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AGENDA

Board of Trustees

November 18, 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, November 18, 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 Special Meeting Minutes • (5 min) ➤ MOTION to approve the minutes of the October 16, 2025 Special Library Board Meeting.	C. Engel B.
4.	Approval of Meeting Minutes • (5 min) ➤ MOTION to approve the minutes of the October 21, 2025, Library Board Meeting.	C. Engel C.
5.	Treasurer's Reports • (10 min) Treasurer's Report Narrative Off Warrant (October 11, 2025 – November 14, 2025) ➤ MOTION to accept the Off Warrant in the amount of \$164,266.70 for the period of 10/11/2025 – 11/14/2025, as presented. Warrant (October 11, 2025 – November 14, 2025) ➤ MOTION to authorize the president to sign the Warrant for the period of 10/11/2025 – 11/14/2025 in the amount of \$252,762.30. Financials (87.05% of the year over) • Budget vs. Actual 2025 (1/1/2025 – 11/14/2025) • Balance Sheet (11/14/2025) • Restricted Gift/Grant Funds (1/1/2025 – 11/14/2025) • Capital Projects Report (1/1/2025-11/14/2025) ➤ MOTION to approve the November 14, 2025, Financials with 87.05% of the year completed, as presented.	N. Krisanda D. E. F. G. H. I.



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6.	Committee Reports • (5 min) Services Committee – N/A Administrative Committee Minutes <ul style="list-style-type: none"> ➤ MOTION to approve the Reserves Policy as amended. ➤ MOTION to approve amendments to the 2025 Library Budget. ➤ MOTION to approve the 2026 Board Meeting Calendar. ➤ MOTION to approve the 2026 Library Closure Schedule. 	A. Miller J. K. L. M. N.
7.	Unfinished Business • (15 min) Sale considerations of library property	C. Pensabene
8.	Director's Report • (10 min)	J. Dugas Hughes O.
8.	Personnel Memorandum • (5 min) <ul style="list-style-type: none"> ➤ MOTION to approve the 11/18/2025 Personnel Memorandum, as presented. ➤ MOTION to approve the 2026 Staff Salary/Wage Schedule. 	J. Dugas Hughes P. Q. .
9.	Liaison Reports • (10 min) Upper Hudson Library System Friends of the Library Town of East Greenbush Rensselaer County	C. Engel J. Price J. McHugh T. Grant
10.	New Business • (5 min) <ul style="list-style-type: none"> ➤ MOTION to accept the resignation of Trustee, Mari Harris, effective 12/31/2025. ➤ MOTION to accept the resignation of Treasurer, Nichole Krisanda, effective 12/31/2025. 	C. Pensabene
11.	Adjournment <ul style="list-style-type: none"> ➤ MOTION to adjourn the 11/18/2025 Library Board Meeting. 	C. Pensabene

Upcoming Board & Committee Meetings & Events:

Monday, December 1, 2025

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

Tuesday, December 9, 2025

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



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Special Library Board of Trustees Meeting - 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 (exited 7:33 p.m.)
Amanda Miller, Trustee

Library staff, Community Partners & Members of the Public:

Jill Dugas Hughes, Library Director
Jennifer O'Brien, East Greenbush resident
Lige English
Jared Schulman
Steve Montano
Catherine VanOrden
Jennifer Nassivera
Anne Hadijoano
Blake Fox
Elijah Jenkins
Elana Peralta-Sapienza
Kevin McCann
Eve Halloran
Tom Grant, Rensselaer County Legislator
Michael Poost
Michael Zargham
Gabriela Paixao
Mickey Jenkins
Albert Yasus, Jr.
Shay Harrison
Betty Bellino Guigno

A Special Library Board of Trustees meeting of the East Greenbush Community Library was held on October 16, 2025, at the East Greenbush Community Library and was livestreamed. It began at



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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 written-in comments

PUBLIC COMMENT:

- Jennifer O'Brien, former library trustee and school board member, opposed building the police station on library property. She supports better police facilities but said this location would worsen traffic on Luther Road and negatively impact the nearby school, YMCA, and Hawthorne Ridge. She called the site choice shortsighted.
- Lige English, a three-year East Greenbush resident opposed building the police station on library property. He said while police deserve better facilities, the site should instead be used for something that builds community- such as a teen or performing arts center. He called the proposed location shortsighted and unfair to residents, urging the community to resist if the project is pushed through.
- Jared Schulman, who lives across from the library, opposed the proposed police station site, citing lack of transparency and public input. He noted traffic dangers for students in the area and suggested Route 9 & 20 as a better location, warning that eminent domain would cause delays and conflict.
- Steve Montana opposed building the police station on library property, calling it a poor and irresponsible location with traffic and access problems. He said the proposal appears to be driven by Supervisor Conway, not the full town board, and criticized the rushed four-month site search after years of known need. Montana urged the library not to be pressured into donating land, noting better options such as Temple Lane and Columbia Turnpike. He suggested the community could pursue a permissible referendum if the plan advances.
- Catherine VanOrden, spoke out of the lack of transparency from the Town, noting that taxpayers fund both the library and the police. She called for community input and data-driven decisions, including traffic and feasibility studies, before any action is taken. She added that if alternative uses like a teen center are cited, they should be genuinely pursued rather than just discussed.
- Jennifer Nassivera, longtime East Greenbush resident, said she supports the need for a new police station but opposes using the library property. She emphasized preserving the area's limited green space and criticized the lack of transparency about alternative sites and feasibility studies.



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- Anne Hadijoano, Castleton resident and library user criticized the lack of transparency about the proposed police station, expressing distrust of the process and warning that deals may already be happening behind closed doors. She urged the community to take swift action before decisions are finalized.
- Blake Fox, a Columbia High School graduate and longtime library user, supports a new police station but opposes placing it on library property. He cited traffic congestion near the library, safety concerns for students, and the availability of other suitable locations.
- Elijah Jenkins, a lifelong East Greenbush resident, opposed placing the police station on library property, calling it the community's decision and criticizing the Town Supervisor for pushing it for personal or political gain. He emphasized that taxpayers should have a say, that the site is inappropriate for children, and that the library should not be pressured into giving up its land.
- Elana Peralta-Sapienza, a parent and frequent library user, also opposed the location, citing safety concerns for children, and lack of transparency. She said many parents would not bring their children to the library if a police station were built there and suggested alternative sites like Columbia Turnpike.
- Kevin McCann, longtime East Greenbush resident, former Library Trustee, praised the library and surrounding campus on Community Way as the town's cultural center. He emphasized that his opposition to the proposed police station is not a critique of the police, but a concern over coercive tactics and lack of good faith in the process. He suggested alternative uses, like a community center, that would complement existing services and preserve the campus' value.
- Tom Grant, longtime resident and library liaison, supports a new police station but criticized the lack of transparency and respect in the process by the Town Supervisor. He questioned why no concrete proposal has been submitted to the library and highlighted alternative sites, like Columbia Turnpike. Grant urged residents to contact Town Board members to demand answers and oppose coercive tactics like eminent domain.
- Michael Poost, a former 30-year board member, opposed placing a police station on library property. He explained that when the site was planned, the leftover land, now Hawthorne Ridge, was originally going to be donated by the Library and YMCA to the town for free if they became the third partner and took over Community Way, but the town declined. The library site was carefully designed as green space and reserved for future expansion, making a police station inappropriate, as it would consume over 25% of the library site and a building that's half the size, along with significant parking, disrupting its intended use.
- Michael Zargham, a systems engineer and library patron, emphasized the need for deeper scrutiny of the decision-making process rather than just calling for transparency. He warned that studies and metrics can be manipulated to justify predetermined outcomes and suggested focusing on understanding the interests and incentives of the players involved to better protect the library and guide collective action.
- Gabriela Paixao, a parent and regular library visitor, emphasized the importance of preserving the library's land for both indoor and outdoor programs. She noted that placing



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- a police station there could disrupt the library's welcoming environment and deter community members from attending and suggested exploring other locations.
- Mickey Jenkins, joined by her husband Frank, said a new police station is needed but disagrees with the library site due to heavy traffic. She noted that her husband drives the fire truck and experiences the traffic firsthand. She suggested alternative locations like Temple Lane or Route 9 & 20 and recommended forming a committee to explore other options.
 - Albert Yasus, Jr., warned that the Town Supervisor may be acting unilaterally. He noted that the Town Board might need to proactively block an eminent domain lawsuit rather than just vote "no." Yasus also highlighted the upcoming library board of trustees election on November 17, in which he is a candidate.
 - Shay Harrison, a former 5-year library board member and school board member, cautioned that eminent domain between municipal entities carries a high legal threshold, could trigger costly, prolonged litigation, and would require increased legal budgets for both the town and library. Citing Jack Conway's past pressure on the school board during the casino debate, he stressed the need for transparency and community input. He also noted that pre-COVID, the library began discussions about adding a teen center on this site, but funding challenges and the pandemic halted those plans; if restarted the effort would take more two years to complete.
 - Betty Bellino Guigno a longtime resident, and former library board member, emphasized the library as the town's cultural center and praised the police while criticizing the Town Supervisor's coercive approach. She condemned town leaders for neglecting the police station issue for over 20 years and for not using available land along Columbia Turnpike and expressed frustration that the proposal was pushed onto the library with little choice. She praised current and former trustees, especially Michael Poost, for their dedication, highlighted the importance of preserving the library campus and green space, and suggested a community center could complement the library. She thanked the board for holding the hearing, expressed deep affection for the library, while appreciating the strong community turnout.
 - Amy Beyor (submitted in writing, read aloud by Camie Engel)
Hello, I am writing in about the potential build of a new police station on the East Greenbush library property. I think this is an awful idea. There are a lot of people that don't particularly care for E.G police for their lack of assistance in real matters and stay far away from them so to know their building will be on property of the library may keep those library patrons away. Also, the police station brings drama to its building and the library doesn't need that. Times have changed a lot since back when the police station and library shared a building...it's just not good for business. Alot of things go on within the library and I think police would compromise that. Another point, financially. Taxpayer dollars shouldn't go to that when the building the police are currently in is just fine. It works. If anything, they should remodel or add on to their current location.



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- Caitlin B. (submitted in writing, read aloud by Camie Engel)

Good evening, I was alarmed a few days ago to discover the news that the town intends to claim library property through eminent domain. While I appreciate that the town police are in need of updated facilities, taking the library's green space is not the answer. This is a place intended for teens, children, families, all people who seek its peace and refuge, a gathering space for events, a place for those who may struggle with sensory issues. I appreciate the library giving us all the opportunity to speak our opinions and hope that we will continue to share our voices freely and keep our libraries safe community spaces. Thank you, Caitlin B.
- Dawn McNally (submitted in writing, read aloud by Camie Engel)

Dear East Greenbush Library Board Members,

I am writing to formally express my serious concerns regarding the recent discussions about relocating the East Greenbush Police Department to the undeveloped land in front of the East Greenbush Community Library. While I recognize the need for a new police facility, I believe placing it adjacent to our community's library is inappropriate and potentially harmful to both institutions.

