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AGENDA

Board of Trustees

January 21, 2025

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, January 21, 2025 at 7:00 p.m.

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

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

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

1.	Call to Order/Review of Agenda • (5 min) Welcome and Ground Rules	Charlie Pensabene A.
2.	Public Comment • (15 min)	Charlie Pensabene
3.	Oath of Office • (5 min) Kayla Kutzscher (5 years)	Charlie Pensabene
4.	Annual Organizational Paperwork • (5 min) <ul style="list-style-type: none"> • Conflict of Interest • Code of Ethics • Board Roster • Bank Signature Card 	Charlie Pensabene B. C. D.
5.	Committee Chair Appointments • (5 min) <ul style="list-style-type: none"> • Administrative • Services 	Charlie Pensabene
6.	Approval of Minutes • (5 min) <ul style="list-style-type: none"> ➤ MOTION to approve the minutes of the December 16, 2024, Library Board Meeting. 	Camie Engel E.
7.	Treasurer’s Reports • (10 min) Treasurer’s Report Narrative Off Warrant (December 7, 2024 – January 10, 2025) <ul style="list-style-type: none"> ➤ MOTION to accept the Off Warrant in the amount of \$169,654.69 for the period of 12/7/2024 – 1/10/2025 as presented. Warrant (December 7, 2024 – January 10, 2025) <ul style="list-style-type: none"> ➤ MOTION to authorize the president to sign the Warrant for the period of 12/7/2024 – 1/10/2025 in the amount of \$40,635.92. 	Nichole Krisanda F. G. H.



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	<p>2024 Preliminary Year-End Financials</p> <ul style="list-style-type: none"> • Preliminary Final 2024 Budget vs. Actual, January-December 2024 • Preliminary Final 2024 Balance Sheet, as of December 31, 2024 <p>2025 Financials (2.7% of the year over)</p> <ul style="list-style-type: none"> • Budget vs. Actual 2025 • Balance Sheet • Restricted Funds (12/7/2024-1/10/2025) <ul style="list-style-type: none"> ➤ MOTION to approve the January 10, 2025, Financials with 100% of 2024 and 2.7% of 2025 completed, as presented. 	<p>I.</p> <p>J.</p> <p>K.</p> <p>L.</p> <p>M.</p>
8.	Director’s Report • (10 min)	Jill Dugas Hughes N.
9.	Personnel Memorandum • (5 min) <ul style="list-style-type: none"> ➤ MOTION to approve the 1/21/2025 Personnel Memorandum as presented. 	Jill Dugas Hughes O.
10.	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
11.	Unfinished Business • (5 min)	Charlie Pensabene
12.	New Business • (5 min) Friends’ MOU <ul style="list-style-type: none"> ➤ MOTION to authorize the director to sign the FOEGCL MOU. 	Charlie Pensabene P.
13.	Adjournment <ul style="list-style-type: none"> ➤ MOTION to adjourn the 1/21/2025 Library Board Meeting. 	Charlie Pensabene

Upcoming Board & Committee Meetings:

Monday, February 3, 2025

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

Tuesday, February 25, 2025

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



East Greenbush Community Library Conflict of Interest Policy

This document must be signed yearly by each Library Trustee

The purpose of this policy is to set forth guidelines for Trustees and staff to follow in order to prevent conflict of interest during the performance of duties and responsibilities to the East Greenbush Community Library.

Standards of Conduct: Every Trustee or employee of the Library shall be subject to and abide by the following guidelines:

(a) Confidential Information. No Trustee or employee shall disclose confidential information acquired in the course of official duties or use such information to further a personal interest.

(b) Disclosure of Interest in Legislation. To the extent known, any Trustee or employee of the Library who participates in the discussion or gives an official opinion to the Library Board on any legislation shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she may have in such legislation.

(c) Disclosure of Interests in Contracts. To the extent known, any Trustee or employee of the Library who has, will have, or subsequently acquires any interest in any contract with the Library shall publicly disclose the nature and extent of such interest in writing to the Library Board as well as to his or her immediate supervisor as soon as he or she has knowledge of such actual or prospective interest.

(d) Investments in Conflict with Official Duties. No Trustee or employee shall invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict.

(e) Private Employment. No Trustee or employee shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or

service creates a conflict with or impairs the proper discharge of his or her duties.

(f) Prohibited Conflicts of Interest. No Library Trustee or employee shall have an interest in any contract between the Library and a corporation or partnership of which he or she is an Trustee or employee when such Library Trustee or employee has the power to:

(a) negotiate, prepare, authorize, or approve the contractor;



(b) authorize or approve payment there under;

(c) audit bills or claims under the contract;

(d) appoint an Trustee or employee who has any of the powers or duties set forth above, and, no chief fiscal Trustee, treasurer, or his or her deputy or employee shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the Library of which he or she is an Trustee or employee.

The provisions of this section shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library Trustee or employee in one or more positions of public employment, the holding of which is not prohibited by law.

(g) Certain Interests Prohibited. No Trustee or employee of the Library who has an interest in any real property, either individually or as an Trustee or employee of a corporation or partnership shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the Library. The term "participation" shall include the promotion of the site as well as the negotiation of the terms of acquisition.

(h) No Library Trustee or employee shall use or permit the use of property owned or leased to the Library for other than official purposes or for activities not otherwise officially approved.

The standard of behavior at the East Greenbush Community Library is that all staff, and Board of Trustee members scrupulously avoid any conflict between the interests of the Library on one hand, and such individual's personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as perceptions of conflicts of interest.

I understand that the purposes of this policy are: to protect the integrity of the Library's decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputation of staff and Board of Trustee members.

In the course of meetings or activities, I shall disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question. I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.



Signed: _____

Printed Name: _____

Title: _____

Date: _____



East Greenbush Community Library Code of Ethics Policy

This document must be signed yearly by each Library Trustee

As elected public officials, trustees of East Greenbush Community Library have an obligation to meet legal, moral, and ethical standards in their conduct and decisions. The following principles are to be used as a guide to achieve this goal.

Protect the integrity and purpose of the Library as a community institution and uphold its mission to serve as a community center for lifelong learning, with access to a broad range of ideas and information through traditional and emerging resources to meet the intellectual, recreational and cultural needs of East Greenbush residents.

Abide by all state and federal laws that apply to New York public libraries.

Observe the provisions of the Open Meetings Law

Follow the Conflict of Interest Policy

Keep confidential information confidential.

Function as a whole unit in accordance with the Library's Bylaws.

Remain objective when dealing with staff or patrons and use Board established channels of communications to ensure consistent, rational resolution of library matters.

Adhere to all Board established library policies, rules, and procedures.

Signature _____ Date _____



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2025 BOARD OF TRUSTEES – Roster

Charlie Pensabene (2023-2027)

PRESIDENT

cpensabene@eglibrary.org

Katie Sheehan (2022-2025)

VICE PRESIDENT

SERVICES COMMITTEE

ksheehan@eglibrary.org

Camille Engel (2021-2025)

SECRETARY

SERVICES COMMITTEE

cengel@eglibrary.org

Nichole Krisanda (2024-2028)

TREASURER

ADMINISTRATIVE COMMITTEE

nkrisanda@eglibrary.org

Mari Harris (2025-2027)

SERVICES COMMITTEE

mharris@eglibrary.org

Kayla Kutzscher (2025-2029)

ADMINISTRATIVE COMMITTEE

kkutzscher@eglibrary.org

Amanda Miller (2022-2026)

ADMINISTRATIVE COMMITTEE

amiller@eglibrary.org

Ex. Officio

Jill Dugas Hughes, Director

director@eglibrary.org

Jenna Schmonskey, Administrative Assistant

schmoj@eglibrary.org



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Library Board of Trustees Meeting - DRAFT
December 16, 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

Excused:

- Nichole Krisanda, Trustee

Library staff, Community Partners & Members of the Public:

- Jill Dugas Hughes, Library Director
- Jenna Schmonsky, Administrative Assistant (excused 8:17 p.m.)
- Trustee-Elect Kayla Kutzscher (excused 8:17 p.m.)

A Library Board of Trustees meeting of the East Greenbush Community Library was held on December 16, 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 Nichole Krisanda is excused from tonight’s meeting, which will not impact a quorum.

REVIEW OF AGENDA:

- The agenda was reviewed.
- M. Harris welcomed Trustee-elect, Kayla, who will be joining the Board officially in January.

PUBLIC COMMENT:

- There was no public comment.

APPROVAL OF MINUTES: On page four of the packet, under “Incidents and Other Updates,” an amendment should reflect that our first local author event featured 30 authors and had over 80 attendees.



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- **MOTION #2024-12-94:** C. Pensabene made the motion to approve the minutes from the November 19, 2024, Library Board meeting as edited. Seconded by A. Miller. The motion was carried with 5 in favor, none opposed.

