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AGENDA

Board of Trustees

October 21, 2025

7:00 p.m.

Vision

To serve as the central hub where people feel welcome, supported in learning, and connected to community and one another.

Mission

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

Notice is hereby given that a meeting of the Library Board of Trustees will be held in person on Tuesday, October 21, 2025 at 7:00 p.m.

Members of the Public can view the meeting via Live Stream on the Library's YouTube Account:
<https://www.youtube.com/user/eglibrary>

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

1.	Call to Order/Review of Agenda • (5 min)	C. Pensabene A.
2.	Public Comment • (15 min)	C. Pensabene
3.	Approval of Minutes • (5 min) ➤ MOTION to approve the minutes of the September 30, 2025 , Library Board Meeting.	C. Engel B.
4.	Approval of Special Meeting Minutes • (5 min) ➤ MOTION to approve the minutes of the October 6, 2025 , Special Library Board Meeting.	C. Engel C.
5.	Approval of Public Hearing Minutes • (5 min) ➤ MOTION to approve the minutes of the October 16, 2025 Public Hearing for the 2026 Library Budget.	C. Engel D.
6.	Approval of Special Meeting Minutes • (5 min) ➤ MOTION to approve the minutes of the October 16, 2025 Special Library Board Meeting.	C. Engel
7.	Treasurer's Reports • (10 min) Treasurer's Report Narrative Off Warrant (September 18, 2025 – October 10, 2025) ➤ MOTION to accept the Off Warrant in the amount of \$54,853.99 for the period of 9/18/2025 – 10/10/2025, as presented. Warrant (September 18, 2025 – October 10, 2025) ➤ MOTION to authorize the president to sign the Warrant for the period of 9/18/2025 – 10/10/2025 in the amount of \$24,576.02 . Financials (77.5% of the year over) • Budget vs. Actual 2025 (1/1/2025 – 10/10/2025) • Balance Sheet (10/10/2025) • Restricted Gift/Grant Funds (1/11/2025 – 10/10/2025)	N. Krisanda E. . F. G. H. I.



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	<ul style="list-style-type: none"> Capital Projects Report (1/1/2025-10/10/2025) <ul style="list-style-type: none"> MOTION to approve the October 10, 2025, Financials with 77.5% of the year completed, as presented. 	J.
E. 8.	2026 Budget • (5 min) <ul style="list-style-type: none"> MOTION to approve the proposed 2026 budget in the amount of \$2,878,395, which includes a tax levy of \$2,080,250, to be presented to the public for a public vote on Monday, November 17, 2025. 	N. Krisanda K.
9.	Director's Report • (10 min)	J. Dugas Hughes L.
10.	Personnel Memorandum • (5 min) <ul style="list-style-type: none"> MOTION to approve the 10/21/2025 Personnel Memorandum, as presented. 	J. Dugas Hughes M.
11.	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
12.	Unfinished Business • (5 min)	C. Pensabene
13.	New Business • (5 min) Establish Nominating Committee	C. Pensabene
14.	Executive Session • (15 min) <ul style="list-style-type: none"> MOTION to enter executive session to discuss contractual and legal matters MOTION to exit executive session 	C. Pensabene
15.	Adjournment <ul style="list-style-type: none"> MOTION to adjourn the 10/21/2025 Library Board Meeting. 	C. Pensabene

Upcoming Board & Committee Meetings & Events:

Tuesday, October 28, 2025

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

Monday, November 3, 2025

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

Monday, November 17, 2025

- 9:00 AM-8:00 PM Library Budget Vote & Trustee Election

Tuesday, November 18, 2025

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



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Library Board of Trustees Meeting - DRAFT*September 30, 2025, in person and livestreamed**(The audio recording was not captured due to technical difficulties)***ATTENDEES:***Presiding Officers:*

Charlie Pensabene, President
Katie Sheehan, Vice-President
Camie Engel, Secretary
Nichole Krisanda, Treasurer
Mari Harris, Trustee
Amanda Miller, Trustee (arrived at 7:33 p.m.)

Excused:

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
Jim McHugh, Town of East Greenbush
Tom Grant, Rensselaer County Legislator

A Library Board of Trustees meeting of the East Greenbush Community Library was held on September 30, 2025, at the East Greenbush Community Library and was livestreamed. It began at 7:02 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 7:02 p.m.

REVIEW OF AGENDA:

- The agenda was reviewed.

PUBLIC COMMENT:

- There was no public comment.



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APPROVAL OF MINUTES:

- **MOTION #2025-09-54:** M. Harris made the motion to approve the minutes from the July 15, 2025, Library Board meeting, as amended. Seconded by C. Engel. The motion was carried with 5 in favor, none opposed.

TREASURER'S REPORT (N. Krisanda):

- The library is in good financial standing with 71.2% of the year completed.
- **MOTION #2025-09-55:** C. Engel made a motion to accept the Off-Warrant in the amount of **\$426,853.08** for the period of July 5, 2025, through September 17, 2025, as presented. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.
- **MOTION #2025-09-56:** K. Sheehan made a motion to authorize the president to sign the Warrant for the period of July 5, 2025, through September 17, 2025, in the amount of **\$19,536.59**. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.
- **MOTION #2025-09-57:** K. Sheehan made a motion to approve the September 17, 2025, Financials with 71.2% of the year completed, as presented. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

DIRECTOR'S REPORT (J. Dugas Hughes):

- Summer was one of our busiest in recent years, reflecting strong community demand for experiences, digital access, and inclusive programming. Combined July and August visits totaled 49,000, a 16% increase from last summer. Website traffic rose 22%, while drive-thru use continued to decline. Physical borrowing dropped 7%, but digital use grew 22% and now represents 37% of total circulation.
- Program attendance increased 36%, with over 9,000 attendees and 952 participants in the Summer Reading Program. Adult program attendance grew 34% despite the same number of offerings, while youth attendance rose 39% with 19% more programs. Demand for programming continues to outpace staffing capacity, and we will monitor these trends to inform staffing, space, and budget priorities. Volunteers contributed 700 hours this summer, building workforce readiness skills, and the library will partner with the Chamber of Commerce to host a networking event later this fall.
- Meeting room use by outside groups grew 50% over last summer. Outreach included a new postcard mailed to residents, library tours for fifth graders, and preparations to become a primary site for the NYS Tax Prep Assistance Program. Technology highlights include the rollout of the new UHLS catalog app and steady progress on the library's website project, which is scheduled to launch before year-end.



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- Facilities improvements also continued. The Assistant Director's office renovation is nearly complete, window replacements are finished, and installation of the air handler unit is forthcoming. The roof replacement grant proposal has cleared its first funding step. Staffing changes included the retirement of a long-time employee.

Amanda Miller entered the meeting at 7:33 p.m.

PERSONNEL MEMORANDUM:

- **MOTION #2025-09-58:** C. Pensabene made a motion to approve the September 30, 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 (Camie Engel):

- Received notice of preliminary grant award for roof replacement project.

Friends of the Library (Julie Ann Price):

- The Book sale is October 10-12 with teachers having access to the sale on Thursday, October 9.
- Night at the Library Event: Don't miss an evening of art, music, and fun!
 - Tickets \$40 – available at the library or online
 - Sponsorships so far: \$5,600
 - Activities: Live band, catered food, paint & sip, art displays, raffles, and an online-only silent auction.
 - Silent Auction (50 pieces of art) and Raffle tickets (30 raffle baskets) available online; live on October 1.
- Advocacy: Friends will be working on get out the vote campaign for November 17 library budget election. Annual Appeal will be rebranded as "Friends Giving" in coordination with vote advocacy initiative.

Town of East Greenbush (Jim McHugh):

- There is no tax increase intended for the 2026 budget.

Rensselaer County (Tom Grant):

- October 16 groundbreaking scheduled for Applied Technology Education Center (ATEC); a workforce training center at HVCC designed to prepare graduates for in-demand industries (building systems, automotive and transportation technology, renewable energy, and semiconductor manufacturing).
- The 2026 budget proposal will be presented to the Rensselaer County Legislature on October 16 and will be adopted on December 3.



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NEW BUSINESS:

Construction Grant Application

- **MOTION #2025-09-59:** M. Harris made a motion to approve the submission of the New York State construction grant application for the roof replacement project; total project cost: \$586,940. Seconded by A. Miller. The motion was carried with 6 in favor, none opposed.

Special Board Meeting Announcement:

There will be a special library board of trustees meeting on Monday, October 6 at 6:30 p.m. to discuss the potential land use concept.

COMMITTEE REPORTS:

Trustee Recruitment (Ad Hoc): A few packets were picked up and returned to the library.

Services: The written committee report was submitted by C. Pensabene.

Highlights from the written report included: Trustee candidate forum, library card policy, meet a trustee event, and East Greenbush Police Department potential land purchase.

- **MOTION #2025-09-60:** C. Pensabene made a motion to approve the Library Card Policy, as amended. Seconded by K. Sheehan. 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: East Greenbush Police Department potential land purchase, final draft reserves policy, facilities update, and personnel update.

The reserves policy was discussed by the full board. A recommendation to consider adding threshold amounts to the policy was suggested and referred back to the committee for revision.

Budget: The preliminary 2026 draft budget was included in the board packet. It maintains current library services, supports staff and facility needs, continues saving for future capital projects, and results in the same modest tax increase as last year. The estimated cost per average household is likely less than the cost of a pizza. Special thanks to the budget committee for their work.

