

Saugerties Public Library Board Agenda
April 9, 2026
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

Old Business:

1. Harassment Prevention Training
2. Snow Removal
3. Vulnerable Adults Policy

New Business:

- 1.
- 2.
- 3.

Secretary's Report
Treasurer's Report
Pay Bills

Director's Report:

Ambassador's Report:

Committee Reports:

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

Next meeting - May 14, 2026

**Saugerties Public Library
Regular Board Meeting
Date: March 12, 2026**

Present: Trustees Paul Van Benschoten, Timothy Scott, Erin Poll, Yosefa Karchmar, Charlotte Herscher, Alice Graves, Valentina Kielland, Rebecca Lang, Kerry McQuaide, Ken Goldberg, Teresa Giordano

Excused:

Staff: Director Jennifer Russell

Public Attendees: Bill Barr

Meeting called to order at 6:01 PM by President Tim Scott

Public Comment: From Bill Barr (town board): Winston Farm applicants are responding to public comments. Battery storage system: applicant before board. The approval or disapproval process will be done as a special use permit. The board is looking for grant opportunities for water/sewer areas. They will need a new grant writer due to retirement. They did get a grant to look at water and sewer infrastructure. They are looking at short term rentals and impact on long term rentals. They are looking into unpermitted rentals. Conservation advisory commission: looking for a volunteer for the climate smart task force. Someone who is following environmental issues. Will give information to us to share with the environmental book club.

Friends of Library:

Unfinished Business:

1. **Harassment prevention training:** Get this done ASAP. We'd like all the training done before the organizational meeting in October.

New Business:

1. **Bike Borrow Program:** NYS Department of Transportation is working with public libraries to set up bike loaning. They would get donated bikes and give them to the libraries. They would offer us potentially up to six bikes. We are thinking two might be enough to start. Concern about the bike rack out front would be vandalism or theft. We do have another rack and it is possible to set it up in the back for accessibility. They could be stored in the shed in the winter. NYSDOT would like them to be stored inside somewhere each night. We would need to purchase locks but patrons need to bring their own helmets. NYSDOT recommends that kids under 16 cannot use them. When inquiring with the insurance company, the question came up as to who owns the bikes. We would need an MOU regarding who holds the insurance and who really owns the bikes and if there is an age range that affects coverage. Suggestion of a wall bike rack

was mentioned. That would keep them inside but out of the way. They would be checked out like any “library of things” item. NYSDOT suggests you loan them out for a week.

- 2. Snow removal services (Robert Flanagan or Village DPW):** After last snowfall, Robert Flanagan, who shovels our sidewalks, mentioned that the DPW person who plowed damaged the sidewalk. We’ve been trying to get in touch with the department head but we’ve gotten no response. Tim may just show up to have a conversation. He’d like to talk to Rich Forbes (DPW head). The alternative is having Robert Flanagan do the plowing of the parking lot but that will be an additional cost. Bernie Carol had a verbal agreement for the village DPW to plow our lot for no cost. Thoughts are a contract with Mr. Flanagan would make for a more reliable plowing situation. He would charge between \$125-\$150 to do the lot and he’d keep doing everything else too. We are already over budget for snow removal. We will set a deadline of August to get agreement with the village to iron this out. If we cannot get an agreement by then, we will look into Mr. Flanagan.
- 3.** Tim took part in a round table event hosted by Rebekkah Smith Aldrich. It focused on resiliency and they discussed how libraries are doing.

Secretary’s Report:

MOTION: to approve

Motion by Tim and seconded by Paul to approve the minutes as written. All in favor.

Treasurer’s Report:

MOTION: The total for the bills is 25,522.81 .Motion to pay the bills in the amount of \$ 25,522.81 made by Charlotte and seconded by Kerry.

All in favor.

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

Digital books: We have to purchase books for the minority group that has 15 holds. If we limit the holds, we would, potentially, decrease how much we spend. The Resource Sharing Advisory Committee system has voted down this suggestion.

Annual Report: The report is still late. We have a deadline of April 3rd to get it done, but we haven’t received the website to enter data into yet.

Ambassador’s Report: Teresa gets emails from Rebekkah Smith Aldrich when there is a perceived need. She forwards that to the board and the friends of the library. This month the request was to get in touch with representatives to not pass a bill that they refer to as “stop sexualizing young children”. The next ask was to reach out to help fund a healthy budget for next year. During the April 17th Celebrate Libraries event, we are going to ask people to be advocates of the library and sign up to get these emails as well.

Committee Reports

Finance: see minutes attached

Talking about salaries and minimum wage. Also considering changing the phone service to coincide with the move to Archtop Fiber. Jen sent the friends a wish list for 2026.

Next meeting: March 16th at 6:00

Personnel/Policy: see minutes attached

We looked at the vulnerable adults policy, which can be folded into the Safe Child Policy and renamed. We are going to vote on a draft next time, of a combined children and vulnerable adult policy.

We looked at the environmental policy. It would be good to see what we are using now and what is listed in the policy. We may need to shift some of our thoughts to resilience. We will all take a look at the policy so we can share ideas and bring them to the committee to discuss.