TREASURER'S REPORT:

K. Sheehan presented the financials.

- There were no unusual expenditures, and all vendors are familiar.
- The higher-yield interest account has been very beneficial this year, helping close gaps caused by the Schodack anticipation.

- **MOTION #2024-12-95:** C. Engel made a 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. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.
- **MOTION #2024-12-96:** A. Miller made a 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**. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.
- **MOTION #2024-12-97:** C. Engel made a motion to approve the December 6, 2024, Financials with 93.2% of the year completed, as presented. Seconded by A. Miller. 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: restructuring of library budget, proposed health insurance buyout, 2025 fee schedule, and the potential participation in the NYS Paid Family Leave Act.

- **MOTION #2024-12-98:** The Administrative Committee made a motion to adjust the 2025 voter-approved budget to account for the anticipated deficit in the Schodack library services contract contribution. Seconded by C. Engel. The motion was carried with 5 in favor, none opposed.
- **MOTION #2024-12-99:** The Administrative Committee made a motion to approve the 2025 fee schedule, as presented. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

Services: The written committee report was submitted by A. Miller. Highlights from the written report included: Code of Conduct Policy, staff manual, committee meeting times and dates, meeting room policy, upcoming policy reviews, and trustee recruitment.



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- **MOTION #2024-12-100:** The Services Committee made a motion to approve the Code of Conduct Policy, as presented, which will replace the current Disruptive Behavior and Rules of Conduct policies. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

Nominating: The written committee report was submitted by N. Krisanda. M. Harris noted that the committee discussed succession planning along with the proposed slate of officers for 2025:

President: Charlie Pensabene

Vice President: Katie Sheehan

Secretary: Camie Engel

Treasurer: Nichole Krisanda

- **MOTION #2024-12-101:** M. Harris made a motion to approve the slate of officers for calendar year 2025 as presented. Seconded by A. Miller. The motion was carried with 5 in favor, none opposed.

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

Library Visit & Program Growth:

- In November, library visits increased by 9%, reaching nearly 21,000, with a 13% growth in programs, showing strong community engagement and the library's focus on delivering valuable programming experiences.

Lending Trends:

- Digital lending (not including database) has grown significantly from pre-pandemic, with a post-pandemic increase from 10% to 19% of total lending. Physical lending, however, has decreased by 15.73%.

Language Support:

- The library has introduced a language support tool for in-person translations and plans to distribute iPads with Google Translate at service points in 2025.

Programs & Initiatives:

- A standout program last month was the Lego Printmaking workshop, combining art, STEM, and hands-on learning.
- Interactive spaces for children, such as craft tables and light tables, have been introduced, aligning with the library's strategic focus on providing diverse experiences.

Economic Development Focus:

- The library is prioritizing local economic development and entrepreneurship in early 2025.



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- Upcoming programs include a partnership with the Tech Center for Gravity maker space program and an AI workshop for small businesses.

Construction Update:

- The project remains on budget, with a priority on replacing the EIFS in the spring.
- Decisions regarding windows are ongoing, with some potentially being coordinated with roof repairs.
- The first 90% payment has been received and deposited into the non-restricted capital reserve to replenish funds already allocated to the project.

PERSONNEL MEMORANDUM:

J. Dugas Hughes presented the written personnel memo. The two library clerk positions have been filled and we are getting close to filling the part-time youth and family services librarian position.

- **MOTION #2024-12-102:** C. Pensabene made a motion to approve the December 16, 2024, Personnel Memorandum, as presented. Seconded by K. Sheehan. The motion was carried with 5 in favor, none opposed.

LIAISON REPORTS:
Friends of the Library:

On behalf of Julie Ann Price, M. Harris noted the following:

- The Holiday Market raised over \$700 with a few days still to go. Our goal was \$500.
- All board positions filled for the first time since the pandemic.
- Goals for 2025 are: Grow overall membership, explore new fundraising strategies, create succession plans and tools.
- January's meeting will be a brainstorming session with two topic groups - fundraising and advocacy/awareness.

Town of East Greenbush: N/A

Rensselaer County: N/A

Upper Hudson Library System:

C. Engel noted the following:

- The UHLS Board hosted a holiday breakfast for UHLS staff.
- The Search committee for Director is underway.

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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NEW BUSINESS:

M. Harris expressed gratitude for the library, staff, and board's hard work throughout the year, highlighting the successful management of challenges, such as building issues and construction projects. M. Harris also noted the impressive teamwork and commitment from both staff and board members, ensuring everything ran smoothly and cohesively despite hurdles.

M. Harris was recognized for her outstanding leadership, dedication, and time as President of the Library Board of Trustees.

- **MOTION #2024-12-103:** C. Engel made a motion to approve the 2025 List of Paid Holidays. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

2025 Trustees Development Meeting:

- The trustee development session for 2025 will be held in January, with a focus on providing training and familiarization to ensure mutual understanding by all trustees.
- Trustees are encouraged to suggest any topics by the end of December that they think would be helpful for the group.
- The training session will take place on January 13th from 5:30 PM to 8:00 PM, with the exact duration to be determined after further planning. The meeting will be held in lieu of committee meetings.

EXECUTIVE SESSION:

- **MOTION #2024-12-104:** A. Miller made a motion to enter executive session to discuss Director's performance evaluation at 8:17 p.m. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

Jenna Schmonsky and Kayla Kutzscher were excused from the meeting at 8:17 p.m. The public portion of the meeting was completed at this time.

- **MOTION #2024-12-105:** K. Sheehan made a motion to exit executive session at 8:51 p.m. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.



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ADJOURN:

- **MOTION #2024-12-106:** Motion to adjourn the December 16, 2024, Board meeting was made by C. Engel at 8:51 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

DRAFT



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Treasurer's Report:

Katie presents financials for December 7, 2024 through January 10, 2025.

Total Funds Available:

- Non-Restricted: \$1,246,517.59
- Restricted: \$540,214.95

Restricted Funds Report:

- \$19,292.36 balance in restricted gift/grant account as of 12/31/2024
- \$1,901.24 restricted gift/grant funds spent to-date in 2025
- Current balance is \$17,388.12

Capital Funds Report:

- The Donor-Restricted Capital Reserves balance is \$522,826.83
- Non-Restricted Capital Reserves balance is \$481,611.30. This does not include a check which was just received from NYS for the previous NYS construction grant close-out which was received, but not yet deposited at the time of the report (\$9,971). This check was for grant #0386-20-8526 for the following period: 7/1/2019-6/30/2025. This grant is now completely closed out. We have received the final 10% reimbursement check. Our current construction project (grant #0386-24-0514, for the period 7/1/2023-6/30/2025) will be eligible for an extension if needed. We have received (and deposited) the first 90% grant payment \$312,620 and will not receive the final 10% reimbursement final payment until the project is completely closed out.

Budget Update:

- 2024 is 100% complete, and 2025 is 2.7% complete
- Revenue to date is \$1,215.53. This does not include any interest or public funds. Typically we receive East Greenbush and Schodack funds by mid-February.
- Total expenditures are at 3.32%. Several first quarter expenses have been paid to UHLS, including UHLS membership (\$9,097), Hoopla (\$5,453.76), plus Overdrive ERO contribution (\$8,203.51). Overdrive ERO encompasses our required contribution for the purchase of expired, but still popular titles in our UHLS Overdrive collection. The rest of our Overdrive expenses for the year are paid directly to Overdrive.



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Expenditures Overview:

- Total expenditures presented this month include December and January expenditures in the amount of \$210, 290.61.

Off-Warrant: \$169,654.69

- Includes payroll #26 for 2024 and payroll #1 for 2025.
- Other large expenditures include:
 - Bank of America (\$2,108.81) for program expenses, web hosting, QuickBooks subscription, and NYLA membership for trustees
 - CDPHP (\$12,294.47) for Health Insurance
 - Color Code Painting (\$16,530) for construction project
 - Utica National Insurance (\$13,253) for Workers Compensation insurance
 - Wainschaf Associates (\$16,387.59) for construction project management fees
 - National Grid (\$2,582.72)
 - NYSLRS (\$1,478.70)
 - Shelterpoint Life (\$1,357.25) for Disability Insurance

Warrant: \$40,635.92

- Major expenditures include:
 - \$4,554.46 to Brodart for books
 - \$7,669.33 for Seasons East landscaping and snow removal services in December
 - \$2,633 to TAG Solutions (IT managed services)
 - \$23,054.27 to UHLS for Overdrive, Hoopla and UHLAN membership quarter 1 expenditures

Motions:

- Motion to accept the Off-Warrant in the amount of \$169,654.69 for the period of December 7, 2024 through January 10, 2025, as presented.
- Motion to authorize the president to sign the Warrant for the period of December 7, 2024 through January 10, 2025, in the amount of \$40,635.92.
- Motion to approve the January 10, 2025, Financials with 100% of 2024 and 2.7% of 2025 completed, as presented.

