



# AGENDA

**Board of Trustees**

**March 19, 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, March 19, 2024 at 7:00 p.m.**

**Members of the Public can view the meeting via Live Stream on the Library’s YouTube Account: <https://www.youtube.com/user/eqlibrary>**

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@eqlibrary.org](mailto:director@eqlibrary.org). All comments will be read aloud during the meeting.  
*Please contact the Director for additional information or to request an accommodation.*

1.	<b>Call to Order/Review of Agenda • (5 min)</b> <b>Welcome and Ground Rules</b>	Mari Harris A.
2.	<b>Public Comment • (15 min)</b>	Mari Harris
3.	<b>Approval of Minutes • (5 min)</b> ➤ <b>MOTION</b> to approve the minutes of the <b>February 27, 2024</b> Library Board Meeting.	Camie Engel B.
4.	<b>Treasurer’s Reports • (10 min)</b> Treasurer’s Report Narrative  Off Warrant (February 21, 2024 – March 11, 2024) ➤ <b>MOTION</b> to accept the Off Warrant in the amount of <b>\$53,938.50</b> for the period of 2/21/2024 – 3/11/2024.  Warrant (February 21, 2024 – March 11, 2024) ➤ <b>MOTION</b> to authorize the President to sign the Warrant dated 2/21/2024 – 3/11/2024 in the amount of <b>\$15,069.69</b> .  Financials (19.4% of the year over) • Budget vs. Actual 2024 (1/1/2024 – 3/11/2024) • Balance Sheet (3/11/2024) ➤ <b>MOTION</b> to approve the 3/11/2024 Financials with 19.4% of the year completed as presented.	Katie Sheehan C.  D.  E.  F. G.

<p><b>5.</b></p>	<p><b>Committee Reports • (10 min)</b>                  Administrative Committee                  ➤ <b>MOTION</b> to authorize the director to segregate unrestricted from restricted funds; unrestricted funds will be carried in fund balance and restricted funds will be carried in an interest-bearing account.                   Services Committee</p>	<p>Katie Sheehan H.  Amanda Miller I.</p>
<p><b>6.</b></p>	<p><b>Director’s Report • (10 min)</b></p>	<p>Jill Dugas Hughes J.</p>
<p><b>7.</b></p>	<p><b>Personnel Memorandum • (5 min)</b>                  ➤ <b>MOTION</b> to approve the 3/19/2024 Personnel Memorandum as presented.</p>	<p>Jill Dugas Hughes K.</p>
<p><b>8.</b></p>	<p><b>Liaison Reports • (15 min)</b>                  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><b>9.</b></p>	<p><b>New Business • (5 min)</b>                  Budget Committee Appointment</p>	<p>Mari Harris</p>
<p><b>10.</b></p>	<p><b>Unfinished Business • (10 min)</b></p>	<p>Mari Harris</p>
<p><b>11.</b></p>	<p><b>Adjourn</b>                  ➤ <b>MOTION</b> to adjourn the 3/19/2024 Library Board Meeting.</p>	<p>Mari Harris</p>

Upcoming Meetings:

Monday, April 1, 2024

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

Tuesday, April 16, 2024

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

## **TRUSTEE MEETING GROUND RULES**

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



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Library Board of Trustees Meeting - DRAFT  
*February 27, 2024, via videoconference and in person*

**ATTENDEES:**

*Presiding Officers:*

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

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

- Jill Dugas Hughes, Library Director
- Jenna Schmonsky, Administrative Assistant
- Jim McHugh, Town of East Greenbush
- Liz Reyner, Friends of the East Greenbush Community Library
- Robert Gramuglia, Auditor (exited at 7:24 p.m.)
- Nicholas Gramuglia, Auditor (exited at 7:24 p.m.)

A Library Board of Trustees meeting of the East Greenbush Community Library was held on February 27, 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 Camie Engel as Secretary. The meeting was recorded.

**CALL TO ORDER:**

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

**REVIEW OF AGENDA:**

There will be an additional new business item and an unfinished business item.

**2023 AUDIT PRESENTATION:**

Messrs. Robert and Nicholas Gramuglia (Bryans & Gramuglia CPAs, LLC) presented their audit of the financial statements of the East Greenbush Community Library for fiscal year 2023. They highlighted the Library's use of the modified cash basis of accounting method. Their audit included reviews of internal controls and significant risk areas, along with transaction testing. The audit noted no significant deficiencies and determined that the financial statements



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maintained and presented by the Library are representative of the financial assets, liabilities, and net assets in accordance with the modified cash basis of accounting.

**PUBLIC COMMENT:**

None

**APPROVAL OF MINUTES:**

Ms. Harris thanked Ms. Miller for doing the Minutes for January.

**MOTION #2024-02-08:** Mr. Poost made the motion to approve the minutes from the January 22, 2024 Library Board meeting, as presented. Seconded by Mr. Pensabene. The motion was carried with 7 in favor, none opposed.

**TREASURER'S REPORT:**

Ms. Sheehan presented the financials for the period January 11, 2024 – February 20, 2024. Overall, the Library is in good standing. Noteworthy expenses included payment for the 2023 financial statement audit and the NYLA membership which is due March 1. Notable expenses in the Off-Warrant included one desktop computer, three laptops, furniture and supplies, and the annual Employee Assistant Program fee.

The Budget Committee meetings will be held on May 2, May 9, and May 30 starting at 3:00 p.m. Ms. Harris announced that the Budget Committee will be established at the March Board meeting.

**MOTION #2024-02-09:** Ms. Miller made a motion to accept the Off-Warrant in the amount of **\$186,852.03** for the period January 11, 2024 through February 20, 2024 as presented. Seconded by Mr. Pensabene. The motion was carried with 7 in favor, none opposed.

**MOTION #2024-02-10:** Ms. Engel made a motion to authorize the President to sign the Warrant dated February 20, 2024 through February 20, 2024 in the amount of **\$34,156.54** as presented. Seconded by Ms. Sheehan. The motion was carried with 7 in favor, none opposed.

**MOTION #2024-02-11:** Ms. Sheehan made a motion to approve the February 20, 2024 Financials with 14% of the year completed as presented. Seconded by Ms. Miller. The motion was carried with 7 in favor, none opposed.



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### COMMITTEE REPORTS:

#### **Administrative:** (Ms. Sheehan) – February 5, 2024

Ms. Miller questioned if the fine free report was available. Ms. Sheehan verified that the fine free report was provided by Ms. Dugas Hughes and reviewed at the Administrative Committee meeting. A summary of the fine free report is included in the Administrative Committee minutes. After going fine free, the Library saw an increase in membership and circulation, improved access for community members, positive impact on customer relations, and minimal impact on materials return rates. While the financial impact is about \$11,000.00, going fine free has allowed staff to reallocate their time and productivity to other areas. The committee recommended that the Board remove the \$1.00 charge for faxing, given the favorable result of going fine free and that fax income is nominal.

