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# AGENDA

## Board of Trustees

**July 21, 2026**

**7:00 p.m.**

### ***Vision***

*To serve as the central hub where people feel welcome, supported in learning, and connected to community and one another.*

### ***Mission***

*We inspire learning, imagination, collaboration, and compassion by providing our community with equitable access to resources in a welcoming environment.*

**Notice is hereby given that a meeting of the Library Board of Trustees will be held in person on Tuesday, July 21, 2026 at 7:00 p.m.**

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

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

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                     |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| 1. | <b>Call to Order/Review of Agenda • (5 min)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | C. Pensabene<br>A.                                  |
| 2. | <b>Public Comment • (15 min)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | C. Pensabene                                        |
| 3. | <b>Liaison Reports • (15 min)</b><br>Friends of the Library<br>Upper Hudson Library System<br>Town of East Greenbush<br>Rensselaer County                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | J. Price<br>C. Engel<br>J. McHugh<br>T. Grant       |
| 4. | <b>Approval of Minutes • (5 min)</b><br>➤ <b>MOTION</b> to approve the minutes of the <b>June 23, 2026</b> , Library Board Meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | K. Kutzscher<br>B.                                  |
| 5. | <b>Treasurer's Reports • (5 min)</b><br>Treasurer's Report Narrative<br><br>Off Warrant (June 19, 2026 – July 16, 2026)<br>➤ <b>MOTION</b> to accept the Off Warrant in the amount of <b>\$380,168.96</b> for the period of 6/19/2026 – 7/16/2026 as presented.<br><br>Warrant (June 19, 2026 – July 16, 2026)<br>➤ <b>MOTION</b> to authorize the president to sign the Warrant for the period of 6/19/2026 – 7/16/2026 in the amount of <b>\$47,058.06</b> .<br><br>Financials (53.97% of the year over)<br>• Budget vs. Actual 2026 (1/1/2026 – 7/16/2026)<br>• Balance Sheet (7/16/2026)<br>• Restricted Gift/Grant Funds (7/16/2026) | C. Derico<br><br>C.<br><br>D.<br><br>E.<br>F.<br>G. |



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|     |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                          |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
|     | <ul style="list-style-type: none"> <li>Capital Reserve Funds (7/16/2026) <ul style="list-style-type: none"> <li><b>MOTION</b> to approve the July 16, 2026, Financials with 53.97% of the year completed as presented.</li> </ul> </li> </ul>                                                                                                                                                                                   | H.                                       |
| 6.  | <b>Committee Reports • (10 min)</b><br>Services Committee <ul style="list-style-type: none"> <li><b>MOTION</b> to approve the Community Access &amp; Shared Spaces Policy.</li> </ul> Administrative Committee <ul style="list-style-type: none"> <li><b>MOTION</b> to authorize the Director to submit a construction grant application in the amount of \$88,600.00 for the renovation of employee support spaces.</li> </ul> | J. White<br>I.<br><br>K. Kutzscher<br>J. |
| 7.  | <b>Unfinished Business • (10 min)</b>                                                                                                                                                                                                                                                                                                                                                                                           | C. Pensabene                             |
| 8.  | <b>Director's Report • (5 min)</b>                                                                                                                                                                                                                                                                                                                                                                                              | J. Dugas Hughes<br>K.                    |
| 9.  | <b>Personnel Memorandum • (5 min)</b> <ul style="list-style-type: none"> <li><b>MOTION</b> to approve the 7/21/2026 Personnel Memorandum, as presented.</li> </ul>                                                                                                                                                                                                                                                              | J. Dugas Hughes<br>L.                    |
| 10. | <b>New Business • (5 min)</b> <ul style="list-style-type: none"> <li>Trustee Recruitment Event</li> <li>Request for Star of Hope Memorial relocation to Columbia HS</li> <li>Prevailing Wage &amp; Competitive Bidding</li> </ul>                                                                                                                                                                                               | C. Pensabene                             |
| 11. | <b>Adjournment</b> <ul style="list-style-type: none"> <li><b>MOTION</b> to adjourn the 7/21/2026 Library Board Meeting.</li> </ul>                                                                                                                                                                                                                                                                                              | C. Pensabene                             |

### Upcoming Board & Committee Meetings:

#### Monday, August 3, 2026

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

#### Tuesday, August 18, 2026 (if needed)

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

#### Thursday, August 20, 2026

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

#### Monday, August 24

- 6:00-7:00 PM Budget Committee Meeting



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**Library Board of Trustees Meeting - DRAFT***June 23, 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

A Library Board of Trustees meeting of the East Greenbush Community Library was held on June 23, 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

**LIAISON REPORTS:****Friends of the Library** (on behalf of Julie Ann Price, C. Pensabene noted the following):

- Children's Book Sale & Puzzle Sale is Saturday, June 27 from 10am-1pm.
- Fundraising efforts continue, with sponsorships confirmed and baskets coming in.
- Appreciation was expressed to Alexis and Roseann for their assistance with sponsorship outreach and event planning.
- The Paint & Sip event has been confirmed.



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- The final ticket price is set at \$30.00 per person, which includes one complimentary drink.

#### **Upper Hudson Library System (UHLS) (J. Dugas Hughes noted the following):**

- Several staff members, along with board member, S. Boggess, attended the Upper Hudson Annual Meeting which was enjoyable and a successful evening.

**Town of East Greenbush:** N/A

**Rensselaer County:** N/A

#### **APPROVAL OF MINUTES:**

- **MOTION #2026-06-44:** K. Kutzscher made the motion to approve the minutes of the May 19, 2026, Library Board Meeting. Seconded by J. White. The motion was carried with 7 in favor, none opposed.

#### **TREASURER'S REPORT (Crystal Derico):**

- Questions were raised regarding the Budget vs. Actual report, specifically the Net Operating Revenue line. It was explained that the figure is misleading because the report does not include transfers between funds and combines information from multiple accounts.
- Actual revenues and expenditures remain accurate, and the library is operating within budget expectations.
- It was suggested that the Net Operating Revenue line be removed or revised in future reports to avoid confusion.
- A duplicate transfer entry related to a capital project invoice was reviewed and determined to be a transfer correction rather than a duplicate payment. No invoice was paid twice.
- **MOTION #2026-06-45:** D. Morrissey made a motion to accept the Off-Warrant in the amount of **\$138,397.39** for the period of May 13, 2026, through June 18, 2026, as presented. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.
- **MOTION #2026-06-46:** D. Morrissey made a motion to authorize the president to sign the Warrant for the period of May 13, 2026, through June 18, 2026, in the amount of **\$113,375.16**. Seconded by J. White. The motion was carried with 7 in favor, none opposed.
- **MOTION #2026-06-47:** K. Kutzscher made a motion to approve the June 18, 2026, Financials with 46.13% of year completed, as presented. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.



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### COMMITTEE REPORTS:

**Services:** The written committee report was submitted by J. White. Highlights from the written report included: liaisons for board meetings, Confidentiality of Library Records and Privacy Policy, and Renewals and Reserves Policy.

- **MOTION #2026-06-48:** The Services Committee made a motion to approve the Confidentiality of Library Records and Privacy Policy. Seconded by C. Derico. The motion was carried with 7 in favor, none opposed.
- **MOTION #2026-06-49:** The Services Committee made a motion to approve the Renewals and Reserves Policy. Seconded by A. Miller. The motion was carried with 7 in favor, none opposed.

**Administrative:** The written committee report was submitted by K. Kutzscher. Highlights from the written report included: facilities update, NYS Construction Grant Scope, payroll company, personnel, Community Way road, Schodack contract, and land purchase/use policy.

J. Dugas Hughes reported on Community Way Road:

- Community Way agreement updates are under legal review, with only minor changes expected.
- The road will remain classified as a driveway, avoiding the need for costly DOT-standard upgrades.
- The YMCA will likely manage the project contract, with costs shared equally among the three parties.
- The project scope will focus on road repairs and resurfacing, reducing overall costs.
- The earliest anticipated project timeline is September 2027, subject to budget planning by all parties.

### UNFINISHED BUSINESS:

- None

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

#### Facilities Update:

- May was heavily focused on renovation and capital improvement projects. Despite temporary closures of several spaces and a brief weather-related disruption during roof work, the library remained open, projects stayed on schedule, and services continued with minimal impact to the public.



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**Summer Reading:**

- Staff are preparing for Summer Reading and have launched the library-wide 12,500 Book Challenge in recognition of the nation's 250<sup>th</sup> anniversary, with the goal of promoting reading and literacy throughout the community.
- Summer Reading kickoff is scheduled for Monday, June 29. For a list of programs during the summer, please visit the library website.

**Staffing:**

- Several staffing transitions and vacancies are being managed, with recruitment efforts underway to maintain service levels during busy summer season.

A question was raised regarding the new carpet in the Youth Department and its ability to withstand stains. It was noted that stain resistance was a key factor in the selection process, and the carpet performed well during testing with common spills and heavy-traffic conditions. The carpet consists of replaceable carpet tiles, allowing individual sections to be replaced if damaged, and regular cleaning will help maintain its appearance over time.

**PERSONNEL MEMORANDUM:**

- **MOTION #2026-06-50:** J. White made a motion to approve the June 23, 2026, Personnel Memorandum as presented. Seconded by D. Morrissey. The motion was carried with 7 in favor, none opposed.

**NEW BUSINESS:****Establish Budget Development Committee:**

- The first budget meeting was held on June 22.
- Budget meetings are a collaborative process focused on reviewing priorities and making key decisions that shape the proposed budget for the coming year.
- C. Pensabene appointed the following committee members: Crystal Derico (chair), Amanda Miller, Doug Morrissey, and Charlie Pensabene.

**July Committee Meetings:**

The Services Committee and the Administrative Committee meetings will be held on Monday, July 6.

**ADJOURN:**

- **MOTION #2026-06-51:** Motion to adjourn the June 23, 2026, Library Board meeting was made by J. White at 7:41 p.m. Seconded by C. Derico. The motion was carried with 7 in favor, none opposed.