East Greenbush Community Library

Off-Warrant (December 7-January 10, 2025)

NAME	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Cash, Operating Accounts				
1003.00 Checking, Operating-XXX178				
Aflac	01/03/2025	42720	NBY22	-415.98
ANN BURNS	12/17/2024	42705		-100.00
BOA CARD SERVICES	01/08/2025	42724	CORP ACCOUNT 1924	-2,108.81
CDPHP	12/17/2024	42706	10002870	-12,294.47
CHARTER COMMUNICATIONS (FIBER OPTIC)	12/17/2024	42707	141867501	-399.00
CHARTER COMMUNICATIONS (TELEPHONE)	12/17/2024	42708	142138101	-41.52
COLOR CODE PAINTING, INC.	12/17/2024	42719		-16,530.00
GUARDIAN	12/17/2024	42709	00 575836 DENTAL & VISION	-376.07
LISA DOUGHERTY	12/17/2024	42710		-50.00
Nationalgrid	01/03/2025	42721	34370-88011	-2,582.72
New York State Deferred Comp.	12/17/2024	42718	Plan#0045420	-315.31
New York State Deferred Comp.	01/03/2025	42722	Plan#0045420	-317.34
NYSLRS	12/31/2024	DECEMBER 2024	NYSLRS for DECEMBER 2024	-1,478.70
Paychex	12/20/2024	PR# 26, 12/20/24	PROCESSINGCHARGES FOR PAYROLL #26 DATED 12/20/24	-410.69
	12/20/2024	PR# 26; 12/20/24	PR#26	-12,641.27
	12/20/2024	PR# 26; 12/20/24	PR#26	-36,629.54
	01/03/2025	PR# 1; 01/03/2025	PR# 1	-13,046.82
Paychex	01/03/2025	HR PRO/HRS INST.1	SETUP FEES FOR HR PRO INSTALLMENT 1OF 2; HRS SETUP MATERIALS INSTALLMENT 1OF 2	-277.65
Paychex	01/03/2025	PR #1; 01/03/2025	PROCESSING CHARGES FOR PAYROLL #1 DATED 01/03/2025	-410.69
	01/03/2025	PR# 1; 01/03/2025	PR# 1	-37,514.26
Pitney Bowes Global Financial Services LL	01/03/2025	42723	0015428241	-183.81
Record	12/17/2024	42716	9038741	-349.45
SHELTERPOINT LIFE	12/17/2024	42711		-1,357.25
SHORT AND STOUT TEA COMPANY, LLC	12/17/2024	42715		-150.00
Utica National Insurance Group	12/17/2024	42717		-13,253.00
VERIZON WIRELESS	12/17/2024	42712	542647307-00001	-32.75
WAINSCHAF ASSOCIATES, INC.	12/17/2024	42713	424105	-16,387.59
Total for 1003.00 Checking, Operating-XXX178				\$169,654.69
Total for Cash, Operating Accounts				\$169,654.69

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Warrant of Bills by Vendor-December 7-January 10, 2025 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Amazon Capital Services				
Amazon Capital Services	01/08/2025	1VDC-31KC-9MTF	A3DG71IHROMNJM ADULT PROGRAM SUPPLIES	57.30
Total for Amazon Capital Services				\$57.30
BAKER & TAYLOR (ALL ACCTS)				
BAKER & TAYLOR (ALL ACCTS)	12/11/2024	5019243582	309318 L026683 3 B00000 J FICTION PICTURE BOOK	11.12
BAKER & TAYLOR (ALL ACCTS)	12/18/2024	5019263176	309318 L026683 3 B00000 J FICTION PICTURE BOOK	8.80
BAKER & TAYLOR (ALL ACCTS)	12/18/2024	5019262977	309318 L821363 3 B00000 ADULT NON-FICTION BOOKS	114.23
Total for BAKER & TAYLOR (ALL ACCTS)				\$134.15
Bethlehem Public Library				
Bethlehem Public Library	12/09/2024	337744	*****9665 THE BAD GUYS: IN THE OTHERS LOST/PAID BOOK	6.99
Total for Bethlehem Public Library				\$6.99
Brodart				
800-233-8467				
Brodart	12/05/2024	B6902082	3105612 J STEP-UP BOOKS	6.91
Brodart	12/05/2024	B6902267	3105612 J FICTION BOOKS	138.52
Brodart	12/05/2024	B69022389	3105612 J FICTION BOOKS	132.48
Brodart	12/05/2024	B6902226	3105612 J NON-FICTION BOOKS	104.53
Brodart	12/05/2024	B6902116	3105612 J FICTION SERIES BOOKS	86.81
Brodart	12/05/2024	B6902266	3105612 J FICTION BOOKS	82.20
Brodart	12/05/2024	B6902110	3105612 J FICTION READER BOOKS	38.01
Brodart	12/05/2024	B6902227	3105612 J PARENTING BOOKS	9.29
Brodart	12/05/2024	B6902225	3105612 J FICTION PICTURE BOOKS	37.48
Brodart	12/05/2024	B6902101	3105612 TEEN FICTION BOOKS	1,223.88
Brodart	12/05/2024	B6902240	3105612 J NON-FICTION BOOKS	514.77
Brodart	12/05/2024	B6901980	3105612 TEEN NON-FICTION BOOKS	325.01
Brodart	12/05/2024	B6902108	3105612 J FICTION READER BOOKS	264.02
Brodart	12/10/2024	B6904421	310561B ADULT FICTION BOOKS	16.72
Brodart	12/10/2024	B6904220	3105612 TEEN FICTION BOOKS	582.50
Brodart	12/10/2024	B6904381	3105612 J BOARD BOOKS	74.36
Brodart	12/10/2024	B6904416	3105612 J NON-FICTION BOOKS	53.54
Brodart	12/10/2024	B6904198	310561B ADULT FICTION BOOKS	35.74
Brodart	12/10/2024	B6904200	310561B ADULT FICTION BOOKS	30.93
Brodart	12/10/2024	B6904244	3105612 J POP FICTION BOOKS	27.02
Brodart	12/10/2024	B6904239	310561B ADULT FICTION BOOKS	17.87
Brodart	12/10/2024	B6904386	3105612 J FICTION READER BOOKS	4.41
Brodart	12/11/2024	B6905020	3105611 ADULT NON-FICTION BOOKS	54.19
Brodart	12/11/2024	B6905029	3105613 J FICTION SERIES BOOKS	7.25
Brodart	12/11/2024	B6904860	3105613 J FICTION BOOKS	9.02
Brodart	12/11/2024	B6905030	3105613 J FICTION GN BOOKS	9.44
Brodart	12/11/2024	B6905140	3105613 J FICTION READER BOOKS	10.94
Brodart	12/11/2024	B6905118	3105613 J FICTION GN BOOKS	13.46
Brodart	12/11/2024	B6904990	310561B ADULT FICTION BOOKS	27.65
Brodart	12/11/2024	B6905121	3105611 ADULT NON-FICTION BOOKS	65.11
Brodart	12/12/2024	B6905717	3105612 STC BOOKS	25.32
Brodart	12/12/2024	B6905712	3105612 J FICTION BOOKS	140.49
Brodart	12/12/2024	B6905845	3105612 J NON-FICTION BOOKS	109.01

