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AGENDA

Board of Trustees

May 19, 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, May 19, 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 April 21, 2026 , Library Board Meeting.	A. Miller B.
4.	Treasurer’s Reports • (5 min) Treasurer’s Report Narrative Off Warrant (April 19, 2026 – May 12, 2026) ➤ MOTION to accept the Off Warrant in the amount of \$136,740.93 for the period of 4/19/2026 – 5/12/2026 as presented. Warrant (April 19, 2026 – May 12, 2026) ➤ MOTION to authorize the president to sign the Warrant for the period of 4/19/2026 – 5/12/2026 in the amount of \$46,898.79 . Financials (36.2% of the year over) • Budget vs. Actual 2026 (1/1/2026 – 5/12/2026) • Balance Sheet (5/12/2026) • Restricted Gift/Grant Funds (5/12/2026) • Capital Reserve Funds (5/12/2026) ➤ MOTION to approve the May 12, 2026, Financials with 36.2% 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 – No Meeting Administrative Committee</p> <ul style="list-style-type: none"> ➤ MOTION to approve the following employer contributions towards the 2026-2027 health care renewals: <ul style="list-style-type: none"> ○ Individual: \$1,131/month (+\$125) ○ Employee/Spouse: \$1,296/month (+\$175) ○ Family: \$1,630/month (+\$250) 	<p>C. Pensabene I.</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 J.</p>
<p>9.</p>	<p>Personnel Memorandum • (5 min)</p>	<p>J. Dugas Hughes K.</p>
<p>10.</p>	<p>New Business • (5 min) Night at the Library Event Request</p> <ul style="list-style-type: none"> ➤ MOTION to approve the Friends of the East Greenbush Community Library’s request to host the Night at the Library fundraiser on October 24, 2026, including authorization for the service of beer, cider, and wine by a licensed and insured provider, in accordance with the Library’s Special Events & Alcohol Use Policy. 	<p>C. Pensabene L.</p>
<p>11.</p>	<p>Adjournment</p> <ul style="list-style-type: none"> ➤ MOTION to adjourn the 5/19/2026 Library Board Meeting. 	<p>C. Pensabene</p>

Upcoming Board & Committee Meetings:

Monday, June 1, 2026

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

Tuesday, June 23, 2026

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



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Library Board of Trustees Meeting - DRAFT
April 21, 2026, in person, livestreamed, and recorded

ATTENDEES:

Presiding Officers:

- Charlie Pensabene, President
- Amanda Miller, Vice-President
- Crystal Derico, Treasurer
- Sarah Boggess, Trustee
- Doug Morrissey, Trustee

Excused:

- Kayla Kutzscher, Secretary
- Jordan White, Trustee

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 (entered 7:05 p.m.)

A Library Board of Trustees meeting of the East Greenbush Community Library was held on April 21, 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 Amanda Miller as acting 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.
- Two typographical errors were identified: the dates listed for the Off Warrant and Warrant are incorrect (April 10) and should be revised to April 18.

PUBLIC COMMENT:

- None

APPROVAL OF MINUTES:

- Two typographical errors were identified in the minutes: on page three, under Programs and Services, “robut” should be “robust,” and on page five, in the second bullet point



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under tax levy funds, “reamins” should be “remains.” The corrections will be reflected in the approved minutes.

- **MOTION #2026-04-27:** D. Morrissey made the motion to approve the minutes of the March 17, 2026, Library Board Meeting. Seconded by C. Derico. The motion was carried with 5 in favor, none opposed.

TREASURER’S REPORT (C. Derico):

- The Off-Warrant included two pay cycles, health benefits, and Quick Response Restoration.
 - **MOTION #2026-04-28:** A. Miller made a motion to accept the Off-Warrant in the amount of **\$212,726.45** for the period of March 14, 2026, through April 18, 2026, as presented. Seconded by D. Morrissey. The motion was carried with 5 in favor, none opposed.
- Forty-three checks were issued on the Warrant including Hyman Hayes and construction management.

Julie Ann Price entered 7:05 p.m.

- **MOTION #2026-04-29:** S. Boggess made a motion to authorize the president to sign the Warrant for the period of March 14, 2026, through April 18, 2026, in the amount of **\$79,464.55**. Seconded by D. Morrissey. The motion was carried with 5 in favor, none opposed.
- **MOTION #2026-04-30:** D. Morrissey made a motion to approve the April 18, 2026, Financials with 29.5% of year completed, as presented. Seconded by A. Miller. The motion was carried with 5 in favor, none opposed.

COMMITTEE REPORTS:

Administrative: The written committee report was submitted by K. Kutzscher, but presented by A. Miller. Highlights from the written report included: facilities update and roof project.

- The roof project is expected to begin soon. Two bids were received, both coming in under budget; the bid from Titan Roofing was accepted, including an alternate for installation of a cover board. The cover board will provide a protective, walkable surface over the rubber roof and supports potential future solar installation.
- The architect has issued a letter of intent, and submittals have begun. The project is suspected to start as soon as possible, although a kickoff meeting has not yet been scheduled.
 - **MOTION #2026-04-31:** The Administrative Committee made a 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



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project contracts does not exceed the approved project budget of \$586,940. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

Services: The written committee report was submitted by J. White, but presented by C. Pensabene. Highlights from the written report included: Impact of renovations, succession planning policy, and community access policy.

- **MOTION #2026-04-32:** The Services Committee made a motion to approve the Succession Planning Policy. Seconded by S. Boggess. The motion was carried with 5 in favor, none opposed.

UNFINISHED BUSINESS:

- None

LIAISON REPORTS:

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

- Troy Public Library is seeking an interim director.
- Mary Fellows will retire on April 30; a UHLS celebration will be held on April 29 from 1-3 p.m.
- Interviews will be conducted to fill the Youth and Family Services Manager position.
- The Annual UHLS meeting is scheduled for June 10; location to be announced (staff, trustees, Friends of the Library, and community members are invited to attend).

Friends of the Library (Julie Ann Price):

- The book sale raised a total of \$7,600.
- One day was removed from the sale schedule, with the event starting on Saturday, which worked well overall.
- Revenue was lower than usual, but this was expected since children's books were not included.
- A children's only book sale is scheduled for June 27; the sale will use a \$5 per small bag pricing model.
- A summer pop-up sale featuring puzzles is forthcoming.

Night at the Library Event:

- Volunteers are needed along with sponsorships, entertainment, and food providers.
- Last year's event was largely managed by only two to three people: aiming for broader support and participation this year.

Town of East Greenbush: N/A

Rensselaer County: N/A



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

Facilities Update:

- The library remains active and fully operational despite ongoing construction, which has been less disruptive than anticipated overall.
- The rear section of the library has been completed, though it is temporarily being used for storage as work continues in other areas.
- In the nonfiction area, carpet has been removed and replaced, and bookshelves will be reinstalled.
- Some minor water damage was discovered behind a bookshelf, unrelated to the current roof issue, and its source is being investigated.
- The new carpet has been well received to date and has brightened and refreshed the space.

Programs:

- The tax preparation services led by the New York State Department of Tax and Finance was a huge success.
- The library hosted EG Con, which drew approximately 400 attendees and was considered a highly successful event. Both vendors and participants expressed positive feedback about the event.

Community Way:

- Discussions are underway with the YMCA and Hawthorne Ridge regarding replacement of the shared access road (Community Way), which is more complex than originally understood due to unclear documentation of ownership and responsibilities.
- While there is history of informal cost-sharing and maintenance, no formal agreement has been located, and current conditions raise complications for bidding and grant eligibility.
- Given the road's complex history and shared-use arrangement, a formal agreement is needed, and involvement of legal counsel is recommended.