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Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Kayla Kutzscher, Secretary

DRAFT

## East Greenbush Community Library Off-Warrant (June 19-July 16, 2026)

|                                                     | Name                                      | Date       | Num             | Memo/Description                                 | Amount               |
|-----------------------------------------------------|-------------------------------------------|------------|-----------------|--------------------------------------------------|----------------------|
| <b>Cash, Operating Accounts</b>                     |                                           |            |                 |                                                  |                      |
| <b>1003.00 Checking, Operating-XXX178</b>           |                                           |            |                 |                                                  |                      |
|                                                     | Aflac                                     | 07/06/2026 | 43683           | NBY22                                            | -145.56              |
|                                                     | ANTHEM BLUECROSS                          | 07/06/2026 | 43687           | D51598                                           | -3,798.12            |
|                                                     | BOA CARD SERVICES                         | 07/06/2026 | 43684           | CORP ACCOUNT 1924                                | -3,681.55            |
|                                                     | GUARDIAN                                  | 06/24/2026 | 43680           | 00 575836 DENTAL & VISION                        | -461.02              |
|                                                     | New York State Deferred Comp.             | 06/24/2026 | 43681           | Plan#0045420                                     | -1,710.05            |
|                                                     | New York State Deferred Comp.             | 07/06/2026 | 43685           | Plan#0045420                                     | -1,710.05            |
|                                                     | NYSLRS                                    | 06/30/2026 | JUNE 2026       | NYSLRS for JUNE 2026                             | -2,093.42            |
|                                                     | Paychex                                   | 06/19/2026 | PR# 13; 6/19/26 | PR# 13                                           | -2.81                |
|                                                     | Paychex                                   | 06/19/2026 | PR# 13; 6/19/26 | PR# 13                                           | -14,333.43           |
|                                                     | Paychex                                   | 06/19/2026 | PR# 13; 6/19/26 | PR# 13                                           | -40,825.53           |
|                                                     | Paychex                                   | 06/19/2026 | PR# 13; 6/19/26 | PROCESSING CHARGES FOR PAYROLL #13 DATED 6/19/26 | -553.16              |
|                                                     | Paychex                                   | 07/03/2026 | PR# 14; 7/3/26  | PR# 14                                           | -14,185.36           |
|                                                     | Paychex                                   | 07/03/2026 | PR# 14; 7/3/26  | PROCESSING CHARGES FOR PAYROLL #14 DATED 7/3/26  | -553.16              |
|                                                     | Paychex                                   | 07/03/2026 | PR# 14; 7/3/26  | PR# 14                                           | -40,493.92           |
|                                                     | Paychex                                   | 07/03/2026 | PR# 14; 7/3/26  | PR# 14                                           | -25.79               |
|                                                     | Pitney Bowes Global Financial Services LL | 07/06/2026 | 43686           | 15428241                                         | -183.81              |
|                                                     | Record                                    | 06/24/2026 | 43682           | 9038741                                          | -599.70              |
|                                                     | TITAN ROOFING, INC.                       | 07/10/2026 | 43688           | T#54597                                          | -310,527.45          |
| <b>Total for 1003.00 Checking, Operating-XXX178</b> |                                           |            |                 |                                                  | <b>\$ 380,168.96</b> |
| <b>Total for Cash, Operating Accounts</b>           |                                           |            |                 |                                                  | <b>\$ 380,168.96</b> |

# East Greenbush Community Library

## Warrant of Bills by Vendor (June 19- July 16, 2026)

| VENDOR                                           | DATE       | NUM                | MEMO/DESCRIPTION                                                                    | AMOUNT            |
|--------------------------------------------------|------------|--------------------|-------------------------------------------------------------------------------------|-------------------|
| Albany Public Library<br>518-449-3380            |            |                    |                                                                                     |                   |
| Albany Public Library                            | 06/20/2026 | 338676             | 311820****4079 HARRY POTTER AND THE PRISONER OF<br>ARKABAN LOST/PAID BOOK           | 11.00             |
| Albany Public Library                            | 06/22/2026 | 395637             | 311820****4306 GETTING THE LOVE YOU WANT: LOST/PAID<br>BOOK                         | 15.00             |
| <b>Total for Albany Public Library</b>           |            |                    |                                                                                     | <b>\$26.00</b>    |
| Amazon Capital Services                          |            |                    |                                                                                     |                   |
| Amazon Capital Services                          | 06/17/2026 | 19FJ-M9GY-CJ97     | A3DG71IHRMNJM CISCO DESIGNED MERAKI ANTENNA<br>DUAL-BAND OMNI                       | 166.85            |
| Amazon Capital Services                          | 06/17/2026 | 11CH-GWCY-<br>HGYV | A3DG71IHRMNJM ADULT FICTION BOOKS                                                   | 140.89            |
| Amazon Capital Services                          | 06/17/2026 | 133V-VD9J-CF1F     | A3DG71IHRMNJM ADULT FICTION BOOKS                                                   | 11.40             |
| Amazon Capital Services                          | 06/19/2026 | 1Y7G-PR6Y-T347     | A3DG71IHRMNJM CREDIT FOR INVOICE 1DLM-<br>N91RKQVD STORE SMART PLASTIC FILE JACKETS | -83.40            |
| Amazon Capital Services                          | 06/22/2026 | 1NJL-JNV4-3VF1     | A3DG71IHRMNJM TEEN PROGRAM SUPPLIES                                                 | 93.41             |
| Amazon Capital Services                          | 06/22/2026 | 1L9P-YLWF-9LXX     | A3DG71IHRMNJM OPERATING & MAINTENANCE<br>SUPPLIES                                   | 60.84             |
| Amazon Capital Services                          | 06/30/2026 | 1RWY-XYCN-<br>PQ93 | A3DG71IHRMNJM TEEN PROGRAM SUPPLIES                                                 | 209.02            |
| Amazon Capital Services                          | 06/30/2026 | 1DJW-VWK9-7V1X     | A3DG71IHRMNJM ADULT FICTION BOOKS                                                   | 47.74             |
| Amazon Capital Services                          | 06/30/2026 | 1MMQ-WD3D-<br>6WV9 | A3DG71IHRMNJM OUTREACH, LOT & AIS PROGRAM<br>SUPPLIES                               | 40.88             |
| Amazon Capital Services                          | 07/01/2026 | 14X1-RYVN-H41D     | A3DG71IHRMNJM ADULT ED/JOB BOOKS                                                    | 92.15             |
| Amazon Capital Services                          | 07/02/2026 | 1PV9-VFWD-PH4F     | A3DG71IHRMNJM CREDIT FOR INVOICE# 14X1-RYVN-<br>H41D                                | -36.61            |
| Amazon Capital Services                          | 07/06/2026 | 16NK-J71R-L9W6     | A3DG71IHRMNJM DOUBLE AA, AAA,C BATTERIES, WALL<br>HOOKS                             | 53.12             |
| Amazon Capital Services                          | 07/06/2026 | 1F1D-R7NR-TW16     | A3DG71IHRMNJM ADULT NON-FICTION BOOKS                                               | 36.14             |
| Amazon Capital Services                          | 07/07/2026 | 1HGG-9WP3-<br>CNVX | A3DG71IHRMNJM ADULT HOT OFF THE PRESS BOOKS                                         | 264.00            |
| Amazon Capital Services                          | 07/09/2026 | 1JVV-KXVC-<br>D1DW | A3DG71IHRMNJM ADULT LIBRARY OF THINGS                                               | 532.71            |
| Amazon Capital Services                          | 07/13/2026 | 1CM6-KQT3-7D1G     | A3DG71IHRMNJM ADULT FICTION BOOKS                                                   | 356.58            |
| Amazon Capital Services                          | 07/13/2026 | 19C9-JN3F-4KKH     | A3DG71IHRMNJM YS PROGRAM SUPPLIES                                                   | 170.66            |
| <b>Total for Amazon Capital Services</b>         |            |                    |                                                                                     | <b>\$2,156.38</b> |
| B & L CONTROL SERVICE, INC.<br>273-0500          |            |                    |                                                                                     |                   |
| B & L CONTROL SERVICE, INC.                      | 07/01/2026 | 54598              | EGCL 3RD QUARTER BILLING FOR WATER TREATMENT<br>AGREEMENT                           | 981.75            |
| <b>Total for B &amp; L CONTROL SERVICE, INC.</b> |            |                    |                                                                                     | <b>\$981.75</b>   |
| Brodart<br>800-233-8467                          |            |                    |                                                                                     |                   |
| Brodart                                          | 06/23/2026 | B7256516           | 3105612 TEEN FICTION BOOKS                                                          | 662.29            |
| Brodart                                          | 06/23/2026 | B7256546           | 3105612 J PICTURE BOOK                                                              | 102.72            |
| Brodart                                          | 06/23/2026 | B7256545           | 3105612 J STEP-UP BOOKS                                                             | 22.02             |
| Brodart                                          | 06/23/2026 | B7255298           | 3105611 ADULT NON-FICTION BOOKS                                                     | 13.97             |
| Brodart                                          | 06/25/2026 | B7258491           | 3105612 J PICTURE BOOKS                                                             | 668.05            |
| Brodart                                          | 06/25/2026 | B7258494           | 3105612 J PICTURE BOOKS                                                             | 181.03            |
| Brodart                                          | 07/08/2026 | B7266875           | 3105611 ADULT NON-FICTION BOOKS                                                     | 894.03            |
| Brodart                                          | 07/08/2026 | B7266518           | 3105611 ADULT NON-FICTION BOOKS                                                     | 390.47            |

