



AGENDA

Board of Trustees

January 22, 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 Monday, January 22, 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.	Public Comment	Mari Harris
3.	Oath of Office Nichole Krisanda (5 years)	Mari Harris
4.	Annual Organizational Paperwork <ul style="list-style-type: none"> • Conflict of Interest • Code of Ethics • Calendar (Board & Committee Meetings) • Bank Signature Card • Board Contact List 	Mari Harris B. C. D.
5.	Committee Chair Appointments <ul style="list-style-type: none"> • Administrative • Services 	Mari Harris
6.	Approval of Minutes <ul style="list-style-type: none"> ➤ MOTION to approve the minutes of the December 19, 2023 Library Board Meeting. 	Amanda Miller E.
7.	Treasurer’s Reports Treasurer’s Report Narrative Off Warrant (December 13, 2023 – January 10, 2024) <ul style="list-style-type: none"> ➤ MOTION to accept the Off Warrant in the 	Katie Sheehan F. G.

	<p>amount of \$138,646.07 for the period of 12/13/2023-1/10/2024.</p> <p>Off-Warrant #2 of Bills by Vendor (12/13/2023-1/10/2024)</p> <ul style="list-style-type: none"> ➤ MOTION to accept Off-Warrant #2 in the amount of \$75,376.13 for the period of 12/13/2023-1/10/2024. <p>2023 Preliminary Year-End Financials</p> <ul style="list-style-type: none"> • Preliminary Final 2023 Profit & Loss, January-December 2023 (1/10/24) • Preliminary Final 2023 Balance Sheet, as of December 31, 2023 (1/10/24) <ul style="list-style-type: none"> ➤ MOTION to approve the Preliminary 2023 year-end Financials with 100% of the year completed as presented. <p>2024 Financials</p> <ul style="list-style-type: none"> • Budget vs. Actual 2024 (1/1/2024-1/10/2024) • Balance Sheet (1/10/2024) <ul style="list-style-type: none"> ➤ MOTION to approve the January 10, 2024 Financials with 2.7% of the year complete as presented 	<p>H.</p> <p>I.</p> <p>J.</p> <p>K.</p> <p>L.</p>
8.	Committee Reports Administrative Committee Services Committee	Katie Sheehan Amanda Miller
9.	Director’s Report	Jill Dugas Hughes M.
10.	Personnel Memorandum	Jill Dugas Hughes
11.	Unfinished Business	Mari Harris
12.	New Business Advocacy Day	Mari Harris
13.	Liaison Reports Friends of the Library Town of East Greenbush Rensselaer County Upper Hudson Library System	Julie Ann Price Jim McHugh Tom Grant Camie Engel
14.	Adjourn ➤ MOTION to adjourn the 1/22/2024 Library Board Meeting.	Mari Harris

Upcoming Meetings:

TBD

- 6:30-9:00 PM Trustee Planning & Orientation Meeting

Monday, February 5, 2024

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

Tuesday, February 27, 2024

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



East Greenbush Community Library Conflict of Interest Policy

This document must be signed yearly by each Library Trustee

The purpose of this policy is to set forth guidelines for Trustees and staff to follow in order to prevent conflict of interest during the performance of duties and responsibilities to the East Greenbush Community Library.

Standards of Conduct: Every Trustee or employee of the Library shall be subject to and abide by the following guidelines:

(a) Confidential Information. No Trustee or employee shall disclose confidential information acquired in the course of official duties or use such information to further a personal interest.

(b) Disclosure of Interest in Legislation. To the extent known, any Trustee or employee of the Library who participates in the discussion or gives an official opinion to the Library Board on any legislation shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she may have in such legislation.

(c) Disclosure of Interests in Contracts. To the extent known, any Trustee or employee of the Library who has, will have, or subsequently acquires any interest in any contract with the Library shall publicly disclose the nature and extent of such interest in writing to the Library Board as well as to his or her immediate supervisor as soon as he or she has knowledge of such actual or prospective interest.

(d) Investments in Conflict with Official Duties. No Trustee or employee shall invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict.

(e) Private Employment. No Trustee or employee shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or

service creates a conflict with or impairs the proper discharge of his or her duties.

(f) Prohibited Conflicts of Interest. No Library Trustee or employee shall have an interest in any contract between the Library and a corporation or partnership of which he or she is an Trustee or employee when such Library Trustee or employee has the power to:

(a) negotiate, prepare, authorize, or approve the contractor;



(b) authorize or approve payment there under;

(c) audit bills or claims under the contract;

(d) appoint an Trustee or employee who has any of the powers or duties set forth above, and, no chief fiscal Trustee, treasurer, or his or her deputy or employee shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the Library of which he or she is an Trustee or employee.

The provisions of this section shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library Trustee or employee in one or more positions of public employment, the holding of which is not prohibited by law.

(g) Certain Interests Prohibited. No Trustee or employee of the Library who has an interest in any real property, either individually or as an Trustee or employee of a corporation or partnership shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the Library. The term "participation" shall include the promotion of the site as well as the negotiation of the terms of acquisition.

(h) No Library Trustee or employee shall use or permit the use of property owned or leased to the Library for other than official purposes or for activities not otherwise officially approved.

The standard of behavior at the East Greenbush Community Library is that all staff, and Board of Trustee members scrupulously avoid any conflict between the interests of the Library on one hand, and such individual's personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as perceptions of conflicts of interest.

I understand that the purposes of this policy are: to protect the integrity of the Library's decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputation of staff and Board of Trustee members.

In the course of meetings or activities, I shall disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question. I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.



Signed: _____

Printed Name: _____

Title: _____

Date: _____



East Greenbush Community Library Code of Ethics Policy

This document must be signed yearly by each Library Trustee

As elected public officials, trustees of East Greenbush Community Library have an obligation to meet legal, moral, and ethical standards in their conduct and decisions. The following principles are to be used as a guide to achieve this goal.

Protect the integrity and purpose of the Library as a community institution and uphold its mission to serve as a community center for lifelong learning, with access to a broad range of ideas and information through traditional and emerging resources to meet the intellectual, recreational and cultural needs of East Greenbush residents.

Abide by all state and federal laws that apply to New York public libraries.

Observe the provisions of the Open Meetings Law

Follow the Conflict of Interest Policy

Keep confidential information confidential.

Function as a whole unit in accordance with the Library's Bylaws.

Remain objective when dealing with staff or patrons and use Board established channels of communications to ensure consistent, rational resolution of library matters.

Adhere to all Board established library policies, rules, and procedures.

Signature _____ Date _____



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2024 Board Meetings

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

*January 22, 2024	May 21, 2024	September 17, 2024
*February 27, 2024	June 18, 2024	October 15, 2024
March 19, 2024	*July 23, 2024	November 19, 2024
April 16, 2024	August 20, 2024 (if needed)	December 17, 2024

2024 Committee Meetings

Typically held every first Monday of the month from 5:30-6:30 (Services) and 7:00-8:00 pm (Administrative) ***indicates atypical meeting date**. The budget committee typically meets three times, April- June, schedule TBD.