PERSONNEL MEMORANDUM:

- None

NEW BUSINESS:

- **NYS Comptroller's Annual Financial Report (AFR):** Formerly known as the AUD, is submitted annually to the Office of the State Comptroller. While formatted differently from internal reports, it provides a three-year financial overview for comparison.
 - **MOTION #2026-04-33:** D. Morrissey made a 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



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Comptroller, as submitted on 3/23/2026. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

- **New York State Annual Report 2025:** This report is submitted to Library Development each year and includes both financial and statistical data. This year's report is less comparable to prior years due to a new software system that does not allow side-by-side reporting.
 - **MOTION #2026-04-34:** C. Pensabene made a motion to approve the New York State Annual Report for 2025. Seconded by C. Derico. The motion was carried with 5 in favor, none opposed.

ADJOURN:

- **MOTION #2026-04-35:** Motion to adjourn the April 21, 2026, Library Board meeting was made by A. Miller at 7:46 p.m. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant
Respectfully submitted by: Amanda Miller, Acting Secretary

DRAFT

East Greenbush Community Library

Off-Warrant (April 19-May 12, 2026)

NAME	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Cash, Operating Accounts				
1003.00 Checking, Operating-XXX178				
Aflac	05/04/2026	43561	NBY22	-250.74
BOA CARD SERVICES	05/04/2026	43562	CORP ACCOUNT 1924	-1,167.70
CDPHP	04/22/2026	43554	10002870	-13,485.79
CHARTER COMMUNICATIONS (FIBER OPTIC)	04/22/2026	43555	141867501	-399.00
CHARTER COMMUNICATIONS (TELEPHONE)	04/22/2026	43556	142138101	-36.99
GUARDIAN	04/22/2026	43557	00 575836 DENTAL & VISION	-444.05
MUTUAL OF OMAHA	04/22/2026	43558	G000CRJZ	-182.03
Nationalgrid	04/22/2026	43559	34370-88011	-1,975.38
New York State Deferred Comp.	04/22/2026	43560	Plan#0045420	-960.05
New York State Deferred Comp.	05/04/2026	43563	Plan#0045420	-960.05
NYSLRS	04/30/2026	April 2026	NYSLRS for APRIL 2026	-2,163.75
	04/24/2026	PR# 9; 4/24/26	PR# 9	-3.81
	04/24/2026	PR# 9; 4/24/26	PR# 9	-14,726.96
Paychex	04/24/2026	PR# 9; 4/24/26	PR# 9	-42,270.67
	04/24/2026	PR#9 ; 4/24/26	PROCESSING CHARGES FOR PAYROLL #9 DATED 4/24/26	-611.54
Paychex	05/08/2026	PR# 10; 5/8/26	PR# 10	-14,726.96
	05/08/2026	PR# 10; 5/8/26	PR# 10	-41,919.55
	05/08/2026	PR# 10; 5/8/26	PR# 10	-14,567.30
	05/08/2026	PR# 10; 5/8/26	PR# 10	-4.03
Total for 1003.00 Checking, Operating-XXX178				\$136,740.93
Total for Cash, Operating Accounts				\$136,740.93

East Greenbush Community Library

Warrant of Bills by Vendor (April 19 - May 12, 2026)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Albany Fire Extinguisher 456-3700				
Albany Fire Extinguisher	04/14/2026	AFE218662	EGCL ANNUAL MAINTENANCE CHECK OF FIRE EXTINGUISHERS	168.15
Total for Albany Fire Extinguisher				\$168.15
Albany Public Library 518-449-3380				
Albany Public Library	04/09/2026	405815	311820****1531 FODOR'S ESSENTIAL PERU LOST/PAID BOOK	26.00
Total for Albany Public Library				\$26.00
Amazon Capital Services				
Amazon Capital Services	04/10/2026	1J46-PLV6-4R97	A3DG71IHROMNJM PANASONIC RP-HT21 LIGHTWEIGHT HEAD PHONES	22.97
Amazon Capital Services	04/11/2026	1XFW-DYYR-JQVY	A3DG71IHROMNJM LIBRARY WIDE PROGRAM SUPPLIES	142.96
Amazon Capital Services	04/11/2026	1HTQ-GC47-PD61	A3DG71IHROMNJM AIS PROGRAM SUPPLIES	136.76
Amazon Capital Services	04/11/2026	1J46-PLV6-M66X	A3DG71IHROMNJM ADULT LP BOOKS	60.00
Amazon Capital Services	04/13/2026	1JYP-NDMJ-RT64	A3DG71IHROMNJM AIS PROGRAM SUPPLIES	47.96
Amazon Capital Services	04/14/2026	11LM-MVKQ-99CL	A3DG71IHROMNJM LIBRARY SUPPLIES & RENOVATION TREATS	142.72
Amazon Capital Services	04/18/2026	11YM-346F-LNCJ	A3DG71IHROMNJN YS PROGRAM SUPPLIES	343.87
Amazon Capital Services	04/18/2026	1T6F-DD9G-MQ3Y	A3DG71IHROMNJM OFFICE LIBRARY SUPPLIES	83.20
Amazon Capital Services	04/20/2026	1HKD-HPGM-DFRY	A3DG71IHROMNJM J VIDEO GAME	59.88
Amazon Capital Services	04/25/2026	114T-1D1M-NCVX	A3DG71IHROMNJM ADULT HOT OF THE PRESS BOOKS	118.80
Amazon Capital Services	04/25/2026	17GT-R7NT-TP7W	A3DG71IHROMNJM ANKER USB C TO USB C CABLE	16.96
Amazon Capital Services	05/04/2026	1DR3-TTHW-HFH1	A3DG71IHROMNJM OUTREACH SUPPLIES	102.98
Amazon Capital Services	05/06/2026	1R37-33CA-44NR	A3DG71IHROMNJM AIS PROGRAM SUPPLIES	137.44
Amazon Capital Services	05/12/2026	1LJ1-DJM4-6XDJ	A3DG71IHROMNJM TEEN FICTION BOOKS	56.78
Total for Amazon Capital Services				\$1,473.28
ANN BURNS				
ANN BURNS	04/28/2026	050826	EGCL AIS PROGRAM	100.00
Total for ANN BURNS				\$100.00
ANTHEM BLUECROSS				
ANTHEM BLUECROSS	05/01/2026	0202605506507	D51598 HEALTH INSURANCE FOR JUNE 2026	3,229.50
Total for ANTHEM BLUECROSS				\$3,229.50
ASSA ABLOY (formerly Besam) 378-8170				
ASSA ABLOY (formerly Besam)	05/05/2026	SCI 85748	120046 QUARTERLY JUNE-AUGUST 2026 FRONT DOOR MAINTENANCE	283.67
Total for ASSA ABLOY (formerly Besam)				\$283.67
AUDIO VIDEO				
AUDIO VIDEO	04/13/2026	121561	C15185 INSTALLED THE REPLACEMENT BIAMP PROJECTOR	1,000.00
Total for AUDIO VIDEO				\$1,000.00
BELINDA BRASLEY				
BELINDA BRASLEY	04/29/2026	061726	EGCL AIS PROGRAM	100.00
Total for BELINDA BRASLEY				\$100.00
BPI MECHANICAL SERVICE 518 326-8450				
BPI MECHANICAL SERVICE	04/14/2026	115313	111888 BMS CONTROLS REPAIR	6,236.34

