



You Belong Here

518-477-7476 | eglibrary.org

AGENDA

Board of Trustees

September 30, 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, September 30, 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.*

[illegible]



You Belong Here

518-477-7476 | eglibrary.org

6.	Personnel Memorandum • (5 min) ➤ MOTION to approve the 9/30/2025 Personnel Memorandum, as presented.	J. Dugas Hughes J.
7.	Liaison Reports • (15 min) Upper Hudson Library System Friends of the Library Town of East Greenbush Rensselaer County	C. Engel J. Price J. McHugh T. Grant
8.	New Business • (5 min) Construction Grant Application Approval ➤ MOTION to approve the submission of the New York State construction grant project for the roof replacement project in the amount of \$586,940.	C. Pensabene K.
9.	Committee Reports • (10 min) Trustee Recruitment (Ad Hoc) Services Committee (August) ➤ MOTION to approve the Library Card Policy as amended. Administrative Committee (August) ➤ MOTION to approve the Reserves Policy as amended. Budget Committee ➤ MOTION to exceed the tax cap in 2026 ➤ MOTION to approve the preliminary 2026 operating budget in the amount of \$2,878,395 to be presented at the public hearing on Thursday, October 16, 2025 at 6:00 p.m.	C. Pensabene C. Pensabene L. A. Miller M. N. Krisanda N.
10.	Unfinished Business • (5 min)	C. Pensabene
11.	Adjournment ➤ MOTION to adjourn the 9/30/2025 Library Board Meeting.	C. Pensabene

Upcoming Board & Committee Meetings & Events:

Monday, October 6, 2025

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

Thursday, October 16, 2025

- 6:00-6:30 PM Public Hearing; 2026 Draft Budget
- 6:30-7:30 PM Budget Committee Meeting



You Belong Here

518-477-7476 | eglibrary.org

Saturday, October 18, 2025

- 6:00-9:00 PM Friends Fundraiser Night at the Library Event

Monday, October 20, 2025

- 5:00 PM Trustee Petition Deadline

Tuesday, October 21, 2025

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

Tuesday, October 28, 2025

- 7:30-8:30 PM Trustee Candidate Forum (virtual)



You Belong Here

518-477-7476 | eglibrary.org

Library Board of Trustees Meeting - DRAFT*July 15, 2025, in person, livestreamed, and recorded***ATTENDEES:***Presiding Officers:*

Charlie Pensabene, President
Camie Engel, Secretary
Nichole Krisanda, Treasurer
Amanda Miller, Trustee

Excused:

Katie Sheehan, Vice-President
Mari Harris, Trustee
Kayla Kutzscher, Trustee

Library staff, Community Partners & Members of the Public:

Jill Dugas Hughes, Library Director
Jenna Schmonsky, Administrative Assistant
Julie Ann Price, Friends of the East Greenbush Library President
Elaine Rudzinski, East Greenbush Chief of Police (exited 7:45 p.m.)
Jack Conway, East Greenbush Town Supervisor (exited 7:45 p.m.)
Colleen Lallier, East Greenbush Director of Finance (exited 7:45 p.m.)
Dan Fiacco, East Greenbush Commissioner of Public Works (exited 7:45 p.m.)
Jordan White

A Library Board of Trustees meeting of the East Greenbush Community Library was held on July 15, 2025, at the East Greenbush Community Library and was livestreamed. It began at 7:00 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 7:00 p.m.

REVIEW OF AGENDA:

- The agenda was reviewed.
- Liaison reports will follow public comments.

PUBLIC COMMENT:

- Jordan White introduced herself as a prospective trustee candidate.



You Belong Here

518-477-7476 | eglibrary.org

- Jack Conway, Dan Fiacco, Colleen Lallier, and Elaine Rudzinski attended the meeting to discuss a proposed police station adjacent to the library, located on a portion of the parcel the library currently owns. The current station under the Town Hall is in disrepair and likely won't pass its next inspection. The Town has been looking for land to build a new police station. They consider this site ideal due to its proximity to community resources and have hired an engineering firm to do a proper site survey.
- The Town proposes taking ownership of a portion of the land and maintaining Community Way (plowing, paving, etc.) in exchange. The new building would be police-only, with no court. They propose a quiet, professional facility designed to fit the neighborhood with approximately 40 parking spaces and access from Luther and Michael Roads. Along with the new police station, there would be an impound garage and a sallyport.
- The town committed to transparency and including the library in all planning steps. They acknowledged concerns about public perception and the library's desire to remain a welcoming space for all and proposed using buffers and careful design to maintain separation and allow for library expansion. They described the police force as committed to community policing, which includes de-escalation and strong community relationships.
- Other locations were considered, but the Town believes this is the best option and has applied for up to \$14 million in grant funding. Completion is expected in about two years. Nearby partners are reviewing the plan.

LIAISON REPORTS:

Upper Hudson Library System (C. Engel):

- Upper Hudson has a new slate of officers who have officially started their terms, and they will meet in September.
- A member library suggested having a staff member introduce themselves and their role at every third board meeting to help build connections.
- UHLS discussed how some libraries allow employees of local businesses to access library services as if they were town residents by issuing them library cards. A few libraries have varying policies on how they handle this.

Friends of the Library (J. Price):

- **Sponsorships:** \$5,500 raised so far.
- **Help Needed:** Seeking high-quality, new donations (gift cards, goods, services) for \$25 gift baskets—only 4 assembled so far.
- **Silent Auction:** Goal is 50 art pieces (currently at 21). The bidding will be online via QR codes and open a week before the event.
- **Event Info:**
 - Tickets: \$40
 - Caterer confirmed, Arlington House
 - Desserts donated (doggy bag cookies, seeking more from places like Zachary's or Crisp Cannoli)



You Belong Here

518-477-7476 | eglibrary.org

- Ticket sales planned to open September 1
- **Board Involvement:** Board will donate a basket. Plan to circulate a spreadsheet to track outreach and donations.
- **Promotion:** Aim to highlight local businesses for community exposure and support.

Town of East Greenbush: N/A

Rensselaer County: N/A

APPROVAL OF MINUTES:

- **MOTION #2025-07-48:** C. Engel made the motion to approve the minutes from the June 17, 2025, Library Board meeting, as amended. Seconded by A. Miller. The motion was carried with 4 in favor, none opposed.

TREASURER'S REPORT (N. Krisanda):

- Halfway through the year with expenses mostly on track. The air handler and Assistant Director office costs are within budget, and we made our first payment for Paid Family Leave (PFL) coverage, a new addition this year.
- **MOTION #2025-07-49:** C. Pensabene made a motion to accept the Off-Warrant in the amount of **\$148,554.22** for the period of June 7, 2025, through July 4, 2025, as presented. Seconded by C. Engel. The motion was carried with 4 in favor, none opposed.
- **MOTION #2025-07-50:** C. Pensabene made a motion to authorize the president to sign the Warrant for the period of June 7, 2025, through July 4, 2025, in the amount of **\$40,909.55**. Seconded by A. Miller. The motion was carried with 4 in favor, none opposed.
- **MOTION #2025-07-51:** C. Pensabene made a motion to approve the July 4, 2025, Financials with 50.7% of the year completed, as presented. Seconded by A. Miller. The motion was carried with 4 in favor, none opposed.

COMMITTEE REPORTS:

Services: The written committee report was submitted by K. Sheehan but presented by C. Pensabene. Highlights from the written report included: Collection Management Policy, Library Card Policy, candidate packets, and succession planning & Board matrix.

- **MOTION #2025-07-52:** The Services Committee made a motion to approve the Collection Management Policy, as amended. Seconded by C. Engel. The motion was carried with 4 in favor, none opposed.

Administrative: The written committee report was submitted by A. Miller. Highlights from the written report included: Draft Reserves Policy, construction grant, air handler unit repair, Assistant



You Belong Here

East Greenbush
 COMMUNITY LIBRARY

518-477-7476 | eglibrary.org

Director, major gift, potential partnership and land use discussion, ADA checklist, and comp study updates.

Trustee Recruitment (Ad Hoc):

- Trustee candidate packets are now available and include key information: a welcome letter, trustee responsibilities, library fact sheet, trustee roster, strategic plan, current budget, and organizational chart.
- Interested candidates must submit an application form, a recent photo, and a petition with at least 25 signatures from registered voters in East Greenbush (more recommended).
- Petitions are due October 20, and the election is November 17.

DIRECTOR'S REPORT (J. Dugas Hughes):

- June was a strong month, with a 17% overall increase in visits (library, website, and drive-thru combined). In-person visits rose 19%, website traffic 15%, while drive-thru use continued to decline.

Key stats:

- **Open:** 256 hours over 29 days.
- **New Library Cards:** 97 issued (45% increase from June 2023).
- **Program Attendance:** Up 41% (3,500+ participants).
- **Meeting Room Use:** Up 76% by outside groups.
- The new meeting room policy—shortening booking times—has drawn some complaints from longtime users, but early data suggests it's improving access for more groups.

Summer Reading officially launched June 30:

- 193 registered participants on the first day.
- Over 2,100 people attended kickoff—possibly the largest yet.
- Events ran all day: preschool play, crafts, cake, petting zoo, cookout with police, Touch-a-Truck, and a concert with Scarlett Fever.
- A chicken egg incubation station has been set up in the children's room and is being live streamed on YouTube.

Facilities Update:

- Larger windows will be replaced starting August 11 after summer reading ends.
- Assistant Director office project will begin this summer, and construction is estimated to be 2- 4 weeks, timed with window work.
- The former Head of Adult & Information Services has accepted the role of Assistant Director for Public Services.
- The library has experienced some air conditioning challenges related to humidity and inconsistent temperatures. The issues likely stem from the system controls rather than the HVAC unit itself. The air handler, which is supposed to cool incoming fresh air, isn't working correctly allowing humid air into the building. Repairs are in progress.



You Belong Here

518-477-7476 | eglibrary.org

PERSONNEL MEMORANDUM: No motion necessary

UNFINISHED BUSINESS: None

NEW BUSINESS:

EGPD Partnership- potential land-use:

- This subject will be discussed further when the full board is present.

