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AGENDA

Board of Trustees

February 24, 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, February 24, 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.	2025 Audit Presentation • (15 min)	Robert & Nicholas Gramuglia
3.	Public Comment • (15 min)	C. Pensabene
4.	Approval of Minutes • (5 min) ➤ MOTION to approve the minutes of the January 20, 2026 , Library Board Meeting.	K. Kutzscher B.
5.	Treasurer’s Reports • (5 min) Treasurer’s Report Narrative Off Warrant (January 14, 2026 – February 19, 2026) ➤ MOTION to accept the Off Warrant in the amount of \$207,102.03 for the period of 1/14/2026 – 2/19/2026 as presented. Warrant (January 14, 2026 – February 19, 2026) ➤ MOTION to authorize the president to sign the Warrant for the period of 1/14/2026 – 2/19/2026 in the amount of \$139,010.75 . Financials (13.7% of the year over) • Budget vs. Actual 2026 (1/1/2026 – 2/19/2026) • Balance Sheet (2/19/2026) • Restricted Gift/Grant Funds (1/14/2026-2/19/2026) • Capital Project Funds (2/19/2026) ➤ MOTION to approve the February 19, 2026, Financials with 13.7% of the year completed as presented.	C. Derico C. D. E. F. G. H.



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<p>6.</p>	<p>Committee Reports • (10 min) Services Committee ➤ MOTION to recommend that the full Board approve a one-day liquor license for the Friends evening fundraiser event. Administrative Committee ➤ 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. ➤ MOTION to authorize the director to engage with Hyman Hayes Associates (HHA) for the purposes of the roof project. ➤ MOTION to authorize the director to purchase a commemorative plaque recognizing the generous gifts honoring Liam Chadwick.</p>	<p>J. White I. K. Kutzscher J.</p>
<p>7.</p>	<p>Unfinished Business • (10 min)</p>	<p>C. Pensabene</p>
<p>8.</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>9.</p>	<p>Director’s Report • (5 min)</p>	<p>J. Dugas Hughes K.</p>
<p>10.</p>	<p>Personnel Memorandum • (5 min)</p>	<p>J. Dugas Hughes L.</p>
<p>11.</p>	<p>New Business • (5 min) Final Audit 2025 ➤ MOTION to approve the final audit for 2025. <i>(Documents will be distributed at the meeting by the auditors- draft docs are posted for board to review on Teams)</i></p>	<p>C. Pensabene</p>
<p>12.</p>	<p>Adjournment ➤ MOTION to adjourn the 2/24/2026 Library Board Meeting.</p>	<p>C. Pensabene</p>

Upcoming Board & Committee Meetings:

Monday, March 9, 2026

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

Tuesday, March 17, 2026

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



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Library Board of Trustees Meeting - DRAFT
January 20, 2026, in person, livestreamed, and recorded

ATTENDEES:

Presiding Officers:

- Charlie Pensabene, President
- Amanda Miller, Vice-President
- Kayla Kutzscher, Secretary
- Crystal Derico, Treasurer
- Sarah Boggess, Trustee
- Douglas (Doug) Morrissey, Trustee
- Jordan White, Trustee

Library staff, Community Partners & Members of the Public:

- Jill Dugas Hughes, Library Director
- Jenna Schmonsky, Administrative Assistant

A Library Board of Trustees meeting of the East Greenbush Community Library was held on January 20, 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.

PUBLIC COMMENT:

- There was no public comment.

OATH OF OFFICE:

- Sarah Boggess was sworn in for a five-year term.
- Crystal Derico was sworn in for a five-year term.
- Douglas Morrissey was sworn in for a two-year term.
- Jordan White was sworn in for a one-year term.



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ANNUAL ORGANIZATIONAL PAPERWORK:

- Conflict of Interest and the Code of Ethics policies were distributed to the Board of Trustees to sign.
- The Board Roster was distributed to the Board of Trustees.
- The Bank Signature Card documents will be signed after the board meeting.

COMMITTEE ASSIGNMENTS & CHAIR APPOINTMENTS:

- Services Committee: J. White (chair), D. Morrissey, S. Boggess, C. Pensabene
- Administrative Committee: K. Kutzscher (chair), C. Derico, A. Miller, C. Pensabene

APPROVAL OF MINUTES:

- **MOTION #2026-01-01:** K. Kutzscher made the motion to approve the minutes of the December 9, 2025, Library Board Meeting. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.

TREASURER'S REPORT (J. Dugas Hughes):

- Off-warrant bills are expenses that were already paid between meetings and now require retroactive approval. The total amount is \$168,744.56 which includes two payrolls. The largest expenses are payroll and insurance (including health insurance). One notable large expense is \$15,519.51 for the Assistant Director's Office, which is also in the report.
- **MOTION #2026-01-02:** A. Miller made a motion to accept the Off-Warrant in the amount of **\$168,744.56** for the period of December 6, 2025, through January 13, 2026, as presented. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.
- The Warrant are checks that are present at each board meeting that need to be signed by the president and treasurer.
- One minor correction was made: a \$30.39 charge from CENGAGE/Gale had to be removed as the bill had been previously paid. That would bring the total for the warrant to \$68,107.58.
- Key expenses includes landscaping (year-end bills), Disability & Paid Family Leave (prepaid for coming year), IT services (TAG Solutions), UHLS membership fees (paid quarterly), OverDrive/Libby digital materials.

A question was raised regarding Community Way.

- The Library, YMCA, and Eddie Hawthorne Ridge each own one-third of the roadway and share all maintenance costs equally, since all users travel the full length.
- Seasons East provides snow removal and landscaping; costs are split three ways.



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- The YMCA holds the National Grid contract and bills the library monthly for its share of utilities.
- Any roadway repairs, lighting, landscaping (excluding the library's own sign), and the shared entrance sign are contracted by one party and split three ways; parking lots are maintained separately.
- Major road repairs are needed this spring, and partners are exploring cost-saving and in-house repair options due to high costs.

There was clarification regarding the Toni Murphy expense, which represents water and sewer taxes and covers the full year.

- **MOTION #2026-01-03:** D. Morrissey made a motion to authorize the president to sign the Warrant for the period of December 6, 2025, through January 13, 2026, in the amount of **\$68,107.58**. Seconded by S. Boggess. The motion was carried with 7 in favor, none opposed.

Preliminary Year-End 2025 Financials:

- The report shows a budget vs. actual for 2025 and represents a preliminary final budget; books are nearly closed, with auditors scheduled for the last week in January.
- Revenue: Budgeted \$2,630,600; actual revenue came in at about \$37 over budget.
- Operating expenditures: \$2,594,852, coming in under budget.
- Additional expenditures include \$25,280 for the Assistant Director's Office and \$389,953 for capital projects.
- Savings from the operating budget will remain in fund balance for carryover cash flow, consistent with the reserves policy; no transfers are recommended.
- The \$70,000 Air Handler Unit 2025 project was completed in January of 2026 and the invoice is anticipated within the coming days.

Year-End Restricted Funds Report:

- **Restricted gifts & grants:** \$39,990 received, \$45,011 spent; \$14,077 carried over to 2026.
- **Capital Projects:** Over 50% complete; final 10% of funding expected next year.
- **Grant programs (Adult Information Services & Friends):** Include adult programming, large print books, Hoopla digital books, museum passes, teen and youth program supplies. Approximately \$50,000 in Friends funds (FR) expected.

2026 Financials:

- Year just started; few expenditures (3.6% elapsed).
- Revenue and expenses don't match on the 2026 budget vs. actual report because reserve transfers are excluded (shown on balance sheet).
- Tax levy funds expected mid-February; \$296,965 will be transferred to capital reserves for the roof project.



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- Balance sheet as of January 13, total assets down; 10% decrease due to capital spending.
 - New donor restricted gift report shows remaining balance from previous grants; no expenses yet in 2026. New gifts and grants will be added monthly.
- **MOTION #2026-01-04:** J. White made a motion to approve the January 13, 2026, Financials with 3.6% of year completed, as presented. Seconded by C. Derico. The motion was carried with 7 in favor, none opposed.

