

## Administrative Committee Minutes

2/9/2026 • 6:56 PM

Attendance: Kayla Kutzscher (Chair – Secretary), Amanda Miller (Vice President), Crystal Derico (Treasurer), Jill Dugas Hughes (Director), Jenna Schmonsky (Administrative Assistant)  
Excused: Charlie Pensabene (President)

### ACTION ITEMS:

- Budget Amendment & Audit
- Facilities Updates, insurance coverage for renovations and scope additions/carpet children's room
- Roof Project/Engage Architect
- Youth Services Department Donation Plaque
- Land Purchase/Use Policy-CAC discussion

**1) Audit:** The 2025 audit has been completed. The Annual Financial Report (AUD) is currently in preparation by the auditors. The auditors plan to present the audit at the February 24<sup>th</sup> board meeting.

**Budget Amendment:** The committee discussed the finalized 2026 Schodack contract which will require a budget amendment reducing the Schodack contribution by \$55,090. This will not impact on the total operating budget because the shortfall will be covered by fund balance, at no additional cost to taxpayers.

**Motion:** The Administrative Committee moved to amend the 2026 budget to reflect the actual Schodack contract to \$462K which will be offset by an additional \$55,090 from unassigned fund balance.

### 2) Facilities Updates:

- The renovations resulting from the roof leak are significant, with insurance checks received. The total scope of the work is \$178K.
- The renovation project will begin in approximately three weeks and last several months, affecting multiple areas; main library, teen room, Hurr Room, and children's room. Work includes painting, replacing molding, and carpet replacement.
- Bookshelves will need to be moved for carpet replacement. The work will be completed in sections.
- **Children's Room Carpet Replacement:** There was discussion about replacing the children's room carpet at the same time as the other renovations since the children's

room will already be disrupted by dry wall and painting renovations. We have already allocated approximately \$50,000 in capital and operating funds in the 2026 budget for flooring. Proposal to the Board is forthcoming.

- **Flooring Replacement:** The flooring in the staff room, back entry, and Friends' room was discussed for replacement, as it is worn and uneven, creating a potential tripping hazard.

### 3) Future Renovations – Bathrooms:

- The planned bathroom project will include the installation of six single unisex stall bathrooms and a lactation room.

### 4) Roof Project/Engage Architect:

- Discussion about preceeding with the roof project even though grant funds haven't been received.
- The roof project is planned for spring, with bid documents scheduled to be released in March.
- Formal engagement of the architect is required, including signing the contract.

**Motion:** The Administrative Committee moved to authorize the director to engage with Hyman Hayes Associates (HHA) for the purposes of the roof project.

### 5) Air Handler Unit:

- The air handler unit has been completed and paid for.

**6) Youth Services Department Donation Plaque:** In memory of a child, a family has made several donations to the children's room, including an interactive TV screen (Draw Alive Interactive Experience by Breeze Creative). The unit allows children to create their own drawings and insert them into the display, where their artwork becomes part of an interactive scene. Wainschaf Associates donated the installation for this project. A commemorative wall plaque honoring Liam Chadwick is proposed to be installed near the Draw Alive experience. The size, wording, and placement will be determined collaboratively with library staff after installation to ensure alignment with library design standards and policies. It was noted that a small ribbon-cutting ceremony may be held.

**Motion:** The Administrative Committee moved to authorize the director to purchase a commemorative plaque recognizing the generous gift honoring Liam Chadwick.

### 7) Land Purchase/Use Policy-CAC discussion:

- The land purchase/use policy subject will be placed on the Community Advisory Council (CAC) meeting agenda on February 12 to gather input and any considerations they would like the library to review. They will also discuss potential revisions to the



library card policy related to supporting small businesses, with attention to access, equity, and appropriate guardrails. Additionally, they will be asked to provide connections to local entrepreneurs who may be interested in assisting with programs.

**Future Discussions:**

- Children’s Room Carpet Replacement
- ADA-Facilities Checklist
- Space Planning
- Printing Fees

**East Greenbush Community Library**

Voter Approved 11/17/2025

Proposed Amendment

Proposed Budget Amendments 2/24/2026

Current Year

Current Year

Notes

		Fiscal Year ending:		12/31/2026		%	
		Current Year		12/31/2026		%	
<b>REVENUE AND SUPPORT</b>							
Revenue							
4000	Library Charges		\$13,500.00	0%		\$13,500.00	0%
4100	Interest & Earnings		\$52,500.00	2%		\$52,500.00	2%
4200 Public Funds							
4202	State Aid- LLSA & Leg Funds		\$5,500.00	0%		\$5,500.00	0%
4203	East Greenbush Tax Levy		\$2,080,250.00	72%		\$2,080,250.00	72%
4204	Rensselaer County Aid		\$1,000.00	0%		\$1,000.00	0%
4205	Contract for Service- Schodack		\$517,090.00	18%		\$462,000.00	16%
Subtotal 4200 Public Funds			\$2,603,840.00	90%		\$2,548,750.00	89%
4410 Gift/Grants (new receipts)							
			\$58,000.00	2%		\$58,000.00	2%
		<b>TOTAL INCOME</b>	<b>\$2,727,840.00</b>	<b>95%</b>		<b>\$2,672,750.00</b>	<b>93%</b>
Appropriated Fund Balance							
	Transfers		\$150,555.00	5%		\$205,645.00	7%
		<b>GRAND TOTAL REVENUE (including tranfers)</b>	<b>\$2,878,395.00</b>	<b>100%</b>		<b>\$2,878,395.00</b>	<b>100%</b>
<b>EXPENSES</b>							
Transfer to Reserves							
	Transfer to Unassigned Fund Balance		\$0.00	0%		\$0.00	0%
	Transfer to Capital Reserves		\$296,965.00	11%		\$296,965.00	10%
Subtotal Transfer to Reserves			\$296,965.00	10%		\$296,965.00	10%
Operating Budget							
5000	Technology/Communications		\$113,385.00	4%		\$113,385.00	4%
5010	Programing & Planning		\$34,700.00	1%		\$34,700.00	1%
5020	Books & Materials (Collections)		\$162,390.00	6%		\$162,390.00	6%
5030	Facilities Expenses		\$196,200.00	7%		\$196,200.00	7%
5040	Professional Services		\$59,475.00	2%		\$59,475.00	2%
5050	Operations		\$42,650.00	1%		\$42,650.00	1%
5100	Human Resoures/Staff Development		\$7,000.00	0%		\$7,000.00	0%
Subtotal Operating			\$615,800.00	21%		\$615,800.00	21%
5200 Personnel							
5201	Benefits		\$491,525.00	17%		\$491,525.00	17%
5250	Salaries		\$1,474,105.00	51%		\$1,474,105.00	51%
Subtotal 5200 Personnel			\$1,965,630.00	68%		\$1,965,630.00	68%
		<b>TOTAL EXPENSES</b>	<b>\$2,581,430.00</b>	<b>90%</b>		<b>\$2,581,430.00</b>	<b>90%</b>
<b>NET SURPLUS (DEFICIT)</b>			<b>\$296,965.00</b>	<b>10%</b>		<b>\$296,965.00</b>	<b>10%</b>
<b>Budgeted Set Aside for Cash Reserves</b>			<b>\$296,965.00</b>	<b>10%</b>		<b>\$296,965.00</b>	<b>10%</b>
<b>Grand Total</b>		<b>Including transfers</b>	<b>\$2,878,395.00</b>	<b>100%</b>		<b>\$2,878,395.00</b>	<b>100%</b>

Reflects Actual Contract

Add'l \$55,090 from unassigned fund balance (offset Schodack)