



You Belong Here

518-477-7476 | eglibrary.org

AGENDA

Board of Trustees

October 15, 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, October 15, 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 September 17, 2024 , Library Board Meeting.	Camie Engel B.
4.	Treasurer’s Reports • (10 min) Treasurer’s Report Narrative Off Warrant (September 7, 2024 – October 8, 2024) ➤ MOTION to accept the Off Warrant in the amount of \$154,781.82 for the period of 9/7/2024 – 10/8/2024 as presented. Warrant (September 7, 2024 – October 8, 2024) ➤ MOTION to authorize the president to sign the Warrant for the period of 9/7/2024 – 10/8/2024 in the amount of \$44,692.34 . Financials (77% of the year over) • Budget vs. Actual 2024 (1/1/2024 – 10/8/2024) • Balance Sheet (10/8/2024) • Restricted Funds (1/1/2024-10/8/2024) ➤ MOTION to approve the 10/8/2024, Financials with 77% 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.



You Belong Here

518-477-7476 | eglibrary.org

	➤ MOTION to approve the Foil Policy, as presented.	K.
6.	Director’s Report • (10 min)	Jill Dugas Hughes L.
7.	Personnel Memorandum • (5 min) ➤ MOTION to approve the 10/15/2024 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 Board Self-Evaluations	Charlie Pensabene Mari Harris
10.	New Business • (5 min) Establish Nominating Committee	Mari Harris
11.	Executive Session ➤ MOTION to enter executive session to discuss personnel matter	Mari Harris
12.	Adjournment ➤ MOTION to adjourn the 10/15/2024 Library Board Meeting.	Mari Harris



You Belong Here

518-477-7476 | eglibrary.org

Upcoming Board & Committee Meetings:

Monday, November 4, 2024

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

Tuesday, November 19, 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



You Belong Here

518-477-7476 | eglibrary.org

Library Board of Trustees Meeting - DRAFT*September 17, 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 at 8:01 p.m.)

Library staff, Community Partners & Members of the Public:

- Jill Dugas Hughes, Library Director
- Jenna Schmonsky, Administrative Assistant

A Library Board of Trustees meeting of the East Greenbush Community Library was held on September 17, 2024, at the East Greenbush Community Library and was livestreamed. It began at 7:01 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 7:01 p.m.
- M. Harris noted that there are now six Library Board of Trustees as Michael Poost resigned at the July meeting.

REVIEW OF AGENDA:

- The agenda was reviewed.

PUBLIC COMMENT:

- There was no public comment.

APPROVAL OF MINUTES:

- **MOTION #2024-09-66:** A. Miller made the motion to accept the minutes from the July 23, 2024, Library Board meeting. Seconded by C. Pensabene. The motion was carried with 6 in favor, none opposed.



You Belong Here

East Greenbush
 COMMUNITY LIBRARY

518-477-7476 | eglibrary.org

TREASURER'S REPORT:

K. Sheehan presented the financials. There were no noteworthy expenses between July 20, 2024, and September 6, 2024.

- **MOTION #2024-09-67:** A. Miller made a 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. Seconded by C. Pensabene. The motion was carried with 6 in favor, none opposed.
- **MOTION #2024-09-68:** N. Krisanda made a 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**. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.
- **MOTION #2024-09-69:** K. Sheehan made a motion to approve the September 6, 2024, Financials with 68.3% of the year completed. Seconded by C. Pensabene. The motion was carried with 6 in favor, none opposed.

COMMITTEE REPORTS:

Administrative: The written committee report was submitted by K. Sheehan. Highlights from the written report included: construction phase 1, 2, and 3, town board meeting, Library budget vote and trustee election, policies, and health insurance buyout.

Services: The written committee report was submitted by A. Miller. Highlights from the written report included: Microsoft Teams, trustee email addresses, Partnership Policy, FOIL request policy, Code of Conduct Policy, and staff manual.

- **MOTION #2024-09-70:** The Services Committee made a motion to approve the Partnership Policy as presented. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.

DIRECTOR'S REPORT: The written director's report was submitted by J. Dugas Hughes. Highlights from the written report included:

The library had an incredibly busy and exciting summer with statistics (comparing last summer to this summer) to prove it!

Summer Statistical Highlights:

- **Increased Library Visits:** Library visits, including in-person, drive-through, and online, rose by 4%.
- **More Volunteers:** The number of volunteers grew by 39%, contributing 73% more volunteer hours.



You Belong Here

East Greenbush
 COMMUNITY LIBRARY

518-477-7476 | eglibrary.org

- **Increased Programs & Meeting Rooms Use:** There were 40% more library-sponsored programs with 15% higher attendance. Meeting rooms were used 121 times by outside groups compared to just 19 the previous summer.
- **Youth Programming:** Programs for children ages 6-11 saw a 65% increase, with 28 programs this summer compared to 17 last year. Program attendance for this age group rose by 9%.
- **Borrowing Continued to Grow:** In-person borrowing increased 1%, while drive-through borrowing saw an 11% rise. Electronic material borrowing grew by 23% (not including databases)
- **Computer Use Surged:** Computer use increased by 57%.
- **More Reference Questions:** Reference questions answered increased by 11%.
- **Increase in Usage of Library Resources by Library Members:** Active cardholders grew by 6% (refers to the number of cardholders who used their card to borrow items, meeting rooms, register for a program, use computer, release a print job, etc.)
- **Summer Finale Events:** The library hosted multiple popular finale events for both children and adults, including a “baby rave”, glow-in-the-dark parties, Bingo and Bookish Conversations. These events, which were low-cost, attracted over 200 attendees.
- **Volunteers:** There were 63 teen volunteers this year, similar to last year, but with higher engagement than prior years throughout the summer, without needing incentives.
- **Family & Community Engagement:** The library hosted a range of family-friendly events, such as outdoor concerts and board game nights, which were very well-received. Upcoming family events are being planned.
- **Collaborations:** The library is exploring a partnership with Rensselaer County Department of Social Services, with plans to train staff on assisting vulnerable adults and connecting community members with local resources.

The library’s commitment to expanding programming, particularly for families and children along with their community partnerships and engagement, contributed to a vibrant and successful summer.

Upcoming Events:

- **Townwide Clue Hunt - The Great Greenbush Quest:** This event kicked off at Community Day and will run until October 13th. The celebration for the event will be held before its completion on October 6th due library's construction schedule.
- **Schodack Town Festival:** The library will attend the festival at Schodack Island Town Park on October 19th.
- **Annual Volunteer Appreciation Brunch:** This year's celebration will be on November 9th from 10:00 to 11:30 a.m. It's shifted from a dessert reception to a brunch.
- **Local Author Fair:** The fair is scheduled for November 10th from 2:00 to 4:00 p.m., with 16 local authors already signed up to participate. They'll have tables where they can showcase and sell their books.



You Belong Here

518-477-7476 | eglibrary.org

- **Upcoming Meetings:** Community Advisory Council, and Schodack Budget presentation.
- **Library closure:** The library will be closed on Monday, October 21 for Staff Development Day.

Construction Update:

- **Progress:** Construction is actively moving forward, with some change orders. One change involves painting the undersides of the canopy, which had been left out of the original specs. The exterior steel doors have received their first coat of paint, and the inside of the doors will be finished soon.
- **Challenges and Fixes:** Some discrepancies were found in the library's drawings, which required engineering fixes and a forthcoming change order. Fortunately, the project remains adequately under budget, allowing flexibility for such adjustments.
- **Windows and Doors:** The new windows will bring more light into the library by eliminating the crossbars between the panes, creating a more modern look. The front doors will also be replaced, maintaining their original design.
- **Exterior Appearance:** The current red exterior metal and green exterior windows will be replaced with charcoal gray. The final exterior EIFS color is just a slight shade difference from the current one.
- **Operational Impact:** No major closures are anticipated during construction, though there may be minor operational impacts. For example, temporary ramps will be installed to maintain accessibility during the work on the entryway and the drive-thru might be impacted.
- **Regular Updates:** Weekly construction meetings continue, and updates are posted on the library's website, including progress photos and project details.

New Partnership: Small Business Development Center:

- The library is partnering with the Small Business Development Center (SBDC) to launch a marketing class for small businesses.
- The program will be open to the public and is specifically targeted at small business owners or those interested in starting a business. This is the first in a planned series to support local businesses, aligning with the library's goal to advance local economic vitality. The library is seeking connections and ideas to help market this program to the right audience.

