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AGENDA

Board of Trustees

July 15, 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, July 15, 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.*

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	<p>➤ MOTION to approve the Collection Management Policy as amended.</p> <p>Administrative Committee</p> <p>Trustee Recruitment (Ad Hoc)</p>	<p>A. Miller J. C. Pensabene</p>
6.	Director's Report • (10 min)	<p>J. Dugas Hughes K.</p>
7.	<p>Personnel Memorandum • (5 min)</p> <p>➤ MOTION to approve the 7/15/2025 Personnel Memorandum, as presented.</p>	<p>J. Dugas Hughes L.</p>
8.	<p>Liaison Reports • (15 min)</p> <p>Upper Hudson Library System</p> <p>Friends of the Library</p> <p>Town of East Greenbush</p> <p>Rensselaer County</p>	<p>C. Engel J. Price J. McHugh T. Grant</p>
9.	Unfinished Business • (5 min)	<p>C. Pensabene</p>
10.	<p>New Business • (5 min)</p> <p>EGPD Partnership- potential land-use</p>	<p>C. Pensabene</p>
11.	<p>Adjournment</p> <p>➤ MOTION to adjourn the 7/15/2025 Library Board Meeting.</p>	<p>C. Pensabene</p>

Upcoming Board & Committee Meetings:

Monday, July 21, 2025

- 6:00-7:00 PM Budget Committee Meeting #1

Monday, August 4, 2025

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

Tuesday, August 19, 2025 (if needed)

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

Wednesday, August 27, 2025

- 6:00-7:00 PM Budget Committee Meeting #2



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Library Board of Trustees Meeting - DRAFT*June 17, 2025, in person, livestreamed, and recorded***ATTENDEES:***Presiding Officers:*

Charlie Pensabene, President
Katie Sheehan, Vice-President
Camie Engel, Secretary
Nichole Krisanda, Treasurer
Mari Harris, Trustee
Amanda Miller, Trustee

Excused:

Kayla Kutzscher, Trustee

Library staff, Community Partners & Members of the Public:

Jenna Schmonsky, Administrative Assistant

A Library Board of Trustees meeting of the East Greenbush Community Library was held on June 17, 2025, at the East Greenbush Community Library and was livestreamed. It began at 7:04 p.m. and was presided over by Charlie Pensabene, President with Camie Engel as Secretary. The meeting was recorded.

CALL TO ORDER:

- C. Pensabene called the Library Board of Trustees Meeting to order at 7:04 p.m.

REVIEW OF AGENDA:

- The agenda was reviewed.
- C. Pensabene noted that a motion to approve the air handler unit will be deferred to New Business.

PUBLIC COMMENT:

- There was no public comment.

APPROVAL OF MINUTES:

- **MOTION #2025-06-39:** M. Harris made the motion to approve the minutes from the May 20, 2025, Library Board meeting. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.



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TREASURER'S REPORT (N. Krisanda):

- Books and materials were 8% over budget because of upfront subscription costs, with higher use of OverDrive and Hoopla.
- Utilities went 60% over budget and snow removal was 40% higher than expected.
- These increases will be monitored, and the budget will be adjusted if needed. Overall, spending is under budget and funds are sufficient.
- **MOTION #2025-06-40:** K. Sheehan made a motion to accept the Off-Warrant in the amount of **\$220,936.47** for the period of May 10, 2025, through June 6, 2025, as presented. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.
- **MOTION #2025-06-41:** K. Sheehan made a motion to authorize the president to sign the Warrant for the period of May 10, 2025, through June 6, 2025, in the amount of **\$27,419.79**. Seconded by A. Miller. The motion was carried with 6 in favor, none opposed.
- **MOTION #2025-06-42:** K. Sheehan made a motion to approve the June 6, 2025, Financials with 43% of the year completed, as presented. Seconded by M. Harris. The motion was carried with 6 in favor, none opposed.

COMMITTEE REPORTS:

Services: The written committee report was submitted by K. Sheehan. Highlights from the written report included: Programming Policy and Succession Planning & Board Matrix.

- **MOTION #2025-06-43:** The Services Committee made a motion to approve the Programming Policy, as amended. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.

Administrative: The written committee report was submitted by A. Miller. Highlights from the written report included: Air Handler Unit, Construction, Personnel update, and Life Insurance.

- **MOTION #2025-06-44:** The Administrative Committee made a motion to propose the approval of implementing a group Basic Term Life and Accidental Death & Dismemberment (AD&D) insurance policy for all full-time employees which is estimated within the 2025 personnel benefits budget line. Seconded by K. Sheehan. The motion was carried with 6 in favor, none opposed.

Trustee Recruitment (Ad Hoc):

- Trustee nomination packets will be available on July 15.



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DIRECTOR'S REPORT (C. Pensabene on behalf of J. Dugas Hughes):

- Window installation started and the EIFS (Exterior Insulation and Finish System) work is nearly done.
- The Town approved the building permit for the Assistant Director's office. Construction on the office is scheduled to begin in late June or early July. Assistant Director interviews will begin the week of June 23.
- The Friends of the Library are actively recruiting artists and sponsors for their fundraiser in October.
- The Rensselaer County Career Center continues to grow.
- Summer Reading Kickoff is June 30.
- Library visits increased 20% from May 2024. Physical and digital borrowing also increased.
- Meeting Room Reservations: Increased by 26%.
- Library Cards: Increased by 2%.

PERSONNEL MEMORANDUM:

- **MOTION #2025-06-45:** A. Miller made a motion to approve the June 17, 2025, Personnel Memorandum, as presented. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.

LIAISON REPORTS:**Upper Hudson Library System (C. Engel):**

- The UHLS Annual meeting went well on June 11.
- A. Miller mentioned the Pride Parade hosted by UHLS. Several libraries attended—great representation.

Friends of the Library (J. Price): N/A**Town of East Greenbush:** N/A**Rensselaer County:** N/A**UNFINISHED BUSINESS:** None**NEW BUSINESS:****Establish Budget Development Committee:**

- C. Pensabene appointed the following committee members: Nichole Krisanda (chair), Amanda Miller, Kayla Kutzscher, and Charlie Pensabene.
- The first budget committee meeting is scheduled for July 21 at 6:00 p.m.

"Meet the Trustees" Open House Event:

- A possible September date will be chosen for the event. The Trustee Recruitment Ad Hoc committee will finalize the details.



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Air Handler Unit:

- The HVAC system has become less effective, likely because of the humidity, and the water circulation isn't working well anymore. A full unit replacement is \$63,980. It was suggested to approve this replacement up to \$65,000 in emergency funds to avoid delays and prevent more stress on the system. The money would come from non-restricted capital.
 - **MOTION #2025-06-46:** A. Miller made a motion to authorize the Director to utilize non-restricted capital reserve funds, up to \$70,000, to replace the air handler unit. Seconded by N. Krisanda. The motion was carried with 6 in favor, none opposed.

