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AGENDA

Board of Trustees

November 19, 2024

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, November 19, 2024 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/egllibrary>

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@egllibrary.org. Please contact the Director for additional information or to request an accommodation.

1.	Call to Order/Review of Agenda • (5 min) Welcome and Ground Rules	Mari Harris A.
2.	Public Comment • (15 min)	Mari Harris
3.	Approval of Minutes • (5 min) <ul style="list-style-type: none"> ➤ MOTION to approve the minutes of the October 7, 2024, Special Library Board Meeting. ➤ MOTION to approve the minutes of the October 15, 2024, Library Board Meeting. 	Camie Engel B. C.
4.	Treasurer’s Reports • (10 min) Treasurer’s Report Narrative Off Warrant (October 9, 2024 – November 8, 2024) <ul style="list-style-type: none"> ➤ MOTION to accept the Off Warrant in the amount of \$276,478.63 for the period of 10/9/2024 – 11/8/2024 as presented. Warrant (October 9, 2024 – November 8, 2024) <ul style="list-style-type: none"> ➤ MOTION to authorize the president to sign the Warrant for the period of 10/9/2024 – 11/8/2024 in the amount of \$224,185.46. Financials (85.5% of the year over) <ul style="list-style-type: none"> • Budget vs. Actual 2024 (1/1/2024 – 11/8/2024) • Balance Sheet (11/8/2024) • Restricted Funds (1/1/2024-11/8/2024) ➤ MOTION to approve the 11/8/2024, Financials with 85.5% of the year completed, as presented. 	Katie Sheehan D. E. F. G. H. I.
5.	Committee Reports • (10 min) Administrative Committee	Katie Sheehan J.



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	<ul style="list-style-type: none"> ➤ MOTION to change the initiation of the library budget cycle from April to June, thereby changing the date for the annual election and proposed budget submission to voters from September to November. This change would take effect in 2025. <p>Services Committee</p>	Amanda Miller K.
6.	Director's Report • (10 min)	Jill Dugas Hughes L.
7.	Personnel Memorandum • (5 min) <ul style="list-style-type: none"> ➤ MOTION to approve the 11/19/2024 Personnel Memorandum as presented. ➤ MOTION to approve the 2025 Staff Salary/Wage Schedule. 	Jill Dugas Hughes M. N.
8.	Liaison Reports • (15 min) Friends of the Library Town of East Greenbush Rensselaer County Upper Hudson Library System	Julie Ann Price Jim McHugh Tom Grant Camie Engel
9.	Unfinished Business • (5 min) Facilities Work Group	Charlie Pensabene
10.	New Business • (5 min) <ul style="list-style-type: none"> ➤ MOTION to approve the 2025 Calendar. 	Mari Harris O.
11.	Executive Session • (10 min) <ul style="list-style-type: none"> ➤ MOTION to enter executive session to discuss Director's performance evaluation. ➤ MOTION to exit executive session. 	Mari Harris
12.	Adjournment <ul style="list-style-type: none"> ➤ MOTION to adjourn the 11/19/2024 Library Board Meeting. 	Mari Harris



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Upcoming Board & Committee Meetings:

Monday, December 2, 2024

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

Tuesday, December 17, 2024

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

Board of Trustees Meeting Ground Rules

1. Start on time, end on time
2. Respect agenda
3. Come prepared
4. Everyone is an equal participant
5. Only one person speaks at a time
6. Be respectful
7. Challenge ideas not people
8. Engage in active listening
9. Silence is agreement: voice opinions and ideas timely
10. No side conversations
11. Social time happens before or after meeting
12. Follow through on commitment
13. Keep discussion focused and on topic
14. Be willing and able to reach consensus on decision issues
15. Maintain a sense of humor



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Library Board of Trustees *Special Meeting - DRAFT*
October 7, 2024, in person

ATTENDEES:

Presiding Officers:

- Mari Harris, President
- Charlie Pensabene, Vice-President
- Camie Engel, Secretary
- Katie Sheehan, Treasurer
- Amanda Miller, Trustee
- Nichole Krisanda, Trustee

Library staff, Community Partners & Members of the Public:

Jill Dugas Hughes, Library Director

A Special Library Board of Trustees meeting of the East Greenbush Community Library was held on October 7, 2024, at the East Greenbush Community Library. It began at 6:36 p.m. and was presided over by Mari Harris, President, with Camie Engel as Secretary.

CALL TO ORDER:

- M. Harris called the Library Board of Trustees meeting to order at 6:36 p.m.
- M. Harris explained that the meeting was called to discuss the possible need to close library for extra days due to tile construction project.

REVIEW OF AGENDA:

- The agenda was reviewed.

PUBLIC COMMENT:

- There was no public comment.

DIRECTOR’S REPORT:

- The construction manager told Director Jill Dugas Hughes that an issue arose with tile contractor that would require nine days of library closure. That is not the case now, as per Jill Dugas Hughes’ most recent discussion with the construction manager.
- The library website has a section pertaining to the library construction project to keep the public informed.
- October 14th-the library will be open and no work happening during day; in the evening off-hours, the demo will start with an anticipated finish of October 22nd. The only



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additional closing time will be on the morning of October 22nd. The library will open later that day, approximately 1:00 p.m.

- “Storytimes” will be held at the YMCA.
- There will be signage to direct traffic into the library during the construction.

ADJOURN:

- Meeting was adjourned at 7:00 p.m.

Recorded and respectfully submitted by: Camie Engel, Secretary

DRAFT



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Library Board of Trustees Meeting - DRAFT
October 15, 2024, in person, livestreamed, and recorded

ATTENDEES:

Presiding Officers:

- Mari Harris, President (attended remotely)
- Charlie Pensabene, Vice-President
- Camie Engel, Secretary
- Katie Sheehan, Treasurer
- Amanda Miller, Trustee
- Nichole Krisanda, Trustee

Library staff, Community Partners & Members of the Public:

- Jill Dugas Hughes, Library Director
- Jenna Schmonsky, Administrative Assistant

A Library Board of Trustees meeting of the East Greenbush Community Library was held on October 15, 2024, at the East Greenbush Community Library and was livestreamed. It began at 7:05 p.m. and was presided over by Charlie Pensabene, Vice 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 7:05 p.m.
- C. Pensabene noted that M. Harris is attending the meeting remotely.

REVIEW OF AGENDA:

- The agenda was reviewed.

PUBLIC COMMENT:

- There was no public comment.

APPROVAL OF MINUTES:

- **MOTION #2024-10-73:** C. Engel made the motion to accept the minutes from the September 17, 2024, Library Board meeting. Seconded by A. Miller. The motion was carried with 6 in favor, none opposed.

It was noted that the minutes from the Special Board Meeting on October 7 will be approved at the next Board meeting.



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TREASURER'S REPORT:

K. Sheehan presented the financials. The library remains in good financial standing.

- Bank account balances are higher than they were last year at this time and assets have increased.
 - With 77% of the year complete, only 67.5% of the total budget has been spent, which is positive.
 - The library has cyber insurance, but its renewal date falls on a separate timeline from other renewals.
 - The Springshare subscription is for digital marketing software and is separate from services provided by Tag Solutions. Both charges will appear individually.
- **MOTION #2024-10-74:** C. Pensabene made a motion to accept the Off-Warrant in the amount of **\$154,781.82** for the period of September 7, 2024, through October 8, 2024. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.
 - **MOTION #2024-10-75:** C. Engel made a motion to authorize the signing of the Warrant for the period of September 7, 2024, through October 8, 2024, in the amount of **\$44,692.34**. Seconded by C. Pensabene. The motion was carried with 6 in favor, none opposed.
 - **MOTION #2024-10-76:** N. Krisanda made a motion to approve the October 8, 2024, Financials with 77% of the year completed. Seconded by C. Pensabene. The motion was carried with 6 in favor, none opposed.

COMMITTEE REPORTS:

Administrative: The written committee report was submitted by K. Sheehan. Highlights from the written report included: Schodack update, library budget, and timeline of budget process for the 2026 budget.

Services: The written committee report was submitted by A. Miller. Highlights from the written report included: FOIL Policy, Code of Conduct Policy, staff manual, Trustee Statement of Interest, and future recruitment of Trustees.

- **MOTION #2024-10-77:** The Services Committee made a motion to approve the FOIL Policy, as amended. Seconded by K. Sheehan. The motion was carried with 6 in favor, none opposed.

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



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Core Usage Dashboard:

- A new quarterly dashboard tracks key statistics over time to help visualize trends.
- Library card sign-up month resulted in 71 new cardholders, of which 51 were children.

Meeting Rooms:

- Continued growth in outside group usage, despite natural monthly fluctuations.
- Meeting rooms are open for same day use unless reserved for programs.
- Real-time room availability is displayed on screens outside of the meeting rooms.

Database Usage Trends:

- Database usage has declined, leading to a re-evaluation of the materials budget for next year.
- A significant drop is attributed to Ancestry.com restricting remote access. Prior to the restriction, Ancestry.com had driven high database usage.

Partnerships and Outreach:

- A successful Quest program concluded on October 13; detailed reporting will be in the next month's Director's report.
- Supporting EG school's bilingual achievement award program.
- Collaborating with Dudley Observatory to host astronomy programs.
- Partnering with the Small Business Development Center to offer a new series for local businesses, starting with "Marketing Basics."
- Working with Inclusive Play to create programs for adults with developmental disabilities, seeking volunteers to assist during daytime activities.

Website Updates:

- Minor changes are currently being made, with a complete redesign planned for 2025.
- A committee is working on the redesign.
- A web design company has not been engaged yet.

Feedback and Q&A:

- Suggestions were raised about tracking drop-off usage at the drive-thru, potentially using sensors.
- Correction noted: the Director's Report Highlights in the packet should cover September highlights, not July and August.
- Explanation given for ASAC (Adult Services Advisory Council) from UHLS.