The Administrative Committee plans to discuss the construction project at their next meeting.

Ms. Sheehan amended the committee minutes and clarified that the March committee meeting will be extended to provide training to Trustees on financial terms and definitions. On March 4, the Services Committee will meet from 5:30-6:30 p.m., followed by the Trustee training from 6:30-7:00 p.m., followed by the Administrative Committee from 7:00-8:00 p.m.

**MOTION #2024-02-12:** The Administrative Committee made a motion to remove \$1 per page for faxes effective March 1, 2024. Seconded by Ms. Engel. The motion was carried with 7 in favor, none opposed.

#### **Services:** (Ms. Miller) – February 12, 2024

#### **Little Free Libraries Update:**

- The library is transitioning ownership of the Little Free Libraries to another entity and will remove them from the library's insurance.
- The Kiwanis Club has expressed interest in taking over the Little Free Libraries and has insurance coverage.
- The library will assist in the transition process, and the new owners will decide the location of the libraries.
- The transfer process involves updating ownership details on the Little Free Library website.

#### **Staff Manual Project:**

- The committee is reviewing the contents of the staff manual, and discussions will commence in the next meeting.
- Developing the staff manual is a major priority for the library this year.



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### Equity Challenge Grant:

- The library is considering participating in the Equity Challenge Grant offered by Upper Hudson.
- The grant aims to promote diversity, equity, and inclusion within the organization, aligning with its strategic goals.
- Tasks outlined in the grant include community engagement, recruitment of diverse candidates, and board learning modules.
- This would be an opportunity to receive funding for activities already planned and aligning with the library's strategic plan.
- The challenge starts April 2024 and runs through December 2026.

**MOTION #2024-02-13:** The Services Committee made a motion to de-accession the two Little Free Libraries. Seconded by Ms. Krisanda. The motion was carried with 7 in favor, none opposed.

**MOTION #2024-02-14:** The Services Committee made a motion to have the EG Library Board complete the Board Learning and Recruitment module from the UHLS Equity Challenge. Seconded by Mr. Pensabene. The motion was carried with 7 in favor, none opposed.

### DIRECTOR'S REPORT:

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

- The report reflected statistics comparing 2023 to pre-pandemic levels, noting that while physical circulation numbers for adult books had not fully returned to pre-pandemic levels, children's numbers had surpassed them.
- Significant increases were seen in digital resources, eBooks, audiobooks, and databases.
- The drive-through window visits have increased.

### Winter Reading Challenge:

- Participation was analyzed, with a focus on the theme of "Stay Cozy."
- The most complete activity was reading a book while enjoying a hot beverage, indicating that participants embraced the theme of enjoying themselves at home.
- The challenge was also used to highlight resources available from the library, such as Consumer Reports, Hoopla, and Libby.
- Adult Winter Reading registration numbers were reported, with 133 registrants in the previous year and 189 registrants in the current year, marking the highest participation ever for the winter reading challenge.



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### **NYS Annual Reports:**

- There were some minor edits to the 2023 NYS Annual Report, including updating information about current trustees, provided by Ms. Dugas Hughes.
- Extension was granted for the NYS Comptroller's AUD Report: due 4/30/2024.

### **Library Closure and Communication:**

- Recently, there was an unplanned library closure due to a maintenance issue related to a sewage smell.
- There was a discussion about communication strategies during such incidents and the importance of having a designated spokesperson for the board to ensure consistent messaging.
- Patrons will be encouraged to sign up for the Library mailing list to receive an email and updates when an unforeseen event occurs at/for the Library.

### **Capital Projects and State Construction Grant:**

- A small committee which is comprised of: Ms. Dugas Hughes, Ms. Schmonsky, Ms. Geurds, Mr. Poost, Mr. Pensabene, and Architect, Mr. Stasack from Hyman Hayes Associates is working on the construction phase planning and hiring of a construction manager.
- Meetings are held weekly.
- An application was submitted to the State Historic Preservation Office (SHPO). This is for buildings that are 50 years or older or that require work that is greater than 10 feet outside of the building's perimeter.
- There may be delays and challenges related to grant approval processes and fund distribution.
- Discussed request for additional construction funding from Assembly Member John McDonald and its restrictions as it relates to the capital project.

### **PERSONNEL MEMORANDUM:**

Staffing is almost at 100%.

Ms. Dugas Hughes presented a Personnel Memo. Under "Provisional Appointment", there is a date correction for Ms. Susan Fox. Ms. Fox will be starting on March 4, not April 4, 2024.

**MOTION #2024-02-15:** Mr. Poost made a motion to approve the Personnel Memorandum dated February 27, 2024, as amended. Seconded by Mr. Pensabene. The motion was carried with 7 in favor, none opposed.

### **LIAISON REPORTS:**

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





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Ms. Reyner reported that the Friends met on February 20 to discuss the upcoming Spring Book Sale which will be held April 12-14. The Membership tiers have been changed and one of the benefits for a certain tier is to offer a Friends preview sale the night before the book sale starts. The Friends were pleased to satisfy four grants for the Library, totaling approximately \$14,000.00, for four different programming areas. The Friends are looking at different ways to raise funds. The raffle baskets continue to be popular along with the in-house book sales and seasonal sales. The Friends are partnering with Kiwanis and others to do an Easter Egg Hunt.

**Town of East Greenbush:**

The Board welcomed Mr. Jim McHugh!

Mr. McHugh started in January and informed the Board if they have any questions, concerns, or things to highlight to reach out to him.

**Rensselaer County:**

No report

**Upper Hudson Library System:**

No report

**NEW BUSINESS:****NYS Annual Report for 2023**

**MOTION #2024-02-16:** Mr. Poost made a motion to approve the NYS Annual Report for 2023 as corrected. Seconded by Ms. Miller. The motion was carried with 7 in favor, none opposed.

**Final Audit for 2023**

**MOTION #2024-02-17:** Ms. Engel made a motion to approve the final audit for year-end December 31, 2023, as edited. Seconded by Mr. Poost. The motion was carried with 7 in favor, none opposed.

**LEADERSHIP TRAINING**

Ms. Harris and Ms. Dugas Hughes attended a UHLS CORE Library Leadership Training that highlighted the following:

**Ground Rules for Meetings:**

It was suggested to establish ground rules for meetings to make them more effective in managing time and discussions.



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The Services Committee will work on creating these ground rules and present them to the board for adoption.

**Time Frame for Agenda Items:**

Another suggestion was to allocate specific time frames for each agenda item to manage time effectively during meetings. This will provide clarity to both presenters and attendees about the duration of discussions.

Time frames will be added to the board agenda starting in March.

**Succession Planning**

There was a discussion about succession planning for the board and other affiliated groups like the Community Advisory Council. It was proposed to create a list similar to the one used during the Strategic Planning process to identify potential trustees or council members. Ms. Dugas Hughes will develop a template in TEAMS; trustees encouraged to contribute ideas and suggestions for potential candidates.

