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AGENDA

Board of Trustees

March 17, 2026

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, March 17, 2026 at 7:00 p.m.

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

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

1.	Call to Order/Review of Agenda • (5 min)	C. Pensabene A.
2.	Public Comment • (15 min)	C. Pensabene
3.	Approval of Minutes • (5 min) ➤ MOTION to approve the minutes of the February 24, 2026 , Library Board Meeting.	K. Kutzscher B.
4.	Treasurer’s Reports • (5 min) Treasurer’s Report Narrative Off Warrant (February 20, 2026 – March 13, 2026) ➤ MOTION to accept the Off Warrant in the amount of \$118,114.70 for the period of 2/20/2026 – 3/13/2026 as presented. Warrant (February 20, 2026 – March 13, 2026) ➤ MOTION to authorize the president to sign the Warrant for the period of 2/20/2026 – 3/13/2026 in the amount of \$33,468.29 . Financials (19.7% of the year over) • Budget vs. Actual 2026 (1/1/2026 – 3/13/2026) • Balance Sheet (3/13/2026) • Restricted Gift/Grant Funds (2/20/2026-3/13/2026) • Capital Project Funds (3/13/2026) ➤ MOTION to approve the March 13, 2026, Financials with 19.7% of the year completed as presented.	C. Derico C. D. E. F. G. H.



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<p>5.</p>	<p>Committee Reports • (10 min) Services Committee ➤ MOTION to recommend that the full Board approve the Special Events & Alcohol Use Policy. ➤ MOTION to recommend that the full Board amend the Code of Conduct Policy. Administrative Committee</p>	<p>J. White I. K. Kutzscher J.</p>
<p>6.</p>	<p>Unfinished Business • (10 min)</p>	<p>C. Pensabene</p>
<p>7.</p>	<p>Liaison Reports • (15 min) Upper Hudson Library System Friends of the Library Town of East Greenbush Rensselaer County</p>	<p>C. Engel J. Price J. McHugh T. Grant</p>
<p>8.</p>	<p>Director’s Report • (5 min)</p>	<p>J. Dugas Hughes K.</p>
<p>9.</p>	<p>Personnel Memorandum • (5 min)</p>	<p>J. Dugas Hughes</p>
<p>10.</p>	<p>New Business • (5 min) ➤ MOTION to authorize the Board President and Library Director to enter negotiations with the Town of Schodack.</p>	<p>C. Pensabene</p>
<p>11.</p>	<p>Adjournment ➤ MOTION to adjourn the 3/17/2026 Library Board Meeting.</p>	<p>C. Pensabene</p>

Upcoming Board & Committee Meetings:

Saturday, March 21, 2026

- 10:30-11:30 AM Volunteer Appreciation Breakfast (RSVP by 3/16)

Monday, April 13, 2026

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

Tuesday, April 21, 2026

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



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Library Board of Trustees Meeting - DRAFT
February 24, 2026, in person, livestreamed, and recorded

ATTENDEES:

Presiding Officers:

- Charlie Pensabene, President
- Amanda Miller, Vice-President
- Kayla Kutzscher, Secretary (exited 8:20 p.m.)
- Crystal Derico, Treasurer
- Sarah Boggess, Trustee
- Doug Morrissey, Trustee

Excused:

- Jordan White, Trustee

Library staff, Community Partners & Members of the Public:

- Jill Dugas Hughes, Library Director
- Jenna Schmonsky, Administrative Assistant
- Bob Gramuglia, Auditor (exited 7:18 p.m.)
- Nicholas Gramuglia, Auditor (exited 7:18 p.m.)

A Library Board of Trustees meeting of the East Greenbush Community Library was held on February 24, 2026, 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 Kayla Kutzscher 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.

2025 AUDIT PRESENTATION:

- Messrs. Bob and Nicholas Gramuglia (Gramuglia Associates) presented their audit of the financial statements of the East Greenbush Community Library for fiscal year 2025, emphasizing the Board’s fiduciary oversight role and management’s responsibility for accurate financial reporting. The audit reviewed key risk areas, including restricted donations and capital assets, and found no material weaknesses or control deficiencies. Depreciation was the primary estimate reviewed and was determined to be accurate and consistently applied.



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- Total assets increased to approximately \$4.2 million due to building improvements, while current assets declined slightly as funds were invested in capital projects. The Library carries no long-term debt, and liabilities are primarily timing-related accruals. Although revenue decreased due to a prior-year one-time grant, tax revenue increased and expenses rose modestly, resulting in a surplus of about \$60,000. Approximately 91% of expenses support programs and 9% administration. The audit concluded with an unmodified (clean) opinion.

PUBLIC COMMENT:

- There was no public comment.

APPROVAL OF MINUTES:

- **MOTION #2026-02-08:** K. Kutzscher made the motion to approve the minutes of the January 20, 2026, Library Board Meeting. Seconded by S. Boggess. The motion was carried with 6 in favor, none opposed.

TREASURER'S REPORT (C. Derico):

- The Board reviewed the Off-Warrant report, noting that there were three payroll cycles during the month, which is typical for this period and impacts overall payroll and benefits expenses.
 - **MOTION #2026-02-09:** D. Morrissey made a motion to accept the Off-Warrant in the amount of **\$207,102.03** for the period of January 14, 2026, through February 19, 2026, as presented. Seconded by K. Kutzscher. The motion was carried with 6 in favor, none opposed.
- Notable entries of the warrant included routine legal services and a large expense for the air handler unit, which was approved and issued as part of the warrant.
 - **MOTION #2026-02-10:** A. Miller made a motion to authorize the president to sign the Warrant for the period of January 14, 2026, through February 19, 2026, in the amount of **\$139,010.75**. Seconded by D. Morrissey. The motion was carried with 6 in favor, none opposed.
- Most revenues and expenses aligned with projections, with higher-than-expected revenue from grants and insurance proceeds and lower interest earnings due to timing.
 - **MOTION #2026-02-11:** D. Morrissey made a motion to approve the February 19, 2026, Financials with 13.7% of year completed, as presented. Seconded by S. Boggess. The motion was carried with 6 in favor, none opposed.



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COMMITTEE REPORTS:

Services: The written committee report was submitted by J. White but presented by C. Pensabene. Highlights from the written report included: Friends fundraising, succession planning, renovations, and impact on public services.

- A motion to approve a one-day liquor license for the Friends' evening fundraiser was presented and discussed. The matter was deferred to the Services Committee for further review and determination.

Administrative: The written committee report was submitted by K. Kutzscher. Highlights from the written report included: Audit, budget amendment, facilities, roof renovations, bathroom renovations, and donation for the Chadwick family.

- **MOTION #2026-02-12:** The Administrative Committee made a motion 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. Seconded by S. Boggess. The motion was carried with 6 in favor, none opposed.
- **MOTION #2026-02-13:** The Administrative Committee made a motion to authorize the director to engage with Hyman Hayes Associates (HHA) for the purposes of the roof project. Seconded by D. Morrissey. Motion was discussed. The motion was carried with 6 in favor, none opposed.
- **MOTION #2026-02-14:** The Administrative Committee made a motion to authorize the director to purchase a commemorative plaque recognizing the generous gifts honoring Liam Chadwick. Seconded by S. Boggess. The motion was carried with 6 in favor, none opposed.

UNFINISHED BUSINESS: None

LIAISON REPORTS:

Upper Hudson Library System (UHLS): On behalf of Camie Engel, C. Pensabene noted the following:

- UHLS will provide resources to member libraries to ensure they understand and meet the requirements of the Website Compatibility Access Guidelines, which takes effect in April. This will help make web content more accessible for people with disabilities.
- Advocacy Day was well attended.
- Assemblymember representing libraries in the county, including East Greenbush, allocated \$40,000, which will be distributed among the 13 libraries in this district.
- The UHLS Board President will establish a subcommittee to review and discuss the structure and functioning of the Upper Hudson Board.
- March Manga Madness is all set with 11 libraries participating.



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- The ComicsPlus launch experienced some initial issues, which have since been resolved.

