East Greenbush COMMUNITY LIBRARY

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AGENDA

Board of Trustees

November 17, 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, November 17, 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 **October 20, 2026,** Library Board Meeting.	C. Pensabene B.
5.	**Treasurer's Reports** • (5 min) Off Warrant (October 16, 2026 – November 10, 2026) ➢ **MOTION** to accept the Off Warrant in the amount of **$178,503.99** for the period of 10/16/2026 – 11/10/2026 as presented. Warrant (October 16, 2026 – November 10, 2026) ➢ **MOTION** to authorize the president to sign the Warrant for the period of 10/16/2026 – 11/10/2026 in the amount of **$279,958.57**. Financials (86% of the year over) • Budget vs. Actual 2026 (1/1/2026 – 11/10/2026) • Balance Sheet (11/10/2026) • Restricted Gift/Grant Funds (11/10/2026) • Capital Projects Report (11/10/2026)	C. Derico C. D. E. F. G. H.

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	➢ **MOTION** to approve the November 10, 2026, Financials with 86% of the year completed as presented.	
6.	**Committee Reports** • (10 min) Services Committee ➢ **MOTION** to approve the Contaminated Materials Policy. ➢ **MOTION** to approve the 2027 Board Meeting Calendar. ➢ **MOTION** to approve the Disaster Preparedness and Emergency Response Policy. Administrative Committee	J. White I. C. Pensabene J.
7.	**Unfinished Business** • (10 min) Community Way MOU ➢ **MOTION** to authorize the Library Director to sign the Updated Easement, Maintenance, and Repair Agreement of Community Way between the Capital District YMCA, East Greenbush Community Library, and St. Peter's Health Partners, Eddy Senior Living.	C. Pensabene
8.	**New Business** • (5 min)	C. Pensabene
9.	**Director's Report** • (5 min)	J. Dugas Hughes K.
10.	**Personnel Memorandum** • (5 min) ➢ **MOTION** to approve the 11/17/2026 Personnel Memorandum, as presented. ➢ **MOTION** to approve the 2027 Staff Salary/Wage Schedule.	J. Dugas Hughes L. M.
11.	**Executive Session** ➢ **MOTION** to enter executive session to discuss contractual matters ➢ **MOTION** to exit executive session	C. Pensabene
12.	**Adjournment** ➢ **MOTION** to adjourn the 11/17/2026 Library Board Meeting.	C. Pensabene

Upcoming Board & Committee Meetings & Events:

Tuesday, December 1, 2026
- 5:30-6:30 PM Services Committee Meeting
- 7:00-8:00 PM Administrative Committee Meeting

Tuesday, December 15, 2026
- 7:00-8:00 PM Library Board Meeting

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Library Board of Trustees Meeting - DRAFT
October 20, 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
Albert Yasus, Jr. (entered 7:16 p.m.)

A Library Board of Trustees meeting of the East Greenbush Community Library was held on October 20, 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.

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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: No report was presented.
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 #2026-10-72:** S. Boggess made the motion to approve the minutes of the September 28, 2026, Library Board Meeting. Seconded by C. Derico. The motion was carried with 7 in favor, none opposed.

APPROVAL OF PUBLIC HEARING MINUTES:

- **MOTION #2026-10-73:** A. Miller made the motion to approve the minutes of the October 13, 2026, Public Hearing for the 2027 Library Board Meeting. Seconded by D. Morrissey. The motion was carried with 7 in favor, none opposed.

TREASURER'S REPORT (Crystal Derico):

- **MOTION #2026-10-74:** J. White made a motion to accept the Off-Warrant in the amount of **$120,219.50** for the period of September 24, 2026, through October 15, 2026, as presented. Seconded by K. Kutzscher. The motion was carried with 7 in favor, none opposed.

- **MOTION #2026-10-75:** D. Morrissey made a motion to authorize the president to sign the Warrant for the period of September 24, 2026, through October 15, 2026, in the amount of **$22,449.14.** Seconded by J. White. The motion was carried with 7 in favor, none opposed.

- **MOTION #2026-10-76:** J. White made a motion to approve the October 20, 2026, Financials with 78.7% of the year completed, as presented. Seconded by K. Kutzscher. The motion was carried with 7 in favor, none opposed.

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COMMITTEE REPORTS:

Services: Library Closure Schedule for 2027 – the holiday schedule remains consistent with the previous year, with the one-time addition of Sunday, December 26, to avoid staffing difficulties for the half-day following Christmas. The report also included: Exhibit Policy amendments to coincide with the American Library Association Bill of Rights, and Building Access Controls Policy.

- **MOTION #2026-10-77:** The Services Committee made a motion to approve the 2027 Library Closure Schedule. Seconded by S. Boggess. The motion was carried with 7 in favor, none opposed.

- **MOTION #2026-10-78:** The Services Committee made a motion to approve the Exhibit Policy amendments. Seconded by C. Derico. The motion was carried with 7 in favor, none opposed.

- **MOTION #2026-10-79:** The Services Committee made a motion to approve the Building Access Controls Policy, formerly known as Library Access Policy. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.

Administrative: Roof project updates remain pending, including grant information. Renovations related to water damage are on hold pending further investigation into the cause and responsibility. The parking lot repaving is being considered for the spring, and delivery of the front entryway glass should arrive soon. The report also included: new payroll company, IT MSP Provider, Schodack contract, Community Way MOU, board meeting calendar for 2027, draft financial control and fiscal accountability policy, and the process of reviewing and approving policies.

The Board meeting calendar for 2027 will be referred back to the committee for further review of meeting times and the possibility of changing meeting dates.

Budget: On October 13, the proposed 2027 budget of $2,834,060, including a tax levy of $2,153,060, was presented to the public and full Board. A committee budget meeting followed, and no changes were made to the proposed budget.

- **MOTION #2026-10-80:** A. Miller made a 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. Seconded by J. White. The motion was carried with 7 in favor, none opposed.

UNFINISHED BUSINESS: The Trustee candidate forum scheduled for October 22 has been cancelled, as two candidates are expected to fill the two available trustee positions.

NEW BUSINESS:

Establish Nominating Committee: The members of the Nominating Committee are K. Kutzscher, C. Pensabene, A. Miller, with A. Miller serving as chair. The committee will develop a slate of Board Officers for the upcoming year, to be presented at the December board meeting.

Contract for Service- Co-Managed IT Services: The contract for Repeat Business Systems, Inc. is based on the library's current number of devices, which is expected to remain relatively stable. The contract offers modest savings over the previous agreement by including additional services. Three vendors were solicited and evaluated, and full Board approval is required under the purchasing policy before the contract can be signed.

- **MOTION #2026-10-81:** A. Miller made a 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

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($30,600 annually) for the Library's current configuration. Seconded by D. Morrissey. The motion was carried with 7 in favor, none opposed.

DIRECTOR'S REPORT: Highlights from the written report included:

- A September 4th internet outage highlighted the library's role as a community resource for internet acess and workspace.
- September visits totaled 11,654, up 8.3% from last year; 189 new library cards were issued.
- Adult Services held 41 program sessions and Youth Services held 21. Youth Services also welcomed four fifth-grade classes from Genet Middle School.
- Reference interactions exceeded 1,200, an increase of 35% over last year.
- The Community Reading Challenge surpassed its 12,500-book goal, reaching 22,525 books.
- Outreach included East Greenbush Community Day, connecting with approximately 210 people, and a successful first Silent Book Club at Uncommon Grounds.
- A new Senior Planet partnership will expand off-site digital literacy training for seniors.
- ENL programming continues through Questar, with declining participation.
- Cornell Cooperative Extension offered a successful sustainability series and a program on practical AI applications for seniors.
- Some staff completed CPR and AED training through the County Health Department.
- The Friends of the Library's upcoming "Night at the Library" fundraiser is Saturday, October 24.

Recognition was extended to the library staff and Board of Trustees for their continued support and efforts in making the library a valuable community resource.

PERSONNEL MEMORANDUM:

- **MOTION #2026-10-82:** S. Boggess made a motion to approve the October 20, 2026, Personnel Memorandum, as presented. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.

ADJOURN:

- **MOTION #2026-10-83:** Motion to adjourn the October 20, 2026, Library Board meeting was made by A. Miller at 7:35 p.m. Seconded by J. White. The motion was carried with 7 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant
Respectfully submitted by: Kayla Kutzscher, Secretary

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East Greenbush Community Library

Off-Warrant (October 16-November 10, 2026)

NAME	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Cash, Operating Accounts				
1003.00 Checking, Operating-XXX178				
Aflac	10/26/2026	43880	NBY22	-145.56
ANTHEM BLUECROSS	11/09/2026	43886	D51598	-3,928.27
ATLANTIC TESTING LABORATORIES	10/26/2026	43881	AT2600178	-2,115.00
BOA CARD SERVICES	11/02/2026	43883	CORP ACCOUNT 1924	-2,871.86
CDPHP	10/21/2026	43872	10002870	-2,985.58
CHARTER COMMUNICATIONS (FIBER OPTIC)	10/21/2026	43873	141867501	-399.00
CHARTER COMMUNICATIONS (TELEPHONE)	10/21/2026	43874	142138101	-37.29
GUARDIAN	10/21/2026	43875	00 575836 DENTAL & VISION	-146.38
MUTUAL OF OMAHA	10/21/2026	43876	G000CRJZ	-167.00
MVP	10/21/2026	43877	GROUP ID 426827	-4,057.56
Nationalgrid	10/21/2026	43878	34370-88011	-4,398.70
New York State Deferred Comp.	10/21/2026	43879	Plan#0045420	-1,718.49
New York State Deferred Comp.	11/02/2026	43884	Plan#0045420	-1,714.27
New York Times	11/09/2026	43887	871100947	-436.34
NYSLRS	10/31/2026	OCTOBER 2026	NYSLRS for OCTOBER 2026	-1,577.91
Paychex	10/23/2026	PR# 22, 10/23/26	PROCESSING CHARGES FOR PAYROLL #22 DATED 10/23/26	-561.50
	10/23/2026	PR# 22; 10/23/26	PR# 22	-26.01
	10/23/2026	PR# 22; 10/23/26	PR# 22	-14,000.84
	10/23/2026	PR# 22; 10/23/26	PR# 22	-39,257.27
	11/06/2026	PR# 23; 11/6/26	PR# 23	-40,304.05
Paychex	11/06/2026	PR# 23; 11/6/26	PROCESSING CHARGES FOR PAYROLL #23 DATED 11/6/26	-578.18
	11/06/2026	PR# 23; 11/6/26	PR# 23	-14,383.22
	11/06/2026	PR# 23; 11/6/26	PR# 23	-26.03
TITAN ROOFING, INC.	10/26/2026	43882	T#54597	-42,635.05
VERIZON WIRELESS	11/09/2026	43885	542647307-00001	-32.63
Total for 1003.00 Checking, Operating-XXX178				**$178,503.99**
Total for Cash, Operating Accounts				**$178,503.99**