**Promotion for Library Voting**

The library has historically come in second place in the "Times Union Best of the Capital Region Vote". It was suggested to increase promotion efforts, including using signage and email blasts, to encourage more votes and potentially secure the top spot.

**UNFINISHED BUSINESS:**

The library plans to include a blurb in the upcoming newsletter regarding trustee vacancies. There are two vacancies expected at the end of the year, possibly sooner. The purpose of the announcement is to attract potential candidates to fill the vacancies. Since there are only three newsletters per year, it's crucial to advertise in this newsletter; the following newsletter will be after the elections.

**ADJOURN:**

**MOTION #2024-02-18:** Motion to adjourn the February 27, 2024 Board meeting was made by Ms. Krisanda at 8:47 p.m. Seconded by Ms. Sheehan. The motion was carried with 7 in favor, none opposed.

Recorded by, Jenna Schmonsky, Administrative Assistant  
Respectfully submitted, Camie Engel, Secretary

### **Treasurer's Report:**

Ms. Sheehan presents financials for February 21, 2024 through March 11, 2024.

The library is in good financial standing:

- Total bank accounts are 106.89% above our 2023 year-to-date total for Board Designated, Cash/Operating, and Reserve/Capital accounts.
- Total assets are 2.28% lower than 2023.
- We have taken in 96.99% of our total revenue for 2024, including East Greenbush and Schodack funds.
- 19.4% of the year is complete, and the grand total of expenditures is 16.83%.
- The only outlier in a subcategory is Professional Services at 29.91% of the total budget.
- Total Operating Expenses are at 17.66% of the total budget.

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

- \$1,208.03 will be paid to Brodart for the purchase of books.
- \$3,000.00 will be paid to Bryans & Gramuglia for completion of 2023 audit.
- \$2,523.00 will be paid to Tag Solutions for February Information Technology services.

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

- \$3,206.50 was paid to National Grid for utilities.
- \$1,488.33 paid to NYS Deferred Comp.
- \$2,049.24 was paid to NYSLRS for retirement.
- \$34,068.75, \$241.01, and \$12,011.69 were paid for payroll #5.

Motions:

- Motion to accept the Off-Warrant in the amount of \$53,938.50 for the period of February 21, 2024 through March 11, 2024, as presented.
- Motion to authorize the signing of the Warrant dated March 11, 2024, in the amount of \$15,069.69.
- Motion to approve the March 11, 2024 Financials with 19.4% of the year completed, as presented.

Budget Committee:

- Tentative dates: May 2 (Thursday), May 9 (Thursday), May 30 (Thursday)
- Time: 3:00
- Members: Mari, Katie, Camie, Michael, Charlie (maybe).

# East Greenbush Community Library

## Off-Warrant (February 21-March 11, 2024)

NAME	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
<b>Cash, Operating Accounts</b>				
1003.00 Pioneer OPERATING XXXX0178				
Aflac	02/28/2024	42138	NBY22	-415.98
CRISAFULLI BROS.	02/28/2024	42139	LIBR1100	-457.00
Nationalgrid	02/28/2024	42140	34370-88011	-3,206.50
New York State Deferred Comp.	02/28/2024	42141	Plan#0045420	-1,488.33
NYSLRS	02/29/2024	FEBRUARY 2024	NYSLRS for	-2,049.24
	03/01/2024	PR#5 3/1/24	PR#5	-34,068.75
Paychex	03/01/2024	PR# 5 3/1/24	PROCESSING CHARGES FOR PAYROLL #5 DATED 3/1/24	-241.01
	03/01/2024	PR#5 3/1/24	PR#5	-12,011.69
<b>Total for 1003.00 Pioneer OPERATING XXXX0178</b>				<b>\$ 53,938.50</b>
<b>Total for Cash, Operating Accounts</b>				<b>\$ 53,938.50</b>

# East Greenbush Community Library

## Warrant of Bills by Vendor-February 21-March 11, 2024 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Albany Public Library 518-449-3380				
Albany Public Library	02/23/2024	174199	31182017903518 LOST/PAID BOOK FLAWLESS	16.99
<b>Total for Albany Public Library</b>				<b>\$16.99</b>
Amazon Capital Services				
Amazon Capital Services	02/19/2024	1YQJ-WVMX-QFXQ	A3DG71IHROMNJM MAINTENANCE EQUIPMENT	39.99
Amazon Capital Services	02/20/2024	1G9D-YYWK-4FFL	A3DG71IHROMNJM ADULT FICTION BOOKS	37.65
Amazon Capital Services	02/23/2024	1HP1-3WJD-JVJG	A3DG71IHROMNJM FACILITIES/MAINTENANCE	37.66
Amazon Capital Services	02/23/2024	1YKL-K6W7-7LQ1	A3DG71IHROMNJM COMPUTER ANTI GLARE SCREEN AND BLUE LIGHT BLOCKER PROTECTOR/ROKU EXPRESS	81.66
Amazon Capital Services	02/25/2024	1X1V-TKN7-V41W	A3DG71IHROMNJM ADULT FICTION BOOKS	54.44
Amazon Capital Services	02/28/2024	1GY3-YRKL-3XGM	A3DG71IHROMNJM 25 FEET TELEPHONE LINE CORD FOR SELENA PIRO'S DESK	11.40
Amazon Capital Services	03/04/2024	AD1L-RKKP-1QR7	A3DG71IHROMNJM ACOUSTIC PARTITION OFFICE SUPPLIES	168.85
Amazon Capital Services	03/04/2024	1JXW-K7FV-3Q7Y	A3DG71IHROMNJM LIBRARY OF THINGS	148.49
Amazon Capital Services	03/05/2024	1G61-Y1PT6VPT	A3DG71IHROMNJM YS PROGRAM SUPPLIES	90.40
Amazon Capital Services	03/09/2024	1CTV-HCLL-FY3V	A3DG71IHROMNJM VENDOR CREDIT FOR INVOICE # 1QF9-NXL3-DF4Y	-35.21
Amazon Capital Services	03/09/2024	1N4Y-YKTT-JFPR	A3DG71IHROMNJM VENDER CREDIT FOR INVOICE 1HWJ-MDTQ-CC4M	-16.39
<b>Total for Amazon Capital Services</b>				<b>\$618.94</b>
B & L CONTROL SERVICE, INC. 273-0500				
B & L CONTROL SERVICE, INC.	02/22/2024	47825	ECCL 1ST QUARTER 2024 WATER TREATMENT CONTRACT	962.50
<b>Total for B &amp; L CONTROL SERVICE, INC.</b>				<b>\$962.50</b>
BAKER & TAYLOR (ALL ACCTS)				
BAKER & TAYLOR (ALL ACCTS)	02/23/2024	5018776369	309318 L026683 3 B00000 JFICTION /J FICTION PICTURE BOOKS	198.75
BAKER & TAYLOR (ALL ACCTS)	02/28/2024	5018782137	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	156.05
BAKER & TAYLOR (ALL ACCTS)	02/28/2024	5018780703	309318 L026683 3 B00000 J FICTION BOOKS	61.89
<b>Total for BAKER &amp; TAYLOR (ALL ACCTS)</b>				<b>\$416.69</b>
Berkshire Botanical Garden				
Berkshire Botanical Garden	03/08/2024	MP 2024	EGCL 2024 MUSEUM PASS	140.00
<b>Total for Berkshire Botanical Garden</b>				<b>\$140.00</b>
BOA CARD SERVICES				
BOA CARD SERVICES	03/06/2024	MARCH 2024	1924 CORP ACCOUNT	990.65
<b>Total for BOA CARD SERVICES</b>				<b>\$990.65</b>
Brodart 800-233-8467				

