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AGENDA

Board of Trustees

October 20, 2026

7:00 p.m.

Vision

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

Mission

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

Notice is hereby given that a meeting of the Library Board of Trustees will be held in person on Tuesday, October 20, 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 September 28, 2026 , Library Board Meeting.	K. Kutzscher B.
5.	Approval of Public Hearing Minutes • (5 min) ➤ MOTION to approve the minutes of the October 13, 2026 , Public Hearing for the 2027 Library Budget.	A. Miller C.
6.	Treasurer's Reports • (5 min) Off Warrant (September 24, 2026 – October 15, 2026) ➤ MOTION to accept the Off Warrant in the amount of \$120,219.50 for the period of 9/24/2026 – 10/15/2026 as presented. Warrant (September 24, 2026 – October 15, 2026) ➤ MOTION to authorize the president to sign the Warrant for the period of 9/24/2026 – 10/15/2026 in the amount of \$22,449.14 . Financials (78.7% of the year over) • Budget vs. Actual 2026 (1/1/2026 – 12/31/2026)	C. Derico D. E. F.



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	• Balance Sheet (10/15/2026) • Restricted Gift/Grant Funds (10/15/2026) • Capital Projects Report (10/15/2026) ➤ MOTION to approve the October 20, 2026, Financials with 78.7% of the year completed as presented.	G. H. I.
7.	Committee Reports • (10 min) Services Committee ➤ MOTION to approve the 2027 Library Closure Schedule. ➤ MOTION to approve the Exhibit Policy amendments. ➤ MOTION to approve the Building Access Controls Policy, formerly known as Library Access Policy. Administrative Committee ➤ MOTION to approve the 2027 Board Meeting Calendar. Budget Committee ➤ MOTION to approve the proposed 2027 budget in the amount of \$2,834,060, which includes a tax levy of \$2,153,060, to be presented to the public for a public vote on Monday, November 16, 2026.	J. White J. K. Kutzscher K. C. Derico L.
8.	Unfinished Business • (10 min)	C. Pensabene
9.	New Business • (5 min) Establish Nominating Committee Contract for Service- Co-Managed IT Services ➤ MOTION to authorize the Library Director to enter into an annual contract with Repeat Business Systems, Inc. for Co-Managed IT Services and Cloud Backup services, with an initial recurring cost of \$2,550 per month (\$30,600 annually) for the Library's current configuration.	C. Pensabene
10.	Director's Report • (5 min)	J. Dugas Hughes M.
11.	Personnel Memorandum • (5 min) ➤ MOTION to approve the 10/20/2026 Personnel Memorandum, as presented.	J. Dugas Hughes N.
12.	Adjournment ➤ MOTION to adjourn the 10/20/2026 Library Board Meeting.	C. Pensabene

Upcoming Board & Committee Meetings & Events:

Thursday, October 22, 2026

- 7:00-8:00 PM Library Board of Trustees- Candidate Forum (virtual)

Saturday, October 24, 2026

- 6:00-8:00 PM Friends Fundraiser Night at the Library Event



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Monday, November 2, 2026

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

Monday, November 16, 2026

- 9:00 AM-8:00 PM Library Budget Vote & Trustee Election

Tuesday, November 17, 2026

- 7:00-8:30 PM Library Board Meeting



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Library Board of Trustees Meeting - DRAFT*September 28, 2026, in person, livestreamed, and recorded***ATTENDEES:***Presiding Officers:*

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

Library staff, Community Partners & Members of the Public:

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

A Library Board of Trustees meeting of the East Greenbush Community Library was held on September 28, 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:

- No public comment was received.

LIAISON REPORTS:**Friends of the Library (Julie Ann Price):****Book Sale:**

- The fall book sale is October 3-4, with signage now up at the bowling alley.
- Approximately 100 fewer boxes of books are available compared with previous sales.



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- Inventory is particularly low in hardcover in fiction, history, and biographies, which are typically strong sellers.
- Attendance and sales will be monitored to determine whether the lower inventory is an isolated occurrence or a developing trend.

Night at the Library:

- The event is on Saturday, October 24, 2026, from 6:00-8:00 p.m.
- Tickets are on sale for \$30.00, with 30 tickets currently sold; additional attendance is needed.
- Volunteers are in place, with Nine Pin providing alcohol service and Healthy Café providing catering.
- Hawthorne Ridge is the naming sponsor, with an emphasis on ensuring a successful event and strong community partnership.
- Raffle baskets and a silent art auction will start on Thursday, October 1. The auction will include art as well as donated business items, with prizes ranging from approximately \$5 to several hundred dollars. A raffle will feature items valued at \$100 or less.
- Art After Dark will begin at 5:00 p.m. as a pre-event activity and is open to all ticket holders.
- Kristi Barlette will serve as MC, with String Winds providing candlelight orchestra-style music.
- Goff Middle School students will return to assist with hors d'oeuvres, Art After Dark, and raffle drawings. Their participation was well received last year.

Upper Hudson Library System (UHLS): No report was presented.

Town of East Greenbush: No report was presented.

Rensselaer County: No report was presented.

APPROVAL OF MINUTES:

- **MOTION #2026-09-61:** J. White made the motion to approve the minutes of the July 21, 2026, Library Board Meeting. Seconded by C. Derico. The motion was carried with 7 in favor, none opposed.

TREASURER'S REPORT (Crystal Derico):

- There was no meeting in August. The information presented represents a two-month period.
- **MOTION #2026-09-62:** K. Kutzscher made a motion to accept the Off-Warrant in the amount of **\$418,807.14** for the period of July 22, 2026, through September 23, 2026, as presented. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.



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- **MOTION #2026-09-63:** S. Boggess made a motion to authorize the president to sign the Warrant for the period of July 15, 2026, through September 23, 2026, in the amount of **\$24,353.76**. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.
- **MOTION #2026-09-64:** A. Miller made a motion to approve the September 23, 2026, Financials with 72.9% of the year completed, as presented. Seconded by D. Morrissey. The motion was carried with 7 in favor, none opposed.

COMMITTEE REPORTS:

Services: A new policy was presented outlining guidelines for service animals in the library and appropriate staff interactions with them.

- **MOTION #2026-09-65:** K. Kutzscher made a motion to approve the Animals in the Library Policy, as presented. Seconded by J. White. The motion was carried with 7 in favor, none opposed.

Administrative: No report was presented.

Budget: The proposed budget maintains library hours, programs, collections, technology, outreach, and core services while investing in staff and long-term sustainability. It prioritizes careful tax planning, preserves reserves for capital projects, emergencies, and one-time needs, and addresses major building and infrastructure needs separately through capital reserves, grants, and insurance proceeds when available. After several budget meetings, the Board developed a proposal that balances a reasonable tax levy with the library's ongoing financial needs.

- **MOTION #2026-09-66:** A. Miller made a motion to authorize an override of the New York State property tax levy limit for the 2027 fiscal year, if necessary. Seconded by J. White. The motion was carried with 7 in favor, none opposed.
- **MOTION #2026-09-67:** A. Miller made a motion to approve the preliminary 2027 Library budget of \$2,834,060 for presentation at the October 13, 2026 Public Hearing. Seconded by J. White. The motion was carried with 7 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:

- **Strong Summer:** Building visits increased 4.4% with 282 new library cards issued, up 33% from last summer.
- **Programming & Reading:** Adult attendance increased and all-ages attendance doubled. The 12,500-book challenge resulted in 21,655 books logged by the end of August.



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- **Outreach:** Staff participated in 21 community outreach events, connecting with nearly 500 people at the School District Summer Fun Day alone.
- **Usage Trends:** Physical circulation, website use, and public computer use declined slightly, while database use and drive-thru circulation remained strong.
- **Staff:** Staff were recognized for their flexibility and teamwork during a busy summer of staffing changes.
- **Operations & Projects:** Proposals are being evaluated for copier and IT services, cybersecurity improvements are ongoing, and the transition to a new payroll provider is being finalized.
- **Capital Projects:** The staff restroom/wellness project was recommended for \$78,206 in state construction aid, pending approval. The public restroom project is in the design/review phase with SAM grant funding.
- **Carpet Concerns:** Independent testing and follow-up meetings are continuing regarding unresolved carpet concerns and corrective work.

PERSONNEL MEMORANDUM:

- **MOTION #2026-09-68:** D. Morrissey made a motion to approve the September 28, 2026, Personnel Memorandum, as presented. Seconded by J. White. The motion was carried with 7 in favor, none opposed.

NEW BUSINESS:

New York State Construction Grant: The construction grant application will be submitted for signature and reviewed by the New York State Library before being forwarded to the Dormitory Authority. Funding decisions are expected around this time next year. The library has six years to complete the project, allowing flexibility to delay construction if needed due to other capital projects.

- **MOTION #2026-09-69:** J. White made a motion to approve the submission of a New York State Construction Grant application to renovate the Staff Restroom and Wellness Space Rehabilitation, requesting \$78,206 in grant funding as attached. The total project is estimated to cost approximately \$100,000. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.