| VENDOR                                         | DATE       | NUM              | MEMO/DESCRIPTION                                                    | AMOUNT            |
|------------------------------------------------|------------|------------------|---------------------------------------------------------------------|-------------------|
| Brodart                                        | 07/08/2026 | B7266873         | 3105611 ADULT NON-FICTION BOOKS                                     | 157.02            |
| Brodart                                        | 07/08/2026 | B7266874         | 3105611 ADULT NON-FICTION BOOKS                                     | 114.59            |
| Brodart                                        | 07/08/2026 | B7266877         | 3105611 ADULT NON-FICTION BOOKS                                     | 101.25            |
| Brodart                                        | 07/08/2026 | B7266818         | 3105611 ADULT NON-FICTION BOOKS                                     | 37.91             |
| Brodart                                        | 07/08/2026 | B7266816         | 3105611 ADULT NON-FICTION BOOKS                                     | 19.59             |
| Brodart                                        | 07/09/2026 | B7267785         | 310561 J PICTURE BOOKS                                              | 1,152.12          |
| Brodart                                        | 07/09/2026 | B7267924         | 3105612 J PICTURE BOOKS                                             | 739.90            |
| Brodart                                        | 07/09/2026 | B7267532         | 310561B ADULT FICTION BOOKS                                         | 718.01            |
| Brodart                                        | 07/09/2026 | B7267423         | 310561B ADULT FICTION BOOKS                                         | 230.59            |
| Brodart                                        | 07/09/2026 | B7267774         | 3105612 J PARENTING BOOKS                                           | 187.72            |
| Brodart                                        | 07/09/2026 | B7267787         | 3105612 J PICTURE BOOKS                                             | 118.84            |
| Brodart                                        | 07/09/2026 | B7267857         | 3105612 J STEP-UP BOOKS                                             | 88.09             |
| <b>Total for Brodart</b>                       |            |                  |                                                                     | <b>\$6,600.21</b> |
| Capital Security<br>479-7122                   |            |                  |                                                                     |                   |
| Capital Security                               | 06/23/2026 | 196790           | EGCL ASSIST IN ADDING NEW BADGE HOLDER DATA AND REMOVAL OF FOB DATA | 190.00            |
| <b>Total for Capital Security</b>              |            |                  |                                                                     | <b>\$190.00</b>   |
| CDPHP                                          |            |                  |                                                                     |                   |
| CDPHP                                          | 07/01/2026 | 261820000158     | 10002870 HEALTH & DENTAL COVERAGE FOR JULY 2026                     | 3,070.46          |
| <b>Total for CDPHP</b>                         |            |                  |                                                                     | <b>\$3,070.46</b> |
| CENGAGE Learning/GALE<br>877-201-3962 opt 2    |            |                  |                                                                     |                   |
| CENGAGE Learning/GALE                          | 06/11/2026 | 999102811589     | 100230146 ADULT LP BOOKS                                            | 32.80             |
| CENGAGE Learning/GALE                          | 06/12/2026 | 999102815998     | 100230146 ADULT LP BOOKS                                            | 32.80             |
| <b>Total for CENGAGE Learning/GALE</b>         |            |                  |                                                                     | <b>\$65.60</b>    |
| Center Point Large Print<br>1-800-929-9108     |            |                  |                                                                     |                   |
| Center Point Large Print                       | 06/11/2026 | 2259984          | EGCL ADULT LP BOOKS                                                 | 142.48            |
| Center Point Large Print                       | 07/03/2026 | 2258462          | EGCL ADULT LP BOOKS                                                 | 32.21             |
| <b>Total for Center Point Large Print</b>      |            |                  |                                                                     | <b>\$174.69</b>   |
| CURTIS PRINT & DESIGN LLC<br>518-477-4820      |            |                  |                                                                     |                   |
| CURTIS PRINT & DESIGN LLC                      | 06/15/2026 | 198510           | EGCL SUMMER READING FLYERS                                          | 308.00            |
| <b>Total for CURTIS PRINT &amp; DESIGN LLC</b> |            |                  |                                                                     | <b>\$308.00</b>   |
| DIANE DIGIORGIO                                |            |                  |                                                                     |                   |
| DIANE DIGIORGIO                                | 06/19/2026 | 061926           | EGCL FLOWERS FOR LIBRARY FLOWER POTS                                | 90.36             |
| <b>Total for DIANE DIGIORGIO</b>               |            |                  |                                                                     | <b>\$90.36</b>    |
| EAST GREENBUSH KIWANIS CLUB                    |            |                  |                                                                     |                   |
| EAST GREENBUSH KIWANIS CLUB                    | 07/10/2026 | 10/1/26-9/30/27  | EGCL ANNUAL MEMBERSHIP FEE FOR 10/1/26-9/30/26                      | 120.00            |
| <b>Total for EAST GREENBUSH KIWANIS CLUB</b>   |            |                  |                                                                     | <b>\$120.00</b>   |
| ECF DATA<br>702-780-7903                       |            |                  |                                                                     |                   |
| ECF DATA                                       | 06/26/2026 | S-INV102161      | EGCL MICROSOFT 365 A3 BILLING CYCLE 5/21/26-5/20/27                 | 69.60             |
| ECF DATA                                       | 06/28/2026 | INV-05895-F2D1H7 | EGCL OFFICE 365 A3 BILLING CYCLE 6/28/26-7/27/26                    | 154.44            |
| <b>Total for ECF DATA</b>                      |            |                  |                                                                     | <b>\$224.04</b>   |
| ERIK BARRAGAN                                  |            |                  |                                                                     |                   |
| ERIK BARRAGAN                                  | 07/07/2026 | 080826           | EGCL YS PROGRAM                                                     | 175.00            |
| <b>Total for ERIK BARRAGAN</b>                 |            |                  |                                                                     | <b>\$175.00</b>   |
| HILL & MARKES, INC.<br>888-427-7022            |            |                  |                                                                     |                   |
| HILL & MARKES, INC.                            | 07/09/2026 | 3182696-00       | 6258 PERFORM ROLL PAPER TOWELS                                      | 416.43            |
| <b>Total for HILL &amp; MARKES, INC.</b>       |            |                  |                                                                     | <b>\$416.43</b>   |

| VENDOR                                                                 | DATE       | NUM             | MEMO/DESCRIPTION                                                              | AMOUNT            |
|------------------------------------------------------------------------|------------|-----------------|-------------------------------------------------------------------------------|-------------------|
| HOME DEPOT                                                             |            |                 |                                                                               |                   |
| HOME DEPOT                                                             | 06/12/2026 | 2613388         | 603532*****8313 PLASTIC SHEETING, CAULK & GUN FOR TOILET MAINTENANCE SUPPLIES | 35.44             |
| <b>Total for HOME DEPOT</b>                                            |            |                 |                                                                               | <b>\$35.44</b>    |
| JOYCE PERRY                                                            |            |                 |                                                                               |                   |
| JOYCE PERRY                                                            | 06/23/2026 | 081226          | EGCL YS PROGRAM                                                               | 400.00            |
| <b>Total for JOYCE PERRY</b>                                           |            |                 |                                                                               | <b>\$400.00</b>   |
| JULIE ANN PRICE                                                        |            |                 |                                                                               |                   |
| JULIE ANN PRICE                                                        | 07/06/2026 | 060926          | EGCL AIS PROGRAM                                                              | 50.00             |
| <b>Total for JULIE ANN PRICE</b>                                       |            |                 |                                                                               | <b>\$50.00</b>    |
| KEVIN KUHNE                                                            |            |                 |                                                                               |                   |
| KEVIN KUHNE                                                            | 07/06/2026 | 081326          | EGCL AIS PROGRAM                                                              | 100.00            |
| <b>Total for KEVIN KUHNE</b>                                           |            |                 |                                                                               | <b>\$100.00</b>   |
| LIBRARY MARKET                                                         |            |                 |                                                                               |                   |
| 888-234-3805                                                           |            |                 |                                                                               |                   |
| LIBRARY MARKET                                                         | 07/01/2026 | 5974            | EGCL LIBRARY CALENDAR ANNUAL SUBSCRIPTION 7/1/26-7/1/27                       | 1,250.00          |
| <b>Total for LIBRARY MARKET</b>                                        |            |                 |                                                                               | <b>\$1,250.00</b> |
| LJL3 INCORPORATED- SHARED RESULTS INTERNATIONAL (DBA)                  |            |                 |                                                                               |                   |
| LJL3 INCORPORATED- SHARED RESULTS INTERNATIONAL (DBA)                  | 07/01/2026 | 66472           | EGCL ANNUAL CO-BRANDED SUBSCRIPTION TO TECH-TALK.COM SEPT. 2026/AUG. 2027     | 347.00            |
| <b>Total for LJL3 INCORPORATED- SHARED RESULTS INTERNATIONAL (DBA)</b> |            |                 |                                                                               | <b>\$347.00</b>   |
| MARSHALL & STERLING                                                    |            |                 |                                                                               |                   |
| (518) 792-0042                                                         |            |                 |                                                                               |                   |
| MARSHALL & STERLING                                                    | 07/01/2026 | 60095           | EGCL HEALTH INSURANCE BROKER                                                  | 1,428.00          |
| <b>Total for MARSHALL &amp; STERLING</b>                               |            |                 |                                                                               | <b>\$1,428.00</b> |
| Midwest Tape                                                           |            |                 |                                                                               |                   |
| 1-800-875-2785                                                         |            |                 |                                                                               |                   |
| Midwest Tape                                                           | 06/19/2026 | 509030859       | 20000018256 ADULT DVDS                                                        | 113.19            |
| Midwest Tape                                                           | 06/26/2026 | 509057440       | 20000001825 ADULT & J DVDS                                                    | 79.45             |
| Midwest Tape                                                           | 07/06/2026 | 509103673       | 2000001825 ADULT DVDS                                                         | 71.22             |
| Midwest Tape                                                           | 07/06/2026 | 509103672       | 2000001825 J & ADULT DVDS                                                     | 51.71             |
| <b>Total for Midwest Tape</b>                                          |            |                 |                                                                               | <b>\$315.57</b>   |
| New York State Parks-Schoharie Crossing                                |            |                 |                                                                               |                   |
| New York State Parks-Schoharie Crossing                                | 07/06/2026 | 072126-110526   | EGCL AIS PROGRAM                                                              | 50.00             |
| <b>Total for New York State Parks-Schoharie Crossing</b>               |            |                 |                                                                               | <b>\$50.00</b>    |
| NICK ELIOPULOS                                                         |            |                 |                                                                               |                   |
| NICK ELIOPULOS                                                         | 07/06/2026 | 073026          | EGCL YS PROGRAM                                                               | 100.00            |
| <b>Total for NICK ELIOPULOS</b>                                        |            |                 |                                                                               | <b>\$100.00</b>   |
| Northeast Toner, Inc.                                                  |            |                 |                                                                               |                   |
| 518-899-5545                                                           |            |                 |                                                                               |                   |
| Northeast Toner, Inc.                                                  | 06/26/2026 | 120764          | EGCL TONERS                                                                   | 346.00            |
| Northeast Toner, Inc.                                                  | 07/01/2026 | 120780          | EGCL TONERS                                                                   | 535.00            |
| Northeast Toner, Inc.                                                  | 07/08/2026 | 120801          | EGCL DRUM AND TONER                                                           | 254.00            |
| <b>Total for Northeast Toner, Inc.</b>                                 |            |                 |                                                                               | <b>\$1,135.00</b> |
| OVERDRIVE                                                              |            |                 |                                                                               |                   |
| 216-573-6886 ext.212                                                   |            |                 |                                                                               |                   |
| OVERDRIVE                                                              | 06/16/2026 | 01080DA26204521 | 1080-0012 ADULT EBOOK                                                         | 59.99             |
| OVERDRIVE                                                              | 06/17/2026 | 01080CO26205108 | 1080-1012 AUDLT EAUDIOBOOKS                                                   | 1,020.13          |
| OVERDRIVE                                                              | 06/17/2026 | 01080CO26205112 | 1080-1012 ADULT EBOOKS                                                        | 368.71            |
| OVERDRIVE                                                              | 06/17/2026 | 01080CO26205076 | 1080-0012 ADULT EAUDIOBOOKS                                                   | 227.96            |
| OVERDRIVE                                                              | 06/17/2026 | 01080CO26205084 | 1080-0012 ADULT EBOOKS                                                        | 172.84            |
| OVERDRIVE                                                              | 06/23/2026 | 01080DA26210377 | 1080-1012 ADULT EBOOKS & EAUDIOBOOKS                                          | 329.95            |
| OVERDRIVE                                                              | 06/23/2026 | 01080DA26209911 | 1080-0012 ADULT EBOOKS & EAUDIOBOOKS                                          | 204.98            |

