increase in meeting room usage.
- **Membership:** 22% increase in new cardholders; overall active use down 10%, total cardholders up 4% YOY.



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Strategic Plan Progress

GOAL 1: Build Community Connections

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

- Participated in Columbia High School's Multicultural Tolerance Fair, engaging 115 attendees with hands-on activities (button maker is always a hit!).

GOAL 2: Engage With Your Community

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

- Adult and Youth representatives met with **Hawthorne Ridge** to explore intergenerational programming.

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

- **Community rooms** booked 100 times in April (662 attendees).
- **Spring Book Sale** raised funds and supplied youth prize books- thank you, Friends!

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.

- **Major reorganization of adult area** completed to support book sale growth and optimize space- thank you staff and Friends!

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

- **Strong Spring Break program** participation (e.g., 56 at Yoga, 59 at Minecraft, 74 at STEAM sessions (Insect Invasion with MiSci and Seeing Invisible Light with the Dudley Observatory). Teens have been coming in to pick up their book boxes this month. Many for the first time!
- **Hosted wrap party for yearlong Book Lovers Adult Reading Challenge** (48 attended final celebration). 100% survey respondents want it to continue.
- Attended **YMCA Healthy Kids Day** (66 interactions).
- **Curated in-library April displays** on Arab American heritage, Autism Acceptance, and Poetry.
- 3,529 **reference questions** answered.
- **Created themed social media and flyers linking to digital materials** for Memorial Day, Autism Acceptance, Arab American History Month, Astronomy, and Poetry.

Increase circulation of diverse resources and materials.

- First series of **Introduction to American Sign Language (ASL)** class reached capacity. Plans to expand. Used classes to highlight the ASL videos available on the library's database Mango.
- Ann Cioffi, the **English as a New Language instructor** from Questar will hold her last class on June 12. Ann has held classes at the library twice a week for years and has been a pleasure to work with. We look forward to building a strong partnership with her successor.



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GOAL 4: Promote Literacies

Increase opportunities for hands-on and intergenerational learning.

- Nine **storytimes** averaged 52 participants; new Baby Storytime just launched.
- 731 children completed April's Minecraft **scavenger hunt**.
- **Intro to Crochet** ages 7-12, hit maximum capacity.

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

- **Department of Social Services (DSS) training** on Staff day improved staff's ability to connect patrons to local resources.
- **Reading challenges** progressing well: 4,260 books read in April across three age-based programs.

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

- Reached full registration for **computer class series** with Cornell Cooperative Extension.
- Welcomed 92 kindergartners through **school visits** with Genet and Red Mill.

GOAL 5: Advance Local Economic Vitality

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

- **Career Center** partnership began in May; strong demand with a waitlist despite some no-shows.

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

- Ongoing high-volume **printing** (3,283 pages printed in April)
- Planning Summer Reading **mascot partnerships with local businesses**.

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

- Hosted "**AI for Small Businesses**" through NYS Small Business Development Center.

Operations & Facilities

- **Grant Applications:** Submitted \$5,000 request to Dollar General for youth literacy, and \$250,000 solar energy grant from EBSCO.
- **UHLS Annual Awards:** Nominated Mari Harris (Trustee), Lynne Catelotti (Volunteer), BLARC (Adult Program), and Solar Eclipse (Youth Program) for UHLS honors. The Annual Meeting celebration will be on Wednesday, June 11. Please let me know asap if you would like to attend!
- **Staffing:** Internal posting for part-time library clerk, Assistant Director position to be posted shortly.
- **Construction Update:** Exterior Lighting is complete; EIFS nearing completion; window installation scheduled for late May through mid-June. Project remains on track and within budget. Work on the Assistant Director office will begin mid-June.

Incidents

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

Monthly Statistical Comparison			
East Greenbush Community Library	Apr-24	Apr-25	Change
Building Visits	12,209	13,501 +	10.6%
Number of patron visits to the library building			
Drive-Thru Visits	521	458 -	-12.1%
Number of patrons who use the drive-thru window to borrow materials			
Website Users	9,813	10,179 +	3.7%
Number of people who initiated at least one session on eglibrary.org during a given month			
Physical Materials Use	27,167	24,644 -	-9.3%
Number of checkouts plus renewals made at the library			
Digital Materials Use	6,010	6,853 +	14.0%
Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)			
Online Resource Use (database)	8,551	7,492 -	-12.4%
Number of sessions (log-ins) for online resources, based on vendor statistics. This includes both in-library and, where applicable, remote access			
WiFi Use	1,380	1,440 +	4.3%
Number of unique daily WiFi patron at the library			
Public Computer Use	1,422	1,506 +	5.9%
Number of computer sessions at the library			
Program Attendance	2,168	2,883 +	33.0%
Number of attendees at programs held inside the library location or in a library virtual space			
Meeting Room Use by Outside Groups	80	100 +	25.0%
Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members			
New User Accounts (library card registrations)	135	164 +	21.5%
Number of library cards newly created (online & in-person registrations)			
Monthly Active Library cardholders (retention)	3,433	3,086 -	-10.1%
Average number of cardholders who actively used their library card per month			
Number of Programs Adult	35	36 +	2.9%
Program Attendance Adult	769	545 -	-29.1%
Number of Programs Youth	29	27 -	-6.9%
Program Attendance Youth	1,216	1,689 +	38.9%
Number of Programs All Ages	Unavailable	6	
Program Attendance All Ages	Unavailable	240	
1-1 Programs (<i>Books with Wheels, Take & Make, Notary, Book a Librarian</i>)	Unavailable	359	
Youth Physical Item Circ	14,472	14,576 +	0.7%
Youth Digital Materials Circ	826	951 +	15.1%
Adults Physical Item Circ	12,653	10,068 -	-20.4%
Adult Digital Materials Circ	5,183	5,895 +	13.7%
Registered Resident Borrowers	5,277	5,483 +	3.9%
Registered Non-Resident Borrowers	1,915	1,994 +	4.1%
Physical Items Circ at Checkout Desk	25,481	23,079 -	-9.4%
Physical Items Circ at Drivethru Window	1,686	1,565 -	-7.2%
Total Visits (website, library, drive-thru)	22,543	24,138 +	7.1%



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Personnel Memo

May 20, 2025

Submitted by Jill Dugas Hughes

Resignation:

- Lyssandra Sanchez, Library Clerk (part-time), effective 05-23-2025.

Retirement:

- N/A

Termination:

- N/A

Classification Change:

- N/A

Provisional Appointment:

- Nate Heyer, Temporary/Substitute Librarian I, effective 05-01-2025

Current Open/Unfilled Positions/Organizational Chart Changes

- Assistant Director (full-time)
- Library Clerk (part-time)