ADJOURN:

- **MOTION #2025-06-47:** Motion to adjourn the June 17, 2025, Library Board meeting was made by M. Harris at 7:49 p.m. Seconded by A. Miller. The motion was carried with 6 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Camie Engel, Secretary

East Greenbush Community Library

Off-Warrant (June 7-July 4, 2025)

NAME	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Cash, Operating Accounts				
1003.00 Checking, Operating-XXX178				
Aflac	07/01/2025	43029	NBY22	-371.58
ASSA ABLOY (formerly Besam)	06/24/2025	43027	120046	-265.11
B & L CONTROL SERVICE, INC.	06/18/2025	43015		-633.40
BOA CARD SERVICES	07/01/2025	43030	CORP ACCOUNT 1924	-1,480.54
BPI MECHANICAL SERVICE	06/18/2025	43016		-930.00
CDPHP	06/18/2025	43002	10002870	-14,248.43
CHARTER COMMUNICATIONS (FIBER OPTIC)	06/18/2025	43017	141867501	-399.00
CHARTER COMMUNICATIONS (TELEPHONE)	06/18/2025	43018	142138101	-43.63
GUARDIAN	06/18/2025	43019	00 575836 DENTAL & VISION	-426.44
JOHN STEVENSON	06/18/2025	43026		-100.00
Nationalgrid	06/18/2025	43020	34370-88011	-2,487.26
New York State Deferred Comp.	06/18/2025	43025	Plan#0045420	-418.71
New York State Deferred Comp.	07/01/2025	43033	Plan#0045420	-418.71
New York Times	06/18/2025	43021	871100947	-334.72
NYSLRS	06/30/2025	JUNE 2025	NYSLRS for JUNE 2025	-1,531.65
	06/20/2025	PR# 13; 6/20/25	PR# 13	-13,071.12
Paychex	06/20/2025	PR# 13; 6/20/25	PROCESSING CHARGES FOR PAYROLL #13 DATED 6/20/25	-451.54
	06/20/2025	PR# 13; 6/20/25	PR# 13	-37,655.46
	07/04/2025	PR# 14; 7/4/25	PR# 14	-37,217.18
	07/04/2025	PR# 14; 7/4/25	PR# 14	-13,025.70
Paychex	07/04/2025	PR# 14; 7/4/25	PROCESSING CHARGES FOR PAYROLL #14 DATED 7/4/25	-445.86
Pitney Bowes Global Financial Services LL	07/01/2025	43031	0015428241	-183.81
SWANK MOVIE LICENSING	06/18/2025	43022	190947001	-229.00
TIMES UNION (SUBSCRIPTION)	06/18/2025	43023	140026351	-150.95
VERIZON WIRELESS	06/18/2025	43024	542647307-00001	-32.75
WAINSCHAF ASSOCIATES, INC.	06/24/2025	43028	424105	-22,001.67
Total for 1003.00 Checking, Operating-XXX178				\$148,554.22
Total for Cash, Operating Accounts				\$148,554.22

East Greenbush Community Library

Warrant of Bills by Vendor June 7-July 4, 2025

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Albany Public Library 518-449-3380				
Albany Public Library	06/17/2025	337430	311820****1429 LIVE SUSTAINABLY LOST/PAID BOOK	20.00
Total for Albany Public Library				\$20.00
Amazon Capital Services				
Amazon Capital Services	06/06/2025	ITF3-KYFW-XHNG	A3DG71IHROMNJM YS PROGRAMS	114.34
Amazon Capital Services	06/07/2025	11H1-GJ6P-33KW	A3DG71IHROMNJM YS PROGRAMS	107.87
Amazon Capital Services	06/12/2025	1T3C-6YLH-KMHP	A3DG71IHROMNJM ADULT FICTION BOOKS	37.29
Amazon Capital Services	06/12/2025	16NR-V6HD-HHVX	A3DG71IHROMNJM ADULT FICTION BOOKS	36.50
Amazon Capital Services	06/13/2025	1C3K-1LC9-TLCC	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	222.30
Amazon Capital Services	06/13/2025	1GLD-33YN-VC3J	A3DG71IHROMNJM ADULT FICTION BOOK	19.94
Amazon Capital Services	06/13/2025	1YXF-HYYL-VQQP	A3DG71IHROMNJM OFFICE SUPPLIES & YS PROGRAM SUPPLIES	37.67
Amazon Capital Services	06/13/2025	1M77-73KT-WC3M	A3DG71IHROMNJM BETCO CLARIO MANUAL FOAM SOAP DISPENSERS & BETCO HAND SOAP REFILLS	76.84
Amazon Capital Services	06/13/2025	1HVR-4QT1-T19M	A3DG71IHROMNJM ADULT PROGRAM SUPPLIES	108.73
Amazon Capital Services	06/16/2025	1KFK-WY4W-J3P9	A3DG71IHROMNJM MAINTENANCE SUPPLIES	131.40
Amazon Capital Services	06/17/2025	1FD9-L3JL-WMX1	A3DG71IHROMNJM OFFICE SUPPLIES	40.92
Amazon Capital Services	06/17/2025	1KFJ-TMKY-Y136	A3DG71IHROMNJM ADULT LIBRARY OF THINGS	90.31
Amazon Capital Services	06/22/2025	1HMC-P9T6-WQRR	A3DG71IHROMNJM ADULT FICTION BOOKS	39.13
Amazon Capital Services	06/25/2025	1YVN-RKMW-PNXQ	A3DG71IHROMNJM ADULT PROGRAM SUPPLIES	42.76
Amazon Capital Services	06/26/2025	19P9-JPNJ-66TW	A3DG71IHROMNJM YS PROGRAM SUPPLIES	37.31
Amazon Capital Services	06/26/2025	1L1W-D4XF-7FX7	A3DG71IHROMNJM YS PROGRAM SUPPLIES	49.43
Amazon Capital Services	06/26/2025	1KW4-QWPL-7NKG	A3DG71IHROMNJM YS PROGRAM SUPPLIES	164.83
Amazon Capital Services	06/28/2025	1NMM-KCD9-N4Y7	A3DG71IHROMNJM TEEN FICTION BOOKS	41.58
Amazon Capital Services	06/28/2025	1HTK-J947-P3ND	A3DG71IHROMNJM ADULT FICTION BOOKS	16.49
Amazon Capital Services	06/28/2025	1GGG-JHQJ-NVGG	A3DG71IHROMNJM PAPER SHREDDER	1,029.60
Amazon Capital Services	06/30/2025	19KK-HJ11-D3WL	A3DG71IHROMNJM LIBRARY SUPPLIES	68.74
Amazon Capital Services	06/30/2025	19G4-1LXQ-FPGR	A3DG71IHROMNJM TEEN FICTION BOOKS	55.55
Total for Amazon Capital Services				\$2,569.53
AMY MCCARTHY				
AMY MCCARTHY	06/27/2025	052925	EGCL LJ/SLJ LEADERSHIP CONFERENCE AMY MCCARTHY	184.52
Total for AMY MCCARTHY				\$184.52
B & L CONTROL SERVICE, INC. 273-0500				
B & L CONTROL SERVICE, INC.	07/01/2025	51042	EGCL 3RD QUARTER BILLING FOR WATER TREATMENT AGREEMENT	981.75
Total for B & L CONTROL SERVICE, INC.				\$981.75
BAKER & TAYLOR (ALL ACCTS)				
BAKER & TAYLOR (ALL ACCTS)	06/10/2025	H72602240	75006619 ADULT DVDS	73.43
BAKER & TAYLOR (ALL ACCTS)	06/10/2025	5019554326	309318 L026683 3 B00000 J FICTION PICTURE BOOKS	41.31
BAKER & TAYLOR (ALL ACCTS)	06/19/2025	H72684100	75006619 ADULT DVDS	37.48

