



# AGENDA

Board of Trustees

April 16, 2024

7:00pm

***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, April 16, 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/eglibrary>

Meetings of the Library Board are open to the public under provisions of the New York State Open Meeting Law. To submit public comment, you may attend in person or send an email with your comments to be read aloud, to Library Director, Jill Dugas Hughes at [director@eglibrary.org](mailto:director@eglibrary.org). Please contact the Director for additional information or to request an accommodation.

1.	<b>Call to Order/Review of Agenda • (5 min)</b> Welcome and Ground Rules	Mari Harris A.
2.	<b>Public Comment • (15 min)</b>	Mari Harris
3.	<b>Approval of Minutes • (5 min)</b> ➤ <b>MOTION</b> to approve the minutes of the <b>March 19, 2024</b> Library Board Meeting.	Camie Engel B.
4.	<b>Treasurer’s Reports • (10 min)</b> Treasurer’s Report Narrative  Off Warrant (March 12, 2024 – April 8, 2024) ➤ <b>MOTION</b> to accept the Off Warrant in the amount of <b>\$122,262.69</b> for the period of 3/12/2024 – 4/8/2024.  Warrant (March 12, 2024 – April 8, 2024) ➤ <b>MOTION</b> to authorize the President to sign the Warrant dated 3/12/2024 – 4/8/2024 in the amount of <b>\$43,139.84</b> .  Financials (27% of the year over) • Budget vs. Actual 2024 (1/1/2024 – 4/8/2024) • Balance Sheet (4/8/2024) ➤ <b>MOTION</b> to approve the 4/8/2024 Financials with 27% of the year completed as presented.	Katie Sheehan C.  D.  E.  F.  G.
5.	<b>Committee Reports • (0 min)</b> Administrative Committee • <b>N/A</b> Services Committee • <b>N/A</b>	Katie Sheehan  Amanda Miller
6.	<b>Director’s Report • (15 min)</b>	Jill Dugas Hughes H.

<b>7.</b>	<b>Personnel Memorandum • (0 min)</b> • <b>N/A</b>	Jill Dugas Hughes
<b>8.</b>	<b>Liaison Reports • (15 min)</b> Friends of the Library Town of East Greenbush Rensselaer County Upper Hudson Library System	Julie Ann Price Jim McHugh Tom Grant Camie Engel
<b>9.</b>	<b>New Business • (10 min)</b> Public Relations for Library ➤ <b>MOTION</b> to authorize only the Library Director and Board President to act as a spokesperson(s) for public relations related to the library. Server Migration Project ➤ <b>MOTION</b> to authorize the Library Director to spend up to \$15,000 for the server replacement project.	Mari Harris     I.
<b>10.</b>	<b>Executive Session • (15 min)</b> ➤ <b>MOTION</b> to enter executive session to discuss a contract ➤ <b>MOTION</b> to exit executive session	Mari Harris
<b>11.</b>	<b>Unfinished Business • (10 min)</b> • Construction Project & Construction Manager Advisor	Mari Harris
<b>12.</b>	<b>Adjourn</b> ➤ <b>MOTION</b> to adjourn the 4/16/2024 Library Board Meeting.	Mari Harris

**Upcoming Board & Committee Meetings:**

**Thursday, May 2, 2024**

- 3:00-4:00 PM Budget Committee Meeting #1

**Monday, May 6, 2024**

- 5:30-6:30 PM Services Committee Meeting
- 6:30-7:00 PM Financial Documents Training (Full Board)
- 7:00-8:00 PM Administrative Committee Meeting

**Thursday, May 9, 2024**

- 3:00-4:00 PM Budget Committee Meeting #2

**Tuesday, May 21, 2024**

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

**Thursday, May 30, 2024**

- 3:00-4:00 PM Budget Committee Meeting #3

## 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 Meeting - DRAFT  
*March 19, 2024, in person*

**ATTENDEES:**

*Presiding Officers:*

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

*Library staff, Community Partners & Members of the Public:*

- Jill Dugas Hughes, Library Director
- Jenna Schmonsky, Administrative Assistant (exited at 8:21 p.m.)
- Alexis Mokler, Outreach Librarian (arrived at 7:17 p.m.; exited at 7:19 p.m.)
- Amy McCarthy, Head of Youth and Family Services (arrived at 7:24 p.m.; exited at 7:45 p.m.)
- Tom Grant, Rensselaer County Legislator (exited at 8:21 p.m.)

A Library Board of Trustees meeting of the East Greenbush Community Library was held on March 19, 2024, at the East Greenbush Community Library. It began at 7:16 p.m. and was presided over by Mari Harris, President with Camie Engel as Secretary. Due to technical difficulties, this meeting was not livestreamed or recorded.

**CALL TO ORDER:**

Ms. Harris called the meeting to order at 7:16 p.m.

**REVIEW OF AGENDA:**

The agenda will now reflect times for each topic and suggested ground rules for each Trustee meeting.

**PUBLIC COMMENT/OTHER:**

There was no public comment.

Alexis Mokler, Outreach Librarian was briefly introduced to the Board.



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**APPROVAL OF MINUTES:**

**MOTION #2024-03-19:** Mr. Poost made the motion to approve the minutes from the February 27, 2024, Library Board meeting. Seconded by Ms. Sheehan. The motion was carried with 7 in favor, none opposed.

**TREASURER'S REPORT:**

Ms. Sheehan presented the financials. The Library is in good financial standing. Ms. Miller questioned a payment to Maxine Bleiweis, in that the Library had satisfied all costs relative to her Strategic Planning consulting services. Ms. Dugas Hughes clarified that this payment to Ms. Bleiweis is for unrelated executive consulting services that Ms. Bleiweis has provided.

**MOTION #2024-03-20:** Ms. Krisanda made a motion to accept the Off-Warrant in the amount of **\$53,938.50** for the period of February 21, 2024, through March 11, 2024, as presented. Seconded by Mr. Pensabene. The motion was carried with 7 in favor, none opposed.

**MOTION #2024-03-21:** Ms. Engel made a motion to authorize the signing of the Warrant dated March 11, 2024, in the amount of **\$15,069.69**. Seconded by Ms. Miller. The motion was carried with 7 in favor, none opposed.

**MOTION #2024-03-22:** Ms. Miller made a motion to approve the March 11, 2024, Financials with 19.4% of the year completed as presented. Seconded by Ms. Krisanda. The motion was carried with 7 in favor, none opposed.

Amy McCarthy, Head of Youth and Family Services was briefly introduced to the Board.

**COMMITTEE REPORTS:**

**Administrative:** The written committee report was presented by Ms. Sheehan. Both committees went through Board training on restricted funds, unrestricted funds, and the balance sheet. Other topics included: Schodack 2025 contract, Phase 1 of the capital project and funding sources. A decision was made to enter Executive Session later to discuss a contract.

