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AGENDA

Board of Trustees

September 17, 2024

7:00 p.m.

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, September 17, 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/egllibrary>

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@egllibrary.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 July 23, 2024 , Library Board Meeting.	Camie Engel B.
4.	Treasurer’s Reports • (10 min) Treasurer’s Report Narrative Off Warrant (July 20, 2024 – September 6, 2024) ➤ MOTION to accept the Off Warrant in the amount of \$231,706.82 for the period of 7/20/2024 – 9/6/2024 as presented. Warrant (July 20, 2024 – September 6, 2024) ➤ MOTION to authorize the President to sign the Warrant for the period of 7/20/2024 – 9/6/2024 in the amount of \$4,040.36 . Financials (68.3% of the year over) • Budget vs. Actual 2024 (1/1/2024 – 9/6/2024) • Balance Sheet (9/6/2024) • Restricted Funds (1/1/2024-9/6/2024) ➤ MOTION to approve the 9/6/2024, Financials with 68.3% of the year completed, as presented.	Katie Sheehan C. D. E. F. G. H.
5.	Committee Reports • (10 min) Administrative Committee Services Committee	Katie Sheehan I. Amanda Miller J.



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	➤ MOTION to approve the Partnership Policy as presented.	K.
6.	Director’s Report • (10 min)	Jill Dugas Hughes L.
7.	Personnel Memorandum • (5 min) ➤ MOTION to approve the 9/17/2024 Personnel Memorandum as presented.	Jill Dugas Hughes M.
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 Evaluations	Charlie Pensabene Mari Harris
10.	New Business • (5 min)	Mari Harris
12.	Adjournment ➤ MOTION to adjourn the 9/17/2024 Library Board Meeting.	Mari Harris



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Upcoming Board & Committee Meetings:

Monday, October 7, 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, October 15, 2024

- 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
July 23, 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
- Michael Poost, Trustee

Library staff, Community Partners & Members of the Public:

- Jill Dugas Hughes, Library Director
- Jenna Schmonsky, Administrative Assistant (excused 8:34 p.m.; returned 9:49 p.m.)
- Julie Ann Price, Friends of the East Greenbush Library (exited 8:22 p.m.)
- Jim McHugh, Town of East Greenbush (exited 8:25 p.m.)

A Library Board of Trustees meeting of the East Greenbush Community Library was held on July 23, 2024, at the East Greenbush Community Library and was livestreamed. It began at 7:00 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 7:00 p.m.

REVIEW OF AGENDA:

- The agenda was reviewed. There were no questions. M. Harris acknowledged Michael Poost’s last Board Meeting and thanked him for his 32 years of exceptional service.

PUBLIC COMMENT:

- There was no public comment.

APPROVAL OF MINUTES:

- **MOTION #2024-07-56:** K. Sheehan made the motion to approve the minutes from the June 18, 2024, Library Board meeting. Seconded by C. Pensabene. 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. July is the first month where restricted and non-restricted funds are reflected on the balance sheet.

- **MOTION #2024-07-57:** C. Engel made a 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. Seconded by M. Poost. The motion was carried with 7 in favor, none opposed.
- **MOTION #2024-07-58:** A. Miller made a 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**. Seconded by M. Poost. The motion was carried with 7 in favor, none opposed.
- **MOTION #2024-07-59:** M. Poost made a motion to approve the July 19, 2024, Financials with 54.9% of the year completed as presented. Seconded by C. Engel. The motion was carried with 7 in favor, none opposed.

COMMITTEE REPORTS:

Administrative: The written committee report was submitted by M. Harris. Highlights from the written report included: restricted vs. non-restricted funds, capital construction project, and future funding.

Services: The written committee report was submitted by A. Miller. Highlights from the written report included: staff manual, Board succession planning/UHLS Equity Challenge, partnership policy, Schodack communications, and Library of Things.

DIRECTOR'S REPORT:

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

- Summer Reading Program; great kickoff event and fantastic programs.
- Active cardholders increased by 4%.
- 35 teens volunteered in June.
- There were four summer VolunTeen Training sessions, and 74 teens were trained.
- The control system project has been completed.

J. Dugas Hughes informed the board that a new pest company was engaged to resolve mice and outdoor garden pests.



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PERSONNEL MEMORANDUM:

J. Dugas Hughes presented the personnel memo.

- **MOTION #2024-07-60:** M. Poost made a motion to approve the July 23, 2024, Personnel Memorandum as presented. Seconded by A. Miller. The motion was carried with 7 in favor, none opposed.

LIAISON REPORTS:
Friends of the Library (J. Ann Price):

- Currently 10 volunteers have been creating book craft wreaths for the November fundraiser.
- The Great Greenbush Quest will kick-off on Community Day on Saturday, September 14 with a pirate theme.
- A fundraiser event that was scheduled for July 20 was cancelled due to a lack of volunteers.

Town of East Greenbush: (J. McHugh):

- The Town of East Greenbush's 2025 calendar has been released.
- The budget for 2025 will be adopted on November 20th.
- There is a proposed development on 3rd Avenue Extension.
- Columbia Turnpike has been paved.
- The town is seeking police recruitments.
- There is ongoing discussion about establishing a towing ordinance in the town. A second public hearing is scheduled on August 14 regarding the proposed towing 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):

- UHLS library board will continue the conversation regarding the consideration of a joint agreement with Schenectady County Public Library (SCPL) at their September meeting.

UNFINISHED BUSINESS:
Facilities Work Group Update/Bid Opening Results for the Library Renovations Phase 1

- The project went out to bid with a scheduled bid date Thursday, July 18.
- There were six contracts with 15 proposals submitted.
- An error was found in the lowest electrical bid; it was corrected by selecting the second lowest bidder.
- An alternate proposal for ceramic tile replacement, excluding mosaic tiles, was recommended.



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- The Advanced Glass bid for storefront work came in under budget, covering the children's room window and front door repairs. A request for a cost proposal for the addition of the replacement of all storefront windows has been submitted, and will be considered as an addition, if it comes in under budget. Director will adjust construction grant scope, accordingly.
 - The total project budget is \$694,712, with a 50% NYS Construction Grant match.
 - The contracts are recommended for approval, with the Advanced Glass contract total cost pending additional pricing.
 - The director is authorized to sign contracts up to the project budget, with change orders allowed within this limit.
 - There was a discussion on whether to list contractors and bid amounts publicly, with a suggestion to include them in the next director's report.
 - Temperature requirements for construction work (daytime temperatures above 40°F) were mentioned, i.e., colder season will impact project timeline, if outdoor project is not completed before drops in temperature.
 - Discussions included administrative procedures, the role of committees, and the approval process for changes within budget limits.
- **MOTION #2024-07-61:** M. Poost made a motion to authorize the Director to enter into contracts for the Library Renovations Phase 1 project; total amounts not to exceed project budget of \$694,712 at p.m. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.