Friends of the Library: N/A

Town of East Greenbush: N/A

Rensselaer County: N/A

DIRECTOR'S REPORT: The written director's report was submitted by J. Dugas Hughes. Highlights from the written report included:

- Building visits and website usage remains strong.
- Youth and adult program attendance shows modest gains, while one-to-one program attendance declined due to the suspension of Take & Make crafts.
- Youth and teen engagement are strong, with the winter reading program already recording nearly 12,000 minutes read.
- Collection lending and computer use decreased, largely due to the roof leak limiting computer access and snow closures, though some decline in circulation persists beyond these factors.
- New initiatives include a collaboration with the State Department of Tax and Finance for tax preparation, continued career center services, and coordination with the YMCA for summer programming.
- A \$2,740 grant has been applied for to fund equipment to digitize the library's historical materials. Existing content is already curated and includes website and social media components. If awarded, the digitized materials will be archived and made publicly accessible via New York Heritage.

Roof Replacement and Children's Room Carpet Project:

- Roof replacement bid documents are being finalized; potential bid release in early March, timeline may adjust.
- Preliminary insurance funds received and used for roof leak remediation.
- Roof-related renovations are estimated at just under \$200,000.
- Children's room carpet replacement quotes range from \$50,000 to \$65,000, including furniture moving.
- Carpet project will be coordinated with roof renovations to reduce costs.
- Funding will come from existing non-restricted capital reserves and operating funds; no additional Board allocation required.
- Authorization requested to proceed with carpet replacement, not to exceed \$65,000; other 2026 projects may be deferred to 2027.

Renovation Updates:

- The project is expected to last 5 to 6 weeks, beginning in approximately 2 to 3 weeks.



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- The children's room will require a 5-day closure, while the teen room and Hurr Room will each close for 2 to 3 days. Sections of the main library may also be closed temporarily, but full closures will be minimized.
 - Renovations will proceed in phases to reduce disruption, with night and weekend work being considered but potentially costly if not covered by insurance.
 - A proposal was discussed to amend the current roof leak renovation scope to include the children's room carpet replacement, funded from non-restricted capital reserves, without increasing the overall budget. This would result in deferring the full parking lot resurfacing project to a future year, likely 2027 or 2028.
- **MOTION #2026-02-15:** S. Boggess made a motion to authorize the Library Director to amend the current insurance repairs project to include Children's Room carpet replacement, not to exceed \$65,000, without further Board approval. Seconded by C. Derico. The motion was carried with 6 in favor, none opposed.

K. Kutzscher exited at 8:20 p.m.

PERSONNEL MEMORANDUM:

- A substitute Library Assistant resigned on January 27.
 - There are three provisional appointments.
 - All positions are currently filled; there are no open or unfilled positions.
 - J. Dugas Hughes has been working with Civil Service to update job descriptions.
- **MOTION #2026-02-16:** A. Miller made a motion to approve the February 24, 2026, Personnel Memorandum as presented. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

NEW BUSINESS:

Final Audit 2025: The Board received and reviewed documents from the auditors for the 2025 final audit.

- **MOTION #2026-02-17:** D. Morrissey made a motion to approve the final audit for 2025. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

ADJOURN:

- **MOTION #2026-02-18:** Motion to adjourn the February 24, 2026, Library Board meeting was made by A. Miller at 8:23 p.m. Seconded by C. Derico. The motion was carried with 5 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Kayla Kutzscher, Secretary

East Greenbush Community Library

Off-Warrant (February 20-March 13, 2026)

NAME	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Cash, Operating Accounts				
1003.00 Checking, Operating-XXX178				
Aflac	02/25/2026	43463	NBY22	-290.34
New York State Deferred Comp.	02/25/2026	43464	Plan#0045420	-960.05
New York State Deferred Comp.	03/09/2026		Plan#0045420	-960.05
NYSLRS	02/28/2026	FEBRUARY 2026	NYSLRS for FEBRUARY 2026	-1,995.45
Paychex	02/27/2026	PR# 5; 2/27/26	PROCESSING CHARGES FOR PAYROLL #5 DATED 2/27/26	-587.11
	02/27/2026	PR# 5; 2/27/26	PR# 5	-41,130.86
	02/27/2026	PR# 5; 2/27/26	PR# 5	-14,355.61
	03/13/2026	PR#; 3/13/26	PR# 6	-14,735.51
Paychex	03/13/2026	PR#6; 3/13/26	PROCESSING CHARGES FOR PAYROLL #6 DATED 3/13/26	-587.11
	03/13/2026	PR#; 3/13/26	PR# 6	-42,479.86
VERIZON WIRELESS	03/09/2026	43465	542647307-00001	-32.75
Total for 1003.00 Checking, Operating-XXX178				\$ 118,114.70
Total for Cash, Operating Accounts				\$ 118,114.70

East Greenbush Community Library

Warrant of Bills by Vendor-February 20-March 13, 2026 Report

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Amazon Capital Services				
Amazon Capital Services	02/18/2026	1GFF-T6DT-TN44	A3DG71IHROMNJM ACRYLIC SIGN HOOLDERS, MULTI-ROLL TAPE DISPENSER,HALLS COUGH DROPS, ALWAYS PADS & TYLENOL	131.57
Amazon Capital Services	02/18/2026	1T7F-N1R1-R64W	A3DG71IHROMNJM ADULT LP BOOKS	20.40
Amazon Capital Services	02/20/2026	1VJK-PRKG-FCDQ	A3DG71IHROMNJM YS PROGRAM SUPPLIES	62.42
Amazon Capital Services	02/21/2026	16NW-WYP1-4366	A3DG71IHROMNJM ADULTS HOT OFF THE PRESS BOOKS	113.67
Amazon Capital Services	02/25/2026	1FTT-FDF9-7FXW	A3DG71IHROMNJM YS PROGRAM SUPPLIES	44.03
Amazon Capital Services	03/02/2026	1VPV-KMCD-3X1L	A3DG71IHROMNJM 10 PACK ACRYLIC BROCHURE HOLDERS	32.27
Amazon Capital Services	03/02/2026	16NR-4HHK-3XYY	A3DG71IHROMNJM ADULT HOT OFF THE PRESS BOOKS	66.00
Amazon Capital Services	03/05/2026	1137-99JP-34KF	A3DG71IHROMNJM TECHNOLOGY HARDWARE	38.87
Amazon Capital Services	03/07/2026	1R96-4K1L-H4FX	A3DG71IHROMNJM ADULT FICTION BOOKS	79.83
Total for Amazon Capital Services				\$589.06
ANTHEM BLUECROSS				
ANTHEM BLUECROSS	03/02/2026	0202603507254	D51598 HEALTH COVERAGE FOR APRIL 2026	3,229.50
Total for ANTHEM BLUECROSS				\$3,229.50
BOA CARD SERVICES				
BOA CARD SERVICES	02/27/2026	FEBRUARY 2026	1924 CORP ACCOUNT BANK OF AMERICA	3,352.29
Total for BOA CARD SERVICES				\$3,352.29
BPI MECHANICAL SERVICE				
518 326-8450				
BPI MECHANICAL SERVICE	02/25/2026	114869	112395 BOILER ROOM FLOODED. REPLACED LEAKY RELIEF VALVE AND THE PRESSURE REDUCING VALVE. RECHARGED THE SYSTEM, BLED THE AIR, FIRED THE BOILERS AND CHECKED THE OPERATIONS.	1,812.67
Total for BPI MECHANICAL SERVICE				\$1,812.67
Brodart				
800-233-8467				
Brodart	02/18/2026	B7165299	310561B ADULT FICTION BOOKS	335.13
Brodart	02/18/2026	B7165091	310561B ADULT FICTION BOOKS	568.86
Brodart	02/25/2026	B7170199	3105612 J STEP-UP BOOKS	5.03
Brodart	02/25/2026	B7170201	3105612 J PICTURE BOOKS	162.77
Brodart	02/25/2026	B7170203	3105612 J PICTURE BOOKS	25.45
Brodart	02/25/2026	B7170321	3105612 J NON-FICTION BOOKS	14.06
Brodart	02/25/2026	B7170202	3105612 J STEP-UP BOOKS	6.89
Brodart	02/25/2026	B7170200	3105612 J STEP-UP BOOKS	5.03
Brodart	02/27/2026	B7172152	3105612 J PICTURE BOOKS	311.45
Brodart	02/27/2026	B7172241	3105612 J BOARD BOOKS	77.42
Brodart	03/02/2026	B7174072	3105612 J BOARD BOOKS	56.89
Brodart	03/03/2026	B7174779	3105612 J GN BOOKS	15.02
Brodart	03/03/2026	B7174929	3105611 ADULT NON-FICTION BOOKS	25.99
Brodart	03/03/2026	B7175039	3105612 J SERIES BOOKS	28.02
Brodart	03/03/2026	B7174778	3105612 J GN BOOKS	49.76

