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AGENDA

Board of Trustees

December 16, 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 Monday, December 16, 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 November 19, 2024 , Library Board Meeting.	Amanda Miller B.
4.	Treasurer’s Reports • (10 min) Treasurer’s Report Narrative Off Warrant (November 9, 2024 – December 6, 2024) ➤ MOTION to accept the Off Warrant in the amount of \$112,614.52 for the period of 11/9/2024 – 12/6/2024 as presented. Warrant (November 9, 2024 – December 6, 2024) ➤ MOTION to authorize the president to sign the Warrant for the period of 11/9/2024 – 12/6/2024 in the amount of \$40,016.70 . Financials (93.2% of the year over) • Budget vs. Actual 2024 (1/1/2024 – 12/6/2024) • Balance Sheet (12/6/2024) • Restricted Funds (1/1/2024-12/6/2024) ➤ MOTION to approve the 12/6/2024, Financials with 93.2% of the year completed, as presented.	Katie Sheehan C. D. E. F. G. H.
5.	Committee Reports • (10 min) Administrative Committee ➤ MOTION to approve the 2025 Fee Schedule, as presented.	Katie Sheehan I. J.



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	<ul style="list-style-type: none"> ➤ MOTION to adjust the 2025 voter-approved budget to account for the anticipated deficit in the Schodack library services contract contribution. <p>Services Committee</p> <ul style="list-style-type: none"> ➤ MOTION to approve the Code of Conduct Policy, as presented, which will replace the current Disruptive Behavior and Rules of Conduct policies. <p>Nominating Committee</p> <p>Slate of Officers for 2025</p> <ul style="list-style-type: none"> ○ President: Charlie Pensabene ○ Vice President: Katie Sheehan ○ Secretary: Camie Engel ○ Treasurer: Nichole Krisanda <ul style="list-style-type: none"> ➤ MOTION to approve the slate of officers for calendar year 2025 as presented. 	<p>K.</p> <p>Amanda Miller L.</p> <p>Nichole Krisanda M.</p>
6.	Director’s Report • (10 min)	Jill Dugas Hughes N.
7.	Personnel Memorandum • (5 min) <ul style="list-style-type: none"> ➤ MOTION to approve the 12/16/2024 Personnel Memorandum as presented. 	Jill Dugas Hughes O.
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	Charlie Pensabene
10.	New Business • (5 min) <ul style="list-style-type: none"> ➤ MOTION to approve the 2025 List of Paid Holidays. 2025 Trustees Development Meeting	Mari Harris and Jill Dugas Hughes P.
11.	Executive Session • (10 min) <ul style="list-style-type: none"> ➤ MOTION to enter executive session to discuss performance evaluation. ➤ MOTION to exit executive session. 	Mari Harris
12.	Adjournment <ul style="list-style-type: none"> ➤ MOTION to adjourn the 12/16/2024 Library Board Meeting. 	Mari Harris



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Upcoming Board & Committee Meetings:

No January committee meetings

Monday, January 13, 2025

- 5:30-8:00 PM Library Board Annual Training

Tuesday, January 21, 2025

- 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
November 19, 2024, in person, livestreamed, and recorded

ATTENDEES:

Presiding Officers:

- Mari Harris, President
- Charlie Pensabene, Vice-President
- Katie Sheehan, Treasurer
- Amanda Miller, Trustee (Acting Secretary)
- Nichole Krisanda, Trustee

Excused:

- Camie Engel, Secretary

Library staff, Community Partners & Members of the Public:

- Jill Dugas Hughes, Library Director (excused 8:18 p.m.)
- Jenna Schmonsky, Administrative Assistant (excused 8:18 p.m.)

A Library Board of Trustees meeting of the East Greenbush Community Library was held on November 19, 2024, at the East Greenbush Community Library and was livestreamed. It began at 7:03 p.m. and was presided over by Mari Harris, President with Amanda Miller as Acting Secretary. The meeting was recorded.

CALL TO ORDER:

- M. Harris called the Library Board of Trustees meeting to order at 7:03 p.m.
- M. Harris noted Camie Engel is excused from tonight’s meeting, which will not impact a quorum.

REVIEW OF AGENDA:

- The agenda was reviewed.
- M. Harris noted that the Code of Conduct Policy will be deferred to the December meeting.

PUBLIC COMMENT:

- There was no public comment.

APPROVAL OF MINUTES:



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- **MOTION #2024-11-80:** C. Pensabene made the motion to accept the minutes from the October 7, 2024, Special Library Board meeting. Seconded by A. Miller. The motion was carried with 5 in favor, none opposed.
- **MOTION #2024-11-81:** C. Pensabene made the motion to accept the minutes from the October 15, 2024, Library Board meeting. Seconded by K. Sheehan. The motion was carried with 5 in favor, none opposed.

TREASURER'S REPORT:

K. Sheehan presented the financials.

- 85.5% of the year is complete, and spending is 83.9% of the budget, indicating that finances are on track. Revenue is particularly strong, at 369.47% of the expected budget, due to moving funds to higher-yield accounts.
 - The major expenses included payment to NYSLRS (New York State and Local Retirement System), which was slightly above the budgeted amount. However, the overall benefits category remains balanced due to accrued interest.
 - There were several construction expenses from the capital reserve fund this month (noted on the balance sheet).
 - There are regular monthly payments to NYSLRS covering employee contributions, and an annual employer contribution reflected in the budget. The annual NYSLRS contribution is over budget.
 - Future budgeting for NYSLRS is challenging due to variable factors like previous years' salaries and rate changes. This year's budget included a slight buffer from the estimate provided by NYSLRS, while next year's is based on estimates with a bit more allowance.
 - There's enough flexibility in this year's benefits budget to cover unexpected increases, avoiding the need to dip into operational contingency funds.
 - The total health insurance costs remain under budget.
 - A payment of \$39,900 to Tag Solutions covered network management and a specific service issue related to a network management card control, which was an additional cost to the usual monthly fee.
- **MOTION #2024-11-82:** C. Pensabene made a motion to accept the Off-Warrant in the amount of **\$276,478.63** for the period of October 9, 2024, through November 8, 2024. Seconded by M. Harris. The motion was carried with 5 in favor, none opposed.
 - **MOTION #2024-11-83:** A. Miller made a motion to authorize the president to sign the Warrant for the period of October 9, 2024, through November 8, 2024, in the amount of **\$224,185.46**. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.



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- **MOTION #2024-11-84:** C. Pensabene made a motion to approve the November 8, 2024, Financials with 85.5% of the year completed, as presented. Seconded by N. Krisanda. The motion was carried with 5 in favor, none opposed.

COMMITTEE REPORTS:

Administrative: The written committee report was submitted by K. Sheehan. Highlights from the written report included: Construction, Rensselaer County, library budget process, and personnel.

- **MOTION #2024-11-85:** C. Pensabene made a motion to change the initiation of the library budget cycle from April to June, thereby changing the date for the annual election and proposed budget submission to voters from September to November. This change would take effect in 2025. Seconded by A. Miller. The motion was carried with 5 in favor, none opposed.

There was discussion about the feasibility of holding elections at the library versus other polling locations. Suggestions were made to explore coordinating with the County Board of Elections to have library votes included on regular election ballots, potentially increasing voter turnout. There was an agreement to explore the County Board's requirements and costs further, as well as to gather more information on relevant laws. The board will revisit the motion, if necessary, after additional research.

Services: The written committee report was submitted by A. Miller. Highlights from the written report included: Code of Conduct Policy, and staff manual. A. Miller also reported on the board succession plan.

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

Construction Update:

- October was a busy month for construction, with the main entrance closed temporarily and traffic rerouted. Despite the disruptions, communication with the community and staff through newsletters and the website kept everyone informed.
- Currently, the construction is at the punch list stage. Tile work is mostly completed, but they are still waiting for permanent lighting and need to select carpets.
- Spring will bring additional projects, including work on the windows, the building's exterior, and the staff entrance canopy. The budget remains on track, with careful monitoring of contingency funds.

Library Operations:

- Construction affected library visits, leading to a 17.2% decrease in in-person visits, though drive-up visits remained stable. Website visits slightly increased.



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- Despite construction, program attendance has grown, largely due to the additional staff dedicated to programming.
- Meeting rooms hosted 69 non-library events.

Collection and Technology:

- Collection usage saw a slight decline, potentially due to the construction. However, computer use increased despite fewer available computers, and wireless sessions continue to rise.

Community Outreach & Partnerships:

- The library connected with over 500 people at the Schodack Landing Fall Festival and initiated outreach with local businesses.
- Partnerships include the Small Business Development Center, Chamber of Commerce, Capital Region Birth & Baby Center, and more.
- The "Introduction to Medicare" program was notably successful with 67 attendees, thanks to effective partnership marketing.
- Future collaborations are planned with RPI's Engineering Ambassadors, Junior Achievement, and Inclusive, a program aimed at supporting adults with special needs through play-based activities. Training for staff and volunteers is in progress.

Volunteer and Staff Development:

- A successful Staff Development Day was organized, featuring a well-received training on trauma-informed services.
- Volunteer Appreciation Day highlighted Lynne Catelotti as Volunteer of the Year for her extensive contributions to the community and the library.