# East Greenbush Community Library

## Warrant of Bills by Vendor-February 21-March 11, 2024 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	02/22/2024	B6749894	3105614 J FICTION BOOK	7.40
Brodart	02/22/2024	B6749731	3105614 J FICTION BOOKS	43.24
Brodart	02/22/2024	B6749564	3105612 J FICTION BOOK	6.87
Brodart	02/22/2024	B6749561	3105612 J FICTION BOOKS	27.68
Brodart	02/22/2024	B6749872	3105612 J POP FICTION BOOKS	17.32
Brodart	02/28/2024	B6752884	3105612 J FICTION BOOKS	22.19
Brodart	02/28/2024	B6752737	3105612 J BOARD BOOKS	89.27
Brodart	02/28/2024	B6752590	3105612 J FICTION BOOKS	20.52
Brodart	03/01/2024	B6754971	310561B ADULT FICTION BOOKS	70.91
Brodart	03/01/2024	B6754702	310561B ADULT FICTION BOOKS	202.84
Brodart	03/01/2024	B6754974	310561B ADULT FICTION BOOKS	69.17
Brodart	03/04/2024	B6755677	3105612 J FICTION PICTURE BOOK	12.15
Brodart	03/04/2024	B6755554	3105612 J FICTION PICTURE BOOKS	62.01
Brodart	03/05/2024	b6756286	310561B ADULT FICTION BOOKS	165.26
Brodart	03/05/2024	B6756718	3105612 J BOARD BOOK	3.43
Brodart	03/05/2024	B6756717	3105612 J FICTION BOOKS	5.57
Brodart	03/05/2024	B6756269	3105613 J FICTION BOOKS	21.78
Brodart	03/05/2024	B6756270	3105612 J FICTION BOOK	11.01
Brodart	03/05/2024	B6756271	3105612 J FICTION BOOKS	18.58
Brodart	03/05/2024	B6756289	3105612 J FICTION BOOKS	77.63
Brodart	03/05/2024	B6756291	3105613 J FICTION BOOKS	43.34
Brodart	03/05/2024	B6756606	3105612 J FICTION BOOK	6.19
Brodart	03/05/2024	B6756294	3105612 J FICTION BOOK	11.01
Brodart	03/05/2024	B6756293	3105612 J FICTION BOOK	8.14
Brodart	03/05/2024	B6756605	3105612 J POP FICTION BOOKS	7.42
Brodart	03/06/2024	B6757198	3105612 J FICTION PICTURE BOOKS	100.97
Brodart	03/06/2024	B6757277	3105612 J FICTION PICTURE BOOKS	41.38
Brodart	03/06/2024	B6757374	3105612 J POP FICTION BOOKS	63.38
Brodart	03/07/2024	B6757891	3105614 J FICTION BOOKS	78.46
Brodart	03/07/2024	B6758163	3105614 J PARENTING BOOK	13.60
Brodart	03/07/2024	B6758164	3105614 J POP FICTION BOOKS	52.50
Brodart	03/04/2024	40374-ON ACCOUNT	40374-ON ACCOUNT OVER PAYMENT	-7.65
Brodart	03/01/2024	B6252072	310561B 2-FIREFLY LANE: A NOVEL ADULT FICTION BOOKS CREDIT FROM 8/12/2021	-36.82
Brodart	03/01/2024	B6229029	310561B CREDIT FOR 8- ADULT FICTION BOOKS FROM 7/14/2021	-128.72
<b>Total for Brodart</b>				<b>\$1,208.03</b>
<b>BRYANS &amp; GRAMUGLIA</b>				
BRYANS & GRAMUGLIA	02/24/2024	5156	EGCL COMPLETION OF AUDIT PROCEDURES & ISSUANCE OF DRAFT FINANCIAL STATEMENTS FOR THE YEAR ENDED 12/31/23	1,500.00
BRYANS & GRAMUGLIA	03/02/2024	5177	EGCL COMPLETION OF AUDIT PROCEDURES & ISSUANCE OF FINAL FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2023	1,500.00
<b>Total for BRYANS &amp; GRAMUGLIA</b>				<b>\$3,000.00</b>
<b>Castleton Public Library</b>				
Castleton Public Library	03/04/2024	28770	38114100237218 LOST/PAID BOOK	14.99
<b>Total for Castleton Public Library</b>				<b>\$14.99</b>
<b>CHENEY LIBRARY</b>				
CHENEY LIBRARY	03/07/2024	286626	38120100098278 LOST/PAID BOOK	5.00
<b>Total for CHENEY LIBRARY</b>				<b>\$5.00</b>

