



AGENDA

Board of Trustees

February 27, 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, February 27, 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 Library Director, Jill Dugas Hughes at director@eglibrary.org. All comments will be read aloud during the meeting.
Please contact the Director for additional information or to request an accommodation.

1.	Call to Order/Review of Agenda Welcome	Mari Harris A.
2.	2023 Audit Presentation	Robert & Nicholas Gramuglia
3.	Public Comment	Mari Harris
4.	Approval of Minutes ➤ MOTION to approve the minutes of the January 22, 2024 Library Board Meeting.	Amanda Miller B.
5.	Treasurer’s Reports Treasurer’s Report Narrative Off Warrant (January 11, 2024 – February 20, 2024) ➤ MOTION to accept the Off Warrant in the amount of \$186,852.03 for the period of 1/11/2024 – 2/20/2024. Warrant (January 11, 2024 – February 20, 2024) ➤ MOTION to authorize the President to sign the Warrant dated 1/11/2024 – 2/20/2024 in the amount of \$34,156.54 . Financials (14% of the year over) • Budget vs. Actual 2024 (1/1/2024 – 2/20/2024) • Balance Sheet (2/20/2024) ➤ MOTION to approve the 2/20/2024 Financials with 14% of the year completed as presented.	Katie Sheehan C. D. E. F. G.

<p>6.</p>	<p>Committee Reports Administrative Committee ➤ MOTION to remove \$1/page fee for faxes effective March 1, 2024.</p> <p>Services Committee ➤ MOTION to deaccession the two Little Free Libraries. ➤ MOTION to have the EG Library Board complete the Board Learning and Recruitment module from the UHLS Equity Challenge.</p>	<p>Katie Sheehan H.</p> <p>Amanda Miller I.</p>
<p>7.</p>	<p>Director's Report</p>	<p>Jill Dugas Hughes J.</p>
<p>8.</p>	<p>Personnel Memorandum</p>	<p>Jill Dugas Hughes K.</p>
<p>9.</p>	<p>Liaison Reports Friends of the Library Town of East Greenbush Rensselaer County Upper Hudson Library System</p>	<p>Julie Ann Price Jim McHugh Tom Grant Camie Engel</p>
<p>10.</p>	<p>New Business NYS Annual Report 2023 ➤ MOTION to approve the NYS Annual Report for 2023.</p> <p>Final Audit 2023 ➤ MOTION to approve the final audit for 2023.</p>	<p>Mari Harris L.</p> <p>M.</p>
<p>10.</p>	<p>Unfinished Business</p>	<p>Mari Harris</p>
<p>11.</p>	<p>Adjourn ➤ MOTION to adjourn the 2/27/2024 Library Board Meeting.</p>	<p>Mari Harris</p>

Upcoming Meetings:

Monday, March 4, 2024

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

Tuesday, March 19, 2024

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



Library Board of Trustees Meeting - DRAFT
January 22, 2024, via videoconference and in person

ATTENDEES:

Presiding Officers:

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

Excused:

- Camie Engel, Secretary

Library staff, Community Partners & Members of the Public:

- Jill Dugas Hughes, Library Director (via ZOOM)
- Tom Grant, Rensselaer County Legislator
- Ed Nestler, East Greenbush Town Board

A Library Board of Trustees meeting of the East Greenbush Community Library was held on January 22, 2024, at the East Greenbush Community Library and was livestreamed. It began at 7:01 p.m. and was presided over by Mari Harris, President with Amanda Miller as recording secretary. Meeting was recorded.

CALL TO ORDER:

Ms. Harris called the meeting to order at 7:01 p.m.

PUBLIC COMMENT: None

REVIEW OF AGENDA:

Four items were added to Unfinished Business.

OATH OF OFFICE:

Ms. Krisanda was sworn in for a five-year term.

ANNUAL ORGANIZATIONAL PAPERWORK:

Annual Conflict of Interest and Code of Ethics forms need to be signed by all trustees and returned to Ms. Dugas Hughes. The final Board Contact List was sent to all Board members. Calendar update is included in the Board Packet. Available board officers signed the bank signature card: Board secretary will arrange to sign at a later date, via Ms. Dugas Hughes.

**COMMITTEE APPOINTMENTS:**

Administrative Committee: Ms. Sheehan, Mr. Poost, and Ms. Engel are the committee members. Ms. Sheehan will chair the committee.

Services Committee: Ms. Miller, Mr. Pensabene, and Ms. Krisanda are the committee members. Ms. Miller will chair the committee.

APPROVAL OF MINUTES:

Ms. Miller reviewed the minutes from the December 2023 meeting and thanked both Ms. Harris and Ms. Dugas Hughes for their assistance in compiling the minutes throughout 2023.

MOTION #2024-01-01: Mr. Poost made the motion to approve the minutes from the December 19, 2023 Library Board meeting, as presented. Mr. Pensabene seconded. The motion was carried with 6 in favor.

TREASURER'S REPORT:

Ms. Sheehan presented financials for the period of December 13, 2023 -January 10, 2024 with 100% of the year complete, and the period of January 1, 2024 – January 10, 2024 with 2.7% of the year complete. Due to the unforeseen postponement of the January Board meeting from January 16 to January 22, expenses were all converted to Off-Warrant to ensure timely payment. Warrant was converted to Off-Warrant #1 and Off-Warrant was converted to Off-Warrant #2. It should be noted that Treasurer's report was prepared for January 16 date and therefore will reflect expenses as Warrant and Off-Warrant: expense amounts were not impacted.

MOTION #2024-01-02: Mr. Poost made a motion to accept the Off-Warrant # 1 in the amount of **\$138,646.07** for the period December 13, 2023 through January 10, 2024 as presented. Mr. Pensabene seconded. The motion was carried with 6 in favor.

MOTION #2024-01-03: Ms. Miller made a motion to accept the Off-Warrant #2 in the amount of **\$75,376.13** for the period December 13, 2023 through January 10, 2024 as presented. Seconded by Ms. Krisanda. The motion was carried with 6 in favor.

Ms. Sheehan presented the preliminary year end financials. While the fiscal year has been closed out, receipt of additional 2023 bills is anticipated. Ms. Harris clarified that \$126,586.51 net revenue will be used for a \$100,000 transfer to reserves, as budgeted, and remainder to pay the 2023 bills yet to be received. Ms. Dugas Hughes added that the 2023 financial audit (to be completed by the end of February), will establish the depreciation for inclusion on the 2023 year-end Balance Sheet. It is at this point that year-end figures will be finalized.



MOTION #2024-01-04 Ms. Sheehan made a motion to approve the preliminary 2023 Financials with 100% of the year completed, as presented. Seconded by Mr. Poost. The motion was carried with 6 in favor.

MOTION #2024-01-05 Ms. Sheehan made a motion to approve the January 10, 2024 Financials with 2.7% of the year completed, as presented. Seconded by Ms. Krisanda. The motion was carried with 6 in favor.

COMMITTEE REPORTS:

No committee meetings were held in January 2024.

DIRECTOR'S REPORT:

Ms. Dugas Hughes presented the Director's January report.

- Ms. Harris mentioned that she appreciated the sheer number of things accomplished by the library in 2023. She also clarified that the MOA referred to in the report is signed by the Library, and not the Trustees.
- The wall has been closed up in the children's room.
- There was a leak in the air handler unit that led to a small flood but there was no damage to the boiler room. Thanks to Selena, Michael, Dawne, and Paul for their quick action in responding to this incident.