- **MOTION #2025-09-61:** C. Pensabene made a motion to exceed the tax cap in 2026. Seconded by K. Sheehan. The motion was carried with 6 in favor, none opposed.
- **MOTION #2025-09-62:** A. Miller made a 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. Seconded by M. Harris. The motion was carried with 6 in favor, none opposed.



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UNFINISHED BUSINESS: No unfinished business at this time.

ADJOURN:

- **MOTION #2025-09-63:** Motion to adjourn the September 30, 2025, Library Board meeting was made by C. Pensabene at 8:31 p.m. Seconded by M. Harris. The motion was carried with 6 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Camie Engel, Secretary

DRAFT



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Special Library Board of Trustees Meeting - DRAFT
October 6, 2025, in person, livestreamed, and recorded

ATTENDEES:

Presiding Officers:

Charlie Pensabene, President
Katie Sheehan, Vice-President (arrived 6:36 p.m.)
Camie Engel, Secretary
Mari Harris, Trustee
Kayla Kutzscher, Trustee (exited 7:51 p.m.)
Amanda Miller, Trustee

Excused:

Nichole Krisanda, Treasurer

Library staff, Community Partners & Members of the Public:

Jill Dugas Hughes, Library Director
Jenna Schmonsky, Administrative Assistant
Julie Ann Price, Friends President of the East Greenbush Library
Jennifer Romer, Friends of the East Greenbush Library
Jack Conway, East Greenbush Town Supervisor
Elaine Rudzinski, East Greenbush Chief of Police
Colleen Lallier, East Greenbush Director of Finance
Dan Fiacco, East Greenbush Commissioner of Public Works
Ed Nestler, Town of East Greenbush
Ron Yeates, East Greenbush Police Department Senior Dispatcher
Tom Grant, Rensselaer County Legislator
Betty Bellino Guigno
Albert Yasus, Jr.

A Special Library Board of Trustees meeting of the East Greenbush Community Library was held on October 6, 2025, at the East Greenbush Community Library and was livestreamed. It began at 6:31 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 Special Library Board of Trustees meeting to order at 6:31 p.m.

REVIEW OF AGENDA:

- Public Comment will come first followed by unfinished business to discuss the potential land purchase.

The meeting agenda stated that there would be 15 minutes of public comment, followed by discussion of unfinished business. Unfinished Business was the same topic discussed during the public comments. However, public comment was never officially closed. Given the atypical nature of the meeting, public comments have been transcribed below rather than included as a separate and distinct agenda item in the meeting minutes.

PUBLIC COMMENT:

- Roseann Quinn (submitted in writing, read aloud by Charlie Pensabene): I write to express my thoughts about the request of the East Greenbush Police Dept. to build a new headquarters on East Greenbush Library property. Certainly, there could be benefits to the library both financial and safety ones. However, I am concerned about other ramifications. For example, we need to realize that sadly we live in a time when many view police presence as something less than a protective one. As a member of the East Greenbush Library Outreach Committee, we are striving and, in many instances, succeeding in helping businesses and community groups become aware of the varied services we offer. They include Career Counseling and ESL programs which are of special benefit to those new to our community and country. I worry that these efforts may be stymied with such a close police presence. Very often on our website we see the words "You belong here," We hope our neighbors will continue to think of us that way. Our neighbors include the Y and Eddy Hawthorne Ridge. Any decision will certainly affect them. Can we consider asking them for their input prior to making any decision? This is a complex issue and I thank the board for letting me express my views.
- Betty Bellino Guigno: Thanks the board for holding the hearing and expresses deep affection for the library, calling it a vital and beloved part of the community. While she acknowledges the need for a new police station and values the police, she believes the library property is not an appropriate location. She worries that a police presence could make some people uncomfortable visiting the library, which many see as a safe and welcoming space. She also raises practical concerns about traffic and emergency access, suggesting the department would be better located on Columbia Turnpike or Route 4 instead.

Katie Sheehan entered meeting at 6:36 p.m.

- Tom Grant: I'm a member of the Rensselaer County Legislature and the legislative liaison to the library. I'd like to suggest that the feasibility study also consider an alternative plan: building a new town hall on the library site and converting the current town hall into a police station. This setup would create a convenient community hub near the DMV, library, and Hawthorne Ridge. The police department's current building on Columbia Turnpike is in poor condition, but the location itself works well. Expanding into the town hall would provide more space and likely meet state standards. I encourage including this option in the study, even if it costs more, as it could be a better long-term solution.
- Jack Conway: We didn't come up with this idea on the spot — we considered other options, including the town hall, but that would have brought court operations and hundreds of people to the site every week. We chose the police department proposal because it serves to protect the community. When we presented our request, it was serious and well thought out, but the board dismissed it without discussion or even a vote. If we don't have a meaningful conversation after your next meeting, the town will begin eminent domain proceedings — we'll pay fair market value and move forward with the project. Our police station is in terrible condition — overcrowded, unsafe, and nearly condemned. The building can't even fit the seven members of this board at once. Meanwhile, the library has a beautiful facility, and 23 years later, the police are still working in unacceptable conditions. What happens if we're left with a police department but no usable station? Our officers are not what you see on the news — they're your neighbors, people who risk their lives daily to protect this town. They're dedicated, compassionate, and professional. Leaders at every level, including Governor Hochul, have recognized that the department urgently needs a new facility. I'm not here to harm the library or the community — I'm asking you to work with us. If you haven't been to the current station, you should see it before making a decision. The people who serve you every day deserve better. All I'm asking is that you take this request seriously and do your due diligence.
- Elaine Rudzinski: I want to clarify a few things. I heard comments implying that people might not want the police department as a neighbor, but those statements weren't backed up with facts. In my profession, I rely on facts, so if there are concerns, I'd like them spelled out. I can honestly say there's nothing hidden — incidents from the past, like someone running off with handcuffs years ago, are rare and public. The police have always been part of the community. For decades, the library and the police station were in town hall together without issues. Officers regularly participate in community events like cookouts, car seat checks, and K9 demonstrations, and those have never caused people to avoid the library. Most interactions are positive, and the public frequently shows appreciation for the police. Regarding traffic and response times, getting to emergencies from this site is faster and safer than from Columbia Turnpike, especially for vulnerable populations like youth at the YMCA or seniors at Hawthorne Ridge. We plan to use entrances off Luther and Michael

Roads to avoid traffic problems, so there's minimal impact. We've also considered financial and space issues. Renovating the old police station or town hall to meet modern needs isn't feasible, and while we work with what we have, the current setup isn't ideal for safety or efficiency. Overall, the police are already part of this community, and there's no evidence that having them next door would make the library less safe or discourage people from coming. The partnership would benefit everyone, and all concerns should be addressed with facts, not assumptions.

- Jack Conway: The other thing I want to point out is the size. We're looking at a building about half the size of this one. I can't convert town hall into a police station because it's too small — a public safety center here needs enough space for the department to operate properly. We need a modern facility that fits what the police really need. We're talking about 10–12,000 square feet, not the full 22,000 square feet of this building.
- Elaine Rudzinski: We're looking for a building that will last for decades, not just something patched together like our current station. Danny, our deputy commissioner, has done a great job keeping things running and fixing issues as they come, but the building isn't going to last 50 years. We need a location that will serve the community long-term. I've also reached out to the county executive multiple times about finding a new police station and funding, but nothing has happened. I've been persistent and even applied for a congressional grant to help cover costs so it's not a burden on taxpayers. That's all I have unless anyone has questions.
- Jack Conway: We've built the best team this town has ever had. We modernized the entire water system. But if we can't get the police department out of their current building, it'll only happen when we're forced to, and that means moving them into the red barn at the park — which isn't right. All we're asking is to be taken seriously. Before I became supervisor, I didn't know anything about the police or what they face. But now, I know them — the officers, their families, what they go through every day. These are good people who risk their lives for us, and they deserve a safe, modern place to work. They're not what you see on the news — not like the bad examples that make headlines. We work hard to hire officers with integrity and compassion. And honestly, I'm ashamed of how I used to think about police before I really knew them. Now I know — they deserve our support, our protection, and our gratitude.
- Elaine Rudzinski: I want to extend the offer again: please come see what we're working with and meet our team. I can't have everyone at once, but I can arrange visits so you can see our operations firsthand. During police reform, we did a community survey and did really well — I'm proud of that. We have a great team, many homegrown, who love serving the community and doing events. I want to keep partnering with all the local establishments and growing our community policing programs. I know people have

opinions about police, but please judge us by who we are, not by assumptions. If you have questions or need anything, you can reach me anytime.