**MOTION #2024-03-23:** The Administrative Committee made a motion to authorize the director to segregate unrestricted funds from restricted funds; unrestricted funds will be carried in fund balance and restricted funds will be carried in an interest-bearing account. Seconded by Mr. Poost. Motion was discussed. The motion was carried with 7 in favor, none opposed.



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**Services:** The written committee report was presented by Ms. Miller. The topics included: deaccession of the little free libraries and the staff manual update project.

### **DIRECTOR'S REPORT:**

Ms. Dugas Hughes presented the Director's March report and highlighted the following:

- New Library of Things items: Nature backpacks, Roku's pre-loaded with Disney+, and portable scanners. All Library of Things need to be returned to the library at the circulation desk, not at the book drop.
- New database, Creativebug went live.
- A Request for Reconsideration was received; a staff review committee examined the challenged material and a final decision letter will be mailed to the requester shortly. Discussed related policies and procedures.
- The Community Advisory Council meetings have been scheduled for this year and are as follows: April 4, June 6, September 26, and November 21.
- A brief discussion on safety and security at the library was held. Library is working with EG Town Police Department for staff emergency response training and best practices. Board discussion regarding providing keys to EG Police Department in event of emergency. Security policy and related elements will be referred to the administrative committee for further review.

Ms. Miller inquired about hidden books situation at Library. Ms. Dugas Hughes explained this is not new to libraries; it's a passive action used by those who object to a library material to make the material unretrievable. Library staff are aware and work to mitigate this tactic.

### **PERSONNEL MEMORANDUM:**

Ms. Dugas Hughes presented the Personnel Memo.

**MOTION #2024-03-24:** Ms. Harris made a motion to approve the March 19, 2024, personnel memorandum as presented. Seconded by Mr. Poost. The motion was carried with 7 in favor, none opposed.

### **LIAISON REPORTS:**

#### **Friends of East Greenbush Community Library:**

No report

#### **Town of East Greenbush:**

No report



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**Rensselaer County:**

Mr. Grant presented a Rensselaer County Legislature Resolution recognizing April 7-13, 2024, as Library Week in Rensselaer County.

**Upper Hudson Library System:**

Ms. Engel raised concerns regarding various issues faced by member libraries, notably pertaining to adherence to meeting room policies and the availability of open board seats.

**NEW BUSINESS:**

**Budget Committee Appointment** – Ms. Harris appointed the following committee members: Katie Sheehan (chair), Michael Poost, Mari Harris, and Camie Engel. Budget committee meetings will be held on May 2, May 9, and May 30 and the draft budget will be presented to the full Board at the June meeting.

**UNFINISHED BUSINESS:**

**Executive session:**

**MOTION #2024-03-25:** Ms. Harris made a motion to enter Executive Session at 8:21 p.m., for the purpose of discussing a contract. Seconded by Ms. Miller. The motion was carried with 7 in favor, none opposed.

**MOTION #2024-03-26:** Ms. Harris made a motion to exit Executive Session at 8:54 p.m. Seconded by Ms. Sheehan. The motion was carried with 7 in favor, none opposed.

**ADJOURN:**

**MOTION #2024-03-27:** Motion to adjourn the March 19, 2024, Board meeting was made by Ms. Miller at 8:55 p.m. Seconded by Mr. Pensabene. The motion was carried with 7 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Camie Engel, Secretary

**Treasurer's Report:**

Ms. Sheehan presents financials for March 12, 2024 through April 8, 2024.

The library is in good financial standing:

- Total bank accounts are 5.94% above our 2023 total for Board Designated, Cash/Operating, and Reserve/Capital accounts.
- Total assets are 2.45% higher than 2023.
- We have taken in 97.20% of our total revenue for 2024.
- 27% of the year is complete, and the grand total of expenditures is 21.80%.
- The only outliers in subcategories are Books and Materials at 30.95% and Professional Services at 43.83% of the total budget.
- Total Operating Expenses are at 22.87% of the total budget.

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

- \$1,836.35 will be paid to Amazon for various purchases.
- \$2,736.15 will be paid to Baker & Taylor for the purchase of books.
- \$5,571.19 will be paid to Bank of America for various purchases.
- \$3,700.57 will be paid to BPI Mechanical for air handler repair and bi-annual charge for preventative maintenance of HVAC equipment.
- \$1,377.14 will be paid to Brodart for books.
- \$1,488.33 will be paid to NYS Deferred Comp for Payroll #8.
- \$2,289.00 will be paid to Newsbank for annual subscription renewal through August 2025.
- \$2,117.92 will be paid to Overdrive for adult ebooks and audiobooks.
- \$2,523.00 will be paid to Tag Solutions for February Information Technology services.
- \$13,299.66 will be paid to UHLS for second quarter UHLAN and Hoopla fees.

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

- \$10,173.54 was paid to CDPHP for health insurance.
- \$1,497.20 was paid to MVP for health insurance.
- \$2,490.71 was paid to National Grid for utilities.
- Two payments of \$1,488.33 were paid to NYS Deferred Comp.
- \$2,790.62 was paid to Nielsen Associates for the May/August newsletter mailing.
- \$2,836.60 was paid to NYSLRS for retirement.
- \$12,670.16, \$35,729.51, \$12,650.32, and \$35,676.77 were paid for payrolls #6 and #7.

Motions:

- Motion to accept the Off-Warrant in the amount of \$122,262.69 for the period of March 12, 2024 through April 8, 2024, as presented.
- Motion to authorize the signing of the Warrant for the period of March 12 through April 8, 2024, in the amount of \$43,139.84.
- Motion to approve the April 8, 2024 Financials with 27% of the year completed, as presented.

Budget Committee:

- Meeting dates: May 2 (Thursday), May 9 (Thursday), May 30 (Thursday)
- Time: 3:00
- Members: Mari, Katie, Camie, Michael



**East Greenbush Community Library  
Off-Warrant (March 12-April 8, 2024)**

<b>Name</b>	<b>Date</b>	<b>Num</b>	<b>Memo/Description</b>	<b>Amount</b>
<b>Cash, Operating Accounts</b>				
<b>1003.00 Pioneer OPERATING XXXX0178</b>				
Aflac	03/27/2024	42187	NBY22	-623.97
Amazon Capital Services	03/20/2024	42175	A3DG71IHROMNJM	-193.27
CDPHP	03/20/2024	42179	10002870	-10,173.54
CHARTER COMMUNICATIONS (FIBI	03/20/2024	42180	141867501	-399.00
CHARTER COMMUNICATIONS (TEL	03/20/2024	42181	142138101	-44.03
GUARDIAN	03/25/2024	42183	00 575836 DENTAL & VISION	-804.46
MVP	03/20/2024	42182	GROUP ID 426827	-1,497.20
Nationalgrid	03/25/2024	42184	34370-88011	-2,490.71
New York State Deferred Comp.	03/20/2024	42176	Plan#0045420	-1,488.33
New York State Deferred Comp.	03/25/2024	42185	Plan#0045420	-1,488.33
Nielsen Associates	03/20/2024	42177	May/August Newsletter Mailing	-2,790.62
NYSLRS	03/31/2024	MARCH 2024	NYSLRS for MARCH 2024	-2,836.60
Paychex	3/15/2024	PR#6 3/15/24	PROCESSING CHARGES FOR PAYROLL #6 D.	-244.66
Paychex	3/15/2024	PR#6 3/15/24	PR#6	-12,670.16
Paychex	3/15/2024	PR#6 3/15/24	PR#6	-35,729.51
Paychex	03/29/2024	PR#7 3/29/24	PR#7	-12,650.32
Paychex	03/29/2024	PR#7 3/29/24	PR#7	-35,676.77
Paychex	03/29/2024	PR#7 3/29/24	PROCESSING CHARGES FOR PAYROLL #7 D.	-244.66
Pitney Bowes Global Financial Service	03/26/2024	42186	15428241	-183.81
VERIZON WIRELESS	03/20/2024	42178	542647307-00001	-32.74
<b>Total for 1003.00 Pioneer OPERATING XXXX0178</b>				<b>\$ 122,262.69</b>
<b>Total for Cash, Operating Accounts</b>				<b>\$ 122,262.69</b>

