



Inspiring Ideas, Strengthening Community, Enriching Lives

**East Greenbush**  
COMMUNITY LIBRARY

518-477-7476 | www.eastgreenbushlibrary.org

Board of Trustees November 17, 2020 Doc. #1

## AGENDA- Revised

### Board of Trustees

November 17, 2020

7:30pm

1.	<b>Call to Order/Review of Agenda</b>	M. Poost	1:00	Doc. #1
2.	<b>Approval of Minutes</b> October 20, 2020	L. Oudekerk	5.00	Doc. #2
3.	<b>Treasurer's Reports</b> Off Warrant <ul style="list-style-type: none"> <li>October 17-November 3 (\$102,445.86)</li> </ul> Warrant <ul style="list-style-type: none"> <li>November 17, 2020 (\$35,230.51)</li> </ul> P&L and Balance Sheets <ul style="list-style-type: none"> <li>November 12, 2020 (87%)</li> <li>October 15, 2020</li> </ul>	R. West	5.00	Doc. #3  Doc. #4  Doc. #5 & Doc. #6 Doc #6 (Oct. Mtg)
4.	<b>Committee Reports</b> Admin <ul style="list-style-type: none"> <li>PTO Carryover Proposal</li> </ul> Service	L. Oudekerk  M. Harris	5.00  5.00	Doc. #8  Doc. #9
5.	<b>Director's Report</b>	J. Dugas Hughes	10.00	Doc. #10
6.	<b>Liaison Reports</b> <ul style="list-style-type: none"> <li>Friends of the Library</li> <li>Town of East Greenbush</li> <li>Rensselaer County</li> </ul> <b>UHLS</b>	L. Reyner H. Kennedy T. Grant M. Poost	5.0 5.0 5.0 5.0	Doc. #11

7.	<b>Personnel Memo-</b> NONE	J. Dugas Hughes	5.0	
8.	<b>New Business</b> Nominating Committee 2021 Board	M. Poost	5.0	
9.	<b>Executive Session</b> <ul style="list-style-type: none"><li>Contract Negotiations</li></ul>	M. Poost		

**Upcoming Meetings:**

Thursday, November 19 at 9:00 am Pandemic Plan- Continuation of Services

Tuesday, December 1 at 6:00 pm- Admin Committee

Thursday, December 10 at 7:00 pm- Service Committee

Tuesday, December 15 at 7:30 pm- December Library Board of Trustees Meeting

Board of Trustees November 17, 2020 Doc #2

EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING

by videoconference

October 20, 2020

DRAFT

In attendance: Michael Poost, President

Bob West, Treasurer

Lynne Oudekerk, Secretary

Jill Dugas Hughes, Library Director

Elizabeth Giugno

Mari Harris

Shay Harrison

Hollie Kennedy, Town of East Greenbush

Liz Reyner, Friends of the East Greenbush Comm Library

Eileen Riley, Recording Secretary

Camie Engel, incoming Trustee

**CALL TO ORDER:** The meeting was called to order at 7:34 pm.

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

**MOTION:** Ms. Harris made a motion to approve the minutes of the September 22, 2020 board meeting as presented. 2<sup>nd</sup> Mr. West. All in favor. None opposed. The motion carried.

**TREASURER'S REPORTS:** The fiscal year is 79% over and, while there have been significant reductions in income and expenses due to the COVID-19 pandemic, total income is at 96.6 % of the 2020 budget (as all income from East Greenbush and Schodack has been received for the year) and total expenses are at 79.1% of budget.

**MOTION:** Ms. Oudekerk made a motion to accept the Off Warrant for the period September 10 – October 15 in the amount of \$146,269.63. 2<sup>nd</sup> Mr. Harrison. All in favor. None opposed. The motion carried.

**MOTION:** Ms. Harris made a motion to authorize the signing of the Warrant dated October 15, 2020 in the amount of \$67,591.88. 2<sup>nd</sup> Ms. Giugno. All in favor. None opposed. The motion carried.

**MOTION:** Ms. Oudekerk made a motion to accept the Profit & Loss Statement, as presented, based on 79% of the year completed. The vote on the Balance Sheet dated October 15, 2020 was tabled until the November 17 Board meeting. 2<sup>nd</sup> Ms. Harris. All in favor. None opposed. The motion carried.

## **COMMITTEE REPORTS**

**ADMINISTRATIVE COMMITTEE:** The committee met on October 6 and acted on these matters:

- They made plans to review the draft 2019 audit at their November committee meeting and will ask the accountant to present to the entire board at the November 17 meeting.
- They had a spirited discussion about library staff 2020 lapsing person time off (PTO) accruals and will vote on this issue at their November committee meeting.
- They authorized Ms. Dugas Hughes to correct an oversight in the library's 2020 approved budget that failed to include a Board-approved increase in salary for the Building Maintenance Mechanic.
- They continued work on the library's contract with the Town of Schodack for 2021 library services.

**SERVICE COMMITTEE:** The service committee met on Oct 1 and acted on these matters:

- They continued work on the board bylaws revision, which will be brought to the Board at their November meeting.
- They discussed efforts to reinvigorate the Friends organization, which has been inactive since the pandemic began.

**DIRECTOR'S REPORT:** Ms. Dugas Hughes provided an update on library services during Service Level 5. Hours have been extended and more on-site services are available to patrons (in-library computers, access to printing and copying, seating, and notary services). Many virtual options continue for patrons who prefer to take advantage of the library without coming on-site.

Two new options in Youth Services include the Story Walk, which was installed along the library's sidewalk, and a new Youth Services blog. Storytime activity kits are very popular as are "Book Bundles" for children and adults.

## **LIAISON REPORTS**

**FRIENDS OF THE LIBRARY:** Ms. Reyner announced that the Friends is starting back up again for the first time since the pandemic. They held their first (virtual) meeting on October 20, and have a second meeting scheduled on November 17. Ms. Dugas Hughes will work with the Friends to move their membership database to a paid cloud-based service. In addition, the Friends will focus on fundraising options during a pandemic, as book sales are cancelled until future notice.

**TOWN OF EAST GREENBUSH:** Ms. Kennedy reported that the town is adopting a preliminary 2021 budget that calls for no tax increase and no layoffs. The Town's Master Plan has been completed and is available on the Town's website. The Police Department will use a drone to monitor activity on the Albany Hudson Electric Trail, a walking and biking trail through the Town that will open in November.

**RENSELAER COUNTY:** No report.

**UHLS:** Due to the pandemic, UHLS has seen a 20% cut in NYS funding this year, and that number could be worse in FY 2021. Library funding will be disbursed using the same formula that they used last year.

**PERSONNEL:** No personnel actions to consider.

**NEW BUSINESS:** The library will be a polling place for the 2020 Presidential election on November 3. To address crowding concerns, the library will close for the day, but will be open for drive-thru pickups and drop-off returns.

Ms. Dugas Hughes proposed that the library address the use of current-year staff PTO accruals by closing around the holidays. She proposed closing the Wednesday and Friday around Thanksgiving Day (it has been closed on Thanksgiving in previous years) and the Wednesday, Thursday, and Saturday around Christmas (it has been closed on Christmas Eve and Christmas day in the past). This discussion was referred to the Administrative Committee for consideration.

**MOTION:** Mr. West made a motion to adjourn to Executive Session at 9:10 pm. 2<sup>nd</sup> Ms. Oudekerk. All approved and the meeting was adjourned to Executive Session.

**EXECUTIVE SESSION:** The Board went into Executive Session at 9:15 pm with Mr. Poost, Mr. West, Ms. Oudekerk, Ms. Dugas Hughes, Ms. Harris, Mr. Harrison, and Ms. Guigno in attendance. On the agenda was a discussion regarding the Town of Schodack's 2021 contract proposal for library services from the EG Community Library. The Executive Session adjourned at 10:00 pm with a plan for responding to the Town of Schodack.