Incidents & Other Updates:

- A minor incident involving a burnt-out light fixture required evacuation but was handled calmly by staff. The issue was resolved quickly.
- Our first local author event featuring around 40 authors, and more than 60 attendees was a success, leading to new connections for local writers.

PERSONNEL MEMORANDUM:

J. Dugas Hughes presented the written personnel memo. There was one part-time Librarian resignation and one part-time Library Clerk provisional appointment.

- **MOTION #2024-11-86:** C. Pensabene made a motion to approve the November 19, 2024, Personnel Memorandum, as presented. Seconded by K. Sheehan. The motion was carried with 5 in favor, none opposed.

Staff Salary/Wage Schedule:

A revised document was presented to the board with corrections highlighted—specifically related to the asterisks indicating certain positions. The changes did not affect any salary figures



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but clarified the correct asterisks for the Principal Library Clerk and Business Operations Manager titles.

- The salary schedule aligns with the approved budget, including a 3% increase based on last year's base salary. Any adjustments, such as cost of living (COLA), were considered during the budget discussions.
 - No additional steps were added to the salary schedule this year; it remains consistent with previous years.
 - A compensation study was conducted to identify positions needing adjustments. Two roles — the Principal Library Clerk and IT Support Specialist—were adjusted this year to ensure competitive pay. There were other titles that recommend a pay equity change, and although these positions were not adjusted in the 2025 budget, they are expected to be reviewed in future budgets.
- **MOTION #2024-11-87:** K. Sheehan made a motion to approve the 2025 Staff Salary/Wage Schedule as revised and presented. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

LIAISON REPORTS:

Friends of the Library:

J. Dugas Hughes, for Julie Ann Price noted the following:

- The recent book sale raised just under \$7,500.00.
- There was a discussion about extending the hours for next year's sale, which was approved.
- The group also debated whether to continue holding raffles, with a consensus to proceed.
- The Great Greenbush Quest saw participation from 71 teams with 227 participants.
- The Friends approved their slate of officers for the upcoming year.
- Standard Operating Procedures for the Treasurer were distributed and will be discussed at the next meeting in January. An awareness campaign is also in the works, with plans to explore partnership opportunities.

Town of East Greenbush: N/A

Rensselaer County: N/A

Upper Hudson Library System:

J. Dugas Hughes, for Camie Engel noted that Tim Burke will be retiring in April 2025.

UNFINISHED BUSINESS:

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

Update was covered in Director's Report (see above).



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Board Training:

M. Harris reminded Board Members to submit their training to Jenna (an annual requirement for State Education).

NEW BUSINESS:**2025 Calendar (M. Harris & J. Dugas Hughes):**

A revised calendar was distributed at the meeting that included board meetings, committee meetings, election dates, and library closures.

Board Meeting Schedule Adjustments:

- Some board meetings will be out of sync in February, April, September, and December due to conflicts like school breaks.

Annual Training for Board Members:

- An annual training session is planned for next year. J. Dugas Hughes and C. Pensabene are coordinating the details for this training.

Trustee Petition Deadline:

- Adjusted to be 30 days before the election, plus additional time if it falls on a weekend.

Staff Manual Updates:

- Next month, adjustments to the staff manual will be presented, specifically regarding holiday schedules—such as excluding Easter as a paid holiday and clarifications for weekend holiday work. There will also be two floating holidays.

Fees and Fines:

- The table of fees and fines will also be reviewed next month, with discussions expected in the Admin Committee meeting.
 - **MOTION #2024-11-88:** C. Pensabene made a motion to approve the 2025 Calendar as presented. Seconded by M. Harris. The motion was carried with 5 in favor, none opposed.

Trustee Board Report Card (M. Harris):

The board received four responses to the trustee board report card. The feedback will be summarized and used to inform future training, highlighting areas where additional guidance is desired and where the board is performing well.

EXECUTIVE SESSION:

M. Harris noted for the record that no additional business would be discussed after the executive session.



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- **MOTION #2024-11-89:** C. Pensabene made a motion to enter executive session to discuss Director’s performance evaluation at 8:16 p.m. Seconded by A. Miller.
- **MOTION #2024-11-90:** C. Pensabene made a motion to leave executive session at 8:17 p.m. to carry out the vote from the above motion, #2024-11-89. Seconded by M. Harris. The motion was carried with 5 in favor, none opposed.
- **MOTION #2024-11-91:** C. Pensabene made a motion to enter executive session at 8:18 p.m. to discuss Director’s performance evaluation. Seconded by A. Miller. The motion was carried with 5 in favor, none opposed.

J. Dugas Hughes and Jenna Schmonsky were excused from the meeting at 8:18 p.m. No further public business was discussed.

- **MOTION #2024-11-92:** C. Pensabene made a motion to exit executive session at 9:19 p.m. Seconded by A. Miller. The motion was carried with 5 in favor, none opposed.

ADJOURN:

- **MOTION #2024-11-93:** Motion to adjourn the November 19, 2024, Board meeting was made by C. Pensabene at 9:19 p.m. Seconded by N. Krisanda. The motion was carried with 5 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant
Respectfully submitted by: Amanda Miller, Acting Secretary



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Treasurer's Report:

Katie presents financials for November 9, 2024 through December 6, 2024.

Total Funds Available:

- Non-Restricted: \$1,258,498.52
- Restricted: \$416,088.15 (includes restricted capital reserves and restricted gift & grants)

Restricted Funds Report:

- \$52,290 restricted gift/grants funds received this year, to-date (nothing new this month).
- \$48,093.32 restricted gift/grant funds spent to-date (\$4,360.55 this month).
- \$19,292.36 balance in restricted gift/grant account as of 12/6/24.

Capital Funds Report:

- The Donor-Restricted Capital Reserves balance is \$396,795.79.
- Non-Restricted Capital Reserves balance is \$164,440.79 (\$1,477.25 interest income received this month).

Budget Update:

- Year is 93.2% complete
- Total YTD Revenue is \$62,365.41 over budget. The vast majority of this revenue overage is due to unanticipated interest earnings (\$53,465.62) and additional gift/grants (\$19,194.45).
- Total YTD Expenditures are \$209,549.22 under budget. Most of this (\$172,854.36) is from personnel savings.

Expenditures Overview:

- Total expenditures this month: \$152,631.22
- Key budget areas nearing full allocation include Technology/Communications, Programming & Planning, and Books & Materials.
- Savings are expected in multiple categories, most notably in Salary and Benefits. With one payroll remaining in 2025, we anticipate \$90,000 left in the Personnel line at year-end. This year-to-date we are \$172,854.36 under budget for Personnel.
- Workers' Compensation Insurance renewal will be \$9,690 under budget, and Disability insurance will be \$1,643 under budget.

Off-Warrant: \$112,614.52

- Expenses over \$1,000.00 include:
 - Two payrolls and December health insurance payments
 - National Grid
 - NYSLRS for November



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Warrant: \$40,016.70

- Expenses over \$1,000.00 include:
 - Amazon: \$1,643.05
 - Books, audiobooks, supplies
 - Bank of America: \$7,043.54
 - \$605.79 - Volunteer Appreciation Brunch.
 - \$3,047.71- 2 Google Chromecasts, three desktop computers, one monitor, and a laser printer for public service desks.
 - \$2,130.71- Refrigerator replacement for staff room and commercial trash/recycling pails for meeting rooms and the main entrance.
 - \$1,259.33- Quickbooks and program supplies.
 - Brodart: \$4,190.53
 - Various books
 - Dell Technologies: \$2,892.99
 - Three desktop computers and one laptop for staff
 - Cyber Insurance Policy Renewal: \$1,990
 - Tag Solutions: \$2,633.00
 - IT managed services
 - Sebco Books: \$2,064.56
 - Nonfiction books
 - Friends of the Library: \$1,003.81
 - Reimbursement for book sale, raffle, and merchandise credit card transactions (5/14-12/5/2024).
 - Carpet cleaning: \$2,740
 - Overdrive: \$3,918.78
 - Ebooks and audiobooks
 - Midwest Tape: \$ 1,025.53
 - DVDs
 - Season's East: \$1,872.67
 - Lawn care and fall gardens (October and November).

Motions:

- Motion to accept the Off-Warrant in the amount of \$112,614.52 for the period of November 9, 2024 through December 6, 2024, as presented.
- Motion to authorize the president to sign the Warrant for the period of November 9, 2024 through December 6, 2024, in the amount of \$40,016.70.
- Motion to approve the December 6, 2024, Financials with 93.2% of the year completed, as presented.