Monday, Apr 08, 2024

# East Greenbush Community Library

## Warrant of Bills by Vendor-March 12-April 8, 2024 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
<b>Albany Public Library</b>				
518-449-3380				
Albany Public Library	03/11/2024	288985	311820360085040 LOST/PAID BOOK	17.00
Albany Public Library	03/24/2024	53907	31182021384044 LOST/PAID BOOK	15.00
<b>Total for Albany Public Library</b>				<b>\$32.00</b>
<b>Altamont Library</b>				
Altamont Library	03/23/2024	289394	38110000396112 LOST/PAID BOOK	16.99
<b>Total for Altamont Library</b>				<b>\$16.99</b>
<b>Amazon Capital Services</b>				
Amazon Capital Services	03/13/2024	1PJ1-FK9W-19HX	A3DG71IHROMNJM OFFICE SUPPLIES FOR SP	35.18
Amazon Capital Services	03/19/2024	1RTR-VRLT-1HNT	A3DG71IHROMNJM ADULT FICTION BOOKS	52.78
Amazon Capital Services	03/19/2024	1VMT-YDXM-1JFF	A3DG71IHROMNJM ADULT LIBRARY OF THINGS	95.98
Amazon Capital Services	03/20/2024	1JLV-16FJ-G73F	A3DG71IFROMNJM LIBRARY OF THINGS	42.94
Amazon Capital Services	03/23/2024	1XX1-JPXF-Y3TT	A3DG71IHROMNJM ADULT PROGRAM SUPPLIES	55.59
Amazon Capital Services	03/25/2024	1VPG-NGM6-DWNP	A3DG71IHROMNJM TEEN FICTION BOOKS	36.89
Amazon Capital Services	03/25/2024	1P9P-KD6F-F3T1	A3DG71IHROMNJM J VIDEO GAMES	300.84
Amazon Capital Services	03/29/2024	1MHP-DWRF-J4HR	A3DG71IHROMNJM ADULTS LIBRARY OF THINGS	398.99
Amazon Capital Services	03/31/2024	13PP-HXDF-QFRX	A3DG71IHROMNJM YS PROGRAM SUPPLIES	37.53
Amazon Capital Services	03/31/2024	1JPG-CVJX-PNYP	A3DG71IHROMNJM YS PROGRAM SUPPLIES	74.00
Amazon Capital Services	03/31/2024	16RD-CDQ7-VWTH	A3DG71IHROMNJM 3-PACK HDMI CABLES; TV MOUNT JILL'S OFFICE	39.27
Amazon Capital Services	04/02/2024	1G44-CPGF-3VQR	A3DG71IHROMNJM ADULT FICTION BOOKS	51.00
Amazon Capital Services	04/02/2024	1XNQ-YWYF-3VTH	A3DG71IHROMNJM ADULT LIBRARY OF THINGS	110.14
Amazon Capital Services	04/02/2024	1VC1-HKT6-3P7K	A3DG71IHROMNJM ADULT LIBRARY OF THINGS	176.04
Amazon Capital Services	04/03/2024	1TDN-FNNJ-DCDL	A3DG71IHROMNJM OFFICE & MAINTENANCE SUPPLIES	56.27
Amazon Capital Services	04/04/2024	11NH-169Q-JL1M	A3DG71IHROMNJM OFFICE SUPPLIES	84.48
Amazon Capital Services	04/04/2024	1JR1-N1QG-HHLK	A3DG71IHROMNJM ADULT LIBRARY OF THINGS	63.99
Amazon Capital Services	04/04/2024	1RRG-F14M-J1Y3	A3DG71IHROMNJM ADULT FICTION BOOKS	72.74
Amazon Capital Services	04/05/2024	1RTD-3MFK-7QJL	A3DG71IHROMNJM ADULT FICTION BOOKS	42.98
Amazon Capital Services	04/07/2024	1KD7-XRJK-J9TY	A3DG71IHROMNJM HARD CASE COMPATIBLE YOTO PLAYER	45.38
Amazon Capital Services	04/07/2024	1FRL-1Y69-JTHN	A3DG71IHROMNJM YS PROGRAM SUPPLIES	48.76
Amazon Capital Services	04/08/2024	146L-J943-NYQ4	A3DG71IHROMNJM ADULT LIBRARY OF THINGS	63.07
Amazon Capital Services	03/18/2024	1WCA-TYH7-1PKC	A3DG71IHROMNJM CREDIT FOR INVOICE 1JXW-K7FV-3Q7Y LIBRARY OF THINGS	-148.49
<b>Total for Amazon Capital Services</b>				<b>\$1,836.35</b>
<b>BAKER &amp; TAYLOR (ALL ACCTS)</b>				
BAKER & TAYLOR (ALL ACCTS)	03/12/2024	5018798273	309318 L026683 3 B00000 J FICTION BOOKS, J POP FICTION BOOKS & J FICTION PICTURE BOOKS	355.65
BAKER & TAYLOR (ALL ACCTS)	03/12/2024	5018795885	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	595.30
BAKER & TAYLOR (ALL ACCTS)	03/13/2024	5018805319	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	277.99
BAKER & TAYLOR (ALL ACCTS)	03/21/2024	5018816320	309318 L026683 3 B00000 J FICTION, J POP FICTION & J FICTION PICTURE BOOKS	113.55
BAKER & TAYLOR (ALL ACCTS)	03/25/2024	5018821896	309318 L026683 3 B00000 J FICTION & J FICTION PICTURE BOOKS	196.86
BAKER & TAYLOR (ALL ACCTS)	03/25/2024	5018826249	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	122.39
BAKER & TAYLOR (ALL ACCTS)	03/27/2024	5018822491	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	297.12