Respectfully Submitted,  
Lynne Oudekerk, Secretary

November 17, 2020

To: EGCL Board of Trustees  
From: Robert West, Treasurer

Re: October 2020 Financial Report

I have reviewed all relevant financial as of November 13, 2020 and would offer the following observations and Explanations.

**Off Warrant Expenses - Notable Items:**

- **Payroll** - Two pay periods this month total \$86245.50 (including Paychex, Employee Benefits & Employer Tax Contribution)
- Judson Eaton - 10/22/20 - \$564.30 - Painter - Cost of lift

All other items are normal operating expenses, health insurance, etc.

**2020 Total** - \$102,445.86

**2019 Total** - \$113,529.19

**Difference** - \$11083.33 less than in same month prior year

**\* Ask for a motion to accept the Off Warrant Expenses**

**Warrant of Bills by vendor - Notable Items:**

**Amazon Credit Services** - \$3039.84 - \$1876.39 - New cash register & credit card terminal; \$689.52 - A/V materials - Video games; Books & Maintenance supplies

**Baker and Taylor** - \$2966.86 - Books and shipping

**BOA Card Services** - \$813.10 - Programming supplies; Maintenance supplies; Onstrategy strategic planning software

**BPI** - \$660.02 - New ignition control - Boiler #1

**Brodart** - \$8515.16 - Books and shipping

**Curtis Printing & Design** - \$2409.99 - Fall Newsletter

**MicroMarketing LLC** - \$249.29 - AV materials/Audio books

**Midwest Tape** - \$567.47 - A/V materials

**National Business Tech.** - \$2334.90 - \$2000.00 Down payment on new public copier

**Nielsen Assoc.** - \$1218.35 - Balance - Winter Newsletter

**Overdrive** - \$3514.47 - Downloadable Materials/E-Books

**Owl Labs** - \$1073.50 - Recording device for meetings

**Seasons East Lawncare** - \$3731.00 & Planting

**Squadere, Jody** - \$359.70 - Programming supplies

**Town of East Greenbush** - \$916.79 - Water & Sewer Tax

**Web Instinct** - Tech Support for Kerri - E-Mail Problem

**2020 Total** - \$35230.51

**2019 Total** - \$25535.91

**Difference** - \$9694.60 Greater than same month prior year

**\* Ask for a motion to authorize the president to sign the warrant**

**P & L Statement - Notable Items**

**Income:**

- At this time 87% of the year is over
- All tax revenue. From East Greenbush and Schodack has been received
- General Fines are substantially under budget at 27.71%

- Total Fines and fees are substantially under budget at 26.55% (We have suspended fines at this time as Coronavirus pandemic has limited services)
- Friends grant income has been received in total
- Interest income substantially under budget at 31.63%
- Total income is at 96.61% of budget

**Expense:**

- Annual bond expense for the year has been paid - Bond payment has been completed
- IT Hardware/Software over budget at 118.62% -
- Telecommunications over budget at 95.1% - Mobile hot spots
- Total Technology & Communication over budget at 99.84%
- Programming & Planning under budget at 55.76% (Most programming suspended during pandemic)
- Downloadable materials over budget at 96.72% (Shifting resources from print to downloadable during pandemic)
- Periodicals over budget at 97.9% (Most periodicals ordered for the year)
- Total Books & Materials under budget at 79.1%
- Contract Maintenance significantly under budget at 51.24%
- Insurance over budget at 96.91% - Full annual premium paid
- Maintenance supplies slightly under budget at 86.81%
- Utilities significantly under budget at 46.78%
- Total facilities expenses significantly under budget at 61.2%
- Professional Services under budget at 73.96%
- Total Operations substantially under budget at 64.94%
- NYSLRS substantially over budget at 107.83% (already paid for this year)
- Total Salaries under budget at 84.63%
- Total Personnel slightly under budget at 86.16% (NYSLRS)
- Total Operating Expense under budget at 83.09%
- Total Expense under budget at 85.36%

**Balance Sheet: Notable Items**

**Assets:**

- Total Gift and Grant Cash declined \$607.27 from the prior month
- Pioneer Operating Account declined \$349.33 from prior month
- Pioneer Public Finance Account decreased \$133988.07 from prior month
- Fund Balance increased by \$956.83 from the prior month
- Hurr Account essentially unchanged from the prior month
- Capital Reserve essentially unchanged from the prior month
- Operating Contingency Reserve essentially unchanged from the prior month
- Total Fixed Assets unchanged at \$5356730.00 from the prior month
- Total Assets decreased by \$133979.60 from the prior month

Liabilities & Equity:

Retained Earnings unchanged from the prior month  
 Net Income decreased by \$133980.19 from the prior month  
 Total Equity increased by \$464872.70  
 Total Liabilities & Equity decreased by \$79729.90

**\* Ask for a motion to approve the financials as presented**

*No anomalies noticed in the Balance Sheet. I believe we remain in a financially secure position at this time. Need to continue fiscally sound practices and continue to build our reserves to guard against any unforeseen future expenses or reduction in income.*

Board of Trustees November 17, 2020 Doc. #3

TO: EGCL Board of Trustees

FROM: Robert West, Treasurer

RE: Off Warrant Expenses

DATE: October 17 - November 13, 2020

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<b>Date</b>	<b>Amount</b>	<b>Vendor/Notes:</b>
<b>Payroll:</b>		
10.30.20	\$ 140.99	Paychex
	\$ 40,016.15	Payroll and Employee Benefits
	\$ 2,946.51	Employer Tax Contribution
11.13.20	\$ 140.99	Paychex
	\$ 40,051.66	Payroll and Employee Benefits
	\$ 2,949.20	Employer Tax Contribution
10.19.20	\$ 789.59	Guardian
10.19.20	\$ 6,069.13	CDPHP
10.19.20	\$ 1,218.60	MVP
10.19.20	\$ 1,354.65	Nationalgrid
10.22.20	\$ 524.00	Time Warner (Fiber Optic)
10.22.20	\$ 564.30	Judson Easton
10.26.20	\$ 3,500.85	Blueshield
10.26.20	\$ 226.15	Time Warner
10.26.20	945.36	NYS Deferred Comp
11.12.20	\$ 945.36	NYS Deferred Comp
Total	<u>\$ 102,383.49</u>	
10.20.20	\$ 62.37	NYS Unemployment Insurance (Acct# 210)
Total	<u>\$ 102,445.86</u>	



**East Greenbush Community Library  
Warrant 2020  
For Trustee Review and Approval**

**November 17, 2020**

	<u>Amount</u>
<b>Aflac</b>	
Total Aflac	597.09
<b>Albany Public Library-N. Albany Branch</b>	
Total Albany Public Library-N. Albany Branch	17.00
<b>AMAZON.COM CREDIT SERVICES</b>	
Total AMAZON.COM CREDIT SERVICES	3,039.84
<b>BAKER &amp; TAYLOR (ALL ACCTS)</b>	
Total BAKER & TAYLOR (ALL ACCTS)	2,966.86
<b>BOA CARD SERVICES (JILL)</b>	
Total BOA CARD SERVICES (JILL)	813.10
<b>BPI</b>	
Total BPI	660.02
<b>Brodart</b>	
Total Brodart	8,515.16
<b>Capital Security</b>	
Total Capital Security	47.00
<b>CASELLA RECYCLING</b>	
Total CASELLA RECYCLING	42.00
<b>Country True Value</b>	
Total Country True Value	49.00
<b>Crystal Rock</b>	
Total Crystal Rock	36.28
<b>CURTIS PRINT &amp; DESIGN LLC</b>	
Total CURTIS PRINT & DESIGN LLC	2,409.99
<b>DEMCO</b>	
Total DEMCO	87.49
<b>EGCL - Petty Cash</b>	
Total EGCL - Petty Cash	6.95
<b>Gale/CENGAGE Learning</b>	
Total Gale/CENGAGE Learning	226.36
<b>HOME DEPOT</b>	

