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AGENDA

Board of Trustees

September 28, 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 Monday, September 28, 2026 at 7:00 p.m.

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

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

1.	Call to Order/Review of Agenda • (5 min)	C. Pensabene A.
2.	Public Comment • (15 min)	C. Pensabene
3.	Liaison Reports • (15 min) Friends of the Library Upper Hudson Library System Town of East Greenbush Rensselaer County	J. Price C. Engel J. McHugh T. Grant
4.	Approval of Minutes • (5 min) ➤ MOTION to approve the minutes of the July 21, 2026 , Library Board Meeting.	K. Kutzscher B.
5.	Treasurer's Reports • (5 min) Off Warrant (July 22, 2026 – September 23, 2026) ➤ MOTION to accept the Off Warrant in the amount of \$418,807.14 for the period of 7/22/2026 – 9/23/2026 as presented. Warrant (July 15, 2026 – September 23, 2026) ➤ MOTION to authorize the president to sign the Warrant for the period of 7/15/2026 – 9/23/2026 in the amount of \$24,353.76 . Financials (72.9% of the year over) • Budget vs. Actual 2026 (1/1/2026 – 12/31/2026) • Balance Sheet (9/23/2026) • Restricted Gift/Grant Funds (9/22/2026) • Capital Reserve Funds (9/22/2026)	C. Derico C. D. E. F. G. H.



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	MOTION to approve the September 23, 2026, Financials with 72.9% of the year completed as presented.	
6.	Committee Reports • (10 min) Services Committee MOTION to approve the Animals in the Library Policy, as presented. Administrative Committee – N/A Budget Committee MOTION to authorize an override of the New York State property tax levy limit for the 2027 fiscal year, if necessary. MOTION to approve the preliminary 2027 Library budget of \$2,834,060 for presentation at the October 13, 2026 Public Hearing.	J. White I. C. Derico J.
7.	Unfinished Business • (10 min)	C. Pensabene
8.	Director's Report • (5 min)	J. Dugas Hughes K.
9.	Personnel Memorandum • (5 min) ➤ MOTION to approve the 9/28/2026 Personnel Memorandum, as presented.	J. Dugas Hughes L.
10.	New Business • (5 min) New York State Construction Grant ➤ MOTION to approve the submission of a New York State Construction Grant application to renovate the Staff Restroom & Wellness Space Rehabilitation, requesting \$78,206 in grant funding as attached. The total project is estimated to cost approximately \$100,000.	C. Pensabene M.
11.	Adjournment MOTION to adjourn the 9/28/2026 Library Board Meeting.	C. Pensabene

Upcoming Board & Committee Meetings:

Monday, October 5, 2026

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

Tuesday, October 13, 2026

- 6:00-6:30 PM Public Hearing; 2027 Draft Budget
- 6:30-8:00 PM Budget Committee Meeting (if needed)

Saturday, October 17, 2026, 5:00 PM Trustee Petition Deadline

Tuesday, October 20, 2026, 7:00-8:30 PM Library Board Meeting

Thursday, October 22, 2026, 7:00-8:00 PM 2027 Library Board of Trustees- Candidate Forum

Saturday, October 24, 2026, 6:00-8:00 PM Friends Fundraiser Night at the Library Event



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Library Board of Trustees Meeting - DRAFT

July 21, 2026, in person, livestreamed, and recorded

ATTENDEES:

Presiding Officers:

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

Excused:

Sarah Boggess, Trustee
Jordan White, Trustee

Library staff, Community Partners & Members of the Public:

Jill Dugas Hughes, Library Director
Jenna Schmonsky, Administrative Assistant
Albert Yasus, Jr.

A Library Board of Trustees meeting of the East Greenbush Community Library was held on July 21, 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: N/A



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

- The UHLS Board met on July 8.
- The Youth and Family Services Manager will be visiting constituent libraries to gather feedback on youth and family services initiatives.
- UHLS will organize a Friends Council for Friends of Library groups.
- The Mohawk Valley Library System is hosting a variety of events to commemorate the 250th anniversary, including a guided tour of a Revolutionary War battlefield led by the former director of Upper Hudson on August 11.

Town of East Greenbush: N/A

Rensselaer County: N/A

APPROVAL OF MINUTES:

- **MOTION #2026-07-52:** K. Kutzscher made the motion to approve the minutes of the June 23, 2026, Library Board Meeting. Seconded by D. Morrissey. The motion was carried with 5 in favor, none opposed.

TREASURER'S REPORT (Crystal Derico):

- The Off-Warrant included expenses for two pay periods, routine operating expenses, and a significant payment to Titan Roofing, funded through a transfer from non-restricted capital reserves.
- **MOTION #2026-07-53:** D. Morrissey made a motion to accept the Off-Warrant in the amount of **\$380,168.96** for the period of June 19, 2026, through July 16, 2026, as presented. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.
- **MOTION #2026-07-54:** A. Miller made a motion to authorize the president to sign the Warrant for the period of June 19, 2026, through July 16, 2026, in the amount of **\$47,058.06**. Seconded by D. Morrissey. The motion was carried with 5 in favor, none opposed.
- **MOTION #2026-07-55:** K. Kutzscher made a motion to approve the July 16, 2026, Financials with 53.97% of year completed, as presented. Seconded by A. Miller. The motion was carried with 5 in favor, none opposed.

COMMITTEE REPORTS:

Services: Highlights from the written report included: liaisons for board meetings, Community Access and Shared Spaces Policy, and Trustee Recruitment.



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- **MOTION #2026-07-56:** The Services Committee made a motion to approve the Community Access and Shared Spaces Policy. Seconded by C. Derico. The motion was carried with 5 in favor, none opposed.

Administrative: Highlights from the written report included: facilities update, NYS Construction Grant Scope, payroll company, Community Way & Prevailing Wage, and Schodack contract.

- **MOTION #2026-07-57:** The Administrative Committee made a motion to authorize the Director to submit a construction grant application in the amount of \$88,600.00 for the renovation of employee support spaces. Seconded by A. Miller. The motion was carried with 5 in favor, none opposed.

UNFINISHED BUSINESS:

- None

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

Summer Reading:

- The library is in its busiest season with the launch of the Summer Reading Program.
- On kickoff day, 163 children and teens and 86 adults registered for the program.
- More than 9,000 books have been logged toward the library's 12,500-book reading challenge.
- Community participation and enthusiasm have been strong, with high engagement in both reading and summer programming.

Community Connections:

- Continued strengthening community partnerships throughout the month.
- Launched a new sustainability series in partnership with Cornell Cooperative Extension.
- Participated in community outreach events, including the New York State Museum and the Schodack Farmers Market.
- Welcomed local kindergarten classes to the library for visits.
- Trained 92 teen volunteers to support library programs and services during the summer.

Library Usage Growth and Physical Circulation Trends:

- Overall library use remains strong, with increases in building visits, website traffic, Wi-Fi usage, new library cards, and active borrowers.
- Physical circulation continues to decline, consistent with national trends.
- Ongoing publisher and distribution delays are affecting the availability of new books.
- Supply chain disruptions have continued since the closure of Baker & Taylor, formerly the nation's largest library book distributor, resulting in slower delivery of new materials.



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Staffing:

- The library is managing several staffing transitions, including routine turnover, a retirement, and multiple leaves of absence.
- Recruitment is underway, with several positions already filled and hiring continues to address remaining vacancies.

Operations Update:

- Continuing to transition to a new payroll system.
- Wrapping up the reporting requirements for the Upper Hudson Equity Challenge Grant, which concludes on December 31.

Facilities Projects Update:

- Roofing work continues to progress, with Titan completing remaining trim work and installing the roof ladder.
- Remaining work includes installation of snow guards and replacement of the roof snow-melt heating system.
- Final pricing for the remaining project components is still being finalized.
- A potential moisture issue has been identified following the carpet installation.
- The contractor and project manager are investigating the cause to determine whether it is related to the installation or a broader building issue.
- The Board will be updated as more information becomes available.
- Planning has begun for the public restroom renovation, primarily funded through a \$250,000 SAM grant.
- The library is also developing plans for staff restroom and workplace renovations, contingent upon future grant funding.

PERSONNEL MEMORANDUM:

- **MOTION #2026-07-58:** C. Derico made a motion to approve the July 21, 2026, Personnel Memorandum, as presented. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

NEW BUSINESS:**Trustee Recruitment Event:**

- The Board discussed hosting a trustee recruitment event to educate prospective candidates about Board service and other library volunteer opportunities.
- Board members expressed interest in collaborating with the Friends of the Library on a joint recruitment event, if scheduling allows.
- Timing was discussed to ensure prospective candidates have adequate time to gather petition signatures before the trustee election.
- August 18th was identified as a potential timeframe, with September 15th remaining an alternative if a joint event cannot be arranged.



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Request for Star of Hope Memorial relocation to Columbia High School:

- The Board discussed relocating the Star of Hope Memorial, which honors high school students who passed away before graduation, from library property to Columbia High School.
 - The memorial has experienced maintenance challenges over the years despite the Rotary Club's volunteer efforts and is in need of restoration.
 - Columbia High School expressed interest in assuming stewardship, with a contractor offering to relocate the memorial and restore the site at no cost.
 - Board members agreed the school is a more appropriate and meaningful location where the memorial can be better maintained and integrated into student life.
- **MOTION #2026-07-59:** A. Miller made a motion to approve the relocation of the Star of Hope Memorial from the East Greenbush Community Library to Columbia High School in partnership with the Rotary Club. Seconded by K. Kutzscher. The motion was carried with 5 in favor, none opposed.

Prevailing Wage and Competitive Bidding:

- The Board discussed legal guidance regarding procurement and prevailing wage requirements for the jointly owned Community Way project.
- Based on counsel's review, the Board agreed to continue using competitive bidding while recognizing that prevailing wage requirements may not apply under the library's legal structure.
- The library will work with project partners (YMCA and Eddy Hawthorne Ridge) to update the Memorandum of Understanding (MOU) before moving forward with repairs.
- The project remains tentatively scheduled for Spring 2027, subject to partner coordination and budget approvals.

Upcoming Meetings:

- The Board agreed to cancel the August 3 committee meetings.
- An August 18 meeting will be held, with the final format (Board or committee meetings) to be determined based on organizational needs.
- The August 18 meeting may also include a trustee recruitment event, pending coordination with the Friends of the Library.
- A Community Advisory Council meeting is scheduled for August 20.
- A Budget Committee meeting is scheduled for August 24.



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ADJOURN:

- **MOTION #2026-07-60:** Motion to adjourn the July 21, 2026, Library Board meeting was made by K. Kutzscher at 8:15 p.m. Seconded by C. Derico. The motion was carried with 5 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Kayla Kutzscher, Secretary

DRAFT

East Greenbush Community Library Off-Warrant (July 22-September 23, 2026)

	Name	Date	Num	Memo/Description	Amount
Cash, Operating Accounts					
1003.00 Checking, Operating-XXX178					
	Aflac	08/10/2026	43738	NBY22	-218.34
	Aflac	08/25/2026	43784	NBY22	-145.56
	Amazon Capital Services	08/19/2026	43744	A3DG71IHROMNJM	-2,888.12
	AMY MCCARTHY	08/19/2026	43745		-65.32
	ANTHEM BLUECROSS	08/10/2026	43739	D51598	-11,362.80
	ANTHEM BLUECROSS	09/17/2026	43790	D51598	-1,536.86
	ASSA ABLOY (formerly Besam)	08/19/2026	43746	120046	-283.67
	AUTHOR'S NOTE	08/19/2026	43746	8879	-163.01
	Bethlehem Public Library	08/19/2026	43780		-36.99
	BOA CARD SERVICES	08/10/2026	43740	CORP ACCOUNT 1924	-3,068.91
	BOA CARD SERVICES	09/02/2026	43786	CORP ACCOUNT 1924	-2,856.27
	BPI MECHANICAL SERVICE	08/19/2026	43748		-996.00
	Brodart	08/19/2026	43749	310561	-5,335.59
	Capital Security	08/19/2026	43750		-130.00
	Castleton Public Library	08/19/2026	43781		-30.94
	CDPHP	07/22/2026	43736	10002870	-2,985.58
	CDPHP	08/19/2026	43751	10002870	-2,900.70
	CDPHP	09/17/2026	43791	10002870	-2,985.58
	CENGAGE Learning/GALE	08/19/2026	43752	100230146	-221.60
	Center Point Large Print	08/19/2026	43753		-104.21
	CHARTER COMMUNICATIONS (FIBER OPTIC)	07/22/2026	43729	141867501	-399.00
	CHARTER COMMUNICATIONS (FIBER OPTIC)	08/19/2026	43754	141867501	-399.00
	CHARTER COMMUNICATIONS (FIBER OPTIC)	09/17/2026	43792	141867501	-399.00
	CHARTER COMMUNICATIONS (TELEPHONE)	07/22/2026	43730	142138101	-37.08
	CHARTER COMMUNICATIONS (TELEPHONE)	08/19/2026	43755	142138101	-37.08
	CHARTER COMMUNICATIONS (TELEPHONE)	09/17/2026	43793	142138101	-37.08
	DEMCO	08/19/2026	43756	710162791	-192.42
	Grainger, W.W.,Inc.	08/19/2026	43757	856763925	-171.60

