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AGENDA

Board of Trustees

July 23, 2024

7:00

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, July 23, 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. Please contact the Director for additional information or to request an accommodation.

1.	Call to Order/Review of Agenda • (5 min) Welcome and Ground Rules	Mari Harris A.
2.	Public Comment • (15 min)	Mari Harris
3.	Approval of Minutes • (5 min) ➤ MOTION to approve the minutes of the June 18, 2024 , Library Board Meeting.	Camie Engel B.
4.	Treasurer’s Reports • (10 min) Treasurer’s Report Narrative Off Warrant (June 8, 2024 – July 19, 2024) ➤ MOTION to accept the Off Warrant in the amount of \$168,574.46 for the period of 6/8/2024 – 7/19/2024 as presented. Warrant (June 8, 2024 – July 19, 2024) ➤ MOTION to authorize the President to sign the Warrant dated 6/8/2024 – 7/19/2024 in the amount of \$75,944.97 . Financials (54.9% of the year over) <ul style="list-style-type: none"> • Budget vs. Actual 2024 (1/1/2024 – 7/19/2024) • Balance Sheet (7/19/2024) • Restricted Funds (1/1/2024-7/19/2024) ➤ MOTION to approve the 7/19/2024 Financials with 54.9% of the year completed as presented.	Katie Sheehan C. D. E. F. G. H.
5.	Committee Reports • (10 min) Administrative Committee Services Committee	Mari Harris I. Amanda Miller J.



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6.	Director’s Report • (10 min)	Jill Dugas Hughes K.
7.	Personnel Memorandum • (5 min) ➤ MOTION to approve the 7/23/2024 Personnel Memorandum as presented.	Jill Dugas Hughes L.
8.	Liaison Reports • (15 min) Friends of the Library Town of East Greenbush Rensselaer County Upper Hudson Library System	Julie Ann Price Jim McHugh Tom Grant Camie Engel
9.	Unfinished Business • (5 min) Facilities Work Group Update/Bid Opening Results for the Library Renovations Phase 1	Michael Poost
10.	Executive Session • (15 min) ➤ MOTION to enter executive session to discuss contractual matters ➤ MOTION to exit executive session ➤ MOTION to authorize the Director to enter into contracts for the Library Renovations Phase 1 project; total amounts not to exceed project budget.	Mari Harris
11.	2025 Budget • (5 min) ➤ MOTION to approve the proposed 2025 budget in the amount of \$2,595,600, which includes a tax levy in the amount of \$1,995,455, to be presented to the public for a public vote on Tuesday, September 17, 2024.	Katie Sheehan M.
12.	New Business • (5 min) Evaluations	Mari Harris
13.	Adjournment ➤ MOTION to adjourn the 7/23/2024 Library Board Meeting.	Mari Harris



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Upcoming Board & Committee Meetings:

Monday, July 29, 2024 (Tentative)

- 5:30-6:00 PM Library Board “Special” Meeting

Monday, August 5, 2024 (Tentative)

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

Tuesday, August 20, 2024 (Tentative)

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

Monday, September 9, 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, September 17, 2024

- 9:00 AM-8:00 PM Library Election
- 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 - DRAFT
June 18, 2024, in person, livestreamed, and recorded

ATTENDEES:

Presiding Officers:

- Mari Harris, President
- Charlie Pensabene, Vice-President
- Camie Engel, Secretary
- Katie Sheehan, Treasurer
- Amanda Miller, Trustee
- Nichole Krisanda, Trustee (exited 8:50 p.m.)
- Michael Poost, Trustee

Library staff, Community Partners & Members of the Public:

- Jill Dugas Hughes, Library Director
- Jenna Schmonsky, Administrative Assistant (exited 8:15 p.m.)
- Julie Ann Price, Friends of the East Greenbush Library (exited 8:15 p.m.)
- Tom Grant, Rensselaer County Legislator (exited 8:15 p.m.)

A Library Board of Trustees meeting of the East Greenbush Community Library was held on June 18, 2024, at the East Greenbush Community Library and was livestreamed. It began at 7:06 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 7:06 p.m.

REVIEW OF AGENDA:

- The agenda was reviewed. There were no questions or comments.

PUBLIC COMMENT:

- There was no public comment.

APPROVAL OF MINUTES:

- **MOTION #2024-06-46:** M. Poost made the motion to accept the minutes from the May 21, 2024, Library Board meeting. Seconded by K. Sheehan. The motion was carried with 7 in favor, none opposed.



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TREASURER'S REPORT:

K. Sheehan presented the financials. The library remains in good financial standing.

- **MOTION #2024-06-47:** M. Poost made a motion to accept the Off-Warrant in the amount of **\$118,849.35** for the period of May 11, 2024 - June 7, 2024, as presented. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.
- **MOTION #2024-06-48:** M. Poost made a motion to authorize the President to sign the Warrant for the period of May 11, 2024 - June 7, 2024, in the amount of **\$54,843.38**. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.
- **MOTION #2024-06-49:** C. Engel made a motion to approve the June 7, 2024, Financials with 43.4% of the year completed as presented. Seconded by A. Miller. The motion was carried with 7 in favor, none opposed.

COMMITTEE REPORTS:

Administrative: The written committee report was presented by K. Sheehan.

- Revised Balance Sheet was reviewed by the committee – restricted funds will be separated from non-restricted funds for better clarity and financial management. Inactive bank accounts were closed. The revised balance sheet will reflect these changes starting in July. Eligible bank accounts are now interest bearing. Next steps involve revising the chart of accounts with the accountant.
- Fob Entry for Staff Safety - Electronic door locks are being added on internal doors for security. The locks will ensure safe zones at multiple areas in the library. FOB's will allow staff to lock and unlock doors; the doors will automatically lock to restrict access from outside. Fail secure mechanism: Doors will remain secure if power is lost but will allow exit for safety.
Exterior handles will be added to Meeting Room A and Patio doors, with fob entry. Exterior door changes will be coordinated with ongoing construction work.

Budget Presentation to Board - The final budget meeting will be held June 7.

Services: N/A

Budget:

- The budget committee met multiple times and reviewed five draft budgets.
- The main priority when drafting the budget was to honor the strategic plan adopted over the past year, and to prioritize capital improvements.



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- Staffing considerations included a 3% cost of living allowance and the addition of a new full-time Assistant Director position (Librarian III).
 - Internal reorganization supports upgrades for the Principal Library Clerk and IT Support Specialist, as well as upgrading a part-time clerk to a full-time position.
 - \$145,000 has been allocated for transfer to capital reserves, up from the previous year.
 - Programming funding will be increased by \$10,000 to \$34,700 to expand successful programs.
 - The contribution from Schodack is under negotiation. The proposed budget includes an estimated contribution.
 - A 4.2% increase in the tax levy is needed to fund this proposed budget; minimal increase for taxpayers, i.e., \$6.44 increase for a \$250,000 home (final tax roll \$'s released in July).
 - Capital projects will be funded through matching grants and planned savings.
 - Current funds are yielding higher interest payments, contributing to financial health.
 - The strategic plan emphasizes community outreach, expanding library services beyond the building.
- **MOTION #2024-06-50:** M. Harris made a motion to exceed the tax cap in 2025. Seconded by M. Poost. The motion was carried with 7 in favor, none opposed.
 - **MOTION #2024-06-51:** C. Pensabene made a 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. Seconded by M. Poost. The motion was carried with 7 in favor, none opposed.

DIRECTOR'S REPORT:

J. Dugas Hughes highlighted the following from the May Director's Report:

- Visits are up 5% over the same month last year, with most of the increase in person rather than through the website or drive-thru.
- Active cardholders have increased by 9%, indicating stronger community engagement.
- The library has been collaborating with the school district, organizing kindergarten visits and promoting the summer reading program.
- The server replacement was completed successfully without any service interruption.
- Minor issues with new security software on public computers are being addressed.
- The Adult Services team completed training on Princh, a new mobile printing app, enhancing their ability to assist patrons with mobile printing needs.
- The library is working on a new Microsoft Teams solution for Board collaboration which will require new email addresses, training, and internal permissions changes. The target date is January 2025. In the meantime, collaboration will continue via email, with Teams used for document storage.



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- Books By Mail will be launching in September to individuals with disabilities, managed by Upper Hudson and funding is provided by the USPS Free Matter for the Blind program. This service will complement the existing Books with Wheels program for senior living facilities.
- Each service point, including the drive-thru, now has a feedback notebook for staff to record patron comments and observations, helping to identify trends and address issues promptly.
- The VolunTeen program is thriving, with 53 teens and tweens trained, mostly from Columbia and Goff, providing opportunities for community engagement and skill development.

PERSONNEL MEMORANDUM:

There was no personnel memorandum at this time, but J. Dugas Hughes conveyed updates on personnel matters:

- The Head of Technical Services will be retiring in August.
- The Circulation and Technical Services departments will be merged: current Circulation Supervisor will manage merged departments.
- Director will be hiring a part-time circulation staff member and a part-time cataloger to cover essential roles in this department restructuring.
- These positions will be posted soon to ensure a smooth transition and allow for overlap with the current department head.

LIAISON REPORTS:

Congratulations to Julie Ann Price for receiving the Upper Hudson Volunteer of the Year award!

Friends of the Library (J. Ann Price):

- Book donations have improved, but the Friends are preparing for the possibility of reducing to one sale per year and focusing on other fundraising activities.
- Scheduled for July 20th, a new fundraiser will feature various library games. Participants will receive 10 tickets to play games and can make voluntary donations. There will be participation prizes for children, and a food truck will be present. Volunteers are urgently needed for at least 20 games. There is a sign-up sheet for volunteers with two-hour shifts.
- The second annual Great Greenbush Quest event will kick off on Community Day, September 14th, and run until October 14th. This year's theme is "pirates," featuring the Mango app that speaks pirate language.
- A crafting team is being formed to create book page crafts for holiday fundraising. An informational meeting will be held on Monday, June 24 at 6 PM. No special skills are required, and materials will be provided.