PERSONNEL MEMORANDUM: None

UNFINISHED BUSINESS:

- Schodack Contract Formula: we are still in the same position as last month. Ms. Harris sent an email to Supervisor Peters to find out who his work group participants will be. She will follow up with a phone call next week and/or craft a letter with our proposal for an equitable formula.
- Fine-Free Report: we need to wait for UHLS to provide final figures. When received it will go to the Admin committee to determine the impact that it has had on the budget and if it has affected us positively in what we were trying to do. Admin may review the fax fee as per the request of a constituent.
- The Trustee Planning and Development meeting was scheduled for January 22, 2024. It will need to be rescheduled. Jenna will send out another poll to determine the replacement date. It needs to be completed in February to help us get the priorities for the year.
- HHA and Building Renovation Proposal – Mr. Poost stated we are ready to begin Phase 1 from the Building Condition Survey. The Library received a proposal of \$29,500 from HHA in late December 2023 to develop the design and construction needed for phase 1. The written proposal will be sent to all trustees by Ms. Dugas Hughes



MOTION #2024-01-06 Mr. Poost made a motion to authorize the payment of \$29,500 to HHA for the Phase 1 design and implementation work, subject to review and approval of the written proposal by the Administrative Committee. Seconded by Ms. Miller. The motion was carried with 6 in favor.

It was noted during this discussion that the Library must submit a detailed scope to apply for the New York State Construction grant to assist in financing building repairs identified in HHA's 2023 Building Conditions Survey. The scope for the NYS grant cannot overlap with any construction grant already approved for the Library's use.

NEW BUSINESS: No Discussion

LIAISON REPORTS:

Friends of East Greenbush Community Library: None

Town of East Greenbush:

Ed Nestler (filling in for Jim McHugh): There are two new Board members that are beginning their terms – Mr. McHugh and Rick Matters.

Rensselaer County:

Tom Grant: There is a healthy discussion regarding the brightness of the new sign out front of the County Office building on Route 4 in East Greenbush. A county property tax cut was issued this year due to steadily increasing sales tax revenue. Deed/Mortgage property taxes are also bringing in a lot of revenue. However, the County is looking to budget more conservatively not knowing what the future is holding. There will be a Senior Center opening on Routes 9 and 20, near the old K-Mart site. It is being moved up from the city of Rensselaer. The county is looking into the impact of the Hold Harmless Act for School districts: it affects the colleges as well as the school districts in Rensselaer County.

Upper Hudson Library System: None

ADJOURN:

MOTION #2024-01-07: Motion to adjourn the January 22, 2024 Board meeting was made by Ms. Krisanda at 7:48 pm. Seconded by Mr. Pensabene. The motion was carried with 6 in favor.

Respectfully submitted,

Amanda Miller, Recording Secretary and Trustee

Treasurer's Report:

Ms. Sheehan presents financials for January 11, 2024, through February 20, 2024.

The library is in good financial standing:

- Total bank accounts are 17.42% above our 2023 total for Board Designated, Cash/Operating, and Reserve/Capital accounts.
- Total assets are 8.86% higher than 2023.
- We have taken in 96.31% of our total revenue for 2024.
- 14% of the year is complete, and the grand total of expenditures is 11.92%.
- Outliers in subcategories include the following:
 - Books and Materials are 16.95% of the total budget.
 - Professional Services are 23.54% of the total budget.
 - Total Operating Expenses are at 12.5% of the total budget.

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

- \$2,195.00 will be paid to Amazon Capital Services for various purchases, including books, various supplies, and IT supplies.
- \$3,338.10 will be paid to Baker and Taylor for the purchase of books.
- \$4,066.55 will be paid to Brodart for the purchase of books.
- \$3,500.00 will be paid to Bryans & Gramuglia for audit and year end procedures.
- \$1,000.00 will be paid to New York Library Association for NYLA membership 6/1/24-5/31/25.
- \$2,775.22 will be paid to Overdrive for audio- and e-books.
- \$9,475.10 will be paid to Seasons East Lawn Care for snow plowing, fall cleanup, and landscaping (21 salt/snowplow visits January & 3 mowing/landscaping visits November).
- \$2,523.00 will be paid to Tag Solutions for February Information Technology services.

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

- \$1,118.62 was paid to Bank of America card services for various operating expenses.
- \$9,466.89 and \$10,219.09 were paid to CDPHP for medical insurance.
- \$3,420.35 was paid to Conway Technology Group for computers (1 desktop, 3 laptops).
- \$4,326.06 was paid to Demco for library furniture and supplies (signage, book truck, supplies).
- \$3,600.00 was paid to Family & Children's Services of the Capital Region for Capital EAP (employee assistance program) yearly fee.
- \$1,497.20 and \$1,497.20 were paid to MVP for medical insurance.
- \$2,217.47 was paid to National Grid for utilities.
- \$1,488.33, \$1,488.33, and \$1,488.33 were paid to NYS Deferred Comp.
- \$1,730.00 was paid to NFP for Cyber Security.
- \$1,885.74 was paid to NYSLRS for retirement.
- \$111.82, \$11,391.77, \$31,469.92, \$696.51, \$9.50, \$31,313.09, \$11,243.01, \$ 233.71, \$12,191.59, \$237.36, and \$34,228.11 were paid for three payrolls and two addendums (#26A, #2, #2A, #3, and #4).
- \$3,085.33 was paid to Seasons East Lawn Care for salting and plowing of road and parking lot; 9 visits (November and December).

Motions:

- Motion to accept the Off-Warrant in the amount of \$186,852.03 for the period of January 11, 2024, through February 20, 2024, as presented.
- Motion to authorize the signing of the Warrant dated February 20, 2024, in the amount of \$34,156.54.
- Motion to approve the February 20, 2024, Financials with 14% of the year completed, as presented.

Budget Committee updates:

- Dates: May 2 (Thursday), May 9 (Thursday), May 30 (Thursday)
- Time: 3:00 pm

East Greenbush Community Library

Off-Warrant (January 11, 2024-February 20, 2024)