| VENDOR                                         | DATE       | NUM             | MEMO/DESCRIPTION                                                                                                                                | AMOUNT            |
|------------------------------------------------|------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| OVERDRIVE                                      | 06/30/2026 | 01080DA26223539 | 1080-0012 ADULT EAUDIOBOOK                                                                                                                      | 38.25             |
| OVERDRIVE                                      | 07/09/2026 | 01080CO26233847 | 1080-0012 ADULT EAUDIOBOOKS                                                                                                                     | 127.99            |
| OVERDRIVE                                      | 07/09/2026 | 01080CO26233841 | 1080-0012 ADULT EBOOK                                                                                                                           | 67.99             |
| OVERDRIVE                                      | 07/10/2026 | 01080CO26234646 | 1080-1012 ADULT EAUDIOBOOKS                                                                                                                     | 762.90            |
| OVERDRIVE                                      | 07/10/2026 | 01080CO26234611 | 1080-1012 ADULT EBOOKS                                                                                                                          | 490.00            |
| <b>Total for OVERDRIVE</b>                     |            |                 |                                                                                                                                                 | <b>\$3,871.69</b> |
| Penworthy Co.<br>414-287-4600                  |            |                 |                                                                                                                                                 |                   |
| Penworthy Co.                                  | 07/02/2026 | 0619276-IN      | 1320185_001 J PICTURE BOOKS                                                                                                                     | 226.06            |
| <b>Total for Penworthy Co.</b>                 |            |                 |                                                                                                                                                 | <b>\$226.06</b>   |
| PURE WATER PARTNERS                            |            |                 |                                                                                                                                                 |                   |
| PURE WATER PARTNERS                            | 07/02/2026 | 2539566         | 700-39652 STAFF WATER COOLER FOR 5/17/26-8/16/26                                                                                                | 198.00            |
| <b>Total for PURE WATER PARTNERS</b>           |            |                 |                                                                                                                                                 | <b>\$198.00</b>   |
| RESERVE ACCT. (POSTAGE METER)                  |            |                 |                                                                                                                                                 |                   |
| RESERVE ACCT. (POSTAGE METER)                  | 07/07/2026 | 070726          | 41651340 POSTAGE METER REFILL                                                                                                                   | 300.00            |
| <b>Total for RESERVE ACCT. (POSTAGE METER)</b> |            |                 |                                                                                                                                                 | <b>\$300.00</b>   |
| ROGER SAVOY                                    |            |                 |                                                                                                                                                 |                   |
| ROGER SAVOY                                    | 07/06/2026 | 091626          | EGCL AIS PROGRAM                                                                                                                                | 100.00            |
| <b>Total for ROGER SAVOY</b>                   |            |                 |                                                                                                                                                 | <b>\$100.00</b>   |
| Seasons East Lawn Care<br>732-2276 new 8.07    |            |                 |                                                                                                                                                 |                   |
| Seasons East Lawn Care                         | 06/29/2026 | 15181           | EGCL 5- LAWN MOWINGS; 2-WEED CONTROL; 1-MULCH; 1-TRIM SHRUBS & 1- PLANT FLOWERS FOR PERIOD COVERING 6/2-26-6/30/26                              | 3,761.00          |
| Seasons East Lawn Care                         | 07/03/2026 | 15218           | EGCL 11- WATERING FLOWERS WITH FERTILIZER DURING 6/5/26-6/30/26                                                                                 | 935.00            |
| Seasons East Lawn Care                         | 07/03/2026 | 15217           | EGCL 11- WATERING FLOWERS WITH FERTILIZER DURING 6/5/26-6/30/26 FOR COMMUNITY WAY                                                               | 311.66            |
| <b>Total for Seasons East Lawn Care</b>        |            |                 |                                                                                                                                                 | <b>\$5,007.66</b> |
| STAPLES<br>1-877-826-7755                      |            |                 |                                                                                                                                                 |                   |
| STAPLES                                        | 07/03/2026 | 6068053601      | 1008052 TRASH BAGS, GLOVES, SWIFFER REFILLS, TOILET BOWL CLEANER,TP AND PAPER TOWELS COPY PAPER, IBUPROFEN, TYLENOL,FILE FOLDERS, 6X9 ENVELOPES | 487.96            |
| <b>Total for STAPLES</b>                       |            |                 |                                                                                                                                                 | <b>\$487.96</b>   |
| TAG SOLUTIONS, LLC<br>(518) 292-6510           |            |                 |                                                                                                                                                 |                   |
| TAG SOLUTIONS, LLC                             | 07/01/2026 | 30638399        | 21743 NINJAONE & BLACKPOINT FOR 7/1/26-7/31/26 NINJA CLOUD BACKUP FOR 7/1/26-7/31/26 MANAGED SERVICES CORE FOR 7/1/26-7/31/26                   | 2,653.00          |
| <b>Total for TAG SOLUTIONS, LLC</b>            |            |                 |                                                                                                                                                 | <b>\$2,653.00</b> |
| THE PIZZUTO GROUP, INC.                        |            |                 |                                                                                                                                                 |                   |
| THE PIZZUTO GROUP, INC.                        | 06/30/2026 | 11300           | EGCL 5-OFFICE CHAIRS                                                                                                                            | 1,699.75          |
| <b>Total for THE PIZZUTO GROUP, INC.</b>       |            |                 |                                                                                                                                                 | <b>\$1,699.75</b> |
| TIMES UNION (SUBSCRIPTION)<br>454-5015         |            |                 |                                                                                                                                                 |                   |
| TIMES UNION (SUBSCRIPTION)                     | 06/29/2026 | 100126          | 140026351 SUBSCRIPTION RENEWAL THRU 10/01/26                                                                                                    | 202.95            |
| <b>Total for TIMES UNION (SUBSCRIPTION)</b>    |            |                 |                                                                                                                                                 | <b>\$202.95</b>   |
| TWIN BRIDGES<br>518-282-5600                   |            |                 |                                                                                                                                                 |                   |
| TWIN BRIDGES                                   | 07/01/2026 | 20260701558109  | 55-8109 1 WASTE & RECYCLING FOR JULY 2026                                                                                                       | 308.84            |
| <b>Total for TWIN BRIDGES</b>                  |            |                 |                                                                                                                                                 | <b>\$308.84</b>   |

| VENDOR                               | DATE       | NUM         | MEMO/DESCRIPTION                                      | AMOUNT      |
|--------------------------------------|------------|-------------|-------------------------------------------------------|-------------|
| UHLS                                 |            |             |                                                       |             |
| UHLS                                 | 07/09/2026 | 26-393      | EGRN 2026 THIRD QUARTER UHLAN                         | 9,552.00    |
| UHLS                                 | 07/09/2026 | 26-370      | EGRN HOOPLA 2026 SECOND QUARTER                       | 1,681.46    |
| Total for UHLS                       |            |             |                                                       | \$11,233.46 |
| UNCHARTED WILD                       |            |             |                                                       |             |
| UNCHARTED WILD                       | 06/25/2026 | 701-731-813 | EGCL YS PROGRAM                                       | 900.00      |
| Total for UNCHARTED WILD             |            |             |                                                       | \$900.00    |
| VERIZON WIRELESS                     |            |             |                                                       |             |
| VERIZON WIRELESS                     | 07/01/2026 | 6147499160  | 542647307-00001 BUSINESS CELL PHONE FOR 6/2/26-7/1/26 | 32.76       |
| Total for VERIZON WIRELESS           |            |             |                                                       | \$32.76     |
| William K. Sanford Library           |            |             |                                                       |             |
| William K. Sanford Library           | 06/25/2026 | 440058      | 0000375818 438 DAYS: LOST/PAID BOOK                   | 26.00       |
| Total for William K. Sanford Library |            |             |                                                       | \$26.00     |
| TOTAL                                |            |             |                                                       | \$47,058.06 |

Note

Payment Approved / /

President, Library Board of Trustees: \_\_\_\_\_



# East Greenbush Community Library

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

January - December 2026

|                                 | TOTAL                 |                       |                         |                   |
|---------------------------------|-----------------------|-----------------------|-------------------------|-------------------|
|                                 | ACTUAL                | BUDGET                | OVER BUDGET             | % OF BUDGET       |
| <b>Revenue</b>                  |                       |                       |                         |                   |
| 4000 Library Charges            | 7,893.19              | 13,500.00             | -5,606.81               | 58.47 %           |
| 4100 Other Income               | 180,194.70            | 52,500.00             | 127,694.70              | 343.23 %          |
| 4200 Public Funds               | 2,542,779.10          | 2,548,750.00          | -5,970.90               | 99.77 %           |
| 4410 Gifts & Grants             | 42,506.38             | 58,000.00             | -15,493.62              | 73.29 %           |
| <b>Total Revenue</b>            | <b>\$2,773,373.37</b> | <b>\$2,672,750.00</b> | <b>\$100,623.37</b>     | <b>103.76 %</b>   |
| <b>GROSS PROFIT</b>             | <b>\$2,773,373.37</b> | <b>\$2,672,750.00</b> | <b>\$100,623.37</b>     | <b>103.76 %</b>   |
| <b>Expenditures</b>             |                       |                       |                         |                   |
| Operating Expenses              |                       |                       |                         |                   |
| 5000 Technology/Communications  | 70,734.01             | 113,385.00            | -42,650.99              | 62.38 %           |
| 5010 Programming & Planning     | 18,656.27             | 34,700.00             | -16,043.73              | 53.76 %           |
| 5020 Bks & Mat'ls (Collections) | 69,310.23             | 162,390.00            | -93,079.77              | 42.68 %           |
| 5030 Facilities Expenses        | 90,875.55             | 196,200.00            | -105,324.45             | 46.32 %           |
| 5040 Professional Services      | 38,437.10             | 59,475.00             | -21,037.90              | 64.63 %           |
| 5050 Operations                 | 11,111.60             | 42,650.00             | -31,538.40              | 26.05 %           |
| 5100 Human Resources/Staff Devt | 3,466.63              | 7,000.00              | -3,533.37               | 49.52 %           |
| 5200 Personnel                  | 904,885.41            | 1,965,630.00          | -1,060,744.59           | 46.04 %           |
| <b>Total Operating Expenses</b> | <b>1,207,476.80</b>   | <b>2,581,430.00</b>   | <b>-1,373,953.20</b>    | <b>46.78 %</b>    |
| <b>Total Expenditures</b>       | <b>\$1,207,476.80</b> | <b>\$2,581,430.00</b> | <b>\$ -1,373,953.20</b> | <b>46.78 %</b>    |
| <b>NET OPERATING REVENUE</b>    | <b>\$1,565,896.57</b> | <b>\$91,320.00</b>    | <b>\$1,474,576.57</b>   | <b>1,714.74 %</b> |
| Other Expenditures              |                       |                       |                         |                   |
| FR Friends Pass-through         | 815.92                |                       | 815.92                  |                   |
| Reserve Funds                   | 569,561.30            |                       | 569,561.30              |                   |
| <b>Total Other Expenditures</b> | <b>\$570,377.22</b>   | <b>\$0.00</b>         | <b>\$570,377.22</b>     | <b>0.00%</b>      |
| <b>NET OTHER REVENUE</b>        | <b>\$ -570,377.22</b> | <b>\$0.00</b>         | <b>\$ -570,377.22</b>   | <b>0.00%</b>      |
| <b>NET REVENUE</b>              | <b>\$995,519.35</b>   | <b>\$91,320.00</b>    | <b>\$904,199.35</b>     | <b>1,090.14 %</b> |

