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<p>6.</p>	<p>Committee Reports • (10 min) Administrative Committee ➤ MOTION to opt-in to the New York Paid Family Leave Program as soon as possible, with the costs covered by the Library. Services Committee</p>	<p>Amanda Miller I. Camie Engel/Katie Sheehan J.</p>
<p>7.</p>	<p>Director’s Report • (10 min)</p>	<p>Jill Dugas Hughes K.</p>
<p>8.</p>	<p>Liaison Reports • (15 min) Upper Hudson Library System Friends of the Library Town of East Greenbush Rensselaer County</p>	<p>Camie Engel Julie Ann Price Jim McHugh Tom Grant</p>
<p>9.</p>	<p>Unfinished Business • (5 min) Oath of Office – Marianne (Mari) Harris</p>	<p>Charlie Pensabene</p>
<p>10.</p>	<p>New Business • (5 min) NYS Annual Report 2024 ➤ MOTION to approve the NYS Annual Report for 2024. Final Audit 2024 ➤ MOTION to approve the final audit for 2024.</p>	<p>Charlie Pensabene L. Charlie Pensabene M.</p>
<p>11.</p>	<p>Adjournment ➤ MOTION to adjourn the 2/25/2025 Library Board Meeting.</p>	<p>Charlie Pensabene</p>

Upcoming Board & Committee Meetings:

Monday, March 3, 2025

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

Tuesday, March 18, 2025

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



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Library Board of Trustees Meeting - DRAFT
January 21, 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
- Tim Drawbridge, Assistant Director Capital Region Workforce Development Board

A Library Board of Trustees meeting of the East Greenbush Community Library was held on January 21, 2025, at the East Greenbush Community Library and was livestreamed. It began at 7:01 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 7:01 p.m.

REVIEW OF AGENDA:

- The agenda was reviewed.

PUBLIC COMMENT:

- Tim Drawbridge introduced himself. He has recently joined the Library’s Community Advisory Council.

OATH OF OFFICE:

- Kayla Kutzscher was sworn in for a five-year term.

ANNUAL ORGANIZATIONAL PAPERWORK:

- Conflict of Interest and the Code of Ethics were distributed to the Board of Trustees to sign.



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- The Board Roster was distributed to the Board of Trustees.
- The Bank Signature Card documents will be signed after the board meeting.

COMMITTEE CHAIR APPOINTMENTS:

- Administrative Committee Chair – Amanda Miller
- Services Committee Chair – Katie Sheehan

APPROVAL OF MINUTES:

- **MOTION #2025-01-01:** M. Harris made the motion to approve the minutes from the December 16, 2024, Library Board meeting. Seconded by K. Sheehan. The motion was carried with 7 in favor, none opposed.

TREASURER'S REPORT:

K. Sheehan presented the financials.

- The Treasurer's report covered both year-end 2024 and recent activity, which may have caused some confusion.
- As of now, 2024 is fully complete, and 2025 is 2.7% complete.
- There was a question about dates on the warrant versus the off-warrant. Warrant dates reflect when bills were received, while off-warrant dates show when checks were issued (for bills paid between meetings). For example, an invoice dated December 5 might appear on a warrant covering December 7 to January 10, as it was received during that time. Warrants typically cut off a few days before a meeting, usually on Wednesday or Thursday.

- **MOTION #2025-01-02:** C. Engel made a motion to accept the Off-Warrant in the amount of **\$169,654.69** for the period of December 7, 2024, through January 10, 2025 as presented. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.
- **MOTION #2025-01-03:** M. Harris made a motion to authorize the president to sign the Warrant for the period of December 7, 2024, through January 10, 2025, in the amount of **\$40,635.92**. Seconded by K. Kutzscher. The motion was carried with 7 in favor, none opposed.
- **MOTION #2025-01-04:** A. Miller made a motion to approve the January 10, 2025, Financials with 100% of 2024 and 2.7% of 2025 completed, as presented. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.



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

2024 Director's Report Summary

Key 2024 Accomplishments:

- Noteworthy progress was made on the strategic plan, as detailed in the written report.

2024 Funding Overview:

- 71% of funding comes from the town, 13% from Schodack.
- 13% from restricted funds, including a \$32,610 construction grant.
- Friends of the Library contributed \$50,100, matching this year's budget.

Staff and Board Appreciation:

- Gratitude was expressed for the team's efforts in achieving a successful year.

Statistics Update:

- Increased library usage across most categories (2023-2024)
- Rising usage of physical and digital materials, decline in database usage.
- Building visits up, drive-thru visits down
- Significant increases in program attendance, computer usage, and meeting room usage.

Construction Grants:

- The 2020 construction project closed out, with the final \$9,971 check received.
- 2024 construction project progressing as planned, focusing on windows and entryways while managing budget and exterior EIFS as priorities.

December Highlights:

- **Partnerships:** Strengthened local ties, including with the Capital Region Workforce Development Board, to enhance community programming.
- **Recognition:** The library received a \$200 award from WMHT for "The Great Migration" display project.
- **Inclusive Programming:** 491 adults with diverse abilities visited the library with their 98 day-hab groups, highlighting a growing demand for inclusive programs and services. Volunteer shortages delayed the launch of the Inclusive program, but quarterly programming is being implemented. Trustee/community members are encouraged to assist with recruitment.



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- **Air Handler Unit Repair:** \$2,000+ repair made to address leaks; unit needs eventual replacement at an estimated \$80,000. Internal component rebuilding is being done to extend its life.
- **HR Services via Paychex:** Transitioned to Paychex for HR services, including job description reviews, compliance support, and staff manual updates.

PERSONNEL MEMORANDUM:

J. Dugas Hughes presented the written personnel memo. The library is now fully staffed.

- **MOTION #2025-01-05:** K. Sheehan made a motion to approve the January 21, 2025, Personnel Memorandum, as presented. Seconded by C. Engel. The motion was carried with 7 in favor, none opposed.

LIAISON REPORTS:

Town of East Greenbush: N/A

Rensselaer County: N/A

Friends of the Library:

On behalf of Julie Ann Price, J. Dugas Hughes noted the following:

Work Groups:

- Two active work groups: one focused on fundraising and the other on advocacy.

Advocacy Updates:

- The governor's budget proposal shows slight increases in Library Aid but significant cuts to construction aid.
- Advocacy efforts include setting up a table for letter-signing and collecting children's "Why I Love the Library" hearts to present on Advocacy Day.
- Advocacy Day will take place in early February, providing an opportunity to engage with legislators.

Fundraising Efforts:

- Goal to raise an additional \$10,000 through new fundraising events beyond traditional book sales.
- Exploring ideas such as corporate sponsorships, auctions, and event nights at the library.
- Seeking individuals with fundraising skills to join or support the Friends group.

Friends of the East Greenbush Community Library Memorandum of Understanding (MOU):

- Draft MOU includes potential tweaks, such as allowing Friends to raise operational funds (e.g., for hiring a bookkeeper).
- Clarifies that Friends focus on fundraising and support, while programming remains the library's responsibility.



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- Language updates to reflect Friends providing volunteer assistance upon request by the library director.
- Growing engagement at Friends meetings, with new members contributing ideas and support regularly.
- Edits will be made and shared at the February meeting with the Library Board and Friends.
- Final approval and signing can occur afterward, as the MOU remains ongoing.

Upper Hudson Library System:

C. Engel noted the following:

- The liaison represents the medium sized libraries in Rensselaer County, not just the East Greenbush Community Library on the Upper Hudson Library System (UHLS) Board, which supports member libraries with training, consulting, grants, advocacy, and shared services like the patron database and delivery.
- UHLS surpassed 1 million digital lending in a year for the first time.