EXECUTIVE SESSION:

- **MOTION #2024-07-62:** M. Poost made a motion to enter executive session for the purpose of discussing contractual matters at 8:34 p.m. Seconded by C. Engel. The motion was carried with 7 in favor, none opposed.

J. Schmonsky was excused from the meeting at 8:34 p.m.

- **MOTION #2024-07-63:** C. Pensabene made a motion to exit executive session at 9:47 p.m. Seconded by A. Miller. The motion was carried with 7 in favor, none opposed.

J. Schmonsky re-entered the meeting at 9:49 p.m.

2025 BUDGET:

- **MOTION #2024-07-64:** C. Pensabene made a motion to approve the proposed 2025 budget in the amount of \$2,595,600, which includes a tax levy in the amount of



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\$1,995,455, to be presented to the public for a public vote on Tuesday, September 17, 2024 at 9:51 p.m. Seconded by C. Engel. The motion was carried with 5 in favor, with 2 opposed - A. Miller and M. Poost.

NEW BUSINESS:**Evaluations:**

- The evaluation process for board self-evaluation and the director evaluation has been postponed to September where the evaluation forms will be distributed. The goal is to complete everything by October.

M. Harris announced the following:

- A previously scheduled special board meeting for July 29 has been cancelled.
- No committee or board meetings will be held in August.
- The only exception is if something urgent arises regarding the window replacement contract.
- A party is planned for Friday, August 23, to celebrate Michael Poost.

ADJOURN:

- **MOTION #2024-07-65:** Motion to adjourn the July 23, 2024, Board meeting was made by M. Poost at 9:54 p.m. Seconded by K. Sheehan. The motion was carried with 7 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Camie Engel, Secretary

Treasurer's Report:

Katie presents financials for July 20, 2024 through September 6, 2024.

The library is in good financial standing:

- Total bank accounts are 8.53% above our 2023 total, including operating accounts, designated board funds, and donor restricted funds.
- Total assets are 3.12% higher than 2023.
- We have taken in 101.18% of our total revenue for 2024.
- 68.3% of the year is complete; grand total of expenditures is 58.69% of the total budget.
- The only outliers in subcategories are Programming & Planning at 75.59% and Books and Materials at 76.76% of the total budget.
- Total Operating Expenses are at 58.69% of the total budget.

There are no noteworthy expenses (over \$1,000) in the Warrant.

Noteworthy expenses (over \$1,000) in the Off-Warrant (higher than usual because there was no August board meeting)

- \$2,999.06 was paid to Amazon Capital Services for various expenses including backpacks for YS Library of Things Kits, books, and a light table for the children's room, wrong way signage for drive-thru.
- \$2,275.88 was paid to Baker & Taylor for books.
- \$2,174.45 was paid to Bank of America, various expenses including monthly quickbooks charges and program supplies.
- \$4,525.13 was paid to Brodart for books.
- \$26,346.58 was paid to CDPHP for health insurance.
- \$5,601.25 was paid to Hyman Hayes Associates (architectural fees for construction project).
- \$5,056.34 was paid to National Grid for utilities.
- \$4,039.90 was paid to NYSLRS for retirement.
- \$9,899.11 was paid to Overdrive for digital services.
- 3 Payrolls; \$35,704.72, \$267.85, \$12,491.10, \$35,506.09, \$260.11, \$12,463.55, \$267.85, \$12,647.93, and \$36,138.73 were paid for payrolls #16-18
- \$5,240.00 was paid to Seasons East Lawn Care for mowing and landscaping.
- \$1,261.93 was paid to Staples for office, maintenance, and programming supplies.
- \$2,633.00 was paid to Tag Solutions, LLC for IT managed services.

Motions:

- Motion to accept the Off-Warrant in the amount of \$231,706.82 for the period of July 20, 2024, through September 6, 2024, as presented.
- Motion to authorize the president to sign the Warrant for the period of July 20, 2024, through September 6, 2024, in the amount of \$4,040.36.
- Motion to approve the September 6, 2024, Financials with 68.3% of the year completed, as presented.

East Greenbush Community Library

Off-Warrant (July 20, 2024- September 6, 2024)

NAME	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Cash, Operating Accounts				
1003.00 Checking, Operating-XXX178				
Aflac	07/25/2024	42419	NBY22	-415.98
Aflac	08/26/2024	42451	NBY22	-623.97
Amazon Capital Services	08/26/2024	42471	A3DG71IHROMNJM	-2,999.06
ASSA ABLOY (formerly Besam)	08/12/2024	42442	120046	-241.01
AUDIO VIDEO	08/26/2024	42469	C15185	-187.50
B & L CONTROL SERVICE, INC.	08/12/2024	42423		-75.00
BAKER & TAYLOR (ALL ACCTS)	08/26/2024	42472		-2,275.88
BOA CARD SERVICES	08/05/2024	42422	CORP ACCOUNT 1924	-1,126.87
BOA CARD SERVICES	09/04/2024	42477	CORP ACCOUNT 1924	-1,047.58
Brodart	08/26/2024	42476	310561	-4,525.13
Capital Security	08/12/2024	42424		-63.00
Capital Security	08/26/2024	42473		-63.00
CDPHP	07/24/2024	42415	10002870	-14,369.57
CDPHP	08/20/2024	42447	10002870	-11,977.01
CENGAGE Learning/GALE	08/26/2024	42474	124198	-440.69
Center Point Large Print	08/26/2024	42475		-125.78
CHARTER COMMUNICATIONS (FIBER OPTIC)	07/24/2024	42416	141867501	-399.00
CHARTER COMMUNICATIONS (FIBER OPTIC)	08/20/2024	42448	141867501	-399.00
CHARTER COMMUNICATIONS (TELEPHONE)	07/24/2024	42417	142138101	-41.28
CHARTER COMMUNICATIONS (TELEPHONE)	08/20/2024	42449	142138101	-41.30
DEMCO	08/12/2024	42425	710162791	-648.19
Dropmysuite Inc.	08/12/2024	42426		-81.00
EnvisionWare, Inc.	08/12/2024	42427	2148 EAST GREENBUSH COMMUNITY LIBRARY	-603.75
GUARDIAN	07/24/2024	42418	00 575836 DENTAL & VISION	-278.49
GUARDIAN	08/20/2024	42450	00 575836 DENTAL & VISION	-374.30
HILL & MARKES, INC.	08/26/2024	42453	6258	-397.95
HOME DEPOT	08/12/2024	42428	**** ** 8313	-35.82
HOME DEPOT	08/26/2024	42454	6035 3225 3198 8313	-21.92
HYMAN HAYES ASSOCIATES	08/26/2024	42455	23009	-5,601.25
KNOWBE4,INC	08/15/2024	42444	C-074449	-988.20
LJL3 INCORPORATED- SHARED RESULTS INTERNATIONAL (DBA)	08/26/2024	42456		-347.00
MARINE DESIGN & SERVICE	08/12/2024	42429	FISH TANK SERVICE	-75.00
MARINE DESIGN & SERVICE	08/26/2024	42457	FISH TANK SERVICE	-75.00
MicroMarketing LLC	08/26/2024	42458	1233	-146.21
Midwest Tape	08/26/2024	42459	2000001825	-560.05
NATIONAL BUSINESS TECH. (ALBANY)	08/12/2024	42430	EG00	-270.95
NATIONAL BUSINESS TECH. (ALBANY)	08/26/2024	42460	EG00	-228.11
Nationalgrid	07/25/2024	42420	34370-88011	-2,607.43
Nationalgrid	08/26/2024	42461	34370-88011	-2,448.91
NATURE'S WAY PEST CONTROL	08/12/2024	42431	149209	-567.00
NATURE'S WAY PEST CONTROL	08/26/2024	42462	149209	-80.00
New York State Deferred Comp.	07/30/2024	42421	Plan#0045420	-315.31
New York State Deferred Comp.	08/12/2024	42443	Plan#0045420	-315.31
New York State Deferred Comp.	08/26/2024	42463	Plan#0045420	-315.31
New York Times	08/15/2024	42445	871100947	-334.72
Northeast Toner, Inc.	08/12/2024	42432		-956.00
NYSLRS	07/31/2024	JULY 2024	NYSLRS for JULY 2024	-1,617.74
NYSLRS	08/31/2024	August 2024	NYSLRS for AUGUST 2024	-2,422.16

