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AGENDA

Board of Trustees

June 23, 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, June 23, 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.	Liaison Reports • (15 min) Friends of the Library Upper Hudson Library System Town of East Greenbush Rensselaer County	J. Price C. Engel J. McHugh T. Grant
4.	Approval of Minutes • (5 min) ➤ MOTION to approve the minutes of the May 19, 2026 , Library Board Meeting.	K. Kutzscher B.
5.	Treasurer's Reports • (5 min) Treasurer's Report Narrative Off Warrant (May 13, 2026 – June 18, 2026) ➤ MOTION to accept the Off Warrant in the amount of \$138,397.39 for the period of 5/13/2026 – 6/18/2026 as presented. Warrant (May 13, 2026 – June 18, 2026) ➤ MOTION to authorize the president to sign the Warrant for the period of 5/13/2026 – 6/18/2026 in the amount of \$113,375.16 . Financials (46.13% of the year over) • Budget vs. Actual 2026 (1/1/2026 – 6/18/2026) • Balance Sheet (6/18/2026) • Restricted Gift/Grant Funds (6/18/2026)	C. Derico C. D. E. F. G.



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	- Capital Reserve Funds (6/18/2026) MOTION to approve the June 18, 2026, Financials with 46.13% of the year completed as presented.	H.
6.	Committee Reports • (10 min) Services Committee MOTION to approve the Confidentiality of Library Records and Privacy Policy. MOTION to approve the Renewals and Reserves Policy. Administrative Committee	J. White I. K. Kutzscher J.
7.	Unfinished Business • (10 min)	C. Pensabene
8.	Director's Report • (5 min)	J. Dugas Hughes K.
9.	Personnel Memorandum • (5 min) MOTION to approve the 6/23/2026 Personnel Memorandum, as presented.	J. Dugas Hughes L.
10.	New Business • (5 min) Establish Budget Development Committee	C. Pensabene
11.	Adjournment MOTION to adjourn the 6/23/2026 Library Board Meeting.	C. Pensabene

Upcoming Board & Committee Meetings:

Monday, July 6, 2026 (if needed)

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

Tuesday, July 21, 2026

- Trustee Nomination Packets Available
- 7:00-8:00 PM Library Board Meeting



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Library Board of Trustees Meeting - DRAFT*May 19, 2026, in person, livestreamed, and recorded***ATTENDEES:***Presiding Officers:*

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

A Library Board of Trustees meeting of the East Greenbush Community Library was held on May 19, 2026, at the East Greenbush Community Library and was livestreamed. It began at 7:00 p.m. and was presided over by Charlie Pensabene, President with Kayla Kutzscher as Secretary. The meeting was recorded.

CALL TO ORDER:

- C. Pensabene called the Library Board of Trustees meeting to order at 7:00 p.m.

REVIEW OF AGENDA:

- The agenda was reviewed.

PUBLIC COMMENT:

- None

APPROVAL OF MINUTES:

- **MOTION #2026-05-36:** J. White made the motion to approve the minutes of the April 21, 2026, Library Board Meeting. Seconded by C. Derico. The motion was carried with 7 in favor, none opposed.



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TREASURER'S REPORT (Crystal Derico):

- **MOTION #2026-05-37:** A. Miller made a motion to accept the Off-Warrant in the amount of **\$136,740.93** for the period of April 19, 2026, through May 12, 2026, as presented. Seconded by J. White. The motion was carried with 7 in favor, none opposed.
- **MOTION #2026-05-38:** K. Kutzscher made a motion to authorize the president to sign the Warrant for the period of April 19, 2026, through May 12, 2026, in the amount of **\$46,898.79**. Seconded by J. White. The motion was carried with 7 in favor, none opposed.
- **MOTION #2026-05-39:** S. Boggess made a motion to approve the May 12, 2026, Financials with 36.2% of year completed, as presented. Seconded by D. Morrissey. The motion was carried with 7 in favor, none opposed.

COMMITTEE REPORTS:

Services: The committee did not meet this month.

Administrative: The written committee report was submitted by A. Miller and presented by C. Pensabene. Highlights from the written report included: facilities update, health insurance, and contract for Community Way road.

- **MOTION #2026-05-40:** The Administrative Committee made a motion to approve the following employer contributions towards the 2026-2027 health care renewals:
 - Individual: \$1,131/month
 - Employee/Spouse: \$1,296/month
 - Family: \$1,630/month
 Seconded by J. White. Motion was discussed. The motion was carried with 7 in favor, none opposed.

UNFINISHED BUSINESS:

- None

LIAISON REPORTS:

Upper Hudson Library System (UHLS): On behalf of Camie Engel, J. Dugas Hughes noted the following:

- Melissa Tacke, the Library Director of Castleton Public Library, was hired as the new Manager of Youth and Family Services for UHLS.
- The Annual Meeting will be held at Love Albany on Wednesday, June 10 at 5:30 p.m. Awards will be given for Adult Program of the Year, Youth Program of the Year, Volunteer of the Year, and Trustee of the Year.



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- The UHLS Board discussed UHLS trustees who are not currently serving on library boards. A suggestion was made for these trustees to provide quarterly reports or another form of periodic communication instead of attending monthly board meetings.

This matter will be deferred to the Services Committee.

Friends of the Library (Julie Ann Price):

- A Puzzle Sale and a Children's Book Sale are scheduled for June 27 from 10am-1pm.
- The library promotions campaign will launch on June 1.
- A potential naming sponsor is being pursued, though it has not yet been finalized.
- Seeking artists of all types, including fine art, textile art, pottery, jewelry, and more, and submissions are encouraged through the website. Holiday and fall-themed art is especially desired.
- Donations of raffle baskets are being requested, with the goal of having as many businesses as possible represented.
- The Fall Book Sale and Night at the Library dates have changed. The Fall Book Sale will now take place on October 3, 4, & 5. The Night at the Library is scheduled for October 24 from 6pm-8pm with a Paint and Sip to start at 5:00pm.

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:

Facilities Update:

- The library experienced ongoing odor issues today, May 19 that were initially believed to be related to roofing or carpet installation work.
- Temporary adjustments were made, including relocating story time and closing the multi-purpose room.
- After further investigation, the issue was identified as an HVAC-related problem.
- Repairs were completed to address a clogged heat pump drain and a malfunctioning heat pump. The HVAC system is back up and running.
- The roofing project was approximately 30 minutes away from being fully weather-tight when an unexpected brief, but heavy rainstorm occurred.
- The children's room, which had just had carpet installed and was otherwise empty, experienced multiple leaks throughout the space.
- Roofers responded quickly and were able to secure the building and make it weather-tight.
- The roofing crew had been delayed due to two team members experiencing heat-related illness and needing to leave early, which contributed to the timing issue.
- Despite the disruptions, the situation was brought under control.



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- Quick Response came in to do some mitigation; removed wet ceiling tiles and the wet carpet squares.
- Other than the issues experienced today, the renovation project is going well. The main library is finished along with the teen room, and the Hurr Room. The children's room is currently under construction and is anticipated to reopen after Memorial Day.

Community Way:

- Cold patching has been completed on Community Way as a temporary, non-permanent repair.
- Patching was done along various sections of the road, with assistance from Hawthorne Ridge and additional materials provided through collaboration with the YMCA.
- Discussions regarding a potential full re-paving of Community Way are ongoing between the library, Hawthorne Ridge, and the YMCA. The matter is under review with legal counsel, and an updated draft agreement has been identified.
- The matter is expected to be brought before the board at a future meeting.

Grant Funding:

- The library received additional funding for the roof project through construction grant allocations.
- There was a suggestion to pursue a construction grant to replace staff bathrooms alongside the main bathroom, and potentially the children's bathroom as well, to consolidate renovation work into a single project.

Summer Reading:

- Lots of prep happening for the Summer Reading Program. Theme: Unearth a Story.
- A library wide initiative is to read 12,500 books (for both adults and children).
- The library will partner with the YMCA for summer programs.

Other:

- It was suggested that a water bottle filler be included as part of the bathroom renovation project.
- The library website refresh has received positive feedback.
- In lieu of a Staff Development Day in April due to renovations, staff trainings have been conducted throughout the month, including Reader's Advisory training.
- The library has received positive feedback on the renovations, with community members expressing appreciation for remaining open during the work.

Estate Gift:

- The library received notification of a significant estate gift from a community member who has passed. The gift is restricted for use toward large print materials.

PERSONNEL MEMORANDUM:

- A substitute Librarian I resigned on May 5.



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- There are two classification changes; one from part-time Library Assistant to substitute Library Assistant and the other from substitute Library Assistant to substitute Librarian I.
- A part-time Library Assistant position is currently open.
 - **MOTION #2026-05-41:** J. White made a motion to approve the May 19, 2026, Personnel Memorandum as presented. Seconded by D. Morrissey. The motion was carried with 7 in favor, none opposed.

NEW BUSINESS:

- **Night at the Library Event Request:**
 - **MOTION #2026-05-42:** S. Boggess made a 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. Seconded by J. White. The motion was carried with 7 in favor, none opposed.