PERSONNEL MEMORANDUM:

J. Dugas Hughes presented the written personnel memo.

- **MOTION #2024-09-71:** K. Sheehan made a motion to approve the September 17, 2024, Personnel Memorandum as presented. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.



You Belong Here

East Greenbush
 COMMUNITY LIBRARY

518-477-7476 | eglibrary.org

LIAISON REPORTS:**Friends of the Library:** N/A**Town of East Greenbush:** N/A**Rensselaer County:** N/A**Upper Hudson Library System (C. Engel):**

- UHLS held its 2025 election.
- The UHLS Board discussed whether SCPL libraries could join UHLS as half-share members but let the motion die without a vote. No further action was taken, and any future decision would require a new motion.

M. Harris gave praise to The Friends of the Library for helping to get the vote out for the library.

N. Krisanda exited the meeting at 8:01 p.m.

UNFINISHED BUSINESS:**Facilities Work Group Update (C. Pensabene and J. Dugas Hughes)**

- Current construction involves two main change orders. The first is for the exterior painting of the canopies, while the second relates to an engineering site plan. Change orders are a normal part of construction, covering unexpected changes from the original plan. A contingency budget is set aside to manage these costs, keeping the project within budget. The project team, including the construction manager, architects, and engineers, reviews these changes to ensure fair pricing and necessary adjustments.
- Other small changes, such as replacing green tile with charcoal gray, have also been made, but don't require major change orders. The mosaic will stay as is.
- Communication with contractors remains positive, and the project is progressing smoothly. However, managing parking logistics and ensuring timely communication to staff is an ongoing task.

Board training:

M. Harris reminded the board of the required "Sexual Harassment Prevention" training, with completion by all Trustees by October 1st.

Evaluations:

- There are separate evaluation forms for staff (direct reports) and trustees. J. Dugas Hughes will also do a self-evaluation.
- Trustees can choose between paper or electronic forms.



You Belong Here

518-477-7476 | eglibrary.org

- Responses are due by September 30th to Ms. Harris so that a summary can be presented for discussion at the October board meeting.
- C. Pensabene and M. Harris will review results, set goals with J. Dugas Hughes.
- A "board report card" for self-assessment of the board will come next. M. Harris will distribute once ready.
- A Google Form may be used next year to simplify the process.

Financial training for board members is scheduled for Oct. 7.

NEW BUSINESS:

"The 2024 Nominating Committee will be appointed by M. Harris in October, and the 2025 slate of officers will need to be presented at the December Board meeting."

M. Harris will appoint the nominating committee in October, which will need to finalize its selections by November. This is an earlier timeline than last year.

ADJOURN:

- **MOTION #2024-09-72:** Motion to adjourn the September 17, 2024, Board meeting was made by A. Miller at 8:18 p.m. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Camie Engel, Secretary

Treasurer's Report:

Katie presents financials for September 7, 2024 through October 8, 2024.

The library is in good financial standing:

- Total bank accounts are 8.35% above our 2023 total, including operating accounts, designated board funds, and donor restricted funds.
- Total assets are 2.88% higher than 2023.
- We have taken in 102.07% of our total revenue for 2024.
- 77% of the year is complete; the grand total of expenditures is 67.51% of the total budget.
- The only outliers in subcategories are Programming & Planning at 86.46%, Books and Materials at 87.3%, and Professional Services at 81.22% of the total budget.
- Total Operating Expenses are at 67.51% of the total budget.

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

- \$1,634.63 will be paid to Amazon for various supplies.
- \$1,372.97 will be paid to Baker & Taylor for books.
- \$4,830 will be paid to Brodart for books.
- \$1,709.00 will be paid to Hyman Hayes Associates for Phase 1 exterior renovations support.
- \$2,509.19 will be paid to Overdrive for audiobooks and ebooks.
- \$3,290.00 will be paid to Seasons East Lawn Care for lawn care service.
- \$5,266.00 will be paid to Tag Solutions, LLC for IT services for September and October.
- \$13,862.76 will be paid to UHLS for the fourth quarter, including Hoopla.

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

- \$1,756.00 was paid to Bank of America for various expenses
- \$11,977.01 was paid to CDPHP for health insurance.
- \$1,887.95 was paid to National Grid for utilities.
- \$1,710.51 was paid to NYSLRS for retirement.
- \$9,899.11 was paid to Overdrive for digital services.
- \$35,560.27, \$271.72, \$12,466.17, \$263.98, \$12,459.23, and \$35,597.72 were paid for payrolls #19-20.
- \$7,000 was paid to Springshare LLC for our annual digital marketing software subscription
- \$31,751.74 was paid to Utica National Insurance Group for our annual Umbrella Commercial Package renewal.

Motions:

- Motion to accept the Off-Warrant in the amount of \$154,781.82 for the period of September 7, 2024, through October 8, 2024, as presented.
- Motion to authorize the president to sign the Warrant for the period of September 7, 2024, through October 8, 2024, in the amount of \$44,692.34.
- Motion to approve the October 8, 2024, Financials with 77% of the year completed, as presented.

**East Greenbush Community Library
Off-Warrant (September 7- October 8, 2024)**

Name	Date	Num	Memo/Description	Amount
Cash, Operating Accounts				
1003.00 Checking, Operating-XXX178				
Aflac	09/26/2024	42533	NBY22	-415.98
BOA CARD SERVICES	09/30/2024	42534	CORP ACCOUNT 1924	-1,756.00
CDPHP	09/18/2024	42522	10002870	-11,977.01
CHARTER COMMUNICATIONS (FIBER)	09/18/2024	42523	141867501	-399.00
CHARTER COMMUNICATIONS (PHONE)	09/18/2024	42524	142138101	-41.30
GUARDIAN	09/18/2024	42525	00 575836 DENTAL & VISION	-376.07
Nationalgrid	09/25/2024	42531	34370-88011	-1,887.95
New York State Deferred Comp.	09/18/2024	42526	Plan#0045420	-315.31
New York State Deferred Comp.	09/24/2024	42530	Plan#0045420	-315.31
NYSLRS	09/30/2024	Sep-24	NYSLRS for SEPTEMBER 2024	-1,710.51
	09/27/2024	PR# 20; 9/27/24	PR#20	-35,560.27
Paychex	09/27/2024	PR#20; 9/27/24	PROCESSING CHARGES	-271.72
	09/27/2024	PR# 20; 9/27/24	PR#20	-12,466.17
Paychex	09/13/2024	PR#19; 9/13/24	PROCESSING CHARGES	-263.98
	09/13/2024	PR# 19; 9/13/24	PR#19	-12,459.23
	09/13/2024	PR# 19; 9/13/24	PR#19	-35,597.72
Pitney Bowes Global Financial Services	09/25/2024	42532	15428241	-183.81
SPRINGSHARE LLC	09/18/2024	42527	Patron Point Software	-7,000.00
Utica National Insurance Group	09/18/2024	42528	Umbrella Commercial Package	-31,751.74
VERIZON WIRELESS	09/18/2024	42529	542647307-00001	-32.74
Total for 1003.00 Checking, Operating-XXX178				\$ 154,781.82
Total for Cash, Operating Accounts				\$ 154,781.82