East Greenbush Community Library

Warrant of Bills by Vendor (October 16-November 10, 2026)

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Albany Public Library 518-449-3380				
Albany Public Library	10/24/2026	464125	311820****4220 ROCKET AND GROOT TALES OF TERROR LOST/PAID BOOK	9.00
Total for Albany Public Library				**$9.00**
Amazon Capital Services				
Amazon Capital Services	10/13/2026	1KY1-1CG1-VPPT	A3DG71IHROMNJM EDJO LP BACKLIT WIRED KEYBOARD	28.88
Amazon Capital Services	10/18/2026	1JM3-JHJ9-LGQW	A3DG71IHROMNJM J VIDEO GAMES	134.97
Amazon Capital Services	10/20/2026	1LF9-CLX9-F7JQ	A3DG71IHROMN 10X10 POP UP CANOPY TENT	149.98
Amazon Capital Services	10/22/2026	137K-43L9-96CL	A3DG71IHROMNJM ADULT DVD & LISHINE 6 PACK WALL MOUNT BROCHURE HOLDER	44.25
Amazon Capital Services	10/26/2026	17LM-CNCW-FNPY	A3DG71IHROMNJM YS PROGRAM SUPPLIES	719.74
Amazon Capital Services	10/28/2026	1YVW-NJQH-3XDC	A3DG71IHROMNJM YS PLAYROOM TOYS	115.46
Amazon Capital Services	10/29/2026	1DK4-3PTX-9DJP	A3DG71IHROMNJM AIS PROGRAM SUPPLIES	65.13
Amazon Capital Services	10/31/2026	1K9Q-RX34-9QHT	A3DG71IHROMNJM J VIDEO GAMES	169.92
Amazon Capital Services	11/04/2026	1RH6-6KCQ-C74K	A3DG71IHROMNJM YS PLAYROOM TOYS	12.74
Amazon Capital Services	11/06/2026	1X7Q-4JN7-YVDM	A3DG71IHROMNJM AIS PROGRAM SUPPLIES	159.93
Amazon Capital Services	11/06/2026	19QY-MLGY-TQFX	A3DG71IHROMNJM OUTREACH PROGRAM SUPPLIES	99.30
Amazon Capital Services	11/07/2026	1MNL-WRPW-LHVL	A3DG71IHROMNJM AIS PROGRAM SUPPLIES	104.70
Total for Amazon Capital Services				**$1,805.00**
AUTHOR'S NOTE				
AUTHOR'S NOTE	10/21/2026	200025	9178 ADULT FICTION BOOKS	116.62
AUTHOR'S NOTE	11/04/2026	200166	9178 ADULT FICTION BOOKS	64.43
Total for AUTHOR'S NOTE				**$181.05**
Brodart 800-233-8467				
Brodart	10/13/2026	B7335877	3105612 J PICTURE BOOKS	559.59
Brodart	10/13/2026	B7335882	3105612 J PICTURE BOOKS	217.96
Brodart	10/13/2026	B7336168	3105612 J PICTURE BOOKS	197.01
Brodart	10/13/2026	B7336016	3105612 J STEP-UP BOOKS	130.23
Brodart	10/13/2026	B7335993	3105612 J NON-FICTION BOOKS	83.85
Brodart	10/13/2026	B7335994	3105612 J J NON-FICTION BOOKS	41.85
Brodart	10/15/2026	B7337831	3105612 J NON-FICTION BOOKS	597.00
Brodart	10/15/2026	B7338128	3105612 J GN BOOKS	410.13
Brodart	10/15/2026	B7338173	3105612 J FICTION BOOKS	273.79
Brodart	10/15/2026	B7338126	3105612 J READER BOOKS	113.71
Brodart	10/15/2026	B7338037	3105612 J GN BOOKS	66.96
Brodart	10/15/2026	B7338130	3105612 J SERIES BOOKS	49.30
Brodart	10/15/2026	B7338127	3105612 J NON-FICTION BOOKS	41.77
Brodart	10/19/2026	B7339944	3105612 TEEN FICTION BOOKS	17.56

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	10/22/2026	B7342814	310561B ADULT FICTION BOOKS	430.53
Brodart	10/22/2026	B7342992	B7342992 ADULT FICTION BOOKS	143.79
Brodart	10/22/2026	B7342674	310561B ADULT FICTION BOOKS	125.68
Brodart	10/22/2026	B7342829	310561B ADULT FICTION BOOKS	53.58
Brodart	10/22/2026	B7342993	310561B ADULT FICTION BOOKS	14.20
Brodart	10/26/2026	B7344886	3105612 J PICTURE BOOKS	1,588.07
Brodart	10/26/2026	B7344896	3105612 TEEN FICTION	258.23
Brodart	10/27/2026	B7345755	3105612 TEEN FICTION BOOKS	924.44
Brodart	10/27/2026	B7345754	3105612 J PICTURE BOOKS	818.09
Brodart	10/27/2026	B7345761	3105612 J PARENTING BOOKS	265.16
Brodart	10/27/2026	B7345753	3105612 J STEP-UP BOOKS	119.18
Brodart	10/27/2026	B7345758	3105612 J PICTURE BOOKS	22.04
Brodart	10/29/2026	B734363	3105612 J GN BOOKS	140.56
Brodart	10/29/2026	B7347366	3105612 J GN BOOKS	131.40
Brodart	10/29/2026	B7347370	3105612 J READER BOOKS	43.46
Brodart	10/29/2026	B7347375	3105612 J NON-FICTION BOOKS	17.88
Brodart	11/03/2026	B7350749	3105612 J NON-FICTION BOOK	17.40
Brodart	11/09/2026	B7354916	3105612 J NON-FICTION BOOKS	19.17
Total for Brodart				**$7,933.57**
CAPITAL DISTRICT YMCA 869-3500				
CAPITAL DISTRICT YMCA	10/13/2026	091426-101326	30031-60015 UTILITIES FOR COMMUNITY WAY FOR 9/14/26-10/13/26	66.67
Total for CAPITAL DISTRICT YMCA				**$66.67**
Center Point Large Print 1-800-929-9108				
Center Point Large Print	10/06/2026	2280542	EGCL ADULT LP BOOKS	160.50
Total for Center Point Large Print				**$160.50**
COLUMBIA HIGH SCHOOL				
COLUMBIA HIGH SCHOOL	11/04/2026	2027 YEARBOOK	EGCL 2027 COLUMBIA HIGH SCHOOL YEARBOOK	60.00
Total for COLUMBIA HIGH SCHOOL				**$60.00**
ECF DATA 702-780-7903				
ECF DATA	10/28/2026	INV-06186-M7K3V1	EGCL OFFICE A3 BILLING CYCLE 10/28/26-11/27/26	154.44
Total for ECF DATA				**$154.44**
FOLLETT CONTENT SOLUTIONS LLC				
FOLLETT CONTENT SOLUTIONS LLC	10/15/2026	811015	3177010-000 J FICTION BOOKS	109.64
FOLLETT CONTENT SOLUTIONS LLC	10/20/2026	815367	3177010-000 ADULT FICTION BOOKS	325.74
FOLLETT CONTENT SOLUTIONS LLC	10/20/2026	814969	3177010-000 J GN BOOKS	185.34
FOLLETT CONTENT SOLUTIONS LLC	10/20/2026	814287	3177010-000 ADULT GN BOOKS	78.22
FOLLETT CONTENT SOLUTIONS LLC	10/23/2026	819748F	3177010-000 J NONFICTION BOOKS	510.78
FOLLETT CONTENT SOLUTIONS LLC	10/27/2026	820833	3177010-000 J FICTION BOOKS	409.06
FOLLETT CONTENT SOLUTIONS LLC	10/27/2026	819960	3177010-000 J GN BOOKS	342.43
FOLLETT CONTENT SOLUTIONS LLC	10/27/2026	819963	3177010-000 J FICTION BOOKS	241.77
FOLLETT CONTENT SOLUTIONS LLC	10/27/2026	819956	3177010-000 J SERIES BOOKS	234.51
FOLLETT CONTENT	10/28/2026	820720	3177010-000 J GN BOOKS	349.50

