

Saugerties Public Library Board Agenda
August 14, 2025
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment and Hearing on Proposed 2026 Budget

Old Business:

New Business:

1. Trustee Vote
2. Front Garden
3. Nominating Committee

Secretary's Report

Treasurer's Report

Pay Bills

Director's Report:

Committee Reports:

1. Finance
2. Personnel/Policy
3. Facilities
4. Outreach

Next meeting - September 11, 2025 Regular Meeting

Saugerties Public Library
Regular Board Meeting
Date: July 10, 2025

Present: Trustees Yosefa Karchmar, Charlotte Herscher, Paul Vanbenschoten, Timothy Scott, Julie Misiano, Ken Goldberg, Erin Poll, Teresa Giordano

Excused: Nina Schmidbaur,, Rebecca Lang, Teresa Giordana was excused at 6:47 PM

Staff: Director Jennifer Russell

Public Attendees: N/A

Meeting called to order at 6:06 PM by Tim Scott

Public Comment: N/A

Friends of Library: N/A

Unfinished Business:

- N/A

New Business:

1. Prospective Trustees Meet and Greet held 7/7/2025: Three prospective board members came to find out more about becoming a trustee. There has been a recent change in the number of open positions, with the decision of our Vice President Nina Schmidbaur to resign. There are now 5 open positions. Two current members plan to run again, and another person called today to express interest. This means that there may be 6 people running for 5 open positions.
2. Library Advocacy Ambassadors: MHLS is offering online advocacy briefings so that people can be more aware of what is happening at the state level regarding the changes in funding and how to support the library on a more regional or statewide level. They are also seeking volunteers in each library to become advocates to facilitate the dissemination of information to the community as to how they can advocate for library funding.
3. Budget 2025-2026: board members had previously been emailed the proposed draft budget, and we opened the floor to discussion among the board members. We addressed the concern about using too much of the fund balance to offset the burden on the taxpayer. The plan is to increase the real property tax portion of our income by 9%. This will be 8 tenths of a penny increase per \$1,000 of each homeowner's assessed value. The change in cost for retirement and

the 33% increase in health insurance costs are significant, and necessitated this increase.

Motion to approve the budget as drafted/presented at tonight's meeting made by Charlotte Herscher seconded by Ken Goldberg. Passes unanimously.

Secretary's Report:

Motion by Ken Goldberg and *Second* by Charlotte Herscher to approve the minutes as amended to clarify which trustee winners will gain which terms of service.

Motion passes unanimously.

Treasurer's Report:

Motion to pay the bills in the amount of \$ 25,131.82 made by Charlotte Herscher seconded by Tim Scott Passes unanimously

Director's Report: Please see the report included in the Meeting Packet.

- Sent out the Annual Report to the Community mailers. The Director and Board President received an email in response to the mailer regarding the omission of the Saugerties Historical Society's use of the Community Room. Their program is considered a library program which was where the confusion lay. The Director responded to explain the rationale.
- A part-time clerk, Anya Schmiedel, who has worked here since she was a teenager, has resigned. June Meade has been hired for those hours.
- Summer Reading Program's theme is "Color Our World" and includes art and coloring activities for all age groups.
- On July 1st, a patron fainted at the Information Desk and required medical intervention. He has fully recovered. In the same day, police were called to the library as a different patron's car was sideswiped and damaged in the parking lot. We were able to obtain clear security camera footage of the incident.
- Saugerties hosted the UCLA meeting this past month.

Committee Reports:

Finance: met on July 7, 2025

Finalized the draft budget to be presented tonight.

see minutes FMI Next meeting: July 21, 2025 at 6PM

Personnel/Policy: Did not meet

see minutes FMI Next meeting: July 16, 2025 at 6PM

Facilities: Did not meet

see minutes FMI Next meeting: July 15, 2025 at 6 PM

Outreach: met on June 23, 25

1. Worked on the plan for a "Check-Out and Expert" event on 10/16/25
2. Scheduled more tabling events and possible new locations
3. The read to residents at The Ivy has been well received

see minutes FMI Next meeting: July 28, 2025 at 5:30 PM

Friends Liaison: N/A

Motion to adjourn at 7:14 PM by Tim Scott ;
Seconded by Paul Vanbenschoten

Passes unanimously.

Submitted by Julie Misiano

Next meeting: August 14, 2025 at 6PM

Saugerties Public Library
General Fund Budget vs. Actual
January through July 2025