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
BAKER & TAYLOR (ALL ACCTS)	06/23/2025	5019572838	309318 L026683 3 B00000 J FICTION PICTURE BOOKS	101.74
BAKER & TAYLOR (ALL ACCTS)	06/27/2025	H72756920	75006619 ADULT DVDS	80.17
Total for BAKER & TAYLOR (ALL ACCTS)				\$334.13
Bethlehem Public Library				
Bethlehem Public Library	06/29/2025	375227	381131****3862 PLAYWORLD LOST/PAID BOOK	29.00
Total for Bethlehem Public Library				\$29.00
Brodart				
800-233-8467				
Brodart	06/05/2025	B7001615	3105614 J PARENTING BOOK	14.84
Brodart	06/05/2025	B7000825	3105611 ADULT NON-FICTION BOOK	24.62
Brodart	06/05/2025	B7000818	3105613 J FICTION GN BOOK	19.89
Brodart	06/05/2025	B7000750	3105613 J FICTION BOOKS	9.91
Brodart	06/05/2025	B7000996	3105613 J FICTION GN BOOK	10.06
Brodart	06/05/2025	B7000907	3105612 J NON-FICTION BOOK	20.66
Brodart	06/11/2025	B70004438	3105612 J FICTION STEP-UP BOOK	5.03
Brodart	06/17/2025	B7007444	310561B ADULT FICTION BOOKS	145.83
Brodart	06/17/2025	B7007810	310561B ADULT FICTION BOOKS	285.90
Brodart	06/17/2025	B7007443	310561B ADULT FICTION BOOKS	17.29
Brodart	06/18/2025	B7008278	310561B ADULT NON-FICTION BOOKS	42.04
Brodart	06/18/2025	B7008274	310561B ADULT FICTION BOOKS	17.29
Brodart	06/18/2025	B7008286	310561B ADULT FICTION BOOKS	306.29
Brodart	06/18/2025	B7008269	310561B ADULT FICTION BOOKS	264.33
Brodart	06/18/2025	B7008271	310561B ADULT FICTION BOOKS	223.45
Brodart	06/18/2025	B7008287	310561B ADULT FICTION BOOKS	17.87
Brodart	06/18/2025	B7008268	310561B ADULT FICTION BOOKS	193.11
Brodart	06/18/2025	B7008285	310561B ADULT GN BOOK	19.02
Brodart	06/18/2025	B7008275	310561B ADULT FICTION BOOKS	103.77
Brodart	06/24/2025	B7010951	3105611 ADULT NON-FICTION BOOK	24.59
Brodart	06/26/2025	B7012447	3105611 ADULT NON-FICTION BOOKS	951.45
Brodart	06/26/2025	B7012328	3105612 J FICTION PICTURE BOOKS	192.97
Brodart	06/26/2025	B7012434	3105611 ADULT NON-FICTION BOOKS	240.28
Brodart	06/26/2025	B7012334	3105612 J POP FICTION BOOKS	323.76
Brodart	06/26/2025	B7012335	3105612 J FICTION PICTURE BOOKS	353.34
Brodart	06/26/2025	B7012433	3105611 ADULT NON-FICTION BOOKS	894.30
Brodart	06/26/2025	B7012449	3105611 ADULT NON-FICTION BOOKS	27.32
Brodart	06/26/2025	B7012330	3105612 J PARENTING BOOKS	140.52
Brodart	06/26/2025	B7012448	3105611 ADULT NON-FICTION BOOKS	75.08
Brodart	06/26/2025	B7012329	3105612 J STEP-UP BOOKS	43.35
Brodart	06/26/2025	B7012333	3105612 J NON-FICTION BOOKS	8.75
Brodart	06/26/2025	B7012331	3105612 J POP FICTION BOOKS	29.97
Brodart	06/26/2025	B7012332	3105612 J FICTION PICTURE BOOKS	181.46
Brodart	06/26/2025	B7012500	3105612 J NON-FICTION BOOKS	197.30
Brodart	07/02/2025	B7015527	310561B ADULT FICTION BOOK	21.97
Brodart	07/02/2025	B7015743	3105614 J PARENTING BOOK	14.84
Total for Brodart				\$5,462.45
CAITLYN LARSEN				
CAITLYN LARSEN	06/16/2025	080625	EGCL MINECRAFT GEOLOGY TEEN PROGRAM	150.00
Total for CAITLYN LARSEN				\$150.00
CAMFIL USA, INC.				
CAMFIL USA, INC.	06/17/2025	30561789	29902-000 AIR FILTERS	691.95
Total for CAMFIL USA, INC.				\$691.95
Capital Security				
479-7122				

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Capital Security	06/15/2025	194284	EGCL NETWORK/CELLULAR MONITORING 7/1/25-7/31/25	63.00
Total for Capital Security				\$63.00
CENGAGE Learning/GALE 877-201-3962 opt 2				
CENGAGE Learning/GALE	05/30/2025	999100498717	100230146 ADULT LP BOOKS	32.79
CENGAGE Learning/GALE	06/01/2025	99930000622	100230146 ADULT LP BOOKS	30.39
CENGAGE Learning/GALE	06/13/2025	999100578970	100230146 ADULT LP BOOKS	383.88
Total for CENGAGE Learning/GALE				\$447.06
Center Point Large Print 1-800-929-9108				
Center Point Large Print	06/03/2025	2174461	EGCL ADULT LP BOOK	24.00
Total for Center Point Large Print				\$24.00
DEMCO 800-752-7614 act.rece				
DEMCO	06/09/2025	7656985	710162791 ENGRAVED MAGNETIC NAME BADGE	23.94
Total for DEMCO				\$23.94
Dropmysuite Inc. Dropmysuite Inc.	07/01/2025	15095-14	EGCL-3759 OREGON-1 DIRECT USERS EMAIL & COLLABORATION BACKUP SUBSCRIPTION COST 6/1/25-6/30/25	81.00
Total for Dropmysuite Inc.				\$81.00
EAST GREENBUSH KIWANIS CLUB				
EAST GREENBUSH KIWANIS CLUB	07/01/2025	100125-093026	EGCL-ANNUAL MEMBERSHIP FEE FOR 10/1/25-9/30/26	120.00
Total for EAST GREENBUSH KIWANIS CLUB				\$120.00
ERIK BARRAGAN ERIK BARRAGAN	06/27/2025	080225	EGCL YS PROGRAM	175.00
Total for ERIK BARRAGAN				\$175.00
JIM CLARK COMMUNITY PERFORMANCE FUND				
JIM CLARK COMMUNITY PERFORMANCE FUND	06/17/2025	080425	EGCL ADULT PROGRAM	300.00
JIM CLARK COMMUNITY PERFORMANCE FUND	06/23/2025	072425	EGCL YS PROGRAM	150.00
Total for JIM CLARK COMMUNITY PERFORMANCE FUND				\$450.00
KAREN DUJACK KAREN DUJACK	06/16/2025	072925	EGCL ADULT PROGRAM	300.00
Total for KAREN DUJACK				\$300.00
LIBRARY MARKET 888-234-3805				
LIBRARY MARKET	07/01/2025	4218	EGCL LIBRARY CALENDAR ANNUAL SUBSCRIPTION	1,250.00
Total for LIBRARY MARKET				\$1,250.00
MARINE DESIGN & SERVICE MARINE DESIGN & SERVICE	06/09/2025	6411	EGCL FISH TANK SERVICE & AP STRESS COAT	89.49
Total for MARINE DESIGN & SERVICE				\$89.49
MARSHALL & STERLING (518) 792-0042				
MARSHALL & STERLING	07/01/2025	57378	EGCL- COMPLIANCE AND COMMUNICATION PACKAGES	1,428.00
Total for MARSHALL & STERLING				\$1,428.00
MARTIN GITLIN MARTIN GITLIN	06/16/2025	073125	EGCL ADULT PROGRAM	165.00
Total for MARTIN GITLIN				\$165.00
Midwest Tape 1-800-875-2785				
Midwest Tape	06/09/2025	507291075	2000001825 ADULT DVDS	76.47