My primary concerns with this proposed location are as follows:

Safety and atmosphere for children and families: The library serves as a safe, welcoming, and accessible space for people of all ages, especially children. Locating a police station directly next door could fundamentally change the library's atmosphere. The constant presence of police activity—including emergency responses, patrol cars, and interactions with individuals in custody—could create an intimidating or stressful environment that discourages families and children from using the library.

Aesthetics and community space: The grassy area in front of the library and the adjacent YMCA currently offers a sense of openness and tranquility. Replacing this green space with a secure government facility will diminish the area's aesthetic appeal and alter the feeling of a shared community campus.

Traffic and pedestrian safety: A new police station will inevitably increase vehicle traffic, especially large emergency response vehicles. This poses a safety risk to the high volume of foot traffic, including children and seniors, who regularly visit the library and YMCA.

Impact on the library's autonomy: The recent reports, such as those in the *Times Union*, indicating that Town Supervisor Jack Conway is prepared to pursue eminent domain against the library district are particularly troubling. This aggressive approach could undermine the library's independence and create a contentious relationship between two vital community institutions.

Alternative locations: East Greenbush has other potential sites for the police station, as indicated by earlier discussions. I urge the Town Board to explore other, less disruptive options, such as the grassy area near the Farmgate development, which was previously considered.



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I urge you to consider the long-term implications of this decision and to engage in a more collaborative process with the East Greenbush Community Library. Our town deserves a solution that benefits all its residents without compromising the safety and unique character of our beloved library.

Thank you for your time and consideration of my perspective.

Sincerely,

Dawn McNally

- Susan Herrmann (submitted in writing, read aloud by Camie Engel)
I vehemently oppose the new EG police station being built on the green lawn around the EG Library. I posted this today on What's Going on in and around East Greenbush NY on FB. Please look at the comments there, reasons why people oppose, and number of people who reacted. We know the meeting is tonight at 6:30. One reason that stuck out for me is the noise (sirens) disrupting patrons who are used to the traditional respect of peace and quiet in a library. Sincerely, Susan Herrmann

- Theresa Poitras (submitted in writing, read aloud by Camie Engel)
Library board of trustee members,

I just read the Times Union article about Town Supervisor Jack Conway's threat to take the library land by eminent domain. Please do not give in to his bullying tactics. Not only does it seem this use of the vacant library land was a surprise to the board, it is also a surprise to me and many in the community.

I also viewed the October meeting on YouTube and commend your board members for keeping your cool and conducting a civilized conversation, despite the repeated threats and comments that the board is at fault for not jumping on this opportunity and if you don't agree, he will use his power to take the land for other town usage.

Perhaps other locations were viewed and passed on; however, which other property owners were contacted and why is he not threatening them with eminent domain, just the library board of trustees?

I am not fully apprised of the feasibility study or what other options are out there and am in support of a new police station, but do not agree the EG library space with only a one lane road is the right space. The quiet sanctity of the library and various events you hold would be broken by the traffic and sirens of the police station. Children walking in would be faced with additional traffic and situations where accused criminals may be entering or exiting the police building, which could increase anxiety.



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You should be presented with the physical documents of the review and given sufficient time to review the proposal; not two months and then told times up and you have to agree or the town is taking the land. This is not a good faith offer.

I am a big supporter of the library and disagree with Mr. Conway's comment that the EG library is too big and too expensive. I am a member of the Friends of the Library, have a brick in your patio and was there as recently as last week at your semi-annual book sale. As one of "The people of East Greenbush", I do not want to see you bullied into selling your land or having it taken for the new police station. I hope you are able to maintain your independence and courage in pushing back on this bullying action.

If there's a way I can assist in your review of information or community outreach, please let me know.

President Charlie Pensabene, on behalf of the board, thanked and appreciated all the public comment that was given tonight.

Kayla Kutzscher exited 7:33 p.m.

EXECUTIVE SESSION:

- **MOTION #2025-10-66:** Motion to enter executive session. Motion was made by M. Harris at 7:33 p.m. Seconded by K. Sheehan. The motion was carried with 6 in favor, none opposed.
- **MOTION #2025-10-67:** Motion to exit executive session. Motion was made by C. Pensabene at 8:39 p.m. Seconded by K. Sheehan. The motion was carried with 6 in favor.
- **MOTION #2025-10-68:** Motion to authorize the Library Director to engage an attorney for purposes of legal representation. Motion was made by C. Pensabene. Seconded by A. Miller. The motion was carried with 6 in favor.

ADJOURN:

- **MOTION #2025-10-69:** To adjourn the October 16, 2025, Special Library Board meeting. Motion was made by M. Harris at 8:40 p.m. Seconded by K. Sheehan. The motion carried with 6 in favor.

Recorded & Submitted by: Camie Engel, Secretary



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Library Board of Trustees Meeting - DRAFT*October 21, 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 (attended remotely)
Kayla Kutzscher, Trustee (attended remotely) (exited 8:43 p.m.)
Amanda Miller, Trustee

Library staff, Community Partners & Members of the Public:

Jill Dugas Hughes, Library Director
Jenna Schmonsky, Administrative Assistant (exited 8:02 p.m.)
Julie Ann Price, Friends of the East Greenbush Library President (exited 8:02 p.m.)
Jenn Romer, Friends of the East Greenbush Library (exited 8:02 p.m.)
Tom Grant, Rensselaer County Legislator (exited 8:02 p.m.)
A member of the public (exited 8:02 p.m.)
Albert Yasus, Jr. (entered 7:29 p.m.; exited 8:02 p.m.)

A Library Board of Trustees meeting of the East Greenbush Community Library was held on October 21, 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.
- C. Pensabene noted that item #6 on the agenda, approval of Special Board Meeting Minutes from October 16, will be voted on at the November Board Meeting. Draft minutes will be posted on the website.

PUBLIC COMMENT:

Five written public comments read aloud by C. Pensabene:



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- Kirk Dixon: My wife and I live close by and attend the Y and the Library. We were informed of the recent Times Union article yesterday, and we are submitting these comments late. We are opposed by the attempt to use eminent domain to acquire land without any effort to identify alternative solutions. While we appreciate the need to upgrade the police department's headquarters, the lack of transparency is unacceptable, and lack of building and engineering design details demonstrate contempt to taxpayers and the Library patrons. For example, where would the police enter/exit from the site? On Michael Rd? On Community Way? On Luther Road? If the latter, another traffic light would need to be installed because the risk of pedestrian/vehicle accidents would increase.

The County was able to relocate the DMV and other county offices using an existing building off of Route 4, knocked down walls and reconfigured so that building could meet their needs. Is the Town of East Greenbush incapable of conducting a similar search of pre-existing properties to serve the police department's needs? Buildings should not be built to serve a politician's legacy or ambitions.
- Olivia Gudeahn: Good evening, I am emailing in regards to the proposal of building a police station on the library property. I think this is a very bad idea. As a library & information science student and someone who has worked in libraries, I can see this decision negatively impacting patrons. In a world where the library has become a safe space for all people, building a police department on the property could make regular users of the library feel unsafe. Libraries offer many resources to often underserved members of the community, and these same people may hold negative attitudes toward the police, hence, they could stop using the library out of fear. No one should feel deterred from an essential service like the library. Everyone deserves to feel safe at the library. I will close this email by sharing a point from the American Library Association's Library Bill of Rights: V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views ("Library Bill of Rights", American Library Association, 2006). No matter how direct or indirect, building a police department on library property will be in violation of this key tenet of the ALA's Bill of Rights. Thank you for your consideration.
- Natalie Phoenix: Please do not allow a police station to be built by the library. First and foremost, the roads there are not designed for increased traffic. That corridor gets extremely crowded at arrival and dismissal of the high school. Heading over to the route 4 traffic circle, traffic gets worse. Route 4 is not designed to be heavily trafficked, but we keep adding to the congestion. Additionally, the Library, as well as the YMCA, are safe, communal spaces. Having the police station located there would not contribute positively to that environment. While I respect what police do, I don't think having the station there would promote the same uplifting community feeling there. Lastly, there's so little green space left in East Greenbush. Why not rebuild on properties where there is usable but relatively abandoned space? The Market 32 plaza always seems to have availability, and there are more properties like that in East Greenbush. It's frustrating to see new buildings being built on beautiful land, and then driving a bit further and seeing empty businesses.



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Burger King has looked abandoned since they closed, for example. I sure hope all this will be considered.

- Kendra Phoenix: There should not be a police station built on library property. Libraries are supposed to be safe places for all people, and police have a strong history of discrimination and hate towards all minorities. Libraries provide services of all kinds to people who need them, and they should feel safe accessing the resources they provide. Putting police on the property would put a barrier to these resources, and people would no longer feel comfortable using them. Keep the library a safe place for all people.
- Natasha Polsinello: Why aren't there any Halloween activities for Elementary school aged children? I see either real young or grades 6-12 but nothing for 1st through 5th. Unless I missed something. Our 5th grader just took a field trip to the library. It's a little disappointing.

APPROVAL OF MINUTES:

- **MOTION #2025-10-70:** C. Engel made the motion to approve the minutes of the September 30, 2025, Library Board Meeting, as amended. Seconded by A. Miller. The motion was carried with 7 in favor, none opposed.
- **MOTION #2025-10-71:** A. Miller made the motion to approve the minutes of the October 6, 2025, Special Library Board Meeting. Seconded by K. Sheehan. The motion was carried with 7 in favor, none opposed.
- **MOTION #2025-10-72:** A. Miller made the motion to approve the minutes of the October 16, 2025, Public Hearing for the 2026 Proposed Library Budget, as amended. Seconded by K. Sheehan. The motion was carried with 7 in favor, none opposed.

TREASURER'S REPORT (N. Krisanda):

- The year is 77.5% complete, and the library remains in good financial standing and within budget overall. Some line items are over or under budget. For example, Technology and Communications is under budget, though some one-time costs are expected later in the year. Books and Materials are over budget due to higher costs for Hoopla, online subscriptions, and digital book usage. Facilities is over budget, but we're monitoring it closely. Expenses were lower during this period because there were no snow removal and less landscaping compared to earlier in the year.
- **MOTION #2025-10-73:** C. Engel made a motion to accept the Off-Warrant in the amount of **\$54,853.99** for the period of September 18, 2025, through October 10, 2025, as presented. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.



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- **MOTION #2025-10-74:** A. Miller made a motion to authorize the president to sign the Warrant for the period of September 18, 2025, through October 10, 2025, in the amount of **\$24,576.02**. A. Miller raised a question about a large payment to Brodart. It was explained that Brodart is not closing — Baker & Taylor is. Their closure is a big issue since they're one of only three main book distributors. The library has already stopped using Baker & Taylor because of delays, so the impact will be small. Amazon is now a library distributor. Baker & Taylor manage the data for all New York State libraries. The library is in the process of backing up our data as a precaution. Seconded by K. Sheehan. The motion was carried with 7 in favor, none opposed.
- **MOTION #2025-10-75:** C. Pensabene made a motion to approve the October 10, 2025, Financials with 77.5% of the year completed, as presented. Seconded by C. Engel. The motion was carried with 7 in favor, none opposed.

