



You Belong Here

518-477-7476 | eglibrary.org

# AGENDA

## Board of Trustees

January 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, January 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](mailto:director@eglibrary.org). Please contact the Director for additional information or to request an accommodation.

|    |   |                                |
|----|---|--------------------------------|
| 1. | <b>Call to Order/Review of Agenda • (5 min)</b>   | C. Pensabene<br>A.             |
| 2. | <b>Public Comment • (15 min)</b>  | C. Pensabene                   |
| 3. | <b>Oath of Office • (5 min)</b><br>Sarah Boggess (5 years)<br>Crystal Derico (5 years)<br>Douglas Morrissey (5 years)<br>Jordan White (1 year)  | C. Pensabene                   |
| 4. | <b>Annual Organizational Paperwork • (5 min)</b> <ul style="list-style-type: none"> <li>• Conflict of Interest</li> <li>• Code of Ethics</li> <li>• Board Roster</li> <li>• Bank Signature Card</li> </ul>  | C. Pensabene<br>B.<br>C.<br>D. |
| 5. | <b>Committee Chair Appointments • (5 min)</b> <ul style="list-style-type: none"> <li>• Services</li> <li>• Administrative</li> </ul>  | C. Pensabene                   |
| 6. | <b>Approval of Minutes • (5 min)</b> <ul style="list-style-type: none"> <li>➤ <b>MOTION</b> to approve the minutes of the <b>December 9, 2025</b>, Library Board Meeting.</li> </ul>  | A. Miller<br>E.                |
| 7. | <b>Treasurer's Reports • (10 min)</b><br>Treasurer's Report Narrative<br><br>Off Warrant (December 6, 2025 – January 13, 2026) <ul style="list-style-type: none"> <li>➤ <b>MOTION</b> to accept the Off Warrant in the amount of <b>\$168,744.56</b> for the period of 12/6/2025 – 1/13/2026 as presented.</li> </ul> | J. Dugas Hughes<br><br>F.      |



You Belong Here

518-477-7476 | eglibrary.org

|     |   |   |
|-----|---|---|
|     | <p>Warrant (December 6, 2025 – January 13, 2026)</p> <ul style="list-style-type: none"> <li>➤ <b>MOTION</b> to authorize the president to sign the Warrant for the period of 12/6/2025 – 1/13/2026 in the amount of <b>\$68,137.97</b>.</li> </ul> <p>2025 Preliminary Year-End Financials</p> <ul style="list-style-type: none"> <li>• Budget vs. Actual 2025</li> <li>• Year-End Restricted Funds Report 2025</li> </ul> <p>2026 Financials (3.6% of the year over)</p> <ul style="list-style-type: none"> <li>• Budget vs. Actual 2026</li> <li>• Balance Sheet</li> <li>• Restricted Gift/Grant Report</li> <li>• Capital Projects Report</li> </ul> <ul style="list-style-type: none"> <li>➤ <b>MOTION</b> to approve the January 13 2026 Financials with 3.6% of year completed, as presented.</li> </ul> | <p>G.</p> <p>H.</p> <p>I.</p> <p>J.</p> <p>K.</p> <p>L.</p> <p>M.</p> |
| 8.  | <b>Director's Report • (5 min)</b>  | J. Dugas Hughes<br>N.   |
| 9.  | <b>Personnel Memorandum • (5 min)</b> <ul style="list-style-type: none"> <li>➤ <b>MOTION</b> to approve the 1/20/2026 Personnel Memorandum as presented.</li> </ul>   | J. Dugas Hughes<br>O.   |
| 10. | <b>Liaison Reports • (5 min)</b><br>Upper Hudson Library System<br>Friends of the Library<br>Town of East Greenbush<br>Rensselaer County  | C. Engel<br>J. Price<br>J. McHugh<br>T. Grant                         |
| 11. | <b>Unfinished Business • (5 min)</b><br>Treasurer's Role <ul style="list-style-type: none"> <li>➤ <b>MOTION</b></li> </ul>  | C. Pensabene  |
| 12. | <b>New Business • (5 min)</b>   | C. Pensabene  |
| 13. | <b>Adjournment</b> <ul style="list-style-type: none"> <li>➤ <b>MOTION</b> to adjourn the 1/20/2026 Library Board Meeting.</li> </ul>  | C. Pensabene  |

### Upcoming Board & Committee Meetings:

#### Monday, February 9, 2026

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

#### Tuesday, February 24, 2026

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



## East Greenbush Community Library

### Conflict of Interest Policy

This document must be signed yearly by each Library Trustee

The purpose of this policy is to set forth guidelines for Trustees and staff to follow in order to prevent conflict of interest during the performance of duties and responsibilities to the East Greenbush Community Library.

**Standards of Conduct:** Every Trustee or employee of the Library shall be subject to and abide by the following guidelines:

(a) Confidential Information. No Trustee or employee shall disclose confidential information acquired in the course of official duties or use such information to further a personal interest.

(b) Disclosure of Interest in Legislation. To the extent known, any Trustee or employee of the Library who participates in the discussion or gives an official opinion to the Library Board on any legislation shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she may have in such legislation.

(c) Disclosure of Interests in Contracts. To the extent known, any Trustee or employee of the Library who has, will have, or subsequently acquires any interest in any contract with the Library shall publicly disclose the nature and extent of such interest in writing to the Library Board as well as to his or her immediate supervisor as soon as he or she has knowledge of such actual or prospective interest.

(d) Investments in Conflict with Official Duties. No Trustee or employee shall invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict.

(e) Private Employment. No Trustee or employee shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or

service creates a conflict with or impairs the proper discharge of his or her duties.

(f) Prohibited Conflicts of Interest. No Library Trustee or employee shall have an interest in any contract between the Library and a corporation or partnership of which he or she is an Trustee or employee when such Library Trustee or employee has the power to:

(a) negotiate, prepare, authorize, or approve the contractor;



(b) authorize or approve payment there under;

(c) audit bills or claims under the contract;

(d) appoint an Trustee or employee who has any of the powers or duties set forth above, and, no chief fiscal Trustee, treasurer, or his or her deputy or employee shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the Library of which he or she is an Trustee or employee.

The provisions of this section shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library Trustee or employee in one or more positions of public employment, the holding of which is not prohibited by law.

(g) Certain Interests Prohibited. No Trustee or employee of the Library who has an interest in any real property, either individually or as an Trustee or employee of a corporation or partnership shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the Library. The term "participation" shall include the promotion of the site as well as the negotiation of the terms of acquisition.

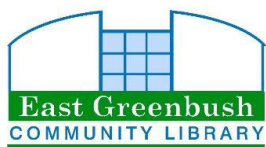
(h) No Library Trustee or employee shall use or permit the use of property owned or leased to the Library for other than official purposes or for activities not otherwise officially approved.

The standard of behavior at the East Greenbush Community Library is that all staff, and Board of Trustee members scrupulously avoid any conflict between the interests of the Library on one hand, and such individual's personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as perceptions of conflicts of interest.

I understand that the purposes of this policy are: to protect the integrity of the Library's decision-

making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputation of staff and Board of Trustee members.

In the course of meetings or activities, I shall disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question. I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.



Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## East Greenbush Community Library Code of Ethics Policy

This document must be signed yearly by each Library Trustee

As elected public officials, trustees of East Greenbush Community Library have an obligation to meet legal, moral, and ethical standards in their conduct and decisions. The following principles are to be used as a guide to achieve this goal.

Protect the integrity and purpose of the Library as a community institution and uphold its mission to serve as a community center for lifelong learning, with access to a broad range of ideas and information through traditional and emerging resources to meet the intellectual, recreational and cultural needs of East Greenbush residents.

Abide by all state and federal laws that apply to New York public libraries.

Observe the provisions of the Open Meetings Law

Follow the Conflict of Interest Policy

Keep confidential information confidential.

Function as a whole unit in accordance with the Library's Bylaws.

Remain objective when dealing with staff or patrons and use Board established channels of communications to ensure consistent, rational resolution of library matters.

Adhere to all Board established library policies, rules, and procedures.

Signature \_\_\_\_\_ Date \_\_\_\_\_



You Belong Here

518-477-7476 | [eglibrary.org](http://eglibrary.org)

## 2026 BOARD OF TRUSTEES – Roster

**Charlie Pensabene (2023-2027)**

PRESIDENT

[cpensabene@eglibrary.org](mailto:cpensabene@eglibrary.org)

**Amanda Miller (2022-2026)**

VICE PRESIDENT

ADMINISTRATIVE/SERVICES COMMITTEE

[amiller@eglibrary.org](mailto:amiller@eglibrary.org)

**Kayla Kutzscher (2025-2029)**

SECRETARY

ADMINISTRATIVE/SERVICES COMMITTEE

[kkutzscher@eglibrary.org](mailto:kkutzscher@eglibrary.org)

**Crystal Derico (2026-2030)**

TREASURER

ADMINISTRATIVE/SERVICES COMMITTEE

[cderico@eglibrary.org](mailto:cderico@eglibrary.org)

**Sarah Boggess (2026-2030)**

ADMINISTRATIVE/SERVICES COMMITTEE

[sboggess@eglibrary.org](mailto:sboggess@eglibrary.org)

**Doug Morrissey (2026-2027)**

ADMINISTRATIVE/SERVICES COMMITTEE

[dmorrissey@eglibrary.org](mailto:dmorrissey@eglibrary.org)

**Jordan White (2026)**

ADMINISTRATIVE/SERVICES COMMITTEE

[jwhite@eglibrary.org](mailto:jwhite@eglibrary.org)

**Ex. Officio**

Jill Dugas Hughes, Director

[director@eglibrary.org](mailto:director@eglibrary.org)

Jenna Schmonsky, Administrative Assistant

[schmoj@eglibrary.org](mailto:schmoj@eglibrary.org)

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

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



You Belong Here

518-477-7476 | eglibrary.org

**Library Board of Trustees Meeting - DRAFT***December 9, 2025, in person, livestreamed, and recorded***ATTENDEES:***Presiding Officers:*

Charlie Pensabene, President  
Nichole Krisanda, Treasurer  
Mari Harris, Trustee (entered at 7:12 p.m.)  
Kayla Kutzscher, Trustee  
Amanda Miller, Trustee

*Excused:*

Katie Sheehan, Vice-President  
Camie Engel, Secretary

*Library staff, Community Partners & Members of the Public:*

Jill Dugas Hughes, Library Director  
Jenna Schmonsky, Administrative Assistant

A Library Board of Trustees meeting of the East Greenbush Community Library was held on December 9, 2025, at the East Greenbush Community Library and was livestreamed. It began at 7:01 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 Library Board of Trustees meeting to order at 7:01 p.m.

**REVIEW OF AGENDA:**

- The agenda was reviewed.

**PUBLIC COMMENT:**

Two written comments were read aloud by C. Pensabene:

- Anne Cronin: I've read the library's programming policy. I understand that Planned Parenthood's presentation meets the qualifications and guidelines proffered. The least one can say about the organization is that they are a controversial business that relies heavily on encouraging as normal sexual exploration and activity among our youth, with the eventual goal of feeding their main money maker, abortion. I would like to suggest that the library's Programming Policy be amended to include a clause allowing the library to subjectively screen out organizations whose business plans include the care they need.