February 5, 2024	May 6, 2024	*September 9, 2024
March 4, 2024	June 3, 2024	October 7, 2024
April 1, 2024	July 1, 2024	November 4, 2024
	August 5, 2024 (if needed)	December 2, 2024

Election Dates

- Presentation of Draft Budget to Board – Tuesday, June 18, 2024
- Trustee Nomination Packets Available – Tuesday, June 18, 2024
- Public Hearing – Tuesday, July 23, 2024
- Trustee Application Deadline – Sunday, August 18, 2024
- Library Election – Tuesday, September 17, 2024
- General Election – Tuesday, November 5, 2024

2024 Library Closures

New Year’s Day: Monday, January 1, 2024

Martin Luther King, Jr. Day: Monday, January 15, 2024

Staff Development Day: Monday, March 25, 2024 & Monday, October 21, 2024

Easter: Sunday, March 31, 2024

Memorial Day: Saturday, May 25, Sunday, May 26 & Monday, May 27, 2024

Juneteenth National Independence Day: Wednesday, June 19, 2024

Independence Day: Thursday, July 4, 2024

Sundays in July in August: July 7, 14, 21, 28, August 4, 11, 18, 25

Labor Day: Saturday, August 31, Sunday, September 1 & Monday, September 2, 2024

Thanksgiving Eve: Wednesday, November 27, 2024 **(Close at 5pm)**

Thanksgiving Day: Thursday, November 28, 2024

Christmas Eve: Tuesday, December 24, 2024

Christmas Day: Wednesday, December 25, 2024

New Year’s Eve: Tuesday, December 31, 2024 **(Close at 5 pm)**



Library Board of Trustees Meeting - DRAFT

December 19, 2023, via videoconference and in person

ATTENDEES:

Presiding Officers:

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

Library staff, Community Partners & Members of the Public:

- Jenna Schmonsky, Administrative Assistant
- Jill Dugas Hughes, Library Director
- Nichole Krisanda, Trustee-elect

A Library Board of Trustees meeting of the East Greenbush Community Library was held on December 19, 2023, at the East Greenbush Community Library and was livestreamed. It began at 7:01 p.m. and was presided over by Lynne Oudekerk, President with Amanda Miller as Secretary. Meeting was recorded.

CALL TO ORDER: Ms. Oudekerk called the meeting to order at 7:01 p.m.

PUBLIC COMMENT: Ms. Krisanda stated that she was excited to be here and that she looked forward to starting as a Board Member in January.

REVIEW OF AGENDA: No changes

APPROVAL OF MINUTES:

Ms. Miller stated that there were a few changes that needed to be made to the minutes, including a numbering error and omission of a Trustee in attendance. These changes were made to the minutes.

MOTION #2023-12-107: Mr. Poost made the motion to approve the minutes from the November 21, 2023, Board meeting, as amended. Ms. Sheehan seconded. The motion was carried with 7 in favor.



TREASURER'S REPORT:

Ms. Sheehan presented financials for the period of November 11, 2023 – December 12, 2023. 95% of the year is complete.

MOTION #2023-12-108: Ms. Engel made a motion to accept the Off-Warrant in the amount of **\$103,447.07** for the period November 11 – December 12, 2023, as presented. Ms. Harris seconded. The motion was carried with 7 in favor.

Ms. Sheehan noted that the warrant contained the furniture purchases that the library made to upgrade. Ms. Harris noted that fines/fees income is double budgeted amount and inquired if this was considered in 2024 budget. Ms. Dugas Hughes explained that increase is from increased public printing, and the 2024 budget has factored in this source increase. Ms. Engel questioned the Whiteman Osterman Hanna payment: Ms. Dugas Hughes confirmed charge and purpose.

MOTION #2023-12-109: Mr. Poost made a motion to authorize the President to sign the Warrant dated December 12, 2023, in the amount of **\$55,910.32**. Seconded by Ms. Harris. The motion was carried with 7 in favor.

MOTION #2023-12-110 Mr. Poost made a motion to approve the December 12, 2023, Financials with 95% of the year complete, as presented. Seconded by Ms. Sheehan. The motion was carried with 7 in favor.

COMMITTEE REPORTS:

Administrative: (Mr. Poost) December 4, 2023

Mr. Poost thanked Ms. Sheehan for all the hard work she has put into her role as treasurer.

- Facilities Update
We are waiting for a detailed proposal from the architect for costs associated with necessary window repairs. The quote was due at the end of last week.
The HVAC contractor began work on December 11 with expectation to complete repairs by the end of year. Their proposal was within the \$21,000 budgeted amount, previously authorized by the Board.
- Schodack Contract
Ms. Oudekerk advised that repeated contacts have been made with Schodack, but a meeting date for contract discussions has not yet been established.
- Financials
Ms. Dugas Hughes noted that a Financial Reserves policy has been drafted and will be passed to Committee in February 2024.
- Proposed 2024 Days Closed
There was discussion clarifying history of days closed, the proposed 2024 Days Closed, Paid Holidays, and holiday weekends for which Library is closed.



Addition of one new closed date in 2024, i.e., MLK Jr. Day, is proposed. Twenty-three libraries in the Upper Hudson Library System are closed for MLK, Jr. Day, 2 open in Rensselaer County. MLK, Jr. is not a long holiday weekend for Library. With addition of MLK, Jr. Day, Library would be closed for 24 days, 8 of those being summer Sundays, and 2 being Staff Development Days. Certain digital library services will remain available to patrons when physical library is closed.

MOTION #2023-12-111 The Administrative Committee made a motion to approve the 2024 Days Closed calendar. Mr. Pensabene seconded it. Vote: 6 in favor Ms. Engel opposed. Motion was carried.

- **Proposed 2024 Paid Holidays for Full-Time Staff**
Discussion regarding distinction between PTO (paid time off) and paid holidays. Proposal is to add 2 floating holidays which must be used in full-day increments within the calendar year, add 2 new holidays (MLK, Jr. and Juneteenth) and remove Easter as a paid holiday. There are 20 full-time positions: staff in those positions would receive this benefit. PTO starts with 24 days per year. Purpose of the changes is to establish more equity among paid holidays.

MOTION #2023-12-112 The Administrative Committee made a motion to approve the 2024 List of Paid Holidays for full-time staff. Mr. Pensabene seconded it. Vote: 6 in favor-Mr. Poost opposed. Motion was carried.

Services: (Ms. Harris) December 4, 2023

Work began on reviewing and revising the staff manual. There will be significant reorganization of the document; it is not ready for Board consideration. The new 2024 Services Committee will address this in February 2024.

By-Law revisions distributed to board in November are ready for full Board consideration.

MOTION #2023-12-113 The Services Committee made a motion to adopt the November 21, 2023, revised Bylaws as presented at the November 21 meeting. Ms. Miller seconded it. The motion was carried with 7 in favor.

Nominating Committee: (Mr. Poost and Ms. Oudekerk)

The following 2024 slate of officers was proposed by the Nominating Committee:

President: Mari Harris

Vice-President: Charlie Pensabene

Treasurer: Katie Sheehan

Secretary: Camie Engel



Ms. Oudekerk asked for any nominations from the floor. There were none. Ms. Oudekerk announced that committee assignments would be made in January 2024 by the incoming president.

MOTION #2023-12-113 The Nominating Committee made a motion to approve the slate of officers for calendar year 2024, as presented. Ms. Sheehan seconded it. The motion was carried with 7 in favor.

(Ms. Sheehan departed at 7:40pm.)

Ms. Dugas Hughes presented Ms. Oudekerk with a plaque honoring her service to the Board of Trustees, and a Gold Library card.

Mr. Poost commended both Ms. Oudekerk and Ms. Harris for the work they have done this year.