General Updates:

- The auditors will begin the audit in the last week of January, with some data already submitted. Board members may observe the process. A full report will be presented to the board at a future meeting.
- The Schodack contract is for \$462,000. The budget will need to be amended, but the amount aligns with prior expectations. The board expressed appreciation for the partnership.
- Insurance & Repairs: Most remediation and repairs resulting from roof leaks are expected to be covered by insurance, subject to a \$5,000 deductible. An \$89,500 repair contract was reviewed. The total replacement value is \$112,275. Insurance coverage applies to all carpet in the main library due to its contiguous nature.
- Replacement of the children's carpet was discussed and deferred to the Administrative Committee.

DIRECTOR'S REPORT (J. Dugas Hughes):

- **Year-end stats:** Finalized with minor adjustments; overall trends remain consistent.
- **Usage trends:** Physical circulation declining; digital usage slightly up. Patrons are increasingly using library spaces and services for engagement rather than just borrowing physical items.
- **Engagement:** In-person visits, new card registrations (+19%), active users (+2%), meeting room use (+27%), programming, and computer use are increasing significantly.
- **Collections:** Usage up compared to pre-COVID, especially databases.
- **Door Counter:** Tracks traffic approximately 90% accurately; main entrance closure affected counts last year, but overall trends remain positive.

PERSONNEL MEMORANDUM:

- A part-time librarian and former full-time staff member resigned effective January 12. The board expressed deep appreciation for her years of dedicated service.



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- Two part-time positions are now open, with a promising candidate pool.
- There is currently no active eligibility list for library positions, which provides flexibility in hiring given the limited number of qualified candidates.
 - **MOTION #2026-01-05:** J. White made a motion to approve the January 20, 2026 Personnel Memorandum as presented. Seconded by D. Morrissey. The motion was carried with 7 in favor, none opposed.

LIAISON REPORTS:

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

- Advocacy Day is scheduled for Tuesday, February 3
- The UHLS Board approved an evaluation process for the Executive Director.
- In Bethlehem, the AED (defibrillator) was successfully used to save a patron’s life.
- Juneteenth is now observed as a holiday for UHLS.

Friends of the Library: N/A

Town of East Greenbush: N/A

Rensselaer County: N/A

The Community Advisory Council is scheduled to meet on February 12 from 6:00-7:30 p.m.

UNFINISHED BUSINESS:

Appointment of Treasurer

- **MOTION #2026-01-06:** A. Miller made a motion to appoint Crystal Derico as Treasurer for 2026. Seconded by K. Kutzscher. The motion was carried with 7 in favor, none opposed.

NEW BUSINESS:

Lobby Day: Board members interested in attending Lobby Day are encouraged to participate. The event provides an opportunity to meet with local legislators, who have been very supportive of the library.

ADJOURN:

- **MOTION #2026-01-07:** Motion to adjourn the January 20, 2026, Library Board meeting was made by K. Kutzscher at 7:55 p.m. Seconded by D. Morrissey. The motion was carried with 7 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Kayla Kutzscher, Secretary

East Greenbush Community Library Off-Warrant (January 14 - February 19, 2026)

Cash, Operating Accounts	Name	Date	Num	Memo/Description	Amount
1003.00 Checking, Operating-XXX178					
	Aflac	02/02/2026	43401	NBY22	-435.51
	ANTHEM BLUECROSS	02/09/2026	43405	D51598 Health	-3,229.50
	BOA CARD SERVICES	02/02/2026	43402	CORP ACCOUNT 1924	-1,776.78
	BPI MECHANICAL SERVICE	01/21/2026	43400	HVAC Bi-Annual Maintenance	-930.00
	CDPHP	01/21/2026	43391	10002870 Health	-13,485.79
	CHARTER COMMUNICATIONS (FIBER OPTIC)	01/21/2026	43392	141867501 Internet	-399.00
	CHARTER COMMUNICATIONS (TELEPHONE)	01/21/2026	43393	142138101 Phone	-31.99
	Dropmysuite Inc.	01/21/2026	43394	EGCL-3759 Microsoft365 cloud backup	-81.00
	GUARDIAN	01/21/2026	43395	00 575836 DENTAL & VISION	-444.05
	MUTUAL OF OMAHA	01/21/2026	43396	G000CRJZ Life	-166.56
	Nationalgrid	01/21/2026	43397	34370-88011 Utilities	-4,439.91
	New York State Deferred Comp.	01/21/2026	43398	Plan#0045420	-960.05
	New York State Deferred Comp.	02/02/2026	43403	Plan#0045420	-960.05
	New York State Deferred Comp.	02/09/2026	43406	Plan#0045420	-960.05
	NYSLRS	01/31/2026	January 2026	NYSLRS for JANUARY 2026	-2,939.46
	Paychex	01/16/2026	PR# 2; 1/16/26	PROCESSING CHARGES FOR PAYROLL #2 DATED 1/16/26	-1,198.61
		01/16/2026	PR# 2, 1/16/26	PR# 2	-40,872.32
		01/16/2026	PR# 2, 1/16/26	PR# 2	-14,085.90
		01/30/2026	PR# 3; 1/30/26	PR# 3	-14,058.86
	Paychex	01/30/2026	PR# 3; 1/30/26	PROCESSING CHARGES FOR PAYROLL #3 DATED 1/30/26	-587.11
		01/30/2026	PR# 3; 1/30/26	PR# 3	-40,695.68
		02/13/2026	PR# 4; 2/13/26	PR# 4	-14,386.76
	Paychex	02/13/2026	PR# 4; 2/13/26	PROCESSING CHARGES FOR PAYROLL #4 DATED 2/13/26	-579.11
		02/13/2026	PR# 4; 2/13/26	PR# 4	-41,491.01
	PETER K. FRUEH, INC.	01/21/2026	43399	NYS Construction Grant Capital Project Site Work	-6,924.20
	STAPLES	02/02/2026	43404	1008052	-522.37
	Town of East Greenbush	02/09/2026	43407	984 Sewer & Water	-427.65
	VERIZON WIRELESS	02/09/2026	43408	542647307-00001 Cellular	-32.75
Total for 1003.00 Checking, Operating-XXX178					\$ 207,102.03
Total for Cash, Operating Accounts					\$ 207,102.03