ADJOURN:

- **MOTION #2026-05-43:** Motion to adjourn the May 19, 2026, Library Board meeting was made by K. Kutzscher at 7:40 p.m. Seconded by J. White. The motion was carried with 7 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Kayla Kutzscher, Secretary

East Greenbush Community Library

Off-Warrant (May 13- June 18, 2026)

NAME	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Cash, Operating Accounts				
1003.00 Checking, Operating-XXX178				
Aflac	06/01/2026	43626	NBY22	-145.56
ANTHEM BLUECROSS	06/08/2026	43629	D51598	-3,798.12
BOA CARD SERVICES	06/01/2026	43627	CORP ACCOUNT 1924	-1,345.11
CDPHP	05/20/2026	43619	10002870	-13,469.30
CHARTER COMMUNICATIONS (FIBER OPTIC)	05/20/2026	43620	141867501	-399.00
CHARTER COMMUNICATIONS (TELEPHONE)	05/20/2026	43621	142138101	-36.99
GUARDIAN	05/20/2026	43622	00 575836 DENTAL & VISION	-444.05
MUTUAL OF OMAHA	05/20/2026	43623	G000CRJZ	-182.03
Nationalgrid	05/20/2026	43624	34370-88011	-2,022.42
New York State Deferred Comp.	06/01/2026	43628	Plan#0045420	-2,670.10
NYSLRS	06/02/2026	MAY 2026	NYSLRS for MAY 2026	-2,134.77
	05/22/2026	PR# 11; 5/22/26	PR# 11	-4.03
Paychex	05/22/2026	PR# 11; 5/22/26	PROCESSING CHARGES FOR PAYROLL #11 DATED 5/22/26	-553.16
	05/22/2026	PR# 11; 5/22/26	PR# 11	-41,775.81
	05/22/2026	PR# 11; 5/22/26	PR# 11	-14,594.16
Paychex	06/05/2026	PR# 12; 6/5/26	PROCESSING CHARGES FOR PAYROLL #12 DATED 6/5/26	-553.16
	06/05/2026	PR# 12; 6/5/26	PR# 12	-39,851.66
	06/05/2026	PR# 12; 6/5/26	PR# 12	-14,097.46
	06/05/2026	PR# 12; 6/5/26	PR# 12	-3.78
Pitney Bowes, Inc. (supplies)	05/20/2026	43625		-283.97
VERIZON WIRELESS	06/08/2026	43630	542647307-00001	-32.75
Total for 1003.00 Checking, Operating-XXX178				\$138,397.39
Total for Cash, Operating Accounts				\$138,397.39

East Greenbush Community Library

Warrant of Bills by Vendor (May 13 - June 18, 2026)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Albany Public Library 518-449-3380				
Albany Public Library	06/08/2026	421904	311820****3602 BLUEY CAMPING LOST/PAID BOOK	6.00
Total for Albany Public Library				\$6.00
Amazon Capital Services				
Amazon Capital Services	05/12/2026	1FVL-66M7-L4R7	A3DG71IHROMNJM ADULT FICTION BOOKS	144.54
Amazon Capital Services	05/12/2026	1DDL-3PTD-GJ3N	A3DG71IHROMNJM ADULTS HOT OFF THE PRESS BOOKS	132.00
Amazon Capital Services	05/13/2026	111J-9R6Q-CYPM	A3DG71IHROMNJM A3DG71IHROMNJM ADULT FICTION BOOKS	407.97
Amazon Capital Services	05/13/2026	166Q-QR1F-973Q	A3DG71IHROMNJM AMERICAN FOUNDING DOCUMENTS POSTER AIS PROGRAMMING	73.24
Amazon Capital Services	05/18/2026	1H1T-R4CC-KLJX	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	269.86
Amazon Capital Services	05/19/2026	1P7R-N3DH-71KL	A3DG71IHROMNJM ADULT HOT OFF THE PRESS BOOKS	63.80
Amazon Capital Services	05/19/2026	1DJM-696V-3VQD	A3DG71IHROMNJM ADULT NON-FICTION BOOKS	16.80
Amazon Capital Services	05/23/2026	116K-LLK7-D6LL	A3DG71IHROMNJM ADULT LIBRARY OF THINGS	129.00
Amazon Capital Services	05/23/2026	1PQD-NRYW-D7G9	A3DG71IHROMNJM ADULT FICTION BOOKS	33.59
Amazon Capital Services	05/26/2026	1TWF-DDJV-VKRQ	A3DG71IHROMNJM J VIDEO GAME	59.88
Amazon Capital Services	05/27/2026	1QHW-W9CG-WF1M	A3DG71IHROMNJM YS PROGRAM SUPPLIES	209.90
Amazon Capital Services	05/28/2026	19MG-PHNF-HT34	A3DG71IHROMNJM ADULT PROGRAM SUPPLIES	104.00
Amazon Capital Services	05/28/2026	1N9P-Q6GN-J3YH	A3DG71IHROMNJM OFFICE SUPPLIES	47.48
Amazon Capital Services	06/01/2026	1VD9-9VYJ-V43V	A3DG71IHROMNJM YS PROGRAM SUPPLIES	228.84
Amazon Capital Services	06/01/2026	16YN-P61V-W77P	A3DG71IHROMNJM ADULT LIBRARY OF THINGS	72.43
Amazon Capital Services	06/02/2026	17X9-7GMG-F74J	A3DG71IHROMNJM YS PROGRAM SUPPLIES	351.17
Amazon Capital Services	06/02/2026	1GPQ-MLMV-GWHD	A3DG71IHROMNJM ADULT NON-FICTION BOOKS	45.43
Amazon Capital Services	06/06/2026	1LNH-YWJT-LH4K	A3DG71IHROMNJM ADULT FICTION BOOKS	15.95
Amazon Capital Services	06/07/2026	1LNH-YWJT-RJFL	A3DG71IHROMNJM ADULT FICTION BOOKS	123.38
Amazon Capital Services	06/07/2026	1QTG-KDCQ-QYPY	A3DG71IHROMNJM ADULT FICTION BOOKS	11.40
Amazon Capital Services	06/08/2026	1NFK-FR11-6MG9	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	53.96
Amazon Capital Services	06/08/2026	1C34-R66L-ML49	A3DG71IHROMNJM YS LIBRARY OF THINGS KITS	51.89
Amazon Capital Services	06/08/2026	1LPD-WWWX-6Q69	A3DG71IHROMNJM AIS PROGRAM SUPPLIES	48.72
Amazon Capital Services	06/08/2026	1HMR-PR4H-4VPL	A3DG71IHROMNJM SOCKS OUTREACH SUPPLIES	48.27
Amazon Capital Services	06/09/2026	1CCV-HXTM-KF31	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	172.28
Amazon Capital Services	06/09/2026	1DLM-N91R-KQVD	A3DG71IHROMNJM MARKETING SUPPLIES	167.71
Amazon Capital Services	06/12/2026	14Q4-KHD4-VM4T	A3DG71IHROMNJM CISCO DESIGNED MERAKI ANTENNA DUAL-BAND OMNI	168.93
Amazon Capital Services	06/13/2026	19C6-G4VN-774F	A3DG71IHROMNJM ADULT HOT OFF THE PRESS BOOKS	215.56
Amazon Capital Services	06/13/2026	1NP6-LDD6-6Y6D	A3DG71IHROMNJM ADULT FICTION BOOKS	23.26
Amazon Capital Services	06/13/2026	1PXN-W1MF-911A	A3DG71IHROMNJM ADULT FICTION BOOKS	18.00
Amazon Capital Services	06/13/2026	1N7X-TVQD-6RDF	A3DG71IHROMNJM ADULT FICTION BOOKS	16.50
Amazon Capital Services	06/15/2026	1DHL-3TKP-DWWK	A3DG71IHROMNJM YS PROGRAM SUPPLIES	227.15
Amazon Capital Services	06/15/2026	1VQT-1GMP-4L1Y	A3DG71IHROMNJM LIBRARY OF THING & TECH HARDWARE	73.31
Amazon Capital Services	06/16/2026	13KT-V9NY-VH7K	A3DG71IHROMNJM YS PROGRAM SUPPLIES	102.45
Amazon Capital Services	06/16/2026	19NT-VPFR-V9MT	A3DG71IHROMNJM ADULT LP BOOKS	38.09
Total for Amazon Capital Services				\$3,966.74
AUDIO VIDEO CORPORATION				
AUDIO VIDEO CORPORATION	06/04/2026	121781	C15185 REPLACED HDMI PORT IN MEETING ROOM AB	512.50