DIRECTOR'S REPORT:

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

- Library of Things is getting an upgrade.
- Nature backpacks will be added to the children's collection; each will include different manipulatives and New York State Empire Passes.
- Two new databases are being added – **Mango** (on-line language-learning website) ties neatly into the Strategic Plan. They have Mango Movies that integrate language and culture. It also contains ASL lessons. The other database is **CreativeBug**, an arts-and-crafts database.
- Furniture Update: most furniture will arrive prior to the new year. The Children's room has received an overhaul. Ms. Dugas Hughes shared that some of the replaced tables will be provided to other nonprofit organizations. Chairs and computers are being replaced as well. CAC will be contacted to see if they know of entities in need to recycle old furniture.
- Cybersecurity: Insurance rider application is pending IT Consultant review. The Library is now no longer allowing attachments to be sent via email for printing. Previously it was just easier than directing patrons to the app/website, but it is less secure.
- 2024 Workers Compensation policy renewal arrived, and it is under budget for 2024. Ms. Dugas Hughes suggested paying it with this year's (2023) funds, qualifying that standard May audit of insurance cost will likely result in secondary bill.



Regarding employee health insurance and possible buyouts, these will be considered in the 2025 budget discussions.

PERSONNEL MEMORANDUM:

There were two hires – a full-time Librarian 1 for Youth Services and a full-time Librarian 1 for Digital Services. Both will start January 29, 2024. At this time, 2 vacancies remain, i.e., a full-time Librarian 1 and part-time Library Assistant.

MOTION #2023-12-114: Mr. Poost made a motion to approve the December 19, 2023, Personnel Memorandum as presented. Seconded by Ms. Harris. The motion was carried with 6 in favor.

MOTION #2023-12-115: Ms. Engel made a motion to approve the 2024 Staff Salary/Wage Schedule that was included in the 2024 budget, as amended. Seconded by Ms. Harris. The motion was carried with 6 in favor.

Ms. Dugas Hughes confirmed that our wage schedule complies with 2024 minimum wage increases.

LIAISON REPORTS:

Friends of East Greenbush Community Library:

None

Town of East Greenbush:

None

Rensselaer County:

None

Upper Hudson Library System:

None

UNFINISHED BUSINESS:

None

NEW BUSINESS:

2024 Table of Fines and Fees:



Ms. Dugas Hughes presented the proposed 2024 table of fines and fees. Library will be adding library merch, i.e., tote bags and t-shirts, in 2024. Adjustment to fax fees will be considered next year, after analysis of 2023 fines/fees report is conducted by Admin Committee

MOTION #2023-12-116: Mr. Poost made a motion to adopt the 2024 Table of Fines and Fees. Seconded by Mr. Pensabene. The motion was carried with 6 in favor.

February 2024 Trustee Meetings calendar will be provided after February Board meeting date is agreed upon by Board. Ms. Schmonsky will coordinate this prior to January Board meeting.

A 2024 Trustee Training and Planning Meeting will be held in January or February: date to be coordinated by Ms. Schmonsky.

ADJOURN:

MOTION #2023-12-117: Motion to adjourn the December 19, 2023, Board meeting was made by Ms. Oudekerk at 8:25 pm. Seconded by Ms. Harris. The motion was carried with 6 in favor.

Respectfully submitted,

Amanda Miller, Secretary

Treasurer's Report:

Ms. Sheehan presents financials for December 13, 2023 through January 10, 2024.

The library is in good financial standing:

- Total bank accounts are 12.01% above our 2023 total for Board Designated, Cash/Operating, and Reserve/Capital accounts.
- Total assets are 4.40% higher than 2023.
- We have taken in 0% of our total revenue for 2024.
- 2.7% of the year is complete, and the grand total of expenditures is 2.92%.
- Outliers in subcategories include the following:
 - Books and Materials is at 7.84% of the total budget.
 - Professional Services at 13.99% of the total budget.
 - Total Operating Expenses is at 3.06% of the total budget.

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

- \$1,139.29 will be paid to Amazon Capital Services for various purchases, including books, various supplies, 3 Rokus, and IT supplies.
- \$6,308.72 will be paid to Bank of America for final 2023 expenses.
- \$1,535.59 will be paid to Brodart for the purchase of books.
- \$6,679.36 will be paid to Conway Technology Group for Lenovo computers.
- \$9,899.60 will be paid to Exemplis LLC for library furniture.
- \$8,361.06 will be paid to Herman Miller, Inc. for library furniture.
- \$9,709.00 will be paid to Knoll, Inc. for library furniture.
- \$1,956.00 will be paid to Lane Press for winter/spring paper newsletter and business cards.
- \$2,523.00 will be paid to Tag Solutions for January Information Technology services.
- \$21,127.47 will be paid to Upper Hudson for quarter one membership payment, quarter one Hoopla, Overdrive ERO (required purchase for electronic materials, expired titles purchasing), and UHLS Bookpage subscription.

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

- \$1,731.67 was paid to BPI Mechanical for HVAC services.
- \$11,450.19 was paid to CDPHP for medical insurance.
- \$3,086.62 was paid to Home Depot for a commercial snowblower, and maintenance supplies.
- \$10,764.00 was paid to Mango Languages for online language learning software.
- \$1,497.20 was paid to MVP for medical insurance.
- \$2,280.85 was paid to National Grid for utilities.
- \$1,669.58 was paid to NYSLRS for retirement.
- \$87,443.39 was paid for two payrolls (#26 and #1).
- \$15,026.00 was paid to Utica National Insurance Group for Workers Compensation insurance.

End of year financials:

- The 2023 fiscal year has been closed out, and year end financials have been reviewed.
- The library collected 94.32% of the 2023 budgeted revenue.
- The library spent 89.12% of the 2023 budget for operating expenses; while some line items, such as Programming & Planning, Technology/Communications, Operations, and Humans Resources/Staff Development, exceeded the budgeted amount, others, such as Personnel, Facilities, and Professional Services, yielded savings.
- The fiscal year ended with \$126,586.51 as net revenue. These funds will be transferred to Capital Reserves, as dictated by the 2023 budget.

Motions:

- Motion to accept the Off-Warrant in the amount of \$138,646.07 for the period of December 13, 2023 through January 10, 2024, as presented.
- Motion to authorize the signing of the Warrant dated January 10, 2024, in the amount of \$75,376.13.
- Motion to approve the preliminary 2023 year-end financials with 100% of the year complete, as presented.
- Motion to approve the January 10, 2024 Financials with 2.7% of the year completed, as presented.

East Greenbush Community Library

Off-Warrant (December 13, 2023-January 10, 2024)

NAME	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Cash, Operating Accounts				
1003.00 Pioneer OPERATING XXXX0178				
Aflac	01/02/2024	42035	NBY22	-415.98
BPI MECHANICAL	12/20/2023	42022		-1,731.67
CDPHP	12/20/2023	42023	10002870	-11,450.19
CHARTER COMMUNICATIONS (FIBER OPTIC)	12/20/2023	42024	141867501	-399.00
CHARTER COMMUNICATIONS (TELEPHONE)	12/20/2023	42025	142138101	-44.03
GUARDIAN	12/20/2023	42026	00 575836 DENTAL & VISION	-414.46
HOME DEPOT	12/20/2023	42031	6035 3225 3198 8313	-3,086.62
MANGO LANGUAGES	12/20/2023	42027		-10,764.00
MVP	12/20/2023	42030	GROUP ID 426827	-1,497.20
NATIONAL BUSINESS TECH. (ALBANY)	01/02/2024	42033	EG00	-250.12
Nationalgrid	01/02/2024	42036	34370-88011	-2,280.85
New York State Deferred Comp.	12/20/2023	42028	Plan#0045420	-814.86
New York State Deferred Comp.	01/02/2024	42037	Plan#0045420	-815.31
NYSLRS	12/31/2023	DECEMBER 2023	NYSLRS for DECEMBER 2023	-1,669.58
	12/22/2023	PR# 26 12/22/23	PR#26	-31,939.65
Paychex	12/22/2023	PR# 26 12/22/23	PROCESSING CHARGES FOR PAYROLL #26 DATED 12/22/23	-241.01
	12/22/2023	PR# 26 12/22/23	PR#26	-11,398.41
	01/05/2024	PR# 1 01/05/24	PR#1	-11,417.54
Paychex	01/05/2024	PR#1 1/5/24	PROCESSING CHARGES FOR PR#1 DATED 1/5/24	-286.51
	01/05/2024	PR# 1 01/05/24	PR#1	-32,160.27
Pitney Bowes Global Financial Services LL	01/02/2024	42034	0015428241	-183.81
SHELTERPOINT LIFE	12/20/2023	42029		-359.00
Utica National Insurance Group	12/20/2023	42032		-15,026.00
Total for 1003.00 Pioneer OPERATING XXXX0178				\$138,646.07
Total for Cash, Operating Accounts				\$138,646.07