East Greenbush Community Library

Warrant of Bills by Vendor (September 7-Oct. 8, 2024)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Albany Public Library 518-449-3380				
Albany Public Library	09/07/2024	315173	EGCL LOST/PAID BOOK 31182018625268 THE CAVES OF STEEL	7.99
Total for Albany Public Library				\$7.99
ALBANY TIMES UNION				
ALBANY TIMES UNION	09/30/2024	100063520	600127389 ELECTION ADVERTISMENT 2024	115.00
Total for ALBANY TIMES UNION				\$115.00
Amazon Capital Services				
Amazon Capital Services	09/03/2024	1RVX-967R-49VX	A3DG71IHROMNJM ADULT LOT	152.64
Amazon Capital Services	09/05/2024	19PD-43JH-9QMC	A3DG71IHROMNJM CREDIT FOR INVOICE 11WQ-P641-G47P YS	-39.76
Amazon Capital Services	09/06/2024	13PR-FPFH-J6N4	A3DG71IHROMNJM ADULT FICTION BOOKS	131.31
Amazon Capital Services	09/09/2024	1DR6-3P3T-419V	A3DG71IHROMNJM YS LOT KITS	259.80
Amazon Capital Services	09/17/2024	1VDK-F7YY-9VLY	A3DG71IHROMNJM YS LOT KITS	260.81
Amazon Capital Services	09/17/2024	1NJD-L6FN-9QP6	A3DG71IHROMNJM YS PROGRAM SUPPLIES	98.28
Amazon Capital Services	09/20/2024	1713-MH79-9YK9	A3DG71IHROMNJM ADULT FICTION BOOKS	48.46
Amazon Capital Services	09/22/2024	1YHD-9T77-K9H6	A3DG71IHROMNJM ADULT SERVICES PROGRAM SUPPLIES	79.99
Amazon Capital Services	09/25/2024	1D3R-XJWN-4VCN	A3DG71IHROMNJM YS PROGRAM SUPPLIES	76.67
Amazon Capital Services	09/26/2024	1RXT-4VW7-73JF	A3DG71IHROMNJM OFFICE SUPPLIES	53.68
Amazon Capital Services	09/26/2024	1D3R-XJWN-7PHD	A3DG71IHROMNJM OFFICE SUPPLIES	37.90
Amazon Capital Services	09/26/2024	1FLK-MVKJ-4PT3	A3DG71IHROMNJM ADULT PROGRAM SUPPLIES	13.78
Amazon Capital Services	09/28/2024	1TQN-DM6V-JVDL	A3DG71IHROMNJM ADULT FICTION BOOKS	80.16
Amazon Capital Services	09/28/2024	16DM-NGX3-HM7G	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	37.95
Amazon Capital Services	09/28/2024	1XC4-MMYA-KYR6	A3DG71IHROMNJM ADULT FICTION BOOK	8.99
Amazon Capital Services	09/30/2024	1TJX-V1TW-1R4C	A3DG71IHROMNJM 2024 QUEST EVENT	71.26
Amazon Capital Services	10/01/2024	1JHY-KXGD-1RX6	A3DG71IHROMNJM CREDIT FOR INVOICE 1NJD-L6FN-9QP6 YS PROGRAM SUPPLIES	-26.75
Amazon Capital Services	10/01/2024	1RWL-C96X-1TK9	A3DG71IHROMNJM CREDIT FOR INVOICE 1NJD-L6FN-9QP6 YS PROGRAM SUPPLIES	-26.75
Amazon Capital Services	10/03/2024	1GVM-YPMC-LM96	A3DG71IHROMNJM YS PROGRAM SUPPLIES	72.78
Amazon Capital Services	10/06/2024	11DF-1Y6W-HHHX	A3DG71IHROMNJM YS PROGRAM SUPPLIES	124.57
Amazon Capital Services	10/06/2024	AQX6-CQL7-DMYP	A3DG71IHROMNJM MAINTENANCE & OFFICE SUPPLIES	118.86
Total for Amazon Capital Services				\$1,634.63
ANN BURNS				
ANN BURNS	09/30/2024	11222024	EGCL ADULT PROGRAM	100.00
Total for ANN BURNS				\$100.00
BAKER & TAYLOR (ALL ACCTS)				
BAKER & TAYLOR (ALL ACCTS)	09/05/2024	5019093908	309318 L026667 3 B00000 ADULT GN BOOKS	128.05
BAKER & TAYLOR (ALL ACCTS)	09/06/2024	5019101078	309318 L430452 3 B00000 YS BOOKS	11.33
BAKER & TAYLOR (ALL ACCTS)	09/09/2024	5019094009	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	321.65
BAKER & TAYLOR (ALL ACCTS)	09/12/2024	5019101563	309318 L026683 3 B00000 J POP FICTION & J FICTION PICTURE BOOKS	25.01
BAKER & TAYLOR (ALL ACCTS)	09/17/2024	5019111132	309318 L026667 3 B00000 ADULT GN BOOK	28.01

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
BAKER & TAYLOR (ALL ACCTS)	09/18/2024	5019114959	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	164.58
BAKER & TAYLOR (ALL ACCTS)	09/23/2024	5019120715	309318 L026683 3 B00000 J FICTION PICTURE BOOKS	51.00
BAKER & TAYLOR (ALL ACCTS)	09/26/2024	5019132195	309318 L821363 3 B00000	74.39
BAKER & TAYLOR (ALL ACCTS)	10/02/2024	5019139238	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	366.46
BAKER & TAYLOR (ALL ACCTS)	10/02/2024	5019137507	309318 L026683 3 B00000 J FICTION PICTURE BOOKS	75.10
BAKER & TAYLOR (ALL ACCTS)	10/03/2024	5019147253	309318 C068841 3 B00000	127.39
Total for BAKER & TAYLOR (ALL ACCTS)				\$1,372.97
Bethlehem Public Library				
Bethlehem Public Library	10/01/2024	317139	*****8774 LOST/PAID BOOK	19.99
Total for Bethlehem Public Library				\$19.99
Brodart				
800-233-8467				
Brodart	09/04/2024	B6851718	3105612 J BOARD BOOKS	38.34
Brodart	09/04/2024	B6851390	3105613 J FICTION BOOKS	37.25
Brodart	09/04/2024	B6851379	310561B ADULT FICTION BOOKS	35.72
Brodart	09/04/2024	B6851347	310561B ADULT FICTION BOOKS	32.87
Brodart	09/04/2024	B6851380	310561B ADULT NON-FICTION BOOKS	17.84
Brodart	09/04/2024	B6851391	3105613 J FICTION BOOKS	11.58
Brodart	09/04/2024	B6851399	3105613 J FICTION BOOKS	9.02
Brodart	09/04/2024	B6851353	3105613 J POP FICTION BOOKS	7.72
Brodart	09/04/2024	B6851398	3105613 J FICTION BOOKS	3.24
Brodart	09/05/2024	B6852250	3105612 J FICTION PICTURE BOOKS	53.46
Brodart	09/05/2024	B6852269	3105612 J FICTION PICTURE BOOK	12.15
Brodart	09/05/2024	B6852268	3105612 TEEN NON-FICTION BOOK	11.58
Brodart	09/05/2024	B6852267	3105612 J PARENTING BOOKS	9.86
Brodart	09/06/2024	B6852883	3105612 J FICTION PICTURE BOOK	46.32
Brodart	09/06/2024	B6852897	3105612 J FICTION PICTURE BOOK	44.59
Brodart	09/06/2024	B6852884	3105612 J FICTION PICTURE BOOK	36.00
Brodart	09/06/2024	B6852924	3105612 J FICTION BOOKS	20.73
Brodart	09/06/2024	B6852923	3105612 TEEN FICTION BOOKS	11.23
Brodart	09/10/2024	B6854301	3105612 J NON-FICTION BOOKS	36.87
Brodart	09/10/2024	B6854236	3105612 J POP FICTION BOOKS	11.37
Brodart	09/10/2024	B6854208	3105612 J FICTION PICTURE BOOK	11.35
Brodart	09/10/2024	B6854235	3105612 J FICTION BOOKS	9.29
Brodart	09/11/2024	B6855030	3105613 J FICTION BOOKS	54.57
Brodart	09/11/2024	B6855265	3105613 J POP FICTION BOOKS	40.04
Brodart	09/11/2024	B6855159	3105613 J FICTION BOOKS	9.44
Brodart	09/12/2024	B6855927	310561B ADULT FICTION BOOKS	106.06
Brodart	09/12/2024	B6855950	3105612 J FICTION PICTURE BOOKS	92.31
Brodart	09/12/2024	B6855967	3105612 J FICTION PICTURE BOOKS	66.04
Brodart	09/12/2024	B6855918	310561B ADULT FICTION BOOKS	51.31
Brodart	09/12/2024	B6857092	3105614 J PARENTING BOOKS	51.30
Brodart	09/12/2024	B6855920	3105612 J FICTION PICTURE BOOKS	50.02
Brodart	09/12/2024	B6855915	3105612 J FICTION PICTURE BOOKS	45.18
Brodart	09/12/2024	B6855974	3105612 J FICTION PICTURE BOOKS	35.88
Brodart	09/12/2024	B6855917	3105612 TEEN NON-FICTION BOOKS	31.55
Brodart	09/12/2024	B8656285	3105612 J BOARD BOOKS	30.33
Brodart	09/12/2024	B6855914	3105612 J FICTION PICTURE BOOKS	22.59
Brodart	09/12/2024	B6855965	3105612 J POP FICTION BOOKS	21.00
Brodart	09/12/2024	B6855936	3105612 J POP FICTION BOOKS	20.88