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	03/03/2026	B7175038	3105612 J FICTION BOOKS	159.85
Brodart	03/03/2026	B7174777	3105612 J FICTION BOOKS	11.58
Brodart	03/03/2026	B7175111	3105612 J NON-FICTION BOOKS	14.06
Brodart	03/04/2026	B7175996	3105612 J FICTION BOOKS	44.61
Brodart	03/04/2026	B7175987	3105612 J READER BOOKS	82.98
Brodart	03/04/2026	B7175997	3105162 J GN BOOKS	427.37
Brodart	03/04/2026	B7175975	3125612 J NON-FICTION BOOKS	619.65
Brodart	03/09/2026	B7179356	3105612 J BOARD BOOKS	93.00
Brodart	03/09/2026	B7179327	3105612 J PICTURE BOOKS	9.76
Total for Brodart				\$3,150.63
BRYANS & GRAMUGLIA CPAs, LLC				
BRYANS & GRAMUGLIA CPAs, LLC	02/24/2026	1094	1217 TAX SERVICES 1099 PREPARATION & PROFESSIONAL SERVICES AUDIT 2025	1,000.00
Total for BRYANS & GRAMUGLIA CPAs, LLC				\$1,000.00
Capital Security 479-7122				
Capital Security	02/27/2026	196093	EGCL INSTALLATION OF ACCESS SYSTEM FOR 3 DOORS TO USE FOBS	4,995.00
Capital Security	03/05/2026	196216	EGCL ANNUAL INSPECTION	179.12
Total for Capital Security				\$5,174.12
CENGAGE Learning/GALE 877-201-3962 opt 2				
CENGAGE Learning/GALE	02/12/2026	999102367400	100230146 ADULT LP BOOKS	28.79
CENGAGE Learning/GALE	03/05/2026	999102474362	100230146 ADULTS LP BOOKS	63.18
Total for CENGAGE Learning/GALE				\$91.97
DEMCO 800-752-7614 act.rece				
DEMCO	02/19/2026	7766877	710162791 ENGRAVED NAME BADGE	23.94
DEMCO	03/05/2026	7774451	710162791 DYMO ADDRESS LABELS & SPINE LABELS	114.12
DEMCO	03/09/2026	7775615	710162791 ENGRAVED NAME BADGE	23.94
Total for DEMCO				\$162.00
Dropmysuite Inc.				
Dropmysuite Inc.	02/28/2026	INV-25933	OREGON-1_20171 EMAIL & COLLABORATION SOFTWARE BACKUP SUBSCRIPTION	81.00
Total for Dropmysuite Inc.				\$81.00
EGCL - Petty Cash				
EGCL - Petty Cash	02/22/2026	5028	EGRN GAS FOR SNOW BLOWER	15.00
Total for EGCL - Petty Cash				\$15.00
EnvisionWare, Inc.				
EnvisionWare, Inc.	02/11/2026	INV-US-80328	EGCL NEW COIN MACHINE FOR PUBLIC PRINTS	3,047.32
EnvisionWare, Inc.	02/26/2026	INV-US-79554	2148 EGCL CLOUDNINE AND PROFESSIONAL SERVICES	2,484.00
EnvisionWare, Inc.	02/26/2026	INV-US-80399	EGRN IT MAINTENANCE	450.00
Total for EnvisionWare, Inc.				\$5,981.32
HOME DEPOT				
HOME DEPOT	02/12/2026	3618475	6035 32** **** 8313 THIN SET, MIXING PAIN, DIAMOND GRINDER WHEEL, CARPET SPOT REMOVER	35.40
HOME DEPOT	02/13/2026	64805	6035 32** **** 8313 FURNITURE LEVELERS AND DRILL BIT	12.44
Total for HOME DEPOT				\$47.84
JULIE ANN PRICE				
JULIE ANN	02/25/2026	1/6;1/20;2/3;2/20	EGCL AIS PROGRAM	200.00

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
PRICE		'26		
Total for JULIE ANN PRICE				\$200.00
KEVIN KUHNE				
KEVIN KUHNE	02/25/2026	032226	EGCL AIS PROGRAM	100.00
Total for KEVIN KUHNE				\$100.00
LANE PRESS				
LANE PRESS	02/27/2026	5224	402 UHLAN PATRON REGISTRATION FORMS	135.00
Total for LANE PRESS				\$135.00
MARINE DESIGN & SERVICE				
MARINE DESIGN & SERVICE	02/23/2026	6833	EGCL FISH TANK SERVICE & SUPPLIES	227.99
Total for MARINE DESIGN & SERVICE				\$227.99
Menands Public Library				
Menands Public Library	02/19/2026	400297	381211****3469 WHEN THE STARS ARE SCATTERED LOST/PAID BOOK	13.00
Total for Menands Public Library				\$13.00
Midwest Tape 1-800-875-2785				
Midwest Tape	02/18/2026	508463260	2000001825 ADULT DVDS	182.17
Midwest Tape	02/24/2026	508488486	2000001825 ADULT DVDS	197.93
Midwest Tape	03/02/2026	508518822	2000001825 ADULT & J DVDS	86.96
Total for Midwest Tape				\$467.06
NANCY NEWMAN				
NANCY NEWMAN	02/25/2026	030926	EGCL AIS PROGRAM	100.00
Total for NANCY NEWMAN				\$100.00
North Greenbush Public Library				
North Greenbush Public Library	02/19/2026	397645	381231****5813 THE PEASANT'S DREAM LOST/PAID BOOK	19.00
North Greenbush Public Library	02/26/2026	394697	381231****5678 MYSTERY MACHINE SPOOK LOST/PAID BOOK	25.65
Total for North Greenbush Public Library				\$44.65
Northeast Toner, Inc. 518-899-5545				
Northeast Toner, Inc.	03/09/2026	120382	EGCL TONERS	591.00
Total for Northeast Toner, Inc.				\$591.00
OVERDRIVE 216-573-6886 ext.212				
OVERDRIVE	02/16/2026	01080CO26050457	1080-1012 21- J EBOOKS & 11-J EAUDIOBOOKS	1,152.60
OVERDRIVE	02/17/2026	01080DA26052243	1080-0012 3-ADULT EBOOKS & 3-ADULT EAUDIOBOOKS	425.20
OVERDRIVE	02/24/2026	01080DA26059256	1080-1012 ADULT EBOOKS & ADULT EAUDIOBOOKS	150.00
OVERDRIVE	02/24/2026	01080DA26059257	1080-1012 J EBOOK	31.56
OVERDRIVE	02/24/2026	01080DA26058869	1080-0012 ADULT EBOOK & EAUDIOBOOK	102.50
OVERDRIVE	03/05/2026	01080DA26073474	1080-1012 J EBOOK	19.99
Total for OVERDRIVE				\$1,881.85
SCHUYLER MANSION				
SCHUYLER MANSION	03/09/2026	MP 2026	EGCL MUSEUM PASS 2026	25.00
Total for SCHUYLER MANSION				\$25.00
STAR ROOFING & RESTORATION				
STAR	03/03/2026	35398	WO #27384 REPAIRED ROOF LEAK	770.50

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
ROOFING & RESTORATION				
Total for STAR ROOFING & RESTORATION				\$770.50
STYLO DESIGN STUDIO				
STYLO DESIGN STUDIO	03/03/2026	032326	EGCL AIS PROGRAM	275.00
Total for STYLO DESIGN STUDIO				\$275.00
TAG SOLUTIONS, LLC (518) 292-6510				
TAG SOLUTIONS, LLC	02/28/2026	30637274	21743 TICKET: VULNERABILITY ASSESSMENT REMEDIATIONS	900.00
TAG SOLUTIONS, LLC	03/02/2026	30637196	21743 NINJA CLOUD BACKUP COVERAGE FOR 3/1/26-3/31/26 NINJAONE AND BLACKPOINT COVERAGE FOR 3/1/26-3/31/26 MANAGED SERVICES CORE COVERAGE FOR 3/1/26-3/31/26	2,653.00
Total for TAG SOLUTIONS, LLC				\$3,553.00
TWIN BRIDGES 518-282-5600				
TWIN BRIDGES	03/01/2026	20260301558109	55-8109 1 WASTE & RECYCLING SERVICES FOR MARCH 2026	308.84
Total for TWIN BRIDGES				\$308.84
UHLS				
UHLS	02/18/2026	26-179	EGRN 200 PLASTIC UHLAN CARDS	28.00
Total for UHLS				\$28.00
WMHT				
WMHT	02/20/2026	02182026	EGCL YS PROGRAM	60.00
Total for WMHT				\$60.00
TOTAL				\$33,468.29