East Greenbush Community Library

Off Warrant #2 of Bills by Vendor-December 13, 2023- 01/10/2024 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Accu-NetWorks				
Accu-NetWorks	12/01/2023	2146	EGCL VEEAM AND CLOUD HOSTING FEES	125.00
Accu-NetWorks	12/31/2023	2156	EGCL VEEAM AND CLOUD HOSTING FEES; PHONE CONF. W/TAG	170.00
Total for Accu-NetWorks				\$295.00
Albany Public Library 518-449-3380				
Albany Public Library	01/06/2024	256365	31182020602933 LOST/PAID	8.00
Total for Albany Public Library				\$8.00
AMAZON CAPITAL SERVICES				
AMAZON CAPITAL SERVICES	12/08/2023	1QPD-KF49-JMGN	A3DG71IHROMNJM YS SUPPLIES	74.86
AMAZON CAPITAL SERVICES	12/13/2023	11M7-XC4H-Q7TP	A3DG71IHROMNJM ADULT FICTION BOOKS	68.97
AMAZON CAPITAL SERVICES	12/13/2023	14YJ-6TNX-PRL1	A3DG71IHROMNJM YS SUPPLIES	138.50
AMAZON CAPITAL SERVICES	12/13/2023	1CXG-KPTH-Q3GK	A3DG71IHROMNJM ADULT FICTION BOOKS	66.67
AMAZON CAPITAL SERVICES	12/13/2023	1WMV-CVVM-Q43V	A3DG71IHROMNJM ADULT LP BOOKS	68.74
AMAZON CAPITAL SERVICES	12/14/2023	1FPV-YMV3-R1PC	A3DG71IHROMNJM YS SUPPLIES	18.99
AMAZON CAPITAL SERVICES	12/14/2023	13GG-H4VC-36QD	A3DG71IHROMNJM ADULT SUPPLIES	87.24
AMAZON CAPITAL SERVICES	12/14/2023	1VDK-GFWL-T9XY	A3DG71IHROMNJM YS SUPPLIES	13.99
AMAZON CAPITAL SERVICES	12/16/2023	1XX7-FWNV-JTT3	A3DG71IHROMNJM 3-ROKUS	74.91
AMAZON CAPITAL SERVICES	12/16/2023	1N69-QW3F-9TKX	A3DG71IHROMNJM LAPTOP CHARGER	28.00
AMAZON CAPITAL SERVICES	12/17/2023	16PK-FTJJ-L64R	A3DG71IHROMNJM IT SUPPLIES	242.93
AMAZON CAPITAL SERVICES	12/21/2023	1M9K-9KLJ-71C7	A3DG71IHROMNJM IT SUPPLIES	4.99
AMAZON CAPITAL SERVICES	12/21/2023	17JD-3PCM-314L	A3DG71IHROMNJM LIBRARY OF THINGS	41.13
AMAZON CAPITAL SERVICES	12/22/2023	1F7D-WWNY-6FWR	A3DG71IHROMNJM ADULT SUPPLIES	39.99
AMAZON CAPITAL SERVICES	12/27/2023	17MQ-YPGF-XQWV	A3DG71IHROMNJM TEEN GN BOOKS	22.49
AMAZON CAPITAL SERVICES	12/28/2023	173M-FMQW-G3V4	A3DG71IHROMNJM YS SUPPLIES	143.38
AMAZON CAPITAL SERVICES	01/06/2024	117X-DVRD-GWLR	A3DG71IHROMNJM ADULT PROGRAM SUPPLIES	3.51
Total for AMAZON CAPITAL SERVICES				\$1,139.29
B & L CONTROL SERVICE, INC. 273-0500				
B & L CONTROL SERVICE, INC.	12/15/2023	47079	EGCL 4TH QUARTER BILLING FOR WATER TREATMENT 1/1/23-12/31/23	962.50
Total for B & L CONTROL SERVICE, INC.				\$962.50
BAKER & TAYLOR (ALL ACCTS)				
BAKER & TAYLOR (ALL ACCTS)	12/13/2023	5018672046	309318 L026683 3 B00000 J BOOKS	136.96
BAKER & TAYLOR (ALL ACCTS)	12/13/2023	5018666476	309318 L821363 3 B00000 ADULT GN BOOKS	35.04
BAKER & TAYLOR (ALL ACCTS)	12/19/2023	5018680080	309318 L026683 3 B00000 J FICTION & J READ-ALONG BOOKS	319.38
BAKER & TAYLOR (ALL ACCTS)	12/20/2023	5018679932	309318 L821363 3 B00000 ADULT NON-FICTION BOOK	18.33
BAKER & TAYLOR (ALL ACCTS)	12/28/2023	5018689310	309318 L026683 3 B00000 J FICTION & J POP FICTION BOOKS	194.41
BAKER & TAYLOR (ALL ACCTS)	12/28/2023	5018688956	309318 L821363 3 B00000 ADULT GN BOOK	20.01
Total for BAKER & TAYLOR (ALL ACCTS)				\$724.13
BOA CARD SERVICES				
BOA CARD SERVICES	12/31/2023	FINAL 2023 EXPENSES	1924 CORP ACCOUNT JANUARY 2024	6,300.93
BOA CARD SERVICES	01/08/2024	JANUARY 2024	1924 CORP ACCOUNT JANUARY 2024	7.79
Total for BOA CARD SERVICES				\$6,308.72
Brodart 800-233-8467				
Brodart	12/13/2023	B6712285	3105612 J FICTION PICTURE BOOKS	11.01
Brodart	12/13/2023	B6712193	3105612 J NON-FICTION BOOK	14.33