You Belong Here

518-477-7476 | eglibrary.org

Presentations, such as the one on menstruation, seem innocent enough, promoting good will in the community by offering needed information. This encourages parents to trust Planned Parenthood as a business that has the well-being of their children at heart, thus laying the groundwork for reaching out to them in the future, when the child's sexual needs are aroused. At that point, however, Planned Parenthood no longer encourages parental involvement, but, in fact, shuns it. And, as children advance with their normal sexual exploration, they will undoubtedly need some of the other services Planned Parenthood offers, namely STD treatment, contraceptives, perhaps gender transitioning hormones, and ultimately, abortion. They are negative influence in our society, and ultimately promote the breakdown of the family, our basic social structure. I'd like to share this message with the board as public comment during this meeting. Thank you for your consideration. Sincerely, Anne Cronin.

- Heidi Liscomb: Dear Jill, We have been regular library users at the East Greenbush Library for over 25 years. The library has been and continues to be an essential resource in our lives, and we sincerely appreciate the opportunity to use it, despite living in a Nassau mailing area. We were shocked to read the news about the potential for the town to invoke eminent domain in order to take possession of the green space next to the library for a new police station, and we couldn't understand how this could actually happen without the input of the community. We had always assumed that the library would expand, as funds allowed, into more community-oriented spaces such as a teen center, an educational garden with a beeyard and cistern, a space for outdoor summer movies, art "make-offs" or almost any other option. Unfortunately, we were unable to attend the town meeting seeking input on the measure, and had been wondering how it all shook out. Thank you so much for posting the letter from you and Charlie Pensebene on the library's website. We were very grateful to read that a police station is no longer an option on that section of green space and hopeful that the community was able to make their voices heard on the matter. Regards, the Liscomb family.

#### APPROVAL OF MINUTES:

A name was misspelled in the draft minutes, but will be corrected in the approved minutes.

- **MOTION #2025-12-96:** C. Pensabene made the motion to approve the minutes of the November 18, 2025, Library Board Meeting. Seconded by K. Kutzscher. The motion was carried with 4 in favor, none opposed.

#### TREASURER'S REPORT (N. Krisanda):

- The year is nearly complete, and the library's statistics reflect steady progress. Nothing major or costly occurred.
- **MOTION #2025-12-97:** K. Kutzscher made a motion to accept the Off-Warrant in the amount of **\$285,116.45** for the period of November 15, 2025, through December 5,



You Belong Here

518-477-7476 | eglibrary.org

2025, as presented. Seconded by C. Pensabene. The motion was carried with 4 in favor, none opposed.

- **MOTION #2025-12-98:** K. Kutzscher made a motion to authorize the president to sign the Warrant for the period of November 15, 2025, through December 5, 2025, in the amount of **\$35,879.40**. Seconded by C. Pensabene. The motion was carried with 4 in favor, none opposed.
- **MOTION #2025-12-99:** A. Miller made a motion to approve the December 5, 2025, Financials with 92.8% of the year completed, as presented. Seconded by K. Kutzscher. The motion was carried with 4 in favor, none opposed.

### COMMITTEE REPORTS:

**Administrative Committee:** The written committee report was submitted by A. Miller. Highlights from the written report included: Schodack update, air handler unit, window issue, ADA facilities checklist, space audit, land sale use/lease policy, and Upper Hudson liaison role.

**Mari Harris entered meeting at 7:12 p.m.**

**Nominating Committee:** The committee reviewed the vacant treasurer position, contacted incoming trustees, and received some interest. The proposed officer slate is:

President – Charlie Pensabene  
 Vice President – Amanda Miller  
 Secretary – Kayla Kutzscher

The Treasurer position will be determined at the January 2026 Board Meeting.

- **MOTION #2025-12-100:** K. Kutzscher made a motion to approve the slate of officers for calendar year 2026 as presented. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

It was noted that Camie Engel will continue to serve as the UHLS liaison for the East Greenbush Community Library.

**Services Committee:** The written committee report was submitted by M. Harris. Highlights from the written report included: succession planning policy, Mahjong proposal, table of fees, library land use, and proposals for serving vulnerable population policy and group visits policy.

Jordan White will be appointed to fill a board vacancy, which occurred after the 2025 trustee election process was underway. She will serve a 1-year appointment starting in 2026, after taking the oath of office in January.



You Belong Here

518-477-7476 | eglibrary.org

Mahjong will now become a Library-sponsored program. Mahjong has been volunteer-driven, to date.

- **MOTION #2025-12-101:** The Services Committee made a motion to approve the 2026 Table of Fees, as presented. Seconded by C. Pensabene. Motion was discussed. The motion was carried with 5 in favor, none opposed.

**UNFINISHED BUSINESS:** None

**DIRECTOR'S REPORT (J. Dugas Hughes):**

- J. Dugas Hughes met with the Superintendent and Assistant Superintendent of EGCSO to discuss new initiatives.
- **Visits & Hours:** Library open 249 hours; total visits 24,343 (16% increase over last November, 12% ahead YTD). Building visits up 14.4%, website up 11%, drive-thru down 6.9%.
- **Materials & Technology:** Physical materials slightly down, digital materials up 5.3%, database use up 8.8%. Wi-Fi and public computer use stable.
- **Programs & Engagement:** 54 group programs and 95 one-on-one services, nearly 2,000 attendees. Program attendance up 28.5%; meeting room use up 25%.
- **Library Cards:** 156 new cards issued (+44% vs. November 2024); active cardholders up 6% from previous November.
- **Key Insights:** Programs are driving strong engagement; physical material use is declining but digital access and programming continue to grow. Opportunity exists to better connect collections with programming to encourage borrowing.
- No personnel changes this month; one part-time library assistant position remains open and is expected to be filled soon.
- Two desktop computers were replaced
- Ongoing maintenance continues while capital projects are being wrapped up.
- The next phase of building work will focus on the roof.
- A window issue from a recent heavy rain is under investigation; it is likely water intrusion rather than condensation and will be resolved.
- A few behavioral incidents occurred but were managed in accordance with library policy.
- **Notable success:** The newly launched program, Period Party, was well received by more than 70 participants, successfully engaging both existing patrons and new Library families.

A. Miller raised a question regarding the website project. In response, the redesign is 50% complete; homepage design strong, backend functionality needs improvement. Navigation and page organization addressed; migration of all pages in progress. Usability feedback incorporated; project taking longer than anticipated. Budget: 50% paid this year, of approximately \$9,000 – costs manageable. Focus remains on ensuring flexibility, functionality, and deciding whether to continue with the vendor.



You Belong Here

518-477-7476 | eglibrary.org

J. Dugas Hughes expressed gratitude to staff and trustees, acknowledging the past six months as particularly challenging. She praised the team's dedication, care for the library and community, and the support provided to both staff and patrons.

C. Pensabene thanked everyone for a great year and noted what a great place to be a part of.

It was noted that a Rensselaer County contribution was received, and appreciation was expressed.

**LIAISON REPORTS:****Upper Hudson Library System:** N/A**Friends of the Library:** N/A**Town of East Greenbush:** N/A**Rensselaer County:** N/A**NEW BUSINESS:**

Trustee plaques were presented to Nichole Krisanda and Mari Harris for their service to the board and community.

**ADJOURN:**

- **MOTION #2025-12-102:** Motion to adjourn the December 9, 2025, Library Board meeting was made by M. Harris at 7:55 p.m. Seconded by N. Krisanda. The motion was carried with 5 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Amanda Miller, Acting Secretary

# East Greenbush Community Library

Off-Warrant (Dec. 6-Jan. 13, 2026)

| NAME   | DATE       | NUM                  | MEMO/DESCRIPTION                                     | AMOUNT       |
|--|------------|----------------------|--|--------------|
| Cash, Operating Accounts                     |            |                      |  |              |
| 1003.00 Checking, Operating-XXX178           |            |                      |  |              |
| Aflac  | 01/12/2026 | 43354                | NBY22  | -290.34      |
| ALBANY TIMES UNION                           | 12/10/2025 | 43340                | 600127389  | -189.49      |
| B & L CONTROL SERVICE, INC.                  | 12/10/2025 | 43336                |  | -528.40      |
| BOA CARD SERVICES                            | 01/12/2026 | 43355                | CORP ACCOUNT 1924                                    | -1,399.10    |
| BOND, SCHOENECK & KING, PLLC                 | 12/18/2025 | 43342                | 120926 466645  | -3,582.75    |
| CDPHP  | 12/18/2025 | 43343                | 10002870   | -14,347.83   |
| CHARTER COMMUNICATIONS (FIBER OPTIC)         | 12/18/2025 | 43344                | 141867501  | -399.00      |
| CHARTER COMMUNICATIONS (TELEPHONE)           | 12/18/2025 | 43345                | 142138101  | -31.99       |
| Dropmysuite Inc.                             | 12/10/2025 | 43339                | EGCL-3759 OREGON-1                                   | -81.00       |
| GUARDIAN                                     | 12/18/2025 | 43346                | 00 575836 DENTAL & VISION                            | -448.60      |
| MILLERKNOLL, INC.                            | 12/10/2025 | 43337                | CNB075747  | -382.40      |
| MUTUAL OF OMAHA                              | 12/18/2025 | 43347                | G000CRJZ   | -166.56      |
| Nationalgrid                                 | 12/18/2025 | 43348                | 34370-88011  | -3,932.86    |
| New York State Deferred Comp.                | 12/18/2025 | 43349                | Plan#0045420   | -944.93      |
| New York State Deferred Comp.                | 01/12/2026 | 43356                | Plan#0045420   | -960.05      |
| NFP PROPERTY & CASUALTY SERVICES, INC.       | 01/12/2026 | 43357                | EASTGRE-01   | -1,990.00    |
| NYSLRS                                       | 12/31/2025 | December 2025        | NYSLRS for DECEMBER 2025                             | -1,861.22    |
|  | 12/18/2025 | PR# 26A;<br>12/18/25 | PR# 26 A   | 0.00         |
|  | 12/18/2025 | PR# 26A;<br>12/18/25 | PR# 26 A   | 0.00         |
| Paychex                                      | 12/19/2025 | PR# 26;<br>12/19/25  | PROCESSING CHARGES FOR PAYROLL #26 DATED<br>12/19/25 | -422.33      |
|  | 12/19/2025 | PR# 26;<br>12/19/25  | PR# 26   | -39,065.23   |
|  | 12/19/2025 | PR# 26;<br>12/19/25  | PR# 26   | -13,394.16   |
| Paychex                                      | 12/31/2025 | PR# 1; 1/2/26        | PROCESSING CHARGES FOR PAYROLL #1 DATED<br>1/2/26    | -595.10      |
|  | 12/31/2025 | PR#1, 1/2/26         | PR# 1  | -40,578.52   |
|  | 12/31/2025 | PR#1, 1/2/26         | PR# 1  | -14,051.79   |
| Pitney Bowes Global Financial Services LL    | 01/12/2026 | 43358                | 0015428241   | -198.51      |
| Utica National Insurance Group               | 12/18/2025 | 43351                |  | -11,403.00   |
| VERIZON WIRELESS                             | 12/10/2025 | 43338                | 542647307-00001                                      | -32.76       |
| VERIZON WIRELESS                             | 01/12/2026 | 43359                | 542647307-00001                                      | -32.75       |
| VIRCO INC.                                   | 12/18/2025 | 43352                | 163171   | -1,434.38    |
| WAINSCHAF ASSOCIATES, INC.                   | 12/10/2025 | 43341                | 424105   | -15,519.51   |
| ZACH SITTERLY APPLIANCE REPAIRS LLC          | 12/18/2025 | 43350                |  | -480.00      |
| Total for 1003.00 Checking, Operating-XXX178 |            |                      |  | \$168,744.56 |
| Total for Cash, Operating Accounts           |            |                      |  | \$168,744.56 |