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
SOLUTIONS LLC				
FOLLETT CONTENT SOLUTIONS LLC	10/28/2026	820651	3177010-000 J READER BOOKS	222.87
FOLLETT CONTENT SOLUTIONS LLC	10/29/2026	811015A	3177010-000 J FICTION BOOKS	416.99
FOLLETT CONTENT SOLUTIONS LLC	10/29/2026	820410	3177010-000 ADULT NON-FICTION BOOKS	33.98
FOLLETT CONTENT SOLUTIONS LLC	11/02/2026	819956F	3177010-000 J SERIES BOOKS	32.96
FOLLETT CONTENT SOLUTIONS LLC	11/04/2026	823964F	3177010-000 J NON-FICTION BOOKS	712.46
FOLLETT CONTENT SOLUTIONS LLC	11/04/2026	826161	3177010-000 ADULT FICTION BOOKS	385.70
FOLLETT CONTENT SOLUTIONS LLC	11/04/2026	825753	3177010-000 J FICTION BOOKS	163.37
FOLLETT CONTENT SOLUTIONS LLC	11/04/2026	824960F	3177010-000 J GN BOOKS	63.70
FOLLETT CONTENT SOLUTIONS LLC	11/05/2026	798152F	3177010-000 ADULT NON-FICTION BOOKS	305.72
FOLLETT CONTENT SOLUTIONS LLC	11/05/2026	825596	3177010-000 J SERIES BOOKS	299.36
Total for FOLLETT CONTENT SOLUTIONS LLC				**$5,424.10**
Guilderland Public Library 456-2400				
Guilderland Public Library	11/09/2026	925345	381191****7446 MINDFULNESS AND THE MODERN WORLD LOST/PAID BOOK	16.99
Total for Guilderland Public Library				**$16.99**
HOME DEPOT				
HOME DEPOT	10/13/2026	6620923	6035 32** **** 8313 MOUNTING HARDWARE FOR WALL BOARDS	24.92
Total for HOME DEPOT				**$24.92**
KAREN DUJACK				
KAREN DUJACK	11/05/2026	12-12-26	EGCL AIS PROGRAM	360.00
Total for KAREN DUJACK				**$360.00**
KATHY KLOMPAS				
KATHY KLOMPAS	11/05/2026	12-4,5-26	EGCL AIS PROGRAM	400.00
Total for KATHY KLOMPAS				**$400.00**
KEVIN KUHNE				
KEVIN KUHNE	11/04/2026	121526	EGCL AIS PROGRAM	150.00
Total for KEVIN KUHNE				**$150.00**
LANE PRESS				
LANE PRESS	10/30/2026	5992	402 BUDGET VOTE NEWSLETTER	1,745.00
Total for LANE PRESS				**$1,745.00**
MARINE DESIGN & SERVICE				
MARINE DESIGN & SERVICE	11/02/2026	6196	EGCL FISH TANK SERVICE & SUPPLIES	99.49
Total for MARINE DESIGN & SERVICE				**$99.49**
Midwest Tape 1-800-875-2785				
Midwest Tape	10/12/2026	509547037	2000001825 ADULT DVDS	80.22
Midwest Tape	10/12/2026	509547039	2000001825 ADULT DVDS	23.24
Midwest Tape	10/19/2026	509581283	2000001825 ADULT & J DVDS	222.67
Midwest Tape	10/26/2026	509607418	2000001825 ADULT & J DVDS	95.96
Midwest Tape	11/02/2026	509628847	2000001825 ADULT DVD	37.49
Total for Midwest Tape				**$459.58**
North Greenbush Public Library				
North Greenbush Public	10/29/2026	465546	381231****5810 WITCH SWITCH DAMAGED/PAID BOOK	14.96

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Library				
Total for North Greenbush Public Library				**$14.96**
Northeast Toner, Inc. 518-899-5545				
Northeast Toner, Inc.	11/03/2026	121202	EGCL TONERS	1,031.00
Total for Northeast Toner, Inc.				**$1,031.00**
NYSLRS Tim 408-4216				
NYSLRS	11/05/2026	2027 NYSLRS	51391 ERS-2027 ANNUAL INVOICE	234,693.00
Total for NYSLRS				**$234,693.00**
OCTAVIA MAXWELL				
OCTAVIA MAXWELL	10/21/2026	110726	EGCL AIS PROGRAM	200.00
Total for OCTAVIA MAXWELL				**$200.00**
OVERDRIVE 216-573-6886 ext.212				
OVERDRIVE	10/13/2026	01080DA26353408	1080-1012 ADULT EAUDIOBOOKS	139.98
OVERDRIVE	10/13/2026	01080DA26353364	1080-0012 ADULT EAUDIOBOOK	69.99
OVERDRIVE	10/13/2026	01080DA26353363	1080-0012 ADULT EBOOK	65.00
OVERDRIVE	10/20/2026	01080DA26360537	1080-0012 ADULT EBOOKS & ADULT EAUDIOBOOKS	240.00
OVERDRIVE	10/20/2026	01080DA26360686	1080-1012 ADULT EBOOKS & ADULT EAUDIOBOOKS	240.00
OVERDRIVE	10/20/2026	01080DA26360685	1080-1012 ADULT EBOOK	195.00
OVERDRIVE	10/21/2026	01080CO26362245	1080-1012 J EBOOKS & EAUDIOBOOKS	2,209.01
OVERDRIVE	10/21/2026	01080CO26362135	1080-1012 ADULT EAUDIOBOOKS	709.73
OVERDRIVE	10/21/2026	01080CO2632123	1080-1012 ADULT EBOOKS	248.18
OVERDRIVE	10/21/2026	01080CO26362071	1080-0012 ADULT EBOOKS	97.86
OVERDRIVE	10/21/2026	01080CO26362084	1080-0012 ADULT EAUDIOBOOK	69.99
OVERDRIVE	10/27/2026	01080DA26368064	1080-1012 ADULT EBOOKS & EAUDIOBOOKS	293.00
OVERDRIVE	10/27/2026	01080DA26368063	1080-1012 ADULT EBOOKS	228.00
OVERDRIVE	10/27/2026	01080DA26368422	1080-0012 ADULT EBOOK & EAUDIOBOOK	185.00
OVERDRIVE	10/27/2026	01080DA26368423	1080-0012 ADULT EBOOK & EAUDIOBOOK	184.00
OVERDRIVE	10/27/2026	01080DA26368421	1080-0012 TEEN EAUDIOBOOK	90.00
OVERDRIVE	11/03/2026	01080DA263843202	1080-1012 J EBOOK	29.99
Total for OVERDRIVE				**$5,294.73**
RESERVE ACCT. (POSTAGE METER)				
RESERVE ACCT. (POSTAGE METER)	11/02/2026	110226	EGCL POSTAGE METER REFILL	400.00
Total for RESERVE ACCT. (POSTAGE METER)				**$400.00**
SPRINGSHARE LLC				
SPRINGSHARE LLC	08/05/2026	26-R7474	302G PATRON POINT SUBSCRIPTION OCTOBER 2026-SEPTEMBER 2027 PATRON SYNC OCTOBER 2026-SEPTEMBER 2027	7,245.00
Total for SPRINGSHARE LLC				**$7,245.00**
STAPLES 1-877-826-7755				
STAPLES	10/16/2026	6077097780	1008052 HAND SANITIZER, GLOVES, TOILET CLEANER	76.24
STAPLES	10/27/2026	6078115817	1008052 TP & PAPER TOWELS; K-CUP COFFEE PODS & 3-RING BINDER	268.19
STAPLES	11/04/2026	6079111104	1008052 COPIER PAPER, SANDWICH BAGS, BATTERIES, POST-IT NOTES, AIR FRESHENER SPRAY, WIRE MESH PENCIL HOLDER, SCISSORS	374.93
STAPLES	11/04/2026	6079158190	N008052 OFFICE 2027 CALENDARS	38.98
Total for STAPLES				**$758.34**
The Eric Carle Museum of Picture Book Art				
The Eric Carle Museum of Picture Book Art	10/30/2026	MP-2026	EGCL 2026 MUSEUM PASS MEMBERSHIP	150.00

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Total for The Eric Carle Museum of Picture Book Art				**$150.00**
TIMES UNION (SUBSCRIPTION)				
454-5015				
TIMES UNION (SUBSCRIPTION)	10/19/2026	01-21-2027	140026351 SUBSCRIPTION RENEWAL THRU 1/21/27	202.95
Total for TIMES UNION (SUBSCRIPTION)				**$202.95**
Town of East Greenbush				
Town of East Greenbush	11/02/2026	6-30-26 9-28-26	20-00984-000 WATER & SEWER FOR 6/30/26-9/28/26	1,057.44
Total for Town of East Greenbush				**$1,057.44**
TWIN BRIDGES				
518-282-5600				
TWIN BRIDGES	11/01/2026	20261101558109	55-8109 1 WASTE & RECYCLING NOVEMBER 2026	308.84
Total for TWIN BRIDGES				**$308.84**
UHLS				
UHLS	10/15/2026	26-479	EGRN 4TH QUARTER UHLAN	9,552.00
Total for UHLS				**$9,552.00**
TOTAL				**$279,958.57**

Note

Payment Approved / /

President, Library Board of Trustees: _____

East Greenbush Community Library

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

January 1- November 10, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Library Charges	14,047.97	13,500.00	547.97	104.06 %
4100 Other Income	193,135.24	52,500.00	140,635.24	367.88 %
4200 Public Funds	2,547,544.60	2,548,750.00	-1,205.40	99.95 %
4410 Gifts & Grants	46,617.82	58,000.00	-11,382.18	80.38 %
Total Revenue	$2,801,345.63	$2,672,750.00	$128,595.63	104.81 %
GROSS PROFIT	$2,801,345.63	$2,672,750.00	$128,595.63	104.81 %
Expenditures				
Operating Expenses				
5000 Technology/Communications	96,701.25	113,385.00	-16,683.75	85.29 %
5010 Programming & Planning	29,054.68	34,700.00	-5,645.32	83.73 %
5020 Bks & Mat'ls (Collections)	119,827.58	162,390.00	-42,562.42	73.79 %
5030 Facilities Expenses	163,100.75	196,200.00	-33,099.25	83.13 %
5040 Professional Services	48,378.13	59,475.00	-11,096.87	81.34 %
5050 Operations	29,426.43	42,650.00	-13,223.57	69.00 %
5100 Human Resources/Staff Devt	5,336.23	7,000.00	-1,663.77	76.23 %
5200 Personnel				
5201 Benefits	459,251.24	491,525.00	-32,273.76	93.43 %
5250 Salaries	1,263,048.49	1,474,105.00	-211,056.51	85.68 %
Total 5200 Personnel	1,722,299.73	1,965,630.00	-243,330.27	87.62 %
Total Operating Expenses	2,214,124.78	2,581,430.00	-367,305.22	85.77 %
Total Expenditures	$2,214,124.78	$2,581,430.00	$ -367,305.22	85.77 %
NET OPERATING REVENUE	$587,220.85	$91,320.00	$495,900.85	643.04 %
Other Expenditures				
FR Friends Pass-through	1,277.06		1,277.06	
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	419,908.11		419,908.11	
903 Water Damage Renovations (Insurance)	143,636.38		143,636.38	
Total Reserve Funds	658,656.96		658,656.96	
Total Other Expenditures	$659,934.02	$0.00	$659,934.02	0.00%
NET OTHER REVENUE	$ -659,934.02	$0.00	$ -659,934.02	0.00%
NET REVENUE	$ -72,713.17	$91,320.00	$ -164,033.17	-79.62 %

