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COMMUNITY LIBRARY

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AGENDA

Board of Trustees

April 21, 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, April 21, 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 March 17, 2026 , Library Board Meeting.	C. Pensabene B.
4.	Treasurer’s Reports • (5 min) Treasurer’s Report Narrative Off Warrant (March 14, 2026 – April 10, 2026) ➤ MOTION to accept the Off Warrant in the amount of \$212,726.45 for the period of 3/14/2026 – 4/18/2026 as presented. Warrant (March 14, 2026 – April 10, 2026) ➤ MOTION to authorize the president to sign the Warrant for the period of 3/14/2026 – 4/18/2026 in the amount of \$79,464.55 . Financials (29.5% of the year over) • Budget vs. Actual 2026 (1/1/2026 – 4/18/2026) • Balance Sheet (4/18/2026) • Restricted Gift/Grant Funds (4/18/2026) • Capital Reserve Funds (4/18/2026) ➤ MOTION to approve the April 18 2026, Financials with 29.5% 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 approve the Succession Planning Policy. Administrative Committee ➤ MOTION to authorize the Director to enter into the remaining two contracts for the Phase 2 Library Renovation Project with Wainschaf Associates, Inc. and Titan Roofing, provided that the total of all project contracts does not exceed the approved project budget of \$586,940.</p>	<p>J. White I. A. Miller 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) NYS Comptroller’s Annual Financial Report ➤ MOTION to approve the Annual Financial Report for the fiscal period 1/1/2025-12/31/2025 to the Office of the New York State Comptroller, as submitted on 3/23/2026. NYS Annual Report 2025 ➤ MOTION to approve the New York State Annual Report for 2025.</p>	<p>C. Pensabene L. C. Pensabene M.</p>
<p>11.</p>	<p>Adjournment ➤ MOTION to adjourn the 4/21/2026 Library Board Meeting.</p>	<p>C. Pensabene</p>

Upcoming Board & Committee Meetings:

Monday, May 4, 2026

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

Thursday, May 7, 2026

- 6:00-7:30 PM Community Advisory Council Meeting

Tuesday, May 19, 2026

- 7:00-8:00 PM Library Board Meeting



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Library Board of Trustees Meeting - DRAFT
 March 17, 2026, in person, livestreamed, and recorded

ATTENDEES:

Presiding Officers:

- Charlie Pensabene, President
- Kayla Kutzscher, Secretary
- Sarah Boggess, Trustee (arrived 7:18 p.m.)
- Doug Morrissey, Trustee
- Jordan White, Trustee

Excused:

- Amanda Miller, Vice-President
- Crystal Derico, Treasurer

Library staff, Community Partners & Members of the Public:

- Jill Dugas Hughes, Library Director
- Jenna Schmonsky, Administrative Assistant
- Julie Ann Price, Friends President of the East Greenbush Community Library

A Library Board of Trustees meeting of the East Greenbush Community Library was held on March 17, 2026, at the East Greenbush Community Library and was livestreamed. It began at 7:01 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 7:01 p.m.

REVIEW OF AGENDA:

- The agenda was reviewed.

PUBLIC COMMENT:

- None

APPROVAL OF MINUTES:

- **MOTION #2026-03-19:** D. Morrissey made the motion to approve the minutes of the February 24, 2026, Library Board Meeting. Seconded by J. White. The motion was carried with 4 in favor, none opposed.



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COMMITTEE REPORTS:

Services: The written committee report was submitted by J. White. Highlights from the written report included: **Friends fundraiser, Code of Conduct policy amendments, and Community Access & Group Visits policy.**

- **MOTION #2026-03-20:** The Services Committee made a motion to approve the Special Events & Alcohol Use Policy. Seconded by K. Kutzscher. The motion was carried with 4 in favor, none opposed.
- **MOTION #2026-03-21:** The Services Committee made a motion to approve the amendment of the Code of Conduct Policy. Seconded by D. Morrissey. The motion was carried with 4 in favor, none opposed.

Administrative: The written committee report was submitted by K. Kutzscher. Highlights from the written report included: Facilities updates (roof project, renovations from water damage, Community Way road repair), and land purchase/use policy.

UNFINISHED BUSINESS:

- None

LIAISON REPORTS:

Friends of the Library (J. Price):

- The Spring Book Sale will be held on Saturday, April 18 and Sunday, April 19 from 8-4.
- The offerings will be adjusted to exclude children's books from the main sale, with a separate children's-only sale planned for the weekend before the summer reading kickoff.
- Some genres may not be available at spring sale but will be included in the ongoing book sale.
- The book sale will be advertised on the construction sign at the East Greenbush Bowling Center.
- The Friends are working to increase membership and raise awareness of their role as the library's fundraising and advocacy arm.
- Night at the Library is scheduled for Saturday, October 3 from 6-8 p.m.; The Friends are seeking sponsors and an MC.
- Ticket prices will be lowered to \$25 per person.

Upper Hudson Library System (UHLS): 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:



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Library usage remains strong across multiple areas:

- Website visits and meeting room use by outside groups have increased
- Library card registrations are up

Programs and services show robust participation across all age groups:

- Adult participation is steady; Book Lovers year-round reading challenge continues to grow
- Youth story times remain popular
- Teen room active and engaged

EG Con:

- An all-day event for different ages on April 11.

Draw Alive:

- A ribbon-cutting was held for the “Draw Alive” station in memory of Liam Chadwick, providing a meaningful addition to the children’s space that is already seeing frequent use.

Partnerships:

- The New York State Department of Tax and Finance launch has been very successful, becoming one of the more active service sites.
- The library renewed agreement with Rensselaer County Onestop Career Center for another year.
- These partnerships reflect community trust and engagement, providing programs and services beyond traditional library offerings.

Patron Feedback:

- A patron shared appreciation for the library as a safe and supportive space during a difficult personal time, highlighting the library’s role as a welcoming and steady resource for the community throughout all phases of life.

Facilities Update:

- Interior renovations and roof project will be happening this spring.
- Interior renovations are expected to begin the week of April 6 and are anticipated to take approximately six weeks. The work will occur in phases, with different sections of the library closed for about a week at a time.
- During the first full week of renovations, the reference area, public computers, and services including printing, copying, faxing, scanning, and DVD access will be unavailable to the public.
- Information will be communicated to the public through the website, library signage, and possibly by phone.

S. Boggess entered at 7:18 p.m.

- The interior renovations are expected to create noise, dust, and odors. Steps will be taken to mitigate dust and odors.



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- There are currently no plans for the library to be completely closed on any day during the interior renovations.
- Some work will be done on Sundays before opening of the library.
- We encourage patrons to utilize the drive-thru window to pick up hold requests.
- The children's room renovations will occur after the main library work is completed.
- The back offices will have carpet cleaning, and the AD office will be renovated; this work will take place after the main library renovations.

It was noted that Board Members are required to complete digital cybersecurity training through the library's provider. The training, which has been ongoing for several years, is intended to protect both personal and professional information and is mandated by the library's insurance provider.

Film Screening:

- The library will host a film screening of "The Librarians," focusing on banned books from 6:00 to 7:30 p.m. on April 22. Registration is required to attend.

Roof project:

- The Request for Information (RFI) deadline is the week of March 16, with the bid opening scheduled for March 27 at 2:00 p.m.

Current Construction Project:

- The entrance way doors will be replaced; additional information will be communicated at a later date.

PERSONNEL MEMORANDUM:

- None

NEW BUSINESS:

- A brief orientation was held at the last committee meeting for new trustees, providing an update on the history of the Schodack partnership and discussing the ongoing collaboration, including the possibility of a multi-year contract.
 - **MOTION #2026-03-22:** K. Kutzscher made a motion to authorize the Board President and Library Director to enter into negotiations with the Town of Schodack. Seconded by D. Morrissey. The motion was carried with 5 in favor, none opposed.

TREASURER'S REPORT (J. Dugas Hughes on behalf of C. Derico):

- The Off-Warrant includes two payrolls, phone bill, and retirement.
 - **MOTION #2026-03-23:** C. Pensabene made a motion to accept the Off-Warrant in the amount of **\$118,114.70** for the period of February 20, 2026, through March 13, 2026, as presented. Seconded by S. Boggess. The motion was carried with 5 in favor, none opposed.



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- Most expenses are routine on the warrant; however, there are additional costs related to recent boiler issues and flooding. A further repair expense under \$10,000 is anticipated and will be presented at a future board meeting. The coin machine has been replaced, and the print management system has been upgraded. There was another roof leak resulting in additional expenses.
 - **MOTION #2026-03-24:** J. White made a motion to authorize the president to sign the Warrant for the period of February 20, 2026, through March 13, 2026, in the amount of **\$33,468.29**. Seconded by K. Kutzscher. The motion was carried with 5 in favor, none opposed.

- The tax levy funds and Schodack funds have been received, and the library remains in good financial standing.
 - **MOTION #2026-03-25:** D. Morrissey made a motion to approve the March 13, 2026, Financials with 19.7% of year completed, as presented. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

ADJOURN:

- **MOTION #2026-03-26:** Motion to adjourn the March 17, 2026, Library Board meeting was made by C. Pensabene at 7:43 p.m. Seconded by K. Kutzscher. 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 (March 14-April 18, 2026)

NAME	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Cash, Operating Accounts				
1003.00 Checking, Operating-XXX178				
Aflac	03/31/2026	43504	NBY22	-250.74
BOA CARD SERVICES	03/31/2026	43505	CORP ACCOUNT 1924	-4,909.66
CDPHP	03/18/2026	43497	10002870	-13,485.79
CHARTER COMMUNICATIONS (FIBER OPTIC)	03/18/2026	43498	141867501	-399.00
CHARTER COMMUNICATIONS (TELEPHONE)	03/18/2026	43499	142138101	-37.03
GUARDIAN	03/20/2026	43503	00 575836 DENTAL & VISION	-444.05
Joseph Schaefer	04/07/2026	43508	REPLACEMENT CHECK FOR VOIDED CHECK	-275.00
MUTUAL OF OMAHA	03/18/2026	43500	G000CRJZ	-182.03
Nationalgrid	03/18/2026	43501	34370-88011	-4,052.68
New York State Deferred Comp.	03/31/2026	43506	Plan#0045420	-960.05
New York State Deferred Comp.	04/07/2026	43509	Plan#0045420	-960.05
NYSLRS	03/31/2026	MARCH 2026	NYSLRS for MARCH 2026	-2,051.59
	03/27/2026	PR# 7; 3/27/26	PR# 7	-14,410.82
	03/27/2026	PR# 7; 3/27/26	PR# 7	-41,490.31
Paychex	03/27/2026	PR#7; 3/27/26	PROCESSING CHARGES FOR PAYROLL #7 DATED 3/27/26	-587.11
	04/10/2026	PR# 8; 4/10/26	PR# 8	-14,344.14
Paychex	04/10/2026	PR#8; 4/10/26	PROCESSING CHARGES FOR PAYROLL #8 DATED 4/10/26	-611.54
	04/10/2026	PR# 8; 4/10/26	PR# 8	-41,303.21
	04/10/2026	PR# 8; 4/10/26	PR# 8	-41,303.21
Pitney Bowes Global Financial Services LL	03/31/2026	43507	0015428241	-183.81
QUICK RESPONSE RESTORATION, INC.	03/18/2026	43502	25-3505	-71,755.10
VERIZON WIRELESS	04/08/2026	43510	542647307-00001	-32.74
Total for 1003.00 Checking, Operating-XXX178				\$212,726.45
Total for Cash, Operating Accounts				\$212,726.45

East Greenbush Community Library

Warrant of Bills by Vendor (March 14- April 18, 2026)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Absolute Fire Protection LLC				
Absolute Fire Protection LLC	03/20/2026	9631	EGCL ANNUAL FIRE SPRINKLER INSPECTION WITH ANNUAL BACKFLOW TESTING PERFORMED ON 2/27/26	595.00
Total for Absolute Fire Protection LLC				\$595.00
Amazon Capital Services				
Amazon Capital Services	03/14/2026	1DDR-RTJC-6WCC	A3DG71IHROMNJM ADULT LP BOOKS	20.40
Amazon Capital Services	03/14/2026	1GQM-HRWY-FVXW	A3DG71IHROMNJM ADULT LIBRARY OF THINGS	124.45
Amazon Capital Services	03/14/2026	1WWR-R16Q-JDMP	A3DG71IHROMNJM ADULT LIBRARY OF THINGS	116.90
Amazon Capital Services	03/14/2026	1PY1-WLNJ-HJ7P	A3DG71IHROMNJM ADULT FICTION BOOKS	98.43
Amazon Capital Services	03/14/2026	16L4-YH67-4VDD	A3DG71IHROMNJM YS FISH TANK SUPPLIES	47.71
Amazon Capital Services	03/17/2026	1VNH-XYPW-43K6	A3DG71HIROMNJM MAINTENANCE & OFFICE SUPPLIES	56.41
Amazon Capital Services	03/19/2026	1JXC-JFFH-FJDG	A3DG71IHROMNJM J VIDEO GAMES	138.99
Amazon Capital Services	03/21/2026	1DDN-GP9T-PTXV	A3DG71IHROMNJM MARKETING SUPPLIES	241.53
Amazon Capital Services	03/23/2026	1QML-JNFK-HF1P	A3DG71IHROMNJM MARKETING	95.53
Amazon Capital Services	03/25/2026	1CWP-9KTF-FNL1	A3DG71IHROMNJM ADULT NON-FICTION BOOKS	39.49
Amazon Capital Services	03/26/2026	1PX4-K3LX-6DV1	A3DG71IHROMNJM TECHNOLOGY SUPPLIES	47.61
Amazon Capital Services	03/27/2026	1MX1-4THK-3VDR	A3DG71IHROMNJM AIS PROGRAMMING SUPPLIES	37.04
Amazon Capital Services	03/31/2026	1CTK-T9L3-GJDV	A3DG71IHROMNJM YS PROGRAM SUPPLIES	151.90
Amazon Capital Services	03/31/2026	137D-GY9D-J9QF	A3DG71IHROMNJM AQUARIUM DECORATION	8.45
Amazon Capital Services	04/04/2026	1RVF-4HFD-VLCX	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	98.46
Amazon Capital Services	04/04/2026	1V91-FK16-VJYF	A3DG71IHROMNJM J VIDEO GAMES	457.88
Amazon Capital Services	04/06/2026	1DRT-XLDT-7FFC	A3DG71IHROMNJM ADULT FICTION BOOKS	126.36
Amazon Capital Services	04/09/2026	1WJ3-RJ6Y-4C1L	A3DG71IHROMNJM DISPLAYSWORKER FLOOR SIGN HOLDER MARKETING	54.48
Amazon Capital Services	03/23/2026	1RL6-PVCK-VYK4	A3DG71IHROMNJM CREDIT FOR INVOICE 1QML-JNFK-HF1P MARKETING	-92.55
Amazon Capital Services	03/21/2026	1QP1-NNLN-T1FY	A3DG71IHROMNJM CREDIT FOR INVOICE # 1DDN-GP9T-PTXV	-3.89
Amazon Capital Services	03/23/2026	1MFF-97DD-HYCP	A3DG71IHROMNJM CREDIT FOR INVOICE 1QML-JNFK-HF1P MARKETING	-2.98
Total for Amazon Capital Services				\$1,862.60
ANTHEM BLUECROSS				
ANTHEM BLUECROSS	04/01/2026	0202604506883	D51598 HEALTH COVERAGE FOR MAY 2026	3,229.50
Total for ANTHEM BLUECROSS				\$3,229.50
B & L CONTROL SERVICE, INC. 273-0500				
B & L CONTROL SERVICE, INC.	01/28/2026	53911	EGCL 1ST QUARTER WATER TREATMENT AGREEMENT FOR 1/1/26-12/31/26	981.75
B & L CONTROL SERVICE, INC.	04/01/2026	53966	EGCL 2ND QUARTER WATER TREATMENT AGREEMENT FOR 1/1/26-12/31/26	981.75
Total for B & L CONTROL SERVICE, INC.				\$1,963.50
Bethlehem Public Library				
Bethlehem Public Library	04/06/2026	425608	381131****3901 ALL THE BEAUTY IN THE WORLD LOST/PAID BOOK	18.99
Total for Bethlehem Public Library				\$18.99
Brodart 800-233-8467				