ADJOURN:

- **MOTION #2026-09-70:** Motion to adjourn the September 28, 2026, Library Board meeting was made by A. Miller at 7:28 p.m. Seconded by D. Morrissey. The motion was carried with 7 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Kayla Kutzscher, Secretary



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Library Board of Trustees**Public Hearing: Presentation of 2027 Budget Proposal for East Greenbush Community Library***October 13, 2026, in person, livestreamed, and recorded***ATTENDEES:***Presiding Officers:*

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

Excused:

Kayla Kutzscher, Secretary

Library staff, Community Partners & Members of the Public:

Jill Dugas Hughes, Library Director
Jenna Schmonsky, Administrative Assistant
Julie Ann Price, Friends President of the East Greenbush Community Library
Betty Bellino Guigno
A member of the public

A Public Hearing and Presentation of the Proposed 2027 East Greenbush Community Library Budget was held on October 13, 2026, at the East Greenbush Community Library and was livestreamed. It began at 6:00 p.m. and was presided over by Charlie Pensabene, President with Amanda Miller as Acting Secretary. The meeting was recorded.

CALL TO ORDER:

- C. Pensabene called the Public Hearing meeting to order at 6:00 p.m.

REVIEW OF AGENDA:

- The agenda was reviewed.

PUBLIC HEARING:

- Treasurer Crystal Derico presented the proposed 2027 library budget. The proposal maintains current library access and services, responds to operating cost changes, supports the staff needed to deliver those services, and continues long-term planning for the building and infrastructure.



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- **Taxpayer Impact:**

- The proposed tax levy is \$2,153,060, an increase of \$72,810 (3.5%) from 2026. For a property assessed at \$300,000, the estimated annual library tax would be \$217.92, an estimated increase of \$6.84 per year, or approximately \$0.57 per month. Individual tax bills may vary based on final assessments and applicable exemptions.

- **Services Maintained by the Budget:**

- The 2027 budget maintains current library services, collections, programs, and technology. Salary and benefit costs increase, while non-personnel operating costs decrease by 0.9%. The budget also reduces reliance on prior-year and restricted funds and assumes a \$500,000 Schodack service contract pending ongoing discussions.

- **Community Use Remains Strong:**

- Compared with 2024, 2025 library visits increased by 14%, program attendance by 22%, summer reading attendance by 35%, registered borrowers by 16%, digital circulation by 7%, and meeting room use by 27%. These increases demonstrate growing community engagement and the need to sustain current services.

- **Budget Changes:**

- The budget reflects a 4.4% increase in income and a 4.9% increase in operating expenses, while reducing reliance on fund balances and restricted funds. Lower capital reserve transfers result in total appropriations 1.5% below the 2026 amended budget. Stewardship efforts focus on controlling operating costs, maintaining services, reviewing contracts and funding opportunities, and setting aside \$126,029 for future building and infrastructure needs.
- The 2027 plan includes potential bathroom improvements, including a water bottle filler, supported by an identified \$250,000 grant, and parking lot maintenance, including restriping, seal coating, and ADA spaces. Moisture and slab conditions remain under investigation, and the \$250,000 planning allowance is for evaluating potential costs only; the scope, responsibility, and funding have not been finalized.

- **Revenue Sources and Allocation of Expenditures:**

- Proposed resources include the East Greenbush tax levy, the assumed Schodack service contract, gifts, grants, interest, public aid, and restricted funds. Proposed uses are personnel, other operating costs, and a capital reserve contribution. Personnel is the largest category because the library is a service organization, but the budget also supports collections, technology, building operations, and long-term planning.

- **Proposed Budget and Voting Information:**

- Proposed budget amount: \$2,834,060
- Voting Date & Location: Monday, November 16, 2026, 9:00 a.m. – 8:00 p.m. at the East Greenbush Community Library
- Eligible East Greenbush voters may participate



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- Two trustee seats are scheduled to appear on the ballot

C. Pensabene expressed appreciation to all for the work and continued support for making the library a great place to be.

PUBLIC COMMENT:

- No public comment was received.

ADJOURN:

- **MOTION #2026-10-71:** Motion to adjourn the October 13, 2026, Public Hearing and Presentation of the 2027 Proposed East Greenbush Community Library Budget was made by A. Miller at 6:09 p.m. Seconded by D. Morrissey. The motion was carried with 6 in favor, none opposed.

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

**East Greenbush Community Library
Off-Warrant (September 24-October 15, 2026)**

	Name	Date	Num	Memo/Description	Amount
Cash, Operating Accounts					
1003.00 Checking, Operating-XXX178					
	Aflac	09/29/2026	43830	NBY22	-145.56
	ANTHEM BLUECROSS	10/05/2026	43833	D51598	-3,928.27
	BOA CARD SERVICES	10/05/2026	43834	CORP ACCOUNT 1924	-2,079.21
	New York State Deferred Comp.	09/29/2026	43831	Plan#0045420	-1,710.05
	New York State Deferred Comp.	10/05/2026	43835	Plan#0045420	-1,710.05
	NYSLRS	09/25/2026	SEPTEMBER 2026	NYSLRS for SEPTEMBER 2026	-1,770.01
	Paychex	09/25/2026	PR# 20; 9/25/26	PR# 20	-26.01
	Paychex	09/25/2026	PR# 20; 9/25/26	PR# 20	-41,536.96
	Paychex	09/25/2026	PR# 20; 9/25/26	PR# 20	-15,138.54
	Paychex	09/25/2026	PR# 20; 9/25/26	PROCESSING CHARGES FOR PAYROLL #20 DATED 9/25/26	-536.48
	Paychex	10/09/2026	PR# 21, 10/9/26	PROCESSING CHARGES FOR PAYROLL #21 DATED 10/9/26	-553.16
	Paychex	10/09/2026	PR# 21; 10/9/26	PR# 21	-37,269.77
	Paychex	10/09/2026	PR# 21; 10/9/26	PR# 21	-13,572.82
	Paychex	10/09/2026	PR# 21; 10/9/26	PR# 21	-26.03
	Pitney Bowes Global Financial Services LL	09/29/2026	43832	15428241	-183.81
	VERIZON WIRELESS	10/08/2026	43836	542647307-00001	-32.77
Total for 1003.00 Checking, Operating-XXX178					\$ 120,219.50
Total for Cash, Operating Accounts					\$ 120,219.50

East Greenbush Community Library

Warrant of Bills by Vendor (September 24-October 15, 2026)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Albany Public Library 518-449-3380				
Albany Public Library	09/22/2026	422788	311820****2429 FIVE BILLION YEARS OF SOLITUDE LOST/PAID BOOK	28.00
Albany Public Library	09/22/2026	422789	311820****8615 HITLER'S CHARISMA: LOST/PAID BOOK	17.00
Total for Albany Public Library				\$45.00
Amazon Capital Services				
Amazon Capital Services	09/24/2026	1C6N-DWLM-64FQ	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	361.57
Amazon Capital Services	09/24/2026	1DD6-GWRT-17JY	A3DG71IHROMNJM J VIDEO GAME	24.00
Amazon Capital Services	09/28/2026	114F-43TC-D1W3	A3DG71IHROMNJM YS SUPPLIES	230.43
Amazon Capital Services	10/01/2026	1CF9-WRTR-MLNX	A3DG71IHROMNJM LOGITECH M317 COMPACT AMBIDEXTROUS 2.4 GHZ WIRELESS MOUSE	36.19
Amazon Capital Services	10/06/2026	13GV-3M3Y-QQ1K	A3DG71IHROMNJM J VIDEO GAMES	119.92
Amazon Capital Services	10/06/2026	IHNK-RH33-MV7F	A3DG71IHROMNJM YS PROGRAM SUPPLIES	94.34
Total for Amazon Capital Services				\$866.45
ANN BURNS				
ANN BURNS	10/06/2026	100626	EGCL AIS PROGRAM	100.00
Total for ANN BURNS				\$100.00
ANN CLOTHIER				
ANN CLOTHIER	09/08/2026	110826	EGCL AS PROGRAM	125.00
Total for ANN CLOTHIER				\$125.00
AUTHOR'S NOTE				
AUTHOR'S NOTE	10/07/2026	100021	9178 ADULT FICTION BOOKS	42.59
Total for AUTHOR'S NOTE				\$42.59
B & L CONTROL SERVICE, INC. 273-0500				
B & L CONTROL SERVICE, INC.	10/01/2026	55146	EGCL 4TH QUARTER BILLING FOR WATER TREATMENT CONTRACT	981.75
Total for B & L CONTROL SERVICE, INC.				\$981.75
Bethlehem Public Library				
Bethlehem Public Library	09/30/2026	225208	381131****0010 THE BIRTHDAY PRESENT LOST/PAID BOOK	25.00
Total for Bethlehem Public Library				\$25.00
Brodart 800-233-8467				
Brodart	09/22/2026	B7320497	310561B ADULT FICTION BOOKS	546.85
Brodart	09/22/2026	B7320402	310561B ADULT FICTION BOOKS	427.61
Brodart	09/22/2026	B7320448	310561B ADULT FICTION BOOKS	142.09
Brodart	09/22/2026	B7320409	310561B ADULT NON-FICTION BOOKS	100.11
Brodart	09/22/2026	B7320605	310561B ADULT FICTION BOOKS	87.40
Brodart	09/22/2026	B7320604	310561B ADULT NON-FICTION BOOKS	35.74
Brodart	09/22/2026	B7320443	310561B ADULT FICTION BOOKS	30.33
Brodart	09/22/2026	B7320450	310561B ADULT FICTION BOOKS	28.42
Brodart	09/22/2026	B7320518	3105612 J PICTURE BOOK	18.61
Brodart	09/22/2026	B7320408	310561B ADULT FICTION BOOKS	17.87
Brodart	09/25/2026	B7322920	3105612 J NON-FICTION BOOK	18.53