Note

On this date, the year is 86% 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 November 10, 2026

	TOTAL			
	AS OF NOV 10, 2026	AS OF NOV 10, 2025 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
Cash, Operating Accounts	**883,332.93**	**1,058,145.28**	**-174,812.35**	**-16.52 %**
Designated Board Cash Funds				
1007.00 Non-Restricted, Hurr XXX244	57,004.48	55,982.24	1,022.24	1.83 %
1008.00 Non-Restricted, Capital Reserve- XXX0228	379,317.77	510,814.87	-131,497.10	-25.74 %
1009.00 Non-Restricted, Operational Contingency- XXX210	414,369.67	406,938.89	7,430.78	1.83 %
Total Designated Board Cash Funds	**850,691.92**	**973,736.00**	**-123,044.08**	**-12.64 %**
Donor Restricted Cash Funds				
1001.00 Donor-Restricted, Gift & Grant-XXX186	19,197.25	21,902.87	-2,705.62	-12.35 %
1005.00 Donor-Restricted, Capital Reserve- XXX251	78,864.15	293,335.40	-214,471.25	-73.11 %
Total Donor Restricted Cash Funds	**98,061.40**	**315,238.27**	**-217,176.87**	**-68.89 %**
Total Bank Accounts	**$1,832,086.25**	**$2,347,119.55**	**$ -515,033.30**	**-21.94 %**
Total Current Assets	**$1,832,086.25**	**$2,347,119.55**	**$ -515,033.30**	**-21.94 %**
Fixed Assets	**$2,526,564.72**	**$2,257,602.89**	**$268,961.83**	**11.91 %**
TOTAL ASSETS	**$4,358,650.97**	**$4,604,722.44**	**$ -246,071.47**	**-5.34 %**
LIABILITIES AND EQUITY				
Liabilities	**$279,958.57**	**$421,210.96**	**$ -141,252.39**	**-33.53 %**
Equity				
3000 Retained Earnings	4,151,405.57	4,083,239.37	68,166.20	1.67 %
Net Revenue	-72,713.17	100,272.11	-172,985.28	-172.52 %
Total Equity	**$4,078,692.40**	**$4,183,511.48**	**$ -104,819.08**	**-2.51 %**
TOTAL LIABILITIES AND EQUITY	**$4,358,650.97**	**$4,604,722.44**	**$ -246,071.47**	**-5.34 %**

Note
On this date, the year is 86% over

Non-Restricted Funds Available: $1,734,024.85
Donor-Restricted Funds Available: $98,061.40

Account Transfers to cover monthly interest and expenses:
1) $4,012.23 from Donor-Restricted Gift & Grant to Operating (restricted gift/grant expenditures)
2) $117.38 from Donor-Restricted Capital Reserve to Non-Restricted Capital Reserve (interest)
4) $35.08 from Donor-Restricted Gift & Grant to Operating (interest)
5) $44,750.05 from Non-Restricted Capital Reserves to Operating (Titan Roofing & Concrete Pad Testing)

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

11/10/2026

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	$ 2,663.80	$ 236.20
*FR-02-2026 Large Print	$ 2,700.00	$ -	$ 2,700.00	$ 2,291.40	$ 408.60
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	$ 6,828.00	$ 672.00
*FR-05-2026 Teen Programming	$ 6,200.00	$ -	$ 6,200.00	$ 5,326.47	$ 873.53
FR-06-2025 Teen Prog/Sup	$ 2,700.00	$ 138.24	$ -	$ 138.24	$ -
*FR-06-2026 YS Programming	$ 9,500.00	$ -	$ 9,500.00	$ 8,676.40	$ 823.60
*FR-07-2026 HoTP	$ 1,390.00	$ -	$ 1,390.00	$ 940.64	$ 449.36
FR-08-2025 Fish	$ 2,500.00	$ 2,500.00	$ -	$ 1,293.69	$ 1,206.31
*FR-08-2026 Outreach	$ 3,500.00	$ -	$ 3,500.00	$ 2,465.24	$ 1,034.76
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	$ 2,500.00	$ -
*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	$ -	$ 153.49	$ 426.42
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
Flanagan Children's Programming	$ 3,000.00	$ 2,612.14	$ -	$ 381.99	$ 2,230.15
*Sylvia Swire Children's Educational Programs	$ 100.00	$ 100.00	$ 150.00	$ 150.00	$ 100.00
*CDLC Regional Collections Grant	$ 2,942.07	$ -	$ 2,942.07	$ 942.07	$ 2,000.00
*Stewarts Holiday Match Grant	$ 650.00	$ -	$ 650.00	$ 550.00	$ 100.00
*UHLS Senior Planet Grant	$ 300.00		$ 300.00	$ -	$ 300.00
*UHLS SRP Grant	$ 79.08	$ -	$ 79.08	$ -	$ 79.08
UHLS Equity Grant	$ 500.00	$ 500.00	$ 1,500.00	$ 158.08	$ 1,841.92
*UHLS MANGA	$ 100.00	$ -	$ 100.00	$ -	$ 100.00
*UHLS SAIYL Grant	$ 136.57	$ -	$ 136.57	$ 136.57	$ -
Reading Garden	$ 5,500.00	$ 230.78	$ -	$ -	$ 230.78
Dill Literacy	$ 1,650.00	$ 851.96	$ -	$ -	$ 851.96
GRAND TOTAL	**$ 84,382.72**	**$ 14,170.21**	**$ 45,407.72**	**$ 40,380.68**	**$ 19,197.25**

2026 Capital Projects Report to the Library Board

11/10/2026

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 storfront 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)
Library Cost: $55,000 ($50,000 carpet, $5,000 deductible)
Non-Restricted Capital Reserves

Roof repairs were paid from 2025 operating funds
Roof full replacement almost complete (NYS Construction Grant)

Project Component	Budget (Including Changes)	Paid-To-Date	Status
Interior Renovations from Roof Leak (insurance proceeds; $5K deductible)	$ 164,397	$ 98,636	Main library complete except punchlist, Office area completed 7/14/26, Punchlist remaining (waiting for shelving delivery, and carpet punchlist), Moisture testing for concrete pad complete
Carpet Children's Room	$ 50,000	$ 45,000	Complete except punchlist
TOTALS	**$ 214,397**	**$ 143,636**	

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 Notifcation 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, rev. 75.06%- 11/9/26). Waiting for

DETAILED BUDGET- Roof CONSTRUCTION PROJECT

Project Component	Budget (Including Changes)	Paid-To-Date	Status
Roof	$ 371,750	$ 353,163	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**	**$ 419,908**	

Overview of Capital Reserve Accounts

Capital Reserves	Project		Current	Remaining Encu	Unencumbered
Donor-Restricted	Capital Project NYS Grant 0386-24-0514		$ 78,864	$ 78,864	$ -
Non-Restricted Capital Reserves	Listed Below:		$ 379,318	$ (9,119)	$ 388,437
Original $173,845, Revised Contract $162,282 + $2,115 Moisture Testing	*Interior Renovations- Roof Leak (Remaining Expenses)*			*$ 65,761*	
Board authorized up to $65K 2/24/26, contract is $50K	*Interior Renovations- Addition of Children's Room Carpet*			*$ 5,000*	
Original Library Share $288,460, Rev. $199,325, Rev. $167,453, Rev. $146,394	*Roof Project- Library Match (Remaining Expenses)*			*$ 146,394*	
Original award $348,480 (9/11/25), Revised Award $387,615 (10/1/25), Revised Award $419,487 (5/18/26), Revised Award $440,546 (11/9/26)	*Roof Project- Expected Grant Funds- Temporarily encumbered in NR Cap Reserves*			*$ 20,638*	
Move to 2027 if needed	*2026 Budgeted Flooring Replacement*			*$ 35,000*	
	2026 Budgeted Furniture, Signage, Displays			*$ 17,500*	
Original Encumbered $10,000, Estimated Repairs $2,500, Actual $880.55	*2026 Budgeted Road Repairs- Community Way (remaining $9,119.45 budgeted but not needed)*			*$ -*	
Move to 2027 if needed	*2026 Budgeted Parking Lot Repairs*			*$ 29,000*	
Received notification of SAM Grant Award sponsored by Assemblymember McDonald. 2027 Project	*2027 Public Bathroom Renovations- Temporarily encumbered in NR Cap Reserves*			*$ 250,000*	
2027 Project Estimated Library Cost for Public Bathroom Renovations	*Not yet out to bid. 2027 project, pending receipt of Roof Grant Funds before project starts*			*$ 131,408*	
Subtotal				***$ 700,701***	

Less Anticipated offsets				
Original -$17,160, Revised based on updated contract	*Interior Renovations Final Payment for depreciation*		*$ (5,597)*	
NYS Construction Grant 0386-24-0514- payable after project completion	*Final 10% Reimbursement Current Construction Project*		*$ (34,736)*	
NYS Construction Grant 0386-26-1783- Expected 90% grant payment upon DASNY	*90% Roof Project Grant Funds*		*$ (377,538)*	
NYS Construction Grant 0386-26-1783- payable after project completion	*Final 10% Reimbursement Roof Project*		*$ (41,949)*	
SAM Grant Remimbursement Bathroom Project			*$ (250,000)*	
Net Encumbered			***$ (9,119)***	

2027 Notes for Non-Restricted Capital Reserves

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

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

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

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

Unknown- Possible Moisture Mitigation- Estimated $250,000

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Services Committee Minutes

November 2, 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), Albert Yasus Jr.