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	12/17/2024	B6907806	3105612 J FICTION GN BOOKS	52.18
Brodart	12/18/2024	B6908278	B6908278 J NON-FICTION BOOKS	40.14
Brodart	12/23/2024	B6910510	3105612 J NON-FICTION BOOKS	103.60
Brodart	12/27/2024	B6911446	3105612 TEEN NON-FICTION BOOKS	12.24
Brodart	12/27/2024	B6911409	310561B ADULT NON-FICTION BOOKS	25.54
Brodart	12/27/2024	B6911296	310561B ADULT NON-FICTION BOOKS	32.64
Brodart	12/30/2024	B6912071	310561B ADULT FICTION BOOKS	9.24
Total for Brodart				\$4,554.46
Capital Security 479-7122				
Capital Security	12/16/2024	193121	EGCL NETWORK/CELLULAR MONITORING FOR 1/1/25-1/31/25	63.00
Total for Capital Security				\$63.00
Center Point Large Print 1-800-929-9108				
Center Point Large Print	12/03/2024	2138617	EGCL ADULT LP BOOKS	96.75
Total for Center Point Large Print				\$96.75
CHRISTY MCCORMICK CHRISTY MCCORMICK				
CHRISTY MCCORMICK	01/07/2025	02032025	EGCL ADULT PROGRAM	150.00
Total for CHRISTY MCCORMICK				\$150.00
Dropmysuite Inc.				
Dropmysuite Inc.	12/01/2024	11100-14	EGRN DIRECT USER EMAIL & COLLABORATION BACKUP SUBSCRIPTION COST 11/1/24-11/30/24	81.00
Dropmysuite Inc.	12/31/2024	INV-17209	EGCL-3759 OREGON-1	81.00
Total for Dropmysuite Inc.				\$162.00
Empire State Aerosciences Museum				
Empire State Aerosciences Museum	12/09/2024	MP 2025	EGCL MUSEUM PASS RENEWAL	75.00
Total for Empire State Aerosciences Museum				\$75.00
HOME DEPOT				
HOME DEPOT	11/11/2024	614149	**** * 8313 MAINTENANCE SUPPLIES	12.00
Total for HOME DEPOT				\$12.00
MARINE DESIGN & SERVICE				
MARINE DESIGN & SERVICE	12/16/2024	6141	EGCL FISH TANK SERVICE & AP STRESS COAT 16OZ	89.49
Total for MARINE DESIGN & SERVICE				\$89.49
Midwest Tape 1-800-875-2785				
Midwest Tape	12/07/2024	506441497	2000001825 ADULT DVDS	58.47
Midwest Tape	12/12/2024	506465506	2000001825 J & ADULT DVDS	44.23
Midwest Tape	12/30/2024	506544373	2000001825 ADULT DVD	14.99
Total for Midwest Tape				\$117.69
NAISMITH MEMORIAL BASKETBALL HALL OF FAME				
NAISMITH MEMORIAL BASKETBALL HALL OF FAME	01/01/2025	MP 2025	EGCL MUSEUM PASS RENEWAL	100.00
Total for NAISMITH MEMORIAL BASKETBALL HALL OF FAME				\$100.00
NATURE'S WAY PEST CONTROL				
NATURE'S WAY PEST CONTROL	12/27/2024	198126	149209 DECEMBER 2024 BAIT TRAP CHECK FOR MICE	80.00
Total for NATURE'S WAY PEST CONTROL				\$80.00
Northeast Toner, Inc. 518-899-5545				
Northeast Toner, Inc.	12/13/2024	118762	EGCL WASTE CONTAINER FOR TONER	38.00
Total for Northeast Toner, Inc.				\$38.00

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
OVERDRIVE				
216-573-6886 ext.212				
OVERDRIVE	11/24/2024	01080DA24397741	1080-1012 1-J EBOOK	12.99
OVERDRIVE	12/03/2024	01080DA24378277	1080-1012 6-J EBOOKS	9.84
OVERDRIVE	12/31/2024	01080DA24405808	1080-0012 TEEN EAUDIOBOOK	56.00
Total for OVERDRIVE				\$78.83
PURE WATER PARTNERS				
PURE WATER PARTNERS	01/01/2025	1931723	700-39652 WATER COOLER FOR 11/17/24-2/16/25	198.00
Total for PURE WATER PARTNERS				\$198.00
Seasons East Lawn Care 732-2276 new 8.07				
Seasons East Lawn Care	12/05/2024	14004	EGCL 9/30/24 LANDSCAPING REMOVED FLOWERS & PLANTED BULBS	600.00
Seasons East Lawn Care	12/05/2024	14005	EGCL 9/30/24 LANDSCAPING COMMUNITY WAY REMOVED FLOWERS & PLANTED MUMS; 11/18/24 REMOVED MUMS & PLANTED DAFFODIL BULBS	183.33
Seasons East Lawn Care	12/09/2024	14012	EGCL SALTING COMMUNITY WAY 11/28/24-11/30/24	206.00
Seasons East Lawn Care	12/09/2024	14011	EGCL SALTING PARKING LOT 11/28/24-11/30/24	570.00
Seasons East Lawn Care	12/30/2024	14021	EGCL 14-SALTING PARKING LOT, 6- SNOW PLOWINGS 12/3/24-12/28/24	4,380.00
Seasons East Lawn Care	12/30/2024	14022	EGCL COMMUNITY WAY 14-SALTING PARKING LOT, 5- SNOW PLOWINGS 12/3/24-12/28/24	1,730.00
Total for Seasons East Lawn Care				\$7,669.33
SENSOURCE				
330-792-7089				
SENSOURCE	01/02/2025	61758	EGCL PSP/CLOUD RENEWAL 3/31/25-3/31/26	582.00
Total for SENSOURCE				\$582.00
SHORT AND STOUT TEA COMPANY, LLC				
SHORT AND STOUT TEA COMPANY, LLC	01/08/2025	01282025	EGCL TEEN PROGRAM	150.00
Total for SHORT AND STOUT TEA COMPANY, LLC				\$150.00
STAPLES				
1-877-826-7755				
STAPLES	01/04/2025	6021009152	1008052 FIRST-AID SUPPLIES/OFFICE SUPPLIES	63.13
Total for STAPLES				\$63.13
TAG SOLUTIONS, LLC				
(518) 292-6510				
TAG SOLUTIONS, LLC	01/03/2025	30632421	21743 IT MANAGED SERVICES FOR 1/1/25-1/31/25	2,633.00
Total for TAG SOLUTIONS, LLC				\$2,633.00
TIMES UNION (SUBSCRIPTION)				
454-5015				
TIMES UNION (SUBSCRIPTION)	01/01/2025	01262025	140026351 RENEWAL THRU 3/23/25	150.95
Total for TIMES UNION (SUBSCRIPTION)				\$150.95
TWIN BRIDGES				
518-282-5600				
TWIN BRIDGES	01/02/2025	JANUARY SERVICE	55-8109 1 WASTE & RECYCLING FOR JANUARY 2025	288.63
Total for TWIN BRIDGES				\$288.63
UHLS				
UHLS	01/06/2025	25-11	EGRN OVERDRIVE ALL ACCESS ROMANCE	300.00
UHLS	01/09/2025	25-29	EGRN HOOPLA Q1 2025	5,453.76
UHLS	01/09/2025	25-55	EGRN-FIRST QUARTER UHLAN 2025	9,097.00
UHLS	01/09/2025	25-77	EGRN-2025 ERO CONTRIBUTION	8,203.51
Total for UHLS				\$23,054.27

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
William K. Sanford Library				
William K. Sanford Library	01/02/2025	587001	0000326494 MERRIAM-WEBSTER'S SPANISH-ENGLISHMEDICAL DICTIONARY LOST/PAID	8.95
William K. Sanford Library	01/04/2025	344871	EGCL 0000431544 COMPLETE FLAGS OF THE WORLD LOST/PAID BOOK	22.00
Total for William K. Sanford Library				\$30.95
TOTAL				\$40,635.92

Note

Payment Approved / /

President, Library Board of Trustees: _____



East Greenbush Community Library

2024 Budget vs. Actual

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges	15,782.40	13,500.00	2,282.40	116.91 %
4100 Other Income/Interest	59,935.38	2,000.00	57,935.38	2,996.77 %
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	1,000.00	11,000.00	-10,000.00	9.09 %
4205.00 Contract for Service- Schodack	346,125.00	346,125.00	0.00	100.00 %
Total 4200 Public Funds	2,267,274.32	2,277,625.00	-10,350.68	99.55 %
4400.00 Restricted Income (G/G)	364,910.00	35,000.00	329,910.00	1,042.60 %
4401.00 Non-Restricted Income (G/G)	4,251.30	1,500.00	2,751.30	283.42 %
Total Revenue	\$2,712,153.40	\$2,329,625.00	\$382,528.40	116.42 %
GROSS PROFIT	\$2,712,153.40	\$2,329,625.00	\$382,528.40	116.42 %
Expenditures				
Operating Expenses				
5000 Technology/Communications	94,293.61	96,650.00	-2,356.39	97.56 %
5010 Programming & Planning	23,964.56	24,200.00	-235.44	99.03 %
5020 Bks & Mat'ls (Collections)	159,076.09	159,100.00	-23.91	99.98 %
5030 Facilities Expenses	141,610.97	143,300.00	-1,689.03	98.82 %
5040 Professional Services	58,339.18	64,000.00	-5,660.82	91.15 %
5050 Operat'ns	29,904.26	37,425.00	-7,520.74	79.90 %
5100 Human Resources/Staff Devt	4,587.91	6,500.00	-1,912.09	70.58 %
5200 Personnel				
5201.00 Benefits	394,296.92	419,725.00	-25,428.08	93.94 %
5250.00 Salaries	1,221,335.31	1,290,000.00	-68,664.69	94.68 %
Total 5200 Personnel	1,615,632.23	1,709,725.00	-94,092.77	94.50 %
Total Operating Expenses	2,127,408.81	2,240,900.00	-113,491.19	94.94 %
Total Expenditures	\$2,127,408.81	\$2,240,900.00	\$ -113,491.19	94.94 %
NET OPERATING REVENUE	\$584,744.59	\$88,725.00	\$496,019.59	659.05 %
Other Expenditures				
FR Friends Pass-through	1,359.36		1,359.36	
Reserve Funds	209,628.54		209,628.54	
Total Other Expenditures	\$210,987.90	\$0.00	\$210,987.90	0.00%
NET OTHER REVENUE	\$ -210,987.90	\$0.00	\$ -210,987.90	0.00%
NET REVENUE	\$373,756.69	\$88,725.00	\$285,031.69	421.25 %