Note

Payment Approved / /

President, Library Board of Trustees: _____



East Greenbush Community Library

2026 Budget vs. Actuals (Amended 2/24/26)

February 20-March 13, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges	3,472.65	13,500.00	-10,027.35	25.72 %
4100 Other Income	160,943.81	52,500.00	108,443.81	306.56 %
4200 Public Funds	2,542,779.10	2,548,750.00	-5,970.90	99.77 %
4410 Gifts & Grants	40,409.01	58,000.00	-17,590.99	69.67 %
Total Revenue	\$2,747,604.57	\$2,672,750.00	\$74,854.57	102.80 %
GROSS PROFIT	\$2,747,604.57	\$2,672,750.00	\$74,854.57	102.80 %
Expenditures				
Operating Expenses				
5000 Technology/Communications	26,321.81	113,385.00	-87,063.19	23.21 %
5010 Programming & Planning	2,513.13	34,700.00	-32,186.87	7.24 %
5020 Bks & Mat'ls (Collections)	21,407.05	162,390.00	-140,982.95	13.18 %
5030 Facilities Expenses	36,550.77	196,200.00	-159,649.23	18.63 %
5040 Professional Services	18,583.10	59,475.00	-40,891.90	31.25 %
5050 Operations	2,580.36	42,650.00	-40,069.64	6.05 %
5100 Human Resources/Staff Devt	233.48	7,000.00	-6,766.52	3.34 %
5200 Personnel	382,271.45	1,965,630.00	-1,583,358.55	19.45 %
Total Operating Expenses	490,461.15	2,581,430.00	-2,090,968.85	19.00 %
Total Expenditures	\$490,461.15	\$2,581,430.00	\$ -2,090,968.85	19.00 %
NET OPERATING REVENUE	\$2,257,143.42	\$91,320.00	\$2,165,823.42	2,471.69 %
Other Expenditures				
FR Friends Pass-through	1,385.31		1,385.31	
Reserve Funds	82,994.79		82,994.79	
Total Other Expenditures	\$84,380.10	\$0.00	\$84,380.10	0.00%
NET OTHER REVENUE	\$ -84,380.10	\$0.00	\$ -84,380.10	0.00%
NET REVENUE	\$2,172,763.32	\$91,320.00	\$2,081,443.32	2,379.29 %

Note

On this date, the year is 19.7% over.

Transfers to and from Reserves are not included on the Budget vs. Actual report; they are recorded on the Balance Sheet.

*Budgeted Appropriated Fund Balance for 2026: \$205,645

**Budgeted Transfer to Non-Restricted Capital Reserves for 2026: \$296,965 (completed 3/11/2026)

East Greenbush Community Library

Balance Sheet As of March 13, 2026

	TOTAL			
	AS OF MAR 13, 2026	AS OF MAR 13, 2025 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
Cash, Operating Accounts	2,286,393.13	2,404,393.27	-118,000.14	-4.91 %
Designated Board Cash Funds				
1007.00 Non-Restricted, Hurr XXX244	56,338.81	55,061.63	1,277.18	2.32 %
1008.00 Non-Restricted, Capital Reserve- XXX0228	935,117.30	496,536.04	438,581.26	88.33 %
1009.00 Non-Restricted, Operational Contingency- XXX210	409,530.83	400,246.83	9,284.00	2.32 %
Total Designated Board Cash Funds	1,400,986.94	951,844.50	449,142.44	47.19 %
Donor Restricted Cash Funds				
1001.00 Donor-Restricted, Gift & Grant-XXX186	47,591.11	34,140.15	13,450.96	39.40 %
1005.00 Donor-Restricted, Capital Reserve- XXX251	96,101.28	491,400.14	-395,298.86	-80.44 %
Total Donor Restricted Cash Funds	143,692.39	525,540.29	-381,847.90	-72.66 %
Total Bank Accounts	\$3,831,072.46	\$3,881,778.06	\$ - 50,705.60	-1.31 %
Total Current Assets	\$3,831,072.46	\$3,881,778.06	\$ - 50,705.60	-1.31 %
Fixed Assets	\$2,526,564.72	\$2,257,602.89	\$268,961.83	11.91 %
TOTAL ASSETS	\$6,357,637.18	\$6,139,380.95	\$218,256.23	3.56 %
LIABILITIES AND EQUITY				
Liabilities	\$33,468.29	\$81,554.54	\$ - 48,086.25	-58.96 %
Equity				
3000 Retained Earnings	4,151,405.57	4,083,239.37	68,166.20	1.67 %
Net Revenue	2,172,763.32	1,974,587.04	198,176.28	10.04 %
Total Equity	\$6,324,168.89	\$6,057,826.41	\$266,342.48	4.40 %
TOTAL LIABILITIES AND EQUITY	\$6,357,637.18	\$6,139,380.95	\$218,256.23	3.56 %

Note

On this date, the year is 19.7% over

Non-Restricted Funds Available: \$3,687,380.07

Donor-Restricted Funds Available: \$143,692.39

Account Transfers to cover monthly interest and expenses:

- 1) \$2,289.65 from Donor-Restricted Gift & Grant to Operating (restricted gift/grant expenditures)
- 2) \$145.10 from Donor-Restricted Capital Reserve to Non-Restricted Capital Reserve (interest)
- 4) \$296,965 from Operating to Non-Restricted Capital Reserve (2026 budgeted transfer to Capital Reserves)
- 5) \$92.97 from Operating to Donor-Restricted Gift & Grant (recognize 3 vendor credits to grants '25)

2026 Donor-Restricted Gift & Grant Report to the Library Board

As of March 13, 2026

Restricted Gifts & Grants	Original Amount Awarded	Previous Year Balance Carried	Revenue 2026	Expenditures 2026	Balance (Available Funds)
*FR-01-2026 Museum	\$ 2,900.00		\$ 2,900.00	\$ 858.80	\$ 2,041.20
*FR-02-2026 Large Print	\$ 2,700.00		\$ 2,700.00	\$ 251.99	\$ 2,448.01
FR-03-2025 Museum	\$ 3,225.00	\$ 450.20		\$ 450.20	\$ -
*FR-03-2026 Lib Wide Prog Supp	\$ 1,260.00		\$ 1,260.00	\$ -	\$ 1,260.00
*FR-04-2026 AIS Programming	\$ 7,500.00		\$ 7,500.00	\$ 1,525.00	\$ 5,975.00
*FR-05-2026 Teen Programming	\$ 6,200.00		\$ 6,200.00	\$ 284.86	\$ 5,915.14
FR-06-2025 Teen Prog/Sup	\$ 2,700.00	\$ 138.24		\$ 112.27	\$ 25.97
*FR-06-2026 YS Programming	\$ 9,500.00		\$ 9,500.00	\$ 166.45	\$ 9,333.55
*FR-07-2026 HoTP	\$ 1,390.00		\$ 1,390.00	\$ 66.00	\$ 1,324.00
FR-08-2025 Fish	\$ 2,500.00	\$ 2,500.00		\$ 223.55	\$ 2,276.45
*FR-08-2026 Outreach	\$ 3,500.00		\$ 3,500.00	\$ -	\$ 3,500.00
FR-09-2025 Staff Devt/Apprec	\$ 2,700.00	\$ 2,700.00		\$ 72.48	\$ 2,627.52
*FR-09-2026 Hotspots	\$ 1,600.00		\$ 1,600.00	\$ 240.00	\$ 1,360.00
*FR-10-2026 LOT	\$ 2,500.00		\$ 2,500.00	\$ 694.74	\$ 1,805.26
FR-23-2022 AD Edu/Jobs	\$ 750.00	\$ 496.66		\$ -	\$ 496.66
FR-37-2023 HoTP	\$ 4,500.00	\$ 349.72		\$ 314.56	\$ 35.16
FR-46-2024 Fish	\$ 2,500.00	\$ 79.44		\$ 79.44	\$ -
FR-47-2024 Fam Engagement	\$ 2,000.00	\$ 96.92		\$ -	\$ 96.92
FR-48-2024 Playroom	\$ 2,000.00	\$ 579.91		\$ -	\$ 579.91
FR-49-2024 YS LoT Kits	\$ 4,000.00	\$ 1,685.88		\$ -	\$ 1,685.88
FR-51-2024 Voln Apprec	\$ 3,000.00	\$ 798.36		\$ 129.12	\$ 669.24
Reading Garden	\$ 5,500.00	\$ 230.78		\$ -	\$ 230.78
Dill Literacy	\$ 1,650.00	\$ 851.96		\$ -	\$ 851.96
Sylvia Swire Children's Educational Programs	\$ 100.00	\$ 100.00		\$ -	\$ 100.00
Flanagan Children's Programming	\$ 3,000.00	\$ 2,612.14		\$ 159.64	\$ 2,452.50
UHLS Equity Grant	\$ 500.00	\$ 500.00		\$ -	\$ 500.00
GRAND TOTAL	\$ 79,675.00	\$ 14,170.21	\$ 39,050.00	\$ 5,629.10	\$ 47,591.11