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- New dates for the fall book sale are October 4-6. Early admission will be available for Friends members who donate \$50 or more.

Town of East Greenbush: N/A

Rensselaer County (T. Grant):

- The new Senior Center in East Greenbush is set to open around November 14-15. The center is interested in collaborating with the library for programs, which could lead to a strong partnership.

Upper Hudson Library System (C. Engel & J. Dugas Hughes):

- The annual meeting was held at the Albany Country Club, where awards were distributed, at an enjoyable evening of collaboration and networking among library staff.
- The Director's Association meeting focused on the potential inclusion of Schenectady County Public Library into the Upper Hudson Library System. Library directors met with the Schenectady Director of the Library System to discuss this request and felt positive about recommending to the Upper Hudson Board to proceed with exploring full membership for the new library. The directors recommend full membership rather than just a lending agreement, aiming for a comprehensive inclusion process with stages. Extensive research and data review have been conducted to ensure the potential membership would positively impact the communities within Upper Hudson. Discussions also considered the implications for other communities, though the primary focus was on the Upper Hudson community. The move involves several moving parts, including the central library's shift from one system to another. It requires approval from the Upper Hudson Board before seeking state-level permissions. There haven't been any formal proposals yet.

NEW BUSINESS:

Memorandum of Understanding (MOU) Between Friends and East Greenbush Community Library

- The Friends meeting included a motion authorizing Julie Ann Price, President, to sign the MOU. The MOU is a renewal of the existing agreement that is reviewed annually.
- Trustees are encouraged to become Friends of the Library **and are also encouraged to** participate in the Library Trustees' sections of the New York Library Association and United for Libraries Association. Trustees should ensure they are on the email lists to receive relevant updates.

- **MOTION #2024-06-52:** C. Pensabene made a motion to authorize the director to sign the Friends of East Greenbush Community Library (FOEGCL) Memorandum of



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Understanding (MOU). Seconded by M. Poost. The motion was carried with 7 in favor, none opposed.

UNFINISHED BUSINESS:

Facilities Work Group Update

- The group continues to meet weekly. The bid documents are in the process of being finalized. There will be six bid packages covering various parts of the project. The project is on target to start construction soon.

Trustee Candidate Packets

- Trustee candidate packets are now available. Candidate packets are due by August 15th, one month before the election. Details about the trustee positions and candidacy requirements are posted on the library's website for reference.

EXECUTIVE SESSION:

- **MOTION #2024-06-53:** M. Poost made a motion to enter executive session at 8:15 p.m. for the purpose of discussing a contract. Seconded by A. Miller. The motion was carried with 7 in favor, none opposed.

J. Schmonsky, J. Ann Price, and T. Grant were excused from the meeting at 8:15 p.m.

N. Krisanda exited the meeting at 8:50 p.m.

- **MOTION #2024-06-54:** M. Poost made a motion to exit executive session at 8:58 p.m. Seconded by C. Pensabene. The motion was carried with 6 in favor, none opposed.

ADJOURN:

- **MOTION #2024-06-55:** Motion to adjourn the June 18, 2024, Board meeting was made by K. Sheehan at 8:58 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- July 23, 2024**Katie Sheehan**

Katie presents financials for June 8, 2024, through July 19, 2024.

The library is in good financial standing:

- Total bank accounts are 7.58% above our 2023 total, including operating accounts, designated board funds, and donor restricted funds.
- Total assets are 2.94% higher than 2023.
- We have taken in 100.26% of our total revenue for 2024.
- 54.9% of the year is complete; grand total of expenditures is 48.44% of the total budget.
- The only outliers in subcategories are Programming & Planning at 58.39%, Books & Materials at 63.48% and Professional Services at 62.55% of the total budget.
- Total Operating Expenses are at 48.44% of the total budget.

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

- \$1,396.93 will be paid to Amazon for various purchases.
- \$21,969.86 will be paid to BPI for HVAC repairs and new Controller Unit capital expense.
- \$7,777.01 will be paid to Brodart for books.
- \$1,372.46 will be paid to Cengage learning for books.
- \$4,416.75 will be paid to Hyman Hayes Associates for exterior renovation professional services, matching funds for NYS Construction Grant.
- \$2,333.00 will be paid to Joseph P. Mangione for locks for interior library doors.
- \$1,250.00 will be paid to Library Market for library calendar renewal.
- \$1,302.00 will be paid to Marshall & Sterling for Health Insurance compliance and communication packages.
- \$2,894.62 will be paid to Nielsen Associates for summer newsletter mailing/prep.
- \$1,756.25 will be paid to Overdrive for adult eBooks and audiobooks.
- \$4,278.00 will be paid to Seasons East Lawn Care for lawn care and gardening.
- \$2,893.00 will be paid to Tag Solutions for Information Technology managed services and security software.
- \$13,803.69 will be paid to UHLS for third quarter membership services, Hoopla, barcodes.

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

- \$3,655.48 was paid to Bank of America purchases, including Hotspot renewals, 2 laptops.
- \$11,079.93 was paid to CDPHP for health insurance.
- \$1,578.35 was paid to National Grid for utilities.
- \$1,736.00 was paid to NYSLRS for retirement.
- \$267.85, \$13,124.48, \$37,565.63, \$281.61, \$12,691.42, \$36,205.64, \$252.37, \$12,213.89, and \$34,601.70 were paid for payrolls #13-15.

Motions:

- Motion to accept the Off-Warrant in the amount of \$168,574.46 for the period of June 8, 2024, through July 19, 2024, as presented.
- Motion to authorize the president to sign the Warrant for the period of June 8, 2024, through July 19, 2024, in the amount of \$75,944.97.
- Motion to approve the July 19, 2024, Financials with 54.9% of the year completed, as presented.

East Greenbush Community Library Off-Warrant (June 8-July 19, 2024)

Name	Date	Num	Memo/Description	Amount
Cash, Operating Accounts				
1003.00 Checking, Operating-XXX178				
Aflac	06/27/2024	42364	NBY22	-415.98
BOA CARD SERVICES	07/13/2024	42365	CORP ACCOUNT 1924	-3,655.48
CDPHP	06/19/2024	42354	10002870	-11,079.93
CHARTER COMMUNICATIONS (FIBER OPTIC)	06/19/2024	42355	141867501	-399.00
CHARTER COMMUNICATIONS (TELEPHONE)	06/19/2024	42356	142138101	-41.16
GUARDIAN	06/19/2024	42357	00 575836 DENTAL & VISION	-583.41
Karen Anthony	06/24/2024	42362		-200.00
NATIONAL BUSINESS TECH. (ALBANY)	06/24/2024	42361	EG00	-485.36
Nationalgrid	06/24/2024	42360	34370-88011	-1,578.35
New York State Deferred Comp.	06/19/2024	42359	Plan#0045420	-315.31
New York State Deferred Comp.	07/13/2024	42366	Plan#0045420	-315.31
New York State Deferred Comp.	07/15/2024	42368	Plan#0045420	-315.31
NYSLRS	06/30/2024	JUNE 2024	NYSLRS for JUNE 2024	-1,736.00
Paychex	06/21/2024	PR# 13, 6/21/24	PROCESSING CHARGES FOR PAYROLL #13 DATED 6/21/24	-267.85
Payroll #13	06/21/2024	PR# 13; 6/21/24	PR# 13	-37,565.63
Payroll #13	06/21/2024	PR# 13; 6/21/24	PR# 13	-13,124.48
Paychex	07/05/2024	PR# 14, 7/5/24	PROCESSING CHARGE FOR PAYROLL #14 DATED 7/5/24	-281.61
Payroll #14	07/05/2024	PR#14, 7/5/24	PR#14	-12,691.42
Payroll #14	07/05/2024	PR#14, 7/5/24	PR#14	-36,205.64
Paychex	07/19/2024	PR# 15, 7/19/24	PROCESSING CHARGES FOR PAYROLL #15 DATED 7/19/24	-252.37
Payroll #15	07/19/2024	PR#15, 7/19/24	PR#15	-12,213.89
Payroll #15	07/19/2024	PR#15, 7/19/24	PR#15	-34,601.70
Pitney Bowes Global Financial Services LL	06/25/2024	42363	15428241	-183.81
VERIZON WIRELESS	06/19/2024	42358	542647307-00001	-32.72
VERIZON WIRELESS	07/13/2024	42367	542647307-00001	-32.74
Total for 1003.00 Checking, Operating-XXX178				\$168,574.46
Total for Cash, Operating Accounts				\$168,574.46