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Midwest Tape	06/14/2025	507322662	2000001825 ADULT DVDS	116.19
Midwest Tape	06/23/2025	507361132	2000001825 ADULT DVDS	63.72
Midwest Tape	06/27/2025	507373001	2000001825 ADULT DVDS	26.99
Total for Midwest Tape				\$283.37
miSci				
miSci	06/18/2025	MP2025-2026	514396 2025-2026 MUSEUM PASS	200.00
Total for miSci				\$200.00
NICK ELIOPULOS				
NICK ELIOPULOS	06/23/2025	070725-070925	EGCL YS PROGRAM	200.00
Total for NICK ELIOPULOS				\$200.00
Northeast Toner, Inc. 518-899-5545				
Northeast Toner, Inc.	06/24/2025	119500	EGCL TONER	176.00
Northeast Toner, Inc.	07/01/2025	119521	EGCL TONERS	371.00
Total for Northeast Toner, Inc.				\$547.00
OCTAVIA MAXWELL				
OCTAVIA MAXWELL	06/16/2025	072625	EGCL ADULTS PROGRAM	250.00
Total for OCTAVIA MAXWELL				\$250.00
OVERDRIVE 216-573-6886 ext.212				
OVERDRIVE	06/03/2025	01080DA25178604	1080-1012 4-ADULT EBOOKS & 4-ADULT EAUDIOBOOKS	562.00
OVERDRIVE	06/03/2025	01080DA25179040	1080-0012 1-ADULT EBOOK & 1-ADULT EAUDIOBOOK	97.75
OVERDRIVE	06/10/2025	01080DA25185577	1080-0012 2-ADULT EAUDIOBOOKS	174.98
OVERDRIVE	06/10/2025	01080DA25185447	1080-1012 3-ADULT EAUDIOBOOKS	259.97
OVERDRIVE	06/12/2025	01080CO25187450	1080-0012 1- ADULT EAUDIOBOOK	69.99
OVERDRIVE	06/12/2025	01080CO25187445	1080-0012 1- ADULT EBOOK	65.00
OVERDRIVE	06/12/2025	01080CO25187483	1080-1012 11- ADULT EAUDIOBOOKS	604.21
OVERDRIVE	06/12/2025	01080CO25187466	1080-1012 14- ADULT EBOOKS	844.98
OVERDRIVE	06/24/2025	01080DA25198750	1080-1012 6-ADULT EBOOKS & 3-ADULT EAUDIOBOOKS	614.91
OVERDRIVE	06/24/2025	01080DA25198706	1080-0012 1- ADULT EAUDIOBOOK	84.99
Total for OVERDRIVE				\$3,378.78
Petersburgh Public Library				
Petersburgh Public Library	06/11/2025	371892	317440****5608 CLAUDIA KISHI, MIDDLE SCHOOL DROPOUT LOST/PAID BOOK	3.99
Petersburgh Public Library	06/27/2025	372516	317440****4033 A CHILL RAIN IN JANUARY LOST/PAID BOOK	25.00
Total for Petersburgh Public Library				\$28.99
PLAYAWAY PRODUCTS LLC (877) 893-0808				
PLAYAWAY PRODUCTS LLC	06/13/2025	503255	GS-02F-0036W 50 PLAYAWAY CASES	62.43
Total for PLAYAWAY PRODUCTS LLC				\$62.43
PURE WATER PARTNERS				
PURE WATER PARTNERS	07/02/2025	2101866	700-39652 WATER COOLER 5/17/25-8/16/25	198.00
Total for PURE WATER PARTNERS				\$198.00
RESERVE ACCT. (POSTAGE METER)				
RESERVE ACCT. (POSTAGE METER)	06/25/2025	07-25 08-25	41651340 POSTAGE METER REFILL JULY/AUG 2025	300.00
Total for RESERVE ACCT. (POSTAGE METER)				\$300.00
SHELTERPOINT LIFE				
SHELTERPOINT LIFE	07/02/2025	040725-123125	D573563 PFL COVERAGE 4/7/25-12/31/25	4,140.54
Total for SHELTERPOINT LIFE				\$4,140.54
STAPLES 1-877-826-7755				
STAPLES	06/07/2025	6034122150	1008052 YS PROGRAMS	14.55
STAPLES	06/07/2025	60341222151	1008052 STAFF KITCHEN	19.66

VENDOR	DATE	NUM	MEMO/DESCRIPTION		AMOUNT
STAPLES	06/07/2025	6034194407	N008052	YS PROGRAMS	23.29
STAPLES	06/07/2025	6034194408	N008052	YS PROGRAMS	36.39
STAPLES	06/25/2025	6035202508	1008052	MAINTENANCE SUPPLIES	327.68
Total for STAPLES					\$421.57
SWEET SPRIG					
SWEET SPRIG	06/25/2025	072825	EGCL	TEEN PROGRAM	350.00
Total for SWEET SPRIG					\$350.00
TAG SOLUTIONS, LLC					
(518) 292-6510					
TAG SOLUTIONS, LLC	07/01/2025	30634705	21743	NINJA CLOUD BACKUP 7/1/25-7/31/25 NINJAONE AND BLACKPOINT 7/1/25-7/31/25 MANAGED SERVICES CORE 7/1/25-7/31/25	2,633.00
Total for TAG SOLUTIONS, LLC					\$2,633.00
TRACEY LORING					
TRACEY LORING	06/18/2025	081325	EGCL	ADULT PROGRAM	125.00
Total for TRACEY LORING					\$125.00
TWIN BRIDGES					
518-282-5600					
TWIN BRIDGES	07/01/2025	20250701558109	55-8109 1	JULY 2025 SERVICE FOR WASTE & RECYCLING	288.63
Total for TWIN BRIDGES					\$288.63
UHLS					
UHLS	07/02/2025	25-327	EGRN	HOOPLA Q2 2025	1,990.42
UHLS	07/02/2025	25-355	EGRN	3RD QUARTER 2025 UHLAN	9,097.00
Total for UHLS					\$11,087.42
UNCHARTED WILD					
UNCHARTED WILD	07/03/2025	0702-0726-0801	EGCL	YS PROGRAM	900.00
Total for UNCHARTED WILD					\$900.00
VIA AQUARIUM					
VIA AQUARIUM	06/29/2025	072925	EGCL	YS PROGRAM	475.00
Total for VIA AQUARIUM					\$475.00
TOTAL					\$40,909.55

Note

Payment Approved / /

President, Library Board of Trustees: _____



East Greenbush Community Library

Budget vs. Actual
January 1-July 4, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges	6,611.20	15,000.00	-8,388.80	44.07 %
4100 Interest & Earnings	35,825.76	30,000.00	5,825.76	119.42 %
4200 Public Funds	2,395,971.80	2,402,155.00	-6,183.20	99.74 %
4410 Gifts & Grants	50,545.67	52,500.00	-1,954.33	96.28 %
Total Revenue	\$2,488,954.43	\$2,499,655.00	\$ -10,700.57	99.57 %
GROSS PROFIT	\$2,488,954.43	\$2,499,655.00	\$ -10,700.57	99.57 %
Expenditures				
Operating Expenses				
5000 Technology/Communications	43,353.32	115,000.00	-71,646.68	37.70 %
5010 Programming & Planning	19,581.70	34,700.00	-15,118.30	56.43 %
5020 Bks & Mat'ls (Collections)	95,191.79	161,500.00	-66,308.21	58.94 %
5030 Facilities Expenses	56,811.39	143,940.00	-87,128.61	39.47 %
5040 Professional Services	41,960.14	61,650.00	-19,689.86	68.06 %
5050 Operations	8,768.08	43,050.00	-34,281.92	20.37 %
5100 Human Resources/Staff Devt	4,265.76	7,000.00	-2,734.24	60.94 %
5200 Personnel				
5201 Benefits	114,680.76	460,895.00	-346,214.24	24.88 %
5250 Salaries	701,382.91	1,422,865.00	-721,482.09	49.29 %
Total 5200 Personnel	816,063.67	1,883,760.00	-1,067,696.33	43.32 %
Total Operating Expenses	1,085,995.85	2,450,600.00	-1,364,604.15	44.32 %
Total Expenditures	\$1,085,995.85	\$2,450,600.00	\$ -1,364,604.15	44.32 %
NET OPERATING REVENUE	\$1,402,958.58	\$49,055.00	\$1,353,903.58	2,859.97 %
Other Expenditures				
FR Friends Pass-through	-1,484.27		-1,484.27	
Reserve Funds				
901 Reserve Fund Expenditures (Capital)	176,492.67		176,492.67	
Total Reserve Funds	176,492.67		176,492.67	
Total Other Expenditures	\$175,008.40	\$0.00	\$175,008.40	0.00%
NET OTHER REVENUE	\$ -175,008.40	\$0.00	\$ -175,008.40	0.00%
NET REVENUE	\$1,227,950.18	\$49,055.00	\$1,178,895.18	2,503.21 %

Note

On this date, the year is 50.7 % 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 July 4, 2025