East Greenbush Community Library

Warrant of Bills by Vendor (January 14- February 19, 2026)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Albany Public Library				
518-449-3380				
Albany Public Library	01/14/2026	310707	311820****2123 FADE LOST/PAID BOOK	15.99
Albany Public Library	01/14/2026	408791	311820****2797 ENGLISH CONVERSATION LOST/PAID BOOK	15.00
Albany Public Library	02/03/2026	413079	311820****6270 THE LONG GAME LOST/PAID BOOK	9.00
Total for Albany Public Library				\$39.99
Amazon Capital Services				
Amazon Capital Services	01/17/2026	1LW1-M4HL-JPKG	A3DG71IHROMNJM ADULT FICTION BOOKS	17.25
Amazon Capital Services	01/19/2026	177T-X7LH-JTWN	A3DG71IHROMNJM SHARK FREESTYLE MAX CORDLESS UPRIGHT VACUUM	149.99
Amazon Capital Services	01/19/2026	IHKY-LKVD-K7JV	A3DG71IHROMNJM THERMAL LAMINATING POUCHES, WALL CALENDAR & GLUE DOTS	23.60
Amazon Capital Services	01/21/2026	1PJN-GR2D-H3DV	A3DG71IHROMNJM NOTARY RUBBER STAMP	22.95
Amazon Capital Services	01/23/2026	1RFJ-RLF1-J6PY	A3DG71IHROMNJM ADULT FICTION BOOKS	43.33
Amazon Capital Services	01/24/2026	13LK-99FT-19YA	A3DG71IHROMNJM YS PROGRAM SUPPLIES	159.64
Amazon Capital Services	01/27/2026	1NXX-XKGG-JJ96	A3DG71IHROMNJM WINDSOR VERSAMATIC 18" DUAL MOTOR VACUUM	1,173.70
Amazon Capital Services	02/02/2026	13FK-JMLP-4JNM	A3DG71IHROMNJM MAINTENANCE AND OFFICE SUPPLIES AND SNACKS FOR CAC MEETINGS	250.95
Amazon Capital Services	02/04/2026	1LDL-4CJ1-3HRY	A3DG71IHROMNJM ADULT LP BOOKS	207.88
Amazon Capital Services	02/11/2026	1R7V-W3KY-YGJ1	A3DG71IHROMNJM ADULT FICTION BOOKS	243.20
Amazon Capital Services	02/11/2026	1XH7-VD3P-TRKX	A3DG71IHROMNJM ADULT FICTION BOOKS	16.14
Amazon Capital Services	02/12/2026	1W7Y-GWRF- PJDJ	A3DG71IHROMNJM ADULT LIBRARY OF THINGS	126.82
Total for Amazon Capital Services				\$2,435.45
ANN BURNS				
ANN BURNS	02/09/2026	020226	EGCL AIS PROGRAM	100.00
Total for ANN BURNS				\$100.00
ASSA ABLOY (formerly Besam)				
378-8170				
ASSA ABLOY (formerly Besam)	02/04/2026	SCI 84575	120046 QUARTERLY MARCH-MAY 2026 ENTRANCE DOORS	265.12
Total for ASSA ABLOY (formerly Besam)				\$265.12
BELINDA BRASLEY				
BELINDA BRASLEY	02/09/2026	021126	EGCL AIS PROGRAM	100.00
Total for BELINDA BRASLEY				\$100.00
Berkshire Botanical Garden				
Berkshire Botanical Garden	02/02/2026	MP 2026	EGCL MUSEUM PASS 2026	140.00
Total for Berkshire Botanical Garden				\$140.00
BOND, SCHOENECK & KING, PLLC				
BOND, SCHOENECK & KING, PLLC	01/14/2026	20121458	120926 FOR LEGAL SERVICES RENDERED THROUGH 12/31/25	234.00
BOND, SCHOENECK & KING, PLLC	02/05/2026	20125563	120926 FOR LEGAL SERVICES RENDERED THROUGH 01/31/26	702.00

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Total for BOND, SCHOENECK & KING, PLLC				\$936.00
BPI MECHANICAL SERVICE				
518 326-8450				
BPI MECHANICAL SERVICE	01/29/2026	114403	109852 REPLACEMENT OF AIR HANDLER UNIT	63,980.00
Total for BPI MECHANICAL SERVICE				\$63,980.00
Brodart				
800-233-8467				
Brodart	01/12/2026	B7138746	3105612 J PICTURE BOOKS	112.46
Brodart	01/12/2026	B7139116	3105613 J FICTION BOOKS	105.91
Brodart	01/12/2026	B7139256	3105613 J SERIES BOOKS	80.01
Brodart	01/12/2026	B1739111	3105612 TEEN FICTION	52.43
Brodart	01/12/2026	B7138745	3105612 J STEP-UP BOOKS	45.02
Brodart	01/12/2026	B7138889	3105612 J NON-FICTION BOOKS	42.92
Brodart	01/12/2026	B7139135	3105612 J FICTION BOOKS	39.55
Brodart	01/12/2026	B7139110	3105612 J STEP-UP BOOKS	26.28
Brodart	01/12/2026	B7139137	3105612 J PICTURE BOOKS	21.66
Brodart	01/12/2026	B7139095	3105612 J PICTURE BOOKS	20.87
Brodart	01/12/2026	B7138880	310561B ADULT FICTION BOOKS	17.24
Brodart	01/12/2026	B7139073	3105613 J GN BOOKS	12.54
Brodart	01/12/2026	B7139134	3105612 J PICTURE BOOKS	12.15
Brodart	01/12/2026	B7138776	3105612 TEEN NON-FICTION BOOKS	11.85
Brodart	01/12/2026	B7139136	3105612 J STEP-UP BOOKS	11.58
Brodart	01/12/2026	B7139268	3105612 J STEP-UP BOOKS	11.30
Brodart	01/12/2026	B7139075	3105613 J GN BOOKS	8.20
Brodart	01/12/2026	B7139133	3105612 J STEP-UP BOOKS	7.80
Brodart	01/12/2026	B7139132	3105612 J STEP-UP BOOKS	7.80
Brodart	01/12/2026	B7139071	3105613 J GN BOOKS	7.58
Brodart	01/12/2026	B7139072	3105613 J FICTION BOOKS	7.25
Brodart	01/12/2026	B7139074	3105613 J READER BOOKS	5.72
Brodart	01/13/2026	B7139797	3105611 ADULT NONFICTION BOOKS	464.19
Brodart	01/13/2026	B7139798	3105612 J NON-FICTION BOOKS	256.34
Brodart	01/13/2026	B7139809	3105612 J GN BOOKS	138.72
Brodart	01/13/2026	B7139629	3105612 J FICTION BOOKS	109.77
Brodart	01/13/2026	B7139827	3105612 J FICTION BOOKS	68.61
Brodart	01/13/2026	B7139834	310561B ADULT NONFICTION BOOKS	35.22
Brodart	01/13/2026	B7139811	3105612 J READER BOOKS	18.58
Brodart	01/13/2026	B7139804	310561B ADULT FICTION BOOKS	17.86
Brodart	01/13/2026	B7139808	3105612 J FICTION BOOKS	17.56
Brodart	01/13/2026	B7139803	310561B ADULT FICTION BOOKS	16.72
Brodart	01/13/2026	B7139801	3105612 J READER BOOKS	11.01
Brodart	01/14/2026	B7140495	3105611 HAZEL WAS A GOOD GIRL: SOLVING THE MURDER THAT INSPIRED TWIN PEAK CREDIT FOR NON-FICTION BOOK	-19.26
Brodart	01/19/2026	B7143479	3105614 J GN BOOKS	47.28
Brodart	01/27/2026	B7148279	310561B ADULT FICTION BOOKS	484.73
Brodart	01/29/2026	670445	317481 BOOK PROCESSING SUPPLIES	123.56
Brodart	01/29/2026	B7150029	3105612 J STEP-UP BOOKS	23.71
Brodart	01/29/2026	B7150504	3105612 TEEN FICTION BOOKS	12.73
Brodart	02/03/2026	B7154050	3105611 ADULTS NON-FICTION BOOKS	207.82
Brodart	02/05/2026	B7155722	3105612 J NON-FICTION BOOKS	64.90