East Greenbush Community Library

Off Warrant #2 of Bills by Vendor-December 13, 2023- 01/10/2024 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	12/13/2023	B6712188	310561B ADULT FICTION BOOKS	83.34
Brodart	12/13/2023	B6712146	3105612 J FICTION PICTURE BOOKS	57.74
Brodart	12/13/2023	B6712145	3105612 TEEN FICTION BOOKS	53.16
Brodart	12/13/2023	B6712309	3105612 J FICTION BOOK	205.86
Brodart	12/13/2023	B6712142	3105612 J FICTION BOOK	3.79
Brodart	12/13/2023	B6712141	3105612 TEEN FICTION BOOKS	52.77
Brodart	12/13/2023	B6712326	310561B ADULT FICTION BOOKS	32.07
Brodart	12/13/2023	B6712140	3105612 J POP FICTION BOOKS	64.35
Brodart	12/13/2023	B6712143	3105612 J FICTION BOOK	7.57
Brodart	12/19/2023	B6715119	3105612 TEEN NONFICTION BOOK	18.42
Brodart	12/19/2023	B6715094	3105612 J POP FICTION BOOKS	29.82
Brodart	12/19/2023	B6715092	3105612 J FICTION PICTURE BOOKS	78.76
Brodart	12/19/2023	B6715089	3105612 J NONFICTION BOOKS	23.67
Brodart	12/19/2023	B6715087	3105612 J POP FICTION BOOKS	13.23
Brodart	12/19/2023	B6715086	3105612 TEEN NON-FICTION BOOKS	36.84
Brodart	12/19/2023	B6715084	3105612 TEEN FICTION BOOK	12.47
Brodart	12/19/2023	B6715077	3105612 J FICTION BOOK	6.42
Brodart	12/19/2023	B6715073	3105612 J FICTION BOOK	8.75
Brodart	12/19/2023	B6715072	3105612 J PARENTING BOOK	12.16
Brodart	12/19/2023	B715085	3105612 J NON-FICTION BOOK	24.91
Brodart	12/20/2023	B6716215	3105612 TEEN FICTION BOOK	11.01
Brodart	12/20/2023	B6716220	3105612 J FICTION BOOKS	11.45
Brodart	12/20/2023	B6716241	3105612 TEEN NON-FICTION BOOKS	44.19
Brodart	12/20/2023	B67161198	3105612 J FICTION PICTURE BOOKS	4.41
Brodart	12/20/2023	B6716200	3105612 J POP FICTION BOOKS	13.23
Brodart	12/20/2023	B6716193	3105612 J FICTION PICTURE BOOKS	11.01
Brodart	12/20/2023	B6716201	3105612 J NON-FICTION BOOK	15.79
Brodart	12/21/2023	B6717216	3105612 TEEN FICTION BOOKS	12.16
Brodart	12/21/2023	B6717223	3105612 J FICTION BOOKS	12.54
Brodart	12/21/2023	B6717224	3105612 J FICTION BOOKS	130.96
Brodart	12/21/2023	B6717261	3105612 J NON-FICTION BOOKS	239.38
Brodart	12/21/2023	B6717262	3105612 J FICTION PICTURE BOOKS	22.88
Brodart	12/21/2023	B6717263	3105612 J POP FICTION BOOKS	20.88
Brodart	12/21/2023	B6717267	3105612 J POP FICTION BOOKS	26.16
Brodart	12/21/2023	B6717218	3105612 J NON-FICTION BOOKS	40.72
Brodart	01/02/2024	B6721759	3105612 J POP FICTION BOOKS	47.26
Brodart	01/02/2024	B6721758	310561 J POP FICTION BOOKS	20.12
Total for Brodart				\$1,535.59
Capital Security 479-7122				
Capital Security	12/15/2023	190628	2365 NETWORK/CELLULAR MONITORING 1/1/24-1/31/24	63.00
Capital Security	01/03/2024	190940	EGCL TRIP CHARGE 12/11 &12/14	430.00
Total for Capital Security				\$493.00
Castleton Public Library				
Castleton Public Library	01/07/2024	777034	38114000035621 LOST/PAID	15.99
Total for Castleton Public Library				\$15.99
CENGAGE Learning/GALE 877-201-3962 opt 2				
CENGAGE Learning/GALE	12/07/2023	83042379	124198 ADULT LP BOOK	30.39
CENGAGE Learning/GALE	12/28/2023	83093631	124198 ADULT LP BOOK	24.00

East Greenbush Community Library

Off Warrant #2 of Bills by Vendor-December 13, 2023- 01/10/2024 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
CENGAGE Learning/GALE	12/28/2023	83093678	124198 ADULT LP BOOK	24.80
Total for CENGAGE Learning/GALE				\$79.19
CONWAY TECHNOLOGY GROUP				
CONWAY TECHNOLOGY GROUP	12/29/2023	XIN20635	EG01 8-LENOVO COMPUTERS	6,679.36
Total for CONWAY TECHNOLOGY GROUP				\$6,679.36
DEMCO				
800-752-7614 act.rece				
DEMCO	12/13/2023	7411316	710162791 LITERATURE HOLDERS	139.56
DEMCO	12/14/2023	7412155	710162791 BOOK PROCESSING SUPPLIES	256.44
Total for DEMCO				\$396.00
EBSCO				
201-569-2500 ext.25				
EBSCO	12/31/2023	131323	TN63848 CREDIT 2401167	-19.50
Total for EBSCO				\$ -19.50
EXEMPLIS LLC				
EXEMPLIS LLC	11/30/2023	2791427-1	108880 LIBRARY FURNITURE	9,899.60
Total for EXEMPLIS LLC				\$9,899.60
Guilderland Public Library				
456-2400				
Guilderland Public Library	01/03/2024	273515	38119103658021 LOST/PAID BOOK	16.95
Guilderland Public Library	01/03/2024	267412	38119108894654 LOST/PAID BOOK	24.99
Guilderland Public Library	01/03/2024	272967	38119104268341 LOST/PAID BOOK	16.99
Total for Guilderland Public Library				\$58.93
Herman Miller, Inc.				
Herman Miller, Inc.	12/19/2023	73944672	CNB075747 LIBRARY FURNITURE	8,361.06
Total for Herman Miller, Inc.				\$8,361.06
JESSICA MARCY				
JESSICA MARCY	12/26/2023	02082024	EGCL ADULT PROGRAM	100.00
Total for JESSICA MARCY				\$100.00
KNOLL INC				
KNOLL INC	12/12/2023	5185477	EGCL LIBRARY FURNITURE	6,213.76
KNOLL INC	12/14/2023	5186491	EGCL LIBRARY FURNITURE	3,495.24
Total for KNOLL INC				\$9,709.00
LANE PRESS				
LANE PRESS	12/29/2023	2665	402 WINTER/SPRING 2024 PAPER NEWSLETTER	1,589.00
LANE PRESS	12/29/2023	2667	402 BUSINESS CARDS	367.00
Total for LANE PRESS				\$1,956.00
MicroMarketing LLC				
1-800-229-9887				
MicroMarketing LLC	12/14/2023	941129	1233 AUDIOBOOKS ON CD	67.98
MicroMarketing LLC	12/19/2023	941836	1233 END OF YEAR SPENDING FOR A4	245.73
MicroMarketing LLC	12/27/2023	942217	1233 ADULT AUDIOBOOK ON CD END OF THE YEAR SPENDING FOR A4	38.99
MicroMarketing LLC	01/02/2024	942560	1233 ADULT AUDIOBOOK ON CD	42.50
Total for MicroMarketing LLC				\$395.20
Midwest Tape				
1-800-875-2785				
Midwest Tape	12/09/2023	504757966	2000001825 ADULT DVDS	178.42