GUARDIAN	07/22/2026	43731	00 575836 DENTAL & VISION	-925.16
GUARDIAN	08/19/2026	43758	00 575836 DENTAL & VISION	-693.09
Guilderland Public Library	08/19/2026	43782		-18.95
HYMAN HAYES ASSOCIATES	08/19/2026	43759	23009	-4,200.00
JIM CLARK COMMUNITY PERFORMANCE FUND	08/19/2026	43760		-300.00
KNOWBE4,INC	08/19/2026	43761	C-074449	-1,642.43
MARINE DESIGN & SERVICE	08/19/2026	43762	FISH TANK SERVICE	-184.49
Midwest Tape	08/19/2026	43763	2000001825	-692.70
MUTUAL OF OMAHA	07/22/2026	43732	G000CRJZ	-182.03
MUTUAL OF OMAHA	08/19/2026	43764	G000CRJZ	-176.18
MUTUAL OF OMAHA	09/17/2026	43794	G000CRJZ	-176.18
MVP	07/22/2026	43733	GROUP ID 426827	-18,277.12
MVP	08/19/2026	43765	GROUP ID 426827	-9,138.56
MVP	09/10/2026	43789	GROUP ID 426827	-9,138.56
Nationalgrid	07/22/2026	43734	34370-88011	-4,264.52
Nationalgrid	08/19/2026	43766	34370-88011	-3,859.52
Nationalgrid	09/17/2026	43795	34370-88011	-3,805.19
New York State Deferred Comp.	07/22/2026	43735	Plan#0045420	-1,710.05
New York State Deferred Comp.	08/10/2026	43741	Plan#0045420	-1,710.05
New York State Deferred Comp.	08/19/2026	43767	Plan#0045420	-1,710.05
New York State Deferred Comp.	08/25/2026	43785	Plan#0045420	-1,710.05
New York State Deferred Comp.	09/09/2026	43788	Plan#0045420	-1,710.05
New York Times	08/19/2026	43768	871100947	-368.53
Nielsen Associates	08/19/2026	43769		-3,396.03
North Greenbush Public Library	08/19/2026	43783		-54.91
Northeast Toner, Inc.	08/19/2026	43770		-106.00
NYSLRS	07/31/2026	JULY 2026	NYSLRS for JULY 2026	-3,142.30
NYSLRS	08/31/2026	AUGUST 2026	NYSLRS for AUGUST 2026	-1,975.37
OVERDRIVE	08/19/2026	43771		-2,368.17
Paychex	07/17/2026	PR# 15; 7/17/26	PR# 15	-39,261.48
Paychex	07/17/2026	PR# 15; 7/17/26	PR# 15	-13,811.08
Paychex	07/17/2026	PR# 15; 7/17/26	PR# 15	-26.03
Paychex	07/17/2026	PR# 15; 7/17/27	PROCESSING CHARGES FOR PAYROLL #15 DATED 7/17/26	-553.16
Paychex	07/31/2026	PR# 16; 7/31/26	PR# 16	-26.03

Paychex	07/31/2026	PR# 16, 7/31/26	PROCESSING CHARGES FOR PAYROLL #16 DATED 7/31/26	-544.82
Paychex	07/31/2026	PR# 16; 7/31/26	PR# 16	-40,047.57
Paychex	07/31/2026	PR# 16; 7/31/26	PR# 16	-14,162.83
Paychex	08/14/2026	PR# 17, 8/14/26	PROCESSING CHARGES FOR PAYROLL #17 DATED 8/14/26	-553.16
Paychex	08/14/2026	PR# 17; 8/14/26	PR# 17	-41,745.70
Paychex	08/14/2026	PR# 17; 8/14/26	PR# 17	-26.03
Paychex	08/14/2026	PR# 17; 8/14/26	PR# 17	-14,770.47
Paychex	08/28/2026	PR# 18; 8/28/26	PR# 18	-13,602.01
Paychex	08/28/2026	PR# 18, 8/28/26	PROCESSING CHARGES FOR PAYROLL #18 DATED 8/28/26	-544.82
Paychex	08/28/2026	PR# 18; 8/28/26	PR# 18	-38,047.25
Paychex	08/28/2026	PR# 18; 8/28/26	PR# 18	-26.01
Paychex	09/11/2026	PR# 19; 9/11/26	PR# 19	-13,507.78
Paychex	09/11/2026	PR# 19; 9/11/26	PROCESSING CHARGES FOR PAYROLL #19 DATED 9/11/26	-553.16
Paychex	09/11/2026	PR# 19; 9/11/26	PR# 19	-37,803.00
Paychex	09/11/2026	PR# 19; 9/11/26	PR# 19	-26.03
Record	09/17/2026	43796	9038741	-599.70
Sebco Books	08/19/2026	43772	14883	-197.09
STAPLES	08/19/2026	43773	1008052	-477.66
TAG SOLUTIONS, LLC	08/19/2026	43774	21743	-4,678.00
Town of East Greenbush	08/19/2026	43775	984 (518)-477-4776	-515.64
Travelers	08/19/2026	43776	9281N6268	-458.00
TWIN BRIDGES	08/19/2026	43777	55-8109 1	-308.84
Utica National Insurance Group	08/19/2026	43778		-37,644.43
VERIZON WIRELESS	08/10/2026	43742	542647307-00001	-32.76
VERIZON WIRELESS	09/08/2026	43787	542647307-00001	-32.76
WAINSCRAF ASSOCIATES, INC.	08/19/2026	43779	424105	-40,145.61
YMCA	08/10/2026	43743		-105.43
Total for 1003.00 Checking, Operating-XXX178				\$ 418,807.14
Total for Cash, Operating Accounts				\$ 418,807.14

East Greenbush Community Library

Warrant of Bills by Vendor (July 15 - September 23, 2026)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Altamont Library				
Altamont Library	08/31/2026	435173	381100****2293 STILL LIFE LOST/PAID BOOK	17.99
Total for Altamont Library				\$17.99
Amazon Capital Services				
Amazon Capital Services	08/19/2026	1LV3-T43M-V9YJ	A3DG71IHROMNJM ADULT PROGRAM SUPPLIES	51.99
Amazon Capital Services	08/19/2026	14NP-CNHJ-WCJM	A3DG71IHROMNJM ADULT EDUCATION/JOBS BOOKS	26.99
Amazon Capital Services	08/19/2026	1P1L-7Y9D-VN1J	A3DG71IHROMNJM J PICTURE BOOKS	12.99
Amazon Capital Services	08/19/2026	16R4-VPPW-W7C7	A3DG71IHROMNJM CREDIT FOR INVOICE 1LV3-T43M-V9YJ AIS PROGRAMS	-23.84
Amazon Capital Services	08/21/2026	1RVN-KPFM-39YQ	A3DG71IHROMNJM MARKETING/PROMOTIONS	179.97
Amazon Capital Services	08/24/2026	1VWD-MPFK-VY49	A3DG71IHROMNJM YS PROGRAM SUPPLIES	391.65
Amazon Capital Services	08/24/2026	113Q-FM7D-633Y	A3DG71IHROMNJM OUTREACH SUPPLIES	50.58
Amazon Capital Services	08/29/2026	1FJM-YCMW-WDXX	A3DG71IHROMNJM CREDIT FOR INVOICE 1CDV-3TQ1-LQ6X	-31.99
Amazon Capital Services	08/30/2026	19RT-VG1F-36PJ	A3DG71IHROMNJM J VIDEO GAMES	541.27
Amazon Capital Services	09/01/2026	14CK-LJQJ-7HXT	A3DG71IHROMNJM MARKETING SUPPLIES	283.53
Amazon Capital Services	09/03/2026	1WLD-TGFM-WQFD	A3DG71IHROMNJM CREDIT FOR INVOICE # 19Y9-KHC4-MQXT	-25.49
Amazon Capital Services	09/03/2026	13Y1-VHDF-XXWG	A3DG71IHROMNJM CREDIT FOR INVOICE # 1RVN-KPFM-39YQ	-49.99
Amazon Capital Services	09/10/2026	1R7W-6R13-CQ3Q	A3DG71IHROMNJM ADULT LIBRARY OF THINGS	10.38
Total for Amazon Capital Services				\$1,418.04
Brodart				
800-233-8467				
Brodart	08/19/2026	B7298688	3105612 J NONFICTION BOOKS	28.17
Brodart	08/20/2026	B7299399	3105613 J GN BOOKS	88.82
Brodart	08/20/2026	B7299398	3105613 J SERIES BOOKS	67.82
Brodart	08/20/2026	B7299387	3105613 J GN BOOKS	19.50
Brodart	08/20/2026	B7299400	3105613 J GN BOOKS	9.44
Brodart	08/20/2026	B7299386	3105613 J READER BOOKS	3.86
Brodart	09/03/2026	B7308158	3105612 J NON-FICTION BOOKS	43.59
Brodart	09/08/2026	B7310274	3105612 J PICTURE BOOKS	212.71
Brodart	09/08/2026	B7310581	3105612 J STEP UP BOOKS	22.49
Brodart	09/08/2026	B7310306	3105612 J STEP UP BOOKS	11.30
Brodart	09/10/2026	B7312488	310561B ADULT FICTION BOOKS	449.03
Brodart	09/10/2026	B7312349	310561B ADULT FICTION BOOKS	122.86
Brodart	09/10/2026	B7312350	310561B ADULT FICTION BOOKS	39.16
Brodart	09/16/2026	B7316249	3105611 ADULT NON-FICTION BOOKS	245.75
Brodart	09/16/2026	B7316251	3105613 J GN BOOKS	79.24
Brodart	09/16/2026	B7316248	3105612 J GN BOOKS	40.47
Brodart	09/16/2026	B7316428	3105611 ADULT NON-FICTION BOOKS	39.75
Brodart	09/16/2026	B7316429	3105612 J READER BOOKS	21.00
Brodart	09/16/2026	B7316427	3105611 ADULT NON-FICTION BOOKS	17.87
Brodart	09/16/2026	B7316431	3105612 J GN BOOKS	15.02
Brodart	09/16/2026	B7316430	3105612 J NON-FICTION BOOKS	11.01
Brodart	09/16/2026	B7316438	3105612 J STEP UP BOOKS	10.11
Brodart	09/16/2026	B7316292	3105613 J SERIES BOOKS	9.44
Brodart	09/16/2026	B7316530	3105612 J BOARD BOOK	6.87

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	09/18/2026	B7318707	310561B ADULT FICTION BOOKS	527.91
Brodart	09/18/2026	B7318273	310561B ADULT FICTION BOOKS	253.12
Brodart	09/18/2026	B7318500	310561B ADULT FICTION BOOKS	59.35
Brodart	09/18/2026	B7318501	310561B ADULT FICTION BOOKS	34.02
Brodart	09/18/2026	B7318708	310561B ADULT FICTION BOOKS	17.87
Brodart	09/21/2026	B7319393	3105612 J PICTURE BOOKS	470.52
Brodart	09/21/2026	3105614	3105614 J PARENTING BOOKS	13.60
Brodart	09/21/2026	B7319142	3105612 J PICTURE BOOKS	11.58
Brodart	09/21/2026	B7319400	3105614 J FICTION BOOKS	9.55
Total for Brodart				\$3,012.80
CAMFIL USA, INC.				
CAMFIL USA, INC.	09/09/2026	30667984	29902-000 AIR FILTERS	764.49
Total for CAMFIL USA, INC.				\$764.49
Capital Security 479-7122				
Capital Security	09/15/2026	197173	EGCL NETWORK/CELLULAR MONITORING FOR OCTOBER 2026	65.00
Total for Capital Security				\$65.00
CENGAGE Learning/GALE 877-201-3962 opt 2				
CENGAGE Learning/GALE	08/20/2026	999103055086	100230146 ADULT LP BOOKS	31.20
CENGAGE Learning/GALE	08/21/2026	999103067604	100230146 ADULT LP BOOKS	60.00
CENGAGE Learning/GALE	08/26/2026	999103149094	100230146 ADULT LP BOOKS	28.80
CENGAGE Learning/GALE	08/26/2026	99103151915	100230146 ADULT LP BOOKS	28.80
CENGAGE Learning/GALE	09/08/2026	999703382179	100230146 ADULT LP BOOKS	56.80
CENGAGE Learning/GALE	09/09/2026	999103407107	100230146 ADULT LP BOOKS	65.60
Total for CENGAGE Learning/GALE				\$271.20
Center Point Large Print 1-800-929-9108				
Center Point Large Print	09/03/2026	2272080	EGCL ADULT LP BOOKS	64.42
Total for Center Point Large Print				\$64.42
DEMCO 800-752-7614 act.rece				
DEMCO	09/15/2026	7855507	710162791 PROCESSING TAPE, GN LABELS, DESK CALENDAR	238.50
Total for DEMCO				\$238.50
EGCL - Petty Cash				
EGCL - Petty Cash	08/21/2026	5032	EGCL PROGRAM SUPPLIES JENNA Z. STAFF REIMBURSEMENT	17.98
Total for EGCL - Petty Cash				\$17.98
FOLLETT CONTENT SOLUTIONS LLC				
FOLLETT CONTENT SOLUTIONS LLC	08/01/2026	788342F	3177010-000 ADULT FICTION	74.95
FOLLETT CONTENT SOLUTIONS LLC	08/04/2026	773496	3177010-000 ADULT GN BOOKS	128.21
FOLLETT CONTENT SOLUTIONS LLC	08/20/2026	773496F	3177010-000 ADULT GN BOOKS	59.98
FOLLETT CONTENT SOLUTIONS LLC	08/31/2026	788359F	3177010-000 J NON-FICTION BOOKS	64.23
FOLLETT CONTENT SOLUTIONS LLC	09/08/2026	791205	3177010-000	195.88
Total for FOLLETT CONTENT SOLUTIONS LLC				\$523.25
FRIENDS OF THE EG LIBRARY				