- Jack Conway: For the record, you've all been great partners. We work closely with Jill, and when we think of the community, we think of her. During COVID, we met every Friday with Shannon from the Y, the chief, Jeff Simons, and myself. We came away with a real sense of community as we navigated uncharted territory together. Jill was not only a great partner but a big help to me and Jeff as we worked through these challenges. So, forgive my attitude, but I was just really... *[unclear audio]*.
- Tom Grant: Quick question: you really need a new location—the current one is terrible. I admire your optimism that people wouldn't want to shut it down, but an evaluator would probably suggest moving. This needs to happen fairly quickly. I agree with Jack, The East Greenbush Police Department, led by Chief Elaine, is excellent—the best around. This isn't about a negative view of police; it's about location. I think the feasibility study was a bit limited. I suggest expanding it to consider a few options, like town hall and the police station together or retrofitting town hall for the station. Giving multiple options lets the library board make a better-informed decision. Cost matters, of course, but from a safety perspective, moving some services upstairs in town hall could help. Don't limit the study to just one result—look at at least two or three possibilities.
- Jack Conway: We looked at four sites on Columbia Turnpike, and they have all fallen through.
- Tom Grant: Jack, I'll say this: instead of threatening eminent domain, a simpler approach is to give the board of trustees some options you've already considered and provide clear, open, and transparent information.
- Jack Conway: You came in as if we were just starting, but we already presented over two months ago. We answered questions, made ourselves available, and even though three trustees missed that meeting, none reached out or visited the police station. We never got the engagement we were hoping for.
- Charlie Pensabene: Okay, now we'll turn to the trustees for any questions about town logistics.
- Kayla Kutzscher: I missed the July meeting because my dog needed surgery, and I just got back from an Alaskan cruise. I know I've missed a lot, but I wanted to share my thoughts. I haven't been very involved recently, but I wanted to make my opinions known.

- Mari Harris: I wasn't at the meeting, and I apologize. I think there have been communication issues between the board, the town, and even internally. The question we were hearing wasn't what you're saying it is. We've never discussed what we want to do with that land, and we feel the community should have input. Our library's constituency has grown along with the town, and I think many of the same people are involved. I thought we were being asked whether we wanted to sell the property, but we weren't in a position to decide. Part of our responsibility as a board is to gather input from constituents about the best use of the land, which might—but doesn't have to—be a police department. I first heard about this in July, and having a town liaison attend meetings didn't prevent me from feeling blindsided as a board member.
- Jack Conway: We understood the situation, so we came and asked. We explained how it would work, offering to pay fair market rent, and hoped to move forward. What Tom calls a "threat" of eminent domain isn't really a threat—it's a responsible community decision about the best use of land. There are two tests: is it an essential purpose, and what's the financial hardship on the seller? Since this is two acres the library doesn't use, there's no hardship, and a police station is clearly an essential purpose. I love this library—I've spent days in other libraries, brought my granddaughter to play groups here, and worked with Jill as a great partner. But this community urgently needs a proper police station, more than most people can imagine. This site is perfect—centrally located, easy to get anywhere in East Greenbush. We didn't decide this yesterday; we've been planning for over three years. I've walked this land, thought about this constantly, and now, with two years left in my term, I feel I must get this done. The dedication of the officers down there is incredible—they give their hearts and souls, and this community isn't safe by accident.
- Mari Harris: I just hope you're not thinking that the board does not agree with you.
- Jack Conway: I understand. All I wanted was a conversation, but I felt ignored. Charlie helped me realize some things about how it was handled internally, but this is, in my view, the most important request the library will ever get. Yet no one called, visited the station, or followed up. It felt like we were brushed off—and we don't need to be. We truly believe the best location for a police station in East Greenbush is right here. Once it's built, you probably wouldn't even notice it unless something major happened nearby. This isn't a power move—it's the town supervisor, board, and staff trying to find the best solution for the community. You have unused space, and the town is in real need. I honestly thought the library board would see that and want to be part of the solution.
- Mari Harris: I understand what you're saying, but I think there's room for both. Yes, it's important for the community to have a police department—no one disagrees with that. But there may also be other community needs or partnerships worth exploring. Our strategic plan focuses on collaboration, so maybe that land could also support things like a

teen center, a town museum, or other cultural or community spaces. It's not fair to say a police station is the only possible use without hearing from others who benefit from the library and might benefit from future expansion.

- Amanda Miller: We've never had a real discussion about what we plan to do with this land. You first presented this to us in July, and that was the first I'd heard of it. When the project started three years ago, it wasn't communicated to the board, so maybe it's a communication issue. Like Mari said, we don't have clear procedures for something like this. I've been in the police station, and I understand the need for a new one and the urgency. But what happens if you buy this land and then can't develop it? There are drainage systems, nearby wetlands, and potential contamination concerns. The land next to it was passed over before because of those risks. What happens if those same issues make this site unusable?
- Dan Fiacco: If we can't develop then it becomes town property and would just maintain the property.
- Elaine Rudzinski: Going back to what you said, I remember thinking after that meeting that you were planning to get public input—maybe through a hearing—to see what library users and community members thought. I'm not sure if that came up during our meeting or afterward, but that's how I understood it. Nothing official came to you three years ago, but that meeting was meant to be our first real step—saying, "Here's what we've got so far, let's look into this more." We shared a rough timeline just to give you an idea. But I really thought there would be some kind of public opportunity for feedback.
- Charlie Pensabene: I'll jump in. Jack and I have talked, and I agree that communication on my part could have been better. I think the chief was saying the same thing. From my perspective, we could have been more strategic and clearer in how we presented this. I also thought that if there wasn't much interest from the board, then we wouldn't move forward—so maybe that's where things got mixed up. It seemed like there was some support from the board as representatives of the broader library community, but I apologize if that wasn't the case. I think tonight shows there's still room for more in-depth discussion. As you mentioned, this kind of town-library agreement is a big decision—much broader than what we usually handle in committee meetings, which are typically focused on operations or policy.
- Jack Conway: We're looking at this from different angles. You have your points, I have mine. But here's mine: in 50 years, this land will just be grass. People don't understand zoning or development—they just talk about ideas. Over the past two months, there's been this sense that the library is the "Taj Mahal" and the police station is a "piece of crap." But you're holding the solution to the town's most pressing problem, and instead

you're saying, "Maybe a teen center." Yes, the town needs a teen center, but realistically, the town won't support the library doing that. People think this library is too big and expensive. A townwide vote wouldn't pass because people don't understand libraries. As someone who loves libraries, I get it—I vacation in libraries—but most people just see them differently. This library won't get any bigger, and you won't get the votes for something like that. We asked for a decision in two months, and now that two months are up, I'm here. I'm angry, but I want to negotiate with you. Let's go piece by piece. Come see the police station, it's not just passable or okay, it's unsafe. Right now, our police department operates in terrible conditions, with raw sewage issues and aging infrastructure, and yet we're ranked in the top 5% of municipalities upstate. We've looked at other buildings, they're either too expensive or impractical. We've explored every option. Anything we don't find funding for; we'll have to buy. For me, this is critical, and I fully back this effort.

- Charlie Pensabene: From your perspective, now's the time to ask questions so we can handle them efficiently. Can you give us a status update on the feasibility study that was put out to bid?
- Elaine Rudzinski: We have selected and we're just working on the pricing on the feasibility study.
- Charlie Pensabene: Can you walk us through the feasibility study? Do you start by identifying the parcel, or do you look at it another way? How does that process work?
- Jack Conway: First, the designers meet with the chief, and the team to understand the needs, priorities, and space required. Then they design the police station. We can't apply for funding without a site—tried that last year with Chuck Schumer for \$15 million and didn't get it because we didn't have a site. Josh Riley has applied for funds, the Governor and John McDonald are helping, and we're fundraising, but we need control of the site before anything meaningful can happen.
- Mari Harris: So, with the feasibility study, does that bring in community input? Do they seek that?
- Jack Conway: No, they talk to stakeholders, but they wouldn't be coming to the library.
- Amanda Miller: I think that's an important, almost necessary step. If we're going to be partners, we need access to that information and to understand the project as it moves forward. Whether we move forward or not is a separate issue, but for a feasibility study, all stakeholders, including us—need to be involved.

- Jill Dugas Hughes: Is it a design-build or are you going out to bid for an architect?
- Elaine Rudzinski: The feasibility company already has architects and engineers on their team, covering everything from electrical to structural needs. I gave them a general idea of what we need in the building—not so much the aesthetics, but more about durability and functionality for the next 50–100 years. We haven’t finalized exact numbers yet, but they understand the space and layout requirements.
- Jill Dugas Hughes: So, what size property have you identified?
- Dan Fiacco: We’re planning for about two and a half acres, maybe a little less. The building would be 10,000–12,000 square feet, with a larger bottom floor and a smaller second floor, designed in a modern style.
- Elaine Rudzinski: We even talked about designing the exterior to complement the surrounding area, maybe like a plaza style. As long as it’s feasible, we’re thinking stone on the outside.
- Charlie Pensabene: With the logistics, you said two to two and a half acres.
- Elaine Rudzinski: Not all the land would be built on. Some would be for parking, which we’d likely fence in, so the building wouldn’t cover the entire area.
- Charlie Pensabene: Logistically, for construction, do you need the whole lot or just part of it? Are you thinking of site control from the slope to the concrete, or some central portion? Basically, how much of the lot do you need to take possession of for building purposes?
- Dan Fiacco: I see the building on the upper side of the lot, with a driveway down to Michael Road and the main entrance on Route 151. The site would be secluded and landscaped, so most visibility is from Route 151 and it wouldn’t interfere with the library at all.
- Elaine Rudzinski: It’s hard to know until the property is properly assessed for things like wetlands or marsh areas. Our intent is to keep the building as far from the library as possible, maintaining a buffer so you still have privacy.
- Charlie Pensabene: Do you have specific setback requirements from Route 151?
- Dan Fiacco: The building will most likely be as close to the road as possible.
- Elaine Rudzinski: We don’t want the building set too far back—we want it visible so people can find it easily. My opinion is to have it close to the road with enough parking behind it

and keep the front green space open. Signage will help too, but it shouldn't be hidden like some other parcels we looked at.