NAME	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Cash, Operating Accounts				
1003.00 Pioneer OPERATING XXXX0178				
Aflac	01/25/2024	42093	NBY22	-415.98
Albany Institute of History & Art	01/17/2024	42078		-100.00
BOA CARD SERVICES	02/12/2024	42099	CORP ACCOUNT 1924	-1,118.62
BPI MECHANICAL	02/05/2024	42095		-154.96
Capital Security	01/18/2024	42085		-206.75
CDPHP	01/18/2024	42086	10002870	-9,466.89
CDPHP	02/19/2024	42106	10002870	-10,219.09
CHARTER COMMUNICATIONS (FIBER OPTIC)	01/17/2024	42075	141867501	-399.00
CHARTER COMMUNICATIONS (TELEPHONE)	01/17/2024	42076	142138101	-44.03
CONWAY TECHNOLOGY GROUP	01/18/2024	42090	EG01	-3,420.35
DEMCO	01/17/2024	42079	Voided - 710162791	0.00
DEMCO	01/17/2024	42083	710162791	-4,326.06
Dropmysuite Inc.	02/12/2024	42100		-162.00
Family & Children's Serv. Capital Region	01/17/2024	42080		-3,600.00
Grainger, W.W.,Inc.	02/12/2024	42101	856763925	-169.26
GUARDIAN	01/18/2024	42087	00 575836 DENTAL & VISION	-414.46
GUARDIAN	02/19/2024	42107	00 575836 DENTAL & VISION	-414.46
McLellan, Karrie	01/17/2024	42081		-100.48
MVP	01/18/2024	42088	GROUP ID 426827	-1,497.20
MVP	02/19/2024	42108	GROUP ID 426827	-1,497.20
NATIONAL BUSINESS TECH. (ALBANY)	01/22/2024	42091	EG00	-219.86
Nationalgrid	01/22/2024	42092	34370-88011	-2,217.47
New York State Deferred Comp.	01/17/2024	42077	Plan#0045420	-1,488.33
New York State Deferred Comp.	01/29/2024	42094	Plan#0045420	-1,488.33
New York State Deferred Comp.	02/12/2024	42104	Plan#0045420	-1,488.33
New York Times	02/12/2024	42105	871100947	-334.72
NFP PROPERTY & CASUALTY SERVICES, INC.	01/17/2024	42072	EASTGRE-01	-1,730.00
NYSLRS	01/31/2024	January 2024	NYSLRS for	-1,885.74
	01/18/2024	PR#26A DIABILITY JL	PR#26A	0.00
	01/18/2024	PR#26A DIABILITY JL	PR#26A	-111.82
	01/19/2024	PR# 2 01/19/24	PR#2	-11,391.77
	01/19/2024	PR# 2 01/19/24	PR#2	-31,469.92
Paychex	01/19/2024	PR#2 1/19/24	PROCESSING CHARGE FOR PR# 2 1/19/24 & W-2 PROCESSING	-696.51
Paychex	01/19/2024	PAYROLL #2A 1/18/24	PROCESSING CHARGE FOR THIRD PARTY DIABILITY FOR PAYROLL #2A 1/18/24	-9.50
	02/02/2024	PR# 3 2/2/24	PR#3	-31,313.09
	02/02/2024	PR# 3 2/2/24	PR#3	-11,243.01
Paychex	02/02/2024	PAYROLL #3 2/2/24	PROCESSING CHARGES FOR PAYROLL #3 DATED 2/2/24	-233.71
	02/16/2024	PR#4 2/16/24	PR#4	-12,191.59
	02/16/2024	PAYROLL #4 2/16/24	PROCESSING CHARGES FOR PAYROLL #4 DATED 2/16/24	-237.36
	02/16/2024	PR#4 2/16/24	PR#4	-34,228.11
	01/18/2024	42089		-350.00
REYNOLDS, JACKIE				

East Greenbush Community Library

Off-Warrant (January 11, 2024-February 20, 2024)

NAME	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Seasons East Lawn Care	01/17/2024	42082	Voided	0.00
Seasons East Lawn Care	01/17/2024	42084		-3,085.33
SENSOURCE	02/12/2024	42102		-582.00
TIMES UNION (SUBSCRIPTION)	02/05/2024	42096	140026351	-144.00
Toni Murphy Receiver of Taxes	01/17/2024	42073	984	-118.14
Town of East Greenbush	02/05/2024	42097	984	-258.11
TWIN BRIDGES	02/05/2024	42098	55-8109 1	-515.42
United States Treasury	02/19/2024	42109	14-1424197	-27.59
VERIZON WIRELESS	01/17/2024	42074	542647307-00001	-32.74
VERIZON WIRELESS	02/12/2024	42103	542647307-00001	-32.74
Total for 1003.00 Pioneer OPERATING XXXX0178				\$186,852.03
Total for Cash, Operating Accounts				\$186,852.03

East Greenbush Community Library

Warrant of Bills by Vendor-January 11, 2024-February 20, 2024 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
AIDAN FUSC				
AIDAN FUSC	02/13/2024	121923	EGCL 2- ADULT PROGRAM, ONE CANCELED DUE TO WEATHER BUT PLAYED THE OTHER NOT PAID BECAUSE CHECK WAS VOIDED DUE TO CANCELANATION MISCOMMUNICATION ABOUT 2 PROGRAMS.	100.00
Total for AIDAN FUSC				\$100.00
Albany Public Library				
518-449-3380				
Albany Public Library	02/12/2024	277570	31182035798031 THE CRAYONS TRICK OR TREAT LOST/PAID BOOK	10.00
Total for Albany Public Library				\$10.00
Amazon Capital Services				
Amazon Capital Services	01/09/2024	11TT-NNCV-9WTH	A3DG71IHROMNJM YS PROGRAM SUPPLIES	66.47
Amazon Capital Services	01/11/2024	1JYQ-XTDT-Q736	A3DG71IHROMNJM ADULT HOT OFF THE PRESS BOOKS	125.08
Amazon Capital Services	01/13/2024	1VNM-96GV-16X7	A3DG71IHROMNJM ADULT HOT OFF THE PRESS BOOKS	293.64
Amazon Capital Services	01/14/2024	17L1-YC3H-6GGN	A3DG71IHROMNJM ADULT FICTION BOOKS	38.49
Amazon Capital Services	01/19/2024	1LDH-TWF4-CH39	A3DG71IHROMNJM ADULT FICTION BOOKS	45.94
Amazon Capital Services	01/20/2024	1V73-L1GR-HYWM	A3DG71IHROMNJM ADULT FICTION BOOKS	190.52
Amazon Capital Services	01/20/2024	1QQP-DJYF-DC3X	A3DG71IHROMNJM ADULT NON-FICTION BOOKS	157.32
Amazon Capital Services	01/22/2024	1V14-NRY4-1K77	A3DG71IHROMNJM NEW COLLECTION J NATURE BACKPACKS	60.39
Amazon Capital Services	01/23/2024	1KXG-NKDX-6G3C	A3DG71IHROMNJM IT CABLES	30.44
Amazon Capital Services	01/26/2024	1VWL-VGFV-P1PK	A3DG71IHROMNJM COMBO DRY ERASE & CORK BOARD REFERENCE OFFICE	47.98
Amazon Capital Services	01/27/2024	13QH-KHGJ-1CNW	A3DG71IHROMNJM ADULT FICTION BOOK	8.99
Amazon Capital Services	01/27/2024	1Q1M-3KFV-3CTP	A3DG71IHROMNJM ADULT FICTION BOOK	20.98
Amazon Capital Services	01/30/2024	1PTY-GJ49-CK7V	A3DG71IHROMNJM ADULT FICTION BOOKS	55.78
Amazon Capital Services	02/02/2024	1JLJ-YMKH-K4J3	A3DG71IHROMNJM 3-ANKER 332 USB-C HUBS IT SUPPLIES	67.47
Amazon Capital Services	02/02/2024	13YD-6K7M-KLVR	A3DG71IHROMNJM PIRATES'S BOOTY ADULT PROGRAM SUPPLIES	37.71
Amazon Capital Services	02/05/2024	11RQ-1R44-4HDM	A3DG71IHROMNJM ADULT FICTION BOOK	20.06
Amazon Capital Services	02/05/2024	1KM7-1WCV-D1XJ	A3DG71IHROMNJM ADULT FICTION BOOK	21.00
Amazon Capital Services	02/05/2024	133N-KD6F-D6D3	A3DG71IHROMNJM ADULT FICTION BOOK	38.38
Amazon Capital Services	02/08/2024	1KT3-9XDN-X3WN	A3DG71IHROMNJM ADULT LIBRARY OF THINGS	47.81
Amazon Capital Services	02/08/2024	1KT3-9XDN-X3YH	A3DG71IHROMNJM ADULT FICTION BOOKS	35.95
Amazon Capital Services	02/10/2024	199K-QRQV-H766	A3DG71IHROMNJM ADULT FICTION BOOKS	29.18