	Jan - Jul 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
1001 · Real Property Taxes	707,326.00	707,326.36	-0.36	100.0%
2082 · Fees	5,626.08	4,000.00	1,626.08	140.65%
2401 · Interest	9,789.36	12,000.00	-2,210.64	81.58%
2705 · Gifts & Donations				
2705.4 · Friends	18,269.00	13,000.00	5,269.00	140.53%
2705.2 · General	950.00	5,000.00	-4,050.00	19.0%
Total 2705 · Gifts & Donations	19,219.00	18,000.00	1,219.00	106.77%
3840 · New York State Aid	0.00	5,500.00	-5,500.00	0.0%
3999 · Appropriated Fund Balance	0.00	30,432.00	-30,432.00	0.0%
Total Income	741,960.44	777,258.36	-35,297.92	95.46%
Expense				
7410.1 · Salaries	222,764.91	419,700.00	-196,935.09	53.08%
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.8 · Music	50.96	100.00	-49.04	50.96%
.4.1.7 · Streaming	4,049.38	8,000.00	-3,950.62	50.62%
.4.1.1 · DVD	1,425.43	3,000.00	-1,574.57	47.51%
.4.1.2 · Books				
4.1.2A · Adult Books	7,244.32	17,000.00	-9,755.68	42.61%
4.1.2J · Children's Books	2,995.12	9,000.00	-6,004.88	33.28%
Total .4.1.2 · Books	10,239.44	26,000.00	-15,760.56	39.38%
.4.1.3 · Subscriptions	1,994.44	1,500.00	494.44	132.96%
.4.1.4 · Newspapers	1,440.00	2,500.00	-1,060.00	57.6%
.4.1.5 · Digital Materials	9,261.72	14,000.00	-4,738.28	66.16%
.4.1.6 · Audio Books	47.99	500.00	-452.01	9.6%
Total .4.1 · Library Material	28,509.36	55,600.00	-27,090.64	51.28%
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs	10,045.56	7,000.00	3,045.56	143.51%
.4.2.2 · Microfilm & Archives	415.00	2,000.00	-1,585.00	20.75%
.4.2.3 · Newsletter & Public Relations	3,728.07	4,000.00	-271.93	93.2%
Total .4.2 · Programs, Publicity, History	14,188.63	13,000.00	1,188.63	109.14%
.4.3 · Operation of Building				
.4.3.1 · Utilities	15,253.97	28,000.00	-12,746.03	54.48%
.4.3.2 · Telephone	1,801.90	3,500.00	-1,698.10	51.48%
.4.3.3 · Insurance	12,006.25	27,000.00	-14,993.75	44.47%
.4.3.4 · Maintenance Service & Supplies	2,125.45	5,000.00	-2,874.55	42.51%
.4.3.5 · Lawn & Grounds	58.97	4,500.00	-4,441.03	1.31%
.4.3.6 · Building R&M	19,358.69	12,000.00	7,358.69	161.32%
.4.3.7 · Snow Removal	1,900.00	1,500.00	400.00	126.67%
.4.3.8 · Elevator	14,589.64	4,000.00	10,589.64	364.74%
.4.3.9 · Geothermal	1,761.26	7,500.00	-5,738.74	23.48%
.4.3.12 · Internet	1,584.48	3,000.00	-1,415.52	52.82%

Saugerties Public Library
General Fund Budget vs. Actual
January through July 2025

	Jan - Jul 25	Budget	\$ Over Budget	% of Budget
Total .4.3 · Operation of Building	70,440.61	96,000.00	-25,559.39	73.38%
.4.4 · Equipment R&M, Supplies				
.4.4.1 · Copier	2,933.83	4,550.00	-1,616.17	64.48%
.4.4.2 · Office Supplies	1,113.11	3,000.00	-1,886.89	37.1%
.4.4.4 · Postage	291.25	600.00	-308.75	48.54%
.4.4.6 · Equipment Purchases	26,995.78	9,000.00	17,995.78	299.95%
.4.4.7 · Equipment R&M	2,723.75	5,000.00	-2,276.25	54.48%
Total .4.4 · Equipment R&M, Supplies	34,057.72	22,150.00	11,907.72	153.76%
.4.5 · Automation, System Fees				
.4.5.1 · Automation & Online Services	3,601.95	4,000.00	-398.05	90.05%
.4.5.2 · MHLS Assessment Fees	15,022.62	20,030.00	-5,007.38	75.0%
Total .4.5 · Automation, System Fees	18,624.57	24,030.00	-5,405.43	77.51%
.4.6 · Professional Services				
.4.6.8 · Professional Memberships	975.00	800.00	175.00	121.88%
.4.6.7 · Payroll Service Fees	1,677.20	2,500.00	-822.80	67.09%
.4.6.1 · Accounting	4,200.00	6,600.00	-2,400.00	63.64%
.4.6.3 · Board Expenses	0.00	250.00	-250.00	0.0%
.4.6.4 · Consulting & Legal Services	1,000.00	2,000.00	-1,000.00	50.0%
.4.6.5 · IT Maintenance Consultant	1,742.00	2,500.00	-758.00	69.68%
.4.6.6 · Staff Development	535.06	700.00	-164.94	76.44%
Total .4.6 · Professional Services	10,129.26	15,350.00	-5,220.74	65.99%
.4.7 · Election Expenses				
.4.7.1 · Election Inspectors	0.00	450.00	-450.00	0.0%
.4.7.2 · Election Expenses	0.00	200.00	-200.00	0.0%
Total .4.7 · Election Expenses	0.00	650.00	-650.00	0.0%
Total 7410.4 · Contractual Expenses	175,950.15	226,780.00	-50,829.85	77.59%
9010 · Employee Benefits				
.1 · Retirement	41,909.00	37,614.00	4,295.00	111.42%
.2 · Social Security & Medicare	16,700.39	27,500.00	-10,799.61	60.73%
.3 · Workers Compensation	3,552.00	4,700.00	-1,148.00	75.57%
.4 · Disability	-241.56	350.00	-591.56	-69.02%
.5 · Medical & Dental Benefits	48,397.16	60,244.00	-11,846.84	80.34%
.6 · Life Insurance	170.10	370.00	-199.90	45.97%
Total 9010 · Employee Benefits	110,487.09	130,778.00	-20,290.91	84.48%
Total Expense	509,202.15	777,258.00	-268,055.85	65.51%
Net Ordinary Income	232,758.29	0.36	232,757.93	64,655,080.56%
	232,758.29	0.36	232,757.93	64,655,080.56%