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Total for BPI MECHANICAL SERVICE				\$6,236.34
Brodart 800-233-8467				
Brodart	04/13/2026	B7203913	3105611 ADULT NON-FICTION BOOKS	769.23
Brodart	04/13/2026	B7203795	3105611 ADULT NON-FICTION BOOKS	543.19
Brodart	04/13/2026	B7204062	3105611 ADULT NON-FICTION BOOKS	468.25
Brodart	04/13/2026	B7203911	3105611 ADULT NON-FICTION BOOKS	61.20
Brodart	04/13/2026	B7203912	3105611 ADULT NON-FICTION BOOKS	35.28
Brodart	04/14/2026	B7204314	3105612 J PICTURE BOOKS	20.92
Brodart	04/20/2026	B7208400	310561B ADULT FICTION BOOKS	469.21
Brodart	04/20/2026	B7208540	310561B ADULT GN BOOKS	288.01
Brodart	04/20/2026	B7208143	310561B ADULT FICTION BOOKS	253.00
Brodart	04/20/2026	B7208300	310561B ADULT FICTION BOOKS	192.57
Brodart	04/20/2026	B7208299	310561B ADULT FICTION BOOKS	68.60
Brodart	04/23/2026	B7211596	3105612 J PICTURE BOOKS	262.67
Brodart	04/23/2026	B7211617	3105612 TEEN FICTION BOOKS	227.07
Brodart	04/23/2026	B7211613	3105612 J PICTURE BOOKS	127.95
Brodart	04/23/2026	B7211614	3105612 J STEP-UP BOOKS	33.90
Brodart	04/23/2026	B7211615	3105612 J BOARD BOOKS	16.68
Brodart	04/23/2026	B7211618	3105612 J STEP-UP BOOK	5.65
Brodart	04/24/2026	B7212897	3105611 ADULT NON-FICTION BOOKS	20.15
Brodart	04/27/2026	B7213950	3105612 J BOARD BOOKS	39.87
Brodart	04/27/2026	B7213948	3105612 J BOARD BOOKS	28.90
Brodart	04/27/2026	B7213705	3105611 ADULT NON-FICTION BOOKS	19.59
Brodart	05/08/2026	B7222939	3105612 J NON-FICTION BOOKS	368.27
Brodart	05/08/2026	B7222897	3105612 J GN BOOKS	208.39
Brodart	05/08/2026	B7222883	3105612 J FICTION BOOKS	146.09
Brodart	05/08/2026	B7222905	3105612 J GN BOOKS	15.02
Brodart	05/11/2026	B7224212	3105612 J BOARD BOOKS	70.05
Total for Brodart				\$4,759.71
BRUNSWICK COMMUNITY LIBRARY				
BRUNSWICK COMMUNITY LIBRARY	05/02/2026	419564	3811700403045 EVA'S TREETOP FESTIVAL LOST/PAID BOOK	5.00
Total for BRUNSWICK COMMUNITY LIBRARY				\$5.00
CAMFIL USA, INC.				
CAMFIL USA, INC.	04/15/2026	30632992	29902 -000 AIR FILTERS	739.80
Total for CAMFIL USA, INC.				\$739.80
CAPITAL DISTRICT CENTER FOR INDEPENDENCE				
CAPITAL DISTRICT CENTER FOR INDEPENDENCE	05/06/2026	060526	EGCL DIABILITY AWARENESS AND ETIQUETTE PRESENTAION FOR STAFF	100.00
Total for CAPITAL DISTRICT CENTER FOR INDEPENDENCE				\$100.00
Capital Security 479-7122				
Capital Security	04/15/2026	196262	EGCL NETWORL/CELLULAR MONITORING COVERAGE FOR MAY 2026	65.00
Capital Security	04/29/2026	196448	EGCL CLEANED THE SMOKE DETECTOR IN TEEN ROOM & SYSTEM CLEARED	190.00
Total for Capital Security				\$255.00
CDW-G				
CDW-G	04/22/2026	AI9YZ9I	1367448 CISCO MERAKI MR SERIES ENTERPRISE-SUBSCRIPTION LICENSE CISCO MERAKI ENTERPRISE-SUBSCRIPTION LICENSE CISCO MERAKI ADVANCED SECURITY-SUBSCRIPTION LICENSE	3,430.00
CDW-G	05/01/2026	AJ2GD9J	1367448 CISCO DIRECT MX85	3,950.00

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
			CISCO DIRECT MR76-HW CISCO DIRECT LIC-MX85-SEC-3Y	
Total for CDW-G				\$7,380.00
CENGAGE Learning/GALE 877-201-3962 opt 2				
CENGAGE Learning/GALE	04/13/2026	999102613375	100230146 ADULT LP BOOKS	65.60
Total for CENGAGE Learning/GALE				\$65.60
Center Point Large Print 1-800-929-9108				
Center Point Large Print	04/03/2026	2239475	EGCL ADULT LP BOOKS	25.17
Center Point Large Print	04/09/2026	2245967	EGCL ADULT LP BOOKS	25.50
Center Point Large Print	04/22/2026	2242867	EGCL ADULT LP BOOKS	75.00
Total for Center Point Large Print				\$125.67
COLLABORATIVE SUMMER LIBRARY PROGRAM				
COLLABORATIVE SUMMER LIBRARY PROGRAM	02/14/2026	819741	EGCL SUMMER READING SHIRTS FOR STAFF	377.17
Total for COLLABORATIVE SUMMER LIBRARY PROGRAM				\$377.17
DEMCO 800-752-7614 act.rece				
DEMCO	04/10/2026	7791218	710162791 OFFICE SUPPLIES & YS PROGRAM SUPPLIES	234.68
Total for DEMCO				\$234.68
Dropmysuite Inc.				
Dropmysuite Inc.	05/01/2026	INV-27226	OREGON-1_21473 DIRECT USER EMAIL & COLLABORATION BACKUP SUBSCRIPTION COST MARCH 2026	81.00
Total for Dropmysuite Inc.				\$81.00
EASY BADGES, LLC				
EASY BADGES, LLC	05/11/2026	52954	EGCL SECURITY BADGES & ID PRINTER FOR STAFF	1,267.90
Total for EASY BADGES, LLC				\$1,267.90
EBSCO 201-569-2500 ext.25				
EBSCO	04/01/2026	91011043319	TN63848 NOVELIST PACKAGE: LIBRARYAWARE, NOVELIST-K-8 PLUS & NOVELIST PLUS FOR 5/1/26-4/30/27	2,438.93
Total for EBSCO				\$2,438.93
ECF DATA 702-780-7903				
ECF DATA	03/28/2026	INV-05701-L8V9W6	EGCL OFFICE 365 SUBSCRIPTION 3/28/26-4/27/26	194.04
ECF DATA	04/28/2026	INV-05768-W2W9Q7	EGCL OFFICE 365 SUBSCRIPTION 4/28/26-5/27/26	154.44
ECF DATA	05/08/2026	INV-05779-H0D4N8	EGCL MICROSOFT AZURE 12/19/25-12/18/26	375.00
Total for ECF DATA				\$723.48
EGCL - Petty Cash				
EGCL - Petty Cash	04/13/2026	5031	EGCL EG CON-COSPLAY CONTEST PRIZES JENNA Z.	16.98
Total for EGCL - Petty Cash				\$16.98
EnvisionWare, Inc.				
EnvisionWare, Inc.	02/27/2026	INV-US-80418	EGCL CLOUDNINE PRINT SERVICE	1,270.75
Total for EnvisionWare, Inc.				\$1,270.75
FARONICS				
FARONICS	04/13/2026	00266282	EGCL DEEP FREEZE STD NA MAINTENANCE RENEWAL 5/31/26-5/31/27 DEEP FREEZE CLOUD PREMIUM SUBSCRIPTION RENEWAL 5/31/26-5/31/27	848.35
Total for FARONICS				\$848.35
FRIENDS OF ULYSSES S. GRANT COTTAGE				