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	09/30/2026	B7326612	3105612 J NON-FICTION BOOKS	96.15
Brodart	10/01/2026	B7327239	3105612 J PICTURE BOOKS	831.08
Brodart	10/01/2026	B7327244	3105612 J PICTURE BOOKS	36.45
Brodart	10/01/2026	B7327243	3105612 J STEP-UP BOOKS	5.65
Brodart	10/02/2026	B7329139	3105612 J PICTURE BOOKS	23.16
Brodart	10/05/2026	B7330115	3105612 J PICTURE BOOKS	503.97
Brodart	10/08/2026	B7332611	3105612 J PICTURE BOOKS	8.59
Brodart	10/12/2026	B7335119	3105612 J BOARD BOOKS	144.22
Brodart	10/12/2026	B7334999	3105612 J PICTURE BOOKS	24.84
Brodart	10/12/2026	B7334814	3105613 J GN BOOKS	9.44
Total for Brodart				\$3,137.11
Capital Security 479-7122				
Capital Security	10/13/2026	197329	EGCL NETWORK/CELLULAR MONITORING FOR NOVEMBER 2026	65.00
Total for Capital Security				\$65.00
CENGAGE Learning/GALE 877-201-3962 opt 2				
CENGAGE Learning/GALE	09/24/2026	999103587832	100230146 ADULT LP BOOKS	61.60
CENGAGE Learning/GALE	09/25/2026	999103597040	100230146 ADULT LP BOOKS	28.00
Total for CENGAGE Learning/GALE				\$89.60
Center Point Large Print 1-800-929-9108				
Center Point Large Print	09/09/2026	2278189	EGCL ADULT LP BOOKS	140.62
Center Point Large Print	10/03/2026	2277102	EGCL ADULT LP BOOKS	32.96
Total for Center Point Large Print				\$173.58
CHENEY LIBRARY				
CHENEY LIBRARY	10/08/2026	405477	381201****2650 HAPPY BABY COLORS LOST/PAID BOOK	8.95
Total for CHENEY LIBRARY				\$8.95
DEMCO 800-752-7614 act.rece				
DEMCO	10/06/2026	7866009	710162791 READ, LOVE TO READ, I LOVE BOOKS ECONOMY BAGS	149.97
Total for DEMCO				\$149.97
FOLLETT CONTENT SOLUTIONS LLC				
FOLLETT CONTENT SOLUTIONS LLC	09/18/2026	791205F	3177010-000 J FICTION BOOKS	43.71
FOLLETT CONTENT SOLUTIONS LLC	09/21/2026	798152	3177010-000 ADULT NON-FICTION BOOKS	197.20
FOLLETT CONTENT SOLUTIONS LLC	09/23/2026	798152A		27.25
FOLLETT CONTENT SOLUTIONS LLC	10/07/2026	808715	3177010-000 ADULT NON-FICTION BOOKS	207.37
Total for FOLLETT CONTENT SOLUTIONS LLC				\$475.53
Guilderland Public Library 456-2400				
Guilderland Public Library	10/03/2026	390419	381191****5299 THE COMPOUND EFFECT: LOST/PAID BOOK	19.99
Total for Guilderland Public Library				\$19.99
HILL & MARKES, INC. 888-427-7022				
HILL & MARKES, INC.	10/01/2026	3208431-00	6258 PAPERTOWELS FOR RESTROOMS	445.91
Total for HILL & MARKES, INC.				\$445.91

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
JULIE ANN PRICE				
JULIE ANN PRICE	09/30/2026	0901-0915-0929	EGCL AS PROGRAMS	150.00
Total for JULIE ANN PRICE				\$150.00
KEY COMMUNICATIONS				
518 436-9572				
KEY COMMUNICATIONS	09/24/2026	101745	EGCL USED OR RECONDITIONED HEADSET	19.00
Total for KEY COMMUNICATIONS				\$19.00
MARINE DESIGN & SERVICE				
MARINE DESIGN & SERVICE	09/19/2026	6102	EGCL FISH TANK SERVICE	85.00
MARINE DESIGN & SERVICE	10/05/2026	6139	EGCL FISH TANK SERVICE	85.00
Total for MARINE DESIGN & SERVICE				\$170.00
Midwest Tape				
1-800-875-2785				
Midwest Tape	09/21/2026	509448503	2000001825 ADULT & J DVDS	269.14
Midwest Tape	10/01/2026	509501218	2000001825 ADULT & J DVDS	209.93
Midwest Tape	10/01/2026	509471717	2000001825 ADULT DVDS	56.23
Total for Midwest Tape				\$535.30
Northeast Toner, Inc.				
518-899-5545				
Northeast Toner, Inc.	09/29/2026	121094	EGCL TONERS & WASTE BOTTLE	316.50
Northeast Toner, Inc.	10/05/2026	121107	EGCL TONERS	268.00
Total for Northeast Toner, Inc.				\$584.50
OVERDRIVE				
216-573-6886 ext.212				
OVERDRIVE	09/22/2026	01080DA26322580	1080-1012 ADULT EAUDIOBOOK	76.00
OVERDRIVE	09/22/2026	01080DA26322581	1080-1012 ADULT EBOOK	49.86
OVERDRIVE	09/29/2026	01080DA26329809	1080-1012 ADULT EBOOKS	175.00
OVERDRIVE	09/29/2026	01080DA26330626	1080-0012 ADULT EBOOK & E AUDIOBOOK	162.99
OVERDRIVE	09/29/2026	01080DA26329810	1080-1012 ADULT EBOOK	55.00
OVERDRIVE	09/29/2026	01080DA26330627	1080-0012 ADULT EBOOK	55.00
OVERDRIVE	10/06/2026	01080DA26346620	1080-0012 TEEN EBOOKS & EAUDIOBOOKS	195.76
OVERDRIVE	10/06/2026	01080DA26345932	1080-1012 ADULT EAUDIOBOOKS	169.98
OVERDRIVE	10/06/2026	01080DA26346621	1080-0012 ADULT EBOOK & E AUDIOBOOK	152.98
OVERDRIVE	10/06/2026	01080DA26345933	1080-1012 ADULT EBOOKS & EAUDIOBOOKS	152.98
OVERDRIVE	10/08/2026	01080CO26348406	1080-0012 TEEN EBOOKS & TEEN EAUDIOBOOKS	833.14
Total for OVERDRIVE				\$2,078.69
Penworthy Co.				
414-287-4600				
Penworthy Co.	09/21/2026	0621424-IN	00-1320185_001 J PICTURE BOOKS	181.68
Total for Penworthy Co.				\$181.68
PERRY GROUND				
PERRY GROUND	10/12/2026	112426	EGCL YS & AIS PROGRAM	300.00
Total for PERRY GROUND				\$300.00
PURE WATER PARTNERS				
PURE WATER PARTNERS	10/02/2026	2642783	700-39652 STAFF WATER COOLER FOR 8/17/26-11/16/26	198.00
Total for PURE WATER PARTNERS				\$198.00
RENSSELAER COUNTY HEALTH DEPARTMENT				
RENSSELAER COUNTY HEALTH DEPARTMENT	09/19/2026	2026-11	EGCL 11 STAFF MEMBERS CPR CLASS 9/17/26	385.00
Total for RENSSELAER COUNTY HEALTH DEPARTMENT				\$385.00

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Seasons East Lawn Care				
732-2276 new 8.07				
Seasons East Lawn Care	08/10/2026	15276	4-WATERING FLOWERS WITH FERTILIZER 7/3;7/22;7/27 &7/31	340.00
Seasons East Lawn Care	08/10/2026	15266	EGCL 4-WATERING FLOWERS WITH FERTILIZER 7/3;7/22;7/27 &7/31 FOR COMMUNITY WAY	113.33
Seasons East Lawn Care	10/01/2026	15377	EGCL 9/2/26-9/29/26 5- LAWN MOWINGS; 9/30/26 MAJOR TRIMMED SHRUBS, EDGED OUT BEDS AROUND CONCRETE SIDEWALKS, AND REMOVED DEAD SHRUBS AND WEEDING MULCH BEDS, FUEL CHARGE	3,160.00
Seasons East Lawn Care	10/01/2026	15396	EGCL 9/30 REMOVED OLD FLOWERS AND PLANTED MUMS	800.00
Seasons East Lawn Care	10/05/2026	15394	EGCL 9/29 REMOVED OLD PLANTS, PLANTED MUMS AND EDGED OUT MULCH BEDS FOR COMMUNITY WAY	90.00
Total for Seasons East Lawn Care				\$4,503.33
Sebco Books				
800-223-3251				
Sebco Books	10/05/2026	217247	14883 J NON-FICTION BOOKS	1,011.32
Total for Sebco Books				\$1,011.32
STAPLES				
1-877-826-7755				
STAPLES	10/01/2026	6075965431	1008052 ENVELOPES, ADDRESS LABELS, COPY PAPER & TAPE, HAND SOAP REFILLS	207.53
STAPLES	10/01/2026	6076082700	N008052 2027 CALENDARS	28.98
STAPLES	10/02/2026	6076166037	N0008052 AVERY BIG TAB DIVIDERS	9.16
STAPLES	10/07/2026	6076451241	1008052 GLOVES, TRASH BAGS, SWIFFER DUSTER REFILLS, TOILET PAPER, PAPER TOWELS	318.00
STAPLES	10/07/2026	6076496460	N008052 CREDIT FOR 2027 CALENDAR	-13.99
STAPLES	10/09/2026	6076592895	1008052 HEAVY DUTY SPONGES, FEBREZE AIR FRESHENER SPRAY, COMPRESSED AIR	46.71
Total for STAPLES				\$596.39
STUDIO ONE DANCE				
STUDIO ONE DANCE	10/06/2026	111126	EGCL AIS PROGRAM	125.00
Total for STUDIO ONE DANCE				\$125.00
TAFFINY ELROD-LJIKOVIC				
TAFFINY ELROD-LJIKOVIC	10/07/2026	111226	EGCL YS PROGRAM	250.00
Total for TAFFINY ELROD-LJIKOVIC				\$250.00
TAG SOLUTIONS, LLC				
(518) 292-6510				
TAG SOLUTIONS, LLC	10/01/2026	30639410	21743 NINJAONE & BLACK POINT OCTOBER 2026 NINJA CLOUD BACKUP OCTOBER 2026 MANAGED SERVICES CORE OCTOBER 2026	2,653.00
Total for TAG SOLUTIONS, LLC				\$2,653.00
THE WILD CENTER				
THE WILD CENTER	09/29/2026	MP 2026	EGCL RENEWAL FOR 2026 MUSEUM PASS	90.00
Total for THE WILD CENTER				\$90.00
TWIN BRIDGES				
518-282-5600				
TWIN BRIDGES	10/01/2026	20261001558109	55-8109 1 WASTE & RECYCLING SERVICE FOR OCTOBER 2026	308.84
Total for TWIN BRIDGES				\$308.84
UHLS				
UHLS	10/09/2026	26-457	EGRN HOOPLA 3RD QUARTER BILLING	1,557.66
Total for UHLS				\$1,557.66
TOTAL				\$22,449.14