Saugerties Public Library

General Fund Revenue and Expenditure Report

	<u>Jan - Jul 25</u>	<u>Jan - Jul 24</u>
Ordinary Income/Expense		
Income		
1001 • Real Property Taxes	707,326.00	661,660.00
2082 • Fees	5,626.08	5,644.87
2401 • Interest	9,789.36	9,852.87
2705 • Gifts & Donations		
2705.4 • Friends	18,269.00	4,500.00
2705.2 • General	950.00	1,180.00
Total 2705 • Gifts & Donations	<u>19,219.00</u>	<u>5,680.00</u>
3840 • New York State Aid	0.00	5,287.50
Total Income	<u>741,960.44</u>	<u>688,125.24</u>
Expense		
7410.1 • Salaries	222,764.91	217,199.25
7410.4 • Contractual Expenses		
.4.1 • Library Material		
.4.1.8 • Music	50.96	11.99
.4.1.7 • Streaming	4,049.38	4,230.33
.4.1.1 • DVD	1,425.43	1,121.06
.4.1.2 • Books		
4.1.2A • Adult Books	7,244.32	12,582.33
4.1.2J • Children's Books	2,995.12	3,526.10
Total .4.1.2 • Books	<u>10,239.44</u>	<u>16,108.43</u>
.4.1.3 • Subscriptions	1,994.44	526.92
.4.1.4 • Newspapers	1,440.00	1,426.00
.4.1.5 • Digital Materials	9,261.72	5,389.22
.4.1.6 • Audio Books	47.99	94.98
Total .4.1 • Library Material	<u>28,509.36</u>	<u>28,908.93</u>
.4.2 • Programs, Publicity, History		
.4.2.1 • Programs	10,045.56	6,931.45
.4.2.2 • Microfilm & Archives	415.00	2,000.00
.4.2.3 • Newsletter & Public Relations	3,728.07	3,112.97
Total .4.2 • Programs, Publicity, History	<u>14,188.63</u>	<u>12,044.42</u>
.4.3 • Operation of Building		
.4.3.1 • Utilities	15,253.97	15,213.41
.4.3.2 • Telephone	1,801.90	1,709.90
.4.3.3 • Insurance	12,006.25	16,463.74
.4.3.4 • Maintenance Service & Supplies	2,125.45	2,296.09
.4.3.5 • Lawn & Grounds	58.97	108.96
.4.3.6 • Building R&M	19,358.69	7,562.60
.4.3.7 • Snow Removal	1,900.00	800.00
.4.3.8 • Elevator	14,589.64	1,666.47
.4.3.9 • Geothermal	1,761.26	10,335.36
.4.3.10 • Custodial Service	0.00	2,785.00
.4.3.12 • Internet	1,584.48	2,573.42

Saugerties Public Library

General Fund Revenue and Expenditure Report

	<u>Jan - Jul 25</u>	<u>Jan - Jul 24</u>
Total .4.3 • Operation of Building	70,440.61	61,514.95
.4.4 • Equipment R&M, Supplies		
.4.4.1 • Copier	2,933.83	3,061.77
.4.4.2 • Office Supplies	1,113.11	1,191.61
.4.4.4 • Postage	291.25	1,488.32
.4.4.6 • Equipment Purchases	26,995.78	8,745.45
.4.4.7 • Equipment R&M	2,723.75	2,788.10
Total .4.4 • Equipment R&M, Supplies	34,057.72	17,275.25
.4.5 • Automation, System Fees		
.4.5.1 • Automation & Online Services	3,601.95	3,545.43
.4.5.2 • MHLS Assessment Fees	15,022.62	12,276.75
Total .4.5 • Automation, System Fees	18,624.57	15,822.18
.4.6 • Professional Services		
.4.6.8 • Professional Memberships	975.00	717.00
.4.6.7 • Payroll Service Fees	1,677.20	1,724.22
.4.6.1 • Accounting	4,200.00	4,400.00
.4.6.3 • Board Expenses	0.00	202.43
.4.6.4 • Consulting & Legal Services	1,000.00	500.00
.4.6.5 • IT Maintenance Consultant	1,742.00	1,624.00
.4.6.6 • Staff Development	535.06	833.64
Total .4.6 • Professional Services	10,129.26	10,001.29
Total 7410.4 • Contractual Expenses	175,950.15	145,567.02
9010 • Employee Benefits		
.1 • Retirement	41,909.00	30,758.00
.2 • Social Security & Medicare	16,700.39	16,296.74
.3 • Workers Compensation	3,552.00	4,707.00
.4 • Disability	-241.56	-235.63
.5 • Medical & Dental Benefits	48,397.16	40,445.10
.6 • Life Insurance	170.10	170.10
Total 9010 • Employee Benefits	110,487.09	92,141.31
Total Expense	509,202.15	454,907.58
Net Ordinary Income	232,758.29	233,217.66
Net Income	<u>232,758.29</u>	<u>233,217.66</u>