East Greenbush Community Library

Off-Warrant (November 9- December 6, 2024)

NAME	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Cash, Operating Accounts				
1003.00 Checking, Operating-XXX178				
Aflac	11/21/2024	42645	NBY22- November	-415.98
CDPHP	11/20/2024	42636	10002870- December	-11,181.30
CHARTER COMMUNICATIONS (FIBER OPTIC)	11/20/2024	42637	14186750- December	-399.00
CHARTER COMMUNICATIONS (TELEPHONE)	11/20/2024	42638	142138101- December	-41.52
GUARDIAN	11/20/2024	42639	00 575836 DENTAL & VISION- December	-376.07
KAREN DUJACK	11/20/2024	42643	Holiday Soapmaking Program (Nov.)	-200.00
LJL3 INCORPORATED- SHARED RESULTS INTERNATIONAL (DBA)	11/21/2024	42647	TechTalk (Sept 2024-Aug 2025)	-347.00
Nationalgrid	11/25/2024	42648	34370-88011 (Oct. 11-Nov 12, 2024)	-2,131.08
New York State Deferred Comp.	11/20/2024	42644	Plan#0045420 (payroll 24)	-315.31
New York State Deferred Comp.	12/04/2024	42649	Plan#0045420 (payroll 25)	-315.31
New York Times	11/20/2024	42640	871100947 (10/31/24-1/29/25)	-334.72
NYSLRS	11/30/2024	NOVEMBER	NYSLRS for NOVEMBER 2024	-1,485.89
Paychex	11/22/2024	PR# 24	PR#24	-12,385.91
Paychex	11/22/2024	PR# 24	PROCESSING CHARGES PAYROLL #24	-256.24
Paychex	11/22/2024	PR# 24	PR#24	-35,612.83
Paychex	12/06/2024	PR# 25	PR#25	-11,868.44
Paychex	12/06/2024	PR# 25	PROCESSING CHARGES PAYROLL #25	-263.98
Paychex	12/06/2024	PR# 25	PR#25	-34,430.04
PIONEER BANK	11/21/2024	42646	Safety Deposit Box	-70.20
TIMES UNION (SUBSCRIPTION)	11/20/2024	42641	November 9-Jan 3	-150.95
VERIZON WIRELESS	11/20/2024	42642	October 2-November 1	-32.75
Total for 1003.00 Checking, Operating-XXX178				\$112,614.52
Total for Cash, Operating Accounts				\$112,614.52

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Warrant of Bills by Vendor (November 9 -December 6, 2024)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Amazon Capital Services				
Amazon Capital Services	11/07/2024	1967-YGW7-J3XC	A3DG71HROMNJM TECH SUPPLIES	23.48
Amazon Capital Services	11/11/2024	16M6-WDYD-HNYT	A3DG71IHROMNJM YS PROGRAM SUPPLIES	37.87
Amazon Capital Services	11/11/2024	16M6-WDYD-7N37	A3DG71IHROMNJM ADULT PROGRAMS	33.43
Amazon Capital Services	11/12/2024	1DXT-Q6TQ-6KGN	A3DG71IHROMNJM YS AUDIOBOOKS	294.75
Amazon Capital Services	11/12/2024	1V4L-7QG3-43TT	A3DG71IHROMNJM YS PROGRAM SUPPLIES	36.97
Amazon Capital Services	11/12/2024	1FFL-4QPJ-3FFP	A3DG71IHROMNJM YS PROGRAM SUPPLIES	22.99
Amazon Capital Services	11/13/2024	1V64-MMFM-3K43	A3DG71IHROMNJM IT SUPPLIES	101.01
Amazon Capital Services	11/16/2024	1KNX-YDML-N6H3	A3DG71IHROMNJM YS PLAYROOM TOYS	93.15
Amazon Capital Services	11/16/2024	17XH-7GFV-MM4G	A3DG71IHROMNJM ADULT FICTION BOOK	16.19
Amazon Capital Services	11/17/2024	1Y1R-XT3C-R17H	A3DG71IHROMNJM OFFICE/MAINTENANCE SUPPLIES	165.46
Amazon Capital Services	11/17/2024	1TNQ-3NQ4-WTFQ	A3DG71IHROMNJM YS PROGRAM SUPPLIES	109.86
Amazon Capital Services	11/17/2024	1GLJ-PMCF-TWR9	A3DG71IHROMNJM ADULT FICTION BOOKS	57.29
Amazon Capital Services	11/18/2024	1KP9-DYKG-4DQ3	A3DG71IHROMNJM YS PROGRAM SUPPLIES	121.77
Amazon Capital Services	11/19/2024	11PY-TYGR-6PJR	A3DG71IHROMNJM YS PROGRAM SUPPLIES	59.99
Amazon Capital Services	11/20/2024	1CRX-61PM-64XW	A3DG71IHROMNJM ADULT FICTION BOOKS	33.87
Amazon Capital Services	11/21/2024	1PRP-939N-D7YX	A3DG71IHROMNJM ADULT FICTION BOOKS	55.77
Amazon Capital Services	11/22/2024	1LFR-RDNL-XQLP	A3DG71IHROMNJM YS PROGRAM SUPPLIES	5.00
Amazon Capital Services	11/27/2024	13VQ-PCW4-3QYD	A3DG71IHROMNJM YS AUDIOBOOKS	84.97
Amazon Capital Services	11/27/2024	1RWF-FHRV-XGJK	A3DG71IHROMNJM ADULT FICTION BOOKS	46.14
Amazon Capital Services	11/27/2024	17DY-36CW-3J17	A3DG71IHROMNJM ADULT FICTION BOOKS	42.00
Amazon Capital Services	11/27/2024	1QRG-VXDC-3Q9Q	A3DG71IHROMNJM YS PROGRAM SUPPLIES	23.43
Amazon Capital Services	11/27/2024	167G-NWF4-1VFR	A3DG71IHROMNJM ADULT FICTION BOOKS	15.30
Amazon Capital Services	11/29/2024	1P17-YYRP-M91N	A3DG71IHROMNJM IT SUPPLIES	57.33
Amazon Capital Services	12/01/2024	1QRD-HYRP-G7P7	A3DG71IHROMNJM YS AUDIOBOOKS	44.98
Amazon Capital Services	12/01/2024	1VCD-DPGN-J7T3	A3DG71IHROMNJM YS PROGRAM SUPPLIES	35.99
Amazon Capital Services	12/01/2024	1XF6-GPF3-FGQP	A3DG71IHROMNJM YS PROGRAM SUPPLIES	9.95
Amazon Capital Services	12/02/2024	1GMG-DWJD-VHGK	A3DG71IHROMNJM ADULT FICTION BOOKS	14.11
Total for Amazon Capital Services				\$1,643.05
ASSA ABLOY (formerly Besam) 378-8170				
ASSA ABLOY (formerly Besam)	11/05/2024	SCI 78995	120046 QUARTERLY DEC. 2024-FEB. 2025 FRONT DOOR CONTRACT MAINTENANCE	241.01
Total for ASSA ABLOY (formerly Besam)				\$241.01
B & L CONTROL SERVICE, INC. 273-0500				
B & L CONTROL SERVICE, INC.	12/01/2024	50030	EGCL 4TH QUARTER BILLING FOR WATER TREATMENT AGREEMENT CONTRACT TERM 1/1/24-12/31/24	962.50
Total for B & L CONTROL SERVICE, INC.				\$962.50
BAKER & TAYLOR (ALL ACCTS)				
BAKER & TAYLOR (ALL ACCTS)	11/07/2024	5019214487	309318 L660753 3 B00000 ADULT GN BOOKS	109.18
BAKER & TAYLOR (ALL ACCTS)	11/11/2024	5019201382	309318 L026683 3 B00000 J FICTION PICTURE BOOKS & J	57.45