2026 BUDGET:

- The 2026 budget was presented at the public hearing. The cost per \$1,000 of assessed value has been updated based on the new property assessments. Overall, the dollar impact on taxpayers is about the same, but the percentage has changed. The new tax rate is \$0.70 per \$1,000 of assessed value. This corrected number has been updated in all public documents and presentations.
- **MOTION #2025-10-76:** C. Pensabene made a 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. Seconded by K. Sheehan. The motion was carried with 7 in favor, none opposed.

DIRECTOR'S REPORT (J. Dugas Hughes):

- Continue building community connections through partnerships and programs.
- Library will again serve as a Project Linus drop site, supporting volunteers who make comfort blankets for children in need.
- Books-by-Mail for homebound residents remains popular.
- Collaborated with Unity House to provide emergency backpacks for individuals in crisis.
- Library staff participated in East Greenbush Town Day, reaching over 200 residents.
- ENL programs featured in New York State Libraries' immigration resources guide.
- Welcomed fifth-grade classes for tours and library card signups; will host Red Mill next month for the first time at this grade level.
- Focus on engaging the "tween" demographic as they transition from the children's to teen sections.



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- Welcomed two new staff members: Molly, Library Assistant in Youth Services and Reni, Head of Adult and Information Services.
- Recruitment underway for a new full-time Library Clerk; several interview rounds completed.
- Part-time Maintenance position remains open; recruitment has been slow, as this is a challenging role to fill.
- Received \$250,000 SAM (State and Municipal) Facilities Grant, sponsored by Assembly McDonald, to support the bathroom renovation project.
- Project has been in the works for several years; now moving to the next phase with DASNY review and board requirements.
- Grant timeline extended to 2027, three years from the start of the award.
- Originally applied for the roof project, but funding rules prevented double funding; project shifted to bathroom renovation.
- Project estimated at \$365,000; SAM grant covers a significant portion.
- Recommendation: do not start the project until DASNY review and updated funding confirmation are complete.
- Library open 29 days; welcomed over 21,000 visitors (13% increase from last year).
- Website visits increased; drive-through use continues to decline.
- Borrowing patterns:
 - Physical borrowing dipped by ~3%.
 - Digital borrowing is up 6% year-to-date, now 37% of total use (including streaming and databases).
- Program attendance:
 - Over 2,100 attendees in September (48% increase from last year).
 - Year-to-date attendance is up 24%, with strong growth in youth programs.
 - Meeting room use is up 36% with 80 community/outside group bookings.
- Library card sign-ups: 177 new cards in September (34% increase over last year).
- Computer use is up 26%; Wi-Fi use steady.
- Overall: library active, productive, and engaging both inside the building and in the community.

Possible reasons for trends:

- Expanded outreach via Patron Point emails to all cardholders.
- Increased presence at community events (e.g., Schodack Island, Night at the Library).
- Focused efforts on school-age demographics and youth programming.
- Word of mouth and consistent communication boost awareness.



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M. Harris raised a question about Hoopla. In response, Hoopla is under review because its cost-per-use model can get expensive, especially for popular titles, and much of its content—including AI-generated material—is unvetted. Some titles overlap with Libby, which uses a licensing model rather than cost-per-use. Libraries are considering reallocating Hoopla funds to Libby, possibly using Libby’s new short-term cost-per-circ model for high-demand titles. Alternative digital platforms are being explored, including a low-cost Upper Hudson subscription for anime and comics. Overall, the library is monitoring systemwide options and industry changes, including new offerings from Amazon, while trying to manage budget and collection quality.

J. Dugas Hughes thanks staff for their positivity and dedication. Despite challenges and questions, they stay focused on serving the community and the library’s mission. She also thanks the Friends for a phenomenal event.

PERSONNEL MEMORANDUM:

- **MOTION #2025-10-77:** C. Pensabene made a motion to approve the October 21, 2025, Personnel Memorandum, as presented. Seconded by K. Sheehan. The motion was carried with 7 in favor, none opposed.

LIAISON REPORTS:

Upper Hudson Library System (Camie Engel):

- Nothing to report at this time.

Friends of the Library (Julie Ann Price & Jenn Romer):

Book Sale:

- Not as successful as spring sale; about \$2,000 less; possible reason: signage issue, reducing exposure. Total raised: over \$8,000.
- More inventory than spring; ended with leftover stock in two rooms. Plan in place to avoid this issue next year.

Night at the Library Event:

- Amazing community-supported event, raising \$12,000—surpassing the \$10,000 goal.
- Strong engagement: 40 of 50 auction items bid on; 1,500 raffle tickets sold.
- Half of funding from sponsorships, half from raffles and auction.
- Event broke even and stayed under budget; overall financially successful.

Friendsgiving & Other:

- Focus on engaging the community and encouraging people to vote.
- Promote awareness of the Friends group and invite participation in meetings.
- End-of-year appeal planned, but will be softer following recent large fundraiser.
- Membership recruitment to follow.



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- Library continues to serve as a great community space, and Friends are accepting grants.

J. Ann Price & J. Romer thanked everyone for their support.

Town of East Greenbush (Charlie Pensabene on behalf of Jim McHugh):

- The Town is holding a public hearing on November 12 to discuss the police station.

Rensselaer County (Tom Grant):

- ATEC groundbreaking previously scheduled for October 16, is now scheduled for October 23.
- The County Executive's proposed budget includes a 9% real property tax cut, which is a positive development.
- The legislature would like to honor Mary Ann Wheldon for her years of service with a resolution or recommendation and is requesting any biographical information she is comfortable sharing.

T. Grant commented on the public hearings. The community engagement was excellent; the meetings ran smoothly, and everyone felt heard and respected. It really reflected what the library is all about and sent a positive message to the community.

UNFINISHED BUSINESS: No unfinished business currently.

NEW BUSINESS:

Trustee Election Information

- There will be a Trustee Candidate Virtual Forum on October 28 at 7:30 p.m.
- The November newsletter will include the Trustee candidates.
- The Trustee Election is on November 17 from 9 a.m. – 8 p.m.
- There will be 3 open positions (two five-year positions, one two-year position).
- The library has five applicants: Jordan White, Douglas Morrissey, Albert Yasus, Jr., Sarah Boggess, and Crystal Derico.

Establish Nominating Committee

The members of the Nominating Committee are Amanda Miller, Charlie Pensabene, Kayla Kutzscher, and Nichole Krisanda with Amanda Miller serving as chair. The committee will develop a slate of candidates for the upcoming year, to be presented at the December board meeting.

EXECUTIVE SESSION:

- **MOTION #2025-10-78:** C. Pensabene made a motion to enter executive session to discuss contractual and legal matters at 8:09 p.m. Seconded by A. Miller. The motion was carried with 7 in favor, none opposed.



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Kayla Kutzscher exited meeting at 8:43 p.m.

- **MOTION #2025-10-79:** K. Sheehan made a motion to exit executive session at 9:19 p.m. Seconded by A. Miller. The motion was carried with 6 in favor, none opposed.

ADJOURN:

- **MOTION #2025-10-80:** Motion to adjourn the October 21, 2025, Library Board meeting was made by C. Engel at 9:22 p.m. Seconded by C. Pensabene. The motion was carried with 6 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Camie Engel, Secretary

DRAFT

East Greenbush Community Library

Off-Warrant (Oct. 11- Nov. 14 2025)

NAME	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Cash, Operating Accounts				
1003.00 Checking, Operating-XXX178				
Aflac	11/03/2025	43242	NBY22	-290.34
BOA CARD SERVICES	11/03/2025	43243	CORP ACCOUNT 1924	-7,775.54
CDPHP	10/22/2025	43234	10002870	-10,327.17
CHARTER COMMUNICATIONS (FIBER OPTIC)	10/22/2025	43235	141867501	-399.00
CHARTER COMMUNICATIONS (TELEPHONE)	10/22/2025	43236	142138101	-43.74
GUARDIAN	10/22/2025	43237	00 575836 DENTAL & VISION	-148.46
MARTY GITLIN	11/03/2025	43244		-165.00
MUTUAL OF OMAHA	10/22/2025	43238	G000CRJZ	-157.15
Nationalgrid	10/22/2025	43239	34370-88011	-2,392.78
New York State Deferred Comp.	10/22/2025	43241	Plan#0045420	-944.93
New York State Deferred Comp.	11/03/2025	43249	Plan#0045420	-944.93
NYSLRS	10/31/2025	OCTOBER 2025	NYSLRS for OCTOBER 2025	-1,758.09
	10/24/2025	PR# 22; 10/24/25	PR# 22	-38,343.29
Paychex	10/24/2025	PR# 22; 10/24/25	PROCESSING CHARGES FOR PAYROLL #22 DATED 10/24/25	-434.50
	10/24/2025	PR# 22; 10/24/25	PR# 22	-13,334.61
	11/07/2025	PR# 23; 11/7/25	PR# 23	-13,066.49
Paychex	11/07/2025	PR# 23; 11/7/25	PROCESSING CHARGES FOR PAYROLL #23 DATED 11/7/25	-410.98
	11/07/2025	PR# 23; 11/7/25	PR# 23	-37,907.06
Record	11/03/2025	43245	9038741	-599.70
Rensselaer County Chamber of Commerce	11/03/2025	43246	2942	-661.94
RESERVE ACCT. (POSTAGE METER)	11/03/2025	43250	41651340	-300.00
SPRINGSHARE LLC	10/22/2025	43240	O6G7 SERVICE CODE	-7,000.00
THE PIZZUTO GROUP, INC.	11/03/2025	43251		-996.00
THE TROY SEW SHOP	11/03/2025	43247		-200.00
WAINSCHAF ASSOCIATES, INC.	11/03/2025	43248	424105	-25,665.00
Total for 1003.00 Checking, Operating-XXX178				\$164,266.70
Total for Cash, Operating Accounts				\$164,266.70

