

# AGENDA

## Board of Trustees

August 9, 2022

7:30pm

**Notice is hereby given that a meeting of the Library Board of Trustees will be held in person and via videoconference for remote participants on Tuesday, August 9, 2022 at 7:30 p.m.**

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

Meetings of the Library Board are open to the public under provisions of the New York State Open Meeting Law. <https://www.dos.ny.gov/coog/openmeetlaw.html>.

To submit public comment you may attend in person or send an email with your comments to Library Director, Jill Dugas Hughes at [director@eglibrary.org](mailto:director@eglibrary.org). All comments will be read aloud during the meeting.

*Please contact the Director for additional information or to request accommodations.*

1.	<b>Call to Order/Review of Agenda</b>	Michael Poost p.1-3
2.	<b>Public Comment</b>	Michael Poost
3.	<b>Approval of Minutes</b> ➤ <b>MOTION</b> to approve the minutes of the <b>June 28, 2022</b> Library Board Meeting.	Mari Harris p. 4-7

<p><b>4.</b></p>	<p><b>Treasurer's Reports</b>  Treasurer's Report  Off Warrant (June 21-27, 2022; \$46,941.85)  Off Warrant (June 29-August 2, 2022; \$204,747.48)  ➤ <b>MOTION</b> to accept the Off Warrant(s) in the amount(s) of <b>\$46,941.85 and \$204,747.48</b>   Warrant (August 2, 2022)  ➤ <b>MOTION</b> to authorize the signing of the Warrant dated <b>8/2/2022</b> in the amount of <b>\$12,701.13</b>   Financials (58.6% of the year over)  <ul style="list-style-type: none"> <li>• Profit &amp; Loss Budget vs. Actual 2022 (August 2, 2022)</li> <li>• Balance Sheet (August 3, 2022)</li> </ul> ➤ <b>MOTION</b> to approve the Financials with 58.6% of the year completed as presented.</p>	<p>Lynne Oudekerk  p. 8-9  p.10  p. 11-13   p.14-16   p.17-18  p.19-20</p>
<p><b>5.</b></p>	<p><b>Committee Reports</b>  Administrative Committee  Service Committee  Compensation Committee  Budget Committee</p>	
<p><b>6.</b></p>	<p><b>Director's Report</b></p>	<p>Jill Dugas Hughes  p.21-29</p>
<p><b>7.</b></p>	<p><b>Personnel Memorandum</b></p>	<p>Jill Dugas Hughes  p.30</p>
<p><b>8.</b></p>	<p><b>Old Business</b>  ➤ <b>MOTION</b> to approve the proposed 2023 Budget in the amount of \$2,332,682 which includes a tax levy in the amount of 6% to be presented to the public for a public vote on Tuesday, September 13, 2022 (9am-9pm).</p>	<p>Michael Poost  p. 31-33</p>

<p><b>10.</b></p>	<p><b>Liaison Reports</b></p> <p>Friends of the Library</p> <p>Town of East Greenbush</p> <p>Rensselaer County</p> <p>Upper Hudson Library System</p>	<p>Charlie Pensabene</p> <p>Edward Nestler, Jr.</p> <p>Tom Grant</p> <p>Camille Engel</p>
<p><b>11.</b></p>	<p><b>New Business</b></p>	<p>Michael Poost</p>
<p><b>12.</b></p>	<p><b>Executive Session</b></p> <p>Director contract</p> <p>➤ <b>MOTION</b> to enter into executive session to discuss the Director’s contract.</p>	<p>Michael Poost</p>

**Upcoming Meetings:**

Thursday, September 1, 2022

- Administrative Committee (5:00-6:00)
- Service Committee (6:30-7:30)

Tuesday, September 13, 2022

- Library Budget Vote & Trustee Election (9:00am-9:00pm)

Tuesday, September 20, 2022

- Library Board Meeting (7:30-9:30)



Library Board of Trustees Meeting - DRAFT  
*June 28, 2022, via videoconference and in person*

**ATTENDEES:**

*Presiding Officers*

- Michael Poost, President
- Shay Harrison, Vice President (appearing virtually and departing 8:35pm)
- Lynne Oudekerk, Treasurer
- Mari Harris, Secretary
- Amanda Miller, Trustee
- Camie Engel, Trustee
- Katie Sheehan, Trustee

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

- Jill Dugas Hughes, Library Director
- Charlie Pensabene, FOEGCL

A Library Board of Trustees meeting of the East Greenbush Community Library was held on June 28, 2022, at the East Greenbush Community Library and virtually, via videoconference. It began at 7:32 pm and was presided over by Michael Poost, President, with Mari Harris as Secretary. Meeting was recorded.

**CALL TO ORDER:** Mr. Poost called the meeting to order at 7:32pm. Corrections to agenda were established by Ms. Oudekerk and Ms. Engel. Under **Treasurer’s Reports** – Financials, “Income and Expense” should read “Balance Sheet.” Under **Upcoming Meetings**, the next committee meetings will be held Monday, August 1, 2022, not Thursday, August 4.

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

**MOTION #2022-06-50:** Ms. Miller made a motion to approve the May 17, 2022 Library Board Meeting minutes, as presented. 2nd by Ms. Oudekerk. All in favor. None opposed. The motion carries.

**TREASURER’S REPORTS:**

Ms. Oudekerk presented financials for period May 5 through June 20, 2022. Ms. Oudekerk noted that the one-time COVID bonuses totaling \$39,794.09, which included processing fees, were included in this month’s Off-Warrant. The Library will be switching trash and recycling companies as of 7/1/22 for a cost savings.



**MOTION #2022-06-51:** Ms. Engel made a motion to accept the Off-Warrant in the amount of \$187,112.50 for the period May 18, 2022 through June 20, 2022, as presented. 2nd by Ms. Miller. All in favor. None opposed. The motion carries.

**MOTION #2022-06-52:** Ms. Harris made a motion to authorize the signing of the Warrant dated June 15, 2022 in the amount of \$15,380.66, as presented. 2nd by Ms. Oudekerk. All in favor. None opposed. The motion carries.

**MOTION #2022-06-53:** Ms. Harris made a motion to approve the Financials with 45% of the year completed, as presented. 2nd by Ms. Miller. All in favor. None opposed. The motion carries.

#### **COMMITTEE REPORTS:**

**Administrative:** Did not meet

**Services:** Did not meet

#### **Compensation Study:**

Ms. Harris presented minutes from June 8 meeting. While final report has not been completed and presented to Board, committee is recommending creation of salary steps for full and part-time positions and bringing several below-average salaries up to 90% of the current job market rate. Budget Committee and Director were provided the study's results for consideration in 2023 budget preparations. Final report preparation continuing.

#### **Budget:**

(See NEW BUSINESS)

#### **PERSONNEL MATTERS:**

**MOTION #2022-06-54:** Ms. Oudekerk made a motion to approve the Personnel Memorandum from the Director, dated June 28, 2022, as presented. 2nd by Ms. Sheehan. 6 in favor. None opposed. The motion carries.

#### **BUDGET COMMITTEE**

##### **NEW BUSINESS:**

A 2023 Budget Draft proposal provided to Board, with three tax levy options. Mr. Poost noted that Board approval is required prior to providing draft at public hearing in August 2022. Ms. Oudekerk shared the Budget Committee's considerations and explanations and associated tax levy consequences, i.e., 3.4% tax levy would result in \$50,000 shortfall; 5% tax levy would result in \$15,000 shortfall; 6% tax levy meets budget expenses with additional \$5,000 to restore some



items cut in developing the proposed draft. Three major factors driving expenses: inflation and current economy, compensation study committee findings, and establishment of the post-COVID library. Further, going fine-free being considered, given this is trend in public library policy, impacts income. Ms. Oudekerk outlined the budget expense lines carrying the biggest increases. Discussion and disagreement among Board members regarding promoting a budget proposal with 6% tax cap increase vs. significantly reducing Reserve funds to achieve proposed budget. After discussion, Board opted to vote on proposal for purposes of August public hearing.

**MOTION #2022-06-55:** Ms. Oudekerk made a motion to potentially exceed the tax cap in the 2023 Draft Budget Proposal. 2nd by Ms. Harris. 6 in favor. Mr. Harrison opposes. The motion carries.

**MOTION #2022-06-56:** Ms. Oudekerk made a motion to approve that the 2023 proposed budget in the amount of \$2,332,682, which includes a tax levy increase of 6%, be presented to the public at the August 9, 2022 Public Hearing. 2nd by Ms. Miller. 6 in favor\*. None opposed. The motion carries.

\*It is noted that Mr. Harrison could not be present for this vote as he had to leave at 8:35 pm.

#### **Upcoming Meetings:**

September Committee meetings will be rescheduled as they currently fall on Labor Day.

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

Director's report provided in Board packet. Staffing fluctuations continue with unanticipated resignations of one Librarian II and part-time Building Maintenance Worker. In-house appointment will fill the Librarian II vacancy. Recruitment continues.

The Library has had tremendous response to the summer reading program!

#### **OLD BUSINESS:**

##### **2021 NYS DLD Annual Report**

Filing of 2021 NYS DLD Annual Report had been previously approved with agreement that content of report would be presented to Board in subsequent meeting. Report content is financial and statistical data.

**MOTION #2022-06-57:** Ms. Oudekerk made a motion to accept the 2021 NYS DLD Annual Report, as presented. 2nd by Ms. Engel. 6 in favor. None opposed. The motion carries.



**Request for Reconsideration of Library Material and Collection Management Policies**

Ms. Dugas Hughes presented drafts of two revised policies noting that they are premised on current ALA guidelines and ethical standards. Policies encompass all library materials. Final versions will incorporate edits to be provided electronically to Ms. Dugas Hughes.

**MOTION #2022-06-58:** Ms. Miller made a motion to approve both the *Request for Reconsideration of Library Material Policy* and *Collection Management Policy* revisions dated 5/5/22, as amended. 2nd by Ms. Engel. 6 in favor. None opposed. The motion carries.

**Little Free Library**

Ms. Engel reported that we will register with the Little Free Library Association. The posts for each site have been inserted. One site is on bike trail near Genet Elementary by the pole, across from former Friendly’s Restaurant. Second site is behind East Greenbush Town Hall, next to Hampton Manor signage, on the trail. Contractor Jamie Tedeschi donated his time and materials to make this happen. Library newsletter will recognize Mr. Tedeschi and this project.

**LIAISON REPORTS:**

**Friends of East Greenbush Community Library:**

- Mr. Pensabene shared that FOEGCL are accepting puzzles for donations, in addition to books, etc.
- Search continues for VP and Public Relations leadership.
- FOEGCL will make Get out the Vote calls for the upcoming library election.

**Town of East Greenbush:** None

**Rensselaer County:** None

**Upper Hudson Library System:**

Ms. Engel reported that UHLS has elected new slate of officers for its Board.

**ADJOURN:**

**MOTION #2022-06-59:** Motion to adjourn the June 28, 2022 Board meeting was made by Ms. Oudekerk at 9:50 pm. 2nd by Ms. Harris. 6 in favor. None opposed. The motion carries.