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	02/05/2026	B7155433	3105612 J READER BOOKS	9.86
Brodart	02/06/2026	B7156819	3105613 J FICTION BOOKS	9.02
Brodart	02/11/2026	B7159841	3105611 ADULT NON-FICTION BOOKS	380.81
Brodart	02/11/2026	B7159532	310561B ADULT FICTION BOOKS	333.50
Brodart	02/11/2026	B7159848	310561B ADULT FICTION BOOKS	168.35
Brodart	02/11/2026	B7159531	310561B ADULT FICTION BOOKS	18.44
Total for Brodart				\$3,688.15
BRYANS & GRAMUGLIA CPAs, LLC				
BRYANS & GRAMUGLIA CPAs, LLC	01/31/2026	1030	1217 AUDIT 2025	5,000.00
BRYANS & GRAMUGLIA CPAs, LLC	02/16/2026	1071	EGCL PROFESSIONAL SERVICES AUDI 2025	1,500.00
Total for BRYANS & GRAMUGLIA CPAs, LLC				\$6,500.00
Capital Security 479-7122				
Capital Security	01/15/2026	195722	EGRN NETWORK/CELLULAR MONITORING COVERAGE FOR 2/1/26-2/28/26	63.00
Capital Security	02/16/2026	195909	EGRN NETWORK/CELLULAR MONITORING COVERAGE FOR 3/1/26-3/31/26	65.00
Total for Capital Security				\$128.00
CARDIAC LIFE PRODUCTS				
CARDIAC LIFE PRODUCTS	02/11/2026	157845	EGCL ZOLL AED PLUS/ INDOOR SURFACE MOUNT STEEL CABINET W/ALARM; ZOLL PEDI-PADZ II	2,052.33
Total for CARDIAC LIFE PRODUCTS				\$2,052.33
CDPHP				
CDPHP	02/10/2026	260420056056	10002870 HEALTH COVERAGE FOR 3/1/26-3/31/26	13,485.79
Total for CDPHP				\$13,485.79
CENGAGE Learning/GALE 877-201-3962 opt 2				
CENGAGE Learning/GALE	01/29/2026	999102203023	100230146 ADULT LP BOOKS	49.60
CENGAGE Learning/GALE	02/05/2026	999102294160	100230146 ADULT LP BOOKS	32.79
Total for CENGAGE Learning/GALE				\$82.39
Center Point Large Print 1-800-929-9108				
Center Point Large Print	02/03/2026	2228318	EGCL ADULT LP BOOKS	31.46
Center Point Large Print	02/05/2026	2228957	EGCL ADULT LP BOOKS	25.77
Total for Center Point Large Print				\$57.23
CHARTER COMMUNICATIONS (FIBER OPTIC)				
CHARTER COMMUNICATIONS (FIBER OPTIC)	02/14/2026	141867501021426	141867501 FIBER INTERNET FOR 2/14/26-3/13/26	399.00
Total for CHARTER COMMUNICATIONS (FIBER OPTIC)				\$399.00
CHARTER COMMUNICATIONS (TELEPHONE) 869-5500				
CHARTER COMMUNICATIONS (TELEPHONE)	02/14/2026	142138101021426	142138101 BUSINESS PHONE FOR 2/15/26-3/14/26	36.65
Total for CHARTER COMMUNICATIONS (TELEPHONE)				\$36.65
DEMCO 800-752-7614 act.rece				

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
DEMCO	01/27/2026	7756032	710162791 PROCESSING BOOK TAPE AND LABELS PROCESSING SUPPLIES	254.86
DEMCO	02/06/2026	7761748	710162791 BOOK PROCESSING SUPPLIES	769.86
Total for DEMCO				\$1,024.72
Dropmysuite Inc.				
Dropmysuite Inc.	01/31/2026	INV-24918	OREGON-1_19494 EMAIL & COLLABORATION SOFTWARE BACKUP SUBSCRIPTION TOTAL	81.00
Total for Dropmysuite Inc.				\$81.00
ECF DATA 702-780-7903				
ECF DATA	01/28/2026	INV-05529- R8S2W7	EGCL OFFICE 365 A3 FOR 1/28/26-2/27/26	194.04
Total for ECF DATA				\$194.04
EG Friends of the Library				
EG Friends of the Library	01/22/2026	080725-123125	EGRN FRIENDS SQUARE CREDIT CARD REIMBURSEMENT 8/7/25-12/31/25	2,160.34
Total for EG Friends of the Library				\$2,160.34
Empire State Aerosciences Museum				
Empire State Aerosciences Museum	01/29/2026	MP 2026	EGRN 2026 MUSEUM PASS	75.00
Total for Empire State Aerosciences Museum				\$75.00
GUARDIAN				
GUARDIAN	02/12/2026	030126-033126	00 575836 VISION AND DENTAL COVERGAE FOR 3/1/26-3/31/26	444.05
Total for GUARDIAN				\$444.05
HILL & MARKES, INC. 888-427-7022				
HILL & MARKES, INC.	01/29/2026	3132156-00	6258 MAINTENANCE SUPPLIES	337.20
Total for HILL & MARKES, INC.				\$337.20
HOME DEPOT				
HOME DEPOT	01/01/2026	806370	6035 32** **** 8313 CARPET FANS AND SAFETY TAPE	182.93
HOME DEPOT	01/09/2026	7625153	6035 32** **** 8313 HEAVY GARBAGE BAGS, CARPET ADHESIVE, PLASTIC SHEETING, TROWEL, PAINTERS TAPE	106.54
Total for HOME DEPOT				\$289.47
KEY COMMUNICATIONS 518 436-9572				
KEY COMMUNICATIONS	02/14/2026	101638	EGCL KEYMAIL RELAY SERVICE FOR VOICEMAIL TO E-MAIL FUNCTION. ANNUAL CHARGE THRU 1/31/27	52.92
Total for KEY COMMUNICATIONS				\$52.92
MARINE DESIGN & SERVICE				
MARINE DESIGN & SERVICE	01/27/2026	6783	EGCL FISH TANK SERVICE	75.00
Total for MARINE DESIGN & SERVICE				\$75.00
Midwest Tape 1-800-875-2785				
Midwest Tape	01/01/2026	508176485	2000001825 ADULT DVD	18.74
Midwest Tape	01/20/2026	508318453	2000001825 ADULT DVDS	333.61
Midwest Tape	01/21/2026	508339719	2000001825 ADULT DVDS	153.67

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Midwest Tape	01/30/2026	508376405	2000001825 ADULT DVDS	203.14
Midwest Tape	02/10/2026	508423453	2000001825 ADULT DVDS	290.87
Total for Midwest Tape				\$1,000.03
MOHAWK VALLEY LIBRARY SYSTEM				
MOHAWK VALLEY LIBRARY SYSTEM	01/23/2026	5804	EGCL SPR 2026 WORKSHOP 4 ATTENDEES KURZ, GAVETT, MCCARTHY, ZABOROWSKI	112.00
Total for MOHAWK VALLEY LIBRARY SYSTEM				\$112.00
MUTUAL OF OMAHA				
MUTUAL OF OMAHA	02/11/2026	002045387644	G000CRJZ TERM LIFE INSURANCE FOR 3/1/26-3/31/26	212.97
Total for MUTUAL OF OMAHA				\$212.97
NAISMITH MEMORIAL BASKETBALL HALL OF FAME				
NAISMITH MEMORIAL BASKETBALL HALL OF FAME	02/13/2026	MP 2026	EGCL 2026 MUSEUM PASS	100.00
Total for NAISMITH MEMORIAL BASKETBALL HALL OF FAME				\$100.00
Nassau Free Library				
Nassau Free Library	01/18/2026	389522	381220****2831 WE'RE GOING ICE FISHING LOST/PAID BOOK	15.99
Total for Nassau Free Library				\$15.99
Nationalgrid				
1-800-642-4272				
Nationalgrid	02/12/2026	01426-021226	34370-88011 UTILITIES FOR 1/14/26-2/12/26	7,919.05
Total for Nationalgrid				\$7,919.05
New York Times				
New York Times	02/01/2026	33EBF213265	871100947 RENEWAL 1/29/26-4/29/26	383.50
Total for New York Times				\$383.50
NEWSBANK				
NEWSBANK	02/11/2026	RN68809	52617 ANNUAL SUBSCRIPTION SEPTEMBER 2026-AUGUST 2027 FOR TIMES UNION, THE (NY) COLLECTION & ALBANY TIMES UNION	2,428.00
Total for NEWSBANK				\$2,428.00
Norman Rockwell Museum				
413-298-4100				
Norman Rockwell Museum	02/16/2026	2026 MP	EGCL MUSEUM PASS 2026	100.00
Total for Norman Rockwell Museum				\$100.00
North Greenbush Public Library				
North Greenbush Public Library	01/14/2026	310706	381231****4142 WAKE LOST/PAID BOOK	15.99
Total for North Greenbush Public Library				\$15.99
Northeast Toner, Inc.				
518-899-5545				
Northeast Toner, Inc.	02/11/2026	120279	EGCL TONERS	252.00
Total for Northeast Toner, Inc.				\$252.00
OVERDRIVE				
216-573-6886 ext.212				
OVERDRIVE	01/29/2026	01080CO26025841	1080-1012 ADULT EBOOKS	570.00
OVERDRIVE	01/29/2026	01080CO26025851	1080-1012 ADULT EAUDIOBOOKS	416.98
OVERDRIVE	01/29/2026	01080CO26025829	1080-0021 ADULT EAUDIOBOOKS	209.97
OVERDRIVE	01/29/2026	01080CO26025819	1080-0012 ADULT EBOOKS	175.00