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
FRIENDS OF THE EG LIBRARY	09/09/2026	010126-083126	EGCL FRIENDS SQUARE CREDIT CARD REIMBURSEMENT FOR PERIOD COVERING 1/1/26-8/31/26	1,856.58
Total for FRIENDS OF THE EG LIBRARY				\$1,856.58
Grainger, W.W.,Inc. 869-1414				
Grainger, W.W.,Inc.	09/08/2026	9071427422	856763925 CLEANER RAGS	86.43
Total for Grainger, W.W.,Inc.				\$86.43
GUARDIAN				
GUARDIAN	09/16/2026	100126-103126	00 575836 DENTAL AND VISION COVERAGE FOR OCTOBER 2026	49.29
Total for GUARDIAN				\$49.29
HOME DEPOT				
HOME DEPOT	08/13/2026	2623305	6035 32** ***** 8313 NEW MOP & BUCKET	115.41
HOME DEPOT	08/13/2026	9621836	6035 3325 3198 8313 PAINTING SUPPLIES FOR HALLWAY WALLS & PUMP SPRAYER FORVINEGAR WEED KILLER	51.06
HOME DEPOT	08/13/2026	5523888	6035 32** ***** 8313 GOO GONE	9.98
HOME DEPOT	09/13/2026	5925199	6035 32** ***** 8313 ALUMINUM PICNIC TABLE	54.36
HOME DEPOT	09/13/2026	5878040	6035 32** ***** 8313 ZEP FOAMING WALL CLEANER	52.54
Total for HOME DEPOT				\$283.35
Ingram Library Services 1-800-937-8100				
Ingram Library Services	09/21/2026	99482241	20BG668 ADULT FICTION BOOKS	146.91
Total for Ingram Library Services				\$146.91
JENNIFER LANTIER-NOVELLI				
JENNIFER LANTIER-NOVELLI	09/10/2026	092126 100926	EGCL YS PROGRAMS	300.00
Total for JENNIFER LANTIER-NOVELLI				\$300.00
JULIE ANN PRICE				
JULIE ANN PRICE	08/05/2026	070726-072126	EGCL AIS PROGRAM	100.00
JULIE ANN PRICE	09/02/2026	080426-081826	EGCL AIS PROGRAM	100.00
Total for JULIE ANN PRICE				\$200.00
LANE PRESS				
LANE PRESS	09/16/2026	5849	EGCL BUSINESS CARDS FOR PIERSON, ROSSETTI, BELL & KURZ	137.00
Total for LANE PRESS				\$137.00
Midwest Tape 1-800-875-2785				
Midwest Tape	08/18/2026	509294158	2000001825 ADULT DVDS	181.40
Midwest Tape	08/21/2026	509309868	2000001825 ADULT DVDS	12.74
Midwest Tape	08/28/2026	509345538	2000001825 ADULT DVD	26.99
Midwest Tape	09/04/2026	509374249	2000001825 ADULT DVDS	129.70
Midwest Tape	09/15/2026	509425035	2000001825 J FICTION BOOKS	83.96
Total for Midwest Tape				\$434.79
New York Library Association 427-1697				
New York Library Association	08/31/2026	10571	EGCL 2026-2027 LAMS, LTAS & PLS	45.00
New York Library Association	09/04/2026	10792	EGCL 2026 NYLA CONFERENCE REGISTRATION PASS FOR ELENA KOUTSOURADES	310.00
New York Library Association	09/04/2026	10773	EGCL 2026 NYLA CONFERENCE REGISTRATION PASS FOR CATHERINE SNOW	305.00
New York Library Association	09/04/2026	10784	EGCL 2026 NYLA CONFERENCE REGISTRATION PASS FOR HEATHER NELSON	210.00
New York Library Association	09/04/2026	10777	EGCL 2026 NYLA CONFERENCE REGISTRATION PASS FOR ELIZABETH KURZ	210.00
Total for New York Library Association				\$1,080.00
Northeast Toner, Inc.				

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
518-899-5545				
Northeast Toner, Inc.	08/24/2026	120955	EGCL TONERS	240.00
Northeast Toner, Inc.	09/01/2026	120991	EGCL TONERS	729.00
Northeast Toner, Inc.	09/16/2026	121049	EGCL TONERS	129.00
Total for Northeast Toner, Inc.				\$1,098.00
OVERDRIVE				
216-573-6886 ext.212				
OVERDRIVE	08/04/2026	01080DA26262503	1080-1012 ADULT EBOOKS & EAUDIOBOOKS	282.45
OVERDRIVE	08/04/2026	01080DA26262283	1080-1012 ADULT EBOOKS & EAUDIOBOOKS	277.45
OVERDRIVE	08/25/2026	01080DA26287501	1080-0012 ADULT EBOOKS & EAUDIOBOOKS	102.50
OVERDRIVE	08/25/2026	01080DA26287619	1080-1012 ADULT EBOOK	55.00
OVERDRIVE	09/08/2026	01080DA26307772	1080-1012 ADULT EBOOK & EAUDIOBOOK	165.00
OVERDRIVE	09/08/2026	01080DA26307649	1080-0012 ADULT EBOOK & EAUDIOBOOK	165.00
OVERDRIVE	09/11/2026	01080CO26311223	1080-1012 ADULT EAUDIOBOOKS	345.98
OVERDRIVE	09/11/2026	01080CO26311219	1080-1012 ADULT EBOOK	75.00
OVERDRIVE	09/15/2026	01080CO26313492	1080-0012 TEEN EBOOKS & EAUDIOBOOKS	1,352.48
OVERDRIVE	09/15/2026	01080DA26314546	1080-1012 ADULT EBOOKS & EAUDIOBOOKS	539.98
OVERDRIVE	09/15/2026	01080DA26314545	1080-1012 ADULT EBOOKS	480.00
OVERDRIVE	09/15/2026	01080DA26314901	1080-0012 ADULT EBOOKS & EAUDIOBOOKS	372.49
OVERDRIVE	09/15/2026	01080DA26314900	1080-0012 ADULT EBOOK	75.00
Total for OVERDRIVE				\$4,288.33
Pierson, Marion				
Pierson, Marion	08/19/2026	081926	EGCL NOTARY LICENSE RENEWAL AND NOTARY STAMP MARION PIERSON	88.03
Total for Pierson, Marion				\$88.03
PIONEER BANK				
PIONEER BANK	08/24/2026	2026	0081 2026 SAFE DEPOSIT BOX	70.20
Total for PIONEER BANK				\$70.20
RESERVE ACCT. (POSTAGE METER)				
RESERVE ACCT. (POSTAGE METER)	09/01/2026	SEPTEMBER 2026	41651340 POSTAGE METER REFILL	400.00
Total for RESERVE ACCT. (POSTAGE METER)				\$400.00
Seasons East Lawn Care				
732-2276 new 8.07				
Seasons East Lawn Care	08/06/2026	15246	EGCL 4-LAWN MOWINGS; 1-WEED CONTROL FOR 7/8/26-7/28/26	1,740.00
Seasons East Lawn Care	09/09/2026	15321	EGCL 4-LAWN MOWINGS; 1-WEED CONTROL FOR 8/4/26-8/25/26	1,740.00
Total for Seasons East Lawn Care				\$3,480.00
STAPLES				
1-877-826-7755				
STAPLES	08/29/2026	6072780255	1008052 MAINTENANCE & OFFICE SUPPLIES	245.21
STAPLES	09/01/2026	6073405718	N008052 STAFF CALENDARS, FELT PADS & DRY ERASE MARKERS	210.06
STAPLES	09/04/2026	6073612638	1008052 PAPERTOWELS	128.60
STAPLES	09/19/2026	6074597126	1008052 LIBRARY OFFICE SUPPLIES	52.26
Total for STAPLES				\$636.13
TAG SOLUTIONS, LLC				
(518) 292-6510				
TAG SOLUTIONS, LLC	09/01/2026	30639043	21743 NINJAONE AND BLACKPOINT FOR SEPTEMBER 2026 NINJA CLOUD BACKUP FOR SEPTEMBER 2026 MANAGED SERVICES CORE FOR SEPTEMBER 2026	2,653.00
Total for TAG SOLUTIONS, LLC				\$2,653.00
TIMES UNION (SUBSCRIPTION)				
454-5015				
TIMES UNION (SUBSCRIPTION)	08/24/2026	11/26/26	140026351 SUBSCRIPTION RENEWAL THRU 11/26/26	202.95
Total for TIMES UNION (SUBSCRIPTION)				\$202.95

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Troy Public Library				
Troy Public Library	08/25/2026	452834	381321****6615 THE MIXED UP MORNING LOST/PAID BOOK	20.00
Troy Public Library	08/25/2026	452835	381321****1808 THE VERY HUNGRY CATERPILLAR'S CHRISTMAS 123 LOST/PAID BOOK	8.99
Troy Public Library	08/25/2026	452836	381321****5157 CATWOMAN COUNTING LOST/PAID BOOK	5.99
Troy Public Library	08/25/2026	452837	381321****5431 BATMAN: MEET THE SUPER HEROES LOST/PAID BOOK	3.99
Total for Troy Public Library				\$38.97
TWIN BRIDGES				
518-282-5600				
TWIN BRIDGES	09/01/2026	20260901558109	55-8109 1 WASTE & RECYCLING FOR SEPTEMBER 2026	308.84
Total for TWIN BRIDGES				\$308.84
WATERVLIET PUBLIC LIBRARY				
WATERVLIET PUBLIC LIBRARY	09/12/2026	456049	381351****4949 THE CALL OF THE WILD LOST/PAID BOOK	4.99
Total for WATERVLIET PUBLIC LIBRARY				\$4.99
YMCA				
869-3500				
YMCA	08/14/2026	071526-081426	30031-600015 UTILITIES FOR COMMUNITY WAY 07/15/26-8/14/26	54.12
YMCA	09/14/2026	081426-091426	30031-60015 UTILITIES FOR COMMUNITY WAY FOR 8/14/26-9/14/26	62.18
Total for YMCA				\$116.30
TOTAL				\$24,353.76

Note

Payment Approved / /

President, Library Board of Trustees: _____



East Greenbush Community Library

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

January - December 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges	10,961.24	13,500.00	-2,538.76	81.19 %
4100 Other Income	187,351.59	52,500.00	134,851.59	356.86 %
4200 Public Funds	2,542,779.10	2,548,750.00	-5,970.90	99.77 %
4410 Gifts & Grants		58,000.00	-58,000.00	
4400 Restricted Gifts/Grants	43,149.18		43,149.18	
4401 Non-Restricted Income (G/G)	1,119.24		1,119.24	
Total 4410 Gifts & Grants	44,268.42	58,000.00	-13,731.58	76.32 %
Total Revenue	\$2,785,360.35	\$2,672,750.00	\$112,610.35	104.21 %
GROSS PROFIT	\$2,785,360.35	\$2,672,750.00	\$112,610.35	104.21 %
Expenditures				
Operating Expenses				
5000 Technology/Communications	88,608.88	113,385.00	-24,776.12	78.15 %
5010 Programming & Planning	23,996.48	34,700.00	-10,703.52	69.15 %
5020 Bks & Mat'ls (Collections)	89,689.39	162,390.00	-72,700.61	55.23 %
5030 Facilities Expenses	149,056.29	196,200.00	-47,143.71	75.97 %
5040 Professional Services	38,585.13	59,475.00	-20,889.87	64.88 %
5050 Operations	17,126.50	42,650.00	-25,523.50	40.16 %
5100 Human Resources/Staff Devt	4,486.63	7,000.00	-2,513.37	64.09 %
5200 Personnel	1,246,334.22	1,965,630.00	-719,295.78	63.41 %
Total Operating Expenses	1,657,883.52	2,581,430.00	-923,546.48	64.22 %
Total Expenditures	\$1,657,883.52	\$2,581,430.00	\$ -923,546.48	64.22 %
NET OPERATING REVENUE	\$1,127,476.83	\$91,320.00	\$1,036,156.83	1,234.64 %
Other Expenditures				
FR Friends Pass-through	2,160.34		2,160.34	
Reserve Funds				
900 Non-Restricted Capital Reserve Projects	64,860.55		64,860.55	
901 Inter/Exter Reno's- NYS Construction Grant 0386-24-0514	30,251.92		30,251.92	
902 Roof Project- NYS Construction Grant 0386-26-1783	377,273.06		377,273.06	
903 Water Damage Renovations (Insurance)	141,521.38		141,521.38	
Total Reserve Funds	613,906.91		613,906.91	
Total Other Expenditures	\$616,067.25	\$0.00	\$616,067.25	0.00%
NET OTHER REVENUE	\$ -616,067.25	\$0.00	\$ -616,067.25	0.00%
NET REVENUE	\$511,409.58	\$91,320.00	\$420,089.58	560.02 %

Note

On this date, the year is 72.9% over.