UNFINISHED BUSINESS:

Schodack Contract:

- The Schodack contract has been finalized and signed, thanks to significant effort.
 - The contract is valued at \$400,000, which is lower than requested, but matches the amount anticipated.
- **MOTION #2025-01-06:** M. Harris made a motion to authorize the president to sign the one-year agreement to provide library services to Schodack residents. Seconded by K. Sheehan. The motion was carried with 7 in favor, none opposed.

Audit paperwork:

- The audit paperwork has been received, and the auditors are scheduled to visit next week.
 - As part of the process, the board president, Charlie, will sign the engagement letter for audit services.
- **MOTION #2025-01-07:** K. Sheehan made a motion to authorize the president to sign the engagement letter with Bryans & Gramuglia. Seconded by C. Engel. The motion was carried with 7 in favor, none opposed.



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ADJOURN:

- **MOTION #2025-01-08** Motion to adjourn the January 21, 2025, Board meeting was made by A. Miller at 7:43 p.m. Seconded by K. Sheehan. The motion was carried with 7 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Camie Engel, Secretary

DRAFT

East Greenbush Community Library Off-Warrant (January 11- February 19,2025)

Cash, Operating Accounts	Name	Date	Num	Memo/Description	Amount
1003.00 Checking, Operating-XXX178					
	Aflac	01/27/2025	42762	NBY22	-623.97
	Albany Institute of History & Art	01/22/2025	42760		-100.00
	BOA CARD SERVICES	02/03/2025	42766	CORP ACCOUNT 1924	-1,721.06
	CDPHP	01/22/2025	42751	10002870	-12,294.47
	CHARTER COMMUNICATIONS (FIBER OPTIC)	01/22/2025	42752	141867501	-399.00
	CHARTER COMMUNICATIONS (TELEPHONE)	01/22/2025	42753	142138101	-34.65
	ECF DATA	01/27/2025	42763		-360.00
	GUARDIAN	01/22/2025	42758	00 575836 DENTAL & VISION	-376.07
	Nationalgrid	01/27/2025	42764	34370-88011	-3,968.30
	New York State Deferred Comp.	01/22/2025	42754	Plan#0045420	-317.34
	New York State Deferred Comp.	01/27/2025	42765	Plan#0045420	-317.34
	New York State Deferred Comp.	02/11/2025	42769	Plan#0045420	-317.34
	New York Times	02/11/2025	42768	871100947	-334.72
	NYSLRS	01/31/2025	JANUARY 2025	NYSLRS for JANUARY 2025	-2,425.10
	Paychex	01/17/2025	PR #2; 1/17/25	PROCESSING CHARGES FOR PAYROLL #2 DATED 1/17/25	-461.99
	Paychex	01/17/2025	PR#2; 1/17/2025	PR# 2	-13,146.20
	Paychex	01/17/2025	PR#2; 1/17/2025	PR# 2	-37,804.60
	Paychex	01/31/2025	PR#3; 1/31/25	PR# 3	-38,537.95
	Paychex	01/31/2025	PR 3A; 1/31/25	PAYCHEX HR PRO INSTALLMENT 2 OF 2	-227.65
	Paychex	01/31/2025	PR #3; 1/31/25	PROCESSING CHARGE FOR PAYROLL #3 DATED 1/31/25	-421.29
	Paychex	01/31/2025	PR#3; 1/31/25	PR# 3	-13,348.40
	Paychex	02/14/2025	PR# 4; 2/14/25	PR# 4	-13,272.32
	Paychex	02/14/2025	PR 4; 02/14/2025	PROCESSING CHARGES FOR PAYROLL #4 DATED 2/14/25	-421.29
	Paychex	02/14/2025	PR# 4; 2/14/25	PR# 4	-38,242.91
	PERMACARD	01/22/2025	42759	4850- LIBRARY CARD BULK ORDER	-1,008.24
	SWEET SPRIG	01/22/2025	42761	PROGRAM	-350.00
	Toni Murphy Receiver of Taxes	01/22/2025	42755	984	-121.15
	VERIZON WIRELESS	01/22/2025	42756	542647307-00001	-32.75
	VERIZON WIRELESS	02/11/2025	42767	542647307-00001	-32.75
	WORLD AWARENESS CHILDREN'S MUSEUM	01/22/2025	42757		-283.00
Total for 1003.00 Checking, Operating-XXX178					\$ 129,889.06
Total for Cash, Operating Accounts					\$ 129,889.06

East Greenbush Community Library

Warrant of Bills by Vendor-January 11- February 19, 2025 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Albany Public Library 518-449-3380				
Albany Public Library	01/27/2025	328471	31182035053544S SPIDER-MAN LIFE STORY LOST/PAID BOOK	25.00
Total for Albany Public Library				\$25.00
Amazon Capital Services				
Amazon Capital Services	01/11/2025	1KTG-NHRL-WHN9	A3DG71IHROMNJM FIRST AID SUPPLIES	20.64
Amazon Capital Services	01/12/2025	19XX-Q739-41CY	A3DG71IHROMN FIRST AID SUPPLIES & LAMINATING SUPPLIES	91.29
Amazon Capital Services	01/22/2025	1YKG-TX11-VQ9C	A3DG71IHROMNJM ADULT FICTION BOOKS	82.18
Amazon Capital Services	01/25/2025	1FXT-MLY9-TVGW	A3DG71IHROMNJM ADULT PROGRAM SUPPLIES	75.65
Amazon Capital Services	01/27/2025	1VQW-HJQF-76PX	A3DG71IHROMNJM ADULT LP BOOKS	60.80
Amazon Capital Services	01/27/2025	1YDX-JQXJ-9FRD	A3DG71IHROMNJM DEWEY DECIMAL CLASSIFICATION, 2024 VOLUME 3 OF 4	525.55
Amazon Capital Services	01/28/2025	11DC-6TK9-FTWN	A3DG71IHROMNJM YS FAM ENGAGEMENT SUPPLIES	165.60
Amazon Capital Services	01/28/2025	1GHM-NWCQ-FYXF	A3DG71IHROMNJM ADULT FICTION BOOKS	114.36
Amazon Capital Services	01/28/2025	1XL9-CN3F-HMCD	A3DG71IHROMNUN ADULT FICTION BOOKS	52.37
Amazon Capital Services	02/01/2025	1QDQ-41XJ-V9YN	A3DG71IHROMNJM YOUNG LEARNER BINGO GAME, ALPHABET- INCLUSIBLE TRAINING BY CS/AM UHLS WILL REIMBURSE	19.98
Amazon Capital Services	02/02/2025	14WM-9MHX-YPDM	A3DG71IHROMNJM YS PROGRAM SUPPLIES	37.96
Amazon Capital Services	02/02/2025	1XYT-4MT1-1NWL	A3DG71IHROMNJM YS PROGRAM SUPPLIES	38.76
Amazon Capital Services	02/02/2025	14WM-9MHX-YPFK	A3DG71IHROMNJM YS PROGRAM SUPPLIES	40.24
Amazon Capital Services	02/02/2025	1Q3H-64NT-161C	A3DG71IHROMNJM AS PROGRAM SUPPLIES	127.53
Amazon Capital Services	02/03/2025	1TQ9-RL37-7FFW	A3DG71IHROMNJM ADULT FICTION BOOK	19.78
Amazon Capital Services	02/05/2025	13TJ-PL99-4C1X	A3DG71IHROMNJM J PROGRAM SUPPLIES	48.33
Amazon Capital Services	02/07/2025	1CG1-TXMJ-F6H7	A3DG71IHROMNJM FISH TANK SUPPLIES	29.46
Amazon Capital Services	02/07/2025	1CG1-TXMJ-F3NT	A3DG71IHROMNJM ADULT HOTP BOOKS	73.48
Amazon Capital Services	02/11/2025	11L4-947R-F11L	A3DG71IHROMNJM ADULT FICTION BOOK	20.00
Amazon Capital Services	02/11/2025	16F1-M7KJ-FC3F	A3DG71IHROMNJM ADULT HOT OFF THE PRESS BOOKS	353.72
Amazon Capital Services	02/13/2025	19RY-FV4W-91RT	A3DG71IHROMNJM LOCK FOR FISH TANK CABINET	9.54
Amazon Capital Services	02/16/2025	1DQC-VJHT-1DAR	A3DG71IHROMNJM ADULT FICTION BOOKS	27.32
Amazon Capital Services	02/16/2025	1Q4T-HXHL-3MR1	A3DG71IHROMNJM ADULT FICTION BOOKS	51.89
Amazon Capital Services	02/03/2025	13N4-4PXW-3CVY	A3DG71IHROMNJM CREDIT FOR INVOICE # 1FXT-MLY9-TVGW ADULT PROGRAM SUPPLIES	-13.99
Amazon Capital Services	02/10/2025	1DKR-TXX1-9DXX	A3DG71IHROMNJM CREDIT FOR INVOICE 1967-YGWY-J3XC	-6.99
Amazon Capital Services	01/29/2025	169H-T7D6-7614	A3DG71IHROMNJM CREDIT FOR INVOICE 1GHM-NWCQ-FYXF ADULT FICTION BOOK THE CRASH	-2.18
Total for Amazon Capital Services				\$2,063.27
ASSA ABLOY (formerly Besam) 378-8170				
ASSA ABLOY (formerly Besam)	02/05/2025	SCI 80136	120046 QUARTERLY MARCH-MAY 2025 MAINTENANCE ON FRONT ENTRANCE DOORS	241.01
Total for ASSA ABLOY (formerly Besam)				\$241.01
BAKER & TAYLOR (ALL ACCTS)				
BAKER & TAYLOR (ALL ACCTS)	01/14/2025	5019293947	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	66.11
BAKER & TAYLOR (ALL ACCTS)	01/22/2025	H71521280	75006619 ADULT DVDS	224.09
BAKER & TAYLOR (ALL ACCTS)	01/24/2025	5019314553	309318 L026667 3 B00000 ADULT GN BOOKS	24.36