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
FRIENDS OF ULYSSES S. GRANT COTTAGE	05/06/2026	05062026	EGCL 1 YEAR MEMBERSHIP MUSEUM PASS	100.00
Total for FRIENDS OF ULYSSES S. GRANT COTTAGE				\$100.00
Grainger, W.W.,Inc. 869-1414				
Grainger, W.W.,Inc.	05/08/2026	9909439011	856763925 FLUOBALLAST LIGHT FIXTURES	385.60
Total for Grainger, W.W.,Inc.				\$385.60
HILL & MARKES, INC. 888-427-7022				
HILL & MARKES, INC.	05/08/2026	3165651-00	6258 PERFORM ROLL PAPER TOWELS	416.43
Total for HILL & MARKES, INC.				\$416.43
HOME DEPOT				
HOME DEPOT	04/13/2026	7064217	6035 32** **** 8313 NEW BATHROOM FAUCET FOR PUBLIC RESTROOM	44.58
Total for HOME DEPOT				\$44.58
Joseph P. Mangione, Inc. 272-4080				
Joseph P. Mangione, Inc.	05/11/2026	530391-01	100620 ASSISTANT DIRECTOR OFFICE DOOR LOCK/KEY	873.20
Total for Joseph P. Mangione, Inc.				\$873.20
JULIE ANN PRICE				
JULIE ANN PRICE	04/21/2026	041426 & 042826	EGCL AIS PROGRAMMING	100.00
JULIE ANN PRICE	04/29/2026	05022026	EGCL AIS PROGRAM	100.00
Total for JULIE ANN PRICE				\$200.00
MARINE DESIGN & SERVICE				
MARINE DESIGN & SERVICE	05/07/2026	5803	EGCL FISH TANK SERVICE	225.00
Total for MARINE DESIGN & SERVICE				\$225.00
Midwest Tape 1-800-875-2785				
Midwest Tape	04/14/2026	508720132	2000001825 ADULT DVDS	96.71
Midwest Tape	04/14/2026	508720131	2000001825 ADULT DVDS	86.96
Midwest Tape	04/21/2026	508750821	2000001825 ADULT DVDS	122.19
Midwest Tape	04/28/2026	508785561	2000001825 ADULT DVDS	128.20
Midwest Tape	05/05/2026	508816153	2000001825 ADULT DVDS	80.97
Total for Midwest Tape				\$515.03
New York Library Association 427-1697				
New York Library Association	04/15/2026	9390	EGCL LIBRARY MEMBERSHIP RENEWAL THROUGH 5/31/27	1,500.00
Total for New York Library Association				\$1,500.00
New York Times				
New York Times	05/03/2026	33EBF213618	871100947 SUBSCRIPTION THRU 4/30/26-7/29/26	381.08
Total for New York Times				\$381.08
North Greenbush Public Library				
North Greenbush Public Library	04/09/2026	392755	381231****0051 LITTLE BLUE TRUCK LEADS THE WAY LOST/PAID BOOK	6.99
Total for North Greenbush Public Library				\$6.99
Northeast Toner, Inc. 518-899-5545				
Northeast Toner, Inc.	04/08/2026	120504	EGRN TONER	140.00
Total for Northeast Toner, Inc.				\$140.00
Olana Partnership 518-751-6857				
Olana Partnership	05/01/2026	MP 2026	EGCL LIBRARY MEMBERSHIP RENEWAL FOR 2026 MUSEUM PASS	150.00
Total for Olana Partnership				\$150.00

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
OVERDRIVE				
216-573-6886 ext.212				
OVERDRIVE	04/14/2026	01080CO26123580	1080-1012 ADULT EAUDIOBOOKS	617.90
OVERDRIVE	04/14/2026	01080CO26123579	1080-1012 ADULT EBOOKS	510.00
OVERDRIVE	04/14/2026	01080CO26123557	1080-0012 ADULT EBOOKS	239.86
OVERDRIVE	04/14/2026	01080CO26123568	1080-0012 ADULT EAUDIOBOOKS	131.74
OVERDRIVE	04/15/2026	01080CO26126249	1080-0012 TEEN EAUDIOBOOKS	1,160.55
OVERDRIVE	04/21/2026	01080DA26132486	1080-1012 J EBOOK	14.99
OVERDRIVE	04/28/2026	01080DA26139275	1080-1012 J EAUDIOBOOK	50.00
OVERDRIVE	05/04/2026	01080DA26152185	1080-1012 ADULT EBOOKS	225.00
OVERDRIVE	05/04/2026	01080DA26152363	1080-0012 ADULT EBOOK	55.01
OVERDRIVE	05/05/2026	01080DA26154050	1080-1012 ADULT EBOOKS & EAUDIOBOOKS	252.50
OVERDRIVE	05/05/2026	01080DA26154876	1080-0012 ADULT EBOOKS & EAUDIOBOOKS	217.50
Total for OVERDRIVE				\$3,475.05
Penworthy Co. 414-287-4600				
Penworthy Co.	04/14/2026	0616997-IN		182.64
Total for Penworthy Co.				\$182.64
QUINN, ROSEANN				
QUINN, ROSEANN	04/29/2026	042926	EGCL PUBLIC NOTARY LICENSE RENEWAL ROSEANN QUINN	60.00
Total for QUINN, ROSEANN				\$60.00
RESERVE ACCT. (POSTAGE METER)				
RESERVE ACCT. (POSTAGE METER)	04/22/2026	042226	41651340 POSTAGE METER REFILL	300.00
Total for RESERVE ACCT. (POSTAGE METER)				\$300.00
ROGER SAVOY				
ROGER SAVOY	04/28/2026	051826	EGCL AIS PROGRAM	100.00
Total for ROGER SAVOY				\$100.00
SCHENECTADY COUNTY HISTORICAL SOCIETY				
SCHENECTADY COUNTY HISTORICAL SOCIETY	05/05/2026	060926	EGCL AIS PROGRAM	100.00
Total for SCHENECTADY COUNTY HISTORICAL SOCIETY				\$100.00
STACEY KENNEDY				
STACEY KENNEDY	04/28/2026	051626	EGCL AIS PROGRAM	100.00
Total for STACEY KENNEDY				\$100.00
STAPLES				
1-877-826-7755				
STAPLES	04/15/2026	6061095070	1008052 FREEZER BAGS AND COPY PAPER	125.47
STAPLES	05/07/2026	6063263572	1008052 MAINTENANCE SUPPLIES	342.46
Total for STAPLES				\$467.93
TAG SOLUTIONS, LLC				
(518) 292-6510				
TAG SOLUTIONS, LLC	05/01/2026	30637931	21743- NINJAONE AND BLACKPOINT FOR 5/1/26-5/31/26 NINJA CLOUD BACKUO FOR 5/1/26-5/31/26 MANAGED SERVICES CORE FOR 5/1/26-5/31/26	2,653.00
Total for TAG SOLUTIONS, LLC				\$2,653.00
TIMES UNION (SUBSCRIPTION)				
454-5015				
TIMES UNION (SUBSCRIPTION)	05/04/2026	080626	140026351 SUBSCRIPTION THRU 8/6/26	150.95
Total for TIMES UNION (SUBSCRIPTION)				\$150.95
Town of East Greenbush				
Town of East Greenbush	05/07/2026	010126-040126	20-00984-000 WATER & SEWER FOR 1/1/26-4/1/26	331.78
Total for Town of East Greenbush				\$331.78
Tracy Loring				