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	03/18/2026	B7185636	3105612 J BOARD BOOKS	102.10
Brodart	03/18/2026	B7185547	3105613 J SERIES BOOKS	5.72
Brodart	03/18/2026	B7185545	310561B ADULT FICTION BOOKS	19.02
Brodart	03/18/2026	B7185551	310561B ADULT FICTION BOOKS	519.68
Brodart	03/18/2026	B7185208	310561B ADULT FICTION BOOKS	435.76
Brodart	03/18/2026	B7185544	310561B ADULT FICTION BOOKS	417.21
Brodart	03/20/2026	B7187691	3105612 J HOLIDAY BOOK	13.31
Brodart	03/27/2026	B7192146	3105612 J PICTURE BOOKS	784.48
Brodart	03/27/2026	B7192454	3105612 J STEP-UP BOOKS	5.65
Brodart	03/27/2026	B7192155	3105612 J PICTURE BOOKS	127.76
Brodart	04/06/2026	B7198590	3105613 J SERIES BOOKS	5.72
Total for Brodart				\$2,436.41
BRYANS & GRAMUGLIA CPAs, LLC				
BRYANS & GRAMUGLIA CPAs, LLC	04/06/2026	1311	1217 MANAGEMENT ADVISORY SERVICES AUDIT 2025- AFR SUMISSION	750.00
Total for BRYANS & GRAMUGLIA CPAs, LLC				\$750.00
Capital Security 479-7122				
Capital Security	03/16/2026	196094	EGCL NETWORK/CELLULAR MONITORING PERIOD COVERED 4/1/26-4/30/26	65.00
Capital Security	03/24/2026	196243	EGCL STROBE IN YS NEEDED TO BE REPLACED	293.50
Total for Capital Security				\$358.50
CENGAGE Learning/GALE 877-201-3962 opt 2				
CENGAGE Learning/GALE	03/27/2026	999102558411	100230146 ADULT LP BOOKS	27.20
Total for CENGAGE Learning/GALE				\$27.20
Center Point Large Print 1-800-929-9108				
Center Point Large Print	02/04/2026	2228885	EGCL ADULT LP BOOKS	23.25
Center Point Large Print	03/05/2026	2235307	EGCL ADULT LP BOOKS	71.25
Center Point Large Print	03/05/2026	2235281	EGCL ADULT LP BOOKS	48.74
Center Point Large Print	03/10/2026	2238079	EGCL ADULT LP BOOKS	46.49
Total for Center Point Large Print				\$189.73
CORNELL COOPERATIVE EXTENTION OF RENS. CO				
CORNELL COOPERATIVE EXTENTION OF RENS. CO	04/06/2026	050626	EGCL YS PROGRAM	50.00
Total for CORNELL COOPERATIVE EXTENTION OF RENS. CO				\$50.00
Crisafulli Bros.				
Crisafulli Bros.	03/06/2026	485908	EGCL CLOGGLED HANDICAP TOILET IN MEN'S ROOM DUE TO FLUSHED BATTERY	527.00
Total for Crisafulli Bros.				\$527.00
DEMCO 800-752-7614 act.rece				
DEMCO	04/03/2026	7787951	710162791 CARTS AND LABELS	2,324.48
Total for DEMCO				\$2,324.48
Dropmysuite Inc.				
Dropmysuite Inc.	04/08/2026	INV-00000	OREGON-1_00000 DIRECT USER EMAIL & COLLABORATION BACKUP SUBSCRIPTION COST MARCH 2026	81.00
Total for Dropmysuite Inc.				\$81.00
EGCL - Petty Cash				
EGCL - Petty Cash	03/19/2026	5029	EGCL VOLUNTEER EVENT 2026 TEEN GIFT SUSAN BELL	11.75
EGCL - Petty Cash	03/21/2026	5030	EGCL VOLUNTEER EVENT 2026 TIP FOOD DELIVERY DRIVER SUSAN BELL	10.00

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Total for EGCL - Petty Cash				\$21.75
EnvisionWare, Inc.				
EnvisionWare, Inc.	03/18/2026	INV-US-80753	2148 EGCL	900.00
Total for EnvisionWare, Inc.				\$900.00
ERIK BARRAGAN				
ERIK BARRAGAN	04/02/2026	040426	EGCL YS PROGRAM	175.00
Total for ERIK BARRAGAN				\$175.00
Guilderland Public Library 456-2400				
Guilderland Public Library	03/24/2026	422681	381191****5927 THIS IS AN UPRISING LOST/PAID BOOK	26.99
Total for Guilderland Public Library				\$26.99
HILL & MARKES, INC. 888-427-7022				
HILL & MARKES, INC.	03/05/2026	3144538-00	6258 PAPER TOWELS FOR PUBLIC RESTROOMS	455.63
Total for HILL & MARKES, INC.				\$455.63
HYMAN HAYES ASSOCIATES				
HYMAN HAYES ASSOCIATES	03/23/2026	26001-001	26001 EGCL- ROOF REPLACEMENT	22,400.00
Total for HYMAN HAYES ASSOCIATES				\$22,400.00
Joseph P. Mangione, Inc. 272-4080				
Joseph P. Mangione, Inc.	03/20/2026	533256-01	100620 2-NEW HANDLES FOR NEWLY FOB DOORS	1,063.90
Total for Joseph P. Mangione, Inc.				\$1,063.90
JULIE ANN PRICE				
JULIE ANN PRICE	04/01/2026	3/3;3/17;3/31 2026	EGCL MAHJONG 7 OUT OF 26 AIS PROGRAMMING	150.00
Total for JULIE ANN PRICE				\$150.00
KEVIN KUHNE				
KEVIN KUHNE	04/01/2026	040726	EGCL AIS PROGRAMMING	100.00
Total for KEVIN KUHNE				\$100.00
LANE PRESS				
LANE PRESS	02/27/2026	5237	402 VOLUNTEER APPRECIATION BREAKFAST POSTCARD	74.00
Total for LANE PRESS				\$74.00
MARCKS, IRA				
MARCKS, IRA	04/07/2026	041126	EGCL MAKING COMICS WITH IRA MARCKS AIS,YS & TEEN PROGRAM	550.00
Total for MARCKS, IRA				\$550.00
MARINE DESIGN & SERVICE				
MARINE DESIGN & SERVICE	03/23/2026	6886	EGCL FISH TANK SERVICE	85.00
Total for MARINE DESIGN & SERVICE				\$85.00
Midwest Tape 1-800-875-2785				
Midwest Tape	03/14/2026	508551762	2000001825 J & ADULT DVDS	270.61
Midwest Tape	03/17/2026	508586059	2000001825 ADULT & J DVDS	314.86
Midwest Tape	03/23/2026	508606634	2000001825 J & ADULT DVDS	89.21
Midwest Tape	03/30/2026	508649776	2000001825 ADULT DVDS	74.97
Midwest Tape	04/03/2026	508673083	2000001825 ADULT DVDS	63.72
Total for Midwest Tape				\$813.37
Northeast Toner, Inc. 518-899-5545				
Northeast Toner, Inc.	03/20/2026	120426	EGCL TONERS	144.00
Northeast Toner, Inc.	03/11/2026	120390	EGCL STAFF COPIER SERVICE CALL	235.00
Northeast Toner, Inc.	04/02/2026	120484	EGCL TONERS	591.00
Northeast Toner, Inc.	04/08/2026	120503	EGCL TONERS	636.00
Total for Northeast Toner, Inc.				\$1,606.00

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
OPRHP-CRAILO STATE HISTORIC SITE				
OPRHP-CRAILO STATE HISTORIC SITE	04/01/2026	00001	EGCL 2026 MUSEUM PASS	25.00
Total for OPRHP-CRAILO STATE HISTORIC SITE				\$25.00
OVERDRIVE				
216-573-6886 ext.212				
OVERDRIVE	03/14/2026	01080DA26080796	1080-1012 J EBOOK	29.99
OVERDRIVE	03/17/2026	01080CO26085937	1080-1012 ADULT EAUDIOBOOKS	360.91
OVERDRIVE	03/17/2026	01080CO26085919	1080-0012 ADULT EBOOKS	363.17
OVERDRIVE	03/17/2026	01080CO26085946	1080-1012 ADULT EBOOKS	970.96
OVERDRIVE	03/17/2026	01080CO26085916	1080-0012 ADULT EAUDIOBOOKS	224.97
OVERDRIVE	03/24/2026	01080DA26094781	1080-1012 ADULT EBOOKS & ADULT EAUDIOBOOKS	388.99
OVERDRIVE	03/24/2026	01080DA26095010	1080-0012 ADULT EBOOKS & ADULT EAUDIOBOOKS	163.99
OVERDRIVE	03/31/2026	01080DA26110211	1080-1012 J EBOOK	33.23
Total for OVERDRIVE				\$2,536.21
PERMACARD				
PERMACARD	03/19/2026	236538	4850 EGCL PATRON LIBRARY CARD	1,092.53
Total for PERMACARD				\$1,092.53
PURE WATER PARTNERS				
PURE WATER PARTNERS	04/01/2026	2434170	700-39652 WATER COOLER COVERAGE FOR 2/17/26-5/16/26	198.00
Total for PURE WATER PARTNERS				\$198.00
QUINN, ROSEANN				
QUINN, ROSEANN	03/17/2026	C171807	EGCL NOTARY STAMP FOR STAFF MEMBER ROSEANN QUINN	30.91
Total for QUINN, ROSEANN				\$30.91
Record				
270-1252 c.v. v.g.				
Record	03/22/2026	PAID THRU 041226	9038741 RENEWAL SUBSCRIPTION FOR THE NEXT 13 WEEKS	599.70
Total for Record				\$599.70
Seasons East Lawn Care				
732-2276 new 8.07				
Seasons East Lawn Care	03/02/2026	14680	EGCL 6- SNOW PLOWINGS & 11 SALTING COMMUNITY WAY FOR PERIOD OF 2/7/26-2/25/26	1,322.00
Seasons East Lawn Care	03/02/2026	14679	EGCL 4-SNOW PLOWING & 8- SALTING OF PARKING LOT FOR THE PERIOD OF 2/7/26-2/25/26	2,425.00
Seasons East Lawn Care	03/24/2026	15004	EGCL 3-SALTING OF PARKING LOT & 1-SNOW PLOWING COVERAGE FOR 3/3/26-3/6/26	820.00
Seasons East Lawn Care	03/25/2026	15005	EGCL 3-SALTING OF PARKING LOT & 1-SNOW PLOWING COVERAGE FOR 3/3/26-3/6/26	415.34
Total for Seasons East Lawn Care				\$4,982.34
STAPLES				
1-877-826-7755				
STAPLES	03/14/2026	6058185346	1008052 PAPER TOWELS, C BATTERIES & PROFESSIONAL SPRAY DEODORIZER CLEAR PACKING TAPE & 3X3 POST-IT NOTES	151.56
STAPLES	03/20/2026	6058798349	1008052 RECEIPT PRINTER PAPER	124.28
STAPLES	03/20/2026	6058798348	1008052 GLUE STICKS & COPIES PAPER	37.81
STAPLES	04/01/2026	6060132792	1008052 MAINTENANCE SUPPLIES	309.48
STAPLES	04/03/2026	6060356162	1008052 LYSOL POWER TOILET BOWL CLEANER MAINTENANCE SUPPLIES	38.02
Total for STAPLES				\$661.15
TAG SOLUTIONS, LLC				
(518) 292-6510				

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
TAG SOLUTIONS, LLC	04/01/2026	30637609	21743 NINJAONE AND BLACKPOINT COVERAGE FOR 4/1/26-4/30/26 NINJA CLOUD BACKUP COVERAGE FOR 4/1/26-4/30/26 MANAGED SERVICES CORE COVERAGE FOR 4/1/26-4/30/26	2,653.00
Total for TAG SOLUTIONS, LLC				\$2,653.00
THE TROY SEW SHOP				
THE TROY SEW SHOP	04/01/2026	042526	EGCL AIS PROGRAMMING	200.00
Total for THE TROY SEW SHOP				\$200.00
TIMES UNION (SUBSCRIPTION) 454-5015				
TIMES UNION (SUBSCRIPTION)	03/09/2026	061126	140026351 SUBSCRIPTION RENEWAL THRU 6/11/26	150.95
Total for TIMES UNION (SUBSCRIPTION)				\$150.95
TWIN BRIDGES 518-282-5600				
TWIN BRIDGES	04/01/2026	20260401558109	55-8109 1 WASTE & RECYCLING FOR APRIL 2026	308.84
Total for TWIN BRIDGES				\$308.84
UHLS				
UHLS	03/26/2026	26-208	EGRN 2026 COMICS PLUS SUBSCRIPTION DATABASE	536.74
UHLS	04/03/2026	26-245	EGRN UHLAN 2ND QUARTER 2026	9,552.00
UHLS	04/09/2026	26-272	EGRN HOOPLA Q1 2026	1,804.50
Total for UHLS				\$11,893.24
WAINSCHAF ASSOCIATES, INC.				
WAINSCHAF ASSOCIATES, INC.	03/19/2026	G702 -4	424105 CONSTRUCTION MANAGER COVERAGE FOR 10/1/25-3/19/26	11,237.13
Total for WAINSCHAF ASSOCIATES, INC.				\$11,237.13
WMHT EDUCATIONAL TELECOMMUNICATIONS				
WMHT EDUCATIONAL TELECOMMUNICATIONS	04/07/2026	051926	EGCL YS PROGRAM	60.00
Total for WMHT EDUCATIONAL TELECOMMUNICATIONS				\$60.00
TOTAL				\$79,464.55