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
OVERDRIVE	02/03/2026	01080DA26038165	1080-0012 2-ADULT EBOOKS & 1-ADULT EAUDIOBOOK	198.99
OVERDRIVE	02/10/2026	01080CO26044579	1080-1012 ADULT EBOOKS	889.58
OVERDRIVE	02/10/2026	01080CO26044586	1080-1012 ADULT EAUDIOBOOKS	432.18
OVERDRIVE	02/10/2026	01080CO26044378	1080-0012 ADULT EBOOKS	339.89
OVERDRIVE	02/10/2026	01080CO26044391	1080-0012 ADULT EAUDIOBOOKS	85.00
Total for OVERDRIVE				\$3,317.59
PAM DODSON				
PAM DODSON	01/13/2026	020726	EGCL AIS PROGRAM	50.00
Total for PAM DODSON				\$50.00
Penworthy Co. 414-287-4600				
Penworthy Co.	02/03/2026	0614779-IN	00-1320185_001 J PICTURE BOOKS	208.64
Total for Penworthy Co.				\$208.64
PETER K. FRUEH, INC.				
PETER K. FRUEH, INC.	02/03/2026	SOV-003	EGCL PHASE 1 RENOVATIONS MOBILIZATION/GENERAL CONDITIONS; R&M WORK, CONCRETE BASE, CHANGE ORDER #2; RESTORATION	6,188.52
PETER K. FRUEH, INC.	02/03/2026	SOV-005	EGCL PHASE 1 RENOVATIONS AWNING REPLACEMENT	4,952.07
PETER K. FRUEH, INC.	02/03/2026	SOV-004	EGCL PHASE 1 RENOVATIONS MOBILIZATION/GENERAL CONDITIONS; RESTORATION	950.00
Total for PETER K. FRUEH, INC.				\$12,090.59
PLAYAWAY PRODUCTS LLC (877) 893-0808				
PLAYAWAY PRODUCTS LLC	02/03/2026	524360	GS-02F-0036W LANYARDS FOR PLAYAWAYS	54.93
Total for PLAYAWAY PRODUCTS LLC				\$54.93
RABIA NUSRAT				
RABIA NUSRAT	02/11/2026	031426	EGCL AIS PROGRAM	150.00
Total for RABIA NUSRAT				\$150.00
RESERVE ACCT. (POSTAGE METER)				
RESERVE ACCT. (POSTAGE METER)	01/22/2026	012226	41651340 POSTAGE METER REFILL	300.00
Total for RESERVE ACCT. (POSTAGE METER)				\$300.00
Seasons East Lawn Care 732-2276 new 8.07				
Seasons East Lawn Care	02/05/2026	14641	EGCL 7- SNOW PLOWINGS OF LIBRARY PARKING LOT FOR 1/1/26-1/27/26 15- SALTING OF LIBRARY PARKING LOT FOR 1/1/26- 1/27/26 1- SHOVELED SIDEWALKS TO RT 151 1/6/26	4,880.00
Seasons East Lawn Care	02/05/2026	14642	EGCL 7- SNOW PLOWINGS & 16-SALTINGS OF COMMUNITY WAY FOR 1/126-1/27/26	1,807.65
Total for Seasons East Lawn Care				\$6,687.65
STAPLES 1-877-826-7755				
STAPLES	01/28/2026	6054108842	1008052 BLACK MARKERS, CARD STOCK, STAPLE REMOVER AND POST-IT NOTES	50.59

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
STAPLES	02/11/2026	6055726950	1008052 MAINTENANCE SUPPLIES TRASH BAGS,WINDEX,SWIFFER REFILLS,TOILET BOWL CLEANER,GLOVES & PAPER TOWELS	201.61
Total for STAPLES				\$252.20
TAG SOLUTIONS, LLC (518) 292-6510				
TAG SOLUTIONS, LLC	02/03/2026	30636871	21743 NINJAONE AND BLACKPOINT FOR 2/1/26-2/28/26 NINJA CLOUD BACKUP FOR 2/1/26-2/28/26 MANAGED SERVICES CORE FOR 2/1/26-2/28/26	2,653.00
Total for TAG SOLUTIONS, LLC				\$2,653.00
The Children's Museum at Saratoga				
The Children's Museum at Saratoga	02/04/2026	260201	008229 2026 MUSEUM PASS	300.00
Total for The Children's Museum at Saratoga				\$300.00
THE UNDERGROUND RAILROAD EDUCATION CENTER				
THE UNDERGROUND RAILROAD EDUCATION CENTER	02/09/2026	022326	EGCL AIS PROGRAM	150.00
Total for THE UNDERGROUND RAILROAD EDUCATION CENTER				\$150.00
TIMES UNION (SUBSCRIPTION) 454-5015				
TIMES UNION (SUBSCRIPTION)	01/12/2026	041626	140026351 RENEWAL FOR 10 WEEKS COVERAGE THRU 4/16/26	150.95
Total for TIMES UNION (SUBSCRIPTION)				\$150.95
Troy Public Library				
Troy Public Library	01/17/2026	344710	381321****3154 A FISH OUT OF WATER LOST/PAID BOOK	8.99
Total for Troy Public Library				\$8.99
TWIN BRIDGES 518-282-5600				
TWIN BRIDGES	02/01/2026	20260201558109	55-8109 1 WASTE AND RECYCLING FOR FEBRUARY 2026	308.84
Total for TWIN BRIDGES				\$308.84
UHLS				
UHLS	01/28/2026	26-135	EGRN BOOKPAGE DEC.2025-NOV.2026	528.00
UHLS	01/28/2026	26-159	EGRN COMICS PLUS (1 TIME SET UP FEE)	100.00
Total for UHLS				\$628.00
TOTAL				\$139,010.75

Note

Payment Approved / /

President, Library Board of Trustees: _____



East Greenbush Community Library

2026 Budget vs. Actuals (Voter Approved 11/17/2026)

As of February 19, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges	2,822.50	13,500.00	-10,677.50	20.91 %
4100 Other Income				
4101 Interest & Earnings	2,219.41	52,500.00	-50,280.59	4.23 %
4103 Insurance Claim Proceeds	156,684.56		156,684.56	
Total 4100 Other Income	158,903.97	52,500.00	106,403.97	302.67 %
4200 Public Funds				
4202 State Aid- LLSA		5,500.00	-5,500.00	
4203 East Greenbush		2,080,250.00	-2,080,250.00	
4204 Rensselaer County		1,000.00	-1,000.00	
4205 Contract for Service- Schodack	462,000.00	517,090.00	-55,090.00	89.35 %
Total 4200 Public Funds	462,000.00	2,603,840.00	-2,141,840.00	17.74 %
4410 Gifts & Grants	39,862.31	58,000.00	-18,137.69	68.73 %
Total Revenue	\$663,588.78	\$2,727,840.00	\$ -2,064,251.22	24.33 %
GROSS PROFIT	\$663,588.78	\$2,727,840.00	\$ -2,064,251.22	24.33 %
Expenditures				
Operating Expenses				
5000 Technology/Communications	12,486.88	113,385.00	-100,898.12	11.01 %
5010 Programming & Planning	1,251.03	34,700.00	-33,448.97	3.61 %
5020 Bks & Mat'ls (Collections)	15,223.08	162,390.00	-147,166.92	9.37 %
5030 Facilities Expenses	28,193.81	196,200.00	-168,006.19	14.37 %
5040 Professional Services	17,583.10	59,475.00	-41,891.90	29.56 %
5050 Operations	1,830.21	42,650.00	-40,819.79	4.29 %
5100 Human Resources/Staff Devt	233.48	7,000.00	-6,766.52	3.34 %
5200 Personnel	262,134.22	1,965,630.00	-1,703,495.78	13.34 %
Total Operating Expenses	338,935.81	2,581,430.00	-2,242,494.19	13.13 %
Total Expenditures	\$338,935.81	\$2,581,430.00	\$ -2,242,494.19	13.13 %
NET OPERATING REVENUE	\$324,652.97	\$146,410.00	\$178,242.97	221.74 %
Other Expenditures				
FR Friends Pass-through	1,561.85		1,561.85	
Reserve Funds	82,994.79		82,994.79	
Total Other Expenditures	\$84,556.64	\$0.00	\$84,556.64	0.00%
NET OTHER REVENUE	\$ -84,556.64	\$0.00	\$ -84,556.64	0.00%
NET REVENUE	\$240,096.33	\$146,410.00	\$93,686.33	163.99 %

Note

On this date, the year is 13.7% 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: \$150,555

**Budgeted Transfer to Non-Restricted Capital Reserves for 2026: \$296,965 (not yet completed; this will happen after tax levy funds are received).