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Total for AUDIO VIDEO CORPORATION				\$512.50
B & L CONTROL SERVICE, INC. 273-0500				
B & L CONTROL SERVICE, INC.	06/02/2026	54411	EGCL BLBT2-PRVLAB BACTERIA DIP SLIDES	83.12
Total for B & L CONTROL SERVICE, INC.				\$83.12
Barger, Ralph				
Barger, Ralph	06/09/2026	063026	EGCL AIS PROGRAM	500.00
Total for Barger, Ralph				\$500.00
BASH PARTIES				
BASH PARTIES	06/12/2026	063026	EGCL TEEN PROGRAM	375.00
Total for BASH PARTIES				\$375.00
Bethlehem Public Library				
Bethlehem Public Library	05/31/2026	433743	381131****5289 THE SLEEPWALKER LOST/PAID BOOK	17.99
Total for Bethlehem Public Library				\$17.99
BPI MECHANICAL SERVICE 518 326-8450				
BPI MECHANICAL SERVICE	05/21/2026	115590	111119 INSTALLED A THERMOSTAT FOR THE HEAT PUMP SYSTEM IN ONE OF THE MEETING ROOMS	1,568.02
BPI MECHANICAL SERVICE	05/27/2026	116171	113489 COSTOMER STATES HEAT PUMP #17 IS OFF ON A CONDENSATE OVERFLOW ALARM	591.25
BPI MECHANICAL SERVICE	06/10/2026	116401	113146 IN DEPTH FIRESIDE REPAIRS/MAINTENANCE FOR LOCHINVAR BOILERS	6,458.00
Total for BPI MECHANICAL SERVICE				\$8,617.27
Brodart 800-233-8467				
Brodart	05/14/2026	B7226982	3105612 J BOARD BOOKS	67.97
Brodart	05/18/2026	B7229955	3105612 J PICTURE BOOK	9.29
Brodart	05/20/2026	B7231672	3105612 J NON-FICTION BOOK	26.68
Brodart	05/22/2026	B7233813	3105611 ADULT NON-FICTION BOOKS	580.53
Brodart	05/22/2026	B7234180	3105613 J READER BOOKS	95.06
Brodart	05/22/2026	B7234163	3105613 J SERIES BOOKS	82.26
Brodart	05/22/2026	B7233702	3105613 J SERIES BOOKS	71.87
Brodart	05/22/2026	B7233564	3105611 ADULT NON-FICTION BOOKS	70.34
Brodart	05/22/2026	B7233699	3105613 J FICTION BOOKS	59.84
Brodart	05/22/2026	B7233538	3105613 J FICTION BOOKS	55.28
Brodart	05/22/2026	B7234189	3105611 ADULT NON-FICTION BOOKS	37.93
Brodart	05/22/2026	B7233543	3105613 J FICTION BOOKS	15.24
Brodart	05/22/2026	B7233704	3105613 J SERIES BOOKS	5.72
Brodart	05/22/2026	B7233542	3105613 J SERIES BOOKS	5.72
Brodart	05/27/2026	B7235736	3105614 J PARENTING BOOKS	156.59
Brodart	05/27/2026	B7235768	3105614 J GN BOOKS	89.13
Brodart	05/27/2026	677252	317481 14-DAY LABELS FOR BOOK PROCESSING	69.41
Brodart	05/27/2026	B7236052	3105611 ADULT NON-FICTION BOOKS	29.03
Brodart	05/27/2026	B7235547	3105611 ADULT NON-FICTION BOOKS	13.96
Brodart	05/29/2026	B7238383	310561B ADULT FICTION BOOKS	403.08
Brodart	05/29/2026	B7238232	310561B ADULT FICTION BOOKS	244.04
Brodart	05/29/2026	B7238563	310561B ADULT FICTION BOOKS	207.91
Brodart	05/29/2026	B7238243	3105612 J BOARD BOOKS	67.16
Brodart	05/29/2026	B7238393	310561B ADULT FICTION BOOKS	48.79
Brodart	05/29/2026	B7238395	310561B ADULT FICTION BOOKS	36.89
Brodart	06/01/2026	B7239848	3105611 ADULT NON-FICTION BOOKS	267.78
Brodart	06/02/2026	B7240762	3105611 ADULT NON-FICTION BOOKS	218.85
Brodart	06/02/2026	B7240764	3105611 ADULT NON-FICTION BOOKS	162.82
Brodart	06/02/2026	B7240526	3105611 ADULT NON-FICTION BOOKS	150.46
Brodart	06/02/2026	B7240942	3105611 ADULT NON-FICTION BOOKS	19.16

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	06/04/2026	B7242865	3105612 J PICTURE BOOKS	28.02
Brodart	06/09/2026	B7245786	3105612 J NON-FICTION BOOKS	26.68
Brodart	06/15/2026	B724944	3105612 TEEN FICTION BOOKS	193.00
Brodart	06/15/2026	B7249436	3105612 J PICTURE BOOKS	19.26
Total for Brodart				\$3,635.75
Capital Security 479-7122				
Capital Security	05/15/2026	196478	EGCL ANNUAL ALARM INSPECTION 6/1/26-5/31/27 NETWORK/CELLULAR MONITORING COVERAGE FOR 6/1/26-6/30/26	425.00
Capital Security	06/15/2026	196637	EGCL NETWORK/CELLULAR MONITORING PERIOD COVERED 7/1/26-7/31/26	65.00
Total for Capital Security				\$490.00
CDW-G				
CDW-G	06/04/2026	AJ6GD2U	1367448 INDOOR WIRELESS ACCESS POINTS	1,800.00
Total for CDW-G				\$1,800.00
CENGAGE Learning/GALE 877-201-3962 opt 2				
CENGAGE Learning/GALE	05/21/2026	999102731737	100230146 ADULT LP BOOK	30.40
Total for CENGAGE Learning/GALE				\$30.40
Center Point Large Print 1-800-929-9108				
Center Point Large Print	05/03/2026	2248089	EGCL ADULT LP BOOKS	50.94
Center Point Large Print	05/04/2026	2248935	EGCL ADULT LP BOOKS	48.75
Center Point Large Print	06/13/2026	2254563	EGCL ADULT LP BOOKS	31.46
Center Point Large Print	06/13/2026	2252801	EGCL ADULT LP BOOKS	25.77
Total for Center Point Large Print				\$156.92
CHARTER COMMUNICATIONS (FIBER OPTIC)				
CHARTER COMMUNICATIONS (FIBER OPTIC)	06/14/2026	141867501061426	141867501 FIBER INTERNET FOR 6/14/26-7/13/26	399.00
Total for CHARTER COMMUNICATIONS (FIBER OPTIC)				\$399.00
CHARTER COMMUNICATIONS (TELEPHONE) 869-5500				
CHARTER COMMUNICATIONS (TELEPHONE)	06/14/2026	142138101061426	142138101 BUSINESS PHONE FOR 6/15/26-7/14/26	36.95
Total for CHARTER COMMUNICATIONS (TELEPHONE)				\$36.95
CORNELL COOPERATIVE EXTENTION OF RENS. CO				
CORNELL COOPERATIVE EXTENTION OF RENS. CO	05/27/2026	6/2,7/7,8/4,9/1	EGCL AIS PROGRAMS MASTER GARDEN PROGRAM	200.00
Total for CORNELL COOPERATIVE EXTENTION OF RENS. CO				\$200.00
DEMCO 800-752-7614 act.rece				
DEMCO	06/01/2026	7814923	710162791 BOOK PROCESSING SUPPLIES & STICKERS FOR YS PROGRAM SUPPLIES	857.65
Total for DEMCO				\$857.65
Dropmysuite Inc.				
Dropmysuite Inc.	05/31/2026	INV-27782	OREGON-1_22094 DIRECT USER EMAIL & COLLABORATION BACKUP SUBSCRIPTION COST MAY 2026	81.00
Total for Dropmysuite Inc.				\$81.00
ECF DATA 702-780-7903				
ECF DATA	05/28/2026	INV-05833-N8R8K9	EGCL OFFICE 365 A3 (EDUCATION FACULTY PRICING) FOR 5/28/26-6/27/26	154.44
Total for ECF DATA				\$154.44