Respectfully submitted,

Mari Harris, Secretary



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To: East Greenbush Community Library Trustees  
 From: Lynne Oudekerk, Treasurer  
 Re: Treasurer's Report  
 Date: August 9, 2022

Attached you will find the library's financial reports for the period 6/21/22 – 8/2/22, a two-month period, as there was no board meeting in July. Based on my review of purchasing documents, the library's bank reconciliation records, and the attached financial documents, I am confident in the accuracy of the library's financial records and believe that the library's financial position is secure.

Pending FY 22 finance/ accounting projects include: 2023 budget approval by the board and the community (September), FY 21 audit (August), Ms. Dugas Hughes' contract (August).

**Off-Warrant Expenses (6/21/22 – 8/2/22): \$ 251,689.33**

Operating: \$244,714.72  
 Gift & Grant: \$859.74  
 Capital Reserve: \$1,984.57  
 Operating Contingency: \$4,130.30

This month's off-warrant covers the two-month period from June 21 – August 2, 2022, as there was no board meeting in July. All checks paid between late June and late July were paid off-warrant, so the off-warrant is higher than usual and the warrant is lower than is typically seen in a month in which the board meets. The Off-Warrant Report details the fund from which each purchase is paid (Account column).

Expenses include four payrolls (13-16), four deferred comp payments, NYSLRS, health insurance, and utility costs. Other expenses of note include:

**BPI Mechanical: \$3,050.04** – Cooling tower repair; service contract renewal (Operating)

**National Grid: \$6,366.02** – This two-month payment represents a 35% increase in our bill for the same months over last year, reflecting an increase in both rate and usage. Ms. Dugas Hughes is having a consultant evaluate our utility use. (Operating)

**NYS Unemployment Insurance (UI): \$4,130.30** – Ms. Rooney is eligible for UI at the rate of \$504/week for a maximum of 26 weeks starting March 14. The library is liable for the pays the full amount of her UI benefit (\$504/wk) for the first seven weeks of unemployment. After that, the library is responsible for \$120.46 of her weekly UI payment. This bill represents the first 12 weeks of her unemployment. If she continues to collect UI benefits through the full time of her eligibility, the library can expect another bill for UI in the amount of \$1,686.44. (Operating Contingency)

**Presidio: \$1,984.57** – This is a payment for a long-disputed capital project completed in 2020. (Capital Reserve)

**Seasons East: \$6,764.00** – Payment for lawn care services in May and June. (Operating)





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**Twin Bridges: \$246.84** – Monthly trash removal and recycling (\$91.28 less than our monthly fee with our other vendors) (Operating)

**UHLS: \$7,859.00** – 3<sup>rd</sup> quarter UHLAN fees (Operating)

**Warrant Expenses (6/21/22 – 8/2/22) \$12,701.13**

Operating: \$12,247.19

Gift & Grant: \$ 453.94

**Amazon.com: \$1,842.53** – Books and supplies (Operating, Gift & Grant)

**Baker & Taylor: \$1,734.66** – Books, including shipping and processing fees (Operating)

**Brodart: \$1,634.08** – Books, including shipping and processing (Operating)

**UHLS: \$2,629.12** – 3<sup>rd</sup> quarter Hoopla spending (Operating)

**Special Events/ Programs: \$3,847** – Ten adult/youth programs (Gift & Grant)

**Profit and Loss (8/2/22)**

As of August 2<sup>nd</sup>, the fiscal year was 59% over.

**Income:**

We have received 98.6% of our budgeted income.

- We have not yet received our 2022 State Aid (budget: \$4,700).
- Fines/ Fees and Interest/ Earnings remain well under budget (28.4% and 37.4%, respectively).

**Expenses:**

- We are running well under budget in Total Operating Expenses (48.6%) at this point in the year. However, major expenses due in the late summer/ fall months (NYSLRS at \$165,000 and Insurance at \$20,000+) will bring this number closer to the budgeted expenses.
- We continue to run over budget in the Facilities Expenses line (60.9%), reflecting significant increases in utility costs (currently running at 92% of our annual budget) plus costly repairs to our 20+ year old building (at 76% of the annual budget for Facility Repair/ Maintenance/ Equipment. We will continue to monitor facility expenses.

**Balance Sheet (8/3/22)**

- Total Current (Cash) Assets are at \$2,161,427.94 (\$259,990.20 less than our assets in June, 2022, but more than 5% above our position one year ago).
- Our Fixed Asset Value remains \$2,302,326.57, bringing our Total Assets to \$4,463,754.51.

9:24 AM

East Greenbush Community Library

08/03/22

**Off-Warrant SORTED BY VENDOR**

Accrual Basis

June 21 - 27, 2022

Date	Num	Name	Memo	Account	Amount
<b>Capital Security</b>					
06/21/2022	40957	Capital Security	EG LIBRARY MONITORING 07/01/22-07/31/22	1003.00 - Pioneer OPERATI...	-47.00
Total Capital Security					-47.00
<b>GUARDIAN</b>					
06/21/2022	40958	GUARDIAN	00 575836 VISION/DENTAL INSURANCE 07/01/22-07/31/22	1003.00 - Pioneer OPERATI...	-911.04
Total GUARDIAN					-911.04
<b>Nationalgrid</b>					
06/21/2022	40959	Nationalgrid	34370-88011 UTILITIES 05/13/22-06/15/22	1003.00 - Pioneer OPERATI...	-3,319.54
Total Nationalgrid					-3,319.54
<b>New York State Deferred Comp.</b>					
06/21/2022	40960	New York State Deferred C...	Plan#211939	1003.00 - Pioneer OPERATI...	-1,034.94
Total New York State Deferred Comp.					-1,034.94
<b>Northeast Toner, Inc.</b>					
06/21/2022	40961	Northeast Toner, Inc.	EG LIBRARY TONER	1003.00 - Pioneer OPERATI...	-130.00
Total Northeast Toner, Inc.					-130.00
<b>Paychex</b>					
06/24/2022	PR#13 JUN24	Paychex	#13 PROCESSING CHARGES FOR P/R DATED PR #13 6/24/22	1003.00 - Pioneer OPERATI...	-210.67
06/24/2022	PR 13 JUN24	Paychex	PR#13	1003.00 - Pioneer OPERATI...	-30,060.42
06/24/2022	PR 13 JUN24	Paychex	PR#13	1003.00 - Pioneer OPERATI...	-11,228.24
Total Paychex					-41,499.33
<b>TOTAL</b>					<b>-46,941.85</b>

9:10 AM

08/03/22

Accrual Basis

East Greenbush Community Library  
**Off-Warrant SORTED BY VENDOR**  
 June 29 through August 2, 2022

Date	Num	Name	Memo	Account	Amount
<b>Aflac</b>					
07/06/2022	40973	Aflac	NBY22 JUNE 2022 SUPPLEMENTAL MEDICAL INSURANCE	1003.00 · Pioneer OPERATI...	-342.74
08/01/2022	41012	Aflac	NBY22 HEALTH INSURANCE AUGUST 2022	1003.00 · Pioneer OPERATI...	-342.74
Total Aflac					-685.48
<b>B &amp; L CONTROL SERVICE, INC.</b>					
06/29/2022	40962	B & L CONTROL SERVICE,...	EG LIBRARY COOLING TOWER SERVICE/BACTERIA DIPSLI...	1003.00 · Pioneer OPERATI...	-102.80
Total B & L CONTROL SERVICE, INC.					-102.80
<b>BAKER &amp; TAYLOR (ALL ACCTS)</b>					
07/12/2022	40984	BAKER & TAYLOR (ALL A...		1003.00 · Pioneer OPERATI...	-1,122.80
Total BAKER & TAYLOR (ALL ACCTS)					-1,122.80
<b>BOA CARD SERVICES (JILL)</b>					
07/12/2022	40985	BOA CARD SERVICES (JILL)	5588 4691 1432 0951	1003.00 · Pioneer OPERATI...	-487.65
07/12/2022	1918	BOA CARD SERVICES (JILL)	5588 4691 1432 9051	1001.00 · Pioneer GIFT & G...	-489.05
Total BOA CARD SERVICES (JILL)					-976.70
<b>BPI MECHANICAL</b>					
07/12/2022	40986	BPI MECHANICAL		1003.00 · Pioneer OPERATI...	-3,050.04
Total BPI MECHANICAL					-3,050.04
<b>Brodart</b>					
07/06/2022	40974	Brodart		1003.00 · Pioneer OPERATI...	-2,179.41
07/19/2022	40995	Brodart		1003.00 · Pioneer OPERATI...	-2,731.71
Total Brodart					-4,911.12
<b>Capital Security</b>					
07/19/2022	40996	Capital Security	EG LIBRARY SECURITY MONITORING 08/01/22-08/31/22	1003.00 · Pioneer OPERATI...	-47.00
Total Capital Security					-47.00
<b>CASELLA RECYCLING</b>					
07/12/2022	40994	CASELLA RECYCLING	K5-00472 1 JUNE 2022 RECYLING	1003.00 · Pioneer OPERATI...	-84.00
Total CASELLA RECYCLING					-84.00
<b>CDPHP</b>					
06/29/2022	40963	CDPHP	10002870 MEDICAL 7/1/22-7/31/22	1003.00 · Pioneer OPERATI...	-7,887.83
07/22/2022	41011	CDPHP	10002870 medical insurance 8/1/22-8/31/22	1003.00 · Pioneer OPERATI...	-10,687.03
Total CDPHP					-18,574.86
<b>CENGAGE Learning/GALE</b>					
07/06/2022	40975	CENGAGE Learning/GALE		1003.00 · Pioneer OPERATI...	-456.70
07/19/2022	40997	CENGAGE Learning/GALE		1003.00 · Pioneer OPERATI...	-111.96
Total CENGAGE Learning/GALE					-568.66
<b>Crystal Rock</b>					
06/29/2022	40964	Crystal Rock	772911317735422 PURIFIED WATER FOR WATER COOLER	1003.00 · Pioneer OPERATI...	-85.39
Total Crystal Rock					-85.39
<b>DEMCO</b>					
07/06/2022	40976	DEMCO	EG LIBRARY ENGRAVED NAME BADGE	1003.00 · Pioneer OPERATI...	-22.29
Total DEMCO					-22.29
<b>Discount School Supply</b>					
06/29/2022	40965	Discount School Supply	EG LIBRARY YS ACTIVITY KITS	1003.00 · Pioneer OPERATI...	-101.48
07/19/2022	40998	Discount School Supply	EG LIBRARY YS CRAFT SUPPLIES	1003.00 · Pioneer OPERATI...	-42.47
Total Discount School Supply					-143.95
<b>Findaway World, LLC</b>					
07/06/2022	1915	Findaway World, LLC	EG LIBRARY J PLAYAWAY	1001.00 · Pioneer GIFT & G...	-64.99
Total Findaway World, LLC					-64.99
<b>GEDDES</b>					
07/06/2022	1916	GEDDES	EG LIBRARY YS SRP PRIZES	1001.00 · Pioneer GIFT & G...	-116.21
Total GEDDES					-116.21
<b>GREENBUSH GARDEN CLUB</b>					
07/19/2022	40999	GREENBUSH GARDEN CL...	EG LIBRARY FLOWERS FOR FRONT AND PATIO AREAS	1003.00 · Pioneer OPERATI...	-244.58
Total GREENBUSH GARDEN CLUB					-244.58
<b>GUARDIAN</b>					
07/19/2022	41000	GUARDIAN	00 575836 VISION & DENTAL 08/01/22-8/31/22	1003.00 · Pioneer OPERATI...	-276.28
Total GUARDIAN					-276.28
<b>HIGHMARK BSNEY</b>					
06/29/2022	40966	HIGHMARK BSNEY	281693 MEDICAL 7/1/22-7/31/22	1003.00 · Pioneer OPERATI...	-1,649.56
08/01/2022	41013	HIGHMARK BSNEY	281693 MEDICAL INSURANCE 8/1/22-8/31/22	1003.00 · Pioneer OPERATI...	-1,649.56
Total HIGHMARK BSNEY					-3,299.12