East Greenbush Community Library

Off Warrant #2 of Bills by Vendor-December 13, 2023- 01/10/2024 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Midwest Tape	12/15/2023	504787634	2000001825 ADULT DVDS	311.83
Midwest Tape	12/26/2023	504813288	2000001825	226.37
Midwest Tape	01/02/2024	504861751	2000001825 ADULT DVDS	216.62
Total for Midwest Tape				\$933.24
MOHAWK VALLEY LIBRARY SYSTEM				
MOHAWK VALLEY LIBRARY SYSTEM	12/19/2023	02212024	EGCL ADULT PROGRAM	100.00
Total for MOHAWK VALLEY LIBRARY SYSTEM				\$100.00
North Greenbush Public Library				
North Greenbush Public Library	01/03/2024	273011	38123100564653 LOST/PAID BOOK	13.96
Total for North Greenbush Public Library				\$13.96
OVERDRIVE				
216-573-6886 ext.212				
OVERDRIVE	12/26/2023	01080DA23460016	1080-0012 3-TEEN EBOOKS	32.97
Total for OVERDRIVE				\$32.97
PURE WATER PARTNERS				
PURE WATER PARTNERS	01/02/2024	1626292	700-39652 WATER COOLER 11/17/23-2/16/24	195.00
Total for PURE WATER PARTNERS				\$195.00
RCS Community Library				
RCS Community Library	01/06/2024	256184	38126100345726 LOST/PAID	16.99
Total for RCS Community Library				\$16.99
Record				
270-1252 c.v. v.g.				
Record	12/13/2023	01012024	9038741 THE RECORD RENEWAL FOR 26 WEEKS	537.95
Total for Record				\$537.95
Sebco Books				
800-223-3251				
Sebco Books	12/13/2023	211539	14883 J FICTION BOOKS	217.92
Total for Sebco Books				\$217.92
STAPLES				
1-877-826-7755				
STAPLES	12/13/2023	3554668244	1008052 OFFICE SUPPLIES	45.82
STAPLES	12/13/2023	3554668245	1008052 OFFICE SUPPLIES	1.30
STAPLES	12/14/2023	3554735562	1008052 COPIER PAPER	33.50
STAPLES	12/15/2023	3554833991	1008052 COPIER PAPER	77.03
STAPLES	12/20/2023	3555160973	1008052 MAINTENANCE/OFFICE SUPPLIES	136.39
Total for STAPLES				\$294.04
TAG SOLUTIONS, LLC				
(518) 292-6510				
TAG SOLUTIONS, LLC	01/02/2024	30627339	21743 IT MANAGED SERVICES 1/1/24-1/31/24	2,523.00
Total for TAG SOLUTIONS, LLC				\$2,523.00
TIME SQUARE				
TIME SQUARE	12/08/2023	18-790	EGCL PLAQUE AND GOLD CARD FOR LYNNE	116.00
Total for TIME SQUARE				\$116.00
Tracy Loring				
Tracy Loring	12/19/2023	2112024	EGCL ADULT PROGRAM	90.00
Total for Tracy Loring				\$90.00
Troy Public Library				
Troy Public Library	01/05/2024	263958	38132101155239 LOSTPAID	3.99

East Greenbush Community Library

Off Warrant #2 of Bills by Vendor-December 13, 2023- 01/10/2024 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Troy Public Library	01/06/2024	249478	38132101605688 LOST/PAID	30.00
Total for Troy Public Library				\$33.99
UHLS				
UHLS	12/13/2023	23-540	EGRN UHLS BOOKPAGE SUBSCRIPTION	470.00
UHLS	01/04/2024	24-029	EGRN 2024 ERO CONTRIBUTION	8,106.60
UHLS	01/04/2024	24-064	EGRN 2024 UHLAN Q1 PAYMENT	8,664.00
UHLS	01/04/2024	24-010	EGRN Q1 2024 HOOPLA	3,886.87
Total for UHLS				\$21,127.47
Uline 1-800-295-5510				
Uline	12/14/2023	172162836	7372353 FIRE DEPARTMENT CONNECTIVE SIGN	46.54
Total for Uline				\$46.54
TOTAL				\$75,376.13

Note

Payment Approved / /

President, Library Board of Trustees: _____

East Greenbush Community Library

Budget vs. Actuals: 2023 Voter Approved Budget

January - December 2023

	TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET
Revenue					
4000 Library Charges					
4001.00 Printing/Fax/Fees	10,229.07	4,700.00	5,529.07	-5,529.07	217.64 %
4002.00 Fines	940.31		940.31	-940.31	
4003.00 Lost or Damaged	5,632.75	3,600.00	2,032.75	-2,032.75	156.47 %
Total 4000 Library Charges	16,802.13	8,300.00	8,502.13	-8,502.13	202.44 %
4100 Other Income/Interest	4,320.07	425.00	3,895.07	-3,895.07	1,016.49 %
4200 Public Funds	2,221,629.00	2,232,457.00	-10,828.00	10,828.00	99.51 %
4400.00 Restricted Income (G/G)	19,780.00	25,000.00	-5,220.00	5,220.00	79.12 %
4401.00 Non-Restricted Income (G/G)	1,989.00	3,500.00	-1,511.00	1,511.00	56.83 %
4990.00 Transfer from Reserve(s)		131,121.00	-131,121.00	131,121.00	
Total Revenue	\$2,264,520.20	\$2,400,803.00	\$ -136,282.80	\$136,282.80	94.32 %
GROSS PROFIT	\$2,264,520.20	\$2,400,803.00	\$ -136,282.80	\$136,282.80	94.32 %
Expenditures					
CAP Long-Term Savings	29,582.50	127,000.00	-97,417.50	97,417.50	23.29 %
Operating Expenses					
5000 Technology/Communications	83,897.11	68,122.00	15,775.11	-15,775.11	123.16 %
5010 Programming & Planning	23,206.31	16,900.00	6,306.31	-6,306.31	137.32 %
5020 Bks & Mat'ls (Collections)	170,032.25	157,715.00	12,317.25	-12,317.25	107.81 %
5030 Facilities Expenses	172,157.96	192,506.00	-20,348.04	20,348.04	89.43 %
5040 Professional Services	126,410.69	133,471.00	-7,060.31	7,060.31	94.71 %
5050 Operat'ns	38,103.41	31,050.00	7,053.41	-7,053.41	122.72 %
5100 Human Resources/Staff Devt	5,800.80	5,000.00	800.80	-800.80	116.02 %
5200 Personnel	1,490,341.16	1,669,039.00	-178,697.84	178,697.84	89.29 %
Total Operating Expenses	2,109,949.69	2,273,803.00	-163,853.31	163,853.31	92.79 %
Total Expenditures	\$2,139,532.19	\$2,400,803.00	\$ -261,270.81	\$261,270.81	89.12 %
NET OPERATING REVENUE	\$124,988.01	\$0.00	\$124,988.01	\$ -124,988.01	0.00%
Other Expenditures					
FR Friends Pass-through	-1,598.50		-1,598.50	1,598.50	
Total Other Expenditures	\$ -1,598.50	\$0.00	\$ -1,598.50	\$1,598.50	0.00%
NET OTHER REVENUE	\$1,598.50	\$0.00	\$1,598.50	\$ -1,598.50	0.00%
NET REVENUE	\$126,586.51	\$0.00	\$126,586.51	\$ -126,586.51	0.00%

Note

On this date, the year is 100% over.

East Greenbush Community Library

Balance Sheet

As of December 31, 2023

	TOTAL			
	AS OF DEC 31, 2023	AS OF DEC 31, 2022 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
Board Designated Accounts				
1001.00 Pioneer GIFT & GRANT XXXX0186	62,090.09	40,446.77	21,643.32	53.51 %
1002.00 Petty Cash Gift & Grant	200.00	200.00	0.00	0.00 %
1007.00 Pioneer HURR ACCOUNT XXX244	58,447.57	58,330.79	116.78	0.20 %
Total Board Designated Accounts	120,737.66	98,977.56	21,760.10	21.98 %
Cash, Operating Accounts				
1003.00 Pioneer OPERATING XXXX0178	135,383.77	44,978.37	90,405.40	201.00 %
1004.00 Pioneer PUBLIC FINANCE XXXX0194	27,748.83	686,746.25	-658,997.42	-95.96 %
1005.00 Pioneer FUND BALANCE XXX251	343,443.83	46,663.66	296,780.17	636.00 %
1006.00 Petty Cash	200.00	200.00	0.00	0.00 %
Total Cash, Operating Accounts	506,776.43	778,588.28	-271,811.85	-34.91 %
Reserve, Capital Accounts				
1008.00 Pioneer CAPITAL RESERVE XXXX0228	501,045.92	295,205.42	205,840.50	69.73 %
1009.00 Pioneer OPER. CONT. RES XXXX0210	388,876.61	183,260.20	205,616.41	112.20 %
Total Reserve, Capital Accounts	889,922.53	478,465.62	411,456.91	86.00 %
Total Bank Accounts	\$1,517,436.62	\$1,356,031.46	\$161,405.16	11.90 %
Other Current Assets	\$250.00	\$250.00	\$0.00	0.00 %
Total Current Assets	\$1,517,686.62	\$1,356,281.46	\$161,405.16	11.90 %
Fixed Assets	\$2,269,239.35	\$2,269,239.35	\$0.00	0.00 %
TOTAL ASSETS	\$3,786,925.97	\$3,625,520.81	\$161,405.16	4.45 %
LIABILITIES AND EQUITY				
Liabilities	\$54,615.09	\$19,796.44	\$34,818.65	175.88 %
Equity	\$3,732,310.88	\$3,605,724.37	\$126,586.51	3.51 %
TOTAL LIABILITIES AND EQUITY				