Transfers to and from Reserves are not included on the Budget vs. Actual report; they are recorded on the Balance Sheet.

*Budgeted Appropriated Fund Balance for 2026: \$205,645

**Budgeted Transfer to Non-Restricted Capital Reserves from 2026: \$296,965 (completed 3/11/26).

East Greenbush Community Library

Balance Sheet
As of September 23, 2026

	TOTAL			
	AS OF SEP 23, 2026	AS OF SEP 23, 2025 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
Cash, Operating Accounts	1,164,617.50	1,363,628.90	-199,011.40	-14.59 %
Designated Board Cash Funds				
1007.00 Non-Restricted, Hurr XXX244	56,838.01	55,759.91	1,078.10	1.93 %
1008.00 Non-Restricted, Capital Reserve- XXX0228	422,609.79	508,141.72	-85,531.93	-16.83 %
1009.00 Non-Restricted, Operational Contingency- XXX210	413,159.58	405,322.77	7,836.81	1.93 %
Total Designated Board Cash Funds	892,607.38	969,224.40	-76,617.02	-7.90 %
Donor Restricted Cash Funds				
1001.00 Donor-Restricted, Gift & Grant-XXX186	24,515.16	22,609.47	1,905.69	8.43 %
1005.00 Donor-Restricted, Capital Reserve- XXX251	78,864.15	292,770.82	-213,906.67	-73.06 %
Total Donor Restricted Cash Funds	103,379.31	315,380.29	-212,000.98	-67.22 %
Total Bank Accounts	\$2,160,604.19	\$2,648,233.59	\$ -487,629.40	-18.41 %
Total Current Assets	\$2,160,604.19	\$2,648,233.59	\$ -487,629.40	-18.41 %
Fixed Assets	\$2,526,564.72	\$2,257,602.89	\$268,961.83	11.91 %
TOTAL ASSETS	\$4,687,168.91	\$4,905,836.48	\$ -218,667.57	-4.46 %
LIABILITIES AND EQUITY				
Liabilities	\$24,353.76	\$42,522.60	\$ -18,168.84	-42.73 %
Equity				
3000 Retained Earnings	4,151,405.57	4,083,239.37	68,166.20	1.67 %
Net Revenue	511,409.58	780,074.51	-268,664.93	-34.44 %
Total Equity	\$4,662,815.15	\$4,863,313.88	\$ -200,498.73	-4.12 %
TOTAL LIABILITIES AND EQUITY	\$4,687,168.91	\$4,905,836.48	\$ -218,667.57	-4.46 %

Note
On this date, the year is 72.9% over

Non-Restricted Funds Available: \$2,057,224.88
Donor-Restricted Funds Available: \$103,379.31

Account Transfers to cover monthly interest and expenses:
1) \$5,996.37 from Donor-Restricted Gift & Grant to Operating (restricted gift/grant expenditures)
2) \$234.82 from Donor-Restricted Capital Reserve to Non-Restricted Capital Reserve (interest)
3) \$41.46 from Donor-Restricted Gift & Grant to Operating (interest)
4) \$44,345.61 from Non-Restricted Capital Reserves to Operating (roof project invoices- Wainschaf & HHA)

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

9/22/2026

Restricted Gifts & Grants	Original Amount Awarded	Previous Year Balance Carried	Revenue 2026	Expenditures 2026	Balance (Available Funds)
*FR-01-2026 Museum	\$ 2,900.00	\$ -	\$ 2,900.00	\$ 1,608.80	\$ 1,291.20
*FR-02-2026 Large Print	\$ 2,700.00	\$ -	\$ 2,700.00	\$ 1,867.72	\$ 832.28
FR-03-2025 Museum	\$ 3,225.00	\$ 450.20	\$ -	\$ 450.20	\$ -
*FR-03-2026 Lib Wide Prog Supp	\$ 1,260.00	\$ -	\$ 1,260.00	\$ 653.15	\$ 606.85
*FR-04-2026 AIS Programming	\$ 7,500.00	\$ -	\$ 7,500.00	\$ 5,068.00	\$ 2,432.00
*FR-05-2026 Teen Programming	\$ 6,200.00	\$ -	\$ 6,200.00	\$ 4,456.72	\$ 1,743.28
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	\$ 7,004.94	\$ 2,495.06
*FR-07-2026 HoTP	\$ 1,390.00	\$ -	\$ 1,390.00	\$ 943.13	\$ 446.87
FR-08-2025 Fish	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 1,024.20	\$ 1,475.80
*FR-08-2026 Outreach	\$ 3,500.00	\$ -	\$ 3,500.00	\$ 2,221.37	\$ 1,278.63
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	\$ 2,500.00	\$ -
*FR-11-2026 Volunteer Breakfast	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ -
FR-23-2022 AD Edu/Jobs	\$ 750.00	\$ 496.66	\$ -	\$ 260.94	\$ 235.72
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	\$ -	\$ 179.81	\$ 1,506.07
FR-51-2024 Voln Apprec	\$ 3,000.00	\$ 798.36	\$ -	\$ 794.57	\$ 3.79
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	\$ 1,500.00	\$ -	\$ 2,000.00
*UHLS SAIYL Grant	\$ 136.57	\$ -	\$ 136.57	\$ 136.57	\$ -
*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
GRAND TOTAL	\$ 83,880.65	\$ 14,170.21	\$ 43,107.72	\$ 32,762.77	\$ 24,515.16

2026 Capital Projects Report to the Library Board

9/22/2026

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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 694,712	\$ 312,620	\$ 585,609	\$ -	\$ 30,239	\$ 312,620	\$ 615,848
\$ 71,883							
DETAILED BUDGET- CURRENT CONSTRUCTION PROJECT							
Project Component	Budget (Including Changes)	Paid-To-Date	Status				
Site Work	\$ 151,291	\$ 151,291	Fully complete.				
Electrical	\$ 25,814	\$ 25,814	Fully complete.				
Painting	\$ 17,400	\$ 17,400	Fully complete.				
Tile & Carpet	\$ 41,796	\$ 41,796	Fully complete.				
EIFS	\$ 125,500	\$ 119,225	Complete except punchlist.				
Storefront Windows	\$ 210,855	\$ 157,990	Windows Replaced. Waiting 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				
TOTALS	\$ 694,712	\$ 615,848					

Interior Renovations from Roof Leak (Non-Restricted Capital Reserves)			
Project Summary			
Insurance Coverage: estimated \$173,845 (\$156,685 received, final payment after project completion)		Roof repairs were paid from 2025 operating funds	
Library Cost: \$55,000 (\$50,000 carpet, \$5,000 deductible)		Roof full replacement 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%
TOTALS	\$ 586,940	\$ -	\$ 332,927	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	\$ 40,146	Project began 5/7/26	
Architectural Fees	\$ 28,000	\$ 26,600	Drawings, construction docs, bidding complete. Moved to construction administration phase.	
Contingency	\$ 136,688	\$ -	23% contingency remaining	
TOTALS	\$ 586,940	\$ 377,273		

Overview of Capital Reserve Accounts					
Capital Reserves	Project	Current	Remaining Encum	Unencumbered	
Donor-Restricted	Capital Project NYS Grant 0386-24-0514	\$ 78,864	\$ 78,864	\$ -	
Non-Restricted Capital Reserves	Listed Below:	\$ 422,610	\$ 33,516	\$ 389,094	
	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)		\$ 42,214		
	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		
	Subtotal		\$ 743,336		
	Less Anticipated offsets				
	Original -\$17,160, Revised based on updated contract		\$ (5,597)		
	NYS Construction Grant 0386-24-0514- payable after project completion		\$ (34,736)		
	NYS Construction Grant 0386-26-1783- Expected 90% grant payment upon DASNY		\$ (377,538)		
	NYS Construction Grant 0386-26-1783- payable after project completion		\$ (41,949)		
	SAM Grant Reimbursement Bathroom Project		\$ (250,000)		
	Net Encumbered		\$ 33,516		

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

DRAFT NEW POLICY- Animals in the Library Policy

Submitted to Services Committee for Review 8/28/2026, Presented to East Greenbush Community Library Board of Trustees 9/28/2026

Purpose

The East Greenbush Community Library is committed to providing a welcoming, safe, and accessible environment for all visitors. This policy establishes guidelines regarding animals in the library in accordance with the Americans with Disabilities Act (ADA) and applicable New York State law.

Animals Permitted in the Library

The following animals are permitted in the library:

- Service animals assisting a person with a disability, as defined by the ADA.
- Animals that are part of a library-sponsored program, when approved and supervised by the library.
- Fish maintained by the library in a designated aquarium.

All other animals and pets are not permitted in the library.

Service Animals

Service animals are permitted in the library.

Under the Americans with Disabilities Act (ADA), a service animal is defined as a dog that has been individually trained to perform work or tasks for a person with a disability. In limited circumstances, miniature horses that have been individually trained to perform work or tasks for a person with a disability may also be permitted.

The work or task performed must be directly related to the individual's disability.

Examples of service animal tasks may include but are not limited to:

- Guiding a person who is blind
- Alerting a person who is deaf or hard of hearing
- Pulling a wheelchair
- Retrieving items
- Assisting during a medical episode such as a seizure or diabetic emergency.

Service animals are allowed in all areas of the library where members of the public are normally permitted.

Service animals must remain under the control of their handler at all times, typically by leash, harness, or tether, unless such devices interfere with the animal's work or the person's disability

prevents their use. In those cases, the animal must be controlled through voice commands, signals, or other effective means.

Permissible Questions

When it is not obvious that an animal is a service animal, library staff may ask only two questions:

1. Is the dog a service animal required because of a disability?
2. What work or task has the dog been trained to perform?

Additional Guidelines for Service Animals

- Allergies or fear of dogs are not valid reasons to deny access to a person with a service animal. When possible, staff may assist in accommodating the needs of both individuals.
- The handler is responsible for the care and supervision of the service animal, including feeding, grooming, and toileting. Library staff are not responsible for providing care or supervision of service animals.

Staff may not:

- Request documentation or certification for the animal
- Require identification or special licensing for the animal
- Ask about the nature of a person's disability

Animals That Are Not Service Animals

The following animals are not considered service animals under the ADA and are not permitted in the library unless they are part of a library-sponsored program:

- Therapy animals
- Emotional support animals
- Comfort animals
- Companion animals or pets

These animals may provide comfort or emotional support but are not individually trained to perform a specific task related to a disability and therefore do not have the same legal access rights as service animals.

Animals in Library-Sponsored Programs

Animals may be present in the library as part of a library-sponsored or library-approved program, such as:

- Read-to-a-Dog programs
- Educational animal demonstrations
- Special events or outreach programs

Animals participating in these programs must:

- Be approved in advance by the Library Director
- Be under the control of the handler at all times
- Meet health and safety requirements, including vaccination as required by law

Animals participating in a program are permitted only for the duration and location of the approved program.

Removal of Animals

A service animal may be asked to leave the library if:

- The animal is not under the control of the handler, and the handler does not take effective action to control it.
- The animal is not housebroken.
- The animal's behavior poses a direct threat to the health or safety of others.

If a service animal is removed for one of these reasons, the individual with the disability will be offered the opportunity to remain in the library without the animal and continue using library services.

Animals that are present as part of a library-sponsored program may also be removed if they become disruptive, pose a safety concern, or are not being properly handled.