Note

Payment Approved / /

President, Library Board of Trustees: _____



East Greenbush Community Library

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

January - December 2026

As of 10/15/2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges	12,279.01	13,500.00	-1,220.99	90.96 %
4100 Other Income	190,352.40	52,500.00	137,852.40	362.58 %
4200 Public Funds	2,542,779.10	2,548,750.00	-5,970.90	99.77 %
4410 Gifts & Grants	44,238.36	58,000.00	-13,761.64	76.27 %
Total Revenue	\$2,789,648.87	\$2,672,750.00	\$116,898.87	104.37 %
GROSS PROFIT	\$2,789,648.87	\$2,672,750.00	\$116,898.87	104.37 %
Expenditures				
Operating Expenses				
5000 Technology/Communications	93,492.78	113,385.00	-19,892.22	82.46 %
5010 Programming & Planning	26,115.56	34,700.00	-8,584.44	75.26 %
5020 Bks & Mat'ls (Collections)	99,062.77	162,390.00	-63,327.23	61.00 %
5030 Facilities Expenses	156,182.38	196,200.00	-40,017.62	79.60 %
5040 Professional Services	38,826.13	59,475.00	-20,648.87	65.28 %
5050 Operations	18,479.08	42,650.00	-24,170.92	43.33 %
5100 Human Resources/Staff Devt	5,126.23	7,000.00	-1,873.77	73.23 %
5200 Personnel				
5201 Benefits	207,135.41	491,525.00	-284,389.59	42.14 %
5250 Salaries	1,156,032.88	1,474,105.00	-318,072.12	78.42 %
Total 5200 Personnel	1,363,168.29	1,965,630.00	-602,461.71	69.35 %
Total Operating Expenses	1,800,453.22	2,581,430.00	-780,976.78	69.75 %
Total Expenditures	\$1,800,453.22	\$2,581,430.00	\$ -780,976.78	69.75 %
NET OPERATING REVENUE	\$989,195.65	\$91,320.00	\$897,875.65	1,083.22 %
Other Expenditures				
FR Friends Pass-through	1,898.83		1,898.83	
Reserve Funds	613,906.91		613,906.91	
Total Other Expenditures	\$615,805.74	\$0.00	\$615,805.74	0.00%
NET OTHER REVENUE	\$ -615,805.74	\$0.00	\$ -615,805.74	0.00%
NET REVENUE	\$373,389.91	\$91,320.00	\$282,069.91	408.88 %

Note

On this date, the year is 78.7% over.

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

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

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

East Greenbush Community Library

Balance Sheet

As of October 15, 2026

	TOTAL			
	AS OF OCT 15, 2026	AS OF OCT 15, 2025 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
Cash, Operating Accounts	1,026,900.60	1,241,781.32	-214,880.72	-17.30 %
Designated Board Cash Funds				
1007.00 Non-Restricted, Hurr XXX244	56,919.82	55,874.60	1,045.22	1.87 %
1008.00 Non-Restricted, Capital Reserve- XXX0228	423,331.59	509,833.27	-86,501.68	-16.97 %
1009.00 Non-Restricted, Operational Contingency- XXX210	413,754.26	406,156.45	7,597.81	1.87 %
Total Designated Board Cash Funds	894,005.67	971,864.32	-77,858.65	-8.01 %
Donor Restricted Cash Funds				
1001.00 Donor-Restricted, Gift & Grant-XXX186	20,909.48	21,902.87	-993.39	-4.54 %
1005.00 Donor-Restricted, Capital Reserve- XXX251	78,864.15	292,770.82	-213,906.67	-73.06 %
Total Donor Restricted Cash Funds	99,773.63	314,673.69	-214,900.06	-68.29 %
Total Bank Accounts	\$2,020,679.90	\$2,528,319.33	\$ - 507,639.43	-20.08 %
Total Current Assets	\$2,020,679.90	\$2,528,319.33	\$ - 507,639.43	-20.08 %
Fixed Assets	\$2,526,564.72	\$2,257,602.89	\$268,961.83	11.91 %
TOTAL ASSETS	\$4,547,244.62	\$4,785,922.22	\$ - 238,677.60	-4.99 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities	\$22,449.14	\$95,463.05	\$ -73,013.91	-76.48 %
Total Liabilities	\$22,449.14	\$95,463.05	\$ -73,013.91	-76.48 %
Equity				
3000 Retained Earnings	4,151,405.57	4,083,239.37	68,166.20	1.67 %
Net Revenue	373,389.91	607,219.80	-233,829.89	-38.51 %
Total Equity	\$4,524,795.48	\$4,690,459.17	\$ - 165,663.69	-3.53 %
TOTAL LIABILITIES AND EQUITY	\$4,547,244.62	\$4,785,922.22	\$ - 238,677.60	-4.99 %

Note

On this date, the year is 78.7% over

Non-Restricted Funds Available: \$1,920,906.27

Donor-Restricted Funds Available: \$99,773.63

Account Transfers to cover monthly interest and expenses:

- 1) \$3,605.68 from Donor-Restricted Gift & Grant to Operating (restricted gift/grant expenditures)
- 2) \$113.63 from Donor-Restricted Capital Reserve to Non-Restricted Capital Reserve (interest)
- 3) \$36.93 from Donor-Restricted Gift & Grant to Operating (interest)

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

10/15/2026

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	\$ 1,698.80	\$ 1,201.20
*FR-02-2026 Large Print	\$ 2,700.00	\$ -	\$ 2,700.00	\$ 2,130.90	\$ 569.10
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	\$ 5,718.00	\$ 1,782.00
*FR-05-2026 Teen Programming	\$ 6,200.00	\$ -	\$ 6,200.00	\$ 4,975.76	\$ 1,224.24
FR-06-2025 Teen Prog/Sup	\$ 2,700.00	\$ 138.24	\$ -	\$ 138.24	\$ -
*FR-06-2026 YS Programming	\$ 9,500.00	\$ -	\$ 9,500.00	\$ 7,879.68	\$ 1,620.32
*FR-07-2026 HoTP	\$ 1,390.00	\$ -	\$ 1,390.00	\$ 940.64	\$ 449.36
FR-08-2025 Fish	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 1,194.20	\$ 1,305.80
*FR-08-2026 Outreach	\$ 3,500.00	\$ -	\$ 3,500.00	\$ 2,238.51	\$ 1,261.49
FR-09-2025 Staff Devt/Apprec	\$ 2,700.00	\$ 2,700.00	\$ -	\$ 316.77	\$ 2,383.23
*FR-09-2026 Hotspots	\$ 1,600.00	\$ -	\$ 1,600.00	\$ 1,200.00	\$ 400.00
*FR-10-2026 LOT	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,483.50	\$ 16.50
*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	\$ 36,368.45	\$ 20,909.48

2026 Capital Projects Report to the Library Board

10/15/2026

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

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:	\$ 423,332	\$ 33,516	\$ 389,815	
	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



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Services Committee Minutes

October 5, 2026 • 5:30 PM

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

ACTION ITEMS:

1. Liaisons for Board Meetings
2. Trustee Recruitment
3. Draft 2027 Library Closure Schedule
4. Draft Exhibit Policy Amendments
5. Draft Building Access Controls Policy (replace Library Access Policy)
6. Draft Disaster Preparedness and Emergency Response Policy
7. Draft Employee Handbook Updates

1. Liaisons for Board Meetings:

- The committee agreed to continue including liaisons as a board agenda item.

2. Trustee Recruitment:

- Board election packets are due on October 17.
- The library currently has three candidates who have expressed interest in running for the two open seats. One for a five-year term and one for a two-year term.
- The Trustee Candidate Forum is scheduled for October 22, which will be held virtually at 7:00 p.m.