East Greenbush Community Library

Warrant of Bills by Vendor (June 8-July 19, 2024)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
4IMPRINT				
4IMPRINT	07/10/2024	27615379	2069333 YS PROGRAM SUPPLIES	490.22
Total for 4IMPRINT				\$490.22
ABUL HASNAT AHMED				
ABUL HASNAT AHMED	07/10/2024	07162024	EGCL ADULT PROGRAM	150.00
Total for ABUL HASNAT AHMED				\$150.00
Albany Public Library				
518-449-3380				
Albany Public Library	06/06/2024	302983	LOST/PAID BOOK *****2225	32.00
Albany Public Library	06/14/2024	305069	*****5676 LOST/PAID BOOK	5.99
Total for Albany Public Library				\$37.99
Amazon Capital Services				
Amazon Capital Services	06/05/2024	1C14-HMWY-1W99	A3DG71IHROMNJM J VIDEO GAME	29.99
Amazon Capital Services	06/07/2024	19HM-CM4K-K6P4	A3DG71IHROMNJM YS SRPS	87.35
Amazon Capital Services	06/07/2024	1NCY-77T7-K6MC	A3DG71IHROMNJM DYMO AUTHENTIC BOOK SPINE LABELS	77.10
Amazon Capital Services	06/08/2024	1W3X-7QLP-PCD4	A3DG71IHROMNJM MAINTENANCE & OFFICE SUPPLIES	38.75
Amazon Capital Services	06/09/2024	11GL-K6MX-RGC1	A3DG71IHROMNJM ADULT FICTION BOOKS	20.98
Amazon Capital Services	06/10/2024	1PN1-KXJ9-3GP6	A3DG71IHROMNJM ADULT HOT OFF THE PRESS BOOKS	73.51
Amazon Capital Services	06/11/2024	1M9N-6KV4-CPYQ	A3DG71IHROMNJM J VIDEO GAME	39.99
Amazon Capital Services	06/12/2024	1K34-1RNC-HKKP	A3DG71IHROMNJM CREDIT FOR INVOICE 1PN1-KKJ9-3GP6	-0.28
Amazon Capital Services	06/14/2024	1C11-CYW7-YCL1	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	81.99
Amazon Capital Services	06/16/2024	13R7-QWJ9-7XGT	A3DG71IHROMNJM ADULT FICTION BOOKS	164.45
Amazon Capital Services	06/17/2024	1HTM-J1JH-P34L	A3DG71IHROMNJM ADULT FICTION BOOKS	46.76
Amazon Capital Services	06/17/2024	197R-3L3V-9RJ4	A3DG71IHROMNJM ADULT FICTION BOOKS	43.84
Amazon Capital Services	06/17/2024	1RT6-7XYW-QPL7	A3DG71IHROMNJM ADULT FICTION BOOKS	42.19
Amazon Capital Services	06/21/2024	1Y34-4FPC-6XC4	A3DG71IHROMNJM YOUTH PROGRAM SUPPLIES	77.72
Amazon Capital Services	06/27/2024	1GHQ-MQJV-MHD9	A3DG71IHROMNJM J-LAR CORE TAPE FOR BOOK PROCESSING	98.18
Amazon Capital Services	06/27/2024	1HFL-DWYH-MX91	A3DG71IHROMNJM J VIDEO GAMES	78.99
Amazon Capital Services	06/27/2024	11QX-W1FQ-NWCT	A3DG71IHROMNJM WATERPROOF FILE BAG ADULT LOT	60.92
Amazon Capital Services	06/28/2024	1679-MHGM-R1G4	A3DG71IHROMNJM KIDS TATTOOS YS PROGRAM SUPPLIES	37.67

East Greenbush Community Library

Warrant of Bills by Vendor (June 8-July 19, 2024)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Amazon Capital Services	06/29/2024	1KF7-9TP1-TYGR	A3DG71IHROMNJM BROWN WRAPPING PAPER ADULTS PROGRAM SUPPLIES	147.94
Amazon Capital Services	07/07/2024	11TK-KDLG-MJHL	A3DG71IHROMNJM J VIDEO GAME	110.92
Amazon Capital Services	07/09/2024	1TDL-NLCN-RRG4	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	37.97
Total for Amazon Capital Services				\$1,396.93
B & L CONTROL SERVICE, INC. 273-0500				
B & L CONTROL SERVICE, INC.	06/14/2024	48858	EGCL 2ND QUARTER BILLING FOR WATER TREATMENT	962.50
Total for B & L CONTROL SERVICE, INC.				\$962.50
BAKER & TAYLOR (ALL ACCTS)				
BAKER & TAYLOR (ALL ACCTS)	06/11/2024	5018957795	309318 L660753 3 B00000 ADULT GN BOOKS	59.46
BAKER & TAYLOR (ALL ACCTS)	06/11/2024	5018931742	309318 L026683 3 B00000 J FICTION & J FICTION PICTURE BOOKS	34.79
BAKER & TAYLOR (ALL ACCTS)	06/14/2024	5018954907	309318 L026683 3 B00000 J PARENTING BOOKS	45.36
BAKER & TAYLOR (ALL ACCTS)	06/18/2024	5018962230	309318 L821363 3 B00000 ADULT NON-FICTION BOOK	28.54
BAKER & TAYLOR (ALL ACCTS)	06/20/2024	5018952032	309318 L026683 3 B00000 J FICTION PICTURE BOOKS	133.09
BAKER & TAYLOR (ALL ACCTS)	06/20/2024	5018974337	309318 L026683 3 B00000 J FICTION & J FICTION PICTURE BOOKS	38.77
BAKER & TAYLOR (ALL ACCTS)	07/01/2024	5018989109	309318 L026683 3 B00000 J FICRTION PICTURE & J PARENTING BOOKS	41.78
BAKER & TAYLOR (ALL ACCTS)	07/03/2024	5018991809	309318 L026683 3 B00000 J FICTION PICTURE BOOKS	56.21
BAKER & TAYLOR (ALL ACCTS)	07/11/2024	5019004651	309318 L026683 3 B00000 J FICTION PICTURE BOOK	13.19
BAKER & TAYLOR (ALL ACCTS)	07/15/2024	5018974320	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	359.89
Total for BAKER & TAYLOR (ALL ACCTS)				\$811.08
Berkshire Museum				
Berkshire Museum	06/14/2024	MP 2024	EGCL MUSEUM PASS 2024	125.00
Total for Berkshire Museum				\$125.00
BERNE PUBLIC LIBRARY				
BERNE PUBLIC LIBRARY	06/09/2024		LOST/PAID *****8251	3.99

East Greenbush Community Library

Warrant of Bills by Vendor (June 8-July 19, 2024)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Total for BERNE PUBLIC LIBRARY				\$3.99
Bethlehem Public Library				
Bethlehem Public Library	06/29/2024	299361	LOST/PAID BOOK *****8905	16.00
Total for Bethlehem Public Library				\$16.00
BPI MECHANICAL SERVICE				
518 326-8450				
BPI MECHANICAL SERVICE	06/06/2024	106317	104812 PROBLEM WITH HEAT PUMP 17, LOW PRESSURE	1,479.07
BPI MECHANICAL SERVICE	07/02/2024	105470	EGCL HP 17 NOT COOLING	504.76
BPI MECHANICAL SERVICE	07/12/2024	103555	EGCL RETROFIT THE FX-80	19,986.03
Total for BPI MECHANICAL SERVICE				\$21,969.86
Brodart				
800-233-8467				
Brodart	06/07/2024	3105612	3105612 J NONFICTION BOOKS	271.63
Brodart	06/07/2024	B6801159	3105612 J POP FICTION BOOKS	58.66
Brodart	06/07/2024	B6801341	3105612 J FICTION READERS BOOKS	50.16
Brodart	06/07/2024	B6801337	3105612 J POP FICTION BOOKS	47.10
Brodart	06/07/2024	B6801223	3105612 J POP FICTION BOOKS	45.78
Brodart	06/07/2024	B6801037	3105612 J FICTION PICTURE BOOKS	38.75
Brodart	06/07/2024	B6801038	3105612 J POP FICTION BOOKS	25.27
Brodart	06/07/2024	B6801160	3105612 TEEN FICTION BOOKS	24.31
Brodart	06/07/2024	B6801039	3105612 J FICTION PICTURE BOOKS	11.58
Brodart	06/07/2024	B6801271	3105612 J PARENTING BOOKS	11.58
Brodart	06/07/2024	B6801272	3105612 J FICTION PICTURE BOOKS	11.01
Brodart	06/11/2024	B6802301	3105614 J PARENTING BOOKS	35.04
Brodart	06/11/2024	B6802313	3105614 J FICTION BOOKS	33.40
Brodart	06/12/2024	B6803012	3105612 J BOARD BOOKS	31.13
Brodart	06/14/2024	B6804601	3105612 J NONFICTION BOOKS	135.72
Brodart	06/17/2024	B6805394	310561B ADULT FICTION BOOKS	301.76
Brodart	06/17/2024	B6805128	3105613 J FICTION BOOKS	69.36
Brodart	06/17/2024	B6805416	3105613 J POP FICTION BOOKS	46.32
Brodart	06/17/2024	B6805129	3105613 J FICTION BOOKS	44.39
Brodart	06/17/2024	B6805229	310561B ADULT FICTION BOOKS	34.59
Brodart	06/17/2024	B6805287	3105613 J POP FICTION BOOKS	23.16
Brodart	06/17/2024	B6805230	310651B ADULT FICTION BOOKS	16.72
Brodart	06/17/2024	B6805428	3105613 J FICTION BOOKS	8.20
Brodart	06/19/2024	B6806619	310561B ADULT NON-FICTION BOOKS	296.87
Brodart	06/19/2024	B6806633	310561B ADULT FICTION BOOKS	72.68
Brodart	06/19/2024	B6806618	310561B ADULT FICTION BOOKS	46.15
Brodart	06/19/2024	B6806617	310561B ADULT NON-FICTION BOOKS	40.64
Brodart	06/19/2024	B6806631	310561B ADULT FICTION BOOKS	35.15
Brodart	06/19/2024	B6806638	310561B ADULT FICTION BOOKS	34.59
Brodart	06/24/2024	B6809489	3105612 J FICTION PICTURE BOOK	8.68

