



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. Please contact the Director for additional information or to request an accommodation.

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



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

2026 BOARD OF TRUSTEES – Roster

Charlie Pensabene (2023-2027)

PRESIDENT

cpensabene@eglibrary.org

Ex. Officio

Jill Dugas Hughes, Director

director@eglibrary.org

Amanda Miller (2022-2026)

VICE PRESIDENT

ADMINISTRATIVE/SERVICES COMMITTEE

amiller@eglibrary.org

Jenna Schmonskey, Administrative Assistant

schmoj@eglibrary.org

Kayla Kutzscher (2025-2029)

SECRETARY

ADMINISTRATIVE/SERVICES COMMITTEE

kkutzscher@eglibrary.org

Crystal Derico (2026-2030)

TREASURER

ADMINISTRATIVE/SERVICES COMMITTEE

cderico@eglibrary.org

Sarah Boggess (2026-2030)

ADMINISTRATIVE/SERVICES COMMITTEE

sboggess@eglibrary.org

Doug Morrissey (2026-2027)

ADMINISTRATIVE/SERVICES COMMITTEE

dmorrissey@eglibrary.org

Jordan White (2026)

ADMINISTRATIVE/SERVICES COMMITTEE

jwhite@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 Schmonsksy, 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 Pensabene 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 EGCSD 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 Schmonskey, 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; 12/18/25	PR# 26 A	0.00
	12/18/2025	PR# 26A; 12/18/25	PR# 26 A	0.00
Paychex	12/19/2025	PR# 26; 12/19/25	PROCESSING CHARGES FOR PAYROLL #26 DATED 12/19/25	-422.33
	12/19/2025	PR# 26; 12/19/25	PR# 26	-39,065.23
	12/19/2025	PR# 26; 12/19/25	PR# 26	-13,394.16
Paychex	12/31/2025	PR# 1; 1/2/26	PROCESSING CHARGES FOR PAYROLL #1 DATED 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
Amazon Capital Services				
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
Total for Amazon Capital Services				\$652.07
ANN BURNS				
ANN BURNS	01/01/2026	012426	EGCL AIS PROGRAM	100.00
Total for ANN BURNS				\$100.00
ANTHEM BLUECROSS				
ANTHEM BLUECROSS	01/02/2026	0202601601006	D51598 HEALTHCARE COVERAGE FOR 02/01/26-03/01/26	3,229.50
Total for ANTHEM BLUECROSS				\$3,229.50
BPI MECHANICAL SERVICE				
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
Total for BPI MECHANICAL SERVICE				\$1,562.15
Brodart				
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	3105611 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
Total for Brodart				\$2,097.28
Capital Security				
479-7122				
Capital Security	12/15/2025	195551	EGCL NETWORK/CELLULAR MONITORING FOR 1/1/26-1/31/26	63.00
Total for Capital Security				\$63.00
CENGAGE Learning/GALE				
877-201-3962 opt 2				
CENGAGE Learning/GALE	06/01/2025	999300000622		30.39
Total for CENGAGE Learning/GALE				\$30.39
Center Point Large Print				
1-800-929-9108				
Center Point Large Print	12/08/2025	2218918		31.50
Center Point Large Print	12/08/2025	2218949		24.00
Total for Center Point Large Print				\$55.50
DAVID SHAPARD				
DAVID SHAPARD	12/15/2025	120625	EGCL AIS PROGRAM	100.00
Total for DAVID SHAPARD				\$100.00
DEMCO				
800-752-7614 act.rece				
DEMCO	12/11/2025	7739398	710162791 BOOK PROCESSING SUPPLIES	349.41
Total for DEMCO				\$349.41
EBSCO				
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
Total for EBSCO				\$3,035.49
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
Total for ECF DATA				\$388.08
HOME DEPOT				
HOME DEPOT	12/04/2025	3524471		9.62
Total for HOME DEPOT				\$9.62
KEY COMMUNICATIONS				
518 436-9572				
KEY COMMUNICATIONS	10/21/2025	101574	EGCL PHONES	437.35
KEY COMMUNICATIONS	11/10/2025	101580	EGCL PHONE JACK & COMPUTER JACK FOR AD OFFICE	561.45
Total for KEY COMMUNICATIONS				\$998.80
MARINE DESIGN & SERVICE				
MARINE DESIGN & SERVICE	12/27/2025	6740		110.99
Total for MARINE DESIGN & SERVICE				\$110.99