ADJOURN:

- **MOTION #2025-07-53:** Motion to adjourn the July 15, 2025, Library Board meeting was made by A. Miller at 9:16 p.m. Seconded by C. Pensabene. The motion was carried with 4 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Camie Engel, Secretary

DRAFT

East Greenbush Community Library

Off-Warrant (July 5-Sept. 17, 2025)

NAME	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Cash, Operating Accounts				
1003.00 Checking, Operating-XXX178				
Aflac	07/25/2025	43092	NBY22	-371.58
Aflac	08/21/2025	43151	NBY22	-557.37
Albany Public Library	08/21/2025	43115		-17.00
Amazon Capital Services	08/21/2025	43116	A3DG71IHRMNJM	-2,049.82
ANTHEM BLUECROSS	07/16/2025	43075	D51598	-1,196.11
ANTHEM BLUECROSS	07/28/2025	43093	D51598	-1,196.11
ANTHEM BLUECROSS	08/07/2025	43094	D51598	-1,196.11
ANTHEM BLUECROSS	09/10/2025	43153	D51598	-1,196.11
B & L CONTROL SERVICE, INC.	08/21/2025	43149		-103.00
B & L CONTROL SERVICE, INC.	09/10/2025	43154		-981.75
BAKER & TAYLOR (ALL ACCTS)	08/21/2025	43117		-492.77
BERLIN FREE TOWN LIBRARY	08/21/2025	43118		-17.99
Bethlehem Public Library	08/21/2025	43119		-43.38
BOA CARD SERVICES	08/07/2025	43095	CORP ACCOUNT 1924	-816.75
BOA CARD SERVICES	09/10/2025	43155	CORP ACCOUNT 1924	-1,076.06
BPI MECHANICAL SERVICE	09/10/2025	43156		-309.00
Brodart	08/21/2025	43120	310561	-10,711.80
BRUNSWICK COMMUNITY LIBRARY	08/21/2025	43121		-10.00
Capital Security	08/07/2025	43096		-63.00
Capital Security	08/21/2025	43122		-63.00
Capital Security	09/10/2025	43157		-176.30
CDPHP	07/22/2025	43085	10002870	-12,808.03
CDPHP	08/21/2025	43123	10002870	-10,942.11
CDPHP	09/16/2025	43170	10002870	-12,666.19
CENGAGE Learning/GALE	08/21/2025	43124	100230146	-171.98
Center Point Large Print	07/16/2025	43076		-66.72
Center Point Large Print	08/07/2025	43097		-50.36
Center Point Large Print	09/10/2025	43158		-24.00
CHARTER COMMUNICATIONS (FIBER OPTIC)	07/22/2025	43086	141867501	-399.00
CHARTER COMMUNICATIONS (FIBER OPTIC)	08/21/2025	43125	141867501	-399.00
CHARTER COMMUNICATIONS (TELEPHONE)	07/22/2025	43087	142138101	-43.59
CHARTER COMMUNICATIONS (TELEPHONE)	08/21/2025	43126	142138101	-43.59
DEMCO	08/07/2025	43098	710162791	-133.29
DEMCO	08/21/2025	43127	710162791	-23.94
Dropmysuite Inc.	08/13/2025	43109	EGCL-3759 OREGON-1	-81.00
Dropmysuite Inc.	09/16/2025	43171	EGCL-3759 OREGON-1	-81.00
ECF DATA	07/22/2025	43091		-69.60
EGCL - Petty Cash	08/21/2025	43128		-22.85
FRIENDS OF THE EG LIBRARY	08/21/2025	43129		-2,017.09
GRAFTON COMMUNITY LIBRARY	08/21/2025	43130		-5.00
GREENBUSH GARDEN CLUB	07/16/2025	43080		-64.70
GUARDIAN	07/22/2025	43088	00 575836 DENTAL & VISION	-426.44
GUARDIAN	08/21/2025	43131	00 575836 DENTAL & VISION	-426.44
HILL & MARKES, INC.	08/07/2025	43099	6258	-434.58
HOME DEPOT	08/21/2025	43132	6035 32** **** 8313	-139.00
JENNIFER LANTIER-NOVELLI	08/21/2025	43133		-560.00
KNOWBE4,INC	09/10/2025	43168	C-074449	-1,053.00
LJL3 INCORPORATED- SHARED RESULTS	08/21/2025	43150		-347.00
INTERNATIONAL (DBA)				

NAME	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
MARINE DESIGN & SERVICE	07/16/2025	43077	FISH TANK SERVICE	-133.99
MARINE DESIGN & SERVICE	08/21/2025	43134	FISH TANK SERVICE	-75.00
MARINE DESIGN & SERVICE	09/10/2025	43159	FISH TANK SERVICE	-75.00
MERIDIAN CONTINENTAL, LLC.	08/07/2025	43100		-29,806.00
Midwest Tape	08/21/2025	43135	2000001825	-462.53
MUTUAL OF OMAHA	07/22/2025	43090	G000CRJZ	-279.20
MUTUAL OF OMAHA	08/21/2025	43136	G000CRJZ	-210.70
MUTUAL OF OMAHA	09/16/2025	43172	G000CRJZ	-149.50
Nationalgrid	07/22/2025	43089	34370-88011	-3,755.37
Nationalgrid	08/21/2025	43137	34370-88011	-3,762.65
Nationalgrid	09/16/2025	43173	34370-88011	-2,237.30
New York Library Association	08/13/2025	43110		-185.00
New York Library Association	09/10/2025	43164		-1,020.00
New York State Deferred Comp.	07/16/2025	43078	Plan#0045420	-418.71
New York State Deferred Comp.	08/07/2025	43101	Plan#0045420	-418.71
New York State Deferred Comp.	08/13/2025	43111	Plan#0045420	-418.71
New York State Deferred Comp.	08/27/2025	43152	Plan#0045420	-418.71
New York State Deferred Comp.	09/10/2025	43169	Plan#0045420	-425.48
New York Times	08/13/2025	43112	871100947	-334.72
North Greenbush Public Library	08/21/2025	43138		-11.00
Northeast Toner, Inc.	08/13/2025	43113		-262.00
Northeast Toner, Inc.	09/10/2025	43165		-258.00
NYSLRS	07/31/2025	July 2025	NYSLRS for JULY 2025	-1,552.22
NYSLRS	08/31/2025	AUGUST 2025	NYSLRS for AUGUST 2025	-2,318.36
NYSOPRHP/Schuyler Mansion	08/21/2025	43139		-30.00
OVERDRIVE	08/21/2025	43140		-2,759.36
Paychex	07/18/2025	PR# 15; 7/18/25	PROCESSING CHARGES FOR PAYROLL #15 DATED 7/18/25	-465.86
	07/18/2025	PR# 15; 7/18/25	PR# 15	-12,858.16
	07/18/2025	PR# 15; 7/18/25	PR# 15	-36,938.45
Paychex	07/31/2025	PR# 16; 8/1/25	PROCESSING CHARGES FOR PAYROLL #16 DATED 8/1/25	-445.86
	07/31/2025	PR# 16; 8/1/25	PR# 16	-37,222.31
	07/31/2025	PR# 16; 8/1/25	PR# 16	-13,040.51
	08/11/2025	PR# 17; 8/15/25	PR# 17	-12,962.09
	08/11/2025	PR# 17; 8/15/25	PR# 17	-36,771.83
Paychex	08/11/2025	PR# 17; 8/15/25	PROCESSING CHARGES FOR PAYROLL #17 DATED 8/15/25	-451.54
	08/29/2025	PR# 18; 8/29/25	PR# 18	-37,156.79
Paychex	08/29/2025	PR# 18; 8/29/25	PROCESSING CHARGES FOR PAYROLL #18 DATED 8/29/25	-451.54
	08/29/2025	PR# 18; 8/29/25	PR# 18	-13,059.41
	09/12/2025	PR# 19; 9/12/25	PR# 19	-13,163.22
Paychex	09/12/2025	PR# 19; 9/12/25	PROCESSING CHARGES FOR PAYROLL #19 DATED 9/12/25	-451.54
	09/12/2025	PR# 19; 9/12/25	PR# 19	-37,654.76
PIONEER BANK	09/10/2025	43160	0081	-70.20

NAME	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
PLAYAWAY PRODUCTS LLC	08/21/2025	43141		-2,961.32
Record	08/07/2025	43102	9038741	-459.95
Sand Lake Town Library	08/21/2025	43142		-16.95
SANDRA GOMEZ	09/10/2025	43161		-590.00
SCHENECTADY COUNTY HISTORICAL SOCIETY	08/21/2025	43143		-100.00
Seasons East Lawn Care	07/16/2025	43079		-2,791.66
Seasons East Lawn Care	08/07/2025	43103		-3,613.33
Seasons East Lawn Care	09/10/2025	43166		-2,793.33
STAPLES	08/21/2025	43144	1008052	-262.98
TAG SOLUTIONS, LLC	08/07/2025	43104	21743	-2,633.00
TAG SOLUTIONS, LLC	09/10/2025	43162	21743	-2,633.00
THE TROY SEW SHOP	08/21/2025	43145		-200.00
TIMES UNION (SUBSCRIPTION)	08/07/2025	43105	140026351	-157.90
Town of East Greenbush	08/07/2025	43106	984 (518)-477-4776	-495.34
TWIN BRIDGES	08/07/2025	43107	55-8109 1	-288.63
TWIN BRIDGES	09/10/2025	43163	55-8109 1	-288.63
UHLS	07/16/2025	43081	EGRN	-351.80
UHLS	08/21/2025	43146	EGRN	-225.20
Utica National Insurance Group	08/21/2025	43147		-34,644.21
VENMILL INDUSTRIES INC.	08/07/2025	43108		-110.80
VERIZON WIRELESS	07/16/2025	43082	542647307-00001	-32.75
VERIZON WIRELESS	08/13/2025	43114	542647307-00001	-32.75
VERIZON WIRELESS	09/10/2025	43167	542647307-00001	-32.75
WILD ONES CAPITAL REGION NY	08/21/2025	43148		-50.00
Total for 1003.00 Checking, Operating-XXX178				\$426,853.08
Total for Cash, Operating Accounts				\$426,853.08