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	09/12/2024	B6855928	310561B ADULT FICTION BOOKS	17.87
Brodart	09/12/2024	B6855935	3105612 J FICTION PICTURE BOOKS	15.70
Brodart	09/12/2024	B6855919	3105612 J POP FICTION BOOKS	12.04
Brodart	09/12/2024	B6856299	315612 J BOARD BOOKS	11.54
Brodart	09/12/2024	B6855903	3106512 TEEN FICTION BOOKS	11.23
Brodart	09/12/2024	B6855904	3105612 J NON-FICTION BOOKS	8.75
Brodart	09/16/2024	B6857677	3105612 J NON-FICTION BOOKS	87.87
Brodart	09/16/2024	B6857776	3105612 J FICTION PICTURE BOOKS	53.89
Brodart	09/16/2024	B6857866	3105612 J FICTION PICTURE BOOKS	29.71
Brodart	09/16/2024	B6857767	3105612 J FICTION PICTURE BOOKS	15.60
Brodart	09/17/2024	B6858438	310561B ADULT FICTION BOOKS	98.12
Brodart	09/17/2024	B6858442	310561B ADULT FICTION BOOKS	35.17
Brodart	09/17/2024	B6858441	310561B ADULT FICTION BOOKS	35.15
Brodart	09/17/2024	B6858398	310561B ADULT FICTION BOOKS	16.72
Brodart	09/18/2024	b6859530	3105612 J NON-FICTION BOOKS	1,199.60
Brodart	09/18/2024	B6859473	310561B ADULT FICTION BOOKS	88.77
Brodart	09/18/2024	B6859493	3105612 J POP FICTION BOOKS	46.32
Brodart	09/18/2024	B6859529	310561B ADULT FICTION BOOKS	32.88
Brodart	09/18/2024	B6859532	310561B ADULT FICTION BOOK	17.87
Brodart	09/18/2024	B6859531	310561B ADULT FICTION BOOK	17.30
Brodart	09/18/2024	B6859542	3105613 J FICTION BOOK	16.13
Brodart	09/18/2024	B6859381	3105612 J FICTION PICTURE BOOK	11.58
Brodart	09/18/2024	B859494	3105612 J BOARD BOOKS	11.13
Brodart	09/19/2024	B6860397	3105612 J FICTION PICTURE BOOKS	90.92
Brodart	09/19/2024	646156	317481 SUPPLIES FOR BOOK PROCESSING	54.37
Brodart	09/19/2024	B6860262	3105612 J FICTION PICTURE BOOKS	11.58
Brodart	09/19/2024	B6860482	3105612 J POP FICTION BOOKS	8.82
Brodart	09/20/2024	B6861047	3105613 J FICTION BOOKS	58.07
Brodart	09/20/2024	B6861417	3105613 J POP FICTION BOOKS	7.72
Brodart	09/20/2024	B6861418	3105613 J FICTION BOOKS	5.72
Brodart	09/23/2024	B6862048	310561B ADULT FICTION BOOKS	262.55
Brodart	09/23/2024	B6862049	310561B ADULT FICTION BOOKS	73.75
Brodart	09/23/2024	B6862042	310561B ADULT FICTION BOOKS	47.55
Brodart	09/23/2024	B6862044	310561B ADULT FICTION BOOKS	17.87
Brodart	09/23/2024	B6862034	310561B ADULT FICTION BOOKS	17.29
Brodart	09/26/2024	B6865019	3105612 J FICTION PICTURE BOOKS	15.70
Brodart	09/27/2024	B6866199	3105612 J FICTION PICTURE BOOKS	41.16
Brodart	09/27/2024	B6866372	3105612 J BOARD BOOK	5.28
Brodart	10/01/2024	B6869593	3105613 J FICTION BOOKS	7.95
Brodart	10/02/2024	B6870647	310561B ADULT FICTION BOOKS	135.46
Brodart	10/02/2024	B6870688	3105612 J FICTION PICTURE BOOKS	109.43
Brodart	10/02/2024	B6870716	3105612 J POP FICTION BOOKS	60.87
Brodart	10/02/2024	B6870869	310561B ADULT NON-FICTION BOOKS	59.35
Brodart	10/02/2024	B6870868	310561B ADULT NON-FICTION BOOKS	52.46
Brodart	10/02/2024	B6871041	310561B ADULT FICTION BOOKS	49.61
Brodart	10/02/2024	B6870888	3105612 J POP FICTION BOOKS	45.06
Brodart	10/02/2024	B6870715	3105612 J FICTION BOOKS	43.91
Brodart	10/02/2024	B6870778	310561B ADULT FICTION BOOKS	35.74
Brodart	10/02/2024	B6871012	B6871012 J FICTION BOOKS	35.13
Brodart	10/02/2024	B6870915	310561B ADULT FICTION BOOKS	34.60
Brodart	10/02/2024	B6870586	310561B ADULT FICTION BOOKS	27.16
Brodart	10/02/2024	B6871013	3105612 J NON-FICTION BOOKS	18.58
Brodart	10/02/2024	B6870777	310561B ADULT FICTION BOOKS	17.87
Brodart	10/02/2024	B6870940	3105612 J FICTION PICTURE BOOKS	17.53
Brodart	10/02/2024	B6870587	310561B ADULT FICTION BOOKS	16.72
Brodart	10/02/2024	B6871073	B6871073 J FICTION GN BOOK	13.87

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	10/02/2024	B6870873	3105612 TEEN FICTION	13.30
Brodart	10/02/2024	B6871072	3105612 J FICTION GN BOOK	11.01
Brodart	10/02/2024	B6870941	3105612 J NON-FICTION BOOKS	8.75
Brodart	10/03/2024	B6871909	3105613 J FICTION BOOKS	51.54
Brodart	10/03/2024	B6871910	3105614 J PARENTING	15.73
Brodart	10/03/2024	B6871906	3105612 J FICTION BOOKS	5.03
Brodart	10/04/2024	B6872762	310561B ADULT FICTION BOOKS	38.04
Brodart	10/04/2024	B6872794	310561B ADULT FICTION BOOKS	17.87
Brodart	10/04/2024	B6872768	310561B ADULT NON-FICTION BOOKS	17.86
Brodart	10/04/2024	B6872764	310561B ADULT FICTION BOOKS	14.21
Brodart	10/04/2024	B6872784	310561B ADULT NON-FICTION BOOKS	9.55
Total for Brodart				\$4,830.36
CAMFIL USA, INC.				
CAMFIL USA, INC.	09/12/2024	30497069	29902-000 AIR FILTERS	606.29
Total for CAMFIL USA, INC.				\$606.29
Capital Security 479-7122				
Capital Security	09/16/2024	192504	EGCL NETWORK/CELLULAR MONITORING PERIOD 10/1/24-10/31/24	63.00
Total for Capital Security				\$63.00
Castleton Public Library				
Castleton Public Library	09/16/2024	314214	LOST/PAID 38114100323240 PEOPLE MAZAZINE 6/10/24	3.95
Castleton Public Library	09/16/2024	321629	LOST/PAID 38114100323240 PEOPLE MAZAZINE 6/10/24	3.95
Total for Castleton Public Library				\$7.90
CENGAGE Learning/GALE 877-201-3962 opt 2				
CENGAGE Learning/GALE	09/23/2024	85666887	124198 ADULT LP BOOK	30.39
CENGAGE Learning/GALE	09/26/2024	85705412	124198 ADULT LP BOOK	22.39
Total for CENGAGE Learning/GALE				\$52.78
DEMCO 800-752-7614 act.rece				
DEMCO	09/04/2024	7529516	710162791 LIGHT PURPLE COLOR TINTED LABEL PROTECTORS, 2-NAME BADGES; YS BOOKMARKS & TOTE BAGS	197.20
DEMCO	10/04/2024	7547120	710162791 OPERATIONS SUPPLIES	683.33
Total for DEMCO				\$880.53
Dropmysuite Inc.				
Dropmysuite Inc.	09/06/2024	9658-14	EGCL DIRECT USER EMAIL & COLLABORATION BACKUP SUBSCRIPTION COST 8/1/24-8/31/24	81.00
Dropmysuite Inc.	10/01/2024	10138-14	EGCL DIRECT USER EMAIL & COLLABORATION BACKUP SUBSCRIPTION COST 9/1/24-9/30/24	81.00
Total for Dropmysuite Inc.				\$162.00
Dunham, Ryan				
Dunham, Ryan	09/17/2024	12082024	EGCL ADULT PROGRAM	500.00
Total for Dunham, Ryan				\$500.00
ERIK BARRAGAN				
ERIK BARRAGAN	09/27/2024	10122024	EGCL YS PROGRAM	175.00
Total for ERIK BARRAGAN				\$175.00
HOME DEPOT				
HOME DEPOT	09/13/2024	5615115	**** ** 8313 BEE SPRAY & PLUG ADAPTER FOR CHILDREN'S ROOM	14.31
Total for HOME DEPOT				\$14.31
HYMAN HAYES ASSOCIATES				
HYMAN HAYES ASSOCIATES	08/31/2024	24008-04	24008 EGCL-PHASE 1- EXTERIOR RENOVATIONS	1,709.00