East Greenbush Community Library

Warrant of Bills by Vendor-Oct. 11 - Nov.14, 2025

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Amazon Capital Services				
Amazon Capital Services	10/10/2025	1Q6K-NTNT-PVHF	A3DG71IHROMNJM OFFICE SUPPLIES	78.80
Amazon Capital Services	10/10/2025	13QR-3C6K-PJ3R	A3DG71IHROMNJM YS PROGRAM SUPPLIES	46.86
Amazon Capital Services	10/10/2025	1DHL-JN71-Q63N	A3DG71IHROMNJM ADULT NON-FICTION BOOKS	52.37
Amazon Capital Services	10/14/2025	1WP1-G6TL-6647	A3DG71IHROMNJM TEEN NON-FICTION BOOKS	123.99
Amazon Capital Services	10/14/2025	1CJV-D6JP-4493	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	13.13
Amazon Capital Services	10/16/2025	1YQT-44QY-3VM1	A3DG71IHROMNJM WOODEN SUGGESTION BOX FOR ADULT SERVICES	32.57
Amazon Capital Services	10/19/2025	1NN9-1J93-3JWN	A3DG71IHROMNJM J VIDEO GAMES	159.75
Amazon Capital Services	10/19/2025	1TJQ-V6LJ-3RXJ	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	502.65
Amazon Capital Services	10/20/2025	191Y-1RY1-CFHJ	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	211.44
Amazon Capital Services	10/21/2025	1WJ3-63CX-GDWN	A3DG71DGIHROMNJM ADULT PROGRAM SUPPLIES	27.98
Amazon Capital Services	10/22/2025	1X3V-9X3P-XGV6	A3DG71IHROMNJM ADULT PROGRAM SUPPLIES	73.74
Amazon Capital Services	10/25/2025	1PG6-41FX-C3PT	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	27.94
Amazon Capital Services	10/25/2025	1VM7-74NN-CL3F	A3DG71IHROMNJM ADULT FICTION BOOKS	15.95
Amazon Capital Services	10/27/2025	1R3F-YXWT-K31D	A3DG71IHROMNJM ADULT FICTION BOOKS	17.60
Amazon Capital Services	10/28/2025	14MF-MXYH-DNKN	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	9.98
Amazon Capital Services	10/28/2025	1J6M-W6CD-HQQQ	A3DG71IHROMNJM YS PROGRAM SUPPLIES	61.15
Amazon Capital Services	10/29/2025	1QRJ-XV6W-3PYR	A3DG71IHROMNJM AIS PROGRAM SUPPLIES	182.68
Amazon Capital Services	10/31/2025	1MHC-YQXC-H46G	A3DG71IHROMNJM AIS PROGRAM SUPPLIES	96.73
Amazon Capital Services	11/01/2025	1MY6-WHKJ-33GR	A3DG71IHROMNJM YS PROGRAM SUPPLIES	112.33
Amazon Capital Services	11/01/2025	1J6H-H7DN-3VML	A3DG71IHROMNJM J VIDEO GAME	35.99
Amazon Capital Services	11/03/2025	1FFP-PDX7-DDHX	A3DG71IHROMNJM YS LOT KITS	170.93
Amazon Capital Services	11/04/2025	1XLV-36WQ-4C4V	A3DG71IHROMNJM ADULT FICTION BOOKS	11.40
Total for Amazon Capital Services				\$2,065.96
AMY MCCARTHY				
AMY MCCARTHY	10/13/2025	101325	EGCL STAFF REIMBURSEMENT	71.97
Total for AMY MCCARTHY				\$71.97
ANTHEM BLUECROSS				
ANTHEM BLUECROSS	11/01/2025	0202511602454	D51598 HEALTH COVERAGE 12/1/25-12/31/25	5,459.67

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Total for ANTHEM BLUECROSS				\$5,459.67
BPI MECHANICAL SERVICE				
518 326-8450				
BPI MECHANICAL SERVICE	10/28/2025	113227	108813 EXTERIOR COOLING TOWER PIPING REPAIRS	3,792.00
Total for BPI MECHANICAL SERVICE				\$3,792.00
Brodart				
800-233-8467				
Brodart	10/13/2025	B7079371	310516 J FICTION BOOKS	155.45
Brodart	10/13/2025	B7079579	3105612 J POP FICTION BOOKS	26.60
Brodart	10/13/2025	B7079573	3105612 J GN BOOKS	15.02
Brodart	10/13/2025	B7079577	3105612 J GN BOOKS	16.17
Brodart	10/13/2025	B7079574	3105612 J POP FICTION BOOKS	49.30
Brodart	10/14/2025	B7080234	3105612 J GN BOOKS	203.72
Brodart	10/14/2025	B7080239	3105611 ADULT NON-FICTION BOOKS	24.61
Brodart	10/14/2025	B7080222	3105612 J FICTION BOOKS	64.62
Brodart	10/15/2025	B7081416	3105613 J GN BOOKS	62.07
Brodart	10/15/2025	B7081151	3105613 J FICTION BOOKS	36.31
Brodart	10/15/2025	B7081415	3105613 J POP FICTION BOOKS	20.12
Brodart	10/16/2025	B7082168	3105612 J STEP-UP BOOKS	31.42
Brodart	10/16/2025	B7082204	3105611 ADULT NON-FICTION BOOKS	20.71
Brodart	10/16/2025	B7082004	3105612 J STEP-UP BOOKS	13.45
Brodart	10/16/2025	B7082113	3105612 J STEP-UP BOOKS	5.03
Brodart	10/16/2025	B7082112	3105612 J PICTURE BOOKS	136.54
Brodart	10/16/2025	B7082134	3105612 TEEN NON-FICTION BOOKS	91.08
Brodart	10/16/2025	B7082117	3105612 TEEN FICTION BOOKS	542.60
Brodart	10/16/2025	B7082115	310561 J POP FICTION BOOKS	75.83
Brodart	10/16/2025	B7082005	3105612 J POP FICTION BOOKS	64.19
Brodart	10/16/2025	B7082142	3105612 J PICTURE BOOKS	410.52
Brodart	10/20/2025	B7084146	3105612 J STEP-UP BOOKS	30.18
Brodart	10/20/2025	B7084069	3105612 J PICTURE BOOKS	52.87
Brodart	10/20/2025	B7084217	3105612 J PICTURE BOOKS	7.00
Brodart	10/20/2025	B7084325	3105612 J STEP-UP BOOKS	8.75
Brodart	10/20/2025	B7084070	3105612 TEEN NON-FICTION BOOKS	12.15
Brodart	10/20/2025	B7084216	3105612 TEEN FICTION BOOKS	29.03
Brodart	10/20/2025	B7084148	3105612 J STEP-UP BOOKS	48.33
Brodart	10/21/2025	B7085204	3105612 J FICTION BOOKS	44.61
Brodart	10/21/2025	B7085128	3105612 J FICTION POP BOOKS	55.62
Brodart	10/21/2025	B7084990	3105612 J FICTION BOOKS	453.40
Brodart	10/21/2025	B7085153	3105612 J GN BOOKS	93.30
Brodart	10/22/2025	B7085934	3105612 TEEN NON-FICTION BOOKS	24.30
Brodart	10/22/2025	B7085962	3105611 ADULT NON-FICTION BOOKS	15.75
Brodart	10/22/2025	B7085938	3105612 J PICTURE BOOKS	13.23
Brodart	10/22/2025	B7085940	3105612 J PICTURE BOOKS	11.01
Brodart	10/22/2025	B7085970	3105611 ADULT NON-FICTION BOOKS	299.59
Brodart	10/22/2025	B7085972	310612 J PARENTING BOOKS	234.67
Brodart	10/22/2025	B7085958	3105611 ADULT NON-FICTION BOOKS	189.96
Brodart	10/22/2025	B7085942	3105612 TEEN FICTION BOOKS	36.45
Brodart	10/23/2025	B7086758	3105612 J SERIES BOOKS	92.45
Brodart	10/23/2025	B7087074	310561B ADULT FICTION BOOKS	23.03
Brodart	10/23/2025	B7087131	310561B ADULT FICTION BOOKS	7.38
Brodart	10/23/2025	B7086880	310561B ADULT FICTION BOOKS	293.96
Brodart	10/23/2025	B7086694	310561B ADULT FICTION BOOKS	261.09
Brodart	10/23/2025	B7087102	310561B ADULT FICTION BOOKS	89.34
Brodart	10/27/2025	B7089724	3105614 J PARENTING BOOKS	146.40
Brodart	10/30/2025	B7092958	3105612 J GN BOOKS	13.87

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	10/30/2025	B7092960	3105612 J POP FICTION BOOKS	49.30
Brodart	10/30/2025	B7092964	3105612 J GN BOOKS	12.13
Brodart	10/30/2025	B7092961	3105612 J FICTION BOOKS	23.16
Brodart	10/30/2025	B7092963	3105612 J GN BOOKS	30.04
Brodart	10/30/2025	B7092959	3105612 J POP FICTION BOOKS	128.55
Brodart	11/03/2025	B7094984	3105612 J READER BOOKS	295.60
Brodart	11/03/2025	B7094789	3105613 J GN BOOKS	61.51
Brodart	11/03/2025	B7095096	3105612 J FICTION BOOKS	275.73
Brodart	11/03/2025	B7095161	3105613 J GN BOOKS	36.52
Brodart	11/03/2025	B7095146	3105613 J POP FICTION BOOKS	27.02
Brodart	11/03/2025	B7094850	3105612 J GN BOOKS	318.12
Brodart	11/03/2025	B7095075	3105613 J READER BOOKS	3.86
Brodart	11/03/2025	B7095076	B7095076 J FICTION BOOKS	75.02
Total for Brodart				\$5,989.64
Capital Security 479-7122				
Capital Security	10/15/2025	195169	EGCL NETWORK/CELLULAR MONITORING 11/01/25-11/30/25	63.00
Total for Capital Security				\$63.00
Center Point Large Print 1-800-929-9108				
Center Point Large Print	10/14/2025	2208743	EGRN ADULT LP BOOKS	46.50
Total for Center Point Large Print				\$46.50
DEMCO 800-752-7614 act.rece				
DEMCO	10/14/2025	7711755	710162791 OFFICE SUPPLIES	113.95
Total for DEMCO				\$113.95
Dropmysuite Inc.				
Dropmysuite Inc.	11/01/2025	17521-17	OREGON-1_16894 DIRECT USER EMAIL & COLLABORATION BACKUP SUBSCRIPTION COST 10/1/25-10/31/25	81.00
Total for Dropmysuite Inc.				\$81.00
ECF DATA 702-780-7903				
ECF DATA	10/28/2025	INV-05356-Z7V9M8	EGCL OFFICE 365 A3 (EDUCATION FACULTY PRICING) 10/28/25-11/27/25	194.04
Total for ECF DATA				\$194.04
EGCL - Petty Cash				
EGCL - Petty Cash	10/02/2025	5027	EGCL ADULT PROGRAM SUPPLY	3.79
Total for EGCL - Petty Cash				\$3.79
Grainger, W.W.,Inc. 869-1414				
Grainger, W.W.,Inc.	10/13/2025	9672648632	856763925 MAINTENANCE SUPPLIES	78.88
Total for Grainger, W.W.,Inc.				\$78.88
Guilderland Public Library 456-2400				
Guilderland Public Library	10/28/2025	395691	381191****5716 THE CRANE HUSBAND LOST/PAID BOOK	36.99
Total for Guilderland Public Library				\$36.99
HOME DEPOT				
HOME DEPOT	09/15/2025	3628353	6035 32** **** 8313 PAINT FOR AD OFFICE	109.86
HOME DEPOT	09/16/2025	2628522	6035 32** **** 8313 PAINT FOR AD OFFICE	109.86
HOME DEPOT	09/30/2025	8620559	6035 32** **** 8313 SPACKLING, TAPING KNIVES, SANDPAPER, COMMAND HOOKS	64.28
Total for HOME DEPOT				\$284.00
JENNIFER LANTIER-NOVELLI				