East Greenbush Community Library

Warrant of Bills by Vendor-July 5 -Sept 17, 2025 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
ACCENT FURNITURE				
ACCENT FURNITURE	08/01/2025	135734	EGCL 8-REMIX SIDE CHAIRS	4,124.32
Total for ACCENT FURNITURE				\$4,124.32
Albany Public Library 518-449-3380				
Albany Public Library	08/26/2025	981721	311820****7267 MOONCAKES LOST/PAID BOOK	15.00
Total for Albany Public Library				\$15.00
Amazon Capital Services				
Amazon Capital Services	08/20/2025	1WTJ-YLP1-6JMC	A3DG71IHROMNJM WOODEN SUGGESTION BOX	32.97
Amazon Capital Services	08/25/2025	1VT3-4VWP-W7J7	A3DG71IHROMNJM ADULT PROGRAM SUPPLIES	215.89
Amazon Capital Services	09/02/2025	1RX7-X19P-GGTK	A3DG71IHROMNJM OFFICE SUPPLIES	40.88
Amazon Capital Services	09/02/2025	1QFX-94XL-3C4D	A3DG71IHROMNJM ADULT PROGRAM SUPPLIES	44.95
Amazon Capital Services	09/08/2025	14TQ-1NQJ-WJAN	A3DG71IHROMNJM ADULT FICTION BOOKS	14.84
Amazon Capital Services	09/08/2025	1FHL-J6K1-VVNG	A3DG71IHROMNJM ADULT FICTION BOOKS	67.32
Amazon Capital Services	09/08/2025	1767-K394-XPFN	A3DG71IHROMNJM YS PROGRAM SUPPLIES	108.57
Amazon Capital Services	09/08/2025	1FNY-TTMN-WHQQ	A3DG71IHROMNJM YS PROGRAM SUPPLIES	160.39
Amazon Capital Services	09/15/2025	1RV3-QX6F-4GGC	A3DG71IHROMNJM TEEN FICTION BOOKS	41.70
Amazon Capital Services	09/15/2025	1YRV-3VYJ-6C3R	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	55.94
Amazon Capital Services	09/15/2025	1TQ7-JGX1-1G6T	A3DG71IHROMNJM ADULT FICTION BOOKS	10.80
Amazon Capital Services	09/16/2025	1WVK-4LQX-C1GM	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	26.90
Amazon Capital Services	07/17/2025	1RPP-FTQF-CFTK	A3DG71IHROMNJM CREDIT FOR INVOICE # 1KFJ-TMKY-Y136	-31.99
Amazon Capital Services	09/07/2025	1F4G-9C4X-RN36	A3DG71IHROMNJM CREDIT FOR INVOICE 1VT3-4VWP-W7J7 ADULT PROGRAM SUPPLIES	-36.50
Amazon Capital Services	09/15/2025	1HFC-9TVN-G9HF	A3DG71IHROMNJM CREDIT FOR INVOICE # 1YRV-3VYJ-6C3R TEEN PROGRAM SUPPLIES	-18.99
Total for Amazon Capital Services				\$733.67
ANN BURNS				
ANN BURNS	09/10/2025	10/04/25	EGCL AS PROGRAM	100.00
Total for ANN BURNS				\$100.00
BAKER & TAYLOR (ALL ACCTS)				
BAKER & TAYLOR (ALL ACCTS)	08/21/2025	5019637947	309318 L026683 3 B00000 J PICTURE BOOKS	39.72
BAKER & TAYLOR (ALL ACCTS)	08/22/2025	H73193810	75006619 ADULT DVDS	56.97
BAKER & TAYLOR (ALL ACCTS)	09/04/2025	H73249780	75006619 ADULT DVDS	55.48
BAKER & TAYLOR (ALL ACCTS)	09/08/2025	5019651311	309318 L026683 3 B00000 J PICTURE BOOKS	10.56
BAKER & TAYLOR (ALL ACCTS)	09/12/2025	H73313180	75006619 ADULT DVDS	112.38
Total for BAKER & TAYLOR (ALL ACCTS)				\$275.11
Brodart 800-233-8467				
Brodart	08/20/2025	B7043289	3105612 TEEN FICTION BOOKS	22.47
Brodart	08/20/2025	B7043356	310561B ADULT FICTION BOOKS	20.74
Brodart	08/20/2025	B7043355	310561B ADULT GN BOOKS	32.28
Brodart	08/20/2025	B7043288	3105612 J PICTURE BOOKS	42.88
Brodart	08/20/2025	B7043349	310561B ADULT FICTION BOOKS	51.89
Brodart	08/20/2025	B7043348	310561B ADULT FICTION BOOKS	70.89
Brodart	08/20/2025	B7043286	3105612 J NON-FICTION BOOKS	23.73
Brodart	08/20/2025	B7043287	3105612 J POP FICTION BOOKS	23.16
Brodart	08/21/2025	B7044097	3105612 J FICTION GN BOOKS	8.13

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	08/21/2025	B7044093	3105612 J FICTION GN BOOKS	21.57
Brodart	08/21/2025	B7044095	3105612 J FICTION BOOKS	50.01
Brodart	08/21/2025	B7044617	310561B ADULT FICTION BOOKS	8.62
Brodart	08/21/2025	B7044099	3105612 J FICTION BOOKS	13.30
Brodart	08/21/2025	B7044098	3105612 J POP FICTION BOOKS	13.23
Brodart	08/22/2025	B7045158	3105611 ADULT NON-FICTION BOOKS	146.89
Brodart	08/22/2025	B7045155	3105611 ADULT NON-FICTION BOOKS	93.02
Brodart	08/25/2025	B7046792	3105612 J PICTURE BOOKS	96.28
Brodart	08/25/2025	B7046805	3105612 J STEP-UP BOOKS	6.91
Brodart	08/25/2025	B7046789	3105612 J NON-FICTION BOOKS	13.33
Brodart	08/26/2025	B7047361	3105612 J GN BOOKS	9.86
Brodart	08/26/2025	B7047363	3105612 J FICTION BOOKS	31.31
Brodart	08/26/2025	B7047349	3105612 J PICTURE BOOKS	73.04
Brodart	08/26/2025	B7047352	3105612 J POP FICTION BOOKS	89.59
Brodart	08/26/2025	B7047358	3105612 J NON-FICTION BOOKS	219.51
Brodart	08/26/2025	B7047355	3105612 J NON-FICTION BOOKS	14.90
Brodart	08/27/2025	B7048024	3105613 J GN BOOKS	7.58
Brodart	08/28/2025	B7048864	310561B ADULT FICTION BOOKS	17.30
Brodart	08/28/2025	B7048863	310561B ADULT GN BOOKS	16.06
Brodart	08/28/2025	B7049098	3105612 J GN BOOKS	15.02
Brodart	08/28/2025	B7049097	3105612 J FICTION BOOKS	23.16
Brodart	08/28/2025	B7049095	3105612 J NON-FICTION BOOKS	98.94
Brodart	08/28/2025	B7048861	310561B ADULT FICTION BOOKS	72.06
Brodart	08/28/2025	B7048862	310561B ADULT FICTION BOOKS	62.95
Brodart	08/29/2025	B7050101	3105611 ADULT NON-FICTION BOOKS	18.41
Brodart	08/29/2025	B7050102	3105611 ADULT NON-FICTION BOOKS	200.50
Brodart	09/03/2025	B7052244	310561B ADULT FICTION BOOKS	43.15
Brodart	09/03/2025	B7052060	310561B ADULT FICTION BOOKS	135.95
Brodart	09/04/2025	B7052616	3105612 J POP FICTION BOOKS	32.56
Brodart	09/04/2025	B7052625	3105612 J NON-FICTION BOOKS	107.69
Brodart	09/04/2025	B7052617	3105612 J GN BOOKS	28.32
Brodart	09/04/2025	B7052628	3105612 J SERIES BOOKS	18.58
Brodart	09/05/2025	B7054017	3105612 J STEP-UP BOOKS	61.14
Brodart	09/05/2025	B7054175	3105612 J PICTURE BOOKS	51.22
Brodart	09/05/2025	B7053600	3105612 TEEN FICTION BOOKS	13.09
Brodart	09/09/2025	B7056142	3105612 J POP FICTION BOOKS	47.08
Brodart	09/09/2025	B7055772	3105611 ADULT NON-FICTION BOOKS	123.10
Brodart	09/09/2025	3105611	3105611 ADULT NON-FICTION BOOKS	98.02
Brodart	09/09/2025	B7055767	3105612 J PICTURE BOOKS	54.58
Brodart	09/09/2025	B7056146	3105612 J STEP-UP BOOKS	10.06
Brodart	09/11/2025	B7057869	310561B ADULT FICTION BOOKS	39.22
Brodart	09/12/2025	B7058992	3105612 J POP FICTION BOOKS	13.23
Brodart	09/12/2025	B7059162	3105612 J STEP-UP BOOKS	12.04
Brodart	09/12/2025	B7059161	3105612 J STEP-UP BOOKS	5.03
Brodart	09/12/2025	B7059266	3105612 J PICTURE BOOKS	44.46
Brodart	09/12/2025	B7059268	3105612 J FICTION BOOKS	6.27
Brodart	09/15/2025	B7060112	3105611 ADULT NON-FICTION BOOKS	17.30
Brodart	09/15/2025	B7059913	310561B ADULT FICTION BOOKS	274.77
Brodart	09/15/2025	B7060030	310561B ADULT FICTION BOOKS	17.30
Brodart	09/15/2025	B7060113	310561B ADULT GN BOOKS	19.17
Brodart	09/15/2025	B7059713	310561B ADULT FICTION BOOKS	89.34
Brodart	09/15/2025	B7059837	3215611 ADULT NON-FICTION BOOKS	141.78

Total for Brodart**\$3,233.97**Capital Security
479-7122

Capital Security

09/15/2025 194971

EGCL NETWORK/CELLULAR MONITORING FOR 10/01/25-

63.00

VENDOR	DATE	NUM	MEMO/DESCRIPTION		AMOUNT
10/31/25					
Total for Capital Security					\$63.00
CHARTER COMMUNICATIONS (FIBER OPTIC)					
CHARTER COMMUNICATIONS (FIBER OPTIC)	09/14/2025	141867501091425	141867501	FIBER INTERNET FOR 9/14/25-10/13/25	399.00
Total for CHARTER COMMUNICATIONS (FIBER OPTIC)					\$399.00
CHARTER COMMUNICATIONS (TELEPHONE)					
869-5500					
CHARTER COMMUNICATIONS (TELEPHONE)	09/14/2025	142138101091425	142138101	BUSINESS PHONE FOR 9/15/25-10/14/25	43.59
Total for CHARTER COMMUNICATIONS (TELEPHONE)					\$43.59
DEMCO					
800-752-7614 act.rece					
DEMCO	09/12/2025	7695772	710162791	DYMO SPINE LABELS & 3-NAME BADGES	155.97
Total for DEMCO					\$155.97
ECF DATA					
702-780-7903					
ECF DATA	09/16/2025	INV-05265-K8Z7S1	EGCL	OFFICE 365 A3 (EDUCATION FACULTY PRICING) 8/28/25-9/27/25	194.04
Total for ECF DATA					\$194.04
HYMAN HAYES ASSOCIATES					
HYMAN HAYES ASSOCIATES	08/28/2025	24008-07	24008	EGCL-PHASE 1-EXTERIOR RENOVATIONS 11/1/24-8/21/25	6,000.00
Total for HYMAN HAYES ASSOCIATES					\$6,000.00
KAYANI ILSE					
KAYANI ILSE	09/10/2025	1027-1029-1105 2025	EGCL	AS PROGRAM	200.00
Total for KAYANI ILSE					\$200.00
KEVIN KUHNE					
KEVIN KUHNE	09/10/2025	10/25/25	EGCL	AS PROGRAM	100.00
Total for KEVIN KUHNE					\$100.00
LANE PRESS					
LANE PRESS	09/16/2025	4754	402	POST CARDS- YOU BELONG HERE	320.00
Total for LANE PRESS					\$320.00
LEE ANNA OBOS					
LEE ANNA OBOS	09/10/2025	10-08-25	EGCL	AS PROGRAM	100.00
Total for LEE ANNA OBOS					\$100.00
Midwest Tape					
1-800-875-2785					
Midwest Tape	07/22/2025	507487277	2000001825	ADULT DVDS	26.99
Midwest Tape	08/19/2025	507619658	2000001825	ADULT DVDS	116.95
Midwest Tape	08/19/2025	507619670	2000001825	ADULT DVDS	26.99
Midwest Tape	09/05/2025	507697796	2000001825	ADULT DVDS	92.21
Total for Midwest Tape					\$263.14
Northeast Toner, Inc.					
518-899-5545					
Northeast Toner, Inc.	09/12/2025	119777	EGCL	TONERS	183.00
Total for Northeast Toner, Inc.					\$183.00
OVERDRIVE					
216-573-6886 ext.212					
OVERDRIVE	08/20/2025	01080CO25253977	1080-0012	4-ADULT EAUDIOBOOKS	240.48
OVERDRIVE	08/20/2025	01080CO25253983	1080-1012	10-ADULT EAUDIOBOOKS	617.82
OVERDRIVE	08/20/2025	01080CO25253975	1080-0012	7-ADULT EBOOKS	413.17
OVERDRIVE	08/20/2025	01080CO25253985	1080-1012	10- ADULT EBOOKS	584.70
OVERDRIVE	08/23/2025	01080DA25256279	1080-0012	1-ADULT EAUDIOBOOK	49.95