# East Greenbush Community Library

## Warrant of Bills by Vendor (Dec. 6, 2025- Jan. 13, 2026)

| VENDOR                                   | DATE       | NUM            | MEMO/DESCRIPTION  | AMOUNT            |
|--|------------|----------------|---|-------------------|
| <b>Amazon Capital Services</b>           |            |                |   |                   |
| Amazon Capital Services                  | 12/08/2025 | 1WTW-7CLD-DQN3 | A3DG71IHROMNJM ADULT FICTION BOOKS                        | 74.08             |
| Amazon Capital Services                  | 12/12/2025 | 1YYC-VM4X-3HDG |   | 299.08            |
| Amazon Capital Services                  | 12/15/2025 | 1KXW-HJT4-3LY7 | A3DG71IHROMNJM ADULT LP BOOKS                             | 27.40             |
| Amazon Capital Services                  | 12/21/2025 | 11T9-RLJV-6TGL |   | 66.55             |
| Amazon Capital Services                  | 12/22/2025 | 11FY-DLDY-4QKT |   | 151.96            |
| Amazon Capital Services                  | 12/22/2025 | 1YQX-GJLL-7VR4 |   | 33.00             |
| <b>Total for Amazon Capital Services</b> |            |                |   | <b>\$652.07</b>   |
| <b>ANN BURNS</b>                         |            |                |   |                   |
| ANN BURNS                                | 01/01/2026 | 012426         | EGCL AIS PROGRAM  | 100.00            |
| <b>Total for ANN BURNS</b>               |            |                |   | <b>\$100.00</b>   |
| <b>ANTHEM BLUECROSS</b>                  |            |                |   |                   |
| ANTHEM BLUECROSS                         | 01/02/2026 | 0202601601006  | D51598 HEALTHCARE COVERAGE FOR 02/01/26-03/01/26          | 3,229.50          |
| <b>Total for ANTHEM BLUECROSS</b>        |            |                |   | <b>\$3,229.50</b> |
| <b>BPI MECHANICAL SERVICE</b>            |            |                |   |                   |
| 518 326-8450                             |            |                |   |                   |
| BPI MECHANICAL SERVICE                   | 12/16/2025 | 109928         | EGCL 7/14/25 HEAT PUMP #16 DOWN                           | 796.89            |
| BPI MECHANICAL SERVICE                   | 12/26/2025 | 113947         | EGCL JOB # 111582 REPLACED OUTSIDE AIR TEMPERATURE SENSOR | 765.26            |
| <b>Total for BPI MECHANICAL SERVICE</b>  |            |                |   | <b>\$1,562.15</b> |
| <b>Brodart</b>                           |            |                |   |                   |
| 800-233-8467                             |            |                |   |                   |
| Brodart                                  | 12/03/2025 | B7114713       | 3105612 J FICTION BOOKS                                   | 273.30            |
| Brodart                                  | 12/03/2025 | B7114726       | 3105612 J NON-FICTION BOOKS                               | 191.29            |
| Brodart                                  | 12/03/2025 | B7114756       | 3105612 J READER BOOKS                                    | 95.34             |
| Brodart                                  | 12/03/2025 | B7114538       | 3105612 J GN BOOKS  | 84.23             |
| Brodart                                  | 12/03/2025 | B7114725       | 3105612 J READER BOOKS                                    | 20.30             |
| Brodart                                  | 12/03/2025 | B7114906       | 3105612 J FICTION BOOKS                                   | 12.15             |
| Brodart                                  | 12/03/2025 | B7114543       | 3105612 J GN BOOKS  | 9.29              |
| Brodart                                  | 12/04/2025 | B7115838       | 3105612 J POP FICTION BOOKS                               | 203.38            |
| Brodart                                  | 12/04/2025 | B7115979       | 3105612 J FICTION BOOKS                                   | 109.32            |
| Brodart                                  | 12/04/2025 | B7115732       | 3105612 J READER BOOKS                                    | 72.64             |
| Brodart                                  | 12/04/2025 | B7115964       | 3105612 TEEN FICTION BOOKS                                | 60.33             |
| Brodart                                  | 12/04/2025 | B7115967       | 3105612 J POP FICTION BOOKS                               | 39.44             |
| Brodart                                  | 12/04/2025 | B7115703       | 3105612 J PICTURE BOOKS                                   | 34.49             |
| Brodart                                  | 12/04/2025 | B7115923       | 3105611 ADULT NON-FICTION BOOKS                           | 22.84             |
| Brodart                                  | 12/04/2025 | B7115797       | 3105612 J READER BOOKS                                    | 18.58             |

| VENDOR                                      | DATE       | NUM          | MEMO/DESCRIPTION                                    | AMOUNT            |
|---|------------|--------------|---|-------------------|
| Brodart                                     | 12/04/2025 | B7115899     | 3105612 J FICTION BOOKS                             | 18.42             |
| Brodart                                     | 12/04/2025 | B7115897     | 3105612 J POP FICTION BOOKS                         | 12.54             |
| Brodart                                     | 12/04/2025 | B7115898     | 3105612 J GN BOOKS                                  | 9.86              |
| Brodart                                     | 12/04/2025 | B7115738     | 3105612 J GN BOOKS                                  | 9.29              |
| Brodart                                     | 12/04/2025 | B7115966     | 3105612 J PICTURE BOOKS                             | 5.85              |
| Brodart                                     | 12/04/2025 | B7115963     | 3105612 J J STEP-UP BOOKS                           | 5.03              |
| Brodart                                     | 12/04/2025 | B7115965     | B7115965 J STEP-UP BOOKS                            | 5.03              |
| Brodart                                     | 12/05/2025 | B7116802     | 3105612 J PICTURE BOOKS                             | 232.73            |
| Brodart                                     | 12/05/2025 | B7116578     | 310561 ADULT FICTION BOOKS                          | 72.63             |
| Brodart                                     | 12/05/2025 | B7116407     | 3105612 J POP FICTION BOOKS                         | 65.02             |
| Brodart                                     | 12/05/2025 | B7116776     | 310561B ADULT FICTION BOOKS                         | 54.76             |
| Brodart                                     | 12/05/2025 | B7116829     | 3105612 J STEP-UP BOOKS                             | 16.95             |
| Brodart                                     | 12/05/2025 | B7116906     | 3105612 THERE'S ALWAYS NEXT YEAR TEEN FICTION BOOKS | 12.15             |
| Brodart                                     | 12/05/2025 | B7116830     | 3105612 J STEP-UP BOOKS                             | 10.06             |
| Brodart                                     | 12/05/2025 | B7116903     | 3105612 J PICTURE BOOKS                             | 8.14              |
| Brodart                                     | 12/05/2025 | B7116904     | 3105612 J PICTURE BOOKS                             | 5.85              |
| Brodart                                     | 12/05/2025 | B7116905     | 3105612 J STEP-UP BOOKS                             | 5.65              |
| Brodart                                     | 12/09/2025 | B7119173     | 3105611 ADULT NON-FICTION BOOKS                     | 154.53            |
| Brodart                                     | 12/09/2025 | B7119247     | 3105611 ADULT NON-FICTION BOOKS                     | 69.76             |
| Brodart                                     | 12/18/2025 | B7125803     | 3105611 ADULT NON-FICTION BOOKS                     | 55.33             |
| Brodart                                     | 01/06/2026 | B71348998    | 3105612 J GN BOOKS                                  | 20.78             |
| <b>Total for Brodart</b>                    |            |              |   | <b>\$2,097.28</b> |
| Capital Security<br>479-7122                |            |              |   |                   |
| Capital Security                            | 12/15/2025 | 195551       | EGCL NETWORK/CELLULAR MONITORING FOR 1/1/26-1/31/26 | 63.00             |
| <b>Total for Capital Security</b>           |            |              |   | <b>\$63.00</b>    |
| CENGAGE Learning/GALE<br>877-201-3962 opt 2 |            |              |   |                   |
| CENGAGE Learning/GALE                       | 06/01/2025 | 999300000622 |   | 30.39             |
| <b>Total for CENGAGE Learning/GALE</b>      |            |              |   | <b>\$30.39</b>    |
| Center Point Large Print<br>1-800-929-9108  |            |              |   |                   |
| Center Point Large Print                    | 12/08/2025 | 2218918      |   | 31.50             |
| Center Point Large Print                    | 12/08/2025 | 2218949      |   | 24.00             |
| <b>Total for Center Point Large Print</b>   |            |              |   | <b>\$55.50</b>    |
| DAVID SHAPARD                               |            |              |   |                   |
| DAVID SHAPARD                               | 12/15/2025 | 120625       | EGCL AIS PROGRAM                                    | 100.00            |
| <b>Total for DAVID SHAPARD</b>              |            |              |   | <b>\$100.00</b>   |
| DEMCO<br>800-752-7614 act.rece              |            |              |   |                   |
| DEMCO                                       | 12/11/2025 | 7739398      | 710162791 BOOK PROCESSING SUPPLIES                  | 349.41            |
| <b>Total for DEMCO</b>                      |            |              |   | <b>\$349.41</b>   |
| EBSCO<br>201-569-2500 ext.25                |            |              |   |                   |
| EBSCO                                       | 12/10/2025 | 9277964      | TN-F-63848-00 MAGAZINE SUBSCRIPTION RENEWAL         | 3,035.49          |