9:10 AM

08/03/22

Accrual Basis

East Greenbush Community Library  
**Off-Warrant SORTED BY VENDOR**  
 June 29 through August 2, 2022

Date	Num	Name	Memo	Account	Amount
<b>LANE PRESS</b>					
06/29/2022	40967	LANE PRESS	EG LIBRARY JULY/AUGUST 2022 PRINTED NEWSLETTER	1003.00 · Pioneer OPERATI...	-1,314.00
Total LANE PRESS					-1,314.00
<b>LIBRARY MARKET</b>					
07/12/2022	40987	LIBRARY MARKET	EG LIBRARY LIBRARY CALENDAR ANNUAL SUBSCRIPTION	1003.00 · Pioneer OPERATI...	-1,250.00
Total LIBRARY MARKET					-1,250.00
<b>MARINE DESIGN &amp; SERVICE</b>					
07/06/2022	1917	MARINE DESIGN & SERVI...	EG LIBRARY FISH TANK	1001.00 · Pioneer GIFT & G...	-89.49
08/01/2022	1919	MARINE DESIGN & SERVI...	EG LIBRARY FISH TANK SERVICE	1001.00 · Pioneer GIFT & G...	-75.00
Total MARINE DESIGN & SERVICE					-164.49
<b>MicroMarketing LLC</b>					
07/06/2022	40977	MicroMarketing LLC	1233 ADULT AUDIO BOOKS	1003.00 · Pioneer OPERATI...	-35.69
07/19/2022	41001	MicroMarketing LLC	1233 AUDIO BOOK ON CD COLLETION	1003.00 · Pioneer OPERATI...	-38.24
Total MicroMarketing LLC					-73.93
<b>Midwest Tape</b>					
07/06/2022	40978	Midwest Tape		1003.00 · Pioneer OPERATI...	-399.57
07/19/2022	41002	Midwest Tape		1003.00 · Pioneer OPERATI...	-372.38
Total Midwest Tape					-771.95
<b>MVP</b>					
06/29/2022	40968	MVP	426827 MEDICAL 7/1/22-7/31/22	1003.00 · Pioneer OPERATI...	-1,372.58
Total MVP					-1,372.58
<b>NATIONAL BUSINESS TECH. (ALBANY)</b>					
07/12/2022	40988	NATIONAL BUSINESS TE...	EG00 CONTRACT RATE 6/25/22-7/24/22	1003.00 · Pioneer OPERATI...	-188.96
Total NATIONAL BUSINESS TECH. (ALBANY)					-188.96
<b>NATIONAL BUSINESS TECHNOLOGIES (PA-NEW)</b>					
07/12/2022	40989	NATIONAL BUSINESS TE...	500-50155554 COPIER 7/1/22-7/31/22	1003.00 · Pioneer OPERATI...	-255.00
Total NATIONAL BUSINESS TECHNOLOGIES (PA-NEW)					-255.00
<b>NATIONAL HERITAGE TRUST-CRAILO</b>					
08/01/2022	1920	NATIONAL HERITAGE TR...	EG LIBRARY MUSEUM PASS 2022	1001.00 · Pioneer GIFT & G...	-25.00
Total NATIONAL HERITAGE TRUST-CRAILO					-25.00
<b>Nationalgrid</b>					
07/20/2022	41010	Nationalgrid	34370-88011 UTILITIES FOR 6/13/22-7/14/22	1003.00 · Pioneer OPERATI...	-3,046.48
Total Nationalgrid					-3,046.48
<b>New York State Deferred Comp.</b>					
07/06/2022	40979	New York State Deferred C...	Plan#211939	1003.00 · Pioneer OPERATI...	-1,034.94
07/19/2022	41003	New York State Deferred C...	Plan#211939	1003.00 · Pioneer OPERATI...	-1,049.37
08/01/2022	41017	New York State Deferred C...	Plan#211939	1003.00 · Pioneer OPERATI...	-1,049.37
Total New York State Deferred Comp.					-3,133.68
<b>NEW YORK STATE UNEMPLOYMENT INSURANCE</b>					
08/01/2022	27	NEW YORK STATE UNEM...	04-65207 9 UNEMPLOYMENT LIZ ROONEY	1009.00 · Pioneer OPER. C...	-4,130.30
Total NEW YORK STATE UNEMPLOYMENT INSURANCE					-4,130.30
<b>Nielsen Associates</b>					
07/19/2022	41004	Nielsen Associates	EG LIBRARY SEPT/OCT 2022 PRINTED NEWSLETTER & PO...	1003.00 · Pioneer OPERATI...	-2,289.01
Total Nielsen Associates					-2,289.01
<b>Northeast Toner, Inc.</b>					
07/12/2022	40990	Northeast Toner, Inc.	EG LIBRARY BLACK TONER	1003.00 · Pioneer OPERATI...	-49.00
08/01/2022	41014	Northeast Toner, Inc.	EG LIBRARY COPIER TONER	1003.00 · Pioneer OPERATI...	-176.00
Total Northeast Toner, Inc.					-225.00
<b>NYSLRS</b>					
06/30/2022	JUNE 2022	NYSLRS	NYSLRS for JUNE 2022	1003.00 · Pioneer OPERATI...	-2,123.62
07/31/2022	JULY 2022	NYSLRS	NYSLRS for JULY 2022	1003.00 · Pioneer OPERATI...	-1,778.21
Total NYSLRS					-3,901.83
<b>Oriental Trading</b>					
06/29/2022	40969	Oriental Trading	45205393 YS ACTIVITY KITS	1003.00 · Pioneer OPERATI...	-172.69
Total Oriental Trading					-172.69
<b>OVERDRIVE</b>					
07/06/2022	40980	OVERDRIVE		1003.00 · Pioneer OPERATI...	-1,946.28
07/19/2022	41005	OVERDRIVE		1003.00 · Pioneer OPERATI...	-1,359.16
Total OVERDRIVE					-3,305.44
<b>Paychex</b>					
07/06/2022	PR#14 JUL8	Paychex	#14 PROCESSING CHARGES FOR P/R DATED PR#14 JULY 8...	1003.00 · Pioneer OPERATI...	-238.48
07/08/2022	PR 14 JUL8	Paychex	#14	1003.00 · Pioneer OPERATI...	-31,203.35
07/08/2022	PR 14 JUL8	Paychex	#14	1003.00 · Pioneer OPERATI...	-11,440.72

9:10 AM

08/03/22

Accrual Basis

East Greenbush Community Library  
**Off-Warrant SORTED BY VENDOR**  
 June 29 through August 2, 2022

Date	Num	Name	Memo	Account	Amount
07/20/2022	PR#15 JUL22	Paychex	#15 PROCESSING CHARGES FOR PR#15 7/22/22	1003.00 · Pioneer OPERATI...	-203.17
07/20/2022	PR 15 JUL22	Paychex	#15	1003.00 · Pioneer OPERATI...	-31,170.46
07/20/2022	PR 15 JUL22	Paychex	#15	1003.00 · Pioneer OPERATI...	-11,804.13
08/02/2022	PR 16 AUG 5	Paychex	#16	1003.00 · Pioneer OPERATI...	-28,496.84
08/02/2022	PR 16 AUG 5	Paychex	#16	1003.00 · Pioneer OPERATI...	-10,733.18
08/02/2022	PR#16 AUG05	Paychex	PROCESSING CHARGES FOR P/R #16 8/5/22	1003.00 · Pioneer OPERATI...	-203.17
Total Paychex					-125,493.50
<b>Pitney Bowes, Inc. (supplies)</b>					
07/19/2022	41006	Pitney Bowes, Inc. (supplies)	0015428241 INK FOR POSTAGE METER	1003.00 · Pioneer OPERATI...	-110.98
Total Pitney Bowes, Inc. (supplies)					-110.98
<b>PRESIDIO</b>					
08/01/2022	13	PRESIDIO	EG LIBRARY CONSTRUCTION GRANT FROM 2020	1008.00 · Pioneer CAPITAL ...	-1,984.57
Total PRESIDIO					-1,984.57
<b>PROQUEST LLC</b>					
07/19/2022	41007	PROQUEST LLC	EG LIBRARY ANCESTRY LIBRARY 06/01/22-05/31/23	1003.00 · Pioneer OPERATI...	-697.42
Total PROQUEST LLC					-697.42
<b>Seasons East Lawn Care</b>					
07/19/2022	41008	Seasons East Lawn Care		1003.00 · Pioneer OPERATI...	-6,764.00
Total Seasons East Lawn Care					-6,764.00
<b>SPECTRUM/TIME WARNER CABLE (FIBER OPTIC)</b>					
06/29/2022	40970	SPECTRUM/TIME WARNE...	141867501 FIBER INTERNET	1003.00 · Pioneer OPERATI...	-399.00
08/01/2022	41015	SPECTRUM/TIME WARNE...	141867501 INTANET 7/14/22-8/13/22	1003.00 · Pioneer OPERATI...	-399.00
Total SPECTRUM/TIME WARNER CABLE (FIBER OPTIC)					-798.00
<b>SPECTRUM/TIME WARNER CABLE (TELEPHONE)</b>					
06/29/2022	40971	SPECTRUM/TIME WARNE...	142138101 BUSINESS PHONE LINE	1003.00 · Pioneer OPERATI...	-88.93
08/01/2022	41016	SPECTRUM/TIME WARNE...	142138101 PHONE 7/15/22-8/14/22	1003.00 · Pioneer OPERATI...	-91.97
Total SPECTRUM/TIME WARNER CABLE (TELEPHONE)					-180.90
<b>STAPLES</b>					
07/12/2022	40991	STAPLES		1003.00 · Pioneer OPERATI...	-361.33
Total STAPLES					-361.33
<b>TWIN BRIDGES</b>					
07/12/2022	40992	TWIN BRIDGES	55-8109 1 JULY WASTE/RECYCLING SERVICE	1003.00 · Pioneer OPERATI...	-246.84
Total TWIN BRIDGES					-246.84
<b>UHLS</b>					
07/12/2022	40993	UHLS	EG LIBRARY 3RD QUARTET UHLAN FEES	1003.00 · Pioneer OPERATI...	-7,859.00
Total UHLS					-7,859.00
<b>WEB INSTINCT</b>					
07/19/2022	41009	WEB INSTINCT	EG LIBRARY UPGRADING GOOGLE ANALYTICS	1003.00 · Pioneer OPERATI...	-217.50
Total WEB INSTINCT					-217.50
<b>YMCA</b>					
06/29/2022	40972	YMCA	EG LIBRARY UTILITIES FOR COMMUNITY WAY 04/13/22-05/...	1003.00 · Pioneer OPERATI...	-36.83
Total YMCA					-36.83
<b>TOTAL</b>					<b>-204,747.48</b>