Note

On this date, the year is 100% 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 31, 2024

	TOTAL			
	AS OF DEC 31, 2024	AS OF DEC 31, 2023 (PY)	CHANGE	% CHANGE
ASSETS				
Cash Assets				
Accounts				
Cash, Operating Accounts	510,009.88	163,782.60	346,227.28	211.39 %
Designated Board Cash Funds				
1007.00 Non-Restricted, Hurr XXX244	54,835.07	58,447.57	-3,612.50	-6.18 %
1008.00 Non-Restricted, Capital Reserve- XXX0228	336,611.39	501,045.92	-164,434.53	-32.82 %
1009.00 Non-Restricted, Operational Contingency- XXX210	398,599.96	388,876.61	9,723.35	2.50 %
Total Designated Board Cash Funds	790,046.42	948,370.10	-158,323.68	-16.69 %
Donor Restricted Cash Funds				
1001.00 Donor-Restricted, Gift & Grant-XXX186	19,292.36	62,090.09	-42,797.73	-68.93 %
1005.00 Donor-Restricted, Capital Reserve- XXX251	522,826.83	343,443.83	179,383.00	52.23 %
Total Donor Restricted Cash Funds	542,119.19	405,533.92	136,585.27	33.68 %
Total Accounts	\$1,842,175.49	\$1,517,686.62	\$324,488.87	21.38 %
Total Cash Assets	\$1,842,175.49	\$1,517,686.62	\$324,488.87	21.38 %
Fixed Assets	\$2,257,602.89	\$2,217,439.06	\$40,163.83	1.81 %
TOTAL ASSETS	\$4,099,778.38	\$3,735,125.68	\$364,652.70	9.76 %
LIABILITIES AND EQUITY				
Liabilities	\$16,179.01	\$65,446.83	\$ - 49,267.82	-75.28 %
Equity				
3000 Retained Earnings	3,669,678.85	3,605,724.37	63,954.48	1.77 %
Net Revenue	413,920.52	63,954.48	349,966.04	547.21 %
Total Equity	\$4,083,599.37	\$3,669,678.85	\$413,920.52	11.28 %
TOTAL LIABILITIES AND EQUITY	\$4,099,778.38	\$3,735,125.68	\$364,652.70	9.76 %

Note

On this date, the year is 100% over

Non-Restricted Funds Available: \$1,300,056.84

Donor-Restricted Funds Available: \$542,119.19

Account Transfers to cover monthly interest and expenses:

- 1) \$16,387.59 transferred from Donor-Restricted, Capital Reserve to Operating to pay for Wainschaf Construction Management Services (12/11/2024)
- 2) \$4,126 transferred from Donor-Restricted, Capital Reserve to Non-Restricted, Capital Reserve to recognize change order credit from Upstate Electrical contract (12/11/2024)
- 3) \$9,488 transferred from Non-Restricted, Capital Reserve to Donor-Restricted, Capital Reserve to encumber funds for Tile change order (Albany Marble) (12/11/2024)
- 4) \$134,229 transferred from Non-Restricted, Capital Reserve to Donor-Restricted, Capital Reserve to encumber funds for construction managements and contingencies for Phase 1 project
- 5) \$1,600 transferred from Non-Restricted, Capital Reserve to Donor-Restricted, Capital Reserve to encumber funds for Painting change order (Color Code Painting) (12/11/2024)
- 6) \$4,126 transferred from Donor-Restricted, Capital Reserve to Non-Restricted, Capital Reserve to recognize change order credit from Upstate Electrical contract (12/11/2024)



East Greenbush Community Library

Budget vs. Actual

January 1-10, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges	476.23	15,000.00	-14,523.77	3.17 %
4100 Interest & Earnings		30,000.00	-30,000.00	
4200 Public Funds	516.80	2,402,155.00	-2,401,638.20	0.02 %
4410 Gifts & Grants	222.50	52,500.00	-52,277.50	0.42 %
Total Revenue	\$1,215.53	\$2,499,655.00	\$ -2,498,439.47	0.05 %
GROSS PROFIT	\$1,215.53	\$2,499,655.00	\$ -2,498,439.47	0.05 %
Expenditures				
Operating Expenses				
5000 Technology/Communications	3,215.00	115,000.00	-111,785.00	2.80 %
5010 Programming & Planning	657.30	34,700.00	-34,042.70	1.89 %
5020 Bks & Mat'ls (Collections)	14,208.22	161,500.00	-147,291.78	8.80 %
5030 Facilities Expenses	2,476.63	143,940.00	-141,463.37	1.72 %
5040 Professional Services	9,785.34	61,650.00	-51,864.66	15.87 %
5050 Operations	63.13	43,050.00	-42,986.87	0.15 %
5100 Human Resources/Staff Devt		7,000.00	-7,000.00	
5200 Personnel				
5201 Benefits	1,512.24	460,895.00	-459,382.76	0.33 %
5250 Salaries	49,366.18	1,422,865.00	-1,373,498.82	3.47 %
Total 5200 Personnel	50,878.42	1,883,760.00	-1,832,881.58	2.70 %
Total Operating Expenses	81,284.04	2,450,600.00	-2,369,315.96	3.32 %
Total Expenditures	\$81,284.04	\$2,450,600.00	\$ -2,369,315.96	3.32 %
NET OPERATING REVENUE	\$ -80,068.51	\$49,055.00	\$ -129,123.51	-163.22 %
Other Expenditures				
FR Friends Pass-through	-168.65		-168.65	
Total Other Expenditures	\$ -168.65	\$0.00	\$ -168.65	0.00%
NET OTHER REVENUE	\$168.65	\$0.00	\$168.65	0.00%
NET REVENUE	\$ -79,899.86	\$49,055.00	\$ -128,954.86	-162.88 %

Note

On this date, the year is 2.7% over.

Transfers to and from Reserves are not included on the Budget vs. Actual report; they are recorded on the Balance Sheet.

East Greenbush Community Library

Balance Sheet As of January 14, 2025

	TOTAL			
	AS OF JAN 14, 2025	AS OF JAN 14, 2024 (PY)	CHANGE	% CHANGE
ASSETS				
Cash Assets				
Accounts				
Cash, Operating Accounts	311,471.17	115,972.21	195,498.96	168.57 %
Designated Board Cash Funds				
1007.00 Non-Restricted, Hurr XXX244	54,835.07	58,447.57	-3,612.50	-6.18 %
1008.00 Non-Restricted, Capital Reserve- XXX0228	481,611.39	501,045.92	-19,434.53	-3.88 %
1009.00 Non-Restricted, Operational Contingency- XXX210	398,599.96	388,876.61	9,723.35	2.50 %
Total Designated Board Cash Funds	935,046.42	948,370.10	-13,323.68	-1.40 %
Donor Restricted Cash Funds				
1001.00 Donor-Restricted, Gift & Grant-XXX186	17,388.12	62,133.44	-44,745.32	-72.01 %
1005.00 Donor-Restricted, Capital Reserve- XXX251	522,826.83	344,884.50	177,942.33	51.59 %
Total Donor Restricted Cash Funds	540,214.95	407,017.94	133,197.01	32.73 %
Total Accounts	\$1,786,732.54	\$1,471,360.25	\$315,372.29	21.43 %
Total Cash Assets	\$1,786,732.54	\$1,471,360.25	\$315,372.29	21.43 %
Fixed Assets	\$2,257,602.89	\$2,217,439.06	\$40,163.83	1.81 %
TOTAL ASSETS	\$4,044,335.43	\$3,688,799.31	\$355,536.12	9.64 %
LIABILITIES AND EQUITY				
Liabilities	\$40,635.92	\$106,304.67	\$ -65,668.75	-61.77 %
Equity				
3000 Retained Earnings	4,083,599.37	3,669,678.85	413,920.52	11.28 %
Net Revenue	-79,899.86	-87,184.21	7,284.35	8.36 %
Total Equity	\$4,003,699.51	\$3,582,494.64	\$421,204.87	11.76 %
TOTAL LIABILITIES AND EQUITY	\$4,044,335.43	\$3,688,799.31	\$355,536.12	9.64 %

Note

On this date, the year is 2.7% over

Non-Restricted Funds Available: \$1,246,517.59

Donor-Restricted Funds Available: \$540,214.95

Account Transfers to cover monthly interest and expenses:s.

2) \$145,000 Transfer from Savings, Operating to Non-Restricted Capital Reserves (2025 budgeted transfer).

1) \$1,904.24 Transfer from Donor-Restricted, Gift & Grant to Operating to cover cost of donor-restricted grant expenses.