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Tracy Loring	04/29/2026	0528&292026	EGCL AIS PROGRAM	360.00
Total for Tracy Loring				\$360.00
TWIN BRIDGES 518-282-5600				
TWIN BRIDGES	05/01/2026	20260501558109	55-8109 1 WASTE & RECYCLING FOR MAY 2026	308.84
Total for TWIN BRIDGES				\$308.84
VERIZON WIRELESS				
VERIZON WIRELESS	05/01/2026	6142480361	542647307-00001 BUSINESS WIRELESS CELL PHONE FOR 4/2/26-5/1/26	32.75
Total for VERIZON WIRELESS				\$32.75
WATERVLIET PUBLIC LIBRARY				
WATERVLIET PUBLIC LIBRARY	04/09/2026	350115	381351****1738 SNEEZY THE SNOWMAN LOST/PAID BOOK	3.00
Total for WATERVLIET PUBLIC LIBRARY				\$3.00
ZABOROWSKI, JENNA				
ZABOROWSKI, JENNA	04/07/2026	040726	EGCL EG CON CHIDREN'S CRAFT SUPPLIES STAFF REIMBURSEMENT JENNA Z	27.98
Total for ZABOROWSKI, JENNA				\$27.98
TOTAL				\$46,898.79

Note

Payment Approved / /

President, Library Board of Trustees: _____



East Greenbush Community Library

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

May 12, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges	5,992.90	13,500.00	-7,507.10	44.39 %
4100 Other Income	171,123.65	52,500.00	118,623.65	325.95 %
4200 Public Funds	2,542,779.10	2,548,750.00	-5,970.90	99.77 %
4410 Gifts & Grants	40,737.25	58,000.00	-17,262.75	70.24 %
Total Revenue	\$2,760,632.90	\$2,672,750.00	\$87,882.90	103.29 %
GROSS PROFIT	\$2,760,632.90	\$2,672,750.00	\$87,882.90	103.29 %
Expenditures				
Operating Expenses				
5000 Technology/Communications	50,534.47	113,385.00	-62,850.53	44.57 %
5010 Programming & Planning	8,859.53	34,700.00	-25,840.47	25.53 %
5020 Bks & Mat'ls (Collections)	44,550.87	162,390.00	-117,839.13	27.43 %
5030 Facilities Expenses	63,600.55	196,200.00	-132,599.45	32.42 %
5040 Professional Services	28,885.10	59,475.00	-30,589.90	48.57 %
5050 Operations	7,420.35	42,650.00	-35,229.65	17.40 %
5100 Human Resources/Staff Devt	2,987.63	7,000.00	-4,012.37	42.68 %
5200 Personnel	647,249.03	1,965,630.00	-1,318,380.97	32.93 %
Total Operating Expenses	854,087.53	2,581,430.00	-1,727,342.47	33.09 %
Total Expenditures	\$854,087.53	\$2,581,430.00	\$ -1,727,342.47	33.09 %
NET OPERATING REVENUE	\$1,906,545.37	\$91,320.00	\$1,815,225.37	2,087.76 %
Other Expenditures				
FR Friends Pass-through	1,053.57		1,053.57	
Reserve Funds				
900 Non-Restricted Capital Reserve Projects	63,980.00		63,980.00	
901 Inter/Exter Reno's- NYS Construction Grant 0386-24-0514	30,251.92		30,251.92	
902 Roof Project- NYS Construction Grant 0386-26-1783	22,400.00		22,400.00	
903 Water Damage Renovations (Insurance)	71,755.10		71,755.10	
Total Reserve Funds	188,387.02		188,387.02	
Total Other Expenditures	\$189,440.59	\$0.00	\$189,440.59	0.00%
NET OTHER REVENUE	\$ -189,440.59	\$0.00	\$ -189,440.59	0.00%
NET REVENUE	\$1,717,104.78	\$91,320.00	\$1,625,784.78	1,880.32 %

Note

On this date, the year is 36.2% 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 from 2026: \$296,965 (completed 3/11/26).

East Greenbush Community Library

Balance Sheet As of May 12, 2026

	TOTAL			
	AS OF MAY 12, 2026	AS OF MAY 12, 2025 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
Cash, Operating Accounts	1,958,592.83	2,034,369.34	-75,776.51	-3.72 %
Designated Board Cash Funds				
1007.00 Non-Restricted, Hurr XXX244	56,503.82	55,292.15	1,211.67	2.19 %
1008.00 Non-Restricted, Capital Reserve- XXX0228	843,760.53	500,672.21	343,088.32	68.53 %
1009.00 Non-Restricted, Operational Contingency- XXX210	410,730.29	401,922.53	8,807.76	2.19 %
Total Designated Board Cash Funds	1,310,994.64	957,886.89	353,107.75	36.86 %
Donor Restricted Cash Funds				
1001.00 Donor-Restricted, Gift & Grant-XXX186	40,392.79	29,829.96	10,562.83	35.41 %
1005.00 Donor-Restricted, Capital Reserve- XXX251	78,864.16	478,385.49	-399,521.33	-83.51 %
Total Donor Restricted Cash Funds	119,256.95	508,215.45	-388,958.50	-76.53 %
Total Bank Accounts	\$3,388,844.42	\$3,500,471.68	\$ - 111,627.26	-3.19 %
Total Current Assets	\$3,388,844.42	\$3,500,471.68	\$ - 111,627.26	-3.19 %
Fixed Assets	\$2,526,564.72	\$2,257,602.89	\$268,961.83	11.91 %
TOTAL ASSETS	\$5,915,409.14	\$5,758,074.57	\$157,334.57	2.73 %
LIABILITIES AND EQUITY				
Liabilities	\$46,898.79	\$43,813.29	\$3,085.50	7.04 %
Equity				
3000 Retained Earnings	4,151,405.57	4,083,239.37	68,166.20	1.67 %
Net Revenue	1,717,104.78	1,631,021.91	86,082.87	5.28 %
Total Equity	\$5,868,510.35	\$5,714,261.28	\$154,249.07	2.70 %
TOTAL LIABILITIES AND EQUITY	\$5,915,409.14	\$5,758,074.57	\$157,334.57	2.73 %

Note

On this date, the year is 36.2% over

Non-Restricted Funds Available: \$3,269,587.47

Donor-Restricted Funds Available: \$119,256.95

Account Transfers to cover monthly interest and expenses:

- 1) \$3,399.38 from Donor-Restricted Gift & Grant to Operating (restricted gift/grant expenditures)
- 2) \$129.31 from Donor-Restricted Capital Reserve to Non-Restricted Capital Reserve (interest)
- 3) \$400.00 from Non-restricted Capital Reserves to Operating (recognize bal. of HHA roof invoice)