	<u>Amount</u>
Total HOME DEPOT	17.68
<b>MicroMarketing LLC</b>	
Total MicroMarketing LLC	249.29
<b>Midwest Tape</b>	
Total Midwest Tape	567.47
<b>NATIONAL BUSINESS LEASING (PA)</b>	
Total NATIONAL BUSINESS LEASING (PA)	269.12
<b>NATIONAL BUSINESS TECH. (ALBANY)</b>	
Total NATIONAL BUSINESS TECH. (ALBANY)	2,334.90
<b>New York Library Association</b>	
Total New York Library Association	26.00
<b>Nielsen Associates</b>	
Total Nielsen Associates	1,218.35
<b>Oriental Trading</b>	
Total Oriental Trading	244.39
<b>OVERDRIVE</b>	
Total OVERDRIVE	3,514.47
<b>OWL LABS</b>	
Total OWL LABS	1,073.50
<b>SCHOLASTIC</b>	
Total SCHOLASTIC	473.84
<b>Seasons East Lawn Care</b>	
Total Seasons East Lawn Care	3,731.00
<b>SQUADERE, JODY.</b>	
Total SQUADERE, JODY.	359.70
<b>STAPLES</b>	
Total STAPLES	127.33
<b>Town of East Greenbush</b>	
Total Town of East Greenbush	916.79
<b>Waste Management</b>	
Total Waste Management	165.70
<b>WEB INSTINCT</b>	
Total WEB INSTINCT	360.00
<b>YMCA</b>	
Total YMCA	<u>66.84</u>

**Amount**

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**TOTAL**

**35,230.51**

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**East Greenbush Community Library**  
**Profit & Loss Budget vs. Actual 2020**  
 Amended Budget as of April 24, 2020

11/12/2020

	<b>Jan - Dec 20</b>	<b>Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Fines &amp; Fees</b>			
Printing/Fax/Fees	2,510.70	12,000.00	20.92%
Out of County	440.20	2,000.00	22.01%
General Fines	9,421.91	34,000.00	27.71%
Lost or Damaged	1,832.67	5,500.00	33.32%
<b>Total Fines &amp; Fees</b>	<b>14,205.48</b>	<b>53,500.00</b>	<b>26.55%</b>
LLSA	0.00	4,800.00	0.0%
<b>Other Income</b>			
Friends Grants Income	15,000.00	15,000.00	100.0%
Interest	2,213.89	7,000.00	31.63%
Reserve	0.00	23,481.00	0.0%
<b>Total Other Income</b>	<b>17,213.89</b>	<b>45,481.00</b>	<b>37.85%</b>
<b>Public Funds</b>			
East Greenbush	1,721,454.00	1,721,454.00	100.0%
Schodack	311,313.00	311,313.00	100.0%
<b>Total Public Funds</b>	<b>2,032,767.00</b>	<b>2,032,767.00</b>	<b>100.0%</b>
<b>Total Income</b>	<b>2,064,186.37</b>	<b>2,136,548.00</b>	<b>96.61%</b>
<b>Gross Profit</b>	<b>2,064,186.37</b>	<b>2,136,548.00</b>	<b>96.61%</b>
<b>Expense</b>			
Annual Bond Expense	287,000.00	287,000.00	100.0%
<b>Operating Expenses</b>			
<b>Technology/Communications</b>			
Equipment	10,207.70	9,500.00	107.45%
IT Hard/Software	18,979.51	16,000.00	118.62%
IT Maint/Service	4,927.00	9,000.00	54.74%
Telecommunications	9,117.31	8,800.00	103.61%
<b>Total Technology/Communications</b>	<b>43,231.52</b>	<b>43,300.00</b>	<b>99.84%</b>
Programming & Planning	6,134.08	11,000.00	55.76%
<b>Bks &amp; Mat'ls</b>			
AV Materials	12,604.36	21,600.00	58.35%
Books	38,244.12	53,500.00	71.48%
Downloadable Materials	41,324.09	42,725.00	96.72%
Databases	4,193.74	5,250.00	79.88%
Periodicals	4,892.70	5,000.00	97.85%
Shipping and processing	2,190.86	2,000.00	109.54%
Lost and Paid	235.83	1,000.00	23.58%
<b>Total Bks &amp; Mat'ls</b>	<b>103,685.70</b>	<b>131,075.00</b>	<b>79.1%</b>

	<u>Jan - Dec 20</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Facilities Expenses</b>			
Contract Maintenance	25,622.07	50,000.00	51.24%
Insurance	25,196.86	26,000.00	96.91%
Phys Plant Repair/Maint/Equip	14,915.53	28,000.00	53.27%
Maintenance Supplies	5,208.61	6,000.00	86.81%
Utilities	16,372.95	35,000.00	46.78%
Water/Sewer/Tax	3,191.14	2,900.00	110.04%
<b>Total Facilities Expenses</b>	<u>90,507.16</u>	<u>147,900.00</u>	<u>61.2%</u>
<b>Professional Services</b>	36,981.66	50,000.00	73.96%
<b>Operat'ns</b>			
Election	652.93	1,200.00	54.41%
Printing/Marketing	12,048.24	16,500.00	73.02%
Postage/Travel	1,262.47	4,000.00	31.56%
Library/Office Supplies	7,920.20	12,000.00	66.0%
<b>Total Operat'ns</b>	<u>21,883.84</u>	<u>33,700.00</u>	<u>64.94%</u>
<b>Personnel</b>			
Aflac Post-tax	-61.80		
Aflac Pre-tax	-137.23		
Disability	987.00	3,000.00	32.9%
Health Insurance	104,313.81	125,700.00	82.99%
NYS Deferred Comp 457B	0.00		
<b>NYSLRS</b>			
NYSLRS Employer Contribution	135,056.00	124,377.00	108.59%
NYSLRS 414H Employee Cont.	-531.49		
NYSLRS 414H Loan Repayment	-411.00		
NYSLRS 414H Arrears	0.00		
<b>Total NYSLRS</b>	<u>134,113.51</u>	<u>124,377.00</u>	<u>107.83%</u>
<b>Salaries</b>			
PT Hourly	135,571.79	173,953.00	77.94%
Substitutes	5,395.51	26,316.00	20.5%
Salaries FT	772,909.91	879,616.00	87.87%
<b>Total Salaries</b>	<u>913,877.21</u>	<u>1,079,885.00</u>	<u>84.63%</u>
Social Security & Medicare	67,429.25	82,611.00	81.62%
Human Resources/Staff Dev./Trav	542.00	5,000.00	10.84%
Workers Compensation	13,263.00	12,000.00	110.53%
<b>Total Personnel</b>	<u>1,234,326.75</u>	<u>1,432,573.00</u>	<u>86.16%</u>
<b>Total Operating Expenses</b>	<u>1,536,750.71</u>	<u>1,849,548.00</u>	<u>83.09%</u>
<b>Total Expense</b>	<u>1,823,750.71</u>	<u>2,136,548.00</u>	<u>85.36%</u>
<b>Net Ordinary Income</b>	<u>240,435.66</u>	<u>0.00</u>	<u>100.0%</u>
<b>Net Income</b>	<u><b>240,435.66</b></u>	<u><b>0.00</b></u>	<u><b>100.0%</b></u>

**East Greenbush Community Library**

**Balance Sheet**

**November 11, 2020**

**As of December 31, 2020**

ASSETS

Current Assets

Checking/Savings

Gift & Grant Cash

Pioneer GIFT & GRANT XXXX0186 57,516.72

Petty Cash G&G 200.00

Total Gift & Grant Cash 57,716.72

Cash

Pioneer OPERATING XXXX0178 61,089.75

Pioneer PUBLIC FINANCE XXXX0194 616,027.93

Pioneer FUND BALANCE XXX251 33,433.56

Petty Cash 200.00

Total Cash 710,751.24

Reserve

Pioneer HURR ACCOUNT XXX244 98,396.22

Pioneer CAPITAL RESERVEXXX0228 256,144.45

Pioneer OPER. CONT. RESXXX0210 95,667.97

Total Reserve 450,208.64

Total Checking/Savings 1,218,676.60

Other Current Assets

Register Cash 250.00

Total Other Current Assets 250.00

Total Current Assets 1,218,926.60

Fixed Assets

Fixed Assets

Building 3,953,382.09

Equipment 172,214.73

Furniture 557,074.52

Land Improvements 647,875.60

Software and Licenses 26,183.06

Total Fixed Assets 5,356,730.00

Fixed Assets - A/D

A/D - Building (1,650,135.49)

