



# AGENDA

Board of Trustees

June 18, 2024

7:00pm

***Vision***

*To serve as the central hub where people feel welcome, supported in learning, and connected to community and one another.*

***Mission***

*We inspire learning, imagination, collaboration, and compassion by providing our community with equitable access to resources in a welcoming environment.*

**Notice is hereby given that a meeting of the Library Board of Trustees will be held in person on Tuesday, June 18, 2024 at 7:00 p.m.**

**Members of the Public can view the meeting via Live Stream on the Library’s YouTube Account:**

<https://www.youtube.com/user/eglibrary>

Meetings of the Library Board are open to the public under provisions of the New York State Open Meeting Law. To submit public comment, you may attend in person or send an email with your comments to be read aloud, to Library Director, Jill Dugas Hughes at [director@eglibrary.org](mailto:director@eglibrary.org). Please contact the Director for additional information or to request an accommodation.

1.	<b>Call to Order/Review of Agenda • (5 min)</b> Welcome and Ground Rules	Mari Harris A.
2.	<b>Public Comment • (15 min)</b>	Mari Harris
3.	<b>Approval of Minutes • (5 min)</b> ➤ <b>MOTION</b> to approve the minutes of the <b>May 21, 2024</b> , Library Board Meeting.	Camie Engel B.
4.	<b>Treasurer’s Reports • (10 min)</b> Treasurer’s Report Narrative  Off Warrant (May 11, 2024 – June 7, 2024) ➤ <b>MOTION</b> to accept the Off Warrant in the amount of <b>\$118,849.35</b> for the period of 5/11/2024 – 6/7/2024 as presented.  Warrant (May 11, 2024 – June 7, 2024) ➤ <b>MOTION</b> to authorize the President to sign the Warrant dated 5/11/2024 – 6/7/2024 in the amount of <b>\$54,843.38</b> .  Financials (43.4% of the year over) • Budget vs. Actual 2024 (1/1/2024 – 6/7/2024) • Balance Sheet (6/7/2024) ➤ <b>MOTION</b> to approve the 6/7/2024 Financials with 43.4% of the year completed as presented.	Katie Sheehan C.  D.  E.  F.  G.
5.	<b>Committee Reports • (10 min)</b> Administrative Committee Services Committee – N/A Budget Committee ➤ <b>MOTION</b> to exceed the tax cap in 2025	Katie Sheehan H.  Katie Sheehan

	<ul style="list-style-type: none"> <li>➤ MOTION to approve the preliminary 2025 operating budget in the amount of \$2,595,600 to be presented at the public hearing on Tuesday, July 23, 2024 at 6:30 p.m.</li> </ul>	Katie Sheehan I.
6.	<b>Director’s Report • (10 min)</b>	Jill Dugas Hughes J.
7.	<b>Personnel Memorandum • (0 min)</b>	Jill Dugas Hughes
8.	<b>Liaison Reports • (15 min)</b> Friends of the Library Town of East Greenbush Rensselaer County Upper Hudson Library System	Julie Ann Price Jim McHugh Tom Grant Camie Engel
9.	<b>New Business • (5 min)</b> Friends’ MOU <ul style="list-style-type: none"> <li>➤ MOTION to authorize the director to sign the FOEGCL MOU</li> </ul>	Mari Harris K.
10.	<b>Unfinished Business • (5 min)</b> Facilities Work Group Update	Michael Poost
11.	<b>Executive Session • (15 min)</b> <ul style="list-style-type: none"> <li>➤ MOTION to enter executive session to discuss a contract</li> <li>➤ MOTION to exit executive session</li> </ul>	Mari Harris
12.	<b>Adjourn</b> <ul style="list-style-type: none"> <li>➤ MOTION to adjourn the 6/18/2024 Library Board Meeting.</li> </ul>	Mari Harris

**Upcoming Board & Committee Meetings:**

**Monday, July 1, 2024**

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

**Tuesday, July 23, 2024**

- 6:30-7:00 PM Public Hearing; 2025 Draft Budget
- 7:00-9:00 PM Library Board Meeting

## Board of Trustees Meeting Ground Rules

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



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Library Board of Trustees Meeting  
May 21, 2024, in person, livestreamed, and recorded

**ATTENDEES:**

*Presiding Officers:*

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

*Excused:*

- Amanda Miller, Trustee

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

- Jill Dugas Hughes, Library Director
- Jenna Schmonsky, Administrative Assistant (exited 7:45 p.m.)

A Library Board of Trustees meeting of the East Greenbush Community Library was held on May 21, 2024, at the East Greenbush Community Library and was livestreamed. It began at 7:02 p.m. and was presided over by Mari Harris, President with Camie Engel as Secretary. The meeting was recorded.

**CALL TO ORDER:**

- M. Harris called the Library Board of Trustees meeting to order at 7:02 p.m.

**REVIEW OF AGENDA:**

**PUBLIC COMMENT:**

- There was no public comment.

**APPROVAL OF MINUTES:**

- **MOTION #2024-05-38:** C. Engel made the motion to accept the minutes from the April 16, 2024, Library Board meeting. Seconded by M. Poost. The motion was carried with 6 in favor, none opposed.



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**TREASURER’S REPORT:**

K. Sheehan presented the financials. We remain in good financial standing. There were different amounts this month as the financials are now being submitted a week ahead in order to have the reports for the board packet.

- **MOTION #2024-05-39:** K. Sheehan made a motion to accept the Off-Warrant in the amount of **\$169,198.80** for the period of April 9 through May 10, 2024. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.
- **MOTION #2024-05-40:** K. Sheehan made a motion to authorize the President to sign the Warrant for the period of April 9 through May 10, 2024, in the amount of **\$32,338.12**. Seconded by M. Poost. The motion was carried with 6 in favor, none opposed.
- **MOTION #2024-05-41:** K. Sheehan made a motion to approve the May 10, 2024, Financials with 35.8% of the year completed. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.

**Budget Committee Status Update**

- The committee has been meeting to discuss the budget. Meeting number 4 is scheduled for May 30 from 3:00-4:30 p.m. Some areas of discussion are, contract with Schodack, reorganization of staffing due to retirement, possible hiring of an Assistant Director, cost of living adjustment, adding to programming line, and possible health insurance buyout. A draft of the budget will be presented on June 18 to the full Board. The budget presentation will be presented to the public on July 23 at the public hearing.

**COMMITTEE REPORTS:**

**Administrative:** N/A

**Services:** N/A

**DIRECTOR’S REPORT:**

J. Dugas Hughes highlighted the following from the April Director’s Report:

- The library is planning for the Summer Reading Program.
- Capital Project committee continues to meet with architect and the construction manager advisor.
- Interest rates on financials have significantly increased to 3.3% this month.

**PERSONNEL MEMORANDUM:** N/A



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**LIAISON REPORTS:**

**Friends of the Library:** N/A

**Town of East Greenbush:**

- M. Harris read from a written notice provided by Town Board Member, J. McHugh, of a public hearing on June 12 at 6:00 p.m. at the Town Hall regarding a local law regulating the towing of vehicles from private property in the Town of East Greenbush.

**Rensselaer County:** N/A

**Upper Hudson Library System:**

- C. Engel reported that Schenectady County Public Library System (SCPLS) will be separating from the Mohawk Valley Library System within six months from March 2024. The UHLS board voted to explore SCPLS’s request to join the UHLS catalog and delivery service. More discussion and analysis are underway.
- UHLS Annual Celebration is June 12 at the Albany Country Club. Awards will be given to the volunteer of the year and trustee of the year.

**NEW BUSINESS:**

- M. Harris announced that the Memorial Day parade starts at 10:00 a.m. on Saturday, May 25. A few library staff and board members will be participating.
- M. Harris thanks the library for the recruitment efforts in search of Trustees.

**UNFINISHED BUSINESS:**

**NYS Comptroller’s Annual Financial Report**

- **MOTION #2024-05-42:** C. Pensabene made a motion to approve the Annual Financial Report for the fiscal period 1/1/2023 through 12/31/2023 to the Office of the New York State Comptroller, as submitted on 4/30/2024. Seconded by M. Poost. The motion was carried with 6 in favor, none opposed.

**Facilities Work Group Update**

- The group has met consistently and is in the process of reviewing documents with the Construction Manager Advisor, Wainschaf Associates. The target date for bidding is at the end of the month.



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**Retirement**

- M. Poost announced his retirement from the Board of Trustees at the East Greenbush Community Library. The July Board meeting will be his last meeting, completing 32 years of service. The Board of Trustees congratulated M. Poost and thanked him for everything he has done on the Board. The library will honor M. Poost in August.

**Vacancy**

- There was discussion on whether to fill M. Poost's vacancy or to operate with a six-member board until elections take place in September to fill two vacancies.

**EXECUTIVE SESSION:**

Ms. Harris indicated the need to discuss contracts. J. Schmonsky was excused from the meeting.