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
ACCTS)			PARENTING BOOKS	
BAKER & TAYLOR (ALL ACCTS)	11/18/2024	5019211211	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	299.57
BAKER & TAYLOR (ALL ACCTS)	11/19/2024	5019214136	309318 L026683 3 B00000 J FICTION PICTURE BOOKS	49.55
BAKER & TAYLOR (ALL ACCTS)	11/20/2024	5019218374	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	110.45
BAKER & TAYLOR (ALL ACCTS)	12/02/2024	5019235658	309318 C068841 3 B00000 ADULT NON-FICTION BOOK	39.60
BAKER & TAYLOR (ALL ACCTS)	12/03/2024	5019233263	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	190.05
Total for BAKER & TAYLOR (ALL ACCTS)				\$855.85
BERLIN FREE TOWN LIBRARY				
BERLIN FREE TOWN LIBRARY	11/17/2024	756847	*****3831 FLAGS OF OUR FATHERS LOST/PAID DVD	10.00
Total for BERLIN FREE TOWN LIBRARY				\$10.00
Bethlehem Public Library				
Bethlehem Public Library	11/15/2024	197342	*****8581 SHORTER: LOST/PAID BOOK	28.00
Total for Bethlehem Public Library				\$28.00
BOA CARD SERVICES				
BOA CARD SERVICES	11/27/2024	11272024	1924 CORP ACCOUNT BOA	7,043.54
Total for BOA CARD SERVICES				\$7,043.54
BPI MECHANICAL SERVICE				
518 326-8450				
BPI MECHANICAL SERVICE	12/03/2024	108716	107010 REPLACED 3 FUSES INHEAT PUMP LOCATED IN STAFF KITCHEN	570.70
Total for BPI MECHANICAL SERVICE				\$570.70
Brodart				
800-233-8467				
Brodart	11/12/2024	B6891675	3105613 ASGARDIANS: THOR J GN BOOKS	131.96
Brodart	11/12/2024	B6891395	3105613 J GN BOOKS	97.38
Brodart	11/12/2024	B6891516	3105613 J FICTION READER BOOKS	79.80
Brodart	11/12/2024	B6891399	3105612 J POP FICTION BOOKS	38.48
Brodart	11/12/2024	B6891547	3105612 J FICTION PICTURE BOOKS	34.74
Brodart	11/12/2024	B6891560	3105613 J POP FICTION BOOKS	29.84
Brodart	11/12/2024	B6891678	3105613 J FICTION SERIES BOOKS	22.57
Brodart	11/12/2024	B6891676	3105613 J FICTION PICTURE BOOKS	18.07
Brodart	11/12/2024	B6891402	3105613 J POP FICTION BOOKS	17.92
Brodart	11/12/2024	B6891677	3105612 J PARENTING BOOK	17.89
Brodart	11/12/2024	B6891561	3105613 J FICTION BOOKS	16.54
Brodart	11/12/2024	B6891397	3105612 J POP FICTION BOOKS	13.23
Brodart	11/12/2024	B6891398	3105612 J FICTION PICTURE BOOKS	9.29
Brodart	11/12/2024	B6891689	B6891689 J FICTION PICTURE BOOKS	9.02
Brodart	11/13/2024	B6892091	3105612 J NON-FICTION BOOKS	109.95
Brodart	11/13/2024	B6892022	310561B ADULT NON-FICTION BOOKS	102.22
Brodart	11/13/2024	B6892316	310561B ADULT FICTION BOOKS	69.76
Brodart	11/13/2024	B6892123	3105612 J POP FICTION BOOKS	54.04
Brodart	11/13/2024	B6892151	310561B ADULT FICTION BOOKS	36.31
Brodart	11/13/2024	B6892155	310561B ADULT FICTION BOOKS	33.44
Brodart	11/13/2024	B6892152	310561B ADULT FICTION BOOKS	30.83
Brodart	11/13/2024	B6892030	310561B ADULT FICTION BOOKS	30.00
Brodart	11/13/2024	B6892023	310561B ADULT FICTION BOOKS	17.87
Brodart	11/13/2024	B6892315	310561B ADULT FICTION BOOKS	17.87
Brodart	11/13/2024	B6892154	310561B ADULT FICTION BOOKS	16.15
Brodart	11/14/2024	B6892681	310561B ADULT FICTION BOOKS	339.27
Brodart	11/14/2024	B6892797	3105613 J GN FICTION BOOKS	48.67

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	11/14/2024	B6892962	310561B ADULT NON-FICTION BOOKS	20.16
Brodart	11/14/2024	B6892828	3105612 J FICTION SERIES BOOK	12.24
Brodart	11/14/2024	B6892766	310561B ADULT FICTION BOOKS	12.11
Brodart	11/14/2024	B6892842	3105612 J FICTION PICTURE BOOK	11.58
Brodart	11/14/2024	B6892864	3105613 J FICTION BOOKS	7.58
Brodart	11/14/2024	B6892643	3105613 J FICTION READER BOOK	4.58
Brodart	11/15/2024	B6893314	310561B ADULT FICTION BOOKS	207.33
Brodart	11/15/2024	B6893321	310561B ADULT FICTION BOOKS	54.19
Brodart	11/15/2024	B6893323	310561B ADULT FICTION BOOKS	36.31
Brodart	11/15/2024	B6893337	310561B ADULT NON-FICTION BOOKS	24.65
Brodart	11/15/2024	B6893338	310561B ADULT FICTION BOOKS	14.20
Brodart	11/15/2024	B6893329	310561B ADULT FICTION BOOKS	12.96
Brodart	11/20/2024	B6895483	310561B ADULT FICTION BOOKS	51.10
Brodart	11/21/2024	B6896314	3105612 J FICTION GN BOOKS	428.74
Brodart	11/21/2024	B6896433	3105612 J FICTION BOOKS	221.69
Brodart	11/21/2024	B6896468		166.16
Brodart	11/21/2024	B6896467	3105612 J NON-FICTION TEEN BOOKS	163.37
Brodart	11/21/2024	B6896232	3105612 J FICTION BOOKS	148.06
Brodart	11/21/2024	B6896420	3105612 J FICTION STEP-UP BOOKS	136.92
Brodart	11/21/2024	B6896226	3105612 J FICTION PICTURE BOOKS	74.76
Brodart	11/21/2024	B6896312	3105612 J FICTION GN BOOKS	30.04
Brodart	11/21/2024	B6896329	3105612 J POP FICTION BOOKS	22.02
Brodart	11/21/2024	B6896470	3105612 J NON-FICTION TEEN BOOKS	11.85
Brodart	11/21/2024	B6896150	3105613 J FICTION GN BOOKS	10.68
Brodart	11/25/2024	B6898214	3105612 J PARENTING BOOK	17.56
Brodart	11/26/2024	B6898646	3105612 TEEN NON-FICTION BOOK	12.39
Brodart	11/27/2024	B6899285	3105612 J BOARD BOOK	9.29
Brodart	12/02/2024	B6899926	3105613 J FICTION BOOKS	230.84
Brodart	12/02/2024	B6899963	310561B ADULT FICTION BOOKS	86.48
Brodart	12/02/2024	B6900103	310561B ADULT FICTION BOOKS	79.15
Brodart	12/02/2024	B6900099	3105613 J FICTION READER BOOKS	51.14
Brodart	12/02/2024	B6900106	310561B ADULT NON-FICTION BOOKS	23.60
Brodart	12/02/2024	B6900104	310561B ADULT NON-FICTION BOOKS	17.87
Brodart	12/02/2024	B6900102	310561B ADULT FICTION BOOKS	17.48
Brodart	12/02/2024	B6900186	3105612 J BOARD BOOKS	15.45
Brodart	12/02/2024	B6900100	3105613 J FICTION SERIES BOOKS	11.69
Brodart	12/03/2024	B6900934	3105612 J NON-FICTION BOOKS	92.12
Brodart	12/03/2024	B6900936	3105612 J FICTION BOOKS	69.48
Brodart	12/03/2024	B6900849	3105612 J FICTION BOOKS	51.89
Brodart	12/03/2024	B6900599	3105612 J FICTION SERIES BOOKS	20.92
Brodart	12/03/2024	B6900847	3105612 J POP FICTION BOOKS	17.50
Brodart	12/03/2024	B6900848	3105612 J POP FICTION BOOKS	11.01
Brodart	12/03/2024	B6900937	3105612 J FICTION GN BOOKS	10.44
Brodart	12/03/2024	B6900897	3105613 J FICTION BOOKS	9.02
Brodart	12/03/2024	B6900896	3105613 J FICTION GN BOOKS	8.82
Total for Brodart				\$4,190.53
Capital Security 479-7122				
Capital Security	11/15/2024	192949	EGCL NETWORK/CELLULAR MONITORING 12/1/24-12/31/24	63.00
Total for Capital Security				\$63.00
CENGAGE Learning/GALE 877-201-3962 opt 2				
CENGAGE Learning/GALE	11/11/2024	85949285	124198 ADULT LP BOOK	25.60
Total for CENGAGE Learning/GALE				\$25.60
Center Point Large Print 1-800-929-9108				

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Center Point Large Print	11/04/2024	2132339	EGCL ADULT LP BOOKS	30.11
Center Point Large Print	11/11/2024	2135347	EGCL ADULT LP BOOKS	78.75
Total for Center Point Large Print				\$108.86
COLUMBIA HIGH SCHOOL				
COLUMBIA HIGH SCHOOL	11/12/2024	2024-2025	EGCL COLUMBIA HIGH SCHOOL YEARBOOK 2024-2025	65.00
Total for COLUMBIA HIGH SCHOOL				\$65.00
DELL MARKETING L.P 1-866-413-3355				
DELL MARKETING L.P	11/15/2024	10782374678	122784933 COMPUTERS	2,892.99
Total for DELL MARKETING L.P				\$2,892.99
DEMCO 800-752-7614 act.rece				
DEMCO	11/15/2024	7568542	710162791 ALL PURPOSE EASELS FOR YS	435.35
Total for DEMCO				\$435.35
EGCL - Petty Cash				
EGCL - Petty Cash	11/20/2024	5020	EGCL ADULT PROGRAM SUPPLIES	8.39
EGCL - Petty Cash	12/04/2024	5021	EGCL GAS FOR SNOW BLOWER	19.50
Total for EGCL - Petty Cash				\$27.89
ELIZABETH KEVILLE				
ELIZABETH KEVILLE	11/08/2024	11082024	EGCL MILEAGE REIMBURSEMENT FOR NYLA CONFERENCE	199.66
Total for ELIZABETH KEVILLE				\$199.66
FRIENDS OF THE EG LIBRARY				
FRIENDS OF THE EG LIBRARY	12/05/2024	051424-120524	EGCL FRIENDS CREDIT CARD REINBURSEMENT 5/14/24-12/5/24	1,003.81
Total for FRIENDS OF THE EG LIBRARY				\$1,003.81
Good and Clean 518-366-8500				
Good and Clean	11/25/2024	INV1433	EGCL LIBRARY'S ANNUAL CARPET CLEANING	2,740.00
Total for Good and Clean				\$2,740.00
GRAFTON COMMUNITY LIBRARY				
GRAFTON COMMUNITY LIBRARY	11/20/2024	334790	*****7885 THE DICTIONARY OF LOST WORDS LOST/PAID BOOK	17.00
Total for GRAFTON COMMUNITY LIBRARY				\$17.00
Grainger, W.W.,Inc. 869-1414				
Grainger, W.W.,Inc.	11/11/2024	9312316400	856763925 ICE MELT	175.38
Total for Grainger, W.W.,Inc.				\$175.38
HILL & MARKES, INC. 888-427-7022				
HILL & MARKES, INC.	11/14/2024	2977476-00	6258 PAPER TOWELS FOR RESTROOMS	396.95
Total for HILL & MARKES, INC.				\$396.95
HOME DEPOT				
HOME DEPOT	11/13/2024	1243141	**** * 8313 MAINTENANCE SUPPLIES	103.75
Total for HOME DEPOT				\$103.75
LANE PRESS				
LANE PRESS	11/15/2024	3745	402 BUSINESS CARDS	68.00
Total for LANE PRESS				\$68.00
MARINE DESIGN & SERVICE				
MARINE DESIGN & SERVICE	11/18/2024	6098	EGCL FISH TANK SERVICE	75.00
Total for MARINE DESIGN & SERVICE				\$75.00
MicroMarketing LLC 1-800-229-9887				
MicroMarketing LLC	11/12/2024	967586	1233 ADULT AUDIOBOOK ON CD	33.99
Total for MicroMarketing LLC				\$33.99