2026 Capital Projects Report to the Library Board

13-Mar-26

CURRENT CONSTRUCTION PROJECT OVERVIEW							
Funding Source	Budget	Revenue Received (Pre-2026)	Expenditures (Pre-2026)	Revenue (2026)	Expenditures (2026)	Total Revenue to Date	Total Expenditures to Date
NYS Construction Grant 0386-24-0514	\$ 347,356	\$ 312,620	\$ 579,596	\$ -	\$ 19,014.79	\$ 312,620	\$ 598,611
Library Match	\$ 347,356	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 694,712	\$ 312,620	\$ 579,596	\$ -	\$ 19,015	\$ 312,620	\$ 598,611

DETAILED BUDGET- CURRENT CONSTRUCTION PROJECT			
Project Component	Budget (Including Changes)	Paid-To-Date	Status
Site Work	\$ 151,291	\$ 151,291	Fully complete.
Electrical	\$ 25,814	\$ 25,814	Fully complete.
Painting	\$ 17,400	\$ 17,400	Fully complete.
Tile & Carpet	\$ 41,796	\$ 38,388	Fully complete. Waiting for walk-off mat to be billed.
EIFS	\$ 125,500	\$ 119,225	Complete except punchlist.
Storefront Windows	\$ 210,855	\$ 157,990	Windows Replaced. Waiting on punchlist
Roofing	\$ 7,675	\$ 7,675	Completed roofing details required for EIFS & windows
Interior Finished Carpentry *estimated	\$ 32,571	\$ 21,604	Interior trim work in-progress.
CM Reimbursables *estimated	\$ 9,100	\$ 7,306	Includes waste removal and portable bathrooms.
CM Fee* estimated (5%)	\$ 29,698	\$ 27,470	Project Management to date. Waiting on latest bill.
Architectural Fees	\$ 27,650	\$ 24,449	Payment for design and oversight.
Contingency	\$ 15,362		2% contingency remaining
TOTALS	\$ 694,712	\$ 598,611	

Interior Renovations from Roof Leak			
Project Summary			
Insurance Coverage: estimated \$173,845 (\$156,685 received, final payment after project completion)		Roof repairs were paid from 2025 operating funds	
Library Cost: \$55,000 (\$50,000 carpet, \$5,000 deductible)		Roof full replacement is scheduled to occur Spring 2026 (NYS Construction Grant)	
Non-Restricted Capital Reserves			
Project Component	Budget (Including Changes)	Paid-To-Date	Status
Interior Renovations from Roof Leak (insurance proceeds; \$5K deductible)	\$ 178,845	\$ -	Tentative start date 3/23
Carpet Children's Room	\$ 50,000	\$ -	Tentative start date 3/23. Board authorized up to \$65K 2/24/26
TOTALS	\$ 228,845	\$ -	

Overview of Capital Reserve Accounts				
Capital Reserves	Project	Current	Encumbered	Unencumbered
Donor-Restricted	Capital Project NYS Grant 0386-24-0514	\$ 96,101.28	\$ 96,101.28	\$ -
Non-Restricted Capital Reserves	Listed Below:	\$ 935,117.30	\$ 479,773.58	\$ 455,343.72
	Interior Renovations- Roof Leak (including carpet children's)	\$ 175,845	\$ -	\$ -
	Interior Renovations Final Payment for depreciation	\$ (17,160)	\$ -	\$ -
	Interior Renovations- Addition of Children's Room Carpet	\$ 65,000	\$ -	\$ -
	Final 10% Reimbursement Current Construction Project	\$ (34,736)	\$ -	\$ -
	Roof Project- Library Match	\$ 199,325	\$ -	\$ -
	2026 Budgeted Flooring Replacement	\$ 35,000	\$ -	\$ -
	2026 Budgeted Furniture, Signage, Displays	\$ 17,500	\$ -	\$ -
	2026 Budgeted Road Repairs- Community Way	\$ 10,000	\$ -	\$ -
	2026 Budgeted Parking Lot Repairs	\$ 29,000	\$ -	\$ -

Board authorized up to \$65K 2/24/26, contract is \$50K

Subject to change after bids are received 3/27

Estimated \$2,500

Move to 2027 if needed



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Services Committee Minutes

March 9, 2026 • 5:30 PM

Attendance: Jordan White (Chair), Charlie Pensabene (President), Sarah Boggess (Trustee), Doug Morrissey (Trustee), Jill Dugas-Hughes (Director), Jenna Schmonsky (Administrative Assistant)

ACTION ITEMS:

- Friends Fundraiser (alcohol policy)- Revisit - Special Events & Alcohol Use Policy (new)
- Code of Conduct (revised)
- Community Access & Group Visits Policy (combining previous drafts of Group Visits and Equitable Service Policies)

1. Friends Fundraiser (alcohol policy): A draft Special Events & Alcohol Use Policy was presented to the committee for review, which was discussed in relation to accommodating a one-day liquor license for the Friends' evening fundraiser event.

2. Code of Conduct Policy Draft Amendments: The policy was amended under Examples of Prohibited Behaviors under Illegal Activities: Possession or consumption of alcoholic beverages in violation of applicable law or Library policy, including open containers of alcohol.

Motion: The Services Committee moved to recommend that the full Board approve the Special Events & Alcohol Use Policy.

Motion: The Services Committee moved to recommend that the full Board amend the Code of Conduct Policy.

3. Community Access & Group Visits Policy: The draft policy affirms the library's commitment to equitable, respectful, and consistent access for all patrons while establishing clear expectations for organized group visits, including advance scheduling, supervision, space use, and shared access to staff and facilities. It is intended to support a welcoming, safe, and well-managed environment for individuals, families, and community groups alike. The committee discussed advance scheduling requirements for groups of five or more, based on space availability and public access. Further review of the policy is needed.



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Future Discussions:

1. Group Visits Policy
2. Succession Planning Policy
3. Land Purchase/Use Policy
4. Space Planning



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Special Events & Alcohol Use Policy

Draft- Recommended by Services Committee (3/9/26) for Board consideration (3/17/26)

Purpose

To establish guidelines for the limited service of alcoholic beverages at Board-approved fundraising events that directly benefit the East Greenbush Community Library.

Policy

Alcoholic beverages may be permitted only at fundraising events held for the benefit of the Library. Any alcohol service must be formally approved by the Board of Trustees prior to the event. Approval of one event does not constitute authorization for future events.

This policy does not apply to regular library programming, meeting room use, or private rentals.

Requirements

The event sponsor must:

- Hire a licensed vendor and ensure that all required permits from the New York State Liquor Authority are secured.
- Comply with all applicable laws governing alcohol service.
- Provide proof of liquor liability insurance naming the Library as an additional insured, by all entities involved.
- Provide written indemnification protecting the Library, its Board of Trustees, officers, and employees.

Alcohol service must:

- Be limited to designated areas approved in advance.
- Be restricted to individuals 21 years of age or older with age verification.
- Conclude at least 30 minutes prior to the end of the event.

The Library Director or designee may suspend or terminate alcohol service if policy conditions or laws are not met.