East Greenbush Community Library

Warrant of Bills by Vendor-January 11, 2024-February 20, 2024 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Services				
Amazon Capital Services	02/11/2024	1NH1-TJ3K-KWTF	A3DG71IHROMNJM ADULT FICTION BOOKS	81.13
Amazon Capital Services	02/13/2024	1TLX-C37X-1JH4	A3DG71IHROMNJM YS PROGRAM SUPPLIES	71.78
Amazon Capital Services	02/14/2024	1HWJ-MDTQ-CC4M	A3DG71IHROMNJM OFFICE AND FACILITIES	542.48
Amazon Capital Services	02/14/2024	14LY-QKJF-97NR	A3DG71IHROMNJM ADULT DVDS	64.97
Amazon Capital Services	02/05/2024	116R-N6RT-99KM	A3DG71IHROMNJM CREDIT FOR INVOICE # 11RQ-1R44-4HDM	-4.07
Amazon Capital Services	01/22/2024	1V94-7FQ1-FNXG	A3DG71IHROMNJM CREDIT FOR INVOICE # 1V73-L1GR-HYWM	-0.78
Total for Amazon Capital Services				\$2,195.09
ASSA ABLOY (formerly Besam) 378-8170				
ASSA ABLOY (formerly Besam)	02/05/2024	SCI 75936	120046 QUARTERLY MARCH-MAY 2024 SERVICE MAIN ENTRANCE DOORS	219.11
Total for ASSA ABLOY (formerly Besam)				\$219.11
BAKER & TAYLOR (ALL ACCTS)				
BAKER & TAYLOR (ALL ACCTS)	01/08/2024	5018701851	309318 L026683 3 B00000 J FICTION BOOKS	23.79
BAKER & TAYLOR (ALL ACCTS)	01/22/2024	5018724030	309318 L026683 3 B00000 J FICTION PICTURE BOOK	15.66
BAKER & TAYLOR (ALL ACCTS)	01/23/2024	5018725830	309318 L821363 3 B00000 ADULT NON-FICTION BOOK	118.63
BAKER & TAYLOR (ALL ACCTS)	01/31/2024	5018739401	309318 L026683 3 B00000 J FICTION, J POP FICTION, J FICTION PICTURE BOOKS	1,166.93
BAKER & TAYLOR (ALL ACCTS)	02/01/2024	5018736388	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	562.93
BAKER & TAYLOR (ALL ACCTS)	02/08/2024	5018753851	309318 L821363 3 B00000 ADULT NON-FICTION BOOK	18.52
BAKER & TAYLOR (ALL ACCTS)	02/12/2024	5018751193	309318 L026683 3 B00000 J FICTION & J FICTION PICTURE BOOKS	554.73
BAKER & TAYLOR (ALL ACCTS)	02/13/2024	5018756672	309318 L026667 3 B 00000 ADULT GN BOOKS	214.50
BAKER & TAYLOR (ALL ACCTS)	02/14/2024	5018760367	309318 L026683 3 B 00000 J FICTION BOOKS INCLUDING J POP & J PICTURE	186.62
BAKER & TAYLOR (ALL ACCTS)	02/15/2024	5018765027	309318 L821363 3 B00000 NON-FICTION BOOKS	212.57
BAKER & TAYLOR (ALL ACCTS)	02/19/2024	5018766050	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	263.22
Total for BAKER & TAYLOR (ALL ACCTS)				\$3,338.10
BERLIN FREE TOWN LIBRARY				
BERLIN FREE TOWN LIBRARY	01/13/2024	273846	EGCL LOST/PAID BOOK	10.00
Total for BERLIN FREE TOWN LIBRARY				\$10.00
Brodart 800-233-8467				
Brodart	01/16/2024	B6729698	3105612 J FICTION PICTURE BOOKS	73.83

East Greenbush Community Library

Warrant of Bills by Vendor-January 11, 2024-February 20, 2024 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	01/16/2024	B6729708	3105612 TEEN FICTION BOOK	17.56
Brodart	01/16/2024	B6729711	310561B ADULT FICTION BOOKS	34.59
Brodart	01/16/2024	B6729692	3105612 J FICTION BOOKS	91.88
Brodart	01/16/2024	B6729677	3105612 J POP FICTION BOOKS	19.26
Brodart	01/16/2024	B6729705	3105612 J POP FICTION BOOKS	62.64
Brodart	01/17/2024	B6730763	3105612 J POP FICTION BOOKS	25.98
Brodart	01/17/2024	B6730484	3105612 J FICTION PICTURE BOOKS	20.54
Brodart	01/18/2024	B6731353	3105612 J POP FICTION BOOKS	86.20
Brodart	01/18/2024	B6731360	3105612 J FICTION PICTURE BOOKS	193.60
Brodart	01/25/2024	B6734543	310561B ADULT FICTION BOOK	16.72
Brodart	01/25/2024	B6734536	310561B ADULT FICTION BOOK	74.93
Brodart	01/25/2024	B6734462	310561B ADULT FICTION BOOK	233.21
Brodart	01/25/2024	B6734469	3105614 J POP FICTION	35.22
Brodart	01/26/2024	B6735530	3105612 J POP FICTION BOOKS	8.82
Brodart	01/26/2024	B6735441	3105612 J FICTION PICTURE BOOKS	51.01
Brodart	01/26/2024	B6735384	310561B ADULT FICTION BOOKS	199.22
Brodart	01/31/2024	B6738555	310561B ADULT FICTION BOOKS	72.63
Brodart	01/31/2024	B6738616	310561B ADULT FICTION BOOKS	28.41
Brodart	01/31/2024	B6738389	3105612 J POP FICTION BOOKS	19.17
Brodart	01/31/2024	B6738377	310561B ADULT FICTION BOOKS	16.72
Brodart	01/31/2024	B6738315	3105612 J FICTION BOOKS	95.59
Brodart	01/31/2024	B6738185	3105612 J FICTION BOOKS	54.02
Brodart	01/31/2024	B6738141	310561B ADULT FICTION BOOKS	286.92
Brodart	01/31/2024	B6738111	3105612 J FICTION BOOKS	19.18
Brodart	01/31/2024	B6738110	3105612 J POP FICTION BOOKS	16.10
Brodart	01/31/2024	B6738512	310561B ADULT LP BOOK	44.37
Brodart	02/01/2024	B6739193	310561B ADULT FICTION BOOKS	35.16
Brodart	02/01/2024	B6739198	310561B ADULT LP BOOK	18.44
Brodart	02/01/2024	B6739212	310561B ADULT FICTION BOOKS	32.12
Brodart	02/01/2024	B6739215	310561B ADULT FICTION BOOKS	69.74
Brodart	02/01/2024	B6739223	3105612 J FICTION BOOKS	20.70
Brodart	02/01/2024	B6739186	3105613 J FICTION BOOKS	21.16
Brodart	02/01/2024	B6739240	310561B ADULT FICTION BOOKS	13.58
Brodart	02/01/2024	B6739244	310561B ADULT FICTION BOOKS	17.30
Brodart	02/01/2024	B6739224	3105612 J FICTION BOOKS	32.85
Brodart	02/02/2024	B6739993	3105614 PIRATES'S BOOTY ADULT PROGRAM SUPPLIES	53.34
Brodart	02/05/2024	B6742043	3105612 J FICTION BOARD BOOK	12.60
Brodart	02/06/2024	B6742234	3106512 J FICTION BOOK	7.10
Brodart	02/06/2024	B6741999	3105612 J POP FICTION BOOK	7.42
Brodart	02/06/2024	B6742072	B6742072 J POP FICTION BOOK	27.87
Brodart	02/06/2024	B6742159	3105612 J FICTION PICTURE BOOKS	61.45
Brodart	02/07/2024	B6742991	3105612 J FICTION BOOKS	13.06
Brodart	02/07/2024		3105612 J POP FICTION BOOKS	12.99
Brodart	02/07/2024	B6742968	3105612 J FICTION BOARD BOOK	12.60
Brodart	02/07/2024	B6743005	3105612 J FICTION BOOKS	11.84
Brodart	02/07/2024	B6742995	3105612 J FICTION BOOKS	17.41
Brodart	02/08/2024	B6743394	310561B ADULT FICTION BOOKS	110.86
Brodart	02/08/2024	B6743681	3105612 J FICTION BOOK	4.33
Brodart	02/08/2024	B6743608	3105612 J FICTION BOOKS	45.24