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Midwest Tape				
1-800-875-2785				
Midwest Tape	11/04/2024	506287312	2000001825 ADULT AND J DVDS	33.73
Midwest Tape	11/11/2024	506320630	2000001825 ADULT DVDS	228.66
Midwest Tape	11/18/2024	506349708	2000001825 ADULT DVDS	365.06
Midwest Tape	11/23/2024	506377154	2000001825 ADULT & J DVDS	188.17
Midwest Tape	11/27/2024	506396076	2000001825 ADULT & J DVDS	209.91
Total for Midwest Tape				\$1,025.53
NATIONAL BUSINESS TECH. (ALBANY)				
NATIONAL BUSINESS TECH. (ALBANY)	11/25/2024	IN645448	EG00 COPIES	286.89
Total for NATIONAL BUSINESS TECH. (ALBANY)				\$286.89
NATURE'S WAY PEST CONTROL				
NATURE'S WAY PEST CONTROL	11/22/2024	191986	149209 INSPECTED, ROTATED AND REFRESHED EXTERIOR MOUSE BAIT STATIONS	80.00
Total for NATURE'S WAY PEST CONTROL				\$80.00
New York State Parks				
New York State Parks	11/25/2024	112524	EGCL MUSEUM PASS 2025	360.00
Total for New York State Parks				\$360.00
NFP PROPERTY & CASUALTY SERVICES, INC.				
NFP PROPERTY & CASUALTY SERVICES, INC.	12/03/2024	819931	EASTGRE-01 RENEWAL CYBER LIABILITY-COMMERCIAL POLICY # EHJ-ADM0085613 1/10/25-1/10/26	1,990.00
Total for NFP PROPERTY & CASUALTY SERVICES, INC.				\$1,990.00
North Greenbush Public Library				
North Greenbush Public Library	11/15/2024	323658	*****4377 VERA SET 5 DVD LOST/PAID BOOK	45.00
Total for North Greenbush Public Library				\$45.00
OVERDRIVE				
216-573-6886 ext.212				
OVERDRIVE	11/12/2024	01080DA24352379	1080-1012 J EBOOK	6.99
OVERDRIVE	11/14/2024	01080CO24354722	1080-1012 12- J EBOOKS & 2- J EAUDIOBOOKS	344.90
OVERDRIVE	11/15/2024	01080CO24355552	1080-1012 ADULT EBOOKS	2,024.76
OVERDRIVE	11/15/2024	01080CO24355517	1080-1012 ADULT EAUDIOBOOKS	737.20
OVERDRIVE	11/19/2024	01080DA24360948	1080-1012 4-EBOOKS & 4-AUDIOBOOKS ADULTS	499.96
OVERDRIVE	11/19/2024	01080DA24360758	1080-0012 4-EBOOKS & 1-EAUDIOBOOK ADULTS	304.97
Total for OVERDRIVE				\$3,918.78
PLAYAWAY PRODUCTS LLC				
(877) 893-0808				
PLAYAWAY PRODUCTS LLC	11/08/2024	480892	GS-02F-0036W J PLAYAWAY	56.99
Total for PLAYAWAY PRODUCTS LLC				\$56.99
Poestenkill Library				
283-3721				
Poestenkill Library	11/15/2024	302625	*****7967 THE HUDSON RIVER SCHOOL DVD LOST/PAID	24.99
Total for Poestenkill Library				\$24.99
RESERVE ACCT. (POSTAGE METER)				
RESERVE ACCT. (POSTAGE METER)	11/19/2024	11192024	41651340 POSTAGE FOR POSTAGE MEETER 12/24 & 1/25	400.00
Total for RESERVE ACCT. (POSTAGE METER)				\$400.00
Seasons East Lawn Care				
732-2276 new 8.07				
Seasons East Lawn Care	11/06/2024	13945	EGCL 8-LANDSCAPING WATERING FLOWERS W/ FERTILIZER 10/2/24-10/27/24	600.00
Seasons East Lawn Care	11/06/2024	13946	EGCL 8- LANSAPING WATERING FLOWERS W/ FERTILIZER 10/2/24-10/27/24 COMMUNITY WAY	226.67
Seasons East Lawn Care	11/06/2024	13948	EGCL LANDSCAPING PLANTED 10 PURPLE MUMS	210.00
Seasons East Lawn Care	12/02/2024	13984	EGCL 11/18/24-11/22/24 FALL CLEAN-UP, TRIM	836.00

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
SHRUBS, REMOVED MUMS AND PLANTED DAFFODIL BULBS				
Total for Seasons East Lawn Care				\$1,872.67
Sebco Books 800-223-3251				
Sebco Books	11/04/2024	213773	14883 J NON-FICTION BOOKS	1,292.69
Sebco Books	11/05/2024	213783	14883 J NON-FICTION BOOKS	771.87
Total for Sebco Books				\$2,064.56
STAPLES 1-877-826-7755				
STAPLES	11/09/2024	6016652102	1008052 PROGRAM SUPPLIES & OFFICE SUPPLIES	157.79
STAPLES	11/12/2024	6016815091	6016815091 MAINTENANCE SUPPLIES	411.74
STAPLES	11/12/2024	6016852321	N008052 MAINTENANCE SUPPLIES	160.78
STAPLES	11/19/2024	6017306448	N008052 MAINTENANCE SUPPLIES	44.90
STAPLES	11/30/2024	6018189641	N008052 VENDOR CREDIT	-44.90
Total for STAPLES				\$730.31
TAG SOLUTIONS, LLC (518) 292-6510				
TAG SOLUTIONS, LLC	12/01/2024	30632003	21743 IT MANAGED SERVICES 12/1/24-12/31/24	2,633.00
Total for TAG SOLUTIONS, LLC				\$2,633.00
TWIN BRIDGES 518-282-5600				
TWIN BRIDGES	12/01/2024	DECEMBER SERVICE	55-8109 1 WASTE & RECYCLING 12/1/24-12/31/24	288.63
Total for TWIN BRIDGES				\$288.63
UHLS				
UHLS	11/20/2024	24-510	EGRN UHLAN CARDS	35.00
Total for UHLS				\$35.00
WHITEMAN OSTERMAN & HANNA LLP				
WHITEMAN OSTERMAN & HANNA LLP	11/30/2024	740482	106576-001 LEGAL SERVICES THROUGH 10/31/24	175.00
Total for WHITEMAN OSTERMAN & HANNA LLP				\$175.00
William K. Sanford Library				
William K. Sanford Library	11/15/2024	208463	0000443915 A STAR IS BORN LOST/PAID BOOK	26.99
William K. Sanford Library	11/15/2024	208462	0000130570 ANTARCTICA LOST/PAID BOOK	24.95
Total for William K. Sanford Library				\$51.94
TOTAL				\$40,016.70