# East Greenbush Community Library

## Warrant of Bills by Vendor-March 12-April 8, 2024 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
BAKER & TAYLOR (ALL ACCTS)	03/27/2024	5018830524	309318 L026683 3 B00000 J FICTION & J PARENTING BOOKS	58.36
BAKER & TAYLOR (ALL ACCTS)	03/29/2024	5018832759	309318 L026683 3 B00000 J PARENTING & J POP FICTION BOOKS	42.27
BAKER & TAYLOR (ALL ACCTS)	04/01/2024	5018835357	309318 L026667 3 B00000 ADULTS LIBRARY OF THINGS	17.21
BAKER & TAYLOR (ALL ACCTS)	04/03/2024	5018836873	309318 L821363 3 B00000 ADULT NONFICTION BOOKS	659.45
<b>Total for BAKER &amp; TAYLOR (ALL ACCTS)</b>				<b>\$2,736.15</b>
Bethlehem Public Library				
Bethlehem Public Library	03/23/2024	283384	38113107721273 LOST/PAID BOOK	18.99
<b>Total for Bethlehem Public Library</b>				<b>\$18.99</b>
BOA CARD SERVICES				
BOA CARD SERVICES	04/05/2024	APRIL 2024	1924 CORP ACCOUNT APRIL 2024	5,571.19
<b>Total for BOA CARD SERVICES</b>				<b>\$5,571.19</b>
BPI MECHANICAL				
518 326-8450				
BPI MECHANICAL	03/27/2024	105858	104097 AIR HANDLER REPAIR	2,770.57
BPI MECHANICAL	04/01/2024	105943	PM-134 BI-ANNUAL CHARGE FOR PREVENTATIVE MAINTENANCE OF HVAC EQUIPMENT JANUARY 2024-JUNE 2024	930.00
<b>Total for BPI MECHANICAL</b>				<b>\$3,700.57</b>
Brodart				
800-233-8467				
Brodart	03/07/2024	636636	317481 SERIES LABELS FOR BOOKS	55.31
Brodart	03/12/2024	B6760144	310561B ADULT FICTION BOOKS	213.29
Brodart	03/12/2024	B6760236	310561B ADULT FICTION BOOKS	65.50
Brodart	03/12/2024	B6760304	310561B ADULT FICTION BOOKS	34.59
Brodart	03/12/2024	B6760281	310561B ADULT LP BOOK	42.07
Brodart	03/12/2024	B6760280	310561B ADULT FICTION BOOK	16.72
Brodart	03/13/2024	B6760772	3105612 J FICTION PICTURE BOOK	9.29
Brodart	03/13/2024	B6761057	3105612 J FICTION BOOK	8.05
Brodart	03/13/2024	B6761058	3105612 J FICTION BOOK	23.88
Brodart	03/13/2024	B6761078	3105612 J BOARD BOOKS	21.74
Brodart	03/13/2024	B6760761	3105612 J FICTION PICTURE BOOK	18.45
Brodart	03/19/2024	B6763355	3105612 J FICTION BOOKS	19.35
Brodart	03/19/2024	B6763555	3105612 J FICTION BOOKS	23.40
Brodart	03/19/2024	B6763620	3105612 J POP FICTION BOOKS	22.26
Brodart	03/19/2024	B6763621	3105612 J FICTION PICTURE BOOKS	21.28
Brodart	03/19/2024	B6763370	3105612 J FICTION BOOK	4.33
Brodart	03/20/2024	B6763927	310561B ADULT FICTION BOOKS	43.15
Brodart	03/20/2024	B6764054	310561B ADULT FICTION BOOKS	168.61
Brodart	03/26/2024	B6766597	3105612 J FICTION BOOKS	13.01
Brodart	03/26/2024	B6766596	3105612 J FICTION BOOKS	10.54
Brodart	03/26/2024	B6766598	3105612 J FICTION BOOK	4.33
Brodart	03/27/2024	B6767212	3105613 J FICTION BOOKS	32.78
Brodart	03/27/2024	B6767213	3105613 J FICTION BOOKS	17.06
Brodart	03/27/2024	B6767125	3105613 J FICTION BOOKS	78.28
Brodart	04/01/2024	B6767809	310561B ADULT FICTION BOOKS	36.68
Brodart	04/01/2024	B6769053	3105612 J FICTION BOOKS	173.67
Brodart	04/01/2024	B6769063	3105612 J FICTION BOOKS	154.46

## East Greenbush Community Library

### Warrant of Bills by Vendor-March 12-April 8, 2024 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	04/01/2024	B6769065	3105612 J POP FICTION BOOKS	45.06
<b>Total for Brodart</b>				<b>\$1,377.14</b>
Capital Security 479-7122				
Capital Security	03/15/2024	191393	EGCL REPLACED FOB READER IN MEETING ROOM B & CHECKED THE PANIC ALARMS AT SERVICE DESKS	344.00
Capital Security	03/15/2024	191225	EGCL NETWORK/CELLULAR MONITORING 4/1/24-4/30/24	63.00
<b>Total for Capital Security</b>				<b>\$407.00</b>
Castleton Public Library				
Castleton Public Library	04/02/2024	717599	38114100213946 LOST/PAID BOOK	16.99
<b>Total for Castleton Public Library</b>				<b>\$16.99</b>
CENGAGE Learning/GALE 877-201-3962 opt 2				
CENGAGE Learning/GALE	03/27/2024	84117783	124198 ADULT LP BOOKS	205.55
<b>Total for CENGAGE Learning/GALE</b>				<b>\$205.55</b>
Center Point Large Print 1-800-929-9108				
Center Point Large Print	03/27/2024	2088513	EGCL ADULT LP BOOKS	78.71
<b>Total for Center Point Large Print</b>				<b>\$78.71</b>
DEMCO 800-752-7614 act.rece				
DEMCO	04/01/2024	7462322	710162791 YOUTH PROGRAM SUPPLIES-BOOK BAGS/STICKERS	105.14
DEMCO	04/01/2024	7462304	710162791 6-BOOK PROCESSING TAPE/30-SMALL ALL PURPOSE EASELS	267.64
<b>Total for DEMCO</b>				<b>\$372.78</b>
Dropmysuite Inc.				
Dropmysuite Inc.	04/01/2024	7622-14	EGCL DIRECT USER EMAIL & COLLABORATION BACKUP SUBSCRIPTION COST 3/1/24-3/31/24	81.00
<b>Total for Dropmysuite Inc.</b>				<b>\$81.00</b>
FRIENDS OF GRANT COTTAGE				
FRIENDS OF GRANT COTTAGE	03/13/2024	MP 2024	EGCL 2024 MUSEUM PASS	100.00
<b>Total for FRIENDS OF GRANT COTTAGE</b>				<b>\$100.00</b>
Grainger, W.W.,Inc. 869-1414				
Grainger, W.W.,Inc.	03/27/2024	9056244370	856763925 12-U-BEND FLUOR BULBS	154.44
<b>Total for Grainger, W.W.,Inc.</b>				<b>\$154.44</b>
Historic Cherry Hill 4344791				
Historic Cherry Hill	03/25/2024	2024 MP	EGCL 2024 MUSEUM PASS	25.00
<b>Total for Historic Cherry Hill</b>				<b>\$25.00</b>
HOME DEPOT				
HOME DEPOT	03/13/2024	7022703	6035 3225 3198 8313 DRAIN AUGER/DRAIN CLEANER	39.96
<b>Total for HOME DEPOT</b>				<b>\$39.96</b>
HUDSON RIVER MARITIME MUSEUM				
HUDSON RIVER MARITIME MUSEUM	03/13/2024	MP 2024	EGCL MUSEUM PASS 2024	100.00
<b>Total for HUDSON RIVER MARITIME MUSEUM</b>				<b>\$100.00</b>