- Colleen Lallier: I think the setback is 25ft. We should be finalizing our zoning in the next month also.
- Mari Harris: So, are you going to be discussing this project in any of your town meetings, your public meetings?
- Jack Conway: We came asking for a quick decision—two months have passed and nothing's been decided. We don't have time to wait because we'll miss a year of funding. We're ready to move forward, and if we design the landscaping right, no one will even notice we're there. We offered tours of the police station anytime, 24/7, though not all seven of you can fit at once, which is a bit ridiculous.
- Mari Harris: With all due respect, I don't need to see it to understand—you need to get out of that building. I've been there, and I can't imagine it's improved since then.
- Jack Conway: The problem is our K-9 program, we keep having to put temporary huts behind the building.
- Jill Dugas Hughes: Once it goes to your board, will there be more detailed cost and project info shared with the community? Will you be inviting community input in the process?
- Jack Conway: We're completely transparent—everything is on the town website, and updates are shared at every board meeting. Our goal is to build a police station properly, ideally in partnership with you. I know it may feel like pressure, but if eminent domain is necessary, that's what we'll do. That doesn't mean we won't talk with you if you engage with us. This is about giving our officers dignity and safety. Recruitment and retention are extremely difficult. Fewer people take the exam, and it's hard to keep good officers. If we can't provide a proper station, it risks their safety and makes the job even harder. That's why this is our top priority.
- Kayla Kutzscher: I've been asking friends and family about this since I missed the July board meeting, and everyone I talked to supports it. I'm wondering if there's a way to gauge broader community interest, maybe with a poll, to see what people think and what concerns they might have.
- Jill Dugas Hughes: I think a public hearing would help. With the fire district's rebate question, we held one, and even if it wasn't required, we would have done it. For our

strategic plan, we did stakeholder interviews, focus groups, and a community survey to gather input, which sounds similar to what you're doing here.

- Amanda Miller: To add to Kayla's point, everyone I spoke to was not in favor of the library to add the police station.
- Betty Bellino Guigno: I learned a lot more from this meeting. I definitely know you need a new police station.
- Amanda Miller: No one's disputing the need for a new police station. I don't think you will find a single person in the town or the county that will disagree with that.
- Elaine Rudzinski: Can I ask, were the people you talked to ever opposed to us partnering with you for cookouts, car seat checks, drone demos, K9 events, and other community activities?
- Amanda Miller: I didn't ask them about their opinions about the cops appearing at events and things like that.
- Elaine Rudzinski: We're here in your building and on your property as opposed to next door. That's why I only asked.
- Amanda Miller: You're only here for short events—15 minutes, an hour, maybe two. We value our partnership with the police, but these are just pop-up events, not a full-time presence right next door, and that matters.
- Charlie Pensabene: Are other police stations in the Capital Region that are located next to or adjacent to a library?
- Elaine Rudzinski: Yes, I mentioned a few last time, and when I looked it up, there are actually many police substations in libraries across the country. I didn't bring all that info with me, but a quick Google search confirmed it.
- Mari Harris: If the library agrees to the plan, then you take over Community Way, but if the library doesn't agree, you don't take it over?
- Jack Conway: You currently have Community Way. If we negotiated, we could take over Community Way, which would be a big benefit for the library. Over the years, the library has offered us money to take it, but we never wanted it because we already manage a lot of roads. The price for the land could be negotiated, but right now none of that is on the table. Tonight is just the start of the conversation. We've been working on this internally

for a long time, trying to sort out Town Hall versus other sites. You've made it clear you don't want court traffic or people wandering near the police station, and there are safety concerns if it's not managed properly.

- Tom Grant: Would there be any restrictions if the police station was at Town Hall along with a courtroom?

Kayla Kutzscher exited 7:51 p.m.

- Jack Conway: No, because the court is jointly supervised by me, and if Town Hall is elsewhere, that supervision wouldn't work.
- Elaine Rudzinski: I would have liked to collaborate with us on that, but I lost that opportunity.
- Ron Yeates: I've worked for the town for 40 years, and I've seen firsthand how unsafe and inadequate the current station is. Before town hall, we were in a tiny, rat-infested building by the sewer plant. Even now, in town hall, we deal with sewage backups, bad odors, and unsafe conditions. The building's layout is terrible—there's only one entrance, no ADA compliance, and the ceilings might contain hazardous materials. It's not just about employee safety; it's about public safety. Victims of crime have had to wait in the same lobby as suspects. I've had to break up countless fights in a tiny, unheated lobby. Being down by the turnpike doesn't help response times either, especially since most violent crimes happen in the north end of town, like Mil Creek Apartments and near Columbia High. A new location would be safer and faster to reach critical areas. Traffic isn't a big issue—we train officers and have tools like radios and cameras to direct them. The bottom line: we desperately need a proper, safe, modern station to protect both staff and the community.
- Julie Ann Price: Define soon.
- Jack Conway: Two months.
- Julie Ann Price: So, are you saying if you don't have a decision by December, you'll move forward on your own? I think it would help everyone to understand what your timeline is.
- Jack Conway: December or the end of November. We plan to move forward then. We were going to discuss it at your October meeting, but we can't wait much longer since most funding cycles open in December and we need to be ready. We're available to meet anytime — one or two of you, or the whole group. Just call, and we'll make it happen. All we've wanted from the start was that conversation.

- Mari Harris: We have some questions we'd like to send you that would help us. I also think it's really important that we do some outreach — maybe even jointly — over the next two months.
- Betty Bellino Guigno: I think if you hold a public hearing, it's really important that all of you attend to explain the project. I learned a lot tonight and was surprised this was even being discussed. People need to understand why this location might actually be better than Columbia Turnpike, that you've explored other sites, and what the real needs are. Hearing that directly from you would really help the community understand.
- Jack Conway: We tried to buy the old Burger King on Columbia Turnpike, but the building was in terrible shape. It could have been a good deal at first, but the price shot up from \$130,000 to \$1.3 million.
- Betty Bellino Guigno: People need to understand this isn't some sudden decision to take our property. A public hearing would let you explain both the need for the police station and why this location works, which would help because everyone I've talked to initially thought the idea was terrible.
- Jack Conway: Everyone I spoke to thought it was a good idea, but everyone she talked to thought it was terrible, which shows that the way we three presented it influenced people's responses.
- Ron Yeates: the old library was in town hall, and before that, court was held at Genet School. Moving everything to town hall made sense at the time, but as the town grew, a better solution became necessary. There were occasional incidents, like vandalism or theft, but now with lights and cameras, they can monitor activity. The police respond promptly when called about issues, such as school kids wanting to fight. This is East Greenbush and we're here to protect our community.
- Julie Ann Price: Realistically, given elections, budgets, and everything else you have going on, do you feel like you, as individuals, can make a decision by the end of November?
- Mari Harris: We need to involve the community. As a board, we have to figure out a fair way to gather input—not just from library visitors, but from the whole community that uses it.
- Elaine Rudzinski: I think starting with a community survey is a good start.
- Colleen Lallier: We have an engineer that is leading this project.

- Mari Harris: They might need to commit resources and meet your timeline, and that's part of having an informed conversation.
- Dan Fiacco: Finding a suitable, centrally located two-acre parcel with sewer and water is difficult, and this site meets all the town's requirements for a police station.
- Jill Dugas Hughes: Roughly, how many acres is that green space out there? Just to give the board an idea of what two acres looks like.
- Dan Fiacco: I think it's probably roughly four. The engineer would look at the site, fix drainage issues, possibly study traffic on Route 151, and maybe widen the road or add a turn-off lane. There are several things like that to consider.
- Jill Dugas Hughes: Realistically, if everyone works together, what's the timeline from signing the feasibility study to actually starting construction? What's your goal?
- Colleen Lallier: We know that we have the appropriate engineer on board.
- Jill Dugas Hughes: So, we have time to consider all the potential possibilities of what things might look like and how it might work.
- Jack Conway: If you're willing to have a real conversation, we'll talk. If you keep ignoring us, I'll reciprocate—I'll walk away. We've done our homework. Let's take it to the community and see what they say. Library supporters might even oppose us—it'll be interesting. We'll listen, but the town won't give you a total veto. This is too important. We want a partnership, but if it's not the right answer, we'll walk away.
- Katie Sheehan: What exactly does the board need to decide by the end of November? Is it just a "yes, we're partnering," or do all the details need to be finalized by then?
- Jack Conway: If you if it's good faith, we can keep going.
- Katie Sheehan: So, everything doesn't need to be finalized by then. The board just needs to make the decision—"yes, we're okay"—and that's enough. Price and other negotiations can happen afterward.
- Charlie Pensabene: It's the difference between what's essential and what's just nice to have, because that distinction really matters here.

- Jack Conway: Let's do a survey, meet again, discuss both sides, and call me if you have questions.
- Mari Harris: Please provide your proposal in writing so everyone is clear and on the same page.
- Katie Sheehan: I just want to fully understand everything we're being asked to respond to, so we don't miss anything or misunderstand. I want to make sure we address all necessary information, show respect, and continue the partnership positively, no matter what the survey or outcome is.
- Tom Grant: There are other options besides a straight sale, like a lease. The library could keep control of the property, but then it would have to act as a landlord, which might not be ideal.
- Jack Conway: But in fairness to Tom's point that those are the kind of ideas we were wondering would come up. That's a conversation.