	TOTAL			
	AS OF JUL 8, 2025	AS OF JUL 8, 2024 (PY)	CHANGE	% CHANGE
ASSETS				
Cash Assets				
Accounts				
Cash, Operating Accounts	1,774,039.75	1,590,642.02	183,397.73	11.53 %
Designated Board Cash Funds				
1007.00 Non-Restricted, Hurr XXX244	55,523.64	58,952.45	-3,428.81	-5.82 %
1008.00 Non-Restricted, Capital Reserve- XXX0228	504,585.64	699,589.48	-195,003.84	-27.87 %
1009.00 Non-Restricted, Operational Contingency- XXX210	403,605.25	392,235.76	11,369.49	2.90 %
Total Designated Board Cash Funds	963,714.53	1,150,777.69	-187,063.16	-16.26 %
Donor Restricted Cash Funds				
1001.00 Donor-Restricted, Gift & Grant-XXX186	28,165.11	33,043.93	-4,878.82	-14.76 %
1005.00 Donor-Restricted, Capital Reserve- XXX251	328,576.82	17,713.65	310,863.17	1,754.94 %
Total Donor Restricted Cash Funds	356,741.93	50,757.58	305,984.35	602.83 %
Total Accounts	\$3,094,496.21	\$2,792,177.29	\$302,318.92	10.83 %
Total Cash Assets	\$3,094,496.21	\$2,792,177.29	\$302,318.92	10.83 %
Fixed Assets	\$2,257,602.89	\$2,217,439.06	\$40,163.83	1.81 %
TOTAL ASSETS	\$5,352,099.10	\$5,009,616.35	\$342,482.75	6.84 %
LIABILITIES AND EQUITY				
Liabilities	\$40,909.55	\$57,800.67	\$ -16,891.12	-29.22 %
Equity				
3000 Retained Earnings	4,083,239.37	3,669,678.85	413,560.52	11.27 %
Net Revenue	1,227,950.18	1,282,136.83	-54,186.65	-4.23 %
Total Equity	\$5,311,189.55	\$4,951,815.68	\$359,373.87	7.26 %
TOTAL LIABILITIES AND EQUITY	\$5,352,099.10	\$5,009,616.35	\$342,482.75	6.84 %

Note
On this date, the year is 50.7% over

Non-Restricted Funds Available: \$2,737,754.28
Donor-Restricted Funds Available: \$356,741.93

Account Transfers to cover monthly interest and expenses:
1) \$5,621.21 from Donor-Restricted Gift Grant to Operating (restricted gift/grant expenditures)
2) \$22,001.67 from Donor-Restricted Capital Reserve to Operating (capital project expenditures)
2) \$791.80 from Donor-Restricted Capital Reserve to Non-Restricted Capital Reserve (interest)

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

As of 7/4/2025

Restricted Gifts & Grants	Original Amount Awarded	Previous Year Balance Carried	Revenue 2025	Expenditures 2025	Balance (Available Funds)
FR-01-2025 AIS Prog	\$ 8,400.00	\$ -	\$ 8,400.00	\$ 4,445.00	\$ 3,955.00
FR-02-2025 Hoopla	\$ 3,515.00	\$ -	\$ 3,515.00	\$ 3,515.00	\$ -
FR-03-2025 Museum	\$ 3,225.00	\$ -	\$ 3,225.00	\$ 1,321.30	\$ 1,903.70
FR-04-2025 Teen Prog	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,765.22	\$ 234.78
FR-05-2025 YS Prog	\$ 6,500.00	\$ -	\$ 6,500.00	\$ 6,025.26	\$ 474.74
FR-06-2025 Teen Prog/Sup	\$ 2,700.00	\$ -	\$ 2,700.00	\$ 350.00	\$ 2,350.00
FR-07-2025 YS Prog/Sup	\$ 3,000.00		\$ 3,000.00	\$ 942.13	\$ 2,057.87
FR-08-2025 Fish	\$ 2,500.00		\$ 2,500.00	\$ -	\$ 2,500.00
TBD	\$ 2,700.00		\$ 2,700.00	\$ -	\$ 2,700.00
FR-02-2022 Large Print Books	\$ 2,200.00	\$ 643.55	\$ -	\$ 643.55	\$ -
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	\$ -	\$ 736.04	\$ 1,004.76
FR-39-2023 Outreach	\$ 4,000.00	\$ 760.14	\$ -	\$ 661.70	\$ 98.44
FR-40-2024 YS Programming	\$ 2,500.00	\$ 917.47	\$ -	\$ 909.85	\$ 7.62
FR-42-2024 YS AudioBks	\$ 3,100.00	\$ 4.00	\$ -	\$ -	\$ 4.00
FR-43-2024 MuseumPass	\$ 3,700.00	\$ 278.70	\$ -	\$ 278.70	\$ -
FR-44-2024 YS SRPS	\$ 4,500.00	\$ 356.27	\$ -	\$ 216.27	\$ 140.00
FR-45-2024 Teen Supplies	\$ 2,000.00	\$ 816.25	\$ -	\$ 808.97	\$ 7.28
FR-46-2024 Fish	\$ 2,500.00	\$ 1,487.11	\$ -	\$ 723.73	\$ 763.38
FR-47-2024 Fam Engagement	\$ 2,000.00	\$ 789.34	\$ -	\$ 766.40	\$ 22.94
FR-48-2024 Playroom	\$ 2,000.00	\$ 988.42	\$ -	\$ -	\$ 988.42
FR-49-2024 YS LoT Kits	\$ 4,000.00	\$ 3,380.06	\$ -	\$ 1,063.45	\$ 2,316.61
FR-50-2024 LoT	\$ 2,500.00	\$ 12.82	\$ -	\$ -	\$ 12.82
FR-51-2024 Voln Apprec	\$ 3,000.00	\$ 1,005.01	\$ -	\$ 122.82	\$ 882.19
FR-52-2024 Staff Prof Dev Apprec	\$ 3,500.00	\$ 492.15	\$ -	\$ 492.15	\$ -
FR-53-2024 LOT	\$ 2,500.00	\$ 2,481.01	\$ -	\$ 2,345.69	\$ 135.32
FR-54-2024 Hoopla	\$ 7,000.00	\$ 1,804.24	\$ -	\$ 1,804.24	\$ -
Reading Garden	\$ 5,500.00	\$ 230.78	\$ -	\$ -	\$ 230.78
Dill Literacy	\$ 1,650.00	\$ 237.77	\$ 850.00	\$ 235.81	\$ 851.96
Stewarts Holiday Match	\$ 750.00	\$ -	\$ 750.00		\$ 750.00
Everett Poost Musical Instruments Storytime	\$ 250.00	\$ -	\$ 250.00	\$ 250.00	\$ -
Sylvia Swire Children's Educational Programs	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00
Flanagon Childredren's Programming	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
GRAND TOTAL	\$ 103,340.00	\$ 19,098.38	\$ 39,490.00	\$ 30,423.28	\$ 28,165.10

2025 Capital Projects Report to the Library Board

As of 07/04/2025

CURRENT CONSTRUCTION PROJECT OVERVIEW							
Funding Source	Budget	Revenue Received (Pre-2025)	Expenditures (Pre-2025)	Revenue (2025)	Expenditures (2025)	Total Revenue to Date	Total Expenditures to Date
NYS Construction Grant 0386-24-0514	\$ 347,356	\$ 312,620	\$ 189,643	\$ -	\$ 176,493	\$ 312,620	\$ 366,136
Library Match	\$ 347,356	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 694,712	\$ 312,620	\$ 189,643	\$ -	\$ 176,493	\$ 312,620	\$ 366,136
DETAILED BUDGET- CURRENT CONSTRUCTION PROJECT							
Project Component	Budget (Including Changes)	Paid-To-Date	Status				
Site Work	\$ 151,291	\$ 132,276	87% complete. Sidewalk and grading done; next phase in spring (fabric awning, landscaping).				
Electrical	\$ 25,814	\$ 25,814	Fully complete.				
Painting	\$ 17,400	\$ 17,400	Fully complete.				
Tile	\$ 38,388	\$ 38,388	Fully complete.				
EIFS	\$ 125,500	\$ 89,419	Powerwashing complete, new EIFS in progress. Trim included in glass package, not EIFS.				
Storefront Windows	\$ 166,305	\$ -	In progress. All smaller windows replaced.				
Interior Finished Carpentry *estimated	\$ 32,571	\$ 9,564	Scheduled to coincide with window installation.				
CM Reimbursables *estimated	\$ 9,100	\$ 7,756	Includes waste removal and portable bathrooms.				
CM Fee* estimated (5%)	\$ 29,698	\$ 21,070	Project Management to date. Waiting on latest bill.				
Architectural Fees	\$ 27,650	\$ 24,449	Payment for design and oversight.				
Contingency	\$ 70,995	\$ -	10% remaining contingency.				
TOTALS	\$ 694,712	\$ 366,136					