PERSONNEL MEMORANDUM:

J. Dugas Hughes presented the written personnel memo. There was one resignation and there are two open part-time library clerk positions that are posted.

- **MOTION #2024-10-78:** A. Miller made a motion to approve the October 15, 2024, Personnel Memorandum, as presented. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.



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LIAISON REPORTS:

Friends of the Library:

C. Pensabene, for Julie Ann Price noted that the book sale from two weekends ago was a success. Appreciation was expressed to everyone involved in organizing and supporting the event.

Town of East Greenbush:

C. Pensabene for Town Councilor Jim McHugh noted that the Town's 2025 tentative budget is being reviewed on October 16th. The library board has been advised to review that information.

Rensselaer County: N/A

Upper Hudson Library System (C. Engel):

C. Engel presented several member library highlights including ideas such as a "Charlie Brown Thanksgiving" community event, Library Fest with activities and food trucks, fundraiser craft sale featuring high-quality donated craft supplies, and a "Buy Nothing Day" event, focusing on free exchanges instead of fundraising.

UNFINISHED BUSINESS:

Facilities Work Group Update (C. Pensabene and J. Dugas Hughes):

Ongoing Construction:

- Tile demolition begins 10/15 at 8:00 p.m.
- Concrete demolition has already started.
- Entrances and exits are temporarily rerouted through Meeting Room A and the Children's Room.
- To allow for an understanding of entry and exiting the library during construction, we have adjusted the signage for patrons to see and use.

Timeline & Updates:

- Work is expected to continue for about two more weeks, and exterior painting is almost finished.
- Library will be closed on Staff Development Day as planned.
- This winter, the project will involve replacing the square carpet tiles.
- Windows and EIFS will be replaced in the spring.

Payment & Budget:

- No payment has been issued for project painting yet. Payment will be partially withheld until all punch list tasks are complete.
- A few change orders have occurred, but the project remains within budget.



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Aesthetic Changes:

- Exterior painting: Green doors have been repainted to a creamy color, and the steel and windows are now charcoal gray.
- Progress photos are available on the library website.

Board Self-Evaluations (M. Harris):

- Self-evaluation forms were sent to all board members, with a submission deadline of October 27th.
- Evaluations will be reviewed, possibly at the November board meeting.

NEW BUSINESS:

Establish Nominating Committee (M. Harris):

The members of the Nominating Committee are N. Krisanda, C. Engel, and M. Harris, with N. Krisanda serving as chair. The committee will develop a slate of candidates for the upcoming year, to be presented at the December board meeting.

EXECUTIVE SESSION:

It was originally planned but will be deferred to the November meeting as M. Harris was unable to attend this meeting in person.

ADJOURN:

- **MOTION #2024-10-79:** Motion to adjourn the October 15, 2024, Board meeting was made by K. Sheehan at 7:52 p.m. Seconded by N. Krisanda. The motion was carried with 6 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Camie Engel, Secretary



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Treasurer's Report:

Katie presents financials for October 9, 2024 through November 8, 2024.

The library is in good financial standing:

- Total bank accounts are 0.01% below our 2023 total, including operating accounts, designated board funds, and donor restricted funds. This reflects our current active construction project. We have not yet received our first grant payment (90%). The final 10% will be received upon project completion.
- Total assets are 1.22% lower than 2023.
- We have taken in 102.40% of our total revenue for 2024.
- 85.5% of the year is complete; the grand total of expenditures is 83.9% of the total budget.
- The only outliers in subcategories are Programming & Planning at 98.67% and Books and Materials at 95.11% of the total budget.
- Total Operating Expenses are at 83.9% of the total budget.
- Net revenue is at 369.47% of the total budget, as a result of interest accrued.

Noteworthy expenses (over \$1,000) in the Warrant:

- \$2,509.25 will be paid to Amazon for various supplies.
- \$1,089.84 will be paid to Baker & Taylor for books.
- \$2,841.82 will be paid to Brodart for books.
- \$1,050.00 will be paid to Hyman Hayes Associates for Phase 1 exterior renovations support from the Reserve Fund (Capital) (9-1-24 through 9-30-24). This reflects a portion of the architectural contract completion to-date.
- \$1,695.00 will be paid to Lane Press for the election/fall newsletter.
- \$2,605.50 will be paid to Northeast Toner.
- \$171,239.00 will be paid to NYSLRS, which is over the budgeted amount: \$154,500. Even with expenditure being over budget, our total benefits budget line remains under budget.
- \$5,187.41 will be paid to Overdrive for audiobooks and ebooks.
- \$21,921.80 will be paid to Peter K. Frueh, Inc. for construction from the Reserve Fund (Capital), reflecting the portion of the site work contract completion to-date.
- \$2,990.00 will be paid to Seasons East Lawn Care for lawn care service: mowing and watering (9-30-24 through 9-30-24).
- \$3,971.00 will be paid to Tag Solutions, LLC for IT services for November service, including network management and shutdown.

Noteworthy expenses (over \$1,000) in the Off-Warrant:

- \$3,171.10 was paid to Bank of America for various expenses
- \$9,589.88 was paid to CDPHP for health insurance.
- \$1,948.61 was paid to National Grid for utilities.
- \$1,758.62 was paid to NYSLRS for retirement.
- \$35,897.90, \$260.11, \$12,414.02, \$263.98, \$12,333.24, \$35,236.14, \$293.22, \$36,176.06. And \$12,621.92 were paid for payrolls #21-23.
- \$12,806.64 and \$97,547.48 were paid to Peter K. Frueh, Inc. for construction from the Reserve Fund (Capital), reflecting the portion of site work contract completion to-date.



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Motions:

- Motion to accept the Off-Warrant in the amount of \$276,478.63 for the period of October 9, 2024, through November 8, 2024, as presented.
- Motion to authorize the president to sign the Warrant for the period of October 9, 2024, through November 8, 2024, in the amount of \$224,185.46.
- Motion to approve the November 8, 2024, Financials with 85.5% of the year completed, as presented.

**East Greenbush Community Library
Off-Warrant (October 9- November 8, 2024)**

Cash, Operating Accounts	Name	Date	Num	Memo/Description	Amount
1003.00 Checking, Operating-XXX178					
	Aflac	10/24/2024	42588	NBY22	-415.98
	BOA CARD SERVICES	10/30/2024	42589	CORP ACCOUNT 1924	-3,171.10
	BPI MECHANICAL SERVICE	10/16/2024	42576		-930.00
	CDPHP	10/16/2024	42583	10002870	-9,589.88
	CHARTER COMMUNICATIONS (FIBER OPTIC)	10/16/2024	42584	141867501	-399.00
	CHARTER COMMUNICATIONS (TELEPHONE)	10/16/2024	42585	142138101	-41.52
	Grainger, W.W.,Inc.	10/16/2024	42580	856763925	-823.46
	GUARDIAN	10/24/2024	42586	00 575836 DENTAL & VISION	-376.07
	JENNIFER LANTIER-NOVELLI	10/16/2024	42577		-120.00
	JIM CLARK COMMUNITY PERFORMANCE FUND	10/16/2024	42581		-75.00
	Nationalgrid	11/06/2024	42592	34370-88011	-1,948.61
	New York State Deferred Comp.	10/16/2024	42578	Plan#0045420	-315.31
	New York State Deferred Comp.	10/24/2024	42587	Plan#0045420	-315.31
	New York State Deferred Comp.	11/05/2024	42591	Plan#0045420	-315.31
	NYSLRS	10/25/2024	OCTOBER 2024	NYSLRS for OCTOBER 2024	-1,758.62
	Paychex	11/08/2024	PR# 23; 11/8/24	PROCESSING CHARGES FOR PAYROLL #23 DATED 11/8/24	-260.11
	Paychex	11/08/2024	PR# 23; 11/8/24	PR#23	-35,897.90
	Paychex	11/08/2024	PR# 23; 11/8/24	PR#23	-12,414.02
	Paychex	10/25/2024	PR# 22; 10/25/24	PR# 22	-35,236.14
	Paychex	10/25/2024	PR# 22; 10/25/24	PR# 22	-12,333.24
	Paychex	10/25/2024	PR# 22; 10/25/24	PROCESSING CHARGES FOR PAYROLL #22 DATED 10/25/24	-263.98
	Paychex	10/11/2024	PR# 21; 10/11/24	PROCESSING CHARGES FOR PAYROLL #21 DATED 10/11/24	-293.22
	Paychex	10/11/2024	PR# 21; 10/11/24	PR#21	-36,176.06
	Paychex	10/11/2024	PR# 21; 10/11/24	PR#21	-12,621.92
	PETER K. FRUEH, INC.	10/16/2024	42582		-12,806.64
	PETER K. FRUEH, INC.	10/30/2024	42590		-97,547.48
	VERIZON WIRELESS	10/16/2024	42579	542647307-00001	-32.75
Total for 1003.00 Checking, Operating-XXX178					\$ 276,478.63
Total for Cash, Operating Accounts					\$ 276,478.63