East Greenbush Community Library

Off-Warrant (July 20-September 6, 2024)

NAME	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
OVERDRIVE	08/26/2024	42464		-9,899.11
	08/02/2024	PR# 16; 8/2/24	PR#16	-35,704.72
Paychex	08/02/2024	PR# 16; 8/2/24	PROCESSING CHARGES FOR PAYROLL #16 DATED 8/2/24	-267.85
	08/02/2024	PR# 16; 8/2/24	PR#16	-12,491.10
	08/16/2024	PR# 17; 8/16/24	PR#17	-35,506.09
Paychex	08/16/2024	PR# 17; 8/16/24	PROCESSING CHARGES FOR PAYROLL #17 DATED 8/16/24	-260.11
	08/16/2024	PR# 17; 8/16/24	PR#17	-12,463.55
Paychex	08/30/2024	PR# 18; 8/30/24	PROCESSING CHARGES FOR PAYROLL #18, DATED 8/30/24	-267.85
	08/30/2024	PR# 18; 8/30/24	PR#18	-12,647.93
	08/30/2024	PR# 18; 8/30/24	PR#18	-36,138.73
Pitney Bowes, Inc. (supplies)	08/12/2024	42433		-227.97
PLAYAWAY PRODUCTS LLC	08/26/2024	42465		-176.21
Record	08/12/2024	42434	9038741	-349.45
Seasons East Lawn Care	08/12/2024	42435		-5,240.00
Seasons East Lawn Care	08/26/2024	42466		-340.00
STAPLES	08/12/2024	42436	1008052	-1,039.51
STAPLES	08/26/2024	42467	1008052	-222.42
TAG SOLUTIONS, LLC	08/12/2024	42437	21743	-2,633.00
TIME SQUARE	08/15/2024	42446		-85.00
TIMES UNION (SUBSCRIPTION)	08/12/2024	42438	140026351	-150.95
TITAN ROOFING, INC.	08/26/2024	42468	T#54597	-728.50
Town of East Greenbush	08/12/2024	42439	984	-425.63
TWIN BRIDGES	08/12/2024	42440	55-8109 1	-257.71
VERIZON WIRELESS	08/12/2024	42441	542647307-00001	-32.74
Total for 1003.00 Checking, Operating-XXX178				\$231,706.82
Total for Cash, Operating Accounts				\$231,706.82

East Greenbush Community Library

Warrant of Bills by Vendor (July 20, 2024-September 6, 2024)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Albany Public Library 518-449-3380				
Albany Public Library	08/21/2024	560547	LOST/PAID BOOK PERFECT PEACE	14.99
Total for Albany Public Library				\$14.99
ALBANY TIMES UNION				
ALBANY TIMES UNION	08/31/2024	08312024	6000103654 BUDGET ELECTION ADVERTISEMENT 2024	66.99
Total for ALBANY TIMES UNION				\$66.99
Amazon Capital Services				
Amazon Capital Services	08/26/2024	1KNV-F1HQ-D791	A3DG71IHROMNJM YS SUPPLIES	29.58
Amazon Capital Services	08/29/2024	171C-LVN7-7J73	A3DG71IHROMNJM LIBRARY OFFICE SUPPLIES	95.21
Amazon Capital Services	08/29/2024	1KPJ-G6PP-D7QL	A3DG71IHROMNJM ADULT LOT	53.98
Amazon Capital Services	08/31/2024	11WQ-P641-G47P	A3DG71IHROMNJM YS SUPPLIES	86.74
Amazon Capital Services	09/01/2024	1QY1-HKNC-TGHN	A3DG71IHROMNJM YS SUPPLIES	32.74
Total for Amazon Capital Services				\$298.25
AMY MCCARTHY				
AMY MCCARTHY	08/13/2024	08132024	EGCL YS SRP FINALE	30.19
Total for AMY MCCARTHY				\$30.19
BAKER & TAYLOR (ALL ACCTS)				
BAKER & TAYLOR (ALL ACCTS)	08/27/2024	5019079406	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	69.08
BAKER & TAYLOR (ALL ACCTS)	08/28/2024	5019086843	309318 L430452 3 B00000 YS BOOKS	194.67
BAKER & TAYLOR (ALL ACCTS)	08/29/2024	5019084254	309318 L026683 3 B00000 J FICTION PICTURE BOOKS	53.35
Total for BAKER & TAYLOR (ALL ACCTS)				\$317.10
Bethlehem Public Library				
Bethlehem Public Library	08/20/2024	306336	LOST/PAID BOOK THE NIGHT BEFORE ST. PATRICK'S DAY 38113103310717	4.99
Bethlehem Public Library	08/29/2024	318837	EGCL LOST/PAID BOOK MAGIC TREEHOUSE NIGHT OF THE NINJAS 38113107718287	9.99
Total for Bethlehem Public Library				\$14.98
Brodart 800-233-8467				
Brodart	08/26/2024	B6847242	3105612 J FICTION PICTURE BOOK	8.14
Brodart	08/26/2024	B6847228	3105613 J FICTION BOOKS	20.68
Brodart	08/26/2024	B6847243	3105612 J POP FICTION BOOKS	12.84
Brodart	08/26/2024	B6847232	3105613 J FICTION BOOKS	9.72
Brodart	08/26/2024	B6847241	3105612 J POP FICTION BOOKS	8.82
Brodart	08/27/2024	B6848092	3105613 J FICTION BOOKS	8.20
Brodart	08/27/2024	B6848088	3105613 J FICTION BOOKS	96.05
Brodart	08/27/2024	B6848091	3105613 J FICTION BOOKS	3.24
Brodart	08/29/2024	B6849526	310561B ADULT FICTION BOOKS	17.29
Brodart	08/29/2024	B6849528	310561B ADULT FICTION BOOKS	89.35
Brodart	08/29/2024	B6849492	310561B ADULT FICTION BOOKS	35.16
Brodart	08/29/2024	B6849626	3105612 J FICTION PICTURE BOOKS	29.01
Brodart	08/29/2024	B6849625	3105612 J FICTION PICTURE BOOKS	18.42