Note

Payment Approved / /

President, Library Board of Trustees: _____

East Greenbush Community Library

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

January - December 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges	4,869.99	13,500.00	-8,630.01	36.07 %
4100 Other Income	166,165.39	52,500.00	113,665.39	316.51 %
4200 Public Funds	2,542,779.10	2,548,750.00	-5,970.90	99.77 %
4410 Gifts & Grants	40,546.51	58,000.00	-17,453.49	69.91 %
Total Revenue	\$2,754,360.99	\$2,672,750.00	\$81,610.99	103.05 %
GROSS PROFIT	\$2,754,360.99	\$2,672,750.00	\$81,610.99	103.05 %
Expenditures				
Operating Expenses				
5000 Technology/Communications	34,101.98	113,385.00	-79,283.02	30.08 %
5010 Programming & Planning	6,914.49	34,700.00	-27,785.51	19.93 %
5020 Bks & Mat'ls (Collections)	31,927.66	162,390.00	-130,462.34	19.66 %
5030 Facilities Expenses	54,011.48	196,200.00	-142,188.52	27.53 %
5040 Professional Services	28,885.10	59,475.00	-30,589.90	48.57 %
5050 Operations	4,685.01	42,650.00	-37,964.99	10.98 %
5100 Human Resources/Staff Devt	879.49	7,000.00	-6,120.51	12.56 %
5200 Personnel	515,387.75	1,965,630.00	-1,450,242.25	26.22 %
Total Operating Expenses	676,792.96	2,581,430.00	-1,904,637.04	26.22 %
Total Expenditures	\$676,792.96	\$2,581,430.00	\$ -1,904,637.04	26.22 %
NET OPERATING REVENUE	\$2,077,568.03	\$91,320.00	\$1,986,248.03	2,275.04 %
Other Expenditures				
FR Friends Pass-through	1,135.05		1,135.05	
Reserve Funds	188,387.02		188,387.02	
Total Other Expenditures	\$189,522.07	\$0.00	\$189,522.07	0.00%
NET OTHER REVENUE	\$ -189,522.07	\$0.00	\$ -189,522.07	0.00%
NET REVENUE	\$1,888,045.96	\$91,320.00	\$1,796,725.96	2,067.51 %

Note

On this date, the year is 29.5% 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 April 18, 2026

	TOTAL			
	AS OF APR 18, 2026	AS OF APR 18, 2025 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
Cash, Operating Accounts	2,160,458.11	2,183,349.09	-22,890.98	-1.05 %
Designated Board Cash Funds				
1007.00 Non-Restricted, Hurr XXX244	56,422.61	55,178.66	1,243.95	2.25 %
1008.00 Non-Restricted, Capital Reserve- XXX0228	842,753.45	498,635.87	344,117.58	69.01 %
1009.00 Non-Restricted, Operational Contingency- XXX210	410,139.95	401,097.54	9,042.41	2.25 %
Total Designated Board Cash Funds	1,309,316.01	954,912.07	354,403.94	37.11 %
Donor Restricted Cash Funds				
1001.00 Donor-Restricted, Gift & Grant-XXX186	43,713.09	31,824.06	11,889.03	37.36 %
1005.00 Donor-Restricted, Capital Reserve- XXX251	78,864.15	491,400.14	-412,535.99	-83.95 %
Total Donor Restricted Cash Funds	122,577.24	523,224.20	-400,646.96	-76.57 %
Total Bank Accounts	\$3,592,351.36	\$3,661,485.36	\$ -69,134.00	-1.89 %
Total Current Assets	\$3,592,351.36	\$3,661,485.36	\$ -69,134.00	-1.89 %
Fixed Assets	\$2,526,564.72	\$2,257,602.89	\$268,961.83	11.91 %
TOTAL ASSETS	\$6,118,916.08	\$5,919,088.25	\$199,827.83	3.38 %
LIABILITIES AND EQUITY				
Liabilities	\$79,464.55	\$56,618.51	\$22,846.04	40.35 %
Equity				
3000 Retained Earnings	4,151,405.57	4,083,239.37	68,166.20	1.67 %
Net Revenue	1,888,045.96	1,779,230.37	108,815.59	6.12 %
Total Equity	\$6,039,451.53	\$5,862,469.74	\$176,981.79	3.02 %
TOTAL LIABILITIES AND EQUITY	\$6,118,916.08	\$5,919,088.25	\$199,827.83	3.38 %

Note

On this date, the year is 29.5% over

Non-Restricted Funds Available: \$3,470,074.15

Donor-Restricted Funds Available: \$122,577.24

Account Transfers to cover monthly interest and expenses:

- 1) \$4,378.02 from Donor-Restricted Gift & Grant to Operating
- 2) \$143.01 from Donor-Restricted Capital Reserve to Non-Restricted Capital Reserve
- 3) \$17,237.13 from Donor-Restricted Capital Reserve to Operating

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

4/18/2026

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	\$ 883.30	\$ 2,016.70
*FR-02-2026 Large Print	\$ 2,700.00		\$ 2,700.00	\$ 489.32	\$ 2,210.68
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	\$ 2,008.00	\$ 5,492.00
*FR-05-2026 Teen Programming	\$ 6,200.00		\$ 6,200.00	\$ 1,251.78	\$ 4,948.22
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	\$ 787.35	\$ 8,712.65
*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		\$ 364.71	\$ 2,135.29
*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		\$ 262.17	\$ 2,437.83
*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	\$ 1,289.46	\$ 1,210.54
*FR-11-2026 Volunteer Breakfast	\$ 500.00		\$ 500.00	\$ 500.00	\$ -
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		\$ 748.92	\$ 49.44
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	\$ 80,175.00	\$ 14,170.21	\$ 39,550.00	\$ 10,007.12	\$ 43,713.09

2026 Capital Projects Report to the Library Board

18-Apr-26

CURRENT CONSTRUCTION PROJECT OVERVIEW (Donor-Restricted Capital Reserve)							
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	\$ -	\$ 36,251.92	\$ 312,620	\$ 615,848
Library Match	\$ 347,356	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 694,712	\$ 312,620	\$ 579,596	\$ -	\$ 36,252	\$ 312,620	\$ 615,848

\$ **71,883**

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	\$ 41,796	Fully complete.
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	\$ 27,544	\$ 25,039	Interior trim for windows complete, except punchlist.
CM Reimbursables *estimated	\$ 9,100	\$ 9,100	Includes waste removal and portable bathrooms.
CM Fee* estimated (5%)	\$ 30,564	\$ 30,070	Project Management to date. Waiting on latest bill.
Architectural Fees	\$ 35,250	\$ 30,449	Payment for design and oversight.
Contingency	\$ 11,923	\$ -	2% contingency remaining
TOTALS	\$ 694,712	\$ 615,848	

Interior Renovations from Roof Leak (Non-Restricted Capital Reserves)

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	\$ 71,755	Carpet Replacement in main library began 4/13.
Carpet Children's Room	\$ 50,000		Not net started
TOTALS	\$ 228,845	\$ 71,755	

Roof Replacement Project (remaining in Non-Restricted Capital Reserves until final grant paperwork from DASNY is received)

Funding Source	Budget	Revenue Received (2026)	Expenditures (2026)	Notes
NYS Construction Grant 0386-26-1783	\$ 387,615	\$ -		Rec'd Notification of Award from UHLS (59.37%- 9/11/25 & rev. 66.04%- 10/1/25). Waiting for DASNY notification.
Library Match	\$ 199,325	\$ -	22,000	
TOTALS	\$ 586,940	\$ -	\$ 22,000	

DETAILED BUDGET- Roof CONSTRUCTION PROJECT

Project Component	Budget (Including Changes)	Paid-To-Date	Status
Roof	\$ 371,750	\$ -	Includes addition of roof cover board. Notice of intent provided to Titan Roofing.
Construction Management/Coordination	\$ 50,502	\$ -	Public bid opening took place on March 27.
Architectural Fees	\$ 28,000	\$ 22,000	Drawings, construction docs, bidding complete. Moved to construction administration phase.
Contingency	\$ 136,688	\$ -	23% contingency remaining
TOTALS	\$ 586,940	\$ 22,000	

Overview of Capital Reserve Accounts

Capital Reserves	Project	Current	Encumbered	Unencumbered
Donor-Restricted	Capital Project NYS Grant 0386-24-0514	\$ 78,864	\$ 78,864	\$ -
Non-Restricted Capital Reserves	Listed Below:	\$ 842,753	\$ 371,018	\$ 471,735
	<i>Original \$178,845</i>		\$ 104,090	
			\$ (17,160)	
	<i>Board authorized up to \$65K 2/24/26, contract is \$50K</i>		\$ 50,000	
			\$ (34,736)	
	<i>Library Match \$199,325</i>		\$ 177,325	
			\$ 35,000	
			\$ 17,500	
	<i>Estimated \$2,500</i>		\$ 10,000	
	<i>Move to 2027 if needed</i>		\$ 29,000	



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Services Committee Minutes

April 13, 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:

- Renovations/Staff Development Day/Services impact
- Succession Planning Policy
- Community/Access & Group Visits Policy

1. Renovations/Staff Development Day/Services impact:

Due to the renovation project, the library will remain open to the public on the date originally scheduled for Staff Development Day. In place of a full closure, staff morale boosters and training opportunities will be offered throughout the renovation period and during the year. The renovation project is expected to take approximately six weeks, including a one-week contingency buffer. The initial phase will focus on public areas; work in office areas has not yet been scheduled. The appearance and accessibility of work areas are expected to change frequently throughout the project.

2. Succession Planning Policy: The committee completed its final review of the policy.

Motion: The Services Committee recommends that the full Board approve the Succession Planning Policy.

3. Community Access & Group Visits Policy:

The committee continued its review of the policy and determined that further review is needed. The committee also discussed renaming the policy to the "Community Access Policy."

Future Discussions:

1. Community Access Policy
2. Renovations/Services impact
3. Space Planning
4. Land Purchase/Use Policy

Board of Trustees Succession Planning Policy

Draft Recommended by Services Committee to Library Board of Trustees for approval 4/13/26

The Board of Trustees (“Board”) of the East Greenbush Library (“Library”), a public library chartered by the New York State Board of Regents, shall ensure continuity of governance and effective leadership through a structured and equitable succession planning process.

This policy is adopted pursuant to the Board’s authority under New York State Education Law Sec. 226-260 and applicable regulations of the Commissioner of Education. The Board shall maintain responsibility for the nomination, election, development, and support of its officers.

Purpose

The purpose of this policy is to:

1. Promote continuity in Board leadership;
2. Ensure orderly and transparent transition of officers;
3. Develop trustee capacity for leadership roles; and
4. Align Board leadership practices with the Library’s mission, strategic plan, and public accountability obligations.

Guiding Principles

In implementing this policy, the Board shall be guided by the following principles:

- Equity and inclusion in leadership opportunities and decision-making
- Transparency and accountability in governance
- Respect for diverse perspectives and experiences
- Stewardship of the library’s mission and community resources
- Continuous learning and development of trustees

Board Composition and Terms

1. The Board shall consist of seven (7) trustees elected by the voters of the East Greenbush Library District.
2. Trustees shall serve five (5)-year terms and may be re-elected without limitation, consistent with applicable law.
3. All trustees shall be expected to actively participate in Board service, including committee and leadership roles.

Election and Appointment of Officers

1. The officers of the Board shall be the President, Vice-President, Secretary, and Treasurer.
2. At the final Board meeting of each calendar year, the Nominating Committee shall present a slate of nominees for officer positions.
3. The Board shall elect officers by a majority vote of those present and voting.
4. Officers shall assume their roles on January 1 of the following year.
5. The incoming President shall appoint members and designate chairpersons of all standing committees, subject to Board structure and needs (Services Committee and the Administrative Committee).

Leadership Development and Trustee Preparation

The Board shall implement the following practices to support leadership development:

1. **Committee Service Requirement:** Each trustee shall serve on at least one standing committee annually.
2. **Leadership Participation:** Trustees are encouraged to serve as committee chairs and officers during their tenure.
3. **Orientation:** Newly elected trustees shall complete an orientation within three (3) months of taking office, conducted by the President (or designee) and the Library Director. Topics shall include:
 - Board structure and organization
 - Roles and responsibilities of trustees
 - Board policies and bylaws
 - Library policies, procedures, and strategic plan
 - Overview of the library budget.
4. **Annual Planning:** The Board shall conduct an annual planning session to align governance priorities with the Library's Strategic Plan.
5. **Continuing Education:** Trustees shall complete required trustee education in accordance with New York State requirements and Board policy.
6. **Mentoring:** All newly elected trustees shall be paired with a seasoned trustee as mentor, as appropriate.

Succession Planning Criteria

Leadership positions require commitment and the ability to fulfill the responsibilities of the role. The following guidelines shall be considered by the Nominating Committee when preparing a slate of nominees:

1. President

Preferred qualifications:

- At least two years of service in a leadership role on this Board (Vice-President, Secretary, Treasurer, or committee chair), or leadership experience on a comparable board;
- Familiarity with the work of all standing committees;
- Demonstrated fulfillment of trustee responsibilities, including required training;
- Sufficient remaining term to provide continuity of leadership (preferably two or more years);
- Has not served as President for more than four (4) consecutive years.

2. Vice-President

Preferred qualifications:

- Two or more years remaining in current term
- Experience serving on both standing committees
- Willingness to serve in future leadership roles, including President
- Demonstrated fulfillment of trustee responsibilities, including required training

The Vice-President shall be prepared to assume the duties of the President in the event of a vacancy.

3. Secretary or Treasurer

Preferred qualifications:

- Two or more years remaining in current term
- Willingness to serve in future leadership roles

Addressing Mid-Year Leadership Vacancies

While officers are expected to serve a full calendar year, the following procedures shall apply in the event of a vacancy:

1. **President vacancy:** The Vice-President shall assume the duties President for the remainder of the calendar year.
2. **Vice-President vacancy:** The President shall nominate a trustee to serve in this role for the remainder of the year. The Board shall confirm or reject the nomination by majority vote at the next scheduled meeting.
3. **Secretary or Treasurer vacancy:** The President shall nominate a trustee to fill the role for the remainder of the year. The Board shall confirm or reject the nomination by majority vote at the next scheduled meeting.
4. **Standing committee chair vacancy:** The President shall appoint a replacement for the remainder of the year.
5. **Trustee vacancy:** In accordance with the by-laws and New York State law, the Board may appoint a replacement trustee by majority vote to serve until the next scheduled election. The President shall coordinate this process.