East Greenbush Community Library

Warrant 10/09/2024-11/08/2024

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Albany Public Library				
518-449-3380				
Albany Public Library	11/02/2024	298127	*****1044 ALL BRIGHT PLACES LOST/PAID BOOK	18.00
Total for Albany Public Library				\$18.00
Amazon Capital Services				
Amazon Capital Services	10/07/2024	1LVL-JXLD-PXVY	A3DG71IHROMNJM YS PROGRAM SUPPLIES	193.85
Amazon Capital Services	10/09/2024	1CG7-7K39-HV4W	A3DG71IHROMNJM YS LOT KITS	99.33
Amazon Capital Services	10/09/2024	1GPN-LJQK-H3PV	A3DG71IHROMNJM ADULT FICTION BOOKS	105.72
Amazon Capital Services	10/10/2024	1YR7-C3PH-CJPP	A3DG71IHROMNJM ADULT OUTREACH	149.99
Amazon Capital Services	10/12/2024	1FCD-DYVT-VTCV	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	114.06
Amazon Capital Services	10/13/2024	1T4R-FPML-6JN9	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	180.32
Amazon Capital Services	10/13/2024	1VCR-93DW-Y1TH	A3DG71IHROMNJM TEEN NON-FICTION BOOKS	38.46
Amazon Capital Services	10/15/2024	13GX-HG7W-416J	A3DG71IHROMNJM OUTREACH SUPPLIES	88.94
Amazon Capital Services	10/18/2024	1Q9G-7QYL-TF6R	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	136.11
Amazon Capital Services	10/18/2024	1RD6-331L-YX4V	A3DG71IHROMNJM OFFICE SUPPLIES	91.99
Amazon Capital Services	10/26/2024	1XGY-PKFJ-LKXW	A3DG71IHROMNJM OFFICE & MAINTENANCE SUPPLIES	140.15
Amazon Capital Services	10/29/2024	1M7N-17DY-LLX9	A3DG71IHROMNJM ADULT FICTION BOOKS	66.13
Amazon Capital Services	11/01/2024	1HDC-P6PP-QYV4	A3DG71IHROMNJM YS PROGRAM SUPPLIES	59.96
Amazon Capital Services	11/03/2024	14FX-XV46-C4WY	A3DG71IHROMNJM J VIDEO GAMES	39.99
Amazon Capital Services	11/04/2024	1J3W-FJLL-1Q4X	A3DG71IHROMNJM TECHNOLOGY SUPPLIES	32.75
Amazon Capital Services	11/04/2024	1XH6-44KH-3TDY	A3DG71IHROMNJM OUTREACH SUPPLIES	133.91
Amazon Capital Services	11/05/2024	1TK6-6KGG-49JW	A3DG71IHROMNJM OUTREACH SUPPLIES	144.91
Amazon Capital Services	11/06/2024	1RCJ-MN99-6JDL	A3DG71IHROMNJM ADULT HOTP BOOKS	335.84
Amazon Capital Services	11/07/2024	13DR-QV1H-9GQP	A3DG71IHROMNJM VOLUNTEER BRUNCH SUPPLIES	378.75
Amazon Capital Services	10/15/2024	19G1-HAVK-KRPR	A3DG71IHROMNJM CREDIT	-12.42
Amazon Capital Services	10/15/2024	14PV-3GVL-KK69	A3DG71IHROMNJM VENDOR CREDIT QUEST EVENT 2	-9.49
Total for Amazon Capital Services				\$2,509.25
B & L CONTROL SERVICE, INC.				
273-0500				

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
B & L CONTROL SERVICE, INC.	10/17/2024	49718	EGCL 3RD QUARTER BILLING FOR WATER TREATMENT AGREEMENT	962.50
Total for B & L CONTROL SERVICE, INC.				\$962.50
BAKER & TAYLOR (ALL ACCTS)				
BAKER & TAYLOR (ALL ACCTS)	10/07/2024	5019143790	309318 L026683 3 B00000 J PARENTING & J FICTION PICTURE BOOKS	61.36
BAKER & TAYLOR (ALL ACCTS)	10/15/2024	5019158781	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	138.94
BAKER & TAYLOR (ALL ACCTS)	10/21/2024	5019170750	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	389.73
BAKER & TAYLOR (ALL ACCTS)	10/21/2024	5019167369	309318 L026683 B0000 J POP FICTION BOOKS	43.63
BAKER & TAYLOR (ALL ACCTS)	10/22/2024	5019174798	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	102.06
BAKER & TAYLOR (ALL ACCTS)	10/30/2024	5019183141	309318 L026683 3 B00000 J PARENTING & J FICTION PICTURE BOOKS	31.61
BAKER & TAYLOR (ALL ACCTS)	11/04/2024	5019189826	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	109.89
BAKER & TAYLOR (ALL ACCTS)	11/06/2024	5019198341	309318 L821363 3 B00000 ADULT NON-FICTION	212.62
Total for BAKER & TAYLOR (ALL ACCTS)				\$1,089.84
BASH PARTIES				
BASH PARTIES	10/08/2024	12092024	EGCL TEEN PROGRAM	300.00
Total for BASH PARTIES				\$300.00
BPI MECHANICAL SERVICE				
518 326-8450				
BPI MECHANICAL SERVICE	10/31/2024	108424	106725 RESET THE ALARMS, RESET THE HEAT PUMPS. TURNED ON FAN FOR COOLING TOWER TO BRING TEMPERATURE DOWNTWO THE SETPOINT IN EACH ROOM.	361.00
Total for BPI MECHANICAL SERVICE				\$361.00
Brodart				
800-233-8467				
Brodart	10/07/2024	B6873481	3105612 J FICTION BOOKS	60.66
Brodart	10/07/2024	B6873507	3105612 J NON-FICTION BOOKS	71.34
Brodart	10/07/2024	B6873432	3105612 J FICTION BOOKS	104.40
Brodart	10/08/2024	B6874015	310561B ADULT FICTION BOOKS	65.17
Brodart	10/08/2024	B6874105	310561B ADULT FICTION BOOKS	13.29
Brodart	10/08/2024	B6874023	310561B ADULT FICTION BOOKS	33.44
Brodart	10/08/2024	B8674081	310561B ADULT NON-FICTION BOOKS	34.01
Brodart	10/08/2024	B6873997	310561B ADULT FICTION BOOKS	41.95
Brodart	10/08/2024	B8674027	3105612 J FICTION PICTURE BOOKS	49.89
Brodart	10/09/2024	B6874651	3105612 J BOARD BOOKS	17.17
Brodart	10/11/2024	B6876012	3105613 J POP FICTION BOOKS	7.72
Brodart	10/11/2024	B6876013	3105613 J GN BOOKS	60.02
Brodart	10/15/2024	B6877284	3105612 J PARENTING BOOKS	17.86
Brodart	10/15/2024	B6877594	3105612 J POP FICTION BOOKS	23.16
Brodart	10/15/2024	B6877509	3105612 J FICTION PICTURE BOOKS	23.57
Brodart	10/15/2024	B6877595	3105612 J POP FICTION BOOKS	27.87
Brodart	10/15/2024	B6877283	3105612 J PARENTING BOOKS	28.87
Brodart	10/15/2024	B6877464	3105612 J FICTION PICTURE BOOKS	31.98
Brodart	10/15/2024	B6877409	3105612 J FICTION PICTURE BOOKS	36.57
Brodart	10/15/2024	B6877410	3105612 J FICTION PICTURE BOOKS	68.44
Brodart	10/15/2024	B6877550	310561B ADULT FICTION BOOKS	17.29
Brodart	10/21/2024	B6880237	3105613 J FICTION BOOKS	6.34
Brodart	10/21/2024	B6880247	310561B ADULT FICTION BOOKS	87.05
Brodart	10/21/2024	B6880225	3105613 J GN BOOKS	69.53
Brodart	10/21/2024	B6880235	310561B ADULT FICTION BOOKS	60.59

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	10/21/2024	B6880217	3105612 J POP FICTION BOOKS	55.74
Brodart	10/21/2024	B6880220	310561B ADULT FICTION BOOKS	49.38
Brodart	10/21/2024	B6880256	3105613 ADULT FICTION BOOKS	37.33
Brodart	10/21/2024	B6880255	310561B ADULT FICTION BOOKS	34.02
Brodart	10/21/2024	B6880239	310561B ADULT FICTION BOOKS	17.87
Brodart	10/21/2024	B6880263	3105613 J POP FICTION BOOKS	16.40
Brodart	10/21/2024	B6880240	310561B ADULT NON-FICTION BOOKS	15.58
Brodart	10/21/2024	B6880259	310561B ADULT FICTION BOOKS	14.20
Brodart	10/21/2024	B6880226	3105612 J FICTION BOOKS	11.58
Brodart	10/21/2024	B6880267	3105612 J FICTION BOOKS	11.01
Brodart	10/21/2024	B6880212	3105613 J FICTION BOOKS	6.34
Brodart	10/21/2024	B6880262	3105613 J FICTION READER BOOKS	3.86
Brodart	10/23/2024	B6881976	3105612 J NON-FICTION BOOKS	21.97
Brodart	10/24/2024	B6882570	3105612 J FICTION BOOKS	22.02
Brodart	10/24/2024	B6882566	3105612 J POP FICTION BOOKS	176.60
Brodart	10/24/2024	B6882699	3105612 J NON-FICTION BOOKS	149.50
Brodart	10/24/2024	B6882465	3105612 J FICTION BOOKS	91.50
Brodart	10/24/2024	B6882571	3105612 J NON-FICTION BOOKS	39.40
Brodart	10/24/2024	B6882475	3105612 J GN BOOKS	32.75
Brodart	10/25/2024	B6883338	3105612 J POP FICTION BOOKS	20.86
Brodart	10/25/2024	B6883178	3105612 J FICTION PICTURE BOOKS	9.29
Brodart	10/25/2024	B6883433	3105612 J POP FICTION BOOKS	10.46
Brodart	10/25/2024	B6883180	3105612 J PARENTING BOOKS	12.15
Brodart	10/25/2024	B6883179	3105612 J PARENTING BOOKS	39.90
Brodart	10/25/2024	B6883420	3105612 HELP THE BRAVE GIRAFFE J STEP UP FICTION BOOKS	56.27
Brodart	10/25/2024	B6883334	3105612 J FICTION PICTURE BOOKS	158.21
Brodart	10/25/2024	B6883290	3105612 J FICTION PICTURE BOOKS	8.14
Brodart	11/04/2024	B887612	310561B ADULT FICTION BOOKS	49.60
Brodart	11/04/2024	B6887619	3105614 J PARENTING BOOK	20.17
Brodart	11/04/2024	B6887610	310561B ADULT FICTION BOOKS	591.54
Total for Brodart				\$2,841.82
Capital Security 479-7122				
Capital Security	10/15/2024	192697	EGCL NETWORK/CELLULAR MONITORING 11/1/24-11/30/24	63.00
Total for Capital Security				\$63.00
Castleton Public Library				
Castleton Public Library	10/24/2024	325455	LOST/PAID BOOK B IS FOR BANANAS: *****3126	18.99
Total for Castleton Public Library				\$18.99
CENGAGE Learning/GALE 877-201-3962 opt 2				
CENGAGE Learning/GALE	10/04/2024	85761558	124198 ADULT LP BOOKS	65.58
CENGAGE Learning/GALE	10/16/2024	85822183	124198 ADULT LP BOOKS	30.39
Total for CENGAGE Learning/GALE				\$95.97
DEMCO 800-752-7614 act.rece				
DEMCO	11/04/2024	7562559	710162791 BOOK PROCESSING TAPE	195.90
Total for DEMCO				\$195.90
Dropmysuite Inc.				
Dropmysuite Inc.	11/01/2024	10606-14	EGCL DIRECT USER EMAIL & COLLABORATION BACKUP SUBSCRIPTION COST 10/1/24-10/31/24	81.00
Total for Dropmysuite Inc.				\$81.00
DUGAS HUGHES, JILL				
DUGAS HUGHES, JILL	10/31/2024	10312024	EGCL REFUND INCORRECT NYSLRS WITHHOLDINGS	1.49
Total for DUGAS HUGHES, JILL				\$1.49