VENDOR	DATE	NUM	MEMO/DESCRIPTION		AMOUNT
OVERDRIVE	08/26/2025	01080DA25259122	1080-0012	2-ADULT EBOOKS & 2-ADULT EAUDIOBOOKS	282.26
Total for OVERDRIVE					\$2,188.38
RCS Community Library					
RCS Community Library	08/19/2025	383786	381261****	2936 SIX EVOLUTIONS MUSIC CD LOST/PAID	12.99
Total for RCS Community Library					\$12.99
RESERVE ACCT. (POSTAGE METER)					
RESERVE ACCT. (POSTAGE METER)	09/09/2025	090925	41651340	POSTAGE METER REFILL FOR SEPT/OCT 2025	300.00
Total for RESERVE ACCT. (POSTAGE METER)					\$300.00
STAPLES					
1-877-826-7755					
STAPLES	08/26/2025	6040730057	1008052	MAINTENANCE SUPPLIES	204.41
Total for STAPLES					\$204.41
THE TINKERS'					
THE TINKERS'	09/16/2025	K7431883	EGCL	SNOWBLOWER TUNE-UP	177.00
Total for THE TINKERS'					\$177.00
U.S. GRANT COTTAGE HISTORIC SITE					
U.S. GRANT COTTAGE HISTORIC SITE	09/10/2025	10/05/25	EGCL	AS PROGRAM	150.00
Total for U.S. GRANT COTTAGE HISTORIC SITE					\$150.00
TOTAL					\$19,536.59

Note

Payment Approved / /

President, Library Board of Trustees: _____



East Greenbush Community Library

Budget vs. Actual (January 1- September 17, 2025)

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges	10,016.45	15,000.00	-4,983.55	66.78 %
4100 Interest & Earnings	47,906.09	30,000.00	17,906.09	159.69 %
4200 Public Funds				
4202 State Aid- LLSA	5,278.70	5,700.00	-421.30	92.61 %
4203 East Greenbush	1,995,455.00	1,995,455.00	0.00	100.00 %
4204 Rensselaer County		1,000.00	-1,000.00	
4205 Contract for Service- Schodack	400,000.00	400,000.00	0.00	100.00 %
Total 4200 Public Funds	2,400,733.70	2,402,155.00	-1,421.30	99.94 %
4410 Gifts & Grants				
4400 Restricted Gifts/Grants	49,961.00	50,000.00	-39.00	99.92 %
4401 Non-Restricted Income (G/G)	1,247.89	2,500.00	-1,252.11	49.92 %
Total 4410 Gifts & Grants	51,208.89	52,500.00	-1,291.11	97.54 %
Total Revenue	\$2,509,865.13	\$2,499,655.00	\$10,210.13	100.41 %
GROSS PROFIT	\$2,509,865.13	\$2,499,655.00	\$10,210.13	100.41 %
Expenditures				
Operating Expenses				
5000 Technology/Communications	53,503.01	115,000.00	-61,496.99	46.52 %
5010 Programming & Planning	24,102.68	34,700.00	-10,597.32	69.46 %
5020 Bks & Mat'ls (Collections)	120,381.11	161,500.00	-41,118.89	74.54 %
5030 Facilities Expenses	125,138.85	143,940.00	-18,801.15	86.94 %
5040 Professional Services	44,067.68	61,650.00	-17,582.32	71.48 %
5050 Operations	11,478.04	43,050.00	-31,571.96	26.66 %
5100 Human Resources/Staff Devt	5,522.76	7,000.00	-1,477.24	78.90 %
5200 Personnel				
5201 Benefits	167,834.58	460,895.00	-293,060.42	36.41 %
5250 Salaries	948,649.52	1,422,865.00	-474,215.48	66.67 %
Total 5200 Personnel	1,116,484.10	1,883,760.00	-767,275.90	59.27 %
Total Operating Expenses	1,500,678.23	2,450,600.00	-949,921.77	61.24 %
Total Expenditures	\$1,500,678.23	\$2,450,600.00	\$ -949,921.77	61.24 %
NET OPERATING REVENUE	\$1,009,186.90	\$49,055.00	\$960,131.90	2,057.26 %
Other Expenditures				
FR Friends Pass-through	-172.29		-172.29	
Reserve Funds	206,298.67		206,298.67	
Total Other Expenditures	\$206,126.38	\$0.00	\$206,126.38	0.00%
NET OTHER REVENUE	\$ -206,126.38	\$0.00	\$ -206,126.38	0.00%
NET REVENUE	\$803,060.52	\$49,055.00	\$754,005.52	1,637.06 %

Note

On this date, the year is 71.2% 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 September 17, 2025

	TOTAL			
	AS OF SEP 17, 2025	AS OF SEP 17, 2024 (PY)	CHANGE	% CHANGE
ASSETS				
Cash Assets				
Accounts				
Cash, Operating Accounts	1,363,628.90	1,242,287.83	121,341.07	9.77 %
Designated Board Cash Funds				
1007.00 Non-Restricted, Hurr XXX244	55,759.91	54,258.26	1,501.65	2.77 %
1008.00 Non-Restricted, Capital Reserve- XXX0228	508,141.72	175,498.36	332,643.36	189.54 %
1009.00 Non-Restricted, Operational Contingency- XXX210	405,322.77	394,407.01	10,915.76	2.77 %
Total Designated Board Cash Funds	969,224.40	624,163.63	345,060.77	55.28 %
Donor Restricted Cash Funds				
1001.00 Donor-Restricted, Gift & Grant-XXX186	22,609.47	35,654.93	-13,045.46	-36.59 %
1005.00 Donor-Restricted, Capital Reserve- XXX251	292,770.82	515,665.81	-222,894.99	-43.22 %
Total Donor Restricted Cash Funds	315,380.29	551,320.74	-235,940.45	-42.80 %
Total Accounts	\$2,648,233.59	\$2,417,772.20	\$230,461.39	9.53 %
Total Cash Assets	\$2,648,233.59	\$2,417,772.20	\$230,461.39	9.53 %
Fixed Assets	\$2,257,602.89	\$2,217,439.06	\$40,163.83	1.81 %
TOTAL ASSETS	\$4,905,836.48	\$4,635,211.26	\$270,625.22	5.84 %
LIABILITIES AND EQUITY				
Liabilities	\$19,536.59	\$71,765.55	\$ -52,228.96	-72.78 %
Equity				
3000 Retained Earnings	4,083,239.37	3,669,678.85	413,560.52	11.27 %
Net Revenue	803,060.52	893,766.86	-90,706.34	-10.15 %
Total Equity	\$4,886,299.89	\$4,563,445.71	\$322,854.18	7.07 %
TOTAL LIABILITIES AND EQUITY	\$4,905,836.48	\$4,635,211.26	\$270,625.22	5.84 %

Note
On this date, the year is 71.2 % over

Non-Restricted Funds Available: \$2,332,853.30
Donor-Restricted Funds Available: \$315,380.29

- Account Transfers to cover monthly interest and expenses:
- 1) \$35,806 from Donor-Restricted Capital Reserves to Operating (restricted capital project expenditures)
 - 2) \$1,409.22 from Donor-Restricted Capital Reserve to Non-Restricted Capital Reserve (interest)
 - 3) \$6,055.64 Donor-Restricted Gift Grant to Operating (restricted gift/grant expenditures)

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

As of September 17, 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	\$ 6,065.00	\$ 2,335.00
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	\$ 2,000.00	\$ -
FR-05-2025 YS Prog	\$ 6,500.00	\$ -	\$ 6,500.00	\$ 6,500.00	\$ -
FR-06-2025 Teen Prog/Sup	\$ 2,700.00	\$ -	\$ 2,700.00	\$ 1,376.49	\$ 1,323.51
FR-07-2025 YS Prog/Sup	\$ 3,000.00		\$ 3,000.00	\$ 1,609.09	\$ 1,390.91
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	\$ -	\$ 933.96	\$ 806.84
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	\$ -	\$ 301.53	\$ 54.74
FR-45-2024 Teen Supplies	\$ 2,000.00	\$ 816.25	\$ -	\$ 813.94	\$ 2.31
FR-46-2024 Fish	\$ 2,500.00	\$ 1,487.11	\$ -	\$ 1,007.72	\$ 479.39
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	\$ -	\$ 2,428.89	\$ 52.12
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
Flanagan Children's Programming	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 127.32	\$ 2,872.68
UHLS Equity Grant	\$ 500.00		\$ 500.00		
GRAND TOTAL	\$ 103,840.00	\$ 19,098.38	\$ 39,990.00	\$ 35,978.91	\$ 22,609.47

2025 Capital Projects Report to the Library Board

As of 09/17/2025

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	\$ -	\$ 212,298	\$ 312,620	\$ 401,941
Library Match	\$ 347,356	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 694,712	\$ 312,620	\$ 189,643	\$ -	\$ 212,298	\$ 312,620	\$ 401,941

DETAILED BUDGET- CURRENT CONSTRUCTION PROJECT			
Project Component	Budget (Including Changes)	Paid-To-Date	Status
Site Work	\$ 151,291	\$ 132,276	In progress/substantially complete. Sidewalk, grading, fabric awning complete. Landscaping TBD.
Electrical	\$ 25,814	\$ 25,814	Fully complete.
Painting	\$ 17,400	\$ 17,400	Fully complete.
Tile	\$ 38,388	\$ 38,388	Fully complete.
EIFS	\$ 125,500	\$ 119,225	Complete except punchlist.
Storefront Windows	\$ 166,305	\$ -	In progress. Windows Replaced. Waiting on front door. Exterior trim work in progress.
Interior Finished Carpentry *estimated	\$ 32,571	\$ 9,564	Interior trim work in-progress.
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	\$ 33,650	\$ 30,449	Payment for design and oversight.
Contingency	\$ 64,995	\$ -	10% remaining contingency.
TOTALS	\$ 694,712	\$ 401,941	

Assistant Director Office				
Project Summary				
Total Project Cost:	\$ 25,000	Board Approved 4/22/2025. Allocate funds from Non-Restricted Capital Reserves		
Financial Summary				
Project Component	Budget	Paid-To-Date	Remaining Project Funds	Status
Wainschaf Contract for Construction	\$ 14,127	\$ -	\$ 14,127	Contract includes: framing, walls, ceilings, carpet, painting, HVAC changes, electircal, insurance, labor. Work began 9/3/2025. In-progress.
Change Order- Add Window to Door	\$ 943	\$ -	\$ 943	
Accent Furniture Contract	\$ 9,771	\$ -	\$ 9,771	Contract includes furniture, delivery, installatio. Furniture received, waiting to schedule install. Estimated early October.
Contingency	\$ 160		\$ 160	
TOTALS	\$ 25,000	\$ -	\$ 25,000	

Air Handler Unit Replacement							
Project Summary							
Total Project Cost:	\$	70,000	Board approved 6/17/2025. Allocate funds from Non-Restricted Capital Reserves				
Financial Summary							
Project Component	Budget	Paid-To-Date	Remaining Project Funds	Status			
BPI Contract to replace AHU	\$	63,980	\$	-	\$	63,980	Ordered 7/1/2025. Still waiting for delivery and install.
Contingency	\$	6,020	\$	-	\$	6,020	
TOTALS	\$	70,000	\$	-	\$	70,000	
Capital Reserve Accounts							
Donor-Restricted: \$292,771 (fully encumbered for construction project).							
Non-Restricted Capital Reserves: \$508,142 total; \$333,460 encumbered, leaving \$174,682 unencumbered . Encumbered projects: Air Handler Unit (\$70,000), Assistant Director Office (\$25,000), Roof Project – Library Match (\$238,460).							