**East Greenbush Community Library  
Warrant Of Bills by Vendor  
For Trustee Review and Approval**

4:28 PM  
August 2, 2022  
Accrual Basis

Date	Num	Name	Memo	Account	Class	Amount
<b>AMAZON.COM CREDIT SERVICES</b>						
06/09/2022	67433748859...	FRIENDS:FR-26 2022 YS SRC \$5...	NATIONAL GEOGRAPHIC ROCKS, FOSSILS & ...	5012.1 · YS Prog...	GIFTS & ...	39.99
06/15/2022	69773349637...	ProgSupp - Childrens \$1,600	SET OF 8 SEA SQUISHMALLOWES	5012.1 · YS Prog...	CERTIFI...	34.90
06/16/2022	44493587679...	ProgSupp - Adults \$1,300 JS	110 YARDS OF GOLD STRING CORD	5012.3 · Adult Pr...	CERTIFI...	7.19
06/20/2022	83367889865...	ProgSupp - Teens \$1,500 JZ	8X10 48 PACK MARDISI PAINTING CANVAS PA...	5012.2 · Teen Pr...	CERTIFI...	36.99
06/20/2022	88839568746...	ProgSupp - Teens \$1,500 JZ	SWEDISH FISH MINI SOFT & CHEWY	5012.2 · Teen Pr...	CERTIFI...	157.46
06/21/2022	47554347436...	ProgSupp - Teens \$1,500 JZ	COMSUN 10 PACK ARTIFICIAL AQUARIUM PLA...	5012.2 · Teen Pr...	CERTIFI...	5.99
06/21/2022	88597375478...	B2 -Adlt. Non-Fic/Local Hist \$10,7...	ESSENTIAL GUIDE TO FEDERAL EMPLOYMEN...	5023.00 · Books	CERTIFI...	151.37
06/22/2022	65486559847...	ProgSupp - Teens \$1,500 JZ	ASSORTED MINATURE SEA ANIMALS	5012.2 · Teen Pr...	CERTIFI...	11.99
06/23/2022	74766757993...	AMAZON.COM CREDIT SERVIC...	4-LENOVO LAPTOP SHOULDER BAGS	5001.00 · Equip...	CERTIFI...	56.44
06/28/2022	66366953668...	B4 -Adult Fic, pbks \$13,500 CS	MEANT TO BE	5023.00 · Books	CERTIFI...	197.01
06/28/2022	98574776565...	B4 -Adult Fic, pbks \$13,500 CS	HORSE	5023.00 · Books	CERTIFI...	41.38
06/29/2022	68755588464...	FRIENDS:FR-04-2021 AD PROG ...	COCKTAIL SHAKER	5012.3 · Adult Pr...	GIFTS & ...	17.79
06/29/2022	98458376457...	BL4 -Large Print \$5,000 CS	THE SUMMER PLACE	5023.00 · Books	CERTIFI...	39.95
06/29/2022	84857584958...	FRIENDS:FR-04-2021 AD PROG ...	PORTABLE PICNIC TABLE	5012.3 · Adult Pr...	GIFTS & ...	35.69
07/02/2022	43883547386...	ACTIVITY KITS \$2,500 JL	YS ACTIVITY KIT SUPPLIES	5012.11 · Activity...	CERTIFI...	61.69
07/04/2022	43963475364...	AMAZON.COM CREDIT SERVIC...	OUTLET COVERS	5023.00 · Books	CERTIFI...	15.98
07/04/2022	64386635569...	B9-JPOP,\$4,000 JL	HOW TO BE A PIRATE	5023.00 · Books	CERTIFI...	23.96
07/07/2022	45846538648...	ProgSupp - Childrens \$1,600	BUBBLE SOLUTION REFILL / BROWN PAPER ...	5012.1 · YS Prog...	CERTIFI...	63.10
07/07/2022	94958958976...	A1 - J Video Games \$1,500 JZ	MY LITTLE PONY: MARETIME BAY	5022.00 · AV Mat...	CERTIFI...	363.31
07/08/2022	44788768949...	A1 - J Video Games \$1,500 JZ	MARIO+RABBIDS KINGDOM BATTLE-NINTEND...	5022.00 · AV Mat...	CERTIFI...	19.93
07/08/2022	88599554353...	GIFTS - RESTRICTED:GIFTS-03-...	JASONWELL AQUA MAGIC DOODLE MAT 40X3...	5011.1 · YS Prog...	GIFTS & ...	19.19
07/09/2022	45478965366...	FRIENDS:FR-21-2022 HOTP \$2,0...	SPARRING PARTNERS	5023.00 · Books	GIFTS & ...	283.32
07/09/2022	89849765889...	ProgSupp - Childrens \$1,600	TUB OF 100 SHARK PENCIL GRIPS	5012.1 · YS Prog...	CERTIFI...	17.11
07/11/2022	53997379873...	ProgSupp - Childrens \$1,600	3-48 SHARK RUBBER BRACELETS	5012.1 · YS Prog...	CERTIFI...	35.97
07/11/2022	45744997947...	B4 -Adult Fic, pbks \$13,500 CS	THE IT GIRL	5023.00 · Books	CERTIFI...	24.99
07/12/2022	96948953493...	FRIENDS:FR-21-2022 HOTP \$2,0...	THE IT GIRL	5023.00 · Books	GIFTS & ...	57.96
07/12/2022	84999937574...	B4 -Adult Fic, pbks \$13,500 CS	MAYBE SOMEDAY	5023.00 · Books	CERTIFI...	21.88
Total AMAZON.COM CREDIT SERVICES						1,842.53
<b>Andrew Edmans</b>						
06/27/2022	176189	Andrew Edmans	WRONG ITEM PAID ON PATRON RECORD/ NE...	5028.00 · Lost an...	CERTIFI...	15.00
Total Andrew Edmans						15.00
<b>B &amp; L CONTROL SERVICE, INC.</b>						
07/28/2022	44021	B & L CONTROL SERVICE, INC.	BT2-PRVLAB BACTERIA DIP SLIDES	5033.02 · Coolin...	CERTIFI...	75.00
Total B & L CONTROL SERVICE, INC.						75.00
<b>BAKER &amp; TAYLOR (ALL ACCTS)</b>						
07/07/2022	H61915360	A5-Adult Music CDs \$500 LK	FREEDOM	5022.00 · AV Mat...	CERTIFI...	10.79
07/08/2022	H61938480	A5-Adult Music CDs \$500 LK	SPECIAL	5022.00 · AV Mat...	CERTIFI...	10.79
07/08/2022	5017820385	B6 -J Non-Fic \$7,035 MC	ABLAZE WITH COLOR A STORY OF PAINTER	5023.00 · Books	CERTIFI...	601.84
07/08/2022	5017820385	Shipping & Processing \$2,600	S&P	5027.00 · Shippi...	CERTIFI...	24.88
07/12/2022	5017853352	B5 -JFic,readers,stepup \$10,000 ...	BATMAN & SCOOBY-DOO MYSTERIES 2	5023.00 · Books	CERTIFI...	17.40
07/12/2022	5017853352	Shipping & Processing \$2,600	S&P	5027.00 · Shippi...	CERTIFI...	0.17
07/18/2022	5017854563	B4 -Adult Fic, pbks \$13,500 CS	BALLAD OF PERILOUS GRAVES	5023.00 · Books	CERTIFI...	77.22
07/18/2022	5017854563	Shipping & Processing \$2,600	S&P	5027.00 · Shippi...	CERTIFI...	11.77
07/21/2022	5017835382	B5 -JFic,readers,stepup \$10,000 ...	ANNE OF WEST PHILLY	5023.00 · Books	CERTIFI...	203.51
07/21/2022	5017835382	B6 -J Non-Fic \$7,035 MC	BEGINNERS WORLD ATLAS	5023.00 · Books	CERTIFI...	33.03
07/21/2022	5017835382	B9-JPOP,\$4,000 JL	BALLET BRUCE	5023.00 · Books	CERTIFI...	25.62
07/21/2022	5017835382	Shipping & Processing \$2,600	S&P	5027.00 · Shippi...	CERTIFI...	18.60
07/21/2022	5017837747	B5 -JFic,readers,stepup \$10,000 ...	SONIC THE HEDGEHOG 2 THE FATE OF DR E...	5023.00 · Books	CERTIFI...	162.63
07/21/2022	5017837747	Shipping & Processing \$2,600	S&P	5027.00 · Shippi...	CERTIFI...	15.61
07/21/2022	5017854506	B5 -JFic,readers,stepup \$10,000 ...	SIR LADYBUG 2: SIR LADYBUG AND THE QUE...	5023.00 · Books	CERTIFI...	40.16
07/21/2022	5017854506	B6 -J Non-Fic \$7,035 MC	DINOSAUR AND OTHER PREHISTORIC CREA...	5023.00 · Books	CERTIFI...	38.16
07/21/2022	5017854506	Shipping & Processing \$2,600	S&P	5027.00 · Shippi...	CERTIFI...	4.32
07/22/2022	5017836928	B4 -Adult Fic, pbks \$13,500 CS	ACTS OF VIOLET	5023.00 · Books	CERTIFI...	292.03
07/22/2022	5017836928	Shipping & Processing \$2,600	S&P	5027.00 · Shippi...	CERTIFI...	48.12
07/25/2022	5017873077	B5 -JFic,readers,stepup \$10,000 ...	SECRET EXPLORERS AND THE HAUNTED CA...	5023.00 · Books	CERTIFI...	39.78
07/25/2022	5017873077	B9-JPOP,\$4,000 JL	MEET ALICE	5023.00 · Books	CERTIFI...	57.26
07/25/2022	5017873077	Shipping & Processing \$2,600	S&P	5027.00 · Shippi...	CERTIFI...	0.97
Total BAKER & TAYLOR (ALL ACCTS)						1,734.66
<b>Brodart</b>						
07/19/2022	B6464556	B4 -Adult Fic, pbks \$13,500 CS	THE 6:20 MAN	5023.00 · Books	CERTIFI...	165.00
07/19/2022	B6464556	Shipping & Processing \$2,600	S&P	5027.00 · Shippi...	CERTIFI...	6.80
07/21/2022	B6465677	B7 -Teen Fic,read list.repl \$3,250 JZ	THE AGATHAS	5023.00 · Books	CERTIFI...	646.20
07/21/2022	B6465677	Shipping & Processing \$2,600	S&P	5027.00 · Shippi...	CERTIFI...	41.30
07/21/2022	B6465678	B8 -Teen Non-fiction \$750 JZ	AMERICAN SHOES: A REFUGEE'S STORY	5023.00 · Books	CERTIFI...	94.89
07/21/2022	B6465678	Shipping & Processing \$2,600	S&P	5027.00 · Shippi...	CERTIFI...	4.90
07/21/2022	B6465679	B3-E picture/board bk \$10,000 JA	BERRY SONG	5023.00 · Books	CERTIFI...	113.87
07/21/2022	B6465679	Shipping & Processing \$2,600	S&P	5027.00 · Shippi...	CERTIFI...	7.00
07/21/2022	B6465680	B3-E picture/board bk \$10,000 JA	THE BIG SLIDE	5023.00 · Books	CERTIFI...	149.34
07/21/2022	B6465680	Shipping & Processing \$2,600	S&P	5027.00 · Shippi...	CERTIFI...	11.20
07/21/2022	B6465682	B6 -J Non-Fic \$7,035 MC	ALEXANDER VON HUMBOLDT	5023.00 · Books	CERTIFI...	211.63
07/21/2022	B6465682	Shipping & Processing \$2,600	S&P	5027.00 · Shippi...	CERTIFI...	12.60