East Greenbush Community Library

Balance Sheet

As of February 19, 2026

	TOTAL			
	AS OF FEB 19, 2026	AS OF FEB 19, 2025 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
Cash, Operating Accounts	755,587.22	130,024.57	625,562.65	481.11 %
Designated Board Cash Funds				
1007.00 Non-Restricted, Hurr XXX244	56,263.23	54,956.14	1,307.09	2.38 %
1008.00 Non-Restricted, Capital Reserve- XXX0228	637,226.98	494,603.59	142,623.39	28.84 %
1009.00 Non-Restricted, Operational Contingency- XXX210	409,674.44	399,480.00	10,194.44	2.55 %
Total Designated Board Cash Funds	1,103,164.65	949,039.73	154,124.92	16.24 %
Donor Restricted Cash Funds				
1001.00 Donor-Restricted, Gift & Grant-XXX186	49,787.79	9,489.18	40,298.61	424.68 %
1005.00 Donor-Restricted, Capital Reserve- XXX251	96,101.28	491,400.14	-395,298.86	-80.44 %
Total Donor Restricted Cash Funds	145,889.07	500,889.32	-355,000.25	-70.87 %
Total Bank Accounts	\$2,004,640.94	\$1,579,953.62	\$424,687.32	26.88 %
Total Current Assets	\$2,004,640.94	\$1,579,953.62	\$424,687.32	26.88 %
Fixed Assets	\$2,526,564.72	\$2,257,602.89	\$268,961.83	11.91 %
TOTAL ASSETS	\$4,531,205.66	\$3,837,556.51	\$693,649.15	18.08 %
LIABILITIES AND EQUITY				
Liabilities	\$139,010.75	\$75,789.55	\$63,221.20	83.42 %
Equity				
3000 Retained Earnings	4,152,098.58	4,083,239.37	68,859.21	1.69 %
Net Revenue	240,096.33	-321,472.41	561,568.74	174.69 %
Total Equity	\$4,392,194.91	\$3,761,766.96	\$630,427.95	16.76 %
TOTAL LIABILITIES AND EQUITY	\$4,531,205.66	\$3,837,556.51	\$693,649.15	18.08 %

Note

On this date, the year is 13.7% over

Non-Restricted Funds Available: \$1,858,751.87

Donor-Restricted Funds Available: \$145,889.07

Account Transfers to cover monthly interest and expenses:

- 1) \$19,014.79 from Donor-Restricted Capital Reserve to Operating (NYS construction project grant expenditures)
- 2) \$3,339.45 from Donor-Restricted Gift Grant to Operating (restricted gift/grant expenditures)
- 3) \$181.53 from Donor-Restricted Capital Reserve to Non-Restricted Capital Reserve (interest)
- 4) \$63,980 from Non-Restricted Capital Reserve to Operating (Air Handler Unit Replacement)
- 5) \$156,684.56 from Savings to Non-Restricted Capital Reserves (Insurance Proceeds- roof leak interior)

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

As of February 19, 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	\$ 483.80	\$ 2,416.20
*FR-02-2026 Large Print	\$ 2,700.00		\$ 2,700.00	\$ 139.62	\$ 2,560.38
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	\$ 850.00	\$ 6,650.00
*FR-05-2026 Teen Programming	\$ 6,200.00		\$ 6,200.00		\$ 6,200.00
FR-06-2025 Teen Prog/Sup	\$ 2,700.00	\$ 119.25		\$ 112.27	\$ 6.98
*FR-06-2026 YS Programming	\$ 9,500.00		\$ 9,500.00		\$ 9,500.00
*FR-07-2026 HoTP	\$ 1,390.00		\$ 1,390.00		\$ 1,390.00
FR-08-2025 Fish	\$ 2,500.00	\$ 2,500.00			\$ 2,500.00
*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		\$ 1,600.00
*FR-10-2026 LOT	\$ 2,500.00		\$ 2,500.00	\$ 662.76	\$ 1,837.24
FR-23-2022 AD Edu/Jobs	\$ 750.00	\$ 496.66			\$ 496.66
FR-37-2023 HoTP	\$ 4,500.00	\$ 349.72		\$ 204.56	\$ 145.16
FR-46-2024 Fish	\$ 2,500.00	\$ 79.44		\$ 75.00	\$ 4.44
FR-47-2024 Fam Engagement	\$ 2,000.00	\$ 22.94			\$ 22.94
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	\$ 14,077.24	\$ 39,050.00	\$ 3,339.45	\$ 49,787.79

2026 Capital Projects Report to the Library Board

As of February 19, 2026

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 carpet 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	
Total Project Cost:	\$ 178,845
Current Estimate from Insurance *subject to change	
Insurance Coverage: \$173,845 (\$156,685 received, final payment (\$17,160) after project completion	
Roof repairs were paid from 2025 operating funds	
Library Cost: \$5,000 (deductible)	
Roof full replacement is scheduled to occur Spring 2026 (NYS Construction Grant)	

Financial Summary				
Project Component	Budget	Paid-To-Date	Remaining Project Funds	Status
Acoustical Treatments	\$ 948	\$ -	\$ 948	
Cabinetry	\$ 22,716	\$ -	\$ 22,716	
Cleaning	\$ 2,782	\$ -	\$ 2,782	
Content Manipulation	\$ 9,215	\$ -	\$ 9,215	
General Demolition	\$ 15,780	\$ -	\$ 15,780	
Drywall	\$ 947	\$ -	\$ 947	
Carpet	\$ 69,720	\$ -	\$ 69,720	
Vinyl	\$ 2,226	\$ -	\$ 2,226	
Finish Carpentry/Trimwork	\$ 3,502	\$ -	\$ 3,502	
Insulation	\$ 80	\$ -	\$ 80	
Labor	\$ 1,235	\$ -	\$ 1,235	
Light Fixtures	\$ 235	\$ -	\$ 235	
Painting	\$ 19,652	\$ -	\$ 19,652	
Overhead	\$ 14,904	\$ -	\$ 14,904	
Profit	\$ 14,904	\$ -	\$ 14,904	
TOTALS	\$ 178,845	\$ -	\$ 178,845	

*insurance proceeds cover cost of cleaning carpet in children's room. If replacement is chosen, this would be paid using non-restricted capital reserves.