ACTION ITEMS:

1. 2027 Board Meeting Calendar
2. Draft Disaster Preparedness and Emergency Response Policy
3. Draft Employee Handbook Updates

Consider adding these to a board agenda for review/approval at the board meeting:

1. Draft Contaminated Materials Policy (new policy):
   Motion: The Services Committee moved to recommend reviewing and approving the Contaminated Materials Policy at the board meeting.
2. Draft Children & Youth Supervision Policy (replaces Unattended Juveniles Policy): The policy will be reviewed at the next committee meeting.

1. 2027 Board Meeting Calendar:

- Alternative days and times were discussed, but the schedule will remain as proposed.

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

2. Draft Disaster Preparedness and Emergency Response Policy:

- The Committee completed its final review of the policy.

  Motion: The Services Committee moved to recommend that the full Board approve the Disaster Preparedness and Emergency Response Policy.

3. Draft Employee Handbook Updates:

- The Employee Handbook is being reviewed to clarify language, and additional sections have been added to address identified issues.
- Further review is needed before the proposed amendments can be approved.

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Future Discussions:

1. Loan Periods/Fines/Fees
2. Space Planning
3. Land Purchase/Use Policy
4. Tutoring Policy (review)
5. Library Card Policy (review)
6. Internet Use Policy (review)
7. Whistleblower Policy (review)
8. Sexual Harassment Policy (review)

East Greenbush Community Library

Draft Contaminated Library Materials Policy (New Policy)

Purpose

The East Greenbush Community Library is committed to maintaining library materials, equipment, and facilities in a condition that is safe, sanitary, and suitable for public use. This policy establishes how the Library will address materials or equipment that are returned or discovered with contamination that may present health, safety, sanitation, or preservation concern.

Contaminated Materials

Library materials or equipment may be considered contaminated when they exhibit evidence of a condition that makes them unsafe, unsanitary, or unsuitable for continued handling or circulation. Examples include, but are not limited to:

- blood, urine, feces, vomit, or other bodily substances;
- mold or significant mildew;
- insects, bed bugs, fleas, or other pests or evidence of infestation;
- unidentified, sticky, oily, chemical, or potentially hazardous substances;
- significant moisture or water damage that creates a sanitation or mold concern; or
- a strong or persistent odor or other condition reasonably indicating contamination that cannot be adequately remedied.

Determinations will be based on the observable condition of the material or equipment and not on assumptions regarding a patron's health, disability, living circumstances, or the source of the contamination.

Handling of Contaminated Materials

Materials or equipment suspected of contamination will be removed from public circulation and isolated as appropriate.

Staff will follow established Library safety procedures regarding handling, personal protective equipment, cleaning, disinfection, documentation, and disposal. Employees should not attempt to clean or remediate materials involving significant bodily-fluid contamination, suspected infestation, hazardous substances, or other conditions requiring specialized handling unless they have been trained and authorized to do so.

When appropriate, the Library may consult a qualified cleaning, restoration, pest-management, technology, or other professional to determine whether an item can be safely restored.

Recommended by the Services Committee 11/2/26 to be considered by the Board for approval at the November 17, 2026, Board Meeting.

Replacement Charges

Patrons are responsible for returning borrowed materials and equipment in a condition suitable for continued Library use, allowing for ordinary wear.

When contamination makes an item unsafe or unsuitable for continued circulation, or when the reasonable cost of professional cleaning or remediation is not justified, the item may be considered damaged beyond use. The patron responsible for the item may be charged the applicable replacement cost in accordance with Library policies and procedures.

The Library is not required to attempt cleaning or remediation when doing so would present an unreasonable health or safety concern, could damage the item, or would not reasonably restore the item to a condition suitable for public use.

A staff member designated by the Library Director will review contamination-related replacement charges before they are assessed.

The Library may opt to suspend patron borrowing privileges when items are contaminated by bed bugs, roaches, or other insects that cause infestation until the patron can provide documentation of successful treatment.

Library-Owned Materials

This policy also applies to contaminated materials or equipment discovered within the Library, regardless of whether a patron can be identified as responsible. Such items may be cleaned, professionally remediated, withdrawn, or disposed of as appropriate.

Staff Exposure

Any employee exposure to blood or other potentially infectious material will be addressed in accordance with applicable workplace safety requirements and Library procedures. Employees must promptly report an actual or suspected exposure incident to a supervisor or the Library Director.

Review and Appeal

A patron who believes a contamination-related charge was assessed in error may request review by the Library Director or designee. The Director may waive or modify a charge when circumstances warrant.

The Library Director is authorized to establish procedures necessary to implement this policy and to take reasonable action when a contamination issue is not specifically addressed herein.

Recommended by the Services Committee 11/2/26 to be considered by the Board for approval at the November 17, 2026, Board Meeting.

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

East Greenbush Community Library

Draft Disaster Preparedness and Emergency Response Policy (New Policy)

Purpose

The East Greenbush Community Library is committed to protecting the safety of patrons, staff, volunteers, and visitors; safeguarding Library property, collections, records, and technology; and maintaining or restoring essential Library services following an emergency or disaster.

The Library will maintain appropriate plans, procedures, training, and resources to prepare for, respond to, and recover from emergencies.

Protection of human life and safety takes priority over protection of property, collections, records, or continuity of service.

1. Emergencies Covered and Authority to Act

This policy applies to emergencies and disruptive events that may threaten people, Library operations, property, information, or resources, including, but not limited to:

- fire, smoke, explosion, or hazardous conditions;
- medical emergencies;
- severe weather, flooding, water intrusion, or other natural disasters;
- power, water, communications, HVAC, technology, or other utility failures;
- structural, roof, flooring, or other building-related emergencies;
- hazardous materials, environmental hazards, contamination, or biohazards;
- threats of violence, suspicious activity, or other security emergencies;
- cybersecurity incidents, significant technology failures, or loss of access to critical systems;
- public health emergencies; and
- any other condition that makes normal Library operations unsafe or impractical.

The Library Director, or the Director's designee, is authorized to take reasonable actions necessary to protect people and Library resources and to maintain or restore operations. This authority includes:

- closing the Library;
- delaying opening or closing early;
- evacuating all or part of the building;
- sheltering or securing occupants in place;

Recommended by the Services Committee 11/2/26 to be considered by the Board for approval at the November 17, 2026 Board Meeting.

- restricting access to affected areas;
- suspending programs or services;
- modifying staffing or Library operations;
- contacting emergency, restoration, technology, insurance, or other response services; and
- authorizing emergency actions or expenditures consistent with Library policy and applicable law.

When an immediate threat exists, any staff member may contact 911, initiate an evacuation, or take other reasonable action necessary to protect life and safety without waiting for supervisory approval.

Emergency Chain of Authority

The Library Director will maintain a written order of succession identifying individuals authorized to act when the Director is unavailable.

When senior administration is not present, the designated Person in Charge has authority to take immediate action necessary to protect life and safety, including contacting emergency services, evacuating or securing the building, closing an affected area, or suspending operations until a senior administrator or emergency responder assumes responsibility.

When practicable, the Library Director will notify the Board President of significant emergencies and closures. Prolonged closures, extraordinary recovery expenditures, or major changes to Library operations will be brought to the Board of Trustees as appropriate.

Emergency responders may assume control of the building or affected area when required by the circumstances.

2. Staff Roles, Responsibilities, and Training

During an emergency, staff are expected to:

- place personal and public safety first;
- follow established emergency procedures and instructions from the Library Director, designee, Person in Charge, or emergency responders;
- assist with evacuation, sheltering, or securing the building when it is safe to do so;
- provide reasonable assistance to individuals who may need additional help during an emergency;
- contact 911 or other emergency services when appropriate;
- promptly report hazards, injuries, property damage, or other emergency conditions;

- protect confidential information and Library records to the extent reasonably possible; and
- avoid entering unsafe areas or attempting rescue, firefighting, hazardous-material response, or other activities for which they are not trained.

Staff are not expected to place themselves at unreasonable personal risk to protect Library property, records, collections, or equipment.

Evacuation and Accountability

Following an evacuation, staff will report to the designated assembly location and follow established procedures for accounting for employees.

Staff should report any known missing individual or last known location to emergency responders.

Staff and members of the public may not re-enter an evacuated or restricted area until authorized by emergency responders, the Library Director, or designee.

Training

The Library will provide staff with emergency preparedness information appropriate to their responsibilities.

Emergency procedures will be included in employee orientation and reinforced through periodic training, review, or drills.

Staff assigned specialized emergency responsibilities will receive additional instruction as appropriate.

3. Protection of People, Collections, Records, and Library Assets

The Library's emergency response priorities are:

- Protection of life and safety;
- Stabilization of the emergency and prevention of additional damage;
- Protection of critical records, technology, collections, and property when it is safe to do so; and
- Restoration of Library operations and services.

The Library will take reasonable preventive measures to reduce foreseeable risks to the facility, collections, records, technology, and other assets.

Critical Records and Technology

Recommended by the Services Committee 11/2/26 to be considered by the Board for approval at the November 17, 2026 Board Meeting.