**East Greenbush Community Library  
Warrant Of Bills by Vendor  
For Trustee Review and Approval**

4:28 PM  
August 2, 2022  
Accrual Basis

Date	Num	Name	Memo	Account	Class	Amount
07/21/2022	B6465683	B9-JPOP,\$4,000 JL	THE HAUNTED PUMPKIN PATCH	5023.00 · Books	CERTIFI...	52.58
07/21/2022	B6465683	Shipping & Processing \$2,600	S&P	5027.00 · Shippi...	CERTIFI...	5.60
07/21/2022	B6465684	B3-E picture/board bk \$10,000 JA	BAA, BAA TAP SHEEP	5023.00 · Books	CERTIFI...	15.98
07/21/2022	B6465684	Shipping & Processing \$2,600	S&P	5027.00 · Shippi...	CERTIFI...	0.70
07/21/2022	B6465685	B3-E picture/board bk \$10,000 JA	HOW TO CATCH A CLASSIC PET	5023.00 · Books	CERTIFI...	18.90
07/21/2022	B6465685	Shipping & Processing \$2,600	S&P	5027.00 · Shippi...	CERTIFI...	2.10
07/21/2022	B6465687	B3-E picture/board bk \$10,000 JA	BAD APPLE	5023.00 · Books	CERTIFI...	9.71
07/21/2022	B6465687	Shipping & Processing \$2,600	S&P	5027.00 · Shippi...	CERTIFI...	0.70
07/21/2022	B6465688	B6P -Parenting \$700 AJ	GEORGE GOES TO THE POTTY	5023.00 · Books	CERTIFI...	5.15
07/21/2022	B6465688	Shipping & Processing \$2,600	S&P	5027.00 · Shippi...	CERTIFI...	0.70
07/21/2022	B6465695	B3-E picture/board bk \$10,000 JA	ON THE FIRST DAY OF KINDERGARTEN	5023.00 · Books	CERTIFI...	8.87
07/21/2022	B6465695	Shipping & Processing \$2,600	S&P	5027.00 · Shippi...	CERTIFI...	0.70
07/27/2022	B6468380	B4 -Adult Fic, pbks \$13,500 CS	WEDDINGS IN THE ORCHARD VALLEY	5023.00 · Books	CERTIFI...	6.19
07/27/2022	B6468380	Shipping & Processing \$2,600	S&P	5027.00 · Shippi...	CERTIFI...	2.43
07/28/2022	B6469367	B3-E picture/board bk \$10,000 JA	DISNEY PIXAR TOY STORY 4	5023.00 · Books	CERTIFI...	39.04
Total Brodart						1,634.08
<b>CAMFIL USA, INC.</b>						
07/28/2022	30321558	CAMFIL USA, INC.	AIR FILTERS	5034.03 · Filters	CERTIFI...	749.11
Total CAMFIL USA, INC.						749.11
<b>CENGAGE Learning/GALE</b>						
07/14/2022	78161255	BL4 -Large Print \$5,000 CS	THE HOUSE ACROSS THE LAKE	5023.00 · Books	CERTIFI...	89.57
07/19/2022	78180917	BL4 -Large Print \$5,000 CS	THE IT GIRL	5023.00 · Books	CERTIFI...	80.78
07/20/2022	78187010	BL4 -Large Print \$5,000 CS	SAVVY SHELDON FEELS GOOD AS HELL	5023.00 · Books	CERTIFI...	26.39
07/21/2022	78194678	BL4 -Large Print \$5,000 CS	ONE SHOT HARRY	5023.00 · Books	CERTIFI...	110.36
07/27/2022	78225271	BL4 -Large Print \$5,000 CS	SWITCHBOARD SOLDIERS	5023.00 · Books	CERTIFI...	24.79
Total CENGAGE Learning/GALE						331.89
<b>Crystal Rock</b>						
07/19/2022	17735422 07...	Crystal Rock	14- 5 GALLON JUGS/DELIVERY	5054.30 · Water/...	CERTIFI...	244.76
Total Crystal Rock						244.76
<b>DEMCO</b>						
07/25/2022	7157979	DEMCO	NAME BADGE	5054.00 · Library...	CERTIFI...	22.29
Total DEMCO						22.29
<b>EGCL - Petty Cash</b>						
06/27/2022	5002	EGCL - Petty Cash	YS PIZZA FOR STAFF/SUMMER READING KIC...	5100 · Human R...	CERTIFI...	16.99
07/27/2022	5003	ProgSupp - Teens \$1,500 JZ	CANDY FOR VULUNTEENS	5012.2 · Teen Pr...	CERTIFI...	22.47
07/29/2022	5004	ProgSupp - Teens \$1,500 JZ	POPCORN AND WATER	5012.2 · Teen Pr...	CERTIFI...	16.36
Total EGCL - Petty Cash						55.82
<b>EnvisionWare, Inc.</b>						
06/01/2022	INV-US-60164	EnvisionWare, Inc.	1 YR MAINTENANCE RENEWAL,PC RESERVA...	5002.29 · Softwa...	CERTIFI...	729.98
Total EnvisionWare, Inc.						729.98
<b>Guilderland Public Library</b>						
07/08/2022	588817	Guilderland Public Library	AT NIGHT ONLY	5028.00 · Lost an...	CERTIFI...	13.00
Total Guilderland Public Library						13.00
<b>JAMES JERKINS</b>						
07/18/2022	178885	JAMES JERKINS	STAR WARS-JEDI BATTLES	5028.00 · Lost an...	CERTIFI...	11.99
Total JAMES JERKINS						11.99
<b>MicroMarketing LLC</b>						
07/21/2022	894502	A4-Audbks,CD&playaway \$3000 SD	AURORA	5022.00 · AV Mat...	CERTIFI...	261.25
Total MicroMarketing LLC						261.25
<b>Midwest Tape</b>						
07/15/2022	502392383	A7-Adlt Video/DVD \$8,700 BH	ACCEPTED	5022.00 · AV Mat...	CERTIFI...	121.19
07/26/2022	502439827	A7-Adlt Video/DVD \$8,700 BH	AS OF YET	5022.00 · AV Mat...	CERTIFI...	76.36
07/27/2022	502446318	A7-Adlt Video/DVD \$8,700 BH	FATHER STU	5022.00 · AV Mat...	CERTIFI...	294.42
07/27/2022	502446318	A2-J DVDs \$900 JA	VIVO	5022.00 · AV Mat...	CERTIFI...	23.24
Total Midwest Tape						515.21
<b>NATIONAL BUSINESS TECHNOLOGIES (PA-NEW)</b>						
07/29/2022	77130247	NATIONAL BUSINESS TECHNO...	COPIER 8/1/22-8/31/22	5001.10 · Copiers	CERTIFI...	255.00
Total NATIONAL BUSINESS TECHNOLOGIES (PA-NEW)						255.00
<b>OVERDRIVE</b>						

**East Greenbush Community Library  
Warrant Of Bills by Vendor  
For Trustee Review and Approval**

Date	Num	Name	Memo	Account	Class	Amount
07/19/2022	01080DA222...	M3 -Overdrive \$21,000.00 CS	EBOOKS	5024.00 · Downl...	CERTIFI...	55.00
07/19/2022	01080DA222...	M3 -Overdrive \$21,000.00 CS	EBOOKS/ E AUDIOBOOK	5024.00 · Downl...	CERTIFI...	111.98
07/26/2022	01080DA222...	M3 -Overdrive \$21,000.00 CS	EBOOKS	5024.00 · Downl...	CERTIFI...	27.50
07/28/2022	01080CO222...	M3J - J e-books/e-audio \$2,500 JL	EBOOKS/E AUDIO BOOKS	5024.00 · Downl...	CERTIFI...	573.33
Total OVERDRIVE						767.81
<b>Pitney Bowes Global Financial Services LL</b>						
07/21/2022	3316053998	Pitney Bowes Global Financial Ser...	POSTAGE METER LEASE PERIOD 7/20/22-10/1...	5001.00 · Equip...	CERTIFI...	183.81
Total Pitney Bowes Global Financial Services LL						183.81
<b>RCS Community Library</b>						
07/05/2022	177436	RCS Community Library	HOW TO BUILD A CHILD'S CHARACTER	5028.00 · Lost an...	CERTIFI...	12.95
Total RCS Community Library						12.95
<b>TWIN BRIDGES</b>						
08/01/2022	080122-083122	TWIN BRIDGES	WASTE/RECYCLING SERVICE 8/1/22-8/31/22	5031.3 · Waste/...	CERTIFI...	242.88
Total TWIN BRIDGES						242.88
<b>UHLS</b>						
07/13/2022	22-328	M3H - HOOPLA \$9,600.00	HOOPLA SPENDING QUARTER 3	5024.00 · Downl...	CERTIFI...	2,629.12
Total UHLS						2,629.12
<b>UL3 INCORPORATED</b>						
07/18/2022	66280	UL3 INCORPORATED	ANNUAL SUBSCRIPTION TO TECH-TALK /DAT...	5025.00 · Databa...	CERTIFI...	347.00
Total UL3 INCORPORATED						347.00
<b>William K. Sanford Library</b>						
07/19/2022	679118	William K. Sanford Library	MYKA FINDS HER WAY	5028.00 · Lost an...	CERTIFI...	7.00
07/19/2022	679117	William K. Sanford Library	MYSTERY RANCH	5028.00 · Lost an...	CERTIFI...	15.00
07/19/2022	679119	William K. Sanford Library	VAMPIRES DON'T WEAR POLKA DOTS	5028.00 · Lost an...	CERTIFI...	3.99
Total William K. Sanford Library						25.99
<b>TOTAL</b>						<b>12,701.13</b>



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East Greenbush Community Library