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

5/12/2025

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	\$ 1,133.80	\$ 1,766.20
*FR-02-2026 Large Print	\$ 2,700.00		\$ 2,700.00	\$ 740.59	\$ 1,959.41
FR-03-2025 Museum	\$ 3,225.00	\$ 450.20		\$ 450.20	\$ -
*FR-03-2026 Lib Wide Prog Supp	\$ 1,260.00		\$ 1,260.00	\$ 455.16	\$ 804.84
*FR-04-2026 AIS Programming	\$ 7,500.00		\$ 7,500.00	\$ 3,068.00	\$ 4,432.00
*FR-05-2026 Teen Programming	\$ 6,200.00		\$ 6,200.00	\$ 1,516.39	\$ 4,683.61
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	\$ 1,307.36	\$ 8,192.64
*FR-07-2026 HoTP	\$ 1,390.00		\$ 1,390.00	\$ 149.64	\$ 1,240.36
FR-08-2025 Fish	\$ 2,500.00	\$ 2,500.00		\$ 589.71	\$ 1,910.29
*FR-08-2026 Outreach	\$ 3,500.00		\$ 3,500.00	\$ 102.98	\$ 3,397.02
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	\$ 1,461.43	\$ 1,038.57
*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		\$ 349.72	\$ -
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		0	\$ 500.00
UHLS MANGA	\$ 100.00		\$ 100.00	\$ -	\$ 100.00
GRAND TOTAL	\$ 80,275.00	\$ 14,170.21	\$ 39,650.00	\$ 13,427.42	\$ 40,392.79

2026 Capital Projects Report to the Library Board

12-May-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

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	Main library complete except punchlist, TBD office area
Carpet Children's Room	\$ 50,000		Scheduled to begin 5/18/26
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%-
Library Match	\$ 199,325	\$ -	\$ 22,400	9/11/25 & rev. 66.04%- 10/1/25). Waiting for
TOTALS	\$ 586,940	\$ -	\$ 22,400	DASNY notification.

DETAILED BUDGET- Roof CONSTRUCTION PROJECT			
Project Component	Budget (Including Changes)	Paid-To-Date	Status
Roof	\$ 371,750	\$ -	Titan roof work began 5/7/26, includes roof cover board
Construction Management/Coordination	\$ 50,502	\$ -	Project began 5/7/26
Architectural Fees	\$ 28,000	\$ 22,400	Drawings, construction docs, bidding complete. Moved to construction administration phase.
Contingency	\$ 136,688	\$ -	23% contingency remaining
TOTALS	\$ 586,940	\$ 22,400	

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	\$ 370,618	\$ 472,135	
	<i>Original \$178,845</i>		\$ 104,090		
	<i>Interior Renovations- Roof Leak (Remaining Expenses)</i>		\$ (17,160)		
	<i>Interior Renovations Final Payment for depreciation</i>		\$ 50,000		
	<i>Board authorized up to \$65K 2/24/26, contract is \$50K</i>		\$ (34,736)		
	<i>Final 10% Reimbursement Current Construction Project</i>		\$ 176,925		
	<i>Library Match \$199,325</i>		\$ 35,000		
	<i>Roof Project- Library Match (Remaining Expenses)</i>		\$ 17,500		
	<i>2026 Budgeted Flooring Replacement</i>		\$ 10,000		
	<i>2026 Budgeted Furniture, Signage, Displays</i>		\$ 29,000		
	<i>Estimated \$2,500</i>				
	<i>2026 Budgeted Road Repairs- Community Way</i>				
	<i>Move to 2027 if needed</i>				
	<i>2026 Budgeted Parking Lot Repairs</i>				



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Administrative Committee Minutes

May 4, 2026 • 6:59 PM

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

ACTION ITEMS:

- Facilities Updates- Roof Project, Renovations from Water Damage
- Health Insurance
- NYS Construction Grant Scope
- Land Purchase/Use Policy

1. Facilities Updates:

- Carpet installation is progressing well despite typical construction hiccups.
- An exterior wall leak was traced to a specific area and is being evaluated by the architect, with a vendor inspection pending. It’s fixable from the outside, not a structural concern, and is currently in the investigation stage.
- An issue was discovered with unsecured double-sided shelving, which is being stabilized with sandbags (as recommended by the architect) as a cost-effective fix. Overall, these are minor adjustments and not expected to significantly impact the project.
- Work is progressing well, with the project moving into the Teen Room.
- The children’s room renovation project is scheduled for the week of May 18th and will be closed for the entire week.

Roof Project:

- Work begins Thursday, May 7 and will take about 7-8 weeks to complete.
- A rear row of six parking spots will be used for materials, along with a dumpster, but access to the building should not be affected.
- Work will take place Monday through Saturday, roughly 6-7 a.m. until 3 p.m., with no work on Sundays.
- The roof will be secure and weather-tight at the end of each day, so it will never be exposed to open air.



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2. Health Insurance:

- After reviewing options, most alternatives are either unavailable or not feasible, though a state plan (NYSHIP) may become viable in the future.
- Renewing current plans will significantly increase costs, impacting both the budget and employees.
- The recommendation is to increase the employer contribution to help offset employee burden, resulting in about \$14,000 in additional annual cost.
- Reserves are available if needed, but the plan is to monitor expenses before using them.

MOTION: The Administrative Committee recommends to the full board to approve the following employer contributions towards the 2026-2027 health care renewals:

- Individual: \$1,131/month (+\$125)
- Employee/Spouse: \$1,296/month (+\$175)
- Family: \$1,630/month (+\$250)

3. NYS Construction Grant Scope & Community Way:

- Still waiting on final notification on the roof grant.
- The YMCA, library, and Hawthorne Ridge continue to evaluate legal and structural issues for road repaving and are not yet in a position to proceed with a contract.
- Options for alternative cost-sharing arrangements, prevailing wage requirements, and potential grant funding are being explored, though no resolution has been reached.
- An updated easement agreement reflecting current maintenance practices has been prepared and sent to the attorney for review. While it serves as a useful update to the 2006 agreement between the YMCA, library, and Hawthorne Ridge, it may need further amendments later to address the larger road project.
- A minor repair agreement was reviewed and considered ready for signing, as it involves a small scope of work. It outlines that Hawthorne Ridge will handle repairs and the YMCA and library will share the purchase of cold patch materials.

4. Other:

Friends Fundraiser, “Night at the Library” event is live on the website. While the planning structure is strong and has improved since last year, the organizers are struggling with volunteer support, especially for outreach and sponsorship work.



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The committee discussed the effectiveness of continuing community liaison participation at board meetings, noting possible overlap with Community Advisory Council (CAC) engagement. There was a suggestion to consider having a student representative.

5. Land Purchase/Use Policy:

The committee did not have an opportunity to review the policy at this meeting.

Future Discussions:

1. Facilities Updates- Roof Project, Renovations from Water Damage
2. NYS Construction Grant Scope- Community Way
3. Land Purchase/Use Policy
4. ADA-Facilities Checklist
5. Space Planning
6. Printing Fees



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East Greenbush
COMMUNITY LIBRARY

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Director's Report- May 19, 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.

Executive Summary/Board Takeaways

Strategic Highlights

- E.G. Con welcomed 411 attendees and advanced all five Strategic Plan goals through intergenerational programming, creative learning, community engagement, and local business participation.
- BLARC (Book Lovers Adult Reading Challenge) continues demonstrating strong engagement with 258 participants and 1,547 books read since January.
- Public engagement remained strong despite renovation disruptions:
 - 13,405 building visits
 - 573 adult program attendees (+5.1%)
 - 1,447 youth program attendees
 - 571 all-ages program attendees (+137.9%)
 - Meeting room use by outside groups increased 25%
- The Library continued strengthening community partnerships through TAP tax assistance services, YMCA collaborations, Columbia High School outreach, Stewart's Holiday Match partnership, Empire State Summer Service Corps participation.
- Youth engagement remained strong through ongoing EGCS student volunteers, Summer VolunTeen recruitment, and the return of a former EGCL teen volunteer through the Empire State Summer Service Corps program.