# East Greenbush Community Library

## Warrant of Bills by Vendor-February 21-March 11, 2024 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Crisafulli Bros.				
Crisafulli Bros.	03/04/2024	233959	LIBR1100 SEWER JETTER MACHINE USED TO FLUSH OUT PIPES	760.25
<b>Total for Crisafulli Bros.</b>				<b>\$760.25</b>
DEMCO				
800-752-7614 act.rece				
DEMCO	02/01/2024	7447071	710162791 2-ENGRAVED MAGNETIC NAME BADGES	36.93
DEMCO	03/08/2024	7451028	A3DG71IHRMNJM 6-ROLLS J-LAR 1" BOOK PROCESSING TAPE	117.54
<b>Total for DEMCO</b>				<b>\$154.47</b>
Destroyer Escort Historical Museum				
Destroyer Escort Historical Museum	03/05/2024	MP 2024	EGCL 2024 MUSEUM PASS	160.00
<b>Total for Destroyer Escort Historical Museum</b>				<b>\$160.00</b>
Dropmysuite Inc.				
Dropmysuite Inc.	03/07/2024	7252-14	EGCL DIRECT USER EMAIL & COLLABORATION BACKUP SUBSCRIPTION COST 2/1/24-2/29/24	81.00
<b>Total for Dropmysuite Inc.</b>				<b>\$81.00</b>
Grainger, W.W.,Inc.				
869-1414				
Grainger, W.W.,Inc.	02/19/2024	9024959141	856763925 BULLETIN BOARD FOR LOBBY	160.17
<b>Total for Grainger, W.W.,Inc.</b>				<b>\$160.17</b>
Guilderland Public Library				
456-2400				
Guilderland Public Library	02/28/2024	954615	EGCL LOST/PAID BOOK	16.95
<b>Total for Guilderland Public Library</b>				<b>\$16.95</b>
Hancock Shaker Village				
Hancock Shaker Village	03/05/2024	MP 2024	EGCL 2024 MUSEUM PASS	250.00
<b>Total for Hancock Shaker Village</b>				<b>\$250.00</b>
HOME DEPOT				
HOME DEPOT	02/13/2024	2240622	6035 3225 3198 8313 SHELF BRACKETS/SMALL BUNGEE CORDS	17.86
<b>Total for HOME DEPOT</b>				<b>\$17.86</b>
LANE PRESS				
LANE PRESS	02/22/2024	2832	402 BUSINESS CARDS FOR KURZ & MOKLER	66.00
<b>Total for LANE PRESS</b>				<b>\$66.00</b>
Loundon Locksmith Service, Inc.				
518-428-8066				
Loundon Locksmith Service, Inc.	03/04/2024	35075	EGCL REMOVED GOOD LOCK FROM DOOR IN YS PLAYROOM TO REPLACE BROKEN LOCK ON DOOR FROM MEETING ROOM B INTO STAFF LOUNGE	125.00
<b>Total for Loundon Locksmith Service, Inc.</b>				<b>\$125.00</b>
MARINE DESIGN & SERVICE				
MARINE DESIGN & SERVICE	03/04/2024	5655	EGCL FISH TANK SERVICES & CHEMICALS	125.48
<b>Total for MARINE DESIGN &amp; SERVICE</b>				<b>\$125.48</b>
Maxine Bleiweis & Associates				
203-645-0134				
Maxine Bleiweis & Associates	02/02/2024	2024-02	EGCL EXECUTIVE CONSULTING SERVICES	600.00

# East Greenbush Community Library

## Warrant of Bills by Vendor-February 21-March 11, 2024 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
<b>Total for Maxine Bleiweis &amp; Associates</b>				<b>\$600.00</b>
MicroMarketing LLC 1-800-229-9887				
MicroMarketing LLC	02/28/2024	947092	1233 ADULT AUDIOBOOKS ON CD	192.16
MicroMarketing LLC	03/05/2024	947500	1233 FRIENDSHIP CLUB ADULT AUDIOBOOKS ON CD	112.00
<b>Total for MicroMarketing LLC</b>				<b>\$304.16</b>
Midwest Tape 1-800-875-2785				
Midwest Tape	02/19/2024	505076860	2000001825 ADULT DVDS	176.16
Midwest Tape	02/26/2024	505105187	2000001825 ADULT DVDS	97.45
Midwest Tape	03/04/2024	505142976	2000001825 ADULT DVDS	207.67
<b>Total for Midwest Tape</b>				<b>\$481.28</b>
NATIONAL BUSINESS TECH. (ALBANY)				
NATIONAL BUSINESS TECH. (ALBANY)	02/22/2024	IN596785	EG00 COPIES-2/25/24-3/24/24	241.70
<b>Total for NATIONAL BUSINESS TECH. (ALBANY)</b>				<b>\$241.70</b>
Northeast Toner, Inc. 518-899-5545				
Northeast Toner, Inc.	02/28/2024	117597	EGCL 2-HP OEM W2110X BLACK TONERS	219.00
<b>Total for Northeast Toner, Inc.</b>				<b>\$219.00</b>
OVERDRIVE 216-573-6886 ext.212				
OVERDRIVE	02/20/2024	01080DA24053622	1080-0012 1-ADULT EBOOK	55.00
OVERDRIVE	02/20/2024	01080DA24053636	1080-1012 1-ADULT EBOOK	27.50
<b>Total for OVERDRIVE</b>				<b>\$82.50</b>
PLAYAWAY PRODUCTS LLC (877) 893-0808				
PLAYAWAY PRODUCTS LLC	02/21/2024	453950	EGCL J AUDIOBOOK	62.48
<b>Total for PLAYAWAY PRODUCTS LLC</b>				<b>\$62.48</b>
Seasons East Lawn Care 732-2276 new 8.07				
Seasons East Lawn Care	02/27/2024	13452	EGCL 3- SALTING OF COMMUNITY WAY 2/12/24-2/17/24	260.00
Seasons East Lawn Care	02/27/2024	13451	EGCL 3- SALTING OF PARKING LOT 2/12/24-2/17/24	510.00
<b>Total for Seasons East Lawn Care</b>				<b>\$770.00</b>
STAPLES 1-877-826-7755				
STAPLES	02/23/2024	3560177016	1008052 MAINTENANCE SUPPLIES	185.60
STAPLES	03/07/2024	3561508504	1008052 OFFICE SUPPLIES	33.30
<b>Total for STAPLES</b>				<b>\$218.90</b>
TAG SOLUTIONS, LLC (518) 292-6510				
TAG SOLUTIONS, LLC	02/28/2024	30628036	21743 IT MANAGED SERVICES FOR 3/1/24-3/31/24	2,523.00
<b>Total for TAG SOLUTIONS, LLC</b>				<b>\$2,523.00</b>
TWIN BRIDGES 518-282-5600				



# East Greenbush Community Library

## Warrant of Bills by Vendor-February 21-March 11, 2024 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
TWIN BRIDGES	02/01/2024	MARCH SERVICE	55-8109 1 WASTE & RECYCLING 3/1/24-3/31/24	257.71
<b>Total for TWIN BRIDGES</b>				<b>\$257.71</b>
William K. Sanford Library				
William K. Sanford Library	02/17/2024	267702	0000435647 LOST/PAID BOOK	17.99
<b>Total for William K. Sanford Library</b>				<b>\$17.99</b>
<b>TOTAL</b>				<b>\$15,069.69</b>