East Greenbush Community Library

Warrant of Bills by Vendor (June 8-July 19, 2024)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	06/25/2024	B6810037	3105612 J FICTION PICTURE BOOKS	568.60
Brodart	06/25/2024	B6810041	3105612 J FICTION PICTURE BOOKS	214.03
Brodart	06/25/2024	B6810474	3105612 J FICTION PICTURE BOOKS	206.56
Brodart	06/25/2024	B6810036	3105612 J NONFICTION BOOKS	153.60
Brodart	06/25/2024	B6810473	3105612 J FICTION PICTURE BOOKS	148.14
Brodart	06/25/2024	B6810038	3105612 J PARENTING BOOKS	85.70
Brodart	06/25/2024	B6810475	3105612 J POP FICTION BOOKS	74.17
Brodart	06/25/2024	b6810235	3105613 J POP FICTION BOOKS	67.20
Brodart	06/25/2024	B6810239	3105613 J FICTION BOOKS	48.74
Brodart	06/25/2024	B6810042	3105612 J FICTION PICTURE BOOKS	23.73
Brodart	06/25/2024	B6810040	3105612 J POP FICTION BOOKS	23.16
Brodart	06/25/2024	B6810236	3105613 J POP FICTION BOOKS	23.16
Brodart	06/25/2024	B6810243	3105613 J POP FICTION BOOKS	22.40
Brodart	06/25/2024	B6810238	3105613 J FICTION BOOKS	18.98
Brodart	06/25/2024	B6810039	3105612 TEEN FICTION BOOK	16.68
Brodart	06/25/2024	B6810242	3105613 J FICTION BOOKS	14.97
Brodart	06/25/2024	B6810240	3105613 J FICTION BOOKS	3.86
Brodart	06/26/2024	B6810967	310561B ADULT FICTION BOOKS	322.74
Brodart	06/26/2024	B6810978	310561B ADULT FICTION BOOKS	257.69
Brodart	06/26/2024	B6810977	3105613 J FICTION BOOKS	23.44
Brodart	06/26/2024	B6810989	3105613 J POP FICTION BOOKS	21.88
Brodart	06/26/2024	B6810990	3105613 J POP FICTION BOOKS	11.58
Brodart	06/26/2024	B6810975	3105613 J FICTION BOOKS	5.72
Brodart	06/26/2024	B6810991	3105613 J FICTION BOOKS	5.47
Brodart	06/27/2024	B6811990	310561B ADULT FICTION BOOKS	208.51
Brodart	06/27/2024	B6811999	310561B ADULT FICTION BOOKS	66.68
Brodart	06/27/2024	B6812005	310561B ADULT FICTION BOOKS	56.48
Brodart	06/27/2024	B6812357	3105612 J FICTION BOARD BOOKS	45.74
Brodart	06/28/2024	B6813068	3105612 J NON-FICTION BOOKS	141.43
Brodart	06/28/2024	B6813059	3105612 J FICTION BOOKS	65.86
Brodart	06/28/2024	B6813064	3105612 J FICTION BOOKS	51.96
Brodart	06/28/2024	B6813063	3105612 J FICTION BOOKS	19.49
Brodart	06/28/2024	B6813226	310561B ADULT FICTION BOOKS	17.19
Brodart	07/01/2024	B6814316	310561B ADULT FICTION BOOKS	59.39
Brodart	07/01/2024	B6814585	310561B ADULT FICTION BOOKS	52.43
Brodart	07/01/2024	B6814613	310561B ADULT FICTION BOOKS	51.88
Brodart	07/01/2024	B6814612	310561B ADULT FICTION BOOKS	50.74
Brodart	07/01/2024	B6814586	310561B ADULT FICTION BOOKS	29.63
Brodart	07/08/2024	B6816907	310561B ADULT NON-FICTION BOOKS	144.98
Brodart	07/08/2024	B6816721	3105612 J NON-FICTION BOOKS	121.30
Brodart	07/08/2024	B6816739	3105612 J FICTION BOOKS	116.37
Brodart	07/08/2024	B6816999	3105612 J POP FICTION BOOKS	115.53
Brodart	07/08/2024	B6817242	310562 J FICTION PICTURE BOOKS	102.39
Brodart	07/08/2024	B6816909	310561B ADULT FICTION BOOKS	70.32
Brodart	07/08/2024	B6817159	310561B ADULT FICTION BOOKS	51.88
Brodart	07/08/2024	B6816662	3105613 J FICTION BOOKS	43.68
Brodart	07/08/2024	B6817091	3105612 J FICTION BOOKS	43.46
Brodart	07/08/2024	B6817113	310561B ADULT FICTION BOOKS	38.04
Brodart	07/08/2024	B6816842	3105612 J FICTION BOOKS	36.93

East Greenbush Community Library

Warrant of Bills by Vendor (June 8-July 19, 2024)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	07/08/2024	B6817202	3105612 J FICTION BOOKS	36.21
Brodart	07/08/2024	B6817160	310561B ADULT FICTION BOOKS	35.74
Brodart	07/08/2024	B6817119	310561B ADULT FICTION BOOKS	35.14
Brodart	07/08/2024	B6816840	3105612 J NON-FICTION BOOKS	23.22
Brodart	07/08/2024	B6816789	3105612 J PARENTING BOOKS	23.16
Brodart	07/08/2024	B6816819	3105612 J POP FICTION BOOKS	20.88
Brodart	07/08/2024	B6816985	310561B ADULT FICTION BOOKS	16.72
Brodart	07/08/2024	B6817005	3105612 J FICTION PICTURE BOOKS	15.70
Brodart	07/08/2024	B6817012	3105612 J FICTION BOOKS	12.24
Brodart	07/08/2024	B6816788	3105612 TEEN FICTION BOOK	12.16
Brodart	07/08/2024	B6817006	3105612 J FICTION BOOKS	12.15
Brodart	07/08/2024	B6817111	3105612 J FICTION BOOKS	9.29
Brodart	07/08/2024	B6817204	3105612 J FICTION BOOKS	8.14
Brodart	07/08/2024	B6817110	3105612 J FICTION BOOKS	7.51
Brodart	07/10/2024	B6818504	3105612 J FICTION PICTURE BOOKS	74.41
Brodart	07/10/2024	B6818401	3105614 J PARENTING BOOKS	45.99
Brodart	07/10/2024	B6818736	3105612 J POP FICTION BOOKS	44.70
Brodart	07/10/2024	B6818693	3105612 J NON-FICTION BOOKS	42.34
Brodart	07/10/2024	B6818694	3105612 J FICTION PICTURE BOOKS	33.02
Brodart	07/10/2024	B6818737	3105612 J POP FICTION BOOKS	31.32
Brodart	07/10/2024	B6818738	3105612 J PARENTING BOOKS	19.60
Brodart	07/10/2024	B6818689	3105614 J PARENTING BOOKS	14.22
Brodart	07/10/2024	B6818508	3105612 J POP FICTION BOOKS	8.82
Brodart	07/11/2024	B6819525	3105612 J NON-FICTION BOOKS	26.71
Brodart	07/12/2024	B6820183	3105612 J FICTION PICTURE BOOKS	35.31
Brodart	07/12/2024	B6819976	3105612 J FICTION PICTURE BOOKS	11.58
Brodart	07/15/2024	B6820699	3105612 TEEN FICTION BOOKS	710.96
Brodart	07/15/2024	B6820697	3105612 J FICTION PICTURE BOOKS	76.48
Brodart	07/15/2024	B6820701	3105612 J NON-FICTION BOOKS	55.08
Brodart	07/15/2024	B6820720	310561B ADULT FICTION BOOKS	36.88
Brodart	07/15/2024	B6820718	310561B ADULT FICTION BOOKS	30.58
Brodart	07/15/2024	B6820702	3105612 J FICTION PICTURE BOOK	26.72
Brodart	07/15/2024	B6820706	3105612 TEEN NON-FICTION BOOKS	24.31
Brodart	07/15/2024	B6820705	3105612 J POP FICTION BOOKS	23.16
Brodart	07/15/2024	B6820721	310561B ADULT FICTION BOOKS	17.87
Brodart	07/15/2024	B6820719	310561B ADULT FICTION BOOKS	17.29
Brodart	07/15/2024	B6820700	3105612 J FICTION BOOKS	15.52
Brodart	07/15/2024	B6820703	3105612 J FICTION PICTURE BOOK	11.01
Total for Brodart				\$7,777.01
Capital Security 479-7122				
Capital Security	06/15/2024	191817	EGCL NETWORK/CELLULAR MONITORING 7/1/24-7/31/24	63.00
Total for Capital Security				\$63.00
CENGAGE Learning/GALE 877-201-3962 opt 2				
CENGAGE Learning/GALE	06/05/2024	844620234	124198 ADULT LP BOOKS	123.16
CENGAGE Learning/GALE	06/05/2024	84461591	124198 ADULT LP BOOKS	25.60

East Greenbush Community Library

Warrant of Bills by Vendor (June 8-July 19, 2024)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
CENGAGE Learning/GALE	06/06/2024	84469118	124198 ADULT LP BOOKS	190.34
CENGAGE Learning/GALE	06/07/2024	84479166	124198 ADULT LP BOOKS	172.74
CENGAGE Learning/GALE	06/07/2024	84478759	124198 ADULT LP BOOKS	48.00
CENGAGE Learning/GALE	06/12/2024	84514934	124198 ADULT LP BOOK	25.60
CENGAGE Learning/GALE	06/12/2024	84514982	124198 ADULT LP BOOK	24.80
CENGAGE Learning/GALE	06/17/2024	84544409	124198 ADULT LP BOOKS	196.73
CENGAGE Learning/GALE	06/18/2024	84552229	124198 ADULT LP BOOKS	26.39
CENGAGE Learning/GALE	06/25/2024	84590651	124198 ADULT LP BOOKS	206.39
CENGAGE Learning/GALE	06/27/2024	84603630	124198 ADULT LP BOOKS	82.39
CENGAGE Learning/GALE	07/10/2024	84668067	124198 ADULT LP BOOKS	250.32
Total for CENGAGE Learning/GALE				\$1,372.46
DEMCO 800-752-7614 act.rece				
DEMCO	06/10/2024	7493801	710162791 BOOK PROCESSING SUPPLIES	861.55
Total for DEMCO				\$861.55
Dropmysuite Inc.				
Dropmysuite Inc.	05/07/2024	8251-14	EGCL DIRECT USER EMAIL & COLLABORATION BACKUP SUBSCRIPTION COST 5/1/24-5/31/24	81.00
Dropmysuite Inc.	07/01/2024	8844-14	EGCL DIRECT USER EMAIL & COLLABORATION BACKUP SUBSCRIPTION 6/1/24-6/30/24	81.00
Total for Dropmysuite Inc.				\$162.00
EnvisionWare, Inc.				
EnvisionWare, Inc.	07/01/2024	INV-US-71162	2148 ENVISIONWARE RENEWAL	804.82
Total for EnvisionWare, Inc.				\$804.82
GREENBUSH GARDEN CLUB				
GREENBUSH GARDEN CLUB	06/07/2024	2024	EGCL FLOWERS FOR THE FLOWER POTS	137.89
Total for GREENBUSH GARDEN CLUB				\$137.89
Guilderland Public Library 456-2400				
Guilderland Public Library	06/28/2024	980633	LOST/PAID BOOK *****7235	24.99
Guilderland Public Library	07/09/2024	977052	LOST/PAID BOOK *****3445	29.95
Guilderland Public Library	07/09/2024	977053	LOST/PAID BOOK *****7201	15.73
Total for Guilderland Public Library				\$70.67
HOME DEPOT				
HOME DEPOT	06/13/2024	7061525	**** * 8313 BEE SPRAY, FLY SWATTERS & BITE STICK	17.88