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
EGCL - Petty Cash				
EGCL - Petty Cash	10/26/2024	5019	EGCL HANNAFORD REFRESHMENTS FOR CAC MEETING (JENNA S.)	24.86
Total for EGCL - Petty Cash				\$24.86
FASNY MUSEUM OF FIREFIGHTING				
FASNY MUSEUM OF FIREFIGHTING	11/06/2024	MP 2025	EGCL MUSEUM PASS 2025 RENEWAL	100.00
Total for FASNY MUSEUM OF FIREFIGHTING				\$100.00
HILDENE				
HILDENE	11/04/2024	250	EGCL 2025 MUSEUM PASS RENEWAL	125.00
Total for HILDENE				\$125.00
Huntley, Elizabeth				
Huntley, Elizabeth	10/16/2024	1212-12132024	EGCL ADULT PROGRAM	700.00
Total for Huntley, Elizabeth				\$700.00
HYMAN HAYES ASSOCIATES				
HYMAN HAYES ASSOCIATES	09/30/2024	24008-05	24008 EGCL PROFESSIONAL SERVICES FOR THE PERIOD OF 9/1/24-9/30/24 PHASE 1-EXTERIOR RENOVATIONS	1,050.00
Total for HYMAN HAYES ASSOCIATES				\$1,050.00
JENNIFER LANTIER-NOVELLI				
JENNIFER LANTIER-NOVELLI	10/11/2024	12132024	EGCL YS PROGRAM	60.00
Total for JENNIFER LANTIER-NOVELLI				\$60.00
JULIE ANN PRICE				
JULIE ANN PRICE	09/30/2024	10062024	EGCL REIMBURSEMENT FOR QUEST PARTY SUPPLIES PURCHASED BY FRIENDS PRESIDENT	42.58
Total for JULIE ANN PRICE				\$42.58
LANE PRESS				
LANE PRESS	10/24/2024	3491	402 ELECTION/FALL 2024 NEWSLETTER	1,695.00
Total for LANE PRESS				\$1,695.00
MARINE DESIGN & SERVICE				
MARINE DESIGN & SERVICE	10/19/2024	6045	EGCL FISH TANK SERVICE	75.00
Total for MARINE DESIGN & SERVICE				\$75.00
MASS MoCA				
MASS MoCA	11/05/2024	MP 2025	EGCL MUSEUM PASS 2025 RENEWAL	275.00
Total for MASS MoCA				\$275.00
MicroMarketing LLC				
1-800-229-9887				
MicroMarketing LLC	10/22/2024	966483	1233 ADULT AUDIOBOOK ON CD	38.25
Total for MicroMarketing LLC				\$38.25
Midwest Tape				
1-800-875-2785				
Midwest Tape	10/07/2024	506135397	2000001825 ADULT DVDS	257.14
Midwest Tape	10/14/2024	506183136	2000001825 ADULT DVDS	65.97
Midwest Tape	10/15/2024	506193560	2000001825 ADULT DVDS	71.97
Midwest Tape	10/21/2024	506217698	2000001825 ADULT & J DVDS	65.96
Midwest Tape	10/28/2024	506249105	2000001825 ADULT & J DVDS	95.21
Total for Midwest Tape				\$556.25
NATIONAL BUSINESS TECH. (ALBANY)				
NATIONAL BUSINESS TECH. (ALBANY)	10/24/2024	IN640314	EG00 COPIES FROM STAFF COPIER	328.80
Total for NATIONAL BUSINESS TECH. (ALBANY)				\$328.80
NATURE'S WAY PEST CONTROL				
NATURE'S WAY PEST CONTROL	10/30/2024	185372	149209 INSPECTED AND REPLENISHED BAIT STATIONS ON INTERIOR ANS EXTERIOR AS NEEDED FOR MICE OCTOBER 2024	80.00

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Total for NATURE'S WAY PEST CONTROL				\$80.00
Northeast Toner, Inc. 518-899-5545				
Northeast Toner, Inc.	10/31/2024	118621	EGCL TONERS	873.50
Northeast Toner, Inc.	11/06/2024	118645	EGCL TONERS	1,405.00
Northeast Toner, Inc.	11/06/2024	118622	EGCL TONER	328.00
Total for Northeast Toner, Inc.				\$2,606.50
NYSLRS Tim 408-4216				
NYSLRS	11/06/2024	NYSLRS 2025	51391 ERS- 2025 ANNUAL INVOICE	171,239.00
Total for NYSLRS				\$171,239.00
OVERDRIVE 216-573-6886 ext.212				
OVERDRIVE	10/10/2024	01080CO24303234	1080-0012 7-TEEN EBOOKS & 9-TEEN EAUDIOBOOKS	795.82
OVERDRIVE	10/17/2024	01080CO24316696	1080-1012 74-J EBOOKS & 40-J EAUDIOBOOKS	3,299.24
OVERDRIVE	10/22/2024	01080DA24327378	1080-0012 TEEN EAUDIOBOOKS	105.99
OVERDRIVE	10/22/2024	01080DA24327070	1080-1012 J EBOOKS	40.47
OVERDRIVE	10/29/2024	01080DA24334383	1080-0012 TEEN EBOOKS & EAUDIOBOOKS	213.99
OVERDRIVE	11/04/2024	01080CO24344400	1080-0012 ADULT EBOOKS	320.12
OVERDRIVE	11/04/2024	01080CO24344421	1080-0012 ADULT EAUDIOBOOKS	293.74
OVERDRIVE	11/05/2024	01080DA24346546	1080-0012 TEEN EAUDIOBOOK	89.99
OVERDRIVE	11/05/2024	01080DA24346522	1080-1012 J EBOOK	28.05
Total for OVERDRIVE				\$5,187.41
PETER K. FRUEH, INC.				
PETER K. FRUEH, INC.	10/22/2024	SOV 002		21,921.80
Total for PETER K. FRUEH, INC.				\$21,921.80
PLAYAWAY PRODUCTS LLC (877) 893-0808				
PLAYAWAY PRODUCTS LLC	10/21/2024	478788	GS-02F-0036W J PLAYAWAY	52.44
PLAYAWAY PRODUCTS LLC	10/22/2024	478966	GS-02F-0036W J PLAYAWAY	56.99
Total for PLAYAWAY PRODUCTS LLC				\$109.43
SARATOGA AUTOMOBILE MUSEUM				
SARATOGA AUTOMOBILE MUSEUM	11/06/2024	S24-1106	EGCL MUSEUM PASS 2025 RENEWAL	150.00
Total for SARATOGA AUTOMOBILE MUSEUM				\$150.00
Seasons East Lawn Care 732-2276 new 8.07				
Seasons East Lawn Care	10/09/2024	13826	EGCL- 4-LAWN MOWINGS; 2-WEED CONTROL; 7-WATERING FLOWERS W/FERTILIZER DURING 9/3/24-9/30/24	2,670.00
Seasons East Lawn Care	10/11/2024	13843	EGCL 7-WATERING FLOWERS W/FERTILIZER COMMUNITY WAY DURING 9/3/24-9/30/24	320.00
Total for Seasons East Lawn Care				\$2,990.00
SHORT AND STOUT TEA COMPANY, LLC				
SHORT AND STOUT TEA COMPANY, LLC	11/04/2024	01282025	EGCL TEEN PROGRAM	150.00
Total for SHORT AND STOUT TEA COMPANY, LLC				\$150.00
STAPLES 1-877-826-7755				
STAPLES	10/26/2024	6015333951	1008052 LYSOL POWER, SWIFFER DUSTER REFILLS,KLEENEX,TP & PAPER TOWELS MAINTENANCE SUPPLIES	329.66
STAPLES	10/26/2024	6015411559	N008052 BETCO PINK SOAP MAINTENANCE SUPPLIES	154.18
STAPLES	11/02/2024	60163114913	N008052 MAINTENANCE SUPPLIES	22.45