- **MOTION #2024-05-43:** M. Harris made a motion to enter executive session for the purpose of discussing contracts at 7:45 p.m. Seconded by M. Poost. The motion was carried with 6 in favor, none opposed.
- **MOTION #2024-05-44:** M. Harris made a motion to exit executive session at 9:09 p.m. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.

**ADJOURN:**

- **MOTION #2024-05-45:** Motion to adjourn the May 21, 2024, Board meeting was made by M. Poost at 9:09 p.m. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Camie Engel, Secretary

### Treasurer's Report:

Katie presents financials for May 11, 2024 through June 7, 2024.

The library is in good financial standing:

- Total bank accounts are 7.03% above our 2023 total for Board Designated, Cash/Operating, and Reserve/Capital accounts.
- Total assets are 2.06% higher than 2023.
- We have taken in 98.69% of our total revenue for 2024.
- 43.4% of the year is complete, and the grand total of expenditures is 36.81% of the total budget.
- The only outliers in subcategories are Programming & Planning at 50.25%, Books and Materials at 51.30% and Professional Services at 48.70% of the total budget.
- Total Operating Expenses are at 38.62% of the total budget.

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

- \$2,113.78 will be paid to Amazon for various purchases.
- \$1,243.37 will be paid to Baker & Taylor for the purchase of books.
- \$3,112.39 will be paid to Brodart for books.
- \$2,393.72 will be paid to Friends of the East Greenbush Library, for credit card receipts collected on behalf of the Friends (membership, bags, raffles).
- \$11,670.00 will be paid to Hyman Hayes Associates for exterior renovation architectural work (capital expense).
- \$1,000.00 will be paid to Jeff Boyer for youth programming.
- \$3,735.14 will be paid to Overdrive for adult ebooks and audiobooks.
- \$1,643.05 will be paid to Proquest for Ancestry Library.
- \$3,518.00 will be paid to Seasons East Lawn Care for salting and plowing of Community Way and the parking lot as well as lawn care.
- \$13,109.79 will be paid to Tag Solutions for Information Technology services and replacement server.

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

- \$4,436.70 was paid to Bank of America for various purchases.
- \$10,173.54 was paid to CDPHP for health insurance.
- \$1,497.20 was paid to MVP for health insurance.
- \$1,510.97 was paid to National Grid for utilities.
- Two payments of \$1,488.33 were paid to NYS Deferred Comp.
- \$1,749.43 was paid to NYSLRS for retirement.
- \$260.11, \$12,796.97, \$36,000.44, \$252.37, \$12,343.69, and \$34,328.68 were paid for payrolls #11 and #12..

Motions:

- Motion to accept the Off-Warrant in the amount of \$118,849.35 for the period of May 11, 2024 through June 7, 2024, as presented.
- Motion to authorize the president to sign the Warrant for the period of May 11, 2024 through June 7, 2024, in the amount of \$54,843.38.
- Motion to approve the June 7, 2024 Financials with 43.4% of the year completed, as presented.



### Presentation of Draft 2025 Budget to the Board

- The budget committee feels that the draft budget honors the objectives adopted during the strategic planning and capital improvement processes.
  - Staffing:
    - 3% Cost of Living Allowance (COLA)
    - Addition of a full-time Assistant Director (Librarian 3)
    - Internal reorganization: upgrades for Principal Clerk and Information Technology Support Specialist, and, upgrade part-time Clerk to full-time Clerk
  - Preserve reserves: \$145,000 transfer to Capital Reserves (increased from \$109,850 in 2024)
  - Programming & Planning: \$34,700 allotted (increased from \$24,200 in 2024)
- The contribution from Schodack was discussed at length, and meetings have taken place with Schodack in an effort to reach an equitable agreement.
  - We included a contribution of \$487,956 from Schodack with an asterisk because this amount is not yet confirmed and may change.
- We are proposing a 4.2% increase in the tax levy.
  - \$250,000 home will have a \$6.44 increase from last year's total
  - \$2.29 increase from 3.2% to 4.2%
- Other highlights:
  - We have gifts and grants that have not been spent.
  - Friends are in good financial standing.
  - Capital projects will be funded with matching grants.
  - Reallocation of funding has led to higher yield interest payments.
- Next steps:
  - July 23, 2024: Public Hearing at 6:30
  - September 17, 2024 Budget Vote

# East Greenbush Community Library

Off-Warrant (May 11- June 7, 2024)

NAME	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
<b>Cash, Operating Accounts</b>				
1003.00 Pioneer OPERATING XXXX0178				
Absolute Fire Protection LLC	05/22/2024	42290		-575.00
Aflac	05/23/2024	42301	NBY22	-415.98
BOA CARD SERVICES	06/05/2024	42303	CORP ACCOUNT 1924	-2,436.70
CDPHP	05/22/2024	42291	10002870	-10,173.54
CHARTER COMMUNICATIONS (FIBER OPTIC)	05/22/2024	42292	141867501	-399.00
CHARTER COMMUNICATIONS (TELEPHONE)	05/22/2024	42293	142138101	-41.16
GUARDIAN	05/22/2024	42298	00 575836 DENTAL & VISION	-452.56
MVP	05/22/2024	42294	GROUP ID 426827	-1,497.20
Nationalgrid	05/22/2024	42299	34370-88011	-1,510.97
New York State Deferred Comp.	05/22/2024	42300	Plan#0045420	-1,488.33
New York State Deferred Comp.	06/03/2024	42302	Plan#0045420	-1,488.33
New York Times	05/22/2024	42295	871100947	-334.72
NYSLRS	05/31/2024	MAY 2024	NYSLRS for MAY 2024	-1,749.43
Paychex	05/22/2024	PR# 11; 5/24/24	PROCESSING CHARGES FOR PAYROLL #11 DATED 5/24/24	-260.11
	05/24/2024	PR# 11; 5/24/24	PR#11	-36,000.44
	05/24/2024	PR# 11; 5/24/24	PR#11	-12,796.97
	06/07/2024	PR# 12; 6/7/24	PR#12	-34,328.68
	06/07/2024	PR# 12; 6/7/24	PR#12	-12,343.69
Paychex	06/07/2024	PR# 12, 6/7/24	PROCESSING CHARGES FOR PAYROLL #12 DATED 6/7/24	-252.37
Record	05/22/2024	42296	9038741	-271.45
VERIZON WIRELESS	05/22/2024	42297	542647307-00001	-32.72
<b>Total for 1003.00 Pioneer OPERATING XXXX0178</b>				<b>\$118,849.35</b>
<b>Total for Cash, Operating Accounts</b>				<b>\$118,849.35</b>