Opposing views were considered and discussed. No resolution was achieved.

ADJOURN:

- **MOTION #2025-10-64:** Motion to adjourn the October 6, 2025, Special Library Board meeting was made by M. Harris at 8:17 p.m. Seconded by A. Miller. The motion was carried with 5 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Submitted by: Cami Engel, Secretary



You Belong Here

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Public Hearing - DRAFT

October 16, 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
Kayla Kutzscher, Trustee
Amanda Miller, Trustee

Library staff, Community Partners & Members of the Public:

Jill Dugas Hughes, Library Director
Selena Piro, Staff
Julie Ann Price, Friends President of the East Greenbush Library
Jennifer Romer, Friends of the East Greenbush Library
Steve Montano, East Greenbush resident
Kevin McCann, East Greenbush resident
Michael Poost, East Greenbush resident
Tom Grant, Rensselaer County Legislator
Betty Bellino Guigno, East Greenbush resident
Albert Yasus, Jr., East Greenbush resident
Gary Klee, East Greenbush resident

A Public Hearing and Presentation of the Proposed 2026 East Greenbush Community Library Budget was held on October 16, 2025, at the East Greenbush Community Library and was livestreamed. It began at 6:01 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 Public Hearing meeting to order at 6:01 p.m.

REVIEW OF AGENDA:

- Library Director, Jill Dugas Hughes talked to the members of the public that were in attendance to explain “public comment”, the order of speaking coming from the sign-in sheet, the allotted time being three minutes, with Amanda Miller, Trustee, being the timekeeper.

- Treasurer Nichole Krisanda presented the proposed 2026 library budget. The budget keeps the library strong, plans responsibly for the future and serves the community. The Budget Committee started their meetings with these three priorities: Keeping library services, Planning for the future, and Maintaining a stable tax rate. With only a modest increase, they feel they have made every dollar count with this budget, which this proposed increase is the same as 2025.
 - Where does the money come from?
 - Town of Schodack contract, which is still under negotiation
 - Friends of the East Greenbush Community Library
 - Grants
 - Where does income come from?
 - Account transfers
 - Town of Schodack contract
 - Tax Levy
 - What are the expenditures?
 - Staffing
 - Facilities
 - Programming
- Capital Projects Plan: No additional cost involved due to construction grant which includes roof repair, floor repair, parking lot repair and repairs to Community Way.
- A “yes” vote means “yes” for a safe, welcoming space.
- The Community will vote on the East Greenbush Community Library 2026 Proposed Library Budget on November 17, 2025. All voters eligible to vote. 9:00 AM to 8:00 PM.
- We thank you all for supporting this budget and for coming tonight for the presentation.

PUBLIC COMMENT:

- Steven Montana, spoke in support of budget, which will provided funds to continue the necessary repairs and maintaining a safe space for his nephews that enjoy library.
- Kevin McCann, spoke as a former Trustee, commented on the Friends’ fundraiser ticket price, understanding that the role of Trustee is taken seriously and we are not a big public library so we need to consider this budget and how to fund it and is it fair to our community.
- President Charlie Pensabene commented that the Friends’ fundraiser ticket cost is \$40.
- Michael Poost spoke regarding the tax levy and proposed tax rate increase; how does that relate to the recent reassessments done in our Town?
- Jill Dugas Hughes responded that it's more challenging to determine this but wanted to try to explain.
 - The number one goal was no tax increase at all, not the year to add services or increase services, but to maintain.

- Jill made a note to do research regarding the tax rate based on the new property assessments.
 - Albert Yasus, Jr., asked a question regarding grant receipts; that the Library receives monies from fundraising and New York grants. What portion comes from private? Jill responded that it's too small to show.
 - Steven Montana responded to Michael Poost saying that out of the total town budget it only increases the budget by \$84,000 which he didn't find outrageous.
 - Kevin McCann asked if we have an endowment? Jill responded that officially, no, we do not, but we have "restricted funds" dedicated to special things outside of the budget.
 - Gary Klee asked about non-restricted funds; Jill explained the difference between restricted and non-restricted funds.
- Charlie Pensabene thanked everyone for the great questions.

ADJOURN:

- **MOTION #2025-10-65:** Motion to adjourn the October 16, 2025, Public Hearing and Presentation of the Proposed East Greenbush Community Library Budget was made by K. Sheehan at 6:27 p.m. Seconded by A. Miller. The motion was carried with 7 in favor, none opposed.

Respectfully submitted by: Cami Engel, Secretary

**East Greenbush Community Library
Off-Warrant (Sept.18-Oct. 10, 2025)**

	Name	Date	Num	Memo/Description	Amount
Cash, Operating Accounts					
1003.00 Checking, Operating-XXX178					
	Aflac	10/01/2025	43200	NBY22	-371.58
	BOA CARD SERVICES	10/01/2025	43202	CORP ACCOUNT 1924	-958.35
	ERIK BARRAGAN	10/01/2025	43201	Bilingual Music Show YS Program	-175.00
	New York State Deferred Comp.	10/01/2025	43198	Plan#0045420	-401.37
	New York State Deferred Comp.	10/07/2025	43203	Plan#0045420	-944.93
	NYSLRS	09/30/2025	SEPT. 2025	NYSLRS for SEPT. 2025	-1,595.72
	Paychex	09/26/2025	PR# 20; 9/26/25	PROCESSING CHARGES FOR PAYROLL #20 DATED 9/26/25	-451.54
		09/26/2025	PR# 20; 9/26/25	PR# 20	-37,999.41
		09/26/2025	PR# 20; 9/26/25	PR# 20	-13,175.37
	Paychex	10/10/2025	PR# 21; 10/10/25	PROCESSING CHARGES FOR PAYROLL #21 DATED 10/10/25	-460.18
		10/10/2025	PR# 21; 10/10/25	PR# 21	-38,163.96
		10/10/2025	PR# 21; 10/10/25	PR# 21	-13,194.81
	Pitney Bowes Global Financial Services LL	10/01/2025	43199	15428241	-183.81
Total for 1003.00 Checking, Operating-XXX178					-\$ 54,853.99
Total for Cash, Operating Accounts					-\$ 54,853.99

Thursday, Oct 09, 2025

East Greenbush Community Library

Warrant of Bills by Vendor (Sept. 18- Oct. 10, 2025)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Albany Public Library 518-449-3380				
Albany Public Library	09/25/2025	390241	311820****8701 MACULAR DEGENERATION LOST/PAID BOOK	15.00
Total for Albany Public Library				\$15.00
Amazon Capital Services				
Amazon Capital Services	09/18/2025	14HQ-M4RJ-3FJR	A3DG71IHROMNJM ADULT FICTION HOT OFF THE PRESS BOOKS	91.20
Amazon Capital Services	09/25/2025	1P97-6MV4-3PKF	A3DG71IHROMNJM ADULT FICTION BOOKS	38.50
Amazon Capital Services	09/25/2025	1P3K-99MP-3YWH	A3DG71IHROMNJM ADULT FICTION BOOKS	24.33
Amazon Capital Services	09/27/2025	1RRW-411M-PVW4	A3DG71IHROMNJM ADULT LP BOOKS	40.79
Amazon Capital Services	10/01/2025	11WT-13NF-3MFH	A3DG71IHROMNJM OFFICE SUPPLIES	21.79
Amazon Capital Services	10/04/2025	17XH-LCHL-XT7T	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	74.89
Amazon Capital Services	10/06/2025	1W49-XDGG-3173	A3DG71IHROMNJM ADULT FICTION BOOKS	45.31
Amazon Capital Services	10/07/2025	1M9J-KJFT-3YFW	A3DG71IHROMNJM ADULT FICTION BOOKS	49.99
Amazon Capital Services	10/07/2025	1HL3-N447-4PDD	A3DG71IHROMNJM ADULT FICTION BOOKS	29.00
Amazon Capital Services	10/08/2025	1QQ4-DJL7-6V1F	A3DG71IHROMNJM J VIDEO GAMES	999.28
Amazon Capital Services	10/08/2025	1VFR-J1WR-79NJ	A3DG71IHROMNJM BROTHER COLOR LASER PRINTER	284.99
Amazon Capital Services	10/08/2025	1FHF-T9QK-CDH4	A3DG71IHROMNJM CREDIT FOR INVOICE 1QQ4-DJL7-6V1F	-0.99
Total for Amazon Capital Services				\$1,699.08
ANTHEM BLUECROSS				
ANTHEM BLUECROSS	10/02/2025	0202510602814	D51598 HEALTH COVERAGE 11/1/25-11/30/25	1,196.11
Total for ANTHEM BLUECROSS				\$1,196.11
BAKER & TAYLOR (ALL ACCTS)				
BAKER & TAYLOR (ALL ACCTS)	09/29/2025	5019663083	309318 L026683 3 B00000 J PICTURE BOOKS	12.19
Total for BAKER & TAYLOR (ALL ACCTS)				\$12.19
Bethlehem Public Library				
Bethlehem Public Library	09/19/2025	372764	EGCL 381131****8166 HEROES WEAR MASKS LOST/PAID BOOK	10.99
Total for Bethlehem Public Library				\$10.99
Brodart 800-233-8467				