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Amendment Recommended by Services Committee (3/9/26) for Board consideration (3/17/26)

Code of Conduct Policy

The East Greenbush Community Library welcomes all visitors to enjoy our facilities, collections, programs, and services. This Code of Conduct ensures that everyone has a positive and safe experience. It applies to all library services, including attendance at the library, which are non-library sponsored; whether in person, on library property, in the community, or through our digital channels, including the website, social media, and communication by phone, chat, or email.

General Expectations for Library Visitors

Library visitors are expected to:

- **Be safe.**
- **Be respectful of other visitors, staff, and volunteers.**
- **Be respectful of library property.**
- **Obey the law.**
- **Comply with requests from library staff.**

Library staff will intervene in situations that threaten safety, disrupt the rights of others, involve the misuse of library resources, or constitute illegal activity. If minors are involved, the library may request identification and notify the parent or guardian. Visitors who fail to comply with staff instructions or respond abusively may be asked to leave the premises immediately. If they refuse, law enforcement may be summoned.

Enforcement

These rules are designed to ensure the comfort and safety of all visitors. Library staff may conduct wellness checks when required. Staff will courteously and firmly enforce the policy,

Consequences of Violating the Code of Conduct

The East Greenbush Community Library enforces a **tiered intervention system**. The goal is to maintain a safe and respectful environment for all visitors while providing fair opportunities for corrective action.

Tier 1: Verbal Warning

- **Applicable to:** Minor, first-time infractions (e.g., excessive noise, minor disruptive behavior).
- **Action:** Library staff will explain the violation and request a change in behavior.
- **Documentation:** Library staff may note the incident internally for future reference, but no formal report will be filed.

Tier 2: Formal Warning

- **Applicable to:** Repeat minor offenses or more disruptive behaviors (e.g., continued disruptive noise, minor property damage).
- **Action:** A formal warning will be issued. The patron may be asked to leave the library for the remainder of the day.
- **Documentation:** A written incident report will be filed, detailing the nature of the offense and the interaction.

NEW POLICY; Approved, Library Board (12/16/2024)

Replaces former Rules of Conduct and Disruptive Behavior Policies

Draft Amendment Presented to Library Board for consideration after recommendation from the Services Committee



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Tier 3: Temporary Suspension

- **Applicable to:** Serious violations or repeated offenses after a formal warning (e.g., aggressive behavior, harassment, misuse of library property, or failure to comply with staff instructions).
- **Action:** The visitor may be suspended from the library for a period ranging from 1 day to 1 month, depending on the severity and prior history.
- **Documentation:** A detailed **incident report** will be filed. If the suspension is longer than one day, the patron will be formally notified in writing by the Library Director or designee.
- **Parent/Guardian Notification:** If the suspended patron is under 18, a parent or guardian will be contacted and informed of the situation. Future library access will require a discussion between the parent/guardian and the Library Director.

Tier 4: Extended Suspension or Permanent Ban

- **Applicable to:** Major violations, criminal activity, or repeated serious offenses (e.g., physical assault, sexual misconduct, theft, severe property damage).
- **Action:** The visitor may be suspended for an extended period (up to 1 year) or permanently banned from the library, depending on the nature of the offense.
- **Documentation:** A comprehensive **incident report** will be filed. The Library Director will investigate and notify the visitor in writing of the suspension or ban, detailing the reasons and duration.
- **Police Involvement:** Law enforcement may be called for serious violations, and the library will cooperate with investigations.

Tier 5: Legal Action

- **Applicable to:** Criminal offenses, threats to staff or public safety, or repeated defiance of library bans.
- **Action:** The library reserves the right to pursue legal action, including the filing of criminal charges.
- **Documentation:** All related incidents will be documented, and law enforcement will be involved as necessary.

Incident Reporting Process

Incident Report Filing

For any violation beyond a verbal warning, library staff are required to file an incident report. These reports will be documented in a library incident log, including:

- Date and time of the incident.
- Description of the patron's behavior.
- Actions taken by staff.
- Witnesses, if any.
- The outcome or next steps (e.g., formal warning, suspension).



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Review and Escalation

- Staff Review: Incident reports will be reviewed by the Library Director or designee to determine appropriate next steps.
- Director Involvement: For suspensions longer than one day or permanent bans, the Library Director will notify the patron formally.

Appeals Process

- Visitors who are suspended or banned from the library may submit a written appeal within 48 hours of receiving written notice, to the Library Director or the Board of Trustees. Appeals will be reviewed, and a decision will be communicated in a timely manner.

Communication

- Library staff are responsible for addressing violations courteously but firmly, following the tiered intervention system.
 - All visitors are expected to follow staff instructions and cease prohibited behavior when requested. Failure to comply will result in escalation according to the outlined tiers.
 - Parents and guardians of minors will be informed when necessary to address conduct issues involving youth.
-



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General Expectations for Library Conduct
Be respectful of other visitors, staff, and volunteers
Comply with requests from library staff
Be respectful of library property
Obey the law
Be safe

Examples of Prohibited Behaviors

Unsafe or Disruptive Behavior	Misuse of Property or Privileges	Illegal Activities	Failure to Follow Staff Instructions
Conduct likely to cause injury to oneself or others	Activities inconsistent with typical library uses	Threatening, harassing, or assaulting staff or other visitors	Failure to comply when asked to stop a prohibited behavior
Blocking staff or visitors' free movement	Damage to library property or the property of others	Sexual misconduct or harassment	Refusing to leave when asked due to a violation of library policies
Lewd, vulgar, obscene, hostile or aggressive language or expression	Posting signs, advertisements, or other materials without library approval	Illegal drug use or possession. Possession or consumption of alcoholic beverages in violation of applicable law or Library policy, including open containers of alcohol.	Refusing to leave when library staff directs that library is being evacuated or closed
Disruptive verbal or physical behavior	Unauthorized campaigning, petitioning, or soliciting inside the library	Viewing or distributing obscene or illegal content, including pornography	
Use of incendiary devices (candles, lighters, etc.)	Unauthorized sales on library property	Theft or vandalism	
Consuming food or drinks in a disruptive manner or by the computers, not cleaning up	Misuse of restrooms, including bathing, shaving, washing clothes, sleeping, or engaging in sexual activity	Smoking or vaping on library property	
Inappropriate attire. Shoes and shirts are required	Hiding or misusing library materials	Possession of guns, pistols, or other weapons	
Any activity or substance posing a health hazard to visitors or employees	Parking bicycles or other vehicles in non-designated areas		
Unauthorized solicitation or sales	Entering staff-only areas without permission		
Sleeping in the library, especially lying down or putting feet on furniture	Remaining in the library after closing time		
Being noticeably under the influence of substances	Camping or using library property for living purposes		
Noise from electronic devices, speaking loudly, singing, snoring, or using a cell phone on speaker	Obstructing, blocking, or monopolizing sidewalks, entrances, or other spaces on library property		
Leaving personal belongings unattended or monopolizing	Using rollerblades, skateboards, scooters, or		

NEW POLICY; Approved, Library Board (12/16/2024)

Replaces former Rules of Conduct and Disruptive Behavior Policies

Draft Amendment Presented to Library Board for consideration after recommendation from the Services Committee



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seating or space with personal items	other outdoor recreational items indoors		
Engaging in sexual activity on library property	Misusing or abuse of strollers, wheelchairs, and walkers		

Alcohol Exception for Board-Approved Special Events

Alcoholic beverages may be permitted on Library property only at Board-approved special events conducted in full compliance with applicable federal, state, and local laws and in accordance with the Library’s Special Events & Alcohol Use Policy.



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Administrative Committee Minutes

March 9, 2026 • 7:10 PM

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

ACTION ITEMS:

- Facilities Updates- Roof Project, Renovations from Water Damage
- Land Purchase/Use Policy- CAC meeting follow-up/input

1. Facilities Updates:

The committee reviewed the **roof project** Request for Proposal (RFP) which provides a comprehensive overview of the project, including 170 pages of detailed information and architectural drawings. The main scope involves replacing the existing rubber flat roof and adding a roof hatch with a permanent ladder to improve roof access. The roof project went out to bid on March 5, with a projected completion date of May or June. A pre-bid walk-through is scheduled for March 11 for contractors. The Request for Information (RFI) deadline is March 18 with a public bid opening scheduled for March 27 at 2:00 p.m.

Renovations from water damage update: The contract has been signed. The tentative start date is March 16 but will most likely begin March 23 and will take approximately six weeks to complete. A project schedule will be shared with staff, the Board, and the public; it is subject to change. Renovations will take place in the main library, children’s room, Hurr Room, Teen Room, and Admin offices.