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Total for STAPLES				\$506.29
TAG SOLUTIONS, LLC (518) 292-6510				
TAG SOLUTIONS, LLC	07/31/2024	30630015	21743 IT PROFESSIONAL SERVICES UPS NETWORK MANAGEMENT CARD CTRLR W/ POWERECHUTE NETWORK SHUTDOWN	1,338.00
TAG SOLUTIONS, LLC	11/01/2024	30631585	21743 IT MANAGED SERVICE 11/1/24-11/30/24	2,633.00
Total for TAG SOLUTIONS, LLC				\$3,971.00
THE HYDE COLLECTION				
THE HYDE COLLECTION	11/05/2024	MP 2025	EGCL MUSEUM PASS 2025 RENEWAL	100.00
Total for THE HYDE COLLECTION				\$100.00
Town of East Greenbush				
Town of East Greenbush	10/29/2024	569665	984 DEFERRED COMP. FOR PAYROLL 23 DATED 11/8/24	626.88
Total for Town of East Greenbush				\$626.88
TWIN BRIDGES 518-282-5600				
TWIN BRIDGES	11/01/2024	NOVEMBER 2024	55-8109 1 WASTE & RECYCLING NOVEMBER 2024	257.71
Total for TWIN BRIDGES				\$257.71
UHLS				
UHLS	11/06/2024	24-492	EGRN 2025 BOOKPAGE SUBSCRIPTION	516.00
Total for UHLS				\$516.00
WORLD AWARENESS CHILDREN'S MUSEUM				
WORLD AWARENESS CHILDREN'S MUSEUM	11/06/2024	620	EGCL MUSEUM PASS 2025 RENEWAL	119.00
Total for WORLD AWARENESS CHILDREN'S MUSEUM				\$119.00
ZABOROWSKI, JENNA				
ZABOROWSKI, JENNA	10/05/2024	10052024	STAFF REIMBURSEMENT FOR TEEN PROGRAM SUPPLIES	44.94
Total for ZABOROWSKI, JENNA				\$44.94
TOTAL				\$224,185.46

Note

Payment Approved / /

President, Library Board of Trustees: _____



East Greenbush Community Library

2024 Budget vs. Actual
January 1-November 8, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges	13,472.26	13,500.00	-27.74	99.79 %
4100 Other Income/Interest	50,898.07	2,000.00	48,898.07	2,544.90 %
4200 Public Funds	2,266,274.32	2,277,625.00	-11,350.68	99.50 %
4400.00 Restricted Income (G/G)	52,290.00	35,000.00	17,290.00	149.40 %
4401.00 Non-Restricted Income (G/G)	2,566.15	1,500.00	1,066.15	171.08 %
Total Revenue	\$2,385,500.80	\$2,329,625.00	\$55,875.80	102.40 %
GROSS PROFIT	\$2,385,500.80	\$2,329,625.00	\$55,875.80	102.40 %
Expenditures				
Operating Expenses				
5000 Technology/Communications	78,371.49	96,650.00	-18,278.51	81.09 %
5010 Programming & Planning	23,876.96	24,200.00	-323.04	98.67 %
5020 Bks & Mat'ls (Collections)	151,325.04	159,100.00	-7,774.96	95.11 %
5030 Facilities Expenses	118,506.55	143,300.00	-24,793.45	82.70 %
5040 Professional Services	53,131.91	64,000.00	-10,868.09	83.02 %
5050 Operat'ns	23,196.11	37,425.00	-14,228.89	61.98 %
5100 Human Resources/Staff Devt	3,328.75	6,500.00	-3,171.25	51.21 %
5200 Personnel				
5201.00 Benefits	347,226.63	419,725.00	-72,498.37	82.73 %
5250.00 Salaries	1,081,256.93	1,290,000.00	-208,743.07	83.82 %
Total 5200 Personnel	1,428,483.56	1,709,725.00	-281,241.44	83.55 %
Total Operating Expenses	1,880,220.37	2,240,900.00	-360,679.63	83.90 %
Total Expenditures	\$1,880,220.37	\$2,240,900.00	\$ -360,679.63	83.90 %
NET OPERATING REVENUE	\$505,280.43	\$88,725.00	\$416,555.43	569.49 %
Other Expenditures				
FR Friends Pass-through	753.80		753.80	
Reserve Funds	176,710.95		176,710.95	
Total Other Expenditures	\$177,464.75	\$0.00	\$177,464.75	0.00%
NET OTHER REVENUE	\$ -177,464.75	\$0.00	\$ -177,464.75	0.00%
NET REVENUE	\$327,815.68	\$88,725.00	\$239,090.68	369.47 %

Note

On this date, the year is 85.5% over.

Reserve Fund (Capital) Expenditures this month:

Peter K. Frueh, Inc. \$12,806.64 (off-warrant)

Peter K. Frueh, Inc. \$97,547.48 (off-warrant)

Peter K. Frueh, Inc. \$21,921.80 (warrant)

Hyman Hayes Associates \$1,050 (warrant)

As of 7/19/2024, Transfers to and from Reserves are no longer included on P&L, per auditor. They are recorded on the Balance Sheet.



East Greenbush Community Library

Balance Sheet

As of November 8, 2024

	TOTAL			
	AS OF NOV 8, 2024	AS OF NOV 8, 2023 (PY)	CHANGE	% CHANGE
ASSETS				
Cash Assets				
Accounts				
Cash, Operating Accounts	969,719.97	655,906.64	313,813.33	47.84 %
Designated Board Cash Funds				
1007.00 Non-Restricted, Hurr XXX244	54,553.75	58,428.03	-3,874.28	-6.63 %
1008.00 Non-Restricted, Capital Reserve- XXX0228	162,963.54	500,878.48	-337,914.94	-67.46 %
1009.00 Non-Restricted, Operational Contingency- XXX210	396,554.97	388,746.65	7,808.32	2.01 %
Total Designated Board Cash Funds	614,072.26	948,053.16	-333,980.90	-35.23 %
Donor Restricted Cash Funds				
1001.00 Donor-Restricted, Gift & Grant-XXX186	23,652.91	61,477.89	-37,824.98	-61.53 %
1005.00 Donor-Restricted, Capital Reserve- XXX251	396,795.79	339,093.67	57,702.12	17.02 %
Total Donor Restricted Cash Funds	420,448.70	400,571.56	19,877.14	4.96 %
Total Accounts	\$2,004,240.93	\$2,004,531.36	\$ -290.43	-0.01 %
Total Cash Assets	\$2,004,240.93	\$2,004,531.36	\$ -290.43	-0.01 %
Fixed Assets	\$2,217,439.06	\$2,269,239.35	\$ -51,800.29	-2.28 %
TOTAL ASSETS	\$4,221,679.99	\$4,273,770.71	\$ -52,090.72	-1.22 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Total Liabilities	\$224,185.46	\$54,823.66	\$169,361.80	308.92 %
Equity				
3000 Retained Earnings	3,669,678.85	3,605,724.37	63,954.48	1.77 %
Net Revenue	327,815.68	613,222.68	-285,407.00	-46.54 %
Total Equity	\$3,997,494.53	\$4,218,947.05	\$ -221,452.52	-5.25 %
TOTAL LIABILITIES AND EQUITY	\$4,221,679.99	\$4,273,770.71	\$ -52,090.72	-1.22 %

On this date, the year is 85.5% over

Non-Restricted Funds Available: \$1,583,786.23

Restricted Funds Available: \$420,454.70

Account Transfers to cover monthly interest and expenses:

- 1) \$3,358.26 Transfer from Non-Restricted Capital Reserve to Donor-Restricted Capital Reserve to encumber funds for Peter K. Frueh (Change Order #2)
- 2) \$97,547.48 Transfer from Donor-Restricted Capital Reserve to Operating to cover cost of Peter K. Frueh site work contract payment (76%)
- 3) \$21,921.80 Transfer from Donor-Restricted Capital Reserve to Operating to cover cost of Peter K. Frueh site work contract payment (93%)
- 4) \$12,806.64 Transfer from Donor-Restricted Capital Reserve to Operating to cover cost of Peter K. Frueh site work payment (Change Order #1)
- 5) \$1,050 Transfer from Donor-Restricted Capital Reserve to Operating to cover cost of HHA Associates
- 6) \$7,157.47 Transfer from Donor Restricted Gift & Grant to Operating to cover cost of Gift/Grant Expenditures
- 7) \$1,166.07 Transfer Interest from Donor-Restricted Capital Reserve to Non-Restricted Capital Reserve
- 8) \$153.31 Transfer Interest from Donor-Restricted Capital Reserve to Non-Restricted Capital Reserve