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	08/29/2024	B8649491	310561B ADULT FICTION BOOKS	14.82
Brodart	08/29/2024	B6849627	3105612 J FICTION PICTURE BOOKS	11.58
Brodart	09/03/2024	B6850757	3105612 J FICTION PICTURE BOOKS	101.18
Total for Brodart				\$484.50
CENGAGE Learning/GALE 877-201-3962 opt 2				
CENGAGE Learning/GALE	08/27/2024	85063521	124198 ADULT LP BOOK	17.59
CENGAGE Learning/GALE	08/27/2024	85063821	124198 ADULT LP BOOKS	84.78
Total for CENGAGE Learning/GALE				\$102.37
DUDLEY OBSERVATORY				
DUDLEY OBSERVATORY	08/28/2024	091824-092524	EGCL AUTUMNAL EQUINOX SCIENCE & SPACE TRASH YS PROGRAMS	350.00
Total for DUDLEY OBSERVATORY				\$350.00
EAST GREENBUSH KIWANIS CLUB				
EAST GREENBUSH KIWANIS CLUB	08/21/2024	100124-093025	EGCL ANNUAL MEMBERSHIP FEE 10/1/24-9/30/25	120.00
Total for EAST GREENBUSH KIWANIS CLUB				\$120.00
EGCL - Petty Cash				
EGCL - Petty Cash	08/13/2024	5017	EGCL TEEN PROGRAM SUPPLIES	15.82
EGCL - Petty Cash	08/13/2024	5018	EGCL TEEN PROGRAM SUPPLIES	23.29
Total for EGCL - Petty Cash				\$39.11
ERIC CARLE MUSEUM OF PICTURE BOOK ART				
ERIC CARLE MUSEUM OF PICTURE BOOK ART	08/28/2024	MP 2024	EGCL MUSEUM PASS 2024	150.00
Total for ERIC CARLE MUSEUM OF PICTURE BOOK ART				\$150.00
Guilderland Public Library 456-2400				
Guilderland Public Library	08/09/2024	293494	LOST/PAID BOOK *****3669 THE KINGDOM OF THIS WORLD	15.00
Total for Guilderland Public Library				\$15.00
HOEPRICH, BILL				
HOEPRICH, BILL	08/09/2024	09222024	EGCL ADULT CONCERT MUSICATS ADULT PROGRAM	400.00
Total for HOEPRICH, BILL				\$400.00
JENNIFER LANTIER-NOVELLI				
JENNIFER LANTIER-NOVELLI	08/30/2024	0913-0928-1011	EGCL YS PROGRAM	180.00
Total for JENNIFER LANTIER-NOVELLI				\$180.00
RESERVE ACCT. (POSTAGE METER)				
RESERVE ACCT. (POSTAGE METER)	09/04/2024	SEPT-NOV. 2024	41651340 POSTAGE METER REFILL 9/1/24-11/30/24	400.00
Total for RESERVE ACCT. (POSTAGE METER)				\$400.00
SHORT AND STOUT TEA COMPANY, LLC				
SHORT AND STOUT TEA COMPANY, LLC	08/09/2024	10242024	EGCL ADULT PROGRAM BUBBLE TEA WORKSHOP	150.00
Total for SHORT AND STOUT TEA COMPANY, LLC				\$150.00
TAG SOLUTIONS, LLC (518) 292-6510				
TAG SOLUTIONS, LLC	06/19/2024	30629603	21743 SERVICE/MAINTENANCE FOR NINJA CLOUD ON SERVER	600.00
Total for TAG SOLUTIONS, LLC				\$600.00
TWIN BRIDGES 518-282-5600				
TWIN BRIDGES	09/03/2024	SEPTEMBER	55-8109 1 WASTE & RECYCLING 9/1/24-9/30/24	257.71

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
		2024		
Total for TWIN BRIDGES				\$257.71
Valley Falls Free Library				
Valley Falls Free Library	08/08/2024	313851	LOST/PAID BOOK *****8158 DIARY OF THE 6TH GRADE NINJA	7.99
Total for Valley Falls Free Library				\$7.99
William K. Sanford Library				
William K. Sanford Library	07/03/2024	303881A	LOST/PAID BOOK 0000485987 HARRY POTTER AND THE CHAMBERS OF SECRETS	10.99
Total for William K. Sanford Library				\$10.99
ZABOROWSKI, JENNA				
ZABOROWSKI, JENNA	08/01/2024	08012024	EGCL YS PROGRAM	30.19
Total for ZABOROWSKI, JENNA				\$30.19
TOTAL				\$4,040.36