You Belong Here

518-477-7476 | eglibrary.org

Director's Report- September 30, 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.

Summer 2025 Visits/Hours Open/Statistical Highlights

- **Hours Open:**
 - July: 261 hours/26 days (closed Sundays and July 4)
 - August: 244 hours/25 days (closed Sundays, and Memorial Day Weekend)
- **Visitors:**
 - July: 27,259 total visits (14,853 in-person)
 - August: 22,246 total visits (12,168 in-person)
 - Total visits increased 16% over last summer
 - In-person visits up 12%; website traffic up 22%; drive-thru use continues to decline
- **Borrowing:**
 - July: 26,423 physical items (7,043 digital)
 - August: 24,720 physical items (6,986 digital)
 - Physical borrowing decreased 7%; digital borrowing increased 22% over last summer
 - Physical borrowing represents 63% of total collection use (down 7% from last summer); digital borrowing is 37% (up 7%)
- **Programs:**
 - July: 117 group programs + 462 one-on-one sessions = 6,205 total attendees
 - August: 55 group programs + 311 one-on-one sessions = 3,098 total attendees
 - Program attendance increased 36% over last summer
- **Meeting Rooms:**
 - July: Used 97 times by outside groups
 - August: Used 81 times by outside groups
 - Meeting room use by outside groups increased 47% over last summer
- **Library Cards:**
 - July: 114 new cards issued, 3,229 active card holders
 - August: 98 new cards issued, 3,278 active card holders
 - New cards rose 2%; total active use increased 1% (resident cardholders +2% and non-resident users +3%)
- **Public Computer Sessions:**



You Belong Here

518-477-7476 | eglibrary.org

- July: 1,659
- August: 1,445
- Public computer use increased 29% over last summer
- **Wireless Sessions:**
 - July: 1,271
 - August: 1,085
 - Wireless sessions decreased 10% over last summer

We thank the Friends for all of their year-round fundraising efforts that make such a robust summer possible for our community.

Strategic Plan Progress

GOAL 1: Build Community Connections

Increase opportunities and methods for community members to offer feedback.

- In July we learned that the Public Library Association (PLA) would discontinue *Project Outcome* as of July 31. For several years, we relied on this tool for seasonal reading challenge data. Staff quickly transitioned to Microsoft Forms, updating all links in time for summer programs.
- Summer Reading Survey Results: 58 adult responses and 165 youth responses.
 - 89% reported learning something new
 - 92% want to use the library more often
 - Feedback consistently asked for “more”- more author events, birding workshops, music concerts, ASL classes, reading programs, afternoon activities for kids, weekend storytimes and events, more museum passes, books, and family activities.
- Attendance reflected demand:
 - Attendance increased 36%
 - We offered 19% more children’s programs
 - The programming budget increased 39%
 - Staffing reached capacity, even with added outside presenters. To diversify offerings and timing, tradeoffs will be required, as personnel remain finite.
- Circulation trends:
 - Physical borrowing decreased 7% despite a 6% budget increase for physical collections.
 - Digital borrowing rose 22% over last summer.
 - The divergence- higher program attendance and foot traffic, alongside declining physical borrowing highlights a shift in community behavior we will continue to monitor.
- Takeaway: These trends highlight a growing preference for shared experiences and digital resources over physical borrowing, aligning with our strategic plan priorities to build community connections, promote literacies in all forms, and adapt staffing, space, and budget accordingly.
- Selected patron feedback:
 - "I liked how there is an activity for everyone"
 - "Helps to motivate me not only to read more but to get to the library more often"
 - "I liked learning about the online services the library offers"
 - "Puzzlepaloosa"
 - "Accessible for working adults who have limited time"
 - "The challenge made reading more fun by reading a variety of books"
 - "I liked learning about Novelist and Creativebug"
 - "The books per day challenge was great motivation"



You Belong Here

518-477-7476 | eglibrary.org

- “Getting new books each week and finding Fable the Fox”
- “Programs for tweens and teens are amazing!”
- Patron quotes:
 - Child reading the words above the Children’s Library entrance: “It says, “You can have fun!”
 - Young participant at Yoga for Littles “I don’t want to leave yoga!”
 - Grandmother: “This library is so warm and welcoming- I prefer it over the others.”
 - Child, staring at the chicken eggs in the incubator: “I hope they turn into omelets.” (confirmed by sibling: “she really likes omelets.”)
 - Mother: “We’ve been to all the libraries in the area, and this one is the best by far!

Identify current underserved communities and craft initiatives to increase usage by identified groups.

- Multilingual access: Library card applications are now available in English, Spanish, Urdu, and Chinese. An ENL teacher at Red Mill sent a letter of appreciation.
- Know Your Rights Materials: UHLS provided cards in English, Spanish, Urdu, and (simplified) Chinese. Cards are posted in the Children's playroom, the circulation desk, the reference desk, the main library with the ENL collection, and in the Hurr Room, where our ENL classes meet.
- High-demand tech support: The reference desk continues to see heavy printing needs. In July, librarians assisted patrons with 1,011 print jobs totaling 3,300+ pages, the highest month this year.

GOAL 2: Engage With Your Community

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

- New resident outreach: A “New Resident” postcard introducing the library will be mailed to 80 households using the Town Assessor’s list.

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

- NYS Department of Tax & Finance (Partner Site): Representatives toured the library and were impressed with space and parking. They hope EGCL will be the primary site east of the Hudson for the Tax Preparation Assistance Program. Pros/cons are under review before proceeding. Notably, NYS T&F indicated willingness to offer Saturday and after 5 p.m. hours, improving access for working patrons.

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

- Back-to-school supply drive: Began collecting supplies for CoNCERNS-U (Community Network of Schodack, East Greenbush, Rensselaer, Nassau & Sand Lake). Donations will support 244 children served at the Regional Food Bank in Rensselaer.

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.

- Sensory-friendly supports: Donation from Bring on the Spectrum (BOTS) included fidget bags, noise-reducing headphones, liquid-filled sensory floor tiles, and varied seating (sit-and-twist, wiggle wedge, core disk, HowdaHug chair). These will be available during programs to support neurodivergent patrons.

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



You Belong Here

518-477-7476 | eglibrary.org

- Targeted outreach: In July, staff delivered the Welcome brochure and events calendar to Spinney, Horizon Ridge, Hilltop, Forrest Pointe, Millcreek, and Greenbush Terrace apartments; managers committed to sharing with residents.
- Summer Reading 2025 – “Color Our World”:
 - Registrations: 973 total
 - 221 adults; 646 kids; 85 teens; 21 staff
 - Activities highlighted services: Library of Things suggestions, novellas, One Stop Career Center, NovelList, “color in the title” books, and program attendance.
 - Community-building prompts invited favorite library memories and shelf-talkers at the Reference Desk.
 - Program highlights: Chris Thomas & Ongwe’hon:wehkah Dancers (Onandaga Nation), the Whalemobile, Messy Mondays/Monday Madness, the chickens (community-wide enthusiasm despite technical hiccups—kudos to Selena!), and Find Fable (popular with patrons and host businesses).
- Collections & discovery: In-library displays supported challenge themes (novellas; “color in the title”).
- Technology: Worked with UHLS to launch the new catalog app in July.

Increase circulation of diverse resources and materials.

- New UHLS App (July): Worked with UHLS to launch new app for the library catalog.
- We created in-library book displays to support activities in our Summer Reading Challenge, including novellas and books with a color in the title.

GOAL 4: Promote Literacies

Increase opportunities for hands-on and intergenerational learning.

- Year-long Adult Reading Challenge: Strong response in year one; AIS will launch a new year-long challenge in January 2026 (replacing the Winter Reading Challenge) with prompts that highlight collection diversity.
- Summer program highlights: Haudenosaunee Smoke Dancers (54), Whalemobile (62), Preschool Reptiles (108), Pokeday (107). The runaway hit: the chicks—families continue to ask about them.

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

- Website update project (July–August): Marketing continues fine-tuning the new site for launch before year-end. Meanwhile, the current site was adjusted for improved mobile navigation. Website traffic increased 22% over last summer.

Increase community partnerships with educational institutions

- EGCS: The library attended the East Greenbush Central School District’s strategic planning meeting.

GOAL 5: Advance Local Economic Vitality

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

- Summer Reading sponsors: Friends of the Library, Stewart’s, Fun Plex, WildPlay Thacher, Guptill’s Roller Skating Arena, VIA Aquarium.
- Find Fable hosts: Stewart’s, Becker’s Farm, Hannaford, Fun Plex, East Greenbush Bowling Center.
- Chamber engagement: Attended “End of Summer Sip” on Aug 21 (40 attendees). Library will attend “1 Million Cups” for entrepreneurs in October.



You Belong Here

518-477-7476 | eglibrary.org

- Workforce support: Attendance at the Rensselaer County One Stop satellite office remains uneven (August: 1 attendee despite four bookings).
- Teen workforce readiness: 101 teens volunteered for 700+ hours. Staff emphasized direct teen communication for scheduling to build job-readiness skills.

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

- Business outreach: Delivered the Welcome brochure and events calendar to Coleman Real Estate, Vera Cohen Real Estate, and Reliable Properties Management Group. Strong reception: Vera Cohen noted she is “always looking for added value” for clients.
- Business Services brochure: New brochure outlines resources and services for small business owners.
- Community engagement via Find Fable: Families loved the six-business scavenger format; most hosts were reluctant to give Fable up. One lucky winner will take her home.

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

- Upcoming event: Partnering with the Rensselaer Chamber of Commerce to host a fall networking event at the library (date TBD).

Operations

- Personnel
 - Catherine Snow appointed Assistant Library Director, Public Services (July 21); opening created for FT Librarian II (Head of Adult).
 - Isabella Coleda welcomed as a PT Cleaner (Building Maintenance) (July 30).
 - Elizabeth Keville, FT Library Assistant (Youth) moved to Substitute Library Assistant (Aug 25).
 - Molly Gavett welcomed as FT Library Assistant (Youth) (Sept 3).
 - Irene Cunningham welcomed as FT Librarian II (Head of AIS) (Sept. 29).
 - Retirement: Mary Ann Whelden, FT Library Clerk (Borrower Services) (Sept. 29); position posted; interviews being scheduled.
 - Continuous Recruitment: Postings for Substitute Library Clerk, Substitute Library Assistant, and Substitute Librarians will be posted shortly. Our current substitute list has shortened both in scope and availability.
- Facilities
 - Assistant Director Office: Carpet, walls, and electrical substantially complete; awaiting door window and list. Office furnishing scheduled for October (repurposing current furniture from Director’s office to AD office; new layout facing door in both offices).
 - Windows: Windows have been installed; EIFS work complete. Awaiting entryway carpet installation and front entry storefront system replacement as well as miscellaneous punch-list items.
 - Construction Grant Proposal: The roof replacement project proposal was submitted to UHLS and has received preliminary funding notification. UHLS will forward the application to NYS in early October. The NYS Division of Library Development and DASNY will review the application before issuing a formal award notification.