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Total for HYMAN HAYES ASSOCIATES				\$1,709.00
JESSICA MARCY				
JESSICA MARCY	09/17/2024	11122024	EGCL ADULT PROGRAM	100.00
Total for JESSICA MARCY				\$100.00
KEVIN KUHNE				
KEVIN KUHNE	09/17/2024	11142024	EGCL ADULT PROGRAM	100.00
Total for KEVIN KUHNE				\$100.00
LEAGUE OF WOMEN VOTERS				
LEAGUE OF WOMEN VOTERS	09/17/2024	09172024	EGCL STAFFING FOR ANNUAL BUDGET VOTE FOR EGCL	425.00
Total for LEAGUE OF WOMEN VOTERS				\$425.00
MARINE DESIGN & SERVICE				
MARINE DESIGN & SERVICE	09/16/2024	5994	EGCL FISH TANK SERVICE	75.00
Total for MARINE DESIGN & SERVICE				\$75.00
MicroMarketing LLC				
1-800-229-9887				
MicroMarketing LLC	09/17/2024	963415	1233 ADULTS AUDIOBOOKS ON CD	103.73
MicroMarketing LLC	10/03/2024	964601	1233 ADULT AUDIOBOOK ON CD	38.25
Total for MicroMarketing LLC				\$141.98
Midwest Tape				
1-800-875-2785				
Midwest Tape	09/03/2024	505990540	2000001825 ADULT & J DVDS	262.37
Midwest Tape	09/09/2024	506018570	2000001825 ADULT DVDS	95.95
Midwest Tape	09/13/2024	506042284	2000001825 ADULT AND J DVDS	161.91
Midwest Tape	09/23/2024	506087995	2000001825 ADULT & J DVDS	111.70
Midwest Tape	09/27/2024	506109281	2000001825 ADULT DVDS	196.42
Total for Midwest Tape				\$828.35
NATIONAL BUSINESS TECH. (ALBANY)				
NATIONAL BUSINESS TECH. (ALBANY)	09/19/2024	IN634227	EG00 COPIES 9/25/24-10/24/24 & OVERAGE COPIES 8/25/24-9/24/24	262.75
Total for NATIONAL BUSINESS TECH. (ALBANY)				\$262.75
NATURE'S WAY PEST CONTROL				
NATURE'S WAY PEST CONTROL	09/24/2024	173777	149209 PEST CONTROL MONTHLY SERVICE	80.00
Total for NATURE'S WAY PEST CONTROL				\$80.00
New York Library Association				
427-1697				
New York Library Association	09/23/2024	2499	EGCL 2024 NYLA CONFERENCE REGISTRATION ELIZABETH KEVILLE	200.00
New York Library Association	09/24/2024	2523	EGCL 2024 NYLA CONFERENCE REGISTRATION LIZ KURZ	200.00
Total for New York Library Association				\$400.00
Northeast Toner, Inc.				
518-899-5545				
Northeast Toner, Inc.	09/03/2024	118388	EGCL TONERS	189.00
Northeast Toner, Inc.	09/25/2024	118471	EGCL TONERS	754.00
Total for Northeast Toner, Inc.				\$943.00
OVERDRIVE				
216-573-6886 ext.212				
OVERDRIVE	09/28/2024	01080CO24285914	1080-1012 14- ADULT EBOOKS	764.80
OVERDRIVE	09/28/2024	01080CO24285913	1080-1012 14-ADULT AUDIOBOOKS	722.47
OVERDRIVE	09/28/2024	01080CO24285911	1080-0012 11- ADULT EBOOKS	583.71
OVERDRIVE	09/28/2024	01080CO24285907	1080-0012 7- ADULT EAUDIOBOOKS	438.21

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Total for OVERDRIVE				\$2,509.19
PLAYAWAY PRODUCTS LLC (877) 893-0808				
PLAYAWAY PRODUCTS LLC	09/05/2024	473744	GS-02F-0036W J PLAYAWAYS	62.98
PLAYAWAY PRODUCTS LLC	09/12/2024	474733	GS-02F-0036W J PLAYAWAYS	56.99
PLAYAWAY PRODUCTS LLC	09/16/2024	474902	GS-02F-0036W J PLAYAWAYS	106.98
Total for PLAYAWAY PRODUCTS LLC				\$226.95
PURE WATER PARTNERS				
PURE WATER PARTNERS	10/02/2024	1850538	700-39652 ADULT NON-FICTION BOOKS	198.00
Total for PURE WATER PARTNERS				\$198.00
Record 270-1252 c.v. v.g.				
Record	09/27/2024	10182024	9038741 PERIODICAL SUBSCRIPTION RENEWAL 13 WEEKS	349.45
Total for Record				\$349.45
Rensselaer County Chamber of Commerce				
Rensselaer County Chamber of Commerce	09/03/2024	134057	2942 ANNUAL MEMEBERSHIP DUES	612.00
Total for Rensselaer County Chamber of Commerce				\$612.00
Seasons East Lawn Care 732-2276 new 8.07				
Seasons East Lawn Care	09/09/2024	13785	EGCL LAWN CARE SERVICE 8/1/24-8/30/24	2,950.00
Seasons East Lawn Care	09/11/2024	13811	EGCL LAWN CARE SERVICE FOR COMMUNITY WAY 8/1/24-8/30/24	340.00
Total for Seasons East Lawn Care				\$3,290.00
STAPLES 1-877-826-7755				
STAPLES	09/20/2024	6012208823	1008052 MAINTENANCE/OFFICE SUPPLIES	300.08
STAPLES	09/20/2024	6012276206	N008052 MAINTENANCE/OFFICE SUPPLIES	182.27
STAPLES	10/02/2024	6013615548	1008052 OFFICE SUPPLIES	291.15
Total for STAPLES				\$773.50
SWEET SPRIG				
SWEET SPRIG	10/02/2024	11/18/24	EGCL GLOW & BEHOLD: DIY CNADLE MAKING TEEN PROGRAM	350.00
Total for SWEET SPRIG				\$350.00
TAG SOLUTIONS, LLC (518) 292-6510				
TAG SOLUTIONS, LLC	09/03/2024	30630612	21743 IT MANAGED SERVICES 9/1/24-9/30/24	2,633.00
TAG SOLUTIONS, LLC	10/01/2024	30630931	21743 IT MANAGED SERVICES 10/1/24-10/31/24	2,633.00
Total for TAG SOLUTIONS, LLC				\$5,266.00
TIMES UNION (SUBSCRIPTION) 454-5015				
TIMES UNION (SUBSCRIPTION)	09/09/2024	11282024	140026351 SUBSCRIPTION RENEWAL THRU 11/28/24	150.95
Total for TIMES UNION (SUBSCRIPTION)				\$150.95
TWIN BRIDGES 518-282-5600				
TWIN BRIDGES	10/01/2024	OCTOBER 2024	55-8109 1 WASTE AND RECYCLING OCTOBER 2024	257.71
Total for TWIN BRIDGES				\$257.71
UHLS				
UHLS	10/02/2024	24-403	EGRN UHLAN 4TH QUARTER 2024	8,664.00
UHLS	10/04/2024	24-439	EGRN FOURTH QUARTER 2024 HOOPLA	5,198.76