# East Greenbush Community Library

## Warrant of Bills by Vendor-March 12-April 8, 2024 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
JENNIFER LANTIER-NOVELLI				
JENNIFER LANTIER-NOVELLI	03/20/2024	0419-0503-0510	EGCL YS PROGRAMS	150.00
<b>Total for JENNIFER LANTIER-NOVELLI</b>				<b>\$150.00</b>
KATHY KLOMPAS				
KATHY KLOMPAS	03/15/2024	0504-0524	EGCL AS PROGRAM	200.00
<b>Total for KATHY KLOMPAS</b>				<b>\$200.00</b>
MARINE DESIGN & SERVICE				
MARINE DESIGN & SERVICE	04/01/2024	5704	EGCL FISH TANK SERVICE	75.00
<b>Total for MARINE DESIGN &amp; SERVICE</b>				<b>\$75.00</b>
MicroMarketing LLC				
1-800-229-9887				
MicroMarketing LLC	03/15/2024	948669	1233 REPLACEMENT DISC#5 BEING HENRY	3.50
MicroMarketing LLC	03/19/2024	948694	1233 ADULT BOOK ON CD	42.50
MicroMarketing LLC	04/01/2024	949738	1233 ADULT AUDIOBOOK ON CD	38.25
MicroMarketing LLC	04/04/2024	950302	1233 ADULT AUDIOBOOK ON CD	65.54
<b>Total for MicroMarketing LLC</b>				<b>\$149.79</b>
Midwest Tape				
1-800-875-2785				
Midwest Tape	03/08/2024	505153809	2000001825 ADULT & J DVDS	129.69
Midwest Tape	03/19/2024	505209933	2000001825 ADULT & J DVDS	254.10
Midwest Tape	03/22/2024	505226241	2000001825 J & ADULT DVDS	209.90
Midwest Tape	03/29/2024	505258333	2000001825 ADULT DVDS	207.66
<b>Total for Midwest Tape</b>				<b>\$801.35</b>
NATIONAL BUSINESS TECH. (ALBANY)				
NATIONAL BUSINESS TECH. (ALBANY)	03/22/2024	INV601462	EG00 COPIES	385.43
<b>Total for NATIONAL BUSINESS TECH. (ALBANY)</b>				<b>\$385.43</b>
New York State Deferred Comp.				
203-9913				
New York State Deferred Comp.	04/08/2024	041224	0045420001 DEFERRED COMP. PAYROLL #8; 4/12/24	1,488.33
<b>Total for New York State Deferred Comp.</b>				<b>\$1,488.33</b>
NEWSBANK				
NEWSBANK	03/14/2024	RN1140084	52617 ANNUAL SUBSCRIPTION RENEWAL SEPTEMBER 2024-AUGUST 2025	2,289.00
<b>Total for NEWSBANK</b>				<b>\$2,289.00</b>
North Greenbush Public Library				
North Greenbush Public Library	03/23/2024	277019	38123000422010 LOST/PAID BOOK	15.95
<b>Total for North Greenbush Public Library</b>				<b>\$15.95</b>
Northeast Toner, Inc.				
518-899-5545				
Northeast Toner, Inc.	03/11/2024	117659	EGCL COMPAT HP CE252A YELLOW TONER	188.00
Northeast Toner, Inc.	03/18/2024	117696	EGCL TONERS	447.00
<b>Total for Northeast Toner, Inc.</b>				<b>\$635.00</b>
NYLA				
NYLA	03/25/2024	870	EGCL 2024 NYLA SPRING ON THE HILL REGISTRATION FEE JILL	160.00
<b>Total for NYLA</b>				<b>\$160.00</b>
OPUS 40 SCULPTURE PARK AND MUSEUM				

# East Greenbush Community Library

## Warrant of Bills by Vendor-March 12-April 8, 2024 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
OPUS 40 SCULPTURE PARK AND MUSEUM	03/15/2024	MP 2024	EGCL 2024 MUSEUM PASS	175.00
<b>Total for OPUS 40 SCULPTURE PARK AND MUSEUM</b>				<b>\$175.00</b>
OVERDRIVE 216-573-6886 ext.212				
OVERDRIVE	04/03/2024	01080CO24104303	1080-0012 10- ADULT EBOOKS	327.65
OVERDRIVE	04/03/2024	01080CO24104317	1080-0012 ADULT E AUDIOBOOKS	532.03
OVERDRIVE	04/03/2024	01080CO24104335	1080-1012 ADULT EBOOKS & E AUDIOBOOK	526.80
OVERDRIVE	04/03/2024	01080CO24104343	1080-1012 ADULT E AUDIOBOOKS	731.44
<b>Total for OVERDRIVE</b>				<b>\$2,117.92</b>
PLAYAWAY PRODUCTS LLC (877) 893-0808				
PLAYAWAY PRODUCTS LLC	03/18/2024	456206	EGCL J PLAYAWAY	176.21
PLAYAWAY PRODUCTS LLC	04/03/2024	457754	EGCL J PLAYAWAY LANYARDS	39.93
<b>Total for PLAYAWAY PRODUCTS LLC</b>				<b>\$216.14</b>
PURE WATER PARTNERS				
PURE WATER PARTNERS	04/01/2024	1697638	700-39652 WATER COOLER 2/17/2024-5/16/2024	195.00
<b>Total for PURE WATER PARTNERS</b>				<b>\$195.00</b>
RICH BRUNS				
RICH BRUNS	03/26/2024	03262024	EGCL OVER PAYMENT FOR NYSLRS LOAN	180.53
<b>Total for RICH BRUNS</b>				<b>\$180.53</b>
RON PAVOLDI				
RON PAVOLDI	03/14/2024	043024		100.00
<b>Total for RON PAVOLDI</b>				<b>\$100.00</b>
STAPLES 1-877-826-7755				
STAPLES	03/26/2024	3562744361	1008052 PAPER TOWELS/TOILET PAPER MAINTENANCE SUPPLIES	128.50
STAPLES	03/30/2024	3563029355	1008052 LIBRARY OFFICE SUPPLIES/ADULT PROGRAM SUPPLIES	123.73
STAPLES	04/05/2024	3563534129	1008052 LIBRARY OFFICE SUPPLIES	64.03
<b>Total for STAPLES</b>				<b>\$316.26</b>
TAG SOLUTIONS, LLC (518) 292-6510				
TAG SOLUTIONS, LLC	04/01/2024	30628424	21743 IT MANAGED SERVICES FOR 4/1/24-4/30/24	2,523.00
<b>Total for TAG SOLUTIONS, LLC</b>				<b>\$2,523.00</b>
THE MOUNT EDITH WHARTON'S HOME				
THE MOUNT EDITH WHARTON'S HOME	03/13/2024	MP 2024	EGCL MUSEUM PASS 2024	75.00
<b>Total for THE MOUNT EDITH WHARTON'S HOME</b>				<b>\$75.00</b>
THE UNDERGROUND RAILROAD EDUCATION CENTER				
THE UNDERGROUND RAILROAD EDUCATION CENTER	03/19/2024	MP 2024	EGCL 2024 MUSEUM PASS	100.00
<b>Total for THE UNDERGROUND RAILROAD EDUCATION CENTER</b>				<b>\$100.00</b>
THOMAS COLE NATIONAL HISTORIC SITE				
THOMAS COLE NATIONAL HISTORIC SITE	03/13/2024	MP 2024	EGCL MUSEUM PASS 2024	100.00