# East Greenbush Community Library

## Warrant of Bills by Vendor (May 11 - June 7, 2024)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Albany Public Library 518-449-3380				
Albany Public Library	05/24/2024	289030	*****5919 LOST/PAID BOOK	7.00
<b>Total for Albany Public Library</b>				<b>\$7.00</b>
Amazon Capital Services				
Amazon Capital Services	05/08/2024	11PH-LNPT-1NGX	A3DG71IHROMNJM TEEN FICTION BOOKS	43.33
Amazon Capital Services	05/12/2024	1KF1-6P7H-V3WN	A3DG71IHROMNJM YS PROGRAM SUPPLIES	70.80
Amazon Capital Services	05/13/2024	1K3C-X1F4-6KYV	A3DG71IHROMNJM ADULT FICTION BOOKS	168.66
Amazon Capital Services	05/13/2024	1K3C-X1F4-6L1R	A3DG71IHROMNJM ADULT FICTION BOOKS	143.13
Amazon Capital Services	05/14/2024	17N7-GFR6-DKJN	A3DG71IHROMNJM J VIDEO GAME	29.98
Amazon Capital Services	05/15/2024	1HCC-D4YP-LY4D	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	93.63
Amazon Capital Services	05/15/2024	1W3R-M7X6-MCJL	A3DG71IHROMNJM TEEN FICTION BOOKS	42.07
Amazon Capital Services	05/15/2024	17TM-KTTH-QLHX	A3DG71IHROMNJM ADULT FICTION BOOKS	47.98
Amazon Capital Services	05/15/2024	1KDL-PT11-TG7W	A3DG71IHROMNJM YS PROGRAM SUPPLIES	417.23
Amazon Capital Services	05/21/2024	1JNY-Q3JG-3RNG	A3DG71IHROMNJM YS DEPT.	9.99
Amazon Capital Services	05/21/2024	1MQX-Q7ND-WDPG	A3DG71IHROMNJM YS VIDEO GAME	39.99
Amazon Capital Services	05/22/2024	1DLD-QHCF-6RWT	A3DG71IHROMNJM YS YOTO AUDIO MUSIC PLAYER	119.94
Amazon Capital Services	05/22/2024	16FM-94DQ-6Y99	A3DG71IHROMNJM YS SRPS	38.37
Amazon Capital Services	05/25/2024	1GNN-VYYX-FF6X	A3DG71IHROMNJM ADULT PROGRAM SUPPLIES	49.79
Amazon Capital Services	05/28/2024	1N3J-H3JN-7KWT	A3DG71IHROMNJM YS SUPPLIES	40.28
Amazon Capital Services	05/28/2024	13LM-3JNW-CNQY	A3DG71IHROMNJM YS VIDEO GAME	24.99
Amazon Capital Services	05/29/2024	1RDY-F3Y9-GMC1	A3DG71IHROMNJM YS SRPS	10.66
Amazon Capital Services	06/02/2024	1PVJ-94LL-GKYT	A3DG71IHROMNJM ADULT HOT OFF THE PRESS BOOKS	221.44
Amazon Capital Services	06/02/2024	1G1J-3NMP-HKXG	A3DG71IHROMNJM YS PROGRAM SUPPLIES	56.08
Amazon Capital Services	06/02/2024	13TG-NN6Q-KHLK	A3DG71IHROMNJM YS AUDIOBOOKS	40.44
Amazon Capital Services	06/02/2024	1N4Y-HN9G-KFC6	A3DG71IHROMNJM YS FAM ENGAGEMENT	131.40
Amazon Capital Services	06/03/2024	1QDW-MDKM-1PDJ	A3DG71IHROMNJM YS SPRS	133.46
Amazon Capital Services	06/04/2024	1143-TJVW-6M46	A3DG71IHROMNJM YS SRPS	176.03
Amazon Capital Services	05/15/2024	1DM3-611J-LYYQ	A3DG71IHROMNJM VENDOR CREDIT FOR INVOICE# 1MDD-WN3N-3NT4 DVD KILLERS OF THE MOON	-35.89
<b>Total for Amazon Capital Services</b>				<b>\$2,113.78</b>
ASSA ABLOY (formerly Besam) 378-8170				
ASSA ABLOY (formerly Besam)	05/05/2024	SCI 76914	120046 QUARTERLY JUNE-AUGUST MAIN ENTRANCE DOORS	241.01
<b>Total for ASSA ABLOY (formerly Besam)</b>				<b>\$241.01</b>
BAKER & TAYLOR (ALL ACCTS)				
BAKER & TAYLOR (ALL ACCTS)	05/08/2024	5018897103	309318 L026683 3 B00000 J FICTION PICTURE BOOKS	132.59
BAKER & TAYLOR (ALL ACCTS)	05/08/2024	5018891648	309318 L026683 3 B00000 J POP & PICTURE FICTION BOOKS	95.90
BAKER & TAYLOR (ALL ACCTS)	05/15/2024	5018903916	309318L821363 3 B0000 ADULT NON-FICTION BOOKS	264.64
BAKER & TAYLOR (ALL ACCTS)	05/22/2024	5018934815	309318 L430452 3 B00000 J FICTION PICTURE BOOK	9.09
BAKER & TAYLOR (ALL ACCTS)	05/28/2024	5018939797	309318 L660753 3 B00000 ADULT GN BOOKS	138.70
BAKER & TAYLOR (ALL ACCTS)	05/30/2024	5018936161	309318 L026683 3 B00000 J FICTION PICTURE BOOKS	63.07

## East Greenbush Community Library

### Warrant of Bills by Vendor (May 11 - June 7, 2024)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
ACCTS)				
BAKER & TAYLOR (ALL ACCTS)	05/30/2024	5018924370	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	247.03
BAKER & TAYLOR (ALL ACCTS)	06/03/2024	5018943556	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	289.82
BAKER & TAYLOR (ALL ACCTS)	06/04/2024	5018954141	309318 L430452 3 B00000 J BOARD BOOK	2.53
<b>Total for BAKER &amp; TAYLOR (ALL ACCTS)</b>				<b>\$1,243.37</b>
BASH PARTIES				
BASH PARTIES	05/14/2024	07032024	EGCL TEEN PROGRAM	300.00
<b>Total for BASH PARTIES</b>				<b>\$300.00</b>
Brodart				
800-233-8467				
Brodart	05/06/2024	639660	317481 LIBRARY SUPPLIES	51.47
Brodart	05/09/2024	B6788049	3105614 J PARENTING BOOKS	66.84
Brodart	05/10/2024	B6788513	3105613 J FICTION BOOKS	122.75
Brodart	05/10/2024	B6788905	3105613 J FICTION BOOKS	22.01
Brodart	05/10/2024	6788903	3105613 J POP FICTION BOOKS	16.40
Brodart	05/10/2024	B6788735	3105613 J POP FICTION BOOKS	33.08
Brodart	05/10/2024	B6788904	3105613 J POP FICTION BOOKS	16.40
Brodart	05/15/2024	B6790656	3105612 J FICTION BOOKS	17.55
Brodart	05/15/2024	B6790605	3105612 J FICTION BOOKS	11.84
Brodart	05/18/2024	B6792044	310561B ADULT FICTION BOOK	16.72
Brodart	05/18/2024	B6792043	310561B ADULT FICTION BOOKS	223.78
Brodart	05/18/2024	B6792046	310561B ADULT NON-FICTION BOOK	20.74
Brodart	05/18/2024	B6792045	B6792045 ADULT FICTION BOOK	17.30
Brodart	05/21/2024	B6793551	3105612 J FICTION BOOKS	144.79
Brodart	05/21/2024	B6793650	3105613 J FICTION BOOK	8.20
Brodart	05/21/2024	B6793270	3105613 J POP FICTION BOOKS	15.16
Brodart	05/21/2024	B6793441	3105612 J NON-FICTION BOOKS	70.44
Brodart	05/22/2024	B6794310	3105612 J POP FICTION BOOKS	19.98
Brodart	05/22/2024	B6794314	3105612 J FICTION BOOKS	22.02
Brodart	05/22/2024	B6794307	3105612 J POP FICTION BOOKS	39.44
Brodart	05/22/2024	B6794316	3105612 J FICTION BOOKS	42.92
Brodart	05/22/2024	B6794294	3105612 J FICTION READER BOOKS	77.84
Brodart	05/22/2024	B6794315	3105612 J FICTION BOOK	9.29
Brodart	05/22/2024	B6794313	3105612 J FICTION BOOK	11.01
Brodart	05/22/2024	B6794146	3105614 J PARENTING BOOK	16.70
Brodart	05/23/2024	B6794885	3105612 J POP FICTION BOOKS	250.96
Brodart	05/23/2024	B6794888	3105612 J FICTION BOOK	8.13
Brodart	05/23/2024	B6794877	3105612 J PARENTING BOOKS	22.01
Brodart	05/23/2024	B6794886	3105612 TEEN NON-FICTION BOOKS	25.45
Brodart	05/23/2024	B6794899	3105612 J FICTION PICTURE BOOKS	29.71
Brodart	05/23/2024	B6794881	3105612 TEEN FICTION BOOKS	117.40
Brodart	05/23/2024	B6794898	3105612 J POP FICTION BOOKS	117.47
Brodart	05/28/2024	B6796174	3105612 J FICTION PICTURE BOOK	11.35
Brodart	05/30/2024	B6797517	310561B ADULT FICTION BOOKS	53.61
Brodart	05/30/2024	B6797652	310561B ADULT FICTION BOOKS	267.94
Brodart	05/30/2024	B6797432	310561B ADULT FICTION BOOKS	17.87
Brodart	05/30/2024	B6797516	310561B ADULT FICTION BOOKS	50.73