**Note**

Payment Approved / /

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

# East Greenbush Community Library

## Budget vs. Actuals: 2024 Voter Approved Budget through March 11, 2024

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
4000 Library Charges				
4001.00 Printing/Fax/Fees	1,831.61	9,000.00	-7,168.39	20.35 %
4002.00 Fines	115.42	0.00	115.42	
4003.00 Lost or Damaged	1,282.71	4,500.00	-3,217.29	28.50 %
<b>Total 4000 Library Charges</b>	<b>3,229.74</b>	<b>13,500.00</b>	<b>-10,270.26</b>	<b>23.92 %</b>
4100 Other Income/Interest				
4101.00 Interest & Earnings	645.08	2,000.00	-1,354.92	32.25 %
<b>Total 4100 Other Income/Interest</b>	<b>645.08</b>	<b>2,000.00</b>	<b>-1,354.92</b>	<b>32.25 %</b>
4200 Public Funds	2,261,125.82	2,277,625.00	-16,499.18	99.28 %
4400.00 Restricted Income (G/G)	14,600.00	35,000.00	-20,400.00	41.71 %
4401.00 Non-Restricted Income (G/G)	354.23	1,500.00	-1,145.77	23.62 %
4990.00 Transfer from Reserve(s)		21,125.00	-21,125.00	
<b>Total Revenue</b>	<b>\$2,279,954.87</b>	<b>\$2,350,750.00</b>	<b>\$ -70,795.13</b>	<b>96.99 %</b>
<b>GROSS PROFIT</b>	<b>\$2,279,954.87</b>	<b>\$2,350,750.00</b>	<b>\$ -70,795.13</b>	<b>96.99 %</b>
<b>Expenditures</b>				
CAP Long-Term Savings		109,850.00	-109,850.00	
<b>Operating Expenses</b>				
5000 Technology/Communications	11,059.93	96,650.00	-85,590.07	11.44 %
5010 Programming & Planning	1,678.77	24,200.00	-22,521.23	6.94 %
5020 Bks & Mat'ls (Collections)	30,620.59	159,100.00	-128,479.41	19.25 %
5030 Facilities Expenses	24,031.50	143,300.00	-119,268.50	16.77 %
5040 Professional Services	19,145.26	64,000.00	-44,854.74	29.91 %
5050 Operat'ns	1,423.99	37,425.00	-36,001.01	3.80 %
5100 Human Resources/Staff Devt	59.90	6,500.00	-6,440.10	0.92 %
5200 Personnel	307,719.74	1,709,725.00	-1,402,005.26	18.00 %
<b>Total Operating Expenses</b>	<b>395,739.68</b>	<b>2,240,900.00</b>	<b>-1,845,160.32</b>	<b>17.66 %</b>
<b>Total Expenditures</b>	<b>\$395,739.68</b>	<b>\$2,350,750.00</b>	<b>\$ -1,955,010.32</b>	<b>16.83 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$1,884,215.19</b>	<b>\$0.00</b>	<b>\$1,884,215.19</b>	<b>0.00%</b>
Other Expenditures	\$ -516.17	\$0.00	\$ -516.17	0.00%
<b>NET OTHER REVENUE</b>	<b>\$516.17</b>	<b>\$0.00</b>	<b>\$516.17</b>	<b>0.00%</b>
<b>NET REVENUE</b>	<b>\$1,884,731.36</b>	<b>\$0.00</b>	<b>\$1,884,731.36</b>	<b>0.00%</b>

**Note**

On this date, the year is 19.4 % over.

# East Greenbush Community Library

## Balance Sheet

As of March 11, 2024

	TOTAL			
	AS OF MAR 11, 2024	AS OF MAR 11, 2023 (PY)	CHANGE	% CHANGE
<b>ASSETS</b>				
Current Assets				
Bank Accounts				
Board Designated Accounts				
1001.00 Pioneer GIFT & GRANT XXXX0186	77,044.32	40,654.88	36,389.44	89.51 %
1002.00 Petty Cash Gift & Grant	200.00	200.00	0.00	0.00 %
1007.00 Pioneer HURR ACCOUNT XXX244	58,466.79	58,349.65	117.14	0.20 %
<b>Total Board Designated Accounts</b>	<b>135,711.11</b>	<b>99,204.53</b>	<b>36,506.58</b>	<b>36.80 %</b>
Cash, Operating Accounts				
1003.00 Pioneer OPERATING XXXX0178	52,230.68	150,221.19	-97,990.51	-65.23 %
1004.00 Pioneer PUBLIC FINANCE XXXX0194	2,179,134.83	2,113,814.22	65,320.61	3.09 %
1005.00 Pioneer FUND BALANCE XXX251	42,228.31	50,113.19	-7,884.88	-15.73 %
1006.00 Petty Cash	200.00	200.00	0.00	0.00 %
ZZZPetty Checking	0.00	-90.00	90.00	100.00 %
<b>Total Cash, Operating Accounts</b>	<b>2,273,793.82</b>	<b>2,314,258.60</b>	<b>-40,464.78</b>	<b>-1.75 %</b>
Reserve, Capital Accounts				
1008.00 Pioneer CAPITAL RESERVEXXXX0228	601,223.83	295,300.87	305,922.96	103.60 %
1009.00 Pioneer OPER. CONT. RESXXXX0210	389,004.48	183,319.45	205,685.03	112.20 %
<b>Total Reserve, Capital Accounts</b>	<b>990,228.31</b>	<b>478,620.32</b>	<b>511,607.99</b>	<b>106.89 %</b>
<b>Total Bank Accounts</b>	<b>\$3,399,733.24</b>	<b>\$2,892,083.45</b>	<b>\$507,649.79</b>	<b>17.55 %</b>
Accounts Receivable				
Accounts Receivable	0.00	90.00	-90.00	-100.00 %
<b>Total Accounts Receivable</b>	<b>\$0.00</b>	<b>\$90.00</b>	<b>\$ -90.00</b>	<b>-100.00 %</b>
Other Current Assets				
Other Current Assets	\$250.00	\$250.00	\$0.00	0.00 %
<b>Total Current Assets</b>	<b>\$3,399,983.24</b>	<b>\$2,892,423.45</b>	<b>\$507,559.79</b>	<b>17.55 %</b>
Fixed Assets				
Fixed Assets	\$2,217,439.06	\$2,269,239.35	\$ -51,800.29	-2.28 %
<b>TOTAL ASSETS</b>	<b>\$5,617,422.30</b>	<b>\$5,161,662.80</b>	<b>\$455,759.50</b>	<b>8.83 %</b>
<b>LIABILITIES AND EQUITY</b>				
Liabilities				
Liabilities	\$17,154.53	\$46,444.93	\$ -29,290.40	-63.06 %
Equity				
Equity	\$5,600,267.77	\$5,115,217.87	\$485,049.90	9.48 %
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$5,617,422.30</b>	<b>\$5,161,662.80</b>	<b>\$455,759.50</b>	<b>8.83 %</b>

**Note**

On this date, the year is 19.4% over



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## Administration Committee Meeting 3-4-24