East Greenbush Community Library

2027 Preliminary Operating Budget

Budget Committee Recommendation

Board Meeting- September 28, 2026

REVENUE AND SUPPORT

Revenue Source	2026 Amended Budget	2027 Proposed Budget	\$ Change	% Change	Notes
4000 Library Charges	\$ 13,500	\$ 13,500	\$ -	-	
4100 Interest & Earnings	\$ 52,500	\$ 50,000	\$ (2,500)	-4.8%	
4200 Public Funds					
4202 State Aid- LLSA & Leg Funds	\$ 5,500	\$ 5,500	\$ -	-	
4203 East Greenbush Tax Levy	\$ 2,080,250	\$ 2,153,060	\$ 72,810	3.5%	Proposed levy increase
4204 Rensselaer County Aid	\$ 1,000	\$ 1,000	\$ -	-	
4205 Contract for Service- Schodack	\$ 462,000	\$ 500,000	\$ 38,000	8.2%	Not yet finalized
Subtotal Public Funds	\$ 2,548,750	\$ 2,659,560	\$ 110,810	4.3%	
4410 Gift/Grants (new receipts)	\$ 58,000	\$ 66,000	\$ 8,000	13.8%	
TOTAL INCOME	\$ 2,672,750	\$ 2,789,060	\$ 116,310	4.4%	

APPROPRIATED FUND BALANCE/TRANSFERS INTO OPERATING

Funding Source	2026 Amended Budget	2027 Proposed Budget	\$ Change	% Change	Notes
Restricted Gifts/Grants	\$ 22,500	\$ 20,000	\$ (2,500)	-11.1%	
Non-Restricted Gifts	\$ -	\$ -	\$ -	-	
Hurr Fund	\$ -	\$ 5,000	\$ 5,000	-	
Capital Reserve Funds	\$ -	\$ -	\$ -	-	
Unassigned Fund Balance	\$ 183,145	\$ 20,000	\$ (163,145)	-89.1%	
TOTAL TRANSFERS INTO OPERATING	\$ 205,645	\$ 45,000	\$ (160,645)	-78.1%	
TOTAL AVAILABLE REVENUE	\$ 2,878,395	\$ 2,834,060	\$ (44,335)	-1.5%	

OPERATING EXPENSES

Expense Category	2026 Amended Budget	2027 Proposed Budget	\$ Change	% Change	Notes
5000 Technology/Communications	\$ 113,385	\$ 113,485	\$ 100	0.1%	
5010 Programing & Planning	\$ 34,700	\$ 34,550	\$ (150)	-0.4%	
5020 Books & Materials (Collections)	\$ 162,390	\$ 159,105	\$ (3,285)	-2.0%	
5030 Facilities Expenses	\$ 196,200	\$ 192,300	\$ (3,900)	-2.0%	
5040 Professional Services	\$ 59,475	\$ 62,250	\$ 2,775	4.7%	
5050 Operations	\$ 42,650	\$ 41,450	\$ (1,200)	-2.8%	
5100 Human Resoures / Staff Development	\$ 7,000	\$ 7,300	\$ 300	4.3%	
Subtotal- Non-Personnel Operating	\$ 615,800	\$ 610,440	\$ (5,360)	-0.9%	Maintains current service levels
5201 Benefits	\$ 491,525	\$ 535,447	\$ 43,922	8.9%	Benefit and employer-cost increases
5250 Salaries	\$ 1,474,105	\$ 1,562,144	\$ 88,039	6.0%	3.5% COLA, steps, equity adjustments (see detail below)
Subtotal- Personnel	\$ 1,965,630	\$ 2,097,591	\$ 131,961	6.7%	
TOTAL OPERATING EXPENSES	\$ 2,581,430	\$ 2,708,031	\$ 126,601	4.9%	

TRANSFER TO CAPITAL RESERVES

Reserve Contribution	2026 Amended Budget	2027 Proposed Budget	\$ Change	% Change	Notes
Transfer to Capital Reserves	\$ 296,965	\$ 126,029	\$ (170,936)	-57.6%	Annual contribution toward planned capital projects
TOTAL APPROPRIATIONS	\$ 2,878,395	\$ 2,834,060	\$ (44,335)	-1.5%	Operating expenses + capital reserve contribution

2027 SALARY BUDGET DETAIL

Compensation Component	2026	2027	Employees Affected
Cost-of-Living Adjustment	\$ 45,416	\$ 51,249	All eligible employees
Cost-of-Living % Change	4.0%	3.5%	
Scheduled Steps	\$ 13,426	\$ 19,213	9 employees in 2026; 8 in 2027
Minimum Wage Adjustment	\$ 2,188	-	2 employes in 2026
Clerk Equity Adjustment	\$ 2,900	\$ 1,495	7 employees
Building Maintenance Worker/Cleaner Adjustment	\$ -	\$ 467	2 employees in 2027
Librarian I Equity Adjustment	\$ -	\$ 21,247	16 employees in 2027
Library Assistant Adjustment	\$ 1,516	-	3 employees in 2026
Community Relations Coordinator Adjustment	\$ 5,855	-	1 employee in 2026
Building Maintenance Mechanic Adjustment	\$ 2,207	-	1 employee in 2026
2027 compensation: The proposed budget includes a 3.5% cost-of-living adjustment, compared with 4.0% in 2026, along with scheduled step increases and targeted equity adjustments			

ESTIMATED TAX IMPACT	2026	2027
Taxable Assessed Value	\$ 2,956,732,844	\$ 2,964,011,586
East Greenbush Tax Levy	\$ 2,080,250	\$ 2,153,060
Levy Change	4.2%	3.5%
Estimated Tax Rate per \$1,000 Assessed Value	\$ 0.7036	\$ 0.7264
Estimated Annual Library Tax on a \$400,000 Property	\$ 281.43	\$ 290.56
Estimated Annual Change		\$ 9.13
Estimated tax impact: Based on the proposed 2027 tax levy and current taxable assessed value. A property assessed at \$400,000 would pay approximately \$290.56 annually, an increase of approximately \$9.13 over 2026. Final individual tax bills may vary based on final assessment data and applicable exemptions.		

Multi-Year Capital Plan- Planning Estimates (updated 9/25/26)

Project timing, costs, and outside funding are planning estimates and may change as project scopes, grant awards, partner decisions, and construction estimates are finalized.

East Greenbush Community Library

Project	2027	2028	2029	2030	2031	2032	2033	Outside Funding (\$)	Library Cost (\$)	Notes
Public Bathrooms (including bottle filler)	\$381,405	-	-	-	-	-	-	\$250,000	\$131,405	Total project cost; \$250K grant
Moisture- Slab Restoration	\$250,000	-	-	-	-	-	-	-	\$250,000	Planning allowance; scope, responsibility, funding source, and final cost remain undetermined.
Staff Spaces (Bathroom/Kitchen)	-	\$100,000	-	-	-	-	-	\$78,206	\$21,794	79.15% grant estimated based on UHLS allocation
Community Way Repave	-	\$50,000	-	-	-	-	-	-	\$50,000	Budget shown as Library share; outside funding TBD, timing TBD- based on YMCA & Hawthorne Ridge approvals- Most likely 2028 project
Parking Lot - Restriping, Seal Coating, ADA Spaces	\$40,000	-	-	-	-	-	-	-	\$40,000	Estimated
Space Planning (architect)	-	\$30,000	-	-	-	-	-	-	\$30,000	
Staff Entry Floor	-	\$5,000	-	-	-	-	-	-	\$5,000	Consider whether this belongs in operating
Digital Sign	-	-	\$52,000	-	-	-	-	\$26,000	\$26,000	NYS Grant Fundable
Signage - Interior & Exterior	-	-	\$62,500	-	-	-	-	\$31,250	\$31,250	NYS Grant Fundable
AV - Multipurpose Room	-	\$78,000	-	-	-	-	-	\$39,000	\$39,000	NYS Grant Fundable
Carpet - Admin	-	\$100,000	-	-	-	-	-	\$50,000	\$50,000	NYS Grant Fundable
Meeting Room Carpet	-	\$95,000	-	-	-	-	-	\$47,500	\$47,500	NYS Grant Fundable- if part of complete space renovation
Furniture - Computer Area	-	\$15,500	-	-	-	-	-	\$7,750	\$7,750	NYS Grant Fundable- if part of complete space renovation
Furniture - Main Library	-	-	\$52,000	-	-	-	-	\$26,000	\$26,000	Wait for space planning, NYS Grant Fundable- if part of complete space renovation
Seal Sidewalks	-	-	\$21,000	-	-	-	-	-	\$21,000	
Water Heater	-	-	\$21,000	-	-	-	-	\$10,500	\$10,500	NYS Grant Fundable- if part of complete space renovation
Main Library Wall Sconces - LED Conversion	-	-	\$12,000	-	-	-	-	\$6,000	\$6,000	NYS Grant Fundable- if part of complete space renovation
Temperature Controls / BMS	-	-	\$93,500	-	-	-	-	\$46,750	\$46,750	NYS Grant Fundable- if part of complete space renovation
Furniture - Children's Room Seating	-	-	\$25,000	-	-	-	-	\$12,500	\$12,500	Wait for space planning, NYS Grant Fundable- if part of complete space renovation
Server / Cloud Infrastructure Migration	-	-	\$45,000	-	-	-	-	-	\$45,000	One-time migration/infrastructure cost; recurring cloud costs should be operating
Public Kitchen Renovation	-	-	\$81,000	-	-	-	-	\$40,500	\$40,500	NYS Grant Fundable- if part of complete space renovation
Dumpster Gates	-	-	-	\$11,000	-	-	-	-	\$11,000	
Seal Patio	-	-	\$8,000	-	-	-	-	-	\$8,000	
Slate Tile - Exterior Building	-	-	-	-	\$81,000	-	-	-	\$81,000	
Shed	-	-	-	-	\$13,000	-	-	-	\$13,000	
Air Handler Unit	-	-	-	\$197,000	-	-	-	\$98,500	\$98,500	NYS Grant Fundable
Cooling Tower	-	-	-	\$225,000	-	-	-	\$112,500	\$112,500	NYS Grant Fundable
Community Way Patching	-	-	-	\$17,000	-	-	-	-	\$17,000	
Boiler	-	-	-	-	\$84,500	-	-	\$42,250	\$42,250	NYS Grant Fundable
Generator	-	-	-	-	-	-	\$175,500	\$87,750	\$87,750	NYS Grant Fundable
Maintenance Office Floor	-	-	-	-	-	\$9,000	-	-	\$9,000	
Building Conditions Survey	-	-	-	-	\$75,000	-	-	-	\$75,000	
Community Way Patching	-	-	-	-	-	\$18,000	-	-	\$18,000	NYS Grant Fundable
Heat Pumps	-	-	-	-	-	\$379,500	-	\$189,750	\$189,750	NYS Grant Fundable
Inline Pumps	-	-	-	-	-	\$25,500	-	\$12,750	\$12,750	
ANNUAL TOTAL	\$671,405	\$473,500	\$473,000	\$450,000	\$253,500	\$432,000	\$175,500	\$1,215,456	\$1,713,449	
TRANSFER NEEDED TO TARGET FLOOR	\$70,462	\$251,044	\$273,500	\$239,000	\$211,250	\$229,500	\$87,750			



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Director's Report-September 28, 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.

July/August 2026 Executive Summary

Strategic Highlights

- Summer 2026 demonstrated strong overall community engagement. Building visits increased 4.4% over Summer 2025 to 27,147, while new library card registrations increased 33% and monthly active cardholders increased 1.6%.
- Programming remained a major driver of Library use. Adult program attendance increased 72.6% over Summer 2025, while all-ages attendance increased 50.8%. Overall program attendance remained essentially level with last year's very strong summer, at 9,264 attendees.
- The community reading challenge became a true Library-wide success. The goal was to read 12,500 books between June 15 and September 4. The community reached the goal on July 30, and by August 31 had logged 21,655 books, more than 9,000 books beyond the original goal. Adult Services, Youth & Family Services, and Borrower Services worked together to promote the challenge and engage readers of all ages.
- Youth Summer Reading remained strong. Youth & Family Services reported 790 Summer Reading participants, an 8% increase from the prior summer, with 105 programs and 4,256 attendees. Teen volunteers remained highly engaged throughout the summer.
- Outreach expanded substantially. The Library participated in 21 outreach events during the summer, compared with nine in 2025. August included two Town concerts at Onderdonk Park, reaching 148 residents, and EGCSO Summer Fun Day, where staff interacted with 483 people.
- Digital collections continued to grow in importance. Adult digital circulation increased 23.9%, and youth digital circulation increased 42.8% compared with Summer 2025.

These results are especially meaningful because staff maintained high levels of service while managing a concentrated period of staffing transitions and completing a very busy Summer Reading season.

Key Risks / Opportunities

Areas to Monitor

- Physical circulation remains an area to monitor. Overall physical-material use decreased 1.3% from Summer 2025, and checkout-desk circulation decreased 5%. Drive-thru circulation increased 52.3% during the summer, although this differs from the pattern seen during the rest of the year. Staff will continue monitoring circulation by service point to better understand longer-term trends.



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- Technology use continues to evolve. Website users decreased 6.7% and public computer sessions decreased 5.9%. At the same time, online resource use increased 6.3% and digital circulation grew substantially in both youth and adult collections. We will continue monitoring these measures together rather than treating any one statistic in isolation.
- Meeting room use by outside groups decreased 11.8%. One possible factor is reduced room availability during the busy summer programming season. We will continue monitoring use before drawing conclusions about a longer-term trend.
- Participation in the Rensselaer County Career One Stop satellite service remains low, with no participants in August. Adult & Information Services is developing additional promotion and will evaluate whether changes in awareness, scheduling, or service delivery improve participation.
- Several technology procurements are underway. Staff are evaluating Managed Service Provider and copier proposals while continuing cybersecurity and equipment improvements.