Incidents

- Safety and Security: No major incidents to report.

Statistical Comparison							
East Greenbush Community Library	Jul-24	Jul-25	Aug-24	Aug-25	Summer 2024	Summer 2025	Change
Building Visits Number of patron visits to the library building	12,389	14,302	10,693	11,710	23,082	26,012	+ 12.7%
Drive-Thru Visits Number of patrons who use the drive-thru window to borrow materials	533	551	545	458	1,078	1,009	- 6.4%
Website Users Number of people who initiated at least one session on eglibrary.org during a given month	9,873	12,406	8,532	10,078	18,405	22,484	+ 22.2%
Physical Materials Use Number of checkouts plus renewals made at the library	28,643	26,423	26,340	24,720	54,983	51,143	- 7.0%
Digital Materials Use Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)	6,786	7,043	6,817	6,986	13,603	14,029	- 3.1%
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	3,424	8,179	6,985	7,203	10,409	15,382	+ 47.8%
WiFi Use Number of unique daily WiFi patron at the library	1,302	1,271	1,302	1,085	2,604	2,356	- 9.5%
Public Computer Use Number of computer sessions at the library	1,209	1,659	1,198	1,445	2,407	3,104	+ 29.0%
Program Attendance Number of attendees at programs held inside the library location or in a library virtual space	4,479	6,205	2,350	3,098	6,829	9,303	+ 36.2%
Meeting Room Use by Outside Groups Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members	56	97	65	81	121	178	+ 47.1%
New User Accounts (library card registrations) Number of library cards newly created (online & in-person registrations)	113	114	94	98	207	212	+ 2.4%
Monthly Active Library cardholders (retention) Average number of cardholders who actively used their library card per month	3,214	3,229	3,205	3,278	6,419	6,507	+ 1.4%
Number of Programs Adult	30	29	23	24	53	53	+ 0.0%
Program Attendance Adult	497	652	289	402	786	1,054	+ 34.1%
Number of Programs Youth	64	82	30	30	94	112	+ 19.1%

Program Attendance Youth	2,940	4,801	1,729	1,665	4,669	6,466	+	38.5%
Number of Programs All Ages	Unavailable	6	Unavailable	1	Unavailable	7		
Program Attendance All Ages	Unavailable	290	Unavailable	720	Unavailable	1,010		
East Greenbush Community Library	Jul-24	Jul-25	Aug-24	Aug-25	Summer 2024	Summer 2025		Change
1-1 Programs (<i>Books with Wheels, Take & Make, Notary, Book a Librarian</i>)	Unavailable	462	Unavailable	311	Unavailable	773		
Youth Physical Item Circ	16,979	15,225	15,569	14,178	32,548	29,403	-	-9.7%
Youth Digital Materials Circ	1,135	1,036	1,103	552	2,238	1,588	-	-29.0%
Adult Physical Item Circ	11,664	11,198	10,771	10,542	22,435	21,740	-	-3.1%
Adult Digital Materials Circ	5,651	5,996	5,714	3,468	11,365	9,464	-	-16.7%
Registered Resident Borrowers	5,393	5,518	5,406	5,503	10,799	11,021	+	2.1%
Registered Non-Resident Borrowers	1,952	2,003	1,953	2,009	3,905	4,012	+	2.7%
Physical Items Circ at Checkout Desk	26,801	24,655	24,564	23,209	51,365	47,864	-	-6.8%
Physical Items Circ at Drivethru Window	1,842	1,768	1,776	1,511	3,618	3,279	-	-9.4%
Total Visits (website, library, drive-thru)	22,795	27,259	19,770	22,246	42,565	49,505	+	16.3%



You Belong Here

518-477-7476 | eglibrary.org

Personnel Memo

September 30, 2025

Submitted by Jill Dugas Hughes

Resignation:

- N/A

Retirement:

- Mary Ann Whelden, Library Clerk (full-time, effective 9/29/2025)

Termination:

- N/A

Classification Change:

- Catherine Snow, Librarian II (full-time), moved to Assistant Director- Public Services (full-time, effective 7/21/2025).

Provisional Appointment:

- Isabella Coleda, Cleaner (part-time, effective 7/30/2025)
- Molly Gavett, Library Assistant (full-time, effective 9/3/2025).
- Irene Cunningham, Librarian II (full-time, effective 9/29/2025).

Current Open/Unfilled Positions/Organizational Chart Changes

- Library Clerk (full-time, effective 9/29/2025)

Public Library Construction Program Application Form

Project Number	0386 -26 -1783
Institution	East Greenbush Community Library
SEDREF Institution ID:	800000039610
Project Title	Roof Replacement
Library or System Name:	East Greenbush Community Library
Physical Address:	10 Community Way East Greenbush NY 12061
Mailing Address:	10 Community Way East Greenbush NY 12061
County:	Rensselaer
Director of Institution:	Jill Dugas Hughes
Title:	Library Director
Email:	director@eastgreenbushlibrary.org
State Judicial District: 3	State Assembly Districts: 107 108
State Senate Districts: 43	State Congressional Districts: 20 21
FEIN #: 141424197	School District: East Greenbush Csd
Public Library System:	Upper Hudson Library System
<p>NOTE: The institutional information listed above is pulled from the SEDREF database. SEDREF is the single authoritative source of identifying information about institutions which the NYS Education Department determines compliance with applicable policy, law and/or regulation.</p> <p>If your institutional or director information is incorrect, please contact us at ldconstruction@nysed.gov</p>	

Coordinated Projects					
Is this application for a coordinated project?	No				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Library ID</th> <th style="width: 15%;">Library Name</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> </tr> </tbody> </table>	Library ID	Library Name			
Library ID	Library Name				
<p>Building Information - Provide the following information for the building that is the subject of this application. In almost all cases, this will be the legal name of the library.</p>					
*Building Name:	East Greenbush Community Library				
*Street Address:	10 Community Way				
*City:	East Greenbush				
*State:	NY				
*Zip Code:	12061				
*Building Type					
Main Library					

Library building is or will be accessible to persons with disabilities:	
Physical access:	true
Program access:	true
Library building is:	
Owned by applicant.	
Library site is:	
Owned by applicant.	
*Date of initial construction of library building (yyyy).	2001
*Number of floors.	1
*Square footage of building.	22000
*The building is designated a historic landmark.	false
The building is in a historic district.	false
The building is over 50 years old.	false
Does your Project involve ground disturbance?	false
If your project is exempt from SHPO, please state the reason and cite the language from Attachment 1 which provides evidence for the exemption. If you are unsure that your project activity is exempt please contact SHPO.	building less than 50 years old, no ground disturbance, replacement of current flat roof
Has SHPO determined that the library building was not eligible for the National Registry?	false
If your library building is 50 years old or older, and/or the project involves ground disturbance and/or demolition, please see the Construction SHPO webpage to determine if your project requires a SHPO approval. If appropriate, an approval letter from SHPO must be attached your construction aid application as a signed PDF. If your project is exempt from SHPO according to the categories in Attachment 1 please state the reason in the appropriate box on the application form.	
This library is owned by a	

school District.	false
Which school district? (if applicable):	
The total cost of this project will exceed \$10,000.	false

Note: If the library building is owned by a school district and the cost of this project will exceed \$10,000, the applicant must contact SED Office of Facilities Planning and include an OFP Certificate of Project Approval with this application.

Project Details

Project Title	Roof Replacement
Construction Project Manager (must be Library Staff or Board Member)	
Name:	Jill Dugas Hughes
Phone (###-###-####):	518-477-7476 109
E-mail:	director@eglibrary.org

Library Director

Name:	Jill Dugas Hughes
Phone (###-###-####):	518-477-7476 109
Email:	director@eglibrary.org

Additional Contact Person

If the Project Manager and the Library Director are the same person, please add contact information for a second person to receive important messages from Library Development about the project.

Name:	Jenna Schmonsky
Phone (###-###-####):	518-477-7476 133
Email:	schmoj@eglibrary.org

Construction project application is for (select all that apply):

New Construction: false	Building Expansion: false
Site Acquisition: false	Renovation/Rehabilitation: true
Energy Conservation: false	Accessibility: false
Safety: false	Broadband: false
Will the library's completed project require a local Certificate of Occupancy?	false

Estimated Project Costs

a. Total Project Cost NOTE: If the project for which funding is being requested (b) is part of a larger comprehensive project, list the Total Project Cost of the larger project in "a". If the project for which funding is being requested (b) is not part of a larger project, "a" will equal "b".	\$586,940
b. Cost of Project for Which Funding is Being Requested	

Public Library Construction Program Project Narratives

Project Number 0386 -26 -1783

Institution East Greenbush Community Library

Project Title Roof Replacement

Project Abstract

Remove existing EDPM roof system and replace with new roof system.

Description of Project

The East Greenbush Community Library is requesting funding to replace the building's aging flat membrane roof.

The library's roofing system consists of flat single-ply membrane (EPDM) sections and curved metal roof sections, all original to the 22-year-old building. The existing EPDM roof—primarily over the main library area and transom window sections—has exceeded its typical 15–30 year lifespan and is now experiencing water intrusion. Issues include deteriorating cap fascia causing water to drip down walls and corners, multiple vulnerable joints at parapet transitions, and runoff from the curved roof damaging the building's Exterior Insulation and Finish System (EIFS). The curved metal roof, expected to last 30–70 years, remains in good condition and will not be replaced.

The scope of work includes full demolition of the existing EPDM roof, insulation, and flashing, followed by installation of a new 60 MIL EPDM roofing system with R-30 insulation. Additional improvements include:

- Installing a gutter and downspout system on the north roof to improve drainage;
- Extending the fascia to direct water further from the building envelope;
- Eliminating traditional flashing at transitions in favor of vertically extending the roofing membrane for better waterproofing;
- Resetting all roof drains, coping, and flashing.

The roof replacement will extend the building's lifespan and prevent further water damage. By addressing structural needs the library will be better positioned to serve the community now and into the future.

NOTE: This system will populate this field with the total 'Cost' of all budget records entered on the Project Budget pages.	\$586,940
c. Amount of Public Library Construction Funds requested for this Project (cannot be more than 50% of the amount in question b or 75% or 90% if you qualify for the Reduced Match.) Note: Contact your System regarding eligibility for reduced match. 75% Maximum Request: \$440,205 90% Maximum Request: \$528,246	\$348,480
d. This project is or was funded, in whole or in part by funds secured through the issuance of tax exempt bonds, bond anticipation notes, or revenue anticipation notes.	false
Timeframe (mm/dd/yyyy)	
This project is expected to start on or before:	10/15/2025
This project was/will be started on 10/15/2025 and is not complete at the time of this application. (NOTE: If the project has not started yet, the start date above should be the same as the expected start date from question 1).	
This project is expected to be completed by: (Project cannot be completed before application date due to your system.)	12/01/2026

Impact of Project

Protecting Public Investment and Infrastructure:

Replacing the aging EPDM roof with a new 60 MIL membrane, upgraded insulation, improved drainage, and updated flashing will create a water-tight, energy-efficient building envelope with a 30-year lifespan. The addition of higher R-value insulation will reduce heat loss in winter and heat gain in summer, lowering energy use and utility costs. This investment preserves the library's structural integrity, prevents costly damage, and ensures the facility remains safe, sustainable, and fully functional without disruption. It supports the library's strategic goal to *Build Community Connections* by maintaining a welcoming and secure environment for all.