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
JENNIFER LANTIER-NOVELLI	11/05/2025	101325-11425-12825	EGCL YS PROGRAM	420.00
Total for JENNIFER LANTIER-NOVELLI				\$420.00
KAREN DUJACK				
KAREN DUJACK	10/22/2025	12-13-25	EGCL AIS PROGRAM	250.00
Total for KAREN DUJACK				\$250.00
LANE PRESS				
LANE PRESS	10/22/2025	4851	EGCL BUSINESS CARD FOR IC,AMB,CS &JDH	154.00
LANE PRESS	10/31/2025	4892	402 BUDGET VOTE NEWSLETTER	1,710.00
Total for LANE PRESS				\$1,864.00
LYDIA LYNCH				
LYDIA LYNCH	10/22/2025	11-22-25	EGCL AIS PROGRAM	160.00
Total for LYDIA LYNCH				\$160.00
MARINE DESIGN & SERVICE				
MARINE DESIGN & SERVICE	11/03/2025	6643	EGCL FISH TANK SERVICE AND 4-FRESH WATER FISH	138.96
Total for MARINE DESIGN & SERVICE				\$138.96
Midwest Tape				
1-800-875-2785				
Midwest Tape	10/06/2025	507842196	2000001825 ADULT & J DVDS	38.23
Midwest Tape	10/13/2025	507874971	2000001825 ADULT DVDS	118.45
Midwest Tape	10/17/2025	507900372	2000001825 ADULT DVDS	179.92
Midwest Tape	10/27/2025	507934064	2000001825 ADULT DVDS	229.40
Midwest Tape	11/03/2025	507975572	2000001825 ADULT & J DVDS	95.96
Total for Midwest Tape				\$661.96
NYSLRS				
Tim 408-4216				
NYSLRS	11/06/2025	NYSLRS 2026	51391 ERS-2026 ANNUAL INVOICE	204,647.00
Total for NYSLRS				\$204,647.00
OFS BRANDS INC.				
OFS BRANDS INC.	09/20/2025	70770938	7282236 NEW FURNITURE FOR DIRECTOR'S OFFICE	9,762.67
Total for OFS BRANDS INC.				\$9,762.67
OVERDRIVE				
216-573-6886 ext.212				
OVERDRIVE	10/10/2025	01080CO25317027	1080-1012 18- J EBOOKS & 20-J EAUDIOBOOKS	1,092.87
OVERDRIVE	10/14/2025	01080DA25320437	1080-0012 TEEN EAUDIOBOOK	76.99
OVERDRIVE	10/15/2025	01080CO25321725	1080-0012 3-ADULT EBOOKS	188.18
OVERDRIVE	10/15/2025	01080CO25321739	1080-0012 1- ADULT EAUDIOBOOK	84.99
OVERDRIVE	10/16/2025	01080CO25322517	1080-1012 1- ADULT EAUDIOBOOK	84.99
OVERDRIVE	10/16/2025	01080CO25322505	1080-1012 5-ADULT EBOOKS	323.17
OVERDRIVE	10/21/2025	01080DA25327687	1080-0012 TEEN EAUDIOBOOK	76.99
OVERDRIVE	10/21/2025	01080DA25327546	1080-1012 ADULT EBOOKS	220.00
OVERDRIVE	10/21/2025	01080DA25327688	1080-0012 ADULT EBOOKS	110.00
OVERDRIVE	10/28/2025	01080DA25335052	1080-0012 ADULT EBOOKS	81.43
OVERDRIVE	10/28/2025	01080DA25335051	1080-0012 TEEN EAUDIOBOOKS	148.00
OVERDRIVE	11/04/2025	01080DA25349934	1080-0012 TEEN EAUDIOBOOKS	207.98
Total for OVERDRIVE				\$2,695.59
Sand Lake Town Library				
Sand Lake Town Library	10/13/2025	323582	EGCL CATWAD. HIGH FIVE! LOST/PAID BOOK	9.00
Total for Sand Lake Town Library				\$9.00
Sebco Books				
800-223-3251				
Sebco Books	10/15/2025	215617	14883 J NON-FICTION BOOKS	494.73

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Total for Sebco Books				\$494.73
STAPLES				
1-877-826-7755				
STAPLES	10/14/2025	6045110226	1008052 OFFICE SUPPLIES	51.67
STAPLES	10/30/2025	6046454963	1008052 MAINTENANCE SUPPLIES	222.88
STAPLES	10/30/2025	6046454961	1008052 MAINTENANCE SUPPLIES	104.96
STAPLES	10/30/2025	1008052	1008052 OFFICE SUPPLIES	142.86
Total for STAPLES				\$522.37
TAG SOLUTIONS, LLC				
(518) 292-6510				
TAG SOLUTIONS, LLC	11/01/2025	30635905	21743 NINJA CLOUD BACKUP COVERAGE 11/1/25-11/30/25 NINJAONE AND BLACKPOINT COVERAGE 11/1/25-11/30/25 MANAGED SERVICES CORE COVERAGE 11/1/25-11/30/25	2,633.00
Total for TAG SOLUTIONS, LLC				\$2,633.00
Town of East Greenbush				
Town of East Greenbush	11/03/2025	592014	984 WATER & SEWER USAGE FOR 8/1/25-10/31/25	669.00
Total for Town of East Greenbush				\$669.00
Tracy Loring				
Tracy Loring	10/22/2025	12-03-25	EGCL AIS PROGRAM	125.00
Total for Tracy Loring				\$125.00
TWIN BRIDGES				
518-282-5600				
TWIN BRIDGES	11/01/2025	20251101558109	55-8109 1 WASTE & RECYCLING FOR NOVEMBER 2025	288.63
Total for TWIN BRIDGES				\$288.63
UHLS				
UHLS	10/09/2025	9097.00	EGRN 4TH QUARTER UHLAN	9,097.00
UHLS	10/15/2025	25-520	EGRN 300 PLASTIC UHLAN CARDS	42.00
Total for UHLS				\$9,139.00
TOTAL				\$252,762.30

Note

Payment Approved / /

President, Library Board of Trustees: _____



East Greenbush Community Library

Budget vs. Actual

January 1, 2025 - November 14, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges	11,921.40	15,000.00	-3,078.60	79.48 %
4100 Interest & Earnings	57,855.36	30,000.00	27,855.36	192.85 %
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)	1,552.38	2,500.00	-947.62	62.10 %
Total 4410 Gifts & Grants	51,513.38	52,500.00	-986.62	98.12 %
Total Revenue	\$2,522,023.84	\$2,499,655.00	\$22,368.84	100.89 %
GROSS PROFIT	\$2,522,023.84	\$2,499,655.00	\$22,368.84	100.89 %
Expenditures				
Operating Expenses				
5000 Technology/Communications	75,673.04	115,000.00	-39,326.96	65.80 %
5010 Programming & Planning	27,922.45	34,700.00	-6,777.55	80.47 %
5020 Bks & Mat'ls (Collections)	142,251.63	161,500.00	-19,248.37	88.08 %
5030 Facilities Expenses	138,119.98	143,940.00	-5,820.02	95.96 %
5040 Professional Services	54,921.88	61,650.00	-6,728.12	89.09 %
5050 Operations	18,799.10	43,050.00	-24,250.90	43.67 %
5100 Human Resources/Staff Devt	6,214.70	7,000.00	-785.30	88.78 %
5200 Personnel				
5201 Benefits	397,357.99	460,895.00	-63,537.01	86.21 %
5250 Salaries	1,152,850.08	1,422,865.00	-270,014.92	81.02 %
Total 5200 Personnel	1,550,208.07	1,883,760.00	-333,551.93	82.29 %
Total Operating Expenses	2,014,110.85	2,450,600.00	-436,489.15	82.19 %
Total Expenditures	\$2,014,110.85	\$2,450,600.00	\$ -436,489.15	82.19 %
NET OPERATING REVENUE	\$507,912.99	\$49,055.00	\$458,857.99	1,035.39 %
Other Expenditures				
FR Friends Pass-through	-1,723.32		-1,723.32	
Reserve Funds	241,726.34		241,726.34	
Total Other Expenditures	\$240,003.02	\$0.00	\$240,003.02	0.00%
NET OTHER REVENUE	\$ -240,003.02	\$0.00	\$ -240,003.02	0.00%
NET REVENUE	\$267,909.97	\$49,055.00	\$218,854.97	546.14 %

Note

On this date, the year is 87.05% 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 November 14, 2025

	TOTAL			
	AS OF NOV 14, 2025	AS OF NOV 14, 2024 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
Cash, Operating Accounts	1,089,904.65	971,101.87	118,802.78	12.23 %
Designated Board Cash Funds				
1007.00 Non-Restricted, Hurr XXX244	55,982.24	54,553.75	1,428.49	2.62 %
1008.00 Non-Restricted, Capital Reserve- XXX0228	501,706.78	162,963.54	338,743.24	207.86 %
1009.00 Non-Restricted, Operational Contingency- XXX210	406,938.89	396,554.97	10,383.92	2.62 %
Total Designated Board Cash Funds	964,627.91	614,072.26	350,555.65	57.09 %
Donor Restricted Cash Funds				
1001.00 Donor-Restricted, Gift & Grant-XXX186	18,670.37	23,652.91	-4,982.54	-21.07 %
1005.00 Donor-Restricted, Capital Reserve- XXX251	273,105.82	396,795.79	-123,689.97	-31.17 %
Total Donor Restricted Cash Funds	291,776.19	420,448.70	-128,672.51	-30.60 %
Total Bank Accounts	\$2,346,308.75	\$2,005,622.83	\$340,685.92	16.99 %
Total Current Assets	\$2,346,308.75	\$2,005,622.83	\$340,685.92	16.99 %
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	\$4,603,911.64	\$4,223,061.89	\$380,849.75	9.02 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities	\$252,762.30	\$247,193.55	\$5,568.75	2.25 %
Total Liabilities	\$252,762.30	\$247,193.55	\$5,568.75	2.25 %
Equity				
3000 Retained Earnings	4,083,239.37	3,669,678.85	413,560.52	11.27 %
Net Revenue	267,909.97	306,189.49	-38,279.52	-12.50 %
Total Equity	\$4,351,149.34	\$3,975,868.34	\$375,281.00	9.44 %
TOTAL LIABILITIES AND EQUITY	\$4,603,911.64	\$4,223,061.89	\$380,849.75	9.02 %

Note

Account Transfers

Donor-Restricted Capital Reserves to Operating: \$19,665 (capital expenses- NYS Grant)

Donor-Restricted Capital Reserves to Non-Restricted Capital Reserves: \$564.58 (interest)