A/D - Equipment (130,437.02)

A/D - Furniture (536,803.14)

A/D - Land Improvements (582,717.93)

A/D - Software and Licenses (22,501.35)

Total Fixed Assets - A/D (2,922,594.93)

Land 248,028.78

Total Fixed Assets 2,682,163.85

**TOTAL ASSETS 3,901,090.45**

LIABILITIES & EQUITY

Equity

Retained Earnings

3,357,446.35

Net Income

543,644.10

Total Equity

3,901,090.45

**TOTAL LIABILITIES & EQUITY**

**3,901,090.45**

**East Greenbush Community Library**  
**Balance Sheet**  
**As of December 31, 2020**

Board of Trustees October 20, 2020 Doc. #6  
**October 15, 2020**

ASSETS

Current Assets

Checking/Savings

Gift & Grant Cash

Pioneer GIFT & GRANT XXXX0186	58,123.99
Petty Cash G&G	200.00

Total Gift & Grant Cash	58,323.99
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Cash

Pioneer OPERATING XXXX0178	61,439.08
Pioneer PUBLIC FINANCE XXXX0194	750,016.00
Pioneer FUND BALANCE XXX251	32,476.73
Petty Cash	200.00

Total Cash	844,131.81
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Reserve

Pioneer HURR ACCOUNT XXX244	98,394.55
Pioneer CAPITAL RESERVEXXXX0228	256,140.10
Pioneer OPER. CONT. RESXXXX0210	95,666.34

Total Reserve	450,200.99
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Total Checking/Savings	1,352,656.79
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Other Current Assets

Register Cash	250.00
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Total Other Current Assets	250.00
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Total Current Assets	1,352,906.79
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Fixed Assets

Fixed Assets

Building	3,953,382.09
Equipment	172,214.73
Furniture	557,074.52
Land Improvements	647,875.60
Software and Licenses	26,183.06

Total Fixed Assets	5,356,730.00
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Fixed Assets - A/D

A/D - Building	(1,650,135.49)
A/D - Equipment	(130,437.02)
A/D - Furniture	(536,803.14)
A/D - Land Improvements	(582,717.93)
A/D - Software and Licenses	(22,501.35)

Total Fixed Assets - A/D	(2,922,594.93)
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Land	248,028.78
------	------------

Total Fixed Assets	2,682,163.85
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<b>TOTAL ASSETS</b>	<b>4,035,070.64</b>
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LIABILITIES & EQUITY

Equity

Retained Earnings

3,357,446.35

Net Income

677,624.29

Total Equity

4,035,070.64

**TOTAL LIABILITIES & EQUITY**

**4,035,070.64**

East Greenbush Community Library  
Board of Trustees - Administrative Committee Minutes  
Nov 5, 2020  
5:30 pm

In Attendance by videoconference:

Members: Lynne Oudekerk (chair), Bob West, Michael Poost, Jill Dugas Hughes

### **1. Schodack**

The Town of Schodack emailed the Ms. Dugas Hughes in mid-October saying that they planned to reduce the town's payment to the library for 2021 services by \$3,424 (1.1%). The town made this decision unilaterally and based on erroneous assumptions. Mr. Poost responded, in writing, on October 30, refuting the town's rationale for reducing the payment request and asking the town board to reconsider their position. Mr. Poost will follow-up with the town supervisor in mid-November. Further actions by the library board will be considered pending the outcome of this situation.

### **2. 2019 Audit**

The committee reviewed a draft of the library's 2019 audit, which was conducted by Bryans & Gramuglia, CPAs, LLC. As this is the first year we have worked with this accounting firm, we requested that they present their approach and findings to the full board at our November 17 meeting.

### **3. Personal Time Off (PTO)**

Ms. Dugas Hughes updated the committee on the status of unused PTO by staff. Staff has been encouraged to use their earned PTO before the end of this year and most staff are doing so. Library management has relaxed requirements on prior approval of PTO requests, allowing staff to request "last minute" PTO to extend their lunch hours and/or leave early when staff coverage is adequate.

In spite of these efforts, up to 450 PTO hours will be lost at the end of the year due to existing carry over limits. To that end, the Admin Committee recommends, for the current year only, that staff be allowed to carry all unused PTO into 2021. Staff would not be eligible for pay-out compensation if they leave before the hours are used, and all carry over hours would need to be used in 2021 (or lost at the end of 2021). All 2020 carry over time in excess of that currently allowed would be tracked separately from routine PTO accruals.

After reviewing prior year library usage around the Thanksgiving and Christmas holidays, and in light of uncertainty re library demand over the holiday season during a pandemic, the committee does not support closing the library during the days before and after these holidays. We affirmed our support for closing at 5 pm on Thanksgiving Eve and all day on Thanksgiving and closing on Christmas Eve and Christmas Day, consistent with prior year schedules.

### **4. NYS Pandemic Plan**

Ms. Dugas Hughes continues to work on an East Greenbush library-specific Pandemic Plan. We discussed metrics for shutting down in circumstances when the state and/or county are not mandating a closure. The plan is due to the state in April, 2021.

The meeting ended at 7:02 pm.

EAST GREENBUSH COMMUNITY LIBRARY  
BOARD OF TRUSTEES

Services Committee Meeting

November 5, 2020 via videoconference

Start time: 7:05 pm

In attendance: Jill Dugas Hughes, Michael Poost, Betty Bellino, Shay Harrison, Mari Harris

**Agenda:**

- 1. ByLaws Revision Update and Treasurer**
- 2. FOEGCL Update**
- 3. Minimum Standards for Libraries**
- 4. Redistribution of Responsibilities between Committees**

**1. ByLaws Revision**

M. Harris shared latest revision of bylaws with committee members and L. Oudekerk for review, comments and suggestions. Committee is consulting with the library's governing legislation, charter, NYS Education laws and the 2018 Handbook for Library Trustees of New York State as updates and recommendations are made.

Concern over level of financial background needed to perform the Treasurer role, along with sufficient internal controls/independence of the treasurer were discussion points. We discussed the genesis of Treasurer being a trustee vs. independent from the Board since the Treasurer and Secretary/clerk can be independent of the Board, according to guiding principals. Jill explained the process and interaction between treasurer, bookkeeper and director. Jill also consulted with the accountant handling the 2019 audit to see if there was an industry standard for an independent treasurer. There is not. Consensus was that we continue with the current arrangement, as there are sufficient checks and balances and treasurer duties do not require accounting background.

Upon receiving final comments from committee, M. Harris will update the bylaws then revisions will be proofread. Revisions will be presented to the entire Board for consideration.

**2. FOEGCL Update**

Jill has introduced FOEGCL to [keela.co](http://keela.co), a nonprofit cloud-based software that has tools to manage an organization's database, marketing, volunteers, and fundraising. L. Oudekerk is assisting with clean up of current FOEGCL database to prep it for upload into Keela software. Clean-up involves identifying active vs. inactive members, status of prior donors, clean and accurate email addresses for members. FOEGCL will use PayPal to facilitate online donations. FOEGCL will reimburse library for all costs associated with this conversion. L. Reyner and C. Pensabene have been given access

to the FOEGCL templates that will be used for marketing, communication, fundraising/donor solicitation. Goal is to use this software for FOEGCL's year-end Appeal.