Major Financial & Facility Issues

- Interior renovations remain ongoing following water damage repairs. Children's Room and Playroom renovations are scheduled May 18–25.
- Health insurance renewal pressures continue. Revised contribution rates are recommended to maintain a balanced cost share between employees and the Library.
- The Library secured a fixed electric supply rate of 11.621 cents/kWh for 60 months to help stabilize future utility costs amid continued market volatility.



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- Planning continues for Technology infrastructure upgrades and future space planning work with HHA.

Decisions / Board Attention Needed

- Health insurance contribution recommendation
- Continued monitoring of renovation impacts and operational costs

Key Risks / Opportunities

Risks

- Health insurance cost increases exceeding adopted budget assumptions
- Ongoing operational strain during ongoing renovations
- Continued pressure on physical circulation during building disruptions

Opportunities

- Strong community response to E.G. Con creates future programming opportunities
- Expansion of youth volunteer and workforce development initiatives
- New website launch improves digital engagement and access
- Upcoming digitization project expands access to local history collections
- \$50,000 planned estate gift designated for large print collections

Statistical Highlights

Building & Technology Use

- Hours Open: 274.5 hours/29 days
- Building visits: 13,405 (-0.7%)
- Total visits (website, building, drive-thru): 23,725 (-1.7%)
- Website users: 9,888 (-2.9%)
- Wi-Fi sessions: 1,380 (-4.2%)
- Public computer sessions: 1,247 (-17.2%)

Programs & Engagement

- Adult program attendance: 573 (+5.1%)
- Youth program attendance: 1,447 (-14.5%)
- All ages program attendance: 571 (+137.9%)
- 1-1 program attendance: 144 (-59.9%)
- Meeting Room use by outside groups: (+25%)

Collections & Cardholders

- Monthly active cardholders: 3,024 (-2%)
- New library cards: 135 (-17.7%)
- Physical materials use: 24,205 (-9.4%)
- Digital materials use: 6,978 (+0.5%)

Building Operations Notes

- Closed: 4/5 (Easter)



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- Modified Hours: Closed early at 5:30pm on 4/22 due to alarm malfunction.
- Interior Renovations began 4/13. Limited services and rotating collection access each week as carpet replacement continued in the Main Library, Teen Room, and Hurr Room. Renovations remain ongoing. The children's room and playroom renovations are scheduled May 18-25, and the children's room and playroom will be closed for the week. Children's programming will continue.

Strategic Plan Progress

GOAL 1: Build Community Connections

1.1: Increase opportunities and methods for community members to offer feedback.

- E.G. Con generated strong attendee (400+) and vendor feedback, with unanimous vendor interest in future participation.
- BLARC participation trends continue informing future programming and engagement strategies (258 participants and 1,547 books read since January).

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

- Mahjong (119 attendees), Wednesday Night Book Chats (195 attendees), *Bossamba Presents Language of Jazz* (41 attendees) drew strong attendance.
- E.G. Con fostered intergenerational engagement by bringing together families, teens, artists, comic enthusiasts, and gamers through inclusive activities and presentations.

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

- UHLS Books By Mail supported homebound patrons with 13 large print checkouts during Q1 2026.
- English as a New Language sessions continue serving multilingual participants.
- Adult & Information Services provided services for 402 adult day group participants during April.

GOAL 2: Engage With Your Community

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

- TAP tax assistance concluded a successful season with 34 one-on-one appointments during the final three visits. The Library will be attending a TAP appreciation celebration with all program partners on May 19.
- Staff conducted outreach at:
 - Multicultural Tolerance Fair at Columbia High School (74 interactions)
 - Healthy Kids Day at the YMCA (90 interactions)
- Stewart's Holiday Match will support a summer educational program held at the YMCA.

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

- Meeting room use by outside groups increased by 25%.
- EGCS student volunteers continue supporting operations during renovations. Staff continue preparing meaningful weekly projects for volunteers, including identifying and relabeling worn collection materials.



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- The Library was awarded an Empire State Summer Service Corps participant for summer 2026.
- Applications for the Summer VolunTeen Program (grades 8+) opened May 1.
<https://eglibrary.org/volunteens/>

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

- Programming, outreach events, TAP appointments, and YMCA collaborations continue positioning the Library as a central community hub.

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.

- Despite ongoing renovation disruptions, the Library continued adapting public spaces and services to maintain access throughout construction.
- Staff managed rotating collection access, temporary service relocations, and modified seating arrangements while keeping the building open and operational for the public.
- Teen services were temporarily relocated into meeting rooms after school hours to maintain continuity of service during renovations.

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

- Staff continued promoting collections and services through readers' advisory efforts, displays, flyers, bookmarks, and online engagement.
- Readers' advisory efforts included:
 - Arab American Heritage resources
 - Medieval Life recommendations
 - Earth Day and spring-themed displays
 - Poetry Month posts and bookmarks

3.3: Increase circulation of diverse resources and materials.

- Staff continued supporting access to diverse collections and services during the renovation project despite temporary collection closures and relocations.

GOAL 4: Promote Literacies

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

- Hands-on and intergenerational learning opportunities continued through creative programming, interactive presentations, gaming, cosplay, and arts-based activities for all ages.
- Youth Services also continued planning for the upcoming Unearth a Story Summer Reading Program, which will feature archaeology presentations, environmental programming, animal education experiences, and hands-on learning activities.
- Storytime programming remained strong throughout April, including:
 - Eight Family Storytimes
 - Two Baby Storytimes
 - One Saturday Superhero Storytime
- These programs served 423 attendees during the month.



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

- The Library continued supporting digital literacy and lifelong learning through its partnership with Tech-Talk. This month's webinars included:
 - *Table of Contents – Your Productivity Superpower*
 - *Unlocking Canva Features*
- The English as a New Language partnership program also continues fostering literacy and communication skills in a welcoming multilingual environment.

4.3: Increase community partnerships with educational institutions

- Continued collaborative work with EGCS, Columbia High School, YMCA partners, and summer educational presenters.
- Registered 24 new kindergarten library cards in preparation for upcoming school visits.

GOAL 5: Advance Local Economic Vitality

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

- Staff provided 19 free notary services in April, bringing the year-to-date total to 94.

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

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

- E.G. Con provided 14 local artists, vendors, and small businesses opportunities to sell products, connect with attendees, and increase visibility within the community.
- Vendor feedback was overwhelmingly positive, with all responding vendors expressing interest in future participation.

Operations

Technology

- New website launched April 8; feedback has been positive.
- The A/B room AV system is currently down and scheduled for repair. This issue is unrelated to the recently replaced microphone and sound components.
- Working with Cisco/Meraki to replace aging security network hardware and wireless access points supporting the Library's internet, security, and guest Wi-Fi infrastructure.
- Evaluating vendor options for replacing our staff copier.

Friends of the Library Fundraising

- The Friends are actively planning the second Night at the Library fundraiser, scheduled for October 24. They are searching for an Art Submission Coordinator. This person would facilitate incoming art donations and create listings on our silent auction website. This volunteer role would be needed from June-October. They estimate approximately 50 pieces of art will need to be processed.
- They are currently seeking sponsors and basket donations. <https://tinyurl.com/NATL-Basket-WishList>. To date, they have secured \$6,200 in sponsorships.
- Individual or Business donation/sponsorships may be made via the event page: <https://egllibrary.my.canva.site/night-at-the-library>



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Community Advisory Council

- CAC met on May 7. We discussed building fundraising leadership and long-term sustainability.