Note

Payment Approved / /

President, Library Board of Trustees: _____



East Greenbush Community Library

2024 Budget vs. Actual

January 1, 2024- September 6, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges				
4001.00 Printing/Fax/Fees	5,718.76	9,000.00	-3,281.24	63.54 %
4002.00 Fines	721.88	0.00	721.88	
4003.00 Lost or Damaged	3,927.26	4,500.00	-572.74	87.27 %
Total 4000 Library Charges	10,367.90	13,500.00	-3,132.10	76.80 %
4100 Other Income/Interest	38,826.08	2,000.00	36,826.08	1,941.30 %
4200 Public Funds	2,266,274.32	2,277,625.00	-11,350.68	99.50 %
4400.00 Restricted Income (G/G)	39,290.00	35,000.00	4,290.00	112.26 %
4401.00 Non-Restricted Income (G/G)	2,450.51	1,500.00	950.51	163.37 %
Total Revenue	\$2,357,208.81	\$2,329,625.00	\$27,583.81	101.18 %
GROSS PROFIT	\$2,357,208.81	\$2,329,625.00	\$27,583.81	101.18 %
Expenditures				
Operating Expenses				
5000 Technology/Communications	55,730.45	96,650.00	-40,919.55	57.66 %
5010 Programming & Planning	18,293.58	24,200.00	-5,906.42	75.59 %
5020 Bks & Mat'ls (Collections)	122,128.57	159,100.00	-36,971.43	76.76 %
5030 Facilities Expenses	69,873.78	143,300.00	-73,426.22	48.76 %
5040 Professional Services	41,885.35	64,000.00	-22,114.65	65.45 %
5050 Operat'ns	17,384.54	37,425.00	-20,040.46	46.45 %
5100 Human Resources/Staff Devt	1,548.03	6,500.00	-4,951.97	23.82 %
5200 Personnel	988,283.73	1,709,725.00	-721,441.27	57.80 %
Total Operating Expenses	1,315,128.03	2,240,900.00	-925,771.97	58.69 %
Total Expenditures	\$1,315,128.03	\$2,240,900.00	\$ -925,771.97	58.69 %
NET OPERATING REVENUE	\$1,042,080.78	\$88,725.00	\$953,355.78	1,174.51 %
Other Expenditures				
FR Friends Pass-through	1,080.16		1,080.16	
Reserve Funds	41,676.03		41,676.03	
Total Other Expenditures	\$42,756.19	\$0.00	\$42,756.19	0.00%
NET OTHER REVENUE	\$ -42,756.19	\$0.00	\$ -42,756.19	0.00%
NET REVENUE	\$999,324.59	\$88,725.00	\$910,599.59	1,126.32 %

Note

On this date, the year is 68.3% over.

Reserve Fund Expenditures this month: Hyman Hayes Associates (\$5,601.25)- 8/26/2024

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 September 6, 2024

	TOTAL			
	AS OF SEP 6, 2024	AS OF SEP 6, 2023 (PY)	CHANGE	% CHANGE
ASSETS				
Cash Assets				
Accounts				
Cash, Operating Accounts	1,293,120.37	919,005.41	374,114.96	40.71 %
Designated Board Cash Funds				
1007.00 Non-Restricted, Hurr XXX244	54,258.26	58,408.51	-4,150.25	-7.11 %
1008.00 Non-Restricted, Capital Reserve- XXX0228	175,498.36	500,711.09	-325,212.73	-64.95 %
1009.00 Non-Restricted, Operational Contingency- XXX210	394,407.01	388,616.73	5,790.28	1.49 %
Total Designated Board Cash Funds	624,163.63	947,736.33	-323,572.70	-34.14 %
Donor Restricted Cash Funds				
1001.00 Donor-Restricted, Gift & Grant-XXX186	22,654.93	61,256.63	-38,601.70	-63.02 %
1005.00 Donor-Restricted, Capital Reserve- XXX251	515,665.81	334,528.77	181,137.04	54.15 %
Total Donor Restricted Cash Funds	538,320.74	395,785.40	142,535.34	36.01 %
Total Accounts	\$2,455,604.74	\$2,262,527.14	\$193,077.60	8.53 %
Total Cash Assets	\$2,455,604.74	\$2,262,527.14	\$193,077.60	8.53 %
Fixed Assets	\$2,217,439.06	\$2,269,239.35	\$ -51,800.29	-2.28 %
TOTAL ASSETS	\$4,673,043.80	\$4,531,766.49	\$141,277.31	3.12 %
LIABILITIES AND EQUITY				
Liabilities	\$4,040.36	\$18,231.87	\$ -14,191.51	-77.84 %
Equity				
3000 Retained Earnings	3,669,678.85	3,605,724.37	63,954.48	1.77 %
Net Revenue	999,324.59	907,810.25	91,514.34	10.08 %
Total Equity	\$4,669,003.44	\$4,513,534.62	\$155,468.82	3.44 %
TOTAL LIABILITIES AND EQUITY	\$4,673,043.80	\$4,531,766.49	\$141,277.31	3.12 %

Note

On this date, the year is 68.3% over

Non-Restricted Funds Available: \$1,917,284.00

Donor-Restricted Funds Available: \$538,320.74

Account Transfers to cover monthly interest and expenses:

- 1) \$5,601.25 Transfer from Donor-Restricted Capital Reserve to Operating to cover cost of NYS Construction Grant payment; HHA Associates- (8/26/2024)
- 2) \$1,256.08 Transfer from Donor-Restricted Gift & Grant to Operating to cover cost of restricted Gift/Grant Expenditures (9/6/2024)
- 3) \$43.73 Transfer July Interest from Donor-Restricted Capital Reserve to Non-Restricted Capital Reserve-(8/24/2024)
- 4) \$140.90 Transfer August Interest from Donor-Restricted Capital Reserve to Non-Restricted Capital Reserve- (9/6/2024)
- 5) \$1,063.48 Transfer Credit Card receipts which were accidentally deposited into Donor Restricted Capital Reserve to Operating (8/6/24)
- 6) \$29,940 Transfer from Non-Restricted Capital Reserve to Donor-Restricted Capital Reserve to cover cost of Upstate Electric Contract (Electrical- NYS Construction Grant; 8/26/2024)
- 7) \$125,500 Transfer Transfer from Non-Restricted Capital Reserve to Donor-Restricted Capital Reserve to cover cost of Meridian Continental Contract (EIFS- NYS Construction Grant; 8/26/2024)
- 8) \$28,900 Transfer from Non-Restricted Capital Reserve to Donor-Restricted Capital Reserve to cover cost of Albany Marble Inc. Contract (Tile- NYS Construction Grant; 8/26/2024)

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- 9) \$15,800 Transfer from Non-Restricted Capital Reserve to Donor-Restricted Capital Reserve to cover cost of Color Code Painting LLC Contract (Painting- NYS Construction Grant; 8/26/2024)
 - 10) \$135,125.81 Transfer from Non-Restricted Capital Reserve to Donor-Restricted Capital Reserve to cover cost of Peter K. Freuh Contract (Excavation & Site-Work- NYS Construction Grant; 9/6/2024)
 - 11) \$172,840 Transfer from Non-Restricted Capital Reserve to Donor-Restricted Capital Reserve to cover cost of Advance Glass Contract (Windows- NYS Construction Grant; 9/6/2024)