Noted that FOEGCL will need to create their own domain for email, etc. This will require someone to maintain same as it will not be part of library.

M. Harris will reach out to Brent Hill and Ali Sisson, individuals who volunteered to head up FOEGCL book sales, to assist in restarting FOEGCL fundraising activity.

### **3. Minimum Standards for Libraries**

An update has been issued by NYS Ed/Division of Library Development, effective January 1, 2021. Jill provided the committee with a comparison chart on current standards vs. updates. Compliance is required to meet the public library registration requirements of the State Ed Department. Upon review, the only requirement that is not in current practice is the timeline for review and re-approval of Library bylaws. Effective Jan. 1, 'Bylaws must be reviewed and re-approved by the Board at least once every five years or earlier, if required by law.' Language will be added to the by-laws to observe this new standard.

### **4. Redistribution of Responsibilities between Committees**

Discussed a perceived imbalance between committee assignments this past year and if there was a better way to distribute assignments. Pandemic and library operations required much attention by the Admin committee, while Services committee was somewhat static. In prior years, the committees had met separately then jointly for 1/2 hour to assist in carrying out Board responsibilities efficiently. This also allowed for utilizing specific Board talent for particular issues. M. Harris will consult with Admin Committee to see if this type of arrangement would be possible for future.

Consulted with outgoing member Betty Bellino regarding her committee role and suggestions for future. FOEGCL events, library events, and outreach for supporting the library need to stay on the radar. Creative thinking for fun and fundraising is a great core value for trustees. Betty recently created an Italian Heritage-Themed basket on behalf of FOEGCL that is being raffled by the library. We will miss you, Betty.

**Meeting concluded at 8:20 pm.**

## Director's Report

*Submitted by Jill Dugas Hughes, November 17, 2020*

### Public Services Highlights

#### StoryWalk™ Outdoor Reading Experience

Thanks to a Youth Services Grant from the Upper Hudson Library System, our Youth Services and Maintenance Staff installed our first StoryWalk™ outdoor reading experience along the library sidewalk. The community is invited to experience pages from a picture book, complete with suggested educational question prompts for families to follow.

The StoryWalk™ Project was created by Anne Ferguson of Montpelier, VT and developed in collaboration with the Vermont Bicycle & Pedestrian Coalition (VBPC) and the Kellogg Hubbard Library. We received a grant from the Upper Hudson Library System to join 22 other StoryWalk™ Project locations in the Capital District. <https://www.uhls.org/storywalk/>



#### Public Computers

October was the first full month providing public computer access at the library. Computers were used inside the building 178 times. Sessions are available for 30-minute walk-in sessions and extensions up to an hour may be requested. Stations are cleaned in between uses.

#### Grant Funding Received

We received our first payment, \$89,738 from NYS for the Construction Grant (Total Award: \$99,708) to update technological infrastructure and public programming spaces to provide increased power, connectivity, and dynamic/flexible learning spaces.

#### Projects Completed:

- Digital signage outside meeting room doors
- Installation of 2 new switches in server room
- New phone system
- Mobile hotspots
- Videoconferencing.

#### Projects In-Progress:

- Mobile credit card terminals

- Painting library
- Parking lot Wi-Fi
- Window treatments for meeting rooms.

#### Projects Not Yet In-Progress:

- AV upgrades in Meeting Room B and Hurr Education Center
- Replacement of divider door in Meeting Room A/B
- Art Gallery System, Meeting Rooms



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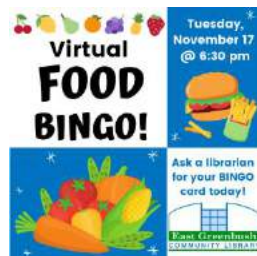
## Upcoming Events



**Monday Night Book Chat:** What have you been reading lately? Join our Monday night Facebook book chat. These days, it's more important than ever for us to stay connected, so we will be here every Monday night 7-9 PM! Look for our Monday Night Book Chat post on Facebook: <https://www.facebook.com/eglibrary/>



**Adult Craft Grab & Go, November 14-24. "Jar of Optimism".** This glitzy Grab & Go kit contains a glass mug, a metallic paint pen, 2 colors of glitter, glue, an LED votive light and templates for lettering and patterns. The metallic paint pen will be needed in a future craft so hold onto it! We hope this "Jar of Optimism" is a happy kick-off to the Holiday Season! Kits are at our drive-thru window. Please register before you pick up your kit. **BONUS!!!** Send us a picture of your finished craft (reference@eglibrary.org) to be in the raffle for a \$10 gift card. We love to see your creativity!



**Virtual Food Bingo, November 17 at 6:30 pm.** Celebrate our favorite food-centric holiday, Thanksgiving, with Virtual Bingo for kids! Stop by the library before the event to pick up your game card, gather some items around your house to mark off your BINGO squares (pennies, paper pieces, candy corn!), then tune in on Tuesday evening to win some free books! Registration is required for this event. The evening prior, participants will receive an email with a link to our Zoom Meeting and you may join in at 6:30pm on Tuesday by computer, tablet or cellphone.



**Hands on Hands-On Pre-Thanksgiving Cooking Class, November 18 at 6:30 pm.** Have fun while making Southwest Sheet Pan Veggie Hash & Turkey Tacos (or protein of choice)! Felisha Chandler of Cornell Cooperative Extension of Rensselaer County makes learning to cook entertaining as well as educational! Appropriate for all ages! You will need a computer, laptop, or tablet to see and participate in this class. Whether you expect to have lots of leftovers or just really love the tastes of the season, join us on Zoom from your own kitchen. The list of ingredients and directions for preparation for class will be sent a week before the event. You will be emailed the link to join us on Zoom the day before the program. Everyone who participates in the class will be in a raffle to win a cookbook!



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By the Numbers- Statistical Highlights											
	YTD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Visitors	45,911	14,572	14,015	6,218	0	0	60	1,586	2,627	3,393	3,440
Hours Open	1,458.5	293	278	140	0		183	145	132	142	145.5
Returns Only	24					12					12
# Visits per Hour Open	31	50	50	44	0	0	0.33	11	20	24	24
Library Card Registrations	407	85	76	40	24	73	29	9	19	31	21
Reference	26,609	3,675	2,967	1,949	600	628	3,519	3,215	3,146	3,342	3,568
In Person	20,735	3,675	2,967	1,949	0	0	1,147	2,665	2,838	2,820	2,996
Virtual	2,937	21	15	125	300	314	1,186	275	154	261	286
Transactions (including Holds, Renewals, Checkouts, Returns)	292,873	53,935	54,717	26,633	73	931	16,254	28,634	36,897	37,624	37,175
Collection Use (borrowing)	246,534	35,257	36,601	22,234	10,096	10,656	15,789	26,135	30,132	29,433	30,072
Digital Lending	62,566	4,282	4,253	5,295	6,268	6,895	6,802	7,480	7,161	6,991	7,140
Database Usage	36,565	2,049	3,283	3,428	3,770	3,216	4,885	4,333	5,088	3,073	3,321
Physical Materials	147,403	35,257	29,065	13,512	58	545	4,102	14,322	17,883	19,379	19,611



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By the Numbers- Statistical Highlights											
	YTD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Public Computer Sessions (inside library)	5,254	2,192	2,017	834	0	0	0	0	7	26	178
Laptops Borrowed	136	39	30	18	0	0	0	0	7	21	21
Hotspots Borrowed	40	0	0	0	0	0	0	0	0	15	25
WiFi Sessions	10,636	2,666	2,320	1,426	270	248	510	682	806	840	868
In Person Use of Meeting Facilities <small>(including patio, but not including Farmers' Market; library and non-library sponsored)</small>	360 Events 7,283 People	178 Events 3,431 People	128 Events 2,775 People	50 Events 1,046 People	0 Events 0 People	0 Events 0 People	0 Events 0 People	1 Event 4 People	1 Event 7 People	2 Events 20 People	1 Event 8 People
Physical Library Sponsored Programs	174 Events 4,613 People	75 Events 1,971 People	63 Events 1,946 People	32 Events 665 People	0 Events 0 People	0 Events 0 People	0 Events 0 People	1 Event 4 People	1 Event 7 People	2 Events 20 People	1 Event 8 People