Date	Deliverable	Responsible Party
January 1	Trustee term begins; new trustees sworn in; new officers assume roles	President/Library Director
January Board Meeting	Assign mentors to new trustees	President
January	Conduct trustee orientation	President (or designee)/ Library Director
Jan – March	Hold annual board planning meeting	President
March– April	Discuss trustee re-election interest and future leadership needs	President/ Ad hoc committee
July- October	Distribute candidate packets; petitions due one month before election	Library Director
November	Hold annual trustee election	Library

October- November meeting	Appoint Nominating Committee	President
December meeting	Vote on leadership slate for upcoming year	Nominating Committee/ Board
December meeting	Appoint committee members and chairpersons for upcoming year	President
Ongoing	Fill mid-year vacancies as needed	President/ Board

Review of Policy

This policy shall be reviewed by the Board at least once every three (3) years, or as needed to ensure compliance with applicable law, regulation, and best practices in public library governance.



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Administrative Committee Minutes

April 13, 2026 • 6:54 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
- Health Insurance
- OSC AFR & DLD Annual Report
- NYS Construction Grant Scope
- Land Purchase/Use Policy

1. Facilities Updates:

The water damage renovation project officially began on April 13. Quick Response has already made significant progress, including packing and clearing a large portion of materials/furniture. Carpet installation and related renovation work is scheduled to begin on April 14, with work rotating through different areas of the library. The project is expected to take approximately six weeks, though the timeline may extend depending on conditions. Updates have been widely shared with the public, and weekly updates will continue throughout the project.

Roof Project:

Two bids were received for the roof project, and both came in under budget. Titan Roofing was identified as the recommended contractor. Titan Roofing's bid, including Alternate #1 for the roof cover board, totals \$371,750 and also includes unit pricing for potential additional work if needed. The proposed contract with Wainschaf Associates, Inc. for Construction Management Advisor Services includes a fee equal to 5% of subcontractor costs, plus additional labor, overhead, and insurance, for an estimated total of \$50,505 based on \$500,000 roof replacement cost. The contract with HHA Associates for architectural services, previously authorized by the Board, was finalized in March. The total estimated cost for all three contracts, assuming no change orders, is approximately \$450,000, leaving roughly \$135,000 in contingency funds.



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Motion: The Administrative Committee recommends that the full Board authorize the Director to enter into the remaining two contracts for the Phase 2 Library Renovation Project with Wainschaf Associates, Inc. and Titan Roofing, provided that the total of all project contracts does not exceed the approved project budget of \$586,940.

2. Health Insurance:

The library provides fixed contribution amounts for health plans based on coverage type (individual, employee/spouse, family). Contributions were increased for the current year (July 1, 2025-June 30, 2026). In light of continued increases in health insurance costs across the industry, the Director is exploring options to mitigate the financial impact and will bring recommendations to the Board for consideration.

3. Financial Reports: Office of the New York State Comptroller Annual Financial Report (OSC AFR) was submitted on March 23, 2026 & New York State Division of Library Development 2025 Annual Report (DLD Annual Report) was submitted on April 6, 2026.

4. NYS Construction Grant Scope:

The committee discussed several projects that require completion, both external and internal. The most critical include paving Community Way and the library parking lot.

5. Land Purchase/Use Policy:

The committee continued reviewing potential areas for inclusion in the Land Purchase/Use Policy. Further review is needed.

Future Discussions:

1. Facilities Updates- Renovations from Water Damage, (Phase 2)- Roof Project, (Phase 3) Bathroom Renovations
2. Health Insurance
3. Land Purchase/Use Policy
4. Printing Fees
5. ADA-Facilities Checklist
6. Space Planning



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Director's Report- April 21, 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

1. Library Use remained strong in March and throughout the first quarter.

March building visits increased to 13,358, up 11.1% over March 2025. Total visits across the building, website, and drive-thru were 24,381, up 16.9%. Website users increased 15.4%, WiFi use rose 8.7%, and public computer sessions increased 31.7%. Quarter 1 totals were also strong, with 35,878 building visits (+6.3%), 70,019 total visits (+13.2%), and 32,829 website users (+14.5%).

2. Community engagement remained visible and varied, especially in adult services and partnerships.

Adult programming was a particular strength this month. March adult program attendance rose to 910, a 49.4% increase over last year, and Q1 adult attendance reached 2,319, up 15.1%. BLARC continued to grow, tax assistance through TAP served 83 people, and outreach and event planning continued through E.G. Con, school partnerships, and health and literacy initiatives.

3. Some traditional use measures were softer, but digital and in-building engagement remained resilient.

Physical materials use declined 9.4% in March and 7.4% in Q1, while digital materials use was essentially flat in March (+0.5%). Youth circulation was down year over year, but the Teen Room, Youth Services interactions, public technology use, and family participation remained active. Renovations have also likely affected physical borrowing as portions of the collection became temporarily inaccessible.

4. The Library is sustaining strong public service while managing significant operational demands.

The new website launched successfully, renovations began April 13, core public technology service was restored ahead of schedule after the first week, annual state reporting was completed, and staff continue balancing daily service, event preparation, and building disruptions.



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Statistical Highlights

Hours Open: 274.5 hours/31 days

- Modified Hours: Closed early at 4:30pm on 3/3 (weather)

March 2026 highlights

- Building visits: 13,358 (+11.1%)
- Total visits (website, building, drive-thru): 24,381 (+16.9%)
- Website users: 10,539 (+15.4%)
- WiFi sessions: 1,550 (+8.7%)
- Public computer sessions: 1,717 (+31.7%)
- Adult program attendance: 910 (+49.4%)
- Monthly active cardholders: 3,101
- New library cards: 133
- Physical materials use: 24,205 (-9.4%)
- Digital materials use: 6,978 (+0.5%)

Quarter 1 2026 highlights

- Building visits: 35,878 (+6.3%)
- Total visits: 70,019 (+13.2%)
- Website users: 32,829 (+14.5%)
- Meeting room use by outside groups: 313 (+8.7%)
- New user accounts: 419 (+12.0%)
- Adult program attendance: 2,319 (+15.1%)
- Public computer use: 4,456 (flat year over year)

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 a strong community anchor this month.

- BLARC now has 249 people signed up, with 1,143 books read since the January 5 launch.
- 32 people attended *Historical Experience of Black People in the Hudson Valley*, sponsored by the Greenbush Historical Society.
- Programs supporting this goal included *The Greatest of All* documentary, the *Women's History Month Concert*, Monday Morning and Monday Evening Book Discussions, and the virtual Wednesday Night Book Chat.
- Adult programming was especially strong this month, with 35 adult programs and 910 attendees. Highlights included:
 - 159 attendees across 3 days of Mahjong
 - 135 attendees across 4 Wednesday Night Book Chats
 - 39 attendees at *Introduction to Medicare*

Youth & Family community-building efforts also remained active.

- The Library hosted a bookmark contest tied to E.G. Con, with winners selected in three categories. Bookmarks were available to the public during E.G. Con., held on April 11.



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- In April, the Library began collecting bookmark submissions for the Rensselaer County Department of Health's *What Does Health Mean to You?* campaign.
- Staff are preparing for two kindergarten visits in May.

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

- The bookmark contest created another visible, low-barrier way for children and families to participate in a Library event.
- BLARC continues to encourage ongoing participation and peer-to-peer engagement.

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

- Youth Services recorded 1,414 desk interactions this month, up 61% from March 2025.
- Combined engagement across the Youth Services desk, Teen area, email, and book bundles increased 58% over last year.
- The Teen Room welcomed 229 teens during 20 staffed days.
- Youth physical circulation totaled 14,400, down 7.8% from March 2025 but up from the prior month.

GOAL 2: Engage With Your Community

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

- New York State Department of Taxation and Finance (TAP) staff were onsite 6 times in March, and 83 people received one-on-one tax support.
- We attended the Green Meadow Elementary Annual Project Fair and connected with 103 people.
- The Library will also participate in the Rensselaer County Department of Health's upcoming *What Does Health Mean to You?* campaign through a public bookmark submission initiative in April.

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

- Community partnerships continued to strengthen Library visibility and engagement this month through tax assistance, school outreach, and collaborative programming.
- E.G. Con planning continued to bring together authors, volunteers, vendors, and community partners in support of a large-scale all-ages event.
- Meeting room use by outside groups totaled 108 in March. While this was slightly below March 2025, Q1 meeting room use reached 313, an 8.7% increase over the prior year.

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

- We shared upcoming programming materials with the YMCA, Hawthorne Ridge, The Spinney, East Greenbush and Schodack Town Halls and Senior Centers, and Stewart's.
- Our EGCS student volunteers continue to come weekly, with several students now serving as regular helpers.
- Staff are identifying participating business locations for this summer's Stuffie Search.

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.

- March displays included Ireland, "Luck" books, Women's biographies, BLARC Time Travel, and *Hello My Name Is...*
- The Teen Room remained active, with 229 teens visiting during 20 staffed days.



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- Draw Alive continues to add an interactive and imaginative experience in the Children's Library.
- Building use remained strong, with 13,358 building visits in March, up 11.1% over last year.

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

- E.G. Con included: 2 authors, 17 vendors, 5 adult volunteers, 10 teen volunteers, the 501st Legion, and 400+ attendees.
- The event began with Superhero Storytime and ended with a cosplay costume contest.
- The bookmark contest and public display at E.G. Con helped highlight youth engagement and Library services.
- Summer Reading planning is underway, guided by the 2026 theme, *Unearth a Story*.
- Readers' Advisory efforts this month included *Must Read Memoirs*, *Project Hail Mary*, *Heated Rivalry*, Libros Digitales Spanish Language Libby Collection, and Women's History Month and *Waiting for the Correspondent* bookmarks.
- The Adult & Information Services Team assisted:
 - 890 patrons with reference requests
 - 874 patrons with computer support
 - 680 adult day group members through library services
- AIS also revised the Reference Desk Manual in both OneNote and print.
- Public technology use remained especially strong, with 1,717 public computer sessions and 1,550 WiFi uses.

3.3: Increase circulation of diverse resources and materials.

- Physical materials use totaled 24,205 in March, down 9.4% year over year.
- Digital materials use totaled 6,978, up 0.5%.
- Staff continue developing displays, events, and interactive experiences that promote interest in the collection and broaden awareness of Library materials.

GOAL 4: Promote Literacies

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

- Planning for Summer Reading 2026: *Unearth a Story* is underway.
- Staff have ordered Summer Reading staff t-shirts, are selecting the dinosaur for this year's Stuffie Search, and are preparing a wide range of programs.
- Planned intergenerational offerings include Tiny Art and a Drumming Circle.

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

- The winner of UHLS March Manga Madness: *Read. Vote. Champion.* event was *Fullmetal Alchemist* by Hiromu Arakawa.
- Our teen librarian served on the committee that organized this initiative, which also incorporated input from the League of Women Voters.
- Because the Library created a display to support the campaign, it will receive UHLS funding to purchase additional manga titles.
- Through Tech-Talk, we continued offering webinars, including:
 - *Create Accessible Websites*
 - *Create Polished Documents with MS Word*



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- Our English as a New Language partner, Questar III BOCES, continues to average 4 to 5 attendees, representing several primary languages.
- We are participating in Senior Planet training through a UHLS grant to support future digital literacy outreach.

4.3: Increase community partnerships with educational institutions

- We are looking forward to two kindergarten visits in May.
- Family Storytime remained strong:
 - 12 Family Storytimes with an average attendance of 47
 - 1 Baby Storytime with attendance of 24
- One Family Storytime and one Baby Storytime were canceled due to weather.
- The March Manga Madness initiative also provided another literacy-focused system collaboration.
- EGCS student volunteers continue to serve weekly at the Library.

GOAL 5: Advance Local Economic Vitality

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

- Staff continue organizing summer initiatives that will involve local businesses through the Stuffie Search program.
- TAP remains a strong example of practical community support tied to economic well-being.

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

- Staff are identifying participating business locations for this summer’s Stuffie Search.
- TAP continues to connect residents with free one-on-one support.
- We have connected with SCORE to advance our goal of offering business counseling support to entrepreneurs. SCORE will present a Business Planning program in September.

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

- 18 people attended *Preparing Your Home for Today’s Real Estate Market*, presented by a local home staging business.
- E.G. Con featured 17 vendors, providing local creators and small businesses with visibility and direct engagement opportunities.
- Local support for youth and family programming continues:
 - Stewart’s Shops donated \$650 and 350 ice cream coupons for Summer Reading.
 - WildPlay Thacher donated 42 ropes course tickets for summer raffles.
- A Stewart’s check presentation and photo opportunity is planned for April.
- Teen volunteers remained active, with 7 teens contributing 21 hours.

Operations

Technology

- New website launched April 8. Feedback has been very positive.
- Audio and ceiling microphones in meeting room AB have been repaired.

Volunteer Appreciation



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- In coordination with the Friends of the Library, the annual Volunteer Appreciation Breakfast was held on March 21. This year, the Volunteer of the Year Award was presented to the Friends Sorting Team and Volunteers. Highlights from 2025 included:
 - 75 volunteers, 347 hours- Book Sales
 - 147 volunteer shifts, 961 hours sorting- Sorting Donations
 - 8 volunteers, 720 hours- Friends eBay sales
 - 96 volunteers, 833 hours- Teen Volunteers
 - 140+ Library volunteers serving in a variety of roles
 - 1,480+ hours sorting books, book sales, & events
 - 195+ hours of Library policy and planning work
 - 725+ hours- supporting summer reading support
 - 100+ hours- shelving, making crafts & more.

Regulatory Reporting

- 2025 Annual Financial Report to NYS Office of the State Comptroller submitted on March 23.
- 2025 Annual Report to Division of Library Development submitted to UHLS on April 9.

Personnel

- Staff Appreciation Day was celebrated on March 6.
- Staff Development Day has been cancelled and will not be rescheduled for this year. With construction underway and access to key areas limited, this is not the right time to pull staff away from daily operations for a full day of training and planning.
- The Library will remain open for regular hours on Monday, April 27, rather than closing for Staff Development Day.
- Instead, we plan to offer shorter, targeted staff trainings throughout the year. The Staff Development Day Committee will also redirect its efforts and budget toward smaller staff appreciation initiatives during the renovation period, with additional support from the Friends of the Library.

Facilities

- Key Fob entry was added areas for enhanced security.
- Renovations began on April 13. There was no printing, copying, reference service, ongoing book sale access, or audiobooks available during week one. Printing, computers, and the Reference Desk reopened on Friday, April 17.
- Renovation planning and service adjustments continue alongside regular Library operations. Weekly staff service update meetings are being held during the renovation period, and the community continues to receive updates through the website, e-news, and social media.
- Staff continue balancing daily services with event preparation, community engagement, and project-related disruptions.
- We received two roof project bids, both within budget. Our goal is to finish this project prior to summer.
- Working with YMCA and Hawthorne Ridge on Community Way repairs expected within next two weeks, with full repaving, tentatively planned for 2027.