Donor-Restricted Gift/Grant to Checking: \$3,232.50 (restricted gift/grant expenses)

Non-Restricted Capital Reserves to Operating: \$9,672.67 (AD office renovations)

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

As of November 14, 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	\$ 6,965.00	\$ 1,435.00
FR-02-2025 Hoopla	\$ 3,515.00	\$ -	\$ 3,515.00	\$ 3,515.00	\$ -
FR-03-2025 Museum	\$ 3,225.00	\$ -	\$ 3,225.00	\$ 1,584.80	\$ 1,640.20
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	\$ 2,580.75	\$ 119.25
FR-07-2025 YS Prog/Sup	\$ 3,000.00		\$ 3,000.00	\$ 2,633.42	\$ 366.58
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	\$ -	\$ 917.47	\$ -
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	\$ -	\$ 816.25	\$ -
FR-46-2024 Fish	\$ 2,500.00	\$ 1,487.11	\$ -	\$ 1,221.68	\$ 265.43
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	\$ -	\$ 1,234.38	\$ 2,145.68
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	\$ -	\$ 2,477.03	\$ 3.98
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	\$ 39,918.01	\$ 18,670.37

2025 Capital Projects Report to the Library Board

As of November 14, 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	\$ -	\$ 231,963	\$ 312,620	\$ 421,606
Library Match	\$ 347,356	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 694,712	\$ 312,620	\$ 189,643	\$ -	\$ 231,963	\$ 312,620	\$ 421,606

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	\$ 7,675	In progress. Windows Replaced. Waiting on front door. Exterior trim work in progress.
Interior Finished Carpentry *estimated	\$ 32,571	\$ 21,604	Interior trim work in-progress.
CM Reimbursables *estimated	\$ 9,100	\$ 8,206	Includes waste removal and portable bathrooms.
CM Fee* estimated (5%)	\$ 29,698	\$ 26,570	Project Management to date. Waiting on latest bill.
Architectural Fees	\$ 27,650	\$ 24,449	Payment for design and oversight.
Contingency	\$ 70,995		10% contingency remaining
TOTALS	\$ 694,712	\$ 421,606	

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
				Complete- framing, walls, ceilings, carpet, painting, HVAC changes, electircal, insurance, labor.
Wainschaf Contract for Construction	\$ 14,127	\$ -	\$ 14,127	
Change Order- Add Window to Door	\$ 943	\$ -	\$ 943	Added winodw to currently owned wooden door.
Accent Furniture Contract (OFS Brands)	\$ 9,763	\$ 9,763	\$ 0	Contract includes furniture, delivery, installatio. Furniture received, waiting to schedule install. Estimated early October.
Contingency	\$ 167		\$ 167	
TOTALS	\$ 25,000	\$ 9,763	\$ 15,237	

\$ 85,237

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	Installation in progress
Contingency	\$ 6,020	\$ -	\$ 6,020	
TOTALS	\$ 70,000	\$ -	\$ 70,000	



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Administrative Committee Minutes

11/3/2025 • 7:00 PM

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

ACTION ITEMS:

- Final Draft Reserves Policy (distributed 6/2, updated 8/1, revisions posted 10/28)
- 2025 Budget Proposed Adjustments
- Contract Updates
- Facilities Updates
- Nominating Committee / Trustee Resignation
- Board Meeting Calendar 2026

1) Final Draft Reserves Policy:

The final draft was reviewed by the committee.

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

2) 2025 Budget Proposed Amendments:

The year-end budget is being reviewed and adjustments are recommended. There is about \$35,000 more in interest and earnings than budgeted.

Recommendations:

- To decrease the technology budget by \$7,000 and shift that to books and materials for Hoopla, which is over budget.
- Add \$30,000 to facilities due to higher expenses and utilities.
- Reduce operations by \$10,000 to help offset increases.
- Reduce salaries & benefits by \$135,460 due to turnover and leaving the assistant director position unfilled for most of the year.
- Transfer an additional \$55,000 to capital reserves to help ensure sufficient funding for upcoming projects.
- The 2026 Schodack budget has a \$56,000 shortfall, which is proposed to be covered by using unspent funds from this year.

Motion: The Administrative Committee moves to propose amendments to the 2025 Library Budget.



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3) Contract Updates:

J. Dugas Hughes and C. Pensabene met with Town of Schodack to discuss the 2026 budget. In 2025, the library received \$400,000. For 2026, the library requested \$517,090, but will likely receive \$461,000, which is \$56,090 less than requested and a 15% increase from 2025. The contract is being implemented to also reflect a three- to five-year multi-year agreement providing mutual consistency for both parties.

4) Facilities Updates:

- The air handler unit is currently in the process of being replaced.
- The finishing touches on the Director's office and the Assistant Director's office are just about completed.
- The sliding front doors and carpet in lobby have been ordered.
- The SAM grant is just about ready; just need signatures from the Board President and Board Treasurer. This is the grant for \$250,000 for the bathrooms.

5) Board Meeting Calendar 2026:

- Board Meetings will be held the third Tuesday of each month unless otherwise noted, 7–8 PM (longer if needed for executive sessions).
- Board Committee Meetings will be held the first Monday of each month unless otherwise noted.
- Some meetings are adjusted for holidays.
- Budget Committee Meetings are tentative until confirmed with Budget Committee; work starts in June with flexibility.
- Library closures will need to be approved by the board separately.

Motion: The Administrative Committee moves to approve the 2026 Board Meeting Calendar.

Motion: The Administrative Committee moves to approve the 2026 Library Closures.

6) Nominating Committee / Trustee Resignation:

- Nominating Committee which consists of the same members as the Administrative Committee discussed who will fill the four officer positions of President, Vice President, Treasurer, and Secretary for the 2026 year.
- By the end of 2025, only three current board members will remain on the board as there will be two resignations.
- There was discussion about possibly hiring a paid Treasurer.
- Overall, the committee is finalizing how to fill the three remaining officer positions and the fourth open spot while considering timing, training, and potentially paid position.



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There was a question raised about the Upper Hudson Library System liaison appointment. The board can recommend a candidate, but the final appointment is not under their control.

Next Meeting Action Items:

- ADA-Facilities Checklist

DRAFT Reserves Policy

Recommended by Administrative Committee on 11/3/25 for Board Consideration on 11/14/2025

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. It is the Library's intent to fund all maintenance and operations from operating and reserve funds, and only use bonding if the Library undergoes a major expansion or building project.

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 investment income.
- **Interest Earned:** Interest earned will remain 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.
- **Target Balance:** Based on a Board-approved 5–10-year facilities plan, reviewed annually during the budget process.
- **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 and be in alignment with the Library's Capital Improvement priorities.
- **Replenishment:** May include annual budget allocations, surplus funds, or transfers as approved by the Board
- **Interest Earned:** Interest earned will be remain 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 by the board. A minimum balance equivalent to 3 months' operating expenditures must be maintained.
- **Interest Earned:** Interest earned will remain 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:** Replenished through 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 New Reserve Accounts

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.

Unassigned Fund Balance (Non-Restricted)

Purpose

1. To ensure adequate cash flow for operating expenses prior to the receipt of tax revenues in February.
2. May also be used for other purposes as determined by the Board.

Minimum and Maximum Balances

1. At the start of each fiscal year, the balance shall be:
 - Minimum: 25% of prior-year planned operating expenses
 - Maximum: 30% of prior-year planned operating expenses
2. If the balance falls below 25% at fiscal year-end, the Board will adopt a plan to replenish the balance within two years; funding may include transfers from non-restricted reserves.
3. If the balance rises above 30% at fiscal year-end, excess funds may be:
 - Reserved as appropriations for contingencies
 - Appropriated in the budget to reduce taxes, or
 - Designated to another reserve category in accordance with this policy.
4. A contingency amount, up to a maximum of 4% of previous fiscal year planned operating expenses, may be maintained from unassigned cash assets, if available.

FY 2025 Operating Budget Proposed Transfers- East Greenbush Community Library

Overview

The Administrative Committee met on November 3, 2025 to and recommends amendments to align the budget with current financial performance and priorities. The adjustments reflect higher than expected investment earnings, staffing changes, and increased commitment to capital planning. After that meeting, we received the NYSLRS annual invoice and added an additional employee on our health insurance plan. This necessitated a revision to the Salaries & Benefits line and the Transfer to Unassigned Fund Balance line. We anticipate taking \$56,000 from the Transfer to Unassigned Fund Balance line (unspent funds from this year).

FY 2025 Operating Budget Proposed Transfers					11/14/2025
Code	Account Description	Original	Adjustment	Modified	Note
4100	Interest & Earnings	\$ 30,000	\$ 35,000	\$ 65,000	Higher investment income
INCOME		\$ 30,000	\$ 35,000	\$ 65,000	
	Transfer to Capital Reserves	\$ 145,000	\$ 55,000	\$ 200,000	Add'l savings Cap. Projects
	Transfer to Unassigned Fund Balance	\$ -	\$ 75,425	\$ 75,425	Anticipated FB at year-end*
5000	Technology/Communications	\$ 115,000	\$ (7,000)	\$ 108,000	Revised based on actual
5023	Books & Materials	\$ 161,500	\$ 7,000	\$ 168,500	Increased hoopla costs
5030	Facilities	\$ 143,940	\$ 30,000	\$ 173,940	Increased utilities and repairs
5050	Operations	\$ 43,050	\$ (10,000)	\$ 33,050	Revised based on actual
5200	Salaries & Benefits	\$ 1,883,760	\$ (115,425)	\$ 1,768,335	Reflects vacancy savings
EXPENSES		\$ 2,492,250	\$ 35,000	\$ 2,527,250	
*Changes post Admin Committee Mtg. because we received the actual NYSLRS invoice, & added employee on health insurance plan					

Revenue Adjustments (+\$35,000):

- **Interest & Earnings:** Increase from \$30,000 to \$65,000 (+\$35,000) due to higher interest yields
- **All other revenue lines:** No changes
- **Total Revenue:** \$2,630,600 (+\$35,000)

Expenditure Adjustments (+\$35,000 net, balanced)

- **Long-Term Savings & Reserves:**
 - Transfer to Capital Reserves: Increase from \$145,000 to \$200,000 (+\$55,000)
 - Transfer to Unassigned Fund Balance: New allocation of \$75,425. We are anticipate a \$56,000 shortfall in Schodack funds which were budgeted in 2026, based on recent conversations
- **Operating Adjustments:**
 - Technology: (-\$7,000) based on actual expenditures
 - Books & Materials: +\$7,000 to meet increased hoopla costs
 - Facilities: +\$30,000 for increased utility and higher than anticipated repair/maintenance costs
 - Operation: (-\$10,000) from reduced supply and administrative expenses

- Other lines (Programming, Professional Services, HR): No material changes needed
- **Personnel:**
 - Salaries: (-\$109,865) reflecting vacancy savings and adjusted hiring timelines.
 - Benefits (-\$5,560) primarily from lower Health Insurance participation, Social Security/Medicare than anticipated, balanced with increased NYSLRS, Disability (Life Insurance and PFL premiums included), and higher anticipated Workers Compensation bill.
 - Total Personnel Reduction: \$115,425
- **Balanced Result:** All adjustments offset one another; total expenditures = \$2,630,600, matching total revenue.