East Greenbush Community Library

Warrant of Bills by Vendor (June 8-July 19, 2024)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
HOME DEPOT	06/13/2024	2616113	**** ** 8313 MOUSE TRAPS	12.94
Total for HOME DEPOT				\$30.82
HONEST WEIGHT FOOD CO-OP				
HONEST WEIGHT FOOD CO-OP	06/24/2024	071624	EGCL RECIPES AROUND THE WORLD: JAPAN TEEN PROGRAM	50.00
Total for HONEST WEIGHT FOOD CO-OP				\$50.00
HYMAN HAYES ASSOCIATES				
HYMAN HAYES ASSOCIATES	05/31/2024	24008-02	24008 EGCL-PHASE 1- EXTERIOR RENOVATIONS PROFESSIONAL SERVICES FOR THE PERIOD OF 5/1/24-5/31/24	4,418.75
Total for HYMAN HAYES ASSOCIATES				\$4,418.75
Joseph P. Mangione, Inc. 272-4080				
Joseph P. Mangione, Inc.	07/03/2024	524829-01	524829 LOCKS FOR 8 INTERIOR LIBRARY DOORS	2,333.00
Total for Joseph P. Mangione, Inc.				\$2,333.00
LIBRARY MARKET 888-234-3805				
LIBRARY MARKET	07/01/2024	3508	EGCL LIBRARY CALENDAR RENEWAL	1,250.00
Total for LIBRARY MARKET				\$1,250.00
MAGNOLIA JOURNAL				
MAGNOLIA JOURNAL	06/24/2024	MGJ30R52	EGCL MANGNOLIA JOURNAL 1 YEAR SUBSCRIPTION	20.00
Total for MAGNOLIA JOURNAL				\$20.00
MARINE DESIGN & SERVICE				
MARINE DESIGN & SERVICE	06/01/2024	5812	EGCL FISH TANK SERVICE & SUPPLIES	255.00
MARINE DESIGN & SERVICE	06/24/2024	5850	EGCL FISH TANK	89.49
Total for MARINE DESIGN & SERVICE				\$344.49
MARSHALL & STERLING (518) 792-0042				
MARSHALL & STERLING	07/01/2024	54600	EGCL COMPLIANCE & COMMUNICATION PACKAGES	1,302.00
Total for MARSHALL & STERLING				\$1,302.00
MicroMarketing LLC 1-800-229-9887				
MicroMarketing LLC	06/12/2024	956339	1233 ADULT AUDIOBOOKS ON CD	105.47
MicroMarketing LLC	06/19/2024	956896	1233 ADULT AUDIOBOOKS ON CD	145.31
MicroMarketing LLC	07/02/2024	957461	1233 ADULT ADUIOBOOKS ON CD	39.94
Total for MicroMarketing LLC				\$290.72
Midwest Tape 1-800-875-2785				
Midwest Tape	06/03/2024	505565654	2000001825 ADULT DVDS	150.68
Midwest Tape	06/14/2024	505609445	2000007825 ADULT DVDS	310.35

East Greenbush Community Library

Warrant of Bills by Vendor (June 8-July 19, 2024)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Midwest Tape	06/14/2024	505625472	2000001825 ADULT DVDS	184.41
Midwest Tape	06/24/2024	505665266	2000001825 ADULT DVDS	101.95
Midwest Tape	06/28/2024	505690928	2000001825 ADULT DVDS	150.69
Midwest Tape	07/08/2024	505730026	2000001825 ADULT DVDS	59.22
Total for Midwest Tape				\$957.30
miSci				
miSci	06/13/2024	MP 2024	514396 MUSEUM PASS 2024	200.00
Total for miSci				\$200.00
Nielsen Associates 456-6863				
Nielsen Associates	06/25/2024	950276	EGCL SUMMER BOOKMARK MAILING & PREP	2,894.62
Total for Nielsen Associates				\$2,894.62
Northeast Toner, Inc. 518-899-5545				
Northeast Toner, Inc.	06/28/2024	118142	EGCL COMPAT HP CE250X BLACK TONER	140.00
Total for Northeast Toner, Inc.				\$140.00
OVERDRIVE 216-573-6886 ext.212				
OVERDRIVE	06/03/2024	01080DA24170001	1080-1012 ADULT EBOOK & ADULT EAUDIOBOOK	144.99
OVERDRIVE	06/03/2024	01080DA24170162	1080-0012 ADULT EBOOK & EAUDIOBOOK	144.99
OVERDRIVE	06/09/2024	01080DA24207675	1080-0012 ADULT EBOOK	40.68
OVERDRIVE	06/20/2024	01080CO24186342	1080-0012 ADULT EBOOKS	1,048.63
OVERDRIVE	06/20/2024	01080CO24186345	1080-1012 ADULT EBOOKS	376.96
Total for OVERDRIVE				\$1,756.25
Penworthy Co. 414-287-4600				
Penworthy Co.	06/10/2024	06000363-CM	00-1320185_001 VENDOR CREDIT	-200.00
Penworthy Co.	06/19/2024	0600489-IN	00-1320185_001 J FICTION PICTURE BOOKS	229.60
Total for Penworthy Co.				\$29.60
PLAYAWAY PRODUCTS LLC (877) 893-0808				
PLAYAWAY PRODUCTS LLC	07/10/2024	468436	GS-02F-0036W J PLAYAWAYS	109.98
PLAYAWAY PRODUCTS LLC	07/15/2024	468727	GS-02F-0036W J PLAYAWAYS	82.48
PLAYAWAY PRODUCTS LLC	07/15/2024	468839	GS-02F-0036W J PLAYAWAY	69.99
Total for PLAYAWAY PRODUCTS LLC				\$262.45
PURE WATER PARTNERS				
PURE WATER PARTNERS	07/02/2024	1770941	700-39652 STAFF WATER COOLER 5/17/24-8/17/24	195.00
Total for PURE WATER PARTNERS				\$195.00
Seasons East Lawn Care 732-2276 new 8.07				
Seasons East Lawn Care	06/03/2024	13596	EGCL 4-LAWN MOWINGS, EDGED OUT MULCH BEDS, PLANTED FLOWERS, MULCHED, TRIM SHRUBS,3-FERTILIZER WATERING OF FLOWERS. 5/7/24-5/29/24	4,278.00

East Greenbush Community Library

Warrant of Bills by Vendor (June 8-July 19, 2024)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Total for Seasons East Lawn Care				\$4,278.00
STAPLES 1-877-826-7755				
STAPLES	06/11/2024	6004406732	1008052 MAINTENANCE SUPPLIES	231.15
STAPLES	06/27/2024	6005505468	1008052 LIBRARY OFFICE SUPPLIES	218.72
STAPLES	07/03/2024	6006233945	1008052 MAINTENANCE SUPPLIES	133.84
Total for STAPLES				\$583.71
SWANK MOVIE LICENSING				
SWANK MOVIE LICENSING	06/01/2024	3656544	190947001 COPYRIGHT COMPLIANCE SITE LICENSE 07/01/24-06/30/2025	224.00
Total for SWANK MOVIE LICENSING				\$224.00
TAG SOLUTIONS, LLC (518) 292-6510				
TAG SOLUTIONS, LLC	05/31/2024	30629484	21743 IT MANAGEGD SERVICES CORE	260.00
TAG SOLUTIONS, LLC	07/01/2024	30629762	21743 IT SERVICES FOR 7/1/24-7/31/24	2,633.00
Total for TAG SOLUTIONS, LLC				\$2,893.00
Tracy Loring				
Tracy Loring	07/01/2024	071724	EGCL ADULT PROGRAM	100.00
Total for Tracy Loring				\$100.00
TWIN BRIDGES 518-282-5600				
TWIN BRIDGES	07/01/2024	JULY 2024	55-8109 1 WASTE & RECYCLING FOR JULY 2024	257.71
Total for TWIN BRIDGES				\$257.71
UHLS				
UHLS	06/10/2024	24-273	EGRN UHLS ANNUAL CELEBRATION RSVP CAMIE ENGEL	40.00
UHLS	06/11/2024	24-274	EGRN 8,000 BARCODES	210.99
UHLS	07/05/2024	24-325	EGRN UHLAN 3RD QUARTER	8,664.00
UHLS	07/05/2024	24-299	EGRN HOOPLA 3RD QUARTER	4,888.70
Total for UHLS				\$13,803.69
WESTERLO PUBLIC LIBRARY (518) 797-3415				
WESTERLO PUBLIC LIBRARY	06/03/2024	262623	LOST/PAID BOOK *****0837	12.95
Total for WESTERLO PUBLIC LIBRARY				\$12.95
William K. Sanford Library				
William K. Sanford Library	07/03/2024	303881	LOST/PAID BOOK 0000485987	10.99
Total for William K. Sanford Library				\$10.99
WMHT				
WMHT	07/10/2024	INV6249	EAS04 EGCL YS PROGRAM	50.00
Total for WMHT				\$50.00
ZABOROWSKI, JENNA				
ZABOROWSKI, JENNA	07/10/2024	07102024	EGCL TEEN PROGRAM SUPPLIES	42.95
Total for ZABOROWSKI, JENNA				\$42.95