Incidents

- Bathroom-related incidents in early March were resolved. No other major incidents were reported beyond normal service and operational demands.

Monthly Statistical Comparison					(over last yr)
East Greenbush Community Library	Mar-24	Mar-25	Mar-26	Change	
Building Visits	11,361	12,025	13,358	+	11.1%
Number of patron visits to the library building					
Drive-Thru Visits	539	499	484	-	-3.0%
Number of patrons who use the drive-thru window to borrow materials					
Website Users	8,518	9,129	10,539	+	15.4%
Number of people who initiated at least one session on eglibrary.org during a given month					
Physical Materials Use	27,160	26,703	24,205	-	-9.4%
Number of checkouts plus renewals made at the library					
Digital Materials Use	6,373	6,944	6,978	+	0.5%
Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)					
Online Resource Use (database)	8,696	8,668	7,933	-	-8.5%
Number of sessions (log-ins) for online resources, based on vendor statistics. This includes both in-library and, where applicable, remote access					
WiFi Use	1,519	1,426	1,550	+	8.7%
Number of unique daily WiFi patron at the library					
Public Computer Use	1,475	1,304	1,717	+	31.7%
Number of computer sessions at the library					
Program Attendance	2,220	2,910	2,668	-	-8.3%
Number of attendees at programs held inside the library location or in a library virtual space					
Meeting Room Use by Outside Groups	110	112	108	-	-3.6%
Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members					
New User Accounts (library card registrations)	86	135	133	-	-1.5%
Number of library cards newly created (online & in-person registrations)					
Monthly Active Library cardholders (retention)	2,973	3,100	3,101	+	0.0%
Average number of cardholders who actively used their library card per month					
Number of Programs Adult	33	32	35	+	9.4%
Program Attendance Adult	590	609	910	+	49.4%
Number of Programs Youth	34	32	25	-	-21.9%
Program Attendance Youth	1,423	1,885	1,558	-	-17.3%
Number of Programs All Ages	Unavailable	1	0	-	-100.0%
Program Attendance All Ages	Unavailable	4	0	-	-100.0%
1-1 Programs (<i>Books with Wheels, Take & Make, Notary, Book a Librarian</i>)	Unavailable	412	200	-	-51.5%
<i>(stopped Take & Make December 2025)</i>					
Youth Physical Item Circ	15,369	15,624	14,400	-	-7.8%
Youth Digital Materials Circ	982	957	954	-	-0.3%
Adults Physical Item Circ	11,791	11,079	9,805	-	-11.5%
Adult Digital Materials Circ	5,388	5,985	6,020	+	0.6%
Registered Resident Borrowers	5,380	5,503	5,624	+	2.2%
Registered Non-Resident Borrowers	1,978	2,028	2,021	-	-0.3%
Physical Items Circ at Checkout Desk	25,264	24,820	22,486	+	-9.4%
Physical Items Circ at Drivethru Window	1,896	1,883	1,719	-	-8.7%
Total Visits (website, library, drive-thru)	20,418	20,852	24,381	+	16.9%

East Greenbush Community Library	CORE USAGE DASHBOARD- Quarter 1						
	Jan-26	Feb-26	Mar-26	Q1 Trend	2025 Q1 Total	2026 Q1 Total	Change
Building Visits Number of patron visits to the library building	11,306	11,214	13,358		33,751	35,878	+ 6.3%
Drive-Thru Visits Number of patrons who use the drive-thru window to borrow materials	413	415	484		1,426	1,312	- 8.0%
Website Users Number of people who initiated at least one session on eglibrary.org during a given month	11,922	10,368	10,539		28,678	32,829	+ 14.5%
Physical Materials Use Number of checkouts plus renewals made at the library	21,486	21,823	24,205		72,896	67,514	- 7.4%
Digital Materials Use Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)	6,801	6,270	6,978		20,457	20,049	- 2.0%
Online Resource Use (database) Number of sessions (log-ins) for online resources, based on vendor statistics. This includes both in-library and, where applicable, remote access	7,948	7,448	7,933		24,224	23,329	- 3.7%
WiFi Use Number of unique daily WiFi patron at the library	1,488	1,344	1,550		4,041	4,382	+ 8.4%
Public Computer Use Number of computer sessions at the library	1,264	1,475	1,717		4,454	4,456	+ 0.0%
Program Attendance Number of attendees at programs held inside the library location or in a library virtual space	2,538	2,400	2,668		8,049	7,606	- 5.5%
Meeting Room Use by Outside Groups Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members	106	99	108		288	313	+ 8.7%
New User Accounts (library card registrations) Number of library cards newly created (online & in-person registrations)	150	136	133		374	419	+ 12.0%
Monthly Active Library cardholders (retention) Average number of cardholders who actively used their library card per month	2,796	3,027	3,101		2,983	2,975	- 0.3%
Number of Programs Adult	30	33	35		95	98	+ 3.2%
Program Attendance Adult	705	704	910		2,014	2,319	+ 15.1%
Number of Programs Youth	34	25	25		88	84	- 4.5%
Program Attendance Youth	1,563	1,598	1,558		4,891	4,719	- 3.5%
Number of Programs All Ages	4	1	0		5	5	+ 0.0%
Program Attendance All Ages	233	62	0		316	295	- 6.6%
1-1 Programs (<i>Books with Wheels, Take & Make, Notary, Book a Librarian</i>)	37	36	200		828	273	- 67.0%
Youth Physical Item Circ	11,893	12,575	14,400		41,941	38,868	- 7.3%
Youth Digital Materials Circ	866	958	954		2,924	2,778	- 5.0%
Adult Physical Item Circ	9,593	9,248	9,805		30,955	28,646	- 7.5%
Adult Digital Materials Circ	5,931	5,306	6,020		17,524	17,257	- 1.5%
Registered Resident Borrowers	5,518	5,589	5,624		5,526	5,577	+ 0.9%
Registered Non-Resident Borrowers	2,015	2,013	2,021		2,017	2,016	+ 0.0%
Physical Items Circ at Checkout Desk	19,841	20,133	22,486		67,575	62,460	- 7.6%
Physical Items Circ at Drivethru Window	1,645	1,690	1,719		5,321	5,054	- 5.0%
Total Visits (website, library, drive-thru)	23,641	21,997	24,381		61,860	70,019	+ 13.2%
Off-Site Outreach Visits	2	2	0		8	4	- 50.0%
Attendance Outreach Events (off-site)	19	16	0		265	35	- 86.8%

**SPU - Library of East Greenbush Community Library
Annual Financial Report
For the Fiscal Period 01/01/2025 - 12/31/2025**

SPU - Library of East Greenbush Community Library

Annual Financial Report

For the Fiscal Period 01/01/2025 - 12/31/2025

Authorization

Article 3, Section 30 of the General Municipal Law

1. ***Every Municipal Corporation*** shall annually make a report of its financial condition to the Comptroller. Such report shall be made by the Chief Fiscal Officer of such Municipal Corporation***
5. All reports shall be certified by the officer making the same and shall be filed with the Comptroller*** it shall be the duty of the incumbent officer at the time such reports are required to be filed with the Comptroller to file such report***

Certification Statement

I, Jill Dugas Hughes (LG384624900100A), hereby certify that I am the Chief Financial Officer of the SPU - Library of East Greenbush Community Library, and that the information provided in the Annual Financial Report of the SPU - Library of East Greenbush Community Library for the fiscal year ended 12/31/2025, is true and correct to the best of my knowledge and belief.

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SPU - Library of East Greenbush Community Library
Annual Financial Report
For the Fiscal Period 01/01/2025 - 12/31/2025

Financial Statements

Financial information for the following funds and accounts groups are included in the Annual Financial Report filed by your government for the fiscal year ended 2025 and has been used by the OSC as the basis for preparing this Annual Financial Report for the fiscal year ended 2025:

List of funds being used

- A - General
- K - Schedule of Non-Current Government Assets
- W - Schedule of Non-Current Government Liabilities

All amounts included in this Annual Financial Report for 2025 represent data filed by your government with OSC as reviewed and adjusted where necessary.

SPU - Library of East Greenbush Community Library
 Annual Financial Report
 For the Fiscal Period 01/01/2025 - 12/31/2025

**A - General
 Balance Sheet**

	12/31/2025	12/31/2024	12/31/2023
Assets and Deferred Outflows			
Assets			
Cash and Cash Equivalents			
200 - Cash	\$1,660,038.00	\$1,841,725.00	\$1,517,037.00
210 - Petty Cash	\$450.00	\$450.00	\$650.00
Total for Cash and Cash Equivalents	\$1,660,488.00	\$1,842,175.00	\$1,517,687.00
Other Assets			
480 - Prepaid Expenses	\$14,647.00	-	-
Total for Other Assets	\$14,647.00	\$0.00	\$0.00
Total for Assets	\$1,675,135.00	\$1,842,175.00	\$1,517,687.00
Total for Assets and Deferred Outflows	\$1,675,135.00	\$1,842,175.00	\$1,517,687.00

SPU - Library of East Greenbush Community Library
 Annual Financial Report
 For the Fiscal Period 01/01/2025 - 12/31/2025

**A - General
 Balance Sheet**

	12/31/2025	12/31/2024	12/31/2023
Liabilities, Deferred Inflows and Fund Balances			
Liabilities			
Payables			
600 - Accounts Payable	\$57,737.00	\$16,539.00	\$65,387.00
Total for Payables	\$57,737.00	\$16,539.00	\$65,387.00
Total for Liabilities	\$57,737.00	\$16,539.00	\$65,387.00
Fund Balance			
Nonspendable Fund Balance			
806 - Not In Spendable Form	\$14,647.00	-	-
Total for Nonspendable Fund Balance	\$14,647.00	\$0.00	\$0.00
Restricted Fund Balance			
899 - Other Restricted Fund Balance <i>Donor Restricted</i>	\$14,077.00	\$142,076.00	\$14,902.00
Total for Restricted Fund Balance	\$14,077.00	\$142,076.00	\$14,902.00
Assigned Fund Balance			
915 - Assigned Unappropriated Fund Balance	\$1,588,674.00	\$1,683,560.00	\$1,437,398.00
Total for Assigned Fund Balance	\$1,588,674.00	\$1,683,560.00	\$1,437,398.00
Total for Fund Balance	\$1,617,398.00	\$1,825,636.00	\$1,452,300.00
Total for Liabilities, Deferred Inflows and Fund Balances	\$1,675,135.00	\$1,842,175.00	\$1,517,687.00

SPU - Library of East Greenbush Community Library
Annual Financial Report
For the Fiscal Period 01/01/2025 - 12/31/2025

**A - General
Balance Sheet**

12/31/2025	12/31/2024	12/31/2023
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SPU - Library of East Greenbush Community Library
 Annual Financial Report
 For the Fiscal Period 01/01/2025 - 12/31/2025

**A - General
 Results of Operations**

	12/31/2025	12/31/2024	12/31/2023
Revenues and Other Sources			
Revenues			
Property Taxes			
1001 - Real Property Taxes	\$1,995,455.00	\$1,915,001.00	\$1,876,757.00
Total for Property Taxes	\$1,995,455.00	\$1,915,001.00	\$1,876,757.00
Departmental Income			
2082 - Library Charges	\$13,772.00	\$15,782.00	\$16,802.00
Total for Departmental Income	\$13,772.00	\$15,782.00	\$16,802.00
Intergovernmental Charges			
2360 - Library Services Other Governments <i>Contract for Schodack and Rensselaer</i>	\$401,000.00	\$347,125.00	\$339,900.00
Total for Intergovernmental Charges	\$401,000.00	\$347,125.00	\$339,900.00
Use of Money and Property			
2401 - Interest and Earnings	\$64,873.00	\$59,935.00	\$4,320.36
Total for Use of Money and Property	\$64,873.00	\$59,935.00	\$4,320.36
Other Revenues			
2705 - Gifts and Donations	\$44,179.00	\$55,182.00	\$23,368.00
Total for Other Revenues	\$44,179.00	\$55,182.00	\$23,368.00
State Aid			

SPU - Library of East Greenbush Community Library
 Annual Financial Report
 For the Fiscal Period 01/01/2025 - 12/31/2025

**A - General
 Results of Operations**

	12/31/2025	12/31/2024	12/31/2023
3089 - State Aid Other <i>State Construction Grant Money</i>	\$9,971.00	\$312,620.00	-
3840 - State Aid for Libraries	\$5,279.00	\$5,149.00	\$4,972.00
Total for State Aid	\$15,250.00	\$317,769.00	\$4,972.00
Total for Revenues	\$2,534,529.00	\$2,710,794.00	\$2,266,119.36
Total for Revenues and Other Sources	\$2,534,529.00	\$2,710,794.00	\$2,266,119.36

SPU - Library of East Greenbush Community Library
 Annual Financial Report
 For the Fiscal Period 01/01/2025 - 12/31/2025

**A - General
 Results of Operations**

	12/31/2025	12/31/2024	12/31/2023
Expenditures and Other Uses			
Expenditures			
Culture and Recreation			
Culture			
74101 - Library - Personal Services	\$1,308,631.00	\$1,221,335.00	\$1,103,409.00
74102 - Library - Equipment and Capital Outlay	\$602,708.00	\$379,184.00	\$249,378.00
74104 - Library - Contractual	\$373,295.00	\$343,058.00	\$410,183.00
74108 - Library - Employee Benefits	\$458,133.00	\$393,881.00	\$387,294.00
Total for Culture	\$2,742,767.00	\$2,337,458.00	\$2,150,264.00
Total for Culture and Recreation	\$2,742,767.00	\$2,337,458.00	\$2,150,264.00
Total for Expenditures	\$2,742,767.00	\$2,337,458.00	\$2,150,264.00
Total for Expenditures and Other Uses	\$2,742,767.00	\$2,337,458.00	\$2,150,264.00

SPU - Library of East Greenbush Community Library

Annual Financial Report

For the Fiscal Period 01/01/2025 - 12/31/2025

**A - General
Changes in Fund Balance**

	12/31/2025	12/31/2024	12/31/2023
Analysis of Changes in Fund Balance			
8021 - Fund Balance - Beginning of Year	\$1,825,636.00	\$1,452,300.00	\$1,336,444.64
8022 - Restated Fund Balance - Beginning of Year	\$1,825,636.00	\$1,452,300.00	\$1,336,444.64
Add Revenues and Other Sources	\$2,534,529.00	\$2,710,794.00	\$2,266,119.36
Deduct Expenditures and Other Uses	\$2,742,767.00	\$2,337,458.00	\$2,150,264.00
8029 - Fund Balance - End of Year	\$1,617,398.00	\$1,825,636.00	\$1,452,300.00