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
BPI Contract to replace AHU	\$ 63,980
Contingency	\$ 6,020
TOTALS	\$ 70,000

Capital Reserve Accounts	
Donor-Restricted: \$96,101.28 (fully encumbered for construction project).	
Non-Restricted Capital Reserves: \$637,227 total; \$361,010 encumbered, leaving \$276,217 unencumbered.	
Encumbered projects: Roof Project – Library Match- increased award expected, reducing match requirement (\$199,325), Interior Renovations/Water Damage (\$178,844.98) minus expected reimbursement payment from Insurance for depreciation post project (-\$17,160)	



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Services Committee Minutes

2/9/2026 • 5:30 PM

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

ACTION ITEMS:

- Friends Fundraiser (alcohol policy)
- Succession Planning Policy
- Renovations & impact on public services

1. **Succession Planning Policy:** The Succession Planning Policy provides guidance for board succession. Several changes have been made with an emphasis on future recruitment and diversity. The committee recommended adding aspirational values to the policy. Further review of the policy will continue.
2. **Friends Fundraiser (alcohol policy):** The Friends held their first major fundraiser last year and expressed interest in holding the event again. The Friends requested that the Board reconsider allowing alcohol service for this one-evening event. The subject was discussed.

Motion: The Services Committee moved to recommend that the full Board approve a one-day liquor license for the Friends evening fundraiser event.

3. Renovations & Impact on Public Services:

- A roof leak caused damage in multiple areas throughout the library.
- Carpet and molding will be replaced and certain areas in the library will need to be repainted.
- Insurance funds have been received, and the project is moving into the renovation approval phase.
- A proposed two-week closure was discussed but was not approved.
- The project will likely be completed in stages.
- Some services will be temporarily unavailable as furniture is moved.
- Access to certain areas in the library may be temporarily restricted during the completion of work.
- The work involves removing and reinstalling fixed furniture and carpet, with the major focus on the bookshelves.



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- The circulation desk will need to be temporarily closed, impacting the library entryway. During this time, services may be provided through the drive-through window.
- A small area in the back offices was damaged due to the roof leak. Rather than removing all the molding and disrupting staff, the affected section may be patched.
- Work could begin in approximately three weeks.
- The roof project will go out to bid soon and is scheduled for spring, with paving work planned for spring and summer. These projects involve multiple moving parts that will impact services.

Future Discussions:

- Succession Planning Policy
- Equitable Service Policy
- Land Purchase/Use Policy
- Space Planning



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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 24th 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



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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



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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		%	
REVENUE AND SUPPORT							
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%
		TOTAL INCOME	\$2,727,840.00	95%		\$2,672,750.00	93%
Appropriated Fund Balance							
	Transfers		\$150,555.00	5%		\$205,645.00	7%
		GRAND TOTAL REVENUE (including tranfers)	\$2,878,395.00	100%		\$2,878,395.00	100%
EXPENSES							
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%
		TOTAL EXPENSES	\$2,581,430.00	90%		\$2,581,430.00	90%
NET SURPLUS (DEFICIT)			\$296,965.00	10%		\$296,965.00	10%
Budgeted Set Aside for Cash Reserves			\$296,965.00	10%		\$296,965.00	10%
Grand Total		Including transfers	\$2,878,395.00	100%		\$2,878,395.00	100%

Reflects Actual Contract

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



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Director's Report- February 24, 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. **Strong Community Engagement Momentum**

Total visits increased 24% year-over-year, with website traffic up 30% and meeting room use up 38%. Youth and adult program attendance both saw modest gains despite overall attendance fluctuations.

2. **Youth Engagement Growing Significantly**

Youth Services interactions increased 43% year-over-year, with overall youth/teen engagement up 41%. Winter Reading participation is strong (148 registrants; 11,846 minutes read).

3. **Strategic Partnerships Expanding Impact**

New collaboration with NYS Department of Taxation and Finance (TAP program), continued strength with the One Stop Career Center, and upcoming YMCA summer programming expand the Library's role in economic stability and workforce support.

4. **Capital & Facilities Planning Progressing**

EIFS and window work are nearing completion; roof replacement bid documents are almost finalized. Insurance funds for roof leak remediation have been received, with renovation planning underway.

5. **Staffing & Capacity Monitoring**

Weekend service coverage and building maintenance demands are being closely monitored. These trends may inform evaluation of part-time staffing levels during the upcoming budget cycle to ensure sustainable service delivery.

January 2026 Visits/Hours Open/Statistical Highlights

Hours Open: 235 hours/27 days

- Closed 1/1 (New Years' Day); 1/19 (MLK Day); 1/25-1/26 (snow).
- Modified Hours: Closed 3:30-4pm on 1/10 (power outage); opened at 2:30 pm on 1/12 (no heat)

Visitors: 23,641 total visits (11,306 in-person)

- Total visits +24% over last January
- In-person visits +8%

- Website traffic +30%
- Drive-thru use -19% over last January

Borrowing: 36,154 total Collection Use -10%

- 21,486 physical items (-12%)
- 6,801 digital items (-6%)
- 7,948 database usage (-2%)

Programs: 57 group programs + 37 one-on-one sessions = 2,398 total attendees

- Overall attendance -12% over last January
- Adult program attendance +1%
- Youth attendance +1%
- All ages attendance -7%
- 1-1 attendance -90%

Meeting Rooms: 106 outside bookings (+38%)

Library Cards: 150 new cards issued (+46%); 2,796 active card holders (-1%)

Public Computer Sessions: 1,264 (-25%)

Wireless Sessions: 1,488 (+17%)

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

- 172 attendees at four Wednesday night book chats
- 111 attendees across two Mahjong sessions
- 53 attendees at the Historical Society’s *American Revolution and Greenbush* lecture
- 37 attendees at Puzzlepalooza
- 210 registrants in the Book Lovers Adult Reading Challenge (BLARC), with active discussion in the local Facebook group *What’s Going on in and Around East Greenbush NY*

Youth & Family Programs

- 10 Family Storytimes (avg. 44 attendees)
- 3 Baby Storytimes (avg. 15 attendees), showing year-over-year growth
- Cocomelon Party sponsored by the Chadwick family in memory of their son Liam; books, giveaways, and donated bus-shaped ball pit supported cross-generational participation
- Teen Room welcomed 162 teens across 18 staffed days
- 6 teens volunteers contributed 15.25 hours

Two Youth Librarians presented at the UHLS Summer Reading Workshop (Schenectady Public Library) on their *Bestie Bash* program, a cross-generational celebration of friendship that grew from a passive voting initiative originally designed to support the Library budget vote awareness. UHLS highlighted it as a model of community-centered programming. Youth Services

staff also attended a Summer Reading workshop sponsored by UHLS to gather ideas for the 2026 Summer Reading program.

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

- BLARC generated peer-to-peer engagement online.
- A patron comment card stated:
“Thank you so much for always being a reliable safe space for me and my family.”

This feedback affirms the Library’s role as a trusted community space.

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

- Three EGCL patrons used UHLS Books by Mail in January.
- Youth Services recorded 1,274 desk interactions (+43% over last year). Combined Youth/Teen/email/book bundle engagement increased 41%.
- Adult Information Services (AIS) provided services to 649 adult day group members.
- Outreach visits included the East Greenbush Senior Center, Schodack Senior Center, The Spinney, Schodack Town Hall, East Greenbush Town Hall, East Greenbush Police Station, Rensselaer County offices, YMCA, and Hawthorne Ridge.

GOAL 2: Engage With Your Community

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

- New partnership with the New York State Department of Taxation and Finance to host the Taxpayer Assistance Program (TAP). Registration was offered in-person, online, and with staff assistance; sessions will run February–April.
- One Stop Career Center partnership remains steady (average 3 of 4 appointment slots filled monthly in 2025).
- Collaboration underway with the YMCA for summer programming.

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

- Historical Society lecture (53 attendees).
- Friends hosted a successful puzzle sale with patrons lined up prior to opening.
- Installation of the Draw Alive interactive feature (donated by the Chadwick family in memory of Liam Chadwick) was supported by Wainschaf Associates.

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

- Readers’ Advisory social media posts promotion included Goodreads favorites, 2026 Reading Resolutions, Best Adult Fiction/Nonfiction, Spanish-language Libby materials, and ComicsPlus.
- Youth participation in UHLS March Manga Madness: Read. Vote. Champion.

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: 11,893 (-14% decline year-over-year; -0.4% from December). Trends since May 2025 continue to be monitored.
- Teen Room usage is steady.
- Draw Alive installation complete; technology testing underway prior to launch. A ribbon cutting ceremony will take place on Friday, February 27 at 9am.