## East Greenbush Community Library

### Warrant of Bills by Vendor (May 11 - June 7, 2024)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	05/31/2024	B6798219	3105612 J BOARD BOOKS	45.21
Brodart	06/04/2024	B6799521	3106512 TEEN FICTION BOOKS	408.19
Brodart	06/04/2024	B6799462	3105612 J FICTION PICTURE BOOKS	571.69
<b>Total for Brodart</b>				<b>\$3,112.39</b>
Capital Security 479-7122				
Capital Security	05/15/2024	191620	EGCL ANNUAL ALARM INSPECTION CONTRACT 6/1/24-5/31/25 & NETWORK/CELLULAR MONITORING 6/1/24-6/30/24	423.00
<b>Total for Capital Security</b>				<b>\$423.00</b>
CENGAGE Learning/GALE 877-201-3962 opt 2				
CENGAGE Learning/GALE	05/07/2024	84266193	124198 ADULT LP BOOKS	63.18
CENGAGE Learning/GALE	05/09/2024	84277713	124198 ADULT LP BOOK	30.39
CENGAGE Learning/GALE	05/12/2024	84287781	124198 ADULT LP BOOK	29.59
CENGAGE Learning/GALE	05/22/2024	84357555	124198 ADULT LP BOOKS	29.59
CENGAGE Learning/GALE	05/23/2024	84364989	124198 ADULT LP BOOKS	57.57
CENGAGE Learning/GALE	05/28/2024	84394672	124198 ADULT LP BOOKS	107.20
CENGAGE Learning/GALE	05/28/2024	84394869	124198 ADULT LP BOOKS	27.20
CENGAGE Learning/GALE	05/28/2024	84394505	124198 ADULT LP BOOKS	24.80
CENGAGE Learning/GALE	05/29/2024	84403513	124198 ADULT LP BOOK	29.59
<b>Total for CENGAGE Learning/GALE</b>				<b>\$399.11</b>
DEMCO 800-752-7614 act.rece				
DEMCO	05/21/2024	7486655	710162791 OPERATIONS/OUTREACH	111.52
DEMCO	05/23/2024	7488018	710162791 BOOK PROCESSING SUPPLIES	252.10
<b>Total for DEMCO</b>				<b>\$363.62</b>
EBSCO 201-569-2500 ext.25				
EBSCO	05/29/2024	9254896	TN-F-63848-00 ADULT PERIODICALS	560.54
<b>Total for EBSCO</b>				<b>\$560.54</b>
ECF DATA 702-780-7903				
ECF DATA	05/21/2024	INV-04283-B5T3S6	EGCL MICROSOFT 365 A3 FOR FACULTY BILLING CYCLE21 MAY 2024-MAY 2025	69.60
<b>Total for ECF DATA</b>				<b>\$69.60</b>
EGCL - Petty Cash				
EGCL - Petty Cash	05/21/2024	5016	EGCL CRAFT SUPPLIES YS PROGRAM SUPPLIES	8.20
EGCL - Petty Cash	05/05/2024	5015	EGCL TEEN PROGRAM SUPPLIES	8.55
<b>Total for EGCL - Petty Cash</b>				<b>\$16.75</b>
ERIK BARRAGAN				
ERIK BARRAGAN	05/20/2024	072724	EGCL BILINGUAL MUSICAL SHOW YS PROGRAM	175.00
<b>Total for ERIK BARRAGAN</b>				<b>\$175.00</b>
FRIENDS OF THE EG LIBRARY				
FRIENDS OF THE EG LIBRARY	06/06/2024	010123-05132024	EGCL SQUARE CREDIT CARD REIMBURSMENT	2,393.72
<b>Total for FRIENDS OF THE EG LIBRARY</b>				<b>\$2,393.72</b>
Guilderland Public Library 456-2400				
Guilderland Public Library	05/24/2024	241877	*****2277 LOST/PAID AUDIOBOOK	14.99

# East Greenbush Community Library

## Warrant of Bills by Vendor (May 11 - June 7, 2024)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
<b>Total for Guilderland Public Library</b>				<b>\$14.99</b>
HILL & MARKES, INC. 888-427-7022				
HILL & MARKES, INC.	05/09/2024	2902575-00	6258 MAINTENANCE SUPPLIES	397.95
<b>Total for HILL &amp; MARKES, INC.</b>				<b>\$397.95</b>
HOME DEPOT				
HOME DEPOT	05/20/2024	7023214	**** ** 8313 PLUMBING CAP & FLIP TOGGLE BOLTS AND WASHER FOR MOUNTING TV.	21.67
<b>Total for HOME DEPOT</b>				<b>\$21.67</b>
HYMAN HAYES ASSOCIATES				
HYMAN HAYES ASSOCIATES	04/30/2024	24008-01	24008 EGCL-PHASE 1- EXTERIOR RENOVATIONS NYS Construction Grant 0386-25-0514	11,670.00
<b>Total for HYMAN HAYES ASSOCIATES</b>				<b>\$11,670.00</b>
JEFF BOYER PRODUCTIONS				
JEFF BOYER PRODUCTIONS	05/10/2024	06282024	EGCL YS PROGRAM	1,000.00
<b>Total for JEFF BOYER PRODUCTIONS</b>				<b>\$1,000.00</b>
JENNIFER LANTIER-NOVELLI				
JENNIFER LANTIER-NOVELLI	05/20/2024	062124	EGCL YOGA FOR LITTLES YS PROGRAM	100.00
JENNIFER LANTIER-NOVELLI	05/28/2024	0712-0722-0802 2024	EGRN YS PROGRAMS	150.00
<b>Total for JENNIFER LANTIER-NOVELLI</b>				<b>\$250.00</b>
JIM CLARK COMMUNITY PERFORMANCE FUND				
JIM CLARK COMMUNITY PERFORMANCE FUND	03/14/2024	06272024- 07112024	EGCL YS PROGRAM	525.00
<b>Total for JIM CLARK COMMUNITY PERFORMANCE FUND</b>				<b>\$525.00</b>
JOYCE PERRY				
JOYCE PERRY	05/30/2024	07132024	EGRN YS PROGRAM	350.00
<b>Total for JOYCE PERRY</b>				<b>\$350.00</b>
LANE PRESS				
LANE PRESS	05/22/2024	3176	402 SUMMER READING FLYER	289.00
LANE PRESS	05/22/2024	3173	402 UHLAN PATRON REGISTRATION FORM CARD	127.00
<b>Total for LANE PRESS</b>				<b>\$416.00</b>
Maxine Bleiweis & Associates 203-645-0134				
Maxine Bleiweis & Associates	05/14/2024	2024-13	EGCL EXECUTIVE CONSULTING SERVICES	600.00
<b>Total for Maxine Bleiweis &amp; Associates</b>				<b>\$600.00</b>
MicroMarketing LLC 1-800-229-9887				
MicroMarketing LLC	05/16/2024	953531	1233 ADULT AUDIOBOOK ON CD	39.94
<b>Total for MicroMarketing LLC</b>				<b>\$39.94</b>
Midwest Tape 1-800-875-2785				
Midwest Tape	05/06/2024	505436451	2000001825 ADULT DVDS	221.17
Midwest Tape	05/16/2024	505468771	2000001825 ADULT DVDS	70.47
Midwest Tape	05/21/2024	505503887	2000001825 ADULT AND J DVDS	56.22
Midwest Tape	05/29/2024	505545190	2000001825 ADULT & J DVDS	77.97
Midwest Tape	05/29/2024	505544998	2000001825 ADULT DVDS	130.43
<b>Total for Midwest Tape</b>				<b>\$556.26</b>
NATIONAL BUSINESS TECH. (ALBANY)				

# East Greenbush Community Library

## Warrant of Bills by Vendor (May 11 - June 7, 2024)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
NATIONAL BUSINESS TECH. (ALBANY)	05/20/2024	IN613138	EG00 COPIES	232.10
<b>Total for NATIONAL BUSINESS TECH. (ALBANY)</b>				<b>\$232.10</b>
NICK ELIOPULOS				
NICK ELIOPULOS	05/23/2024	080624	EGCL MINECRAFT WRITING YS PROGRAM	100.00
<b>Total for NICK ELIOPULOS</b>				<b>\$100.00</b>
Norman Rockwell Museum 413-298-4100				
Norman Rockwell Museum	05/29/2024	MP 2024	EGRN MUSEUM PASS 2024	100.00
<b>Total for Norman Rockwell Museum</b>				<b>\$100.00</b>
Olana Partnership 518-751-6857				
Olana Partnership	05/29/2024	MP 2024	EGRN MUSEUM PASS 2024	150.00
<b>Total for Olana Partnership</b>				<b>\$150.00</b>
OPRHP-CRAILO STATE HISTORIC SITE				
OPRHP-CRAILO STATE HISTORIC SITE	05/09/2024	9-2024-MAR	EGCL 2024 MUSEUM PASS	25.00
<b>Total for OPRHP-CRAILO STATE HISTORIC SITE</b>				<b>\$25.00</b>
OVERDRIVE 216-573-6886 ext.212				
OVERDRIVE	05/13/2024	01080CO24146598	1080-0012 ADULT EAUDIOBOOKS	1,057.43
OVERDRIVE	05/13/2024	01080CO24146577	1080-0012 ADULT EBOOKS	564.96
OVERDRIVE	05/14/2024	01080CO24148146	1080-1012 13-AUDLT EAUDIOBOOKS	922.06
OVERDRIVE	05/14/2024	01080CO24148148	1080-1012 14- ADULT EBOOKS	720.69
OVERDRIVE	05/21/2024	01080DA24155419	1080-0012 2- ADULT EAUDIOBOOKS	140.50
OVERDRIVE	05/21/2024	01080DA24155970	1080-1012 2- ADULT EAUDIOBOOKS	171.00
OVERDRIVE	05/28/2024	01080DA24161756	1080-1012 ADULT EBOOK	55.00
OVERDRIVE	05/28/2024	01080DA24161451	1080-0012 ADULT EBOOK & EAUDIOBOOK	103.50
<b>Total for OVERDRIVE</b>				<b>\$3,735.14</b>
PLANETARIUM ADVENTURES				
PLANETARIUM ADVENTURES	05/14/2024	07172024	EGCL YS PROGRAM	440.00
<b>Total for PLANETARIUM ADVENTURES</b>				<b>\$440.00</b>
PLAYAWAY PRODUCTS LLC (877) 893-0808				
PLAYAWAY PRODUCTS LLC	05/14/2024	461992	EGCL J PLAYAWAY	172.46
<b>Total for PLAYAWAY PRODUCTS LLC</b>				<b>\$172.46</b>
Proquest 1-800-521-0600				
Proquest	06/01/2024	70845264	166537 ANCESTRY LIBRARY 06/01/24-5/31/25	1,643.05
<b>Total for Proquest</b>				<b>\$1,643.05</b>
REBECCA BEERS				
REBECCA BEERS	05/14/2024	072424	EGCL INTRODUCTION TO TAROT ADULT/TEEN PROGRAM	160.00
<b>Total for REBECCA BEERS</b>				<b>\$160.00</b>
RESERVE ACCT. (POSTAGE METER)				
RESERVE ACCT. (POSTAGE METER)	05/23/2024	ELECTION 2024	41651340 ELECTION 2024 MAILING POSTAGE METER REFILL	250.00
<b>Total for RESERVE ACCT. (POSTAGE METER)</b>				<b>\$250.00</b>
SCHOLASTIC				