2024 Restricted Funds Report to the Library Board

As of 11/08/2024

Restricted Gifts & Grants	Original Amount Awarded	1/1/2024 Previous Year Balance Carried forward	Revenue 2024	Expenditures 2024	Current Balance (Available Funds)
Reading Garden	\$ 5,500.00	\$ 230.78	\$ -	\$ -	\$ 230.78
STEM Programming	\$ 2,000.00	\$ 68.01	\$ -	\$ 68.01	\$ -
Playroom	\$ 325.00	\$ 325.00	\$ -	\$ 325.00	\$ -
YS Programming (ELKS)	\$ 3,000.00	\$ 78.00	\$ -	\$ 78.00	\$ -
Literacy	\$ 450.00	\$ 450.00	\$ 1,200.00	\$ 1,412.23	\$ 237.77
FR-02-2021 1000 Books	\$ 500.00	\$ 379.59	\$ -	\$ 379.59	\$ -
FR-19-2021 AD Crafts & Hobbies Boc	\$ 400.00	\$ 400.00	\$ -	\$ 392.26	\$ 7.74
FR-02-2022 Large Print Books	\$ 2,200.00	\$ 837.53	\$ -	\$ -	\$ 837.53
FR-20-2022 Fish	\$ 1,300.00	\$ 181.56	\$ -	\$ 181.56	\$ -
FR-23-2022 AD Edu/Jobs	\$ 750.00	\$ 750.00	\$ -	\$ 88.41	\$ 661.59
FR-24-2022 AD SRC	\$ 655.00	\$ 5.00	\$ -	\$ 5.00	\$ -
FR-26-2022 YS SRC	\$ 5,000.00	\$ 12.69	\$ -	\$ 12.69	\$ -
FR-30-2022 Staff Appreciation	\$ 3,200.00	\$ 2,447.01	\$ -	\$ 2,447.01	\$ -
FR-31-2022 YS Rds Prog. & Software	\$ 3,500.00	\$ 2,628.21	\$ -	\$ 2,628.21	\$ -
FR-33-2023 IT Programs	\$ 500.00	\$ 400.00	\$ -	\$ 400.00	\$ -
FR-34-2023 Macbook	\$ 1,300.00	\$ 18.00	\$ -	\$ 7.10	\$ 10.90
FR-35-2023 Museum Pass	\$ 3,000.00	\$ 362.70	\$ -	\$ 362.70	\$ -
FR-37-2023 HoTP	\$ 4,500.00	\$ 3,496.47	\$ -	\$ 1,755.67	\$ 1,740.80
FR-38-2023 YS SRC	\$ 4,030.00	\$ 592.84	\$ -	\$ 592.84	\$ -
FR-39-2023 Outreach	\$ 4,000.00	\$ 1,432.29	\$ -	\$ 672.15	\$ 760.14
FR-40-2024 YS Programming	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 1,582.53	\$ 917.47
FR-41-2024 AIS Programming	\$ 5,300.00	\$ -	\$ 5,300.00	\$ 5,300.00	\$ -
FR-42-2024 YS AudioBks	\$ 3,100.00	\$ -	\$ 3,100.00	\$ 2,671.30	\$ 428.70
FR-43-2024 MuseumPass	\$ 3,700.00	\$ -	\$ 3,700.00	\$ 2,986.30	\$ 713.70
FR-44-2024 YS SRPS	\$ 4,500.00	\$ -	\$ 4,500.00	\$ 4,143.73	\$ 356.27
FR-45-2024 Teen Supplies	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,183.75	\$ 816.25
FR-46-2024 Fish	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 848.40	\$ 1,651.60
FR-47-2024 Fam Engagement	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,027.84	\$ 972.16
FR-48-2024 Playroom	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 918.43	\$ 1,081.57
FR-49-YS LoT Kits	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 619.64	\$ 3,380.36
FR-50-2024 LoT	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,449.20	\$ 50.80
FR-51-2024 Voln Apprec	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 1,389.20	\$ 1,610.80
FR-52-2024 Staff Prof Dev Apprec	\$ 3,500.00	\$ -	\$ 3,500.00	\$ 609.26	\$ 2,890.74
FR-53-2024 LOT	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00
FR-54-2024 Hoopla	\$ 7,000.00	\$ -	\$ 7,000.00	\$ 5,198.76	\$ 1,801.24
Stewarts Holiday Match Grant	\$ 750.00	\$ -	\$ 750.00	\$ 750.00	\$ -
UHLS SRP 2024 Grant	\$ 240.00	\$ -	\$ 240.00	\$ 240.00	\$ -
GRAND TOTAL	\$ 97,200.00	\$ 15,095.68	\$ 52,290.00	\$ 43,726.77	\$ 23,658.91



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Administrative Committee Minutes 11-4-24

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

- Construction update:
 - Paint, tile, mosaic tile done or happening soon.
 - Lighting ordered to replace temporary lighting.
 - Jill is currently working on windows order.
 - Windows and EIFS will be completed in spring.
 - All items covered because we are under budget.
 - Jill will look into car chargers and electric signage as possible future construction grant ideas.
- Rensco Update (\$1K): we haven't received the check, but we did receive \$1,000 commitment/letter of agreement.
- Budget:
 - **Motion:** The Admin Committee makes a recommendation to extend the library budget cycle and election by two months, beginning in 2025.
 - We make this recommendation so that we have definitive figures in order to craft the budget with fewer variables.
 - Potential timeline of budget process for 2026:
 - June: Jill begins planning, and budget committee is established.
 - August: Budget committee meets.
 - September Board Meeting: The budget committee makes a preliminary presentation to the Board.
 - One week prior to the October Board Meeting: The public hearing is held.
 - October Board Meeting: The Board votes to approve the budget.
 - The day before the November Board Meeting: The budget vote and trustee election are held.
 - Personnel:
 - Jill's recommendation is that we hire a PT and FT clerk ASAP because we are currently down two PT employees.
 - The committee supports this decision and commits to maintaining these positions throughout 2025 even though we must restructure the proposed budget based on the anticipated contribution from Schodack.

Upcoming items:

- December: NYS Paid Family Leave Act; health insurance buyout/trading days to offset insurance cost (must happen by March); **focus on Schodack and restructure budget: all trustees are invited to attend**
- January: Reserves Policy



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Services Committee Meeting

11/4/2024

Attendees:

Amanda Miller, Chair

Charlie Pensabene

Nichole Krisanda

Mari Harris, President

Jill Dugas Hughes, Director

1) Code of Conduct Review:

Minor changes from staff, changed patrons to visitors, and reworded a behavior on the chart. We discussed having the top portion of General Expectations printed up around the library and translated in 4 languages.

MOTION: The services committee moves to accept the revised Code of Conduct policy. This policy would replace the current “Rules of Conduct Policy” and the “Disruptive Behavior Policy – East Greenbush Community Library.”

2) Staff Manual –

We will read and have feedback for next meeting.



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 COMMUNITY LIBRARY

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Director's Report- November 19, 2024

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 (details at the end of report)

Director's Report Highlights (October 2024)

Hours & Visits:

- **Operations:** Open 7 days a week; totaling 270 hours. Closed 10/21 on Staff Dev Day. Main library opened at 1:00 p.m. on 10/22 due to construction, with the drive-thru open regular hours. The main entrance was closed October 15-October 25 for sidewalk and tilework.
- **Visits to the Building:** Decreased 17.2% compared to October 2023, likely impacted by construction and off-site programming.
- **Total Visits (Website, Library, Drive-thru):** Decreased 8.9%

Membership:

- **Active Cardholders:** Slight 0.2% decrease; new library card registrations declined 31.4% compared to October 2023.
- **Registered Borrowers:** Resident borrowers increased 4.7%, reaching 5,421 total, while non-resident borrowers rose 2% to 1,951.

Programing & Meeting Rooms:

- **Programs Offered:** 72 programs (up 44% from October 2023). Attendance increased 45.5%, with youth programs seeing a 52.1% increase.
- **Meeting Rooms:** Hosted 69 times non-library sponsored programs (26 times more than October 2024), welcoming 482 attendees.

Collection Highlights:

- **Usage:**
 - **Total Collection Use** decreased 4.7%.
 - **Physical borrowing** down 4%
 - **Checkout desk** lending decreased 3.4%.
 - **Drive-thru window** lending decreased 10.7%.
 - **Online resource (database)** usage decreased 9.1%, and **Digital materials use** declined slightly (1.6%).
- **WiFi and Public Computers:** Wireless sessions increased 19%, while public computer use grew 49.1%.
- **Public computer** usage increased 49.1%.



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1. Outreach & Partnerships Highlights

Computer Essentials 5-Week Course (Goal 2)

- In partnership with Cornell Cooperative Extension, the five-week course returned, offering basic computer skills.

Books by Mail (Goal 1)

- Transitioned to UHLS's Books by Mail service for homebound patrons, at no cost. Existing Books with Wheels participants will retain library-run services. We will continue to provide Books with Wheels in partnership with institutions moving forward, and Books by Mail will be provided for individuals.

YMCA Storytime (Goal 1)

- Partnered with YMCA to host storytimes during construction.

Local Author Fair (Goal 5)

- 32 authors selected for this event, with 30 authors finalizing MOUs.

Community Advisory Council (CAC) (Goal 2)

- Quarterly Meetings and Strategic Updates: The CAC continues to meet quarterly. This month's meeting included several staff members (along with me): Catherine (Head of Adult & Information Services), Alexis (Outreach Librarian), Susan (Community Relations Coordinator), and Jenna S. (Administrative Assistant).
- We presented our Quarter 3 Strategic Plan Update (available on the Board Teams channel) and engaged in a meaningful discussion on expanding community partnerships.
- Key Discussion Points and Recommendations:
 - **Business and Community Partnerships**
 - Business Outreach: Collaborate with local businesses to share library resources with their staff and customers, starting with targeted businesses and expanding overtime.
 - Targeted Communications: Leverage tools like Patron Point to automate personalized updates (e.g., small business resources) and reduce information overload for users.
 - **Workforce Development and Youth Engagement**
 - Schools, Library, and Business Connections: Strengthen connections between schools and businesses to support students not on the track to pursue college. Examples include companies like Regeneron or FedEx, which offer growth-oriented entry-level roles.
 - Career Awareness for Youth: Provide hands-on programs that introduce younger students to trades, AI, and cybersecurity, potentially partnering with organizations like the Center for Internet Security.
 - **Junior Achievement (JA) Collaboration**
 - Chris Horne, CEO Junior Achievement, reported that JA now offers programs for 18-24, focused on soft skills, certifications, and career pathway, in addition to K-12 initiatives.