Community Way Road Repair: Community Way requires full demolition and replacement. As an interim measure this spring, the Library is collaborating with Hawthorne Ridge and the YMCA on a temporary patch repair, with Hawthorne Ridge completing the work and the Library and YMCA sharing material costs (included in 2026 budget). The committee also noted the need to explore funding options for the full road replacement project.

- 2. Land Purchase/Use Policy (Real Property Stewardship Policy):** The Committee reviewed feedback from the Community Advisory Council, which emphasized that the library should remain inclusive, welcoming, safe, and an open community gathering space. The Committee discussed incorporating these values into the policy, along with the alignment to the strategic plan, the Library’s mission and vision, responsiveness to community needs and the



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importance of clear communication, including consideration of an emergency communications plan. The Administrative Committee has begun identifying key goals and principles for inclusion into a draft policy. Review and development are ongoing, with the draft to be developed by the Administrative Committee, shared with the Services Committee for input, and then presented to the full Board for consideration.

Future Discussions:

1. Facilities Update- Roof Project Bids, Renovations from Water Damage, Community Way
2. Land Purchase/Use Policy (Real Property Stewardship Policy)
3. ADA-Facilities Checklist
4. Space Planning
5. Printing Fees



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Director's Report- March 13, 2026

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.

Board Takeaways- January 2026

1. **Community engagement remained strong.**
Total visits increased 12% over February 2025, new library cards increased 41.7%, and meeting room use by outside groups increased 41.4%.
2. **Adult and youth participation remains active and visible.**
BLARC added 35 more participants this month, Draw Alive launched in the Children's Library, Winter Reading concluded with strong participation, and storytimes continued to draw high attendance.
3. **Partnerships continue to expand the Library's impact.**
The new Taxpayer Assistance Program partnership launched successfully, the One Stop Career Center agreement was renewed, and community partners continue to collaborate with the Library on outreach and services.
4. **The Library continues to serve as a trusted and welcoming community space.**
Patron feedback, volunteer engagement, and compassionate service interactions continue to reflect on the Library's role as a safe, supportive, and responsive public institution.
5. **Capital & Facilities Planning Progressing**
Interior renovations are scheduled to begin in mid-March, the roof replacement project is out to bid, road patching is planned, and planning continues for future bathroom renovations using SAM grant funding.

February 2026 Statistical Highlights

Hours Open: 236 hours/27 days

- Closed 2/23 (weather).
- Modified Hours: Closed early at 5pm on 2/18 (weather), 4pm on 2/20 (weather).

February remained a strong month for overall library use. Total visits, including building, website, and drive-thru use, reached 21,997, a 12% increase over February 2025. Building visits increased 7.8%, website use increased 17.8%, and meeting room use by outside groups increased 41.4%. The Library issued 136 new library cards, up 41.7% over last year, and monthly active cardholders increased to 3,027.



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Program attendance totaled 2,400 for the month. Public computer sessions increased 15.8%, and online resource use increased 6.9%, demonstrating continued demand for digital access and technology services.

Strategic Plan Progress

GOAL 1: Build Community Connections

1.1: Increase Program opportunities for community members to engage meaningfully with one another across lines of difference

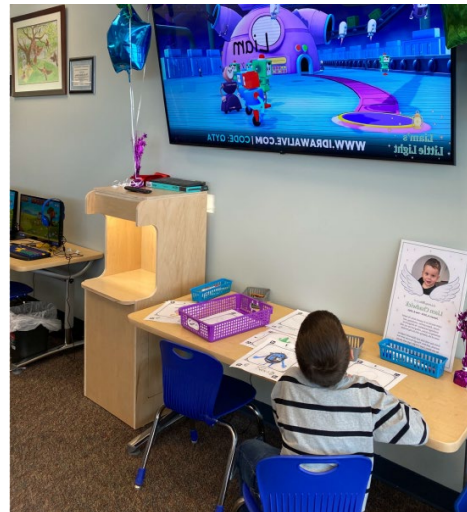
Programming remained strong community anchors this month.

Adult Programs

- 162 attendees at three Wednesday night book chats
- 102 attendees across two days of Mahjong
- 44 attendees at Third Thursday’s showing of *Hamilton*
- 39 attendees at Historical Society’s *Tulips, Tradition, & Transatlantic Ties* program
- 107 active participants in the Book Lovers Adult Reading Challenge (BLARC), with 35 additional sign-ups in February and 747 books logged since the January 5 launch

Youth & Family Programs

- 11 storytimes this month: nine Family Storytimes (avg. 46 attendees) and two Baby Storytimes (avg. 29 attendees); attendance continues to grow
- Take Your Child to the Library Day included a craft and free book giveaway; more than 80 books were distributed
- The new Draw Alive feature was unveiled in the Children’s Library following a private ribbon cutting with the Chadwick family and Wainschaf Associates in memory of Liam Chadwick



- The Teen Room welcomed 165 teens across 14 staffed days
- 5 teen volunteers contributed 14 hours

Youth Services and AIS met this month to discuss programming for the upcoming quarter and beyond, including summer programming and ways to incorporate the United States Semi quincentennial into future offerings. Planning is also underway for EG Con on April 11, summer reading programs, teen volunteer training, and additional youth and family engagement opportunities.



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1.2: Increase opportunities and methods for community members to offer feedback

- BLARC continues to generate peer-to-peer engagement and community participation.
- A patron shared written feedback expressing appreciation for the Library as a safe and supportive place during a difficult family situation and noted that the Library has been a trusted space for both parent and child for many years.
- This feedback affirms the Library's role as a trusted, compassionate, and welcoming community space.

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

- Youth Services recorded 1,107 desk interactions, a 19% increase over February 2025.
- Combined Youth/Teen/email/book bundle engagement increased 20% over last year.
- AIS provided library services to 679 adult day group members.
- The new partnership with the New York State Department of Taxation and Finance launched successfully, with 20 people signed up for the February TAP visit.
- Programming and outreach materials were shared with Stewart's, The Spinney, East Greenbush and Schodack Town Halls, and local senior centers.
- EGCS student volunteers continue to serve weekly and have reported positive experiences.

GOAL 2: Engage With Your Community

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

- The new partnership with the New York State Department of Taxation and Finance is off to a strong start. Registration support was offered and the agency reported that EGCL has quickly become its most popular location for services.
- The partnership agreement with the Rensselaer County One Stop Career Center was renewed for another year.
- The February 12 Community Advisory Council meeting included discussion of community pulse themes, library land and green space stewardship, and the possible development of a business library card model for those who work in town.
- CAC also received a quarterly strategic plan update.

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

- 39 attendees participated in the Historical Society's *Tulips, Tradition & Transatlantic Ties* program.
- 35 attendees participated in the Senior Safety program presented by Detective Sergeant Mike Guadagnino from the East Greenbush Police Department.
- The Draw Alive installation and ribbon cutting reflected a meaningful partnership with the Chadwick family and created a visible new point of community interest in the Children's Library.
- Meeting room use by outside groups remained strong this month, with 99 reservations, a 41.4% increase.

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



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- Readers' Advisory and promotional efforts included Black History Month, Romance, Olympics, All Access Romance, Humor, and Spring Reads features.
- February displays included Black History Month, Romance, and BLARC's 19th Century theme.
- Community awareness of Draw Alive increased through Facebook and Instagram promotion.
- Programming materials were shared broadly with local municipalities, organizations, and community partners.

GOAL 3: Satisfy Curiosity and Stimulate Imagination

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

- Youth physical item circulation totaled 12,575 in February. This reflects an 8% decrease from February 2025, but a 6% increase over January 2026.
- Youth digital materials increased 2% over February 2025.
- Adult physical item circulation totaled 9,248 in February, a decrease of 7% over last year. Adult digital lending also decreased 7%.
- Teen Room use remained steady, with 165 teens visiting during 14 staffed days.
- The Draw Alive installation was completed and officially introduced to the community this month.
- Staff continued work on the new website and migration of content from the current site.
- Staff also installed a new coin and bill acceptor at the public print release station and completed the migration to CloudNine for public printing.

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

- Draw Alive generated immediate interest from families who visited after seeing it promoted on social media.
- BLARC continues to build awareness of library reading programs and collections.
- Tech-Talk webinars offered this month included *Discover 10 Free Web Tools We Use Continually* and *Let AI Reveal the Story Behind Your Google Form Responses*.
- Website redevelopment work continues to support improved public access to library information and services.