Note

Payment Approved / /

President, Library Board of Trustees: _____



East Greenbush Community Library

2024 Budget vs. Actual

January 1-December 6, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges	14,556.02	13,500.00	1,056.02	107.82 %
4100 Other Income/Interest	55,465.62	2,000.00	53,465.62	2,773.28 %
4200 Public Funds				
4202.00 State Aid- LLSA	5,148.50	5,500.00	-351.50	93.61 %
4203.00 East Greenbush	1,915,000.82	1,915,000.00	0.82	100.00 %
4204.00 Rensselaer County		11,000.00	-11,000.00	
4205.00 Contract for Service- Schodack	346,125.00	346,125.00	0.00	100.00 %
Total 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)	3,404.45	1,500.00	1,904.45	226.96 %
Total Revenue	\$2,391,990.41	\$2,329,625.00	\$62,365.41	102.68 %
GROSS PROFIT	\$2,391,990.41	\$2,329,625.00	\$62,365.41	102.68 %
Expenditures				
Operating Expenses				
5000 Technology/Communications	94,280.54	96,650.00	-2,369.46	97.55 %
5010 Programming & Planning	24,179.48	24,200.00	-20.52	99.92 %
5020 Bks & Mat'ls (Collections)	158,230.51	159,100.00	-869.49	99.45 %
5030 Facilities Expenses	132,987.09	143,300.00	-10,312.91	92.80 %
5040 Professional Services	55,151.13	64,000.00	-8,848.87	86.17 %
5050 Operat'ns	26,244.23	37,425.00	-11,180.77	70.12 %
5100 Human Resources/Staff Devt	3,407.16	6,500.00	-3,092.84	52.42 %
5200 Personnel				
5201.00 Benefits	363,578.82	419,725.00	-56,146.18	86.62 %
5250.00 Salaries	1,173,291.82	1,290,000.00	-116,708.18	90.95 %
Total 5200 Personnel	1,536,870.64	1,709,725.00	-172,854.36	89.89 %
Total Operating Expenses	2,031,350.78	2,240,900.00	-209,549.22	90.65 %
Total Expenditures	\$2,031,350.78	\$2,240,900.00	\$ -209,549.22	90.65 %
NET OPERATING REVENUE	\$360,639.63	\$88,725.00	\$271,914.63	406.47 %
Other Expenditures				
FR Friends Pass-through	1,598.50		1,598.50	
Reserve Funds	176,710.95		176,710.95	
Total Other Expenditures	\$178,309.45	\$0.00	\$178,309.45	0.00%
NET OTHER REVENUE	\$ -178,309.45	\$0.00	\$ -178,309.45	0.00%
NET REVENUE	\$182,330.18	\$88,725.00	\$93,605.18	205.50 %

Note

On this date, the year is 93.2% over.

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 December 6, 2024

	TOTAL			
	AS OF DEC 6, 2024	AS OF DEC 6, 2023 (PY)	CHANGE	% CHANGE
ASSETS				
Cash Assets				
Accounts				
Cash, Operating Accounts	641,776.51	354,580.01	287,196.50	81.00 %
Designated Board Cash Funds				
1007.00 Non-Restricted, Hurr XXX244	54,695.54	58,437.64	-3,742.10	-6.40 %
1008.00 Non-Restricted, Capital Reserve- XXX0228	164,440.79	500,960.82	-336,520.03	-67.17 %
1009.00 Non-Restricted, Operational Contingency- XXX210	397,585.68	388,810.56	8,775.12	2.26 %
Total Designated Board Cash Funds	616,722.01	948,209.02	-331,487.01	-34.96 %
Donor Restricted Cash Funds				
1001.00 Donor-Restricted, Gift & Grant-XXX186	19,292.36	61,498.04	-42,205.68	-68.63 %
1005.00 Donor-Restricted, Capital Reserve- XXX251	396,795.79	340,508.37	56,287.42	16.53 %
Total Donor Restricted Cash Funds	416,088.15	402,006.41	14,081.74	3.50 %
Total Accounts	\$1,674,586.67	\$1,704,795.44	\$ -30,208.77	-1.77 %
Total Cash Assets	\$1,674,586.67	\$1,704,795.44	\$ -30,208.77	-1.77 %
Fixed Assets	\$2,217,439.06	\$2,269,239.35	\$ -51,800.29	-2.28 %
TOTAL ASSETS	\$3,892,025.73	\$3,974,034.79	\$ -82,009.06	-2.06 %
LIABILITIES AND EQUITY				
Liabilities	\$40,016.70	\$63,955.12	\$ -23,938.42	-37.43 %
Equity				
3000 Retained Earnings	3,669,678.85	3,605,724.37	63,954.48	1.77 %
Net Revenue	182,330.18	304,355.30	-122,025.12	-40.09 %
Total Equity	\$3,852,009.03	\$3,910,079.67	\$ -58,070.64	-1.49 %
TOTAL LIABILITIES AND EQUITY	\$3,892,025.73	\$3,974,034.79	\$ -82,009.06	-2.06 %

Note

On this date, the year is 93.2% over

Non-Restricted Funds Available: \$1,258,498.52

Donor-Restricted Funds Available: \$416,088.15

Account Transfers to cover monthly interest and expenses:

- 1) \$4,360.55 Transfer from Donor-Restricted, Gift & Grant to Operating to cover cost of donor-restricted gift/grant expenses (12/5/2024)
- 2) \$1,052.41 Transfer Interest from Donor-Restricted, Capital Reserve to Non-Restricted, Capital Reserve (12/5/2024)

2024 Restricted Funds Report to the Library Board

As of 12/06/2024

Restricted Gifts & Grants	Original Amount Awarded	1/1/2024		Revenue 2024	Expenditures 2024	Current Balance (Available Funds)
		Previous Year Balance Carried forward				
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	\$ -	\$ 400.96	\$ (0.96)	
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	\$ -	\$ 2,447.01	\$ -	
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	\$ -	\$ 1,755.67	\$ 1,740.80	
FR-38-2023 YS SRC	\$ 4,030.00	\$ 592.84	\$ -	\$ 592.84	\$ -	
FR-39-2023 Outreach	\$ 4,000.00	\$ 1,432.29	\$ -	\$ 672.15	\$ 760.14	
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	\$ 3,096.00	\$ 4.00	
FR-43-2024 MuseumPass	\$ 3,700.00	\$ -	\$ 3,700.00	\$ 3,346.30	\$ 353.70	
FR-44-2024 YS SRPS	\$ 4,500.00	\$ -	\$ 4,500.00	\$ 4,143.73	\$ 356.27	
FR-45-2024 Teen Supplies	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,183.75	\$ 816.25	
FR-46-2024 Fish	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 923.40	\$ 1,576.60	
FR-47-2024 Fam Engagement	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,210.66	\$ 789.34	
FR-48-2024 Playroom	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,011.58	\$ 988.42	
FR-49-YS LoT Kits	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 619.64	\$ 3,380.36	
FR-50-2024 LoT	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,487.18	\$ 12.82	
FR-51-2024 Voln Apprec	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 1,994.99	\$ 1,005.01	
FR-52-2024 Staff Prof Dev Apprec	\$ 3,500.00	\$ -	\$ 3,500.00	\$ 687.67	\$ 2,812.33	
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	\$ 48,093.32	\$ 19,292.36	



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Administrative Committee Minutes

12-2-24

Members present: Katie Sheehan (Chair), Camie Engel, Mari Harris (President), Jill Dugas Hughes (Director)

- Restructure budget: adjust the budget according to funding that is expected from Schodack
 - 2024: We have made all transfers in and out.
 - We are bringing in about \$60,000 unanticipated money (mostly interest, some grants), and we have spent about \$87,000 less than anticipated, which yields about \$150,000 in unanticipated funds.
 - Our goal is to remain as close to our original budget as possible; we can use carryover from this year's budget to make up the difference.
 - The committee explored three options and recommends option 3 (see attached)
 - Expenditures remain the same.
 - Interest adjusted and remainder of deficit will be covered with overage from 2024.
 - Consider New York Liquid Asset Fund (NYLAF) for increased interest option moving forward: Jill will research.
 - Long-term financial security: find financial contractor who can support sustainability over time (with Schodack's contribution being ambiguous currently and moving forward).
 - Motion: The committee moves to amend the 2025 voter-approved budget to account for the deficit accrued as a result of anticipated Schodack contribution.
- Health insurance buyout:
 - Final decision must be made by open enrollment period (July).



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- If recommended and approved, it will be added to the staff manual at the time of approval.
- The 2025 budget accounts for payment to the current staff members who opt out of health insurance and would therefore qualify for the buyout.
- This decision will be deferred to the future Admin Committee, which will meet in February.
- 2025 fee schedule:
 - Motion to approve the 2025 fee schedule (attached).
- NYS Paid Family Leave Act:
 - Jill recommends that we subscribe to this benefit.
 - It will cost about \$5,000/year.
 - It is built into the health insurance budget.
 - Are we comfortable enough to add this? → next committee will make a recommendation to the Board.

Upcoming:

- NYS Paid Family Leave Act: discussion and recommendation to the Board
- Trading days to offset insurance costs?
- Reserves policy
- NYLAF research/information



2025 Fee Schedule

Late Fees: Most items are fine free; except for the specialty items indicated below	
Library of Things, STEM Kits, Stories-to-Go Kits, Interlibrary Loan, Nature Backpacks, YOTOS	\$1.00 per day, up to \$5
Museum Passes, Hotspots, Laptops	\$5 per day, up to \$25
Fees	
Out of System Library Card (non-residents)	\$30/6 months or \$50/1 year
Replacement of Item Lost or Damaged	Full retail replacement cost; minimum \$5, \$2 processing fee (processing fee is new addition)
Interlibrary Loan Fees charged by other libraries	Entire fee
Copy/Print (Color)	\$0.50 per copy/print
Copy/Print (Black & White)	\$0.15 per copy/print
Returned Check	\$25
Tote Bags	\$30- increased price
T-Shirts (Short sleeve/ Long sleeve)	\$20/\$25
Sweatshirts	\$35- new addition
Fleece	\$65- new addition
Meeting Room Damage	Full cost of restoration

No refunds will be provided.