SPU - Library of East Greenbush Community Library
 Annual Financial Report
 For the Fiscal Period 01/01/2025 - 12/31/2025

**A - General
 Adopted Budget Summary**

	12/31/2026	12/31/2025	12/31/2024
Estimated Revenues and Other Sources			
Estimated Revenue			
1049 - Est Rev - Property Taxes	\$2,080,250.00	\$1,995,455.00	\$1,915,000.00
1199 - Est Rev - Non-Property Tax Items	\$110,500.00	\$156,445.00	\$38,500.00
2399 - Est Rev - Intergovernmental Charges	\$518,090.00	\$401,000.00	\$357,125.00
2649 - Est Rev - Fines and Forfeitures	\$13,500.00	\$15,000.00	\$13,500.00
3099 - Est Rev - State Aid	\$5,500.00	\$5,700.00	\$5,500.00
Total for Estimated Revenue	\$2,727,840.00	\$2,573,600.00	\$2,329,625.00
Estimated Other Sources			
511 - Appropriated Reserves and Restricted Fund Balance	\$150,555.00	\$22,000.00	\$21,125.00
Total for Estimated Other Sources	\$150,555.00	\$22,000.00	\$21,125.00
Total for Estimated Revenues and Other Sources	\$2,878,395.00	\$2,595,600.00	\$2,350,750.00

SPU - Library of East Greenbush Community Library
 Annual Financial Report
 For the Fiscal Period 01/01/2025 - 12/31/2025

**A - General
 Adopted Budget Summary**

	12/31/2026	12/31/2025	12/31/2024
Estimated Appropriations and Other Uses			
Estimated Appropriations			
7999 - App - Culture and Recreation	\$2,089,905.00	\$2,134,705.00	\$1,931,025.00
9199 - App - Employee Benefits	\$491,525.00	\$460,895.00	\$419,725.00
Total for Estimated Appropriations	\$2,581,430.00	\$2,595,600.00	\$2,350,750.00
Estimated Other Uses			
9999 - App - Interfund Transfers	\$296,965.00	-	-
Total for Estimated Other Uses	\$296,965.00	\$0.00	\$0.00
Total for Estimated Appropriations and Other Uses	\$2,878,395.00	\$2,595,600.00	\$2,350,750.00

SPU - Library of East Greenbush Community Library
 Annual Financial Report
 For the Fiscal Period 01/01/2025 - 12/31/2025

K - Schedule of Non-Current Government Assets
Schedule of Non-Current Government Assets

	12/31/2025	12/31/2024	12/31/2023
Non-Current Assets			
Non-Depreciable Capital Assets			
101 - Land	\$248,029.00	\$248,029.00	\$248,029.00
Total for Non-Depreciable Capital Assets	\$248,029.00	\$248,029.00	\$248,029.00
Depreciable Capital Assets			
102 - Buildings	\$4,378,525.00	\$3,993,736.00	\$3,993,736.00
103 - Improvements Other Than Buildings	\$776,908.00	\$776,908.00	\$644,632.00
104 - Machinery and Equipment	\$120,864.00	\$115,616.00	\$118,664.00
107 - Other Capital Assets	\$628,311.00	\$591,864.00	\$589,797.00
Total for Depreciable Capital Assets	\$5,904,608.00	\$5,478,124.00	\$5,346,829.00
Accumulated Depreciation			
112 - Accumulated Depreciation Buildings	(\$2,372,543.00)	(\$2,264,399.00)	(\$2,160,251.00)
113 - Accumulated Depreciation Improvements Other than Buildings	(\$631,369.00)	(\$617,083.00)	(\$610,481.00)
114 - Accumulated Depreciation Machinery and Equipment	(\$75,858.00)	(\$59,783.00)	(\$79,609.00)
117 - Accumulated Depreciation Other Capital Assets	(\$546,303.00)	(\$527,285.00)	(\$527,078.00)
Total for Accumulated Depreciation	(\$3,626,073.00)	(\$3,468,550.00)	(\$3,377,419.00)
Total for Non-Current Assets	\$2,526,564.00	\$2,257,603.00	\$2,217,439.00

SPU - Library of East Greenbush Community Library
 Annual Financial Report
 For the Fiscal Period 01/01/2025 - 12/31/2025

W - Schedule of Non-Current Government Liabilities
Schedule of Non-Current Government Liabilities

	12/31/2025	12/31/2024	12/31/2023
Long-Term Obligations			
Other Long-Term Obligations			
638 - Net Pension Liability Proportionate Share	\$512,342.00	\$489,600.00	\$729,157.00
Total for Other Long-Term Obligations	\$512,342.00	\$489,600.00	\$729,157.00
Total for Long-Term Obligations	\$512,342.00	\$489,600.00	\$729,157.00

SPU - Library of East Greenbush Community Library
Annual Financial Report
For the Fiscal Period 01/01/2025 - 12/31/2025

Supplemental Schedules

The Supplemental Schedules includes the following schedules:

- Statement of Indebtedness
- Bond Repayment
- Bank Reconciliation
- Employee and Retiree Benefits

SPU - Library of East Greenbush Community Library
Annual Financial Report
For the Fiscal Period 01/01/2025 - 12/31/2025

Statement of Indebtedness

You have indicated you have no debt data to report.

SPU - Library of East Greenbush Community Library
Annual Financial Report
For the Fiscal Period 01/01/2025 - 12/31/2025

Bond Repayment

No Bonds Reported in the Statement of Indebtedness.

SPU - Library of East Greenbush Community Library
Annual Financial Report
For the Fiscal Period 01/01/2025 - 12/31/2025

Bank Reconciliation

Accounts

Account No.	Account Type	Associated Fund(s)	Bank Balance	Deposits In Transit	Outstanding Checks	Adjustments	Total
178	Checking	A	\$35,818.00	\$0.00	(\$6,360.00)	\$0.00	\$29,458.00
186	Savings	A	\$15,047.00	\$0.00	\$0.00	\$0.00	\$15,047.00
194	Savings	A	\$531,199.00	\$0.00	\$0.00	\$0.00	\$531,199.00
251	Savings	A	\$115,312.00	\$0.00	\$0.00	\$0.00	\$115,312.00
244	Savings	A	\$56,270.00	\$0.00	(\$95.00)	\$0.00	\$56,175.00
228	Savings	A	\$503,816.00	\$0.00	\$0.00	\$0.00	\$503,816.00
210	Savings	A	\$408,338.00	\$693.00	\$0.00	\$0.00	\$409,031.00
Total			\$1,665,800.00	\$693.00	(\$6,455.00)	\$0.00	\$1,660,038.00
Total Cash From Financials							\$1,660,038.00

SPU - Library of East Greenbush Community Library
 Annual Financial Report
 For the Fiscal Period 01/01/2025 - 12/31/2025

Bank Reconciliation

Collateralization of Cash

Total Bank Balance	\$1,665,800.00
FDIC Insurance	\$500,000.00
Collateralized with Securities held in possession of the municipality or its agent or otherwise secured	\$1,392,136.00
Total of FDIC Insurance and Collateralized with securities held in possession of the municipality or its agent or otherwise secured	\$1,892,136.00

Investments and Collateralization of Investments

Investments From Financials	\$0.00
Market Value as of Fiscal Year End Date	\$0.00
Collateralized with Securities held in possession of the municipality or its agent or otherwise secured	\$0.00

SPU - Library of East Greenbush Community Library
 Annual Financial Report
 For the Fiscal Period 01/01/2025 - 12/31/2025

Employee and Retiree Benefits

Total Number

Full Time Employees	Part Time Employees	Volunteers with Paid Benefits	Retirees with Paid Benefits
21	15		

Number Receiving Benefits

Benefit	Amount	Full Time	Part Time	Volunteer	Retiree
Police Retirement					
State Retirement System	\$204,647.00	21	9		
Fire Retirement					
Local Pension Fund					
Social Security	\$96,246.00	21	15		
Worker's Compensation	\$7,471.00	21	15		
Life Insurance	\$1,141.00	21			
Unemployment Insurance					
Disability Insurance	\$1,690.00	21	15		
Hospital, Medical and Dental Insurance	\$135,875.00	12			
Union Welfare Benefits					
Supplemental Benefit Payments to Disabled Firefighters					
Employee Benefits, Other	\$11,063.00	21	15		
Total Employee Benefits Paid	\$458,133.00				

Annual Report For Public And Association Libraries

The State Library due date for the annual reports will be April 16, 2026.

[Instructions](#)

1. GENERAL LIBRARY INFORMATION

Library / Director Information

The report saves automatically after every new entry or change.

Multiple users can view and edit reports at the same time.

Report all information in Part 1 as of December 31, 2025, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1Library ID Number	8400491890
1.2Library Name	EAST GREENBUSH COMMUNITY LIBRARY
1.3Name Status (State use only)	no change from the prior year
1.4Structure Status (State use only)	no change
1.5Community	East Greenbush
1.6Beginning Fiscal Reporting Year	01/01/2025
1.7Ending Fiscal Reporting Year	12/31/2025
1.8Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11Beginning Local Fiscal Year	01/01/2025
1.12Ending Local Fiscal Year	12/31/2025
1.13Address Status	no change from the prior year
1.14Street Address	10 COMMUNITY WAY
1.15City	EAST GREENBUSH
1.16Zip Code	12061
1.17Mailing Address	10 COMMUNITY WAY
1.18City	EAST GREENBUSH
1.19Zip Code	12061
1.20Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	5184777476
1.21E-Mail Address (enter M (Missing) if no E-Mail)	director@eglibrary.org
1.22Library Home Page URL (Enter M (Missing) if no home page URL)	https://eglibrary.org
1.23Population Chartered to Serve (per 2020 Census)	16,748

1.24 Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.25 Indicate the area chartered to serve as stated in the library's charter (select one):	Special Legislative District
1.26 During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.27 Indicate the type of charter the library currently holds (select one):	Absolute
1.28 Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	10/21/1988
1.29 Date the library was last registered	11/06/1992
1.30 Federal Employer Identification Number	141424197
1.31 County	RENSSELAER
1.32 School District	East Greenbush Central School District
1.33 Town/City	East Greenbush
1.34 Library System	Upper Hudson Library System

-
THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.35a President/CEO Name	N/A
1.35b President/CEO Phone Number	N/A
1.35c President/CEO Email	N/A

-
For questions 1.36 through 1.42, report all information for the current library director/manager.

1.36 First Name of Library Director/Manager	Jill
1.37 Last Name of Library Director/Manager	Dugas Hughes
1.38 NYS Public Librarian Certification Number	25897
1.39 What is the highest education level of the library manager/director?	Master's Degree
1.40 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Yes
1.41 Do all staff working in the budgeted Librarian (certified) positions reported in 6.6 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Yes
1.42 E-mail Address of the Director/Manager	director@eglibrary.org
1.43 Does the library charge fees for library cards to people residing outside the system's service area?	Y

Public Votes / Contracts

1.44 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2025? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.45.	Y
--	---

-
Please Note: last year's answers for repeating groups cannot be displayed.

1.44a Name of municipality or district holding the public vote	1.44b Indicate the type of municipality or district holding the public vote	1.44c Date the vote was held(mm/dd/2025)	1.44d Was the vote successful? Y/N	1.44e What type of public vote was it?	1.44f.i Most recent prior year approved appropriation from a public vote:	1.44f.ii Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	1.44f.iii Total proposed appropriation (manually sum of 6a and 6b):
East Greenbush	Special Legislative	11/17/2025	Yes	budget vote	\$1,995,455	\$84,795	\$2,080,250

Community Library District	(special legislative district public library only)
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This question should only be answered if "No" was answered in Q1.44 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.45 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2025) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.46.	N
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Please Note: last year's answers for repeating groups cannot be displayed.

1.45a Name of municipality or district holding the public vote	1.45b Indicate the type of municipality or district holding the public vote	1.45c Date the last successful vote was held (mm/dd/yyyy)	1.45d What type of public vote was it?	1.45e What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?
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Contractual Agreements

1.46 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for each contract. If no, go to question 1.47.	Y
--	---

-
Please Note: last year's answers for repeating groups cannot be displayed.

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1.46a Name of contracting municipality or district	1.46b Is this a written contractual agreement?	1.46c Population of the geographic area served by this contract	1.46d Dollar amount of contract	1.46e Enter the appropriate code for range of services provided (select one):
Town of Schodack Rensselaer County	Y Y	12,965 161,130	\$400,000 \$1,000	Full Full

Unusual Circumstances

<p>1.47 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.¹</p>	<p>Y</p>
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2. LIBRARY COLLECTION

Physical Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general information instructions below before completing this section.

<https://ny.countingopinions.com/docs/ny/Instructions2025AnnualReportPublicAssociationLibraries.pdf>

This section of the survey (2.1-2.16) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available online.

PRINT MATERIALS

Cataloged Books

2.1Adult Fiction Books	21,186
2.2Adult Non-fiction Books	12,644
2.3Total Adult Books (Total questions 2.1 & 2.2)	33,830
2.4Children's Fiction Books	21,842
2.5Children's Non-fiction Books	7,092
2.6Total Children's Books (Total questions 2.4 & 2.5)	28,934
2.7Total Cataloged Books (Total questions 2.3 & 2.6)	62,764

Other Print Materials

2.8Total Uncataloged Books	0
2.9Total Print Serials	1,176
2.10All Other Print Materials	228
2.11Total Other Print Materials (Total questions 2.8 through 2.10)	1,404
2.12Total Print Materials (Total questions 2.7 and 2.11)	64,168

ALL OTHER MATERIALS

2.13Audio - Physical Units	1,827
2.14Video - Physical Units	7,218
2.15Other Circulating Physical Items	733
2.16Total Other Physical Materials(Total questions 2.13 through 2.15)	9,778

Grand Total / Additions to Holdings

2.17GRAND TOTAL HOLDINGS (Total questions 2.12 and 2.16)	73,946
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18Cataloged Books	5,190
2.19All Other Print Materials	545
2.20All Other Materials	559
2.21Total Additions (Total questions 2.18 through 2.20)	6,294

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2025 calendar year. Please [click here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1Library visits (total annual attendance)	149,769
3.1aRegarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Count
3.2Registered resident borrowers	6,306
3.3Registered non-resident borrowers	2,299

WRITTEN POLICIES (Answer Y for Yes, N for No)

Please report information on WRITTEN POLICIES as of 12/31/25.

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4Does the library have an open meeting policy?	Y
3.5Does the library have an Internet use policy?	Y
3.6Does the library have a board-approved conflict of interest policy?	Y
3.7Does the library have a board-approved whistle blower policy?	Y
3.8Does the library have a board-approved sexual harassment prevention policy?	Y

ACCESSIBILITY (Answer Y for Yes, N for No)

Please report information on ACCESSIBILITY as of 12/31/25.