### Note

On this date, the year is 53.97% 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 July 16, 2026

|                                                         | TOTAL                 |                            |                            |                 |
|---------------------------------------------------------|-----------------------|----------------------------|----------------------------|-----------------|
|                                                         | AS OF JUL 16,<br>2026 | AS OF JUL 16, 2025<br>(PY) | CHANGE                     | %<br>CHANGE     |
| <b>ASSETS</b>                                           |                       |                            |                            |                 |
| Current Assets                                          |                       |                            |                            |                 |
| Bank Accounts                                           |                       |                            |                            |                 |
| Cash, Operating Accounts                                | 1,625,849.47          | 1,728,407.56               | -102,558.09                | -5.93 %         |
| Designated Board Cash Funds                             |                       |                            |                            |                 |
| 1007.00 Non-Restricted, Hurr XXX244                     | 56,669.31             | 55,523.64                  | 1,145.67                   | 2.06 %          |
| 1008.00 Non-Restricted, Capital Reserve- XXX0228        | 465,231.10            | 504,585.64                 | -39,354.54                 | -7.80 %         |
| 1009.00 Non-Restricted, Operational Contingency- XXX210 | 411,933.27            | 403,605.25                 | 8,328.02                   | 2.06 %          |
| <b>Total Designated Board Cash Funds</b>                | <b>933,833.68</b>     | <b>963,714.53</b>          | <b>-29,880.85</b>          | <b>-3.10 %</b>  |
| Donor Restricted Cash Funds                             |                       |                            |                            |                 |
| 1001.00 Donor-Restricted, Gift & Grant-XXX186           | 28,870.96             | 28,165.11                  | 705.85                     | 2.51 %          |
| 1005.00 Donor-Restricted, Capital Reserve- XXX251       | 78,864.15             | 328,576.82                 | -249,712.67                | -76.00 %        |
| <b>Total Donor Restricted Cash Funds</b>                | <b>107,735.11</b>     | <b>356,741.93</b>          | <b>-249,006.82</b>         | <b>-69.80 %</b> |
| <b>Total Bank Accounts</b>                              | <b>\$2,667,418.26</b> | <b>\$3,048,864.02</b>      | <b>\$ -<br/>381,445.76</b> | <b>-12.51 %</b> |
| <b>Total Current Assets</b>                             | <b>\$2,667,418.26</b> | <b>\$3,048,864.02</b>      | <b>\$ -<br/>381,445.76</b> | <b>-12.51 %</b> |
| Fixed Assets                                            | \$2,526,564.72        | \$2,257,602.89             | \$268,961.83               | 11.91 %         |
| <b>TOTAL ASSETS</b>                                     | <b>\$5,193,982.98</b> | <b>\$5,306,466.91</b>      | <b>\$ -<br/>112,483.93</b> | <b>-2.12 %</b>  |
| <b>LIABILITIES AND EQUITY</b>                           |                       |                            |                            |                 |
| Liabilities                                             | \$47,058.06           | \$28,779.50                | \$18,278.56                | 63.51 %         |
| Equity                                                  |                       |                            |                            |                 |
| 3000 Retained Earnings                                  | 4,151,405.57          | 4,083,239.37               | 68,166.20                  | 1.67 %          |
| Net Revenue                                             | 995,519.35            | 1,194,448.04               | -198,928.69                | -16.65 %        |
| <b>Total Equity</b>                                     | <b>\$5,146,924.92</b> | <b>\$5,277,687.41</b>      | <b>\$ -<br/>130,762.49</b> | <b>-2.48 %</b>  |
| <b>TOTAL LIABILITIES AND EQUITY</b>                     | <b>\$5,193,982.98</b> | <b>\$5,306,466.91</b>      | <b>\$ -<br/>112,483.93</b> | <b>-2.12 %</b>  |

### Note

On this date, the year is 53.97% over

Non-Restricted Funds Available: \$2,559,683.15

Donor-Restricted Funds Available: \$107,735.11

Account Transfers to cover monthly interest and expenses:

- 1) \$5,155.77 from Donor-Restricted Gift Grant to Operating (restricted gift/grant expenditures)
- 3) \$113.60 from Donor-Restricted Capital Reserve to Non-Restricted Capital Reserve (interest)
- 4) \$310,527.45 from Non-Restricted Capital Reserves to Operating (Roof Project payment paid from Operating).

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

7/16/2026

| Restricted Gifts & Grants                     | Original<br>Amount<br>Awarded | Previous Year<br>Balance<br>Carried | Revenue<br>2026     | Expenditures<br>2026 | Balance<br>(Available<br>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         | \$ 1,206.29          | \$ 1,493.71                     |
| FR-03-2025 Museum                             | \$ 3,225.00                   | \$ 450.20                           |                     | \$ 450.20            | \$ -                            |
| *FR-03-2026 Lib Wide Prog Supp                | \$ 1,260.00                   |                                     | \$ 1,260.00         | \$ 430.63            | \$ 829.37                       |
| *FR-04-2026 AIS Programming                   | \$ 7,500.00                   |                                     | \$ 7,500.00         | \$ 4,568.00          | \$ 2,932.00                     |
| *FR-05-2026 Teen Programming                  | \$ 6,200.00                   |                                     | \$ 6,200.00         | \$ 3,336.30          | \$ 2,863.70                     |
| 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         | \$ 5,508.84          | \$ 3,991.16                     |
| *FR-07-2026 HoTP                              | \$ 1,390.00                   |                                     | \$ 1,390.00         | \$ 825.00            | \$ 565.00                       |
| 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         | \$ 979.39            | \$ 2,520.61                     |
| 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         | \$ 2,332.80          | \$ 167.20                       |
| *FR-11-2026 Volunteer Breakfast               | \$ 500.00                     |                                     | \$ 500.00           | \$ 500.00            | \$ -                            |
| FR-23-2022 AD Edu/Jobs                        | \$ 750.00                     | \$ 496.66                           |                     | \$ 206.00            | \$ 290.66                       |
| 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                           |                     | \$ 24.99             | \$ 554.92                       |
| FR-49-2024 YS LoT Kits                        | \$ 4,000.00                   | \$ 1,685.88                         |                     | \$ 136.87            | \$ 1,549.01                     |
| 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                         |                     | \$ 381.99            | \$ 2,230.15                     |
| 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                   | \$ -                                | \$ 942.07           | \$ 942.07            | \$ -                            |
| *Stewarts Holiday Match Grant                 | \$ 650.00                     | \$ -                                | \$ 650.00           | \$ 550.00            | \$ 100.00                       |
| *UHLS SRP Grant                               | \$ 79.08                      | \$ -                                | \$ 79.08            | \$ -                 | \$ 79.08                        |
| <b>GRAND TOTAL</b>                            | <b>\$ 83,744.08</b>           | <b>\$ 14,170.21</b>                 | <b>\$ 41,471.15</b> | <b>\$ 26,770.40</b>  | <b>\$ 28,870.96</b>             |

## 2026 Capital Projects Report to the Library Board

7/16/2026

| 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                  | \$ 585,609                                                    | \$ -           | \$ 30,238.56        | \$ 312,620            | \$ 615,848                 |
| Library Match                                                            | \$ 347,356                 | \$ -                        | \$ -                                                          | \$ -           | \$ -                | \$ -                  | \$ -                       |
| <b>TOTALS</b>                                                            | <b>\$ 694,712</b>          | <b>\$ 312,620</b>           | <b>\$ 585,609</b>                                             | <b>\$ -</b>    | <b>\$ 30,239</b>    | <b>\$ 312,620</b>     | <b>\$ 615,848</b>          |
| <b>\$ 71,883</b>                                                         |                            |                             |                                                               |                |                     |                       |                            |
| 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 for main entry storefront delivery. |                |                     |                       |                            |
| 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                                      |                |                     |                       |                            |
| <b>TOTALS</b>                                                            | <b>\$ 694,712</b>          | <b>\$ 615,848</b>           |                                                               |                |                     |                       |                            |

| 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 almost complete (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)                            | \$ 162,282                 | \$ 96,521                                                      | Main library complete except punchlist, Office area completed 7/14/26, Punchlist remaining (waiting for shelving delivery, and carpet punchlist) |
| Carpet Children's Room                                                                               | \$ 50,000                  | \$ 45,000                                                      | Complete except punchlist                                                                                                                        |
| TOTALS                                                                                               | \$ 212,282                 | \$ 141,521                                                     |                                                                                                                                                  |
|                                                                                                      |                            |                                                                |                                                                                                                                                  |

| 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                 | \$ -                    | \$ 332,927                                                                                 | 9/11/25 & rev. 66.04%- 10/1/25, rev. 71.47%    |
| <b>TOTALS</b>                                                                                                              | <b>\$ 586,940</b>          | <b>\$ -</b>             | <b>\$ 332,927</b>                                                                          | 5/18/26). Waiting for DASNY notification.      |
| DETAILED BUDGET- Roof CONSTRUCTION PROJECT                                                                                 |                            |                         |                                                                                            |                                                |
| Project Component                                                                                                          | Budget (Including Changes) | Paid-To-Date            | Status                                                                                     |                                                |
| Roof                                                                                                                       | \$ 371,750                 | \$ 310,527              | 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                                                                  |                                                |
| <b>TOTALS</b>                                                                                                              | <b>\$ 586,940</b>          | <b>\$ 332,927</b>       |                                                                                            |                                                |

| Overview of Capital Reserve Accounts   |                                                                                                          |            |                 |              |  |
|----------------------------------------|----------------------------------------------------------------------------------------------------------|------------|-----------------|--------------|--|
| Capital Reserves                       | Project                                                                                                  | Current    | Remaining Encum | Unencumbered |  |
| <b>Donor-Restricted</b>                | Capital Project NYS Grant 0386-24-0514                                                                   | \$ 78,864  | \$ 78,864       | \$ -         |  |
| <b>Non-Restricted Capital Reserves</b> | Listed Below:                                                                                            | \$ 465,231 | \$ 77,862       | \$ 387,369   |  |
|                                        | Original \$173,845, Revised Contract \$162,282                                                           |            | \$ 65,761       |              |  |
|                                        | Board authorized up to \$65K 2/24/26, contract is \$50K                                                  |            | \$ 5,000        |              |  |
|                                        | Original Library Share \$288,460, Revised \$199,325, Revised \$167,453                                   |            | \$ 167,453      |              |  |
|                                        | Original award \$348,480 (9/11/25), Revised Award \$387,615 (10/1/25), Revised Award \$419,487 (5/18/26) |            | \$ 86,560       |              |  |
|                                        | 2026 Budgeted Flooring Replacement                                                                       |            | \$ 35,000       |              |  |
|                                        | 2026 Budgeted Furniture, Signage, Displays                                                               |            | \$ 17,500       |              |  |
|                                        | 2026 Budgeted Road Repairs- Community Way (remaining \$9,119.45 budgeted but not needed)                 |            | \$ -            |              |  |
|                                        | Move to 2027 if needed                                                                                   |            | \$ 29,000       |              |  |
|                                        | Received notification of SAM Grant Award sponsored by Assemblymember McDonald. 2027 Project              |            | \$ 250,000      |              |  |
|                                        | 2027 Project Estimated Library Cost for Public Bathroom Renovations                                      |            | \$ 131,408      |              |  |
|                                        | Grant Funds before project starts                                                                        |            |                 |              |  |
| Subtotal                               |                                                                                                          |            | \$ 787,682      |              |  |