East Greenbush Community Library Proposed 2025 Budget Adjustments 16-Dec-24			
	2025 Voter Approved Budget	2025 Proposed Adjustments	\$ change
Revenue			
LIBRARY CHARGES	\$ 15,000	\$ 15,000	\$ -
INTEREST & EARNINGS	\$ 12,000	\$ 30,000	\$ 18,000
Public Funds			
State Aid- LLSA & Leg Funds	\$ 5,700	\$ 5,700	\$ -
East Greenbush Tax Levy	\$ 1,995,455	\$ 1,995,455	\$ -
Rensselaer County Aid	\$ 1,000	\$ 1,000	\$ -
Contract for Service- Schodack	\$ 487,945	\$ 400,000	\$ (87,945)
PUBLIC FUNDS	\$ 2,490,100	\$ 2,402,155	\$ (87,945)
GIFTS/GRANTS (new receipts)	\$ 52,500	\$ 52,500	\$ -
Appropriated Fund Balance			
Restricted Grants/Gifts (prev. years)	\$ 22,000	\$ 22,000	\$ -
Unrestricted Gifts/Grants (prev. years)	\$ 4,000	\$ 4,000	\$ -
Fund Balance (prev. years)	\$ -	\$ 69,945	\$ 69,945
APPROPRIATED FUND BALANCE	\$ 26,000	\$ 95,945	\$ 69,945
GRAND TOTAL REVENUE	\$ 2,595,600	\$ 2,595,600	\$ -
Expenditures			
Long-Term Savings			
Transfer to Capital Reserves	\$ 145,000	\$ 145,000	\$ -
Operating Expenditures			
Technology/Communications	\$ 115,000	\$ 115,000	\$ -
Programming & Planning	\$ 34,700	\$ 34,700	\$ -
Books & Materials	\$ 161,500	\$ 161,500	\$ -
Facilities	\$ 143,940	\$ 143,940	\$ -
Professional Services	\$ 61,650	\$ 61,650	\$ -
Operations	\$ 43,050	\$ 43,050	\$ -
Human Resources/Staff Development	\$ 7,000	\$ 7,000	\$ -
Personnel			
Benefits	\$ 460,895	\$ 460,895	\$ -
Salaries	\$ 1,422,865	\$ 1,422,865	\$ -
PERSONNEL (Salaries & Benefits)	\$ 1,883,760	\$ 1,883,760	\$ -
GRAND TOTAL EXPENDITURES	\$ 2,595,600	\$ 2,595,600	\$ -



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Services Committee Meeting

12/2/2024, 5:30 pm

In attendance:

Amanda Miller, Chair

Charlie Pensabene

Nichole Krisanda

Mari Harris (arrived 5:34)

Jill Dugas Hughes

- 1) Code of Conduct – ready for Board Approval
MOTION: The services committee moves to approve the Code of Conduct Policy, as presented, which will replace the current Disruptive Behavior and Rules of Conduct policies.
- 2) Staff Manual – We will review further to make sure nothing is conflicting with any other part of the manual.
- 3) Question about committee meeting times/dates – are they flexible and adjustable?
Once committees are assigned in January 2025, then the time/date for committee meetings can be adjusted.
- 4) Upcoming: Meeting Room Policy will need review
- 5) Admin Committee will review the fee schedule for 2025
- 6) Reviewed priorities for 2025 including upcoming policy reviews
- 7) Trustee Recruitment – trustees should fill out the MBLC Board Matrix that is stored in Teams.



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Code of Conduct Policy- DRAFT Presented to Library Board of Trustees 12/16/2024 by the Services Committee

The East Greenbush Community Library welcomes all visitors to enjoy our facilities, collections, programs, and services. This Code of Conduct ensures that everyone has a positive and safe experience. It applies to all library services, including attendance at the library, which are non-library sponsored; whether in person, on library property, in the community, or through our digital channels, including the website, social media, and communication by phone, chat, or email.

General Expectations for Library Visitors

Library visitors are expected to:

- **Be safe.**
- **Be respectful of other visitors, staff, and volunteers.**
- **Be respectful of library property.**
- **Obey the law.**
- **Comply with requests from library staff.**

Library staff will intervene in situations that threaten safety, disrupt the rights of others, involve the misuse of library resources, or constitute illegal activity. If minors are involved, the library may request identification and notify the parent or guardian. Visitors who fail to comply with staff instructions or respond abusively may be asked to leave the premises immediately. If they refuse, law enforcement may be summoned.

Enforcement

These rules are designed to ensure the comfort and safety of all visitors. Library staff may conduct wellness checks when required. Staff will courteously and firmly enforce the policy,

Consequences of Violating the Code of Conduct

The East Greenbush Community Library enforces a **tiered intervention system**. The goal is to maintain a safe and respectful environment for all visitors while providing fair opportunities for corrective action.

Tier 1: Verbal Warning

- **Applicable to:** Minor, first-time infractions (e.g., excessive noise, minor disruptive behavior).
- **Action:** Library staff will explain the violation and request a change in behavior.
- **Documentation:** Library staff may note the incident internally for future reference, but no formal report will be filed.

Tier 2: Formal Warning

- **Applicable to:** Repeat minor offenses or more disruptive behaviors (e.g., continued disruptive noise, minor property damage).
- **Action:** A formal warning will be issued. The patron may be asked to leave the library for the remainder of the day.



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- **Documentation:** A written incident report will be filed, detailing the nature of the offense and the interaction.

Tier 3: Temporary Suspension

- **Applicable to:** Serious violations or repeated offenses after a formal warning (e.g., aggressive behavior, harassment, misuse of library property, or failure to comply with staff instructions).
- **Action:** The visitor may be suspended from the library for a period ranging from 1 day to 1 month, depending on the severity and prior history.
- **Documentation:** A detailed **incident report** will be filed. If the suspension is longer than one day, the patron will be formally notified in writing by the Library Director or designee.
- **Parent/Guardian Notification:** If the suspended patron is under 18, a parent or guardian will be contacted and informed of the situation. Future library access will require a discussion between the parent/guardian and the Library Director.

Tier 4: Extended Suspension or Permanent Ban

- **Applicable to:** Major violations, criminal activity, or repeated serious offenses (e.g., physical assault, sexual misconduct, theft, severe property damage).
- **Action:** The visitor may be suspended for an extended period (up to 1 year) or permanently banned from the library, depending on the nature of the offense.
- **Documentation:** A comprehensive **incident report** will be filed. The Library Director will investigate and notify the visitor in writing of the suspension or ban, detailing the reasons and duration.
- **Police Involvement:** Law enforcement may be called for serious violations, and the library will cooperate with investigations.

Tier 5: Legal Action

- **Applicable to:** Criminal offenses, threats to staff or public safety, or repeated defiance of library bans.
- **Action:** The library reserves the right to pursue legal action, including the filing of criminal charges.
- **Documentation:** All related incidents will be documented, and law enforcement will be involved as necessary.

Incident Reporting Process

Incident Report Filing

For any violation beyond a verbal warning, library staff are required to file an incident report. These reports will be documented in a library incident log, including:

- Date and time of the incident.
- Description of the patron's behavior.
- Actions taken by staff.
- Witnesses, if any.
- The outcome or next steps (e.g., formal warning, suspension).

Review and Escalation



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- Staff Review: Incident reports will be reviewed by the Library Director or designee to determine appropriate next steps.
- Director Involvement: For suspensions longer than one day or permanent bans, the Library Director will notify the patron formally.

Appeals Process

- Visitors who are suspended or banned from the library may submit a written appeal within 48 hours of receiving written notice, to the Library Director or the Board of Trustees. Appeals will be reviewed, and a decision will be communicated in a timely manner.