Opportunities

- The Library issued 282 new cards during the summer, up 33% increase, creating an opportunity to convert new registrants into long-term active users.
- The 12,500 Book Community Challenge demonstrated how a simple, shared goal can unite departments and engage children, teens, adults, families, and staff.
- Adult Summer Reading survey results provide encouraging evidence of impact: 84% of respondents learned something new, 76% reported reading more, and 82% said they wanted to use the Library more often.
- Growth in digital borrowing and database use provides useful information as we evaluate future collection investments and how patrons want to access Library resources.

Looking Ahead

- Complete the 2027 operating budget process and prepare for the annual budget vote.
- Welcome the new Head of Adult & Information Services and support the department's transition.
- Complete evaluation of copier proposals and Managed Service Provider options.
- Continue implementation of passkey authentication and other cybersecurity improvements.
- Continue Library Card Sign-Up Month activities and fall school visits.
- Evaluate Summer Reading and the community reading challenge to identify successful elements for 2027.
- Continue fall outreach and programming, including the Friends' Night at the Library event.

Statistical Highlights

Building & Technology Use

- Hours Open: 509 hours / 52 days
- Summer Sunday closures; closed July 29 due to flood warning
- Building visits: 27,147 (+4.4%)
- Drive-thru visits: 927 (-8.1%)
- Website users: 20,972 (-6.7%)
- Total visits (website, building, drive-thru): 49,046 (-0.9%)
- Wi-Fi sessions: 2,356 (level with 2025)



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- Public computer sessions: 2,921 (-5.9%)

Programs & Engagement

- Total program attendance: 9,264
- Adult programs: 69 (+30.2%)
- Adult attendance: 1,819 (+72.6%)
- Youth programs: 105
- Youth attendance: 5,832
- All-ages programs: 15
- All-ages attendance: 1,523 (+50.8%)
- 1-1 program attendance: 41
- Meeting Room use by outside groups:
- Outreach events: 21, compared with 9 in Summer 2025

Summer Reading Program

- Ages 0-5 registrations: 318 (+13.2%)
- Ages 6-11 registration: 381 (+4.4%)
- Ages 12-18 registrations: 91 (+7.1%)
- Adult registrations: 220
- Total registrations: 1,010 (+6.1%)
- Volunteens: 86
- Volunteer hours: 883 (+21.2%)

Collections & Cardholders

- Monthly active cardholders: 6,609 (+1.6%)
- New library cards: 282 (+33%)
- Registered resident borrowers: 11,560 (+4.9%)
- Registered non-resident borrowers: 4,137 (+3.1%)
- Physical materials use: 50,460 (-1.3%)
- Digital materials use: 14,006, essentially level overall
- Online database sessions: 16,150 (+6.3%)

Borrower Services remained busy through the summer. Total circulation activity at the checkout desk and drive-thru was 25,387 in July and 25,073 in August, compared with 24,370 and 23,535 in the same months of 2025. The drive-thru also remained an important service point, with 450 patrons using the window in July and 477 in August.

Strategic Plan Progress

GOAL 1: Build Community Connections

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

- Summer Reading provided many opportunities for staff to gather informal patron feedback across departments.
- Summer Reading surveys provided measurable feedback about outcomes, future program interests, collection requests, and patron experiences.



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- Youth Services continued to see exceptionally strong direct engagement. The Youth Services desk recorded 2,641 interactions in July, an 82% increase over July 2025, and 1,554 interactions in August, a 75% increase over August 2025.
- Adult librarians answered 1,547 reference questions in July, a 3.5% increase over July 2025 and 1,452 in August, an 18.5% increase over August 2025.

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

- Adult programming remained particularly strong. July included 105 participants across two Mahjong days, 185 participants in Wednesday Night Book Chats, along with a Community Drum Circle, and Puzzlepalooza.
- BLARC continues to maintain a strong community of readers and has reached 394 registrations since the challenge began.
- Youth programming brought families and young people together through local author programs, science and nature programs, storytimes, creative activities, teen programs, and intergenerational events.

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

- English as a New Language programming continued during the summer.
- Staff expanded services beyond the Library building through YMCA camps, Town concerts, School District events, and other community outreach.
- Summer Reading activities were intentionally designed to offer multiple ways to participate, including in-person programs, passive activities, reading challenges, and outreach opportunities.

GOAL 2: Engage With Your Community

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

- Partnered with the Town of East Greenbush Parks & Recreation Department at two outdoor summer concerts, connecting with 148 residents.
- Participated in EGCSO Summer Fun Day, interacting with approximately 483 people.
- Continued the Cornell Cooperative Extension sustainability series.
- The NYS Taxpayer Assistance Program has invited the Library to again serve as a tax-filing location beginning in February 2027.

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

- Continued partnerships with EGCSO, YMCA, Cornell Cooperative Extension, UHLS, Town of East Greenbush, Rensselaer County, and numerous community organizations.
- Fall 5th grade school visits are scheduled with Genet and Bell Top Elementary Schools.

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

- The Stuffie Search encouraged families to explore participating local businesses throughout the summer.
- The community generously supported the Library's back-to-school supply drive for CoNSERNS-U. This year's donations filled approximately 4.5 tables, compared with about two tables in prior years.
- Library outreach expanded from nine events in Summer 2025 to 21 events this summer.



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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

- Summer programming made extensive use of Library, community, outdoor and virtual spaces.
- Youth & Family Services offered 105 Summer Reading programs with 4,256 attendees, averaging 41 participants per program.
- High attendance at storytimes, animal programs and hands-on activities continue to demonstrate demand for flexible, interactive spaces. August highlights included Family Storytime, Playtime, the Reptile Show and Let's Glow Baby, several with attendance above 50.
- Planning continues for the public restroom renovation and proposed Employee Wellness & Support Space, with accessibility, privacy, usability and long-term facility needs guiding the work.

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

- Staff coordinated promotion of Summer Reading, the community reading challenge, programs, collections, and outreach opportunities across departments.
- The Library website transitioned from its Summer Reading design to its September theme, and staff continued to improve the online policies page.
- Adult & Information Services expanded Readers' Advisory efforts through themed displays, social media posts, bookmarks, flyers, and upcoming book promotions. July themes included America 250, Disability Pride, road trips, summer reading, and Classic Retellings.
- Twenty-one summer outreach events substantially expanded the Library's visibility outside the building.

3.3: Increase circulation of diverse resources and materials

- Physical material use totaled 50,460 during Summer 2026, down 1.3%, digital materials use remained essentially flat, and online resource (database) use increased 6.3%.
- Youth digital circulation increased 8.9%, and adult digital circulation dropped 1.7%.
- Youth & Family Services completed a Diverse BookFinder analysis using ISBNs from more than 12,000 collection items. Staff are using those results, together with a manual review of juvenile fiction to inform future collection development.
- We added new materials vendors to improve purchasing flexibility amid continuing publishing and distribution delays.

GOAL 4: Promote Literacies

4.1: Increase opportunities for hands-on and intergenerational learning

- Summer Reading provided hands-on learning across science, art, history, music, early literacy, technology and reading.
- Youth highlights included Birds of Prey, reptile programs, Owl Ecology, local author visits, Oddities Lab, storytimes, and Book Bash programs.
- Fifteen storytimes were offered in July at the Library, YMCA summer camp, and Town Park Summer Camp, averaging 43 participants.
- Teen volunteers contributed 883 hours, a 21.5% increase from Summer 2025, a strong example of young people contributing meaningful service to the Library and community.



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

- Tech-Talk webinars continued to support digital literacy through topics including artificial intelligence, digital organization, cybersecurity, scams, and PowerPoint.
- English as a New Language programming continued throughout the summer.
- Online resource use increased 6.3% over Summer 2025, while digital circulation continued to represent an important component of Library use.
- Staff continued providing individual reference, computer, and technology assistance. Adult & Information Services reported 842 reference interactions and 705 computer-support interactions in July alone.

4.3: Increase community partnerships with educational institutions

- Partnerships with the YMCA, East Greenbush Central School District, Cornell Cooperative Extension, Town of East Greenbush, and other organizations expanded learning beyond the Library building.
- Youth & Family Services provided storytimes and literacy programming at the YMCA and Town summer camps.
- Fall 5th grade school visits are planned with Genet and Bell Top.
- The partnership with Cornell Cooperative Extension continued through the summer sustainability series, including hands-on learning about composting.
- The Library participated in EGCS D's Summer Fun Day in August, interacting with approximately 483 students, families, and community members.

GOAL 5: Advance Local Economic Vitality

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

- Adult & Information Services continues to provide reference, technology, notary and digital-literacy assistance that supports job seekers, businesses, entrepreneurs and residents navigating online resources.
- Staff continue evaluating workforce-development services, including promotion, scheduling and program format.
- Investments in Library technology, cybersecurity and IT support also help maintain reliable digital services for the public.

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

- Staff continue promoting resources that support employment, technology skills, consumer information, and small-business needs through reference service, digital resources, Tech-Talk webinars, and community partnerships.
- The Rensselaer County Career One Stop satellite office remains available at the Library. Staff are developing additional promotion in response to low summer participation.
- The NYS Taxpayer Assistance Program plans to return in February 2027.
- Adult Summer Reading feedback included requests for additional consumer and online resources, which will help inform future collection decisions.

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

- This year's Stuffie Search generated 545 visits to six participating local businesses, including Uncommon Grounds, True Value, Golden Grain, Michael's, Upstate Cookie Shack, and Kristy's Barn, turning a children's summer activity into a fun way for families to explore the local business community.



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- Local businesses and organizations also supported Summer Reading with donated prizes and experiences. Partners included WildPlay Thacher, Bring on the Spectrum, Stewart's, Chick-fil-A, and FunPlex.
- The Friends of the Library also connected with additional local businesses in preparation for Night at the Library, creating additional opportunities to recognize and promote community partners.
- Teen volunteer opportunities supported early workplace skills and responsibility. In August alone, 49 teens contributed 242.5 hours.

Operations

Personnel

- The Library is managing a concentrated period of staffing transition involving retirements, resignations, internal promotions, temporary absences and recruitment. Despite these changes, staff maintained strong public service through one of the busiest periods of the year. Team members adjusted schedules, helped train and welcome new employees, provided coverage across service areas, and supported one another following an intensive construction period and a successful Summer Reading season. Their flexibility and teamwork have been exceptional.
- Borrower Services Department has experienced the greatest number of staffing changes. The department is managing vacancies and temporary absences while also supporting an internal promotion following a retirement. Recruitment is underway for full-time, part-time, and substitute clerk coverage. Staffing plans have also been adjusted to strengthen weekend rotation and provide reliable coverage.
- Adult & Information Services welcomed a new part-time Library Assistant and has temporary librarian coverage in place during the department's transition. The new Head of Adult & Information Services is expected to begin in October. Staff have continued providing strong programs, reference service, outreach, and public assistance throughout the transition.
- Youth & Information Services Department filled a part-time Library Assistant vacancy during the summer and is currently fully staffed.
- Administration/Facilities had no staffing changes during July, August, or September.

Technology/IT

- The Library's Managed Service Provider contract is approaching renewal. Staff met with multiple vendors, received competing proposals, and are evaluating options.
- Staff began transitioning multi-factor authentication to passkeys to strengthen account security.
- A new staff laptop was purchased and configured.
- Staff continue working with a vendor to resolve an issue with an AWE Early Literacy children's computer.
- The Library website was updated for fall, and work continues on the online policies page.
- The staff copier has reached the end of its useful life. Staff met with several vendors and received multiple proposals, which are now being evaluated.
- The Library is finalizing a transition to our new payroll provider.

Facilities

- Staff Restrooms/Employee Wellness & Support Space: The UHLS Board approved the project for inclusion in the upcoming NYS Public Library Construction Aid submission. The proposed state-



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aid amount is \$78,206, or 79.16% of the estimated \$98,796 project cost. UHLS expects to submit the application to the Division of Library Development (DLD) on October 1. Final funding remains subject to state review and approval.

- **Roof Project:** The Library is awaiting final DASNY documentation/disbursement associated with the previously approved \$419,487 construction grant, representing 71.47% of the \$586,940 project estimate. The roof project is substantially complete; installation of the snow guards and heat-trace system remains.
- **Prior Construction Grant:** The Library is awaiting delivery of the front door storefront system. Approximately \$34,736 in final grant reimbursement remains contingent upon completion of the project.
- **Public Restrooms:** The \$250,000 SAM grant, sponsored by Assemblymember McDonald, has been awarded and will be reimbursable following completion of the project. The project is currently in design-document review.
- **Interior Renovations/Carpet:** Interior renovation work associated with the December water incident is complete except for unresolved carpet concerns. Moisture testing of the slab by the carpet installer has been completed. On September 24, the Library was informed that test results had been submitted to the carpet manufacturer, which authorized an independent site investigation. The investigation is pending, and responsibility for any corrective work or associated costs has not been determined. The Library will continue documenting the matter and coordinating with the project participants as the review proceeds.

Incidents

- Staff received another inappropriate phone call at a public service desk. A police report was filed. The incident was reviewed at a full-staff meeting, including procedures for ending inappropriate calls, seeking assistance, and supporting staff when these situations occur.
- Staff addressed a volunteer-related conduct concern during the reporting period. The situation ended without further incident. Staff followed up regarding expectations for any future volunteer participation.