East Greenbush Community Library

Warrant of Bills by Vendor-January 11, 2024-February 20, 2024 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	02/08/2024	B6743396	310561B ADULT FICTION BOOKS	33.44
Brodart	02/09/2024	B6744207	3105612 J FICTION PICTURE BOOKS	125.68
Brodart	02/09/2024	B6744186	3105612 J POP FICTION BOOKS	107.33
Brodart	02/09/2024	B6744184	3105612 CATSIDE UP, CATSIDE DOWN: J FICTION PICTURE BOOKS	209.07
Brodart	02/09/2024	B6744163	3105612 J FICTION PICTURE BOOKS	11.58
Brodart	02/09/2024	B6744065	3105612 J FICTION PICTURE BOOKS	73.33
Brodart	02/09/2024	B6744161	3105612 TEEN NON-FICTION BOOKS	93.03
Brodart	02/09/2024	B6744092	3105612 TEEN FICTION BOOKS	447.76
Brodart	02/14/2024	B6746678	3105612 J FICTION BOOK	7.44
Brodart	02/14/2024	B6746618	3105612 J BOARD BOOK	5.72
Brodart	02/14/2024	B6746616	3105612 J FICTION BOOK	11.84
Brodart	02/14/2024	B6746600	3105612 J FICTION PICTURE BOOKS	21.60
Brodart	02/14/2024	B6746523	310561B ADULT FICTION BOOKS	14.20
Brodart	02/14/2024	B6746521	310561B ADULT FICTION BOOKS	69.76
Brodart	02/14/2024	B6746400	3105612 J BOARD BOOK	9.16
Brodart	02/14/2024	B6746399	3105612 J FICTION BOOK	6.19
Brodart	02/14/2024	B6746398	3105612 J FICTION BOOK	22.27
Brodart	02/14/2024	B6746315	3105612 J BOARD BOOKS	98.38
Brodart	02/14/2024	B6746279	3105612 J POP FICTION BOOKS	14.84
Brodart	02/14/2024	B6746102	310561B ADULT FICTION BOOKS	92.95
Brodart	02/19/2024	B6748055	3105612 J FICTION PICTURE BOOK	14.24
Brodart	02/19/2024	B6748016	3105612 J FICTION PICTURE BOOK	7.42
Brodart	02/19/2024	B6748056	3105612 J FICTION BOOK	11.84
Total for Brodart				\$4,066.55
BRYANS & GRAMUGLIA				
BRYANS & GRAMUGLIA	02/03/2024	5119	EGCL PREPARATIONS OF FORM 1099'S FOR YEAR ENDED 12/31/23	500.00
BRYANS & GRAMUGLIA	02/10/2024	5131	EGCL COMPLETION OF PLANNING & AUDIT FIELDWORK PROCEDURES FOR THE YEAR ENDED DECEMBER 31, 2023	3,000.00
Total for BRYANS & GRAMUGLIA				\$3,500.00
Capital Security 479-7122				
Capital Security	02/15/2024	191064	EGCL NETWORK/CELLULAR MONITORING 3/1/24-3/31/24	63.00
Total for Capital Security				\$63.00
CENGAGE Learning/GALE 877-201-3962 opt 2				
CENGAGE Learning/GALE	02/08/2024	83843085	124198 ADULT LP BOOK	24.80
CENGAGE Learning/GALE	02/08/2024	83843223	124198 ADULT LP BOOK	24.80
CENGAGE Learning/GALE	02/09/2024	83853762	124198 ADULT LP BOOK	25.60
Total for CENGAGE Learning/GALE				\$75.20
CHARTER COMMUNICATIONS (FIBER OPTIC)				
CHARTER COMMUNICATIONS (FIBER OPTIC)	02/14/2024	141867501021424	141867501 FIBER INTERNET 2/14/24-3/13/24	399.00
Total for CHARTER COMMUNICATIONS (FIBER OPTIC)				\$399.00
CHARTER COMMUNICATIONS (TELEPHONE)				

East Greenbush Community Library

Warrant of Bills by Vendor-January 11, 2024-February 20, 2024 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
869-5500				
CHARTER COMMUNICATIONS (TELEPHONE)	02/14/2024	142138101021424	142138101 BUSINESS PHONE 2/15/24-3/14/24	44.03
Total for CHARTER COMMUNICATIONS (TELEPHONE)				\$44.03
DAVE DRUCKENMILLER				
DAVE DRUCKENMILLER	01/08/2024	3/24/24	EGCL ADULT PROGRAM	400.00
Total for DAVE DRUCKENMILLER				\$400.00
DEMCO				
800-752-7614 act.rece				
DEMCO	01/31/2024	7430514	710162791 1-BOX KAPCO BOOK COVERS PROCESSING SUPPLIES	229.00
DEMCO	02/15/2024	7439007	710162791 YS BOOKMARKS & STICKERS	38.92
DEMCO	02/15/2024	7438674	710162791 3-ENGRAVED NAME BADGES	54.56
Total for DEMCO				\$322.48
HILL & MARKES, INC.				
888-427-7022				
HILL & MARKES, INC.	02/15/2024	2869795-00	6528 PERFORMANCE PAPER TOWELS FOR RESTROOMS	397.98
Total for HILL & MARKES, INC.				\$397.98
MARINE DESIGN & SERVICE				
MARINE DESIGN & SERVICE	02/05/2024	5603	EGCL FISH TANK SERVICE	75.00
Total for MARINE DESIGN & SERVICE				\$75.00
MicroMarketing LLC				
1-800-229-9887				
MicroMarketing LLC	01/16/2024	943441	1233 2023 END OF THE YEAR FUNDS FOR SD	172.94
MicroMarketing LLC	01/23/2024	943967	1233 END OF YEAR 2023 FOR SD COLLECTION OF AUDIOBOOKS ON CD (A4)	50.99
Total for MicroMarketing LLC				\$223.93
Midwest Tape				
1-800-875-2785				
Midwest Tape	01/16/2024	504924982	2000001825 ADULT & YOUTH DVDS	79.46
Midwest Tape	01/19/2024	504941417	2000001825 ADULT & J DVDS	299.09
Midwest Tape	01/29/2024	504982048	2000001825 ADULT AND J DVDS	190.42
Midwest Tape	02/05/2024	505013240	2000001825 ADULT DVDS	132.69
Midwest Tape	02/12/2024	505044824	2000001825 ADULT DVDS	238.38
Total for Midwest Tape				\$940.04
New York Library Association				
427-1697				
New York Library Association	01/31/2024	211	EGCL NYLA MEMBERSHIP 6/1/24-5/31/25	1,000.00
Total for New York Library Association				\$1,000.00
North Greenbush Public Library				
North Greenbush Public Library	01/22/2024	268750	38123100982996 LOST/PAID BOOK	6.00
Total for North Greenbush Public Library				\$6.00
Northeast Toner, Inc.				