*Less Anticipated offsets*

|                                                                                   |                                                             |  |    |           |  |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------|--|----|-----------|--|
| <i>Original -\$17,160, Revised based on updated contract</i>                      | <i>Interior Renovations Final Payment for depreciation</i>  |  | \$ | (5,597)   |  |
| <i>NYS Construction Grant 0386-24-0514- payable after project completion</i>      | <i>Final 10% Reimbursement Current Construction Project</i> |  | \$ | (34,736)  |  |
| <i>NYS Construction Grant 0386-26-1783- Expected 90% grant payment upon DASNY</i> | <i>90% Roof Project Grant Funds</i>                         |  | \$ | (377,538) |  |
| <i>NYS Construction Grant 0386-26-1783- payable after project completion</i>      | <i>Final 10% Reimbursement Roof Project</i>                 |  | \$ | (41,949)  |  |
| <i>SAM Grant Remimbursement Bathroom Project</i>                                  |                                                             |  | \$ | (250,000) |  |
| Net Encumbered                                                                    |                                                             |  | \$ | 77,862    |  |

**2027 Notes for Non-Restricted Capital Reserves**

Estimated \$250K grant award from Assemblymember McDonald's Office (SAM Grant). Funds will be reimbursed to the library upon payment requisition. Received Grant Disbursement Agreement. Need to open bank account. Funding ready.

Estimated Library Share for Public Bathroom Renovation Project: \$131,408.47

Applying for a NYS Construction Grant for Staff Bathrooms & Break Room/Kitchen total project cost. Working with architect to determine scope based on grant requirements. Work to begin in 2027 or 2028,

Need to replace Community Way in 2027 or 2028. Revised Library Share Estimate based on current quotes- \$50K



## Services Committee Minutes

July 6, 2026 • 5:30 PM

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

### ACTION ITEMS:

1. Liaisons for Board Meetings
2. Community Access and Shared Spaces Policy (new policy)
3. Trustee Recruitment

#### 1. Liaisons for Board Meetings:

- Further discussion is needed.

#### 2. Community Access & Shared Spaces Policy:

- The committee completed its final review of the policy.

**Motion:** The Services Committee recommends that the full Board approve the Community Access & Shared Spaces Policy.

#### 3. Trustee Recruitment:

- Two board positions will become available in 2027.
- As part of ongoing trustee recruitment, the board should evaluate its composition through an equity lens, identify any gaps in community representation, and conduct targeted outreach to attract candidates who bring diverse demographics, perspectives, and skill sets.
- There was discussion about holding a trustee recruitment event on September 15 at 7:00 p.m., followed by the board meeting at 7:30 p.m. This event would provide an opportunity for community members to learn more about board service at the library. The board also discussed inviting the Friends to be a part of this event in an effort for community members to learn more about volunteer options at the library. Trustees also discussed inviting the Friends of the East Greenbush Community Library to participate so attendees could learn about additional volunteer opportunities at the Library.



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- The trustee petition deadline is October 17.
- A candidates' forum is tentatively scheduled for October 22.

**Future Discussions:**

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

## **Community Access and Shared Spaces Policy**

*Draft New Policy – Updated 7/6/26*

### **Purpose**

The East Greenbush Community Library (“the Library”) is a welcoming public space for all members of the community. The Library is committed to equitable, inclusive, and lawful access to services, resources, programs, and facilities.

As a shared public resource, the Library strives to foster an environment where all individuals are treated with dignity, respect, and fairness while balancing the needs of all users to support a safe, welcoming, and positive environment for learning, discovery, and community engagement.

### **Guiding Principles**

Library services are provided in accordance with the following principles:

- Providing equitable access to Library services, resources, spaces, and opportunities
- Welcoming people of all backgrounds, identities, abilities, experiences, and perspectives
- Applying Library policies fairly, consistently, and without discrimination
- Reducing barriers to participation whenever reasonably possible
- Supporting intellectual freedom, inclusion, and respectful engagement

### **Shared Use of Library Spaces**

The Library’s public spaces, seating areas, technology, collections, meeting areas, and staff assistance are intended for shared community use.

To preserve equitable access for all patrons, the Library may reasonably manage use of shared spaces and resources based on factors including:

- Building occupancy and safety
- Staffing capacity
- Availability of seating, technology, and public spaces
- Scheduled Library programs, events, or meetings
- Facility maintenance and operational needs

The Library may establish reasonable time, place, and manner restrictions, coordinate use of public spaces, or limit activities that substantially interfere with library operations or another person’s use of Library services. Any restrictions will be applied in a content-neutral, viewpoint-neutral, and nondiscriminatory manner.

Schools, camps, community organizations, agencies, and other groups planning to visit the Library are encouraged to contact the Library in advance whenever possible. Advance notice allows staff to prepare for the visit, coordinate space, and help ensure a positive experience for both the visiting group and other library users.

**Expectations for Use**

All patrons are expected to comply with the Library's Code of Conduct and all other applicable Library policies. The Library recognizes that individuals use shared public spaces in different ways and will provide reasonable accommodations whenever practicable.

Failure to comply with Library policies may result in temporary or longer-term restrictions on Library use as provided in the Library's Code of Conduct and related policies.

**Staff Role**

Library staff will:

- Enforce policies fairly, consistently, and respectfully
- Maintain a safe, welcoming, and functional environment
- Protect patron confidentiality as required by law
- Provide information about Library services and publicly available community resources upon request
- Seek supervisory or emergency assistance when health or safety concerns arise

Library staff will not:

- Provide medical care, counseling, legal, or financial advice
- Assume responsibility for unattended minors or dependent adults

**Accommodations & Accessibility**

The Library provides reasonable accommodations in accordance with applicable federal, state, and local law. Individuals/caregivers requesting accommodations are encouraged to contact the Library Director as early as practicable so that the Library can work with them to support access whenever possible.

**Relationship to Other Policies**

This policy establishes the Library's commitment to equitable access and shared use of its facilities. It should be read together with the Library's Code of Conduct and other Board-approved policies. Nothing in this policy limits the Library's authority to enforce those policies when necessary to protect the safety of patrons and staff or to ensure equitable access to Library services.



## Administrative Committee Minutes

July 6, 2026 • 7:00 PM

Attendance: Kayla Kutzscher (Chair – Secretary (remote) – exited at 8:10 p.m.), 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. NYS Construction Grant Scope Update
3. Payroll Company Update
4. Community Way Update/Prevailing Wage and Competitive Bidding
5. Schodack Contract Update
6. Land Purchase/Use Policy Discussion

### 1. Facilities Updates

#### Roof Project:

- The metal trim has arrived and is ready for installation on the roof; however, an installation date has not yet been determined due to Summer Reading.

#### Renovations from Water Damage:

- Quick Response will be finishing the installation of the cove base in the back offices on Friday, July 10.
- The project is nearing completion, with only a few punch list items remaining.

#### Other:

- The library is still awaiting delivery of the glass for the front entryway.

### 2. NYS Construction Grant Scope Update:

- A proposed construction grant draft plan for the renovations of employee support spaces was shared with the committee.
- The main purpose is to improve accessibility, employee health, safety, operational efficiency, and workforce sustainability.
- The project will renovate existing staff-only spaces by replacing outdated flooring, cabinetry, fixtures, appliances, furnishings, and finishes with durable,



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accessible, energy-efficient improvements to enhance functionality and modernize building systems.

- The application must be submitted to UHLS by Monday, August 3.
- The plan is to request a grant in the amount of \$88,600, pending final review from the architect.

**Motion:** The Administrative Committee recommends that the full Board authorize the Director to submit a construction grant application in the amount of \$88,600.00 for the renovation of employee support spaces.

### 3. Payroll Company Update:

- The library will transition from Paychex to GTM.
- GTM has a significant amount of HR components.
- There will be a two-phase rollout, the first phase will focus on transitioning payroll processes, while phase two will implement a more comprehensive onboarding structure for employees.

### 4. Community Way Update/Prevailing Wage and Competitive Bidding:

- A legal opinion was requested regarding options for moving forward with repaving Community Way. The committee discussed the matter and recommended that it be brought before the full Board for further discussion at the next Board meeting.

### 5. Schodack Contract Update:

- Efforts are underway to schedule a meeting with Schodack.

### 6. Land Purchase/Use Policy Discussion:

- Discussion has been deferred to the next committee meeting.

### Future Discussions:

1. Facilities Updates- Roof Project, Renovations from Water Damage
2. Community Way Update/Prevailing Wage and Competitive Bidding
3. Schodack Contract Update
4. Land Purchase/Use Policy Discussion
5. ADA-Facilities Checklist
6. Space Planning



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## 7. Printing Fees



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## Director's Report-July 21, 2026

Respectfully submitted, Jill Dugas Hughes

### **Based on Strategic Plan 2023-2028 "You Belong Here"** **Adopted September 19, 2023**

**Vision:** To serve as the central hub where people feel welcome, supported in learning, and connected to community and one another.

**Mission:** We inspire learning, imagination, collaboration, and compassion by providing our community with equitable access to resources in a welcoming environment.

## June 2026 Executive Summary

### Strategic Highlights

- Summer Reading launched successfully across all departments with strong early participation. Opening day brought 163 youth registrations and 86 adult registrations, while participants logged more than 5,200 books toward the Library's 12,500 Book Challenge. Sixteen Summer Reading programs attracted 760 attendees, including Teen Volunteer ("VolunTeen") training sessions.
- Community engagement continued to expand through school partnerships, outreach events, sustainability programming, and increased volunteer participation.
- Library usage remained strong, with building visits, website use, Wi-Fi sessions, new library card registrations, and monthly active cardholders all increasing over June 2025.

### Key Risks / Opportunities

#### Risks

- Physical circulation and public computer usage continue to trend below prior-year levels, reflecting broader changes in how patrons access library resources.
- Publishers and book vendors continue to experience fulfillment delays, resulting in longer wait times for many new and high-demand materials. Staff are also transitioning to several new materials vendors to diversify purchasing options and strengthen long-term collection development. While the transition requires additional coordination, it is expected to improve purchasing flexibility and patron access over time.
- Several business and entrepreneurship programs continue to experience lower attendance despite community need, suggesting an opportunity to reevaluate scheduling, marketing, or program format.

#### Opportunities

- Summer Reading momentum, the 12,500 Book Challenge, expanded outreach, and growing volunteer participation provide significant opportunities to attract new library users and strengthen long-term community engagement.
- Strong increases in new library cards and active cardholders position the Library well for continued growth throughout the summer.