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
ENGEL, DAVID				
ENGEL, DAVID	05/20/2026	070826	EGCL YS PROGRAM	550.00
Total for ENGEL, DAVID				\$550.00
Guilderland Public Library 456-2400				
Guilderland Public Library	06/15/2026	431198	381191****3935 THE LITTLE BOOK OF MAHJONG LOST/PAID BOOK	16.99
Total for Guilderland Public Library				\$16.99
JENNIFER LANTIER-NOVELLI				
JENNIFER LANTIER-NOVELLI	06/09/2026	0612-0717-0807	EGCL YS PROGRAM	450.00
Total for JENNIFER LANTIER-NOVELLI				\$450.00
JIM CLARK COMMUNITY PERFORMANCE FUND				
JIM CLARK COMMUNITY PERFORMANCE FUND	06/09/2026	081126	EGCL AIS PROGRAM	300.00
Total for JIM CLARK COMMUNITY PERFORMANCE FUND				\$300.00
JULIE ANN PRICE				
JULIE ANN PRICE	06/09/2026	0512-0526	EGCL MAHJONG 5/12 & 5/26 11 OUT 26 PROGRAMS AIS PROGRAMS	100.00
Total for JULIE ANN PRICE				\$100.00
LYDIA ADAMS DAVIS				
LYDIA ADAMS DAVIS	06/09/2026	062926	EGCL YS PROGRAM	250.00
Total for LYDIA ADAMS DAVIS				\$250.00
MARINE DESIGN & SERVICE				
MARINE DESIGN & SERVICE	06/08/2026	5869	EGCL FISH TANK SERVICE	250.00
Total for MARINE DESIGN & SERVICE				\$250.00
Midwest Tape				
1-800-875-2785				
Midwest Tape	05/12/2026	508848252	2000001825 ADULT DVDS	45.73
Midwest Tape	05/18/2026	508875708	2000001825 ADULT DVDS	170.18
Midwest Tape	05/27/2026	508912614	2000001825 ADULT DVDS	153.69
Midwest Tape	06/09/2026	508983980	2000001825 ADULT DVDS	218.16
Midwest Tape	06/12/2026	508995756	2000001825 ADULT DVDS	101.95
Total for Midwest Tape				\$689.71
miSci				
miSci	06/10/2026	MP 2026	33944759 MUSEUM PASS 6/9/26-6/30/27	200.00
Total for miSci				\$200.00
MUTUAL OF OMAHA				
MUTUAL OF OMAHA	06/15/2026	002122629701	G000CRJZ LIFE INSURANCE FOR 7/1/26-7/31/26	182.03
Total for MUTUAL OF OMAHA				\$182.03
Nationalgrid				
1-800-642-4272				
Nationalgrid	06/12/2026	051326-061226	34370-88011 UTILITIES FOR 5/13/26-6/2/26	2,939.74
Total for Nationalgrid				\$2,939.74
Northeast Toner, Inc.				
518-899-5545				
Northeast Toner, Inc.	05/19/2026	120654	EGCL TONERS	421.00
Northeast Toner, Inc.	06/12/2026	120711	EGCL TONERS	303.00
Total for Northeast Toner, Inc.				\$724.00
OVERDRIVE				
216-573-6886 ext.212				
OVERDRIVE	05/19/2026	01080DA26169566	1080-0012 ADULT EBOOKS & EAUDIOBOOKS	269.54
OVERDRIVE	05/19/2026	01080CO26168367	1080-0012 ADULT EBOOKS	195.00
OVERDRIVE	05/19/2026	01080DA26169070	1080-1012 ADULT EBOOK & ADULT EAUDIOBOOK	194.54
OVERDRIVE	05/19/2026	0108CO26168378	1080-0021 ADULT EAUDIOBOOKS	191.98

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
OVERDRIVE	05/20/2026	01080CO26170553	1080-1012 ADULT EAUDIOBOOKS	525.72
OVERDRIVE	05/20/2026	01080CO26170540	1080-1012 ADULT EBOOKS	249.98
OVERDRIVE	05/26/2026	01080DA26175595	1080-1012 EBOOKS & EAUDIOBOOKS	204.99
OVERDRIVE	05/26/2026	01080DA26176036	1080-0012 EBOOK & EAUDIOBOOK ADULTS	139.99
OVERDRIVE	06/02/2026	01080DA26190433	1080-0012 ADULT EBOOKS & ADULT EAUDIOBOOKS	422.09
OVERDRIVE	06/02/2026	01080DA26190983	1080-1012 ADULT EBOOKS & ADULT EAUDIOBOOKS	331.51
OVERDRIVE	06/09/2026	01080DA26197430	1080-1012 ADULT EBOOKS & ADULT EAUDIOBOOKS	140.50
OVERDRIVE	06/09/2026	01080DA26197689	1080-0012 ADULT EBOOK & ADULT EAUDIOBOOK	65.50
Total for OVERDRIVE				\$2,931.34
PROQUEST LLC 800-521-0600; 734-761				
PROQUEST LLC	06/04/2026	70943639	166537 ANCESTRY LIBRARY 6/1/26-5/31/27	1,760.08
Total for PROQUEST LLC				\$1,760.08
QUICK RESPONSE RESTORATION, INC. (518) 899-7090				
QUICK RESPONSE RESTORATION, INC.	05/21/2026	25-3505	EGCL RECONSTRUCTION	69,766.28
Total for QUICK RESPONSE RESTORATION, INC.				\$69,766.28
Sanchez, Anita				
Sanchez, Anita	06/09/2026	072326	EGCL YS PROGRAM	175.00
Total for Sanchez, Anita				\$175.00
SCHOLASTIC				
SCHOLASTIC	05/18/2026	86836173/86877436	4253413 GIVEAWAY BOOKS FOR SUMMER READING	320.26
Total for SCHOLASTIC				\$320.26
Seasons East Lawn Care 732-2276 new 8.07				
Seasons East Lawn Care	05/13/2026	15085	EGCL SPRING CLEAN UP, 2-LAWN MOWINGS & 1-SPRAYING FOR WEEDS COVERAGE FOR 4/22/26-4/28/26	1,150.00
Seasons East Lawn Care	06/02/2026	15124	EGCL 4-LAWN MOWINGS FOR 5/5/26-5/26/26	1,680.00
Total for Seasons East Lawn Care				\$2,830.00
Sebco Books 800-223-3251				
Sebco Books	05/20/2026	216795	14883 J NON-FICTION BOOKS	1,192.33
Total for Sebco Books				\$1,192.33
SHELBY HARRISON				
SHELBY HARRISON	06/09/2026	071126	EGCL AIS PROGRAM	100.00
Total for SHELBY HARRISON				\$100.00
STAPLES 1-877-826-7755				
STAPLES	05/27/2026	6064727490	N008052 YS PROGRAM SUPPLIES	176.33
STAPLES	06/04/2026	6065615365	1008052 LIBRARY OPERATING SUPPLIES	63.36
STAPLES	06/10/2026	6065996744	1008052 PAPER, GLUE STICKS & PENCILS LIBRARY OFFICE SUPPLIES	128.08
STAPLES	06/11/2026	6066063374	1008052 MAINTENANCE SUPPLIES	248.94
Total for STAPLES				\$616.71
Steele, George				
Steele, George	06/09/2026	070326	EGCL YS PROGRAM	225.00
Total for Steele, George				\$225.00
STEPHENTOWN MEMORIAL LIBRARY				
STEPHENTOWN MEMORIAL LIBRARY	06/15/2026	431197	381310****0659 THE COMPLETE BOOK OF MAH JONGG LOST/PAID BOOK	21.99
Total for STEPHENTOWN MEMORIAL LIBRARY				\$21.99
SWANK MOVIE LICENSING				
SWANK MOVIE LICENSING	06/01/2026	INV10110043	CUS0180081 COPYRIGHT COMPLIANCE SITE LICENSE 7/1/26-6/30/27	241.00

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Total for SWANK MOVIE LICENSING				\$241.00
TAG SOLUTIONS, LLC (518) 292-6510				
TAG SOLUTIONS, LLC	06/01/2026	30638237	21743 NINJAONE AND BLACKPOINT FOR 6/126-6/30/26 NINJA CLOUD BACKUP FOR 6/126-6/30/26 MANAGED SERVICES CORE FOR 6/126-6/30/26	2,653.00
Total for TAG SOLUTIONS, LLC				\$2,653.00
THE UNDERGROUND RAILROAD EDUCATION CENTER				
THE UNDERGROUND RAILROAD EDUCATION CENTER	06/08/2026	MP 2026	EGCL MUSEUM PASS 6/24/26-6/23/27	100.00
Total for THE UNDERGROUND RAILROAD EDUCATION CENTER				\$100.00
TWIN BRIDGES 518-282-5600				
TWIN BRIDGES	06/01/2026	2026601558109	55-8109 1 WASTE & RECYCLING FOR JUNE 2026	308.84
Total for TWIN BRIDGES				\$308.84
UHLS				
UHLS	05/21/2026	26-331	EGRN 250 PLASTIC UHLAN CARDS	35.00
UHLS	05/29/2026	26-338	EGRN RIF BOOKS 2026	185.40
UHLS	05/29/2026	26-346	EGRN 250 ADDITIONAL PLASTIC CARDS	35.00
UHLS	06/03/2026	26-352	EGRN UHLS ANNUAL DINNER 6 RSVPS	270.00
Total for UHLS				\$525.40
William K. Sanford Library				
William K. Sanford Library	05/14/2026	430887	0000430146 JUNIE B. JONES LOVES HANDSOME WARREN LOST/PAID BOOK	13.99
William K. Sanford Library	05/31/2026	424731	0000502359 MOMENTOUS EVENTS IN THE LIFE OF A CACTUS LOST/PAID BOOK	21.99
Total for William K. Sanford Library				\$35.98
YMCA 869-3500				
YMCA	06/03/2026	8241319	EGCL HOME DEPOT-BLACK TOP COMMUNITY WAY	521.09
YMCA	06/03/2026	8903792	EGCL HOME DEPOSIT BLACK TOP PATCH 5/18/26	359.46
YMCA	06/03/2026	30031-60015 4-15	EGCL NATIONAL GRID 3/16-4/15/26 COMMUNITY WAY	64.06
YMCA	06/03/2026	300031-6005 5-13	EGCL NATIONAL GRID 4/15-5/13/26 COMMUNITY WAY	54.14
Total for YMCA				\$998.75
TOTAL				\$113,375.16