2024 Restricted Funds Report to the Library Board

As of 9/06/2024

Restricted Gifts & Grants	Original Amount Awarded	1/1/2024 Previous Year Balance Carried forward	Revenue 2024	Expenditures 2024	Current Balance (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	\$ -	\$ 325.00	\$ -
YS Programming	\$ 3,000.00	\$ 78.00	\$ -	\$ 78.00	\$ -
Literacy	\$ 450.00	\$ 450.00	\$ 1,200.00	\$ 1,015.30	\$ 634.70
FR-02-2021 1000 Books	\$ 500.00	\$ 379.59	\$ -	\$ 379.59	\$ -
FR-19-2021 AD Crafts & Hobbie	\$ 400.00	\$ 400.00	\$ -	\$ 87.55	\$ 312.45
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	\$ -	\$ 33.43	\$ 716.57
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	\$ -	\$ 2,066.35	\$ 380.66
FR-31-2022 YS Rds Prog. & Soft	\$ 3,500.00	\$ 2,628.21	\$ -	\$ 2,628.21	\$ -
FR-33-2023 IT Programs	\$ 500.00	\$ 400.00	\$ -	\$ 400.00	\$ -
FR-34-2023 Macbook	\$ 1,300.00	\$ 18.00	\$ -	\$ 7.10	\$ 10.90
FR-35-2023 Museum Pass	\$ 3,000.00	\$ 362.70	\$ -	\$ 362.70	\$ -
FR-37-2023 HoTP	\$ 4,500.00	\$ 3,496.47	\$ -	\$ 1,419.83	\$ 2,076.64
FR-38-2023 YS SRC	\$ 4,030.00	\$ 592.84	\$ -	\$ 592.84	\$ -
FR-39-2023 Outreach	\$ 4,000.00	\$ 1,432.29	\$ -	\$ 45.40	\$ 1,386.89
FR-40-2024 YS Programming	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 1,582.53	\$ 917.47
FR-41-2024 AIS Programming	\$ 5,300.00	\$ -	\$ 5,300.00	\$ 4,379.74	\$ 920.26
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	\$ 2,217.30	\$ 1,482.70
FR-44-2024 YS SRPS	\$ 4,500.00	\$ -	\$ 4,500.00	\$ 4,056.18	\$ 443.82
FR-45-2024 Teen Supplies	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 958.94	\$ 1,041.06
FR-46-2024 Fish	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 698.40	\$ 1,801.60
FR-47-2024 Fam Engagement	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 843.31	\$ 1,156.69
FR-48-2024 Playroom	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 958.19	\$ 1,041.81
FR-49-YS LoT Kits	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	\$ 4,000.00
FR-50-2024 LoT	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,155.85	\$ 344.15
FR-51-2024 Voln Apprec	\$ -	\$ -	\$ 3,000.00	\$ 510.45	\$ 2,489.55
Stewarts Holiday Match Grant	\$ 750.00	\$ -	\$ 750.00	\$ 750.00	\$ -
UHLS SRP 2024 Grant	\$ 240.00	\$ -	\$ 240.00	\$ 240.00	\$ -
GRAND TOTAL	\$ 81,200.00	\$ 15,095.68	\$ 39,290.00	\$ 31,730.75	\$ 22,654.93

Admin Committee Meeting
9/9/2024

Attendance:

Katie Sheehan (Chair), Charlie Pensabene, Camie Engel, Mari Harris, Jill Dugas Hughes

- Construction Update:
 - Committed funds from contracts have been moved from Non-Restricted Capital Reserve to Donor-Restricted Capital Reserve account.
 - Under budget but there may be changes→ use overage for landscaping if it continues to exist
 - Grant does not include windows but the project does→ Jill reached out to Upper Hudson requesting amendment to the plan; wait until grant comes in
 - Phase 1: underway
 - Working on drainage and waiting for review and permission to move forward: storm drainage, parking lot repair at drainage points
 - Painter is available to begin next week
 - Tile will be delivered 9-10-24 (green will be replaced with gray); library will stay open with some disruption (temporary entryways)
 - Phase 2: beginning (earliest) July 1, 2025
 - Roof project: numbers are here, application for construction grant→ we are not in the running so we will not submit because it will prevent us from applying in the future (missed the deadline but we won't be doing the work until the next cycle→ apply by end of August 2025); roof replacement estimate is \$629,475
 - Phase 3: TBD due to funding (2026 or 2027?)
 - Bathroom project: six gender neutral stand alone bathrooms (each has sink, toilet, changing table), one lactation room
- Schodack:
 - No updates
 - Jill will attend Schodack Town Board meeting on October 24 along with Nassau and Castleton libraries to present the 2025 budget request.
- Budget:
 - Schodack will have budget with commitment to library services in November.
 - East Greenbush Library Budget vote and Trustee Election is 9-17-24
 - October admin meeting: timeline of budget process, NYS Paid Family Leave Act
 - November admin meeting: focus on personnel
 - December admin meeting: focus on Schodack
- Reserves Policy: will revisit in January
- Health Insurance Buyout:
 - Must be approved by Board in May at the latest
 - Jill will begin gathering information.

- Trading days to offset insurance cost?

Services Committee Meeting – 9/9/2024, 5:30pm

In attendance:

Amanda Miller, Chair

Charlie Pensabene

Nichole Krisanda

Mari Harris, President

Jill Dugas Hughes, Director

- 1) Teams Update – Microsoft has yet to fix the issue that is causing us not to be able to use Teams with our eglib email addresses. Everyone will be converted over to eglibrary addresses soon, as they work out the privacy settings that are necessary.
- 2) Partnership Policy – We reviewed the draft Partnership Policy, and made additional changes. We are presenting this policy for the Board’s approval this evening. This policy outlines how the Library forms Partnerships with groups that align with the Library’s Mission, and help make these relationships official and supported. The goal is to have a Memorandum of Understanding for all partners in the future.
- 3) We began discussions on a FOIL request policy. It is our understanding that the Library has never been presented with a FOIL request but this is a pro-active measure we are looking to take.
- 4) The Code of Conduct regarding patron behavior in the Library is being reviewed and revised.
- 5) J. Dugas Hughes gave a brief update on the staff manual – we are still looking for a provider to work up a draft for us.

MOTION: To approve the Partnership Policy as presented.

Recommended for Approval by the Services Committee 9/9/2024

Presented to the Library Board of Trustees 9/17/2024

DRAFT Partnership Policy

The East Greenbush Community Library is committed to developing partnerships that reflect diverse perspectives, encourage open inquiry, and respect the rights of all library users. Library partnerships shall support the library's core values including intellectual freedom and resisting censorship. Partnerships may include, but are not limited to: local businesses, nonprofit organizations, government agencies, community groups, and individuals. Partnerships with the Library must be mutually beneficial and help to further the mission, vision, and goals of all parties. Partnerships should be in line with existing library policies and procedures.

Partnerships should bring value to all parties and strengthen each partner in ways that could not be accomplished individually. Partnerships must have goals and clearly defined outcomes. The responsibilities of all parties will be clearly defined in a Memorandum of Understanding between partners (MOU).

Partners will:

1. Support equitable access to services
2. Be committed to long-term results with multiple opportunities to engage with the community
3. Share common goals and objectives
4. Evaluate progress regularly to allow for growth and improvement
5. Recognize partner contributions through social media and other media channels

At any time, a partner can request a reconsideration of the MOU. Partnerships can be dissolved by any participating partner. Reasons for dissolution of a partnership include but are not limited to:

1. Failure to deliver on agreed upon resources or services
2. Lack of capacity for any party
3. Changes in strategic direction or public image for any party
4. Failure to adhere to existing library policies

The Library encourages the community to suggest new partnerships. Not all partnership requests, whether from a community member or a potential partner, can be developed or maintained.