Summer Statistical Comparison					
East Greenbush Community Library	Summer 2024	Summer 2025	Summer 2026	Change	Trend
Building Visits	23,082	26,012	27,147 	4.4%	
Number of patron visits to the library building					
Drive-Thru Visits	1,078	1,009	927 	-8.1%	
Number of patrons who use the drive-thru window to borrow materials					
Website Users	18,405	22,484	20,972 	-6.7%	
Number of people who initiated at least one session on eglibrary.org during a given month					
Physical Materials Use	54,983	51,143	50,460 	-1.3%	
Number of checkouts plus renewals made at the library					
Digital Materials Use	13,603	14,029	14,006 	-0.2%	
Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)					
Online Resource Use (database)	10,063	15,187	16,150 	6.3%	
Number of sessions (log-ins) for online resources, based on vendor statistics. This includes both in-library and, where applicable, remote access					
WiFi Use	2,604	2,356	2,356 	0.0%	
Number of unique daily WiFi patron at the library					
Public Computer Use	2,407	3,104	2,921 	-5.9%	
Number of computer sessions at the library					
Program Attendance	6,829	9,303	9,264 	-0.4%	
Number of attendees at programs held inside the library location or in a library virtual space					
Meeting Room Use by Outside Groups	121	178	157 	-11.8%	
Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members					
New User Accounts (library card registrations)	207	212	282 	33.0%	
Number of library cards newly created (online & in-person registrations)					
Monthly Active Library cardholders (retention)	6,419	6,507	6,609 	1.6%	
Average number of cardholders who actively used their library card per month					
Number of Programs Adult	53	53	69 	30.2%	
Program Attendance Adult	786	1,054	1,819 	72.6%	
Number of Programs Youth	94	112	105 	-6.3%	
Program Attendance Youth	4,669	6,466	5,832 	-9.8%	
Number of Programs All Ages	Unavailable	7	15 	114.3%	
Program Attendance All Ages	Unavailable	1,010	1,523 	50.8%	
1-1 Programs (<i>Books with Wheels, Take & Make, Notary, Book a Librarian</i>)	Unavailable	773	41 	-94.7%	
(stopped Take & Make December 2025)					
Youth Physical Item Circ	32,548	29,403	29,468 	0.2%	
Youth Digital Materials Circ	2,238	2,081	2,267 	8.9%	
Adult Physical Item Circ	22,435	21,740	20,992 	-3.4%	
Adult Digital Materials Circ	11,365	11,933	11,728 	-1.7%	
Registered Resident Borrowers	10,799	11,021	11,560 	4.9%	
Registered Non-Resident Borrowers	3,905	4,012	4,137 	3.1%	
Physical Items Circ at Checkout Desk	51,365	47,864	45,466 	-5.0%	
Physical Items Circ at Drivethru Window	3,618	3,279	4,994 	52.3%	
Total Visits (website, library, drive-thru)	42,565	49,505	49,046 	-0.9%	
Outreach Events	Unavailable	9	21 	133.3%	
Summer Reading Program Registrations- Ages 0-5	253	281	318 	13.2%	
Summer Reading Program Registrations- Ages 6-11	341	365	381 	4.4%	
Summer Reading Program Registrations- Ages 12-18	136	85	91 	7.1%	
Summer Reading Program Registrations- Ages 19+	222	221	220 	-0.5%	
Summer Reading Program Volunteers	63	100	86 	-14.0%	
Summer Reading Program Volunteer Hours	632	729	883 	21.2%	



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Personnel Memo

September 28, 2026

Submitted by Jill Dugas Hughes

Resignation:

- Cunningham, Irene, Librarian II, effective 8/7/2026
- Greenhouse, Dorothy, Library Clerk (part-time), effective 8/17/2026

Retirement:

- N/A

Termination:

- N/A

Classification Change:

- Ian Hauck, Librarian I (Temporary Leave of Absence, effective 8/10/26-10/30/2026)
- Kate Lyons, Library Clerk (Temporary Intermittent Leave of Absence, effective 9/9/2026-12/11/2026)
- Marcia Rossetti, Library Clerk to Senior Library Clerk, effective 9/21/2026.

Provisional Appointment:

- Jarboe, Shennan, Library Clerk (part-time), effective 8/5/2026
- Adams, Jessica, Library Assistant (part-time), effective 8/15/2026
- Brandone, Michelle, Librarian II, effective 10/12/2026

Current Open/Unfilled Positions

- Library Clerk (part-time), effective 8/17/2026
- Library Clerk, effective 9/18/2026

Public Library Construction Program Application Form

Project Number	0386 -27 -2225
Institution	East Greenbush Community Library
SEDREF Institution ID:	800000039610
Project Title	Staff Restroom & Wellness Space Rehabilitation
Library or System Name:	East Greenbush Community Library
Physical Address:	10 Community Way East Greenbush NY 12061
Mailing Address:	10 Community Way East Greenbush NY 12061
County:	Rensselaer
Director of Institution:	Jill Dugas Hughes
Title:	Library Director
Email:	director@eastgreenbushlibrary.org
State Judicial District: 3	State Assembly Districts: 107 108
State Senate Districts: 43	State Congressional Districts: 20 21
FEIN #: 141424197	School District: East Greenbush Csd
Public Library System:	Upper Hudson Library System
NOTE: The institutional information listed above is pulled from the SEDREF database. SEDREF is the single authoritative source of identifying information about institutions which the NYS Education Department determines compliance with applicable policy, law and/or regulation. If your institutional or director information is incorrect, please contact us at ldconstruction@nysed.gov	

Coordinated Projects					
Is this application for a coordinated project?	No				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Library ID</th> <th style="width: 15%;">Library Name</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> </tr> </tbody> </table>	Library ID	Library Name			
Library ID	Library Name				
Building Information - Provide the following information for the building that is the subject of this application. In almost all cases, this will be the legal name of the library.					
*Building Name:	East Greenbush Community Library				
*Street Address:	10 Community Way				
*City:	East Greenbush				
*State:	NY				
*Zip Code:	12061				
*Building Type					
Main Library					

Library building is or will be accessible to persons with disabilities:	
Physical access:	true
Program access:	true
Library building is:	
Owned by applicant.	
Library site is:	
Owned by applicant.	
*Date of initial construction of library building (yyyy).	2001
*Number of floors.	1
*Square footage of building.	22000
*The building is designated a historic landmark.	false
The building is in a historic district.	false
The building is over 50 years old.	false
Does your Project involve ground disturbance?	false
If your project is exempt from SHPO, please state the reason and cite the language from Attachment 1 which provides evidence for the exemption. If you are unsure that your project activity is exempt please contact SHPO.	Building is less than 50 yrs old and is not work of a recognized master architect, designer, or builder, or associated with persons or events significant in the history of NYS.
Has SHPO determined that the library building was not eligible for the National Registry?	false
If your library building is 50 years old or older, and/or the project involves ground disturbance and/or demolition, please see the Construction SHPO webpage to determine if your project requires a SHPO approval. If appropriate, an approval letter from SHPO must be attached your construction aid application as a signed PDF. If your project is exempt from SHPO according to the categories in Attachment 1 please state the reason in the appropriate box on the application form.	
This library is owned by a	

school District.	false
Which school district? (if applicable):	
The total cost of this project will exceed \$10,000.	true
Note: If the library building is owned by a school district and the cost of this project will exceed \$10,000, the applicant must contact SED Office of Facilities Planning and include an OFP Certificate of Project Approval with this application.	
Project Details	
Project Title	Staff Restroom & Wellness Space Rehabilitation
Construction Project Manager (must be Library Staff or Board Member)	
Name:	Jill Dugas Hughes
Phone (###-###-####):	518-477-7476 109
E-mail:	director@eglibrary.org
Library Director	
Name:	Jill Dugas Hughes
Phone (###-###-####):	518-477-7476 109
Email:	director@eglibrary.org
Additional Contact Person	
If the Project Manager and the Library Director are the same person, please add contact information for a second person to receive important messages from Library Development about the project.	
Name:	Jenna Schmonsky
Phone (###-###-####):	518-477-7476 133
Email:	schmoj@eglibrary.org
Construction project application is for (select all that apply):	
New Construction: false	Building Expansion: false
Site Acquisition: false	Renovation/Rehabilitation: true
Energy Conservation: false	Accessibility: true
Safety: true	Broadband: false
Will the library's completed project require a local Certificate of Occupancy?	false
Estimated Project Costs	
a. Total Project Cost NOTE: If the project for which funding is being requested (b) is part of a larger comprehensive project, list the Total Project Cost of the larger project in "a". If the project for which funding is being requested (b) is not part of a larger project, "a" will equal "b".	\$98,796
b. Cost of Project for Which Funding is Being Requested	

NOTE: This system will populate this field with the total 'Cost' of all budget records entered on the Project Budget pages.	\$98,796
c. Amount of Public Library Construction Funds requested for this Project (cannot be more than 50% of the amount in question b or 75% or 90% if you qualify for the Reduced Match.) Note: Contact your System regarding eligibility for reduced match. 75% Maximum Request: \$74,097 90% Maximum Request: \$88,916	\$78,206
d. This project is or was funded, in whole or in part by funds secured through the issuance of tax exempt bonds, bond anticipation notes, or revenue anticipation notes.	false
Timeframe (mm/dd/yyyy)	
This project is expected to start on or before:	07/01/2027
This project was/will be started on 07/01/2027 and is not complete at the time of this application. (NOTE: If the project has not started yet, the start date above should be the same as the expected start date from question 1).	
This project is expected to be completed by: (Project cannot be completed before application date due to your system.)	01/01/2028

**Public Library Construction Program
Project Narratives**

Project Number 0386 -27 -2225

Institution East Greenbush Community Library

Project Title Staff Restroom & Wellness Space Rehabilitation

Project Abstract

Rehabilitate staff restrooms and the Employee Wellness & Support Space to improve safety, accessibility, energy efficiency, and building longevity.

Description of Project

The East Greenbush Community Library proposes to rehabilitate and renovate two essential employee support areas through permanent building improvements:

- Staff Restrooms
- Employee Wellness & Support Space

The Library's staff restrooms and Employee Wellness & Support Space are used daily by approximately 46 employees who provide public library services seven days a week. These spaces are essential to daily library operations and employee well-being, however, they have experienced significant deterioration over time and no longer meet the needs of a modern workplace.

The Employee Wellness & Support Space was not designed for the way today's staff use it. Its existing layout limits circulation, flexibility, and overall usability, making it difficult to accommodate the range of activities employees rely on the space to support. Similarly, the Staff Restrooms have aged considerably and no longer provide the level of functionality, durability, or accessibility expected in a contemporary workplace.

Interior finishes, cabinetry, lighting, plumbing fixtures, flooring, and associated building systems have reached or are approaching the end of their useful life. The Staff Restrooms are also undersized and do not provide adequate space to meet current ADA accessibility requirements. To address these deficiencies, the project will reallocate a portion of the adjacent

Employee Wellness & Support Space to enlarge and improve the restrooms. This approach will allow the Library to modernize both areas and make more effective use of its existing interior footprint without expanding the building. The work will require selective demolition of existing walls, cabinetry, flooring, fixtures, and other deteriorated elements.

The existing flooring in the Employee Wellness & Support Space has deteriorated and presents a potential slip-and-trip hazard, making employee safety a primary justification for the project. The existing configuration also limits circulation and flexibility, further reducing the space's usefulness. Collectively, these conditions reduce functionality, increase maintenance requirements, and diminish the effectiveness of spaces that employees rely on every day.

The project will rehabilitate these existing areas through the removal of deteriorated finishes and fixtures; replacement of unsafe flooring; renovation and expansion of the Staff Restrooms; installation of new cabinetry, countertops, lighting, plumbing fixtures, appliances, durable interior finishes, and associated electrical and plumbing improvements; and furnishing of the renovated, slightly reduced Employee Wellness & Support Space with durable commercial furnishings. Flooring replacement, painting, and furnishings are integral components of the overall renovation and are necessary to complete and fully utilize the reconstructed spaces.

The renovated Staff Restrooms will provide improved functionality, durability, and accessibility appropriate for a contemporary workplace. Enlarging the restrooms within the Library's existing footprint will allow the project to address current accessibility deficiencies while making more efficient use of existing interior space. No building expansion is proposed. The renovation will modernize both employee support areas, improve their functionality and usability, and maximize the value of the Library's existing facility and infrastructure.

Accessibility will be incorporated throughout the project using universal design principles. The design will focus on reducing barriers, improving circulation, creating adaptable spaces, and enhancing usability for employees with a wide range of physical, sensory, cognitive, and neurodiverse needs. Final accessibility improvements will be developed during the architectural and engineering design process and implemented in accordance with the Americans with Disabilities Act (ADA), other applicable

accessibility requirements, and current building codes, to the greatest extent practicable within the existing building.