Saugerties Public Library Abstract Check Register

**M&T General Fund
Checking 6455**

Type	Date	Num	Name	Memo	Amount
Check	07/01/2025	EFT	NYS Emp Retire System		-704.92
Check	07/17/2025	11128	Inc.		-240.00
Check	07/31/2025	11667	Charter Communications - Internet	Internet service - 8/1/25 - 8/31/25	-115.40
Check	07/31/2025	11668	Welsh Sanitation	August Garbage Removal	-93.89
Check	07/31/2025	11669	LLC	Invoice: 609773	-609.81
Check	07/31/2025	11670	Amazon Capital Services	Invoice: 1RRC-4Gk4-331p	-259.29
Check	07/31/2025	11671	DEMCO	Invoice: 7675366	-105.57
Check	07/31/2025	11672	SAFECO Alarm Systems, Inc.	Invoice: 130762; 132542	-557.50
Check	07/31/2025	11673	Stewart's	July Newspapers	-202.00
Check	07/31/2025	11674	Culligan of Newburgh	Invoice: 2433246	-92.10
Check	07/31/2025	11675	Midwest Tape	Invoice: 507410817; 507445754; 507478332; 507478334; 507537262	-664.07
Check	07/31/2025	11676	WZ Accountants	Invoice: 3299	-600.00
Check	07/31/2025	11677	Baker & Taylor	Invoices: 5019595207; 5019601432; 5019611447; 5019595377; 5019603181; 5019614729; 5079616852	-1,223.27
Check	07/31/2025	11678	Credit Card Payment Processing		-534.20
Check	07/31/2025	11679	W B Mason Co Inc	Invoice: 255741060	-76.74
Check	07/31/2025	11680	Kristina Gutheil	Summer Reading Supplies	-31.69
Check	07/31/2025	EFT	Charter Communications - Phone		-257.36
Check	07/31/2025	11681	OverDrive Inc		-1,391.11
Check	07/31/2025	EFT	Paychex	Invoice: 2025070801; 2025072201	-166.69
Check	07/31/2025	11682	Mid Hudson Library System	Invoice: 2584	-5,007.54
Check	07/31/2025	11683	Holly Shelowitz		-250.00
Check	07/31/2025	11684	Graphic Image	Inv #67227	-2,439.00
Check	07/31/2025	11685	Woodstock Library		-9.99
Check	07/31/2025	11686	Gale/Cengage Learning	Invoice: 999100699172	-98.37
Check	07/31/2025	11687	Uniforms USA, Inc.	Invoices: 90386; 92646	-55.00
Check	07/31/2025	11688	SENYLRC		-415.00
Check	07/31/2025	11689	Whiteman Osterman & Hanna	Invoice: 790466	-500.00
Check	07/31/2025	11690	CDPHP	Invoice: 251940000196	-6,446.30
Check	07/31/2025	EFT	Central Hudson	Bill for 6/19/25 - 7/17/25	-1,998.75
Check	07/31/2025	11691	National Business Technology	Invoice: 591075499	-374.69
Check	07/31/2025	11692	Metropolitan Life Insurance Companies		-24.30

Saugerties Public Library Abstract Check Register

Type	Date	Num	Name	Memo	Amount
Total M&T General Fund Checking 6455					-25,544.55
M&T Capital Fund Checking 6430					
Total M&T Capital Fund Checking 6430					<u><u>-25,544.55</u></u>

Saugerties Public Library

Abstract

July 2025

	Num	Name	Memo	Amount
Ordinary Income/Expense				
Income				
2082 · Fees				
			Square income	159.44
Total 2082 · Fees				159.44
Total Income				159.44
Expense				
7410.1 · Salaries				
	07-03-25	pr		15,835.27
	07-17-25	pr		15,529.91
Total 7410.1 · Salaries				31,365.18
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.7 · Streaming				
	11675	Midwest Tape	507445754; 507478332; 507478334; 507537262	525.38
	11678	Credit Card Payment Processing		26.99
Total .4.1.7 · Streaming				552.37
.4.1.1 · DVD				
	11675	Midwest Tape	507445754; 507478332; 507478334; 507537262	138.69
Total .4.1.1 · DVD				138.69
.4.1.2 · Books				
4.1.2A · Adult Books				
	11670	Amazon Capital Services	Invoice: 1RRC-4Gk4-331p 5019601432; 5019611447; 5019595377; 5019603181;	11.94
	11677	Baker & Taylor		847.47
	11686	Gale/Cengage Learning	Invoice: 999100699172	98.37
Total 4.1.2A · Adult Books				957.78
4.1.2J · Children's Books				
	11677	Baker & Taylor	5019601432; 5019611447; 5019595377; 5019603181;	375.80
	11678	Credit Card Payment Processing		66.47