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## Looking Ahead

- Continue Summer Reading programming and the 12,500 Book Challenge.
- Complete final roof replacement work and project closeout.
- Continue recruitment for open staff positions.
- Continue preparation of the proposed 2027 operating budget.
- Present the Star of Hope Memorial relocation proposal to the Board for consideration.

## Statistical Highlights

### Building & Technology Use

- Hours Open: 266 hours / 29 days
- Closed: June 19 for Juneteenth Holiday
- Building visits: 12,226 (+1.8%)
- Total visits (website, building, drive-thru): 23,727 (+2.6%)
- Website users: 11,052 (+4.1%)
- Wi-Fi sessions: 1,320 (+4.5%)
- Public computer sessions: 1,297 (-12.2%)

### Programs & Engagement

- Adult program attendance: 681 (+31.3%)
- Youth program attendance: 1,807 (+16.5%)
- All ages program attendance: 210
- 1-1 program attendance: 35
- Meeting Room use by outside groups: 103

### Collections & Cardholders

- Monthly active cardholders: 3,165 (+3.0%)
- New library cards: 141 (+31.2%)
- Physical materials use: 20,930 (-13.2%)
- Digital materials use: 6,616 (-1.7%)
- Online database sessions: 7,057 (-9.4%)

## Building Operations Notes

- The Library remained open throughout June while preparing for Summer Reading and continuing several major capital improvement projects. Despite ongoing construction activities, public services continued with minimal disruption.

## Strategic Plan Progress

### GOAL 1: Build Community Connections

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

- Summer Reading launched across the Library with strong early participation, providing numerous opportunities for staff to engage with patrons and gather informal feedback.



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

- BLARC had 111 active readers during June and welcomed 86 new participants who are reading books featuring LGBTQ+ authors and characters.
- Adult Summer Reading launched June 29 with 86 new registrants and 23 active readers.
- Adult programming included:
  - 53 attendees at Mahjong
  - 118 attendees across four Wednesday Night Book Chats (virtual)
  - 17 attendees who braved severe weather to attend the Peaceful Country Band Summer Kick-off Concert

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

- Four Genet Elementary kindergarten classes visited the Library, welcoming 79 students. Combined with May's Red Mill visits, 159 children experienced the Library through school visits this spring.
- The Library hosted the UHLS "I'm Your Neighbor" collection highlighting immigrant experiences. Nine titles circulated during the exhibit.
- Teen Volunteer Training "Volunteer" attracted 92 new volunteers, prompting the addition of another training session in July.

## GOAL 2: Engage With Your Community

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

- Partnered with Cornell Cooperative Extension to launch a sustainability series beginning with Utilizing Ground Cover for Weed Retention, attended by 15 participants.
- Participated in outreach at the New York State Museum Summer Reading event, connecting with approximately 100 people, and at the Schodack Farmers Market, connecting with 93 additional community members.
- EGCSD student volunteers completed their school-year placements and will return in September.
- Staff attended the UHLS Annual Meeting on June 10, along with a Library Trustee.

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

- Youth Services recorded 1,164 service desk interactions, a 1% increase over June 2025. Overall youth and teen engagement remained strong with 1,192 interactions, while the Teen Room welcomed 125 visitors during its 18 staffed days.
- The Library served as an Early Voting site for Rensselaer County on June 13.

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

- Summer Reading launched with music, a Dinosaur Tea Party, and a showing of Night at the Museum, attracting 163 registrants on opening day.
- Summer programming includes author visits, archaeology presentations, Birds of Prey, Dungeons & Dragons, Oddities Lab, Messy Mondays, and many additional educational and recreational opportunities.



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### 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

- June displays highlighted LGBTQ+ authors, Caribbean American Heritage, Juneteenth, Pollinators, and home improvement topics.
- Readers' Advisory featured LGBTQIA+, Armchair Travel, World Cup, Juneteenth, Pride, and America250 reading recommendations.
- Continued planning accessibility improvements associated with the upcoming public restroom renovation and proposed employee support space renovation, including enhancements supporting accessibility, privacy, and staff wellness.
- Teen volunteers continued designing and painting the Teen Room window mural.

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

- The Library continued promoting Summer Reading, outreach initiatives, and the community-wide 12,500 Book Challenge across departments.
- Prepared to launch a new Silent Book Club, expanding opportunities for adults to connect through reading in a relaxed, welcoming environment outside the traditional library setting.

#### 3.3: Increase circulation of diverse resources and materials

- Youth physical circulation totaled 12,090.
- Community participation in the 12,500 Book Challenge has already surpassed 5,216 books, reaching 42% of the community goal before the end of June.

### GOAL 4: Promote Literacies

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

- Storytime paused briefly to prepare for Summer Reading before launching with record attendance, including 68 children at Family Storytime and 72 participants at Playtime.
- Outreach Storytimes were held at the New York State Museum (18 attendees) and YMCA (31 attendees).

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

- Tech-Talk webinars featured:
  - Add Audio/Video to Presentations Like a Pro
  - Power BI Demystified
- English as a New Language classes continued with approximately three participants per session, representing several primary languages.
- Continued expanding the Library's digital history collection, documenting the history of both the Library and the Town of East Greenbush through photographs, brochures, and archival materials. The collection is publicly available through [New York Heritage Digital Collections](#).

#### 4.3: Increase community partnerships with educational institutions

- Continued partnerships with EGCS, Cornell Cooperative Extension, YMCA, the New York State Museum, and local educators strengthened literacy opportunities throughout the community.



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## GOAL 5: Advance Local Economic Vitality

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

- Staff continue evaluating scheduling, marketing, and program formats to strengthen participation in business and entrepreneurship programming.

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

- Local businesses partnered with the Library through programs including:
  - DIY Skincare Products (8 attendees)
  - Trail Bagels (11 attendees)

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

- The Stuffie Search launched in partnership with several local businesses. Uncommon Grounds distributed all 100 promotional tickets within days, requiring an additional supply. The promotion will continue throughout the summer at participating businesses, encouraging families to visit both the Library and local businesses.
- Teen volunteers contributed 69 hours of service during June, supporting Summer Reading and Library operations while developing workplace skills.

## Operations

### Personnel/Volunteers

- The Library is currently managing several staffing transitions resulting from employees accepting full-time positions elsewhere, an upcoming retirement, and several unrelated leaves of absence. Recruitment is underway for both temporary and permanent positions. During the past month, we hired:
  - 2 Part-Time Library Clerks
  - 1 Part-Time Library Assistant
  - 1 Temporary Librarian Position (to provide coverage during an FMLA leave).
- Recruitment is continuing, with additional appointments expected for Board consideration next month.
- Continued implementation of the Library's transition to a new payroll provider.
- Continued work to close out the UHLS Equity Challenge Grant, including completing final reporting and documenting the outcomes of projects that expanded equitable access, community engagement, and inclusive library services.
- Budget meetings were held on June 22 and July 13.

### Facilities

- Ceiling tiles were installed in the Children's Room and Tech Services area on June 4.
- Carpets in admin and reference offices were cleaned on June 19.
- Rubber base trim was installed in the admin office area on July 14.
- The Library has secured a \$250,000 SAM Grant, sponsored by Assemblymember John T. McDonald III, to support the renovation of the public restrooms. Design work is expected to begin in September 2026, with construction anticipated as a 2027 priority. The project will replace the existing multi-stall restrooms with six private, fully ADA-accessible restrooms



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featuring changing stations, while improving accessibility, privacy, and usability for all patrons. Recent patron incidents have reinforced the importance of these accessibility improvements.

- Staff continue working with the architect to evaluate accessibility improvements and prepare preliminary designs for a proposed employee support space renovation, which will move forward if grant funding is secured.
- Titan Roofing is scheduled to return the week of July 20 to complete installation of the metal roof trim and roof ladder. Work will occur between 5:00 a.m. and 8:30 a.m. on the front of the building before moving to the rear each day to minimize disruption to library programs and public services.
- Met with East Greenbush Central School District Superintendent Kurtis Kotes on July 15 to discuss the SRC Rotary Club's request to relocate the Star of Hope Memorial from Library property to Columbia High School. The proposal would preserve the memorial while placing it on the school campus where it can be maintained by the Columbia High School Interact Club. The District has indicated the relocation could be completed as part of the current capital improvement project at no cost to the Library. The proposal will be presented to the Board for discussion and direction.

#### Incidents

- Staff received another inappropriate phone call at a public service desk. Recent training on professional boundary setting proved valuable, and additional staff members will participate in future training sessions.
- EMS assisted a patron who was unable to stand from a restroom toilet without assistance. The patron indicated that the current toilet height limited the effectiveness of the grab bars. The incident highlights the importance of the Library's planned restroom accessibility improvements.