Previous Construction Grant (0386-20-8526)								
Project Summary								
Total Project Cost:	\$	160,647	Project is officially closed out.					
Total Expected NYS Construction Grant:	\$	99,709						
Expected NYS Construction Grant (90%):	\$	89,338	Received 11/20/2020					
Final NYS Construction Grant (10%) (Post-construction deadline):	\$	9,971	Received 1/17/2025)					
Expenditure Breakdown								
Total Grant-Covered Expenditures:	\$	99,709						
Total Library Match Expenditures:	\$	60,938						
Financial Summary								
Funding Source	Budget	Revenue Received (Pre-2025)	Expenditures (Pre-2025)	Revenue (2025)	Expenditures (2025)	Total Revenue	Total Expenditures	
NYS Construction Grant 0386-20-8526	\$	99,709	\$ 89,738	\$ 99,709	\$ 9,971	\$ -	\$ 99,709	\$ 99,709
Library Match	\$	60,938	\$ -	\$ 60,938	\$ -	\$ -	\$ -	\$ 60,938
TOTALS	\$	160,647	\$ 89,738	\$ 160,647	\$ 9,971	\$ -	\$ 99,709	\$ 160,647



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Services Committee Minutes

7/7/2025 • 5:30 PM

Attendance: Katie Sheehan (Chair – Vice President), Charlie Pensabene (President), Camie Engel (Secretary), Mari Harris (Trustee), Jill Dugas-Hughes (Director), Jenna Schmonsky (Administrative Assistant)

ACTION ITEMS:

- Collection Management Policy (distributed 2/27)
- Library Card Policy (distributed 2/27)
- Candidate Packets, Succession Planning & Board Matrix

1) Collection Management Policy:

A section outlining organizational values and a commitment to diversity was added to align with the library's equity challenge. The committee conducted a final review of the policy.

Motion: The Services Committee moves to recommend the approval of the collection management policy as amended.

2) Library Card Policy:

The committee discussed the overview of who's eligible for an East Greenbush library card, including the possible addition of those who work, volunteer, or go to school in the community. The committee suggested adding people who attend or work at the East Greenbush Central School District or other schools within the Town of East Greenbush should be included. The policy is still under review.

3) Candidate Packets, Succession Planning & Board Matrix:

- Candidate packets will be distributed on July 15, incorporating committee input.
- The Succession Planning Policy will be reviewed at the next committee meeting.
- Committee members were reminded to review the Board Matrix and consider current skill sets and gaps as they identify and encourage community members to run for trustee positions.

Next Meeting Action Items:

- Library Card Policy
- Succession Planning Policy
- Protecting Vulnerable Populations Policy



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Collection Management Policy- Draft Updated 7/7/2025

Organizational Values and Commitment to Diversity

The East Greenbush Community Library (Library) is dedicated to fostering an inclusive and welcoming environment that supports lifelong learning, intellectual freedom, and equitable access to information.

We value:

- Intellectual Freedom: Upholding the right of every individual to access diverse ideas and perspectives.
- Equity and Inclusion: Ensuring our collection reflects the diversity of our community and the broader world.
- Lifelong Learning: Providing resources that inspire curiosity, personal growth, and informed decision-making.
- Responsibility and Stewardship: Managing public resources efficiently and thoughtfully to serve our community effectively.

As part of this commitment, the library actively curates a collection that represents a broad spectrum of voices, cultures, and viewpoints. Selection decisions are made to ensure materials are reflective of various experiences, perspectives, and historically underrepresented groups. Our collection development approach aligns with the American Library Association's principles, including the [Library Bill of Rights](#), the [Freedom to Read Statement](#), and the [Freedom to View Statement](#).

Principles of Free Access

- The East Greenbush Community Library Board (Board) endorses and declares that it will adhere to the [ALA Documents](#).

Collection Development Responsibility

- Selection of library material is the responsibility of the Director, and under their direction, qualified members of the professional staff. The Board is responsible for appeals of a Request for Reconsideration decision issued by the Library Director with respect to the Library's collections.

Selection of Library Items and Resources

- Selection of Library holdings is based on interest, information, and the enlightenment of all library patrons. No library material shall be excluded because of the author's membership in any category protected under applicable law, or any political or social views of the author.
- The Board upholds the principles of intellectual freedom, affirming the right to read, listen to, and view a broad range of materials. The Library does not endorse censorship and follows a formal Request for Reconsideration Policy to address concerns. No book or other library material shall be removed from the Library's holdings except by order of a court of competent jurisdiction.
- Standard professional journals, authoritative online tools, and popular and local media sources are among the most frequently used tools in the selection process. Acquisition of any item or resource does not constitute endorsement of the contents of the item or resource. While a single standard cannot be applied, items and resources that are considered for acquisition are judged by these and other appropriate criteria:
 - Relevance to community needs, interests, and demand



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- Balance with current collection
- Suitability of subject, style, format, interest and reading level to the intended audience
- Reputation of the author, composer, filmmaker, publisher, or producer
- Quality of writing, design, illustration, or production

Statement on Minor Access

- The Board acknowledges that the responsibility for monitoring a minor's access to all library items and resources rests with the minor's parent or legal guardian.

Withdrawal of Library Items and Resources from the System and the Library Collection

- Items and resources are regularly withdrawn from the library collection to maintain the collection's usefulness, currency, relevance, and condition. Withdrawn items and resources may be disposed of in a variety of ways including, but not limited to, public book sales, responsible and sustainable recycling, and/or disposal.

Shared Collections

- In addition to the Library's own collections, the Library also participates in system-wide shared collections through the Upper Hudson Library System (UHLS). Responsibility for selection and collection management decisions is shared among UHLS and member libraries. All requests for reconsideration of material in any of the UHLS shared collections should be directed to the Upper Hudson Library System Executive Director.

Responsibilities

- It is the responsibility of the Library's Director, staff, and Board to adhere to the principles and concepts stated in this Policy.

Definitions

- The words HOLDINGS and MATERIALS are synonymous and refer to the Library's collection of physical and digital books, magazines, video, audio, pamphlets, toys, games, technology, and any other pertinent materials.

ALA Documents

American Library Association Bill of Rights (excerpt)

- Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.



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- It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
- Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
- It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
- There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
- It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
- It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
- It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

American Library Association Freedom to View Statement (excerpt)

- To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to ensure the constitutional guarantee of freedom of expression.
- To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
- To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
- To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
- To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Adopted, Board of Trustees, September 19, 1995

Amended, Board of Trustees, December 18, 2007

Amended, Board of Trustees August 9, 2022 (replaces former Materials Selection Policy)

Draft Amendments for Board Consideration, July 15, 2025



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Administrative Committee Minutes

7/7/2025 • 7:00 PM

Attendance: Amanda Miller (Chair), Charlie Pensabene (President),
Kayla Kutzscher (Trustee), Jill Dugas Hughes (Director),
Jenna Schmonsky (Administrative Assistant)
Excused: Nichole Krisanda (Treasurer)

ACTION ITEMS:

- Draft Reserves Policy (distributed 6/2)
- Construction Grant
- Air Handler Repair
- Assistant Director
- Major Gift
- EGPD partnership/Possible land use
- ADA Checklist
- Compensation Study Updates

1) Draft Reserves Policy:

The policy will be adjusted to include a procedure to establish new reserves. The committee will review the final draft at the next committee meeting.