# East Greenbush Community Library

## Warrant of Bills by Vendor-March 12-April 8, 2024 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
<b>Total for THOMAS COLE NATIONAL HISTORIC SITE</b>				<b>\$100.00</b>
TIMES UNION (SUBSCRIPTION) 454-5015				
TIMES UNION (SUBSCRIPTION)	03/25/2024	042124-061624	140026351 RENEWAL SUBSCRIPTION PERIOD 4/21/24-6/16/24	144.00
<b>Total for TIMES UNION (SUBSCRIPTION)</b>				<b>\$144.00</b>
Troy Public Library				
Troy Public Library	03/12/2024	985976	38132101426721 LOST/PAID BOOK PARTIAL PAYMENT	10.00
Troy Public Library	03/12/2024	236072	38132101522263 LOST/PAID BOOK	4.99
<b>Total for Troy Public Library</b>				<b>\$14.99</b>
TWIN BRIDGES 518-282-5600				
TWIN BRIDGES	04/01/2024	APRIL 2024	55-8109 1 APRIL 2024 WASTE & RECYCLING SERVICE	251.71
<b>Total for TWIN BRIDGES</b>				<b>\$251.71</b>
UHLS				
UHLS	04/05/2024	24-199	EGRN 2ND QUARTER UHLAN FEE	8,664.00
UHLS	04/05/2024	24-173	EGRN Q2 HOOPLA	4,635.66
<b>Total for UHLS</b>				<b>\$13,299.66</b>
William K. Sanford Library				
William K. Sanford Library	03/13/2024	284175	0000274079 LOST/PAID BOOK	15.99
William K. Sanford Library	03/13/2024	284176	0000489797 LOST/PAID	18.99
William K. Sanford Library	03/13/2024	277309	0000287305 LOST/PAID BOOK	14.99
<b>Total for William K. Sanford Library</b>				<b>\$49.97</b>
WMHT				
WMHT	03/05/2024	INV6166	EAS04 YS PROGRAM FAMILY CLIFFORD EVENT 2/16/24	60.00
<b>Total for WMHT</b>				<b>\$60.00</b>
<b>TOTAL</b>				<b>\$43,139.84</b>

**Note**

Payment Approved / /

President, Library Board of Trustees: \_\_\_\_\_

# East Greenbush Community Library

## Budget vs. Actuals: 2024 Voter Approved Budget

January 1, 2024 - April 8, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
4000 Library Charges				
4001.00 Printing/Fax/Fees	2,402.64	9,000.00	-6,597.36	26.70 %
4002.00 Fines	164.17	0.00	164.17	
4003.00 Lost or Damaged	1,492.57	4,500.00	-3,007.43	33.17 %
<b>Total 4000 Library Charges</b>	<b>4,059.38</b>	<b>13,500.00</b>	<b>-9,440.62</b>	<b>30.07 %</b>
4100 Other Income/Interest	1,188.64	2,000.00	-811.36	59.43 %
4200 Public Funds	2,261,125.82	2,277,625.00	-16,499.18	99.28 %
4400.00 Restricted Income (G/G)	16,550.00	35,000.00	-18,450.00	47.29 %
4401.00 Non-Restricted Income (G/G)	1,981.23	1,500.00	481.23	132.08 %
4990.00 Transfer from Reserve(s)		21,125.00	-21,125.00	
<b>Total Revenue</b>	<b>\$2,284,905.07</b>	<b>\$2,350,750.00</b>	<b>\$ -65,844.93</b>	<b>97.20 %</b>
<b>GROSS PROFIT</b>	<b>\$2,284,905.07</b>	<b>\$2,350,750.00</b>	<b>\$ -65,844.93</b>	<b>97.20 %</b>
<b>Expenditures</b>				
CAP Long-Term Savings		109,850.00	-109,850.00	
<b>Operating Expenses</b>				
5000 Technology/Communications	16,800.18	96,650.00	-79,849.82	17.38 %
5010 Programming & Planning	2,815.00	24,200.00	-21,385.00	11.63 %
5020 Bks & Mat'ls (Collections)	49,241.06	159,100.00	-109,858.94	30.95 %
5030 Facilities Expenses	31,541.88	143,300.00	-111,758.12	22.01 %
5040 Professional Services	28,053.92	64,000.00	-35,946.08	43.83 %
5050 Operat'ns	6,323.69	37,425.00	-31,101.31	16.90 %
5100 Human Resources/Staff Devt	1,094.03	6,500.00	-5,405.97	16.83 %
5200 Personnel	376,628.12	1,709,725.00	-1,333,096.88	22.03 %
<b>Total Operating Expenses</b>	<b>512,497.88</b>	<b>2,240,900.00</b>	<b>-1,728,402.12</b>	<b>22.87 %</b>
<b>Total Expenditures</b>	<b>\$512,497.88</b>	<b>\$2,350,750.00</b>	<b>\$ -1,838,252.12</b>	<b>21.80 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$1,772,407.19</b>	<b>\$0.00</b>	<b>\$1,772,407.19</b>	<b>0.00%</b>
Other Expenditures	\$ -516.17	\$0.00	\$ -516.17	0.00%
<b>NET OTHER REVENUE</b>	<b>\$516.17</b>	<b>\$0.00</b>	<b>\$516.17</b>	<b>0.00%</b>
<b>NET REVENUE</b>	<b>\$1,772,923.36</b>	<b>\$0.00</b>	<b>\$1,772,923.36</b>	<b>0.00%</b>

**Note**

On this date, the year is 27 % over.