The Library Director or designee will maintain procedures for identifying and protecting essential records and information necessary to continue operations, including appropriate:

- financial records;
- payroll and personnel records;
- governance records;
- insurance records;
- contracts;
- technology and system information; and
- other records necessary for legal or operational continuity.

Electronic records and critical systems will be backed up or otherwise protected using appropriate security and recovery practices.

Where practicable, backup arrangements should prevent a single incident affecting the Library building or primary systems from destroying both original information and its backup.

Confidential Library and patron information will continue to be protected during emergency response and recovery in accordance with Library policy and applicable law.

Collections and Property

The Library will identify records, materials, equipment, and collections that warrant priority consideration during recovery.

No employee shall attempt to retrieve records, collections, or equipment from an unsafe location until access has been authorized.

4. Emergency and Public Communication

During a significant disruption, the Library will provide timely and accurate information about changes to Library operations as circumstances permit.

The Library Director or designee will coordinate official public communications.

Depending upon the nature of the incident, communication may include:

- the Library website;
- social media accounts;
- telephone or voicemail systems;
- email or other staff and public notification systems;
- exterior or building signage;

Recommended by the Services Committee 11/2/26 to be considered by the Board for approval at the November 17, 2026 Board Meeting.

- local news or community communication channels; and
- communication through the Upper Hudson Library System or other community partners.

Public communications should identify, when known:

- whether the Library is open, closed, or operating on a modified schedule;
- services, programs, or areas that are unavailable;
- alternative ways to access Library services;
- expected next steps or when additional information will be provided; and
- information necessary to protect public safety.

Only authorized individuals may speak on behalf of the Library regarding significant emergency incidents.

Staff may provide routine factual information necessary to assist patrons but should refer media inquiries and requests for official statements to the Library Director or designee.

Information concerning security procedures, confidential personnel or patron matters, cybersecurity controls, or other protected information will not be publicly disclosed except as authorized or required by law.

5. Continuity of Service and Recovery

Following an emergency, the Library Director or designee will assess the condition of the facility, technology, records, collections, staffing, and other resources and determine when and how Library services may safely resume.

Depending upon the circumstances, continuity measures may include:

- maintaining access to online collections and electronic resources;
- providing remote, telephone, or online assistance;
- temporarily relocating programs or services;
- modifying hours, programs, service locations, or staffing;
- coordinating services with the Upper Hudson Library System, neighboring libraries, community organizations, or government agencies;
- prioritizing essential payroll, financial, communications, technology, and administrative functions; and
- reopening portions of the facility as they become safe and operational.

Recommended by the Services Committee 11/2/26 to be considered by the Board for approval at the November 17, 2026 Board Meeting.

Restoration of services may occur in phases based on safety, community need, staffing, building conditions, technology, cost, and operational feasibility.

Damage Documentation and Insurance

For significant incidents, the Library will document, as appropriate:

- damage to the building, property, collections, equipment, or technology;
- photographs or video of damage when safe to obtain;
- emergency response and mitigation activities;
- expenses and staff time associated with the incident;
- communications with insurers, contractors, vendors, and emergency responders; and
- recovery and restoration actions.

When appropriate, the Library Director or designee will promptly notify the Library's insurance carrier or broker and coordinate claims, mitigation, restoration, and repair activities.

Reopening

The Library Director or designee will determine when an affected area or the Library as a whole may reopen.

Reopening decisions may consider:

- authorization from emergency responders or appropriate professionals;
- building and structural safety;
- utilities and essential building systems;
- environmental or sanitation conditions;
- technology availability;
- accessibility;
- staffing; and
- the ability to provide services safely.

Following a significant incident, the Library Director will review the response and identify needed changes to procedures, training, facilities, technology, insurance coverage, or other preparedness measures.

Significant findings will be communicated to the Board of Trustees as appropriate.

6. Disaster Preparedness and Emergency Response Plan

Recommended by the Services Committee 11/2/26 to be considered by the Board for approval at the November 17, 2026 Board Meeting.

The Library Director will maintain an administrative Disaster Preparedness and Emergency Response Plan supporting this policy.

The plan will include, as appropriate:

- emergency contact information;
- an emergency chain of authority and order of succession;
- Person in Charge responsibilities;
- staff notification procedures;
- evacuation routes and assembly locations;
- shelter-in-place and secure-in-place procedures;
- procedures for accounting for employees after evacuation;
- emergency responder and vendor contacts;
- utility and building-system information, including critical shutoff locations;
- locations of emergency supplies, first-aid equipment, fire extinguishers, and other emergency equipment;
- technology backup and recovery procedures;
- insurance and claims information;
- procedures for documenting damage and emergency expenses;
- procedures for protecting and recovering records and collections;
- priority collections and essential records;
- communication procedures and sample closure or disruption notices;
- temporary service and continuity arrangements;
- recovery and reopening procedures; and
- incident-specific response checklists.

Incident-specific procedures should address, at minimum:

- fire or smoke;
- medical emergencies;
- severe weather;
- violence or security threats;
- power or utility failure;
- flooding and water intrusion;
- structural or building damage;
- hazardous materials or contamination;
- cybersecurity and major technology incidents; and
- other foreseeable emergencies affecting Library operations.

Recommended by the Services Committee 11/2/26 to be considered by the Board for approval at the November 17, 2026 Board Meeting.

Accessibility of Emergency Information

Critical emergency information will be maintained in locations and formats reasonably accessible to designated staff during an emergency, including when the Library building, network, telephone system, or other normal communication systems are unavailable.

Copies or appropriate portions of the emergency plan may be maintained at service desks, administrative offices, secure electronic locations, or off-site as appropriate.

Because the Disaster Preparedness and Emergency Response Plan contains operational information that may change frequently or may include security-sensitive information, it may be maintained and updated administratively without Board approval.

The Library Director will review the plan periodically and following significant incidents or material changes to the facility, systems, staffing structure, vendors, or operations.

Recommended by the Services Committee 11/2/26 to be considered by the Board for approval at the November 17, 2026 Board Meeting.

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Administrative Committee Minutes

November 2, 2026 • 7:00 PM

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

ACTION ITEMS:

1. 2027 Board Meeting Calendar
2. Facilities Updates- Roof Project, Renovations from Water Damage
3. Star of Hope Memorial
4. UHLAN Agreement
5. Community Way MOU Update
6. Draft Financial Control and Fiscal Accountability Policy- (current policy) this will replace General Accounting Practices Policy – East Greenbush Community Library

1. 2027 Board Meeting Calendar:

- The Services Committee previously reviewed the calendar and determined that no changes were necessary. The originally proposed Board Meeting Calendar will remain in place. The Administrative Committee had no objections.

2. <u>Facilities Updates</u>

Roof Project:

- Snow guards were installed at the end of October.
- Awaiting installation of the heat trace system, which is ideally needed before winter to help prevent ice dams.

Renovations from Water Damage:

- No significant updates or next steps were reported at this time.

Other:

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

3. Star of Hope Memorial:

- The memorial has been removed from library property and transferred to Columbia High School.
- The bench's placement in the far corner of the library parking lot remains undetermined and will be at the discretion of the Rotary Club.

4. **UHLAN Agreement** (Upper Hudson Library Access Network):
    - UHLAN is a shared automation and catalog system for the Upper Hudson Library System (UHLS). The agreement is between the individual libraries and UHLS.
    - The final agreement for 2027-2029 is forthcoming and includes a 5% increase for 2027. The 2028 and 2029 membership fees remain to be determined.

5. **Community Way MOU Update:**
    - The committee reviewed the final draft agreement of Community Way that was approved by the other two partners.
    - A formal motion will be presented to the Board for approval, granting the Library Director authority to sign the agreement.

6. **Draft Financial Control and Fiscal Accountability Policy:**
    - The policy remains under review, with additional consideration needed before recommending approval.

Future Discussions:

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

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Director's Report- November 17, 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.

October 2026 Executive Summary

Strategic Highlights

- Library use remained strong, with growth in several key services. Total visits reached 24,730, up 3.1% over October 2025. Building visits remained steady, while website usage increased 7.9%, drive-thru visits increased 6.9%, and new library registrations increased 14.2%.
- Direct patron assistance increased across departments. Adult & Information Services recorded 1,479 reference and technology assistance interactions, up 6.3% year over year. Youth & Family Services desk interactions increased 625 to 1,452 desk interactions, while Borrower Services handled 956 reference and notary transactions, in addition to checking out and returning items from patrons.
- Programming and school partnerships continued to be relevant. The Library offered 73 programs with 2,869 attendees, along with 34 one-to-one sessions. Youth program attendance increased 2.1% over October 2025. School outreach continued with three Bell Top fifth grade classes visiting the Library, and Halloween storytimes attracted particularly strong attendance.
- The Friends' annual Night at the Library fundraiser raised approximately $13,000. The October event brought together community members, sponsors, and local businesses in support of the Library. Staff assisted with event planning and coordination, and the Friends utilized the Library's exhibit spaces throughout October.
- Community partnerships and outreach extended Library services beyond the building. Staff participated in Touch a Truck, Schodack Island State Park Fall Festival, YMCA Teal Halloween, and other community events. The Library also collected several bags of food for Street Soldiers in coordination with the statewide Great Give Back initiative.
- Online research use increased while circulation declined. Database use rose 26.6% over October 2025 to 10,837. Physical circulation declined 9.0% and digital circulation declined 10.0%. These trends warrant continued evaluation alongside increased patron assistance, membership, and community engagement.
- Major operational initiatives advanced. The Library finalized its agreement with Repeat Business Systems for co-managed IT services and replacement of the staff copier. Adult & Information Services welcomed its new department head, and work continued on GTM payroll transition, policies, facilities, and other contractual agreements.