East Greenbush Community Library

Warrant of Bills by Vendor-January 11, 2024-February 20, 2024 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
518-899-5545				
Northeast Toner, Inc.	01/22/2024	117398	EGCL CE254A WASTE BOTTLE OEM	53.00
Northeast Toner, Inc.	02/14/2024	117535	EGCL TONERS	259.00
Total for Northeast Toner, Inc.				\$312.00
OVERDRIVE				
216-573-6886 ext.212				
OVERDRIVE	01/27/2024	01080CO24025081	1080-1012 19- ADULT EBOOKS & 13- ADULT E AUDIOBOOKS	1,560.56
OVERDRIVE	01/27/2024	01080CO24025076	1080-0012 8-ADULT EBOOK & 6- ADULT EAUDIOBOOKS	704.07
OVERDRIVE	01/30/2024	01080DA24028569	1080-1012 3 ADULT EBOOKS	192.87
OVERDRIVE	01/30/2024	01080DA24028858	1080-0012 1 ADULT EBOOK & I ADULT EAUDIOBOOK	105.22
OVERDRIVE	02/06/2024	01080DA24040075	1080-0012 1-ADULT EBOOK	55.00
OVERDRIVE	02/06/2024	01080DA24039475	1080-1012 J POP FICTION BOOKS	27.50
OVERDRIVE	02/12/2024	01080DA24045200	1080-0012 1-ADULT EBOOK & 1-ADULT EAUDIOBOOK	130.00
Total for OVERDRIVE				\$2,775.22
Penworthy Co.				
414-287-4600				
Penworthy Co.	01/31/2024	0596790-IN	1320185_001 J FICTION PICTURE BOOKS	300.39
Total for Penworthy Co.				\$300.39
PLAYAWAY PRODUCTS LLC				
(877) 893-0808				
PLAYAWAY PRODUCTS LLC	01/17/2024	450675	EGCL J AUDIOBOOK READALONGS	142.47
PLAYAWAY PRODUCTS LLC	02/15/2024	453670	EGCL KNIGHT OWL J PLAYAWAY	111.98
Total for PLAYAWAY PRODUCTS LLC				\$254.45
Seasons East Lawn Care				
732-2276 new 8.07				
Seasons East Lawn Care	01/22/2024	13390	EGCL 01/06/24-1/29/24; 20- SALTING OF PARKING LOT & 10-SNOW PLOWING OF PARKING LOT	5,425.00
Seasons East Lawn Care	01/22/2024	13391	EGCL COMMUNITY WAY 01/06/24-01/29/24; 39-SALTING/SNOW PLOWING OF ROAD	3,100.10
Seasons East Lawn Care	01/25/2024	13410	EGCL 11/1/23 LAWN MOWING; 11/14/23 FALL CLEAN-UP; 11/17/23 LANSCAPING FLOWERS PULLED UP MUMS & PLANTED DAFFODILS	950.00
Total for Seasons East Lawn Care				\$9,475.10
STAPLES				
1-877-826-7755				
STAPLES	01/18/2024	3557243685	1008052 MAINTENANCE SUPPLIES	256.40
STAPLES	01/31/2024	3558345267	1008052 1-BOX #10 RIGHT WINDOW ENVELOPES	22.90
STAPLES	01/31/2024		1008052 SOAP FOR RESTROOMS & GENERAL OFFICE SUPPLIES	141.41
STAPLES	01/31/2024	3558345262	10080521 2-CASES OF RECEIPT PRINTER ROLLS	169.50
STAPLES	02/10/2024	3559409902	1008052 3 CASES OF PRINTING PAPER	113.97
STAPLES	02/15/2024	3559670644	1008052 MAINTENANCE/OFFICE SUPPLIES	126.69
Total for STAPLES				\$830.87
TAG SOLUTIONS, LLC				
(518) 292-6510				
TAG SOLUTIONS, LLC	02/02/2024	30627698	21743 IT MANAGED SERVICES 2/1/24-2/29/24	2,523.00
Total for TAG SOLUTIONS, LLC				\$2,523.00
The Children's Museum at Saratoga				

East Greenbush Community Library

Warrant of Bills by Vendor-January 11, 2024-February 20, 2024 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
The Children's Museum at Saratoga	02/05/2024	MP 2024	EGCL MUSEUM PASS 3/1/24-3/1/25	300.00
Total for The Children's Museum at Saratoga				\$300.00
TOTAL				\$34,156.54

Note

Payment Approved / /

President, Library Board of Trustees: _____

East Greenbush Community Library

Budget vs. Actuals: 2024 Voter Approved Budget

January 1, 2024 - February 20, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges				
4001.00 Printing/Fax/Fees	1,162.88	9,000.00	-7,837.12	12.92 %
4002.00 Fines	103.08	0.00	103.08	
4003.00 Lost or Damaged	1,057.67	4,500.00	-3,442.33	23.50 %
Total 4000 Library Charges	2,323.63	13,500.00	-11,176.37	17.21 %
4100 Other Income/Interest				
4101.00 Interest & Earnings	213.60	2,000.00	-1,786.40	10.68 %
Total 4100 Other Income/Interest	213.60	2,000.00	-1,786.40	10.68 %
4200 Public Funds	2,261,125.82	2,277,625.00	-16,499.18	99.28 %
4400.00 Restricted Income (G/G)		35,000.00	-35,000.00	
4401.00 Non-Restricted Income (G/G)	237.67	1,500.00	-1,262.33	15.84 %
4990.00 Transfer from Reserve(s)		21,125.00	-21,125.00	
Total Revenue	\$2,263,900.72	\$2,350,750.00	\$ -86,849.28	96.31 %
GROSS PROFIT	\$2,263,900.72	\$2,350,750.00	\$ -86,849.28	96.31 %
Expenditures				
CAP Long-Term Savings		109,850.00	-109,850.00	
Operating Expenses				
5000 Technology/Communications	7,542.27	96,650.00	-89,107.73	7.80 %
5010 Programming & Planning	1,292.91	24,200.00	-22,907.09	5.34 %
5020 Bks & Mat'ls (Collections)	26,967.17	159,100.00	-132,132.83	16.95 %
5030 Facilities Expenses	16,925.78	143,300.00	-126,374.22	11.81 %
5040 Professional Services	15,068.54	64,000.00	-48,931.46	23.54 %
5050 Operat'ns	1,004.41	37,425.00	-36,420.59	2.68 %
5100 Human Resources/Staff Devt		6,500.00	-6,500.00	
5200 Personnel	211,335.32	1,709,725.00	-1,498,389.68	12.36 %
Total Operating Expenses	280,136.40	2,240,900.00	-1,960,763.60	12.50 %
Total Expenditures	\$280,136.40	\$2,350,750.00	\$ -2,070,613.60	11.92 %
NET OPERATING REVENUE	\$1,983,764.32	\$0.00	\$1,983,764.32	0.00%
Other Expenditures	\$ -315.63	\$0.00	\$ -315.63	0.00%
NET OTHER REVENUE	\$315.63	\$0.00	\$315.63	0.00%
NET REVENUE	\$1,984,079.95	\$0.00	\$1,984,079.95	0.00%

Note

On this date, the year is 14% over.