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
ACCTS)				
BAKER & TAYLOR (ALL ACCTS)	01/30/2025	5019324625	309318 L026683 3 B00000 J FICTION PICTURE BOOKS	139.93
BAKER & TAYLOR (ALL ACCTS)	01/30/2025	H71576930	75006619 ADULT DVDS	91.46
BAKER & TAYLOR (ALL ACCTS)	02/03/2025	5019327905	309318 L026683 3 B00000 J FICTION PICTURE BOOKS	148.71
BAKER & TAYLOR (ALL ACCTS)	02/06/2025	5019342935	309318 L026667 3 B00000 ADULT GN BOOKS	15.37
BAKER & TAYLOR (ALL ACCTS)	02/06/2025	5019342365	309318 L0266683 3 B00000 J FICTION PICTURE BOOKS	77.24
BAKER & TAYLOR (ALL ACCTS)	02/10/2025	5019343344	309318 L821363 3 B00000 ADULT NON-FICTION BOOK	25.34
BAKER & TAYLOR (ALL ACCTS)	02/10/2025	H71661820	75006619 ADULT DVDS	94.43
Total for BAKER & TAYLOR (ALL ACCTS)				\$907.04
Bethlehem Public Library				
Bethlehem Public Library	02/04/2025	350350	*****2851 CHER: THE MEMOIR PART ONE LOST/PAID BOOK	36.00
Total for Bethlehem Public Library				\$36.00
BPI MECHANICAL SERVICE				
518 326-8450				
BPI MECHANICAL SERVICE	01/13/2025	109395	107521 FIXED THE LEAK IN THE AIR HANDLER UNIT 12/26-12/27	2,679.70
Total for BPI MECHANICAL SERVICE				\$2,679.70
Brodart				
800-233-8467				
Brodart	01/06/2025	651005	317481 14 DAY LOAN STICKERS FOR PROCESSING	37.80
Brodart	01/10/2025	B6917516	3105612 J FICTION BOARD BOOK	4.58
Brodart	01/14/2025	B6918652	3105612 J NON-FICTION BOOKS	59.36
Brodart	01/15/2025	B6919242	310561B ADULT FICTION BOOKS	9.24
Brodart	01/16/2025	B6920074	3105612 J FICTION BOARD BOOK	5.15
Brodart	01/16/2025	B6919962	3105612 J POP FICTION BOOKS	21.28
Brodart	01/20/2025	B6921469	3105612 TEEN FICTION BOOKS	48.17
Brodart	01/20/2025	B6921619	3105612 J FICTION PICTURE BOOKS	18.01
Brodart	01/20/2025	B6921611	3105612 J FICTION READER BOOK	16.68
Brodart	01/20/2025	B6921500	3105612 TEEN NON-FICTION BOOKS	30.89
Brodart	01/22/2025	B6922812	3105612 J FICTION BOARD BOOK	9.29
Brodart	01/23/2025	B6923464	310561B ADULT FICTION BOOKS	161.42
Brodart	01/23/2025	B6923642	310561B ADULT FICTION BOOKS	17.30
Brodart	01/27/2025	B6925213	3105611 ADULT NON-FICTION BOOK	23.60
Brodart	01/27/2025	B6925216	3105611 ADULT NON-FICTION BOOK	496.65
Brodart	01/29/2025	B6926720	3105612 J FICTION PICTURE BOOKS	10.64
Brodart	01/29/2025	B6926721	3105612 J FICTION BOARD BOOKS	20.04
Brodart	01/31/2025	B6926895	3105612 J FICTION BOARD BOOKS	83.96
Brodart	02/03/2025	B6928782	3105612 J NONFICTION BOOK	29.29
Brodart	02/04/2025	B6929398	3105612 J FICTION BOARD BOOKS	13.73
Brodart	02/04/2025	B6929085	3105612 J FICTION BOARD BOOKS	12.02
Brodart	02/06/2025	B6930612	3105612 J FICTION BOARD BOOKS	14.88
Brodart	02/06/2025	B6930695	3105612 J FICTION BOARD BOOKS	5.15
Brodart	02/06/2025	B6930563	3105612 J FICTION PICTURE BOOKS	26.60
Brodart	02/07/2025	B6931287	3105613 J POP FICTION BOOKS	32.32
Brodart	02/07/2025	B6931324	3105613 J FICTION PICTURE BOOKS	25.64
Brodart	02/11/2025	B6932767	3105612 J FICTION BOARD BOOKS	12.24
Brodart	02/11/2025	B6933184	3105612 J FICTION BOARD BOOKS	5.15
Brodart	02/11/2025	B6932782	3105612 STC COLLECTION	16.49
Brodart	02/11/2025	B6932795	3105611 ADULT NON-FICTION BOOKS	296.49
Brodart	02/11/2025	B6932768	3105612 J NON-FICTION BOOKS	78.22
Brodart	02/11/2025	B6932761	3105612 TEEN FICTION BOOKS	24.34