Note

Payment Approved / /

President, Library Board of Trustees: _____



East Greenbush Community Library

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

January 1–June 18, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges	7,136.25	13,500.00	-6,363.75	52.86 %
4100 Other Income	175,908.64	52,500.00	123,408.64	335.06 %
4200 Public Funds	2,542,779.10	2,548,750.00	-5,970.90	99.77 %
4410 Gifts & Grants	41,549.91	58,000.00	-16,450.09	71.64 %
Total Revenue	\$2,767,373.90	\$2,672,750.00	\$94,623.90	103.54 %
GROSS PROFIT	\$2,767,373.90	\$2,672,750.00	\$94,623.90	103.54 %
Expenditures				
Operating Expenses				
5000 Technology/Communications	62,313.04	113,385.00	-51,071.96	54.96 %
5010 Programming & Planning	14,761.70	34,700.00	-19,938.30	42.54 %
5020 Bks & Mat'ls (Collections)	54,031.96	162,390.00	-108,358.04	33.27 %
5030 Facilities Expenses	81,509.08	196,200.00	-114,690.92	41.54 %
5040 Professional Services	28,885.10	59,475.00	-30,589.90	48.57 %
5050 Operations	9,664.90	42,650.00	-32,985.10	22.66 %
5100 Human Resources/Staff Devt	3,346.63	7,000.00	-3,653.37	47.81 %
5200 Personnel	780,601.89	1,965,630.00	-1,185,028.11	39.71 %
Total Operating Expenses	1,035,114.30	2,581,430.00	-1,546,315.70	40.10 %
Total Expenditures	\$1,035,114.30	\$2,581,430.00	\$ -1,546,315.70	40.10 %
NET OPERATING REVENUE	\$1,732,259.60	\$91,320.00	\$1,640,939.60	1,896.91 %
Other Expenditures				
FR Friends Pass-through	989.55		989.55	
Reserve Funds				
900 Non-Restricted Capital Reserve Projects	64,860.55		64,860.55	
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)	141,521.38		141,521.38	
Total Reserve Funds	259,033.85		259,033.85	
Total Other Expenditures	\$260,023.40	\$0.00	\$260,023.40	0.00%
NET OTHER REVENUE	\$ -260,023.40	\$0.00	\$ -260,023.40	0.00%
NET REVENUE	\$1,472,236.20	\$91,320.00	\$1,380,916.20	1,612.17 %

Note

On this date, the year is 46.13% 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 June 18, 2026

	TOTAL			
	AS OF JUN 18, 2026	AS OF JUN 18, 2025 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
Cash, Operating Accounts				
1003.00 Checking, Operating-XXX178	307,958.39	99,136.31	208,822.08	210.64 %
1004.00 Savings, Operating-XXX194	1,547,445.75	1,770,480.41	-223,034.66	-12.60 %
1006.00 Petty Cash	200.00	200.00	0.00	0.00 %
1010.00 Register Cash	250.00	250.00	0.00	0.00 %
Total Cash, Operating Accounts	1,855,854.14	1,870,066.72	-14,212.58	-0.76 %
Designated Board Cash Funds				
1007.00 Non-Restricted, Hurr XXX244	56,587.86	55,409.67	1,178.19	2.13 %
1008.00 Non-Restricted, Capital Reserve- XXX0228	774,486.21	502,760.31	271,725.90	54.05 %
1009.00 Non-Restricted, Operational Contingency-XXX210	411,341.20	402,776.80	8,564.40	2.13 %
Total Designated Board Cash Funds	1,242,415.27	960,946.78	281,468.49	29.29 %
Donor Restricted Cash Funds				
1001.00 Donor-Restricted, Gift & Grant-XXX186	33,084.66	22,586.31	10,498.35	46.48 %
1005.00 Donor-Restricted, Capital Reserve- XXX251	78,864.15	350,578.49	-271,714.34	-77.50 %
Total Donor Restricted Cash Funds	111,948.81	373,164.80	-261,215.99	-70.00 %
Total Bank Accounts	\$3,210,218.22	\$3,204,178.30	\$6,039.92	0.19 %
Total Current Assets	\$3,210,218.22	\$3,204,178.30	\$6,039.92	0.19 %
Fixed Assets	\$2,526,564.72	\$2,257,602.89	\$268,961.83	11.91 %
TOTAL ASSETS	\$5,736,782.94	\$5,461,781.19	\$275,001.75	5.04 %
LIABILITIES AND EQUITY				
Liabilities	\$113,375.16	\$9,195.26	\$104,179.90	1,132.97 %
Equity				
3000 Retained Earnings	4,151,405.57	4,083,239.37	68,166.20	1.67 %
Net Revenue	1,472,002.21	1,369,346.56	102,655.65	7.50 %
Total Equity	\$5,623,407.78	\$5,452,585.93	\$170,821.85	3.13 %
TOTAL LIABILITIES AND EQUITY	\$5,736,782.94	\$5,461,781.19	\$275,001.75	5.04 %

Note

On this date, the year is 46.13% over

Non-Restricted Funds Available: \$3,098,269.41

Donor-Restricted Funds Available: \$111,948.81

Account Transfers to cover monthly interest and expenses:

- 1) \$8,103.13 from Donor-Restricted Gift & Grant to Operating (restricted gift/grant expenditures)
- 2) \$117.38 from Donor-Restricted Capital Reserve to Non-Restricted Capital Reserve (interest)
- 4) \$234,682 from Operating to Non-Restricted Capital Reserve (Reversal of duplicate transfer for HHA roof invoice & accidental transfer of full amount for Quick Response mitigation instead of invoice amount)
- 5) \$305,328.90 from Non-Restricted Capital Reserves to Operating (Roof project expenses (reversed above- accidental duplicate),

water mitigation expenses (full amount reversed, added correct invoice amount), and Community Way repair invoices.

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

6/18/2026

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	\$ 1,608.80	\$ 1,291.20
*FR-02-2026 Large Print	\$ 2,700.00		\$ 2,700.00	\$ 927.91	\$ 1,772.09
FR-03-2025 Museum	\$ 3,225.00	\$ 450.20		\$ 450.20	\$ -
*FR-03-2026 Lib Wide Prog Supp	\$ 1,260.00		\$ 1,260.00	\$ 401.63	\$ 858.37
*FR-04-2026 AIS Programming	\$ 7,500.00		\$ 7,500.00	\$ 4,268.00	\$ 3,232.00
*FR-05-2026 Teen Programming	\$ 6,200.00		\$ 6,200.00	\$ 2,572.89	\$ 3,627.11
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	\$ 3,763.18	\$ 5,736.82
*FR-07-2026 HoTP	\$ 1,390.00		\$ 1,390.00	\$ 561.00	\$ 829.00
FR-08-2025 Fish	\$ 2,500.00	\$ 2,500.00		\$ 839.71	\$ 1,660.29
*FR-08-2026 Outreach	\$ 3,500.00		\$ 3,500.00	\$ 151.25	\$ 3,348.75
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	\$ 1,748.17	\$ 751.83
*FR-11-2026 Volunteer Breakfast	\$ 500.00		\$ 500.00	\$ 500.00	\$ -
FR-23-2022 AD Edu/Jobs	\$ 750.00	\$ 496.66		\$ 150.46	\$ 346.20
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		\$ 51.89	\$ 1,633.99
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	\$ 150.00	\$ 150.00	\$ 100.00
Flanagan Children's Programming	\$ 3,000.00	\$ 2,612.14		\$ 329.90	\$ 2,282.24
UHLS Equity Grant	\$ 500.00	\$ 500.00		\$ -	\$ 500.00
*UHLS MANGA	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00
*CDLC Regional Collections Grant \$2,740	\$ 2,740.00	\$ -	\$ -	797.12	\$ (797.12)
*Stewarts Holiday Match Grant	\$ 650.00	\$ -	\$ 650.00	550	\$ 100.00
*UHLS SRP Grant	\$ 79.08	\$ -	\$ 79.08	\$ -	\$ 79.08
GRAND TOTAL	\$ 83,744.08	\$ 14,170.21	\$ 40,529.08	\$ 21,614.63	\$ 33,084.66

2026 Capital Projects Report to the Library Board

6/18/2026

Capital reserves remain sufficient to meet current obligations and anticipated future capital needs. Total capital reserves equal \$853,350, of which \$795,665 is committed to active projects and Board-approved purposes, leaving \$57,685 currently available. Pending grant awards totaling approximately \$669,487 may significantly increase future capital capacity. Major capital projects remain on budget and are progressing as planned.