Saugerties Public Library

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July 2025

	Num	Name	Memo	Amount
	11685	Woodstock Library		9.99
Total 4.1.2J · Children's Books				452.26
Total .4.1.2 · Books				1,410.04
.4.1.4 · Newspapers				
	11673	Stewart's	July	202.00
Total .4.1.4 · Newspapers				202.00
.4.1.5 · Digital Materials				
	11678	Credit Card Payment Processing		5.99
	11681	OverDrive Inc	01938CO25217356; 01938DA25221125;	1,391.11
Total .4.1.5 · Digital Materials				1,397.10
Total .4.1 · Library Material				3,700.20
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs				
	11669	The Penworthy Company LLC	Rick's Funds	609.81
	11670	Amazon Capital Services	Invoice: 1RRC-4Gk4-331p	177.38
	11680	Kristina Gutheil	Summer Reading Supplies	31.69
	11683	Holly Shelowitz	Anti-inflammatory cooking demo	250.00
Total .4.2.1 · Programs				1,068.88
.4.2.2 · Microfilm & Archives				
	11688	SENYLRC	hosting July 2025 - June 2026	415.00
Total .4.2.2 · Microfilm & Archives				415.00
.4.2.3 · Newsletter & Public Relations				
	11684	Graphic Image	Inv #67227	2,439.00
Total .4.2.3 · Newsletter & Public Relations				2,439.00
Total .4.2 · Programs, Publicity, History				3,922.88
.4.3 · Operation of Building				
.4.3.1 · Utilities				
	EFT	Central Hudson	6/19/25 - 7/17/25	1,998.75
Total .4.3.1 · Utilities				1,998.75

Saugerties Public Library

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July 2025

	Num	Name	Memo	Amount
.4.3.2 · Telephone				
	EFT	Communications - Phone	Phone 7/1/25 - 7/31/25	257.36
Total .4.3.2 · Telephone				257.36
.4.3.4 · Maintenance Service & Supplies				
	11668	Welsh Sanitation	August	93.89
	11674	Culligan of Newburgh	Invoice: 2433246	92.10
	11678	Credit Card Payment Processing		84.48
Total .4.3.4 · Maintenance Service & Supplies				270.47
.4.3.6 · Building R&M				
	11128	SAFECO Alarm Systems, Inc.		240.00
	11670	Amazon Capital Services	Invoice: 1RRC-4Gk4-331p	59.98
	11672	SAFECO Alarm Systems, Inc.	Invoice: 130762; 132542	557.50
	11687	Uniforms USA, Inc.	July	55.00
Total .4.3.6 · Building R&M				912.48
.4.3.12 · Internet				
	11667	Communications - Internet	Internet service - 8/1/25 - 8/31/25	115.40
Total .4.3.12 · Internet				115.40
Total .4.3 · Operation of Building				3,554.46
.4.4 · Equipment R&M, Supplies				
.4.4.1 · Copier				
	11691	National Business Technology	August	374.69
Total .4.4.1 · Copier				374.69
.4.4.2 · Office Supplies				
	11671	DEMCO	Invoice: 7675366	105.57
	11679	W B Mason Co Inc	Invoice: 255741060	76.74
Total .4.4.2 · Office Supplies				182.31
.4.4.4 · Postage				
	11678	Credit Card Payment Processing		223.40
Total .4.4.4 · Postage				223.40

Saugerties Public Library

Abstract

July 2025

	Num	Name	Memo	Amount
.4.4.6 · Equipment Purchases				
	11670	Amazon Capital Services	Invoice: 1RRC-4Gk4-331p	9.99
Total .4.4.6 · Equipment Purchases				9.99
Total .4.4 · Equipment R&M, Supplies				790.39
.4.5 · Automation, System Fees				
.4.5.1 · Automation & Online Services				
	11678	Credit Card Payment Processing		126.87
Total .4.5.1 · Automation & Online Services				126.87
.4.5.2 · MHLS Assessment Fees				
	11682	Mid Hudson Library System	General Assessment 3rd quarter per invoice#2584	5,007.54
Total .4.5.2 · MHLS Assessment Fees				5,007.54
Total .4.5 · Automation, System Fees				5,134.41
.4.6 · Professional Services				
.4.6.9 · Merchant Fees				
			Square income	0.73
Total .4.6.9 · Merchant Fees				0.73
.4.6.7 · Payroll Service Fees				
	EFT	Paychex	July payroll fees	166.69
Total .4.6.7 · Payroll Service Fees				166.69
.4.6.1 · Accounting				
	11676	WZ Accountants	Invoice: 3299	600.00
Total .4.6.1 · Accounting				600.00
.4.6.4 · Consulting & Legal Services				
	11689	Whiteman Osterman & Hanna	3rd quater retainer July-Sept 2025	500.00
Total .4.6.4 · Consulting & Legal Services				500.00
Total .4.6 · Professional Services				1,267.42
Total 7410.4 · Contractual Expenses				18,369.76