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Key Risks / Opportunities

Areas to Monitor

- Physical and digital circulation declined 9.0% and 10.0%, respectively, compared with October 2025. Staff will continue evaluating collection use, purchasing priorities, and changing patron preferences. Physical audiobooks accounted for only 13% of third-quarter audiobook circulation.
- Youth program attendance increased 2.1%, while adult attendance declined 8.5% and all-ages attendance declined 35.3%. Programming mix, and participation trends will continue to inform scheduling and resource allocation.
- Outstanding roof work, carpet moisture concerns, front-entry glass replacement, and future parking lot improvements require continued attention.
- Implementation of co-managed IT services and the transition to GRM payroll require careful coordination to ensure continuity and accuracy.
- Community Way maintenance responsibilities have been documented in a new MOU that is ready for signature. Funding for future road improvements remains unresolved.

Opportunities

- Growth in active cardholders, registrations, and patron interactions creates opportunities to strengthen engagement with new and returning users.
- Expanded school partnerships create opportunities to build lasting relationships with students, educators, and families. We are working with input from the Community Advisory Council to put together a suite of programming for 3rd-7th graders, focusing on trades and hands-on careers.
- Increased online resource use provides opportunities to promote research tools, newspapers, genealogy resources, and digital-literacy programs.
- Strong community partnerships, including the Friends' successful fundraiser, continue to strengthen local support for the Library.
- The new Adult & Information Services department head brings an opportunity to review departmental priorities and develop additional programs and partnerships.

Looking Ahead

- Conduct the November 16 Library Budget Vote and Trustee Election.
- Complete the transition to Repeat Business Systems and continue GTM payroll transition.
- Host *Re-thinking Thanksgiving: A Native American Perspective on an American Holiday with Perry Ground.*
- Welcome Green Meadow Elementary fifth-grade classes and begin Read with a Dog programming.
- Prepare for the January BLARC finale and 2027 Winter Reading Challenge.
- Continue planning the UHLS Battle of the Books initiative and Careers Come to Life program.

Statistical Highlights- October 2026

Building & Technology Use

- Hours Open: 278 hours /31 days
- Building visits: 13,945 (-0.3%)

- Drive-thru visits: 435 (+6.9%)
- Website users: 10,350 (+7.9%)
- Total visits: 24,730 (+3.1%)
- Wi-Fi sessions: 1,426 (-2.1%)
- Public computer sessions: 1,607 (-0.4%)
- Meeting Room use by outside groups: 89 (-19.1%)

Programs & Engagement

- Adult: 37 programs/ 529 attendees
- Youth programs: 32 programs/ 1,815 attendees
- All-ages: 4 programs/ 525 attendees
- 1-to-1 program attendance: 34
- Total Library-sponsored programs, including 1-to-1: 107
- Total program attendance: 2,903
- Off-site outreach events: 34
- Outreach attendance: 451

Additional Engagement Measures

- Youth Services Desk Interactions: 1,452
- Teen Room Visits: 336
- Storytime Attendance: 692
- BLARC Participants, Year-to-Date: 406
- Adult & Information Services Reference/Technology Interactions: 1,479
- Borrower Services Reference/Notary Transactions: 956
- Teen Volunteers/Hours: 9/19.75
- Borrower Services Volunteer Hours: 39.75
- Facebook Followers: 4,532
- Tech Tips Views: 1,260

Adult & Information Services interactions increased 8.4% from September and 6.3% year over year. More involved reference questions increased 79.6% from September. The department also observed 143 adult groups comprising approximately 750 individuals using the library.

Collections & Cardholders

- New Library Registrations: 129 (+14.2%)
- Monthly Active cardholders: 3,214 (+2.7%)
- Registered resident borrowers: 5,880 (+6.5%)
- Registered non-resident borrowers: 2,091 (+2.8%)
- Physical Circulation: 21,420 (-9.0%)
- Digital Circulation: 6,087 (-10%)
- Total Collection and Online Resource Use: 38,344 (44% digital/ 56% physical) **note* digital includes database usage.*
- Youth Physical Circulation: 12,521 (-6.7%)

- Adult Physical Circulation: 8,899 (-12.1%)
- Youth Digital Circulation: 828 (-11.4%)
- Adult Digital Circulation: 5,428 (-6.8%)

Strategic Plan Progress

GOAL 1: Build Community Connections

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

- Direct patron interactions increased across departments. Adult & Information Services recorded 1,479 reference and technology assistance interactions, Youth Services recorded 1,452 desk interactions, and Borrower Services handled 956 reference and notary transactions.
- The Library registered 129 new patrons, bringing year-to-date registrations to 1,435. Monthly active cardholders increased 2.7% over October 2025.

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

- The Friends' annual *Night at the Library* fundraiser brought together residents, local businesses, and community supporters, raising approximately $13,000 for the Library.
- Adult and Youth Services collaborated with members of the local Indian community to host a November Diwali celebration.
- Programs included Día de los Muertos crafts, Banned Book Bingo, historical presentations, and seasonal family activities. A Costume Swap attracted 62 attendees, and Silent Book Club at Uncommon Grounds continued to provide an informal opportunity.

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

- The UHLS Books by Mail program had seven EGCL patrons registered during the third quarter, with two actively borrowing materials. Books with Wheels continued serving Hawthorne Ridge residents and an individual patron.
- Staff attended the Rensselaer County ARC Community Partner Breakfast, strengthening connections with an organization serving individuals with disabilities.
- Drive-thru service provided an alternative access point for 435 patrons, up 6.9% from October 2025.

GOAL 2: Engage With Your Community

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

- The Youth Services Department Head attended a UHLS meeting with colleagues from member libraries and the new UHLS Youth and Family Services Manager. The group plans to meet quarterly, rotating among libraries and exploring additional support for storytime staff.
- Discussions continued with Schodack regarding the 2027 service agreement and with Community Way stakeholders regarding maintenance responsibilities and future improvements.

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

- Youth Services welcomed three fifth-grade classes from Bell Top Elementary, with 63 attendees. Three Green Meadow Elementary classes are scheduled to visit in November.

- Community partnerships supported programs with the Greenbush Historical Society, Greenbush Garden Club, AARP, Questar III BOCES and Rensselaer County One-Stop Career Center.
- Outside community groups used Library meeting rooms 89 times. Staff responded to 15 exhibit and meeting room inquiries, compared with eight in September.
- Adult & Information Services observed 143 groups of three or more people using the Library, representing approximately 750 people. These informal gatherings demonstrate continued use of the Library as a community space.

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

- Staff engaged with 161 attendees at Kiwanis Touch a Truck and 202 attendees at Schodack Island State Park Fall Festival, distributing more than 200 books.
- Youth Services participated in the YMCA Teal Halloween event, engaging with 100 attendees, and Hawthorne Ridge Trunk or Treat.
- Through the Great Give Back initiative, the Library collected several bags of food for Street Soldiers to distribute during November outreach.

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 remained steady year over year, while combined building, website, and drive-thru visits increased 3.1%. Public computer use also remained steady, and wireless sessions reached 1,426, the third-highest monthly total of 2026.
- The Friends utilized the Library's display cases, hallway walls, and Multipurpose Room Gallery for *Night at the Library*.
- Facilities planning continued to address roof completion, carpet concerns, front-entry glass replacement, and future capital improvements.

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

- Halloween programming was especially popular, with five parade storytimes attracting 325 attendees. The Youth Services scavenger hunt recorded 542 participations.
- Library displays highlighted spooky reads, Hispanic Heritage Month, Filipino Heritage Month, Indigenous authors, and other interests.
- The Library's Facebook following increased to 4,532, and Tech Tips received 1,260 views.

3.3: Increase circulation of diverse resources and materials

- Physical and digital circulation declined year over year. Staff continue to evaluate collection use and changing demand for different formats. October adult collection activity included 150 Library of Things circulations and 79 museum pass circulations.
- BLARC reached 406 participants for the year, with 56 active in October. Planning continued for the January finale.
- Third-quarter audiobook downloads increased 3% year over year, while eBook downloads decreased 4%. Digital formats accounted for 87% of audiobook circulation.
- Youth Services prepared curated Teen Book Boxes for November.

GOAL 4: Promote Literacies

4.1: Increase opportunities for hands-on and intergenerational learning

- Thirteen storytimes attracted 692 attendees, including 325 at Halloween Parade storytimes.
- The 1,000 Books Before Kindergarten program added 19 new registrations, recorded 96 active participants, and celebrated four graduates.
- Youth programming included pumpkin painting, Sticker Club, Frankentoys Workshop, yoga, and teen activities.
- Planning continued for Read with a Dog, the 2027 Winter Reading Challenge, and the UHLS Battle of the Books initiative

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

- Adult & Information Services provided 702 computer, printing, OverDrive, and technology assistance interactions. More involved reference questions increased from 49 to 88 in October.
- Staff assisted patrons with new Libby PIN requirements.
- Online database use increased 26.6% year over year, including significant activity through NewsBank, NoveList, and Ancestry Library Edition 325.
- Tech-Talk recorded 256 site logins, its highest monthly total of 2026. Five Book-a-Librarian appointments provided individualized technology assistance.

4.3: Increase community partnerships with educational institutions

- School partnerships continued through fifth-grade classes, with additional classes scheduled for November.
- Questar III BOCES continued providing English-language instruction.

GOAL 5: Advance Local Economic Vitality

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

- Adult public computer sessions increased 24.4% from September.
- The Library finalized its co-managed IT services agreement with Repeat Business Systems to strengthen technology support, increase reliability, cybersecurity, and service continuity.

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

- Staff completed 19 notary transactions, and the Rensselaer County One-Stop Career Center provided four individual appointments.
- Public printing services processed 556 Princh orders.
- Library computers, online research resources, and digital-literacy instruction continued supporting residents' workplace, educational, and information needs.

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

- *Night at the Library* strengthened relationships with local businesses and sponsors. Staff developed a sponsor bingo activity to recognize participating businesses and encourage attendee engagement.
- Youth Services began developing Careers Come to Life, a proposed year-long career exploration for students in grades 3-7, incorporating input from the Community Advisory Council.
- Nine teen volunteers contributed 19.75 hours, gaining opportunities to develop responsibility and workplace skills.