Reserve	Balance	Encumbered	Available
Donor-Restricted	\$ 78,864	\$ 78,864	\$ -
Non-Restricted	\$ 774,486	\$ 716,801	\$ 57,685
Total	\$ 853,350	\$ 795,665	\$ 57,685

Capital Commitments & Board Authorizations

Children's Room Carpet	Board authorized up to \$65,000 on February 24, 2026. The contract amount is \$50,000; \$45,000 has been paid to date and \$5,000 remains encumbered pending final project completion.
2026 Capital Budget	Board-approved 2026 capital projects include Flooring (\$35,000), Furniture/Signage (\$17,500), and Parking Lot Repairs (\$29,000). Not yet started.
Interior Renovations from Water Intrusion	Contract amount: \$162,282. A total of \$96,521 has been paid to date, with \$65,761 remaining encumbered pending project completion. Final insurance reimbursement of approximately \$5,597 is expected upon completion.
Roof Replacement- NYS Construction Grant	Total project budget: \$586,940 (including contingency). To date, \$22,400 has been expended, leaving \$564,540 remaining. Of the remaining balance, \$145,053 represents the Library share and \$419,487 is expected to be funded through the NYS Construction Grant pending DASNY approval and release of funds.
Community Way	2026 repairs were completed substantially under budget (Budget: \$10,000; Actual: \$880.55). Major replacement work, currently estimated at approximately \$50,000 and not yet approved by the Board, has been deferred to 2027 or later.
Public Bathrooms	Total estimated project cost: \$381,408. A \$250,000 SAM Grant has been awarded for this project. Funds are reimbursable following project expenditures and submission of required documentation. The estimated Library share is \$131,408.
Exterior Renovations- NYS Construction Grant	Total project budget: \$694,712, of which \$78,864 remains encumbered pending final project closeout. Final NYS reimbursement of \$34,736 remains outstanding.

Project Status

Exterior Renovations- NYS Construction Grant	Project is substantially complete. Front door installation is planned for September 2026.
Interior Renovations- Renovations from Water Intrusion	Main library renovations are complete except for punch-list items. Office area work is scheduled for June 19. Final insurance depreciation reimbursement will be received upon project completion.
Roof Replacement	Construction has been underway since May 7, 2026. The roof is watertight; remaining work includes metal installation, snow guards, heat trace, and ladder work. Final grant paperwork remains pending DASNY approval and execution.
Public Bathrooms	Design work is anticipated to begin in September 2026. Construction timing remains to be determined, with the project identified as a 2027 priority.

2027 Capital Outlook

After anticipated grant reimbursements, estimated future net capital commitments total approximately \$186,408 after anticipated grant reimbursements. Major priorities include public bathroom renovations (estimated Library share: \$131,408, supported by a \$250,000 SAM Grant), staff bathroom and kitchen renovations (\$50,000 total project cost with an estimated \$5,000 Library share after NYS funding), and future Community Way improvements (approximately \$50,000). Estimated available capital reserves for 2027 are approximately \$290,764.

Current Available Capital Reserves:	\$ 57,685
Additional Capital Capacity Following Release of Encumbered Roof Grant Funds:	\$ 233,079
Total Projected Available Reserves (2027):	\$ 290,764



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Services Committee Minutes

June 1, 2026 • 5:30 PM

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

Excused: Doug Morrissey (Trustee)

ACTION ITEMS:

1. Budget Committee Meetings Schedule
2. Liaisons for Board Meetings
3. Community Access and Shared Spaces Policy (new policy)
4. Confidentiality of Library Records and Privacy Policy (draft amendments)
5. Renewals and Reserves Policy (draft amendments)

1. Budget Committee Meetings Schedule:

- Anyone on the Board is eligible to join the budget committee. The budget committee will be established at the next Board meeting. S. Boggess and J. White have expressed interest.

2. Liaisons for Board Meetings:

- The committee discussed the role of liaison representatives at board meetings following a request from the Upper Hudson liaison to attend less frequently or not at all.
- The committee noted that the liaison of attendance has been limited, prompting discussion about whether maintaining liaison positions continues to be necessary.
- The committee discussed the possibility of having liaisons attend meetings quarterly and moving liaison reports to the beginning of the board agenda.
- C. Pensabene will follow up with liaisons.

3. Community Access & Shared Spaces Policy:

- The committee continued its review of the policy; further review is needed.

4. Confidentiality of Library Records and Privacy Policy:

- The committee completed its final review of the policy.



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Motion: The Services Committee recommends that the full Board approve the Confidentiality of Library Records and Privacy Policy.

5. Renewals and Reserves Policy:

- The committee completed its final review of the policy.

Motion: The Services Committee recommends that the full Board approve the Renewals and Reserves Policy.

Future Discussions:

1. Liaisons for Board Meetings
2. Community Access & Shared Spaces Policy
3. Space Planning
4. Land Purchase/Use Policy
5. Exhibit Policy (review)
6. Library Access Policy (review)
7. Gifts and Donations Policy (review)
8. Tutoring Policy (review)
9. Library Card Policy (review)
10. Loan Periods/Fines/Fees

Confidentiality of Library Records & Privacy Policy

Draft Amendments recommended by the Services Committee on June 1, 2026 to be presented to the Library Board of Trustees for approval on June 23, 2026.

Purpose

The East Greenbush Community Library (“the Library”) is committed to protecting patron privacy and maintaining the confidentiality of library records in accordance with New York State law, professional library ethics, and applicable federal law.

Privacy and intellectual freedom are essential to the Library’s mission. The Library recognizes that individuals are more likely to seek information freely when they are confident their use of library materials, services, and resources will remain private and confidential.

Confidentiality of Library Records

The confidentiality of library records is protected under New York State Civil Practice Law and Rules §4509. Library records containing personally identifying details regarding the users of library services, materials, facilities, websites, computers, or electronic resources are confidential.

Such records may only be disclosed:

- to the individual patron to whom the record pertains
- to authorized library staff performing assigned duties
- with the patron’s consent
- pursuant to a subpoena, court order, or other lawful legal process
- as otherwise required by law

The Library will not release confidential patron information to law enforcement agencies, government entities, private organizations, or individuals except as permitted or required by law.

Requests for patron information from law enforcement or government agencies shall be referred to the Library Director or designee for review and response in accordance with applicable law and Library procedures.

Patron Records and Borrowing History

The Library collects and maintains only the information necessary to provide library services.

Information related to currently borrowed materials, holds, fines, account activity, and use of library services is treated as confidential. The Library seeks to limit the collection and retention of personally identifiable information to that which is reasonably necessary for library operations and services.

Borrowing histories for returned materials are not retained unless a patron voluntarily chooses to enable an optional reading history feature within their library account.

Library records and electronic data shall be retained and disposed of in accordance with applicable records retention requirements and Library procedures.

Parents and Guardians

Under New York State confidentiality law, library records relating to a minor's use of the library are protected. Parents or guardians who sign for a child's library card acknowledge that the Library may be legally prohibited from disclosing specific borrowing information without the consent of the cardholder, except as otherwise permitted by law.

Library Communications

The Library may use patron contact information to communicate about:

- account notices and library services
- programs and events
- library news and updates
- fundraising or advocacy activities conducted in partnership with the Friends of the Library

Patrons may opt out of promotional or marketing communications at any time, except for notices related to account administration or library operations.

The Library does not sell, lease, or otherwise distribute patron personal information to outside parties for commercial purposes.

Friends of the Library

The Friends of the East Greenbush Community Library may, at times, receive limited patron contact information approved by the Library for library-related communications or fundraising activities. Only the minimum necessary information will be shared.

Patrons may request that their information not be shared with the Friends group for these purposes.

Website and Digital Privacy

The Library's website may collect limited non-personally identifiable information, such as:

- browser type
- device information
- pages visited
- date and time of access
- general usage statistics

This information is used solely to improve website functionality, evaluate usage, and support library operations.

The Library does not intentionally collect personally identifying information from website visitors unless voluntarily provided by the user.

Public Computers and Internet Use

Search histories, browsing activity, and other usage data from public computers are not retained as part of a patron's library account.

When functioning properly and used as directed, public computer sessions are cleared between users to help protect patron privacy. However, users should be aware that absolute privacy cannot be guaranteed when using shared or public technology.

While the Library takes reasonable steps to protect user privacy, electronic communications and Internet activity may be subject to interception, monitoring, or unauthorized access beyond the Library's control

Wireless Network

The Library provides public wireless access as a convenience to patrons. Wireless communications are not secure and may be vulnerable to unauthorized access. Patrons use the wireless network at their own risk.

Third-Party Services and Databases

The Library provides access to third-party databases, digital platforms, applications, and external websites. Some services may require a library card number or other authentication credentials.

While the Library strives to work with vendors that value user privacy, third-party services operate under their own privacy policies and terms of service. Patrons are encouraged to review those policies independently.

The Library is not responsible for the privacy practices of external websites or services not operated by the Library.

Email, Forms, and Reference Inquiries

Information voluntarily submitted through online forms, email communications, program registrations, newsletter subscriptions, or reference inquiries may be retained only as long as reasonably necessary to provide services, maintain operational records, or comply with legal requirements.

Such information will be treated as confidential library information to the extent provided by law.

Security Cameras

The Library may use security cameras in public areas of library property for the protection of patrons, staff, collections, buildings, and equipment.