9010 · Employee Benefits

.2 · Social Security & Medicare

Saugerties Public Library

Abstract

July 2025

Num	Name	Memo	Amount
07-03-25 pr			1,188.65
07-17-25 pr			1,165.29
Total .2 · Social Security & Medicare			2,353.94
.4 · Disability			
07-03-25 pr			-15.30
07-17-25 pr			-16.28
Total .4 · Disability			-31.58
.5 · Medical & Dental Benefits			
07-03-25 pr			-297.50
07-17-25 pr			-297.50
11690	CDPHP	August	6,446.30
Total .5 · Medical & Dental Benefits			5,851.30
.6 · Life Insurance			
11692	Metropolitan Life Insurance Companies	Life insurance	24.30
Total .6 · Life Insurance			24.30
Total 9010 · Employee Benefits			8,197.96
Total Expense			57,932.90
Net Ordinary Income			-57,773.46
Net Income			-57,773.46

July Director's Report 2025

Library card applications: We have had an unusual jump in new library card accounts. In June, we created 39 cards, and in July, we opened 84 accounts!

Potential Donations: I met with Ken and Mary Alice Lindquist about their interest in donating funds to the library in their will. They are interested in having their money invested and interest spent on the Local History room. I will speak with our lawyer about what the library can and cannot invest in. I will share this information with the Friends as they have more options when it comes to investing. I received an email from the Jewish Communal Fund saying that we might receive a grant from them. They asked for a formal letter declaring our non-profit status. I sent that letter to our lawyer to look over, and will check in with him in the next couple of weeks to that I can return it to the Jewish Communal Fund sooner than later.

Summer Reading Program: The summer reading program is in full swing in July. We've had professional storytellers, art classes for children, tie dye for children and teens (The teens wore new, white t-shirts and filled squirt guns with watered down fabric paint and had a great time squirting each other's shirts in the backyard). Via Aquarium, who brought sea creatures for the public to touch, shared information about these amazing animals. Local professional illustrator and potential board member, Kerry McQuaide, did a storytime and art class. Adults enjoyed a program called, Awakening Intuition: A Third Eye Chakra Workshop. Many, many people have participated in the reading program, and at the end of the summer, we will have numbers to share with the board.

Facilities: All of the staff computers have been replaced, so this means that all of the computers have been upgraded to Windows 11. We are posting to social media that the old computers are for sale, and we have gotten a good response.

MHLS Road Trip: It has been great fun to have people visit the Saugerties Library as a part of the Road Trip. People are impressed with our library, and we try to highlight all of the special aspects of the building, including the Moravian tiles on the fireplace depicting the story of Rip Van Winkle. So far, 2,132 road maps have been given out, and 19 people have visited each library in the entire system!

Meetings:

UCLA meeting: July 15th

Vacation days: July 28th – August 1st

The Library was closed on July 4th for Independence Day.

Saugerties Public Library
@Finance Committee

Date: 7/21/2025

Time: 6:02 p.m.

Committee Members Attending:

Charlotte Herscher

Ken Goldberg

Julie Misiano

Tim Scott

Board Members Attending:

Paul Van Benschoten

Staff Attending:

Jennifer Russell

Discussion/Agenda Items

- Digital materials. Need an additional \$2,000 for digital materials for 2025 after the MHLS report according to our usage. Will take it from appropriated balance fund. Will make a motion at the board meeting.
- Capital Fund Account. We discussed re-opening a Capital Fund bank account to save money for big projects. And the pros and cons of keeping donations in CDs versus directing donations into a Capital Fund Account. Could fund it with part of the Ricks operating funds donation (\$47,000). The elevator, lighting (including exterior lights) upgrades, and exterior painting are projects that will need attention in the future.
- Bequests. Ken & Mary Lindquist would like to leave money to the library in their will. It was suggested that we invest the money and use the interest but we are limited to CDs. Jen reached out to the Friends who have more flexibility. The couple is interested in contributing to the Local History Room.
- Bank of America Credit Cards. We opened up credit cards with M&T bank and would like to cancel Bank of America credit cards. Jen isn't sure she can cancel those credits cards. The president and treasurer might have to.
- Fund Balance Policy. The Policy Committee looked at it and there are many aspects of it that we don't do and we need to examine if the policy needs to be revised. The current formula is overly simplistic. We also need a better tracking system for the appropriated fund balance.

Corresponding Recommendation, Action Items (motions), or No Further Action

- Find out more from M&T Bank about Capital Fund Accounts.
- Jen will see what authorization we need to cancel our Bank of America credit cards.
- Jen is going to talk to our lawyer about options if any for investing bequest money.
- Jen will look at 2014 to see if the Finance Committee did an end of year fund balance accounting the year they wrote the policy.