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	02/11/2025	B6932762	3105612 J POP FICTION BOOKS	70.12
Brodart	02/11/2025	B6932791	3105612 J FICTION BOARD BOOKS	45.78
Brodart	02/11/2025	B6932769	3105612 J FICTION READER BOOKS	39.27
Brodart	02/11/2025	B6932772	3105612 J FICTION GN BOOKS	40.46
Brodart	02/11/2025	B6932770	3105612 J FICTION READER BOOKS	41.76
Brodart	02/11/2025	B6933148	3105612 J FICTION BOARD BOOKS	33.76
Brodart	02/11/2025	B6932794	310561B ADULT FICTION BOOKS	374.66
Brodart	02/11/2025	B6932771	3105612 J FICTION BOOKS	12.15
Brodart	02/12/2025	B6933564	3105613 J FICTION GN BOOKS	17.87
Brodart	02/13/2025	B6934487	3105612 J FICTION BOARD BOOKS	25.74
Brodart	02/13/2025	B6934484	3105612 J FICTION PICTURE BOOKS	5.32
Brodart	02/14/2025	B6935467	3105612 J FICTION BOARD BOOKS	28.27
Brodart	02/14/2025	B6935078	3105612 J POP FICTION BOOKS	160.77
Brodart	02/17/2025	B6936069	3105612 J FICTION PICTURE BOOKS	721.65
Brodart	02/17/2025	B6936120	3105612 J FICTION PICTURE BOOKS	60.11
Total for Brodart				\$3,344.31
BRYANS & GRAMUGLIA				
BRYANS & GRAMUGLIA	02/06/2025	5808	EGCL PREPARATIONS OF FORM 1099'S FOR THE YEAR ENDED 12/31/2024	500.00
Total for BRYANS & GRAMUGLIA				\$500.00
CAMFIL USA, INC.				
CAMFIL USA, INC.	01/24/2025	30528122	29902-000 AIR FILTERS	691.95
Total for CAMFIL USA, INC.				\$691.95
Capital Security 479-7122				
Capital Security	01/15/2025	193315	EGCL NETWORK/CELLULAR MONITORING 2/1/25-2/28/25	63.00
Capital Security	02/15/2025	193502	EGCL NETWORK/CELLULAR MONITORING FOR 3/1/25-3/31/25	63.00
Total for Capital Security				\$126.00
Castleton Public Library				
Castleton Public Library	01/24/2025	193624	*****6054 DIARY OF A WIMPY KID: OLD SCHOOL LOST/PAID BOOK	13.95
Total for Castleton Public Library				\$13.95
CDPHP				
CDPHP	02/10/2025	250410000517	10002870 HEALTH COVERAGE 3/1/25-3/31/25	12,294.47
Total for CDPHP				\$12,294.47
CENGAGE Learning/GALE 877-201-3962 opt 2				
CENGAGE Learning/GALE	01/16/2025	86350952	124198 ADULT LP BOOKS	114.38
CENGAGE Learning/GALE	01/22/2025	86472987	124198 ADULT LP BOOK	32.79
CENGAGE Learning/GALE	01/23/2025	86505709	124198 ADULT LP BOOK	18.39
CENGAGE Learning/GALE	01/27/2025	86593131	124198 ADULT LP BOOKS	50.40
CENGAGE Learning/GALE	02/05/2025	86762844	124198 ADULT LP BOOKS	98.37
Total for CENGAGE Learning/GALE				\$314.33
Center Point Large Print 1-800-929-9108				
Center Point Large Print	01/08/2025	2145227	EGCL ADULT LP BOOKS	24.00
Total for Center Point Large Print				\$24.00
CHARTER COMMUNICATIONS (FIBER OPTIC)				
CHARTER COMMUNICATIONS (FIBER OPTIC)	02/14/2025	141867501021425	141867501 FIBER INTERNER 2/14/25-3/13/25	399.00
Total for CHARTER COMMUNICATIONS (FIBER OPTIC)				\$399.00
CHARTER COMMUNICATIONS (TELEPHONE) 869-5500				
CHARTER COMMUNICATIONS	02/14/2025	142138101021425	142138101 BUSINESS PHONE 2/15/25-3/14/25	41.31

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
(TELEPHONE)				
Total for CHARTER COMMUNICATIONS (TELEPHONE)				\$41.31
COLOR CODE PAINTING, INC.				
COLOR CODE PAINTING, INC.	02/11/2025	10202024	EGCL FINAL PAYMENT FOR PAINTING FOR CONSTRUCTION PROJECT	870.00
Total for COLOR CODE PAINTING, INC.				\$870.00
DELL MARKETING L.P				
1-866-413-3355				
DELL MARKETING L.P	01/21/2025	10795378016	122784933 DELL 4.5 MM BARREL 65 W AC ADAPTER W/2 METER POWER CORD	34.99
Total for DELL MARKETING L.P				\$34.99
DEMCO				
800-752-7614 act.rece				
DEMCO	01/21/2025	7592097	710162791 GRAPHIC NOVEL LABELS FOR PROCESSING	58.11
DEMCO	01/23/2025	7593006	710162791 LIBRARY OFFICE SUPPLIES	252.56
DEMCO	01/24/2025	7594253	710162791 LIBRARY OFFICE SUPPLIES	237.83
DEMCO	02/07/2025	7600914	710162791 2-NAME BADGES	23.94
Total for DEMCO				\$572.44
Destroyer Escort Historical Museum				
Destroyer Escort Historical Museum	02/14/2025	MP 2025	EGCL MUSEUM PASS 2025	85.00
Total for Destroyer Escort Historical Museum				\$85.00
Dropmysuite Inc.				
Dropmysuite Inc.	01/31/2025	INV-17591	EGCL-3759 OREGON-1 EMAIL & COLLABORATION SOFTWARE BACKUP SUBSCRIPTION 1/1/25-1/31/25	81.00
Total for Dropmysuite Inc.				\$81.00
EBSCO				
201-569-2500 ext.25				
EBSCO	01/17/2025	9264483	TN-F-63848-00 ADIRONDACK LIFE PERIODICAL RENEWALS FOR 2025	2,990.85
Total for EBSCO				\$2,990.85
Grainger, W.W.,Inc.				
869-1414				
Grainger, W.W.,Inc.	01/23/2025	9382509264	856763925 ICE MELT	146.15
Grainger, W.W.,Inc.	01/28/2025	9387965255	85673925 ICE MELT	29.23
Total for Grainger, W.W.,Inc.				\$175.38
GUARDIAN				
GUARDIAN	02/13/2025	030125-033125	00 575836 VISION & DENTAL COVERAGE 3/1/25-3/31/25	376.07
Total for GUARDIAN				\$376.07
Hancock Shaker Village				
Hancock Shaker Village	01/29/2025	MP 2025	EGCL MUSEUM PASS 2025	250.00
Total for Hancock Shaker Village				\$250.00
HILL & MARKES, INC.				
888-427-7022				
HILL & MARKES, INC.	01/30/2025	3002604-00	6258 MAINTENANCE SUPPLIES	397.45
Total for HILL & MARKES, INC.				\$397.45
HOME DEPOT				
HOME DEPOT	01/13/2025	8273253	**** ** 8313 CEILING TILES	112.40
HOME DEPOT	01/13/2025	8397835	**** ** 8313 DEWALT 20V MAX CORDLESS DRILL/DRIVER	99.00
Total for HOME DEPOT				\$211.40
JENNIFER LANTIER-NOVELLI				
JENNIFER LANTIER-NOVELLI	02/03/2025	0314-0322-0328 2025	EGCL YS PROGRAM	210.00
JENNIFER LANTIER-NOVELLI	02/03/2025	0212-0222-0228 2025	EGCL YS PROGRAM	210.00