East Greenbush Community Library

Balance Sheet

As of February 20, 2024

	TOTAL			
	AS OF FEB 20, 2024	AS OF FEB 20, 2023 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
Board Designated Accounts				
1001.00 Pioneer GIFT & GRANT XXXX0186	62,327.76	40,626.77	21,700.99	53.42 %
1002.00 Petty Cash Gift & Grant	200.00	200.00	0.00	0.00 %
1007.00 Pioneer HURR ACCOUNT XXX244	58,457.50	58,340.70	116.80	0.20 %
Total Board Designated Accounts	120,985.26	99,167.47	21,817.79	22.00 %
Cash, Operating Accounts				
1003.00 Pioneer OPERATING XXXX0178	40,325.72	66,452.76	-26,127.04	-39.32 %
1004.00 Pioneer PUBLIC FINANCE XXXX0194	2,278,878.60	2,263,596.07	15,282.53	0.68 %
1005.00 Pioneer FUND BALANCE XXX251	41,792.73	49,275.81	-7,483.08	-15.19 %
1006.00 Petty Cash	200.00	200.00	0.00	0.00 %
ZZZPetty Checking	0.00	-90.00	90.00	100.00 %
Total Cash, Operating Accounts	2,361,197.05	2,379,434.64	-18,237.59	-0.77 %
Reserve, Capital Accounts				
1008.00 Pioneer CAPITAL RESERVEXXXX0228	601,131.04	295,255.57	305,875.47	103.60 %
1009.00 Pioneer OPER. CONT. RESXXXX0210	388,942.67	183,291.33	205,651.34	112.20 %
Total Reserve, Capital Accounts	990,073.71	478,546.90	511,526.81	106.89 %
Total Bank Accounts	\$3,472,256.02	\$2,957,149.01	\$515,107.01	17.42 %
Accounts Receivable	\$0.00	\$90.00	\$ -90.00	-100.00 %
Other Current Assets	\$250.00	\$250.00	\$0.00	0.00 %
Total Current Assets	\$3,472,506.02	\$2,957,489.01	\$515,017.01	17.41 %
Fixed Assets	\$2,217,439.06	\$2,269,239.35	\$ -51,800.29	-2.28 %
TOTAL ASSETS	\$5,689,945.08	\$5,226,728.36	\$463,216.72	8.86 %
LIABILITIES AND EQUITY				
Liabilities	\$34,137.04	\$34,014.38	\$122.66	0.36 %
Equity	\$5,655,808.04	\$5,192,713.98	\$463,094.06	8.92 %
TOTAL LIABILITIES AND EQUITY	\$5,689,945.08	\$5,226,728.36	\$463,216.72	8.86 %

Note

On this date, the year is 14% over



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Administrative Committee Meeting 2-5-24

Attendance: Jill, Katie, Michael, Mari (virtual), Camie (virtual)

1. Schodack contract formula-next steps
 - a. Schodack has not responded, so Mari drafted a letter stating that we are moving forward; she will share this with the committee so that we are prepared to begin budget process in March: proposal is average per capita of Upper Hudson Library Services (UHLS)
 - b. Lynne has agreed to stay on to see this through
2. Fine free report-impact on budget and borrowing
 - a. Increase in membership and circulation
 - b. Improved access for community members
 - c. Positive impact on customer relations
 - d. Minimal impact on material return rates
 - e. Financial impact is about \$11,000 but has allowed staff to reallocate time toward more meaningful services
 - i. Motion to remove \$1/page fee for faxes effective March 1, 2024.
3. Look through and make a motion coming out of committee to approve HHA architectural services proposal for Phase 1 of Capital Project using Construction grant (exterior needs, including EIFS; repair tile in library).
 - a. The committee concurs with the Board's motion to prepare documents necessary to go to bid to engage a contractor to implement the Phase 1 recommendations of the Building Conditions survey; we authorize Jill to sign the agreement.
 - b. Construction grant for Phase 1 is already approved
 - c. Oversight of project
 - i. We must assign a clerk who can internally manage this project so that Jill is not managing the logistics.
 - ii. Should we train someone internally or bring someone into this role?
 - iii. We will know more after the meeting Thursday when we know what needs to happen externally, internally, and with regard to communication.
 - d. Meet Thursday, 2-8-24 at 4:00



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East Greenbush
COMMUNITY LIBRARY

- e. Need to collect bids and finalize our review by April 1, 2024 in order to discuss at Administration Committee meeting that night and award the bid at April board meeting
4. Legislative grant scope of work: beginning discussions in hopes of creating a proposal because accrual may take up to two years (\$250,000)
 - a. Consideration to use this money toward the roof, water heaters, heat pumps, boilers, fire alarm, fees (\$747,000 in 2025), but a supplement will be necessary→ talk about it as part of the budget process
 - b. Repaving road follows as potential 2026 goal
 - c. Discuss next steps with Jay on Thursday
 5. We need to determine whether we are applying for an additional Construction grant by June so that we can offer a basic idea and finalize by August (UHLS)/September (NYS); this will be discussed by budget committee.
 6. \$100,000 transfer into Capital Reserves: discussed and approved by committee
 7. Reserves policy: TBD
 - a. We will address other “overage” in fund balance once we draft and approve a policy.

March: meeting will be extended in order to discuss finances between Services and Admin (6:30-7:00)

1. Reserves policy: address “overage” in fund balance
2. Schodack contract formula: drafted letter→ next steps?
3. Phase 1 of Capital Project using Construction grant:
 - a. How did 2-8-24 meeting go?
 - b. Who will oversee internally?
 - c. Will we be ready to award the bid at April board meeting?
4. Legislative grant (\$250,000): what was Jay’s recommendation—roof, etc.?
5. Additional construction grant: discuss at budget committee and be ready with idea by June for proposal in August (UHLS) and/or September (NYS)



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Services Committee Meeting 2-12-2024

Attendance:

Amanda Miller (Chair)

Charlie Pensabene

Nichole Krisanda

Mari Harris (President)

Jill Dugas Hughes (Director)

1) Little Free Library (LFL) Update –

Ms. Miller updated the committee that she has heard nothing regarding the placement of the Little Free Library at Mill Creek – this one was formerly located on the Rail Trail near Genet Elementary. The other LFL is still placed on the rail trail behind Town Hall, but needs to come off the Library's certificate of insurance, as required by the Rail Trail.

Ms. Krisanda suggested reaching out to either the Girl Scouts or the Key Club to maintain it. Ms. Harris mentioned advertising on social media that it needs a new owner or that it will have to come down.

A recommendation was made to take the LFLs down and raffle them off for new ownership. Library staff will look into what needs to happen to transfer the registration to the new owners.

MOTION: To deaccession the two Little Free Libraries

2) Staff Manual - We had a quick overview of what we are planning to accomplish with regards to the organization of the manual. We will review what needs to be included. The committee will review the table of contents and begin work on the Staff Manual next month.

3) UHLS Grants -

We discussed the upcoming two UHLS Grants – the Equity Challenge and the SAIYL Grant. The Equity Challenge has a board/trustee component. The two grants are sponsored by Upper Hudson Library System and will help offset costs for staff and board training.

MOTION: to have the EG Library board complete the Board Learning and Recruitment module from the UHLS Equity Challenge.

Director's Report- January 16, 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 of January Director's Report

1. **Programming & Outreach Highlights**
2. **Personnel Update**
3. **Capital Projects/Facilities**
4. **IT Highlights**
5. **2023 Audit, AUD, Annual Report Schedule**
6. **Collection Highlights**
7. **Usage Statistics Comparison**

1. Programming & Outreach Highlights

- **Winterfest:** Two staff members represented the library at Winterfest, engaging with nearly 100 community members.
- **Tax Forms:** IRS tax forms and instructions are now available to the public, with NYS tax forms expected soon.
- **Increased Reference Queries:** The reference desk handled over 1,200 queries in January, marking a 20% increase over 2023.
- **Winter Reading Challenge:** Over 265 patrons participated in this year's Winter Reading Challenge so far, logging an impressive 21,129 minutes of reading in January alone.
- **Youth Engagement:** Our team interacted with 644 individuals at various youth programs and outreach events this month. Additionally, interactive displays such as "Books are a Treasure" and "This Year I Want to Learn" received enthusiastic participation. A favorite entry in the latter was from Jayden, and they want "To lean (sic) bigr (sic) words."
- **Year-Long Reading Challenge for Adults:** We are excited to announce the upcoming launch of the Book Lovers Adult Reading Challenge, scheduled to run from April 1, 2024-March 31, 2025.