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
Total for Midwest Tape				\$166.40
Northeast Toner, Inc.				
518-899-5545				
Northeast Toner, Inc.	12/29/2025	120110		1,410.00
Total for Northeast Toner, Inc.				\$1,410.00
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
Total for OVERDRIVE				\$7,067.46
PURE WATER PARTNERS				
PURE WATER PARTNERS	01/02/2026	2328967	700-39652 WATER COOLER 11/17/25-2/16/26	198.00
Total for PURE WATER PARTNERS				\$198.00
Record				
270-1252 c.v. v.g.				
Record	01/01/2026	012226	9038741 SUBSCRIPTION RENEWAL FOR 13 WEEKS	599.70
Total for Record				\$599.70
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	12/04/2025	14519	EGCL SALTING OF COMMUNITY WAY 11/17/25 &11/28/25	173.33
Care				
Seasons East Lawn	12/11/2025	14530	EGCL 1-LAWN MOWING, 1-FALL CLEAN-UP & PLANTED DAFFODIL BULBS 11/4-11/26	1,070.00
Care				
Seasons East Lawn	12/17/2025	14579	EGCL LANDSCAPING PLANTED MUMS AND DAFFODIL BULBS 9/30/25 & 11/26/25 FOR COMMUNITY WAY	183.33
Care				
Seasons East Lawn	12/31/2025	14602	EGCL- 3-PRE SALTED; 3-SNOW PLOWING, 10-SALTING FOR 12/2/25-12/29/25	3,220.00
Care				
Seasons East Lawn	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
Total for Seasons East Lawn Care				\$6,955.32
SENSOURCE				
330-792-7089				
SENSOURCE	01/01/2026	64916	EGCL ANNUAL RENEWAL 3/31/26-3/31/27	600.00
Total for SENSOURCE				\$600.00
SHELTERPOINT LIFE				
SHELTERPOINT LIFE	12/01/2025	010126-123126	D573563 DISABILITY AND PFL FOR 1/1/26-12/31/26	8,612.88
Total for SHELTERPOINT LIFE				\$8,612.88
SQUADERE, JODY.				
SQUADERE, JODY.	12/15/2025	121525	EGCL AIS PROGRAM SUPPLIES	58.81
Total for SQUADERE, JODY.				\$58.81
STAPLES				
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
Total for STAPLES				\$119.29
STAR ROOFING & RESTORATION				
STAR ROOFING &	12/31/2025	34966		2,813.00
RESTORATION				
Total for STAR ROOFING & RESTORATION				\$2,813.00
SWEET SPRIG				
SWEET SPRIG	01/01/2026	012626	EGCL AIS PROGRAM	200.00
Total for SWEET SPRIG				\$200.00
TAG SOLUTIONS, LLC				
(518) 292-6510				
TAG SOLUTIONS,	01/05/2026	30636590	21743 NINJAONE AND BLACKPOINT 1/1/26-1/31/26	2,633.00
LLC			NINJA CLOUD BACKUP 1/1/26-1/31/26	
			MANAGED SERVICE CORE 1/1/26-1/31/26	
TAG SOLUTIONS,	01/08/2026	30636731	21743 BLOCK HOURS-SB21743 BLOCK PURCHASE	2,000.00
LLC				
Total for TAG SOLUTIONS, LLC				\$4,633.00
Toni Murphy Receiver of Taxes				
Toni Murphy Receiver	01/01/2026	006560		131.46
of Taxes				
Total for Toni Murphy Receiver of Taxes				\$131.46
TWIN BRIDGES				
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
Total for TWIN BRIDGES				\$308.84
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
Total for UHLS				\$21,459.53
Valley Falls Free Library				
Valley Falls Free Library	01/07/2026	401580	381330****1252 THE COMFORTBOOK LOST/PAID BOOK	22.00
Total for Valley Falls Free Library				\$22.00
TOTAL				\$68,137.97

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

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			
Capital Project NYS Grant 0386-24-0514		Budget	2025 Actual
		\$ 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	\$ -
TOTALS	\$ 102,640.00	\$ 19,098.38	\$ 39,990.00	\$ 45,011.14	\$ 14,077.24
Friends Total	\$ 92,090.00	\$ 18,629.83	\$ 34,540.00	\$ 43,387.47	\$ 9,782.36
NYS Construction Grant 0386-24-0514	\$ 312,620.00	\$ 122,977.49	\$ -	\$ 389,953.42	\$ (266,975.93)

Total Project Cost: Approx. \$700K (7/1/23-6/30/29)- Project is in progress

Total Expected 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

	Budget	Income as of 1/	Expenditures as Income 2025	Expenditures 2025
NYS Construction Grant Expenditures (0386-24-0514)	\$ 347,356.00	\$ 312,620.00	\$ 189,642.51	\$ 389,953.42
Library Match	\$ 352,644.00			
TOTALS	\$ 700,000.00	\$ 312,620.00	\$ 189,642.51	\$ 389,953.42