| VENDOR                                       | DATE       | NUM              | MEMO/DESCRIPTION                                | AMOUNT            |
|--|------------|------------------|---|-------------------|
| <b>Total for EBSCO</b>                       |            |                  |   | <b>\$3,035.49</b> |
| ECF DATA                                     |            |                  |   |                   |
| 702-780-7903                                 |            |                  |   |                   |
| ECF DATA                                     | 11/28/2025 | INV-05416-V3L8B3 | EGCL OFFICE 365 A3 (EDUCATION FACULTY PRICING   | 194.04            |
| ECF DATA                                     | 12/28/2025 | INV-05468-P7K6W7 | EGCL OFFICE 365 A3                              | 194.04            |
| <b>Total for ECF DATA</b>                    |            |                  |   | <b>\$388.08</b>   |
| HOME DEPOT                                   |            |                  |   |                   |
| HOME DEPOT                                   | 12/04/2025 | 3524471          |   | 9.62              |
| <b>Total for HOME DEPOT</b>                  |            |                  |   | <b>\$9.62</b>     |
| KEY COMMUNICATIONS                           |            |                  |   |                   |
| 518 436-9572                                 |            |                  |   |                   |
| KEY  | 10/21/2025 | 101574           | EGCL PHONES                                     | 437.35            |
| COMMUNICATIONS                               |            |                  |   |                   |
| KEY  | 11/10/2025 | 101580           | EGCL PHONE JACK & COMPUTER JACK FOR AD OFFICE   | 561.45            |
| COMMUNICATIONS                               |            |                  |   |                   |
| <b>Total for KEY COMMUNICATIONS</b>          |            |                  |   | <b>\$998.80</b>   |
| MARINE DESIGN & SERVICE                      |            |                  |   |                   |
| MARINE DESIGN & SERVICE                      | 12/27/2025 | 6740             |   | 110.99            |
| <b>Total for MARINE DESIGN &amp; SERVICE</b> |            |                  |   | <b>\$110.99</b>   |
| Midwest Tape                                 |            |                  |   |                   |
| 1-800-875-2785                               |            |                  |   |                   |
| Midwest Tape                                 | 12/09/2025 | 508148849        | 2000001825 ADULT & J DVDS                       | 101.93            |
| Midwest Tape                                 | 12/15/2025 | 508176483        | 2000001825 ADULT DVDS                           | 64.47             |
| <b>Total for Midwest Tape</b>                |            |                  |   | <b>\$166.40</b>   |
| Northeast Toner, Inc.                        |            |                  |   |                   |
| 518-899-5545                                 |            |                  |   |                   |
| Northeast Toner, Inc.                        | 12/29/2025 | 120110           |   | 1,410.00          |
| <b>Total for Northeast Toner, Inc.</b>       |            |                  |   | <b>\$1,410.00</b> |
| OVERDRIVE                                    |            |                  |   |                   |
| 216-573-6886 ext.212                         |            |                  |   |                   |
| OVERDRIVE                                    | 12/02/2025 | 01080DA25383365  | 1080-0012 1-TEEN EAUDIOBOOK                     | 63.00             |
| OVERDRIVE                                    | 12/30/2025 | 01080CO25405706  | 1080-1012 27- J EBOOKS & 19-J EAUDIOBOOKS       | 1,262.18          |
| OVERDRIVE                                    | 12/30/2025 | 01080CO25405688  | 1080-0012 7-TEEN E BOOKS & 18-TEEN EAUDIOBOOKS  | 1,237.68          |
| OVERDRIVE                                    | 12/31/2025 | 01080CO25405949  |   | 1,825.00          |
| OVERDRIVE                                    | 12/31/2025 | 01080CO25405962  |   | 1,720.44          |
| OVERDRIVE                                    | 12/31/2025 | 01080CO25405967  |   | 959.16            |
| <b>Total for OVERDRIVE</b>                   |            |                  |   | <b>\$7,067.46</b> |
| PURE WATER PARTNERS                          |            |                  |   |                   |
| PURE WATER PARTNERS                          | 01/02/2026 | 2328967          | 700-39652 WATER COOLER 11/17/25-2/16/26         | 198.00            |
| <b>Total for PURE WATER PARTNERS</b>         |            |                  |   | <b>\$198.00</b>   |
| Record                                       |            |                  |   |                   |
| 270-1252 c.v. v.g.                           |            |                  |   |                   |
| Record                                       | 01/01/2026 | 012226           | 9038741 SUBSCRIPTION RENEWAL FOR 13 WEEKS       | 599.70            |
| <b>Total for Record</b>                      |            |                  |   | <b>\$599.70</b>   |
| Seasons East Lawn Care                       |            |                  |   |                   |
| 732-2276 new 8.07                            |            |                  |   |                   |
| Seasons East Lawn                            | 12/04/2025 | 14518            | EGCL SALTING OF PARKING LOT 11/17/25 & 11/28/25 | 380.00            |



| VENDOR  | DATE       | NUM            | MEMO/DESCRIPTION   | AMOUNT            |
|---|------------|----------------|--|-------------------|
| Care  |            |                |  |                   |
| Seasons East Lawn Care                          | 12/04/2025 | 14519          | EGCL SALTING OF COMMUNITY WAY 11/17/25 & 11/28/25  | 173.33            |
| Care  |            |                |  |                   |
| Seasons East Lawn Care                          | 12/11/2025 | 14530          | EGCL 1-LAWN MOWING, 1-FALL CLEAN-UP & PLANTED DAFFODIL BULBS 11/4-11/26  | 1,070.00          |
| Seasons East Lawn Care                          | 12/17/2025 | 14579          | EGCL LANDSCAPING PLANTED MUMS AND DAFFODIL BULBS 9/30/25 & 11/26/25 FOR COMMUNITY WAY                                    | 183.33            |
| Seasons East Lawn Care                          | 12/31/2025 | 14602          | EGCL- 3-PRE SALTED; 3-SNOW PLOWING, 10-SALTING FOR 12/2/25-12/29/25  | 3,220.00          |
| Seasons East Lawn Care                          | 12/31/2025 | 14603          | EGCL-3-PRE SALTED; 6-SNOW PLOWINGS; 15-SALTINGS FOR 12/1/25-12/29/25 COMMUNITY WAY                                       | 1,928.66          |
| <b>Total for Seasons East Lawn Care</b>         |            |                |  | <b>\$6,955.32</b> |
| SENSOURCE<br>330-792-7089                       |            |                |  |                   |
| SENSOURCE                                       | 01/01/2026 | 64916          | EGCL ANNUAL RENEWAL 3/31/26-3/31/27  | 600.00            |
| <b>Total for SENSOURCE</b>                      |            |                |  | <b>\$600.00</b>   |
| SHELTERPOINT LIFE                               |            |                |  |                   |
| SHELTERPOINT LIFE                               | 12/01/2025 | 010126-123126  | D573563 DISABILITY AND PFL FOR 1/1/26-12/31/26   | 8,612.88          |
| <b>Total for SHELTERPOINT LIFE</b>              |            |                |  | <b>\$8,612.88</b> |
| SQUADERE, JODY.                                 |            |                |  |                   |
| SQUADERE, JODY.                                 | 12/15/2025 | 121525         | EGCL AIS PROGRAM SUPPLIES  | 58.81             |
| <b>Total for SQUADERE, JODY.</b>                |            |                |  | <b>\$58.81</b>    |
| STAPLES<br>1-877-826-7755                       |            |                |  |                   |
| STAPLES   | 12/05/2025 | 6049857683     | 1008052 8-HANGING FILE FOLDERS   | 94.08             |
| STAPLES   | 12/09/2025 | 6050130279     | 1008052 REFUND FOR BLUE URINAL SCREENS   | -38.61            |
| STAPLES   | 12/16/2025 | 6050681126     | N008052 MAINTENANCE SUPPLIES   | 63.82             |
| <b>Total for STAPLES</b>                        |            |                |  | <b>\$119.29</b>   |
| STAR ROOFING & RESTORATION                      |            |                |  |                   |
| STAR ROOFING & RESTORATION                      | 12/31/2025 | 34966          |  | 2,813.00          |
| <b>Total for STAR ROOFING &amp; RESTORATION</b> |            |                |  | <b>\$2,813.00</b> |
| SWEET SPRIG                                     |            |                |  |                   |
| SWEET SPRIG                                     | 01/01/2026 | 012626         | EGCL AIS PROGRAM   | 200.00            |
| <b>Total for SWEET SPRIG</b>                    |            |                |  | <b>\$200.00</b>   |
| TAG SOLUTIONS, LLC<br>(518) 292-6510            |            |                |  |                   |
| TAG SOLUTIONS, LLC                              | 01/05/2026 | 30636590       | 21743 NINJAONE AND BLACKPOINT 1/1/26-1/31/26<br>NINJA CLOUD BACKUP 1/1/26-1/31/26<br>MANAGED SERVICE CORE 1/1/26-1/31/26 | 2,633.00          |
| TAG SOLUTIONS, LLC                              | 01/08/2026 | 30636731       | 21743 BLOCK HOURS-SB21743 BLOCK PURCHASE   | 2,000.00          |
| <b>Total for TAG SOLUTIONS, LLC</b>             |            |                |  | <b>\$4,633.00</b> |
| Toni Murphy Receiver of Taxes                   |            |                |  |                   |
| Toni Murphy Receiver of Taxes                   | 01/01/2026 | 006560         |  | 131.46            |
| <b>Total for Toni Murphy Receiver of Taxes</b>  |            |                |  | <b>\$131.46</b>   |
| TWIN BRIDGES<br>518-282-5600                    |            |                |  |                   |
| TWIN BRIDGES                                    | 01/01/2026 | 20260101558109 | 55-8109 1 WASTE & RECYCLING FOR JANUARY 2026   | 308.84            |

| VENDOR                                     | DATE       | NUM    | MEMO/DESCRIPTION                              | AMOUNT             |
|--|------------|--------|---|--------------------|
| <b>Total for TWIN BRIDGES</b>              |            |        |   | <b>\$308.84</b>    |
| UHLS                                       |            |        |   |                    |
| UHLS                                       | 12/31/2025 | 26-072 | EGRN 2025 ERO CONTRIBUTION                    | 9,203.22           |
| UHLS                                       | 12/31/2025 | 26-052 | EGRN Q4 2025 HOOPLA                           | 1,904.31           |
| UHLS                                       | 01/02/2026 | 26-006 | EGRN ALL ACCESS MYSTERY/ROMANCE               | 800.00             |
| UHLS                                       | 01/05/2026 | 26-025 | EGRN UHLAN Q1 2026                            | 9,552.00           |
| <b>Total for UHLS</b>                      |            |        |   | <b>\$21,459.53</b> |
| Valley Falls Free Library                  |            |        |   |                    |
| Valley Falls Free Library                  | 01/07/2026 | 401580 | 381330****1252 THE COMFORTBOOK LOST/PAID BOOK | 22.00              |
| <b>Total for Valley Falls Free Library</b> |            |        |   | <b>\$22.00</b>     |
| <b>TOTAL</b>                               |            |        |   | <b>\$68,137.97</b> |

**Note**

Payment Approved / /

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

## East Greenbush Community Library

**2025 Budget vs. Actual**

Preliminary Final (rec'd by 1/16/26)

| Code  | 2025 Adopted<br>Budget | 2025 Amended<br>11/18/25 | 2025 Actual<br>(not final) |
|---|------------------------|--------------------------|----------------------------|
| <b>Revenue</b>                                  |                        |                          |                            |
| <b>4000 LIBRARY CHARGES</b>                     | <b>\$ 15,000</b>       | <b>\$ 15,000</b>         | <b>\$ 13,773</b>           |
| <b>4100 INTEREST &amp; EARNINGS</b>             | <b>\$ 30,000</b>       | <b>\$ 65,000</b>         | <b>\$ 66,957</b>           |
| <b>4200 PUBLIC FUNDS</b>                        | <b>\$ 2,402,155</b>    | <b>\$ 2,402,155</b>      | <b>\$ 2,401,734</b>        |
| <b>4410 GIFTS/GRANTS (new receipts)</b>         | <b>\$ 52,500</b>       | <b>\$ 52,500</b>         | <b>\$ 52,229</b>           |
| <b>APPROPRIATED FUND BALANCE</b>                | <b>\$ 95,945</b>       | <b>\$ 95,945</b>         | <b>\$ 95,945</b>           |
| <b>GRAND TOTAL REVENUE</b>                      | <b>\$ 2,595,600</b>    | <b>\$ 2,630,600</b>      | <b>\$ 2,630,637</b>        |
| Code  | 2025 Adopted<br>Budget | 2025 Amended<br>11/18/25 | 2025 Actual<br>(not final) |
| <b>Expenditures</b>                             |                        |                          |                            |
| <b>Long Term Savings</b>                        |                        |                          |                            |
| Transfer to Capital Reserves                    | \$ 145,000             | \$ 200,000               | \$ 200,000                 |
| Transfer to Unassigned Fund Balance             | \$ -                   | \$ 75,425                | \$ 75,425                  |
| <b>Transfer to Reserves</b>                     | <b>\$ 145,000</b>      | <b>\$ 275,425</b>        | <b>\$ 275,425</b>          |
| <b>5000 Technology/Communications</b>           | <b>\$ 115,000</b>      | <b>\$ 108,000</b>        | <b>\$ 94,813</b>           |
| <b>5010 Programming &amp; Planning</b>          | <b>\$ 34,700</b>       | <b>\$ 34,700</b>         | <b>\$ 30,602</b>           |
| <b>5023 Books &amp; Materials</b>               | <b>\$ 161,500</b>      | <b>\$ 168,500</b>        | <b>\$ 168,444</b>          |
| <b>5030 Facilities</b>                          | <b>\$ 143,940</b>      | <b>\$ 173,940</b>        | <b>\$ 168,041</b>          |
| <b>5040 Professional Services</b>               | <b>\$ 61,650</b>       | <b>\$ 61,650</b>         | <b>\$ 60,417</b>           |
| <b>5050 Operations</b>                          | <b>\$ 43,050</b>       | <b>\$ 33,050</b>         | <b>\$ 24,449</b>           |
| <b>5100 Human Resources/Staff Development</b>   | <b>\$ 7,000</b>        | <b>\$ 7,000</b>          | <b>\$ 5,939</b>            |
| <b>5200 PERSONNEL (Salaries &amp; Benefits)</b> | <b>\$ 1,883,760</b>    | <b>\$ 1,768,335</b>      | <b>\$ 1,766,723</b>        |
| <b>GRAND TOTAL EXPENDITURES</b>                 | <b>\$ 2,595,600</b>    | <b>\$ 2,630,600</b>      | <b>\$ 2,594,852</b>        |