3. Draft 2027 Library Closure Schedule:

- The library closure schedule is largely consistent with previous years, with no changes to staff paid-day provisions outlined in the staff manual.
- The schedule proposes reviewing closures for the day after Thanksgiving and the day after Christmas, which have traditionally been open but have historically had low attendance.
- The day after Christmas presents a scheduling challenge for the year of 2027 because it falls on a Sunday, making weekend staffing more difficult.
- The committee agreed to keep the day after Thanksgiving open but close the day after Christmas in 2027, as an unpaid holiday.

Motion: The Services Committee moved to recommend that the full Board approve the 2027 Library Closure Schedule.



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4. Draft Public Exhibit Policy Amendments:

- The committee reviewed the proposed adjustments to the current exhibit space policy.

Motion: The Services Committee moved to recommend that the full Board approve the Public Exhibit Policy amendments.

5. Draft Building Access Controls Policy (replace Library Access Policy):

- This policy replaces the existing Library Access Policy, which has not been updated since 1995 and contains outdated language.

Motion: The Services Committee moved to recommend that the full Board approve the Building Access Controls Policy, formerly known as Library Access Policy.

6. Draft Disaster Preparedness and Emergency Response Policy:

- While the library has various emergency procedures and policies, including a pandemic policy, a new comprehensive policy addressing disaster preparedness and emergency response is recommended.
- The committee will review the policy further and discuss it at the next committee meeting.

7. Draft Employee Handbook Updates:

- Updates are needed to clarify the language and address issues that have arisen.
- The committee did not have time to address these updates during the meeting; discussion will be deferred to the next committee meeting.

Future Discussions:

1. Loan Periods/Fines/Fees
2. Space Planning
3. Land Purchase/Use Policy
4. Children & Youth Supervision Policy (replacing Unattended Juveniles Policy)
5. Tutoring Policy (review)
6. Library Card Policy (review)
7. Internet Use Policy (review)
8. Whistleblower Policy (review)
9. Sexual Harassment Policy (review)



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2027 Draft Library Closure Schedule

For Board Approval 10/20/2026

New Year's Day: Friday, January 1, 2027

Martin Luther King, Jr. Day: Monday, January 18, 2027

Easter: Sunday, March 28, 2027

Staff Development Day: Monday, April 26, 2027

Memorial Day: Saturday, May 29 - Monday, May 31, 2027

Juneteenth: Saturday, June 19, 2027

Independence Day: Monday, July 5, 2027

Sundays in July & August: July 4, 11, 18, 25, 2027; August 1, 8, 15, 22, 29, 2027

Labor Day: Saturday, September 4 - Monday, September 6, 2027

Thanksgiving 5:00 p.m., Wednesday, November 24, 2027 - Thursday, November 25, 2027

Christmas: Friday, December 24 - Sunday, December 26, 2027

New Year's Eve: 5:00 p.m., Friday, December 31, 2027



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Draft Public Exhibit Policy

Draft Amendments Recommended for Board Approval by the Services Committee 10/5/2026

East Greenbush Community Library maintains several display cases and exhibit areas available for public use. Public exhibits support the Library's mission and its vision, by providing opportunities for learning, creativity, cultural expression, and community connection.

Because public exhibit space is located in the Library's main entrance hallway and meeting rooms, and is encountered by patrons of all ages, exhibits must be appropriate for a shared, general-audience environment. This standard applies to the manner in which materials are presented and will not be used to exclude exhibits based solely on subject, viewpoint, cultural or religious expression, or the identity or affiliations of the exhibitor.

The Library adheres to the American Library Association's Library Bill of Rights and Exhibits, Displays, and Bulletin Boards: An Interpretation of the Library Bill of Rights. Exhibit space will be made available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting its use. Materials will not be excluded or removed solely because of disagreement with the ideas or viewpoints expressed.

The views expressed in public exhibits are those of the exhibitor and are not necessarily those of the East Greenbush Community Library or its Board of Trustees. Providing exhibit space does not constitute Library endorsement of an exhibit, exhibitor, organization, or viewpoint. Nothing in this policy shall be construed to intend that exhibits shall be displayed at all times.

Exhibit Regulations

- Individuals or groups wishing to exhibit must submit a Public Exhibit Request Form. Exhibits are subject to approval by the Library Director/Designee based on compliance with this policy, available space, scheduling, safety, accessibility, and installation requirements. Approval will not be based on whether the Library agrees or disagrees with the viewpoint expressed.
- Because exhibits areas are shared spaces, including the Library's main entrance hallway and meeting rooms, exhibits must be suitable for display within the physical limitations and intended use of those spaces. Exhibits may not create safety hazards, obstruct access, damage Library property, interfere with Library operations, or contain material prohibited by law. These standards will be applied consistently without regard to the subject, viewpoint, beliefs, affiliations, or identity of the exhibitor. Exhibits will not be denied solely because their subject matter or viewpoint may be controversial or objectionable to some individuals.



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- Exhibits whose primary purpose is commercial advertising, solicitation, or direct sales will not be accepted. This restriction does not apply to fundraising activities sponsored or authorized by the East Greenbush Community Library or the Friends of the East Greenbush Community Library. Library staff may use exhibit space for Library-sponsored fundraising, promotional, or community support activities as authorized by the Library Director.
- The period of an exhibit is generally one month unless otherwise arranged with the Library Director/Designee. Individuals and groups may schedule exhibits up to 8 months in advance. Exhibitors are expected to keep their exhibits on display for the full scheduled period. Any substantial changes during the exhibit period must be made be approved by the Library Director/Designee.
- Individuals or groups may generally exhibit once during a twelve-month period. Additional exhibits may be scheduled when space would otherwise remain unused.
- Setting up and removing an exhibit is the responsibility of the exhibitor. The Library will assist with picture rail displays when arranged in advance. Appointments must be made with the Library staff member responsible for exhibits for installation, modification, or removal. If the Library must dismantle an exhibit because it is not removed as scheduled, the Library is not responsible for damage or storage of the items, and the exhibitor may be charged for reasonable costs associated with the removal.
- Exhibitors must provide their own labels and signage. Signage will be reviewed by Library Staff for compliance with this policy and the physical requirements of the exhibit space. The exhibitor's name or sponsoring organization must be identified as part of the exhibit. Labels may not be taped or nailed to display cases, walls, glass or other Library property.
- No sales or financial transactions associated with a public exhibitor may be conducted on Library premises. Prices may not be affixed directly to exhibit works; however, a discreet price list and/or exhibitor contact information may be made available. Items sold during the exhibit period must remain on display until the exhibit concludes unless otherwise approved by the Library. This restriction does not apply to Library-initiated or Library-authorized Friends fundraising activities.
- Items are exhibited at the exhibitor's risk. While reasonable care will be taken, the Library assumes no responsibility for theft, loss, or damage to an exhibitor's property. For exhibits unusually valuable or high-risk exhibits, proof of insurance might be required prior to installation.
- Exhibitors may not schedule openings, receptions, or related events without Library approval. Such events must comply with the Library's Meeting Room Policy and other applicable policies and must not interfere with Library activities. Costs and publicity associated with an exhibitor-sponsored event are the responsibility of the artist/exhibitor.



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- Library-sponsored displays have priority when exhibit dates are initially scheduled. Once a public exhibit has been confirmed, the Library will make every reasonable effort to honor the scheduled dates. A confirmed exhibit may be rescheduled when necessary because of an emergency, building closure, construction, safety concern, or other significant operational need.
- The library is unable to provide storage space for exhibit materials. Exhibit cases and spaces must be left in satisfactory condition. Exhibitors are responsible for damage to Library property resulting from their use of the exhibit space.
- Failure to comply with this policy may affect an individual's or group's eligibility to use exhibit space in the future. Any such restriction will be based on documented violations of Library policy rather than the exhibitor's identity, beliefs, affiliations, or viewpoint.

Concerns About an Exhibit

The Library recognizes that exhibits may address subjects about which members of the community hold differing views. Providing exhibit space does not constitute Library endorsement of the exhibit or its contents.

Library staff will not remove, cover, alter, or restrict access to an exhibit solely because an individual or group objects to its ideas, subject matter, or viewpoint.

Anyone seeking formal reconsideration of an exhibit must submit a Request for Reconsideration of Library Materials form. Requests will be reviewed in accordance with the Library's Request for Reconsideration policy and procedures and this Public Exhibit Policy.

The exhibit will ordinarily remain on display during the reconsideration process unless removal is required because of a safety concern, significant operational issue, violation of this policy, or applicable law.

Library users are encouraged to review the Public Exhibit Policy before submitting a request for reconsideration.

Adopted, Library Board (1/16/2001)

Amended, Library Board (10/21/2003)

Draft Revisions presented to Services Committee (2/6/2023)

Amended, Library Board (2/13/2023)

Draft Revisions presented to Services Committee (10/5/2026)



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Draft Building Access Controls Policy

Supersedes: Library Access Policy (September 19, 1995)

Draft Amendments Recommended for Board Approval by the Services Committee 10/5/2026

Purpose

The East Greenbush Community Library maintains controls over access to the Library building, staff-only areas, equipment, records, and other Library property. This policy establishes requirements for the authorization, use, and control of electronic key cards, physical keys, and other building access credentials.

Policy

Electronic key-card access is the Library's primary method of controlling employee access to the building and nonpublic areas.

Access shall be limited to individuals with a legitimate operational need and shall be appropriate to the individual's responsibilities. The Library Director or designee is responsible for authorizing, modifying, and terminating access.

Access may be provided to employees, trustees, contractors, emergency personnel, or other individuals when necessary for Library operations, maintenance, safety, or emergency response.