3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y
3.13 Does the library have large print books?	Y
3.14 Does the library have assistive technology for people who are visually impaired or blind?	Y

3.15 - If so, what do you have? If no, go to next question

screen reader, such as JAWS, Windoweyes or NVDA	N
refreshable Braille commonly referred to as a refreshable Braille display	N
screen magnification software, such as Zoomtext	Y
electronic scanning and reading software, such as OpenBook	N
3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants. Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17aNumber of Sessions Targeted at Children Ages 0-5	228
3.17bAttendance at Sessions Targeted at Children Ages 0-5 ²	13,684
3.18aNumber of Sessions Targeted at Children Ages 6-11	90
3.18bAttendance at Sessions Targeted at Children Ages 6-11	6,979
3.19aNumber of Sessions Targeted at Young Adults Ages 12-18	78
3.19bAttendance at Sessions Targeted at Young Adults Ages 12-18	1,199
3.20aNumber of Sessions Targeted at Adults Age 19 or Older	364
3.20bAttendance at Sessions Targeted at Adults Age 19 or Older	6,260
3.21aNumber of General Interest Program Sessions	38
3.21bAttendance at General InterestProgram Sessions	4,367
3.22Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	798
3.23Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	32,489

Live Programs Categorized by Venue

3.24a Total Live Onsite Program Sessions	648
3.24b Total Live Onsite Program Attendance	25,174
3.25a Total Live Offsite Program Sessions	81
3.25b Total Live Offsite Program Attendance	5,564
3.26a Total Live Virtual Program Sessions	69
3.26b Total Live Virtual Program Attendance	1,751
3.27 Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	798
3.28 Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	32,489

Prerecorded and One-on-One Programs

3.29 Total Number of Prerecorded Program Presentations	1
3.30 Total Views of Prerecorded Program Presentations within 30 Days	22
3.31 One-on-One Program Sessions	3,216
3.32 Attendance at One-on-One Program Sessions	3,216

Teen-Led Promotions

3.33 Did your library offer teen-led activities during the 2025 calendar year?	N
3.34a Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.34b Does your library use Facebook for promotion?	Yes
3.34c Does your library use Instagram for promotion?	Yes
3.34d Does your library use Twitter/X for promotion?	No
3.34e Does your library use TikTok for promotion?	Yes

SUMMER READING PROGRAM

Please report information on SUMMER READING PROGRAMS for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.35Did the library offer a summer reading program in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.36Library outlets offering the summer reading program	1
3.37Children registered for the library's summer reading program	587
3.38Young adults registered for the library's summer reading program	143
3.39Adults registered for the library's summer reading program	221
3.40Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	951
3.41aChildren's program sessions - Summer 2025	93
3.41bChildren's program attendance - Summer 2025	6,482
3.42aYoung adult program sessions - Summer 2025	18
3.42bYoung adult program attendance - Summer 2025	408
3.43aAdult program sessions - Summer 2025	31
3.43bAdult program attendance - Summer 2025	963
3.44Total program sessions - Summer 2025 (total 3.41a + 3.42a + 3.43a)	142
3.45Total program attendance - Summer 2025 (total 3.41b + 3.42b + 3.43b)	7,853
3.46Did the library use the Summer Reading at New York Libraries name and/or logo?	Y
3.47Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y

COLLABORATORS

3.48Public school district(s) and/or BOCES ³	8
3.49Non-public school(s) ⁴	1
3.50Childcare center(s) ⁵	2
3.51Summer camp(s) ⁶	1
3.52Municipality/Municipalities ⁷	1
3.53Literacy provider(s)	0
3.54Other (describe using the State note) ⁸	10
3.55Total Collaborators (total 3.48 through 3.54)	23

Early Literacy

Please report information on EARLY LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.56 Did the library offer early literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
---	---

EARLY LITERACY PROGRAMS

3.57a Focus on birth - school entry (kindergarten) sessions	21
3.57b Focus on birth - school entry (kindergarten) attendance	1,654
3.58a Focus on parents & caregivers sessions	1
3.58b Focus on parents & caregivers attendance	11
3.59a Combined audience sessions	122
3.59b Combined audience attendance	5,203
3.60 Total Sessions	144
3.61 Total Attendance	6,868

3.62 - Collaborators (check all that apply):

3.62a. Childcare center(s)	Yes
3.62b. Public School District(s) and/or BOCES	Yes
3.62c. Non-Public School(s)	No
3.62d. Health care providers/agencies	No
3.62e. Other (describe using the State note) ⁹	Yes

Adult Literacy

Please report information on ADULT LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.64a Total group program sessions	5
3.64b Total group program attendance	22
3.65a Total one-on-one program sessions	15
3.65b Total one-on-one program attendance	15

3.66 - Collaborators (check all that apply)

3.66a. Literacy NY (Literacy Volunteers of America)	Yes
3.66b. Public School District(s) and/or BOCES	No
3.66c. Non-Public Schools	No
3.66d. Other (see instructions and describe using Note)	No

ESOL / Digital Literacy

Please report information on ESOL, for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.68a Children's program sessions	0
3.68b Children's program attendance	0
3.69a Young adult program sessions	0
3.69b Young adult program attendance	0
3.70a Adult program sessions	85
3.70b Adult program attendance	498
3.71 Total program sessions (total 3.68a + 3.69a + 3.70a)	85
3.72 Total program attendance (total 3.68b + 3.69b + 3.70b)	498
3.73a One-on-one program sessions	0
3.73b One-on-one program attendance	0

3.74 - Collaborators (check all that apply):

3.74a. Literacy NY (Literacy Volunteers of America)	No
3.74b. Public School District(s) and/or BOCES ¹⁰	Yes
3.74c. Non-Public School(s)	No
3.74d. Other (describe using the Note) ¹¹	

DIGITAL LITERACY

Please report information on DIGITAL LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.75 Did the library offer digital literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.76a Total group program sessions	30
3.76b Total group program attendance	138
3.77a Total one-on-one program sessions	2
3.77b Total one-on-one program Attendance	2

4. LIBRARY TRANSACTIONS

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

Circulation / Reference Transactions

- The total annual circulation of all physical library materials of all types, including renewals.
- Count all physical materials in all formats that are charged out for use outside the library. Circulation of uncataloged books, and other non-book materials should be reported in the appropriate category - Adult or Children's Other Materials. Include non-traditional items that are charged out, such as cake pans, tools, Roku sticks, etc. under Circulation of Other Materials.
- Interlibrary loan transactions included are only items borrowed for users. Include items borrowed for users of the reporting library through interlibrary loan (materials received) and charged out for home use by the reporting library's patrons.
- Items loaned in bulk (bulk loans) by your library to schools or other institutions for circulation by the school or institution are counted as one circulation per item (the initial loan from your library to the school or institution).
- Do not include items checked out to another library. Items sent to another autonomous library as interlibrary loan are not counted as circulation by the reporting library.
- Items sent from one outlet of the reporting library to another, i.e., from main library to a branch, are not counted as circulation.
- Items packaged together as a unit which are generally checked out as a unit, should be counted once for each loan of the unit (e.g., two compact discs, two films, two videocassettes, a kit or a set of 25slides).

CATALOGED BOOK CIRCULATION

4.1Adult Fiction Books	58,350
4.2Adult Non-fiction Books	27,889
4.3Total Adult Books (Total questions 4.1 & 4.2)	86,239
4.4Children's Fiction Books	130,015
4.5Children's Non-fiction Books	22,455
4.6Total Children's Books (Total questions 4.4 & 4.5)	152,470
4.7Total Cataloged Book Circulation (Total question 4.3 & 4.6)	238,709

CIRCULATION OF OTHER MATERIALS

4.8aCirculation of Adult Other Materials - Non-Audio/Visual	2,581
4.8bCirculation of Adult Other Materials - Audio/Visual	33,179
4.9aCirculation of Children's Other Materials - Non-Audio/Visual	2,824
4.9bCirculation of Children's Other Materials - Audio/Visual	11,297
4.10Circulation of Other Physical Items (Total questions 4.8a, 4.9a)	5,405
4.11Physical Item Circulation (Total questions 4.7 & 4.8 b & 4.9b & 4.10) ¹²	288,590
4.12As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No
4.13Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.	Yes

REFERENCE TRANSACTIONS

4.14Total Reference Transactions	38,576
4.14aRegarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Count
4.15Does the library offer virtual reference?	N

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16TOTAL MATERIALS RECEIVED	47,371
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17TOTAL MATERIALS PROVIDED	29,300
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E-RATE

4.18Does the library file for E-ratebenefits?	N
4.19Is the library part of a consortium for E-rate benefits?	N
4.20If yes, in which consortium are you participating?	N/A

5. ELECTRONIC USE

Electronic Holdings

For all questions: Answer Missing if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1Did the library provide access to e-books purchased solely by the library?	Yes
5.2Did the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.3Did the library provide access to e-books provided by the New York State Library at no or minimal cost to the library?	No

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4Did the library provide access to e-serials purchased solely by the library?	Yes
5.5Did the library provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.6Did the library provide access to e-serials provided by the New York State Library at no or minimal cost to the library?	No

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7Did the library provide access to e-audio purchased solely by the library?	Yes
5.8Did the library provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.9Did the library provide access to e-audio provided by the New York State Library at no or minimal cost to the library?	No

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10Did the library provide access to e-videos purchased solely by the library?	No
5.11Did the library provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (Do not include New York State Library-provided content here; that should be entered in 5.12.)	Yes
5.12Did the library provide access to e-videos provided by the New York State Library at no or minimal cost to the library?	No

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13Did the library provide access to research databases purchased solely by the library?	No
5.14Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	No
5.15Did the library provide access to research databases provided by the New York State Library at no or minimal cost to the library (e.g., NOVELny)?	Yes

Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16Did the library provide access to online learning platforms purchased solely by the library?	Yes
5.17Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	No
5.18Did the library provide access to online learning platforms provided by the New York State Library at no or minimal cost to the library?	No

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19The total circulation of e-books during the reporting period	32,861
5.20The total circulation of e-serials during the reporting period.	10,362
5.21The total circulation of e-audio during the reporting period	37,306
5.22The total circulation of e-videos during the reporting period.	946

6. STAFF INFORMATION

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1The number of hours per workweek used to compute FTE for all paid library personnel in this section.	37.50
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BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2Library Director (certified)	1.00
6.3Vacant Library Director (certified)	0.00
6.4Library Manager (not certified)	0.00
6.5Vacant Library Manager (not certified)	0.00
6.6Librarian	10.51
6.7Vacant Librarian	0.00
6.8Library Specialist/Paraprofessional	10.67
6.9Vacant Library Specialist/Paraprofessional	0.36
6.10Other Staff	3.83
6.11Vacant Other Staff	0.00
6.12TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	26.01
6.13VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.36

SALARY INFORMATION

6.14FTE - Library Director(certified)	1.00
6.15Salary - Library Director (certified)	\$105,000
6.16FTE - Library Manager (not certified)	0.00
6.17Salary - Library Manager (notcertified)	\$0
6.18FTE - Librarian	1.00
6.19Salary - Librarian	\$51,820

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of December 31, 2025. Please [click here](#) to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. <https://nyslibrary.libguides.com/publiclibrarystandards>

7.1.Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y
7.2.Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y
7.3.Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y
7.4.Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y
7.4.a.Does the Library have a Board-approved policy for the selection of library materials and reconsideration of such selection?	Y
7.4.b.Does the Library have a Board-approved policy explaining the public usage of library space and meeting rooms?	Y
7.4.c.Does the Library have Board-approved Codes of conduct?	Y
7.4.d.Does the library have a policy protecting the confidentiality of library records?	Y
7.4.e.Does the library have Board-approved personnel policies ensuring consistent staff management and fair employment practices?	Y
7.4.f.Does the library have a disaster plan?	Y
7.4.g.Does the Library have Board-approved financial control policies that fulfill the legal and fiduciary responsibilities of the governing body and promote fiscal oversight, accountability, and sustainable management?	Y
7.5.Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y
7.6.Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y
7.7.Is open the minimum standardnumber of public service hours for population	Y

served. (see instructions)	
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7.8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

7.8a.space	Y
7.8b.lighting	Y
7.8c.shelving	Y
7.8d.seating	Y
7.8e.power infrastructure	Y
7.8f.data infrastructure	Y
7.8g.public restroom	Y

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7.9.Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y
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7.10. Provides

7.10a.a circulation system that facilitates access to the local library collection and other library catalogs	Y
7.10b.equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y

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7.11.Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y
7.12.Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y
7.13.Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y
7.14.Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [click here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1 Main Library	1
8.2 Branches	0
8.3 Bookmobiles	0
8.4 Other Outlets	0
8.5 TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6 Minimum Weekly Total Hours - Main Library	63.00
8.7 Minimum Weekly Total Hours - Branch Libraries	0.00
8.8 Minimum Weekly Total Hours - Bookmobiles	0.00
8.9 Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	63.00
8.10 Annual Total Hours - Main Library	3,083.00
8.11 Annual Total Hours - Branch Libraries	0.00
8.12 Annual Total Hours - Bookmobiles	0.00
8.13 Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	3,083.00

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [click here](#) to read general instructions before completing this section. Questions 1-14, 20-25, and 34-36 are pre-filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter New in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either Closed, will reopen or Closed permanently in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you will enter the data into the spreadsheet that Counting Opinions will provide. Complete this spreadsheet and email it to support@countingopinions.com and your data will be uploaded into LibPAS within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

Outlet fields 5-6, 11-14, and 20-23 should be locked.