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Total for UHLS				\$13,862.76
WHITTAKER, CHLOE				
WHITTAKER, CHLOE	09/17/2024	11022024	EGCL ADULT PROGRAM AND SUPPLIES	350.00
Total for WHITTAKER, CHLOE				\$350.00
ZOOBEAN, INC.				
ZOOBEAN, INC.	09/12/2024	32356	EGCL BEANSTACK PREMIUM 12/12/24-12/11/25	888.00
Total for ZOOBEAN, INC.				\$888.00
TOTAL				\$44,692.34

Note

Payment Approved / /

President, Library Board of Trustees: _____



East Greenbush Community Library

2024 Budget vs. Actual

January 1- October 8, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges				
4001.00 Printing/Fax/Fees	6,370.93	9,000.00	-2,629.07	70.79 %
4002.00 Fines	877.97	0.00	877.97	
4003.00 Lost or Damaged	4,419.94	4,500.00	-80.06	98.22 %
Total 4000 Library Charges	11,668.84	13,500.00	-1,831.16	86.44 %
4100 Other Income/Interest	45,061.62	2,000.00	43,061.62	2,253.08 %
4200 Public Funds	2,266,274.32	2,277,625.00	-11,350.68	99.50 %
4400.00 Restricted Income (G/G)	52,290.00	35,000.00	17,290.00	149.40 %
4401.00 Non-Restricted Income (G/G)	2,509.90	1,500.00	1,009.90	167.33 %
Total Revenue	\$2,377,804.68	\$2,329,625.00	\$48,179.68	102.07 %
GROSS PROFIT	\$2,377,804.68	\$2,329,625.00	\$48,179.68	102.07 %
Expenditures				
Operating Expenses				
5000 Technology/Communications	70,794.67	96,650.00	-25,855.33	73.25 %
5010 Programming & Planning	20,922.75	24,200.00	-3,277.25	86.46 %
5020 Bks & Mat'ls (Collections)	138,893.70	159,100.00	-20,206.30	87.30 %
5030 Facilities Expenses	108,517.58	143,300.00	-34,782.42	75.73 %
5040 Professional Services	51,980.80	64,000.00	-12,019.20	81.22 %
5050 Operat'ns	20,147.36	37,425.00	-17,277.64	53.83 %
5100 Human Resources/Staff Devt	2,148.03	6,500.00	-4,351.97	33.05 %
5200 Personnel				
5201.00 Benefits	159,591.83	419,725.00	-260,133.17	38.02 %
5250.00 Salaries	939,885.48	1,290,000.00	-350,114.52	72.86 %
Total 5200 Personnel	1,099,477.31	1,709,725.00	-610,247.69	64.31 %
Total Operating Expenses	1,512,882.20	2,240,900.00	-728,017.80	67.51 %
Total Expenditures	\$1,512,882.20	\$2,240,900.00	\$ -728,017.80	67.51 %
NET OPERATING REVENUE	\$864,922.48	\$88,725.00	\$776,197.48	974.84 %
Other Expenditures				
FR Friends Pass-through	921.84		921.84	
Reserve Funds				
901 Reserve Fund Expenditures (Capital)	43,385.03		43,385.03	
Total Reserve Funds	43,385.03		43,385.03	
Total Other Expenditures	\$44,306.87	\$0.00	\$44,306.87	0.00%
NET OTHER REVENUE	\$ -44,306.87	\$0.00	\$ -44,306.87	0.00%
NET REVENUE	\$820,615.61	\$88,725.00	\$731,890.61	924.90 %

Note

On this date, the year is 77% over.

Reserve Fund Expenditures (Capital) this month: Hyman Hayes Associates (\$1,709)

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



East Greenbush Community Library

Balance Sheet As of October 8, 2024

	TOTAL			
	AS OF OCT 8, 2024	AS OF OCT 8, 2023 (PY)	CHANGE	% CHANGE
ASSETS				
Cash Assets				
Accounts				
Cash, Operating Accounts	1,145,568.25	791,542.66	354,025.59	44.73 %
Designated Board Cash Funds				
1007.00 Non-Restricted, Hurr XXX244	54,403.38	58,418.11	-4,014.73	-6.87 %
1008.00 Non-Restricted, Capital Reserve- XXX0228	164,540.36	500,793.41	-336,253.05	-67.14 %
1009.00 Non-Restricted, Operational Contingency- XXX210	395,461.92	388,680.62	6,781.30	1.74 %
Total Designated Board Cash Funds	614,405.66	947,892.14	-333,486.48	-35.18 %
Donor Restricted Cash Funds				
1001.00 Donor-Restricted, Gift & Grant-XXX186	30,810.38	61,474.19	-30,663.81	-49.88 %
1005.00 Donor-Restricted, Capital Reserve- XXX251	526,763.45	338,067.36	188,696.09	55.82 %
Total Donor Restricted Cash Funds	557,573.83	399,541.55	158,032.28	39.55 %
Total Accounts	\$2,317,547.74	\$2,138,976.35	\$178,571.39	8.35 %
Total Cash Assets	\$2,317,547.74	\$2,138,976.35	\$178,571.39	8.35 %
Fixed Assets	\$2,217,439.06	\$2,269,239.35	\$ -51,800.29	-2.28 %
TOTAL ASSETS	\$4,534,986.80	\$4,408,215.70	\$126,771.10	2.88 %
LIABILITIES AND EQUITY				
Liabilities	\$44,692.34	\$46,408.39	\$ -1,716.05	-3.70 %
Equity				
3000 Retained Earnings	3,669,678.85	3,605,724.37	63,954.48	1.77 %
Net Revenue	820,615.61	756,082.94	64,532.67	8.54 %
Total Equity	\$4,490,294.46	\$4,361,807.31	\$128,487.15	2.95 %
TOTAL LIABILITIES AND EQUITY	\$4,534,986.80	\$4,408,215.70	\$126,771.10	2.88 %

Note

On this date, the year is 77% over

Non-Restricted Funds Available: \$1,759,973.91

Donor-Restricted Funds Available: \$557,573.83

Account Transfers to cover monthly interest and expenses:

- 1) \$1,709 Transfer from Donor-Restricted Capital Reserve to Operating to cover cost of NYS Construction Grant payment; HHA Associates- (10/8/2024)
- 2) \$4,844.55 Transfer from Donor-Restricted Gift & Grant to Operating to cover cost of restricted Gift/Grant Expenditures (10/8/2024)
- 3) \$1,159.47 Transfer September Interest from Donor-Restricted Capital Reserve to Non-Restricted Capital Reserve-(10/8/2024)
- 4) \$12,806.64 Transfer from Non-Restricted Capital Reserve to Donor-Restricted Capital Reserve to cover cost of Peter K. Freuh Site Work Contract Change Order #1

2024 Restricted Funds Report to the Library Board

As of 10/08/2024

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 (ELKS)	\$ 3,000.00	\$ 78.00	\$ -	\$ 78.00	\$ -
Literacy	\$ 450.00	\$ 450.00	\$ 1,200.00	\$ 1,412.23	\$ 237.77
FR-02-2021 1000 Books	\$ 500.00	\$ 379.59	\$ -	\$ 379.59	\$ -
FR-19-2021 AD Crafts & Hobbies Boc	\$ 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	\$ -	\$ 88.41	\$ 661.59
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. & Software	\$ 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	\$ 5,300.00	\$ -
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	\$ 2,217.30	\$ 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	\$ 1,069.69	\$ 930.31
FR-46-2024 Fish	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 773.40	\$ 1,726.60
FR-47-2024 Fam Engagement	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 967.88	\$ 1,032.12
FR-48-2024 Playroom	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 918.43	\$ 1,081.57
FR-49-YS LoT Kits	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 520.61	\$ 3,479.39
FR-50-2024 LoT	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,449.20	\$ 50.80
FR-51-2024 Voln Apprec	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 1,010.45	\$ 1,989.55
FR-52-2024 Staff Prof Dev Apprec	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ 3,500.00
FR-53-2024 LOT	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00
FR-54-2024 Hoopla	\$ 7,000.00	\$ -	\$ 7,000.00	\$ 5,198.76	\$ 1,801.24
Stewarts Holiday Match Grant	\$ 750.00	\$ -	\$ 750.00	\$ 750.00	\$ -
UHLS SRP 2024 Grant	\$ 240.00	\$ -	\$ 240.00	\$ 240.00	\$ -
GRAND TOTAL	\$ 97,200.00	\$ 15,095.68	\$ 52,290.00	\$ 39,886.20	\$ 27,499.48