Key-Card Access

Employees and other authorized individuals may be issued a key card with access appropriate to their responsibilities.

Individuals issued a key card are responsible for its security and appropriate use. Key cards:

- May be used only for authorized Library purposes.
- May not be loaned, shared, or transferred to another person.
- Must be reported promptly if lost, stolen, or compromised.
- Must be returned when requested or when employment or other authorized service ends.

The Library may modify, suspend, or deactivate key-card access at any time based on operational, security, personnel, or safety needs.

Access outside regular Library hours must be related to authorized Library business and comply with established security, alarm, opening, and closing procedures.

Physical and Master Keys

Physical keys shall be issued only when operationally necessary.

Because master keys provide broad access to Library spaces, their distribution shall be limited. Master keys are normally issued only to the:



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- Library Director;
- Building Maintenance Mechanic; and
- Administrative Assistant.

The Library Director may authorize temporary or additional master-key access when necessary for operations, maintenance, emergencies, or other exceptional circumstances.

Master keys may not be duplicated, loaned, or transferred without authorization from the Library Director.

Lost or stolen master keys must be reported immediately so that the Library can evaluate and address any security risk.

Access Changes and Separation

When an individual's responsibilities change, the Library Director or designee shall review and adjust access as appropriate.

Upon separation from employment or conclusion of other authorized service:

- Electronic access shall be deactivated as soon as practicable; and
- Library-issued key cards, keys, and other access credentials shall be returned.

Administration and Records

The Library Director or designee shall maintain appropriate records of:

- Key cards and physical keys issued;
- Authorized access levels;
- Master-key holders; and
- Changes, returns, and deactivation of access credentials.

Access permissions shall be reviewed periodically and when significant personnel or operational changes occur.

The Library Director shall establish administrative procedures necessary to implement this policy, including procedures for issuing and returning credentials, changing access permissions, responding to lost or compromised credentials, and providing temporary or emergency access.



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Administrative Committee Minutes

October 5, 2026 • 7:00 PM

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

ACTION ITEMS:

1. Facilities Updates- Roof Project, Renovations from Water Damage
2. Payroll Company Update
3. IT MSP Provider Update
4. Schodack Contract Update
5. Community Way MOU Update
6. Draft 2027 Board Meeting Calendar
7. Draft Financial Control and Fiscal Accountability Policy (this will replace General Accounting Practices Policy – East Greenbush Community Library)

1. Facilities Updates

Roof Project:

- Awaiting information regarding the roof grant.
- There are a few change orders still outstanding. Installation of the snow guards and heat trace also remains to be completed.

Renovations from Water Damage:

- Additional testing is underway to identify the cause, which may be related to adhesive or moisture in the carpet pad.
- Results from multiple tests are still pending.

Other:

- The library is looking into repaving the parking lot in the spring. Pricing is underway.
- The library is still awaiting delivery of the glass for the front entryway.

2. Payroll Company Update:

- Transition to the new payroll company is ongoing, with three additional training sessions scheduled.

3. IT MSP Provider Update:

- Transition from TAG Solutions to Repeat Business Systems is underway. Repeat Business Systems was selected from three companies considered.



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- The staff copier will be replaced soon which will be replaced by Repeat Business Systems.

4. Schodack Contract Update:

- A meeting is scheduled to meet with Schodack Town Supervisor.

5. Community Way MOU Update:

- A draft MOU is currently under review by Hawthorne Ridge's legal team. Once their review is complete, it will be reviewed by the library and sent to legal for further review.
- Grant funding may be available to support paving improvements for Community Way.

6. Draft 2027 Board Meeting Calendar:

- The committee reviewed the 2027 board meeting calendar which consists of board meetings, annual trustee training, services & administrative committee meetings, budget meetings, and election dates.

Motion: The Administrative Committee moved to recommend that the full Board approve the 2027 Board Meeting Calendar.

7. Draft Financial Control and Fiscal Accountability Policy:

- This policy will replace the General Accounting Practices Policy.
- The committee discussed incorporating other financial policies into the Financial Control and Fiscal Accountability Policy.
- Further review is needed before approval.

Policies discussion:

- The committee discussed the process of reviewing and approving policies, including bringing policies directly to the full Board rather than to individual committees. New or lengthy policies may be reviewed by the appropriate committee before being presented to the full Board for approval.

Future Discussions:

1. ADA-Facilities Checklist
2. Space Planning
3. Printing Fees & Table of Fines/Fees
4. Star of Hope Memorial
5. Land Purchase/Use Policy Discussion
6. Investment Policy (review)
7. Conflict of Interest Policy (review)
8. Gifts & Donations Policy (review)
9. Deaccession Policy (review)



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2027 Board Meetings – For Board Approval 10/20/2026

Typically held every third **Tuesday** of each month from **7:00-8:00 pm**

Tuesday, January 19	Tuesday, May 18	Tues., Sept. 21 (prelim. budget)
Tuesday, February 16	Tuesday, June 15	Tuesday, Oct. 19 (adopt budget)
Tuesday, March 16	Tuesday, July 20	Tuesday, November 16
Tuesday, April 20	Tuesday, August 17 (if needed)	Tuesday, December 21

2027 Annual Trustee Training

Monday, January 11 **6:00-8:00 pm** (Annual Training)

2027 Services & Administrative Committee Meetings

Typically held every first **Monday** of the month from **5:30-6:30 pm (Services)** and **7:00-8:00 pm (Administrative)**

No committee meetings, January

Monday, February 1

Monday, March 1

Monday, April 5

Monday, May 3

Monday, June 7

July- No committee meetings

August- No committee meetings

September- No committee meetings

Monday, October 4

Monday, November 1

Monday, December 6

Tentative Budget Committee Dates

Budget committee meetings are scheduled from **6:00-7:30 pm**

- Monday, June 28
- Monday, July 12
- Monday, August 2
- Monday, September 13 (if needed)
- Tuesday, October 12 (directly after public hearing)

Election Dates

- Trustee Nomination Packets Available – Tuesday, July 20
- Trustee Recruitment- Meet the Trustees- Tuesday, September 21 (prior to board meeting)
- Presentation of Draft Budget to Board – Tuesday, September 21
- Public Hearing for Library Budget 2028 – Tuesday, October 12
- Trustee Petition Deadline – Saturday, October 16 by 5:00 pm
- Trustee Adopt Preliminary Budget to Present to Community – Tuesday, October 19
- Library Budget & Trustee Election – Monday, November 15

2027 Proposed Library Budget

Maintaining 7-day access, collections, programs, technology, meeting rooms, and staffing.



What does the proposed budget mean for taxpayers?

Assessed Value	Estimated 2027 Annual Library Tax	Estimated Annual Increase	Estimated Monthly Increase
\$250,000	\$181.60	+\$5.70	+\$0.48
\$300,000	\$217.92	+\$6.84	+\$0.57
\$400,000	\$290.56	+\$9.13	+\$0.76

These figures are based on the proposed 2027 levy increase of \$72,810 (3.5%) and current taxable assessed value using an estimated rate of \$0.7264 per \$1,000 assessed value. Final individual tax bills may vary based on final assessment data and exemptions.

The budget maintains:



7 Days a Week

7-day access and drive-thru service



Books & Digital Collections

Books, eBooks, audiobooks, online resources



People Who Can Help

Knowledgeable staff



Community Spaces

Meeting rooms and gathering spaces



Programs for All Ages

Children, teens, adults & families



Technology Access

Public computers, WiFi, printing, and assistance



Our community uses the library!

2025 vs 2024 shows strong demand for library services

+35%

Summer Reading event attendance

+16%

Registered borrowers

+14%

Library visits

+22%

Program attendance

Financial Planning & Capital Needs

Investing in today. Preparing for tomorrow.

The Library uses a combination of tax levy, contract revenue, grants, reserves, restricted funds, and outside funding where available. Major capital needs are planned separately from normal operating expenses to maintain our facility and ensure accessible, welcoming spaces for all.



**Public Bathrooms,
Including Bottle Filler**

Funding Identified

Total Estimated Project Cost

\$381,405

\$250,000
Grant secured

\$131,405
Est. amount remaining after grant



Parking Lot
Restriping, seal coating and ADA spaces

Planning Estimate

\$40,000

Planning Estimate

Work includes restriping, seal coating, and ADA accessible spaces.



Possible Concrete Slab / Moisture Work

Under Investigation



Still Under Investigation

No final project scope, responsibility, funding source, or cost has been determined at this time.



These capital needs represent facility infrastructure and accessibility improvements and are planned separately from the Library’s normal operating expenses.

2027 Budget at a Glance

\$2,789,060
Total Revenue
From tax levy, contract revenue, grants, and other sources

\$45,000
Use of Fund Balanace & Restricted Funds

\$2,708,031
Operating Expenses
For library services, staffing, collections, programs and facilities

\$126,029
Contribution to Capital Reserves
For future building and infrastructure needs

Where the money comes from?

2026 vs. 2027 (proposed)

Revenue Source	2026	2027	\$ Change	% Change
East Greenbush Tax Levy	\$2,080,250	\$2,153,060	\$72,810	3.5%
Contract for Service - Schodack*	\$462,000	\$500,000	\$38,000	8.2%
State & County Aid	\$6,500	\$6,500	\$0	--
Interest & Earnings	\$52,500	\$50,000	-\$2,500	-4.8%
Library Charges	\$13,500	\$13,500	\$0	--
Other Revenue (Gifts / Grants)	\$58,000	\$66,000	\$8,000	13.8%
Total Revenue	\$2,672,750	\$2,789,060	\$116,310	4.4%
Use of Fund Balance & Restricted Funds	\$205,645	\$45,000	-\$160,645	-78.1%
Total Available Revenue	\$2,878,395	\$2,834,060	-\$44,335	-1.5%

*The 2027 Schodack service contract amount has not yet been finalized; the proposed budget assumes \$500,000.