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- Local Partnerships with Hudson Valley Community College (HVCC), Regeneron, and Questar create opportunities for job shadowing, certifications, and affordable training, particularly in high-demand fields like welding.
 - **Challenges in Youth Engagement:**
 - CAC reported that traditional outreach is less effective with today's youth, who prefer platforms like TikTok and Snapchat.
 - Declining rates of teen driver's licenses limit employment opportunities, while many young people focus on survival and fear financial stability over traditional aspirations like homeownership.
- **Proposed Strategies:**
 - Increase collaboration with schools to promote career pathways and the skilled trades.
 - Use innovative tools such as virtual reality driving simulators to address licensing issues.
 - Develop workforce programs and outreach via youth-preferred platforms.
 - Explore interactive experiences, such as toolbox-building program (Jim Church, Questar agreed to assist with implementation and funding) to engage students in trades.
 - Find ways to deliver workforce information through channels youth actively use (e.g., social media).
 - Consensus on the need for collaboration between schools, trade organizations, and local businesses to create pathways for students.
 - Ongoing partnerships with JA and other local organizations will support career readiness and skill-building initiatives.
- **Community Awareness and Volunteer Needs**
 - Increase Community Awareness about: skilled trades, which offer better financial stability and job security than many college degrees.
 - Recruit Volunteers to support adults with assist adults with developmental disabilities in library programs. We requested CAC to help promote the upcoming Inclusive project and encourage community involvement.

Schodack Landing Fall Festival (Goal 2)

- This month, we participated in the Schodack Landing Fall Festival, where our prize wheel was a popular attraction throughout the day. Attendees told us we had the most engaging booth at the event. The branded EGCL swag and scratch-and-sniff bookmarks were especially well-received. Overall, we connected with more than 500 visitors during this lively community event.

Local Businesses Outreach (Goal 5)

- We have started advertising the library's programs aimed at local business owners in public places in East Greenbush that have community bulletin boards. So far Alexis (outreach librarian) has introduced herself and hung-up flyers at EG Town Hall, Stewart's, local banks, diners, and grocery stores.



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YMCA Teal Halloween Party (Goal 2)

- Teal Halloween is celebrated in recognition of those kids who cannot safely participate in traditional trick-or-treating due to food allergies. We hosted a table and interacted with over 100 people at this event.

Great Give Back- Capital District Food Pantries (Goal 2)

- We collected hygiene products for Capital District Food Pantries for this month's Great Give Back event. UHLS will distribute the collected materials.

Introduction to Medicare (Goal 4)

- The library offered a popular "Introduction to Medicare" program this month. We offered it three different times and 67 people attended. This is notable, because we have struggled to attract attendees for this exact program in the past.

Great Greenbush Quest (Goal 5)

- For a second year, the Library and the Friends of the Library hosted the Great Greenbush Quest, a family-friendly townwide clue hunt that engaged participants to visit local businesses and learn about library programs and services.
- From September 14 through noon on October 13, families and individuals could register to participate in solving pirate-themed riddles and deciphering clues strategically placed at 9 local businesses in the towns of East Greenbush and Schodack to help them find the hidden treasure.
- 2024 Quest Business locations included: [Flipside gaming](#), [Dirty Bird Antiques](#), [Pheasant Hollow Golf](#), [Kristy's Barn](#), [Isabel's School of Dance](#), [East Greenbush Police Department](#), [Dynasty Gymnastics](#), [Zachary's Pastry shop](#), and [The Doggy Bag](#)
- A pirate-themed event was held with 78 attendees. Activities included a treasure hunt using our metal detector, crafts, and an introduction to the Library of Things collection. EGPD was onsite with cider donuts and cider, plus a drone demo and meet and greet with Officer Bear. They also borrowed the pickle ball set for a few volleys outside.

Small Business Development Center (Goal 5)

- Marketing Basics, our first in a series of classes presented by the SBDC and aimed at local business owners, was a success. There were 5 attendees who were able to receive information that was tailored specifically to them. More classes will follow in 2025.

Capital Region Birth and Baby Center & Doula Network of the Capital Region (Goal 2)

- New relationship: We are working with Lawren Masters of the Capital Region Birth and Baby Center and Jessica Allen Hayek of the Doula Network of the Capital Region to plan and host a Meet the Doulas event in March.



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2. Sparking Imagination through Experiential Learning

RPI Engineering Ambassadors (Goal 3)

- They will be coming to host a Mars Exploration program for elementary-aged patrons in November. They will guide a short lesson for elementary-aged patrons in and then guide participants through an activity on safely landing objects.

New Service/ Coming Soon: Inclusive (Goal 1, Goal 3)

- After attending a training at UHLS, we have begun a new partnership with Inclusive, whose mission is to build inclusive communities, using play, where individuals of all ages, experiences, cultures, orientations, and abilities can connect with others, gain experiences and to have fun. They use local spaces and partnerships to host or support inclusive game-playing events. We are hoping that this game time project will become a favorite with our adults with disabilities.
- Diane Guendel, the founder of "Inclusive", will provide training for our library staff, where we will learn how to use gameplay to engage with adults who have developmental disabilities.
- We hope to find a few volunteers that we can then train to offer game play to day-hab group members on a regular basis.

Glow Parties (Summer Reading Program Finale) Continue to Inspire: (Goal 3)

- Sharon Phillips, the Library Development Specialist and Youth Services for the New York State Library, contacted us about our Summer Reading Program Finale Glow Parties. She submitted a write-up about our three parties for CSLP's (Collaborative Summer Library Program) October newsletter. This newsletter reaches a national audience. Almost immediately, we had a librarian from Colorado reach out wanting more information so they can duplicate the event at their library.
- And even more important, a young child at storytime recently asked Amy (Head of Youth & Family Services), "Remember when we had a dance party in here?" Amy said yes, she remembered and asked if we should do it again. She said Yes! And her mom let me know that after our party, they found our playlist on Spotify and played dance party for a few weeks after!

3. Programming & Collection Updates

Storytime Growth (Goal 4)

- 15 storytimes hosted in October, increasing from 13 in 2023. Attendance rose 21% year-over-year. We held: five (5) daytime storytimes, four (4) Halloween parade storytimes, three (3) storytimes held at the YMCA, two (2) Saturday storytimes, and one (1) evening storytime.



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Kits for Kids (Goal 4)

- Stories to Go Kits have been updated (thank you Friends of the Library!) and we have started repackaging and relocating the STEM kits, to allow for the tops of bookshelves to provide more displays.

Book Displays and Social Media Book Suggestions (Goal 4)

- We curated in-library book displays on Spooky Reads, BLARC (Short Stories), Mental Health Awareness, Once Upon a Crime
- We created social media readers advisory posts on Beetlejuice Readalikes, Debut titles, and Cozy Reads.

4. Staff Updates

Staff Development/Training

- **Staff Development Day:** Included training on trauma-informed practices, a fire drill, and a team-building trivia session. Staff received “One Library, One Team” sweatshirts and a token gift from the Friends of the Library.
- **Sexual Harassment Prevention Training:** Staff and Trustees completed required training.
- **Sexual and Reproductive Health Materials for Every Age:** Two youth staff members, Jenna and Liz, attended the UHLS hosted training, which is part of the SAIYL grant we received.
- **Adult & Information Services Team Training:**
 - Caring for Yourself and Your Colleagues in Times of Stress Webinar (Jody)
 - Libraries Build Business Community Discussion: 500 square miles, three counties, two states, no cities: Business outreach to the Applegate Valley (Alexis)
 - UHLS Adult Program Swap (Jody)
 - Everything You Need to Know about Small Business Loans (Alexis)
 - NOVELNY: Help Your Patrons Address Legal Affairs with Confidence (Catherine, Jody)
 - The Adult Programming Equation (Jody)
 - We have scheduled a library-wide training with Lee Ann Brod from Rensselaer County Department of Social Services. This training will familiarize library staff with DSS programs and contact information.

Hiring Updates

- Interviews for two part-time library clerk positions have taken place. A proposal in this month’s Personnel Memorandum includes filling the full-time clerk position earlier than budgeted for 2025. open and have held interviews. Even with this early appointment, we are still targeted to be approximately 2% under budget for personnel in 2024 at year-end (a savings of \$30-35K which will be added to our fund balance).



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5. Capital Projects/Facilities

Capital Project Work Group:

- Interior tilework began this month, in addition to, concrete pouring replacement of entryway sidewalk and the addition of a new concrete sidewalk from the multi-purpose room to the patio sidewalk.
- During the tile work demolition, we learned that the mosaic tile was also ready for replacement, so that tile was also replaced.
- Punchlist items remain for paint contract, and we will be developing a punch list soon for the tile and sidewalk contracts.
- We are waiting on lighting coordination/install and tightening up the window and EIFS scope. We are looking at carpet replacement for the walk-off mats. We remain within budget on this project and are paying close attention to our contingency.

6. IT/Infrastructure Updates

Marketing Highlights

- **Website Update Project:** The marketing strategy team is reviewing all website pages to improve wayfinding.
- **Patron Point Marketing Tool:** We have been working with a new marketing tool, called Patron Point, which connects to our library systems and allows us to target specific marketing campaigns. We have focused on a new welcome campaign for new cardholders, this consists of an ongoing series of 4 emails; and renewal emails 30 days and again 7 days before library card expiration date, and again 7 days and 30 days after card. We are also using this tool for single promo emails for events and library announcements. We plan to use this tool to assist with marketing our new small business programs to a targeted audience, and sending our weekly eNews to specific audiences, based on interests. This is a robust tool that will really help us personalize our marketing strategy. For instance, if someone attends a program with topic x, we can specifically target those individuals with book/resource recommendations on topic x, or other future programs on topic x. This type of sophistication will be further down the road, but we are thrilled to have a tool to assist.