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	09/17/2025	B7061735	3105613 J GN BOOKS	25.22
Brodart	09/17/2025	B7061736	B7061736 J FICTION BOOKS	5.10
Brodart	09/17/2025	B7061737	3105613 J SERIES BOOKS	4.48
Brodart	09/18/2025	B7062685	310561B ADULT FICTION BOOKS	104.34
Brodart	09/18/2025	B7062574	B7062574 ADULT FICTION BOOKS	47.30
Brodart	09/18/2025	B7062375	310561B ADULT FICTION BOOKS	19.02
Brodart	09/18/2025	B7062615	310561B ADULT GN BOOKS	17.86
Brodart	09/22/2025	B7064606	3105611 ADULT NON-FICTION BOOKS	245.17
Brodart	09/22/2025	B7064590	3105612 J FICTION PICTURE BOOKS	132.77
Brodart	09/22/2025	B7064622	3105611 ADULT NON-FICTION BOOKS	121.53
Brodart	09/22/2025	B7064620	3105611 ADULT NON-FICTION BOOKS	113.84
Brodart	09/22/2025	B7064605	3105612 J POP FICTION BOOKS	112.26
Brodart	09/22/2025	B7064597	3105612 J NONFICTION BOOKS	51.67
Brodart	09/22/2025	B7064602	3105612 J STEP-UP BOOKS	24.74
Brodart	09/22/2025	B7064603	3105612 J POP FICTION BOOKS	24.30
Brodart	09/22/2025	B7064627	3105611 ADULT NON-FICTION BOOKS	22.26
Brodart	09/22/2025	B7064626	3105611 ADULT NON-FICTION BOOKS	17.87
Brodart	09/22/2025	B7064615	3105612 J GN BOOKS	13.87
Brodart	09/22/2025	B7064614	3105612 J FICTION BOOKS	11.58
Brodart	09/23/2025	B7065497	3105612 J POP FICTION BOOKS	59.61
Brodart	09/23/2025	B7065350	3105612 J FICTION PICTURE BOOKS	50.16
Brodart	09/25/2025	B7067378	3105612 J FICTION BOOKS	395.13
Brodart	09/25/2025	B7067253	310561B ADULT FICTION BOOKS	202.93
Brodart	09/25/2025	B7067207	310561B ADULT FICTION BOOKS	202.28
Brodart	09/25/2025	B7067214	3105612 J POP FICTION BOOKS	28.90
Brodart	09/25/2025	B7067177	3105612 J GN BOOKS	20.23
Brodart	09/25/2025	B7067439	310561B ADULT FICTION BOOKS	17.87
Brodart	09/29/2025	B7069843	310561B ADULT FICTION BOOKS	20.32
Brodart	10/01/2025	B7071620	3105612 J NON-FICTION BOOKS	121.06
Brodart	10/02/2025	B7072325	3105611 ADULT NON-FICTION BOOKS	291.64
Brodart	10/02/2025	B7072262	3105611 ADULT NON-FICTION BOOKS	13.28
Brodart	10/03/2025	B7073541	3105613 J GN BOOKS	81.35
Brodart	10/03/2025	B7073688	3105613 J POP FICTION BOOKS	41.00
Brodart	10/03/2025	B7073684	3105613 J POP FICTION BOOKS	30.32
Brodart	10/06/2025	B7074400	3105612 TEEN FICTION BOOKS	550.63
Brodart	10/06/2025	B7074486	3105612 J PICTURE BOOKS	75.33
Brodart	10/06/2025	b7074669	3105612 J POP FICTION BOOKS	42.03
Brodart	10/06/2025	B7074370	3105612 J STEP-UP BOOKS	10.46
Brodart	10/07/2025	B7075311	310561B ADULT FICTION BOOKS	140.65
Brodart	10/07/2025	B7075303	310561B ADULT FICTION BOOKS	117.91
Brodart	10/07/2025	B7075289	310561B ADULT FICTION BOOKS	69.19
Brodart	10/07/2025	B7075306	310561B ADULT FICTION BOOKS	17.86
Brodart	10/08/2025	B7076135	310561B ADULT FICTION BOOKS	158.62
Brodart	10/08/2025	B7076220	3105612 J STEP-UP BOOKS	5.03

Total for Brodart **\$3,878.97**

Center Point Large Print
1-800-929-9108

Center Point Large Print	09/04/2025	2197460	EGCL ADULT LP BOOKS	74.25
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Total for Center Point Large Print **\$74.25**

DEMCO

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
800-752-7614 act.rece				
DEMCO	10/03/2025	7706928	710162791 BOOK PROCESSING TAPE & NAME BADGE	191.88
Total for DEMCO				\$191.88
Dropmysuite Inc.				
Dropmysuite Inc.	10/01/2025	INV-22397	OREGON-1_16894 DIRECT USER EMAIL & COLLABORATION BACKUP SUBSCRIPTION COST 9/1/25-9/30/25	81.00
Total for Dropmysuite Inc.				\$81.00
ECF DATA				
702-780-7903				
ECF DATA	09/28/2025	INV-05306- G8X5F1	EGCL OFFICE 365 A3 (EDUCATION FACULTY PRICING) 9/28/25-10/27/25	194.04
Total for ECF DATA				\$194.04
EGCL - Petty Cash				
EGCL - Petty Cash	09/22/2025	5026	EGCL POSTERS FOR TEENPROGRAM PRIZES	11.10
Total for EGCL - Petty Cash				\$11.10
Guilderland Public Library				
456-2400				
Guilderland Public Library	09/18/2025	206836	EGCL 381191****3369 TRIGGERS LOST/PAID ITEM	35.00
Total for Guilderland Public Library				\$35.00
HILL & MARKES, INC.				
888-427-7022				
HILL & MARKES, INC.	09/18/2025	3090568-00	6258 MAINTENANCE SUPPLIES	363.96
Total for HILL & MARKES, INC.				\$363.96
HOME DEPOT				
HOME DEPOT	09/12/2025	6012319	6035 32** **** 8313 MAINTENANCE SUPPLIES	63.92
Total for HOME DEPOT				\$63.92
MARINE DESIGN & SERVICE				
MARINE DESIGN & SERVICE	10/07/2025	6596	EGCL FISH TANK SERVICE	75.00
Total for MARINE DESIGN & SERVICE				\$75.00
Midwest Tape				
1-800-875-2785				
Midwest Tape	09/16/2025	507750465	2000001825 ADULT DVDS	115.45
Midwest Tape	09/22/2025	507776382	2000001825 ADULT & J DVDS	223.40
Midwest Tape	09/30/2025	507813790	2000001825 J & ADULT DVDS	107.95
Total for Midwest Tape				\$446.80
Nielsen Associates				
456-6863				
Nielsen Associates	10/06/2025	950721	EGCL BOOKMARK ELECTION 2025 ISSUE MAIL PREP & POSTAGE OF NEWSLETTER	3,273.44
Total for Nielsen Associates				\$3,273.44
Northeast Toner, Inc.				
518-899-5545				
Northeast Toner, Inc.	09/24/2025	119822	EGCL TONERS	276.00
Northeast Toner, Inc.	10/06/2025	119874	EGCL TONERS	247.00

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Total for Northeast Toner, Inc.				\$523.00
OVERDRIVE				
216-573-6886 ext.212				
OVERDRIVE	09/16/2025	01080CO25285313	1080-0012 3-TEEN EBOOKS AND 11-TEEN EAUDIOBOOKS	828.02
OVERDRIVE	09/23/2025	01080CO25291741	1080-1012 ADULT EAUDIOBOOKS	412.87
OVERDRIVE	09/23/2025	01080CO25291758	1080-1012 ADULT EBOOKS	286.31
OVERDRIVE	09/23/2025	01080CO25291712	1080-0012 ADULT EAUDIOBOOKS	197.97
OVERDRIVE	09/23/2025	01080CO25291724	1080-0012 ADULT EBOOKS	134.99
OVERDRIVE	10/06/2025	01082CO25311521	1080-0012 1- TEEN EBOOK & 12- TEEN EAUDIOBOOKS	926.85
OVERDRIVE	10/07/2025	01080DA25314061	1080-1012 ADULT EBOOK & ADULT EAUDIOBOOK	102.50
OVERDRIVE	10/07/2025	01080DA25313953	1080-0012 TEEN EAUDIOBOOK	87.94
OVERDRIVE	10/07/2025	01080DA25313954	1080-0012 ADULT EBOOK	55.00
Total for OVERDRIVE				\$3,032.45
PURE WATER PARTNERS				
PURE WATER	10/02/2025	2228708	700-39652 WATER COOLER 8/17/25-11/16/25	198.00
PARTNERS				
Total for PURE WATER PARTNERS				\$198.00
Rensselaer Public Library				
Rensselaer Public Library	10/02/2025	231611	EGCL 381270****1319 HAND ALL OVER LOST/PAID MUSIC CD	25.00
Rensselaer Public Library	10/03/2025	235679	EGCL 381270****6765 BE MYSELF LOST/PAID MUSIC CD	23.35
Total for Rensselaer Public Library				\$48.35
Seasons East Lawn Care				
732-2276 new 8.07				
Seasons East Lawn Care	10/01/2025	14451	EGCL 3-LAWN MOWINGS, 5-WATERING FLOWERS W/FERTILIZER, 1-WEED CONTROL & 3-WEEDING LAWN 9/1/25-9/30/25	2,610.00
Seasons East Lawn Care	10/01/2025	14470	EGCL 5-WATERING FLOWERS W/FERTILIZER COMMUNITY WAY 9/1/25-9/30/25	196.66
Total for Seasons East Lawn Care				\$2,806.66
STAPLES				
1-877-826-7755				
STAPLES	09/26/2025	6043434239	1008052 MAINTENANCE & OFFICE SUPPLIES	287.25
STAPLES	09/26/2025	6043530522	N008052 OFFICE SUPPLIES	25.17
STAPLES	10/04/2025	6044492412	1008052 OFFICE SUPPLIES	76.79
Total for STAPLES				\$389.21
TAG SOLUTIONS, LLC				
(518) 292-6510				
TAG SOLUTIONS, LLC	10/01/2025	30635582	21743 NINJA CLOUD BACKUP COVERAGE 10/1/25-10/10/31/25 NINJAONE AND BLACKPOINT COVERAGE 10/1/25-10/31/25 MANAGED SERVICES CORE COVERAGE 10/1/25-10/31/25	2,633.00
Total for TAG SOLUTIONS, LLC				\$2,633.00
TIMES UNION (SUBSCRIPTION)				
454-5015				
TIMES UNION (SUBSCRIPTION)	09/22/2025	12252025	140026351 SUBSCRIPTION RENEWAL THRU 12/25/25	150.95
Total for TIMES UNION (SUBSCRIPTION)				\$150.95
Troy Public Library				
Troy Public Library	10/04/2025	392056	EGCL 381321****9432 SCARY SQUIRREL GOES CAMPING LOST/PAID BOOK	16.95