Over/Under

\$ 35,785

2025

**Non-Restricted Reserves Capital Projects****Budget****2025 Actual**

|  |           |           |
|--|-----------|-----------|
| Air Handler Unit (approved 6/17/25- Non-Restricted Cap Res)  | \$ 70,000 | \$ -      |
| Assistant Director Office (approved 4/22/25)- Non-Restricted | \$ 25,000 | \$ 25,280 |

**Restricted Capital Reserve Projects****Budget****2025 Actual**

|  |            |            |
|--|------------|------------|
| Capital Project NYS Grant 0386-24-0514 | \$ 694,712 | \$ 389,953 |
|--|------------|------------|

Year-End Report- Restricted Funds- East Greenbush Community Library 2025 (100% over)

| Restricted Funds/Grants  | Original Grant Amount | Balance at 1/1/2025    | Revenue 2025           | Expenditures 2025    | Balance 12/31/2025       |
|--|-----------------------|------------------------|------------------------|----------------------|--------------------------|
|  |                       |                        |                        |                      |                          |
| FR-01-2025-AIS Prog  | \$ 8,400.00           |                        | \$ 8,400.00            | \$ 8,400.00          | \$ -                     |
| FR-02-2022 Large Print Books   | \$ 2,200.00           | \$ 643.55              |                        | \$ 643.55            | \$ -                     |
| FR-02-2025 Hoopla  | \$ 3,515.00           |                        | \$ 3,515.00            | \$ 3,515.00          | \$ -                     |
| FR-03-2025 Museum  | \$ 3,225.00           |                        | \$ 3,225.00            | \$ 2,774.80          | \$ 450.20                |
| FR-04-2025 Teen Prog/Sup   | \$ 2,000.00           |                        | \$ 2,000.00            | \$ 2,000.00          | \$ -                     |
| FR-05-2025 YS Prog/Sup   | \$ 6,500.00           |                        | \$ 6,500.00            | \$ 6,500.00          | \$ -                     |
| FR-06-2025 Teen Prog/Supp  | \$ 2,700.00           |                        | \$ 2,700.00            | \$ 2,580.75          | \$ 119.25                |
| FR-07-2025 YS Prog/Supp  | \$ 3,000.00           |                        | \$ 3,000.00            | \$ 3,000.00          | \$ -                     |
| FR-08-2025 Fish  | \$ 2,500.00           |                        | \$ 2,500.00            | \$ -                 | \$ 2,500.00              |
| FR-09-2025 Staff Devt/Apprec   | \$ 2,700.00           |                        | \$ 2,700.00            | \$ -                 | \$ 2,700.00              |
| FR-23-2022 AD EDU/JOBS   | \$ 750.00             | \$ 661.59              |                        | \$ 164.93            | \$ 496.66                |
| FR-34-2023 Macbook   | \$ 1,300.00           | \$ 10.90               |                        | \$ 10.90             | \$ -                     |
| FR-37-2023 HOTP  | \$ 4,500.00           | \$ 1,740.80            |                        | \$ 1,391.08          | \$ 349.72                |
| FR-39-2023 Outreach  | \$ 4,000.00           | \$ 760.14              |                        | \$ 760.14            | \$ -                     |
| FR-40-2024 YS Programming  | \$ 2,500.00           | \$ 917.47              |                        | \$ 917.47            | \$ -                     |
| FR-42-2024 YS AudioBks   | \$ 3,100.00           | \$ 4.00                |                        | \$ 4.00              | \$ -                     |
| FR-43-2024 MuseumPass  | \$ 3,700.00           | \$ 278.70              |                        | \$ 278.70            | \$ -                     |
| FR-44-2024 YS SRPS   | \$ 4,500.00           | \$ 356.27              |                        | \$ 356.27            | \$ -                     |
| FR-45-2024 Teen Supplies   | \$ 2,000.00           | \$ 816.25              |                        | \$ 816.25            | \$ -                     |
| FR-46-2024 Fish  | \$ 2,500.00           | \$ 1,487.11            |                        | \$ 1,407.67          | \$ 79.44                 |
| FR-47-2024 Fam Engagement  | \$ 2,000.00           | \$ 789.34              |                        | \$ 766.40            | \$ 22.94                 |
| FR-48-2024 Playroom  | \$ 2,000.00           | \$ 988.42              |                        | \$ 408.51            | \$ 579.91                |
| FR-49-2024 YS LoT-kits   | \$ 4,000.00           | \$ 3,380.06            |                        | \$ 1,694.18          | \$ 1,685.88              |
| FR-50-2024 LoT   | \$ 2,500.00           | \$ 12.82               |                        | \$ 12.82             | \$ -                     |
| FR-51-2024 Voln Apprec.  | \$ 3,000.00           | \$ 1,005.01            |                        | \$ 206.65            | \$ 798.36                |
| FR-52-2024- Staff Prof- Devt- Apprec   | \$ 3,500.00           | \$ 492.15              |                        | \$ 492.15            | \$ -                     |
| FR-53-2024- LoT  | \$ 2,500.00           | \$ 2,481.01            |                        | \$ 2,481.01          | \$ -                     |
| FR-54-2024- Hoopla   | \$ 7,000.00           | \$ 1,804.24            |                        | \$ 1,804.24          | \$ -                     |
| Restricted Gift- Rose Dill Literacy Projects or equip/supp                         | \$ 450.00             | \$ 237.77              | \$ 850.00              | \$ 235.81            | \$ 851.96                |
| Restricted Gifts- Reading Garden   | \$ 5,500.00           | \$ 230.78              |                        | \$ -                 | \$ 230.78                |
| Everett Poost Musical Instruments Storytime 2025                                   | \$ 250.00             |                        | \$ 250.00              | \$ 250.00            | \$ -                     |
| Flanagan Children's Programming 2025   | \$ 3,000.00           |                        | \$ 3,000.00            | \$ 387.86            | \$ 2,612.14              |
| Sylvia Swire Children's Educational Programs                                       | \$ 100.00             |                        | \$ 100.00              | \$ -                 | \$ 100.00                |
| UHLS Equity Grant  | \$ 500.00             |                        | \$ 500.00              | \$ -                 | \$ 500.00                |
| Stewarts Holiday Match   | \$ 750.00             |                        | \$ 750.00              | \$ 750.00            | \$ -                     |
|  |                       |                        |                        |                      |                          |
|  |                       |                        |                        |                      |                          |
| <b>TOTALS</b>  | <b>\$ 102,640.00</b>  | <b>\$ 19,098.38</b>    | <b>\$ 39,990.00</b>    | <b>\$ 45,011.14</b>  | <b>\$ 14,077.24</b>      |
|  |                       |                        |                        |                      |                          |
| <b>Friends Total</b>   | <b>\$ 92,090.00</b>   | <b>\$ 18,629.83</b>    | <b>\$ 34,540.00</b>    | <b>\$ 43,387.47</b>  | <b>\$ 9,782.36</b>       |
|  |                       |                        |                        |                      |                          |
|  |                       |                        |                        |                      |                          |
| <b>NYS Construction Grant 0386-24-0514</b>   | <b>\$ 312,620.00</b>  | <b>\$ 122,977.49</b>   | <b>\$ -</b>            | <b>\$ 389,953.42</b> | <b>\$ (266,975.93)</b>   |
| Total Project Cost: Approx. \$700K (7/1/23-6/30/29)- Project is in progress        |                       |                        |                        |                      |                          |
| TotalExpected NYS Construction Grant \$347,356                                     |                       |                        |                        |                      |                          |
| NYS Construction Grant 90% Received (late summer 2024): \$312,620                  |                       |                        |                        |                      |                          |
| Final NYS Construction Grant 10% (post construction- 6/30/2029 deadline): \$34,736 |                       |                        |                        |                      |                          |
|  | <b>Budget</b>         | <b>Income as of 1/</b> | <b>Expenditures as</b> | <b>Income 2025</b>   | <b>Expenditures 2025</b> |
| NYS Construction Grant Expenditures (0386-24-0514)                                 | \$ 347,356.00         | \$ 312,620.00          | \$ 189,642.51          | \$ -                 | \$ 389,953.42            |
| Library Match  | \$ 352,644.00         |                        |                        |                      |                          |
| <b>TOTALS</b>  | <b>\$ 700,000.00</b>  | <b>\$ 312,620.00</b>   | <b>\$ 189,642.51</b>   | <b>\$ -</b>          | <b>\$ 389,953.42</b>     |

|  |                      |                        |                        |                    |                          |
|--|----------------------|------------------------|------------------------|--------------------|--------------------------|
| <b>NYS Construction Grant 0386-20-8526</b>   | <b>\$ 89,738.00</b>  | <b>\$ 160,647.00</b>   | <b>\$ 9,971.00</b>     | <b>\$ -</b>        | <b>\$ (60,938.00)</b>    |
| Total Project Cost: \$160,647- Project is officially closed out  |                      |                        |                        |                    |                          |
| Total Expected NYS Construction Grant \$99,709   |                      |                        |                        |                    |                          |
| Expected NYS Construction Grant 90% \$89,338 (received 11/20/2020)                                     |                      |                        |                        |                    |                          |
| Final NYS Construction Grant 10% (post construction- 6/30/2025 deadline): \$9,971 (received 1/17/2025) |                      |                        |                        |                    |                          |
| Total Grant Covered Expenditures:  | \$99,709             |                        |                        |                    |                          |
| Total Library Match Expenditures:  | \$ 60,938.00         |                        |                        |                    |                          |
|  | <b>Budget</b>        | <b>Income as of 1/</b> | <b>Expenditures as</b> | <b>Income 2025</b> | <b>Expenditures 2025</b> |
| NYS Construction Grant Expenditures (0386-20-8526)   | \$ 99,709.00         | \$ 89,338.00           | \$ 99,709.00           | \$ 9,971.00        | \$ -                     |
| Library Match  | \$ 60,938.00         | \$ -                   | \$ 60,938.00           | \$ -               | \$ -                     |
|  | <b>\$ 160,647.00</b> | <b>\$ 89,338.00</b>    | <b>\$ 160,647.00</b>   | <b>\$ 9,971.00</b> | <b>\$ -</b>              |