**Profit & Loss Budget vs. Actual 2022**

08/02/22

Voter Approved Budget September 14, 2021

Accrual Basis

	Jan - Dec 22	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4000 · Fines &amp; Fees</b>			
4001.00 · Printing/Fax/Fees	4,245.95	11,500.00	36.9%
4002.00 · General Fines	7,105.05	25,000.00	28.4%
4003.00 · Lost or Damaged	2,006.84	5,000.00	40.1%
<b>Total 4000 · Fines &amp; Fees</b>	13,377.22	41,500.00	32.2%
<b>4100 · Other Income</b>			
4101.00 · Interest & Earnings	149.71	400.00	37.4%
<b>Total 4100 · Other Income</b>	251.28	400.00	62.8%
<b>4200 · Public Funds</b>			
4202.00 · State Aid	470.50	4,700.00	10.0%
4203.00 · East Greenbush	1,770,525.00	1,770,525.00	100.0%
4204.00 · Rensselaer County	1,000.00	250.00	400.0%
4205.00 · Town of Schodack	320,000.00	320,000.00	100.0%
<b>Total 4200 · Public Funds</b>	2,091,995.50	2,095,475.00	99.8%
<b>Total Income</b>	2,106,884.88	2,137,375.00	98.6%
<b>Gross Profit</b>	2,106,884.88	2,137,375.00	98.6%
<b>Expense</b>			
<b>Operating Expenses</b>			
<b>5000 · Technology/Communications</b>			
5001.00 · Equipment	4,415.23	12,000.00	36.8%
5002.00 · IT Hard/Software	14,755.50	15,000.00	98.4%
5003.00 · IT Maint/Service	2,371.82	10,235.00	23.2%
5004.00 · Telecommunications	5,930.15	10,750.00	55.2%
<b>Total 5000 · Technology/Communications</b>	27,472.70	47,985.00	57.3%
<b>5010 · Programming &amp; Planning</b>	4,757.91	11,000.00	43.3%
<b>5020 · Bks &amp; Mat'ls</b>			
5022.00 · AV Materials	8,578.76	16,000.00	53.6%
5023.00 · Books	36,694.50	67,235.00	54.6%
5024.00 · Downloadable Materials	29,296.83	42,465.00	69.0%
5025.00 · Databases	7,195.10	10,200.00	70.5%
5026.00 · Periodicals	1,634.96	5,500.00	29.7%
5027.00 · Shipping & Processing	2,023.04	2,600.00	77.8%
5028.00 · Lost and Paid	227.54	500.00	45.5%
<b>Total 5020 · Bks &amp; Mat'ls</b>	85,650.73	144,500.00	59.3%
<b>5030 · Facilities Expenses</b>			
5031.00 · Contract Maintenance	31,371.97	40,000.00	78.4%
5032.00 · Insurance	2,049.97	29,500.00	6.9%
5033.00 · Phys Plant Repair/Maint/Equip	21,153.68	28,000.00	75.5%
5034.00 · Maintenance Supplies	4,284.75	10,000.00	42.8%
5035.00 · Utilities	24,036.35	26,000.00	92.4%
5036.00 · Water/Sewer/Tax	455.91	3,300.00	13.8%
<b>Total 5030 · Facilities Expenses</b>	83,352.63	136,800.00	60.9%
<b>5040 · Professional Services</b>	31,087.59	50,000.00	62.2%

On this date, the year is 58.6% over

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East Greenbush Community Library

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08/02/22

**Profit & Loss Budget vs. Actual 2022**

Accrual Basis

Voter Approved Budget September 14, 2021

	Jan - Dec 22	Budget	% of Budget
<b>5050 · Operat'ns</b>			
5051.00 · Election	0.00	1,200.00	0.0%
5052.00 · Printing/Marketing	8,339.66	19,000.00	43.9%
5053.00 · Postage/Travel	2,165.92	5,000.00	43.3%
5054.00 · Library/Office Supplies	5,345.36	10,000.00	53.5%
<b>Total 5050 · Operat'ns</b>	<b>15,850.94</b>	<b>35,200.00</b>	<b>45.0%</b>
<b>5100 · Human Resources/Staff Devt</b>			
5101.01 · Prof. Devt/HR/Travel	1,369.97	5,000.00	27.4%
<b>Total 5100 · Human Resources/Staff Devt</b>	<b>1,626.87</b>	<b>5,000.00</b>	<b>32.5%</b>
<b>5200 · Personnel</b>			
5201.00 · Benefits			
5202.00 · Disability	0.00	2,100.00	0.0%
5203.00 · Health Insurance	62,837.08	125,700.00	50.0%
5204.00 · Workers Compensation	9,765.27	13,300.00	73.4%
5205.01 · Social Security Employer	40,050.27	70,894.77	56.5%
5205.02 · Medicare Employer	9,366.64	16,580.23	56.5%
5206.00 · NYSLRS	-436.98	165,560.00	-0.3%
<b>Total 5201.00 · Benefits</b>	<b>121,440.91</b>	<b>394,135.00</b>	<b>30.8%</b>
5250.00 · Salaries	666,722.37	1,143,505.00	58.3%
<b>Total 5200 · Personnel</b>	<b>788,163.28</b>	<b>1,537,640.00</b>	<b>51.3%</b>
<b>6100.00 · Unallocated (Capital Reserve)</b>			
6100.01 · Capital Fund Savings	0.00	169,250.00	0.0%
<b>Total 6100.00 · Unallocated (Capital Reserve)</b>	<b>0.00</b>	<b>169,250.00</b>	<b>0.0%</b>
<b>Total Operating Expenses</b>	<b>1,037,962.65</b>	<b>2,137,375.00</b>	<b>48.6%</b>
<b>Total Expense</b>	<b>1,037,962.65</b>	<b>2,137,375.00</b>	<b>48.6%</b>
<b>Net Ordinary Income</b>	<b>1,068,922.23</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>1,068,922.23</b>	<b>0.00</b>	<b>100.0%</b>

## East Greenbush Community Library

## Balance Sheet

August 3, 2022

As of December 31, 2022

	<u>Dec 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Board Designated Accounts	
1001.00 · Pioneer GIFT & GRANT XXXX0186	41,034.64
1002.00 · Petty Cash Gift & Grant	200.00
1007.00 · Pioneer HURR ACCOUNT XXX244	58,310.11
	<hr/>
Total Board Designated Accounts	99,544.75
Cash, Operating Accounts	
1003.00 · Pioneer OPERATING XXXX0178	101,104.47
1004.00 · Pioneer PUBLIC FINANCE XXXX0...	1,413,410.73
1005.00 · Pioneer FUND BALANCE XXX251	28,493.88
1006.00 · Petty Cash	200.00
	<hr/>
Total Cash, Operating Accounts	1,543,209.08
Reserve, Capital Accounts	
1008.00 · Pioneer CAPITAL RESERVEXXXX...	333,775.75
1009.00 · Pioneer OPER. CONT. RESXXXX02...	184,648.36
	<hr/>
Total Reserve, Capital Accounts	518,424.11
	<hr/>
Total Checking/Savings	2,161,177.94
Other Current Assets	
1010.00 · Register Cash	250.00
	<hr/>
Total Other Current Assets	250.00
	<hr/>
Total Current Assets	2,161,427.94
Fixed Assets	
Fixed Assets	
1500.00 · Building	3,953,382.09
1520.00 · Equipment	172,214.73
1530.00 · Furniture/Fixtures/Equip (FFE)	557,074.52
1540.00 · Land Improvements	647,875.60
1550.00 · Software and Licenses	26,183.06
	<hr/>
Total Fixed Assets	5,356,730.00
Fixed Assets - A/D	
1560.00 · A/D - Building	(1,952,932.73)
1570.00 · A/D - Equipment	(169,322.99)
15780.0 · A/D - Furniture	(551,202.78)
1590.00 · A/D - Land Improvements	(602,790.49)
1595.00 · A/D - Software and Licenses	(26,183.22)
	<hr/>
Total Fixed Assets - A/D	(3,302,432.21)
	<hr/>
1597.00 · Land	248,028.78
	<hr/>
Total Fixed Assets	2,302,326.57
	<hr/>

On this date, the year is 58.6% over.

**East Greenbush Community Library****Balance Sheet****August 3, 2022**

As of December 31, 2022

	<u>Dec 31, 22</u>
<b>TOTAL ASSETS</b>	<b><u>4,463,754.51</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2200.00 · Accounts Payable	(1,325.87)
Total Accounts Payable	(1,325.87)
Total Current Liabilities	(1,325.87)
Total Liabilities	(1,325.87)
Equity	
Retained Earnings	3,460,192.61
Net Income	1,004,887.77
Total Equity	4,465,080.38
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>4,463,754.51</u></b>



## Library Director's Report

August 9, 2022

Submitted by Jill Dugas Hughes

### TOP INITIATIVES

- Budget 2023 Preparation
- Summer Reading Program: Oceans of Possibility! 6/27-8/12
- Reopening Meeting Room Preparation
- Personnel Changes (new hires and anticipated openings)
- Compensation Study
- Farmers Market- Wednesday's 6/8-9/28
- Little Free Library
- Website Improvements
- Instructional Videos (technology) for Public
- Meeting Room AV Installation
- Meeting Room Reopening Preparations

### VISITORS

- JUNE: 2022 June visits increased 28% (10,452) over May and 48% more than June 2021 (7,073)
- JULY: 2022 July visits jumped 7% (11,141) over June and 20% more than July 2021 (9,312). The jump was especially noticeable in the Children's Room which counted 9,530 visitors, almost 3K more visitors to the children's room than June!! Summer Reading is in full swing!
- Before the Summer Reading Program, June daily door counts averages from mid-200s to mid-300s with a rare trip above 400. Since the start of summer reading, door counts have been close to 500 or up in the 600s every day!
- The Teen Area was the busiest it has been all year, with 284 teens using the meeting room A/B teen space in the 16 days it was staffed during June.

### BORROWING

#### JUNE:

- Physical Items: 24,735 items were borrowed in June 2022 (8% more than May 2022 and 14% more than June 2021!
  - Circulation Desk: (22,622) items were circulated in June 2022; an increase of 26% over June 2021 (17,982).
  - Drive-thru: (2,113) items were circulated June 2022; a decrease of 44% (3,744) over last year in June.
- Electronic Content Use: 15,255 (5,034 use of electronic material- Hoopla & Overdrive) and (10,221- database usage). Even though this is a 1% decrease from May 2022, this is a 142% increase over June 2021!

#### JULY:

- Physical Items: 28,358 items were borrowed in July 2022 (15% more than June 2022, but 2% less than July 2022).

- Circulation Desk: (26,206) items were circulated in July 2022; an increase of 14% over July 2021 (22,988). Both checkouts and renewals have increased considerably.
- Drive-thru: (2,152) items were circulated July 2022; a decrease of 24% (2,818) over July 2021.
- Electronic Content Use: 14,931 (5,306 use of electronic material- Hoopla & Overdrive) and (9,625- database usage\* note\* we do not have Consumer Reports stats available yet). This is a 2% decrease from June; however, it is a 59% increase over July 2021!

## FISCAL ACCOUNTABILITY AND STEWARDSHIP

### Business Office:

- The 2021 Audit has been scheduled for August 22-24.

## OPERATIONAL EXCELLENCE AND CULTURE OF LEARNING/GROWTH

### Staff- New Hires/Training/Opening

- We have posted job advertisements for Full-Time Librarian I in Adult Services Department and Part-Time Building Maintenance Worker positions.
- Interviews have begun for Librarian I and we hope to have a new hire formalized within the next two weeks. Despite staffing shortages, the AS department was able to maintain typical output of programs and services. Many thanks to Jody, Barbara, Lauren, Dee, and Laura, and of course, Catherine!
- We have repeatedly heard from interested applicants for the building maintenance position that the posted hourly wage is too low. After discussion with the admin committee, we have decided to increase the wage to the compensation committee's recommended hourly rate for the remainder of 2022. This will impact 2 part-time positions and will have no impact on our personnel budget for 2022 It has already been included in our 2023 budget.