NYS Construction Grant 0386-20-8526	\$ 89,738.00	\$ 160,647.00	\$ 9,971.00	\$ -	\$ (60,938.00)
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					
	Budget	Income as of 1/	Expenditures as Income 2025	Expenditures 2025	
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	\$ -	\$ -
	\$ 160,647.00	\$ 89,338.00	\$ 160,647.00	\$ 9,971.00	\$ -

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	
Total 4200 Public Funds		2,603,840.00	-2,603,840.00	
4410 Gifts & Grants	19.75	58,000.00	-57,980.25	0.03 %
Total Revenue	\$872.62	\$2,727,840.00	\$ -2,726,967.38	0.03 %
GROSS PROFIT	\$872.62	\$2,727,840.00	\$ -2,726,967.38	0.03 %
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'l's (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 %
Total Operating Expenses	79,780.10	2,581,430.00	-2,501,649.90	3.09 %
Total Expenditures	\$79,780.10	\$2,581,430.00	\$ -2,501,649.90	3.09 %
NET OPERATING REVENUE	\$ -78,907.48	\$146,410.00	\$ -225,317.48	-53.89 %
Other Expenditures				
FR Friends Pass-through	-445.23		-445.23	
Total Other Expenditures	\$ -445.23	\$0.00	\$ -445.23	0.00%
NET OTHER REVENUE	\$445.23	\$0.00	\$445.23	0.00%
NET REVENUE	\$ -78,462.25	\$146,410.00	\$ -224,872.25	-53.59 %

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, 2026	AS OF JAN 13, 2025 (PY)	CHANGE	% CHANGE
ASSETS				
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 %
Total Designated Board Cash Funds	1,008,005.10	790,046.42	217,958.68	27.59 %
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 %
Total Donor Restricted Cash Funds	129,193.31	542,119.19	-412,925.88	-76.17 %
Total Bank Accounts	\$1,614,609.21	\$1,786,732.54	\$ - 172,123.33	-9.63 %
Total Current Assets	\$1,614,609.21	\$1,786,732.54	\$ - 172,123.33	-9.63 %
Fixed Assets	\$2,526,564.72	\$2,257,602.89	\$268,961.83	11.91 %
TOTAL ASSETS	\$4,141,173.93	\$4,044,335.43	\$96,838.50	2.39 %
LIABILITIES AND EQUITY				
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 %
Total Equity	\$4,073,035.96	\$3,984,833.41	\$88,202.55	2.21 %
TOTAL LIABILITIES AND EQUITY	\$4,141,173.93	\$4,044,335.43	\$96,838.50	2.39 %

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	Previous Year			Balance
	Amount	Balance	Revenue	Expenditures	(Available
	Awarded	Carried	2026	2026	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
GRAND TOTAL	\$ 40,625.00	\$ 14,077.24	\$ -	\$ -	\$ 14,077.24

2026 Capital Projects Report to the Library Board

As of January 13, 2026

CURRENT CONSTRUCTION PROJECT OVERVIEW							
Funding Source	Budget	Revenue Received (Pre-2026)	Expenditures (Pre-2026)	Revenue (2026)	Expenditures (2026)	Total Revenue to Date	Total Expenditures to Date
NYS Construction Grant 0386-24-0514	\$ 347,356	\$ 312,620	\$ 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 \$274,168 unencumbered. 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