Next meeting

Next meeting: Monday, August 18, 2025 at 6:00.



Purpose: For the safety of patrons and staff; the library will close during severe weather events at the discretion of the library director.

Inclement Weather Closing Policy

Snow, ice storms, hurricanes, severe weather, and other emergencies may result in an early closing, delayed opening, or full-day closure of the Library. The Director will make the decision about all weather and emergency closings. In the unlikely event that the Director is unavailable, the Assistant Library Director is authorized to make the decision.

General Guidelines for Determining Closure

- Assess the weather and road conditions.
- Check to see what the Saugerties Central School District is doing.
- Check online news and weather reports.
- Monitor the MHLS Main listserv to see what other libraries are doing; pay close attention to neighboring and Ulster County libraries.
- Consult with the Board President.

If it is determined that the Library must close early, complete the following steps:

- Allow at least 30 minutes to close the library.
- Post a sign on the front door stating the day, date, and time of closing.
- Using the staff contact list, inform all staff scheduled to work after the closing.
- Post the closing on the website.
- Post the closing on Facebook.
- Post on the MHLS Main listserv (mhls-list@googlegroups.com). In the subject line, include the Library and closing time (e.g. Saugerties Public Library Closing at.....).

If it is determined that the Library will have a delayed opening, complete the following steps:

- Using the staff contact list, inform the staff about what time to report to work.
- Post on the website.
- Post the delayed opening on Facebook.
- Post on the MHLS Main listserv (mhls-list@googlegroups.com). In the subject line, include the Library and closing time (e.g. Saugerties Public Library Opening at ...).

If it is determined that the Library is unable to open for service all day, complete the following steps:

- Using the staff contact list, inform the staff.
- Post the closing on the website
- Post the closing on Facebook.
- Post on the MHLS Main listserv (mhls-list@googlegroups.com). In the subject line, include the Library and closing time (e.g. Saugerties Public Library Closed).

Approved by the Saugerties Public Library board on February 10, 2015

Review History: August, 2025

Review Cycle: 3 years

Saugerties Public Library
Facilities Committee

Date: July 17^h, 2025

Time: 6 PM

Committee Members Attending: Paul, Tim

Staff Attending: Jen, Sandy

Others Attending:

Absent: Yosefa

Discussion/Agenda Items

1. Since our gardener has resigned we discussed what we want/need from a new gardener. Things like mowing, weeding, environmentally friendly, new plantings, and trimming. We will also want more communication about what we want and how or when they do it.
Jen will create an ad for facebook and our webpage.
2. Sandy has repaired our water fountains.
3. The top floor elevator button was replaced.
4. We discussed the need for a traffic counter but decided we do not need on now.

Next Facilities Meeting

August 19th, 2025

Saugerties Public Library
Outreach Committee

Date: Monday, July 28th, 2025

Time: 6:00 pm

Committee Members Attending:

Tim Scott, Teresa Giordano, Erin Poll

Staff Attending:

Discussion/Agenda Items

1. Locations to share library services with the public were discussed.
2. Various in-house events were discussed, i.e. an open house to meet the librarians.
3. Discovering how many people our PR and marketing reaches was discussed.

Corresponding Recommendation, Action Items (motions), or No Further Action

The Human Library event will be postponed until spring so that we have enough time to plan and advertise it.