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Total for JENNIFER LANTIER-NOVELLI				\$420.00
KEVIN KUHNE				
KEVIN KUHNE	02/14/2025	03142025	EGCL ADULT PROGRAM	100.00
Total for KEVIN KUHNE				\$100.00
KEY COMMUNICATIONS				
518 436-9572				
KEY COMMUNICATIONS	02/02/2025	101442	EGCL KEYMAIL RELAY SERVICE FRO VOICEMAIL TO E-MAIL FUNCTION. ANNUAL CHARGE 6/1/24-5/31/25	52.92
Total for KEY COMMUNICATIONS				\$52.92
LISA DOUGHERTY				
LISA DOUGHERTY	02/14/2025	03132025	EGCL ADULT PROGRAM	50.00
Total for LISA DOUGHERTY				\$50.00
MARINE DESIGN & SERVICE				
MARINE DESIGN & SERVICE	01/13/2025	6183	EGCL FISH TANK SERVICE & AQUEON FILTER CARTRIDGE LG 12PK	108.99
Total for MARINE DESIGN & SERVICE				\$108.99
Midwest Tape				
1-800-875-2785				
Midwest Tape	01/27/2025	506670527	2000001825 ADULT DVDS	155.93
Midwest Tape	02/03/2025	506702302	2000001825 ADULT DVDS	140.93
Midwest Tape	02/10/2025	506731172	2000001825 ADULT DVDS	44.98
Total for Midwest Tape				\$341.84
NATURE'S WAY PEST CONTROL				
NATURE'S WAY PEST CONTROL	01/24/2025	203683	149209 JANUARY 2025 PEST CONTROL INSPECTION	80.00
Total for NATURE'S WAY PEST CONTROL				\$80.00
NEWSBANK				
NEWSBANK	01/10/2025	RTRN56879	52617 ANNUAL SUBSCRIPTION SEPTEMBER 2025-AUGUST 2026	2,357.00
Total for NEWSBANK				\$2,357.00
North Greenbush Public Library				
North Greenbush Public Library	02/08/2025	744152	EGCL *****4991 WEDDING CRASHER LOST/PAID BOOK	10.95
Total for North Greenbush Public Library				\$10.95
Northeast Toner, Inc.				
518-899-5545				
Northeast Toner, Inc.	01/31/2025	118947	EGCL TONERS FOR COPIER	557.00
Total for Northeast Toner, Inc.				\$557.00
OVERDRIVE				
216-573-6886 ext.212				
OVERDRIVE	01/16/2025	0180CO25013523	1080-0012 ADULT EAUDIOBOOKS	235.47
OVERDRIVE	01/16/2025	01080CO25013528	1080-0021 ADULT EBOOKS	395.27
OVERDRIVE	01/21/2025	01080DA25018358	1080-0012 ADULT EBOOK	60.00
OVERDRIVE	01/23/2025	01080CO25020743	1080-1012 ADULT EBOOKS	762.00
OVERDRIVE	01/23/2025	01018CO25020724	10801012 ADULT EAUDIOBOOKS	381.99
OVERDRIVE	02/04/2025	01080DA25039070	1080-1012 2- ADULT EBOOK & 1ADULT EAUDIOBOOKS	133.14
OVERDRIVE	02/04/2025	01080DA25039017	1080-0012 1- ADULT EBOOK & 2 ADULT EAUDIOBOOKS	150.00
OVERDRIVE	02/11/2025	01080CO25044974	1080-1012 ADULT EBOOKS	658.05
OVERDRIVE	02/11/2025	01080CO25044951	1080-0021 ADULT EAUDIOBOOKS	411.23
OVERDRIVE	02/11/2025	01080CO25044921	1080-0021 ADULT EBOOKS	468.41
OVERDRIVE	02/11/2025	01080CO25044982	1080-1012 ADULT EAUDIOBOOKS	565.55
OVERDRIVE	02/12/2025	01080CO25047070	1080-0012 TEEN EBOOKS & TEEN EAUDIOBOOKS	644.49
OVERDRIVE	02/12/2025	01080CO25047442	1080-1012 J EBOOKS & J EAUDIOBOOKS	1,041.48
Total for OVERDRIVE				\$5,907.08
Penworthy Co.				
414-287-4600				

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Penworthy Co.	01/24/2025	0605186-IN	00-1320185_001 J FICTION PICTURE BOOKS	320.40
Total for Penworthy Co.				\$320.40
PLAYAWAY PRODUCTS LLC (877) 893-0808				
PLAYAWAY PRODUCTS LLC	01/30/2025	488927	GS-02F-0036W J PLAYAWAYS	154.47
PLAYAWAY PRODUCTS LLC	01/30/2025	489002	GS-02F-0036W J PLAYAWAYS	204.96
Total for PLAYAWAY PRODUCTS LLC				\$359.43
Poestenkill Library 283-3721				
Poestenkill Library	01/19/2025	347669	*****6637 COUNTRY LIVING: MERRY & BRIGHT LOST/PAID ITEM	12.95
Total for Poestenkill Library				\$12.95
Sand Lake Town Library				
Sand Lake Town Library	02/17/2025	347801	EGCL 31740000432290 MIKE MULLIGAN AND HIS STEAM SHOVEL LOST/PAID BOOK	25.00
Total for Sand Lake Town Library				\$25.00
Seasons East Lawn Care 732-2276 new 8.07				
Seasons East Lawn Care	01/28/2025	14055	EGCL 9-SALTING OF PARKING LOT & 6 SNOW PLOWING OF PARKING LOT 1/1/25-1/31/25	3,210.00
Seasons East Lawn Care	01/28/2025	14056	EGCL 13-SALTING & 9-SNOW PLOWING OF COMMUNITY WAY 1/1/25-1/31/25	1,701.34
Total for Seasons East Lawn Care				\$4,911.34
STAPLES 1-877-826-7755				
STAPLES	01/24/2025	6022242178	1008052 MAINTENANCE AND OFFICE SUPPLIES	175.13
Total for STAPLES				\$175.13
TAG SOLUTIONS, LLC (518) 292-6510				
TAG SOLUTIONS, LLC	02/01/2025	30632746	21743 IT MANAGED SERVICES FOR 2/1/25-2/28/25	2,633.00
Total for TAG SOLUTIONS, LLC				\$2,633.00
The Children's Museum at Saratoga				
The Children's Museum at Saratoga	01/23/2025	250122	EGCL 2025 MUSEUM PASS	300.00
Total for The Children's Museum at Saratoga				\$300.00
Town of East Greenbush				
Town of East Greenbush	02/03/2025	575096	984 SEWER & WATER USAGE PERIOD 11/1/24-1/31/31	363.92
Total for Town of East Greenbush				\$363.92
Tracy Loring				
Tracy Loring	02/14/2025	03032025	EGCL ADULT PROGRAM	200.00
Total for Tracy Loring				\$200.00
TWIN BRIDGES 518-282-5600				
TWIN BRIDGES	02/03/2025	FEBRUARY 2025	55-8109 1 WASTE & RECYCLING FEBRUARY 2025	288.63
Total for TWIN BRIDGES				\$288.63
UHLS				
UHLS	02/17/2025	25-141	EGRN SRP PLANNING WORKSHOP- AMY, JENNA Z., ELIZABETH & LIZ	112.00
Total for UHLS				\$112.00
UPSTATE ELECTRIC, LLC				
UPSTATE ELECTRIC, LLC	01/30/2025	EG LIBRARY 013125	EGCL ELECTRICAL WORK FOR CONSTRUCTION PROJECT	12,799.35
Total for UPSTATE ELECTRIC, LLC				\$12,799.35
TOTAL				\$62,232.85