Communication

- Library staff are responsible for addressing violations courteously but firmly, following the tiered intervention system.
 - All visitors are expected to follow staff instructions and cease prohibited behavior when requested. Failure to comply will result in escalation according to the outlined tiers.
 - Parents and guardians of minors will be informed when necessary to address conduct issues involving youth.
-



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General Expectations for Library Conduct

- Be respectful of other visitors, staff, and volunteers**
- Comply with requests from library staff**
- Be respectful of library property**
- Obey the law**
- Be safe**

Examples of Prohibited Behaviors

Unsafe or Disruptive Behavior	Misuse of Property or Privileges	Illegal Activities	Failure to Follow Staff Instructions
Conduct likely to cause injury to oneself or others	Activities inconsistent with typical library uses	Threatening, harassing, or assaulting staff or other visitors	Failure to comply when asked to stop a prohibited behavior
Blocking staff or visitors' free movement	Damage to library property or the property of others	Sexual misconduct or harassment	Refusing to leave when asked due to a violation of library policies
Lewd, vulgar, obscene, hostile or aggressive language or expression	Posting signs, advertisements, or other materials without library approval	Illegal drug use or possession, including open containers of alcohol	Refusing to leave when library staff directs that library is being evacuated or closed
Disruptive verbal or physical behavior	Unauthorized campaigning, petitioning, or soliciting inside the library	Theft or vandalism	
Noise from electronic devices, speaking loudly, singing, snoring, or using a cell phone on speaker	Unauthorized sales on library property	Viewing or distributing obscene or illegal content, including pornography	
Consuming food or drinks in a disruptive manner or by the computers, not cleaning up	Misuse of restrooms, including bathing, shaving, washing clothes, sleeping, or engaging in sexual activity	Smoking or vaping on library property	
Inappropriate attire. Shoes and shirts are required	Hiding or misusing library materials	Possession of guns, pistols, or other weapons	
Any activity or substance posing a health hazard to visitors or employees	Parking bicycles or other vehicles in non-designated areas		
Unauthorized solicitation or sales	Entering staff-only areas without permission		
Sleeping in the library, especially lying down or putting feet on furniture	Remaining in the library after closing time		
Being noticeably under the influence of substances	Camping or using library property for living purposes		
Use of incendiary devices (candles, lighters, etc.)	Obstructing, blocking, or monopolizing sidewalks, entrances, or other spaces on library property		



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Leaving personal belongings unattended or monopolizing seating or space with personal items	Using rollerblades, skateboards, scooters, or other outdoor recreational items indoors		
Engaging in sexual activity on library property	Misusing or abuse of strollers, wheelchairs, and walkers		

Library Nominating Committee Meeting
Monday, November 18, 2024

ATTENDEES:

Mari Harris

Camie Engel

Nichole Krisanda, Chairperson

The 2024 Nominating Committee named at the November Board meeting included Mari Harris, Camie Engel, and Nichole Krisanda as Chairperson.

- A Nominating Committee meeting was held on November 18, 2024 to have a preliminary discussion regarding ideas for candidates for the Library Board of Trustees in 2025. The committee reached consensus on a proposed slate.
- Mari will reach out to proposed officers to see if they are willing to serve in discussed roles in 2025. Outreach was completed.
- The 2025 Board of Trustees officer slate being proposed by the Nominating Committee is as follows:

President - Charlie Pensabene

Vice President - Katie Sheehan

Secretary - Camie Engel

Treasurer - Nichole Krisanda



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Director's Report- December 16, 2024

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

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.

Goals and progress updates are located in the report.

November Highlights

The library was open for 253 hours across 29 days, with an early closure on Thanksgiving Eve and a full closure on Thanksgiving Day. Visits increased 9% year-over-year, reaching 20,939.

Strategic Plan Progress

GOAL 1: Build Community Connections

- Staff participated in a UHLS grant-funded training on youth sexuality and health resources, with \$500 allocated for purchasing recommended materials.
- The RPI Engineering Ambassadors engaged children (ages 6–11) in a Mars Exploration program, fostering STEM learning.
- Efforts to support the top five languages in local schools (Spanish, Urdu, Chinese, Arabic, Burmese) include Language Line translation access and plans for service-point iPads with Google Translate for public service desks.

GOAL 2: Engage With Your Community

- New/priority partnerships include the Capital Region Workforce Development Board and Small Business Development Center.
- The Community Advisory Council continues to meet quarterly, most recently on November 21.

GOAL 3: Satisfy Curiosity and Stimulate Imagination

- Programming for grades 3–5 included a hands-on Lego Printmaking Workshop.
- A new craft/coloring table in the children's room provides an interactive, creative space.

GOAL 4: Promote Literacies

- Website redesign is underway, focusing on interactivity and updated content.
- A new webpage showcases the Adult Library of Things collection.
- A gaming initiative for adults with varying abilities launched in partnership with Inclusive and ARC. We are still looking for volunteers to sustain this initiative.



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GOAL 5: Advance Local Economic Vitality

- November workshops included a nonprofit grant workshop and a 5-week Computers for Beginners course.
- Upcoming 2025 programs will focus on entrepreneurship, including makerspaces with Tech Valley Center of Gravity and AI for small businesses.

Operations/Personnel

- Job descriptions and core competencies are under review with internal workgroup; completion targeted for Q1 2025.
- Staffing updates: Two library clerk positions filled; one upgraded to full-time. A part-time library position remains open; we hope to make an appointment next week.

Technology Updates

- The Overdrive app has been fully replaced by Libby.
- All (adult) public computers reallocated to a centralized lab area for improved functionality.

Facilities

- Key updates: staff room heat pump repaired, carpets cleaned, and a new refrigerator installed.

Construction Budget and Progress Overview

- Outdoor work is paused, with major construction phases planned for spring. Details on current progress and budget are outlined below:

Contract	Budget (incl. change orders)	Paid-to-Date	Status
Site Work	\$151,291	\$132,276	87% complete. Sidewalk and grading are done; next phase starts in spring (fabric awning, landscaping).
Electrical	\$25,814	\$0	Wiring completed; awaiting installation of new lighting.
Painting	\$17,400	\$17,400	Fully complete.
Tile	\$38,388	\$0	Installation complete except for punch list; closing out next month.
EIFS	\$134,000	\$0	Work begins in spring; window installation may alter scope. EIFS remains the priority project.
Storefront Windows	\$172,840	\$0	Awaiting additional pricing; current proposal increased to \$208,610. Scope may be altered.



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Interior Finished Carpentry	Estimated \$32,571	\$0	Scheduled to coincide with window installation.
CM Reimbursables	Estimated \$9,100	\$6,670	Includes waste removal and portable bathrooms.
CM Fee	Estimate (5%) \$30,401	\$9,718	Project management to date.
Architectural Fees	\$29,250	\$24,449	Payment to date for design and oversight.

Total Budget: \$694,712

- **NYS Construction Grant:** \$347,356 (90% received; final 10% due upon project completion).
- **Library Matching Funds:** \$347,357 (from Capital Reserve).
- **Remaining Contingency:** \$17,941

Incidents

- No major incidents to report.

Respectfully Submitted: Jill Dugas Hughes, Director

Monthly Statistical Comparison			
East Greenbush Community Library	Nov-23	Nov-24	Change
Building Visits Number of patron visits to the library building	10,677	12,300 +	15.2%
Drive-Thru Visits Number of patrons who use the drive-thru window to borrow materials	507	427 -	-15.8%
Website Users Number of people who initiated at least one session on eglibrary.org during a given month	7,892	8,212 +	4.1%
Physical Materials Use Number of checkouts plus renewals made at the library	24,436	23,231 -	-4.9%
Digital Materials Use Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)	6,339	6,541 +	3.2%
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	8,489	7,555 -	-11.0%
WiFi Use Number of unique daily WiFi patron at the library	1,260	1,470 +	16.7%
Public Computer Use Number of computer sessions at the library	1,344	4,483 +	233.6%
Program Attendance Number of attendees at programs held inside the library location or in a library virtual space	1,635	2,013 +	23.1%
Meeting Room Use by Outside Groups Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members	70	82 +	17.1%
New User Accounts (library card registrations) Number of library cards newly created (online & in-person registrations)	52	108 +	107.7%
Monthly Active Library cardholders (retention) Average number of cardholders who actively used their library card per month	2,805	2,918 -	4.0%
Number of Programs Adult	29	32 +	10.3%
Program Attendance Adult	509	442 -	-13.2%
Number of Programs Youth	21	30 +	42.9%
Program Attendance Youth	1,183	1,571 +	32.8%
Youth Physical Item Circ	14,055	14,192 +	1.0%
Youth Digital Materials Circ	959	1,012 +	5.5%
Adults Physical Item Circ	10,381	9,039 -	-12.9%
Adult Digital Materials Circ	5,379	5,529 +	2.8%
Registered Resident Borrowers	5,213	5,452 +	4.6%
Registered Non-Resident Borrowers	1,920	1,961 +	2.1%
Physical Items Circ at Checkout Desk	22,518	21,838 -	-3.0%
Physical Items Circ at Drivethru Window	1,918	1,393 -	-27.4%
Total Visits (website, library, drive-thru)	19,076	20,939 +	9.8%



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Personnel Memo

December 16, 2024

Submitted by Jill Dugas Hughes

Resignation:

- N/A

Retirement:

- N/A

Termination:

- N/A

Classification Change:

- N/A

Provisional Appointment:

- Tarley Stevenson, Library Clerk, Part-Time, effective December 4, 2024.
- Kathryn Lyons, Library Clerk, Full-Time, effective December 2, 2024

Current Open/Unfilled Positions/Organizational Chart Changes

- Librarian I, Part-Time (Youth & Family Services)



2025 Paid Holidays for Full-Time Staff

Draft Presented to Library Board of Trustees 12/16/2024
(No change from 2024)

Proposed 2025 Paid Holidays for Full-Time Staff (11 days)
New Year's Day (Wednesday, January 1)
Martin Luther King, Jr. Day (Monday, January 20)
Memorial Day (Monday, May 26)
Juneteenth National Independence Day (Thursday, June 19)
Independence Day (Friday, July 4)
Labor Day (Monday, September 1)
Thanksgiving (Thursday, November 27)
Christmas Eve (Wednesday, December 24)
Christmas (Thursday, December 25)
Floater
Floater