2025 Donor-Restricted Gift & Grant Report to the Library Board

As of 01/10/2025

Restricted Gifts & Grants	Original Amount Awarded	1/1/2025 Previous Year Balance Carried forward	Revenue 2025	Expenditures 2025	Current Balance (Available Funds)
Reading Garden	\$ 5,500.00	\$ 230.78	\$ -	\$ -	\$ 230.78
Literacy	\$ 450.00	\$ 237.77	\$ -		\$ 237.77
FR-02-2022 Large Print Books	\$ 2,200.00	\$ 837.53	\$ -	\$ -	\$ 837.53
FR-23-2022 AD Edu/Jobs	\$ 750.00	\$ 661.59	\$ -	\$ -	\$ 661.59
FR-34-2023 Macbook	\$ 1,300.00	\$ 10.90	\$ -	\$ -	\$ 10.90
FR-37-2023 HoTP	\$ 4,500.00	\$ 1,740.80	\$ -	\$ -	\$ 1,740.80
FR-39-2023 Outreach	\$ 4,000.00	\$ 760.14	\$ -	\$ -	\$ 760.14
FR-40-2024 YS Programming	\$ 2,500.00	\$ 917.47	\$ -	\$ -	\$ 917.47
FR-42-2024 YS AudioBks	\$ 3,100.00	\$ 4.00	\$ -	\$ -	\$ 4.00
FR-43-2024 MuseumPass	\$ 3,700.00	\$ 278.70	\$ -	\$ 100.00	\$ 178.70
FR-44-2024 YS SRPS	\$ 4,500.00	\$ 356.27	\$ -	\$ -	\$ 356.27
FR-45-2024 Teen Supplies	\$ 2,000.00	\$ 816.25	\$ -	\$ -	\$ 816.25
FR-46-2024 Fish	\$ 2,500.00	\$ 1,487.11	\$ -	\$ -	\$ 1,487.11
FR-47-2024 Fam Engagement	\$ 2,000.00	\$ 789.34	\$ -	\$ -	\$ 789.34
FR-48-2024 Playroom	\$ 2,000.00	\$ 988.42	\$ -	\$ -	\$ 988.42
FR-49-YS LoT Kits	\$ 4,000.00	\$ 3,380.06	\$ -	\$ -	\$ 3,380.06
FR-50-2024 LoT	\$ 2,500.00	\$ 12.82	\$ -	\$ -	\$ 12.82
FR-51-2024 Voln Apprec	\$ 3,000.00	\$ 1,005.01	\$ -	\$ -	\$ 1,005.01
FR-52-2024 Staff Prof Dev Apprec	\$ 3,500.00	\$ 492.15	\$ -	\$ -	\$ 492.15
FR-53-2024 LOT	\$ 2,500.00	\$ 2,481.01	\$ -	\$ -	\$ 2,481.01
FR-54-2024 Hoopla	\$ 7,000.00	\$ 1,804.24	\$ -	\$ 1,804.24	\$ -
GRAND TOTAL	\$ 63,500.00	\$ 19,292.36	\$ -	\$ 1,904.24	\$ 17,388.12
FRIENDS GRANTS	\$ 50,550.00	\$ 17,019.57	\$ -	\$ 1,904.24	\$ 16,919.57



You Belong Here

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Director’s Report- January 21, 2025

**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.

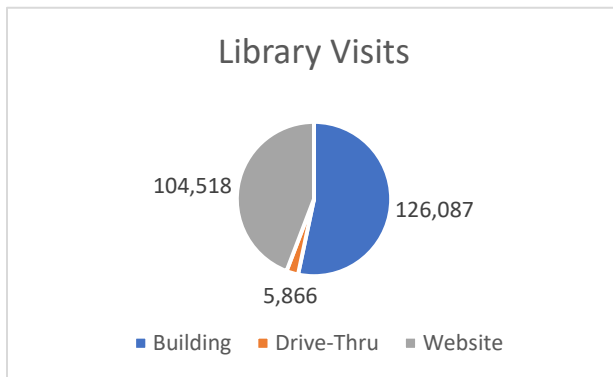
Mission: We inspire learning, imagination, collaboration, and compassion by providing our community with equitable access to resources in a welcoming environment.

Goals and progress updates are located in the report.

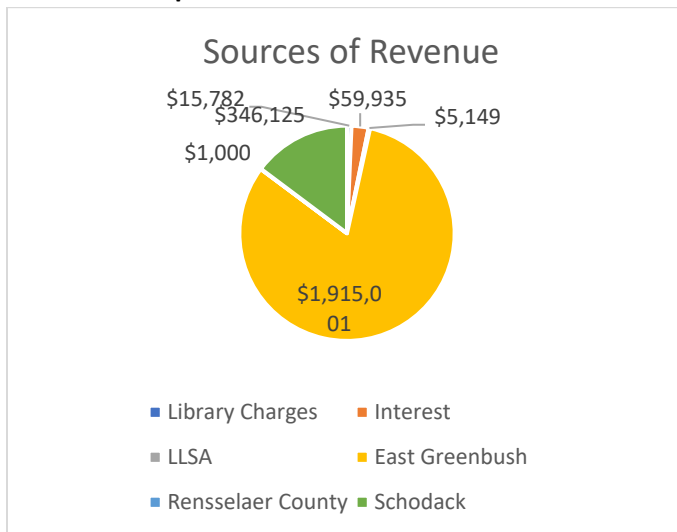
2024 Annual Highlights

Hours & Visits

- Open 3,103 hours, 342 days



Revenue & Expenditures Breakdown



Revenue Breakdown:

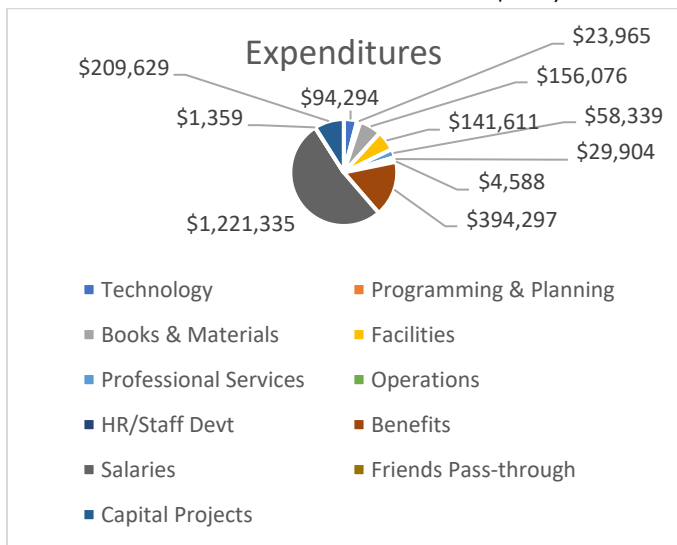
- Library Charges: 0.6%
- Interest: 2.2%
- Restricted Gifts: 12.8%
- Non-Restricted Gifts: 0.2%
- Rensselaer County: 0.04%
- State Aid: 0.2%
- Schodack: 12.8%
- East Greenbush: 70.6%



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- Gifts/Grants Revenue (\$369,161)
 - 250 Stewarts Ice Cream Gift Certificates for summer reading (donated in-kind)
 - Ruth Dill Literacy Projects: \$1,200
 - Stewarts Holiday Match Grant: \$750
 - UHLS Summer Reading Grant: \$240
 - Friends of the Library Grants: \$50,100
 - Non-Restricted Gifts: \$4,251
 - NYS Construction Grant: \$312,620



- Expenditures Breakdown:**
- Technology: 4%
 - Programming & Planning: 1%
 - Books & Materials: 6.8%
 - Facilities: 6.1%
 - Professional Services: 2.5%
 - HR/Staff Development: 0.2%
 - Operations: 1.3%
 - Salaries: 52.2%
 - Benefits: 16.9%
 - Friends Pass-through: 0.1%
 - Capital Projects: 9.0%

Financial Management & Fundraising

- Annual Report to State Education Department, Division of Library Development submitted
- Successful 2024 Financial Audit
- Annual Financial Report submitted to NYS Office of the Comptroller
- 2025 Budget passed
- Fine Free Effectiveness Report
- Adopted 2025 Salary/Wage Schedule
- Adopted 2025 Fee Schedule
- Annual Report Highlights submitted to UHLS
- Segregated unrestricted funds from restricted funds, and restricted funds now carried in interest bearing accounts.