Note

Payment Approved / /

President, Library Board of Trustees: _____



East Greenbush Community Library

Budget vs. Actual

January 1- February 19, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges	1,553.48	15,000.00	-13,446.52	10.36 %
4100 Interest & Earnings	3,676.24	30,000.00	-26,323.76	12.25 %
4200 Public Funds	516.80	2,402,155.00	-2,401,638.20	0.02 %
4410 Gifts & Grants	10,274.05	52,500.00	-42,225.95	19.57 %
Total Revenue	\$16,020.57	\$2,499,655.00	\$ -2,483,634.43	0.64 %
GROSS PROFIT	\$16,020.57	\$2,499,655.00	\$ -2,483,634.43	0.64 %
Expenditures				
Operating Expenses				
5000 Technology/Communications	8,351.51	115,000.00	-106,648.49	7.26 %
5010 Programming & Planning	2,695.16	34,700.00	-32,004.84	7.77 %
5020 Bks & Mat'ls (Collections)	33,219.25	161,500.00	-128,280.75	20.57 %
5030 Facilities Expenses	17,125.53	143,940.00	-126,814.47	11.90 %
5040 Professional Services	12,012.56	61,650.00	-49,637.44	19.49 %
5050 Operations	2,556.58	43,050.00	-40,493.42	5.94 %
5100 Human Resources/Staff Devt	112.00	7,000.00	-6,888.00	1.60 %
5200 Personnel				
5201 Benefits	34,556.97	460,895.00	-426,338.03	7.50 %
5250 Salaries	200,016.00	1,422,865.00	-1,222,849.00	14.06 %
Total 5200 Personnel	234,572.97	1,883,760.00	-1,649,187.03	12.45 %
Total Operating Expenses	310,645.56	2,450,600.00	-2,139,954.44	12.68 %
Total Expenditures	\$310,645.56	\$2,450,600.00	\$ -2,139,954.44	12.68 %
NET OPERATING REVENUE	\$ -294,624.99	\$49,055.00	\$ -343,679.99	-600.60 %
Other Expenditures				
FR Friends Pass-through	-378.63		-378.63	
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	\$13,290.72	\$0.00	\$13,290.72	0.00%
NET OTHER REVENUE	\$ -13,290.72	\$0.00	\$ -13,290.72	0.00%
NET REVENUE	\$ -307,915.71	\$49,055.00	\$ -356,970.71	-627.69 %

Note

On this date, the year is 13.4% 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 February 19, 2025

	TOTAL			
	AS OF FEB 19, 2025	AS OF FEB 19, 2024 (PY)	CHANGE	% CHANGE
ASSETS				
Cash Assets				
Accounts				
Cash, Operating Accounts	130,024.57	2,319,854.32	-2,189,829.75	-94.40 %
Designated Board Cash Funds				
1007.00 Non-Restricted, Hurr XXX244	54,956.14	58,457.50	-3,501.36	-5.99 %
1008.00 Non-Restricted, Capital Reserve- XXX0228	494,603.59	601,131.04	-106,527.45	-17.72 %
1009.00 Non-Restricted, Operational Contingency- XXX210	399,480.00	388,942.67	10,537.33	2.71 %
Total Designated Board Cash Funds	949,039.73	1,048,531.21	-99,491.48	-9.49 %
Donor Restricted Cash Funds				
1001.00 Donor-Restricted, Gift & Grant-XXX186	9,489.18	62,327.76	-52,838.58	-84.78 %
1005.00 Donor-Restricted, Capital Reserve- XXX251	491,400.14	41,792.73	449,607.41	1,075.80 %
Total Donor Restricted Cash Funds	500,889.32	104,120.49	396,768.83	381.07 %
Total Accounts	\$1,579,953.62	\$3,472,506.02	\$ - 1,892,552.40	-54.50 %
Total Cash Assets	\$1,579,953.62	\$3,472,506.02	\$ - 1,892,552.40	-54.50 %
Fixed Assets	\$2,257,602.89	\$2,217,439.06	\$40,163.83	1.81 %
TOTAL ASSETS	\$3,837,556.51	\$5,689,945.08	\$ - 1,852,388.57	-32.56 %
LIABILITIES AND EQUITY				
Liabilities	\$62,232.85	\$38,650.35	\$23,582.50	61.01 %
Equity				
3000 Retained Earnings	4,083,239.37	3,669,678.85	413,560.52	11.27 %
Net Revenue	-307,915.71	1,981,615.88	-2,289,531.59	-115.54 %
Total Equity	\$3,775,323.66	\$5,651,294.73	\$ - 1,875,971.07	-33.20 %
TOTAL LIABILITIES AND EQUITY	\$3,837,556.51	\$5,689,945.08	\$ - 1,852,388.57	-32.56 %

Note

On this date, the year is 13.4% over

Non-Restricted Funds Available: \$1,079,064.30

Donor-Restricted Funds Available: \$500,889.32

Account Transfers to cover monthly interest and expenses:

- 1) \$10,014.30 from Non-Restricted Capital Reserves to Donor Restricted Capital Reserves to encumber funds for capital project.
- 2) \$12,103.20 from Donor Restricted Capital Reserves to Non-Restricted Capital Reserves to cover interest and encumbrance overage.
- 3) \$30,492.10 from Donor Restricted Capital Reserves to Operating to cover restricted capital expenditures.
- 4) \$7,898.94 from Donor Restricted Gift & Grant to Operating to cover restricted grant expenditures.

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

As of 02/19/2025

Restricted Gifts & Grants	Original Amount Awarded	1/1/2025 Previous		Revenue 2025	Expenditures 2025	Current Balance (Available Funds)
		Year Balance Carried forward				
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	\$ -	\$ 563.12	\$ 354.35	
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	\$ -	\$ 283.00	\$ 73.27	
FR-45-2024 Teen Supplies	\$ 2,000.00	\$ 816.25	\$ -	\$ -	\$ 816.25	
FR-46-2024 Fish	\$ 2,500.00	\$ 1,487.11	\$ -	\$ 147.99	\$ 1,339.12	
FR-47-2024 Fam Engagement	\$ 2,000.00	\$ 789.34	\$ -	\$ 203.56	\$ 585.78	
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	\$ -	\$ 438.96	\$ 2,042.05	
FR-54-2024 Hoopla	\$ 7,000.00	\$ 1,804.24	\$ -	\$ 1,804.24	\$ -	
FR-01-2025 AIS Prog	\$ 8,400.00	\$ -	\$ -	\$ 800.00	\$ (800.00)	
FR-02-2025 Hoopla	\$ 3,515.00	\$ -	\$ -	\$ 3,515.00	\$ (3,515.00)	
FR-03-2025 Museum	\$ 3,225.00	\$ -	\$ -	\$ 556.30	\$ (556.30)	
FR-04-2025 Teen Prog	\$ 2,000.00	\$ -	\$ -	\$ 500.00	\$ (500.00)	
FR-05-2025 YS Prog	\$ 6,500.00	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL	\$ 87,140.00	\$ 19,098.38	\$ -	\$ 9,609.20	\$ 9,489.18	