Detailed Budget & Voting Information 2026-2027 (proposed)

Where the money goes.

Expenses				
Technology & Communications	\$113,385	\$113,485	\$100	0.1%
Programming & Planning	\$34,700	\$34,550	-\$150	-0.4%
Books & Materials (Collections)	\$162,390	\$159,105	-\$3,285	-2.0%
Facilities Expenses	\$196,200	\$192,300	-\$3,900	-2.0%
Professional Services	\$59,475	\$62,250	\$2,775	4.7%
Operations	\$42,650	\$41,450	-\$1,200	-2.8%
Human Resources / Staff Development	\$7,000	\$7,300	\$300	4.3%
Subtotal - Non-Personnel Operating	\$615,800	\$610,440	-\$5,360	-0.9%
Benefits	\$491,525	\$535,447	\$43,922	8.9%
Salaries	\$1,474,105	\$1,562,144	\$88,039	6.0%
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%

The total salary budget increases 6.0% due to the 3.5% cost-of-living adjustment, scheduled step increases, targeted equity adjustments, and normal changes resulting from vacancies and hiring.

Transfer to Capital Reserves - Reserve Contribution				
Transfer to Capital Reserves	\$296,965	\$126,029	-\$170,936	-57.6%
Total Appropriations	\$2,878,395	\$2,834,060	-\$44,335	-1.5%

The transfer to capital reserves is a contribution toward future capital needs and is separate from recurring operating expenses.



Proposition and Voting Information

Eligible East Greenbush voters may participate in the Library budget vote and trustee election.

Proposition

Whether the 2027 budget in the amount of \$2,834,060 proposed by the Library Board of Trustees shall be approved.

Trustee Seats

Two seats are scheduled to appear on the ballot: one two-year term and one five-year term.

Public Hearing

Tuesday
October 13th
6:00 p.m. - 6:30 p.m.

Vote & Election

Monday
November 16th
9:00 a.m. - 8:00 p.m.

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Director's Report- October 20, 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.

September 2026 Executive Summary

Strategic Highlights

- Library use remained strong in September. Building visits totaled 11,654, up 8.3% over September 2025. Combined building, website, and drive-thru visits increased 5.1% to 22,109, while active cardholders increased 5.2%.
- The Library served as important community infrastructure during the September 4 internet outage, providing Wi-Fi, workspace, and resources while many residents and businesses were without service.
- School and youth engagement continued to grow. Youth Services welcomed four fifth-grade classes from Genet Elementary, reaching 94 students and adults, and recorded 1,271 patron interactions, up 35% year over year.
- The Community Reading Challenge exceeded its goal by approximately 80%, with participants reading 22,525 books between June 15 and September 4.
- Programming and partnerships remained strong. September included 41 Adult programs with 764 participants and 21 Youth programs with 1,255 participants, supported by partnerships in sustainability, AI, digital literacy, history, ENL, driver safety, health, and outreach.
- Library membership continues to grow. The Library registered 189 new patrons, while registered resident borrowers increased 6.4% over September 2025.
- Major administrative initiatives advanced. Repeat Business Systems was selected as the Library's new co-managed IT provider; the payroll-provider transition continued; and work progressed on Schodack funding, Community Way, policy review, facilities, and governance.

Key Risks / Opportunities

Areas to Monitor

- Physical circulation remains an area to monitor. September physical-material use totaled 22,864, down 2.7%. Digital circulation decreased 2.4%, while database use increased 2.6%. Staff will continue reviewing these measures alongside visits, programming, and service interactions.
- Several facilities matters remain unresolved, including final roof work, carpet testing related to water-damage renovations; and delivery of the front-entry glass.
- Community Way remains a significant shared infrastructure issue. A draft MOU is under legal review, and potential funding sources continue to be explored.



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Opportunities

- Growth in visits, active cardholders, and new registrations creates opportunities to deepen engagement with new and returning users.
- Expanding school visits can strengthen relationships with EGCSd students, teachers, and families.
- The Community Reading Challenge demonstrates the effectiveness of Library-wide initiatives that connect departments and age groups.
- Partnerships with Cornell Cooperative Extension, Senior Planet/OATS, local businesses, schools, and government agencies continue to extend the Library's reach.
- Current policy review provides an opportunity to modernize older policies and strengthen guidance in emergency response, fiscal accountability, building access, employee practices, and public service.

Looking Ahead

- Complete the 2027 operating budget process and prepare for the November 16 annual budget vote and trustee election.
- Receive trustee petitions by October 17 and hold the virtual Trustee Candidate Forum on October 22.
- Finalize the contract and transition to Repeat Business Systems, including replacement of the staff copier.
- Continue the GTM payroll transition, staff training, and passkey authentication implementation.
- Continue discussions with Schodack representatives regarding the 2027 service agreement.
- Bring the 2027 Library Closure Schedule, Exhibit Policy amendments, Building Access Controls Policy, and 2027 Board Meeting Calendar to the Board.
- Continue work on the Disaster Preparedness and Emergency Response Policy, Financial Control and Fiscal Accountability Policy, and Employee Handbook updates.
- Continue school visits, prepare for the 2027 Winter Reading Challenge, launch Read with a Dog and present Re-thinking Thanksgiving: A Native American Perspective on an American Holiday with Perry Ground.
- Continue fall outreach and partnerships, including Night at the Library, and expanded Senior Planet digital-literacy programming.

Statistical Highlights- September 2026

Building & Technology Use

- Hours Open: 252 hours /27 days
- Closures: September 5-7 for Labor Day weekend
- Building visits: 11,654 (+8.3%)
- Drive-thru visits: 432 (-3.4%)
- Website users: 10,023 (+2.0%)
- Total visits: 22,109 (+5.1%)
- Wi-Fi sessions: 1,290 (-4.4%)
- Public computer sessions: 1,461 (-3.0%)



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Programs & Engagement

- Adult programs: 41
- Adult attendance: 764
- Youth programs: 21
- Youth attendance: 1,255
- All-ages programs: 1
- All-ages attendance: 210
- 1-to-1 program attendance: 30
- Total Library-sponsored programs: 93
- Total program attendance: 2,259
- Meeting room use by outside groups: 89
- Off-site outreach events: 3
- Outreach attendance: 226
- Community Reading Challenge: 22,525 books

Collections & Cardholders

- Active cardholders: 3,339 (+5.2%)
- New library cards: 189 (+6.8%)
- Registered resident borrowers: 5,897 (+6.4%)
- Registered non-resident borrowers: 2,090 (+2.5%)
- Total registered borrowers: 7,987 (+5.4%)
- Physical materials use: 22,864 (-2.7%)
- Digital materials use: 6,278 (-2.4%)
- Online database sessions: 7,612 (+2.6%)
- Total collection use: 36,754 (-1.6%)

Strategic Plan Progress

GOAL 1: Build Community Connections

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

- Youth Services recorded 1,271 direct community interactions, up 35%, providing regular opportunities to identify patron needs and interests.
- BLARC reached 404 registrations.
- Library staff and the Friends connected with approximately 210 residents at East Greenbush Community Day.
- Growth in active cardholders and new registrations creates additional opportunities to build longer-term relationships.

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

- The Cornell Cooperative Extension Sustainability Series concluded with Unlawning, the best-attended program in the series.
- AI programming addressed both practical use and disinformation.



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- Planning continued for Re-thinking Thanksgiving: A Native American Perspective on an American Holiday.
- The first off-site Silent Book Club at Uncommon Grounds created another informal community connection.
- Adult programming also included history, music, books, Mahjong, film, and crafts.

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

- Adult Service offered its first Senior Planet digital-literacy class and is exploring programs at senior centers and senior living facilities.
- The Library provided internet access and workspace during the September 4 internet outage.
- NYS Department of Health was made available to patrons.
- ENL programming continued in partnership with Questar III BOCES.

GOAL 2: Engage With Your Community

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

- Partnerships continued with the Town, Rensselaer County agencies, Cornell Cooperative Extension, NYS Department of Health, and other organizations.
- Staff completed CPR/AED training through the Rensselaer County Department of Health.
- Discussions continue with Schodack regarding the 2027 service agreement and a more sustainable funding approach.
- Work continues with Hawthorne Ridge and other stakeholders on an updated Community Way MOU.

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

- Youth Services welcomed four Genet fifth-grade classes totaling 94 visitors and expanded school invitations to Bell Top and Green Meadow. Kindergarten outreach will also expand in the spring.
- Community partnerships supported programs with the Red Cross, AARP, Greenbush Historical Society, Cornell Cooperative Extension, Questar III, and other organizations.
- The Library continues to serve as a gathering and meeting location for community organizations.

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

- The Library and Friends jointly participated in East Greenbush Community Day.

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

- Building visits increased 8.3%, demonstrating continued demand for the Library as a community space.
- Storytime and Youth Services activity continues to show demand for flexible family spaces.
- Facilities work continues, including final roof items, carpet testing, front-entry glass replacement, potential parking lot repaving, and longer-term Community Way improvements.



