



**BOARD OF TRUSTEES**  
**2025 ANNUAL MEETING MINUTES**  
**January 21, 2025**

The Brunswick Community Library provides access to life-long learning, resources, engaging activities, and an inclusive community space for all.

**Call to Order:** 6:06 pm

Present: Virginia Anderson, Alix Duggan, Therese Goyette, Annie Metzger, Matthew Perfetti, Jennifer Shatz, Yusuf Silk, Andrea Wedler, Fred Wobrock, Debra Zaffuts

Three members of the public: Carol Rosbozom, Brittany DeWire, Meredith Lee-Clark

**Approval of [January 2024 Annual Meeting Minutes](#)** motioned by Andrea; seconded by Therese. All in favor, motion carried unanimously.

**President's Report:** See Exhibit 1.

**Treasurer's Report:** See Exhibit 2.

**Director's Report:** See Exhibit 3. Circulation stats for physical items were down; this is unsurprising due to increasing digital check outs.

**Nominating Committee Business:**

- We have no trustees being re-elected for a second term.
- New Trustees to Install for Full First Terms are voted on as one slate. We have fully vetted these candidates and find them to be excellent. Their terms will be January 2025-2028. Alix motioned to elect the following to a full term as Trustees of the Brunswick Library Board, Jenn seconded. All in favor, motion carried unanimously.
  - Brittany DeWire
  - Meredith Lee-Clark
  - Carol Rosbozom
- Slate of Candidates for Executive Board Positions is voted on as one slate. Yusuf made the motion to offer this slate of candidates for the executive board position; Matt seconded. All in favor, motion carried unanimously:
  - President, Alix Duggan
  - Vice President, Brittany DeWire
  - Treasurer, Andrea Wedler
  - Secretary, Annie Metzger

**Public Comments:** Matt Perfetti appreciated his time on the board and felt confident that he is leaving the board in good hands. Jenn Shatz thanked all those that she served with during the past six years, and seconded Matt's feeling that the board is in good hands. She is happy to be called upon to volunteer as needed.

**President's Closing Remarks:** Alix is especially looking forward to working with the new board members and coming up with new fundraising ideas for 2025.

**Next Brunswick Library Annual Meeting:** January 20, 2026 at 6:00pm

**Adjourn:** Carol motioned to adjourn the meeting; Brittany seconded. All in favor; motion carried, and meeting was adjourned at 6:28

## Exhibit 1

# Brunswick Community Library President's Report for 2024

The Brunswick Community Library provides access to life-long learning, resources, engaging activities, and an inclusive community space for all.

“Support” was the word of the year in 2024. The Brunswick Community Library supported the needs of our diverse community, and in return, the community supported the library.

Director Sara Hopkins is always looking for ways to engage the community and provide resources that are educational, entertaining, and fulfilling to patrons' lives. Last year's programs and collections management surpassed our expectations in both attendance and variety. Our most notable program was our Name Change Clinic hosted by the Legal Aid Society of Northeastern New York and the Empire Justice Center. This clinic provided private, pro-bono legal services for transgender adults in our community.

Beyond helping community members in need, this clinic brought new patrons to the library and opened the door to a strong relationship with LASNNY's attorneys. They will continue to provide a variety of pro-bono programs and services at our library. We were honored to receive LASNNY's Community Partnership Award at their annual ceremony in October.

Another highlight of the year was the reveal of the Brunswick Library's Honor Garden engraved brick program. It has already enhanced our backyard area (as our Community Garden continues to thrive) and will be a wonderful source of community involvement and fundraising.

Our board members' responsibilities in 2024 also involved...

- ... The Annual Appeal & Fundraising Committee planning events, donation opportunities and fundraisers throughout the year – both at the library and out in the community.

- ... The Building & Grounds Committee performing regular maintenance tasks, evaluating the HVAC system failure, and planning for future construction grant applications to upgrade the library's energy efficiency.

- ... The Finance Committee reevaluating our annual budget and considering new opportunities for financial management and growth.

- ... The Personnel & Policy Committee (formerly the Human Resources Committee) reviewing policies and procedures, and ensuring that our library's patrons, staff, and property are well protected in the face of adversity. In 2024 this included working with UHLS on their Member Library Equity Challenge.

- ... The Nominating Committee expanding our portfolio of qualified and energetic board candidates.

- ... The Technology Committee researching and approving a patron laptop replacement plan that will be sustainable into the future.

Overall, the library continues to thrive because of our dedicated board and staff. In 2024 we welcomed Annie Metzger, Yusuf Silk, and Debra Zaffutz to our Board of Trustees. We are also grateful for the work of our outgoing board members: Grace Kosinski who served since 2021, Matt Perfetti who served since 2019, and Jennifer Shatz who served since 2019. Many thanks to these board members for their leadership, initiative in their committee work, and the long-lasting contributions they made to improve our library.