Name

Location		1. Outlet Name	2. Outlet Name Status
EAST GREENBUSH COMMUNITY LIBRARY		EAST GREENBUSH COMMUNITY LIBRARY	no change from the prior year

Address

Location		3. Street Address	4. Outlet Street Address Status
EAST GREENBUSH COMMUNITY LIBRARY		10 COMMUNITY WAY	no change from the prior year

Address / Phone

Location		5. City	6. Zip Code	7. Phone (enter 10 digits only)
EAST GREENBUSH COMMUNITY LIBRARY		EAST GREENBUSH	12061	(518) 477-7476

Contact

Location		8. E-mail Address	9. Outlet URL
EAST GREENBUSH COMMUNITY LIBRARY		director@eglibrary.org	https://eglibrary.org

-

Location		10. County	11. School District	12. Library System	13. Outlet Type Code (select one):
EAST GREENBUSH COMMUNITY LIBRARY		RENSSELAER	East Greenbush	Upper Hudson Library System	Central Library

Hours / Meetings

Location		14. Public Service Hours Per Year for This Outlet	15. Number of Weeks This Outlet is Open	16. Total number of meeting spaces available to the public	17. How many of the above meeting spaces are reservable?	18. Number of times members of the public reserved meeting spaces	19. Is the meeting space available for public use even when the outlet is closed?
EAST GREENBUSH COMMUNITY LIBRARY		3,083	52	4	¹³ 4	1,131	¹⁴ N

Building

Location		20. Enter the appropriate outlet code (select one):	21. Who owns this outlet building?	22. Who owns the land on which this outlet is built?	23. Indicate the year this outlet was initially constructed	24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more
EAST GREENBUSH COMMUNITY LIBRARY		LO	Library Board	Library Board	2001	2025

Space / Use

Location		25. Square footage of the outlet	26. Number of Internet Computers Used by General Public	27. Number of uses (sessions) of public Internet computers per year	27a Reporting Method for Number of Uses of Public Internet Computers Per Year
EAST GREENBUSH COMMUNITY LIBRARY		22,000	11	17,660	Annual Count

Internet Connection

Location		28. Type of connection on the outlet's public Internet computers	29. Maximum download speed of connection on the outlet's public Internet computers	30. Maximum upload speed of connection on the outlet's public Internet computers
EAST GREENBUSH COMMUNITY LIBRARY		Fiber	10 Greater than or equal to 50 mbps and less than 100 mbps	10 Greater than or equal to 50 mbps and less than 100 mbps

Internet / WiFi

Location		31. Internet Provider	32. WiFi Access	33. Wireless Sessions	33a Reporting Method for Wireless Sessions
EAST GREENBUSH COMMUNITY LIBRARY		Spectrum/Time Warner Cable	No restrictions to access	15,808	Annual Count

Accessibility / Makerspace

Location		34. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	35. Is every public part of the outlet accessible to a person in a wheelchair?	36. Does your outlet have a Makerspace?
EAST GREENBUSH COMMUNITY LIBRARY		Y	Y	N

ID

Questions 35-39 37-40 are locked fields for New York State Library use only.

Location		37. LIBID	38. FSCSID	39. Number of Bookmobiles in the Bookmobile Outlet Record	40. Outlet Structure Status
EAST GREENBUSH COMMUNITY LIBRARY		8400491890	NY0712	0	no change

10. OFFICERS AND TRUSTEES

Guidance at the start of the section has been updated to clarify that entries should reflect Officers and Board Members as of February 1, 2026.

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2025. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2025 to December 31, 2025)	13
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NUMBER OF TRUSTEES AND TERMS

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, select N/A.	N/A
10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, select N/A.	N/A
10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, select N/A here.	7
10.5 What is the trustee term length, as stated in your library's charter documents (incorporation)? If a term length is not stated, please explain in a Note.	5 years
10.6 I attest that all trustees participated in trustee education in the last calendar year (2025). If entering No, provide explanation in a Note.	Y

BOARD MEMBER SELECTION

10.7 Enter Board Member Selection Code (select one):	EP - board members are elected in a public election
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List Officers and Board Members as of February 1, 2026.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you must enter the data into the spreadsheet that Counting Opinions will send you. Please Note: It is customized and contains previously entered data in need of updating. Complete this spreadsheet and email it to support@countingopinions.com.

10 .7a Status	10 .7b First Name of Board Member	10. 7c Last Name of Board Member	10 .7d Mailing Address	10 .7e City	10. 7f Zip Code (5 digits only)	10 .7g E- mail address	10 .7h Office Held or Trustee	10. 7i Term Begins - Month	10. 7j Term Begins - Year	10. 7k Term Expires	10. 7l Term Expires - Year (yyyy)	10.7m Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose u nexpired term is being filled, and should identify the begi nning and ending date of the unex	10 .7n The date the Oath of Office (mm/dd/y yyy) was taken	10 .7o The date the Oath of Office was filed with town or county clerk (m m/dd/yy yy)	10.7p Is this a brand new trustee?
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													pired previous trustee? s term. Exempl e: Trustee is filli		
Filled	Charlie	Pensabe ne	2 Leadholmen Court	East Gre enbush	12061	cpensabe ne@eglib rary.org	President	January	2023	Decembe r	2027		¹⁵ Yes	01/17/2020	01/18/202N 3 3
Filled	Amanda	Miller	11D Mill Creek Drive	East Gre enbush	12061	amiller@ eglibrary. org	Vice President	January	2022	Decembe r	2026		Yes	01/25/2020	01/26/202N 2 2
Filled	Kayla	Kutzscher	10 Pittsfield Avenue	East Gre enbush	12061	kkutzsche r@eglibra ry.org	Secretary	January	2025	Decembe r	2029		Yes	01/25/2020	01/31/202N 5 5
Filled	Crystal	Derico	114 N Sp ringhurst Drive	East Gre enbush	12061	cderico@ eglibrary. org	Financial Officer	January	2026	Decembe r	2030		Yes	01/20/2020	01/23/202Y 6 6
Filled	Douglas	Morrissey	6 Emily Drive	East Gre enbush	12061	dmorrisse y@eglibr ary.org	Trustee	January	2026	Decembe r	2027		No	01/20/2020	01/23/202Y 6 6
Filled	Jordan	White	207 S Spr inghurst Drive	East Gre enbush	12061	jwhite@e glibrary.or g	Trustee	January	2026	Decembe r	2026		No	01/20/2020	01/23/202Y 6 6
Filled	Sarah	Boggess	4 Spruce Run	East Gre enbush	12061	sboggess @eglibrar y.org	Trustee	January	2026	Decembe r	2030		Yes	01/20/2020	01/23/202Y 6 6

11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y
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11.1.a Source of Funds	11.1.b Name of funding County, Municipality or School District	11.1.c Amount	11.1.d Subject to public vote held in reporting year or in a previous reporting year(s).	11.1.e Written Contractual Agreement
Town	East Greenbush	\$1,995,455	Y	N
Town	Schodack	\$400,000	N	Y
County	Rensselaer	\$1,000	N	Y

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Please Note: last year's answers for repeating groups cannot be displayed.

11.2 TOTAL LOCAL PUBLIC FUNDS	\$2,396,455
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SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3Local Library Services Aid (LLSA)	\$5,279
11.4Record all Central Library Services Aid monies received from system headquarters	\$0
11.5Additional State Aid received from the System	\$0
11.6Federal Aid received from the System	\$0
11.7Other Cash Grants	\$1,132
11.8TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$6,411

OTHER STATE AID

11.9State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
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FEDERAL AID FOR LIBRARY OPERATION

11.10LSTA	\$0
11.11Other Federal Aid	\$0
11.12TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0
11.13CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0

OTHER RECEIPTS

11.14 Gifts and Endowments	\$41,126
11.15 Fund Raising	\$0
11.16 Income from Investments	\$43,012
11.17 Library Charges	\$13,773
11.18 Other	\$0
11.19 TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$97,911
11.20 TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$2,500,777
11.21 BUDGET LOANS	\$0

Transfers / Grand Total

TRANSFERS

11.22 From Capital Fund (Same as Question 14.8)	\$0
11.23 From Other Funds	\$0
11.24 TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0
11.25 BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2025 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$982,737
11.26 GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$3,483,514

12. OPERATING FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1 Certified Librarians	\$649,006
12.2 Other Staff	\$659,626
12.3 Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$1,308,632
12.4 Employee Benefits Expenditures	\$449,603
12.5 Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$1,758,235

COLLECTION EXPENDITURES

12.6 Print Materials Expenditures	\$77,709
12.7 Electronic Materials Expenditures	\$60,752
12.8 Other Materials Expenditures	\$17,677
12.9 Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$156,138

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10 From Local Public Funds (71PF)	\$0
12.11 From Other Funds (71OF)	\$0
12.12 Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$0

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13From Local Public Funds (72PF)	\$24,744
12.14From Other Funds (72OF)	\$0
12.15Total Repairs (Add Questions 12.13 and 12.14)	\$24,744
12.16Other Disbursements for Operation & Maintenance of Buildings	\$142,154
12.17Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$166,898

MISCELLANEOUS EXPENSES

12.18Office and Library Supplies	\$10,056
12.19Telecommunications	\$7,599
12.21Professional & Consultant Fees ¹⁶	\$72,524
12.22Equipment	\$24,447
12.23Other Miscellaneous ¹⁷	\$65,040
12.24Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$179,666

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12.25CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$36,388
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26From Local Public Funds (73PF)	\$0
12.27From Other Funds (73OF)	\$0
12.28Total (Add Questions 12.26 and 12.27) Other Loans	\$0
12.29Budget Loans (Principal and Interest)	\$0
12.30Short-Term Loans	\$0
12.31Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0
12.32TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$2,297,325

Transfers to Capital Fund

12.33From Local Public Funds (76PF)	\$145,000
12.34From Other Funds (76OF)	\$0
12.35Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$145,000
12.36Transfer to Other Funds	\$0
12.37TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$145,000
12.38TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$2,442,325
12.39BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2025	\$1,041,189
12.40GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$3,483,514

ASSURANCE

12.41The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the Annual Report was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	04/21/2026
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FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy)	02/20/2026
12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2025-12/31/2025
12.44 Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

12.45 Does the library have a separate Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	Y
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13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources	\$0
13.2 All Other Revenues from Local Sources	\$19,955
13.3 Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$19,955

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction	\$9,971
13.5 Other State Aid	\$0
13.6 Total State Aid (Add Questions 13.4 and 13.5)	\$9,971

FEDERAL AID FOR CAPITAL PROJECTS

13.7 TOTAL FEDERAL AID	\$0
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INTERFUND REVENUE

13.8 Transfer from Operating Fund (Same as Question 12.35)	\$145,000
13.9 TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$174,926
13.10 NON-REVENUE RECEIPTS	\$0
13.11 TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$174,926
13.12 BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2025 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$859,438
13.13 TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$1,034,364

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1 Construction	\$396,848
14.2 Incidental Construction	\$18,388

Other Disbursements

14.3 Purchase of Buildings	\$0
14.4 Interest	\$0
14.5 Collection Expenditures	\$0
14.6 Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7 TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$415,236
14.8 TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9 NON-PROJECT EXPENDITURES	\$0
14.10 TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$415,236
14.11 BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2025	\$619,128
14.12 TOTAL CASH DISBURSEMENTS AND BALANCE	\$1,034,364

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1Total ALA-MLS	10.79
16.2Total Librarians	21.13
16.3All Other Paid Staff	3.59
16.4Total Paid Employees	24.72
16.5State Government Revenue	\$5,279
16.6Federal Government Revenue	\$0
16.7Other Operating Revenue	\$99,043
16.8Total Operating Revenue	\$2,500,777
16.9Other Operating Expenditures	\$382,952
16.10Total Operating Expenditures	\$2,297,325
16.11Total Capital Expenditures	\$415,236
16.12Print Materials	63,940
16.12aTotal Physical Items in Collection	72,119
16.13Circulation of Children's Physical Material	166,591
16.14Total Registered Borrowers	8,605
16.15Other Capital Revenue and Receipts	145,000
16.16Number of Internet Computers Used by General Public	11
16.17Total Uses (sessions) of Public Internet Computers Per Year ¹⁸	17,660
16.18Wireless Sessions	15,808
16.19Total Capital Revenue	\$174,926

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1LIB ID	8400491890
17.2Interlibrary Relationship Code	Member of a Federation or Cooperative
17.3Legal Basis Code	Library District
17.4Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
17.5FSCS Public Library Definition	Yes
17.6Geographic Code	Minor Civil Division [MCD] (e.g., town, township), entirety
17.7FSCS ID	NY0712
17.8SED CODE	
17.9INSTITUTION ID	
User defined ID. used to link two or more AEs together.	
Old FSCSKEY	

SUGGESTED IMPROVEMENTS

Library Name:	EAST GREENBUSH COMMUNITY LIBRARY
Library System:	Upper Hudson Library System
Name of Person Completing Form:	Jill Dugas Hughes
Phone Number:	(518) 477-7476
I am satisfied that this resource (LibPAS) is meeting library needs:	Agree
Applying this resource (LibPAS) will help improve library services to the public:	Yes
Please share with us your suggestions for improving the Annual Report. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	Please provide categories under programming for self-led interactive/hands-on programming at the library. We provide a variety of these types of programs which are a huge hit- scavenger hunts, interactive votes, teen book box bundles, draw alive, etc. Although we do not have a separate maker space, we do provide experiential learning and spend a tremendous amount of time curating such programming. It would also be great to expand the summer reading section, or create a new "Reading Program" section to report our reading programs that are not summer reading. We have 1000 Books Before Kindergarten, 500 Books Before Middle School, 100 Books Before High School, Winter Reading Challenges, and Year-Round BLARC (Book Lovers Adult Reading Challenge).

¹, 1.47 Roof Leak in late December caused closure of multiple library collections, which are ongoing until the renovation work (children's, main library, study room, teen room) is complete (estimated June 2026).(0-2026-04-03)

², 3.17b We hold 4-5 storytimes weekly with an average 45-65 people in attendance. We also hold several other large, repeating popular programs for our youngest patrons, including yoga for babies & littles, and playtime. It's a busy children's department!(0-2026-04-06)

³, 3.48 All 7 sites of EGCS & Questar III BOCES(0-2026-04-06)

⁴, 3.49 Goldfish Swimming School(0-2026-04-06)

⁵, 3.50 Sunshine Day Nursery Preschool & Tutor Time of East Greenbush(0-2026-04-06)

⁶, 3.51 YMCA Summer Camp(0-2026-04-06)

⁷, 3.52 East Greenbush(0-2026-04-06)

⁸, 3.54 AARP, Rensco One Stop Career Cener, Chamber of Commerce, Hawthorne Ridge, Stuffie Hunt- 6 weeks (Stewart's, Becker's Farm, Hannaford, YMCA, EG Bowling Cener)(0-2026-04-06)

⁹, 3.62e. Kiwanis(0-2026-04-02)

¹⁰, 3.74b. Questar III BOCES(0-2026-04-06)

¹¹, 3.74d. No(0-2026-04-02)

¹², 4.11 We have a contract for service with another community (Town of Schodack) and we are a destination library for Rensselaer County for many non-residents.(0-2026-04-06)

¹³, 19. 3/4 are available for advance reservation 1/4 is available for same-day reservation(0-2026-04-03)

¹⁴, 19. The only caveat to this is when the Friends hold their booksales(0-2026-04-03)

¹⁵, 10.7p Trustee, Douglas Morrissey is filling the remainder of Marianne Harris' term, in which Marianne was filling the remainder of Michael Poost's term that was to run from January 2023 to December 2027.(0-2026-04-06)

¹⁶, 12.21 Paychex \$12,553- Payroll & HR Services(0-2026-03-31)

¹⁷, 12.23 Security Software- Ninja One & BlackPoint- \$8,916(0-2026-03-31)

¹⁸, 16.17 Increasing number of adult day hab groups visiting the library & using the computers(0-2026-04-03)