# East Greenbush Community Library

## 2026 Budget vs. Actuals (Voter Approved 11/17/2026)

As of January 13, 2026

|                                     | TOTAL                |                       |                         |                 |
|-------------------------------------|----------------------|-----------------------|-------------------------|-----------------|
|                                     | ACTUAL               | BUDGET                | OVER BUDGET             | % OF BUDGET     |
| Revenue                             |                      |                       |                         |                 |
| 4000 Library Charges                | 852.87               | 13,500.00             | -12,647.13              | 6.32 %          |
| 4100 Interest & Earnings            |                      | 52,500.00             | -52,500.00              |                 |
| 4200 Public Funds                   |                      |                       |                         |                 |
| 4202 State Aid- LLSA                |                      | 5,500.00              | -5,500.00               |                 |
| 4203 East Greenbush                 |                      | 2,080,250.00          | -2,080,250.00           |                 |
| 4204 Rensselaer County              |                      | 1,000.00              | -1,000.00               |                 |
| 4205 Contract for Service- Schodack |                      | 517,090.00            | -517,090.00             |                 |
| <b>Total 4200 Public Funds</b>      |                      | <b>2,603,840.00</b>   | <b>-2,603,840.00</b>    |                 |
| 4410 Gifts & Grants                 | 19.75                | 58,000.00             | -57,980.25              | 0.03 %          |
| <b>Total Revenue</b>                | <b>\$872.62</b>      | <b>\$2,727,840.00</b> | <b>\$ -2,726,967.38</b> | <b>0.03 %</b>   |
| GROSS PROFIT                        | <b>\$872.62</b>      | <b>\$2,727,840.00</b> | <b>\$ -2,726,967.38</b> | <b>0.03 %</b>   |
| Expenditures                        |                      |                       |                         |                 |
| Operating Expenses                  |                      |                       |                         |                 |
| 5000 Technology/Communications      | 5,265.75             | 113,385.00            | -108,119.25             | 4.64 %          |
| 5010 Programming & Planning         | 300.00               | 34,700.00             | -34,400.00              | 0.86 %          |
| 5020 Bks & Mat'ls (Collections)     | 1,419.78             | 162,390.00            | -160,970.22             | 0.87 %          |
| 5030 Facilities Expenses            | 2,628.30             | 196,200.00            | -193,571.70             | 1.34 %          |
| 5040 Professional Services          | 11,345.71            | 59,475.00             | -48,129.29              | 19.08 %         |
| 5050 Operations                     | 0.70                 | 42,650.00             | -42,649.30              | 0.00 %          |
| 5100 Human Resources/Staff Devt     |                      | 7,000.00              | -7,000.00               |                 |
| 5200 Personnel                      | 58,819.86            | 1,965,630.00          | -1,906,810.14           | 2.99 %          |
| <b>Total Operating Expenses</b>     | <b>79,780.10</b>     | <b>2,581,430.00</b>   | <b>-2,501,649.90</b>    | <b>3.09 %</b>   |
| <b>Total Expenditures</b>           | <b>\$79,780.10</b>   | <b>\$2,581,430.00</b> | <b>\$ -2,501,649.90</b> | <b>3.09 %</b>   |
| NET OPERATING REVENUE               | <b>\$ -78,907.48</b> | <b>\$146,410.00</b>   | <b>\$ -225,317.48</b>   | <b>-53.89 %</b> |
| Other Expenditures                  |                      |                       |                         |                 |
| FR Friends Pass-through             | -445.23              |                       | -445.23                 |                 |
| <b>Total Other Expenditures</b>     | <b>\$ -445.23</b>    | <b>\$0.00</b>         | <b>\$ -445.23</b>       | <b>0.00%</b>    |
| NET OTHER REVENUE                   | <b>\$445.23</b>      | <b>\$0.00</b>         | <b>\$445.23</b>         | <b>0.00%</b>    |
| NET REVENUE                         | <b>\$ -78,462.25</b> | <b>\$146,410.00</b>   | <b>\$ -224,872.25</b>   | <b>-53.59 %</b> |

**Note**

On this date, the year is 3.6% 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: \$150,555.

Budgeted Transfer to Non-Restricted Capital Reserves for 2026: \$296,965 (not yet completed; this will happen after tax levy funds are received).

# East Greenbush Community Library

## Balance Sheet

As of January 13, 2026

|   | TOTAL                 |                            |                            |                 |
|---|-----------------------|----------------------------|----------------------------|-----------------|
|   | AS OF JAN 13,<br>2026 | AS OF JAN 13, 2025<br>(PY) | CHANGE                     | %<br>CHANGE     |
| <b>ASSETS</b>   |                       |                            |                            |                 |
| Current Assets  |                       |                            |                            |                 |
| Bank Accounts   |                       |                            |                            |                 |
| Cash, Operating Accounts                                | 477,410.80            | 454,566.93                 | 22,843.87                  | 5.03 %          |
| Designated Board Cash Funds                             |                       |                            |                            |                 |
| 1007.00 Non-Restricted, Hurr XXX244                     | 56,174.67             | 54,835.07                  | 1,339.60                   | 2.44 %          |
| 1008.00 Non-Restricted, Capital Reserve- XXX0228        | 543,492.76            | 336,611.39                 | 206,881.37                 | 61.46 %         |
| 1009.00 Non-Restricted, Operational Contingency- XXX210 | 408,337.67            | 398,599.96                 | 9,737.71                   | 2.44 %          |
| <b>Total Designated Board Cash Funds</b>                | <b>1,008,005.10</b>   | <b>790,046.42</b>          | <b>217,958.68</b>          | <b>27.59 %</b>  |
| Donor Restricted Cash Funds                             |                       |                            |                            |                 |
| 1001.00 Donor-Restricted, Gift & Grant-XXX186           | 14,077.24             | 19,292.36                  | -5,215.12                  | -27.03 %        |
| 1005.00 Donor-Restricted, Capital Reserve- XXX251       | 115,116.07            | 522,826.83                 | -407,710.76                | -77.98 %        |
| <b>Total Donor Restricted Cash Funds</b>                | <b>129,193.31</b>     | <b>542,119.19</b>          | <b>-412,925.88</b>         | <b>-76.17 %</b> |
| <b>Total Bank Accounts</b>                              | <b>\$1,614,609.21</b> | <b>\$1,786,732.54</b>      | <b>\$ -<br/>172,123.33</b> | <b>-9.63 %</b>  |
| <b>Total Current Assets</b>                             | <b>\$1,614,609.21</b> | <b>\$1,786,732.54</b>      | <b>\$ -<br/>172,123.33</b> | <b>-9.63 %</b>  |
| Fixed Assets  | \$2,526,564.72        | \$2,257,602.89             | \$268,961.83               | 11.91 %         |
| <b>TOTAL ASSETS</b>                                     | <b>\$4,141,173.93</b> | <b>\$4,044,335.43</b>      | <b>\$96,838.50</b>         | <b>2.39 %</b>   |
| <b>LIABILITIES AND EQUITY</b>                           |                       |                            |                            |                 |
| Liabilities   | \$68,137.97           | \$59,502.02                | \$8,635.95                 | 14.51 %         |
| Equity  |                       |                            |                            |                 |
| 3000 Retained Earnings                                  | 4,151,375.18          | 4,083,239.37               | 68,135.81                  | 1.67 %          |
| Net Revenue   | -78,339.22            | -98,405.96                 | 20,066.74                  | 20.39 %         |
| <b>Total Equity</b>                                     | <b>\$4,073,035.96</b> | <b>\$3,984,833.41</b>      | <b>\$88,202.55</b>         | <b>2.21 %</b>   |
| <b>TOTAL LIABILITIES AND EQUITY</b>                     | <b>\$4,141,173.93</b> | <b>\$4,044,335.43</b>      | <b>\$96,838.50</b>         | <b>2.39 %</b>   |

### Note

On this date, the year is 3.6% over

Non-Restricted Funds Available: \$1,485,415.90

Donor-Restricted Funds Available: \$129,193.31

Account Transfers to cover monthly interest and expenses:

- 1) \$969.72 from Donor-Restricted Gift Grant to Operating (restricted gift/grant expenditures)
- 2) \$195.78 from Donor-Restricted Capital Reserve to Non-Restricted Capital Reserve (interest)
- 3) \$15,519.51 from Non-Restricted Capital Reserve to Operating (AD office renovations)
- \$) \$55,000 from Operating to Non-Restricted Capital Reserves (2025 Amended Budget Transfer)

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

As of January 13, 2026

| Restricted Gifts & Grants                    | Original<br>Amount<br>Awarded | Previous Year<br>Balance<br>Carried | Revenue<br>2026 | Expenditures<br>2026 | Balance<br>(Available<br>Funds) |
|--|-------------------------------|-------------------------------------|-----------------|----------------------|---------------------------------|
| FR-03-2025 Museum                            | \$ 3,225.00                   | \$ 450.20                           |                 |                      | \$ 450.20                       |
| FR-06-2025 Teen Prog/Sup                     | \$ 2,700.00                   | \$ 119.25                           |                 |                      | \$ 119.25                       |
| FR-08-2025 Fish                              | \$ 2,500.00                   | \$ 2,500.00                         |                 |                      | \$ 2,500.00                     |
| FR-09-2025 Staff Devt/Apprec                 | \$ 2,700.00                   | \$ 2,700.00                         |                 |                      | \$ 2,700.00                     |
| FR-23-2022 AD Edu/Jobs                       | \$ 750.00                     | \$ 496.66                           |                 |                      | \$ 496.66                       |
| FR-37-2023 HoTP                              | \$ 4,500.00                   | \$ 349.72                           |                 |                      | \$ 349.72                       |
| FR-46-2024 Fish                              | \$ 2,500.00                   | \$ 79.44                            |                 |                      | \$ 79.44                        |
| FR-47-2024 Fam Engagement                    | \$ 2,000.00                   | \$ 22.94                            |                 |                      | \$ 22.94                        |
| FR-48-2024 Playroom                          | \$ 2,000.00                   | \$ 579.91                           |                 |                      | \$ 579.91                       |
| FR-49-2024 YS LoT Kits                       | \$ 4,000.00                   | \$ 1,685.88                         |                 |                      | \$ 1,685.88                     |
| FR-51-2024 Voln Apprec                       | \$ 3,000.00                   | \$ 798.36                           |                 |                      | \$ 798.36                       |
| 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                           |                 |                      | \$ 100.00                       |
| Flanagan Children's Programming              | \$ 3,000.00                   | \$ 2,612.14                         |                 |                      | \$ 2,612.14                     |
| UHLS Equity Grant                            | \$ 500.00                     | \$ 500.00                           |                 |                      | \$ 500.00                       |
| <b>GRAND TOTAL</b>                           | <b>\$ 40,625.00</b>           | <b>\$ 14,077.24</b>                 | <b>\$ -</b>     | <b>\$ -</b>          | <b>\$ 14,077.24</b>             |