| Monthly Statistical Comparison                                                                                                                    |             |        |                       |         |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------|-----------------------|---------|
| East Greenbush Community Library                                                                                                                  | Jun-24      | Jun-25 | Jun-26                | Change  |
| <b>Building Visits</b>                                                                                                                            | 10,073      | 12,006 | 12,226 <span>+</span> | 1.8%    |
| Number of patron visits to the library building                                                                                                   |             |        |                       |         |
| <b>Drive-Thru Visits</b>                                                                                                                          | 501         | 499    | 449 <span>-</span>    | -11.1%  |
| Number of patrons who use the drive-thru window to borrow materials                                                                               |             |        |                       |         |
| <b>Website Users</b>                                                                                                                              | 9,185       | 10,599 | 11,052 <span>+</span> | 4.1%    |
| Number of people who initiated at least one session on eglibrary.org during a given month                                                         |             |        |                       |         |
| <b>Physical Materials Use</b>                                                                                                                     | 23,944      | 23,694 | 20,930 <span>-</span> | -13.2%  |
| Number of checkouts plus renewals made at the library                                                                                             |             |        |                       |         |
| <b>Digital Materials Use</b>                                                                                                                      | 6,365       | 6,727  | 6,616 <span>-</span>  | -1.7%   |
| Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)                                                 |             |        |                       |         |
| <b>Online Resource Use (database)</b>                                                                                                             | 6,857       | 7,717  | 7,057 <span>-</span>  | -9.4%   |
| Number of sessions (log-ins) for online resources, based on vendor statistics. This includes both in-library and, where applicable, remote access |             |        |                       |         |
| <b>WiFi Use</b>                                                                                                                                   | 1,230       | 1,260  | 1,320 <span>+</span>  | 4.5%    |
| Number of unique daily WiFi patron at the library                                                                                                 |             |        |                       |         |
| <b>Public Computer Use</b>                                                                                                                        | 1,291       | 1,455  | 1,297 <span>-</span>  | -12.2%  |
| Number of computer sessions at the library                                                                                                        |             |        |                       |         |
| <b>Program Attendance</b>                                                                                                                         | 2,521       | 3,577  | 2,733 <span>-</span>  | -30.9%  |
| Number of attendees at programs held inside the library location or in a library virtual space                                                    |             |        |                       |         |
| <b>Meeting Room Use by Outside Groups</b>                                                                                                         | 67          | 118    | 103 <span>-</span>    | -14.6%  |
| Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members                                                           |             |        |                       |         |
| <b>New User Accounts (library card registrations)</b>                                                                                             | 67          | 97     | 141 <span>+</span>    | 31.2%   |
| Number of library cards newly created (online & in-person registrations)                                                                          |             |        |                       |         |
| <b>Monthly Active Library cardholders (retention)</b>                                                                                             | 3,043       | 3,071  | 3,165 <span>+</span>  | 3.0%    |
| Average number of cardholders who actively used their library card per month                                                                      |             |        |                       |         |
| Number of Programs Adult                                                                                                                          | 22          | 24     | 37 <span>+</span>     | 35.1%   |
| Program Attendance Adult                                                                                                                          | 337         | 468    | 681 <span>+</span>    | 31.3%   |
| Number of Programs Youth                                                                                                                          | 29          | 21     | 32 <span>+</span>     | 34.4%   |
| Program Attendance Youth                                                                                                                          | 2,789       | 1,509  | 1,807 <span>+</span>  | 16.5%   |
| Number of Programs All Ages                                                                                                                       | Unavailable | 4      | 3 <span>-</span>      | -33.3%  |
| Program Attendance All Ages                                                                                                                       | Unavailable | 1,363  | 210 <span>-</span>    | -549.0% |
| <b>1-1 Programs (Books with Wheels, Take &amp; Make, Notary, Book a Librarian)</b>                                                                | Unavailable | 237    | 35 <span>-</span>     | -577.1% |
| (stopped Take & Make December 2025)                                                                                                               |             |        |                       |         |
| Youth Physical Item Circ                                                                                                                          | 13,731      | 13,479 | 12,090 <span>-</span> | -11.5%  |
| Youth Digital Materials Circ                                                                                                                      | 921         | 834    | 936 <span>+</span>    | 10.9%   |
| Adult Physical Item Circ                                                                                                                          | 10,213      | 10,215 | 8,840 <span>-</span>  | -15.6%  |
| Adult Digital Materials Circ                                                                                                                      | 5,444       | 5,884  | 5,668 <span>-</span>  | -3.8%   |
| Registered Resident Borrowers                                                                                                                     | 5,356       | 5,490  | 5,712 <span>+</span>  | 3.9%    |
| Registered Non-Resident Borrowers                                                                                                                 | 1,940       | 2,012  | 2,044 <span>+</span>  | 1.6%    |
| Physical Items Circ at Checkout Desk                                                                                                              | 22,471      | 22,059 | 19,569 <span>-</span> | -12.7%  |
| Physical Items Circ at Drivethru Window                                                                                                           | 1,473       | 1,635  | 1,361 <span>-</span>  | -20.1%  |
| Total Visits (website, library, drive-thru)                                                                                                       | 19,759      | 23,104 | 23,727 <span>+</span> | 2.6%    |

| East Greenbush Community Library                                                                                                                  |        |        |        |          |                  |                  |                  |    |        |
|---------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|--------|----------|------------------|------------------|------------------|----|--------|
| CORE USAGE DASHBOARD- Quarter 2                                                                                                                   |        |        |        |          |                  |                  |                  |    |        |
|                                                                                                                                                   | Apr-26 | May-26 | Jun-26 | Q2 Trend | 2024 Q2<br>Total | 2025 Q2<br>Total | 2026 Q2<br>Total |    | Change |
| <b>Building Visits</b>                                                                                                                            | 13,405 | 10,797 | 12,226 |          | 31,807           | 36,989           | 36,428           | ⬇️ | -1.5%  |
| Number of patron visits to the library building                                                                                                   |        |        |        |          |                  |                  |                  |    |        |
| <b>Drive-Thru Visits</b>                                                                                                                          | 432    | 425    | 449    |          | 1,537            | 1,404            | 1,306            | ⬇️ | -7.0%  |
| Number of patrons who use the drive-thru window to borrow materials                                                                               |        |        |        |          |                  |                  |                  |    |        |
| <b>Website Users</b>                                                                                                                              | 9,888  | 9,783  | 11,052 |          | 26,889           | 30,324           | 30,723           | ⬆️ | 1.3%   |
| Number of people who initiated at least one session on eglibrary.org during a given month                                                         |        |        |        |          |                  |                  |                  |    |        |
| <b>Physical Materials Use</b>                                                                                                                     | 21,883 | 19,851 | 20,930 |          | 73,861           | 72,033           | 62,664           | ⬇️ | -13.0% |
| Number of checkouts plus renewals made at the library                                                                                             |        |        |        |          |                  |                  |                  |    |        |
| <b>Digital Materials Use</b>                                                                                                                      | 6,822  | 6,898  | 6,616  |          | 18,737           | 20,566           | 20,336           | ⬇️ | -1.1%  |
| Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)                                                 |        |        |        |          |                  |                  |                  |    |        |
| <b>Online Resource Use (database)</b>                                                                                                             | 7,292  | 7,989  | 7,057  |          | 23,642           | 24,385           | 22,338           | ⬇️ | -8.4%  |
| Number of sessions (log-ins) for online resources, based on vendor statistics. This includes both in-library and, where applicable, remote access |        |        |        |          |                  |                  |                  |    |        |
| <b>WiFi Use</b>                                                                                                                                   | 1,380  | 1,333  | 1,320  |          | 4,036            | 4,157            | 4,033            | ⬇️ | -3.0%  |
| Number of unique daily WiFi patron at the library                                                                                                 |        |        |        |          |                  |                  |                  |    |        |
| <b>Public Computer Use</b>                                                                                                                        | 1,247  | 994    | 1,297  |          | 3,923            | 4,300            | 3,538            | ⬇️ | -17.7% |
| Number of computer sessions at the library                                                                                                        |        |        |        |          |                  |                  |                  |    |        |
| <b>Program Attendance</b>                                                                                                                         | 2,735  | 1,961  | 2,733  |          | 6,853            | 9,043            | 7,429            | ⬇️ | -17.8% |
| Number of attendees at programs held inside the library location or in a library virtual space                                                    |        |        |        |          |                  |                  |                  |    |        |
| <b>Meeting Room Use by Outside Groups</b>                                                                                                         | 125    | 105    | 103    |          | 231              | 324              | 333              | ⬆️ | 2.8%   |
| Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members                                                           |        |        |        |          |                  |                  |                  |    |        |
| <b>New User Accounts (library card registrations)</b>                                                                                             | 135    | 140    | 141    |          | 322              | 334              | 416              | ⬆️ | 24.6%  |
| Number of library cards newly created (online & in-person registrations)                                                                          |        |        |        |          |                  |                  |                  |    |        |
| <b>Monthly Active Library cardholders (retention)</b>                                                                                             | 3,024  | 3,049  | 3,165  |          | 3,164            | 3,078            | 3,079            | ⬆️ | 0.1%   |
| Average number of cardholders who actively used their library card per month                                                                      |        |        |        |          |                  |                  |                  |    |        |
| Number of Programs Adult                                                                                                                          | 31     | 36     | 37     |          | 91               | 95               | 104              | ⬆️ | 9.5%   |
| Program Attendance Adult                                                                                                                          | 573    | 573    | 681    |          | 1,516            | 1,586            | 1,827            | ⬆️ | 15.2%  |
| Number of Programs Youth                                                                                                                          | 21     | 26     | 32     |          | 96               | 81               | 79               | ⬇️ | -2.5%  |
| Program Attendance Youth                                                                                                                          | 1,447  | 1,120  | 1,807  |          | 5,335            | 4,801            | 4,374            | ⬇️ | -8.9%  |
| Number of Programs All Ages                                                                                                                       | 5      | 2      | 3      |          | Unavailable      | 11               | 10               | ⬇️ | -9.1%  |
| Program Attendance All Ages                                                                                                                       | 571    | 297    | 210    |          | Unavailable      | 1,703            | 1,078            | ⬇️ | -36.7% |
| 1-1 Prrograms ( <i>Books with Wheels, Take &amp; Make, Notary, Book a Librarian</i> )                                                             | 144    | 21     | 35     |          | Unavailable      | 953              | 200              | ⬇️ | -79.0% |
| Youth Physical Item Circ                                                                                                                          | 13,232 | 11,392 | 12,090 |          | 41,025           | 42,007           | 36,714           | ⬇️ | -12.6% |
| Youth Digital Materials Circ                                                                                                                      | 985    | 949    | 936    |          | 2,582            | 2,683            | 2,870            | ⬆️ | 7.0%   |
| Adult Physical Item Circ                                                                                                                          | 8,651  | 8,459  | 8,840  |          | 32,794           | 30,026           | 25,950           | ⬇️ | -13.6% |
| Adult Digital Materials Circ                                                                                                                      | 5,830  | 5,938  | 5,668  |          | 16,153           | 17,861           | 17,436           | ⬇️ | -2.4%  |
| Registered Resident Borrowers                                                                                                                     | 5,613  | 5,674  | 5,712  |          | 5,321            | 5,487            | 5,666            | ⬆️ | 3.3%   |
| Registered Non-Resident Borrowers                                                                                                                 | 2,009  | 2,015  | 2,044  |          | 1,923            | 1,997            | 2,023            | ⬆️ | 1.3%   |
| Physical Items Circ at Checkout Desk                                                                                                              | 20,381 | 18,400 | 19,569 |          | 68,951           | 67,254           | 58,350           | ⬇️ | -13.2% |
| Physical Items Circ at Drivethru Window                                                                                                           | 1,502  | 1,451  | 1,361  |          | 4,910            | 4,779            | 4,314            | ⬇️ | -9.7%  |
| Total Visits (website, library, drive-thru)                                                                                                       | 23,725 | 21,005 | 23,727 |          | 60,233           | 68,717           | 68,457           | ⬇️ | -0.4%  |
| Off-Site Outreach Visits                                                                                                                          | 4      | 3      | 8      |          | unavailable      | 11               | 15               | ⬆️ | 36.4%  |
| Attendance Outreach Events (off-site)                                                                                                             | 180    | 46     | 276    |          | unavailable      | 428              | 502              | ⬆️ | 17.3%  |



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## Personnel Memo

July 21, 2026

*Submitted by Jill Dugas Hughes*

### Resignation:

- Tarley Stevenson, Library Clerk (part-time), effective 7/1/2026
- David Kelly, Library Clerk (part-time), effective 7/17/2026

### Retirement:

- N/A

### Termination:

- N/A

### Classification Change:

- Shawn Klopfer, Library Assistant (part-time) to Substitute Library Assistant, effective 7/2/2026

### Provisional Appointment:

- Evelyn Martz, Library Clerk (part-time), effective 7/9/2026
- Danica Smith, Library Clerk (part-time), effective 7/16/2026
- Nia Jones, Library Assistant (part-time), effective 8/5/2026
- Emma Daley, Librarian I (temporary), effective 8/1/2026

### Current Open/Unfilled Positions

- Library Clerk (part-time), effective 7/1/2026
- Library Assistant (part-time), effective 7/2/2026
- Senior Library Clerk, effective 9/18/2026