The renovated Employee Wellness & Support Space will provide employees with a comfortable place to take breaks, share meals, collaborate informally, recognize accomplishments, celebrate milestones, and build relationships across departments. Reconfiguring the space will improve circulation, flexibility, and usability while allowing the Library to accommodate these activities more effectively within its existing footprint. Commercial furnishings incorporated into the renovation will support these intended uses while providing durable, long-lasting accommodations appropriate for daily staff use.

The project will also improve the building’s long-term performance and reduce ongoing maintenance through energy-efficient lighting, occupancy sensors, ENERGY STAR-rated appliances, modernized electrical and plumbing systems, and durable, low-maintenance finishes. These improvements will help reduce operating costs, improve system reliability, and extend the useful life of the Library’s existing facility and infrastructure.

By rehabilitating these employee spaces, the Library will address significant workplace safety concerns, improve accessibility and usability, modernize outdated facilities, preserve and maximize the use of existing public infrastructure, and provide employees with spaces that better support their daily work. The improvements will contribute to a safer, more inclusive, more sustainable, and more effective workplace while making better use of the Library’s existing building footprint. Ultimately, the project will strengthen the Library’s ability to provide high-quality public library services to the community seven days a week.

Impact of Project

The East Greenbush Community Library welcomes more than 125,000 visitors each year and relies on approximately 46 employees to provide high-quality library services seven days a week. The Staff Restrooms and Employee Wellness & Support Space are used every day and are essential to the Library’s operations. Rehabilitating these spaces will have a direct and lasting

impact on the employees who support the Library's mission by improving workplace safety, accessibility, functionality, and staff well-being while preserving and extending the useful life of the existing facility.

A primary impact of the project will be improved workplace safety. The flooring in the Employee Wellness & Support Space has reached the end of its useful life and presents a potential slip and trip hazard. Other components, including interior finishes, cabinetry, lighting, plumbing fixtures, and building systems, have also deteriorated with age. These conditions reduce the functionality of the spaces and contribute to increasing maintenance needs. The project will replace deteriorated components with durable, low-maintenance materials that create safer, more reliable employee facilities. Replacement of the flooring is an integral part of the overall rehabilitation and is necessary to fully address the existing safety concerns and complete the renovation.

The project will also have a significant impact on accessibility and inclusion. The existing employee spaces were designed under older standards and contain layouts and features that can limit circulation, flexibility, and ease of use. The renovation will incorporate universal design principles and accessibility improvements throughout both areas, reducing physical and functional barriers and creating spaces that are easier and more comfortable for employees with a broad range of abilities and needs.

Accessibility will be integrated into the project rather than treated as a separate improvement. The Library will incorporate improvements in accordance with the Americans with Disabilities Act (ADA), other applicable accessibility requirements, and current building codes to the greatest extent practicable within the existing building. Final improvements will be developed through the architectural and engineering design process, allowing the project team to maximize accessibility while accounting for the physical limitations of the existing facility. This approach will create a more inclusive workplace that better serves current employees and can adapt to the needs of future staff.

The project will strengthen building preservation and responsible stewardship of public resources. Rather than allowing aging employee facilities to continue deteriorating, the Library will make permanent improvements to existing infrastructure. New finishes, lighting, plumbing fixtures, electrical improvements, and other building upgrades will improve durability and reliability, reduce future maintenance requirements, and extend the useful life of the renovated spaces. Investing in existing infrastructure is a cost-effective approach that protects the

Library's public assets and helps avoid more significant and costly repairs in the future.

The rehabilitation will also improve staff functionality, comfort, and well-being. Although the project will not increase the building's footprint, it will make significantly better use of existing space. The renovated Employee Wellness & Support Space will provide employees with a comfortable and flexible area for taking breaks, sharing meals, collaborating informally, recognizing accomplishments, celebrating milestones, and building relationships across departments. Durable commercial furnishings will support these activities and provide long-lasting accommodations appropriate for frequent daily use. Improvements to these spaces will help create a workplace environment in which employees feel valued, supported, and connected.

The project also supports the Library's long-term sustainability goals. Energy-efficient LED lighting, occupancy sensors, Energy Star-rated appliances, durable finishes, and modernized building systems will reduce energy use, lower operating costs, and decrease future maintenance needs while extending the life of the building.

Ultimately, the project's impact extends beyond the renovated rooms themselves. By improving the conditions in which employees work, rest, and interact, the Library will strengthen the environment that supports the delivery of public library services. Safer, more accessible, functional, and sustainable employee facilities will help the Library retain and support its workforce, preserve public infrastructure, and maintain reliable operations for the community.

By rehabilitating these employee support facilities, the Library is investing in the people who make public library service possible. The project will improve employee safety and accessibility, preserve existing public infrastructure, and provide functional, welcoming spaces that support staff well-being and the Library's ability to continue serving the community. It reflects the East Greenbush Community Library's belief that "You Belong Here" applies not only to the people who visit the Library, but also to the employees who make that service possible.

Timetable

July- September 2027: Project Development and Procurement

- Complete final architectural and engineering design, construction drawings, and technical specifications.
- Integrate universal design principles, accessibility enhancements, and applicable building code requirements into the final construction documents, to the greatest extent practicable within the existing building.
- Obtain all required Board approvals and advertise the project for competitive bidding and execute construction contracts.
- Finalize the construction schedule in coordination with library operations to minimize disruption to staff and maintain uninterrupted public library service.
- Order long-lead construction materials, plumbing fixtures, lighting, cabinetry, commercial flooring, building components, and other permanent building materials.
- Procure commercial furnishings and equipment for installation upon completion of construction in the renovated Employee Wellness & Support Space.
- Coordinate contractor scheduling, material deliveries, and pre-construction meetings.
- No construction activities affecting the staff restrooms or Employee Wellness & Support Space will occur during this period, allowing the Library to maintain full operations throughout the peak summer programming season.

October–December 2027: Demolition, Construction and Installation

- Complete demolition of necessary walls, deteriorated flooring, cabinetry, fixtures, finishes, and other building components.
 - Rehabilitate the staff restrooms through replacement of aging finishes, fixtures, lighting, and associated building systems.
 - Reconfigure the Employee Wellness & Support Space to improve functionality, circulation, usability, and operational efficiency.
 - Install new commercial flooring, cabinetry, countertops, plumbing fixtures, lighting, electrical improvements, and other permanent building components.
- Complete accessibility enhancements identified through the final architectural design, incorporating universal design principles and

- complying with applicable accessibility requirements.
- Install energy-efficient lighting, occupancy sensors, Energy Star-rated appliances, and other sustainable building improvements.
- Complete painting, finish work, electrical and plumbing connections, and final installation of permanent building components.
- Install commercial furnishings within the completed Employee Wellness & Support Space as the final component of the renovation.
- Conduct inspections, complete punch-list items, and prepare the renovated employee support spaces for occupancy.

January 2028 Project Closeout

- Occupy the renovated staff restrooms and Employee Wellness & Support Space.
- Verify that all building systems, accessibility enhancements, lighting controls, and other permanent building improvements are functioning as designed and comply with applicable construction and accessibility requirements.
- Complete final inspections, contractor closeout, warranty documentation, and acceptance of the completed construction project.
- Submit reimbursement requests, final financial documentation, and all required grant reporting and closeout materials to the Upper Hudson Library System and the New York State Division of Library Development.

Budget Narrative

The proposed budget supports the comprehensive rehabilitation of the East Greenbush Community Library's existing Staff Restrooms and Employee Wellness & Support Space. The project will improve workplace safety and accessibility, modernize aging facilities, support employee well-being, improve operational and energy efficiency, and extend the useful life of the existing building.

The project includes selective demolition and reconfiguration of the two adjoining spaces to expand the Staff Restrooms and improve accessibility, circulation, clearances, and usability. Because the Library is working within the existing building footprint, a portion of the Employee Wellness & Support Space will be reconfigured to accommodate the expanded restroom area while remaining a functional employee resource.

Construction will include new cabinetry and countertops, restroom fixtures and accessories, plumbing and electrical improvements, lighting, flooring, ceilings, painting, window treatments, and commercial furnishings. Accessibility improvements will be incorporated into the final design in accordance with applicable ADA requirements, building codes, and universal design principles to the greatest extent practicable.

Replacement of deteriorated flooring is an integral part of the larger renovation and will also address an existing slip/trip concern. Likewise, painting, ceilings, finishes, and furnishings are directly associated with the substantially renovated spaces and are not stand-alone maintenance or replacement projects.

Grant funds will be used for eligible rehabilitation, construction, permanent building improvements, project-related construction support, painting required by the renovation, and furnishings associated with the substantially renovated spaces. The Library will fund architectural and engineering services and incidental Patch & Match work from its Board-designated Capital Reserve Fund.

Project Category	Amount	Description	Grant Eligible	Library Share
Project Management, General Conditions, Construction Support	\$12,078	Includes project management, coordination, supervision, job setup, temporary facilities/partitions, construction cleaning, waste management, dumpsters, and final cleaning required to complete the rehabilitation.	\$8,739	\$3,339
Demolition & Reconfiguration	\$5,630	Selective demolition of walls, fixtures, finishes, and other components necessary to expand the Staff Restrooms and reconfigure the adjacent Employee Wellness & Support Space. This work is integral to the accessibility and space improvements.	\$5,630	\$0

Permanent Casework, Restroom Fixtures, and Accessories	\$34,260	Includes \$31,522 in permanent cabinetry, countertops, storage, and work surfaces and \$2,739 in restroom fixtures and accessories. These are permanent components of the renovated spaces	\$34,260	\$0
Plumbing Improvements	\$7,245	Plumbing modifications and installation associated with the redesigned restroom configuration and new fixtures.	\$7,245	\$0
Electrical & Lighting improvements	\$4,485	Includes \$1,725 for Staff Restroom electrical work and \$2,760 for the Employee Wellness & Support Space. Work supports the reconfiguration, lighting improvements, and energy-efficient systems where applicable.	\$4,485	\$0
Flooring, Ceilings, & Interior Finishes	\$6,922	Includes \$4,478 in resilient flooring, \$1,898 in acoustical ceiling work, and \$546 in window treatments. These improvements are required as part of the larger room reconfiguration and rehabilitation. Flooring replacement also addresses deteriorated flooring and a workplace safety concern.	\$6,922	\$0
Commercial Furnishings	\$10,925	Durable commercial-grade furnishings will equip the substantially renovated Employee Wellness & Support Space for daily staff use. Furnishings are directly associated with and installed as part of the larger renovation of the same space.	\$10,925	\$0

Paint, Patch & Match	\$4,750	Includes \$4,750 in painting required to complete walls and surfaces affected by demolition and reconfiguration. The Library will separately fund the Patch & Match work.	\$0	\$4,750
Architectural Services	\$8,000	Architectural design, construction documents, bidding assistance, construction administration, accessibility/code coordination, and closeout services. The Library will fund these costs separately.	\$0	\$8,000
Engineering Services	\$4,500	Mechanical, electrical, and plumbing design and coordination associated with the renovation. The Library will fund these costs separately.	\$0	\$4,500
TOTALS	\$98,796		\$78,206	\$20,590

Funding Summary

Total Project Cost: \$98,796

State Aid Request: \$78,206

Library Share: \$20,590

The Library Share consists of \$8,000 in architectural services, \$4,500 in engineering design, \$3,339 in Project Management/General Conditions, and \$4,750 in Patch & Match work. These costs will be paid through the Library's Board-designated Capital Reserve Fund. All requested grant funds are associated with the construction, rehabilitation, permanent improvements, painting, and furnishings necessary to complete the Staff Restroom and Employee Wellness & Support Space renovation.

**Public Library Construction grant program
Project Budget**

Project Number 0386 -27 -2225

Institution East Greenbush Community Library

Project Title Staff Restroom & Wellness Space Rehabilitation

Purchased Services Expenses

Service Type	Consultant/Vendor	Description	
Construction Renovations	Wainschaf Associates	Employee Wellness & Support Space Renovations (lounge)	
Cost	AmtApproved	ExpSubmitted	ExpApproved
\$58,430	\$0	\$0	\$0
Service Type	Consultant/Vendor	Description	
Construction Renovations	Wainschaf Associates	Staff Bathroom Renovations	
Cost	AmtApproved	ExpSubmitted	ExpApproved
\$27,866	\$0	\$0	\$0
Service Type	Consultant/Vendor	Description	
Architectural & Engineering Services	Hyman Hayes Associates	Architectural Services	
Cost	AmtApproved	ExpSubmitted	ExpApproved
\$12,500	\$0	\$0	\$0
Purchased Service Totals			
Cost	AmtApproved	ExpSubmitted	ExpApproved
\$98,796	\$0	\$0	\$0

Supplies & Materials Expenses

Equipment Expenses

Grand Total				
Cost	AmtApproved	ExpSubmitted	ExpApproved	
\$98,796	\$0	\$0	\$0	

**Public Library Construction Program
Additional Sources of Funding**

Project Number 0386 -27 -2225

Institution East Greenbush Community Library

Project Title Staff Restroom & Wellness Space Rehabilitation

Fund Source	Description	Amount
Library Capital Funds	Library Non-Restricted Capital Reserves	\$20,590.00