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Total for Troy Public Library				\$16.95
TWIN BRIDGES				
518-282-5600				
TWIN BRIDGES	10/01/2025	20251001558109	55-8109 1 WASTE & RECYCLING FOR OCTOBER 2025	288.63
Total for TWIN BRIDGES				\$288.63
UHLS				
UHLS	10/02/2025	25-451	EGRN HOOPLA Q3 2025	1,900.93
Total for UHLS				\$1,900.93
VERIZON WIRELESS				
VERIZON	10/01/2025	6124909190	542647307-00001 WIRELESS CELL PHONE SEPT. 2-OCT. 1,	32.76
WIRELESS			2025	
Total for VERIZON WIRELESS				\$32.76
ZOOBEAN, INC.				
ZOOBEAN, INC.	10/01/2025	36026	EGCL BEANSTACK PREIUM 12/12/25-12/11/26	932.40
Total for ZOOBEAN, INC.				\$932.40
TOTAL				\$24,576.02

Note

Payment Approved / /

President, Library Board of Trustees: _____



East Greenbush Community Library

Budget vs. Actual

As of October 10, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges	10,893.41	15,000.00	-4,106.59	72.62 %
4100 Interest & Earnings	53,196.41	30,000.00	23,196.41	177.32 %
4200 Public Funds	2,400,733.70	2,402,155.00	-1,421.30	99.94 %
4410 Gifts & Grants	51,209.78	52,500.00	-1,290.22	97.54 %
Total Revenue	\$2,516,033.30	\$2,499,655.00	\$16,378.30	100.66 %
GROSS PROFIT	\$2,516,033.30	\$2,499,655.00	\$16,378.30	100.66 %
Expenditures				
Operating Expenses				
5000 Technology/Communications	58,534.22	115,000.00	-56,465.78	50.90 %
5010 Programming & Planning	24,633.06	34,700.00	-10,066.94	70.99 %
5020 Bks & Mat'ls (Collections)	131,083.02	161,500.00	-30,416.98	81.17 %
5030 Facilities Expenses	129,088.89	143,940.00	-14,851.11	89.68 %
5040 Professional Services	44,979.40	61,650.00	-16,670.60	72.96 %
5050 Operations	15,805.28	43,050.00	-27,244.72	36.71 %
5100 Human Resources/Staff Devt	5,552.76	7,000.00	-1,447.24	79.33 %
5200 Personnel	1,222,878.88	1,883,760.00	-660,881.12	64.92 %
Total Operating Expenses	1,632,555.51	2,450,600.00	-818,044.49	66.62 %
Total Expenditures	\$1,632,555.51	\$2,450,600.00	\$ -818,044.49	66.62 %
NET OPERATING REVENUE	\$883,477.79	\$49,055.00	\$834,422.79	1,800.99 %
Other Expenditures				
FR Friends Pass-through	-526.34		-526.34	
Reserve Funds	206,298.67		206,298.67	
Total Other Expenditures	\$205,772.33	\$0.00	\$205,772.33	0.00%
NET OTHER REVENUE	\$ -205,772.33	\$0.00	\$ -205,772.33	0.00%
NET REVENUE	\$677,705.46	\$49,055.00	\$628,650.46	1,381.52 %

Note

On this date, the year is 77.5% 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 October 10, 2025

	TOTAL			
	AS OF OCT 10, 2025	AS OF OCT 10, 2024 (PY)	CHANGE	% CHANGE
ASSETS				
Cash Assets				
Accounts				
Cash, Operating Accounts	1,241,379.95	1,145,915.25	95,464.70	8.33 %
Designated Board Cash Funds				
1007.00 Non-Restricted, Hurr XXX244	55,874.60	54,403.38	1,471.22	2.70 %
1008.00 Non-Restricted, Capital Reserve- XXX0228	509,833.27	164,540.36	345,292.91	209.85 %
1009.00 Non-Restricted, Operational Contingency- XXX210	406,156.45	395,461.92	10,694.53	2.70 %
Total Designated Board Cash Funds	971,864.32	614,405.66	357,458.66	58.18 %
Donor Restricted Cash Funds				
1001.00 Donor-Restricted, Gift & Grant-XXX186	21,902.87	30,810.38	-8,907.51	-28.91 %
1005.00 Donor-Restricted, Capital Reserve- XXX251	292,770.82	526,763.45	-233,992.63	-44.42 %
Total Donor Restricted Cash Funds	314,673.69	557,573.83	-242,900.14	-43.56 %
Total Accounts	\$2,527,917.96	\$2,317,894.74	\$210,023.22	9.06 %
Total Cash Assets	\$2,527,917.96	\$2,317,894.74	\$210,023.22	9.06 %
Fixed Assets				
1597.00 Land	248,028.78	248,028.78	0.00	0.00 %
Fixed Assets	5,478,124.08	5,346,829.54	131,294.54	2.46 %
Fixed Assets - A/D	-3,468,549.97	-3,377,419.26	-91,130.71	-2.70 %
Total Fixed Assets	\$2,257,602.89	\$2,217,439.06	\$40,163.83	1.81 %
TOTAL ASSETS	\$4,785,520.85	\$4,535,333.80	\$250,187.05	5.52 %
LIABILITIES AND EQUITY				
Liabilities	\$24,576.02	\$55,071.69	\$ - 30,495.67	-55.37 %
Equity				
3000 Retained Earnings	4,083,239.37	3,669,678.85	413,560.52	11.27 %
Net Revenue	677,705.46	810,583.26	-132,877.80	-16.39 %
Total Equity	\$4,760,944.83	\$4,480,262.11	\$280,682.72	6.26 %
TOTAL LIABILITIES AND EQUITY	\$4,785,520.85	\$4,535,333.80	\$250,187.05	5.52 %

Note

On this date, the year is 77.5% over

Non-Restricted Funds Available: \$2,213,244.27

Donor-Restricted Funds Available: \$314,673.69

Account Transfers to cover monthly interest and expenses:

- 1) \$706.60 from Donor-Restricted Gift Grant to Operating (restricted gift/grant expenditures)
- 2) \$647.93 from Donor-Restricted Capital Reserve to Non-Restricted Capital Reserve (interest)

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

As of October 10, 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	\$ 1,675.02	\$ 1,024.98
FR-07-2025 YS Prog/Sup	\$ 3,000.00		\$ 3,000.00	\$ 1,840.94	\$ 1,159.06
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	\$ -	\$ 1,025.16	\$ 715.64
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	\$ -	\$ 1,082.72	\$ 404.39
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	\$ -	\$ 122.85	\$ 882.16
FR-52-2024 Staff Prof Dev Apprec	\$ 3,500.00	\$ 492.15	\$ -	\$ 492.15	\$ -
FR-53-2024 LOT	\$ 2,500.00	\$ 2,481.01	\$ -	\$ 2,438.88	\$ 42.13
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	\$ 36,685.51	\$ 21,902.87

2025 Capital Projects Report to the Library Board

As of October 10, 2025

CURRENT CONSTRUCTION PROJECT OVERVIEW							
Funding Source	Budget	Revenue Received (Pre-2025)	Expenditures (Pre-2025)	Revenue (2025)	Expenditures (2025)	Total Revenue to Date	Total Expenditure
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.				
Electrical	\$ 25,814	\$ 25,814	Landscaping TBD.				
Painting	\$ 17,400	\$ 17,400	Fully complete.				
Tile	\$ 38,388	\$ 38,388	Fully complete.				
EIFS	\$ 125,500	\$ 119,225	Fully complete.				
Storefront Windows	\$ 166,305	\$ -	Complete except punchlist.				
Interior Finished Carpentry *estimated	\$ 32,571	\$ 9,564	In progress. Windows Replaced. Waiting on front door. Exterior trim work in progress.				
CM Reimbursables *estimated	\$ 9,100	\$ 7,756	Interior trim work in-progress.				
CM Fee* estimated (5%)	\$ 29,698	\$ 21,070	Includes waste removal and portable bathrooms.				
Architectural Fees	\$ 27,650	\$ 30,449	Project Management to date. Waiting on latest bill.				
Contingency	\$ 70,995	\$ -	Payment for design and oversight.				
TOTALS	\$ 694,712	\$ 401,941	10% remaining contingency.				