Selection of library partnerships is the responsibility of the director, and under their direction, qualified members of the professional staff. The board is ultimately responsible for the selection of all material so selected.

In the event of a complaint or challenge regarding a library partnership, the East Greenbush Community Library will follow the Library's Request for Reconsideration Policy.



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Director's Report- September 17, 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 (July & August)

Hours & Visits:

- **Operations:** Open 6 days a week; 261 hours in July and 255 hours in August. Closed Sundays, July 4, Labor Day Saturday. Reopened 7 days a week in September.
- **Visitor Statistics:**
 - **July 2024:** 22,795 visits (8% increase from July 2023). Breakdown: 12,389 in-person (+16%), 533 drive-thru (+1%), 9,873 website visitors (+3%).
 - **August 2024:** 19,770 visits (0.4% increase from August 2023). Breakdown: 10,693 in-person (+6%), 545 drive-thru (-9%), 8,532 website visitors (-5%).
- **Services**
 - **Children's Service Point:** 1,496 patrons in July, 1,206 in August
 - **Adult Reference Service Point:** Answered over 1,100 questions in July (+11% from July 2023) and 1,173 in August.
 - **Circulation Service Point:** Answered 825 questions in July and 990 in August.
- **Volunteers:**
 - **July:** 61 teens (+13%) volunteered for 437 hours (+56%). 15 adults volunteered for 44 hours. 21 Friends volunteered 186 hours.
 - **August:** 37 teens (+28%) volunteered in August for a total of 133.5 hours (+46%). 19 adults volunteered for 66.75 hours. 9 Friends volunteered 94 hours.
- **Membership:**
 - **Active Cardholders:**
 - **July 2024:** 3,214 (up from 3,019 in July 2023)
 - **August 2024:** 3,205 (up from 3,058 in August 2023)
 - **New Registrations:** 92 in July, 80 in August.
 - **Active EG Cardholders:** 2,293 in July (+4%), 2,300 in August (+7%)
 - **Active Schodack Cardholders:** 899 in July (+4%), 883 in August (+1%)
 - **Active Cardholders (non EG/Schodack):** 22 in July, 22 in August.
 - **Registered Borrowers:**
 - **Residents:** 5,393 in July (+9%), 5,406 in August (+8%).
 - **Non-Resident Borrowers:** 1,952 in July (+7%), 1,953 in August (+6%).



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Programming & Meeting Rooms:

- **Programs: 129 programs this summer**
 - **July 2024:** 86 programs (+43% from July 2023)
 - **August 2024:** 43 programs (+34% from August 2023)
 - **Adult Programs:** 30 in July, 22 in August
 - **Youth Programs:** 56 programs in July, 21 programs in August
- **Attendance: 5,296 attendees this summer**
 - **July 2024:** 3,468 attendees (+26% from July 2023)
 - **August 2024:** 1,828 attendees (-0.5% from August 2023)
 - **Adults:** 498 attendees in July, 273 in August
 - **Youth:** 2,970 attendees in July, 1,530 in August
 - **Meeting Rooms:** Used 56 times in July (+833%) and 65 times in August (+400%)

Collection Highlights:

- **Physical Borrowing:**
 - **July 2024:** 28,643 items (up 6% from July 2023).
 - **August 2024:** 26,340 items (down 4% from August 2023)
- **Electronic Materials borrowing:**
 - **July 2024:** 6,798 items (up 22%)
 - **August 2024:** 6,827 items (up 23%)
 - **Service Issues:** Prolonged outages with EBSCO (July 26-August 5) impacted database access. Statistics are still not available, so we are unable to calculate Total Collection Use.

Trends:

- **Computer Use:**
 - **July 2024:** 1,209 sessions (+56%)
 - **August 2024:** 1,346 sessions (+57%)
- **In-Person Borrowing:**
 - **July 2024:** 26,801 items (+5%)
 - **August 2024:** 24,564 items (-3%)
- **Drive-Thru Borrowing:**
 - **July 2024:** 1,842 items (+38%)
 - **August 2024:** 1,776 items (-8%)
- **Wireless Sessions:** Increased by 17% in July and 11% in August.

1. Outreach/Partnerships Highlights

Bilingual Concert for Preschoolers (Goal 1)

- Mr Erik performed a bilingual concert for preschoolers in July, receiving enthusiastic feedback from attendees.

Collage Artist (Goal 1)

- National collage artist, Michael Albert, conducted two programs in July – one for younger children and one for teens and adults. Several teens and their parents created art together.



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YMCA Camp Visit (Goal 1)

- We hosted the YMCA preschool camp kids five times this summer for weekly storytimes. Highlights included crafts organized by Karen and a six-foot-long poster they colored each week, which they proudly took back to the YMCA to show other campers.

Tutor Time Day Care Visit (Goal 3)

- Amy visited Tutor Time day care in August, delivering two storytimes to 35 children. Initially hesitant, the kids engaged deeply with the stories and songs. Some have since recognized her visiting the library!

Concerts and Treats with EG Police Department (Goal 2)

- The kickoff for the Adult Summer Reading Challenge featured the band 5 Left, attracting 118 attendees of all ages. The EGPD manned the grill and provided hotdogs.
- We continued our partnership with the EGPD. People were happy to be able to have ice cream while they listened to a band on the library lawn in July.
- August saw our final outdoor summer concert. Many thanks to the EGPD for supplying hot dogs, ice cream, and popcorn to all attendees!
- What a difference a year makes! In 2023, all of our summer concerts had to be held inside due to bad weather and poor air quality. This year, all three of our summer concerts were able to be held outside.

Upcoming Partnership Priorities (Goals 1, 2, 5)

- **Rensselaer County DSS:** We have reached out to the Rensselaer County Department of Social Services to explore monthly tabling at the library to raise awareness and offer staff training on their services.
- **EGCSD Program:** EGCSD is holding a program celebrating bilingual student learners at the library in September. They have suggested ways we can support the program.
- **NYS Small Business Development Center:** We have requested a class on marketing for small business owners, aiming for October to help prepare owners for "Small Business Saturday" in November.

2. Sparking Imagination through Experiential Learning

STARLAB Inflatable Planetarium & UHLS Visit (Goal 1)

- Mary Fellows, Youth and Family Services Manager of UHLS, visited us during Summer Reading activities and joined Amy inside our STARLAB inflatable planetarium visit to explore planets and constellations.

Teen Book Boxes (Goal 3)

- Jenna put together 32 Teen Book Boxes this summer, up from the initial 25 due to high demand.
- Each box included 1-2 library books tailored to the teen's preferences, along with snacks and surprises. While the books and boxes were to be returned, the other items were theirs to keep!