2) Construction Grant:

The construction grant portal is now open. This year's application will include a roof replacement and construction of an Assistant Director Office. The committee noted that the EBSCO solar panel grant was not awarded. While solar was not included in this year's construction grant, it may be considered in future applications once the roof is complete.

Other future projects—such as public bathrooms, carpeting, roadway, and parking lot improvements—remain priorities and will be planned into future grant cycles.

3) Air Handler Unit Repair:

The emergency repair was approved at the June board meeting, and the replacement has been ordered. The estimated lead time for parts is approximately 10 weeks.

4) Assistant Director:

Interviews were held, and an offer will be extended shortly.



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5) Major Gift:

A community family has expressed interest in making a significant donation in memory of a child. Initial ideas under consideration include a digital touchscreen table and an outdoor play structure. A formal proposal will be developed and brought to the board for approval once finalized.

6) Potential Partnership and Land Use Discussion:

The East Greenbush Police Department is exploring locations for a new facility and has expressed interest in potential sites near the library. One concept discussed involves the use of the library-owned lot adjacent to the building.

Potential benefits of a partnership could include enhanced public safety, opportunities for shared services, and the possible transfer of road ownership/maintenance responsibilities to the town. Community Way is currently co-owned by multiple partner organizations, which would require coordination.

The committee recommends further exploration of options such as sale, lease, or donation of the lot, and bringing the matter to the full board for consideration.

7) ADA Checklist:

Committee members are encouraged to review the ADA Checklist for Existing Facilities, as part of ongoing equity work and in preparation for the equity challenge.

8) Comp Study Updates:

The last compensation study was conducted in 2022. As a result, several job titles were added to the pay step schedule.

For 2025, job titles and pay rates (minimum, maximum, and average) from selected peer libraries were compared to assess equity. Findings from the 2025 compensation study will be presented to the budget committee for consideration in the 2026 budget process.

Next Meeting Action Items:

- Final Draft Reserves Policy
- Land Use/Partnership Discussion
- Facilities Updates (Assistant Director Office, Construction Grant(s), Air Handler Repair)



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Director's Report- July 15, 2025

Respectfully submitted, Jill Dugas Hughes

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 in the report.

June Visits/Hours Open/Statistical Highlights

- **Hours Open:** 256 hours over 29 days (closed 6/19 for Juneteenth Holiday)
- **Visitors:** 19,759 total visits (10,073 in-person)
 - Total visits increased 17% over June 2024
 - In-person visits up 19%; website traffic up 15%; drive-thru use continues to decline
- **Borrowing:** 23,694 physical items/ 6,727 digital items
 - Physical borrowing decreased 1%; digital borrowing up 6% over last year
- **Programs:** 49 group programs + 237 one-on-one sessions = 3,566 total attendance
 - Program attendance increased 41%
- **Meeting Rooms:** Used 118 times by outside groups (up 76%)
- **Library Cards:** 97 new cards issued, 3,071 active card holders
 - New cards rose 45%, and total active use increased 1%; resident cardholders increased 2% and non-resident users 4%.
- **Public Computer Sessions:** 1,455 (up 13%)
- **Wireless Sessions:** 1,260 (up 2%)

Strategic Plan Progress

GOAL 1: Build Community Connections

Increase opportunities and methods for community members to offer feedback.

- Created a "Favorite Library Memory" display inviting patrons to share reflections all summer.

Increase program opportunities for community members to engage meaningfully with one another across lines of difference.

- Screened *Free for All: The Public Library* with afternoon/evening showings, followed by moderated discussions and behind-the-scenes tours (25 attendees). Attendees expressed enthusiasm, shared personal stories, and several asked how they could support the library more actively.
- Celebrated Juneteenth: Partnered with local chef Taffy Elrod to host a Juneteenth cooking demonstration for kids (9 attendees), where she featured recipes from her children's cookbook



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The Juneteenth Cookbook, which has been featured in Oprah Daily, Saveur.com, and Food and Wine.com. We also hosted a Juneteenth Concert (28 attendees).

- Hosted a concert on the lawn by Scarlett Fever with hot dogs grilled by the East Greenbush Police Department as a part of Summer Reading Kickoff (72 attendees).

GOAL 2: Engage With Your Community

Increase bi-directional communication with local government and community agencies.

- Updated the library's Social Services Resource Guide for staff including resources provided from Rensselaer County DSS, Adult Protective Services, and Unity House of Troy training. It is now available in print and electronically.

Increase usage of or collaboration with the library by local government and community groups for meetings and events.

- Participated in the East Greenbush Central School District's ENL Summer Send-Off for English Language Learner families at Genet Elementary School, offering resources and connection points for summer reengagement.
- Collaborated with Red Mill Elementary and featured on student-led Morning News. Their segment led to a wave of student visits and participation.

Increase usage of library resources to connect community members to community events

- Held library-wide Summer Reading Kick-off with all-day programming, summer reading registration. Events included Open Play (61 attendees), Touch-a-Truck & Cookout with EGPD (535 attendees), Petting Zoo (588 attendees), Cake & Crafts (215 attendees), and lawn concert (72 attendees). 91 adults registered for SRC, 54 Babies & Toddlers, 107 Kids, and 32 Tweens & Teens.

GOAL 3: Satisfy Curiosity and Stimulate Imagination

Assess the use of physical (both indoor and outdoor) and virtual spaces to meet the needs of the community, including barriers to accessibility.

- Continued work on website redesign project with marketing committee and consultant to improve usability, accessibility, and community engagement through our digital presence.
- The Adult Information Services team consolidated all Programming, Library of Things, and Outreach supplies into one central location, freeing up valuable storage room space to support a new office.
- Technology Storage Reorganization: Decommissioned outdated equipment and reorganized peripherals to better support program delivery and workspace needs.
- Chicken Egg Livestream: set up a livestream of our egg incubation process in the children's room, expanding access to patrons who cannot visit in person.

Increase the overall awareness that community members have of the library's programs, collections, and services.

- Social media readers' advisory images highlighted eMaterials on Juneteenth, Handmaid's Tale read-alikes, Pride, Audiobooks, and Beach Reads.
- Summer Reading Game Card Accessibility (Adults): Game cards are available in print and online, enabling equitable participation for patrons with transportation, mobility, or time constraints. All activities can be performed in the library or from home. After careful consideration, we have decided that after this year, AIS will remove the long-standing Adult SRC rule that "all books



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must be a minimum of 100 pages" to count toward the challenge. We hope this change will make our challenge accessible to all adults, regardless of ability.

- Staff answered 3,346 reference questions, 14% more than last June (2,943).

Increase circulation of diverse resources and materials.

- Created the "Color World" in-library display aligned with the Summer Reading Theme, as well as displays on Caribbean American Heritage Month, Pride, and Father's Day.
- Take & Make Crafts (183 distributed), (6) Book Bundles.

GOAL 4: Promote Literacies

Increase opportunities for hands-on and intergenerational learning.

- The Weekly Doodle Station, open to all patrons in the Children's Room, offers a self-service table featuring a rotating simple craft weekly to promote creativity and fine motor skills.

Increase on-site and on-line access to resources that promote literacy skills.

- Rensco Literacy Volunteers started conducting tutoring sessions here in April and are currently scheduled to continue through July.

Increase community partnerships with educational institutions.

- Coordinated with schools to bring 5th grade classes to the library this fall (for the first time) for trivia and behind the scenes tours.

GOAL 5: Advance Local Economic Vitality

Increase library staff capacity to assist businesses and entrepreneurs in physical and digital spaces.

- Quarterly staff cybersecurity training was deployed, using KnowBe4 software.

Increase usage of existing library resources that support local businesses and entrepreneurs.

- Career One Stop Satellite Office- Hosted the second session of this Rensselaer County job readiness initiative. Three of four scheduled attendees came and expressed satisfaction. The Career Center is open to expanding availability if demand continues.

Increase opportunities for local businesses and entrepreneurs to network and build skills.