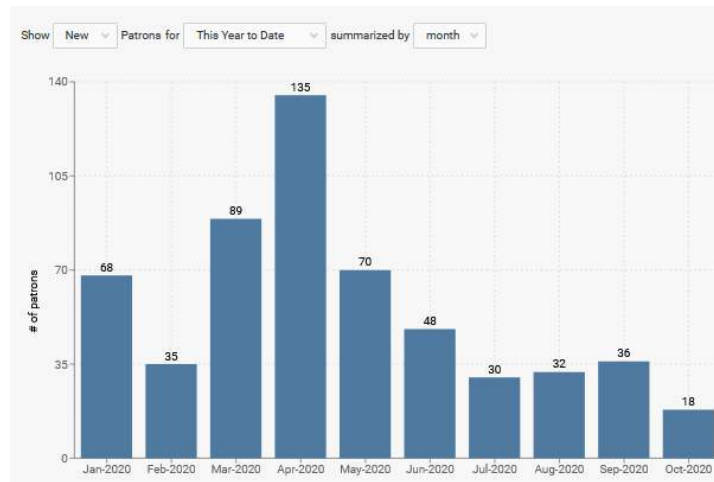


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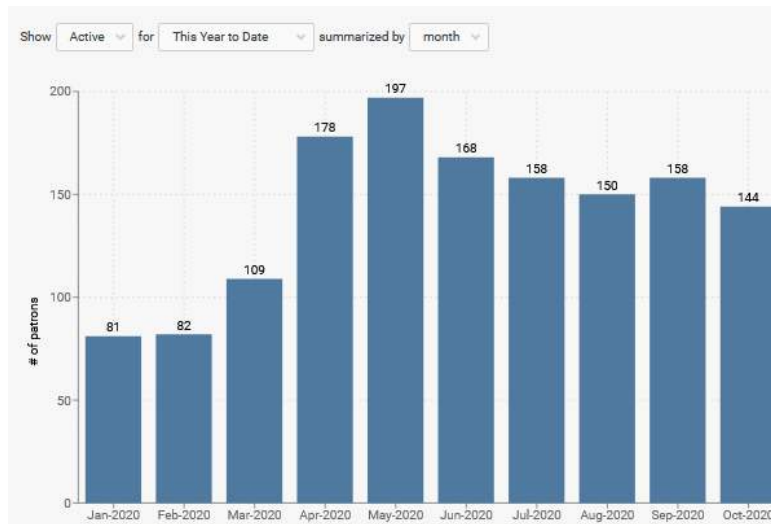
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Virtual Library Sponsored Programs	<b>154 Virtual Events</b>	0 Virtual Events	0 Virtual Events	3 Virtual Events	21 Virtual Events	26 Virtual Events	30 Virtual Events	31 Virtual Events	16 Virtual Events	9 Virtual Events	18 Virtual Events
	<b>4,458 People</b>	0 People	0 People	191 People	1,212 People	1,033 People	758 People	463 People	251 People	193 People	357 People

### Hoopla New Patrons Report YTD



### Hoopla Unique Patrons Borrowing Report YTD



## Reference Department Report – October 2020

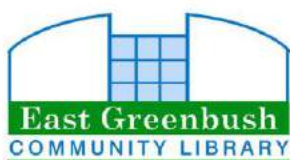
Submitted by Elizabeth Putnam

### Highlights

October ushered in a new level of service for our patrons, including the reintroduction of in-building public computing. In preparation, we worked through several iterations of a computing plan (cleaning intervals; appointments/no appointments; half-hour-long terminals/hour-long terminals) and have settled on a procedure that seems to be working well for patrons and staff. Computer terminals, spaced at 6-foot intervals, are available for half-hour walk-in use. Patrons who require extra time may request an extension at the reference desk. We will extend sessions up to an hour as space and demand allows. We clean the computer stations regularly throughout the day and by patron request. Things have been running smoothly under this procedure, patrons are pleased to have the service available, and demand has not surged past capacity.

Monday Night Book Chat and trivia continue to draw healthy crowds. October's seasonally themed *Dark and Stormy Trivia* attracted 27 participants. This month's *Grab & Go Craft Kits for Grownups* was another smash hit. Twenty-three patrons participated in October's craft, *The Artful Bottle*. See some of our patrons' finished examples below:





## Reference Service

Reference service continues its gradual increase. Total adult reference transactions increased 37% from September (579 queries) to October (796 queries).

See full reference stats in the chart on the following page.

## October 2020 Programs

(9 programs, 112 attendees, 12.4 average attendance per session)

See full program stats in the chart on the following page.

Date	Program	Category	Attendance
10/5/2020	Monday Night Book Chat on Facebook	Live Virtual Program	12
10/10/2020	Adult Craft Grab & Go: The Artful Bottle	On-Demand Program	23
10/12/2020	Monday Night Book Chat on Facebook	Live Virtual Program	8
10/14/2020	Virtual Trivia on Zoom	Live Virtual Program	27
10/19/2020	Morning Book Discussion Group: <i>Afterlife</i> by Julia Alvarez	Live In-Person Program	8
10/19/2020	Evening Book Discussion Group: <i>Chances Are</i> by Richard Russo	Live Virtual Program	6
10/19/2020	Monday Night Book Chat on Facebook	Live Virtual Program	12
10/21/2020	Virtual Cooking with Cornell Coop EXT	Live Virtual Program	3
10/26/2020	Monday Night Book Chat on Facebook	Live Virtual Program	13

## Professional Development

Date	Librarian	Type	Title/Event	Org/Sponsor	Time
10/5/2020	Catherine	Webinar	Managing Holds in Marketplace	Overdrive	.5 hr
10/6/2020	Jody	Webinar	Grow Highly-Rewarding Connections with Character Strengths	WERC	1 hr
10/16/2020	Elizabeth	Webinar	Virtual Outreach: Socially Distant but Still Reaching Our Community	CLRC	45 min
10/22/2020	Catherine	Webinar	Correction of Health Misinformation on Social Media	NNLM	1 hr



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**AS 2020 (Summer/Fall)**

Jun Jul Aug Sep Oct Nov Dec **TOTALS**

**Reference**

Basic Reference

In-person		234	194	288	367			<b>1083</b>
Phone		210	89	188	198			<b>685</b>

Involved Reference/Over 5 min

In-person		37	20	37	23			<b>117</b>
Phone				9	11			<b>20</b>

Computer/Print/O'drive/Tech

In-person		13	3	25	155			<b>196</b>
Phone				9	8			<b>17</b>

Non-Reference (directional, copier, etc.)