East Greenbush Community Library

Warrant of Bills by Vendor (June 8-July 19, 2024)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
TOTAL				\$75,944.97

Note

Payment Approved / /

President, Library Board of Trustees: _____



East Greenbush Community Library

2024 Budget vs. Actual

January 1, 2024 - July 19, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges	8,020.29	13,500.00	-5,479.71	59.41 %
4100 Other Income/Interest	24,615.63	2,000.00	22,615.63	1,230.78 %
4200 Public Funds	2,261,623.12	2,277,625.00	-16,001.88	99.30 %
4400.00 Restricted Income (G/G)	39,050.00	35,000.00	4,050.00	111.57 %
4401.00 Non-Restricted Income (G/G)	2,392.00	1,500.00	892.00	159.47 %
Total Revenue	\$2,335,701.04	\$2,329,625.00	\$6,076.04	100.26 %
GROSS PROFIT	\$2,335,701.04	\$2,329,625.00	\$6,076.04	100.26 %
Expenditures				
Operating Expenses				
5000 Technology/Communications	47,498.71	96,650.00	-49,151.29	49.15 %
5010 Programming & Planning	14,130.88	24,200.00	-10,069.12	58.39 %
5020 Bks & Mat'ls (Collections)	100,994.18	159,100.00	-58,105.82	63.48 %
5030 Facilities Expenses	55,241.37	143,300.00	-88,058.63	38.55 %
5040 Professional Services	40,029.84	64,000.00	-23,970.16	62.55 %
5050 Operat'ns	15,232.63	37,425.00	-22,192.37	40.70 %
5100 Human Resources/Staff Devt	1,548.03	6,500.00	-4,951.97	23.82 %
5200 Personnel	810,832.46	1,709,725.00	-898,892.54	47.42 %
Total Operating Expenses	1,085,508.10	2,240,900.00	-1,155,391.90	48.44 %
Total Expenditures	\$1,085,508.10	\$2,240,900.00	\$ -1,155,391.90	48.44 %
NET OPERATING REVENUE	\$1,250,192.94	\$88,725.00	\$1,161,467.94	1,409.07 %
Other Expenditures				
FR Friends Pass-through	1,512.43		1,512.43	
Reserve Funds	36,074.78		36,074.78	
Total Other Expenditures	\$37,587.21	\$0.00	\$37,587.21	0.00%
NET OTHER REVENUE	\$ -37,587.21	\$0.00	\$ -37,587.21	0.00%
NET REVENUE	\$1,212,605.73	\$88,725.00	\$1,123,880.73	1,366.70 %

Note

On this date, the year is 54.9% over.

Reserve Fund Expenditures this month: HVAC Controls Project \$16,088.75 (non-restricted capital reserves) and Hyman Hayes Associates (\$4,416.50)

As of 7/19/2024, Transfers to and from Reserves are no longer included on P&L, per auditor. They are recorded on the Balance Sheet.

East Greenbush Community Library

Balance Sheet

As of July 19, 2024

	TOTAL			
	AS OF JUL 19, 2024	AS OF JUL 19, 2023 (PY)	CHANGE	% CHANGE
ASSETS				
Cash Assets				
Accounts				
Cash, Operating Accounts	1,578,003.32	1,210,589.94	367,413.38	30.35 %
Designated Board Cash Funds				
1007.00 Non-Restricted, Hurr XXX244	53,952.45	58,388.67	-4,436.22	-7.60 %
1008.00 Non-Restricted, Capital Reserve- XXX0228	679,737.10	500,541.02	179,196.08	35.80 %
1009.00 Non-Restricted, Operational Contingency- XXX210	392,235.76	388,484.73	3,751.03	0.97 %
Total Designated Board Cash Funds	1,125,925.31	947,414.42	178,510.89	18.84 %
Donor Restricted Cash Funds				
1001.00 Donor-Restricted, Gift & Grant-XXX186	23,671.01	61,163.44	-37,492.43	-61.30 %
1005.00 Donor-Restricted, Capital Reserve- XXX251	13,161.25	328,403.38	-315,242.13	-95.99 %
Total Donor Restricted Cash Funds	36,832.26	389,566.82	-352,734.56	-90.55 %
Total Accounts	\$2,740,760.89	\$2,547,571.18	\$193,189.71	7.58 %
Total Cash Assets	\$2,740,760.89	\$2,547,571.18	\$193,189.71	7.58 %
Fixed Assets	\$2,217,439.06	\$2,269,239.35	\$ -51,800.29	-2.28 %
TOTAL ASSETS	\$4,958,199.95	\$4,816,810.53	\$141,389.42	2.94 %
LIABILITIES AND EQUITY				
Liabilities	\$75,915.37	\$19,229.30	\$56,686.07	294.79 %
Equity				
3000 Retained Earnings	3,669,678.85	3,605,724.37	63,954.48	1.77 %
Net Revenue	1,212,605.73	1,191,856.86	20,748.87	1.74 %
Total Equity	\$4,882,284.58	\$4,797,581.23	\$84,703.35	1.77 %
TOTAL LIABILITIES AND EQUITY	\$4,958,199.95	\$4,816,810.53	\$141,389.42	2.94 %

Note

On this date, the year is 54.9% over

Non-Restricted Funds Available: \$2,703,928.63

Donor-Restricted Funds Available: \$36,832.26

Account Transfers to differentiate between Restricted and Non-Restricted Funds and cover 2024 budgeted appropriated fund balance transfers to Operating and budgeted account transfers to Reserves:

- 1) Petty Cash, Gift & Grant funds were deposited into Operating and the account was deleted (6/24/2024)
- 2) Accounts renamed and funds redistributed to reflect Non-Restricted and Donor-Restricted Funds completed to Reserves and to Operating; including 2024 budgeted transfers including to/from operating to restricted gift/grant (\$4,850), Unrestricted Gifts to Operating (\$1,125), Restricted Gift/Grant to Operating (\$15,000) -(6/24/2024)
- 3) \$105,000 Transfer from Operating to Non-Restricted, Capital Reserves per 2024 Budget completed- (6/24/2024)
- 4) \$5,000 Transfer from Hurr to Operating per 2024 Budget completed- (7/17/2024)

Account Transfers to cover monthly interest and expenses:

- 1) \$9,372.92 Transfer from Donor-Restricted Capital Reserve to Operating to cover cost of donor-restricted gift/grant expenses- (7/16/2024)
- 2) \$133.65 Transfer Interest from Donor-Restricted Capital Reserve to Non-Restricted Capital Reserve-(7/17/2024)
- 3) \$4,418.75 Transfer from Donor-Restricted Capital Reserve to Operating to cover cost of NYS Construction Grant payment; HHA Associates-(7/17/2024)
- 4) \$19,986.03 Transfer from Non-Restricted Capital Reserves to Operating to cover cost of HVAC controls system replacement; BPI-(7/17/2024)

2024 Restricted Funds Report to the Library Board

As of 7/19/2024, 2024

Restricted Gifts & Grants	Original	1/1/2024	Revenue	Expenditures	Current Balance
	Amount	Previous Year			
	Awarded	Balance Carried forward	2024	2024	(Available Funds)
Reading Garden	\$ 5,500.00	\$ 230.78	\$ -	\$ -	\$ 230.78
STEM Programming	\$ 2,000.00	\$ 68.01	\$ -	\$ 68.01	\$ -
Playroom	\$ 325.00	\$ 325.00	\$ -	\$ 28.43	\$ 296.57
YS Programming	\$ 3,000.00	\$ 78.00	\$ -	\$ 78.00	\$ -
Literacy	\$ 450.00	\$ 450.00	\$ 1,200.00	\$ -	\$ 1,650.00
FR-02-2021 1000 Books	\$ 500.00	\$ 379.59	\$ -	\$ 364.00	\$ 15.59
FR-19-2021 AD Crafts & Hobbies Books	\$ 400.00	\$ 400.00	\$ -	\$ -	\$ 400.00
FR-02-2022 Large Print Books	\$ 2,200.00	\$ 837.53	\$ -	\$ -	\$ 837.53
FR-20-2022 Fish	\$ 1,300.00	\$ 181.56	\$ -	\$ 181.56	\$ -
FR-23-2022 AD Edu/Jobs	\$ 750.00	\$ 750.00	\$ -	\$ -	\$ 750.00
FR-24-2022 AD SRC	\$ 655.00	\$ 5.00	\$ -	\$ -	\$ 5.00
FR-26-2022 YS SRC	\$ 5,000.00	\$ 12.69	\$ -	\$ 12.69	\$ -
FR-30-2022 Staff Appreciation	\$ 3,200.00	\$ 2,447.01	\$ -	\$ 1,273.95	\$ 1,173.06
FR-31-2022 YS Rds Prog. & Software	\$ 3,500.00	\$ 2,628.21	\$ -	\$ 2,137.99	\$ 490.22
FR-33-2023 IT Programs	\$ 500.00	\$ 400.00	\$ -	\$ -	\$ 400.00
FR-34-2023 Macbook	\$ 1,300.00	\$ 18.00	\$ -	\$ -	\$ 18.00
FR-35-2023 Museum Pass	\$ 3,000.00	\$ 362.70	\$ -	\$ 362.70	\$ -
FR-37-2023 HoTP	\$ 4,500.00	\$ 3,496.47	\$ -	\$ 942.51	\$ 2,553.96
FR-38-2023 YS SRC	\$ 4,030.00	\$ 592.84	\$ -	\$ 537.87	\$ 54.97
FR-39-2023 Outreach	\$ 4,000.00	\$ 1,432.29	\$ -	\$ 145.40	\$ 1,286.89
FR-40-2024 YS Programming	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 597.00	\$ 1,903.00
FR-41-2024 AIS Programming	\$ 5,300.00	\$ -	\$ 5,300.00	\$ 5,050.00	\$ 250.00
FR-42-2024 YS AudioBks	\$ 3,100.00	\$ -	\$ 3,100.00	\$ 2,671.30	\$ 428.70
FR-43-2024 MuseumPass	\$ 3,700.00	\$ -	\$ 3,700.00	\$ 2,067.30	\$ 1,632.70
FR-44-2024 YS SRPS	\$ 4,500.00	\$ -	\$ 4,500.00	\$ 4,450.00	\$ 50.00
FR-45-2024 Teen Supplies	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,962.03	\$ 37.97
FR-46-2024 Fish	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,410.51	\$ 89.49
FR-47-2024 Fam Engagement	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,962.33	\$ 37.67
FR-48-2024 Playroom	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
FR-49-YS LoT Kits	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	\$ 4,000.00
FR-50-2024 LoT	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,421.09	\$ 78.91
FR-51-2024 Voln Apprec			\$ 3,000.00	\$ -	\$ 3,000.00
Stewarts Holiday Match Grant	\$ 750.00	\$ -	\$ 750.00	\$ 750.00	\$ -
GRAND TOTAL	\$ 80,960.00	\$ 15,095.68	\$ 39,050.00	\$ 30,474.67	\$ 23,671.01