Operations

Governance/Board

- The public hearing on the proposed 2027 Library budget was held October 13. The proposed budget totals $2,834,060, including a 3.5% increase in the East Greenbush tax levy.
- Preparations continued for the November 16 Library Budget Vote and Trustee Election, including public communications, budget information, and candidate materials.
- Two candidates, Amanda Miller and Albert Yasus, Jr., submitted petitions for the two available Trustee positions. The candidate receiving the most votes will serve the five-year term, and the other will serve the two-year term. A candidate forum was not held because the number of candidates equaled the number of openings.

Policy Review

Board committees continued work on updating policies and administrative procedures, including:

- 2027 Library Closure Schedule
- Public Exhibit Policy amendments
- Building Access Controls Policy
- Disaster Preparedness and Emergency Response Policy
- Financial Control and Fiscal Accountability Policy
- Employee Handbook revisions
- Personnel Records Procedure

The review continues to focus on legal compliance, clear administrative responsibilities, equity, and consistent operational practices.

Personnel/Administration

- Adult & Information Services welcomed its new department head. Staff supported the transition by sharing departmental procedures, institutional knowledge, and service information.
- Work continued on the Personnel Records Procedure, clarifying responsibilities for the Director and Business & Operations Manager for maintaining official personnel, administrative, Civil Service, medical, and payroll records.
- The transition to GTM payroll continued, along with other administrative and departmental coordination.

Technology/IT

- The Library finalized its annual agreement with Repeat Business Systems for co-managed IT support and cloud backup.
- The replacement copier contract was finalized, and IT coordinated setup with Repeat Business Systems.
- The October phishing-prone percentage decreased to 2.8%, compared with 3.2% in September.

Facilities

- Roof Project: Remaining work included outstanding change orders, snow guards, heat-trace installation, and grant documentation.

- Carpet moisture concerns continued to require follow-up regarding testing, appropriate remediation, and responsibility for corrective work.
- Front Entry: The replacement glass has been delivered to the vendor. Installation continues to remain pending.

Intergovernmental/ Contract Matters

- Schodack: Discussions continued regarding the 2027 Library service agreement and potential longer-term funding arrangements.
- Community Way: The new MOU documenting shared maintenance responsibilities is ready for signature. Funding for future road improvements remains unresolved.

Incidents

- Discriminatory language was discovered written in several locations throughout the Library during October. Staff documented the incidents and removed the writing.

Monthly Statistical Comparison	East Greenbush Community Library					
East Greenbush Community Library	**Oct-24**	**Oct-25**	**Oct-26**		**Change**	**Trend**
Building Visits	8,897	13,981	13,945	−	-0.3%	
Number of patron visits to the library building						
Drive-Thru Visits	467	407	435	+	6.9%	
Number of patrons who use the drive-thru window to borrow materials						
Website Users	8,430	9,596	10,350	+	7.9%	
Number of people who initiated at least one session on eglibrary.org during a given month						
Physical Materials Use	23,301	23,544	21,420	−	-9.0%	
Number of checkouts plus renewals made at the library						
Digital Materials Use	6,406	6,762	6,087	−	-10.0%	
Number of materials downloaded or streamed from the library's digital collections						
Online Resource Use (database)	7,853	8,563	10,837	+	26.6%	
Number of sessions (log-ins) for online resources, based on vendor statistics. This includes both in-library and, where applicable, remote access						
WiFi Use	1,550	1,457	1,426	−	-2.1%	
Number of unique daily WiFi patron at the library						
Public Computer Use	1,199	1,613	1,607	−	-0.4%	
Number of computer sessions at the library						
Program Attendance	2,774	3,309	2,903	−	-12.3%	
Number of attendees at library sponsored programs/events/classes						
Meeting Room Use by Outside Groups	69	110	89	−	-19.1%	
Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members						
New User Accounts (library card registrations)	72	113	129	+	14.2%	
Number of library cards newly created (online & in-person registrations)						
Monthly Active Library cardholders (retention)	2,942	3,131	3,214	+	2.7%	
Average number of cardholders who actively used their library card per month						
Number of Programs Adult	38	35	37	+	5.7%	
Program Attendance Adult	979	578	529	−	-8.5%	
Number of Programs Youth	29	28	32	+	14.3%	
Program Attendance Youth	1,440	1,778	1,815	+	2.1%	
Number of Programs All Ages	Unavailable	4	4	+	0.0%	
Program Attendance All Ages	Unavailable	812	525	−	-35.3%	
1-1 Programs *(Books with Wheels, Take & Make, Notary, Book a Librarian)*	Unavailable	141	34	−	-75.9%	
(stopped Take & Make December 2025)						
Youth Physical Item Circ	13,540	13,419	12,521	−	-6.7%	
Youth Digital Materials Circ	947	935	828	−	-11.4%	
Adult Physical Item Circ	9,761	10,125	8,899	−	-12.1%	
Adult Digital Materials Circ	5,459	5,823	5,428	−	-6.8%	
Registered Resident Borrowers	5,421	5,520	5,880	+	6.5%	
Registered Non-Resident Borrowers	1,951	2,035	2,091	+	2.8%	
Physical Items Circ at Checkout Desk	21,691	22,056	19,862	−	-9.9%	
Physical Items Circ at Drivethru Window	1,610	1,488	1,558	+	4.7%	
Total Visits (website, library, drive-thru)	17,794	23,984	24,730	+	3.1%	
Outreach Events			34			
Outreach Attendance			451			
Public Prin ting			469			

East Greenbush COMMUNITY LIBRARY
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Personnel Memo

November 17, 2026

Submitted by Jill Dugas Hughes

Resignation:

- Candice Fuller, Substitute Librarian I, effective October 30, 2026

Retirement:

- N/A

Termination:

- N/A

Classification Change:

- N/A

Provisional Appointment:

- N/A

Current Open/Unfilled Positions

- Library Clerk, effective 9/18/2026

East Greenbush Community Library	2027 Salary/Wage Schedule							11/17/2026
			Year 3	Year 5	Year 8	Year 10	Year 15	
Classification/Pay Scales			1.05	1.1	1.15	1.2	1.25	21 Full-Time (FT)
FULL-TIME	**Equity (before COLA)**	**Base**	**Step 1**	**Step 2**	**Step 3**	**Step 4**	**Step 5**	
		Year 1	**Year 3**	**Year 5**	**Year 8**	**Year 10**	**Year 15**	
Library Clerk	34600	$ 35,811	$ 37,602	$ 39,392	$ 41,183	$ 42,973	$ 44,764	3 FT
Senior Library Clerk	37361	$ 38,669	$ 40,602	$ 42,535	$ 44,469	$ 46,402	$ 48,336	1 FT
Library Assistant	43453	$ 44,974	$ 47,223	$ 49,471	$ 51,720	$ 53,969	$ 56,217	1 FT
Administrative Assistant	51894	$ 53,710	$ 56,396	$ 59,081	$ 61,767	$ 64,452	$ 67,138	1 FT
Librarian I	56526	$ 58,504	$ 61,430	$ 64,355	$ 67,280	$ 70,205	$ 73,131	6 FT
Building Maintenance Mechanic	54212	$ 56,109	$ 58,915	$ 61,720	$ 64,526	$ 67,331	$ 70,137	1 FT
IT Support Specialist	55588	$ 57,534	$ 60,410	$ 63,287	$ 66,164	$ 69,040	$ 71,917	1 FT
Principal Library Clerk	56184	$ 58,150	$ 61,058	$ 63,965	$ 66,873	$ 69,781	$ 72,688	1 FT
Community Relations Coordinator	58038	$ 60,069	$ 63,073	$ 66,076	$ 69,080	$ 72,083	$ 75,087	1 FT
Bus/Operations Manager*	58927	$ 60,989	$ 64,039	$ 67,088	$ 70,138	$ 73,187	$ 76,237	1 FT (See below*)
Librarian II	59347	$ 61,424	$ 64,495	$ 67,567	$ 70,638	$ 73,709	$ 76,780	2 FT
Assistant Director	73320	$ 75,886	$ 79,681	$ 83,475	$ 87,269	$ 91,063	$ 94,858	1 FT
Director (negotiated rate or 3.5%)**						$ 113,022		1 FT
			1.05	1.1	1.15	1.2	1.25	
PART-TIME (Hourly)		**Base**	**Step 1**	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**16 PT, 8 SUB**
Building Maintenance Worker/Cleaner (	16.99	$ 17.58	$ 18.46	$ 19.34	$ 20.22	$ 21.10	$ 21.98	2 PT
Library Clerk (Hourly) & Substitute	17.68	$ 18.30	$ 19.21	$ 20.13	$ 21.04	$ 21.96	$ 22.87	6 PT, 2 SUB
Senior Library Clerk (Hourly)	18.17	$ 18.81	$ 19.75	$ 20.69	$ 21.63	$ 22.57	$ 23.51	1 PT
Library Assistant (Hourly) & Substitute	22.21	$ 22.99	$ 24.14	$ 25.29	$ 26.44	$ 27.58	$ 28.73	2 PT, 2 SUB
Librarian I (Hourly) & Substitute)	27.54	$ 28.50	$ 29.93	$ 31.35	$ 32.78	$ 34.20	$ 35.63	5 PT , 4 SUB

Minimum Wage ($16.00 2027)

3.5% Salary/Wage increases, and compensation study equity rates

*Person in current position grandfathered in rate (3.5% increase- $79,359)

**Director salary by contract or 3.5% $113,022 (Exempt)

Includes compensation study upgardes for Librarian I- FT, FT, SUB; Building Maintenance Worker/Cleaner- PT; Library Clerk- PT, SUB,

Typically new hires begin at Base (depending on experience). Step changes occur at 3, 5, 8, 10, 15 years

This salary/wage scale is based on a total approved Salaries budget line $1,562,144