# East Greenbush Community Library

## Warrant of Bills by Vendor (May 11 - June 7, 2024)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
SCHOLASTIC	05/17/2024	60542132	4253413 I SURVIVED THE GREAT CHICAGO FIRE, 1871 YS GIVEAWAY BOOKS	11.75
<b>Total for SCHOLASTIC</b>				<b>\$11.75</b>
SCHUYLER MANSION				
SCHUYLER MANSION	05/09/2024	MP 2024	EGCL 2024 MUSEUM PASS	25.00
<b>Total for SCHUYLER MANSION</b>				<b>\$25.00</b>
SCIENCE CHEF				
SCIENCE CHEF	05/21/2024	07052024	EGCL-3-SCIENCE CHEF YS PROGRAMS	597.00
<b>Total for SCIENCE CHEF</b>				<b>\$597.00</b>
Seasons East Lawn Care 732-2276 new 8.07				
Seasons East Lawn Care	05/07/2024	13526	EGCL SALTING & SNOW PLOWING (3) COMMUNITY WAY 4/3/24-4/4/24	242.00
Seasons East Lawn Care	05/07/2024	13525	EGCL SALTING (2) AND SNOW PLOWING PARKING LOT (2) 4/3/24-4/4/24	790.00
Seasons East Lawn Care	05/10/2024	13551	EGCL LAWN CARE SERVICE	2,486.00
<b>Total for Seasons East Lawn Care</b>				<b>\$3,518.00</b>
STAPLES 1-877-826-7755				
STAPLES	05/30/2024	6003343323	1008052 OFFICE SUPPLIES	37.02
STAPLES	05/31/2024	6003402965	1008052 OFFICE SUPPLIES	48.26
<b>Total for STAPLES</b>				<b>\$85.28</b>
TAG SOLUTIONS, LLC (518) 292-6510				
TAG SOLUTIONS, LLC	04/30/2024	51727	21743 REPLACEMENT SERVER	10,476.79
TAG SOLUTIONS, LLC	06/01/2024	30629367	21743 IT MANAGED SERVICES 6/1/24-6/30/24	2,633.00
<b>Total for TAG SOLUTIONS, LLC</b>				<b>\$13,109.79</b>
TERRY GORDON				
TERRY GORDON	03/14/2024	080124	EGCL JAZZ CONCERT W/ARCH STANTON QUARTET ADULT PROGRAM	400.00
<b>Total for TERRY GORDON</b>				<b>\$400.00</b>
THE WILD CENTER				
THE WILD CENTER	05/29/2024	MP 2024	EGRN MUSEUM PASS 2024	90.00
<b>Total for THE WILD CENTER</b>				<b>\$90.00</b>
TIMES UNION (SUBSCRIPTION) 454-5015				
TIMES UNION (SUBSCRIPTION)	05/20/2024	061624-081124	140026351 SUBSCRIPTION RENEWAL 06/16/24-8/11/24	144.00
<b>Total for TIMES UNION (SUBSCRIPTION)</b>				<b>\$144.00</b>
TRI-STATE NATURAL FOOD PRODUCTS INC.				
TRI-STATE NATURAL FOOD PRODUCTS INC.	05/08/2024	07/31/2024	EGCL YS,AS & TEENS PROGRAM	650.00
<b>Total for TRI-STATE NATURAL FOOD PRODUCTS INC.</b>				<b>\$650.00</b>
TWIN BRIDGES 518-282-5600				
TWIN BRIDGES	06/01/2024	JUNE 2024	55-8109 1 WASTE & RECYCLING 6/1/24-6/30/24	257.71
<b>Total for TWIN BRIDGES</b>				<b>\$257.71</b>
UHLS				
UHLS	05/14/2024	24-242	EGRN 500 PLASTIC UHLAN CARDS	70.00



## East Greenbush Community Library

### Warrant of Bills by Vendor (May 11 - June 7, 2024)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
UHLS	05/23/2024	24-258	EGRN RIF BOOKS	522.45
UHLS	05/31/2024	24-267	EGRN UHLS ANNUAL CELEBRATION 6/12/24	200.00
<b>Total for UHLS</b>				<b>\$792.45</b>
UNCHARTED WILD				
UNCHARTED WILD	06/01/2024	0702-0719-0726-2024	EGRN YS PROGRAMS	825.00
<b>Total for UNCHARTED WILD</b>				<b>\$825.00</b>
William K. Sanford Library				
William K. Sanford Library	05/17/2024	288088	0000481479 LOST/PAID	7.99
William K. Sanford Library	05/17/2024	288087	0000480647 LOST/PAID	10.99
William K. Sanford Library	05/17/2024	288086	0000459595 LOST/PAID	8.99
William K. Sanford Library	05/17/2024	288090	0000491940 LOST/PAID ITEM	18.00
William K. Sanford Library	05/17/2024	288089	0000471682 LOST/PAID	17.99
William K. Sanford Library	05/17/2024	288085	0000425900 LOST/PAID	4.99
<b>Total for William K. Sanford Library</b>				<b>\$68.95</b>
<b>TOTAL</b>				<b>\$54,843.38</b>

**Note**

Payment Approved / /

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

# East Greenbush Community Library

## Budget vs. Actuals: 2024 Voter Approved Budget - FY24 P&L

January 1 - June 7, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
4000 Library Charges	6,888.33	13,500.00	-6,611.67	51.02 %
4100 Other Income/Interest	17,316.70	2,000.00	15,316.70	865.84 %
4200 Public Funds	2,261,623.12	2,277,625.00	-16,001.88	99.30 %
4400.00 Restricted Income (G/G)	32,050.00	35,000.00	-2,950.00	91.57 %
4401.00 Non-Restricted Income (G/G)	2,125.76	1,500.00	625.76	141.72 %
4990.00 Transfer from Reserve(s)		21,125.00	-21,125.00	
<b>Total Revenue</b>	<b>\$2,320,003.91</b>	<b>\$2,350,750.00</b>	<b>\$ -30,746.09</b>	<b>98.69 %</b>
<b>GROSS PROFIT</b>	<b>\$2,320,003.91</b>	<b>\$2,350,750.00</b>	<b>\$ -30,746.09</b>	<b>98.69 %</b>
<b>Expenditures</b>				
CAP Long-Term Savings		109,850.00	-109,850.00	
<b>Operating Expenses</b>				
5000 Technology/Communications	37,461.16	96,650.00	-59,188.84	38.76 %
5010 Programming & Planning	12,159.64	24,200.00	-12,040.36	50.25 %
5020 Bks & Mat'ls (Collections)	81,620.77	159,100.00	-77,479.23	51.30 %
5030 Facilities Expenses	42,700.90	143,300.00	-100,599.10	29.80 %
5040 Professional Services	31,166.06	64,000.00	-32,833.94	48.70 %
5050 Operat'ns	10,610.44	37,425.00	-26,814.56	28.35 %
5100 Human Resources/Staff Devt	1,308.03	6,500.00	-5,191.97	20.12 %
5200 Personnel	648,366.45	1,709,725.00	-1,061,358.55	37.92 %
<b>Total Operating Expenses</b>	<b>865,393.45</b>	<b>2,240,900.00</b>	<b>-1,375,506.55</b>	<b>38.62 %</b>
<b>Total Expenditures</b>	<b>\$865,393.45</b>	<b>\$2,350,750.00</b>	<b>\$ -1,485,356.55</b>	<b>36.81 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$1,454,610.46</b>	<b>\$0.00</b>	<b>\$1,454,610.46</b>	<b>0.00%</b>
<b>Other Expenditures</b>				
<b>Reserve Funds</b>				
Capital Expenditures	11,670.00		11,670.00	
<b>Total Reserve Funds</b>	<b>11,670.00</b>		<b>11,670.00</b>	
<b>Total Other Expenditures</b>	<b>\$11,670.00</b>	<b>\$0.00</b>	<b>\$11,670.00</b>	<b>0.00%</b>
<b>NET OTHER REVENUE</b>	<b>\$ -11,670.00</b>	<b>\$0.00</b>	<b>\$ -11,670.00</b>	<b>0.00%</b>
<b>NET REVENUE</b>	<b>\$1,442,940.46</b>	<b>\$0.00</b>	<b>\$1,442,940.46</b>	<b>0.00%</b>