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Administrative Committee Meeting

7/1/24 7:00 pm-8:00 pm

Submitted by: M. Harris

Present: Michael Poost, Cami Engel, Mari Harris, Jill Dugas Hughes, Director.

Excused: K. Sheehan (chair)

1. Restricted vs. Non-Restricted Funds

Revised Balance Sheet

Donor Restricted Cash Funds will consist of Gift and Grant donor-restricted funds plus Capital Reserve donor-restricted funds. Funds are moved from Designated Board Funds "Non-Restricted Capital Reserves" into "Donor-Restricted Capital Reserves" upon contract signing. At the time of this meeting, \$17,580.00 balance was in this account, designated for the rest of the Hyman Hayes Associates contract which has not yet been completed/paid. Capital Construction projects funds will be committed using this method. As grant \$\$ is received, it will go toward reimbursement of Non-Restricted Capital Reserves.

Per 2024 Budget, \$105,000 was transferred to Non-Restricted Capital Reserves on June 24.

At the time of the meeting, non-restricted funds available to the library= \$2,785,286.

Actual vs. Budgeted Sheet (also referred to as P & L)

Per JDH discussions with accountant Gramuglia, the following changes will be made for 2024 calendar year:

Taxpayer-approved reserves will be transferred to proper account upon receipt of public funds.

Interest from donor restricted interest-bearing accounts will be regularly moved into savings operating account.

Total revenue and expenses on the P&L will not include any budgeted fund transfers, because of the new method.

The Director will track monthly actions taken in the NOTES section of the Balance sheet, for ease of tracking by the Board.

A new document will be provided to the Board each month in the packet, detailing all current gifts, grants income/expenditures from designated gift/grant funds.

2. Capital Construction Project

6 projects went out to bid on Fri, June 31.



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There will be 9 contracts total, for project scope: 6 related to EIFS and building repairs, as approved by Board earlier this year, 1 for architect (HHA), 1 for construction project manager (Wainschaff), and 1 for window testing needed to properly secure outside of building.

Walk-thru for potential bidders scheduled for July 9 at 8:30 am.

Bids due by July 18, 2pm with possible extension date of July 23.

Bids will be opened on the date of receipt. If bids are under board-approved budgeted \$694,712 (with 50% grant match), contracts can be selected by workgroup and approved by Director. If desired contractors are outside of the approved amount, the Board will need to approve at either the Board meeting or Special Meeting, if info cannot be prepared for July 23 Board meeting consideration.

3. **Future Funding**

New Construction Grant – via UHLS

Assemblyperson McDonald NYS Funding (funding for construction through legislator's office)

UHLS 2026 Construction grant interest notice is due August 1. This would be a match grant and would be used toward Phase 2 of the Building Project, i.e., roof replacement. Committee recommends approval for director to apply for 2026 grant. Ideally, capital reserves will need to be at or near \$500,000 to succeed with this phase. As no funds are being committed currently, Board motion/approval is not being put forth.

NYS Legislative funding will be sought for bathroom redesign, Phase 3 of Capital Construction Project.



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Services Committee Meeting

7/1/2024 5:30 pm – 7:00 pm

Submitted by: A. Miller

Present: Charlie Pensabene, Mari Harris, Amanda Miller (chair), Jill Dugas Hughes, Director.

- 1) Staff Manual update – J. Dugas Hughes reached out to the Capital Region Association of Non-profits to get quotes on creating a staff manual as it is overwhelming to do on our own. It would be a one-time cost on the professional services line. M. Harris asked about the legal updates that were part of the previous package. J. Dugas Hughes still wants to subscribe to an HR service, such as SHRM (Society of Human Resources Management) to provide guidance, since we do not have an HR professional on staff.
- 2) Board Succession Planning / UHLS Equity Challenge – J. Dugas Hughes will send the board a Leadership Development and Succession Plan & Policy that was created in Feb 2020, so it needs review.
 - a. Election / Budget - We discussed also theoretically changing the time for the election / budget to help make it easier to plan for needs (e.g., Schodack, construction needs, trustee recruitment)
- 3) Partnership Policy (draft) – a draft was handed out. Example would be Historical Society (we host their programs, store some of their items). This would be to document and help make sure that the partnerships are agreed upon by both parties. This is a brand-new policy. MOU with ENL, but not AARP, Red Cross, etc... This will require review at the next Services Committee meeting.
- 4) Schodack Communications – we talked about outreach with Schodack. M. Harris made a rough draft for a FAQ communique. She asked if Friends could assist. We reviewed the NYS laws and policies for the library. C. Pensabene asked about making sure that we don't anger residents by giving their email to the Friends.
- 5) Library of things – we have had theft of 2 items. The first person hasn't returned since March. A certified letter was mailed to that person. The second was stolen from that person, according to a police report. Payment plan is being set up for several hundred dollars. We need to have an idea of how to oversee replacement and potential future theft. We will review options and see if we can come up with an equitable solution that does not involve constant replacement of items. Items will not be replaced until we receive replacement funds.



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Director's Report- July 23, 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)

Director's Report Highlights (June)

Hours & Visits:

- **Operations:** Open 7 days/week, totaling 252 hours (closed Juneteenth weekend). Closed Sundays in July/August.
- **Visitor Statistics:** Recorded 19,759 visits in June 2024, marking a 4% decrease over June 2023. Breakdown: 10,073 in-person (-5%), 501 drive-thru (+34%), and 9,185 website visitors (-7%).
- **Teen Volunteers:** 35 teens volunteered in June for a total of 73.25 hours. There were 4 summer VolunTeen Training sessions, and 74 teens were trained!

Membership:

- **Active Cardholders:** Increased 4%, with 53 new registrations. Current active cardholders stand at 3,043 (up from 2,914 in June 2023).
 - Active EG Cardholders: 2,193 (2023: 2,062)
 - Active Schodack Cardholders: 825 (2023: 829)
 - Active Cardholders (non EG/Schodack): 25 (2023: 23)
- **Registered Resident Borrowers:** Increased 11% over June 2023.
- **Registered Non-Resident Borrowers:** Increased 8% over June 2023.

Programing & Meeting Room Highlights:

- **Program Volume:** 40 programs in June 2024, compared to 39 in June 2023.
- **Attendance:** 1,519 attendees (507 less than June 2023).
- **Meeting Rooms:** Used 67 times for non-library sponsored programs, a 319% increase over from last year, hosting 595 attendees.

Collection Highlights:

- **Usage:**
 - Physical item borrowing: 23,944 (June 2024) vs. 24,493 (June 2023).
 - Electronic Materials borrowing: 26,382 (June 2024) vs. 5,444 (June 2023).
 - We are still waiting on certain database statistics from the vendor, so we are unable to calculate total collection use.
- **Borrowing Trends:**
 - Physical borrowing was down 2%, digital lending up 26%.
 - Significant rise in computer use; 40% (1,291 in June 2024 vs. 878 in May 2023).

- In-person physical borrowing in-person decreased by 5%, while drive-thru window borrowing increased by 92%.
 - **Wireless Sessions:** Total wireless sessions increased 11% over last year (1,230 sessions).
-

1. Outreach/Partnerships Highlights

Summer Reading Program Kick-off Concert and Hot Dogs! (Goals 1 & 3)

- Hosted a successful kick-off event for adults and their families. Partnered with the East Greenbush Police department; officers grilled hot dogs, and 118 people listened to the band “5 Left” play on the library lawn.
- In the first week of Summer Reading, 156 people registered for the adult summer reading challenge!

Summer Reading Program for Kids; All day fun! (Goal 1)

- Our Summer Reading Program Adventure for youth began on Friday, June 28. We offered programming throughout the day: Open play for all ages, Summer Reading Program related Bingo with prizes, Cake and Crafts, Outdoor games, and a Big Bubble Bonanza to cap off the magical day!
- Teen Volunteers joined staff to help with the many activities throughout the day.
- Over 140 kids and their families came to the Bubble show, and a grand total of 378 patrons took part in events throughout the day!