Admin Committee Minutes
10-7-24

Attendance:

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

- Schodack Update:
 - Mari, Alexis, and Jill attended the Town Board meeting; Jill presented, and the experience was positive.
 - A Schodack resident voiced their opinion against the idea of building a town library.
 - The Schodack supervisor will come to the next Community Advisory Council meeting.
 - There is no new information with regard to the budget; their budget will become public in mid-November.
- Budget:
 - Passed! → when do we revisit: Address it at the December committee meeting; all are invited to attend.
 - Timeline of budget process for 2026; Discussions are in the works, and we plan to revisit in November with the goal of proposing a motion in the November Board meeting.
 - June: Jill begins planning.
 - August: Budget committee meets.
 - Early September: The budget committee makes a preliminary presentation to the Board.
 - mid-September: The public hearing is held.
 - Late September: The Board votes to approve the budget.
 - Mid-November: The budget vote and trustee election are held.

Upcoming items:

- November: budget timeline for 2026, personnel, NYS Paid Family Leave Act
- December: focus on Schodack; health insurance buyout/trading days to offset insurance cost (must happen by March)
- January: Reserves Policy

Services Committee Meeting – 10/7/2024, 5:30pm

In attendance:

Amanda Miller, Chair

Charlie Pensabene

Nichole Krisanda

Mari Harris, President

Jill Dugas Hughes, Director

- 1) FOIL Policy – we discussed adding the timeline of FOIL responses to the policy but ultimately did not.
- 2) Code of Conduct - Current policy reviewed: J. Dugas Hughes made a new draft to cover grey areas and an equitable violations policy. We determined the committee will review, along with staff feedback, and will come back to whether or not we solicit outside review (i.e. Disability Rights New York) – at Nov Meeting; she will bring draft with staff input and we will bring our feedback.
- 3) J. Dugas Hughes gave a brief update on the staff manual – Marshall & Sterling (“M&S”) is reviewing; they quoted for a full revision and a free first round look. They do not do organization, however. Potentially by next meeting we will be able to review it. Hoping to have it ready for implementation in 2025. For future updates, she will also ask M&S about the ability to update.
- 4) Trustee Statement of Interest: We are looking to develop one for 2025 candidates. Discussion of a “meet the Candidate(s) night” and potential revamp of the packet. J. Dugas Hughes will draft a statement of interest and questions we may want to ask future candidates.

MOTION: To approve the FOIL Policy as presented.

Recommended for Approval by the Services Committee 10/7/2024
Presented to the Library Board of Trustees 10/15/2024

DRAFT FOIL Policy

New York State’s Freedom of Information Law (Public Officers Law §87 et.seq.) allows members of the public to access records of public libraries. FOIL provides a process for the review and copying of a library’s records. More information about the Freedom of Information Law can be found at: <https://opengovernment.ny.gov/freedom-information-law>.

Freedom of Information Requests for East Greenbush Community Library records may be made to:

Library Director
East Greenbush Community Library
10 Community Way
East Greenbush, NY 12061
director@eglibrary.org
518-477-7476

Fee for duplication of records: East Greenbush Community Library charges the statutorily permitted fee of \$.25 per page for duplication of records requested under FOIL (Public Officers Law §87[1][b][iii]). Payment should not be submitted until you are notified that your request is granted and informed of the charge for your request.

Inspection of Records: East Greenbush Community Library records are available for inspection at no cost to the public. Requests must be in writing and addressed to the address above. The Library Director will acknowledge receipt within 5 business days. An appointment can be scheduled if requested at a mutually convenient date and time for inspection. Records or portions thereof which are prohibited from disclosure pursuant to FOIL will be redacted or omitted; the requestor will be notified of the reason(s) for the redaction(s). Inspection records are by appointment during library hours.

FOIL Appeal Procedures: Any person denied access to a record may within thirty days appeal in writing to:

President, Library Board of Trustees
East Greenbush Community Library
10 Community Way
East Greenbush, NY 12061



You Belong Here

East Greenbush
COMMUNITY LIBRARY

518-477-7476 | eglibrary.org

Director's Report- October 15, 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 7 days a week; totaling 260 hours. Closed 9/1-9/2 for Labor Day Weekend. Drive-thru closed 9/25-9/27 until 4pm and 9/30 until 4pm for renovations (painting of canopy).
- **Visitor Statistics:** Recorded 18,592 visits in September 2024, marking a 2.6% increase over September 2023. Breakdown: 9,542 in-person (+2%), 451 drive-thru (-17%), 8,599 website visitors (+4%).

Membership:

- **Active Cardholders:** Increased 3%, with 71 new registrations. Current active cardholders stand at 3,106 (up from 3,010 in September 2023).
 - Active EG Cardholders: 2,245 (2023: 2,144).
 - Active Schodack Cardholders: 840 (2023: 840).
 - Active Cardholders (non EG/Schodack): 21 (2023: 26).
- **Registered Resident Borrowers:** 5,439 total, Increased 6% over September 2023.
- **Registered Non-Resident Borrowers:** 1,960 total, Increased 4% over September 2023.

Programing & Meeting Rooms:

- **Program Volume:** 51 programs in September 2024, compared to 46 in September 2023.
- **Attendance:** 1,466 attendees (1,717 more than September 2023).
- **Meeting Rooms:** Used 59 times for non-library sponsored programs, 41 times more than last year, hosting 355 attendees.

Collection Highlights:

- **Usage:**
 - Total Collection Use: 37,278 (September 2024) vs. 37,938 (September 2023).
 - Physical item borrowing: 24,158 (September 2024) vs. 24,131 (September 2023).
 - Electronic Materials borrowing: 6,424 (September 2024) vs. 5,260 (September 2023).
 - Database Usage: 6,696 (September 2024) vs. 8,547 (September 2023).



You Belong Here

East Greenbush
 COMMUNITY LIBRARY

518-477-7476 | eglibrary.org

- Computer Use: 1,198 (September 2024) vs. 852 (September 2023).
 - **Borrowing Trends:**
 - Total collection use decreased by 1.7%.
 - Physical borrowing was essentially flat, digital lending up 22%, database use decreased 22%.
 - In-person physical borrowing (22,534) increased by 15%, while drive-thru window borrowing (1,923) decreased by 16%.
 - Significant rise in computer use; 41%.
 - **Wireless Sessions:** Total wireless sessions increased 21% over last year (1,380 sessions).
-

1. Outreach/Partnerships Highlights

Dudley Observatory (Goal 1)

- Liz made a programming connection with Mindy Townsend, an astronomer with the Dudley Observatory. Mindy came in to host two programs for 3rd-5th graders. Liz is newly offering programming for this age group, and we are slowly gaining attendance.
- At one of the Dudley Observatory programs, Liz talked with attending parents about the best way for them to learn about what is happening at the library (e.g., our website, signs in the library, other ways?). The parents made some good suggestions: Albany.org; KidsOutandAbout, an online roundup of local events; and ParentSquare, the EGCSO parent portal. Liz is looking into how best to post to these sites.
- Liz sent digital brochures out to Mark Adams as well as the elementary school librarians in order to promote elementary-aged programming through ParentSquare.

Elementary Bilingual Achievement Award Program EGCSO (Goal 3)

- Liz and Alexis attended an information event here at the library hosted by the EGCSO, re: the Elementary Bilingual Achievement Award program that is starting this year. We talked in our Outreach meeting about how to support this new program.

Great Greenbush Quest (Goal 5)

- We kicked off our second annual Great Greenbush Quest at EG Community Day. Teams can sign up at any service point. The quest runs from September 13-October 13. We will report more next month!

Small Business Development Center (Goal 5)

- Our outreach efforts to the Small Business Development Center were successful, and we have "Marketing Basics," the first in a series of classes aimed at local business owners scheduled for October 17. We are pleased to be able to bring the benefits of this developing partnership to our community.