- Voted to change 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, beginning in 2025.
- Added Cyber Liability commercial insurance

Recognition

- Times Union Best Library, 2nd Place
- AARC Community Partner Award

Staff & Board Development

- Board authorized the Library Director and/or Board President to act as a spokesperson(s) for public relations inquiries related to the library



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- Added FT Librarian, Adult
- Added FT Librarian, Outreach
- Upgraded PT Library Clerk to FT Library Clerk
- Cybersecurity training for staff
- Request for Reconsideration, new procedure and training for staff/board
- Merged Technical Services and Circulation Services departments
- Sexual Harassment Prevention Training
- Board and Staff committed participation in UHLS Equity Challenge (runs through 2026)
- Friends/Library Memorandum of Understanding
- Community Advisory Council (CAC) met quarterly
- Outreach Staff Cross-Functional team
- Hosted statewide Teen Services Conference (sponsored by UHLS- GOAT)
- Hoopla Training
- Participation from all librarians in program design/implementation
- Staff Development Day: Trauma-Informed Practices, Trivia, One Library, One Team sweatshirts
- Sexual and Reproductive Health Materials for every age training
- Code of Conduct Policy (replaces former Rules of Conduct and Disruptive Behavior Policies)
- New Databases: CreativeBug, arts & craft education database and Mango, language learning, Test Prep, NYS Legal Forms, Small Business & Entrepreneurship resources all available through Gale databases/NOVELNY
- Discontinued Database: Consumer Reports
- Winter Reading Challenge (265 patrons read 21,129 minutes)
- Summer Reading Challenge
- Kids books giveaways
- Rearranged location of children's collections to align with developmental stages and interests
- Added new Year-Long Book Lovers Adult Reading Challenge; BLARC (368 read 4,424 books)
- Removed Music Cd's from collection and encouraged streaming music service
- Added new Local Business Community Board
- Take Your Child to the Library Day
- Library Card Signup Month
- Library-wide Solar Eclipse programming
- New Collections: Teen Book Boxes, Nature Backpacks, YOTO Audio Book Collection
- New Library of Things Collection items (adult & youth): Nature Backpacks, Roku Sticks with streaming services, portable scanner, Dungeons & Dragons players kit, Super Nintendo Entertainment System, ClearClick to Video Converter, GoPros, hiking backpack, outdoor lawn games, pickleball set, disc golf set, board

Library Services & Policies

- Removed \$1 fee for faxes
- Updated library card application to be more user friendly
- Implemented library card marketing campaign
- Deaccessioned 2 Little Free Libraries to the Kiwanis Club
- Partnership Policy, Memorandum of Understanding, Procedures (new)
- FOIL Policy (new)



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- games, embroidery, knitting, & crochet kits
- Added new wireless printing service: Princh
- Opened for Community Warming/Charging Center during power outages in partnership with EG police department.
- Storytimes at YMCA during construction
- Find Your Next Read services
- Local Author Fair (60+ author applications, 30 authors participated, 81 attendees)
- Teen Volunteers
- Great Greenbush Quest (9 local businesses, 71 teams, 227 people)
- Tech Literacy Classes
- Make & Take Kits
- 1000 Books Before Kindergarten (62,667 books read)
- 500 Books Before Middle School (11,331 books read)
- 100 Books Before High School (828 books read)
- Launched Books by Mail program in partnership with UHLS
- Feedback notebooks for community and staff input implemented at all service points
- Storytime and Playtime
- Yoga for Littles
- STARLAB Inflatable Planetarium
- Added Light-up table to children's room
- Glow-up Parties
- Concerts on the Patio
- Updated Stories to Go Kits for Kids
- Repackaged and relocated STEM Kits for Kids
- Language Line Translation Access
- Began reviewing job descriptions and creating core competencies with internal workgroup

- Virtual Digital Literacy Webinars
- Advertised library programs aimed at local businesses (EG Town Hall, Stewart's, local banks, diners, grocery stores)

Partnerships

- AARP
- American Red Cross
- American Foundation for Suicide Prevention
- Bank of Greene County
- Capital District Food Pantries
- Capital Region Workforce Development Board
- CoNSERNS-U
- Dirty Bird Antiques
- District Attorney Mary Pat Donnelly's Office
- Dudley Observatory, Siena College
- Dynasty Gymnastics
- East Greenbush Police Department
- East Greenbush Central School District
- Fed Ex
- Flipside Gaming
- Friends of the Library
- Gift Scouts
- Grassroots Givers
- Greenbush Historical Society
- Greenbush Garden Club
- Hannaford
- Hawthorne Ridge
- Inclusive Play
- Isabel's School of Dance
- Kiwanis Club
- Kristy's Barn
- NYS Division of Consumer Protection
- NYS Legislature Assemblyperson McDonald's Office
- NYS Senator Jake Ashby's Office



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- NYS Small Business Development Center
- Pheasant Hollow Golf
- Proctors Theatre
- Project Linus
- Questar III BOCES
- Rensselaer County Board of Elections
- Rensselaer County Cornell Cooperative Extension YMCA
- RPI Engineering Ambassadors
- The Doggy Bag
- Town of Schodack
- Tutor Time Day Care Upper Hudson Library System
- Upper Hudson Library System
- WAMC
- WMHT
- Zachary's Pastry shop
- Replaced HVAC Controller system, and added functionality to control server room heat pump
- Engaged Construction Manager Advisor and Architect for Phase 1, Construction Project
- Sidewalks: Replaced front entry sidewalk, added sidewalk connecting meeting room door to patio
- Paint: metal doors and canopies, reference office
- New interior entryway tile
- Removed non-functioning security gates
- 7 new staff computers deployed
- Added new signage for Library of Things, DVD's and Book Sale
- Installed new Print Release Station
- Upgraded computers to Windows 11
- Children's Library Magical Transformation decorations for Summer Reading
- New Collaborative Whiteboard in Teen Room
- New Library of Things webpage for Adult Library of Things
- Website project preparations began with the implementation of new Marketing Strategy Committee
- Launched Patron Point Marketing Tool
- Overdrive app replaced with Libby App
- All adult computers moved to centralized lab area
- Heat pump repaired
- Carpets cleaned
- New refrigerator installed

Outreach Events:

- Winterfest
- East Greenbush Community Day
- YMCA Teal Halloween (100+)
- Schodack Landing Fall Festival (500+)
- YMCA Healthy Kids Day
- Columbia High School Multicultural Fair
- Memorial Day Parade

Infrastructure & Technology

- Server replaced
- AWE Early Literacy computer replaced
- Digital Signage software upgraded
- Switched to GigTell phone service



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December Highlights

The library was open for 253 hours across 29 days, with closures on Christmas Eve and Christmas Day, and an early closure on New Year's Eve. Visits increased nearly 6% year-over-year, reaching 16,719

Strategic Plan Progress

GOAL 1: Build Community Connections

- The library is participating in WMHT's "The Great Migration" library display contest in January, raising awareness of the migration of African Americans from the rural South to cities across the North, Midwest, and West from 1910 to 1970. The display will coincide with WMHT's video, "North to New York: The Capital Region & the Great Migration," which will be shown in the library in February.
- In December, the library welcomed 98 adult groups totaling 491 participants to the library. The library continues to explore ways to meet the needs of this underserved population. A program led by Inclusive's founder on December 3 and 17 offered training for staff on engaging adults of all abilities through games, drawing over 50 attendees from local agencies. The goal is to develop a volunteer-run program to host these gaming sessions monthly, while the library plans to offer it quarterly in the interim.
- A visit from a Pre-K class and their caregivers (Donald P Sutherland Elementary School) was a resounding success. Sixteen children and twelve adults participated, many of whom had not visited the library since childhood. Children were able to check out materials using their new library cards.

GOAL 2: Engage With Your Community

- The year-long reading program, BLARC, continues to generate enthusiasm, with 368 registrants as of December 23, who have read 4,424 books. We anticipate our first finishers will complete the challenge soon, with the program ending on April 1.
- The Winter Reading Challenge, [Bundle Up](#), launched on January 6 and runs through February 21. Activities include reading challenges and a Tiny Art program with a reception planned for February.
- The library hosted three New Year's Eve Glow parties, drawing over 200 patrons. Children and families enjoyed dancing under black lights and decorating a long table with highlighters. A quiet space was also provided for those seeking a calmer experience.
- Youth & Family Services had had 10,892 interactions (reference questions) with patrons in 2024, a 3% increase over last year. July recorded the highest number of interactions at 1,495, marking a 5% increase from the previous year.

GOAL 3: Satisfy Curiosity and Stimulate Imagination

- December marked a milestone for digital usage with Overdrive, surpassing 1,000,000 checkouts in 2024, the first time UHLS has exceeded 900,000 checkouts in a single year. This figure represents Overdrive digital checkouts and excludes Hoopla usage.



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- The library developed a "Library Wrapped" social media report to share fun statistics on checkouts, program attendance, and other library highlights, including the number of scavenger hunt prizes given away (over 4,000) and the savings patrons gain by using library services.
- The Parenting section has been reorganized with new spin label configuration to improve clarity and ease of navigation. This will help patrons and staff locate materials more effectively.
- An ongoing project to relabel holiday books is underway, aimed at updating spine labels in the holiday collection to improve organization and consistency.