**Note**

On this date, the year is 43.4% over

# East Greenbush Community Library

## Balance Sheet

As of June 7, 2024

	TOTAL			
	AS OF JUN 7, 2024	AS OF JUN 7, 2023 (PY)	CHANGE	% CHANGE
<b>ASSETS</b>				
Current Assets				
Bank Accounts				
Board Designated Accounts				
1001.00 Pioneer GIFT & GRANT XXXX0186	96,265.85	60,745.87	35,519.98	58.47 %
1002.00 Petty Cash Gift & Grant	200.00	200.00	0.00	0.00 %
1007.00 Pioneer HURR ACCOUNT XXX244	58,795.19	58,379.07	416.12	0.71 %
<b>Total Board Designated Accounts</b>	<b>155,261.04</b>	<b>119,324.94</b>	<b>35,936.10</b>	<b>30.12 %</b>
Cash, Operating Accounts				
1003.00 Pioneer OPERATING XXXX0178	101,372.19	130,357.37	-28,985.18	-22.24 %
1004.00 Pioneer PUBLIC FINANCE XXXX0194	1,639,642.53	1,326,851.74	312,790.79	23.57 %
1005.00 Pioneer FUND BALANCE XXX251	55,909.11	326,505.65	-270,596.54	-82.88 %
1006.00 Petty Cash	200.00	200.00	0.00	0.00 %
<b>Total Cash, Operating Accounts</b>	<b>1,797,123.83</b>	<b>1,783,914.76</b>	<b>13,209.07</b>	<b>0.74 %</b>
Reserve, Capital Accounts				
1008.00 Pioneer CAPITAL RESERVE XXXX0228	604,600.81	500,458.75	104,142.06	20.81 %
1009.00 Pioneer OPER. CONT. RES XXXX0210	391,189.45	388,420.87	2,768.58	0.71 %
<b>Total Reserve, Capital Accounts</b>	<b>995,790.26</b>	<b>888,879.62</b>	<b>106,910.64</b>	<b>12.03 %</b>
<b>Total Bank Accounts</b>	<b>\$2,948,175.13</b>	<b>\$2,792,119.32</b>	<b>\$156,055.81</b>	<b>5.59 %</b>
Other Current Assets	<b>\$250.00</b>	<b>\$250.00</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>Total Current Assets</b>	<b>\$2,948,425.13</b>	<b>\$2,792,369.32</b>	<b>\$156,055.81</b>	<b>5.59 %</b>
Fixed Assets	<b>\$2,217,439.06</b>	<b>\$2,269,239.35</b>	<b>\$ -51,800.29</b>	<b>-2.28 %</b>
<b>TOTAL ASSETS</b>	<b>\$5,165,864.19</b>	<b>\$5,061,608.67</b>	<b>\$104,255.52</b>	<b>2.06 %</b>
<b>LIABILITIES AND EQUITY</b>				
Liabilities	<b>\$54,843.38</b>	<b>\$35,208.16</b>	<b>\$19,635.22</b>	<b>55.77 %</b>
Equity	<b>\$5,111,020.81</b>	<b>\$5,026,400.51</b>	<b>\$84,620.30</b>	<b>1.68 %</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$5,165,864.19</b>	<b>\$5,061,608.67</b>	<b>\$104,255.52</b>	<b>2.06 %</b>

**Note**

On this date, the year is 43.4% over.

**Admin Committee**  
**6-3-24**

1. Proposed Balance Sheet revision:
  - a. Objective: separate restricted from non-restricted funds
  - b. There will be two Operating accounts: Checking, Operating (formerly Operating) and Savings, Operating (formerly Public Finance); which will accrue interest. The majority of operating funds will reside in Savings, Operating, with regular transfers to Checking, Operating for cash flow purposes (allowing maximum interest accrual).
  - c. All other funds will be designated Board Designated and will either be restricted or non-restricted as follows:
  - d. Gift and Grant will be renamed Donor-Restricted Gift & Grant and non-restricted funds will be transferred into Savings, Operating. The account will be interest bearing and all interest will be transferred into Savings, Operating on a monthly basis.
  - e. Two accounts will be used for Capital Reserves (Restricted and Non-Restricted Capital Reserves). The current Capital Reserve account will be renamed Capital Reserve, non-restricted. The current Fund Balance account will be renamed Donor Restricted Capital Reserve and fund balance funds will be removed. Funds received from taxpayers will be deposited/transferred into Non-Restricted Capital Reserve. NYS Construction grant funds and other funds which have been designated for a specific capital project will be deposited/moved into the Restricted Capital Reserve account. Any matching funds for a capital projects grant will be moved into the Restricted Capital Reserve. Reimbursements will be deposited into Non-Restricted Capital Reserves. Both accounts will be interest bearing, interest from the restricted account will be transferred monthly into the non-restricted account.
  - f. Two other accounts (Hurr and Operating Contingency Reserve) will continue to be interest bearing and will have Non-Restricted added to the account names.
2. FOB entry proposal from Capital Security for staff safety zones:
  - a. We want to move forward with this.
  - b. Can the system be fail-secure?
  - c. We would like to consider this a capital expense because it is a one-time installation
3. Budget presentation to Board:
  - a. Final budget meeting will be June 7 following a meeting with Schodack.
  - b. We must vote to go over the tax cap with 60% majority: \$6.44 increase from last year's amount (for a \$250,000 house) at 4.2% increase.
  - c. Present green budget to board/option #1

<b>East Greenbush Community Library</b>				
<b>Proposed 2025 Draft Operating Budget for Board Consideration</b>				
<b>Draft #5 (06-07-2024)</b>				
	Current Year (2024)	2025 Recommended Draft Budget	% change	\$ change
<b>Revenue</b>				
<b>Library Charges</b>				
Library Charges				
Printing/Fax/Fees	\$ 9,000	\$ 9,500	5.6%	\$ 500
Lost or Damaged	\$ 4,500	\$ 5,500	22.2%	\$ 1,000
<b>LIBRARY CHARGES</b>	<b>\$ 13,500</b>	<b>\$ 15,000</b>	<b>11.1%</b>	<b>\$ 1,500</b>
<b>Other Income</b>				
Interest & Earnings	\$ 2,000	\$ 12,000	500.0%	\$ 10,000
<b>INTEREST &amp; EARNINGS</b>	<b>\$ 2,000</b>	<b>\$ 12,000</b>	<b>500.0%</b>	<b>\$ 10,000</b>
<b>Public Funds</b>				
State Aid- LLSA & Leg Funds	\$ 5,500	\$ 5,700	3.6%	\$ 200
East Greenbush Tax Levy	\$ 1,915,000	\$ 1,995,455	4.2%	\$ 80,455
Rensselaer County Aid	\$ 11,000	\$ 1,000	-90.9%	\$ (10,000)
Contract for Service- Schodack*	\$ 346,125	\$ 487,945	41.0%	\$ 141,820
<b>PUBLIC FUNDS</b>	<b>\$ 2,277,625</b>	<b>\$ 2,490,100</b>	<b>9.3%</b>	<b>\$ 212,475</b>
<b>Gifts/Grants (new)</b>				
Restricted Gifts/Grants (new)	\$ 35,000	\$ 50,000	42.9%	\$ 15,000
Unrestricted Gifts/Grants (new)	\$ 1,500	\$ 2,500	66.7%	\$ 1,000
<b>GIFTS/GRANTS (new receipts)</b>	<b>\$ 36,500</b>	<b>\$ 52,500</b>	<b>43.8%</b>	<b>\$ 16,000</b>
<b>Account Transfers (receipts received in previous years- transfer to current year budget)</b>				
Restricted Grants/Gifts (prev. years)	\$ 15,000	\$ 22,000	46.7%	\$ 7,000
Unrestricted Gifts/Grants (prev. years)	\$ 1,125	\$ 4,000	255.6%	\$ 2,875
Hurr Reserve (prev. years)	\$ 5,000	\$ -		\$ (5,000)
Fund Balance (prev. years)	\$ -	\$ -		\$ -
<b>ACCOUNT TRANSFERS (new receipts)</b>	<b>\$ 21,125</b>	<b>\$ 26,000</b>	<b>23.1%</b>	<b>\$ 4,875</b>
<b>GRAND TOTAL REVENUE</b>	<b>\$ 2,350,750</b>	<b>\$ 2,595,600</b>	<b>10.4%</b>	<b>\$ 244,850</b>
<b>Expenditures</b>				
<b>Transfer to Capital Reserves</b>	<b>\$ 109,850</b>	<b>\$ 145,000</b>	<b>32.0%</b>	<b>\$ 35,150</b>
<b>Operating Expenditures</b>				
<b>Technology/Communications</b>	<b>\$ 96,650</b>	<b>\$ 115,000</b>	<b>19.0%</b>	<b>\$ 18,350</b>
<b>Programming &amp; Planning</b>	<b>\$ 24,200</b>	<b>\$ 34,700</b>	<b>43.4%</b>	<b>\$ 10,500</b>
<b>Books &amp; Materials</b>	<b>\$ 159,100</b>	<b>\$ 161,500</b>	<b>1.5%</b>	<b>\$ 2,400</b>
<b>Facilities Expenses</b>				
Contract Maintenance	\$ 47,000	\$ 51,540	9.7%	\$ 4,540
Insurance	\$ 36,900	\$ 37,000	0.3%	\$ 100
Phys Plant Repair/Maint/Equip	\$ 9,500	\$ 12,500	31.6%	\$ 3,000
Maintenance Supplies	\$ 10,000	\$ 9,500	-5.0%	\$ (500)
Utilities	\$ 38,500	\$ 32,000	-16.9%	\$ (6,500)
Water/Sewer/Tax	\$ 1,400	\$ 1,400	0.0%	\$ -
<b>Facilities</b>	<b>\$ 143,300</b>	<b>\$ 143,940</b>	<b>0.4%</b>	<b>\$ 640</b>
<b>Professional Services</b>	<b>\$ 64,000</b>	<b>\$ 61,650</b>	<b>-3.7%</b>	<b>\$ (2,350)</b>
<b>Operations</b>	<b>\$ 37,425</b>	<b>\$ 43,050</b>	<b>15.0%</b>	<b>\$ 5,625</b>
<b>Human Resources/Staff Development</b>	<b>\$ 6,500</b>	<b>\$ 7,000</b>	<b>7.7%</b>	<b>\$ 500</b>
<b>Personnel</b>				
<b>Benefits</b>				
Disability	\$ 3,000	\$ 1,600	-46.7%	\$ (1,400)
Health Insurance	\$ 145,000	\$ 155,900	7.5%	\$ 10,900
Workers Compensation	\$ 18,000	\$ 10,530	-41.5%	\$ (7,470)
Social Security Employer	\$ 80,500	\$ 88,230	9.6%	\$ 7,730
Medicare Employer	\$ 18,725	\$ 20,635	10.2%	\$ 1,910
NYS Retirement (NYSLRS)	\$ 154,500	\$ 184,000	19.1%	\$ 29,500
<b>TOTAL BENEFITS</b>	<b>\$ 419,725</b>	<b>\$ 460,895</b>	<b>9.8%</b>	<b>\$ 41,170</b>
<b>TOTAL SALARIES</b>	<b>\$ 1,290,000</b>	<b>\$ 1,422,865</b>	<b>10.3%</b>	<b>\$ 132,865</b>
<b>PERSONNEL (Salaries &amp; Benefits)**</b>	<b>\$ 1,709,725</b>	<b>\$ 1,883,760</b>	<b>10.2%</b>	<b>\$ 174,035</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 2,350,750</b>	<b>\$ 2,595,600</b>	<b>10.4%</b>	<b>\$ 244,850</b>