East Greenbush Community Library
Proposed 2025 Budget Adjustments
 18-Nov-25

Code		2025 Adopted Budget	2025 Proposed Adjustments	\$ change
Revenue				
4000	LIBRARY CHARGES	\$ 15,000	\$ 15,000	0
4100	INTEREST & EARNINGS	\$ 30,000	\$ 65,000	35,000
4200	PUBLIC FUNDS	\$ 2,402,155	\$ 2,402,155	0
4410	GIFTS/GRANTS (new receipts)	\$ 52,500	\$ 52,500	0
	APPROPRIATED FUND BALANCE	\$ 95,945	\$ 95,945	0
	GRAND TOTAL REVENUE	\$ 2,595,600	\$ 2,630,600	35,000
Code		2025 Adopted Budget	2025 Proposed Adjustments	
Expenditures				
Long Term Savings				
	Transfer to Capital Reserves	\$ 145,000	\$ 200,000	55,000
	Transfer to Unassigned Fund Balance	\$ -	\$ 75,425	75,425
	Transfer to Reserves	\$ 145,000	\$ 275,425	130,425
5000	Technology/Communications	\$ 115,000	\$ 108,000	(7,000)
5010	Programming & Planning	\$ 34,700	\$ 34,700	(7,000)
5023	Books & Materials	\$ 161,500	\$ 168,500	7,000
5030	Facilities	\$ 143,940	\$ 173,940	30,000
5040	Professional Services	\$ 61,650	\$ 61,650	0
5050	Operations	\$ 43,050	\$ 33,050	(10,000)
5100	Human Resources/Staff Development	\$ 7,000	\$ 7,000	0
Personnel				
5201	Benefits	\$ 460,895	\$ 455,335	(5,560)
5250	Salaries	\$ 1,422,865	\$ 1,313,000	(109,865)
5200	PERSONNEL (Salaries & Benefits)	\$ 1,883,760	\$ 1,768,335	(115,425)
	GRAND TOTAL EXPENDITURES	\$ 2,595,600	\$ 2,630,600	35,000

Recommendation: Approve the FY 2025 Operating Budget adjustments as presented, increasing total revenues and expenditures to \$2,360,600, updating line items as detailed, and authorizing transfers to capital and unassigned fund balance accordingly.



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2026 Board Meetings

Typically held every third **Tuesday** of each month from **7:00-8:00 pm**. *indicates atypical meeting date.

Tuesday, January 20	Tuesday, May 19	Tues, Sept. 15 (prelim. budget)
Tuesday, February 24*	Tuesday, June 23*	Tues, Oct. 20 (adopt budget)
Tuesday, March 17	Tuesday, July 21	Tuesday, November 17
Tuesday, April 21	Tuesday, August 18 (if needed)	Tuesday, December 15

2026 Annual Trustee Training

Monday, January 12 **6:00-7:00 pm** (Annual Training)

2026 Services & Administrative Committee Meetings

Typically held every first **Monday** of the month from **5:30-6:30 (Services)** and **7:00-8:00 pm (Administrative)**

*indicates atypical meeting date.

No committee meetings, January	Monday, July 6 (if needed)
Monday, February 9*	Monday, Aug 3
Monday, March 9*	Tuesday, September 8 (if needed)*
Monday, April 13*	Monday, October 5
Monday, May 4	Monday, November 2
Monday, June 1	Tuesday, December 1 (if needed)*

Tentative Budget Committee Dates

Budget committee meetings are scheduled from **6:00- 7:00 pm**

- Monday, June 22
- Monday, July 13
- Monday, August 24
- Thursday, September 10 (if needed)
- Monday, October 12 (directly after public hearing)

Election Dates

- Trustee Nomination Packets Available – Tuesday, July 21
- Presentation of Draft Budget to Board – Tuesday, September 15
- Public Hearing – Monday, October 12
- Trustee Petition Deadline – Saturday, October 17 by 5:00 p.m.
- Trustee Adopt Preliminary Budget to Present to Community – Tuesday, October 20
- Library Budget & Trustee Election – Monday, November 16



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2026 Library Closure Schedule

New Year's Day: January 1, 2026

Martin Luther King, Jr. Day: January 19, 2026

Easter: April 5, 2026

Staff Development Day: April 27, 2026

Memorial Day: May 23-25, 2026

Juneteenth: June 19, 2026

Independence Day: July 4, 2026

Sundays in July & August: July 5, 12, 19, 26, 2026; August 2, 9, 16, 23, 30, 2026

Labor Day: September 5-7, 2026

Thanksgiving Eve: 5:00 p.m., November 25, 2026

Thanksgiving Day: November 26, 2026

Christmas: December 24-25, 2026

New Year's Eve: 5:00 p.m., December 31, 2026



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Director's Report- November 18, 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.

October 2025 Visits/Hours Open/Statistical Highlights

- **Hours Open:** 282 hours/31 days
- **Visitors:** 23,984 total visits (13,981 in-person) +12% YTD
 - Total visits went +35% over last October
 - In-person visits +57%; website traffic +14%; drive-thru use -13%
 - Friends Booksale: October 10-12
 - Fundraiser: Friends *Night at the Library* October 18
- **Borrowing:**
 - 23,544 physical items (+1% October & - 3% YTD)
 - 6,433 digital items (+6% October, +6% YTD)
 - 7,471 database usage (+9% September, +9% YTD)
 - Physical borrowing = 60% of total use (-2% from last year); digital = 40% (+2%)
 - Youth borrowing: -1% physical, -1% digital). Adult borrowing: physical +4%, +7% digital.
- **Programs:** 67 group programs + 141 one-on-one sessions = 3,303 total attendees
 - Attendance went up 19% over last October and +31% YTD
 - Adult Program Attendance is up 5% YTD and Youth Attendance is up 21% YTD
- **Meeting Rooms:** 110 bookings by outside groups (+59% over last October, +27% YTD)
- **Library Cards:** 133 new cards issued, 3,131 active card holders
 - New cards +57%; active users +6% (residents +2%, non-residents +4%)
 - YTD, new users +15%, active users up 1%
- **Public Computer Sessions:** 1,613 (+ 35% over last October, + 16% YTD)
- **Wireless Sessions:** 1,457 (-6% vs. October 2024, -4% YTD)

Strategic Plan Progress

GOAL 1: Build Community Connections

Increase opportunities and methods for community members to offer feedback

- **Outreach:** The library hosted a table at the Kiwanis Touch-a-Truck event at Becker's Farm, engaging with 185 participants of all ages and sharing information about library programs and services in a fun, family-friendly setting.

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



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- **Outreach:** Participated in the Hawthorne Ridge Senior Living Trunk or Treat event, connecting with 127 attendees; 39 children and 88 adults, including Hawthorne Ridge residents. The safari-themed trunk, featuring children's room animals from the children's room, was a hit and attendees received donated board and coloring books promoting early literacy.
- **Outreach:** Represented the library at YMCA Teal Pumpkin Party, engaging with 152 attendees. The Teal Pumpkin initiative promotes food allergy awareness and inclusive Halloween fun. Kids decorated library bookmarks, while adults received library merchandise- a fun, inclusive way to connect with families and share our community spirit.
- **Inclusive Resources:** Introduced new in-library materials received from BOTS (Bring on the Spectrum), including fidget bags and alternative seating options, which have been well received by visitors of all ages. Instructional inserts were created to guide patrons in using these new materials and enhance their experience.
- **Community Collaboration:** The library attended a Kiwanis meeting and was introduced to Stars for Our Troops, a local organization that gives tattered and faded American flags new purpose. Stars are cut from retired flags, paired with messages of encouragement, and placed in small bags distributed to veterans through local agencies and organizations. The library offered space for assembling these bags, and three local adult groups—Wildwood, Vanderheyden, and Life Song—volunteered their time to help stuff over 500 bags. This meaningful project fostered new connections among Kiwanis, Stars for Our Troops, local service groups, and the library, exemplifying community partnership in action.
- **Community Engagement:** Adult Group participation increased significantly this month, with groups up 22% and individual attendance up 43%. These groups regularly make use of the library's computer access and welcoming spaces, reflecting the library's role as a supportive hub for community connection and learning.

GOAL 2: Engage With Your Community

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

- **Outreach:** The library was a hit at both the Schodack Island Fall Fest and the Schodack Fall Festival, connecting with over 475 community members combined—our highest outreach total of the year. Highlights included the popular prize wheel giveaway and a shoutout from our Summer Reading Band, Scarlet Fever!
- **Community Service:** As part of the Great Give Back initiative, we invited the community to donate canned goods for CoNSERNS-U, benefiting local families through the regional food bank.
- **Friends of the Library:** Many thanks to the Friends of the Library, who outdid themselves with this year's Night at the Library fundraising event! Proceeds support the library's programs, resources, and events that enrich the lives of people of all ages. The celebration also showcased local businesses and artists, who contributed artwork, raffle baskets, hors d'oeuvres, and live entertainment. Additional thanks to the Friends for hosting their Annual Fall Book Sale, another successful effort in support of the library's mission.

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.

- **Cultural Programming:** In celebration of Hispanic Heritage Month, the library hosted a Bilingual Music Show with Mr. Erik, drawing 42 enthusiastic participants. Mr. Erik's energetic



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performance featured likely songs, guitar, and engaging props, highlighting the joy of music, language, and cultural connection.

- **Collection Use:** Database usage remained strong this month. Times Union was accessed 6,116 times, NoveList usage showed remarkable growth, 219% from last month—demonstrating patrons' continued engagement with digital resources.

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

- **Youth Engagement:** Hosted a Halloween Trivia event allowing school-aged children to trick-or-treat throughout the library while learning and having fun.
- **Kids and Teens Winter Reading Challenge:** Began preparations for the challenge, which will launch in early January. The challenge will encourage reading engagement during the winter months and promote continued literacy and library involvement for youth.
- **Adult Programming:** The Alarming History of Pharmacy program, presented by Lee Anna Obos, RPh, curator of the Throop Pharmacy Museum and instructor at the Albany College of Pharmacy and Health Sciences, drew strong attendance. Participants enjoyed exploring the bizarre and sometimes unsettling "cures" once used in early pharmacy and medicine.
- **Community Partnership:** The library partnered with WMHT to create a display featuring American Revolution materials, supporting promotion of the upcoming Ken Burns, Sarah Botstein, and David Schmidt film The American Revolution. The collaboration highlights the library's role in connecting community members to educational and cultural programming.

Increase circulation of diverse resources and materials.