You Belong Here

East Greenbush
 COMMUNITY LIBRARY

518-477-7476 | eglibrary.org

2. Sparking Imagination through Experiential Learning

Teen Space Whiteboard (Goal 1)

- Now that school is back in session, the teens are back! Jenna added a whiteboard to the space with a changing question for the kids to answer. The most recent is asking how we should decorate the Children's Room: pumpkins, sprinkles, and a fog machine.

Inclusible Play (Goal 3)

- On September 11, Catherine and Alexis attended an "Inclusible" training course at UHLS. "Inclusible" advocates using play as a way to beat the loneliness and isolation that people with developmental disabilities and complex needs often experience. As a result of attending the training, our library is eligible to receive a free game as well as one game playing session led by Diane Guendel, founder of Inclusible. We are working on a plan to offer this program at the library, possibly on a regular basis.
- So far in 2024, the library has hosted approximately 1,984 individuals belonging to day-hab agencies that provide services to adults with disabilities and complex needs. We have, for a variety of reasons, struggled to engage meaningfully with this underserved population and think Inclusible may have the potential to help us do so.

3. Programming & Collection Highlights

Storytime Attendance Growing (Goal 4)

- Last September, we had fifteen story times with an attendance of 454 (30/story time). This year, we started a week later and had six story times this month. We had attendance of 254 (42/story time). We have seen a 40% increase in attendance already this year! Let's hope this trend continues.

Reading Lists for Kids (Goal 4)

- Liz is updating our reading list brochures to include more recently published material as well as materials we currently own. Four brochures have been updated so far: Mystery, Scary Stories, Sports Fiction, and Science Fiction.

Highlighting our Children's Lending Statistics (Goal 4)

- We added a display behind the Children's desk tallying the month-to-date and year-to-date physical borrowing stats for children's materials. In September, we circulated 13,560 children's and teen items, which is an increase of 3% over last year (13,155). So far this year, we have seen a 2.2% increase overall YTD this year (121,411 vs. 124,059).

Library Card Sign-Up Month (Goal 4)

- We had 51 children sign up for library cards during this month's Library Card Signup Month, which was a decrease of 26% (69 last year).



You Belong Here

East Greenbush
COMMUNITY LIBRARY

518-477-7476 | eglibrary.org

Book Displays (Goal 1)

- We curated in-library book displays on Hispanic Heritage Month, Dark Academia, Banned Books, and one display of "Quick Reads," which consisted of books with 150 pages or less.

New Kits and Kindles added to Library of Things (Goal 3)

- In addition to our print and electronic collection development, we have added embroidery, knitting, and crochet kits to the Library of Things. We will highlight these kits during our Winter Reading Challenge.
- Selena collaborated with Heather to finalize the set up for the LoT Kindles, which included organizing the eBooks purchased into collections on the Kindle.

Public Printer (Goal 2)

- The public printer was not working for a total of 4 days in September. Thankfully, it is fixed. Special thanks to our librarian team who provided additional service at the reference desk by releasing all public print jobs to the public copier machine, handling payments for all prints, and apologizing for the service disruption.

Local Author Fair (Goal 3)

- Over 60 local authors expressed interest in participating in the library's first ever local author fair! We had hoped for 16 applicants, so this response far exceeded our expectations! We will make our author selections and start promoting the event to the public in October.

4. Staff Updates

Personnel

- We hired a PT Library Assistant, Alisa Brancatelli, who began in early September in Adult & Information Services. The entire team has been working hard to get her up to speed and our library community has given her a warm welcome.
- In September, reference librarians took CE classes in strategic planning, marketing, assisting patrons with the new electronic version of Peterson's Test + Career Prep, project management, collection development, and attended a UHLS ASAC meeting.

5. Capital Projects/Facilities

ADA Accessibility (Goal 3)

- A patron complimented us this month on our facility being very wheelchair accessible. They particularly mentioned the lack of stairs and the general spacing of furniture.

Capital Project Work Group:

- We are nearing the end of the fall construction phase, and we greatly appreciate the support of our staff and community. Stay informed with updates on our website: <https://eglibrary.org/construction-updates-2/>
- **Key Construction Activity:**



You Belong Here

East Greenbush
COMMUNITY LIBRARY

518-477-7476 | eglibrary.org

- **Sitework Complete:** Work on the site required a change order after a spring/ground water was unexpectedly found.
- **Front Canopy Painting of the Front Entry Canopy:** Work resumed on October 7, following the book sale. We will have many punch list items for the painter, which we hope will be completed shortly.
- **Sidewalk Replacement:** This work will begin on October 15. The sidewalk under the front canopy will be replaced, causing main entrance closure from October 15-21. Installation of barricades and sidewalk demolition will take place Monday-Wednesday, stone and wire mesh install on Thursday, and concrete pour on Friday. If all goes as planned, we will reopen the main entrance on October 22. Tuesday and Wednesday will be the loudest days (concrete removal).
- **Alternate Entrances:** The main entrance will be closed October 15-21. During this time, we will re-route patrons to use Meeting Room A (Main Entry) or the Children’s Room (for Family & Handicap Access) as alternate entrances. We will have a temporary ramp installed at the patio door.
- **Interior Tile Work:** Demolition began on October 11 before the library opened and will continue during the library’s off-hours to minimize disruption. Tile and grout installation will take place in sections, during regular library hours beginning Tuesday, October 15, starting outside the Multipurpose Room. Meeting Rooms will be accessible, but we have decided to hold story times at the YMCA as a precautionary measure.
- **Library Closed:** On October 21, we will be closed for staff development day and tile installation outside the bathrooms will be occur. We will reopen on Tuesday, October 22 at 1pm. We will continue to have drive-thru window services open on Tuesday, October 22 during regular hours. Bathroom access will remain available throughout open hours, so there is no need to worry about that during visits.

6. IT/Infrastructure Updates

Website Project

- Selena is chairing the Marketing Strategy Committee with their first project being a website re-design. The committee met three times during September.
- She researched and found a way to edit the global header on the library's website, which enables us to change the navigation layout sooner than we had initially planned.

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.



You Belong Here

518-477-7476 | eglibrary.org

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.

Respectfully Submitted: Jill Dugas Hughes, Director

East Greenbush Community Library

CORE USAGE DASHBOARD

	Monthly Trend (January-September)				2024 Q1-Q3	2023 Q1-Q3	Change
	Q1	Q2	Q3	Q4	Total	Total	
Building Visits Number of patron visits to the library building	31,370	31,807	32,624		95,801	89,955	+ 6.5%
Drive-Thru Visits Number of patrons who use the drive-thru window to borrow materials	1,510	1,537	1,529		4,576	4,902	- 6.7%
Website Users Number of people who initiated at least one session on eglibrary.org during a given month	26,749	26,889	27,004		80,642	79,611	+ 1.3%
Physical Materials Use Number of checkouts plus renewals made at the library	75,776	73,819	79,141		228,736	224,934	+ 1.7%
Digital Materials Use Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)	19,708	18,777	20,049		58,534	48,512	+ 20.7%
Online Resource Use (database) Number of sessions (log-ins) for online resources, based on vendor statistics. This includes both in-library and, where applicable, remote access	24,605	24,107	17,104		65,815	85,745	- 23.2%
WiFi Use Number of unique daily WiFi patron at the library	4,178	4,036	3,984		12,198	10,493	+ 16.2%
Public Computer Use Number of computer sessions at the library	3,999	3,923	3,753		11,675	8,515	+ 37.1%
Program Attendance Number of attendees at programs held inside the library location or in a library virtual space	5,427	5,579	6,762		17,768	19,106	- 7.0%
Meeting Room Use by Outside Groups Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members	268	231	180		679	133	+ 410.5%
New User Accounts (library card registrations) Number of library cards newly created	282	322	278		882	811	+ 8.8%
Monthly Active Library cardholders (retention) Average number of cardholders who actively used their library card per month	2861	3164	3175		3,067	3,295	- 6.9%



You Belong Here

518-477-7476 | eglibrary.org

Personnel Memo

October 15, 2024

Submitted by Jill Dugas Hughes

Resignation:

- Dianne Tittnich, Library Clerk, Part-Time, Effective October 10, 2024

Retirement:

- N/A

Termination:

- N/A

Classification Change:

- N/A

Provisional Appointment:

- N/A

Current Open/Unfilled Positions/Organizational Chart Changes

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