\* Schodack contracted amount is a significant increase and is still under negotiation

\*\*Includes 3% COLA, Mandated Steps & NYSLRS, +1.5 FTE, and Operational Reorganization adjustments

## Director's Report- June 18,2024

**Based on Strategic Plan 2023-2028 "You Belong Here"  
Adopted September 19, 2023**

**Vision:** To serve at the central hub where people feel welcome, supported in learning, and connected to community and one another.

**Mission:** We inspire learning, imagination, collaboration, and compassion by providing our community with equitable access to resources in a welcoming environment.

**Goals** (details at the end of report)

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### Director's Report Highlights

#### Hours & Visits:

- **Operations:** Open 7 days/week, totaling 260 hours (closed Memorial Day weekend).
- **Visitor Statistics:** Recorded 17,931 visits in May 2024, marking a 5% increase from last year. Breakdown: 9,525 in-person, 515 drive-thru, and 7,891 website visitors. The rise in visits is primarily attributed to in-person traffic.

#### Membership:

- **Active Cardholders:** Increased 9%, with 107 new registrations. Current active cardholders stand at 3,017 (up from 2,763 in May 2023).

#### Outreach/Partnership Initiatives:

- **Partner Program Highlights:** Includes Kindergarten visits and Language Learning Classes.

#### Programing Highlights:

- **Program Volume:** 66 programs in May 2024, compared to 55 in May 2023.
- **Attendance:** Increased by 19% with 2,031 attendees (up from 1,701 in May 2023).
- **Meeting Rooms:** Used 84 times for non-library sponsored programs, a 500% increase over from last year, hosting 527 attendees.
- **Notable Programs:** Tech Time, Craft Your Pride, Author Visits, Storytimes, Take & Make Crafts, Reading Programs.

#### Collection Highlights:

- **Usage:** Slight increase in total collection use (46,232 in May 2024 vs. 45,807 May 2023).
  - **Borrowing Trends:** Physical borrowing up 4%, database use down 8%, digital lending up 2%. Significant rise in computer use (1,210 in May 2024 vs. 878 in May 2023). In-person physical borrowing in-person increased by 6%, while drive-thru window borrowing dropped by 20%.
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### 1. Outreach/Partnerships Highlights

#### Kindergarten Visits (Goal 1)

- Hosted four kindergarten classes from Red Mill, welcoming 72 young visitors. Each child received a bag with library information, a pencil, an eraser, a bookmark, and library card.

#### Language Learning Classes (Goal 1)

- Partnered with Questar III BOCS for English as a New Language (ENL) Classes, held Tuesday and Thursday evenings. The program targets students whose first language is not English, aged 21 and older.
- Held eight ENL classes in May with an average of four students per class.
- Additional Resources: MANGO online database for those unable to attend classes, offering access to English and 70+ other languages. MANGO allows profile sharing with up to five family members and it is easily accessible via computer or app. Little Pim, a video series for young children, is also available through MANGO.

#### **Blood Drive (Goal 1)**

- Partnered with the American Red Cross to host a successful blood drive.

## 2. Programming Highlights

#### **Tech Time (Goal 4)**

- Held the first class in the new series with 17 attendees learning how to use the hoopla app.

#### **Craft Your Pride Tween/Teen Program (Goal 2)**

- 11 Teenagers crafted bracelets and keychains in celebration of National Pride Month.

#### **Author Visits (Goals 2 & 3)**

- Hosted Charline Harling, for a reading and book signing attended by over 40 people, including a representative from Senator Jake Ashby's office.
- Other author visits included Caitlin Cadieux and Dee Holloway, and Newberry Medal winner Steve Sheinkin.
- Considering joining the Library Speakers Consortium for monthly best seller events.

#### **Storytimes and Take & Make Crafts (Goal 4)**

- 16 Storytime sessions with 541 participants.
- Distributed nearly 300 Take and Make Craft Kits with various themes.

#### **1000 Books Before Kindergarten (Goal 4)**

- 4,723 books read in May, with 23 new registrations. Year-to-date, 27,132 books read by 84 new participants and 16 program graduates.

#### **500 Books Before Middle School (Goal 4)**

- Seven new readers, 824 books read by 40 participants. Year-to-date, 35 new participants, five graduates, 3,442 books read.

#### **100 Books Before High School (Goal 4)**

- 34 books read by nine teens. Year-to-date, eight new participants, four graduates, 308 books read.

#### **Book Lovers Adult Reading Challenge (BLARC) (Goal 1)**

- Ongoing: 246 participants with a planned August check-in event offering free ice cream incentives.

#### **Scavenger Hunt (Goal 3)**

- Star Wars-themed hunt with 291 children and 121 adults taking part.

**Other Program Highlights**

- Teens: Anime Club and Friday Thing with 66 participants.
- Kids: Yoga for Kids and WMHT Flower Garden. Over 1,400 participants this month for all kids' programs.
- Adults: 538 adults attended 31 programs, including Mahjong, book discussions, craft sessions, and tech classes.

## 3. Collection Highlights

**Marketing Collections (Goal 1)**

- Displays featured Asian American Pacific Islanders Heritage, Jewish Heritage, Haitian Heritage, Mental Health Awareness, and Memorial Day topics.
- Filmed videos for new Library of Things collection.

**Books by Mail (Goal 4)**

- Upcoming Service: Launching in September for patrons with disabilities that make visiting the library challenging. Supported by USPS. Free Matter for the Blind program. Books and Audiobooks will have a six-week lending period with possible extensions. The service will be managed by UHLS.

## 4. New Method for Feedback

**Community and Staff Input (Goal 1)**

- Initiative: Established feedback notebooks at various service points to capture community and staff input.

## 5. Staff Development/Training

**Library Visit**

- To gain inspiration Youth and Family Services (YS) staff visited Guilderland Public Library Sky Friends Storytime.

**Youth Services Advisory Council (UHLS) Meeting**

- YS staff attended a Youth Services Advisory Council meeting at the Upper Hudson Library System (UHLS), where they picked up free books to be used as giveaways or to be added to the collection.

**NYLA Developing Leader's Program**

- Liz Kurz (YS Librarian) is a member of this year's cohort of New York Library Association's (NYLA) Developing Leader's Program. Program will culminate this month with presentations from each cohort's research at the NYLA offices. Liz and their group will present on library funding disparities across the state and the impact on job duty responsibility breakdowns

**Princh (Mobile Printing App) Training**

- Many adult and information services librarians attended a Training on Princh, to ensure we continue to help patrons who want to print from home.