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

- Youth Services is participating in the Great Giveback, collecting canned food for Rensselaer Street Soldiers.
- Community health-resource information supplied by the NYS Department of Health was made available to patrons.
- Books with Wheels continued connecting residents at Hawthorne Ridge and individual patrons with Library materials.

3.3: Increase circulation of diverse resources and materials

- Staff continued targeted promotion of physical and digital collections.
- Reference librarians prepared to assist patrons with OverDrive's new PIN requirement.
- Collection-use trends will continue to be reviewed across physical, digital, and database resources.
- The Community Reading Challenge demonstrated the value of linking collection promotion to a shared community goal.

GOAL 4: Promote Literacies

4.1: Increase opportunities for hands-on and intergenerational learning

- Eight Youth storytimes attracted 391 participants.
- Youth programming also included yoga, teen activities, crafts, passive literacy activities, and school visits.
- Planning continued for Read with a Dog and the 2027 Winter Reading Challenge.
- The Community Reading Challenge concluded with 22,525 books read.

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

- Adult & Information Services offered its first Senior Planet class, *How to Use Google Workspace*.
- Cornell Cooperative Extension programs addressed practical AI use and disinformation.
- Tech-Talk covered YouTube marketing and advanced Pivot Tables.
- ENL programming continued through Questar III.
- Staff continued individualized technology, printing, digital resource, and reference assistance.

4.3: Increase community partnerships with educational institutions

- Four Genet fifth-grade classes visited in September; Bell Top and Green Meadow visits are upcoming.
- Kindergarten outreach will expand in the spring.
- Cornell Cooperative Extension continued educational programming.
- Senior Planet provides an opportunity to extend structured technology education into senior-serving organizations.

GOAL 5: Advance Local Economic Vitality

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

- Staff continued providing public computer, printing, technology, notary, and reference assistance.
- Digital-literacy training strengthens staff capacity to help residents with workplace technology.



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- The transition to Repeat Business Systems is intended to improve IT reliability, cybersecurity, and service continuity.

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

- Digital-literacy programming included Google Workspace, artificial intelligence, YouTube marketing, and Pivot Tables.
- Borrower Services provided 24 notary transactions.
- The Library provided internet access and workspace during the September 4 outage.
- Reference and digital services continued supporting job seekers, businesses, entrepreneurs, and residents.

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

- Silent Book Club at Uncommon Grounds created a new connection between Library users and a local business.
- Volunteer opportunities continued to support responsibility, service, and workplace skills.
- Library partnerships and community events continue to connect residents with local organizations and businesses.

Operations

Governance/Board

- Three candidates have expressed interest in the two open Trustee seats. Election petitions are due October 17, and the virtual Candidate Forum is scheduled for October 22 at 7:00 p.m.
- The Administrative Committee recommended approval of the 2027 Board Meeting Calendar.

Policy Review

The Services Committee recommended Board approval of:

- 2027 Library Closure Schedule; closed December 26, 2027;
- Exhibit Policy amendments; and
- Building Access Controls Policy, replacing the Library Access Policy last revised in 1995.

The Administrative Committee continued review of a comprehensive Financial Control and Fiscal Accountability Policy, which will replace the General Accounting Practices Policy.

The committees also discussed streamlining the policy-review process so routine revisions may go directly to the Board while new or complex policies may first receive committee review.

Personnel/Administration

- Staff continued managing transitions in several service areas while maintaining reliable public service.
- Adult & Information Services prepared for the arrival of its new Department Head.
- Youth Services remained fully staffed and supported expanding school outreach.
- Borrower Services maintained circulation, registration, drive-thru, notary, delivery, cataloging, and interlibrary-loan services.
- Transition to the new payroll provider continues.



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Technology/IT

- Repeat Business Systems was selected as the Library's new co-managed IT provider following evaluation of three companies. Transition from TAG Solutions will begin shortly.
- Repeat Business Systems will also provide the replacement staff copier.
- Staff continued Microsoft 365 passkeys and stronger multi-factor authentication implementation.
- IT resolved public-computer audio issues, updated meeting-room laptops, and developed an alternative method for legal-size patron printing.
- Library policies were updated on the website, and routine technology support for staff and the public continued.

Facilities

- Roof Project: Several change orders, snow guards, and the heat-trace installation remain outstanding. Final grant information/documentation is pending.
- Water-Damage Renovations: Additional testing of unresolved carpet concerns is underway.
- Front Entry: Delivery of the replacement glass remains pending.
- Parking Lot: Pricing is being obtained for potential repaving in spring 2027.

Intergovernmental/Contract Matters

- Discussions with Schodack continue regarding the 2027 Library service agreement, a more sustainable funding approach, and a possible multi-year agreement.
- Community Way: Hawthorne Ridge's legal counsel is reviewing the draft MOU; the Library will review it next. Potential grant support is also being explored.

Incidents

- No major incidents to report.

East Greenbush Community Library CORE USAGE DASHBOARD- Quarter 2										
	Apr-26	May-26	Jun-26	Q2 Trend	2024 Q2 Total	2025 Q2 Total	2026 Q2 Total	Q2 Trend Over Time		Change
Building Visits	13,405	10,797	12,226		31,807	36,989	36,428		⬇️	-1.5%
Number of patron visits to the library building										
Drive-Thru Visits	432	425	449		1,537	1,404	1,306		⬇️	-7.0%
Number of patrons who use the drive-thru window to borrow materials										
Website Users	9,888	9,783	11,052		26,889	30,324	30,723		⬇️	1.3%
Number of people who initiated at least one session on eglibrary.org during a given month										
Physical Materials Use	21,883	19,851	20,930		73,861	72,033	62,664		⬇️	-13.0%
Number of checkouts plus renewals made at the library										
Digital Materials Use	6,822	6,898	6,616		18,737	20,566	20,336		⬇️	-1.1%
Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)										
Online Resource Use (database)	7,292	7,989	7,057		23,642	24,385	22,338		⬇️	-8.4%
Number of sessions (log-ins) for online resources, based on vendor statistics. This includes both in-library and, where applicable, remote access										
WiFi Use	1,380	1,333	1,320		4,036	4,157	4,033		⬇️	-3.0%
Number of unique daily WiFi patron at the library										
Public Computer Use	1,256	1,000	1,303		3,923	4,300	3,559		⬇️	-17.2%
Number of computer sessions at the library										
Program Attendance	2,735	1,961	2,730		6,853	9,043	7,426		⬇️	-17.9%
Number of attendees at programs held inside the library location or in a library virtual space										
Meeting Room Use by Outside Groups	125	105	103		231	324	333		⬇️	2.8%
Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members										
New User Accounts (library card registrations)	135	140	141		322	334	416		⬇️	24.6%
Number of library cards newly created (online & in-person registrations)										
Monthly Active Library cardholders (retention)	3,024	3,049	3,165		3,164	3,078	3,079		⬇️	0.1%
Average number of cardholders who actively used their library card per month										
Number of Programs Adult	31	36	37		91	95	104		⬇️	9.5%
Program Attendance Adult	573	573	681		1,516	1,586	1,827		⬇️	15.2%
Number of Programs Youth	21	26	32		96	81	79		⬇️	-2.5%
Program Attendance Youth	1,447	1,120	1,804		5,335	4,801	4,371		⬇️	-9.0%
Number of Programs All Ages	5	2	3		Unavailable	11	10		⬇️	-9.1%
Program Attendance All Ages	571	297	210		Unavailable	1,703	1,078		⬇️	-36.7%
1-1 Programs (Books with Wheels, Take & Make, Notary, Book a Librarian)	144	21	35		Unavailable	953	200		⬇️	-79.0%
Youth Physical Item Circ	13,232	11,392	12,090		41,025	42,007	36,714		⬇️	-12.6%
Youth Digital Materials Circ	985	949	936		2,582	2,683	2,870		⬇️	7.0%
Adult Physical Item Circ	8,651	8,459	8,840		32,794	30,026	25,950		⬇️	-13.6%
Adult Digital Materials Circ	5,830	5,938	5,668		16,153	17,861	17,436		⬇️	-2.4%
Registered Resident Borrowers	5,613	5,674	5,712		5,321	5,487	5,666		⬇️	3.3%
Registered Non-Resident Borrowers	2,009	2,015	2,044		1,923	1,997	2,023		⬇️	1.3%
Physical Items Circ at Checkout Desk	20,381	18,400	19,569		68,951	67,254	58,350		⬇️	-13.2%
Physical Items Circ at Drivethru Window	1,502	1,451	1,361		4,910	4,779	4,314		⬇️	-9.7%
Total Visits (website, library, drive-thru)	23,725	21,005	23,727		60,233	68,717	68,457		⬇️	-0.4%
Off-Site Outreach Visits	4	3	8		unavailable	11	15		⬇️	36.4%
Attendance Outreach Events (off-site)	180	46	276		unavailable	428	502		⬇️	17.3%



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Personnel Memo

October 20, 2026

Submitted by Jill Dugas Hughes

Resignation:

- N/A

Retirement:

- N/A

Termination:

- N/A

Classification Change:

- Marcia Rossetti, (Temporary Leave of Absence, effective 11/19/2026-2/11/2027)

Provisional Appointment:

- O'Brien, Christopher, Library Clerk (part-time), effective 10/12/2026
- Kelly, Lauren, Library Clerk (part-time), effective 10/22/2026
- Czyzewski, Lauryn, Library Clerk (substitute), effective 10/13/2026
- Cullum, Leann, Library Clerk (substitute), effective 10/1/2026

Current Open/Unfilled Positions

- Library Clerk, effective 9/18/2026