Recorded footage is not continuously monitored and will only be accessed by authorized personnel for legitimate safety, security, or law enforcement purposes in accordance with applicable law and Library policy.

Payment Information

The Library does not retain full credit card information following payment transactions. Payment processing may be handled by third-party vendors subject to their own security and privacy standards. See the Library's Credit Card Transactions Policy for further details.

Data Security and Limitations

The Library makes reasonable efforts to safeguard patron information and maintain appropriate administrative, technical, and physical security measures. However, no system can guarantee absolute security.

Policy Adopted: 10/4/2006, Amended 5/10/2012, Amended 4/25/2015

Renewals & Reserves Policy

Draft Amendments- Recommended by the Services Committee on June 1, 2026 to be presented to the Library Board of Trustees for approval on June 23, 2026.

Purpose

The East Greenbush Community Library (“the Library”) supports equitable and efficient access to library materials through renewal and reserve services consistent with the mission of the Library and the policies of the Upper Hudson Library System.

Policy

Eligible library materials may be renewed unless restricted by reserve status, item type, lending rules, or other circulation limitations.

Physical materials borrowed at the East Greenbush Community Library are eligible for automatic renewal up to two times, provided the item has not been reserved by another patron and is otherwise eligible for renewal.

Physical materials borrowed at other Upper Hudson Library System member libraries are subject to the circulation, renewal, and reserve policies of the lending library.

Digital materials are subject to shared lending policies established by the participating libraries and digital content providers.

Interlibrary Loan materials obtained from libraries outside the Upper Hudson Library System are subject to the policies and approval of the owning library.

Patrons may place reserves on eligible circulating materials. Certain collections or material types may be excluded from reserves or subject to additional lending restrictions.

The Library reserves the right to establish administrative procedures governing renewals, reserves, hold timeframes, borrowing limits, and related circulation practices in order to ensure equitable access to materials and efficient library operations.

Repeated failure to pick up reserved materials may result in limitation or suspension of reserve privileges.

Policy adopted 6/14/2010



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Administrative Committee Minutes

June 1, 2026 • 7:00 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:

1. Facilities Updates- Roof Project, Renovations from Water Damage
2. Budget Committee Meetings Schedule
3. NYS Construction Grant Scope Update
4. Payroll Company Update
5. Personnel Update
6. Community Way Update
7. Schodack Contract Next Steps
8. Land Purchase/Use Policy Discussion

1. Facilities Updates

Roof Project:

- The new roof has been installed and is watertight.
- The project awaits delivery of the metal fascia trim, snow guards, and a ladder, as well as pricing for the heat trace system.

Renovations from Water Damage:

- Renovations are nearing completion. Carpet installation has been completed.
- Remaining work includes replacing several ceiling tiles and addressing outstanding punch list items.
- Work in the back offices is scheduled to begin on June 18, and the carpet in the back offices will be cleaned on June 19.

HVAC:

- There are ongoing issues with the HVAC system that are being addressed. Maintenance work is underway, including cleaning the air handler unit and boiler system.



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2. Budget Committee Meetings Schedule:

- The first budget meeting is scheduled for the end of June.
- C. Derico will chair the committee, and A. Miller expressed interest in joining the committee.

3. NYS Construction Grant Scope Update:

- The road project will not be submitted as a construction grant.
- A scope of work is being developed for renovations of the staff bathrooms and staff kitchen/break room, and cost estimates are pending.
- The estimated cost for renovating all public bathrooms is \$381,000, including full reconstruction, plumbing upgrades, and a lactation room. \$250,00 grant funding from Assemblymember McDonald's office is pending DASNY review.
- The roof project budget covers July 1, 2025, through June 30, 2031; however, official notification of grant approval has not yet been received.

4. Payroll Company Update:

- The libraries' current payroll company has increased by 40%. Other companies are being evaluated.

5. Personnel Update:

- There are two positions currently open; part-time Library Assistant and part-time Library Clerk.
- Full-time Sr. Library Clerk/Meeting Room Coordinator will be retiring in September along with two department heads retiring in a year and a half.

6. Community Way Update:

- The repaving project is not expected to exceed \$100,000, and the Memorandum of Agreement (MOA) is being updated in consultation with the attorney.

7. Schodack Contract Next Steps:

- Plans are underway to schedule a meeting between the library and Schodack soon.

8. Land Purchase/Use Policy Discussion:

- The committee continued reviewing the policy. Further discussion and review are needed.



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Future Discussions:

1. Facilities Update
2. Payroll Company
3. NYS Construction Grant Scope Update
4. Community Way Update
5. Land Purchase/Use Policy
6. ADA-Facilities Checklist
7. Space Planning
8. Printing Fees



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Director's Report-June 23, 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.

May 2026 Executive Summary

Strategic Highlights

- Community engagement remained strong despite extensive renovation activity, with 21,005 total visits across all service channels.
- New library card registrations reached 140- a 92% increase compared to May 2025.
- Staff maintained service levels throughout multiple construction projects and temporary space closures while sustaining strong programming, digital collections, and website usage.
- The Library received final approval for a \$250,000 NYS SAM grant supporting future public restroom renovations.
- Planning and promotion began for the Summer Reading Program and the community-wide 12,500 Book Challenge.
- While construction activity affected building use, physical circulation, and public computer sessions, overall engagement remained strong: website use increased, digital borrowing held steady, new card registrations rose significantly, and total visits remained comparable to the prior year.

Key Risks / Opportunities

Risks

- Ongoing operational strain during ongoing renovations
- Continued pressure on physical circulation during building disruptions

Opportunities

- Launch of the 12,500 Book Challenge and Summer Reading Program
- Recently secured \$250,000 NYS SAM grant for public restroom renovations
- Strong growth in new library card registrations (+92%)
- Continued growth in community partnerships and fundraising support
- Evaluation of digital collection platforms to improve long-term sustainability and resource allocation.



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Statistical Highlights

Building & Technology Use

- Hours Open: 249 hours/ 28 days
- Building visits: 10,797
- Total visits (website, building, drive-thru): 21,005
- Website users: 9,783
- Wi-Fi sessions: 1,333
- Public computer sessions: 994

Programs & Engagement

- Adult program attendance: 586
- Youth program attendance: 1,120
- All ages program attendance: 297
- 1-1 program attendance: 21
- Meeting Room use by outside groups: 105

Collections & Cardholders

- Monthly active cardholders: 3,049
- New library cards: 140
- Physical materials use: 19,851
- Digital materials use: 6,898
- Successful retrievals of electronic information and database resources: 7,989

Building Operations Notes

- **Closures:** Closed May 23-25 for the Memorial Day holiday weekend.
- **Interior Renovations:** Carpet installation in main library continued the week of May 4, with limited seating available. The Hurr Room reopened May 2, and the Teen Room on May 8. Children's Room and Playroom renovations took place May 18-26; both spaces were closed during that period. On May 19, a significant rain event occurred before the roof was fully weather-tight, causing additional water intrusion in the Children's Room. Mitigation measures were implemented immediately, and both roof and interior work continued on schedule.
- **Roof Replacement:** Work began May 7. Drive-thru access was limited during the first two days, and the patio remained closed until the roof was weather-tight. Construction activity contributed to a ceiling tile failure in the Assistant Director's office on May 26; repairs were completed on June 5.
- **Community Way Pothole Repairs:** Repairs were completed the week of May 18.
- **NYS SAM Grant:** The Library received notification that \$250,000 in NYS SAM funding for the Public Bathroom Renovation Project has been approved. Design work is anticipated to begin in September 2026, with construction planned for 2027.
- **Borrower Services:** Staff processed 19,851 circulation transactions, registered 140 new cardholders, and answered 664 reference questions during May while maintaining services throughout multiple renovation projects.



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- **Youth and Teen Services:** Staff maintained patron interaction levels nearly equal to May 2025, despite temporary closures of both the Teen Room and Children's Room during renovation work.
- **Adult Information Services:** Staff assisted more than 1,100 patrons through reference, technology assistance, and outreach services during the month.

Strategic Plan Progress

GOAL 1: Build Community Connections

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

- A young library patron was recognized as a countywide winner in the Rensselaer County Department of Health's bookmark design contest, highlighting youth engagement and community participation.

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

- Adult programming remained well attended, including Wednesday Night Book Chats, Mahjong, and a performance by the Ellen Sinopoli Dance Company in partnership with The Egg.
- BLARC continued to engage readers through its debut authors challenge, with 71 active participants during May.
- Friends' volunteers contributed 87 hours during May sorting donated materials for future book sales and fundraising.
- Partnered with the Rensselaer County Department of Health to promote and collect submissions for a countywide youth bookmark contest.
- Supported a local student service project benefiting the Mohawk Hudson Humane Society, collecting donated pet supplies.

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

- A community member has stepped forward to lead the revival of Inclusive; a games program designed for all ages and abilities. Relaunch is planned for fall 2026.

GOAL 2: Engage With Your Community

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

- Partnered with the American Red Cross to host a blood drive with 35 participants.
- Continued outreach to new residents through 59 welcome postcards.