2025 Capital Projects Report to the Library Board

As of 02/19/2025

CURRENT CONSTRUCTION PROJECT OVERVIEW							
Funding Source	Budget	Revenue Received (Pre-2025)	Expenditures (Pre- 2025)	Revenue (2025)	Expenditures (2025)	Total Revenue to Date	Total Expenditures to Date
NYS Construction Grant 0386-24-0514	\$ 347,356	\$ 312,620	\$ 189,643	\$ -	\$ 13,669	\$ 312,620	\$ 203,312
Library Match	\$ 347,356	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 694,712	\$ 312,620	\$ 189,643	\$ -	\$ 13,669	\$ 312,620	\$ 203,312

DETAILED BUDGET- CURRENT CONSTRUCTION PROJECT			
Project Component	Budget (Including Changes)	Paid-To-Date	Status
Site Work	\$ 151,291	\$ 132,276	87% complete. Sidewalk and grading done; next phase in spring (fabric awning, landscaping).
Electrical	\$ 25,814	\$ 12,799	Wiring completed; awaiting new lighting installation.
Painting	\$ 17,400	\$ 17,400	Fully complete.
Tile	\$ 38,388	\$ -	Installation complete except for punch list.
EIFS	\$ 125,500	\$ -	Work begins in spring; window installation may alter scope. EIFS remains priority. Trim included in glass package, not EIFS.
Storefront Windows	\$ 166,305	\$ -	Replacement planned for spring.
Interior Finished Carpentry *estimated	\$ 32,571	\$ -	Scheduled to coincide with window installation.
CM Reimbursables *estimated	\$ 9,100	\$ 6,670	Includes waste removal and portable bathrooms.
CM Fee* estimated (5%)	\$ 29,778	\$ 9,718	Project Management to date.
Architectural Fees	\$ 29,250	\$ 24,449	Payment for design and oversight.
Contingency	\$ 69,315	\$ -	10% remaining contingency.
TOTALS	\$ 694,712	\$ 203,312	

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



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Administrative Committee Minutes

1/27/2025 • 6:30 PM

Attendance: A. Miller (Chair), K. Kutzscher, C. Pensabene (President),
N. Krisanda (Treasurer), J. Dugas Hughes (Director)

- 1) **Facilities:** There was a bathroom incident with sharpies all over multiple surfaces in the men's room. This is in the process of being cleaned up.
- 2) **Paid Family Leave:** Discussion of how much it would cost the library to pay for the PFL as opposed to employee contributions. Approximately half the employees carry health insurance. Current \$120,600; line item is \$155,000. PFL would cost the library approximately \$5,000. We determined that the Library should pay the contributions for the employees.

MOTION: The Administrative Committee moves to opt-in to the New York Paid Family Leave program as soon as possible, with the costs covered by the Library.

3) Health Insurance Buyout:

- We provide a flat contribution rate for health insurance and change rates every two-three years.
 - Library Contribution Rates: 875/mo. per individual \$10,500, 975/employee spouse \$11,700, 1200/family coverage \$14,400 for the year
 - Health care costs increased 21% last year. 17%, 68% for family coverage
 - We discussed options regarding implementation; however, we are not opting to do it at this time.
- 4) **PTO Policy:** Discussion of payout of paid time off in the staff manual.
 - 5) **COVID Leave Policy:** Question of whether there should be an option for paid sick leave for part time employees to replace the sunseting COVID Leave.
 - 6) **Unpaid leave of absence:** Reinstatement of same position is not guaranteed.
 - 7) **NY Paid Prenatal Leave:** The cost would be at most \$1000 for an employee; we recommend adopting this as it is a minimal cost.
 - 8) **Leave for New Parents:** Paid and unpaid options, in staff manual draft – ranges from \$3,600- \$12,000. Average cost \$6,665.



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Services Committee Minutes

2/3/2025 • 5:30 PM

Attendance: C. Pensabene (President), K. Sheehan (Vice President) - Chair,
Camie Engel (Secretary), Jill Dugas-Hughes (Director)

Excused: Mari Harris

Staff Manual Changes- Benefits

The Administrative Committee reviewed New York Paid Family Leave (PFL) on January 27, 2025, and recommends full board approval at the February board meeting. Details on PFL were provided to the committee.

Key Discussions & Recommendations:

- Health Insurance buy-out- Not recommended at this time.
- COVID Leave Policy- End leave in alignment with state requirements on July 31, 2025.
- Paid Sick Leave for Part-Time Employees – Discussed
 - Introduce benefit: 8 hours initially, then accrue 1 hour per 30 hours worked.
 - Annual cap: 40 hours.
- Leave for New Parents
 - To be discussed by the services and admin committees: **Action Item:** will be discussed at the March meeting
- Additional Topics for Services Committee: **Action Item:** We started a conversation regarding both of these items; we will continue these topics at our next meeting.
 - Paid Time Off (PTO)- consensus to refer to Admin to discuss financial impact.
 - Dress Code
- **Next Meeting Action Items:** Jill will post draft revised Library Card and Meeting Room Policies to Teams for committee review prior to next meeting.



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Director's Report- February 25, 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 located in the report.

January Visits/Hours Open

- **Hours Open:** The library was open for 260 hours across 29 days, closing on New Years Day and Martin Luther King Jr. Day.
- **Visits:** We welcomed 19,011 visitors, a 2% increase compared to the previous year.

Strategic Plan Progress

GOAL 1: Build Community Connections

Enhance opportunities and methods for community feedback

- **Program Feedback Surveys:** Transitioning from the PLA "Project Outcome" surveys to custom tools via Microsoft Forms, enabling concise, three-question surveys accessible through QR codes at adult programs.
- **Storytime Scheduling Survey:** Launched to determine preferred days and times for storytime sessions; received ten responses to date and are seeking additional input before finalizing the schedule.
- **Suggestion Boxes:** Planning to place general suggestion boxes in at least three high-traffic areas within the library to encourage community input.

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

- **Providing MANGO to ENL Students:** In January, collaboration with the ENL instructor from Questar III BOCES enabled library cards to be issued to all students, regardless of their town of residence. With their library cards, they can access the English Language Learning section of Mango. Assistance was provided to each student in loading the Mango app on their phones, along with a brief lesson.

GOAL 2: Engage With Your Community

Increase bi-directional communication with local government and community agencies



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- **Library Advocacy Day:** Attended NY Library Advocacy Day alongside community members, meeting with several legislative aids and legislators. Special thanks to the Friends of the Library who collected nearly 200 advocacy letters from the community.

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

- **Borrowing Meeting Rooms:** Meeting rooms were utilized by community groups/individuals 77 times in January with 573 attendees.
- **Raffle:** Partnered with UHLS to offer a raffle for two tickets to the “Life of Pi” show at Proctor’s.

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

- **Ongoing Book Sale:** Collaborating with the Friends of the library to create a larger space for the ongoing book sale. This pilot aims to determine if increasing inventory will boost sales potentially leading to a more permanent “bookstore” space inside the library.