## 6. Capital Projects/Facilities

### Capital Project Work Group:

- Progress update: Weekly meetings, near final bid documents, aiming to award contract in mid-July. Separate bid packets developed for various aspects of the renovation.

## 7. IT/Infrastructure Updates

### TEAMS Planning and Troubleshooting

- Challenge: Ongoing issues with TEAMS for board members. Exploring alternative platform or adjustments in current set-up and permissions with potential changes by January 2025.

### Server Project

- New server installed by Tag Solutions, seamlessly, old servers wiped and disposed of.

## 2023-2028 Strategic Plan Goals

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

Our recent initiatives align with these goals, emphasizing our commitment to building connections, engaging the community, stimulating imagination, promoting literacies, and enhancing local economic vitality. These efforts ensure that the East Greenbush Community Library stays a welcoming and supportive hub for everyone. As always, we look forward to continuing this work and serving our community with excellence.

*Respectfully Submitted: Jill Dugas Hughes, Director*



Memorandum of Understanding  
between the Friends of the East Greenbush Community Library  
and the East Greenbush Community Library

This Memorandum of Understanding (MOU) constitutes an operating agreement between the Friends of the East Greenbush Community Library (Friends) and the East Greenbush Community Library (Library). The foregoing are collectively referred to as the Parties. The MOU took effect on 05/17/2023 and is reaffirmed on 06/18/2024. This MOU is intended to be reviewed annually; however, it will continue until it is modified by mutual agreement of the Board of Directors of the Friends and the East Greenbush Community Library. Should amendments to this MOU be desired by the Parties, this MOU shall be amended in writing and signed by both Parties.

The purpose of this Memorandum of Understanding is to clarify and modernize the operating relationship between the Library and Friends, and to define the joint commitment to achieving the common goal of supporting and enriching the services provided by the Library. Addendum A defines the roles of the Friends and, on behalf of the Library, the Library Board of Trustees and Director.

No entity may speak or act on behalf of any other, however, all pledge a spirit of cooperation in the pursuit of the best interests of the East Greenbush Community Library. Both the Library and the Friends share a joint commitment to achieve the goal of supporting and enriching the programs and facilities operated by the Library. Both parties agree that the Friends is a 501(c)(3) non-profit organization independent of the Library that supports the mission of the Library and works with the Library to advance its mission.

The parties to this Memorandum of Understanding hereby agree to the following:

The Board of Trustees govern the library, setting direction and policy for the organization, hiring a qualified library director, and securing appropriate funding to carry out the strategic plan.

The Library Director carries out board policy, leading the organization in the direction set by the board and managing the day-to-day operations of the library. Library programs, services and events held in library facilities will be developed and implemented by library staff. Where appropriate, the Library will seek input and support from the Library Board and Friends.

The Friends support quality library service through advocacy, fundraising, and volunteering in ways to promote the policies and strategic plan of the library. Friends are the library's strongest allies and advocates.

To ensure clear communication between Friends and the Library, both parties agree to work in accordance with EXHIBIT A, entitled "Outline of Roles and Responsibilities of the Parties" attached hereto and made a part of this MOU. In the event of a conflict between the terms of this MOU and Exhibit A, the terms of this MOU shall control.

Additionally, the Friends' President, Library Board President, and the Library Director agree to meet annually to establish fundraising, advocacy, and volunteer priorities.



### **Library Responsibilities**

The Library agrees to include the Friends in the strategic planning process to ensure the Friends are aware of the goals and the direction of the Library.

The Library agrees that all requests for support shall be consistent with the mission of the library and subject to a rigorous review and approval of the Director prior to submittal to the Friends.

The Library agrees that grant requests shall primarily be for items that are not within the Library's regular operating budget. The intent of the money raised by the Friends is to supplement or enhance library services, and not to reduce library taxes. Grant requests for budget subsidies shall only be made in exceptional circumstances where unanticipated revenue losses or expenses jeopardize existing library services.

The Library agrees to provide the Friends with basic administrative support to assist with creating and maintaining a website, and the development of materials for inclusion in the Library's newsletter and in Friends' promotional materials.

The Library agrees to provide public space for Friends' meetings, membership brochures, and promotional materials.

The Library agrees to collect funds on behalf of the Friends from ongoing book sales and various funding initiatives on behalf of the Friends in accordance with Library cash handling procedures and financial policies. Cash will be deposited with the Treasurer of the Friends of the Library on a monthly basis, and a check will be made payable to the Friends of the East Greenbush Community Library on a yearly basis for all funds paid through credit cards, minus the transaction fee charged by the credit card processing company.

The Library agrees to provide the Friends with space in the Library for collecting book donations from the public, book storage, sorting book donations for the annual book sales, and other office needs.

### **Friends Responsibilities**

The Friends agree to publicly support the Library and its programs and services through financial support to the Library and through the purchase of products and services that will benefit the Library.

The Friends agree to include a member from the Library's administration as a non-voting presence at its meetings and to allow room on the agenda for a Library report.

The Friends agree that all monies raised will be spent exclusively for Library equipment, resources, programs, services, and other Library defined needs unless otherwise agreed in writing by both the Friends and the Library.

The Friends agree that the Library has the final say in accepting or declining any and all financial support made to the Library.



The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library’s Board of Trustees.

The Friends agree that if they cease to actively fundraise and promote the Library, the organization will disband allowing for a new group to be established in their stead.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be effective as of the date listed above.



Friends of the East Greenbush Community Library

East Greenbush Community Library

Name: \_\_\_\_\_  
*Julie Ann Price*

Name: \_\_\_\_\_  
*Jill Dugas Hughes*

Title: President

Title: Library Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Exhibit A: Outline of Roles and Responsibilities of the Parties

### Working Together

Party #1 Friends of the East Greenbush Community Library

Party #2 East Greenbush Community Library (consists of Library Director & Trustees)

### General Administrative Roles & Responsibilities

<b>Friends</b>	Support quality library service in the community through fundraising, volunteerism and serving as advocates for the library.
<b>Library Director</b>	Direct responsibility for the administration of the library within the framework of the board adopted Strategic Plan, policies, and budget. Reports at each board meeting and in other ways keeps the board informed of library’s progress and problems.
<b>Trustees</b>	Recruit and employ a qualified library director; maintain an ongoing evaluation process for the director. Routinely keep in touch with what is going on through director’s reports, personal use of the library and feedback from the public.

### Policy Roles & Responsibilities

<b>Friends</b>	Support the policies of the library as adopted by the library board.
<b>Library Director</b>	Apprise board of need for new policies as well as policy revisions. Implement the policies of the library as adopted by the board.
<b>Trustees</b>	Identify and adopt written policies to govern the internal and external operations of the library.

### Planning Roles & Responsibilities

<b>Friends</b>	Provide input into the library’s strategic plan and support its implementation.
<b>Library Director</b>	Coordinate and implement a strategic plan with library board, Friends, staff and community.
<b>Trustees</b>	Ensure that the library has a strategic plan with implementation and evaluation components.

### Fiscal Roles & Responsibilities

<b>Friends</b>	Conduct fundraising that complements the library’s mission and provides funding for special library projects to meet needs as expressed by the library.
<b>Library Director</b>	Annually prepare an annual budget for the library in consultation with the board; make the Friends aware of the special financial needs of the library. Decide on use of money on the basis of the approved budget.
<b>Trustees</b>	Secure adequate funds to carry-out library operations. Assist in the preparation and presentation of the annual budget. Authorize expenditures in accordance with the budget.



### Advocacy Roles & Responsibilities

<b>Friends</b>	Promote the mission of the library within the community. Advocate for the library to legislators.
<b>Library Director</b>	Promote the mission of the library within the community. Educate the library board, Friends, and community regarding local, state, and federal issues that impact the library.
<b>Trustees</b>	Promote the mission of the library within the community and society in general.

### Meeting Roles & Responsibilities

<b>Friends</b>	Maintain a liaison to the library board.
<b>Library Director</b>	Participate in library board and Friends meetings. Ensure that there is a liaison from the board to the Friends and vice versa.
<b>Trustees</b>	Participate in board meetings. Follow Open Meetings Law. Appoint a liaison to the Friends board and should become a member of the Friends.

### Networking Roles & Responsibilities

<b>Friends</b>	Join the Friends of Libraries section of the New York Library Association (NYLA), and the United for Libraries Association of Library Trustees, Advocates, Friends, and Foundations, a division of the American Library Association (ALA). Attend continuing education sessions.
<b>Library Director</b>	Encourage staff, Trustees, and Friends to join state and national professional organizations and make them aware of educational opportunities.
<b>Trustees</b>	Join the Library Trustees Association section of the New York Library Association (NYLA) and the United for Libraries Association of Library Trustees, Advocates, Friends, and Foundations, a division of the American Library Association (ALA). Attend continuing education sessions at the Upper Hudson Library System.

### Programs and Services

<b>Friends</b>	Provide funding for library programs and services as requested by the Library.
<b>Library Director</b>	Develop and implement all library programming and services, consistent with strategic plan and funding availability.
<b>Trustees</b>	Approve the strategic plan and budget, which form the basis for the library's programming and services decisions.