Note

On this date, the year is 100% over

East Greenbush Community Library

Budget vs. Actuals: 2024 Voter Approved Budget

January 1-10, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges				
4001.00 Printing/Fax/Fees		9,000.00	-9,000.00	
4002.00 Fines		0.00	0.00	
4003.00 Lost or Damaged		4,500.00	-4,500.00	
Total 4000 Library Charges		13,500.00	-13,500.00	
4100 Other Income/Interest				
4101.00 Interest & Earnings		2,000.00	-2,000.00	
Total 4100 Other Income/Interest		2,000.00	-2,000.00	
4200 Public Funds		2,277,625.00	-2,277,625.00	
4400.00 Restricted Income (G/G)		35,000.00	-35,000.00	
4401.00 Non-Restricted Income (G/G)		1,500.00	-1,500.00	
4990.00 Transfer from Reserve(s)		21,125.00	-21,125.00	
Total Revenue	\$0.00	\$2,350,750.00	\$ -2,350,750.00	0.00%
GROSS PROFIT	\$0.00	\$2,350,750.00	\$ -2,350,750.00	0.00 %
Expenditures				
CAP Long-Term Savings		109,850.00	-109,850.00	
Operating Expenses				
5000 Technology/Communications	2,523.00	96,650.00	-94,127.00	2.61 %
5010 Programming & Planning	11.30	24,200.00	-24,188.70	0.05 %
5020 Bks & Mat'ls (Collections)	12,467.83	159,100.00	-146,632.17	7.84 %
5030 Facilities Expenses	625.00	143,300.00	-142,675.00	0.44 %
5040 Professional Services	8,950.51	64,000.00	-55,049.49	13.99 %
5050 Operat'ns		37,425.00	-37,425.00	
5100 Human Resources/Staff Devt		6,500.00	-6,500.00	
5200 Personnel	43,993.79	1,709,725.00	-1,665,731.21	2.57 %
Total Operating Expenses	68,571.43	2,240,900.00	-2,172,328.57	3.06 %
Total Expenditures	\$68,571.43	\$2,350,750.00	\$ -2,282,178.57	2.92 %
NET OPERATING REVENUE	\$ -68,571.43	\$0.00	\$ -68,571.43	0.00%
NET REVENUE	\$ -68,571.43	\$0.00	\$ -68,571.43	0.00%

Note

On this date, the year is 2.7% over.

East Greenbush Community Library

Balance Sheet

As of January 10, 2024

	TOTAL			
	AS OF JAN 10, 2024	AS OF JAN 10, 2023 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
Board Designated Accounts				
1001.00 Pioneer GIFT & GRANT XXXX0186	62,090.09	40,446.77	21,643.32	53.51 %
1002.00 Petty Cash Gift & Grant	200.00	200.00	0.00	0.00 %
1007.00 Pioneer HURR ACCOUNT XXX244	58,447.57	58,330.79	116.78	0.20 %
Total Board Designated Accounts	120,737.66	98,977.56	21,760.10	21.98 %
Cash, Operating Accounts				
1003.00 Pioneer OPERATING XXXX0178	87,573.38	150,568.55	-62,995.17	-41.84 %
1004.00 Pioneer PUBLIC FINANCE XXXX0194	27,748.83	536,746.25	-508,997.42	-94.83 %
1005.00 Pioneer FUND BALANCE XXX251	343,443.83	47,063.99	296,379.84	629.74 %
1006.00 Petty Cash	200.00	200.00	0.00	0.00 %
Total Cash, Operating Accounts	458,966.04	734,578.79	-275,612.75	-37.52 %
Reserve, Capital Accounts				
1008.00 Pioneer CAPITAL RESERVE XXXX0228	501,045.92	295,205.42	205,840.50	69.73 %
1009.00 Pioneer OPER. CONT. RES XXXX0210	388,876.61	183,260.20	205,616.41	112.20 %
Total Reserve, Capital Accounts	889,922.53	478,465.62	411,456.91	86.00 %
Total Bank Accounts	\$1,469,626.23	\$1,312,021.97	\$157,604.26	12.01 %
Other Current Assets	\$250.00	\$250.00	\$0.00	0.00 %
Total Current Assets	\$1,469,876.23	\$1,312,271.97	\$157,604.26	12.01 %
Fixed Assets	\$2,269,239.35	\$2,269,239.35	\$0.00	0.00 %
TOTAL ASSETS	\$3,739,115.58	\$3,581,511.32	\$157,604.26	4.40 %
LIABILITIES AND EQUITY				
Liabilities	\$75,376.13	\$45,504.83	\$29,871.30	65.64 %
Equity	\$3,663,739.45	\$3,536,006.49	\$127,732.96	3.61 %
TOTAL LIABILITIES AND EQUITY				

Note

On this date, the year is 2.7% over

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. **2023 Major Accomplishments** *Financial Management & Fundraising, Strategic Planning & Development, Recognition, Staff & Board Development, Library Services & Policies, Infrastructure & Technology*
 2. **December/January Programming Highlights** *Winter Reading, Preschool Visit, Pajama Drive, Taylor Swift*
 3. **Open Positions/Staffing Update** *(AIS dept meeting- 1st team meeting held in more than three years, New staff (Digital Literacy Instruction Librarian, YS Librarian starting Jan 29). Status of open positions.*
 4. **Capital Projects** *HVAC Controller Phase 1 complete, Window, Furniture Project, Computer Replacement, Digital Signage, Phone Provider Change*
 5. **Library of Things** *Roku(s) with Disney+, Hulu, Max, and BritBox*
 6. **Cyber Security** *Staff Training and Cyber Security Liability Insurance*
 7. **2023 Audit Schedule, AUD, and Annual Report to DLD Deadlines**
 8. **New Databases** *Mango- live, soft launch, CreativeBug- coming soon*
-

1. 2023 Major Accomplishments:

Financial Management & Fundraising

- Migrated to Quickbooks Online
- Upgraded to Square Registers
- Successful 2022 Financial Audit
- Annual Financial Report (AUD) submitted to NYS Office of the State Comptroller
- Transitioned Gift/Grant expenditures for monthly board approval instead of yearly
- Added Online Donation capability
- 2024 Budget passed
- Annual Report to State Education Department, Division of Library Development submitted
- Annual Report Highlights submitted to Upper Hudson Library System (UHLS)
- New Health Insurance Contribution Rates
- New Health Insurance Brokerage Firm (Marshall & Sterling)
- Received preliminary notice for Legislative Grant and NYS Library Construction Grant funding
- Stewarts Holiday Match Grant
- Poets and Writers Grant
- Friends Grants
- Secured Schodack contract for library services