### Web Presence Updates

- Created a website staging site. Web Instinct created a staging site that will allow us to test website changes before pushing them to the live website. They did this free of charge, but to have enough server space, we had to upgrade our hosting plan. Starting January, it will go from \$25/mo. to \$40/mo. This also solves a storage space issue we were having.
- Discovered three platforms with outdated library information that could not be changed without login credentials. Contacted platforms about access.
- Repositioned some content on other pages and created a "Find Your Next Read" landing page with the reader's portal pages as subpages.
- Improved readability of LibraryAware content.
- Updated the look of our weekly eNewsletters with new eye-catching headers made by LibraryAware.
- Discovered an issue with social posts from Tech Tips not showing featured image. Installed AIOSEO to use the open graph feature to fix this. As time allows, we will use the other SEO features on this blog.

- We are working on a solution for web page friendly printing. When printed, our website wastes lots of paper with header and menu information. Tried to add print-friendly functionality, but caching kept breaking it. Consulting Web Instinct to get help.
- Recent webinars have given tools and instructions for improving website accessibility, and we are implementing as many as are reasonably possible.

### Cloud Storage

- Hosting department files on SharePoint caused several unforeseen issues. Exploring possible solutions with Accu-Networks. Continued restructuring of adult services files.

### Gratitude

- We have provided two luncheons for staff (thank you Friends!) to celebrate the mid-way point of a successful and busy Summer Reading Program!

### Collections- New Items

- Audio and visual material such as books on CD, DVDs/Blu-rays, music CDs and video games will now be cataloged and labeled “NEW” for six months as opposed to a year.

## CENTER FOR COMMUNITY CONNECTIONS

### Patron Feedback



Marina Lynne  
May 9 · 🌐

Julian and I spent the morning at the [East Greenbush Community Library](#) while we waited for his doctors appointment. We did a story walk, a scavenger hunt, a sticker puzzle and picked out some awesome books.

I cannot overstate what an asset libraries are to our communities. If you don't spend time at your library and utilize all of their resources--start! If you do, find ways to support them.

Can you imagine how lovely it would be if we have more public, free resources available in our communities? 😊

---

*“For the last two years just when you thought it couldn't get worse, it did. My oasis through all of this has been the library and everyone who works here....”*

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### Little Free Library

- Two Little Free Libraries have been installed. Added to Little Free Library National Registry. Purchased signs and logo plate. LFL registry, purchase signs & logo plate. Official kick-off TBD. Thank you Camie and Jamie for all your work on this project!

### Meeting Room A/B AV Installation

- The Web conferencing installation in Meeting Rooms A/B is almost complete. Projector and sound system have been installed. Unfortunately, we needed to remove the ceiling mounted drop down screen due to design challenges in the ceiling. We have decided to paint the walls instead with a special paint designed for projection systems.

### Meeting Rooms

- We've been talking about opening the meeting rooms for months, but now we're really getting close! Training sessions for the check-in/check-out procedure, as well as AV (refresher course + new tech) will be held throughout September, and we plan to open the rooms to the public in October. There is a third training for entering reservations into the event calendar when they are happening the same day, but we aren't opening for same-day reservations yet. That training will be delayed while people get comfortable with the other meeting room procedures.
- Variety of tasks including refining procedure, staff training, finishing room setup/replacement for tables at service desks.

#### What's New Highlights

- Making a Reservation
- Need a UHLS card in good standing to reserve a room. The cardholder that reserved the room must present that card to library staff on the day of the event before access will be granted.
- Requests may not be made more than two months (60 days) in advance. (12 in the previous 12 months – rolling calendar).
- Reservations can be made online up to 7 days before. After that...
- Reservations closer than 7 days: If Kathy is in the building, forward to her. If not, reservations will be entered in Library Market by staff – to be approved by Kathy. There is a paper form for applicant to sign that also gets forwarded to Kathy. No guarantees on availability.
- Same day reservations will be available (two hours at a time), documented with a spreadsheet on the intranet. At first, this will only be the Hurr room. Will expand to all rooms as capacity allows.
- Equipment must be reserved at the time of application, or it may not be available on the day of the reservation. Changes to an equipment request must be requested no less than 7 days before the event. Last-minute requests depend on staff capacity.
- No deposit necessary for users who wish to have food and drink during their event.
- Fees may be assessed for users who leave the room in a state that requires maintenance intervention before the next user (mess, damage, etc.). Cleaning supplies will be available upon request. There is a form for appealing a charge.
- Reservation setup time can start no earlier than 30 minutes after the library opens. Users must finish cleaning up and vacate the room no later than 30 minutes before the library closes.

#### Also New

- We have new equipment to offer - Lifesize share (wireless projector connection for any room) and Hurr has its own AV, with more improvements planned soon. (Improved AV in A/B, speakerphone, teleconference equipment).



- All documentation and applications will be online. There are new forms and logs, all available in the meeting room section of the intranet for staff. The policy and procedure documents are also available here.
- There is a meeting room FAQ on the website: <https://eglibrary.org/about/services/meeting-room-faq>
- Both circulation and reference staff will be involved in reservations, check-in/check-out, and equipment setup. Patrons can go to either desk for assistance. YS staff will also be trained to assist as needed.
- Susan Bell will be training to assist Kathy with Meeting Room Coordinator duties.
- Clipboard for each room with info for the patron. Patrons will use it to record attendance and alert staff to any cleaning/damage issues when they turn it back in.
- We have a user survey online (or paper, by request). Survey link is noted on the clipboard.
- No more weekly printouts at the service desks. We have an at-a-glance view in our calendar for the current day (that can be advanced), linked in the meeting room section of the intranet.
- Cleaning supplies and vacuum will be available by request in the unlocked janitor closet.

#### What Is the Same

- Only nonprofit/community interest groups can reserve the room for events that are free and open to the public. However, job interviews, telehealth, study groups, and similar activities are acceptable, even if not open to the public.
- Users are not allowed to sell or derive sales from events, unless granted permission by the Director.
- Users are responsible for their own setup and cleanup (except library tech)
- Reservations may be cancelled by the library if the room is needed for library use.
- Cancellations
- The library should be notified of a cancellation as soon as possible. There is a link in the confirmation email to cancel the reservation or the user can call the library.

## LIFELONG CURIOSITY, IMAGINATION AND LEARNING

### Farmers Market – Wednesday's 6/8-9/28

This year's vendors include:

- |   |                               |
|---|-------------------------------|
| • Albany Distilling Co.                       | • Grafton Mountain Soap Works |
| • Carol's To Go                               | • Homemade Jams & Jellies     |
| • Chillin' Grillin' Cheese Food Truck         | • Kona Ice of Clifton Park    |
| • Cooper's Daughter Spirits at Olde York Farm | • Mort's Maple                |
| • Designs, Services, & Collections            | • The Nut Lady                |
| • Euro Deli                                   | • Vine & Fig Farm             |
| • Faith, Love, Unlimited                      | • Ward Micro Farm             |
|   | • Webb's Goldcrest Farm       |

Thank you to the Friends of the Library who have been hosting book sales at the Farmers Market.

Interestingly, our busiest days for foot traffic inside the library are typically Tuesdays. Once the market began Tuesdays and Wednesdays have become our busiest days.

### **Wireless Wednesdays Transitions to Book a Librarian**

- Despite major interest in WW, attendance is low. Bringing back BAL will allow staff to work with patrons to find a mutually agreeable time, decreasing wasted time for all parties. We are opening BAL up to all UHLS cardholders in good standing.

### **Instructional Videos Highlighting Digital Resources**

- Based on feedback from the Winter Reading Program, we are creating instructional videos for our YouTube channel and writing corresponding Tech Tips posts. Coordinated marketing push. TU done. CR done. Beanstack registration done, NoveList done. Ancestry and Tech-Talk in progress.

### **Summer Reading Program (SRP) June 27-Aug. 12- Oceans of Possibility**

#### **FOR KIDS & TEENS**

- This summer we are reading to earn badges! Kids and teens can earn virtual badges by reading and completing activities, and then visit the library to pick up a matching button to add to their very own reading ribbon!
- Each completed badge will also earn an entry into our end-of-summer raffles, with kid's prizes featuring favorite characters, popular books, and more! Teens will have a variety of themed raffles to choose from as well, including interests such as anime, art, and gaming! Challenge registration began on June 27th.
- Our youth events this summer will include story times, crafts, and STEM programs. Tweens & teens will also have events especially for them — cupcake decorating, crafts, tie-dye, and more!
- We continued outdoor story times in June while concentrating on preparing for the summer reading program.
- Our new library assistants did a great job of decorating the Children's Room for the Oceans of Possibilities theme, complete with a coral reef, jellyfish, and a school of rainbow fish throughout the entire room.
- Youth Services staff had a meeting on June 7th to get everyone up to speed on our Summer Reading Challenge.
- Molly visited four elementary schools in June to get the word out about Summer Reading, presenting at a school-wide assembly at Genet, and appearing on the morning video announcements at Bell Top, Green Meadow, and Red Mill.
- We also worked with the Goff school media specialist to let interested students know about our Summer Volunteer Program.
- Jenna conducted four trainings in June for teens entering grades 8 and up who wished to participate in our Volunteer Program.
- Chicken Incubation Project- The highlight of July was our chicken incubation project -- environmental educator George Steele presented a program teaching the children about the chicken life cycle, and we spent several weeks faithfully turning eggs and checking the temperature and humidity levels in our incubator. After much stress over several power outages and how it affected the eggs, we ended up with 7 healthy chicks, who stayed in the Children's Room for about a week after they hatched. Children enjoyed seeing them at the library and on our online chick cam. They were picked up at the end of July and are now living on George Steele's farm.
- The Summer Reading program is a success, with hundreds of children and teens participating in both our events and our reading challenge. A full 2022 Summer Reading wrap-up will be included in the August report.

**FOR ADULTS**

- Adults can use Beanstack to read and earn raffle entries too! This year there are two ways to participate: Reading Log and Activities. Each will earn you raffle tickets that can be entered into the end-of-challenge prize drawings. To master the Summer Reading Challenge and automatically be entered into our grand prize raffle, complete all 12 activities and log at least 5 books.
- Enjoy a summer full of great events for adults, including music performances, crafting, trivia, book chats, tech help, and, of course, the Library/YMCA Farmers Market!
- Challenge registration began on June 27th. For adults who do not wish to participate online, traditional paper game cards will be available in the library beginning June 27th.

**FOR STAFF**

- The staff edition has the same activities/reading categories as for patrons. And this year, you can choose to participate in Beanstack or with a paper card! Staff are competing for two gift cards: \$25 to Target or \$25 to Salsa Latina restaurant.