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	Complete- framing, walls, ceilings, carpet, painting, HVAC changes, electrical, insurance, labor.
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	



2026 Proposed Library Budget

10/21/2025 East Greenbush Library Board of Trustees Meeting

The total proposed 2026 budget is \$2,878,395

East Greenbush tax levy of \$2,080,250

Same levy change as 2025. Estimated tax rate \$.70 per \$1K of assessed value.***

***corrected number

Income Estimates	Budget '25	Proposed Budget '26	Expenses	Budget '25	Proposed Budget '26
EG Tax Levy*	\$1,995,455	\$2,080,250	Books & Materials	\$161,500	\$162,390
State/County*	\$6,700	\$6,500	Programming & Planning	\$34,700	\$34,700
Contract Services (Schodack)* **	\$400,000	\$517,090	Salaries & Benefits	\$1,883,760	\$1,965,630
Library Charges	\$15,000	\$13,500	Human Resources/ Staff Dev.	\$7,000	\$7,000
Interest & Earnings	\$30,000	\$52,500	Library Operations	\$43,050	\$42,650
Gifts & Grants (new receipts)	\$52,500	\$58,000	Professional Services	\$61,650	\$59,475
Total Account Transfers	\$95,945	\$150,555	Technology/Communications	\$115,000	\$113,385
			Facilities	\$143,940	\$196,200
TOTAL PUBLIC SOURCES*	\$2,402,155	\$2,603,840	Transfer to Reserves	\$145,000	\$296,965
TOTAL OTHER	\$193,445	\$274,555			
TOTAL INCOME	\$2,595,600	\$2,878,395	TOTAL EXPENDITURES	\$2,595,600	\$2,878,395

** Schodack Contract under negotiations.

Budget Priorities:

- Sustaining Core Services: Continue strong support for programs, technology, collections, and staff.
- Planning for the Future: Build reserves and invest in capital projects like the roof; increased building maintenance costs.
- Maintain Stability: Balance rising costs responsibly while keeping services and tax impact steady.

Capital Projects Plan for 2026

Planned Capital Revenues

Tentative NYS Construction Grant (estimated \$586,940 project; \$348,480 grant*)

\$(313,632)

Planned Capital Expenditures

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 Planned Capital Expenditures		\$678,440

*90% construction grant received upon award; 10% construction grant reimbursed after project completion



You Belong Here

518-477-7476 | eglibrary.org

Director's Report- October 21, 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.

September 2025 Visits/Hours Open/Statistical Highlights

- **Hours Open:** 263 hours/29 days (closed Labor Day)
- **Visitors:** 21,033 total visits (11,208 in-person) - +10% YTD
 - Total visits went up 13% over last September.
 - In-person visits + 13%; website traffic + 14%; drive-thru use - 1%
- **Borrowing:**
 - 23,507 physical items (-3% September & YTD)
 - 6,433 digital items (flat for September, + 6% YTD)
 - 7,471 database usage (+12% September, + 9% YTD)
 - Physical borrowing = 63% of total use (- 2% from last year); digital =37% (+2%).
 - Youth borrowing: -3% physical, -21% digital). Adult borrowing: -2%, +4% digital.
- **Programs:** 65 group programs +136 one-on-one sessions = 2,169 total attendees
 - Attendance went up 48% over last September and +24% YTD.
 - Adult Program Attendance is up 8% YTD and Youth Attendance is up 20% YTD.
- **Meeting Rooms:** 80 bookings by outside groups (+ 36% over last September, +24% YTD).
- **Library Cards:** 177 new cards issued, 3,174 active card holders
 - New cards +34%; active users + 2% (residents +2%, non-residents +4%)
 - YTD, new users +12%, active users up 1%.
- **Public Computer Sessions:** 1,506 (+26% over last September, +14% YTD).
- **Wireless Sessions:** 1,350 (-2% vs. September, -3% YTD).

Strategic Plan Progress

GOAL 1: Build Community Connections

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

- Serving as a Project Linus pick-up/drop-off site. This volunteer effort makes quilts for children in need, and our community's generosity in past drives has been tremendous.
- Continued participation in Books By Mail (UHLS). Five EGCL patrons borrowed 23 items in Q3-second highest usage in the system (behind APL).
- Unity House provided two emergency backpacks for individuals escaping domestic violence or human trafficking situation; one has been used. We will request more backpacks.

GOAL 2: Engage With Your Community

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

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

- The New York State Library is developing an online New York State Immigration Resources guide. We have submitted the library's ENL classes, employment services, and ESL materials to the guide. <https://nyslibrary.libwizard.com/f/NewAmericansUpdate>
- Hosted Doula Network of the Capital Region during a Baby Social Hour for parents.
- Participated in East Greenbush Town Day, connecting with 194 attendees. Thanks to the Friends of the East Greenbush Community Library for tabling with us!

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.

- Planning to accept the Draw Alive interactive art station (donation from the Chadwick Family in memory of Liam Chadwick). Installation will include a small rearrangement of the Children's Library and adding a data drop. To learn more about this product visit: <https://www.breezecreative.com/draw-alive>
- Received sensory tools from Bring on the Spectrum (BOTS) for neurodivergent patrons, including noise-reducing headphones, fidget bags, weighted cushions, and liquid floor tiles- already a big hit in the Children's Library!
- Partnering with BOTS A.D.A.P.T. (Actions to Draw All People Together) workshops, which promote inclusion and empathy between neurotypical and neurodivergent youth. Staff will collaborate with local high school leadership clubs to host workshops here.

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

- September was Library Card Sign up Month!
 - 74 new youth cards and 103 new adult cards (+34% vs. last year)
 - Five cards issued during outreach event at The Spinney.
- Hosted Herencia Cultural Mexicana, highlighting traditional Mexican folk dances of Oaxaca; an engaging and culturally rich performance enjoyed by all.

Increase circulation of diverse resources and materials.

- UHLS Adult Services Advisory Committee discussed the growing influx of AI-generated books ("AI slop") and the need to address this in collection development policies.
- At Electronic Content Advisory Committee, several libraries announced plans to cancel Hoopla due to cost and quality issues; discussions are ongoing across UHLS.

GOAL 4: Promote Literacies

Increase opportunities for hands-on and intergenerational learning.

- Developing another year-long adult reading challenge (BLARC) for Jan 2026-Dec 2027, featuring 12 reading categories. A PR campaign will launch soon.

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

- Storytimes resumed: 7 Family, 1 Saturday, 1 Baby. Average attendance = 36 (down from 44 last year, possibly due to expanded Baby Storytime offerings).

Increase community partnerships with educational institutions

- Hosted five 5th grade classes from Genet Elementary (78 students, 7 educators). Activities included library trivia, tours, and card sign-ups. Four additional Red Mill classes are scheduled for November.

GOAL 5: Advance Local Economic Vitality

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

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

- East Greenbush and Schodack residents accessed the NYTimes online via our website 104 times in September.
- All scheduled appointments for the Rensselaer County One Stop satellite office were attended; staff reminder calls are helping maintain 100% attendance.
- Staff and volunteers distributed Night at the Library flyers during visits to local businesses.

Operations

Personnel

- New Hires:
 - Molly Gavett, FT Library Assistant (Youth), Sept. 3.
 - Irene Cunningham, FT Librarian II (Head of AIS), Sept. 29.
- Retirement: Mary Ann Whelden, FT Library Clerk (Borrower Services), Sept. 29. Recruitment ongoing.
- Resignation: Rich Bruns, PT Building Maintenance Worker, effective Nov. 5. Recruiting for replacement; applications are slow.
- Continuous Recruitment: Substitute Library Clerk, Assistant, and Librarians postings forthcoming as the substitute list has narrowed.

Facilities

- Assistant Director Office: Substantially complete; furniture delivery and window installation scheduled for October.
- Building Updates: Windows and EIFS work substantially complete minus some interior carpentry; awaiting entryway carpet and storefront replacement.
- Restroom Renovation Grant:
 - Received notification of a \$250,000 State and Municipalities grant sponsored by Assemblymember John McDonald.
 - DASNY outlined next steps on October 17; application is due within 20 days.
 - The grant is reimbursement-based and will fund part of the estimated \$365,390 project.
 - Application will require signatures from two board members and an attorney.

Incidents

- Safety and Security: No major incidents to report.



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Personnel Memo

October 21, 2025

Submitted by Jill Dugas Hughes

Resignation:

- Richard Bruns, Building Maintenance Worker (part-time, effective 11/5/2025)

Retirement:

- N/A

Termination:

- N/A

Classification Change:

- N/A

Provisional Appointment:

- N/A

Current Open/Unfilled Positions/Organizational Chart Changes

- Library Clerk (full-time, effective 9/29/2025)
- Building Maintenance Worker (part-time, effective 11/5/2025)