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

- Participated in the East Greenbush Memorial Day Parade with staff and volunteers, engaging approximately 250 community members.
- Youth Services staff recorded 970 patron interactions through service desk assistance, teen services, email support, and book bundles: a modest decline from the prior year attributable to construction-related closures.



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

- Community use of library meeting rooms remained strong, with 105 uses by outside groups during May.

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.

- Children's and Teen Services remained strong service levels despite renovation closures. The Teen Room welcomed 190 visitors during the 19 days it was staffed.

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

- Website users grew to 9,783 in May, a 2.5% increase over the prior year.
- Total community engagement reached 21,005 visits across building, website, and drive-thru channels, despite renovation-related closures.
- Social media engagement remained strong: 4,341 Facebook followers and 3,063 Instagram users reached during May.
- Tech Tips articles received 1,032 views.
- Adult Information Services staff assisted 632 patrons with reference questions and 514 patrons with technology support.
- Staff continued readers' advisory efforts through themed book displays, curated reading lists, and seasonal resource guides.
- Planning continued for the 2026 Summer Reading Program, featuring performances, family activities, community reading challenges, and partnerships with local businesses.

3.3: Increase circulation of diverse resources and materials.

- Physical circulation declined during May due to renovation-related disruptions, particularly the closure of the Children's Room and Teen Room.
- The drive-thru continued to provide convenient access to library materials, serving 425 patrons during the month.
- Community members checked out 6,898 digital materials through OverDrive and Hoopla during May. Staff continue to evaluate digital platforms to ensure sustainable service delivery and effective resource use.
- Digital collections account for a significant portion of overall library usage; audiobooks represent the largest category. Digital circulation of 6,898 checkouts was only 1.3% below the prior year.
- Youth digital circulation increased 5.7% over May 2025, helping offset reduced access to physical collections during construction.

GOAL 4: Promote Literacies

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

- Adult program attendance increased to 586 participants, while all-ages programming attendance nearly tripled compared to May 2025.
- Youth programming attendance remained strong at 1,120, despite temporary closures associated with renovation work.
- Family Storytime averaged 39 attendees across eight sessions despite construction-related disruptions.



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- Summer Reading planning includes interactive activities, reading incentives, and family engagement opportunities designed to encourage literacy and lifelong learning.
- The Library launched the community-wide 12,500 Book Challenge in celebration of America's 250th Anniversary, encouraging residents of all ages to read 12,500 books collectively between June 15 and September 4 via Beanstack or paper reading logs.

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

- Library databases and digital learning resources recorded 7,989 successful searches, downloads, and information retrievals during May.
- NewsBank, NoveList, Mango Languages, Ancestry Library Edition, and Tech-Talk continued to provide residents with access to research, literacy, language learning, and technology education resources.
- Continued partnership with Tech-Talk, offering webinars on emerging technologies and digital literacy topics.
- The English as a New Language conversation group continued to provide opportunities for language learning and community connection.

4.3: Increase community partnerships with educational institutions

- Student volunteers from the East Greenbush Central School District continued weekly service supporting library operations and summer program preparation.

GOAL 5: Advance Local Economic Vitality

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

- Continued outreach to local businesses through the Library's small business mailing list and promotion of upcoming business planning programs.

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

- Expanded partnerships with local businesses through the Summer Reading "Stuffie Search," which will bring families to participating East Greenbush businesses throughout the summer.

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

- Hosted educational programming presented by a local business owner, highlighting entrepreneurship and skill development opportunities within the community.
- Six local businesses agreed to participate in the Summer Reading community-wide "Stuffie Search," strengthening connections between families, the Library, and the local business community.

Operations

Technology

- A/B room AV repairs were completed on June 3.
- Public printing was out of service June 13-14 due to an Envisionware outage.
- Indoor wireless access points were replaced to improve network reliability and performance; the outdoor access point replacement is pending.
- Staff copier vendor options are under evaluation.
- Public technology services remained heavily utilized: 994 public computer sessions and 1,333 Wi-Fi sessions during May.



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- Digital collections generated 6,898 checkouts; library databases and online resources recorded 7,989 successful uses.

Friends of the Library Fundraising

- The Friends are planning the second Night at the Library fundraiser, scheduled for October 24, and are currently seeking art and raffle basket donations. To date, \$7,100 in sponsorship support has been secured.
- Year-to-date, Friends volunteers have contributed nearly 570 hours supporting book sales, donation processing, and fundraising activities.
- Volunteer support remains essential to the success of Friends fundraising activities, which help provide additional resources for library programs, services, and capital improvements.

Personnel/Volunteers

- Open enrollment was held, and new health insurance plans will take effect July 1.
- Two Empire State Service Corps summer interns will join the team this summer to assist with Youth Services programming and summer reading activities.
- Seven teen volunteers contributed 19.5 hours supporting library programs and services during May.
- The Library is actively interviewing for two part-time open positions on the Adult and Borrower Services teams and planning for the retirement of a full-time staff member in September. A part-time Library Assistant position in Youth and Family Services will also be posted, as the current staff member is departing for a full-time position at another library.

Facilities

- Roof installation project began May 7.
- New digital card combination door fob/ID badges launched for all staff on June 17.
- Community Way pothole repair is complete. Repaving, in coordination with the YMCA and Hawthorne Ridge is tentatively scheduled for May 2027.

Incidents

- A significant code of conduct incident on June 21 required emergency responder assistance to maintain safety. Staff followed established procedures and are working with the family to develop a reentry plan following a temporary suspension.

Monthly Statistical Comparison				
East Greenbush Community Library	May-24	May-25	May-26	Change
Building Visits	9,525	11,482	10,797	⬇️ -6.0%
Number of patron visits to the library building				
Drive-Thru Visits	515	447	425	⬇️ -4.9%
Number of patrons who use the drive-thru window to borrow materials				
Website Users	7,891	9,546	9,783	⬆️ +2.5%
Number of people who initiated at least one session on eglibrary.org during a given month				
Physical Materials Use	22,750	23,695	19,851	⬇️ -16.2%
Number of checkouts plus renewals made at the library				
Digital Materials Use	6,362	6,986	6,898	⬇️ -1.3%
Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)				
Online Resource Use (database)	8,385	8,889	7,989	⬇️ -10.1%
Number of sessions (log-ins) for online resources, based on vendor statistics. This includes both in-library and, where applicable, remote access				
WiFi Use	1,426	1,457	1,333	⬇️ -8.5%
Number of unique daily WiFi patron at the library				
Public Computer Use	1,210	1,339	994	⬇️ -25.8%
Number of computer sessions at the library				
Program Attendance	2,164	2,629	1,961	⬇️ -25.4%
Number of attendees at programs held inside the library location or in a library virtual space				
Meeting Room Use by Outside Groups	84	106	105	⬇️ -0.9%
Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members				
New User Accounts (library card registrations)	120	73	140	⬆️ +91.8%
Number of library cards newly created (online & in-person registrations)				
Monthly Active Library cardholders (retention)	3,017	3,076	3,049	⬇️ -0.9%
Average number of cardholders who actively used their library card per month				
Number of Programs Adult	34	35	36	⬆️ +2.9%
Program Attendance Adult	410	573	586	⬆️ +2.3%
Number of Programs Youth	38	33	26	⬇️ -21.2%
Program Attendance Youth	1,330	1,599	1,120	⬇️ -30.0%
Number of Programs All Ages	Unavailable	1	2	⬆️ +100.0%
Program Attendance All Ages	Unavailable	100	297	⬆️ +197.0%
1-1 Programs (Books with Wheels, Take & Make, Notary, Book a Librarian)	Unavailable	357	21	⬇️ -94.1%
(stopped Take & Make December 2025)				
Youth Physical Item Circ	12,822	13,952	11,392	⬇️ -18.3%
Youth Digital Materials Circ	835	898	949	⬆️ +5.7%
Adult Physical Item Circ	9,928	9,743	8,459	⬇️ -13.2%
Adult Digital Materials Circ	5,526	6,082	5,938	⬇️ -2.4%
Registered Resident Borrowers	5,329	5,489	5,674	⬆️ +3.4%
Registered Non-Resident Borrowers	1,914	1,985	2,015	⬆️ +1.5%
Physical Items Circ at Checkout Desk	20,999	22,116	18,400	⬇️ -16.8%
Physical Items Circ at Drivethru Window	1,751	1,579	1,451	⬇️ -8.1%
Total Visits (website, library, drive-thru)	17,931	21,475	21,005	⬇️ -2.2%



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Personnel Memo

June 23, 2026

Submitted by Jill Dugas Hughes

Resignation:

- Dolores Koonz, Library Clerk (part-time), effective 6/10/2026

Retirement:

- Kathy Rossello, Senior Library Clerk, effective 9/18/2026

Termination:

- N/A

Classification Change:

- N/A

Provisional Appointment:

- N/A

Current Open/Unfilled Positions

- Library Clerk (part-time), effective 6/10/2026
- Library Assistant (part-time), effective 6/13/2026
- Senior Library Clerk, effective 9/18/2026