Next Outreach Meeting Monday, August 25th at 6pm

Saugerties Public Library
2024-2025 Statistics Compared

	Jan '24	Jan '25	Feb '24	Feb '25	March '24	March '25	April '24	April '25	May '24	May '25	June '24	June '25	July '24	July '25
Circulation														
Adult	2,487	2,318	2,239	2,122	2,377	2,251	2,231	2,202	2,119	2,240	2,254	2,102	2,661	2,544
Adult renewals	1,044	1,035	941	999	1,167	1,145	1,103	992	993	1,038	962	1,024	1,068	1,024
Juvenile	1,886	2,095	2,151	1,783	2,069	1,726	2,013	1,736	1,644	1,632	1,840	1,767	2,677	2,326
Juvenile renewals	1,063	814	939	1,038	1,092	1,032	1,133	915	974	904	887	951	961	1,147
Teen	128	107	101	97	114	70	119	85	127	132	114	125	248	184
Teen renewals	56	58	53	41	56	41	61	44	80	43	72	58	75	83
Total Circulation	6,664	6,427	6,424	6,080	6,875	6,265	6,660	5,974	5,937	5,989	6,129	6,027	7,690	7,308
		-4%		-5%		-9%		-10%		1%		-2%		-5%
Holds Filled														
Adults	1,043	979	946	861	974	934	886	928	867	967	858	980	1,049	1,129
Juvenile	465	547	451	370	429	468	370	423	355	375	329	355	382	357
Teen	54	54	59	42	47	43	49	64	40	78	55	60	62	73
ILL received	1	2	1	2	1	3	1	2	0	4	0	1	0	2
ILL loaned	2	1	0	2	0	1	0	0	0	0	1	0	1	0
Total Holds	1,565	1,583	1,457	1,277	1,451	1,449	1,306	1,417	1,262	1,424	1,243	1,396	1,494	1,561
		1%		-12%		0%		9%		13%		12%		4%
Questions Answered														
Adult	1,207	742	1,030	718	863	793	962	843	731	744	710	840	803	1,014
Children's	215	163	295	145	290	128	248	136	243	136	225	161	385	179
Total Questions	1,422	905	1,325	863	1,153	921	1,210	979	974	880	935	1,001	1,188	1,193
		-36%		-35%		-20%		-19%		10%		7%		1%
Programs														
Adult	18	24	23	24	33	33	30	34	27	31	24	26	19	24
Teen	16	22	18	19	17	20	13	20	19	13	14	19	19	20
Children's	24	26	27	29	21	30	27	31	23	28	21	29	45	44
Total Programs	58	72	68	72	71	83	70	85	69	72	59	74	83	88
		22%		6%		17%		21%		4%		25%		6%
Program Attendance														
Adult	158	228	193	226	429	552	327	529	275	566	235	262	295	196
Teen	95	137	4	129	117	147	100	123	105	87	186	298	148	181
Children	505	322	492	225	381	269	433	234	423	239	1,236	1,545	1,055	976
Total attendance	758	687	689	580	927	968	860	886	803	892	1,657	2,105	1,498	1,353
		-9%		-16%		4%		3%		11%		27%		-10%
Computer sessions	345	311	324	304	418	381	408	397	412	331	327	331	407	425
		-10%		-6%		-9%		-3%		-20%		1%		4%
Web Page Visits	6,170	6,207	5,273	5,728	5,705	6,161	5,572	6,350	5,516	6,224	5,685	6,188	7,049	6,889
		1%		9%		8%		14%		13%		9%		-2%
New Cards Issued	32	30	42	30	59	33	44	30	22	32	41	39	55	84
		-6%		-29%		-44%		-32%		45%		-5%		53%
Overdrive Audiobook	723	1098	756	1042	766	1058	806	1030	818	1110	805	1009	868	1155
Overdrive eBook	971	1036	868	918	922	982	941	903	890	927	932	867	968	1051
Overdrive Magazine	483	626	466	578	524	631	352	683	410	601	346	621	357	547
Overdrive Total	2177	2760	2090	2538	2212	2671	2099	2616	2118	2638	2083	2497	2193	2753
		27%		21%		21%		25%		25%		20%		26%

Saugerties Public Library
2024-2025 Statistics Compared

	August '24	August '25	Sept '24	September '25	Oct '24	October '25	Nov '24	November '25	Dec '24	December '25	TOTAL 2024	TOTAL 2025	
Circulation													
Adult	2,635		2,214		2,099		2,021		2,120		27,457	15,779	57%
Adult renewals	1,158		1,089		1,019		975		1,122		12,641	7,257	57%
Juvenile	2,453		1,886		1,743		1,697		1,399		23,458	13,065	56%
Juvenile renewals	1,151		1,166		1,032		813		1,004		12,215	6,801	56%
Teen	195		78		97		100		111		1,532	800	52%
Teen renewals	75		72		53		51		58		762	368	48%
Total Circulation	7,667		6,505		6,043		5,657		5,814		78,065	44,070	56%
Holds Filled											0		
Adults	1,041		867		892		798		890		11,111	6,778	61%
Juvenile	343		474		490		390		352		4,830	2,895	60%
Teen	49		38		46		49		48		596	414	69%
ILL received	0		0		0		1		1		6	16	267%
ILL loaned	0		1		1		0		0		6	4	67%
Total Holds	1,433		1,380		1,429		1,238		1,291		16,549	10,107	61%
Questions Answered											0		
Adult	941		840		742		682		603		10,359	5,593	54%
Children's	300		172		305		138		90		2,873	1,075	37%
Total Questions	1,241		1,012		1,047		820		693		13,232	6,668	50%
Programs											0		
Adult	18		23		25		27		19		286	196	69%
Teen	16		14		22		13		12		193	133	69%
Children's	28		20		15		10		7		268	217	81%
Total Programs	62		57		62		50		38		747	546	73%
Program Attendance											0		
Adult	139		276		245		274		413		3,259	2,559	79%
Teen	177		103		172		108		81		1,396	1,102	79%
Children	834		233		172		103		92		5,959	3,810	64%
Total attendance	1,150		612		589		485		586		10,614	7,471	70%
Computer sessions	385		394		428		385		298		4,531	2,480	55%
Web Page Visits	6,988		7,166		5,715		5,707				66,546	43,747	66%
New Cards Issued	53		39		25		29		23		464	278	60%
Overdrive Audiobook	883		847		837		879		983		9971	7502	75%
Overdrive eBook	959		869		778		862		879		10839	6684	62%
Overdrive Magazine	401		533		559		584		602		5617	4287	76%
Overdrive Total	2243		2249		2174		2325		2464		26427	18473	70%

2025

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