It is always my pleasure working with such a strong team to support the mission of the Brunswick Community Library. I'm looking forward to our continued success in 2025.

With sincerest appreciation,

A handwritten signature in cursive script, appearing to read "Alix Duggan".

Alix Duggan

President, Board of Trustees  
Brunswick Community Library

## Exhibit 2

### Brunswick Community Library Treasurer's Report for 2024

Our library closed the year on solid financial ground. Our income was \$22,022 over budget and our expenses were \$717 under budget. We received \$152,000 from the Town of Brunswick, \$35,000 from the Brunswick School District and \$7,030 from Rensselaer County. Our income is augmented by donations from the library patrons, grants and miscellaneous other donations.

### Annual Appeal, Fundraising and Gifts

The annual appeal letter was sent out once this year in November to around 1,300 people from a list of previous donors and library card holders. This mailing had a \$17,651 response in November and December. Donations continue to trickle in during the new year. We also receive contributions throughout the year via checks, a donate button on our webpage using PayPal and solicited donations through Facebook. The total of all donations for the year, including annual appeal, was \$25,762. These donations are for the library's annual operating expenses and capital expenditures.

### Our total gifts and endowments were \$28,613.

Our fundraising activities raised \$10,725 with some of those items being: Town concert 50/50; Garden Day; Fall Fest and the Honor Garden Bricks.

### Savings Account Totals

	12/31/20	12/31/21	12/31/22	12/31/23	12/31/24
SEFCU					
Savings	\$112,335	\$148,577	\$222,811	\$142,819	\$124,538
SEFCU					
CD	n/a	n/a	n/a	\$103,043	\$210,741
Total	\$112,335	\$148,577	\$222,811	\$245,862	\$335,279

### Anticipated Spending from Building Accounts

We anticipate the replacement of our HVAC system this year and have increased the maintenance budget and we plan to apply for grants as well.

### Conclusion

Our financial successes continue. We are fortunate to have had another positive year punctuated by donations made in response to the annual appeal. Our Balance Sheet ended the year very healthy.

Andrea Wedler  
1/21/25

**Exhibit 3**  
**Director's Report**

Annual Statistics:

**BRUN Circulation by Category (Physical Items)**  
**2024**

Category	Total Circ	Borrowed From	Loaned To
Adult Audio	744	552	81
Adult Fiction	13055	5656	1661
Adult Nonfiction	4087	3325	275
Adult Periodicals	315	0	0
Adult Video	2854	1348	378
Electronic	148	33	0
Juvenile Audio	94	59	8
Juvenile Fiction	15484	3861	871
Juvenile Nonfiction	4256	2356	136
Juvenile Periodicals	34	1	0
Juvenile Video	1168	146	46
Miscellaneous	94	19	0
Unknown	335	46	35
YA Audio	11	11	0
YA Fiction	906	453	220
YA Nonfiction	74	61	11
YA Periodicals	0	0	0
YA Video	12	12	0
<b>Total:</b>	<b>43671</b>	<b>17939</b>	<b>3722</b>

BRUN - NYS Annual Report Questions 5.19 - 5.22  
2024 (Digital Items)

Report number	Description	Count
5.19	Total circulation of e-books during the reporting period	11143
5.20	Total circulation of e-serials during the reporting period	4077
5.21	Total circulation of e-audio during the reporting period	13104
5.22	total circulation of e-videos during the reporting period	284

Annual attendance / usage:

27265	3019	1796	991	945	1999	307	611	133	3091	8977
Head Count	Ref	Study Spaces	Tech Use / Help (Laptops, print & Fax)	Craft Kits	Storytime:	Bridge:	Knitting:	Passports	Special Events	Program Total

**BRUN - Registered Borrowers (as of 12/31/2024)**  
**(NYS Annual Report Questions 3.2 - 3.3)**

Patron type	Count
<b>BRUN Adult</b>	<b>4237</b>
<b>BRUN Agency</b>	<b>10</b>
<b>BRUN Out-of-System Adult</b>	<b>6</b>
<b>BRUN Out-of-System Youth</b>	<b>1</b>
<b>BRUN Youth</b>	<b>646</b>
<b>UHLS MyCards</b>	<b>2</b>
<b>Total</b>	<b>4902</b>

**Same report without expired cards**

<b>Patron type</b>	<b>Count</b>
<b>BRUN Adult</b>	<b>1840</b>
<b>BRUN Agency</b>	<b>4</b>
<b>BRUN Out-of-System Adult</b>	<b>1</b>
<b>BRUN Out-of-System Youth</b>	<b>1</b>
<b>BRUN Youth</b>	<b>355</b>
<b>UHLS MyCards</b>	<b>2</b>
<b>Total</b>	<b>2203</b>