Estate Gift

- The Library was notified of a planned \$50,000 estate gift from Gail Benway restricted to large print materials.

Grants

- Received a 2026 Regional Collection Grant (\$2,740) from the Capital District Library Council supporting local history digitization for the New York Heritage website.
<https://nyheritage.org/>
- Received a \$650 Stewart's Holiday Match grant supporting children's programming this summer.

Personnel

- Health insurance renewals will take effect July 1.
- Revised contribution rates were presented to the Administrative Committee and are recommended for Board consideration.
- The renewal increases total cost regardless of option. The core decision is how those increased costs are shared between employees and the Library. A flat renewal would shift a disproportionate share of the increase to employees, while the recommended approach maintains a more balanced cost share.
- The renewal already exceeds the approved budget. The Library currently maintains approximately \$410K in operational contingency reserves, providing short-term flexibility if needed. At this time, no reserve transfer is recommended. Financial performance will continue to be monitored later in the year to determine whether costs can be absorbed operationally or if limited reserve use becomes necessary.
- The estimated additional annual Library cost associated with the recommended contribution structure is approximately \$14K.
- Recent staff training has included readers' advisory, boundaries in public service, Create Lists training, and Senior Planet training.

Facilities

- Roof installation project began May 7.
- Preparations are underway to transition into a new digital card combination door fob/ID badge for all staff.
- Community Way pothole repair is scheduled for next week.
- After surveying six energy suppliers, the Library secured a fixed electric supply rate of 11.621 cents per kWh for 60 months to help stabilize future utility costs amid sustained market volatility.



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- Broader pressures- including increased electrical demand, utility delivery cost increases, electrification trends, climate mandate implementation costs, and global energy instability continue driving long-term uncertainty in the energy market.
- Based on actual Library electric usage from 12/12/25–3/16/26, the effective cost paid was approximately 18.05 cents per kWh (\$10,686.42). Had the new fixed rate been in place during that period, estimated costs would have been approximately \$6,900.
- The Library also reviewed natural gas supplier options; however, no lower-cost alternatives were identified.
- Preparation for future space planning with HHA has begun. The firm mapped the building to help visualize current floor plans, furniture layouts, and potential future configurations.
- The building closed early April 22 due to a fire alarm sensor malfunction; repairs were completed the following morning.

Incidents

- No significant incidents occurred during this reporting period.

Monthly Statistical Comparison				
East Greenbush Community Library	Apr-24	Apr-25	Apr-26	Change
Building Visits Number of patron visits to the library building	12,209	13,501	13,405 -	-0.7%
Drive-Thru Visits Number of patrons who use the drive-thru window to borrow materials	521	458	432 -	-5.7%
Website Users Number of people who initiated at least one session on eglibrary.org during a given month	9,813	10,179	9,888 -	-2.9%
Physical Materials Use Number of checkouts plus renewals made at the library	27,167	24,644	21,883 -	-11.2%
Digital Materials Use Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)	6,010	6,853	6,822 -	-0.5%
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	8,400	7,779	7,292 -	-6.3%
WiFi Use Number of unique daily WiFi patron at the library	1,380	1,440	1,380 -	-4.2%
Public Computer Use Number of computer sessions at the library	1,422	1,506	1,247 -	-17.2%
Program Attendance Number of attendees at programs held inside the library location or in a library virtual space	2,168	2,837	2,735 -	-3.6%
Meeting Room Use by Outside Groups Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members	80	100	125 +	25.0%
New User Accounts (library card registrations) Number of library cards newly created (online & in-person registrations)	135	164	135 -	-17.7%
Monthly Active Library cardholders (retention) Average number of cardholders who actively used their library card per month	3,433	3,086	3,024 -	-2.0%
Number of Programs Adult	35	36	31 -	-13.9%
Program Attendance Adult	769	545	573 +	5.1%
Number of Programs Youth	29	27	21 -	-22.2%
Program Attendance Youth	1,216	1,693	1,447 -	-14.5%
Number of Programs All Ages	Unavailable	6	5 -	-16.7%
Program Attendance All Ages	Unavailable	240	571 +	137.9%
1-1 Programs (<i>Books with Wheels, Take & Make, Notary, Book a Librarian</i>) <i>(stopped Take & Make December 2025)</i>	Unavailable	359	144 -	-59.9%
Youth Physical Item Circ	14,472	14,576	13,232 -	-9.2%
Youth Digital Materials Circ	826	951	985 +	3.6%
Adult Physical Item Circ	12,653	10,068	8,651 -	-14.1%
Adult Digital Materials Circ	5,183	5,895	5,830 -	-1.1%
Registered Resident Borrowers	5,277	5,483	5,613 +	2.4%
Registered Non-Resident Borrowers	1,915	1,994	2,009 +	0.8%
Physical Items Circ at Checkout Desk	25,481	23,079	20,381 -	-11.7%
Physical Items Circ at Drivethru Window	1,686	1,565	1,502 -	-4.0%
Total Visits (website, library, drive-thru)	22,543	24,138	23,725 -	-1.7%



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Personnel Memo

May 19, 2026

Submitted by Jill Dugas Hughes

Resignation:

- Nate Heyer, Librarian I (substitute), effective 5/5/2026

Retirement:

- N/A

Termination:

- N/A

Classification Change:

- Alisa Brancatelli, Library Assistant (part-time to substitute), effective 6/13/2026
- Elizabeth Keville, Library Assistant (substitute) to Librarian I (substitute), effective 5/4/2026

Provisional Appointment:

Current Open/Unfilled Positions

- Library Assistant (part-time), effective 6/13/2026

Request for Approval – *Night at the Library* Fundraiser under the Library’s Special Events & Alcohol Use Policy

The Friends of the East Greenbush Community Library are requesting Board approval to hold the annual *Night at the Library* fundraiser on library premises on Saturday, October 22, 2026; 6-8pm.

In accordance with the Library’s Special Events & Alcohol Use Policy, the Friends are also requesting approval to serve beer, cider, and wine during the event through a licensed provider. The Friends and the alcohol provider will maintain the necessary insurance coverage related to alcohol service.

This fundraiser supports the Friends’ ongoing efforts to enhance library services, programs, collections, and community engagement activities that align with the Library’s strategic goals and mission. Details are listed below in the emailed request.

Recommended Board Action

- Approve the Friends of the East Greenbush Community Library’s request to host the *Night at the Library* fundraiser on October 24, 2026, including authorization for the service of beer, cider, and wine by a licensed and insured provider, in accordance with the Library’s Special Events & Alcohol Use Policy.

From: East Greenbush Friends <foegcl@gmail.com>

Sent: Friday, May 8, 2026 6:45 AM

To: Jill Dugas Hughes <director@eglibrary.org>

Subject: Night at the Library Event Request

The Friends hereby request permission to host the *Night at the Library* Fundraiser on Saturday, October 24th, from 6 PM - 8:00 PM on the library premises.

This event will include a silent auction, raffle baskets, and food and beverages. We are requesting the ability to serve beer, cider, and wine at the event using a licensed provider. Both the Friends and the provider will carry the necessary insurance for the service of alcohol.

This event will also include pre-event activities involving the use of the art gallery system, display cases, and informational signage. Event promotions would begin in June and increase in October. All activities and promotions would be volunteer-supported with guidance and consultation with library staff.

Please let me know if you have any questions or need additional information.

Julie Ann

President