Advancing Economic Vitality and Sustainability:

A well-maintained, energy-efficient facility contributes to another one of the library's strategic goals; *Advancing Local Economic Vitality* by ensuring reliable library operations, supporting workforce development programs, and creating a comfortable environment that encourages community participation. At the same time, sustainability improvements reduce the library's environmental footprint, demonstrating leadership in cost-effective and environmentally sensitive building practices.

Through these targeted investments, the library positions itself for sustainable growth, operational excellence, and continued service innovation in the years ahead.

Timetable

Fall/Winter 2025-2026:

The project will begin by finalizing architectural and roofing plans, selecting contractors, obtaining necessary permits, and preparing for construction.

Spring 2026:

The removal of the existing EPDM roofing membrane, insulation, and flashing will take place first followed immediately by installation of the new 60 MIL EPDM roofing system with upgraded insulation, flashing, gutters, downspouts, and fascia extensions.

Fall 2026:

Final inspections, punch-list completion, site cleanup, and project closeout will occur,

with all work fully completed by the end of Fall 2026.

Budget Narrative

Roof Replacement – \$466,000

The largest portion of the budget is allocated to the removal and replacement of the aging EPDM flat roof. The existing membrane, insulation, and flashing will be demolished and replaced with a new 60 MIL EPDM roofing system with R-30 insulation. The scope includes resetting roof drains, extending fascia to divert water away from the building, and eliminating vulnerable flashing transitions in favor of continuous vertical membrane coverage. A new gutter and downspout system will be installed at the north roof to improve drainage. These upgrades will result in a water-tight building envelope with an expected 30-year lifespan, ensuring the building remains safe, open, and functional.

Architectural Services- \$28,000 (includes field documentation, schematic and design development, construction documents, bidding, and architectural construction administration)

Construction Management- \$42,940

Includes construction administration services required for design, permitting, bid review, and oversight to ensure high-quality execution and compliance with local and state requirements. This includes a construction superintendent on sight during the construction project (\$18,400) and 5% construction management advisor fee to manage the entire project process (\$24,540)

Contingency- \$50,000

Given the age of the facility and potential for unknown conditions during roof removal, as well as unpredictability of tariffs, we have included contingency funds to address unforeseen issues without impacting project scope or quality.

Total Estimated Project Cost: \$586,940

This budget represents a responsible investment in the building's infrastructure. It reflects the library's commitment to long-term stewardship of public assets while

improving services in alignment with its 2023–2028 Strategic Plan.

This project will be paid using grant funding, \$348,480 (59.37% of total project cost) and the Library's share funding (\$238,460).

Public Library Construction grant program**Project Budget**

Project Number 0386 -26 -1783

Institution East Greenbush Community Library

Project Title Roof Replacement

Purchased Services Expenses

Service Type	Consultant/Vendor	Description		
Roof Replacement	Star Roofing	Roof Replacement System		
Cost	AmtApproved	ExpSubmitted	ExpApproved	
\$466,000	\$0	\$0	\$0	
Service Type	Consultant/Vendor	Description		
Construction Managment	Wainschaf	Construction management/coordination		
Cost	AmtApproved	ExpSubmitted	ExpApproved	
\$42,940	\$0	\$0	\$0	
Service Type	Consultant/Vendor	Description		
Architectural Services	Hyman Hayes Associates	Architectural Services		
Cost	AmtApproved	ExpSubmitted	ExpApproved	
\$28,000	\$0	\$0	\$0	
Service Type	Consultant/Vendor	Description		
Contingency	Wainschaf	Roof Project Contingecy		
Cost	AmtApproved	ExpSubmitted	ExpApproved	
\$50,000	\$0	\$0	\$0	
Purchased Service Totals				
Cost	AmtApproved	ExpSubmitted	ExpApproved	
\$586,940	\$0	\$0	\$0	

Supplies & Materials Expenses**Equipment Expenses****Grand Total**

Cost	AmtApproved	ExpSubmitted	ExpApproved
\$586,940	\$0	\$0	\$0

Public Library Construction Program
Additional Sources of Funding

Project Number 0386 -26 -1783
Institution East Greenbush Community Library
Project Title Roof Replacement

Fund Source	Description	Amount
Library Capital Funds	Non-Restricted Capital Reserves	\$238,460.00



You Belong Here

518-477-7476 | eglibrary.org

Services Committee Minutes

8/4/2025 • 5:30 PM

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

Excused: Katie Sheehan (Chair – Vice President)

ACTION ITEMS:

- Library Card Policy (distributed 2/27)
- New UHLS App
- UHLS Equity Challenge
 - a. Meet a Trustee date
- Succession Planning Policy (distributed 4/7)

1) Trustee Candidates Forum:

A “meet the candidate” virtual event is tentatively scheduled for Thursday, October 23 from 7:30-8:30 p.m. This event will be livestreamed on YouTube.

2) Library Card Policy:

The committee explored the potential benefits of extending library card access to businesses. Additional research is necessary to reach a consensus. The committee decided to offer an East Greenbush library card to people who attend or work in the East Greenbush Central School District or other schools within the Town of East Greenbush.

Motion: The Services Committee moves to recommend the approval of the Library Card Policy as amended.

3) Meet a Trustee Event:

A date will be discussed and determined by both committees.

4) East Greenbush Police Department Potential Land Purchase:

The committee discussed the potential land purchase. There’s no clear majority to move forward with the land purchase.

Next Meeting Action Items:

- Succession Planning Policy
- Protecting Vulnerable Populations Policy (distributed 8/1)
- Group Visits Policy (distributed 8/1)

DRAFT Revised Library Card Policy

Draft Revisions presented to Services Committee on February 27, 2025. Revised August 4, 2025 and recommended by committee for full board approval.

General Policy Statements

Library cards are necessary to borrow materials from the library or access online resources.

A library card is your passport to a vast network of public library resources and services.

East Greenbush Community Library uses the automated system operated by the Upper Hudson Library System (UHLS) and shared by UHLS member libraries www.uhls.org. Reciprocal agreements among UHLS libraries allow residents to borrow and return most items to the most convenient library. Each library is independent and borrowing rules may be different. Some services in UHLS are library-specific and not available to patrons of all member libraries.

A library card must be presented when checking out materials. Once a card has been issued, a library card holder may present their current photo ID with their current address in lieu of a library card.

Individuals may have only one card number. The library will merge or delete the records of any user found to have multiple active cards. Cardholders are responsible for all materials borrowed on their card, all use of the card, and all charges accrued. Parents/guardians of children under 16 who have library cards are responsible for materials borrowed on those cards.

When applying for a library card an applicant must show proof of identification and proof of address.

- Proof of ID: Photo ID, credit/debit card, health/vehicle insurance card, school ID, work ID, or notarized document.
- Proof of address: (all must be current/non-expired): Photo ID, mail with postmark last 30 days, lease, bills with name/address, insurance policy, pay stub, motor vehicle registration, personal checks with address, report card, or notarized document.

If proof of address is not available a temporary card may be issued until proof of address is provided, or the library may mail a card to the address provided. Temporary status will be changed to permanent once they return to library with the card. Temporary cards are limited to three checkouts (no specialty items) and expire after 30 days; which may be extended if needed.

Applicants may also sign up online at <https://sierra.uhls.org/selfreg>. Cards must be picked up at the library within 15 days to remain valid.

For full card privileges, proof of address is required. Library Cards are valid for a period of three years and are eligible for renewal for an additional three years.

Library cards can be renewed or updated by phone when the patron supplies the library card number and all requested information. Cards are available immediately at the library.

Cardholders are required to report a change in name, address, or contact information promptly. If a card is reported lost, it will be deactivated but the patron remains responsible for items previously borrowed.

All materials borrowed must be returned on, or before, the close of business on the due date. The East Greenbush Community Library drive-thru book-drop is open 24 hours for your convenience. UHLS offers universal returns. Most circulating material can be returned to any UHLS library. Specialty Items, including Inter-Library Loans, must be returned to the East Greenbush Community Library. Items not returned are billed according to their cost to the library. Replacement items are not accepted unless previously agreed upon by the director or designee. Payments of any fees may take place at any UHLS member library, or online.

Subject	East Greenbush Card	UHLS Card	UHLS MyCard
Library Card Registration	<p>Free to any individual who resides, or pays taxes in the East Greenbush Community Library taxing district or Town of Schodack. Cards expire and must be renewed every three years.</p> <p>Free to any individual who volunteers or works at the East Greenbush Community Library, attends or works at the East Greenbush Central School District or other school within the Town of East Greenbush.</p> <p>Cards expire and must be renewed yearly.</p> <p>Free to partner educational agencies with verified employment. Cards expire and must be renewed yearly.</p> <p>Those that live outside the UHLS area may purchase a temporary card at the price established by our Fee schedule. Cards expire and must be renewed yearly.</p> <p>All ages eligible. Youth under age 16 must have their application completed and signed by a parent or guardian, who provides acceptable identification for them.</p>	<p>Free to residents residing in a community served by a UHLS library.</p> <p>All ages eligible. Youth under age 16 must have their application completed and signed by a parent or guardian, who provides acceptable identification for them.</p> <p>UHLS library cards expire and must be renewed every three years.</p>	<p>The UHLS MyCard is a fine-free, limited-access library card for youth. It is intended to address multiple barriers to serving youth and families, including:</p> <ul style="list-style-type: none"> Barriers to access related to fines (e.g. computer access, checking out materials) Parents not present for a child's library card registration Previous fines on a child's card <p>Free for youth residing in a community served by a UHLS library.</p> <p>Applicants 18 and under who are applying for a limited use, UHLS Youth Only MyCard, need to provide name, address, and date of birth.</p> <p>UHLS library cards expire and must be renewed every three years.</p> <p>Youth ages birth to 18 can register unaccompanied, or with the help of a caregiver or relative who is not the child's parent/guardian.</p> <p>This card may be used at all UHLS Libraries except for the Colonie Town Library.</p>
Fees	Card blocked at \$10 or more in replacement costs or fees	Card blocked at \$10 or more in replacement costs or fees	Card blocked at \$10 or more in replacement costs or fees

	Fees vary according to individual library rules and UHLS resource sharing rules. The East Greenbush Community Library Fee Schedule is applicable for items which are checked out from the East Greenbush Community Library	Fees vary according to individual library rules and UHLS resource sharing rules. The East Greenbush Community Library Fee Schedule is applicable for items which are checked out from the East Greenbush Community Library	Fees vary according to individual library rules and UHLS resource sharing rules. The East Greenbush Community Library Fee Schedule is applicable for items which are checked out from the East Greenbush Community Library
Limits on # of Materials Borrowed	Unlimited checkouts	Unlimited checkouts	Limited total items: Can only have 3 items checked out on their card at a time
Subject	East Greenbush Card	UHLS Card	UHLS MyCard
Types of Items for Borrowing	All borrowable materials.	All borrowable materials except Museum Passes, ILL, and Hot off the Press. Active paid members of the Friends of the East Greenbush Community Library have access to all lending collections.	Only items eligible to be borrowed are books (any age level), juvenile and young adult (teen) audiobooks, and juvenile and young adult (teen) DVDs.
Databases/Digital Content	East Greenbush Community Library and UHLS subscription databases and digital content	UHLS subscription databases and digital content	UHLS subscription databases and digital content
Interlibrary Loan	Nationwide	UHLS Libraries	UHLS Libraries
Program Registration	Unlimited except by program capacity	Preference may be given to resident cardholders	Preference may be given to resident cardholders

Adopted by the Library Board of Trustees 6/14/2010

Amended 9/17/2019



You Belong Here

518-477-7476 | eglibrary.org

Administrative Committee Minutes

8/4/2025 • 7:00 PM

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

ACTION ITEMS:

- Final Draft Reserves Policy (distributed 6/2, updated 8/1)
- Facilities Updates
 - Assistant Director Office
 - Construction Grants
 - Air Handler Repair, Controls Repair
- Personnel Update

1) East Greenbush Police Department Potential Land Purchase:

The committee discussed the potential land purchase. Like the Services Committee, there's no clear majority to move forward with the land purchase.