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Light up Table- Children’s Room (Goal 3)

- We introduced a light-up table to our collection of children’s toys. It has quickly become a favorite among kids and families.
- One parent reported their child eagerly anticipated playing at the table, while another parent mentioned enjoying the space as a relaxing spot to sip coffee while their children play.

3. Programming Highlights

Summer Reading Challenge (SRC) 2024 “Adventure at Your Library” (Goals 2, 3, 4)

SUMMER READING CHALLENGE 2024	AGES 0-5	AGES 6-11	AGES 12-18	ADULTS	STAFF	TOTAL
PARTICIPANTS	253	341	136	222	18	970
PROGRAM SESSIONS	39	28	15	21	N/A	103
PROGRAM ATTENDANCE	2,320	1,832	219	605	N/A	4,976

- **Programs Offered:** We hosted a diverse range of activities including music concerts, book discussion groups, technology classes, arts & crafts, a talk about paranormal activity in the capital district, glow parties, board game café, Minecraft writing, craft-urday fairy & gnome houses, science chef, take flight!, dice rolling game, uncharted wild, tri-city valley cats, kids trivia family fort night, thrifted ghost painting, volunteen appreciation party, and more.
- **All Ages Programs:** The AIS Team cooperated with YS Team for successful all-ages programs: Pop Art and Introduction to Tarot. We’re planning more all-ages events for the Winter Reading Challenge.
- **Summer Adventure Voting:** 109 participants voted for their favorite summertime adventure, with the beach winning and the forest coming in a close second.
- **Summer Reading Challenge Feedback:**
 - **Surveys:** 81 "end of challenge" surveys were completed, showing positive results. 94% said the Summer Reading Challenge made them want to visit the library more often. Favorite aspects included the push to read more, helpful staff, and discovering new books and digital resources.
 - **Resource Awareness:** 90% of respondents learned something new about library resources, mentioning services like hoopla, Mango, and Creativebug.
 - **Suggestions:** Responses included requests for sign language classes, more craft programs, CPR training, additional ebooks and audiobooks, sheet music, more in-person book clubs and virtual events.
 - **End of Summer Reading Party:** The party featured snacks, drinks, Bingo, book discussions, and a generous book give-away made possible by the Friends of the East Greenbush Community Library. It was a delightful event for both staff and patrons.

Youth Summer Reading Glow Party Finales (Goal 3)

- **Attendance:** 220 people attended the Glow Parties: Baby Rave (0-5), Glow Up (6-11), Glowing Away (12+).



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- **Feedback:** The events received tremendous feedback. A preschool child and parent requested a repeat of the dance party and black lights. Another parent inquired about replicating the program for a birthday.

Book Lovers Adult Reading Challenge (BLARC) (Goal 4)

- **Progress:** The year-long BLARC continues to grow, with 338 participants having read 2,684 books so far.

Intergenerational Programming (Goal 3)

- **Success:** We increased cross generational programming with Pop Art, Tarot, and summer concerts open to all ages.
- **Winter Reading Challenge:** The Adult & Information Services team and Youth & Family Services team are collaborating on two library-wide programs for January 2025. The Winter Reading Challenge will run from January 6- February 21 with the theme "Bundle up with a Book!"

Local Author Fair (Goal 3)

- **Inaugural Event:** We are organizing our first "Local Author Fair" on November 10, featuring authors of both YS and adult books. We are finalizing selection criteria, drafting MOUs, and adding an online application form to the library's website.

4. Youth Services Collection Locations

- We rearranged many YS collections. We moved the J NF Info Series collection so it is located at the beginning of the J NF collection.
- The J Step-Up collection was moved to the same aisle as the Early Readers, so as children graduate from the Readers to early chapter books, they are familiar with their location.
- The J Series books were moved off the spinner racks and placed prominently where the J Step-Ups and Info Series books had been. This way the collection is scaffolded in an order that makes sense for our young patrons.

5. Timely Collection Highlights in Main Library

- We curated an in-library display of books about the Olympics and the entire library staff contributed to a display featuring "Staff Picks."
- We created social media readers advisory flyers that featured recommendations for short stories, Bridgerton readalikes, slasher movies, Emancipation Day, and Back to School themes.

6. Staff Updates

Personnel

- Adult & Information Services Team hired a new PT Library Assistant, Alisa Brancatelli, who began in early September. Alisa has a Masters Degree in School Counseling, experience as a Library Assistant at Albany Public Library, and we believe she will be a valuable asset to our library community.



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- The Borrower Services Team (newly created department composed of former Circulation and Technical Services Teams), hired a part-time Librarian, Lisa Bouchard. Lisa is a former East Greenbush Community Library employee who has retired from many years at Bethlehem where she worked as a Cataloging Librarian. Lisa was able to train with Sue Dague prior to her retirement and has jumped right in as a valuable team member!
- We celebrated and wished Susan Dague, full-time Librarian II, Technical Services, luck on her August 30 retirement. The success of the library's Library of Things, local author collection, and Hot Off the Press are directly linked to Sue's ability to think beyond typical cataloging conventions and we are very grateful for her work. Sue's impact was recognized and appreciated by both current and former co-workers.
- Like all adult departments in public libraries, we are challenged by the vast age and experience range of our adult patrons. To try to meet this challenge, each reference librarian is taking a turn creating a program. We believe that this will freshen up our programming offering, appeal to a wider range of people, and result in well rounded and experienced librarians. This is a significant change for the Adult & Information Services department, and it is being met with lots of creativity and enthusiasm.
- In August, reference librarians took CE classes on reader's advisory, improving communication skills, and reclassifying the 200s to increase religious equity.

7. Capital Projects/Facilities

Capital Project Work Group:

- Phase 1 of our capital project is underway and regular updates will be posted on our website for the community to stay informed: <https://eglibrary.org/construction-updates-2/>
- Site work, has begun. Tree removals are complete, excavation/drainage work is underway and painting, tile work will be next, along with the sidewalk. Work on the EIFS and a full window replacement (all exterior windows and doors, except the clerestory windows) will begin in the spring.
- To-date the project is underbudget.

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.



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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.

I would like to recognize the tremendous work of our library staff this summer. Without them, we would not be able to accomplish any of this!

With deep gratitude,

Respectfully Submitted: Jill Dugas Hughes, Director



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Personnel Memo

September 17, 2024

Submitted by Jill Dugas Hughes

Resignation:

- N/A

Retirement:

- N/A

Termination:

- N/A

Classification Change:

- N/A

Provisional Appointment:

- Elizabeth Bouchard, Librarian I, Part-Time, Effective 8/19/2024
- Alisa Brancatelli, Library Assistant, Part-Time, Effective 9/07/2024

Current Open/Unfilled Positions/Organizational Chart Changes

- Library Clerk, Part-Time (Borrower Services)