3.3: Increase circulation of diverse resources and materials.

- Librarians continue to review and refresh work in the collections, with support from Borrower Services, and EGCS student volunteers.
- Spanish is currently the most popular language in the Library's foreign-language Libby collection.
- Readers' Advisory efforts and themed displays continue to promote diverse formats, genres, and topics.

GOAL 4: Promote Literacies

4.1: Increase opportunities for hands-on and intergenerational learning.

- Kids & Teens Winter Reading Challenge:
 - 168 participants



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- 18,594 minutes read
- 61 completions
- Take Your Child to the Library Day provided a hands-on craft activity and free book giveaway.
- Staff are now planning Summer Reading 2026, themed Unearth a Story, with a strong dinosaur focus.
- Youth Services and AIS are coordinating on future quarterly programming and collaborative learning opportunities.

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

- AIS handled 1,524 reference requests.
- Youth received 1,144 reference questions.
- Tech-Talk webinars continued to expand online learning access; although this remains an underutilized service, requiring additional targeted marketing.
- Continued promotion of digital collections, displays, and Readers’ Advisory features supported literacy in multiple formats.
- Staff also supported patrons through public technology, printing, and information services.

4.3: Increase community partnerships with educational institutions

- EGCS student volunteers continue to serve weekly at the Library.
- Our Teen Librarian is serving on this year’s UHLS Read It Forward Committee, helping choose books that will be distributed to teens across the system this summer.
- The Library is also participating in UHLS March Manga Madness, and a related teen manga crafting and snacking program is planned for March.
- Youth Services staff are continuing collaborative planning tied to future educational and summer learning opportunities.

GOAL 5: Advance Local Economic Vitality

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

- Staff assisted patrons with registration and access to tax preparation support.
- Ongoing informal support continues through public technology, printing, and information services.
- Programs related to this goal included Crafting Your Dream Business and Debt Knockout.



TAP

- Planning continues for E.G. Con, the Library’s all-ages celebration of comics, pop culture, and creativity, to be held on April 11. The event will include author and artist presentations, a hands-on comics workshop, a maker’s market featuring local artists and vendors, a cosplay contest, and a tween/teen bookmark design contest. E.G. Con is



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designed to support creative learning, community participation, and visibility for local creators and small businesses. <https://eglibrary.org/egcon/>

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

- TAP provides free tax-filing assistance and has already attracted strong local interest.
- The One Stop Career Center partnership was renewed for another year.
- CAC discussion this month included possible development of a business library card model for individuals who work in East Greenbush.

5.3: Increase opportunities for local businesses and entrepreneurs to network and build skills

- Programs this month included *Crafting Your Dream Business* and *Debt Knockout*.
- TAP and One Stop Career Center partnerships continue to strengthen the Library's role in supporting economic learning and practical access to services.
- Staff continue exploring ways the Library can better serve workers, entrepreneurs, and small businesses in the community.

Operations

Technology

- Website launch remains on track for March.
- Installed new coin and bill acceptor at print release station.
- Migrated public printing from LPT:One to CloudNine, including software installation, staff training, and public education.
- The Draw Alive feature was installed and launched in the Children's Library this month.
- Purchased two new desktop computers.
- Replaced charging block connectors in the Teen Room.
- Set up a new Youth Services internet station.
- AV in Meeting Room A has been sent to AV Corporation for replacement (under warranty) due to issues with sound/video.
- Launched new Q1 KnowBe4 cybersecurity training for staff
- Public-facing and internal technology improvements continue to support both patron access and staff operations.

Personnel

- Youth and AIS staff met to discuss upcoming programming, summer planning, and future collaborative opportunities.
- Staff continue preparing for E.G. Con, Summer Reading, teen volunteer activities, Volunteer Appreciation Breakfast, the Annual Report to DLD, and renovations.
- Staff flexibility and cross-department coordination continue to support service delivery and program planning.
- Special thanks to all staff for assisting with several after-school incidents involving bathroom vandalism, which required increased staff presence, temporary bathroom restrictions, and additional maintenance efforts.

Facilities

- Renovations will begin in mid-March. All work is targeted to be complete by the end of June.



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- Work will include replacement of carpet, drywall/painting, shelving moving/some replacement) in the Children’s Room, Playroom, Main Library, Hurr Room, Teen Room, and staff office areas.
- We have been experiencing some challenges with the automatic front doors. Replacements were ordered as a part of the construction grant, new doors will be installed soon (ordered, awaiting fabrication).
- Road patching is planned for this spring.
- The project to replace the flat portion of the roof and add a roof ladder is currently out to bid. The deadline for contractors to submit bids is March 27 at 2:00 p.m.
- Board contract approval is targeted for April, with installation anticipated from April through June.
- We are working with DASNY to finalize securement of SAM grant funds for the bathroom renovation project, with a 2027 estimated start date.
- We have also received comments requesting a vending machine, shades in the quiet area, and a new water cooler. Water cooler replacement is budgeted for this year.

Incidents

- We have had several incidents of bathroom vandalism, including batteries being flushed, which required both staff and plumbing intervention.
- Staff increased hallway presence and temporarily locked bathrooms in an effort to prevent future vandalism.

You're Invited! Please Join Us at Our
VOLUNTEER APPRECIATION BREAKFAST
 Saturday, March 21, 2026
 10:30 AM-11:30 AM
 East Greenbush Community Library

RSVP By Monday, March 16th
 Susan at pr@eglibrary.org or (518) 477-7476 ext. 112

EG Community Library
FRIENDS
 Go Beyond The Card

Monthly Statistical Comparison				
East Greenbush Community Library	Feb-24	Feb-25	Feb-26	Change
Building Visits	10,636	10,399	11,214	+ 7.8%
Number of patron visits to the library building				
Drive-Thru Visits	458	453	415	- 8.4%
Number of patrons who use the drive-thru window to borrow materials				
Website Users	9,507	8,803	10,368	+ 17.8%
Number of people who initiated at least one session on eglibrary.org during a given month				
Physical Materials Use	24,473	23,535	21,823	- 7.3%
Number of checkouts plus renewals made at the library				
Digital Materials Use	6,407	6,667	6,270	- 6.0%
Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)				
Online Resource Use (database)	7,885	6,966	7,448	+ 6.9%
Number of sessions (log-ins) for online resources, based on vendor statistics. This includes both in-library and, where applicable, remote access				
WiFi Use	1,450	1,232	1,344	+ 9.1%
Number of unique daily WiFi patron at the library				
Public Computer Use	1,204	1,274	1,475	+ 15.8%
Number of computer sessions at the library				
Program Attendance	2,426	2,915	2,400	+ -17.7%
Number of attendees at programs held inside the library location or in a library virtual space				
Meeting Room Use by Outside Groups	82	70	99	+ 41.4%
Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members				
New User Accounts (library card registrations)	121	96	136	+ 41.7%
Number of library cards newly created (online & in-person registrations)				
Monthly Active Library cardholders (retention)	2,906	2,978	3,027	+ 1.6%
Average number of cardholders who actively used their library card per month				
Number of Programs Adult	33	32	33	+ 3%
Program Attendance Adult	734	400	704	+ 76%
Number of Programs Youth	28	36	25	- 31%
Program Attendance Youth	1,387	1,952	1,598	- 18%
Number of Programs All Ages	Unavailable	3	1	- 67%
Program Attendance All Ages	Unavailable	288	62	- 78%
1-1 Programs (<i>Books with Wheels, Notary, Book a Librarian</i>)	Unavailable	275	36	- 87%
<i>(stopped Take & Make December 2025)</i>				
Youth Physical Item Circ	13,318	13,628	12,575	- 8%
Youth Digital Materials Circ	982	942	958	+ 2%
Adult Physical Item Circ	11,155	9,907	9,248	- 7%
Adult Digital Materials Circ	5,403	5,721	5,306	- 7%
Registered Resident Borrowers	5,339	5,478	5,589	+ 2%
Registered Non-Resident Borrowers	1,964	2,016	2,013	0%
Physical Items Circ at Checkout Desk	22,844	21,861	20,133	- 8%
Physical Items Circ at Drivethru Window	1,629	1,674	1,690	+ 1%
Total Visits (website, library, drive-thru)	20,601	19,655	21,997	+ 12%