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

- BLARC extended engagement beyond the building through social media.
- Tech-Talk webinars offered: Our Story Bridge: Connecting the Past and Present! and Say Goodbye to Password Hassles with Passkeys.
- New foreign language materials added in Spanish, Chinese, Urdu, and Arabic to Libby

The Library submitted a 2026 Regional Collections Grant (New York Heritage) request for \$2,740 to create a digital collection titled *"The History of East Greenbush Community Library and Greenbush, NY."*

If awarded, the project will:

- Digitize approximately 200 archival images
- Upload OCR-enabled images to NY Heritage
- Rehouse archival materials in acid-free storage.
- Develop a descriptive finding aid

Promotion would include website integration, social media, press outreach, QR signage, and bookmarks.

3.3: Increase circulation of diverse resources and materials.

- Ongoing review and refresh of adult fiction and large print collections with EGCS student volunteers (approximately three per week assisting AIS).
- Continued support from Borrower Services team for collection maintenance.
- The New York Heritage project would expand access to archival materials beyond traditional circulation.

GOAL 4: Promote Literacies

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

Kids & Teens Winter Reading Challenge:

- 148 new registrants
- 11,846 minutes read
- 25 completions to date

Planning is underway for a visual, community-wide reading tally for Summer Reading 2026.

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

- AIS handled 1,539 reference requests.
- Continued promotion of multilingual digital collections.
- Informal support provided to a new small business owner using library printing resources, resulting in repeat visits and program participation.

The proposed NY Heritage collection would provide searchable primary source materials supporting historical and information literacy.

4.3: Increase community partnerships with educational institutions

- Partnership with East Greenbush Central School District bringing weekly student volunteers.
- Youth Services participation in UHLS Summer Reading Workshop and March Manga Madness..

GOAL 5: Advance Local Economic Vitality

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

- AIS assisted patrons with TAP registration and tax preparation access.
- Ongoing informal support to small business owners provided through public technology and printing services.

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

- TAP provides free tax-filing assistance.
- One Stop Career Center appointments remain strong.

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

- Collaboration with YMCA and Stewart’s (grant and incentive requests) to support summer programming.

Operations

Technology

- Website launch remains on track for March.

Personnel

- All positions are filled.
- Experiencing some difficulties with consistent weekend coverage, particularly with the Borrower Services team. Staff have demonstrated flexibility by adjusting schedules to support the weekend rotation, and I appreciate their continued willingness to assist. As part of our long-term staffing strategy, we are reducing reliance on substitute coverage to improve service continuity and patron experience. This transition has highlighted capacity limitations with the current structure and suggests that part-time staffing levels may need to be evaluated in advance of the 2027 budget development cycle to ensure sustainable weekend coverage.
- As the building continues to age, facilities maintenance demands are increasing. These needs put additional pressure on our current maintenance staffing model, which consists of one full-time building maintenance worker and two part-time cleaners. We are closely monitoring workload, preventative maintenance requirements, and response times to ensure the facility remains safe, functional, and well maintained. Continued assessment of maintenance capacity will inform the upcoming budget cycle as capital improvements and system upgrades progress.

Facilities

- Major Roof Leak remediation completed; preliminary insurance funds received. Renovations are in planning phase with estimated start in March-May implementation timeline.
- Children’s room carpet replacement is recommended concurrently and would be funded through non-restricted capital reserve funds (designated in 2026 budget). Parking lot repairs will likely be postponed until 2027 due to capacity.
- NYS Construction Grant Capital Project Status:
 - EIFS work substantially complete (pending punch list).
 - Windows installed (except storefront entry).
 - Entryway carpet installation is complete.
- Upcoming Construction

- Drawings and project bid documents for the roof replacement project nearing completion.
- Bid release expected first week in March, Board contract approval targeted for April, installation anticipated April-June.
- Working with DASNY to finalize securement of SAM grant funds for Bathroom renovation (2027 estimated start date).

Incidents

- A small group of teens engaged in disruptive behavior, including harassment and use of derogatory language. Staff addressed incidents promptly and consistently in accordance with the Library's Code of Conduct.
- Efforts included direct intervention, documentation, and attempts to contact parents/guardians, and outreach to school leadership requesting assistance in sharing contact information with guardians.
- Consequences ranged from verbal warnings, same-day removal from the Library to formal warning letters, and in one case a six-month suspension. All actions were consistent with established policy.
- The Library remains committed to retaining a safe, welcoming, and respectful environment for all community members and will continue to enforce behavioral expectations accordingly.

Monthly Statistical Comparison					
East Greenbush Community Library	Jan-24	Jan-25	Jan-26		Change
Building Visits	9,373	10,512	11,306	+	7.6%
Number of patron visits to the library building					
Drive-Thru Visits	513	512	413	-	-19.3%
Number of patrons who use the drive-thru window to borrow materials					
Website Users	8,724	9,181	11,922	+	29.9%
Number of people who initiated at least one session on eglibrary.org during a given month					
Physical Materials Use	24,143	24,370	21,486	-	-11.8%
Number of checkouts plus renewals made at the library					
Digital Materials Use	6,886	7,243	6,801	-	-6.1%
Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)					
Online Resource Use (database)	7,885	8,108	7,948	-	-2.0%
Number of sessions (log-ins) for online resources, based on vendor statistics. This includes both in-library and, where applicable, remote access					
WiFi Use	1,209	1,271	1,488	+	17.1%
Number of unique daily WiFi patron at the library					
Public Computer Use	1,320	1,675	1,264	-	-24.5%
Number of computer sessions at the library					
Program Attendance	2,067	2,739	2,398	-	-12.4%
Number of attendees at programs held inside the library location or in a library virtual space					
Meeting Room Use by Outside Groups	76	77	106	+	37.7%
Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members					
New User Accounts (library card registrations)	75	103	150	+	45.6%
Number of library cards newly created (online & in-person registrations)					
Monthly Active Library cardholders (retention)	2,705	2,823	2,796	-	-1.0%
Average number of cardholders who actively used their library card per month					
Number of Programs Adult	25	30	30	+	0.0%
Program Attendance Adult	457	701	705	+	0.6%
Number of Programs Youth	30	31	23	-	-25.8%
Program Attendance Youth	1,301	1,408	1,423	+	1.1%
Number of Programs All Ages	Unavailable	3	4	+	33.3%
Program Attendance All Ages	Unavailable	250	233	-	-6.8%
1-1 Programs (<i>Books with Wheels, Take & Make, Notary, Book a Librarian</i>)	Unavailable	380	37	-	-90.3%
Youth Physical Item Circ	12,926	13,742	11,893	-	-13.5%
Youth Digital Materials Circ	945	1,009	866	-	-14.2%
Adults Physical Item Circ	11,217	10,628	9,593	-	-9.7%
Adult Digital Materials Circ	5,941	6,233	5,931	-	-4.8%
Registered Resident Borrowers	5,268	5,486	5,518	+	0.6%
Registered Non-Resident Borrowers	1,947	2,010	2,015	+	0.2%
Physical Items Circ at Checkout Desk	22,131	22,622	19,841	-	-12.3%
Physical Items Circ at Drivethru Window	2,012	1,748	1,645	-	-5.9%
Total Visits (website, library, drive-thru)	18,610	19,011	23,641	+	24.4%



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Personnel Memo

February 24, 2026

Submitted by Jill Dugas Hughes

Resignation:

- Kara Eckhardt, Library Assistant (substitute), effective 1/27/2026

Retirement:

- N/A

Termination:

- N/A

Classification Change:

- N/A

Provisional Appointment:

- Meg Kelly, Librarian I (part-time), effective 2/16/2026
- Shawn Klopfer, Library Assistant (part-time), effective 2/17/2026
- Karen Gottcent, Library Assistant (substitute), effective 1/27/2026

Current Open/Unfilled Positions

- N/A