GOAL 4: Promote Literacies

- The library has initiated discussions with the HVCC Adult Education program to explore potential partnerships for offering educational classes.
- The library contributed funds toward a system-wide purchase of a romance e-bundle, following the revelation that romance is the most popular genre in our e-content collection.
- Therapy Dog, Claire visited the library in December, engaging with teens in the Teen Room and families in the Children's Library.
- A successful Escape Room event for families with children ages 6 and up was organized, with one parent expressing their gratitude through positive feedback.
- Our young patrons read 74,826 books across three reading challenges: 1000 Books before Kindergarten, 500 Books before Middle School, and 100 Books before Graduation. The month of July saw the highest tally with 10,527 books read.

GOAL 5: Advance Local Economic Vitality

- The library met with representatives from the Capital Region Workforce Development Board to explore potential collaboration aimed at supporting local economic vitality.

Operations/Personnel

- The library upgraded its Paychex services to include HR Services, which will assist in finalizing the staff manual, reviewing job descriptions, ensuring compliance with state and federal regulations, and providing staff training.
- All library positions are now filled, including a part-time librarian in the Children's Room and a temporary librarian to cover a child-rearing leave.

Technology Updates

- Coordinated with a third party independent cyber security analyst to perform a vulnerability scan on the network.

Facilities

- The library experienced another significant repair to the Air Handler Unit (AHU) due to cracks in the coil, which caused flooding in the boiler room. BPI has recommended replacing the coil and adding a heat exchanger to prevent future issues in extreme cold weather.
- The library's construction project continues, with major work paused until spring. Key updates on the project budget and progress are outlined below:

East Greenbush Community Library	CORE USAGE DASHBOARD									
	Q1	Q2	Q3	Q4	Monthly Trend (Jan-Dec)	2023 Total	2024 Total	Change		
Building Visits Number of patron visits to the library building	31,370	31,807	32,624	30,286		119,703	126,087	+	5.3%	
Drive-Thru Visits Number of patrons who use the drive-thru window to borrow materials	1,510	1,537	1,529	1,290		6,312	5,866	-	-7.1%	
Website Users Number of people who initiated at least one session on eglibrary.org during a given month	26,749	26,889	27,004	23,876		102,904	104,518	+	1.6%	
Physical Materials Use Number of checkouts plus renewals made at the library	75,776	73,819	79,141	68,430		296,335	297,166	+	0.3%	
Digital Materials Use Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)	19,666	18,737	20,023	19,397		67,699	77,823	+	15.0%	
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	24,629	24,107	17,099	22,610		110,911	88,444	-	-20.3%	
WiFi Use Number of unique daily WiFi patron at the library	4,178	4,036	3,984	4,322		14,233	16,520	+	16.1%	
Public Computer Use Number of computer sessions at the library	3,999	3,923	3,753	6,915		12,041	18,590	+	54.4%	
Program Attendance Number of attendees at programs held inside the library location or in a library virtual space	6,713	6,853	8,978	6,733		24,163	29,277	-	21.2%	
Meeting Room Use by Outside Groups Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members	268	231	180	213		294	892	+	203.4%	
New User Accounts (library card registrations) Number of library cards newly created (online & in-person registrations)	282	322	278	312		1,081	1,194	+	10.5%	
Monthly Active Library cardholders (retention) Average number of cardholders who actively used their library card per month	2,861	3,164	3,175	2,891		3,034	3,023	-	-0.4%	

Number of Programs Adult	85	86	77	95		328	343	+	4.6%
Program Attendance Adult	1,732	1,497	1,792	1,630		4,800	6,651	+	38.6%
Number of Programs Youth	81	81	107	96		360	365	+	1.4%
Program Attendance Youth	4,981	5,356	7,186	5,103		21,655	22,626	+	4.5%
Youth Physical Item Circ	41,613	41,025	46,647	40,279		162,516	169,564	+	4.3%
Youth Digital Materials Circ	2,931	2,582	3,289	2,957		10722	11,759	+	9.7%
Adult Physical Item Circ	34,163	32,794	32,494	28,151		133,829	127,602	-	-4.7%
Adult Digital Materials Circ	16,732	16,153	16,734	16,440		58077	66,059	+	13.7%
Registered Resident Borrowers	5,329	5,321	5,413	5,440		5,241	5,376	+	2.6%
Registered Non-Resident Borrowers	1,963	1,923	1,955	1,961		1,909	1,951	+	2.2%
Physical Items Circ at Checkout Desk	70,239	68,951	73,899	63,965		274,401	277,054	+	1.0%
Physical Items Circ at Drivethru Window	5,547	4,910	5,242	4,465		21,934	20,164	-	-8.1%
Total Visits (website, library, drive-thru)	59,629	60,233	61,157	55,452		228,919	236,471	+	3.3%

Monthly Statistical Comparison				
East Greenbush Community Library	Dec-23	Dec-24	Change	
Building Visits	8,323	9,089	+	9.2%
Number of patron visits to the library building				
Drive-Thru Visits	436	396	-	-9.2%
Number of patrons who use the drive-thru window to borrow materials				
Website Users	7,080	7,234	+	2.2%
Number of people who initiated at least one session on eglibrary.org during a given month				
Physical Materials Use	22,705	21,898	-	-3.6%
Number of checkouts plus renewals made at the library				
Digital Materials Use	6,332	6,469	+	2.2%
Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)				
Online Resource Use (database)	7,862	7,044	-	-10.4%
statistics. This includes both in-library and, where applicable, remote access				
WiFi Use	1,178	1,302	+	10.5%
Number of unique daily WiFi patron at the library				
Public Computer Use	1,378	1,233	-	-10.5%
Number of computer sessions at the library				
Program Attendance	1,516	1,946	+	28.4%
Number of attendees at programs held inside the library location or in a library virtual space				
Meeting Room Use by Outside Groups	48	62	+	29.2%
Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members				
New User Accounts (library card registrations)	63	71	+	12.7%
Number of library cards newly created (online & in-person registrations)				
Monthly Active Library cardholders (retention)	2,700	2,813	+	4.2%
Average number of cardholders who actively used their library card per month				
Number of Programs Adult	16	25	+	56.3%
Program Attendance Adult	305	698	+	128.9%
Number of Programs Youth	18	32	+	77.8%
Program Attendance Youth	1,211	1,248	+	3.1%
Youth Physical Item Circ	12,575	12,547	-	-0.2%
Youth Digital Materials Circ	925	998	+	7.9%
Adult Physical Item Circ	10,130	9,351	-	-7.7%
Adult Digital Materials Circ	5,407	5,471	+	1.2%
Registered Resident Borrowers	5,244	5,460	+	4.1%
Registered Non-Resident Borrowers	1,927	1,973	+	2.4%
Physical Items Circ at Checkout Desk	21,024	20,436	-	-2.8%
Physical Items Circ at Drivethru Window	1,681	1,462	-	-13.0%
Total Visits (website, library, drive-thru)	15,839	16,719	+	5.6%



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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	\$125,500	\$0	Work begins in spring; window installation may alter scope. EIFS remains the priority project. Decided to include trim in glass package, not EIFS package.
Storefront Windows	\$166,305	\$0	Replacement planned; awaiting further construction decisions.
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%) \$29,778	\$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:** \$69,315

Incidents

- No major incidents to report.

Respectfully Submitted: Jill Dugas Hughes, Director



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Personnel Memo

January 21, 2025

Submitted by Jill Dugas Hughes

Resignation:

- N/A

Retirement:

- N/A

Termination:

- N/A

Classification Change:

- N/A

Provisional Appointment:

- Yara Bonifacio, Librarian I, Part-Time, effective 01-09-2025
- Kara Eckhardt, Librarian I, Temporary/Substitute to cover anticipated child rearing leave, effective 01-13-2025

Current Open/Unfilled Positions/Organizational Chart Changes

- N/A



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

This Memorandum of Understanding (MOU) constitutes an operating agreement between the Friends of the East Greenbush Community Library (Friends) and the East Greenbush Community Library (Library). The foregoing are collectively referred to as the Parties. The MOU took effect on 05/17/2023 and is reaffirmed on 01/21/2025. This MOU is intended to be reviewed annually; however, it will continue until it is modified by mutual agreement of the Board of Directors of the Friends and the East Greenbush Community Library. Should amendments to this MOU be desired by the Parties, this MOU shall be amended in writing and signed by both Parties.

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

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

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

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

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

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

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

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



Library Responsibilities

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

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

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

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

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

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

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

Friends Responsibilities

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

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

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

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



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

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

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



Friends of the East Greenbush Community Library

East Greenbush Community Library

Name: _____
Julie Ann Price

Name: _____
Jill Dugas Hughes

Title: President

Title: Library Director

Date: _____

Date: _____



Exhibit A: Outline of Roles and Responsibilities of the Parties

Working Together

Party #1 Friends of the East Greenbush Community Library

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

General Administrative Roles & Responsibilities

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

Policy Roles & Responsibilities

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

Planning Roles & Responsibilities

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

Fiscal Roles & Responsibilities

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



Advocacy Roles & Responsibilities

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

Meeting Roles & Responsibilities

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

Networking Roles & Responsibilities

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

Programs and Services

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