American Foundation for Suicide Prevention Partnership (Goal 2)

- We have a new in-library display of pamphlets from the American Foundation for Suicide Prevention. Topics include: “Preventing Suicide in Military Families,” “Advocating for Suicide Prevention,” “Supporting your Loved One After a Suicide Attempt,” and “Seniors and Suicide.”

911 Safety for Preschoolers (Goal 2)

- 50 people attended a special presentation from Sgt. Ernie Tubbs on 911 Safety for Kids.

2. Sparking Imagination through Experiential Learning

I Spy! (Goal 3)

- Visitors to the library are invited to spend some time looking at the exhibit cases where they can play “I Spy” with staff and library owned collectibles.

Children’s Library Magical Transformation (Goal 3)

- Entering the Children’s Library is an experience like no other this summer. Visitors are inspired to imagine with the hand-painted deep-sea diver, stained glass-like hot air balloon, National Park-esque bulletin board, and clouds and planes decorating the ceiling of the Playroom.
- The most fun is the board (floor) game that was created; kids roll a GIANT D20 die to start the game which leads them on a fun trek from the youth and family services service point to the Teen Volunteers’ Headquarters, experiential learning for all!

Take & Make Crafts (Goal 3)

- 296 kits were distributed (8 themes). Themes included: Build a Cat, Bugs, Sun & Moon, Ladybug on a Leaf, Shark, Handprint Ice Cream, J is for Jellyfish, Building Blocks.

3. Programming Highlights

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

- The year-long adult reading challenge continues to surpass our expectations. 307 participants have logged in 1,537 books!

Tech Time and Tech Tips (Goals 4 & 5)

- In preparation for summer reading, we held Tech Time classes to instruct attendees on how to use the library's reading tracking app, Beanstack.
- Instructions for Beanstack are found at all library service points.
- Created a tech tips blog post to help patrons to learn UHLS app tricks, including how to turn on their reading history and how to receive text messages when their items are ready to be picked up at the library.
- Other tech classes included "Amazingly Helpful Tips and Resources for Getting a Book Published" and "Cool Features You Can Use to Shine when Presenting with Slides."

Scavenger Hunt (Goal 3)

- June's thematic scavenger hunt "Nature Friends" in the children's library hunt had 394 children and 156 adult scavenger hunters.

Playtime (for Littles and Big Kids) (Goal 3)

- 5 Playtime sessions were held during June with 153 participants.

Yoga for Littles

- 2 Yoga classes for kids were held with 51 participants.

4. Staff Updates

Personnel

- We had one part-time Librarian resignation (moved out of area), Susan Fox (7/13/2024) from the Adult & Information Services team.
- A part-time Library assistant was hired to join the Adult & Information Services team, Alisa Brancatelli, will begin on September 7, 2024.
- Susan Dague, full-time Librarian II, Technical Services, will be retiring 8/31/2024.
- Two teams (Circulation and Technical Services), are planning a merger. They will have their first meeting as the "Borrower Services" team on July 19.
- Marion Pierson, Head of Circulation is stepping up to provide leadership for the new team, as Head of Borrower Services.
- A part-time Cataloging position has been posted, with a rolling deadline.
- A substitute Library Clerk, David Kelly, began on July 15. David will be working regular hours for the summer and will begin working on a substitute basis in the fall.

5. Capital Projects/Facilities

Capital Project Work Group:

- The Renovations Phase 1 project was put out to bid, a walkthrough for contractors was held, and bids were opened publicly on July 18 at 2pm.
- We put out six bid packages and received 15 competitive bids, which were significantly under budget.
- The construction manager and architect are evaluating each bid package. We expect to make a recommendation to the board at Tuesday night's board meeting, if timing allows, but at this time, the tentatively scheduled special board meeting on 7/29 is still a possibility if extra time is needed.
- One of the things we are considering is adding full window replacements to the project instead of just repairing the children's room windows, because pricing was so competitive. This possibility is being explored and may affect the bid award schedule.
- At this point, all work on the front entrance (including sidewalk, breezeway, doors, tile), drive-thru (breezeway), and staff entrance (canopy) will continue according to schedule. We expect to begin work in August and have it wrapped up by late October. We will likely make a recommendation to the Board on Tuesday for the following contracts: Site Civil, Electrical, Painting, and Ceramic Tile.
- Any changes to the window scope will have a schedule impact on the EIFS and window schedules (contract and construction).

Controls System Project

- The HVAC controls update has finally been closed out and the server room door is able to remain locked.

6. IT/Infrastructure Updates

Public Computers

- Decommissioned two public computers.

Staff Computers

- 2 Laptop replacements

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, such as the Summer Reading Program, outreach partnerships, and tech classes, align with our strategic goals. By offering diverse programs, improving our collections, and enhancing our facilities, we ensure that the East Greenbush Community Library stays a welcoming and supportive hub for everyone. These efforts underscore our commitment to serving our community with excellence, and we look forward to continuing this important work, and continuing to have fun together with our creative, hardworking, committed team along the way!

Respectfully Submitted: Jill Dugas Hughes, Director



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Personnel Memo

July 23, 2024

Submitted by Jill Dugas Hughes

Resignation:

- Susan Fox, Librarian I, Part-Time, Effective 7/13/2024

Retirement:

- Susan Dague, Librarian II, Full-Time, Effective 8/31/2024

Termination:

- N/A

Classification Change:

- Alisa Brancatelli, Library Assistant, Part-Time, Effective 9/07/2024

Provisional Appointment:

- David Kelly, Library Clerk, Substitute, Effective 7/15/2024

Current Open/Unfilled Positions/Organizational Chart Changes

- Librarian I, Part-Time (Borrower Services)
- Library Clerk, Part-Time (Borrower Services)



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Presentation of Draft 2025 Budget to the Board

July 23, 2024

Katie Sheehan, Treasurer

- Budget honors the objectives adopted during the strategic planning and capital improvement processes.
 - Programming & Planning: \$34,700 allotted (increased from \$24,200 in 2024)
 - Preserve reserves: \$145,000 transfer to Capital Reserves (increased from \$109,850 in 2024)
 - Website refresh
 - Staffing:
 - 3% Cost of Living Allowance (COLA)
 - Assistant Director
 - Internal reorganization: upgrades for Principal Clerk and Information Technology Support Specialist, and upgrade part-time Clerk to full-time Clerk

- We are proposing a 4.2% increase in the tax levy.
 - Proposed tax levy of \$1,995,455
 - Increase from \$0.97 to \$1.00 per \$1,000 assessed value
 - Increase of \$5.18/year or \$0.43/month for average homeowner

- Other highlights:
 - We have gifts and grants that have not been spent.
 - Friends are in good financial standing.
 - Reallocation of funding has led to higher yield interest payments.
 - Capital projects will be funded with appropriated funds and matching grants (\$347,356 grant will offset costs and defray use of capital reserve funds).
 - Building facade
 - Interior and exterior entryways
 - Sidewalks
 - Roof
 - Bathrooms

- 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 we are still in negotiations.
 - This could have an impact on budgeted expenses.

- Next steps:
 - Trustee packets due August 17, 2024
 - September 17, 2024, Budget Vote

East Greenbush Community Library				
Draft Proposed 2025 Budget				
July 23, 2024 Library Board Meeting				
	Current Year (2024)	2025 Draft Proposed Budget	% change	\$ change
Revenue				
LIBRARY CHARGES	\$ 13,500	\$ 15,000	11.1%	\$ 1,500
INTEREST & EARNINGS	\$ 2,000	\$ 12,000	500.0%	\$ 10,000
Public Funds				
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
PUBLIC FUNDS	\$ 2,277,625	\$ 2,490,100	9.3%	\$ 212,475
GIFTS/GRANTS (new receipts)	\$ 36,500	\$ 52,500	43.8%	\$ 16,000
Appropriated Fund Balance				
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)
APPROPRIATED FUND BALANCE	\$ 21,125	\$ 26,000	23.1%	\$ 4,875
GRAND TOTAL REVENUE	\$ 2,350,750	\$ 2,595,600	10.4%	\$ 244,850
*Proposed tax levy of \$1,995,455				
*Tax rate increase of \$0.03 per thousand dollars of assessed value (from \$0.97 to \$1.00)				
*Estimated tax impact change of \$5.18 per year or \$0.43 per month for average homeowner				
**Schodack contract still in negotiations				
Expenditures				
Long-Term Savings				
Transfer to Capital Reserves	\$ 109,850	\$ 145,000	32.0%	\$ 35,150
Operating Expenditures				
Technology/Communications	\$ 96,650	\$ 115,000	19.0%	\$ 18,350
Programming & Planning	\$ 24,200	\$ 34,700	43.4%	\$ 10,500
Books & Materials	\$ 159,100	\$ 161,500	1.5%	\$ 2,400
Facilities	\$ 143,300	\$ 143,940	0.4%	\$ 640
Professional Services	\$ 64,000	\$ 61,650	-3.7%	\$ (2,350)
Operations	\$ 37,425	\$ 43,050	15.0%	\$ 5,625
Human Resources/Staff Development	\$ 6,500	\$ 7,000	7.7%	\$ 500
Personnel				
Benefits	\$ 419,725	\$ 460,895	9.8%	\$ 41,170
Salaries	\$ 1,290,000	\$ 1,422,865	10.3%	\$ 132,865
PERSONNEL (Salaries & Benefits)***	\$ 1,709,725	\$ 1,883,760	10.2%	\$ 174,035
GRAND TOTAL EXPENDITURES	\$ 2,350,750	\$ 2,595,600	10.4%	\$ 244,850
***3% COLA, mandatory 19% increase retirement costs, Asst. Director position, PT Clerk to FT Clerk, Comp. Study Equity changes				