Present: Katie, Mari, Michael, Camie, Jill

1. Sewage smell: Drains were cleaned, and we have a monthly maintenance schedule; this is no longer a concern.
2. Financial bookkeeping updates and recommendations:
  - a. We will defer reserves policy discussion until next meeting; policy draft posted in Teams.
  - b. Discussed fund balance, restricted funds, and clarity of balance sheet.
  - c. Per 2023 budget, \$100,000 was transferred from fund balance to Capital Reserves in February. Current Gift & Grant account includes restricted and unrestricted funds, which should be separated to clarify availability of funds.
  - d. **Motion: The Administration Committee motions to authorize the director to segregate unrestricted from restricted funds; unrestricted funds will be carried in fund balance and restricted funds will be carried in an interest-bearing account.**
3. Schodack contract formula: A letter is being sent to Schodack regarding the 2025 formula-based contract.
4. Phase 1 of Capital Project using NYS Construction grant funds:
  - a. Discussed evolving project timeline and status of construction grant (SHPO). Interviews for a Construction Manager are being scheduled, bid documents are in-progress and we will be putting the project out for bid in April, review bid submissions the second week of May, seek board approval in June, mobilize construction team in July, and begin construction in August to minimize disruptions to summer reading programs as much as possible. Work will begin with the EIFS, followed by the sidewalk and entryways.
  - b. Jenna and Dawn will work with the construction manager and communicate with staff.
  - c. We would like to hire the Construction Manager as soon as possible to act as liaison between the library and contractor.
5. NYS Legislative grant (\$250,000):
  - a. We set up a contingency path so that we could use this money in lieu of the construction grant if necessary.
  - b. Phase 1: EIFS, Sidewalk, Entryways. We will fund this with the construction grant we've applied for; if it falls through, we will fund Phase 1 with the legislative grant.
  - c. Phase 2: The roof will potentially be funded by a new construction grant.
  - d. Phase 3: The focus will be the bathrooms, but we do not know this amount or how it will be funded yet.



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## Services Committee Meeting

3/4/24; 5:33 pm

Attendance:

Amanda Miller, Chair

Nichole Krisanda

Charlie Pensabene

Mari Harris, President

Jill Dugas Hughes, Library Director

### Little Free Library Update:

Kiwanis will take the libraries. Ms. Dugas Hughes will coordinate the transfer. Kiwanis asked for suggestions on where to put it, since they already have locations at DPS and Bell Top, we said maybe Red Mill and Genet.

### Staff manual:

Table of contents: We made a lot of headway with organizing. Jill will review our suggestions and will update us in Teams as well as at next meeting what our next steps will be.

## Director's Report- March 19, 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

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### Highlights

- **2023 By The Numbers Annual Highlights**
  - **Community Initiatives:** Little Free Libraries, Local Business Community Bulletin Board, Exhibits, No fees for faxes, LL Bean Bags with Library Logo
  - **Programming Highlights:** Take Your Child to the Library Day, Dog Man Celebration for Grades 1+, Adult "Book Lovers" Reading Challenge, Upcoming Solar Eclipse
  - **Collections:** Teen Book Boxes, Creative Bug, Mango, Nature Backpacks, Library of Things Additions
  - **Censorship Challenges:** Book Request for Reconsideration, Hidden Books, Staff training & related policies
  - **Capital Projects/Facilities:** Revised Construction Project Timeline, Important decisions decided, Construction Manager Advisor (CMA)
  - **Personnel:** Staff Office Shifting, New Staff, Staff Development Day
  - **IT/Infrastructure Updates:** Public Services, Staff Support
-



## 2023 By The Numbers

# ANNUAL HIGHLIGHTS




### Library Visitors

**Open 63 hours/week | 3,276 hours (+16%)**

**228K+ total visits**


126,015 people visited in-person (+13%)  
102,904 people visited online (+13%)



### Information Services

Librarians answered **33,477 reference questions**


**+23% questions answered**



### Content Borrowed

180,492 digital content (+1%)  
296,335 physical items (+3%)


**476,827 items loaned +2%**



### Technology Usage


**14,233 Wi-Fi users +14%**

Users can reserve computer time, check out laptops and hot spots, or access Wi-Fi in the building and on grounds




**12,041 computer users +95%**

**4,604 participants +29%**



### Summer Reading


**101 sessions** provided to **3,893 kids, 260 teens and 451 adults**




**+27% programs offered**

### Library Programs

**27,291 people attended 789 programs** provided in-library, offsite and virtually



**2024 Nominated Best Library - 4th Consecutive Year**  
2nd place winner Times Union Readers Choice Award '20-'23. 2024 winners to be revealed April 25th.



**2023 Cornell Cooperative Ext. Golden Shovel Award**  
Awarded to Adult Librarian, Jody Squadere, for her contributions to Family & Consumer Science Program.

eglibrary.org

Published on March 15, 2024

## 1. Community Initiatives

- **Little Free Libraries:** Transferring ownership of the Little Free Libraries to the Kiwanis Club, ensuring access to literary resources within our community. They have already sponsored two other Little Free Libraries, at two East Greenbush Elementary Schools; DPS and Bell Top (Goal 1).
- **New Local Business Community Bulletin Board:** Installation of a new Local Business Community Bulletin Board was finished last week. Several local businesses have already posted flyers. The board is managed by staff, in compliance with our [Community Bulletin Board and Literature Racks Policy](#) (Goal 5).
- **Exhibits:** The Linus Quilt Project was displayed in our display cases for two months. Also displayed for January and February, the Robert Bode wall exhibit consisted of 20 oil paintings depicting views of Cape Cod. They are painted mostly in the style of Edward Hopper, who painted many Cape Cod scenes. Currently, the Schenectady Photographic Society has an exhibition in place (Goal 3).
- **No Fees for Faxes:** Stopped collecting fees for faxes on March 1, enhancing accessibility to essential services. Patron response has been positive, we will not have any statistical information until after the March statistics are compiled (Goal 1).
- **L.L.Bean Bags with Library Logo:** Introduction of durable L.L.Bean Bags featuring the Library Logo. Available for purchase, \$25 (Goal 3).

## 2. Programming Highlights

- **Take Your Child to Library Day:** 60 people participated in Take Your Child to the Library Day on February 3. Visitors enjoyed open play with building toys and baby toys, fostering a love for literacy and community engagement. (Goal 3).
- **Dog Man Celebration for Grades 1+:** March 15, we will host a program celebrating the upcoming release of Dav Pilkey's newest book: Dog Man: The Scarlet Shredder! Participants will play Dog Man Bingo, make fun crafts, play games, and meet other fans of Dog Man. This is an age demographic that we are hoping to expand program offerings, based on patron input. (Goal 1).
- **Adult "Book Lovers" Reading Challenge:** This adult reading challenge will launch April 1, and will run through March 31, 2025. Patrons are encouraged to expand their reading horizons by reading one book monthly based on specific monthly themes. Books can be read in any order but must be a minimum of 100 pages (approx. 2.5 hours in audio). Once all 12 months are completed, participants will earn a tote bag and a chance to win a Kindle E-reader. A final celebration (TBD) will be scheduled. (Goal 3).
- **Upcoming Solar Eclipse:** Library programs planned include a solar eclipse t-shirt program for teens & tweens and two sessions of a total solar eclipse program for families with crafts, activities, and them getting glasses. The first program is planned pre-eclipse, and the second one will be hosted during the actual eclipse on 4/8. 150 solar eclipse viewing glasses were already distributed to patrons, pairs were limited to 4 pairs per family. We no longer have glasses available, except those which have been set aside for the program (Goal 4).