Strategic Planning & Development

- MOU Friends/Trustees
- Strategic Plan (2023-2028) & Establishment of Community Advisory Council
- Organizational Chart Changes
- Library Expedition (#1 visited library in UHLS)

Recognition

- Upper Hudson Library System, Trustee of the Year- Michael Poost
- Rensselaer County Cooperative Extension Golden Shovel Award- Jody Squadere
- Best Library TU, 2nd Place

Staff & Board Development

- Board & Staff Equity Training
- 2 Staff Development Days
- Volunteer Reception

Library Services & Policies

- Little Free Libraries
- Fine Free
- Loan Periods & Fines
- Deployed fleet of Chromebooks (lending)
- Volunteer Firefighter/Ambulance Worker Partial Real Estate Tax Exemption
- Public Exhibits Policy (new)
- Public Comment Policy (new)
- Bylaws (revised)
- Board Development Policy (new)
- Programming Policy (revised)
- Request for Reconsideration Policy (revised)
- Meeting Room Policy (revised)
- Library Display Policy (new)
- Information Security Policy (new)
- Staff IT Guidelines (new)
- IT Incident Response Plan (new)
- Remote Attendance Policy (new)

Infrastructure & Technology

- Cyber Security (new software, IT consultant, policies/procedures, staff training)

- Reopened Meeting Rooms (including same day use and drop-ins)
- Painted MP Room
- Installed Art Gallery in MP Room
- Back-office renovations
- Revised Library Hours
- Installed new video/digital meeting capabilities in Meeting Rooms
- Backflow Preventer
- Building Conditions Survey

2. December/January Programming Highlights:

- **Winter Reading Challenge 2024: Stay Cozy!** features a total of 17 activities which range from reading books, to playing outside, to learning about the library's electronic resources, and doing something nice for a neighbor. Our goal is to introduce the library's services and materials to people while creating a sense of community and conviviality.
- **Preschool Visit:** We hosted a preschool class from the Donald P. Sutherland Elementary School this month with 18 attendees who participated in storytime, craft, and a fun tour of the library. Elizabeth Keville, FT Library Assistant, also in library school, held her first full storytime!
- **Pajama Drive with Rensselaer County District Attorney:** We partnered with Mary Pat Donnelly and the Rensselaer County DA's office to collect pajamas for children in need.
- **Cross-Department/Collaboration:** We held a successful joint (Adult & Youth) Taylor Swift program for families/all ages. Cross-training on service desks has continued this month.

3. Open Positions/Personnel Update:

- **Librarian I- Digital Literacy Instruction:** Ian Huck has been hired as the new Digital Instruction Librarian position and Ian will begin work on January 29.
- **Librarian I- Youth Services:** Elizabeth Kurz will replace Jennifer Lubbers as an YS Librarian, also beginning on January 29.
- **Librarian I- Outreach:** Position is still open. Started interviews. Paused during the holidays and will begin recruitment and resume interviews this month.
- **Library Assistant PT- Youth & Family Services:** Amy McCarthy (Head of Youth & Family Services) and I have begun discussions about the open Library Assistant position and how that will function with a new appointment. We are actively considering changing the job title and responsibilities to Librarian I, with reduced hours to keep within the original Library Assistant budgeted amount for 2024. I anticipate a decision will be made with next steps shortly.
- **AIS Department Meeting:** The Adult & Information Services department (AIS) had their first "all hands" department meeting in more than three years. The goals were to: develop standardized electronic file management across the department, ensure a uniform understanding and delivery of services/materials/procedures at the reference desk, envision how the strategic plan will impact AIS, and strengthen the department's sense of "team."

4. Capital Projects, Phone, and Computer Updates:

- **HVAC Controller System:** Phase one (Controller upgrade/replacement) of the HVAC Controller System project is complete. The new HVAC Controller was installed in late December and programming finished the first week of January. The vendor ran into delays and was unable to accommodate the original deadline of 12/31. Phase 2 work (additional functionality) has not

started yet. We are still waiting for delivery of the new sensor for the server room to be delivered. Once received (no target date identified by BPI yet), they will schedule the installation.

- **Windows:** Work to close the wall until the repairs can take place in the spring has begun. We have received a proposal for the repair project which we will discuss at the February Administrative Committee Meeting.
- **New Furniture in Main Library:** Delivery of new chairs and tables to the main area of the library was completed in December. It has given the main library a fresh look. Tutors, students, readers, and relaxers have all expressed appreciation. (Goal 3).
- **Computer Replacements:** Computers which are part of the computer replacement schedule have arrived and Selena is working on deployment. The rearrangement of the computer area is the next project. The newest AWE Early Literacy computer was installed in the children's room, and usage stats have increased 50% increase from November-December. (Goal 3).
- **Digital Signage:** Replaced the digital signage Chromecasts with digital signage software due to technical errors with the previous signage.
- **Phone Provider Change:** Our current phone system provider, BlueFace, is going out of business. We will be switching to GigTell on February 1 at 11:00 am. Unfortunately, they were unable to accommodate a switchover during non-opening hours. The library will be without phone service for approximately 10 minutes if all goes according to plan. We will do our best to get the word out about the planned phone service outage to the community.

5. Library of Things:

- **Roku Sticks:** Purchased and set up three new Roku sticks that will be added to the Library of Things. Each stick contains one streaming service, with one exception. Disney+ and Hulu will be on the same streaming stick because they are part of a bundle. The other two streaming services are Max (formerly HBO Max) and BritBox. These have been added to the cataloging queue and we hope to roll them out in time for February school break week.

6. Cyber Security:

- **Cyber Security Staff Training:** Progress has been made on the next staff training for KnowBe4 cyber security training, focusing on social engineering. The first quarter training was deployed on January 3 and many staff have already completed it.
- **Cyber Liability Commercial Insurance:** We have a new cyber insurance policy through State National Insurance Company, Inc. for \$1,000,000, \$1,730 premium, which went into effect January 10.

7. 2023 Audit, AUD, and Annual Report Schedule

- **2023 Audit:** Work has been scheduled for the weeks of February 5 and 12 with our audit firm, Bryans & Gramuglia. The audit will be presented to the full board at the March board meeting. The audit cost is \$6,000, which is the same rate as the previous three years. As soon as the audit is completed, I will prepare the AUD for submission to OSC (Office of State Comptroller).
- **AUD:** The AUD will be presented to the board for approval at the March or April board meeting. The deadline for submission is February 29, with an extension possibility if necessary. The past several years we have needed extensions based on the timing of the audit. We are hoping for

submission by the deadline, but the turnaround time will be tight. I will update the board as we get closer to audit completion.

- **Annual Report to DLD:** I will be presenting the 2023 Annual Report to the library board at the February board meeting for review/approval. UHLS reports should be ready soon and the portal on the NYS Library Development website is typically open the last week in January.

8. New Databases

- **Mango**, online language-learning database, had went live this week with a soft launch. We are focusing on staff training and will roll it out to the public next week. It will be posted on our website along with a TechTips training post. We plan to market this database with flyers, digital newsletter, and social media. Any patron can access Mango within the library, but remote access is only available for East Greenbush and Schodack patrons. Patron authentication is made through library barcodes with prefixes 28116 and 28114. If a patron resides in East Greenbush or Schodack and their library card does not have one of those barcodes (a UHLAN card), they can visit the circulation desk and we can provide an East Greenbush card for them. (Goals 1, 3, & 4).
- **CreativeBug**, art & craft education database set-up is still in progress. I will have more information to share next month. (Goals 3, 4, & 5).

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