In-person		2	1	21	30			<b>54</b>
Phone				2	4			<b>6</b>

**Monthly Totals**

In-person		286	218	371	575			1450
Phone		210	89	208	221			728
<b>Grand total</b>		<b>496</b>	<b>307</b>	<b>579</b>	<b>796</b>			<b>2178</b>

**Programs**

Live, in-person

No of Programs	0	1	1	2	1			<b>5</b>
No of Attendees		4	7	20	8			<b>39</b>

Live, online

No of Programs	10	16	7	5	7			<b>45</b>
No of Attendees	92	140	78	68	81			<b>459</b>

On-demand or recorded

No of Programs	2	0	0	1	1			<b>4</b>
No of Attendees, or,	0			22	23			<b>45</b>
No of Views	22			N/A	N/A			<b>22</b>

Special (SRC, WRC)

No of Programs	0	0	1	0	0			<b>1</b>
No of Attendees			224					<b>224</b>

**Monthly Totals**

Total no of programs	12	17	9	8	9			<b>55</b>
Total attendees	92	144	309	110	112			<b>767</b>
Avg attendees per program	7.7	8.5	34.3	13.8	12.4			<b>15.3</b>

**Adult eNewsletter (started May, 2020)**

No of Issues Sent	1	1	1	1	1			<b>5</b>
No of Subscribers	25	37	46	55	66			<b>229</b>



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Open Rate Percentage	88.9	77.8	68.6	80.7	69.2			<b>77</b>
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## Social Media

### Facebook

No of Posts	11	12	10	8	10			<b>51</b>
No of Engagements	950	614	459	376	473			<b>2872</b>
No of Comments	168	204	177	124	180			<b>853</b>

### Instagram

No of Posts	12	17	4	10	20			<b>63</b>
No of Likes/Comments	54	75	16	46	77			<b>268</b>

## Services

### Reader's Advisory Form Service (started June, 2020)

No Completed	10	12	5	4	5			<b>36</b>
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### Books with Wheels (resumed July, 2020)

No Individuals		0	0	0	0			<b>0</b>
No Items for Individuals		0	0	0	0			<b>0</b>
No Group Residences		1	1	0	1			<b>3</b>
No Items for Groups		25	30	0	30			<b>95</b>

## Collections

Physical items ordered (book, DVD, etc)				180	401			<b>581</b>
Digital items ordered (Overdrive)				94	76			<b>170</b>
<b>Monthly Totals</b>				<b>274</b>	<b>477</b>			<b>751</b>

## Professional Development & Library Service

No of sessions/meetings		4	7	5	4			<b>20</b>
No of staff hours		4	6	4.5	3.25			<b>17.75</b>

## Circulation Report- October 2020

Submitted by Marion Pierson

### Circulation Physical Items

October 2020: 19,611

October 2019: 27,768

### Online registrations:

11 East Greenbush

5 Schodack

### In-Library New Patron Registrations:

16 East Greenbush; 1 Schodack; 4 Other

Notary services: 3



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## Resource Sharing & Access Report – October 2020

*Submitted by Dawn Geurds*

### Highlights

- Attended a Departments Heads Meetings on October 1, 15, 22 29.
- Library closed at 4:30 pm on Wednesday October 7 due to power outage.
- Library opened at 1 pm on Thursday October 8 due to power outage.
- Attended the Board Meeting on Tuesday October 20 through Go to Meetings.

### Statistics

- Answered 23 reference questions by e-mail.
- Requested 18 ILLS
- Received 9 ILLS
- Sent out 0 ILLS
- 798 items requested (holds placed) within UHLS.
- 4,500 holds were filled within UHLS.
- 4,770 items were placed on the Hold Shelf.
  
- 447 expired holds were not picked up by the patrons that requested them.
- 5 items were found on the library's shelves that were marked lost in transit.
- 37 items were found on the shelves from the Unfilled But Available Item-Level Requests Report
- Drive-thru patron assistance was needed 1,751 times.
- Library was open 23 days / 145.5 hours for Public and Drive-thru; 157.5 hours for returns

## Youth Services Report – October 2020

*Submitted by Molly Chatt*

### Highlights of the Month:

Our Storywalk was installed this month – many thanks to Paul and Jen for getting this project completed despite many obstacles! The Storywalk is a grant project supported by UHLS and features the pages of a picture book posted at intervals along the sidewalk by the library. We have gotten positive patron feedback about this new feature and will be changing the book in the spring.



Our most popular program by far this month was virtual Halloween Bingo! Families were very enthusiastic and have requested more bingo nights in the future. Our next event will feature Food Bingo, to celebrate Thanksgiving, on November 17<sup>th</sup>. One patron emailed us and wrote “I just wanted to tell you that James and Joseph had an absolute blast during virtual bingo. We also did the outdoor storywalk and we all loved it!!! The boys cannot wait for another virtual bingo night!”



We also created Comics & Candy this month, in celebration of Free Comic Book Day. This is an annual event that usually takes place in May, and one which we were going to participate in for the first time this year. But it was cancelled due to covid, and so we decided to celebrate it the last week in October this year instead! We had hundreds of comic books for children and teens that were generously donated by Flipside Gaming in East Greenbush, and we bagged them up for both children and teens along with candy for Halloween. Patrons were able

to come into the library and get their very own selection of free comics and candy, and we were able to provide 80 bags for children and 42 bags for middle & high school students.

Take and Make Crafts for kids continues to be popular, we handed out 329 craft kits during the month of October. Projects included leaf foxes, monster headbands, and ghosts! We also continue to receive a steady stream of requests for our Book Bundle service, and youth service librarians prepared 25 of them this month.

### 1000 Books Before Kindergarten:

3 children checked in for another 100 books read this month, and one child completed the program.

### Outreach

Youth Services collaborated with the Town of East Greenbush Recreation Department and participated in both town Halloween events on Friday, October 30<sup>th</sup>. Jen attended the morning preschool event at the Town Park, and handed out goody bags that contained candy, crafts, and a free picture book donated by the Kiwanis of East Greenbush. Molly handed out bags of candy and craft activities at the evening Trunk or Treat event. We handed out leftover bags the next week at the library, and all in all were able to provide 200 bags of goodies to East Greenbush children!

### Meetings & Continuing Education:

10/1 -- Jen attended SLJ's Storytelling Math: Celebrate Diversity, Math, and the Power of Storytelling

10/2 -- Jen attended a Staff Manual Committee meeting

10/4 -- Diana attended webinar with Project ENABLE – training to provide equitable access to students with disabilities



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10/6 -- Jen attended the Overdrive Graphic Novel Webinar

10/7 & 10/8 -- Jenna attended Teen Summit 2020 by Massachusetts Library System

10/9-- Diana attended NYLA Combatting Racism in Libraries Pt. 3

10/14 -- Jen attended the UHLS Homeschool Meeting #3

10/19 -- Joelle attended the webinar “Rainbow Family Connections: Embracing LGBTQ Families @ Your Library

10/20-- Molly and Jen attended the monthly Youth Services Advisory Committee (YSAC) through UHLS

10/23-- Diana attended a webinar through InfoPeople “Inclusivity in Reader’s Advisory”

10/27-- Diana attended REALM Resources for Libraries

### Children’s Programs

<b>Live Children’s Programs</b>				
10/28- 1 session	Halloween Bingo	Live Program	25 children, 16 adults	
Tuesdays 10am – 4 sessions	Zoom Storytime	Live Programs	66 children, 51 adults	
<b>Total Live Children’s Programs: 5</b>			<b>Total Participants: 91 children, 67 adults</b>	
<b>On-Demand Programs</b>				
<b>Date Posted</b>	<b>Title</b>		<b>YouTube Views</b>	<b>Facebook Engagements</b>
10/11	Halloween Crafts 1	Youtube video	41	42
10/24	Halloween Crafts 2	Youtube video	3	2
10/28	Halloween Crafts 3	Youtube video	0	1
<b>Total On-Demand Programs: 3</b>			<b>44</b>	<b>45</b>
<b>Outreach Programs</b>			<b>Participants</b>	
<b>10/30</b>	EG Town Preschool Trick or Treat	In-person event	35 children, 22 adults	
<b>10/30</b>	EG Town Trunk or Treat	In-person event	79 children, 52 adults	





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			<b>Total Outreach participants: 114 children, 74 adults</b>	
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### Tween/Teen Programs

Live Tween/Teen Programs				
Date	Item	Category	Attendance	Other stats
10/16	Teen Games	Live Program	3 participants	
10/30	Teen Trivia	Live Program	3 participants	
<b>Total Live Teen Programs: 2</b>			<b>Total Participants: 6</b>	

### Youth Services Provided

Type of Service	Quantity
Reference questions – Children’s & Teen desks	419
Miscellaneous questions – program signups, board games, directional, meeting rooms	75

### Technical Services Report – October 2020

*Submitted by Susan Dague*

Kathy began work on a project to replace broken audiobook cases.