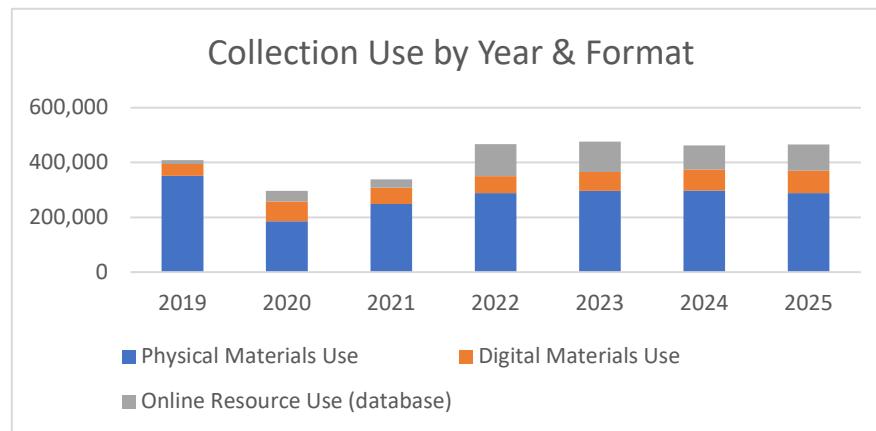
- Library Visits
 - Building Visits (+14%) over last year
 - Drive-Thru Window Visits (-5%) over last year
 - Website Visits (+15% over last year)
- Programs
 - Group Sessions (+15%), Group Attendance (+27%) over last year
 - 1-1 Programs (-18% over last year)
 - Onsite Sessions (+18%), Onsite Attendance (+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	
Building Visits Number of patron visits to the library building	9,089	10,354	+	13.9%
Drive-Thru Visits Number of patrons who use the drive-thru window to borrow materials	396	458	+	15.7%
Website Users Number of people who initiated at least one session on eglibrary.org during a given month	7,234	10,054	+	39.0%
Physical Materials Use Number of checkouts plus renewals made at the library	21,898	21,294	-	-2.8%
Digital Materials Use Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)	6,469	6,296	-	-2.7%
Online Resource Use (database) 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	+	24.7%
WiFi Use Number of unique daily WiFi patron at the library	1,302	1,209	-	-7.1%
Public Computer Use Number of computer sessions at the library	1,233	1,339	+	8.6%
Program Attendance Number of attendees at programs held inside the library location or in a library virtual space	1,946	2,090	+	7.4%
Meeting Room Use by Outside Groups Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members	62	93	+	50.0%
New User Accounts (library card registrations) Number of library cards newly created (online & in-person registrations)	71	98	+	38.0%
Monthly Active Library cardholders (retention) Average number of cardholders who actively used their library card per month	2,813	2,964	+	5.4%
Number of Programs Adult	25	23	-	-8.0%
Program Attendance Adult	706	359	-	-49.2%
Number of Programs Youth	29	31	-	6.9%
Program Attendance Youth	476	1,453	+	205.3%
Number of Programs All Ages	Unavailable		3	
Program Attendance All Ages	Unavailable		248	
1-1 Programs (<i>Books with Wheels, Take & Make, Notary, Book a Librarian</i>)	Unavailable		30	
Youth Physical Item Circ	12,547	11,946	-	-4.8%
Youth Digital Materials Circ	998	815	-	-18.3%
Adult Physical Item Circ	9,351	9,348	+	0.0%
Adult Digital Materials Circ	5,471	5,479	+	0.1%
Registered Resident Borrowers	5,460	5,590	+	2.4%
Registered Non-Resident Borrowers	1,973	2,044	+	3.6%
Physical Items Circ at Checkout Desk	20,436	19,780	-	-3.2%
Physical Items Circ at Drivethru Window	1,462	1,514	+	3.6%
Total Visits (website, library, drive-thru)	16,719	20,866	+	24.8%

East Greenbush Community Library	CORE USAGE DASHBOARD- Yearly Comparison				
	TOTAL		TOTAL		Trend
	2024	2025	2024	2025	
Building Visits Number of patron visits to the library building	126,087	144,216			14.4%
Drive-Thru Visits Number of patrons who use the drive-thru window to borrow materials	5,866	5,553			-5.3%
Website Users Number of people who initiated at least one session on eglibrary.org during a given month	104,518	120,192			15.0%
Physical Materials Use Number of checkouts plus renewals made at the library	297,166	288,590			-2.9%
Digital Materials Use Number of materials downloaded or streamed from the library's digital collections (hoopla, Libby)	77,823	81,463			4.7%
Online Resource Use (database) Number of sessions (log-ins) for online resources, based on vendor statistics. This includes both in-library and, where applicable, remote access	86,875	96,155			10.7%
WiFi Use Number of unique daily WiFi patron at the library	16,520	15,808			-4.3%
Public Computer Use Number of computer sessions at the library	15,442	17,660			14.4%
Program Attendance Number of attendees at programs held inside the library location or in a library virtual space	28,594	36,456			27.5%
Meeting Room Use by Outside Groups Number of uses of library meeting rooms (Multipurpose, A, B, Hurr) by community members	892	1,131			26.8%
New User Accounts (library card registrations) Number of library cards newly created (online & in-person registrations)	1,194	1,424			19.3%
Monthly Active Library cardholders (retention) 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 Prprograms (Books with Wheels, Take & Make, Notary, Book a Librarian)	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

Personnel Memo

January 20, 2026

Submitted by Jill Dugas Hughes

Resignation:

- Laurie Dreyer, Librarian I (part-time), effective 1/12/206

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