2026 Capital Projects Report to the Library Board

As of January 13, 2026

| CURRENT CONSTRUCTION PROJECT OVERVIEW         |                            |                                |   |                |                     |                       |                            |
|---|----------------------------|--------------------------------|---|----------------|---------------------|-----------------------|----------------------------|
| Funding Source                                | Budget                     | Revenue Received<br>(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                     | \$ 579,596  | \$ -           | \$ -                | \$ 312,620            | \$ 579,596                 |
| Library Match                                 | \$ 347,356                 | \$ -                           | \$ -  | \$ -           | \$ -                | \$ -                  | \$ -                       |
| TOTALS  | \$ 694,712                 | \$ 312,620                     | \$ 579,596  | \$ -           | \$ -                | \$ 312,620            | \$ 579,596                 |
| DETAILED BUDGET- CURRENT CONSTRUCTION PROJECT |                            |                                |   |                |                     |                       |                            |
| Project Component                             | Budget (Including Changes) | Paid-To-Date                   | Status  |                |                     |                       |                            |
| Site Work                                     | \$ 151,291                 | \$ 132,276                     | In progress/substantially complete. Sidewalk, grading, fabric awning complete. Landscaping TBD. |                |                     |                       |                            |
| Electrical                                    | \$ 25,814                  | \$ 25,814                      | Fully complete.   |                |                     |                       |                            |
| Painting                                      | \$ 17,400                  | \$ 17,400                      | Fully complete.   |                |                     |                       |                            |
| Tile & Carpet                                 | \$ 41,796                  | \$ 38,388                      | Fully complete. Waiting to be billed  |                |                     |                       |                            |
| EIFS  | \$ 125,500                 | \$ 119,225                     | Complete except punchlist.  |                |                     |                       |                            |
| Storefront Windows                            | \$ 210,855                 | \$ 165,665                     | Windows Replaced  |                |                     |                       |                            |
| Interior Finished Carpentry *estimated        | \$ 32,571                  | \$ 21,604                      | Interior trim work in-progress.   |                |                     |                       |                            |
| CM Reimbursables *estimated                   | \$ 9,100                   | \$ 8,206                       | Includes waste removal and portable bathrooms.  |                |                     |                       |                            |
| CM Fee* estimated (5%)                        | \$ 29,698                  | \$ 26,570                      | Project Management to date. Waiting on latest bill.   |                |                     |                       |                            |
| Architectural Fees                            | \$ 27,650                  | \$ 24,449                      | Payment for design and oversight.   |                |                     |                       |                            |
| Contingency                                   | \$ 23,037                  |                                | 10% contingency remaining   |                |                     |                       |                            |
| TOTALS  | \$ 694,712                 | \$ 579,596                     |   |                |                     |                       |                            |

| Air Handler Unit Replacement |           |   |                         |                          |
|------------------------------|-----------|---|-------------------------|--------------------------|
| Project Summary              |           |   |                         |                          |
| Total Project Cost:          | \$ 70,000 | Board approved 6/17/2025. Allocate funds from Non-Restricted Capital Reserves |                         |                          |
| Financial Summary            |           |   |                         |                          |
| Project Component            | Budget    | Paid-To-Date  | Remaining Project Funds | Status                   |
| BPI Contract to replace AHU  | \$ 63,980 | \$ -  | \$ 63,980               | Installation in progress |
| Contingency                  | \$ 6,020  | \$ -  | \$ 6,020                |                          |
| TOTALS                       | \$ 70,000 | \$ -  | \$ 70,000               |                          |
|                              |           |   |                         |                          |

| Capital Reserve Accounts  |  |
|---|--|
| Donor-Restricted: \$115,116 (fully encumbered for construction project).  |  |
| Non-Restricted Capital Reserves: \$543,493 total; \$269,325 encumbered, leaving <b>\$274,168 unencumbered</b> .                                   |  |
| Encumbered projects: Air Handler Unit (\$70,000), Roof Project – Library Match- increased award expected, reducing match requirement (\$199,325). |  |

| Overview of Capital Reserve Accounts |  |               |               |               |
|--------------------------------------|--|---------------|---------------|---------------|
| Capital Reserves                     | Project                                | Current       | Encumbered    | Unencumbered  |
| Donor-Restricted                     | Capital Project NYS Grant 0386-24-0514 | \$ 292,770.82 | \$ 292,770.82 | \$ -          |
| Non-Restricted Capital Reserves      | Listed Below:                          | \$ 543,492.76 | \$ 269,325.00 | \$ 274,167.76 |
|                                      | Air Handler Unit                       |               | \$ 70,000     |               |
|                                      | Roof Project- Library Match            |               | \$ 199,325    |               |





You Belong Here

518-477-7476 | eglibrary.org

## Director's Report- January 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.

**Goals** and progress updates are in the report.

### December 2025 Visits/Hours Open/Statistical Highlights

- **Hours Open:** 244 hours/28 days; Closed 12/2 snow, open at 12pm 12/15 no heat, closed 12/24 and 12/25, open at 12pm 12/27 snow, closed at 5pm 12/31.
- **Visitors:** 20,866 total visits (10,354 in-person) +11% YTD
  - Total visits went +25% over last December
  - In-person visits +14%; website traffic +39%; drive-thru use +16% over last December
- **Borrowing:**
  - 36,154 total Collection Use +2%
    - 21,294 physical items (-3% December)
    - 6,206 digital items (-3% December)
    - 8,564 database usage (+22% December)
- **Programs:** 54 group programs + 95 one-on-one sessions = 1,976 total attendees
  - Attendance was down 2% over last November and +29% YTD.
  - Adult Program Attendance is down 1% YTD and Youth Attendance is up 25% YTD.
- **Meeting Rooms:** 87 bookings by outside groups (+6% over last November, +25% YTD)
- **Library Cards:** 156 new cards issued, 3,089 active card holders
  - New cards +44%; active users +6% (residents +3%, non-residents +4%).
  - YTD, new users +18%, active users up 2%.
- **Public Computer Sessions:** 1,545 (-5% YTD)
- **Wireless Sessions:** 1,350 (-8% vs. November 2024, -4% YTD)

### Statistical Trends Over Time

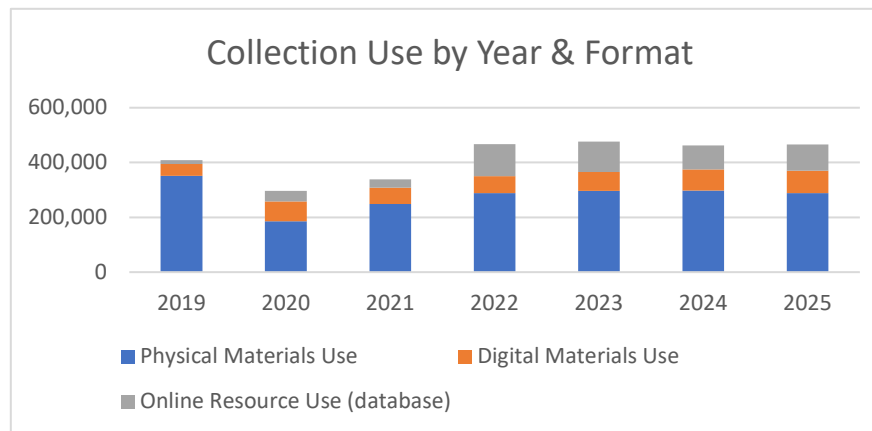
- Library Visits
  - Building Visits (+14%) over last year
  - Drive-Thru Window Visits (-5%) over last year
  - Website Visits (+15% over last year)
- Programs
  - Group Sessions (+15%), Group Attendance (+27%) over last year
  - 1-1 Programs (-18% over last year)
  - Onsite Sessions (+18%), Onsite Attendance (+34%) over last year



You Belong Here

518-477-7476 | eglibrary.org

- Off-site Sessions (+13%), Off-site Attendance (+51%) over last year
- Virtual Sessions (-5%), Virtual Attendance (-36%) over last year
- Total Collection Use by Type
  - Physical borrowing = 62% of total collection usage (-2% over last year)
  - Digital Borrowing = 17% off total collection usage (+5% over last year)
  - Database Usage= 21% of total usage (+11% over last year)
- Youth borrowing (physical & digital) is down 2%, although the breakdown of % use remains the same: youth physical borrowing (94%) and youth digital borrowing (6%).
- Adult borrowing (physical & digital) is down 1%, with a continued shift in how adults are accessing their materials: 37% digital (+3% last year) vs. 63% physical (-3% last year).



### Strategic Plan Progress

#### **GOAL 1: Build Community Connections**

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

- The library hosted five children's programs in four days during the New Year's period with 333 total attendees, including more than 200 attendees at the Noon Year's Eve celebration.
- New and ongoing adult programs continue to be well attended, with Mahjong drawing the largest number of participants, followed by concerts, movies, and crafting programs.
- Attendance by Adult Day groups was the highest month of 2025, reflecting strong engagement with older adults and group care providers.
- Two Youth Services Librarians, Jenna and Liz, were invited by UHLS to present "Bestie Bash" at the UHLS SRP Workshop on January 15, recognizing EGCL's leadership in community-building programming.

*Increase opportunities and methods for community members to offer feedback*

- Staff recorded 12,209 patron interactions across the Children's Reference Desk, Teen Area, and email in 2025, a 12% increase over last year, providing ongoing opportunities for feedback and service refinement.



You Belong Here

518-477-7476 | eglibrary.org

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

- English as a New Language (ENL) classes continued this month, in partnership with Questar III BOCES, with 19 attendees, supporting access for non-native English speakers.
- EGCL patrons continued to use the UHLS Books by Mail service, which delivers large-print materials to homebound residents. In Q4 2025, five EGCL patrons borrowed 17 items through the program.
- Teen engagement increased through staffed Teen Area hours, with 111 teens attending during 14 staffed days, and through volunteer opportunities.

## **GOAL 2: Engage With Your Community**

*Increase bi-directional communication with local government and community agencies*

- Staff collaborated with the East Greenbush Police Department (EGPD) to review, update, and standardize the library's Emergency Procedures Manuals, strengthening coordination with local emergency responders.
- The library supported local social service efforts by collecting pajamas for District Attorney Mary Pat Donnelly's office, reinforcing partnerships that address community needs.

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

- Attendance by Adult Day groups continued to grow, demonstrating increased use of the library by organized community groups.
- UHLS's request for staff to present Bestie Bash regionally highlights the library's role as a leader and collaborator within the broader library system.

*Increase usage of library resources to connect community members to community events*

- The Community Resources Center was enhanced with newly created brochures on Heating Tips and Where to Find Help and Legal Assistance Information. Patron usage has been strong.

## **GOAL 3: Satisfy Curiosity and Stimulate Imagination**

*Assess the use of physical (both indoor and outdoor) and virtual spaces to meet the needs of the community, including barriers to accessibility*

- During a significant water leak, staff successfully relocated 14 bays of Children's Library materials, maintaining service continuity while ensuring staff access and patron safety.
- A large-scale weeding project is underway in the Children's Department, with plans to reconfigure shelving and create a more comfortable, flexible space for elementary-aged children.

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

- Staff curated in-library book displays highlighting Summer Reads, International Cookbooks, Royalty, and Crafts.
- On social media, Readers' Advisory posts highlighted Human Rights Day, the Louvre, Books with Buzz, and Graphic Novels.



You Belong Here

518-477-7476 | eglibrary.org

- New bookmarks and flyers promoted Upcoming March and April Titles, Holiday Cooking Reads, and Books to Movies.

#### *Increase circulation of diverse resources and materials*

- EGCL-supported digital collections continued to perform strongly. In 2025, titles from the All-Access Romance package in OverDrive were downloaded more than 13,000 times, averaging approximately \$0.30 per circulation. Due to its success, UHLS has decided to renew the package in 2026 and has added an All-Access Mystery collection.
- A NASA-curated digital collection was added to OverDrive at no cost to UHLS libraries.
- UHLS announced systemwide digital access to the Wall Street Journal beginning January 2026, using an access model similar to the New York Times.
- Yoto players returned to circulation following staff training on updated lending and return procedures, with no patron complaints reported.