During the month, I attended a WebJunction webinar on an update of the REopening Archives, Libraries and Museums (REALM) project; an OCLC webinar, “21st Century Indexing: Learn how FAST (Faceted Application of Subject Terminology) can help libraries and other cultural institutions to assign subject headings;” the OCLC AskQC webinar, “Linked Data, and the Road to Learning it;” and a webinar sponsored by the METRO Library Council, “Critical Cataloging: Revealing and Dismantling Hegemonic Systems.”

### Number of items processed: 559 (total – unknown)

Audio (adult + YA + juvenile)	6
Juvenile Fiction	262
Juvenile Nonfiction	32
Electronic (adult + YA + juvenile)	14
Fiction (adult + YA)	104
Miscellaneous	0
Unknown (on order records)	631



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Nonfiction (adult + YA)	34
Print Subscriptions (adult + YA + juvenile)	101
Video (adult + juvenile)	6
<b>Total</b>	<b>1,190</b>

Number of items withdrawn: 492

Added for the year to date: 4,497

Withdrawn for the year to date: 4,650

Total items: 93,341

## Digital Services Report – October 2020

*Submitted by Karrie McLellan*

### Online Presence:

- Library Market Calendar: Computer appointments were deemed unnecessary, so we are no longer using the event calendar for scheduling.
- Ancestry statistics have arrived from UHLS and have been backfilled on the 2020 Database Statistics spreadsheet.
- Website: Email issue has been resolved.

### UHLS:

- Sporadic reports of Sierra crashing. UHLS cannot duplicate.
- Tech Advisory Council met and discussed staff computer use policies and updates regarding use at home.

### Library Computers/Hardware:

- Old domain server was being used to shadow copy our new server, but it became a security risk. That machine was decommissioned and functions it performed (printer routing, copier counts) have been moved to the current domain server. The transition caused several staff to temporarily lose connection to the staff printer.
- Staff training on Papercut (copier accounting), Kyocera remote operation, and LPT:One (print release) to coincide with launch of new copier and payment procedures.
- New public copier training for staff was tricky, with several idiosyncrasies showing up in practical use that had not been pointed out by the vendor in initial training. Some “bugs” remain with Papercut software, especially with faxing. Worked with NBT support to resolve these, but some issues cannot be resolved because of limitations on how Papercut interacts with faxing, including inaccurate financial reports from the software.
- Added a physical keypad to the new copier to simplify account number entry.



- Phone voicemails now send to email as designed. Remote checking of voicemail is disabled as a result of current Grasshopper/phone system integration. Meeting with Scott from Key Communications to refine the process to fix this and make the user experience better for patrons.
- Continued work on the parking lot wireless project.
- Ordered Logitech Group and Meeting Owl Pro for videoconferencing/broadcasting from meeting rooms.
- Migrated QuickBooks from our local server to the cloud. All data made it over, but it arrived in such a way that it required lots of cleanup at an inopportune time.
- New Square hardware has been configured for use. Working with Jill to set cash drawer policy/reporting and general reporting. Creating training materials for staff.
- Explored integration of Square and QuickBooks, but the provided tool was very poorly reviewed.
- New washable public keyboards take much more time to fully dry (several days) than initially indicated. This necessitated a change in public computer lending and cleaning procedures.
- Extended power outage on 10/8 caused a number of tech issues across the library. Most were easily resolved. Communication issues on the day of the closure prompted an update of closing procedures, including giving more department heads access (and instructions) to broadcasting channels, including the website and phone.
- Discovered a PC Reservation update had changed the 30-minute guest pass limit to a 30-session guest pass limit without my knowledge. Updated settings to allow one session.
- Updating the weather closing procedure to include changes in the phone system and broader access for staff members to update web locations.

### Meetings/Workshops:

10/7: 5 Simple Tools for Creating Animated GIFs, Images and Videos

10/16: UHLS Tech Advisory Committee meeting (virtual)

10/20: GO Tech-Talk Call – PR strategies and what’s new on Tech-Talk

### Current/Upcoming Projects:

- Parking lot wi-fi
- Tech-Talk training for staff
- Square training
- Phone reconfiguration
- Mitigating weather issues for computer in drive thru



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## **FRIENDS OF THE EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING 10-20-20**

In attendance: Liz Reyner - President  
Eileen Riley - Secretary  
Charlie Pensabene  
Betty Bellino  
Lynne Oudekerk  
Theresa Poitras  
Linda Murphy  
Mari Harris  
Lois Hazelton  
Dinah Farrington  
Jill Dugas Hughes - Library Director  
Michael Poost - Library Board President

### **MEMBERSHIP:**

250 members

- 197 renewed
- 37 added from prior years
- 16 new

### **FINANCIALS:**

Current balance: \$17,885.53

Recent income:

- \$510.00 from book sales since Library reopened
- \$70.00 from Hannaford Community Bags program
- Approximately \$100 for the year so far from Amazon Smile.

### **OFFICERS:**

**MOTION:** Ms. Reyner made a motion nominating Mr. Pensabene for Vice President. 2nd Ms. Bellino. No one opposed. All in favor. The motion passed.

Jackie Rios-Avila has resigned as Treasurer. Ms. Bellino and Ms. Dugas Hughes both have ideas of potential candidates.

Elections will be held at the November meeting.

Also needed a Book Sale Chair and a Fundraising Chair.

**FUNDRAISING SUGGESTIONS:**

Dinner or dessert package

Goodie bags

Movie night

Book night

Bag of books online - \$5.00 - \$10.00, offered by genre, staggered pick up @ the Library.

Jar for donations @ every event

Ms. Bellino has created a "Taste of Italy" basket to raffle. Raffle tickets will be announced in next weekly newsletter and available at the Library.

Need to set up a new online system for donations, emails, texting, membership database, membership dues, sign up for volunteers, etc. Ms. Dugas Hughes has advised the Board of 2 programs that could fit the stated needs.

**MOTION:** Ms. Oudekerk made a motion authorizing Ms. Reyner to contract with a provider for 1 year for a maximum charge of 750.00. 2nd Ms. Murphy. No one opposed. All in favor. The motion carried.

A fundraising vote will be taken at the November meeting.

Mr. Pensabene will create an Instagram account where books, events can be posted online.

Better World Books has shut down temporarily due to the pandemic.

Bulk Book Warehouse in Schenectady is open and will do pickup, but it's only cents on the pound. May be useful once we re-start book sales.

Donation bin (Discover Books) will be placed at the Library.

Next meeting Tuesday, November 17 @ 6:30.

Meeting adjourned 7:30

Respectfully submitted,  
Eileen Riley, Secretary.

Friends of the East Greenbush Community Library Treasurer's Report – 11/17/20 Meeting

**Balance Forward (as of 2/17/20)** **\$ 60,542.02**

**Expenses**

East Greenbush Library - approved grants	\$ 35,889.00
East Greenbush Library - materials grant	\$ 15,000.00
Curtis Printing - Spring 2020 newsletter	\$ 120.00
Deluxe/Pioneer Bank - check endorsing stamp	\$ 63.66
Nielsen Associates - 2020 Membership Mailing	\$ 550.91
NY Library Assoc. - Friends Section Annual Membership	\$ 50.00
Keela Database Annual Plan (plus int'l transaction fee)	\$ 513.97
Stark & Basila CPAs - annual tax return preparation	\$ 560.00

Subtotal Expenses \$ 52,747.54

**Income**

Membership & Donations	\$ 8,423.20
Tote Bags	\$ 30.00
Pop-up/In-Library Book Sales	\$ 884.05
DVD Sales (Day Before the Awards event)	\$ 72.00
Hannaford Community Bag Program	\$ 70.00
Amazon Smile Donation - 1st Quarter	\$ 31.58
Amazon Smile Donation - 2nd Quarter	\$ 35.25
Amazon Smile Donation - 3rd Quarter	\$ 40.84

Subtotal Income \$ 9,586.92

**Ending Balance (as of 11/17/20)** **\$ 17,381.40**