

## Administrative Committee Minutes

12-2-24

Members present: Katie Sheehan (Chair), Camie Engel, Mari Harris (President), Jill Dugas Hughes (Director)

- Restructure budget: adjust the budget according to funding that is expected from Schodack
  - 2024: We have made all transfers in and out.
  - We are bringing in about \$60,000 unanticipated money (mostly interest, some grants), and we have spent about \$87,000 less than anticipated, which yields about \$150,000 in unanticipated funds.
  - Our goal is to remain as close to our original budget as possible; we can use carryover from this year's budget to make up the difference.
  - The committee explored three options and recommends option 3 (see attached)
    - Expenditures remain the same.
    - Interest adjusted and remainder of deficit will be covered with overage from 2024.
  - Consider New York Liquid Asset Fund (NYLAF) for increased interest option moving forward: Jill will research.
  - Long-term financial security: find financial contractor who can support sustainability over time (with Schodack's contribution being ambiguous currently and moving forward).
  - Motion: The committee moves to amend the 2025 voter-approved budget to account for the deficit accrued as a result of anticipated Schodack contribution.
- Health insurance buyout:
  - Final decision must be made by open enrollment period (July).



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- If recommended and approved, it will be added to the staff manual at the time of approval.
- The 2025 budget accounts for payment to the current staff members who opt out of health insurance and would therefore qualify for the buyout.
- This decision will be deferred to the future Admin Committee, which will meet in February.
- 2025 fee schedule:
  - Motion to approve the 2025 fee schedule (attached).
- NYS Paid Family Leave Act:
  - Jill recommends that we subscribe to this benefit.
  - It will cost about \$5,000/year.
  - It is built into the health insurance budget.
  - Are we comfortable enough to add this? → next committee will make a recommendation to the Board.

Upcoming:

- NYS Paid Family Leave Act: discussion and recommendation to the Board
- Trading days to offset insurance costs?
- Reserves policy
- NYLAF research/information

East Greenbush Community Library  
**Proposed 2025 Budget Adjustments**  
16-Dec-24

	2025 Voter Approved Budget	2025 Proposed Adjustments	\$ change
<b>Revenue</b>			
<b>LIBRARY CHARGES</b>	\$ 15,000	\$ 15,000	\$ -
<b>INTEREST &amp; EARNINGS</b>	\$ 12,000	\$ 30,000	\$ 18,000
<b>Public Funds</b>			
State Aid- LLSA & Leg Funds	\$ 5,700	\$ 5,700	\$ -
East Greenbush Tax Levy	\$ 1,995,455	\$ 1,995,455	\$ -
Rensselaer County Aid	\$ 1,000	\$ 1,000	\$ -
Contract for Service- Schodack	\$ 487,945	\$ 400,000	\$ (87,945)
<b>PUBLIC FUNDS</b>	\$ 2,490,100	\$ 2,402,155	\$ (87,945)
<b>GIFTS/GRANTS (new receipts)</b>	\$ 52,500	\$ 52,500	\$ -
<b>Appropriated Fund Balance</b>			
Restricted Grants/Gifts (prev. years)	\$ 22,000	\$ 22,000	\$ -
Unrestricted Gifts/Grants (prev. years)	\$ 4,000	\$ 4,000	\$ -
Fund Balance (prev. years)	\$ -	\$ 69,945	\$ 69,945
<b>APPROPRIATED FUND BALANCE</b>	\$ 26,000	\$ 95,945	\$ 69,945
<b>GRAND TOTAL REVENUE</b>	\$ 2,595,600	\$ 2,595,600	\$ -
<b>Expenditures</b>			
<b>Long-Term Savings</b>			
Transfer to Capital Reserves	\$ 145,000	\$ 145,000	\$ -
<b>Operating Expenditures</b>			
Technology/Communications	\$ 115,000	\$ 115,000	\$ -
Programming & Planning	\$ 34,700	\$ 34,700	\$ -
Books & Materials	\$ 161,500	\$ 161,500	\$ -
Facilities	\$ 143,940	\$ 143,940	\$ -
Professional Services	\$ 61,650	\$ 61,650	\$ -
Operations	\$ 43,050	\$ 43,050	\$ -
Human Resources/Staff Development	\$ 7,000	\$ 7,000	\$ -
<b>Personnel</b>			
Benefits	\$ 460,895	\$ 460,895	\$ -
Salaries	\$ 1,422,865	\$ 1,422,865	\$ -
<b>PERSONNEL (Salaries &amp; Benefits)</b>	\$ 1,883,760	\$ 1,883,760	\$ -
<b>GRAND TOTAL EXPENDITURES</b>	\$ 2,595,600	\$ 2,595,600	\$ -



## 2025 Fee Schedule

<b>Late Fees:</b> Most items are fine free; except for the specialty items indicated below	
Library of Things, STEM Kits, Stories-to-Go Kits, Interlibrary Loan, Nature Backpacks, YOTOS	\$1.00 per day, up to \$5
Museum Passes, Hotspots, Laptops	\$5 per day, up to \$25
<b>Fees</b>	
Out of System Library Card (non-residents)	\$30/6 months or \$50/1 year
Replacement of Item Lost or Damaged	Full retail replacement cost; minimum \$5, \$2 processing fee (processing fee is new addition)
Interlibrary Loan Fees charged by other libraries	Entire fee
Copy/Print (Color)	\$0.50 per copy/print
Copy/Print (Black & White)	\$0.15 per copy/print
Returned Check	\$25
Tote Bags	\$30- increased price
T-Shirts (Short sleeve/ Long sleeve)	\$20/\$25
Sweatshirts	\$35- new addition
Fleece	\$65- new addition
Meeting Room Damage	Full cost of restoration

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No refunds will be provided.