### **GOAL 4: Promote Literacies**

#### *Increase opportunities for hands-on and intergenerational learning*

- The library hosted eight Family Storytimes (average attendance 41), two Baby Storytimes (average attendance 18), and one Saturday Storytime (attendance 42), providing consistent early literacy opportunities for families.
- A DPS preschool field trip brought 18 preschoolers and caregivers to the library for storytime, tours, and book borrowing—many visiting for the first time.

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

- The Kids and Teens Winter Reading Challenge (Jan. 5–Feb. 20) encourages reading and exploration of library resources, including sensory items, board games, and Library of Things materials.
- In 2025, young patrons read 62,329 books across three ongoing reading challenges, with 358 new participants joining.
- Mystery Book Bags for grades 3–5 and Teen Book Boxes continued to provide personalized reading recommendations.

#### *Increase community partnerships with educational institutions*

- Collaboration with DPS through preschool field trips strengthens early literacy partnerships and introduces families to library resources at an early stage.

### **GOAL 5: Advance Local Economic Vitality**

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

- Staff participated in and promoted Tech Talk webinars, including Bring Graphics to Life with GIF and Excel Storytelling: Interactive Features You Need, expanding digital skills support capacity.

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

- Attendance at the Rensselaer County One Stop Career Center sessions rebounded, with four attendees this month, indicating that targeted promotional efforts were effective.



You Belong Here

518-477-7476 | eglibrary.org

- Winter Reading Challenge prizes include \$25 gift certificates to local bookstores, directly supporting local businesses.

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

- While no direct programs were offered this period, partnerships with local businesses through incentives and prizes continue to reinforce the library's role in supporting the local economy.

## Operations

### Technology

- The website project will be completed in-house, with a revised target launch of March 2026.
- Worked with UHLS to migrate the online catalog interface from Encore to Vega Discovery.

### Personnel

- We are currently reviewing applications for two part-time positions (Library Assistant, and Librarian 1, both of which are open due to resignations).

### Facilities

- Assistant Director's Office Construction- Complete.
- Major Roof Leak:
  - In late December, an ice dam buildup on the roof caused significant damage to the (new) Assistant Director's office, the administrative office hallway, the Children's Room, and the main library. A remediation company was engaged to complete cleaning and remediation over the course of a week. This work required the relocation of several collections and the demolition of some bookshelves and carpeting. We are still working through the insurance claim and developing an official recommendation for the full scope of repairs.
- NYS Construction Grant Capital Project Status:
  - EIFS work substantially complete, pending punch list items.
  - All windows have been installed except for the front entry storefront replacement. No additional condensation or leaking has been observed.
  - Entryway carpet installation is complete.
- Air Handler Unit Replacement:
  - Air Handler Unit installation was completed on January 15!
- Loss of Heat:
  - Two heat-loss incidents (one in December and one in January) necessitated late openings. Several repairs are needed to one boiler and the control systems. Temporary fixes are in place until our HVAC contractor can complete the repairs, pending parts delivery and control system updates by the vendor.

## Incidents

- No major incidents occurred this month.

| Monthly Statistical Comparison   |             |                       |        |  |
|--|-------------|-----------------------|--------|--|
| East Greenbush Community Library   | Dec-24      | Dec-25                | Change |  |
| <b>Building Visits</b><br>Number of patron visits to the library building  | 9,089       | 10,354 <span>+</span> | 13.9%  |  |
| <b>Drive-Thru Visits</b><br>Number of patrons who use the drive-thru window to borrow materials  | 396         | 458 <span>+</span>    | 15.7%  |  |
| <b>Website Users</b><br>Number of people who initiated at least one session on eglibrary.org during a given month  | 7,234       | 10,054 <span>+</span> | 39.0%  |  |
| <b>Physical Materials Use</b><br>Number of checkouts plus renewals made at the library   | 21,898      | 21,294 <span>-</span> | -2.8%  |  |
| <b>Digital Materials Use</b><br>Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)  | 6,469       | 6,296 <span>-</span>  | -2.7%  |  |
| <b>Online Resource Use (database)</b><br>Number of sessions (log-ins) for online resources, based on vendor statistics. This includes both in-library and, where applicable, remote access | 6,904       | 8,607 <span>+</span>  | 24.7%  |  |
| <b>WiFi Use</b><br>Number of unique daily WiFi patron at the library   | 1,302       | 1,209 <span>-</span>  | -7.1%  |  |
| <b>Public Computer Use</b><br>Number of computer sessions at the library   | 1,233       | 1,339 <span>+</span>  | 8.6%   |  |
| <b>Program Attendance</b><br>Number of attendees at programs held inside the library location or in a library virtual space  | 1,946       | 2,090 <span>+</span>  | 7.4%   |  |
| <b>Meeting Room Use by Outside Groups</b><br>Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members   | 62          | 93 <span>+</span>     | 50.0%  |  |
| <b>New User Accounts (library card registrations)</b><br>Number of library cards newly created (online & in-person registrations)  | 71          | 98 <span>+</span>     | 38.0%  |  |
| <b>Monthly Active Library cardholders (retention)</b><br>Average number of cardholders who actively used their library card per month  | 2,813       | 2,964 <span>+</span>  | 5.4%   |  |
|  |             |                       |        |  |
| Number of Programs Adult   | 25          | 23 <span>-</span>     | -8.0%  |  |
| Program Attendance Adult   | 706         | 359 <span>-</span>    | -49.2% |  |
|  |             |                       |        |  |
| Number of Programs Youth   | 29          | 31 <span>-</span>     | 6.9%   |  |
| Program Attendance Youth   | 476         | 1,453 <span>+</span>  | 205.3% |  |
|  |             |                       |        |  |
| Number of Programs All Ages  | Unavailable | 3                     |        |  |
| Program Attendance All Ages  | Unavailable | 248                   |        |  |
|  |             |                       |        |  |
| 1-1 Programs ( <i>Books with Wheels, Take &amp; Make, Notary, Book a Librarian</i> )   | Unavailable | 30                    |        |  |
|  |             |                       |        |  |
| Youth Physical Item Circ   | 12,547      | 11,946 <span>-</span> | -4.8%  |  |
| Youth Digital Materials Circ   | 998         | 815 <span>-</span>    | -18.3% |  |
|  |             |                       |        |  |
| Adult Physical Item Circ   | 9,351       | 9,348 <span>+</span>  | 0.0%   |  |
| Adult Digital Materials Circ   | 5,471       | 5,479 <span>+</span>  | 0.1%   |  |
|  |             |                       |        |  |
| Registered Resident Borrowers  | 5,460       | 5,590 <span>+</span>  | 2.4%   |  |
| Registered Non-Resident Borrowers  | 1,973       | 2,044 <span>+</span>  | 3.6%   |  |
|  |             |                       |        |  |
| Physical Items Circ at Checkout Desk   | 20,436      | 19,780 <span>-</span> | -3.2%  |  |
| Physical Items Circ at Drivethru Window  | 1,462       | 1,514 <span>+</span>  | 3.6%   |  |
|  |             |                       |        |  |
| Total Visits (website, library, drive-thru)  | 16,719      | 20,866 <span>+</span> | 24.8%  |  |
|  |             |                       |        |  |

| East Greenbush Community Library  | CORE USAGE DASHBOARD- Yearly Comparison |               |   |   |        |
|---|---|---------------|---|---|--------|
|   | TOTAL<br>2024                           | TOTAL<br>2025 | Trend   |   | Change |
| <b>Building Visits</b><br>Number of patron visits to the library building   | 126,087                                 | 144,216       |    |    | 14.4%  |
| <b>Drive-Thru Visits</b><br>Number of patrons who use the drive-thru window to borrow materials   | 5,866                                   | 5,553         |    |    | -5.3%  |
| <b>Website Users</b><br>Number of people who initiated at least one session on eglibrary.org during a given month   | 104,518                                 | 120,192       |    |    | 15.0%  |
| <b>Physical Materials Use</b><br>Number of checkouts plus renewals made at the library  | 297,166                                 | 288,590       |    |    | -2.9%  |
| <b>Digital Materials Use</b><br>Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)   | 77,823                                  | 81,463        |    |    | 4.7%   |
| <b>Online Resource Use (database)</b><br>Number of sessions (log-ins) for online resources, based on vendor statistics.<br>This includes both in-library and, where applicable, remote access | 86,875                                  | 96,155        |    |    | 10.7%  |
| <b>WiFi Use</b><br>Number of unique daily WiFi patron at the library  | 16,520                                  | 15,808        |    |    | -4.3%  |
| <b>Public Computer Use</b><br>Number of computer sessions at the library  | 15,442                                  | 17,660        |  |  | 14.4%  |
| <b>Program Attendance</b><br>Number of attendees at programs held inside the library location or in a library virtual space   | 28,594                                  | 36,456        |  |  | 27.5%  |
| <b>Meeting Room Use by Outside Groups</b><br>Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members  | 892                                     | 1,131         |  |  | 26.8%  |
| <b>New User Accounts (library card registrations)</b><br>Number of library cards newly created (online & in-person registrations)   | 1,194                                   | 1,424         |  |  | 19.3%  |
| <b>Monthly Active Library cardholders (retention)</b><br>Average number of cardholders who actively used their library card per month   | 3,023                                   | 3,083         |  |  | 2.0%   |
| Number of Programs Adult  | 356                                     | 364           |  |  | 2.2%   |
| Program Attendance Adult  | 6,664                                   | 6,260         |  |  | -6.1%  |
| Number of Programs Youth  | 384                                     | 400           |  |  | 4.2%   |
| Program Attendance Youth  | 17,068                                  | 22,349        |  |  | 30.9%  |
| Number of Programs All Ages   | 31                                      | 37            |  |  | 19.4%  |
| Program Attendance All Ages   | 2,692                                   | 4,652         |  |  | 72.8%  |
| 1-1 Programs ( <i>Books with Wheels, Take &amp; Make, Notary, Book a Librarian</i> )  | 3,904                                   | 3,195         |  |  | -18.2% |
| Youth Physical Item Circ  | 169,564                                 | 166,591       |  |  | -1.8%  |
| Youth Digital Materials Circ  | 11,737                                  | 10,749        |  |  | -8.4%  |
| Adult Physical Item Circ  | 127,602                                 | 122,002       |  |  | -4.4%  |
| Adult Digital Materials Circ  | 66,059                                  | 70,160        |  |  | 6.2%   |
| Registered Resident Borrowers   | 5,377                                   | 5,505         |  |  | 2.4%   |
| Registered Non-Resident Borrowers   | 1,951                                   | 2,012         |  |  | 3.2%   |
| Physical Items Circ at Checkout Desk  | 277,054                                 | 269,844       |  |  | -2.6%  |
| Physical Items Circ at Drivethru Window   | 20,154                                  | 19,350        |  |  | -4.0%  |
| Total Visits (website, library, drive-thru)   | 236,671                                 | 263,819       |  |  | 11.5%  |
| Off-Site Outreach Visits  | unavailable                             | 41            |  |   |        |
| Attendance Outreach Events (off-site)   | unavailable                             | 2,217         |  |   |        |



You Belong Here

518-477-7476 | [eglibrary.org](http://eglibrary.org)

## Personnel Memo

January 20, 2026

*Submitted by Jill Dugas Hughes*

### Resignation:

- Laurie Dreyer, Librarian I (part-time), effective 1/12/2026

### Retirement:

- N/A

### Termination:

- N/A

### Classification Change:

- N/A

### Current Open/Unfilled Positions

- Library Assistant (part-time), effective 12/31/2025
- Librarian I (part-time), effective 1/12/2026