- **Collections & Reader Engagement:** This month's in-library displays featured titles on the American Revolution, Hispanic Heritage, Spooky Reads, Banned Books, Diane Keaton, and Jane Goodall. Staff also created brochures and bookmarks for Banned Books Week, Hispanic Heritage Month, Haunted Halloween, and the Thursday Murday Club, promoting discovery and engagement with our collections.

GOAL 4: Promote Literacies

Increase opportunities for hands-on and intergenerational learning.

- **Language Learning Classes:** Launched the first two sessions of a four-part American Sign Language series for adults, led by the Capital Region Language Center. The program provides hands-on learning opportunities that promote communication, inclusion, and cultural understanding within our community.

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

- **Storytimes:** Held 12 early literacy storytimes this month (7 family, 1 baby, and 4 Halloween parades- including one evening event) with a total attendance of 634 (average 53 per session). The parade parties were sponsored by the Kiwanis Club. In comparison, October 2024 featured 15 storytimes with 633 attendees (average 42 per session). Despite offering 20% fewer sessions, attendance slightly increased, demonstrating strong community demand. Staffing continues to impact scheduling capacity, as one presenter has departed and another is currently in training.
- **Digital Learning:** The library continues to offer virtual webinars through Tech-Talk and recently introduced a new trifold brochure to help patrons explore its resources. Tech-Talk provides weekly technology and communication tutorials, including videos, articles, and webinars on topics such as Microsoft Office, Google Workspace, digital marketing, design tools, and



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workplace communication skills. These resources support lifelong learning and help patrons build confidence with technology at their own pace.

Increase community partnerships with educational institutions.

- **Professional Development:** Hosted the annual tri-system G.O.A.T (Greatest of All Teen) event, an all-day workshop bringing together Teen Librarians from UHLS, MVLS, and SALS, along with visiting colleagues from surrounding states. The event provided valuable opportunities for networking, collaboration, and shared learning focused on enhancing library services for teens across the region.
- **Health & Wellness:** We will be holding a Period Party in December, in partnership with Planned Parenthood. This program is designed to help participants understand what periods are, why they happen, and how to manage them with confidence. Attendees will decorate a supply bag, make cycle-tracking bracelets, and assemble their own period kits using free products. This initiative is supported through the UHLS SAIYL grant.
- **Lifelong Learning:** Civics 101 drew strong attendance under the instruction of a SUNY Distinguished Teaching Professor. The session provided an overview of how government functions at the federal, state, and local levels, helping participants better understand civic structures and responsibilities. The program's goal was to empower residents to make informed voting decisions and actively engage in our democratic society.

GOAL 5: Advance Local Economic Vitality

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

- **Information Services:** The AIS (Adult Information Services) team had a busy month, answering 1,391 questions—a 38.5% increase over October 2024—reflecting strong community use of reference and information services.

Operations

Personnel


- **New Hires:**
 - Katherine Burns, Substitute Library Clerk (Borrower Services), Nov. 4.
 - Elena Koutsourades, FT Library Clerk (Borrower Services), Nov. 13.
- **Resignations:**
 - Holly Huzar, Substitute Library Clerk (Borrower Services), October 22.
 - Karen Gottcent, Part-Time Library Assistant (Youth). Willing to stay on until replacement is hired with a maximum date of 12/31.

Facilities

- Assistant Director Office: Substantially complete- waiting on punch list.
- Building Updates: Windows and EIFS work substantially complete minus some interior carpentry; awaiting entryway carpet and storefront replacement.

Incidents

- Safety and Security: No major incidents to report.

Monthly Statistical Comparison		East Greenbush Community Library		
East Greenbush Community Library		Oct-24	Oct-25	Change
Building Visits		8,897	13,981 	57.1%
Number of patron visits to the library building				
Drive-Thru Visits		467	407 	-12.8%
Number of patrons who use the drive-thru window to borrow materials				
Website Users		8,430	9,596 	13.8%
Number of people who initiated at least one session on eglibrary.org during a given month				
Physical Materials Use		23,301	23,544 	1.0%
Number of checkouts plus renewals made at the library				
Digital Materials Use		6,406	6,762 	5.6%
Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)				
Online Resource Use (database)		8,011	8,689 	8.5%
Number of sessions (log-ins) for online resources, based on vendor statistics. This includes both in-library and, where applicable, remote access				
WiFi Use		1,550	1,457 	-6.0%
Number of unique daily WiFi patron at the library				
Public Computer Use		1,199	1,613 	34.5%
Number of computer sessions at the library				
Program Attendance		2,774	3,303 	19.1%
Number of attendees at programs held inside the library location or in a library virtual space				
Meeting Room Use by Outside Groups		69	110 	59.4%
Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members				
New User Accounts (library card registrations)		72	113 	56.9%
Number of library cards newly created (online & in-person registrations)				
Monthly Active Library cardholders (retention)		2,942	3,131 	6.4%
Average number of cardholders who actively used their library card per month				
Number of Programs Adult		38	35 	-7.9%
Program Attendance Adult		979	578 	-41.0%
Number of Programs Youth		29	28 	-3.4%
Program Attendance Youth		1,440	1,772 	23.1%
Number of Programs All Ages		Unavailable	4	
Program Attendance All Ages		Unavailable	812	
1-1 Programs (<i>Books with Wheels, Take & Make, Notary, Book a Librarian</i>)		Unavailable	141	
Youth Physical Item Circ		13,540	13,419 	-0.9%
Youth Digital Materials Circ		947	935 	-1.3%
Adult Physical Item Circ		9,761	10,125 	3.7%
Adult Digital Materials Circ		5,459	5,823 	6.7%

Registered Resident Borrowers	5,421	5,520	+	1.8%
Registered Non-Resident Borrowers	1,951	2,035	+	4.3%
Physical Items Circ at Checkout Desk	21,691	22,056	-	1.7%
Physical Items Circ at Drivethru Window	1,610	1,488	-	-7.6%
Total Visits (website, library, drive-thru)	17,794	23,984	+	34.8%



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Personnel Memo

November 18, 2025

Submitted by Jill Dugas Hughes

Resignation:

- Holly Huzar, Substitute Library Clerk, effective 10/22/2025
- Karen Gottcent, Library Assistant (part-time), effective 12/31/2025

Retirement:

- N/A

Termination:

- N/A

Classification Change:

- N/A

Provisional Appointment:

- Katherine Burns, Substitute Library Clerk, effective 11/4/2025
- Elena Koutsourades, Library Clerk (full-time), effective 11/13/2025
- Jeffrey Oliksowycz, Cleaner (part-time), effective 11/10/2025

Current Open/Unfilled Positions

- Library Assistant (part-time), effective 12/31/2025

Organizational Chart Changes

- Building Maintenance Clerk (part-time) to Cleaner (part-time), effective 11/10/2025

East Greenbush Community Library		2026 Salary/Wage Schedule					11/18/2025
		Year 3	Year 5	Year 8	Year 10	Year 15	
Classification/Pay Scales		<u>1.05</u>	<u>1.1</u>	<u>1.15</u>	<u>1.2</u>	<u>1.25</u>	21 FT (inc. Director)
FULL-TIME	Base	Step 1	Step 2	Step 3	Step 4	Step 5	
	Year 1	Year 3	Year 5	Year 8	Year 10	Year 15	
Library Clerk	\$ 34,500	\$ 36,225	\$ 37,950	\$ 39,675	\$ 41,400	\$ 43,125	3 FT
Senior Library Clerk	\$ 37,361	\$ 39,229	\$ 41,097	\$ 42,965	\$ 44,833	\$ 46,701	1 FT
Library Assistant	\$ 43,453	\$ 45,626	\$ 47,798	\$ 49,971	\$ 52,144	\$ 54,316	1 FT
Administrative Assistant	\$ 51,894	\$ 54,489	\$ 57,083	\$ 59,678	\$ 62,273	\$ 64,868	1 FT
Librarian I	\$ 53,893	\$ 56,588	\$ 59,282	\$ 61,977	\$ 64,672	\$ 67,366	6 FT
Building Maintenance Mechanic	\$ 54,212	\$ 56,923	\$ 59,633	\$ 62,344	\$ 65,054	\$ 67,765	1 FT
IT Support Specialist	\$ 55,588	\$ 58,367	\$ 61,147	\$ 63,926	\$ 66,706	\$ 69,485	1 FT
Principal Library Clerk	\$ 56,184	\$ 58,993	\$ 61,802	\$ 64,612	\$ 67,421	\$ 70,230	1 FT
Community Relations Coordinator	\$ 58,038	\$ 60,940	\$ 63,842	\$ 66,744	\$ 69,646	\$ 72,548	1 FT
Bus/Operations Manager*	\$ 58,927	\$ 61,873	\$ 64,820	\$ 67,766	\$ 70,712	\$ 73,659	1 FT
Librarian II	\$ 59,347	\$ 62,314	\$ 65,282	\$ 68,249	\$ 71,216	\$ 74,184	2 FT
Assistant Director	\$ 73,320	\$ 76,986	\$ 80,652	\$ 84,318	\$ 87,984	\$ 91,650	1 FT
		<u>1.05</u>	<u>1.1</u>	<u>1.15</u>	<u>1.2</u>	<u>1.25</u>	
PART-TIME (Hourly)	Base	Step 1	Step 2	Step 3	Step 4	Step 5	15 PT, 10 SUB
Building Maintenance Worker/Cleaner (Hourly)	\$ 16.62	\$ 17.45	\$ 18.28	\$ 19.11	\$ 19.94	\$ 20.78	2 PT
Library Clerk (Hourly) & Substitute	\$ 17.56	\$ 18.44	\$ 19.32	\$ 20.19	\$ 21.07	\$ 21.95	5 PT, 2 SUB (1 open)
Senior Library Clerk (Hourly)	\$ 18.17	\$ 19.08	\$ 19.99	\$ 20.90	\$ 21.80	\$ 22.71	1 PT
Library Assistant (Hourly) & Substitute	\$ 22.21	\$ 23.32	\$ 24.43	\$ 25.54	\$ 26.65	\$ 27.76	2 PT, 1 SUB
Librarian I (SUBSTITUTE)	\$ 27.27						7 SUB (1 open)
Librarian I (Hourly)	\$ 27.54	\$ 28.92	\$ 30.29	\$ 31.67	\$ 33.05	\$ 34.43	5 PT
Minimum Wage (\$16.00 2026)							
4% Salary/Wage increases, plus minimum wage increase, and compensation study equity rates							
Director salary by contract or 4% \$109,200							
*Person in current position grandfathered in rate (4% increase- \$76,861)							
Includes compensation study upgrades for Library Clerk, Library Assistant, Community Relations Coordinator, Building Maintenance Mechanic							
The following positions are tentatively scheduled for equity updates in 2027: Librarian I, Building Maintenance Worker/Cleaner							
Typically new hires begin at Base (depending on experience). Step changes occur at 3, 5, 8, 10, 15 years							
This salary/wage scale is based on a total approved Salaries budget line \$1,474,105							