# East Greenbush Community Library

## Balance Sheet As of April 8, 2024

	TOTAL			
	AS OF APR 8, 2024	AS OF APR 8, 2023 (PY)	CHANGE	% CHANGE
<b>ASSETS</b>				
Current Assets				
Bank Accounts				
Board Designated Accounts				
1001.00 Pioneer GIFT & GRANT XXXX0186	80,621.32	41,857.99	38,763.33	92.61 %
1002.00 Petty Cash Gift & Grant	200.00	200.00	0.00	0.00 %
1007.00 Pioneer HURR ACCOUNT XXX244	58,476.72	58,359.56	117.16	0.20 %
<b>Total Board Designated Accounts</b>	<b>139,298.04</b>	<b>100,417.55</b>	<b>38,880.49</b>	<b>38.72 %</b>
Cash, Operating Accounts				
1003.00 Pioneer OPERATING XXXX0178	114,898.30	149,721.50	-34,823.20	-23.26 %
1004.00 Pioneer PUBLIC FINANCE XXXX0194	1,979,492.96	2,303,895.78	-324,402.82	-14.08 %
1005.00 Pioneer FUND BALANCE XXX251	43,747.67	52,010.47	-8,262.80	-15.89 %
1006.00 Petty Cash	200.00	200.00	0.00	0.00 %
ZZZPetty Checking (deleted)	0.00	-90.00	90.00	100.00 %
<b>Total Cash, Operating Accounts</b>	<b>2,138,338.93</b>	<b>2,505,737.75</b>	<b>-367,398.82</b>	<b>-14.66 %</b>
Reserve, Capital Accounts				
1008.00 Pioneer CAPITAL RESERVEXXX0228	601,325.96	295,351.03	305,974.93	103.60 %
1009.00 Pioneer OPER. CONT. RESXXXX0210	389,070.56	183,350.59	205,719.97	112.20 %
<b>Total Reserve, Capital Accounts</b>	<b>990,396.52</b>	<b>478,701.62</b>	<b>511,694.90</b>	<b>106.89 %</b>
<b>Total Bank Accounts</b>	<b>\$3,268,033.49</b>	<b>\$3,084,856.92</b>	<b>\$183,176.57</b>	<b>5.94 %</b>
Accounts Receivable	\$0.00	\$90.00	\$ -90.00	-100.00 %
Other Current Assets	\$250.00	\$250.00	\$0.00	0.00 %
<b>Total Current Assets</b>	<b>\$3,268,283.49</b>	<b>\$3,085,196.92</b>	<b>\$183,086.57</b>	<b>5.93 %</b>
Fixed Assets	\$2,217,439.06	\$2,269,239.35	\$ -51,800.29	-2.28 %
<b>TOTAL ASSETS</b>	<b>\$5,485,722.55</b>	<b>\$5,354,436.27</b>	<b>\$131,286.28</b>	<b>2.45 %</b>
<b>LIABILITIES AND EQUITY</b>				
Liabilities				
Liabilities	\$43,120.34	\$61,185.00	\$ -18,064.66	-29.52 %
Equity				
Equity	\$5,442,602.21	\$5,293,251.27	\$149,350.94	2.82 %
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$5,485,722.55</b>	<b>\$5,354,436.27</b>	<b>\$131,286.28</b>	<b>2.45 %</b>

**Note**

On this date, the year is 27% over.



You Belong Here

**East Greenbush**  
**COMMUNITY LIBRARY**

518-477-7476 | eglibrary.org

## Director's Report- April 26, 2024

**Based on Strategic Plan 2023-2028 "You Belong Here"**

**Adopted September 19, 2023**

**Vision:** To serve at 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)

1. Build Community Connections
2. Engage With Your Community
3. Satisfy Curiosity and Stimulate Imagination
4. Promote Literacies
5. Advance Local Economic Vitality

### Highlights

- **Hours & Visits:** Closed for Easter Sunday 3/31; 11,900 visitors March 2024; increase 7% over last month, and total collection use increased 10% over last month.
- **Adapting Library Services to Community Needs:** Community Warming/Charging Center, No Fes for Faxes, Solar Eclipse Events
- **Partnership Highlights:** Little Free Library/Kiwanis, Townwide Egg Hunt/Kiwanis, Proctor's Theatre Discount, CAC Q1 Mtg, Outreach Events/Multicultural Fair & Student Project Fair (EGCSD), Exhibits/Schenectady Photographic Society, Kids Book Drive/Grassroots Givers, Book & Media Sale/Friends
- **Programming & Collection Highlights:** BLARC, Find Your Next Read, Music 100% Digital, Overdrive, Hoopla, Novelist, SORA
- **Capital Project:** CMA, Construction Docs
- **IT/Infrastructure:** Server Replacement Project
- **Upcoming Balance Sheet/Bank Account Changes:** Restricted, Unrestricted Funds

### 1. Adapting Library Services to Community Needs

- **Community Warming/Charging Center:** The library's initiative to open as a warming and charging center during the recent power outages was well-received by the community, garnering positive feedback both in-person and on social media. In collaboration with the EG Police Department, residents were informed via a town-wide text about our services, leading to increased foot traffic, particularly on Sunday. We remained open on what was scheduled to be a Staff Development Day on Monday, aiding patrons with urgent travel arrangements, charging devices, and strengthening community bonds. We addressed some confusion about the need for personal charging cables and discovered the need for additional functional outlets. Plans are underway to provide more robust power solutions and extra charging supplies. We should consider investing in a major generator for future resilience; a future construction grant possibility(Goal 2).

Date & No. Visitors during Power Outage	Average No. Visitors (typical for day of week, March 2024)
Sunday 3/24: 436 visitors  55% increase over average Sunday visits during March 2024.  We were open regular hours.	Prior Sundays in the month: 282
Monday, 3/25: 313 visitors  28% decrease over average Monday visits during March 2024. This is not surprising, because we had been marketing pretty heavily to our regular visitors and we planned to be closed on Monday due to Staff Development Day.	Prior Mondays in the month: 434

Computer Usage during Power Outage	Average Computer Usage (typical for day of week, March 2024)
Sunday 3/24: 26  18% increase over average Sunday, March 2024.	Prior Sundays in the month: 22
Monday, 3/25: 25  No change over average Monday, March 2024	Prior Mondays in the month: 25

- **No Fees for Faxes:** Stopped collecting fees for faxes on March 1, enhancing accessibility to essential services. Our first month of statistical information showed that the number of faxes stayed flat; 32 in total. We will highlight this service in a future marketing initiative (Goal 1).
- **Solar Eclipse Programming:** The library hosted a variety of programs for the total solar eclipse, including a t-shirt crafting session for tweens and teens, family programs with crafts and activities, and a viewing event on the library lawn, complemented by an indoor live stream. The t-shirt event gained significant attention, amassing over 6,000 likes and hundreds of engagements on Facebook. Responding to community demand, a viewing party was organized, drawing a diverse group of attendees. The rapid, collaborative effort of library staff across department led to a well-received event that strengthened community ties. A local resident expressed appreciation, noting the event’s impact: “Look at all these people, you guys should do things like this more often, you just created community!” (Goal 2).