2) Final Draft Reserves Policy:

A procedure on creating a new reserve account has been added to the reserves policy.

Motion: The Administrative Committee moves to recommend approval of the Reserves Policy as amended.

3) Facilities Update:

Assistant Director Office – Construction will begin soon in coordination with the remainder of the window installation. Permits have been received, and furniture has been ordered.

Construction Grants – The preliminary grant for the roof and Assistant Director's office has been submitted. The final grant deadline is September 1.

Air Handler Repair and Controls Repair – Parts are underway to replace the air handler unit.

The Hurr Room system itself works, but the control system that monitors everything isn't working properly. The issue is being addressed.

4) Personnel Update:

An internal candidate was hired as Assistant Director and will continue handling both roles until a Librarian II is hired in Adult & Information Services; applications are currently being



You Belong Here

518-477-7476 | eglibrary.org

accepted. A part-time Maintenance Worker has been hired, and interviews for a full-time Library Assistant in Youth & Family Services are underway.

Upcoming Events/Meetings:

Meet the Trustee Event – TBD

Public Hearing on 2026 Budget – Thursday, October 16

Friends Fundraiser Night at the Library – Saturday, October 18

Trustee Petition Deadline – Monday, October 20

Board of Trustees Meeting – Tuesday, October 21

Trustee Candidate Forum – Thursday, October 23

Next Meeting Action Items:

- ADA-Facilities Checklist

DRAFT Reserves Policy

Presented to Administrative Committee On June 2, 2025, Revised August 1, Recommended by committee for full board approval on August 4, 2025.

Purpose

This policy establishes guidelines for the use, monitoring, and replenishment of reserve funds held by the East Greenbush Community Library. These reserves ensure responsible stewardship of resources and support the Library's long-term financial stability. Reserve funds provide financial resources for emergencies, planned capital projects, special initiatives, and donor-restricted purposes.

Fund Categories and Guidelines

1. Non-Restricted Hurr Fund

- **Purpose:** A flexible reserve from the Estate of Ruth Hurr, intended to support initiatives consistent with the Library's mission, strategic goals, or emergent opportunities.
- **Use of Funds:** May be used at the discretion of the Board for projects, strategic priorities, or unanticipated needs not covered by the annual operating budget.
- **Oversight:** Use of this fund requires Board approval.
- **Replenishment:** Contributions may be made through surplus operating funds, investment income, or transfers as approved by the Board.
- **Interest Earned:** Interest earned will be deposited in this account.

2. Non-Restricted Capital Reserve

- **Purpose:** To support planned or emergency capital needs, including building repairs, renovations, infrastructure upgrades, and equipment replacement.
- **Use of Funds:** For non-recurring expenditures that improve, replace, or extend the useful life of library facilities and systems.
- **Oversight:** Expenditures must be approved by the Board in alignment with the Library's Capital Improvement priorities.
- **Replenishment:** May include annual budget allocations, surplus funds, or transfers as approved.
- **Interest Earned:** Interest earned will be deposited in this account.

3. Non-Restricted Operational Contingency Fund

- **Purpose:** To provide a financial cushion in the event of revenue shortfalls, cash flow deficits, unexpected cost increases, or emergency operational needs.
- **Target Balance:** Equivalent to 3–6 months of average operating expenses.
- **Use of Funds:** Limited to short-term operating needs when other funding is not immediately available.
- **Oversight:** Board approval is required to access this fund.

- **Replenishment:** May include annual budget allocations, surplus funds, or transfers as approved. A minimum balance equivalent to 3 months operating expenditures must be maintained.
- **Interest Earned:** Interest earned will be deposited in this account.

4. Donor-Restricted Gift & Grant Fund

- **Purpose:** To manage funds received with donor-imposed restrictions for specific programs, services, or time-limited initiatives.
- **Use of Funds:** In accordance with the terms established by the donor or grantor.
- **Oversight:** Managed by the Library Director or designee with oversight from the Board. Expenditures must comply with all restrictions.
- **Replenishment:** Not applicable unless replenished by additional gifts or grants.
- **Interest Earned:** Interest earned will be deposited into the Operating Savings account.

5. Donor-Restricted Capital Reserve

- **Purpose:** To fund specific capital projects identified and restricted by donors or granting agencies.
- **Use of Funds:** Restricted to the purposes designated by the donor (e.g., a specific building renovation or technology upgrade).
- **Oversight:** Expenditures require Board approval and must adhere strictly to donor intent.
- **Replenishment:** Only through new restricted donations or grants.
- **Interest Earned:** Interest earned will be deposited into the Non-Restricted Capital Reserve account.

Governance and Oversight

- The Board of Trustees has fiduciary responsibility for all reserve funds and must approve all expenditures and transfers.
- The Library Director, in partnership with the Treasurer, will provide monthly and annual reports on fund balances, usage, and compliance with this policy.
- Any proposed use of reserves outside the approved budget requires a formal Board resolution.

Establishing a New Reserve Account

The library may establish additional reserve accounts as needed to support strategic priorities, fiscal management, or donor-directed purposes. The following process must be followed to create a new reserve:

1. **Proposal Development:** A written proposal outlining the need, purpose, intended use, funding sources, and a target balance for the reserve must be submitted to the Administrative Committee, followed by the Library Board of Trustees.

2. **Review and Approval:** The Board will review the proposal for alignment with the Library's strategic and financial goals. Creation of a new reserve account requires formal approval by Board Resolution.
3. **Naming and Classification:** New reserves must be clearly designated as either Non-Restricted or Donor-Restricted and include defined oversight, replenishment, and interest protocols.
4. **Reporting:** Once established, new reserves will be included in the Library's monthly and annual financial reports, consistent with all other reserve accounts.

East Greenbush Community Library Proposed 2026 Draft Operating Budget for Board Consideration Draft #2 (8/27/2025)							
		Current Year (2025)	2026 Recommended Draft Budget	% change 2025	\$ change		
Revenue							
4000	Library Charges	\$ 15,000	\$ 13,500	-10%	\$ (1,500)		
4100	Interest & Earnings	\$ 30,000	\$ 52,500	75%	\$ 22,500		
4200	Public Funds						
4202	State Aid- LLSA & Leg Funds	\$ 5,700	\$ 5,500	-4%	\$ (200)		
4203	East Greenbush Tax Levy	\$ 1,995,455	\$ 2,080,250	4%	\$ 84,795	same rate as 2025	
4204	Rensselaer County Aid	\$ 1,000	\$ 1,000	0%	\$ -		
4205	Contract for Service- Schodack	\$ 400,000	\$ 517,090	29%	\$ 117,090	not finalized yet	
TOTAL 4200	Public Funds	\$ 2,402,155	\$ 2,603,840	8%	\$ 201,685		
4410	Gifts/Grants (new receipts)	\$ 52,500	\$ 58,000	10%	\$ 5,500		
TOTAL	Account Transfers (receipts)	\$ 95,945	\$ 150,555	57%	\$ 54,610	fund bal. & restricted g/g	
GRAND TOTAL REVENUE (including transfers)		\$ 2,595,600	\$ 2,878,395	11%	\$ 282,795		
GRAND TOTAL REVENUE (no transfers- for Quickbooks Budget vs. Actual)		\$ 2,499,655	\$ 2,727,840	9%	\$ 228,185		
		Current Year (2025)	2026 Recommended Draft Budget	% change 2025	\$ change		
Expenditures							
	Transfer to Reserves	\$ 145,000	\$ 296,965	105%	\$ 151,965		
5000	Technology/Communications	\$ 115,000	\$ 113,385	-1%	\$ (1,615)		
5010	Programming & Planning	\$ 34,700	\$ 34,700	0%	\$ -		
5020	Bks & Matt's (Collections)	\$ 161,500	\$ 162,390	1%	\$ 890		
5030	Facilities Expenses	\$ 143,940	\$ 196,200	36%	\$ 52,260		
5040	Professional Services	\$ 61,650	\$ 59,475	-4%	\$ (2,175)		
5050	Operations	\$ 43,050	\$ 42,650	-1%	\$ (400)		
5100	Human Resources/Staff Development	\$ 7,000	\$ 7,000	0%	\$ -		
5200	Personnel						
	Subtotal 5201 Benefits	\$ 460,895	\$ 491,525	7%	\$ 30,630		
	Subtotal 5250 Salaries*	\$ 1,422,865	\$ 1,474,105	4%	\$ 51,240	see below*	
Total 5200	Personnel (Salaries & Benefits)	\$ 1,883,760	\$ 1,965,630	4%	\$ 81,870		
GRAND TOTAL EXPENDITURES (including transfers)		\$ 2,595,600	\$ 2,878,395	11%	\$ 282,795		
GRAND TOTAL EXPENDITURES (no transfers- for Quickbooks Budget vs. Actual)		\$ 2,450,600	\$ 2,581,430	5%	\$ 130,830		
Friends Pass_thru							
Construction Grant (estimated \$586,940 project, \$348,480K grant) (receive in 11/2			\$(313,632)				
Non-Restricted Cap- Res	Flooring Replacement	\$ 35,000					
Non-Restricted Cap- Res	Furniture, Signage, Displays	\$ 17,500					
Non-Restricted Cap- Res	Parking Lot Repairs	\$ 29,000					
Non-Restricted Cap- Res	Community Way Repairs	\$ 10,000					
Non-Restricted Cap- Res	Roof (library portion)	\$ 238,460					
NYS Construction Grant	Roof (grant portion)-	\$ 348,480					
Total Other Expenditures			\$ 678,440				
Operating (not including personnel or transfers)		\$ 566,840	\$ 615,800	9%			
Operating (not including facilities, personnel, or transfers)		\$ 422,900	\$ 419,600	-1%			
* Salaries	Includes 4% salary increase, steps, min. wage, compensation study equity increases for following positions:						
	Building Maintenance Mechanic						
	Library Clerk (PT)						
	Library Assistant (FT & PT)						
	Community Relations Coordinator						