- We held 4 Volunteer Trainings for teens this month, and more than 100 teens went through these trainings. We are looking forward to providing many of these teens their first glimpse into working. The teens are expected to call the library to arrange their own shifts, arrive on time, be engaged with families, notify us when they are leaving, and call us if they need to cancel a shift. 24 teens volunteered this month for a total of 48.5 hours.
- The library's first scheduled workshop with Broadview Credit Union, "How to Build a Better Budget," but postponed due to presenter illness. We are coordinating a reschedule.

Operations

- Held interviews for Assistant Director position and part-time Building Maintenance positions. Preparing an offer for the Assistant Director position. The Building Maintenance position remains open.
- We will be posting a full-time Library Assistant position shortly.
- Continuing work on 2026 budget planning and construction grant application.
- The Air Handler Unit replacement unit has been ordered.



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- EIFS work is almost finished (the location above the front entryway is remaining). Smaller windows have been installed, waiting on delivery of curtain wall windows, which are now expected late July, and we are planning installation for early August.
- Received the building permit for the Assistant Director office. Coordinating work with window installation.

Incidents


























- Safety and Security: No major incidents to report.

Looking Ahead: July 2025

As we move into the height of summer, the library is buzzing with activity. Highlights and initiatives planned for July include:

- **Chicken Egg Hatch Livestream:** Our much-anticipated egg incubation project continues, with hatching expected between **July 18–21**. The public livestream remains active for community viewing.
- **Summer Reading Challenge:** Participation remains strong across all age groups. July programming includes hands-on activities, family events, and weekly doodle crafts to keep patrons engaged and learning. SRC officially ends on August 8.
- **Volunteer Program Expansion:** Teen volunteers are beginning their scheduled summer shifts, gaining valuable experience while supporting public programs and youth services.
- **Website Redesign Progress:** Staff continue to collaborate with the design consultant to finalize layout, accessibility features, and navigation structure.

July is historically our busiest month, and we look forward to continued community engagement, joyful experiences, and impactful services.

Monthly Statistical Comparison				
East Greenbush Community Library	Jun-24	Jun-25	Change	
Building Visits	10,073	12,006 	19.2%	
Number of patron visits to the library building				
Drive-Thru Visits	501	499 	-0.4%	
Number of patrons who use the drive-thru window to borrow materials				
Website Users	9,185	10,599 	15.4%	
Number of people who initiated at least one session on eglibrary.org during a given month				
Physical Materials Use	23,944	23,694 	-1.0%	
Number of checkouts plus renewals made at the library				
Digital Materials Use	6,365	6,727 	5.7%	
Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)				
Online Resource Use (database)	7,003	7,842 	12.0%	
Number of sessions (log-ins) for online resources, based on vendor statistics. This includes both in-library and, where applicable, remote access				
WiFi Use	1,230	1,260 	2.4%	
Number of unique daily WiFi patron at the library				
Public Computer Use	1,291	1,455 	12.7%	
Number of computer sessions at the library				
Program Attendance	2,521	3,566 	41.5%	
Number of attendees at programs held inside the library location or in a library virtual space				
Meeting Room Use by Outside Groups	67	118 	76.1%	
Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members				
New User Accounts (library card registrations)	67	97 	44.8%	
Number of library cards newly created (online & in-person registrations)				
Monthly Active Library cardholders (retention)	3,043	3,071 	0.9%	
Average number of cardholders who actively used their library card per month				
Number of Programs Adult	22	24 	9.1%	
Program Attendance Adult	337	468 	38.9%	
Number of Programs Youth	29	21 	-27.6%	
Program Attendance Youth	2,789	1,498 	-46.3%	
Number of Programs All Ages	Unavailable	4		
Program Attendance All Ages	Unavailable	1,363		
1-1 Programs (<i>Books with Wheels, Take & Make, Notary, Book a Librarian</i>)	Unavailable	237		
Youth Physical Item Circ	13,731	13,479 	-1.8%	
Youth Digital Materials Circ	921	834 	-9.4%	
Adult Physical Item Circ	10,213	10,215 	0.0%	
Adult Digital Materials Circ	5,444	5,884 	8.1%	
Registered Resident Borrowers	5,356	5,490 	2.5%	
Registered Non-Resident Borrowers	1,940	2,012 	3.7%	
Physical Items Circ at Checkout Desk	22,471	22,059 	-1.8%	
Physical Items Circ at Drivethru Window	1,473	1,635 	11.0%	
Total Visits (website, library, drive-thru)	19,759	23,104 	16.9%	

East Greenbush Community Library	CORE USAGE DASHBOARD- Quarter 2							
	Apr-25	May-25	Jun-25	Q2 Trend	2024 Q2 Total	2025 Q2 Total		Change
Building Visits	13,501	11,482	12,006		31,807	36,989	+	16.3%
Number of patron visits to the library building								
Drive-Thru Visits	458	447	499		1,537	1,404	-	-8.7%
Number of patrons who use the drive-thru window to borrow materials								
Website Users	10,179	9,546	10,599		26,889	30,324	+	12.8%
Number of people who initiated at least one session on eglibrary.org during a given month								
Physical Materials Use	24,644	23,695	23,694		73,861	72,033	-	-2.5%
Number of checkouts plus renewals made at the library								
Digital Materials Use	6,853	6,986	6,727		18,737	20,566	+	9.8%
Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)								
Online Resource Use (database)	7,492	9,047	7,842		24,107	24,381	+	1.1%
Number of sessions (log-ins) for online resources, based on vendor statistics. This includes both in-library and, where applicable, remote access								
WiFi Use	1,440	1,457	1,260		4,036	4,157	+	3.0%
Number of unique daily WiFi patron at the library								
Public Computer Use	1,506	1,339	1,455		3,923	4,300	+	9.6%
Number of computer sessions at the library								
Program Attendance	2,883	2,619	3,566		6,853	9,068	+	32.3%
Number of attendees at programs held inside the library location or in a library virtual space								
Meeting Room Use by Outside Groups	100	106	118		231	324	+	40.3%
Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members								
New User Accounts (library card registrations)	164	73	97		322	334	+	3.7%
Number of library cards newly created (online & in-person registrations)								
Monthly Active Library cardholders (retention)	3,086	3,076	3,071		3,164	3,078	-	-2.7%
Average number of cardholders who actively used their library card per month								
Number of Programs Adult	36	35	24		91	95	+	4.4%
Program Attendance Adult	545	573	468		1,516	1,586	+	4.6%
Number of Programs Youth	27	33	21		96	81	-	-15.6%
Program Attendance Youth	1,689	1,589	1,498		5,335	4,776	-	-10.5%
Number of Programs All Ages	6	1	4		Unavailable	11		
Program Attendance All Ages	240	100	1,363		Unavailable	1,703		
1-1 Prrgrams (<i>Books with Wheels, Take & Make, Notary, Book a Librarian</i>)	359	357	237		Unavailable	953		
Youth Physical Item Circ	14,576	13,952	13,479		41,025	42,007	+	2.4%
Youth Digital Materials Circ	951	898	834		2,582	2,683	+	3.9%
Adult Physical Item Circ	10,068	9,743	10,215		32,794	30,026	-	-8.4%
Adult Digital Materials Circ	5,895	6,082	5,884		16,153	17,861	+	10.6%
Registered Resident Borrowers	5,483	5,489	5,490		5,321	5,487	+	3.1%
Registered Non-Resident Borrowers	1,994	1,985	2,012		1,923	1,997	+	3.8%
Physical Items Circ at Checkout Desk	23,079	22,116	22,059		68,951	67,254	-	-2.5%
Physical Items Circ at Drivethru Window	1,565	1,579	1,635		4,910	4,779	-	-2.7%
Total Visits (website, library, drive-thru)	24,138	21,475	23,104		60,233	68,717	+	14.1%



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Personnel Memo

July 15, 2025

Submitted by Jill Dugas Hughes

Resignation:

- N/A

Retirement:

- N/A

Termination:

- N/A

Classification Change:

- N/A

Provisional Appointment:

- N/A

Current Open/Unfilled Positions/Organizational Chart Changes

- Assistant Director (full-time)
- Building Maintenance Worker (part-time, effective 6/14/2025)
- Library Assistant (full-time, effective 8/25/25)