2. Partnership Highlights

- **Little Free Libraries/Kiwanis Club:** We are working to transfer ownership of the Little Free Libraries to the Kiwanis Club. They will be installing them in two North Greenbush locations. They already manage two other Little Free Libraries at East Greenbush Schools (Goal 1).
- **Townwide Egg Hunt/Kiwanis Club (3/27-4/6):** East Greenbush Kiwanis is sponsored a townwide egg hunt. Game-cards were available 3/27 in the Children's Room at the Library, the East Greenbush YMCA and Town Hall. Completed cards were handed in at the Library, for a chance to win a grand prize.

- **Proctors Theatre:** We partnered with Proctors to offer 20% off tickets for patrons to see Kite Runner production
- **Community Advisory Council Q1 Meeting:** We successfully held our first quarter CAC meeting for 2024, which included staff and board representation in addition to CAC members. I presented a report on strategic plan progress, and we asked for their input on several topics. The agenda and presentation docs are posted in the Trustee Strategic Planning channel on Teams, as an FYI for Library Board members. The group that met was smaller than usual, but still mighty, and their input and connections are invaluable (Goal 2).
- **Outreach Events:** Multicultural Tolerance Fair (Columbia High School), Student Project Fair (Green Meadow Elementary School) (Goals 1 & 2).
- **March Exhibits:** The exhibit featured photographs by members of Schenectady Photographic Society, and subjects were varied, including landscapes, nature, flowers, animals, architecture, cityscapes, and rural areas. These photographs are taken close to home, throughout the United States, and in faraway places around the world (Goal 3).
- **Grassroots Givers Children's Book Drive:** Collecting books to distribute across the Capital Region, enhancing access to reading materials. Accepting donations 4/1-4/1. Donation bin outside Children's room. Books will be distributed through 20+ Little Free Libraries, nonprofits, schools, CDPHP-sponsored Book bile, Capital Region Teacher Book Bank, and HATA's Feed and Read Back Program (Goal 2).
- **Friends of the Library, Book & Media Sale:** April 12-14, for adults & kids. \$1/item Fri/Sat, \$5/bag on Sunday. Fri, 4/12: 12-5pm; Sat. 4/13: 10-4pm; Sun 4/14: 11-3pm (bag sale, BYO bag). Used books, DVDs, audiobooks, puzzles (Goal 2).

### 3. Programming & Collection Highlights

- **BLARC; Adult "Book Lovers" Reading Challenge:** Year-long reading challenge went live April 1; 132 people registered in first 2 days! Adults register to read one book per month based on monthly themes. Those who complete all 12 months earn a library tote bag and a chance to win a Kindle E-Reader. We have in-house library displays and reading recommendations tied to each month's theme (Goal 3).
- **Find Your Next Read:** A comprehensive program offering curated book lists, recommendations, and Book Bundles for kids and teens, aimed at stimulating imagination and satisfying the curiosity of our patrons. Check it out: <https://eglibrary.org/fynr/> (Goal 3).
- **Music 100% Digital:** The transition of music CDs to 100% digital occurred on April 11. Special thanks to Friends for their help with moving CDs in coordination with the book sale. <https://eglibrary.org/cd-collection/>.
- **Overdrive Digital Collections:** 21% more active users for Overdrive digital collections (1,132) March 2024 compared to last year. eBook borrowing (overdrive) 2% higher than last year, 3% higher than last month. Audiobook borrowing (overdrive) 13% higher than last year. Digital magazine borrowing increased 200% over last year (Goal 3).
- **Hoopla Digital Collections:** Hoopla active users (19% increase over last year), Hoopla audiobooks +39% over last year, Hoopla eBooks +10% over last year (Goal 3).
- **Novelist Database:** highest usage yet, 117% increase over last month! (Goal 3).
- **SORA Digital Collections:** Students in the EGCS D can now access the library's electronic books, audiobooks, and magazines via SORA (the school's version of Libby). The school does limit access to titles by grade level. Only high school students and staff can access adult titles. We will track any potential impact on our usage statistics (Goal 2).

#### 4. Capital Projects/Facilities:

- **Construction Manager Advisor (CMA):** We have interviewed three potential Construction Manager Advisors and hope to have a recommendation for the board meeting, after completing proposal reviews.
- **BID Documents:** Considerable progress has been made on the bid documents for the project, which will be completed once we have input from the CMA.

#### 5. IT/Infrastructure Updates

- **Server Replacement:** Worked with TAG Solutions, our IT firm, to complete the requirements for our upcoming server replacement project, which will be presented to the board for approval this month.

#### 6. Upcoming Balance Sheet and Bank Account Changes

- **Restricted/Unrestricted Funds:** We discussed the segregation of funds (authorized last month) with our auditor due to QuickBooks fund accounting limitations. Changes to bank accounts will be proposed to Admin Committee next month for approval prior to implementation.

### 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.

Our recent initiatives, directly tied to the Strategic Plan's goals, highlight our dedication to building connections, engaging with the community, stimulating imagination, promoting literacies, and contributing to economic vitality. We remain committed to our vision and mission, ensuring that our library remains a welcoming hub for all.

*Respectfully Submitted: Jill Dugas Hughes, Director*



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April 16, 2024

## Proposal for Board Authorization of Server Replacement Project

### Introduction

The library's ten-year old server is no longer supported and has a failed power supply, posing a risk of disrupting essential operations. It runs on Windows Server 2016, which continues to receive security updates. Immediate hardware replacement is necessary to minimize operational risks. The library's IT firm, TAG Solutions, advises a dual-processor server to prevent downtime if one fails.

### History

Plans for transitioning to a cloud-based server were delayed due to IT staffing changes and the hiring of TAG Solutions. Given the complexity and number of our server's policies, TAG recommends delaying the cloud migration for 2-3 years and suggests replacing the current server hardware now. This additional time will also give us the ability to further scope the security of a cloud-based server.

### Project Scope

This project, a collaboration between TAG Solutions and the library, includes:

- Procurement of new hardware
- Firmware updates and configuration of access controls
- Installation of VMware, networking components, and storage configuration
- Transfer of current backups and secure disposal of the old server
- Relocation of the Eware workstation from the floor to a new rack shelf.

### Server Hardware

We are reviewing three quotes to select the most cost-effective hardware option, including warranty, in line with our purchasing policy. The addition of a second processor is expected to increase the total project cost by approximately \$1,700 and has been determined as well worth the investment based on operational needs.

### Project Cost

The projected cost is \$12,000 (including 2 processors), with \$10,000 budgeted in our Technology/Communications budget line. We anticipate a potential overrun of \$2,000 to \$5,000, covered by anticipated savings from other lines. Given that we are early in the budget year, it is possible that the total cost will remain within the existing Technology/Communications budget.

### Board Authorization Request

According to our Purchasing Policy, board approval is required for expenditures over \$10,000. We are collecting three written quotes, and now seek approval to proceed, with a spending cap of \$15,000.

### Draft Motion

- **MOTION:** Authorize the Library Director to spend up to \$15,000 for the server replacement project.

Respectfully submitted, Jill Dugas Hughes, Director