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

- **Electronic Resources Guide:** The library’s new “Electronic Resources” guide has been completed and is available at reference and circulation service points. Every new patron will receive a copy with their library card. It will also be distributed at all outreach events to increase awareness of electronic resources accessible in the library or from home with a library card.
- **Outreach:** Attended the EGCS D’s Winterfest at Goff Middle School, discussed library programs and resources with 137 people.
- **E-News Launch:** Launched Patron Point E-News, reaching all patrons with a library card.
- **NY Times Access:** Created a website landing page for New York Times access and authored a TechTips blog post with instructions for public and staff on how to access it.
- **Grant Application:** Applied for the Stewart’s Holiday Match Grant to bring Chris Thomas and his Smoke Dancers from Syracuse to perform here this summer. The Haudenosaunee smoke dance is a social dance, and Onondaga artist Chris Thomas is recognized for the beauty and fluidity of his steps.

Increase circulation of diverse resources and materials

- **Social Media:** Developed social media readers’ advisory flyers with links to e-materials on hockey legends, suspense novels, career help, and popular Book Tok books.
- **Teen Book Boxes:** Twenty-three Teen Book Boxes have been prepared this month. These boxes contain goodies for teens to keep, along with three or four books selected based on their interests, as indicated in a Google form they complete. To minimize expenses and waste, teens are asked to return the boxes (along with the library books) for reuse. This program is extremely popular.



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- **Connecting Collections with Museum Passes:** Prioritizing the highlighting of library collections that connect with our museum pass program. Examples include:
 - Hildene, the Lincoln Family Home: Borrow the museum pass and our snowshoes from the Library of Things collection.
 - Discover Albany's Black history, culture, and businesses year-round. Plan your itinerary with Discover Albany, then borrow the museum pass from the library.
 - Join the World Awareness Children's Museum on "Take Your Child to the Library Day" for an exciting journey into the customs of the Chinese Lunar New Year!

GOAL 4: Promote Literacies

Increase opportunities for hands-on and intergenerational learning

- **Tiny Art Show:** Adult and Youth Services collaborated to put together an all-ages Tiny Art Show. 88 all ages Tiny Art grab and go kits were distributed in January. The kits consist of a miniature canvas and easel that can be decorated at home. People return the decorated canvas to the library for a display at our Tiny Art show in February.
- **Pokeswap & Puzzlepalooza:** In our continued effort to offer programming that appeals to patrons of all ages, we conducted the library's first Pokeswap program (ages 14+) and the first Puzzlepalooza (all ages). Both programs were well attended, attracted participants of all ages, and will be held again.
- **Planning Summer Reading:** Several members of the Youth Services Team attended the UHLS Summer Reading Program (SRP) Workshop this month at the Colonie Library, networking with other librarians at the first in-person SRP workshop UHLS has held since 2020. Many fun ideas for SRP programming were gathered!
- **Interactive Display:** Created an "I Spy Winter Wonderland" interactive display at the library's entrance.

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

- **Reading Challenges:**
 - This month, patrons have read 4,813 books across three of our reading challenges: 1000 Books before Kindergarten (4,116 books read), 500 Books before Middle School (660 books read), and 100 Books before Graduation (37 books read).
 - The 2025 Winter Reading Challenge: Bundle Up With Books, runs from January 6 – February 21. A comprehensive report will be provided next month.
- **Storytimes:** Offered 13 storytimes this month with an average attendance of 30 patrons per storytime. This includes Monday evenings and Saturday mornings storytime sessions, which have significantly lower attendance than weekday sessions. Excluding these, ten weekday storytimes have had an average attendance of 34 patrons each. This time last year, eight weekday storytimes averaged 46 patrons each. Attendance has been affected by cold weather this month. We do not plan to continue Monday Evening storytimes past February but will continue with Saturday sessions.



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- **Website Update Project:** The marketing team has refined the project's scope and is currently cleaning up the existing website in preparation for the redesign. We are obtaining vendor quotes and anticipate presenting a recommendation to the board soon.
- **Upcoming Makerspace Program:** In collaboration with the Tech Center for Gravity, we are organizing a Makerspace program in March for individuals interested in starting a business focused on creating and selling physical products. This session will be led by an Falkenstrom, Operations Director at Tech Valley Center of Gravity, who holds a BS in Mechanical and Aerospace Engineering from RPI and has experience in manufacturing engineering roles at Pratt & Whitney, Knolls Atomic Power Lab, and General Electric.

GOAL 5: Advance Local Economic Vitality

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

- **Employment Assistance:** We are finalizing a partnership agreement with the Rensselaer County Career Center to collaborate on career counseling, resume development, and job placement assistance. Once established, the Career Center will operate a satellite location at the library one day per month starting in April.

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

- **Local Business Promotion:** Through social media, we encouraged local businesses to utilize the library's Local Business community bulletin board to increase their visibility.

Operations/Personnel

- **Staffing Update:** There are no Personnel changes this month. All positions are filled, except for the Assistant Director role, which has not yet been posted.

Technology Updates

- **Equipment Maintenance:** We are addressing issues with receipt printers.
- **System Upgrades:** The process of upgrading staff and service desk computers to the latest version of Windows has begun, with three staff upgrades completed to date.

Facilities

- **Construction Project:** Work on the construction project is scheduled to resume in the spring.

Incidents

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



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Monthly Statistical Comparison

Metric	Jan-24	Jan-25		Change %
Building Visits	9,373	10,512	+	12.2%
Number of patron visits to the library building	-	-		
Drive-Thru Visits	513	512	-	-0.2%
Number of patrons who use the drive-thru window to borrow materials	-	-		
Website Users	8,724	7,987	-	-8.4%
Number of people who initiated at least one session on eglibrary.org during a given month	-	-		
Physical Materials Use	24,143	24,370	+	0.9%
Number of checkouts plus renewals made at the library	-	-		
Digital Materials Use	703	7,243	+	930.3%
Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)	-	-		
Online Resource Use (database)	6,886	8,313	+	20.7%
Number of sessions (logins) for online resources, based on vendor statistics. This includes both in-library and, where applicable, remote access	-	-		
Wi-Fi Use	1,209	1,271	+	5.1%
Number of unique daily WiFi patrons at the library	-	-		
Public Computer Use	1,320	1,675	+	26.9%
Number of computer sessions at the library	-	-		
Program Attendance	2,067	2,607	+	26.1%
Number of attendees at programs held inside the library location or in a library virtual space	-	-		
Meeting Room Use by Outside Groups	76	77	+	1.3%
Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members	-	-		
New User Accounts (library card registrations)	75	103	+	37.3%
Number of library cards newly created (online & in-person registrations)	-	-		
Monthly Active Library cardholders (retention)	2,705	2,823	+	4.4%
Average number of cardholders who actively used their library cards per month	-	-		
Number of Programs Adult	25	36	+	44.0%
Program Attendance Adult	457	966	+	111.4%
Number of Programs Youth	30	26	-	-13.3%
Program Attendance Youth	1,301	1,629	+	25.2%



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Youth Physical Item Circ	12,926	13,742	+	6.3%
Youth Digital Materials Circ	945	1,009	+	6.8%
Adult Physical Item Circ	11,217	10,628	-	-5.3%
Adult Digital Materials Circ	5,941	6,233	+	4.9%
Registered Resident Borrowers	5,268	5,486	+	4.1%
Registered Non-Resident Borrowers	1,947	2,010	+	3.2%
Physical Items Circ at Checkout Desk	22,131	22,622	+	2.2%
Physical Items Circ at Drive thru Window	2,012	1,748	-	-13.1%
Total Combined Visits (website, library, drive-thru)	18,610	19,011	+	2.2%

Overall, the library has experienced growth in several key areas, including building visits, digital materials usage, program attendance, and new user accounts. These positive trends reflect our ongoing efforts to enhance services and community engagement.

Respectfully Submitted: Jill Dugas Hughes, Director