2. Personnel Update:

- **New Additions:** We welcomed Ian Hauck and Elizabeth Kurz as full-time librarians, and Alexis Mokler has been promoted to a full-time Outreach Librarian position.
- **Part-Time Staff Updates:** Laurie Dreyer has joined us as a PT Librarian, and Susan fox will soon fill another PT Librarian position. We are in the process of finalizing one remaining part-time position.

3. Capital Projects/Facilities:

- **Sewage Smell Caused unplanned shut down of Library:** a pervasive sewage odor led to an unplanned closure of the library. Initial attempts by our maintenance team to flush the drains and eliminate the odor were unsuccessful, leading to discomfort among patrons and staff. Given the severity of the situation, we made the decision to close the library early at 4pm. A plumbing specialist was contacted and arrived for inspection the following day. During this period, the library remained closed to the public, with hopes of reopening in the afternoon once the issue was resolved. Upon inspection, the plumber would not identify a definitive cause, but fortuitously, the odor had begun to dissipate by the afternoon. This allowed us to reopen the library at 2pm and communicate the resolution to our community. To prevent such incidents in the future, we are now planning a comprehensive cleaning of all our drainage lines. This proactive measure is aimed at ensuring the comfort and safety of our patrons and staff, maintaining our facilities' integrity, and avoiding unexpected closures.
- **Staff Office Refresh:** The Reference Office received a minor refresh, with patched and painted walls in January, enhancing the work environment.
- **HVAC Controller System:** We are still waiting for delivery of the new sensor for the server room to be delivered, which will allow us additional functionality, ultimately allowing us to shut the server room door. Once received (no target date identified by BPI yet), they will schedule the installation.
- **Capital Projects Update: Windows, Sidewalk, EIFS and Entryways:** We have formed a construction project team comprised of 2 board members, 3 staff, and our architect, which has commenced weekly meetings. The project has been organized into three distinct phases: Phase 1 (Windows, Sidewalks, EIFS, and Entryways), Phase 2 (Roof), and Phase 3 (Bathrooms). During the grant approval process, a challenge arose requiring us to coordinate with SHPO (State Historic Preservation office). This was due to the project's impact on the ground beyond a 10-foot perimeter from the building. Other concerns were raised about eligible costs. We clarified that activities such as power washing and the removal/reinstallation of landscaping are integral components of the EIFS capital project, not merely maintenance tasks. While we are optimistic about not encountering major obstacles with the grant, as initial feedback has been encouraging, the final approval hinges on the project's progression through the DASNY (Dormitory Authority of the State of New York) review process. As a precautionary measure, we've devised a backup plan to allocate possible state funds from a legislative grant to Phase 1, should there be any unforeseen issues with the funding. Changes to the legislative grant through Assemblyperson McDonald's office to change the project from Phase 1 to Phase 2, will be deferred until we secure the NYS Construction grant's approval. Currently, our architects are in the final stages of preparing the bid documents, expected to be released by month's end. In

anticipation, the project team will be interviewing several contractors to select a suitable construction manager. Additionally, we are proactively addressing potential disruptions that the construction may cause during the spring/summer, especially concerning access routes and the use of outdoor spaces. We are committed to keeping the board and community informed and engaged as this significant project moves forward.

4. IT Highlights

- **Technology Deployments:** Five new staff computers have been deployed, improving efficiency and workflow (which were purchased at the tail end of 2023 and early 2024, including 2 new desktop computers for the reference desk, and 3 staff laptops.
- **Spam Issue Resolution:** Issues between Microsoft and Yahoo and Gmail have caused problems where patrons were not always receiving emails from the library as well as emails to library staff that ended up erroneously in their spam folders or were quarantined completely. New back-end protocols designed to enhance security put into place by Microsoft created these difficulties. After some collaboration with Microsoft, we believe that the issue is resolved. We verified that our DMARC parameters have been set up properly so that emails sent to patrons through PatronPoint don't get routed to spam.
- **Power Outage Management:** We efficiently managed a power outage, ensuring minimal disruption to services. los

5. 2023 Audit, AUD, and Annual Report Schedule

- **2023 Audit & AUD:** Draft audit documents have been reviewed and returned to the auditors. We are waiting for the final issued reports, which will be distributed to the board as soon as they are received. Robert and Nicholas Gramuglia, CPA firm associates with Bryans & Gramuglia, will present the 2023 Audit to the library board at our February meeting, one month sooner than expected. We anticipate timely completion of the AUD.
- **Annual Report to DLD:** The 2023 Annual Report is ready for board review and approval and will be presented at our board meeting this month for review/approval. This document is exceptionally long, so it will be sent via separate cover for the board to review.

6. Collection Highlights

- **Resource Expansion:** Mango Online Language Learning Database was launched in January. PR has been implemented via our social media channels and website, including a new Tech Tips blog posting. In its first 14 days, our patrons logged 64 sessions for 8 hours of language learning!
- **Physical Collection Shifts:** We have shifted our collections in the main library, including consolidating paperbacks, placing graphic novels in a more accessible area, grouping all reference and other "in library use only" materials in one place, and moving the "local author" collection so that our popular Science Fiction and Fantasy sections have room to grow.
- **Music CD's:** Music CD's have been unlocked and we are ready to proceed with sunsetting the collection in April. There will be a PR campaign around this initiative.
- **Signage:** As positive step in updating wayfinding signage in the main library occurred this month; we added large signs to both the DVDs and Library of Things. Neither of those collections had signs before and we hope that they will be helpful to the library's new users.
- **Community Engagement:** Jenna Z. is on the UHLS Read it Forward (RIF) committee and they are close to choosing this summer's books. RIF is a summer program where teens read a featured

title and then pass the book to their peers who continue the cycle of reading and sharing. The purpose is to foster teen reading and communication about books, promote collaboration with schools, call attention to quality teen literature, and encourage parents to read and discuss books with teens.

- **CreativeBug:** The Art & craft education database set-up on our end is complete, and in the final steps are with the vendor, who assures us that it should be live at the end of next week.

7. Usage Statistics Comparison

The following table compares key collection usage statistics between January 2023 and January 2024, as well as annual totals for 2022 and 2023:

	Jan. 2023	Jan. 2024	% change (Jan. 2023- Jan. 2024)	2022 Annual Total	2023 Annual Total	% change 2022- 2023 Annual
Website Visits	9,122	8,724	(-4%)	91,204	102,904	13%
Library Visits	9,373	9,439	1%	111,078	126,015	13%
Registered Borrowers	6,303	7,215	14%	6,155	7,150	16%
Computer Use	1,067	1,320	24%	9,160	12,041	31%
Wireless Sessions	1,147	1,209	5%	12,499	14,233	14%
Physical Circulation	24,940	24,143	(-3%)	288,964	296,335	(3%)
Database Usage	9,062	7,974	(-12%)	113,681	111,366	(-2%)
Digital Circulation	5,491	6,903	26%	61,201	69,126	13%
Total Collection Usage	39,493	39,020	(-1%)	463,846	476,287	(3%)

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



You Belong Here

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Personnel Memo

February 27, 2024

Submitted by Jill Dugas Hughes

Resignation:

Termination:

- N/A

Classification Change:

- Alexis Mokler, Librarian I, Part-Time to Full-Time, Effective 2/26/2024

Provisional Appointment:

- Susan Fox, Librarian I, Part-Time, Effective 4/4/2024
- Laurie Dreyer, Librarian I, Part-Time, Effective 2/19/2024

Current Open/Unfilled Positions/Organizational Chart Changes

- Librarian I, Part-Time (12/15/2023- originally PT LA, change position to PT L1, reduced hours to stay within budget).