Monthly Statistical Comparison			
East Greenbush Community Library	Oct-23	Oct-24	Change
Building Visits Number of patron visits to the library building	10,748	8,897 -	-17.2%
Drive-Thru Visits Number of patrons who use the drive-thru window to borrow materials	467	467 +	0.0%
Website Users Number of people who initiated at least one session on eglibrary.org during a given month	8,321	8,430 +	1.3%
Physical Materials Use Number of checkouts plus renewals made at the library	24,260	23,301 -	-4.0%
Digital Materials Use Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)	6,516	6,412 -	-1.6%
Online Resource Use (database) Number of sessions (log-ins) for online resources, based on vendor statistics. This includes both in-library and, where applicable, remote access	8,815	8,011 -	-9.1%
WiFi Use Number of unique daily WiFi patron at the library	1,302	1,550 +	19.0%
Public Computer Use Number of computer sessions at the library	804	1,199 +	49.1%
Program Attendance Number of attendees at programs held inside the library location or in a library virtual space	1,906	2,774 -	45.5%
Meeting Room Use by Outside Groups Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members	43	69 +	60.5%
New User Accounts (library card registrations) Number of library cards newly created (online & in-person registrations)	105	72 -	-31.4%
Monthly Active Library cardholders (retention) Average number of cardholders who actively used their library card per month	2,948	2,942 -	-0.2%
Number of Programs Adult	24	38 +	58.3%
Program Attendance Adult	414	490 +	18.4%
Number of Programs Youth	26	34 +	30.8%
Program Attendance Youth	1,502	2,284 +	52.1%
Youth Physical Item Circ	13,147	10,415 -	-20.8%
Youth Digital Materials Circ	907	924 +	1.9%
Aduls Physical Item Circ	9,209	8,539 -	-7.3%
Adult Digital Materials Circ	5,609	5,465 -	-2.6%
Registered Resident Borrowers	5,177	5,421 +	4.7%
Registered Non-Resident Borrowers	1,911	1,951 +	2.1%
Physical Items Circ at Checkout Desk	22,457	21,691 -	-3.4%
Physical Items Circ at Drivethru Window	1,803	1,610 -	-10.7%
Total Visits (website, library, drive-thru)	19,536	17,794 -	-8.9%



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2023-2028 Strategic Plan Goals

1. **Build Community Connections:** Community members will feel welcomed by the library and library staff and will feel more connected with one another by having access to programs and resources that are responsive to their needs, reflective of the diversity of community voices, and give them the opportunity to work together with the library to create meaningful experiences.
2. **Engage With Your Community:** New and longtime community members will see the East Greenbush Community Library as a central hub for resources to engage them with local government, volunteer opportunities, and programs, services, and activities in partnership with community agencies and organizations.
3. **Satisfy Curiosity and Stimulate Imagination:** Community members will know that when they interact with East Greenbush Community Library, they will have access to resources and experiences that enrich their lives and engage them with new ideas in spaces that allow for both quiet and active uses.
4. **Promote Literacies:** Community members will see the value in literacies of all types, from early literacy to digital literacy. Community members of all ages will find services at the library that help them to develop or practice a variety of literacy skills, develop their ability to understand and express ideas and opinions, and to succeed in pursuits of interest.
5. **Advance Local Economic Vitality:** Local Businesses, entrepreneurs, and community leaders will view the library as part of their support system for growth and success in our community.

Respectfully Submitted: Jill Dugas Hughes, Director



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Personnel Memo

November 19, 2024

Submitted by Jill Dugas Hughes

Resignation:

- Sarah Colwill, Librarian I, Part-Time, Effective November 21, 2024

Retirement:

- N/A

Termination:

- N/A

Classification Change:

- N/A

Provisional Appointment:

- Tarley Stevenson, Library Clerk, Part-Time, effective November 20, 2024.

Current Open/Unfilled Positions/Organizational Chart Changes

- ~~Library Clerk, Part Time (Borrower Services)~~
- Librarian I, Part-Time (Youth & Family Services)
- Upgrade current open Part-Time Library Clerk to Full-Time Library Clerk (Funded in 2025 budget, and to be filled within 2024 budget funding), effective November 20, 2024.

Rev.11/19/24

Presented to the Library Board of Trustees for Approval (11/19/2024)

East Greenbush Community Library 2025 Salary/Wage Schedule

Classification/Pay Scales	3%	1.05	1.1	1.15	1.2	1.25	21 FT (Including Director*)
FULL-TIME	Base	Step 1	Step 2	Step 3	Step 4	Step 5	
Library Clerk	\$ 31,376	\$ 32,945	\$ 34,514	\$ 36,082	\$ 37,651	\$ 39,220	3 FT (1 FT OPEN)
Senior Library Clerk	\$ 35,924	\$ 37,720	\$ 39,516	\$ 41,313	\$ 43,109	\$ 44,905	1 FT
Library Assistant	\$ 40,993	\$ 43,043	\$ 45,092	\$ 47,142	\$ 49,192	\$ 51,241	1 FT
Administrative Assistant	\$ 49,898	\$ 52,393	\$ 54,888	\$ 57,383	\$ 59,878	\$ 62,373	1 FT
Building Maintenance Mechanic	\$ 50,156	\$ 52,664	\$ 55,172	\$ 57,679	\$ 60,187	\$ 62,695	1 FT
Community Relations Coordinator	\$ 50,910	\$ 53,456	\$ 56,001	\$ 58,547	\$ 61,092	\$ 63,638	1 FT
Librarian I	\$ 51,820	\$ 54,411	\$ 57,002	\$ 59,593	\$ 62,184	\$ 64,775	6 FT
Principal Library Clerk***	\$ 54,023	\$ 56,724	\$ 59,425	\$ 62,126	\$ 64,828	\$ 67,529	1 FT
IT Support Specialist***	\$ 53,450	\$ 56,123	\$ 58,795	\$ 61,468	\$ 64,140	\$ 66,813	1 FT
Librarian II	\$ 57,064	\$ 59,917	\$ 62,770	\$ 65,624	\$ 68,477	\$ 71,330	2 FT
Bus/Operations Manager**	\$ 56,661	\$ 59,494	\$ 62,327	\$ 65,160	\$ 67,993	\$ 70,826	1 FT
Assistant Director****	\$ 70,500	\$ 74,025	\$ 77,550	\$ 81,075	\$ 84,600	\$ 88,125	1 FT (1 FT OPEN/TBD)
	3%	1.05	1.1	1.15	1.2	1.25	
PART-TIME (Hourly)	Base	Step 1	Step 2	Step 3	Step 4	Step 5	15 PT, 10 SUB
Library Clerk (Hourly) & Substitute	\$ 15.52	\$ 16.30	\$ 17.07	\$ 17.85	\$ 18.62	\$ 19.40	5 PT, 2 SUBS (1 PT OPEN)
Building Maintenance Worker (Hourly)	\$ 15.52	\$ 16.30	\$ 17.07	\$ 17.85	\$ 18.62	\$ 19.40	2 PT
Senior Library Clerk (Hourly)	\$ 17.47	\$ 18.34	\$ 19.22	\$ 20.09	\$ 20.96	\$ 21.84	1 PT
Library Assistant (Hourly) & Substitute	\$ 20.76	\$ 21.80	\$ 22.84	\$ 23.87	\$ 24.91	\$ 25.95	2 PT, 1 SUB
Librarian I (SUBSTITUTE)	\$ 26.22						7 SUB
Librarian I (Hourly)	\$ 26.48	\$ 27.80	\$ 29.13	\$ 30.45	\$ 31.78	\$ 33.10	5 PT (1 PT OPEN)
Minimum Wage (\$15.50, 2025)						KEY:	
*Director salary by contract						FT= Full Time (37.5 hours per week)	
**Person in current position grandfathered in rate (3% increase- \$73,905)						PT= Part Time	
***Compensation Study Upgrades for IT Support Specialist & Principal Library Clerk						SUB= Substitute	
****New position (approved by voters, but on hold due to anticipated Schodack funding less than budgeted, wait to fill until later in the year)							



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2025 Board Meetings (Rev. 11/19/2024)

Typically held every third Tuesday of each month at 7:00-9:00 pm. *indicates atypical meeting date

January 21, 2025	May 20, 2025	*September 30, 2025
*February 25, 2025	June 17, 2025	October 21, 2025
March 18, 2025	July 15, 2025	November 18, 2025
April 22, 2025	August 19, 2025 (if needed)	*December 9, 2025

2025 Administrative & Services Committee Meetings

Typically held every first Monday of the month from 5:30-6:30 (Services) and 7:00-8:00 pm (Administrative)

*indicates atypical meeting date.

*January 13, 2025 (Annual Training)	May 5, 2025	September 8, 2025 (if needed)
February 3, 2025	June 2, 2025	October 6, 2025
March 3, 2024	July 7, 2025	November 3, 2025
April 7, 2025	August 4, 2025	December 1, 2025

Tentative Budget Committee Dates

Budget committee dates are tentative and times TBD.

Monday, July 21, 2025	Monday, September 22, 2025 (if needed)
Monday, August 11, 2025	Thursday, October 16m 2025 (directly after public hearing)
Monday, September 8, 2025	

Election Dates

- Trustee Nomination Packets Available – Tuesday, July 15, 2025
- Presentation of Draft Budget to Board – Tuesday, September 30, 2025
- Public Hearing – Thursday, October 16, 2025
- Trustee Petition Deadline – **Monday, October 20, by 5:00 p.m.**
- Library Budget & Trustee Election – Monday, November 17, 2025

2025 Library Closures

New Year's Day: January 1, 2025	Sundays in July in August: July 6, 13, 20, 27, August 3, 10, 17, 24, 31
Martin Luther King, Jr. Day: January 20, 2025	Labor Day: August 30-September 1, 2025
Staff Development Day: April 28, 2025	Thanksgiving 5:00 p.m., November 26-27, 2025
Easter: April 20, 2025	Christmas: December 24-25, 2025
Memorial Day: May 24-26, 2025	New Year's Eve: 5:00 p.m., December 31, 2025
Juneteenth: June 19, 2025	
Independence Day: July 4, 2025	