## 3. Collections

- **New Collection: Teen Book Boxes,** live 3/15. Teens registered online and told us what they liked to read. Book Boxes are being prepared by staff and will be available beginning 4/1. Teens are instructed to read, rate, and enjoy. Boxes and books (1-2 personalized books) will be returned to



the library, but they will keep the other items included (snacks and surprises!). Space was limited and filled to the maximum! (Goal 4).

- **New Database: Creative Bug**, live 3/15. Includes 1K+ award winning art & craft video classes taught by recognized design experts and artists. Patrons have unlimited access in the building, and EG/Schodack patrons will have unlimited access remotely (Goal 4).
- **Mango Database**: usage continues to climb : Usage doubled during month two of service; more than 18 hours of language learning. Helps support language learning for all ages. (Goal 1).
- **New Collection: Nature Backpack**: Four thematic backpacks (including materials corresponding to themes (bugs & critters, plants & trees, night sky/constellations, and aquatic life) are available for patrons to borrow. They are non-requestable, non-renewable, available for 2-week loan, and must be returned to our library. \$1/day fines will accrue on late returns. Limit 1 backpack per family, no residency limits. Fosters learning and exploration in diverse domains. (Goal 4).
- **Additions to Library of Things**: Portable Scanner, Dungeons & Dragons Players Kit, Super Nintendo Entertainment System, ClearClick to Video Converter (Goal 3).

#### 4. Censorship Challenges

- **Request for Reconsideration**: We remain dedicated to upholding intellectual freedom amidst challenges. Currently, reconsideration process underway for a book title challenge in the children's room: "C is for Country" by Little NasX (Goal 1).
- **Hidden Books**: Staff and volunteers are finding controversial books hidden in stacks (on shelves, behind other books) at increasing rates (Goal 1).
- **Staff Training & Related Policies**: Previous staff training on censorship and challenges is being revisited. Applicable policies can be found on the library's website: [Request for Reconsideration Policy](#), [Collection Management Policy](#), [Programming Policy](#), [Library Display Policy](#), [Exhibits Policy](#). Staff who receive a verbal complaint from a member of the public will direct the patron to a supervisor or library director to discuss concerns and identify alternate resources that may be available. If the patron's concern is not satisfied through discussion with staff, a formal written Request Form may be submitted to the Library Director. Forms are available online. Requests will be judged according to the applicable policy established by the library and the Director will respond in writing to the patrons' Request for Reconsideration. Before issuing a final response, the Director will convene a staff review committee to examine the challenged material and decide whether the material conforms to the principles of selection outlined in the Library's applicable policies. The decision may be discussed with the individual questioner, if requested. The questioner may appeal the decision to the Library Board, as the process review panel as long as the request for appeal is made in writing to the Board within 60 days of receiving the written report from the Director. The Library Board shall review the process followed by the staff review committee and Director to determine if the Request for Reconsideration Policy was followed and make a ruling. The Library board's decision is final. An item will only be evaluated for reconsideration once in a 12-month period, and access to the challenged material shall not be restricted during the reconsideration process (Goal 1).

#### 5. Capital Projects/Facilities:

- **Revised Construction Project Timeline**: The Capital Projects team continues to meet weekly and is making progress on the bid documents inclusions. The construction timeline has been adjusted:

- Construction Manager Advisor (CMA) (late March)
- Review CMA proposals, Admin Committee (April 1)
- Award CMA contract, Library Board (tentatively April 16)
- Review Bid Docs (late March-April)
- Post project for Bid (last week in April)
- Bid response deadline (2<sup>nd</sup> week in May)
- Review Bid proposals, Admin Committee (June 3)
- Award Bid Contract, Library Board (June 18)
- Project coordination with contractor, construction manager advisor and library (July)
- Groundbreaking (August)
- **Important decisions decided:**
  - The contractor shall provide phasing to allow the library to use the Patio with no restrictions during the month of July.
  - Site preparations and work will not begin until the first week of August.
  - All site area closures (including patio and main entrance) shall be coordinated with the library, with a minimum of 7 days' notice.
  - The main entrance will need to be closed for approx. 10 days (TBD). Plans are underway to redirect patrons to enter through Mtg. Room A and the Children's Room Patio. We will need exterior wayfinding and adjustments on the walkways/door fixtures.
  - The contract will include window cleaning at the tail-end.
  - It is likely that the first work in early August will be power washing the exterior of the building to prep for the new skin.
  - We will hire a Construction Manager Advisor (CMA) to oversee project execution and ensure seamless coordination. CMA will serve as the go-between between the project owner (library) and the contractor and will act on behalf of the library.
- **Construction Manager Advisor (CMA):** Plans to interview potential Construction Manager Advisors have been scheduled for March 21. We hope to have a recommendation for the Admin committee to review at their April 1 meeting.

## 6. Personnel

- **Staff Office Shifting:** Staff remain the backbone of our operations. We have made some shifts in staff offices for enhanced efficiency and preparation for an upcoming departmental merger in August (technical services and circulation services; new team name TBD).
- **New Staff:** Onboarding and training for our newest staff members continued, and we welcomed the return of two previously valued staff members.
- **Staff Development Day:** Scheduled for March 25 (library closed). Agenda items: Summer Reading, Increasing foot traffic in the library, Intergenerational outreach, Safety training (fire drill and active shooter training). In preparation for the active shooter training, we conducted a safety audit/walk-thru with EG Police Department representatives. As a result, we have developed a new safety plan which includes safe zones for staff/patrons in the event of an active shooter incident. New locks/fob entries are being installed to provide further safety for these safe zones, as well as coordination with EGPD. The EGPD has asked for master fob entry to the library for each police cruiser, something that can be discussed at a board committee meeting.

## 7. IT/Infrastructure Updates

- **Public services:** Set up new public PC, Installed new Print Release Station, Repurposed old reference desk computer as OPAC, Implemented new wireless printing service ([Princh](#), replaces PrinterOn), Mobile printing more than doubled this month.
  - **Staff support:** Set up new staff laptop (replacement)
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## 2023-2028 Strategic Plan Goals

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

As we continue to progress on our strategic plan goals, we remain committed to serving as a catalyst for community growth, learning, and collaboration. Your continued support and engagement on the library board propels us forward on this journey of collective enrichment.

*Respectfully Submitted: Jill Dugas Hughes, Director*



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## Personnel Memo

March 19, 2024

*Submitted by Jill Dugas Hughes*

### Resignation:

- Nate Heyer, Librarian I, Part-Time, Effective 3/12/2024

### Termination:

- N/A

### Classification Change:

- Sarah Colwill, Substitute Librarian, to Librarian I, Part-Time, Effective 3/2/2024

### Provisional Appointment:

- N/A

### Current Open/Unfilled Positions/Organizational Chart Changes

N/A