**JUNE Library Sponsored Programs:****Teens (ages 12-18): 5 programs; 23 sessions, 387 attendees**

- Anime Club: 6 participants
- Cupcake Bash: 19 participants
- Summer Volunteer Training: 4 sessions; 51 participants
- Teen Hangout Space: 16 days; 284 participants
- Summer Reading Challenge: 27 participants

**Children (ages 0-5): 10 programs; 14 sessions, 670 attendees**

- Take & Make- Toolbox: 80 participants
- Take & Make- Slinky Dog: 84 participants
- Take & Make- Jellyfish: 69 participants
- Outdoor Storytime: 5 programs; 239 participants
- Indoor Storytime: 47 participants
- Playtime: 32 participants
- Car Seat Check with EG Police: 12 participants
- Farmers Market Crafts: 61 participants
- Book Bundles- 3 participants
- 1000 Books Before Kindergarten- 43 participants

**Children (ages 6-11): 6 programs; 976 attendees**

- Chicken Incubation-Meet a Rooster and Hen: 48 participants
- Take & Make- Mask: 93 participants
- Take & Make- Rainbow: 90 participants
- Genet Assembly: 450 participants
- Scavenger Hunt: 182 participants
- Summer Reading Challenge: 113 participants

**Adults: 14 programs; 23 sessions; 293 attendees; attendance not captured at 4 events**

- ENL: English as a New Language: 3 programs; 10 participants
- Greenbush Garden Club- Birding 101: 27 participants
- AARP Smart Driver Class: 27 participants
- Wednesday Night Book Chat (Facebook): 4 programs; 67 participants
- Presentation: NYS Museum, Connie Frisbee Houde, Curator of the Clothing and Textile Collection "Unveiled Wedding Wear in 19<sup>th</sup> & 20<sup>th</sup> Century New York: 22 participants

## August 9, 2022 Board Meeting

- Virtual Program: Feel Empowered with These Mobile Phone Techniques; Tech Talk: attendance not captured
- Underground Railroad Movement & Emancipation History hosted by Paul and Mary Liz Stewart, Co-founders of Underground Railroad Education Center: 15 participants
- “We Who Believe in Freedom” a Virtual Community Conversation with Dr. Alice Green, Founder of The Center for Law and Justice and Paul Grondahl, Director of the New York State Writers Institute at the University of Albany; attendance not captured
- Monday Morning Book Discussion: 11 participants
- Monday Evening Book Discussion: 4 participants
- Outdoor Concert- Band of Gold: 106 participants
- "Wireless Wednesday" Drop-In Tech Help in the Library: 2 programs, 4 participants
- Farmers’ Market: 4 days; attendance not captured
- The Secret Power of Pinterest and How You Could Be Using This Tool, Virtual Presentation: attendance not captured

**JULY Library Sponsored Programs:****Teens (ages 12-18): 7 programs; 152 attendees**

- Summer Reading Challenge: 65 participants
- Recycled Book Bags: 20 participants
- Aquarium Night Lights: 19 participants
- Mad Science Polymers: 17 participants
- Breakout: 13 participants
- Anime Night: 10 participants
- Teen Movie: 8 participants

**Children (ages 0-5): 13 programs; 23 sessions, 1,316 attendees**

- Take & Make- Otter: 90 participants
- Take & Make- I Spy Bag: 97 participants
- Outdoor Storytime: 4 sessions; 134 participants
- Indoor Storytime: 4 sessions; 246 participants
- Pajama Storytime: 31 participants
- Playtime: 4 sessions; 229 participants
- Music Together: 2 sessions; 69 participants
- Messy Monday: 41 participants
- Friday Fun Under the Tent: 3 sessions; 199 participants

- Messy Monday: 2 sessions; 73 participants
- Bread Bonanza: 34 participants
- Book Bundles- 12 participants
- 1000 Books Before Kindergarten- 61 participants

**Children (ages 6-11): 16 programs; 25 sessions; 1,812 attendees**

- Silent Wings: 55 participants
- Building Club: 2 sessions; 74 participants
- Take & Make- Treasure Hunt: 101 participants
- Chicken Candling: 37 participants
- Farmers Market Crafts: 4 sessions; 113 participants
- Dirtmeister: 46 participants
- Magic Show: 58 participants
- Breakout: 8 participants
- Saturday Fun Under the Tent: 3 sessions; 117 participants
- Uncharted Wild Reptile Show: 2 sessions; 160 participants

- Take & Make- Starfish Wand: 105 participants
- Mad Science-Walloping Weather: 2 sessions, 61 participants
- Ocean Painting: 2 programs; 54 participants
- Pirate School: 41 participants
- Scavenger Hunt: 569 participants
- Summer Reading Challenge: 213 participants

**Adults: 10 programs; 22 sessions; 265 attendees; attendance not captured at 6 events**

- ENL: English as a New Language: 5 sessions 16 participants
- Name That Opera: 20 participants

- Creating Highly Effective Videos with Narration & Animated Clips (Virtual); attendance not captured
- Wednesday Night Book Chat (Facebook): 4 sessions; 75 participants
- Outdoor Concert- Hot Vox Trio: 90 participants
- Outdoor Concert (Jazz)- Musicats: 47 participants
- "Wireless Wednesday" Drop-In Tech Help in the Library: 2 sessions; 4 participants
- Adult Craft: DIY Bulletin Board: 13 participants
- Take Your Canva Designs to the Next Level (Virtual): attendance not captured
- Farmers' Market: 4 days; attendance not captured

Respectfully Submitted,  
Jill Dugas Hughes, Director



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Personnel Memo

August 9, 2022

*Submitted by Jill Dugas Hughes*

Resignation:

N/A

Termination:

N/A

Classification Change:

N/A

Provisional Appointment:

N/A

Current Open/Unfilled Positions:

Senior Library Clerk, Part-Time (5/26/2020)

Library Clerk, Part-Time (3/27/2022)

Library Clerk, Part-Time (4/27/2022)

Librarian I, Part-Time (7/11/2022)- currently interviewing

Building Maintenance Worker, Part-Time (8/29/2022)- job posted

Other:

Building Maintenance Worker Hourly Wage Change; effective August 1, 2022: \$14.20 per hour



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## Annual Library Highlights

### 2021 By the Numbers

- Open 2,444 hours and hosted 82,002 visitors in (2021)
- Library staff circulated 339,051 items, the highest circulation per capita in Albany and Rensselaer Counties! (2021)
- 16,294 people joined our in-person programming virtual events
- 3,415 used a public computer
- 10,699 connected to the fiber internet network wirelessly
- 104,00 people visited the library's website.

### 2<sup>nd</sup> PLACE Times Union "Best of 2022" - Best Public Library in Region!

- For the second year in a row!

### WINNER! "Upper Hudson Library System Adult Program of the Year"

- Recognized for unique "Pen to Pandemic Program: as a creative and cathartic outlet, invited submissions for original short stories set locally during Covid-19 pandemic. Working with several community partners, a team of judges selected the winning entries, which were published in the New Authors Journal. All submissions were collected and published in an original book entitled Pen to Pandemic: A Community Anthology from the Time of Covid-19, copies of which were presented to all contributors and of course added to the library's collection!



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## Library District 2023 Draft Budget

Goal(s): Maintain Services, Long-Term Sustainability, Transparency to Community, Fine Free!

- 2023 budget was prepared with an eye towards long-term sustainability while still supporting library efforts to innovate and evolve
- Includes ALL sources of funds, including those which were previously managed outside of the yearly budget approved by voters.
- Budget focuses on achieving goals outlined in strategic plan
- Supports provision of vibrant physical and virtual spaces
- Developing diverse collections and programs
- Investing in secure technology
- Supporting staff who will help the goals become a reality
- The library will become Fine Free in January, eliminating most late fees for returning items late, joining 25+ other Upper Hudson Library System Libraries as Fine Free.

Increased Tax Impact on Average Homeowner less than \$10

- Proposed **tax levy of \$1,867,757** will have a slight increase for homeowners. The estimated annual increase for the average East Greenbush homeowner is **\$9.45**, which is **\$0.79 per month**.

Projected Revenue

- Total revenues (including contracts, fees, gifts, grants, and interest) are projected at \$2,332,682, \$195,307 more than last year.
- Nearly half of the increase reflects an accounting method change, as part of the Library Board's commitment to transparency to the community
- In previous years, there were numerous fund accounts; all expenditures were approved by library board, but the only fund approved by voters was the operating fund. New accounting methodology proposed for 2023 budget put for voter approval includes all fund accounts (both operating and reserve)

Mitigating Financial Impact of Significant Facility Expenses in Near Future

- In 2020, library building bond was paid in full. Since then, library board has prioritized the replenishment of reserve accounts to maintain the long-term financial health of the library.
- Saving incrementally to help mitigate financial impact of major, nonrecurring, or unforeseen expenditures on the library's annual operating budget.
- \$100,000 is budgeted to transfer to the Library's Reserve funds which are used for both expected and unexpected Capital Repairs, included maintenance/repair of the Road (Community Way), roof, and HVAC system.





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### Library District 2023 Draft Budget

INCOME		Budget 2022 OPERATING INCOME	Proposed 2023 OPERATING & RESERVE INCOME
	Library District Tax	\$1,770,525	<b>\$1,876,757***</b>
	Library Charges	\$41,500	<b>\$8,300 (Fine Free)</b>
	Donations	*	<b>\$3,500</b>
	Grants	*	<b>\$25,000</b>
	Interest	\$400	<b>\$425</b>
	Contract for Service- Schodack	\$320,000	<b>\$339,200</b>
	Rensselaer County	\$250	<b>\$11,000</b>
	State Aid	\$4,700	<b>\$5,500</b>
	Federal Aid	\$0	<b>\$0</b>
	Transfer from Gift/Grant and Hurr Reserves	*	<b>\$20,000 (restricted multi-year) 26,000 (non-restricted)</b>
	Transfer from Capital Reserves	*	<b>\$17,000</b>
<b>TOTAL Income</b>		<b>\$2,137,375</b>	<b>\$2,332,682</b>
EXPENDITURES		Budget 2022 OPERATING EXPENDITURES	Proposed 2023 OPERATING & RESERVE EXPENDITURES
	Technology/Communication	\$47,985 **	<b>\$68,121</b>
	Programming & Planning	\$11,000 **	<b>\$16,900</b>
	Books & Materials	\$144,500 **	<b>\$157,715</b>
	Facilities	\$136,800 **	<b>\$192,506</b>
	Professional Services	\$50,000 **	<b>\$75,350</b>
	Library Operations	\$35,200	<b>\$31,050</b>
	Human Resources/Staff Dev't	\$5,000	<b>\$5,000</b>
	Salaries & Benefits	\$1,537,640	<b>\$1,669,039</b>
	Reserve Funds (Bond and/or Capital Expenditures)	\$0 **	<b>\$17,000</b>
	Transfer to Reserves (capital savings)	\$169,250	<b>\$100,000</b>
<b>TOTAL Expenditures</b>		<b>\$2,137,375</b>	<b>\$2,332,681</b>
<p>* NOT INCLUDED IN 2022 VOTER APPROVED BUDGET DUE TO ACCOUNTING METHODOLOGY DIFFERENCE. NEW ACCOUNTING METHODOLOGY PROPOSED FOR 2023 INCLUDES BOTH OPERATING AND RESERVE FUND ACCOUNTING IN PUBLIC VOTER APPROVED BUDGET</p> <p>** ONLY OPERATING EXPENDITURES INCLUDED IN 2022 VOTER APPROVED BUDGET DUE TO ACCOUNTING METHODOLOGY DIFFERENCE. THE NEW ACCOUNTING METHODOLOGY PROPOSED FOR 2023 INCLUDES BOTH OPERATING AND RESERVE FUND ACCOUNTING IN THE PUBLIC VOTER APPROVED BUDGET</p> <p>***TAX IMPACT ON AVERAGE HOMEOWNER: \$9.45 INCREASE/ \$0.79 PER MONTH</p>			