Law and enforcement policy came up due to concerns about ICE. . Questions came up regarding staff being trained to recognize legitimate warrants. Also, what happens if we cannot reach our own counsel.

We talked about changing a staff member's status as regular part-time. Also, we discussed minimum wage and salaries.

Creating an AI policy was mentioned as a topic that needs to be discussed going forward.

Next meeting: March 25th at 6:15pm.

Facilities: Did not meet last month

Next meeting: March 17th at 6:00 pm

Outreach: See minutes attached.

April 17th event: Divided into three parts 1) Gus Pederson (historian) discusses the history of SPL and libraries in general as well as Carnegie libraries. The underlying theme is libraries as central to democracy. 2) Rebekkah Smith Aldrich will talk about the library system and the challenges facing libraries now. 3) Jen talking about our library and what it has to offer and giving a tour. Food and drinks will be included. Local politicians, school leaders and maybe town/village board members will be invited. The goal is to learn about and celebrate libraries..

Three Fridays in April: Librarian as a main character film series event.

A representative from the NYS library will be coming in June to talk about the history of public libraries in America.

Next meeting: March 23rd at 5:30

Motion to adjourn at 7:12 PM by Tim;

Seconded by Alice.

Passes unanimously.

Submitted by Rebecca Lang

Next meeting: April 9, 2026 at 5:30 with meeting starting at 6:00

Saugerties Public Library

General Fund Revenue and Expenditure Report

	<u>Jan - Mar 26</u>	<u>Jan - Mar 25</u>
Ordinary Income/Expense		
Income		
1001 · Real Property Taxes	770,986.00	707,326.00
2082 · Fees	2,739.88	2,352.82
2401 · Interest	2,095.73	9,467.54
2705 · Gifts & Donations		
2705.4 · Friends	2,500.00	16,269.00
2705.2 · General	11,915.00	375.00
Total 2705 · Gifts & Donations	<u>14,415.00</u>	<u>16,644.00</u>
3840 · New York State Aid	601.50	0.00
Total Income	<u>790,838.11</u>	<u>735,790.36</u>
Expense		
7410.1 · Salaries	81,512.31	81,213.38
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	0.00	12.74
.4.1.7 · Streaming	1,879.99	1,975.25
.4.1.1 · DVD	892.86	545.65
.4.1.2 · Books		
4.1.2A · Adult Books	4,658.72	3,234.80
4.1.2J · Children's Books	2,183.20	1,010.44
Total .4.1.2 · Books	<u>6,841.92</u>	<u>4,245.24</u>
.4.1.3 · Subscriptions	34.95	34.95
.4.1.4 · Newspapers	580.00	592.00
.4.1.5 · Digital Materials	5,170.39	3,698.28
Total .4.1 · Library Material	<u>15,400.11</u>	<u>11,104.11</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	5,876.16	3,925.59
.4.2.3 · Newsletter & Public Relations	85.00	75.00
Total .4.2 · Programs, Publicity, History	<u>5,961.16</u>	<u>4,000.59</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	9,795.11	7,309.00
.4.3.2 · Telephone	776.19	772.62
.4.3.3 · Insurance	13,999.07	6,287.25
.4.3.4 · Maintenance Service & Supplies	1,203.77	982.29
.4.3.5 · Lawn & Grounds	0.00	15.78
.4.3.6 · Building R&M	812.97	1,463.48
.4.3.7 · Snow Removal	2,375.00	1,900.00
.4.3.8 · Elevator	873.36	12,176.10
.4.3.9 · Geothermal	0.00	1,761.26
.4.3.12 · Internet	461.60	230.80
Total .4.3 · Operation of Building	<u>30,297.07</u>	<u>32,898.58</u>
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	623.45	1,435.07

Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Mar 26</u>	<u>Jan - Mar 25</u>
.4.4.2 · Office Supplies	653.75	358.46
.4.4.4 · Postage	35.56	67.85
.4.4.6 · Equipment Purchases	90.00	16,979.00
.4.4.7 · Equipment R&M	135.00	1,448.75
Total .4.4 · Equipment R&M, Supplies	<u>1,537.76</u>	<u>20,289.13</u>
.4.5 · Automation, System Fees		
.4.5.1 · Automation & Online Services	739.04	2,391.54
.4.5.2 · MHLS Assessment Fees	12,719.38	5,007.54
Total .4.5 · Automation, System Fees	<u>13,458.42</u>	<u>7,399.08</u>
.4.6 · Professional Services		
.4.6.7 · Payroll Service Fees	944.77	932.69
.4.6.1 · Accounting	2,250.00	1,800.00
.4.6.3 · Board Expenses	76.77	0.00
.4.6.4 · Consulting & Legal Services	500.00	0.00
.4.6.5 · IT Maintenance Consultant	1,690.00	1,657.00
Total .4.6 · Professional Services	<u>5,461.54</u>	<u>4,389.69</u>
.4.7 · Election Expenses		
.4.7.2 · Election Expenses	55.00	0.00
Total .4.7 · Election Expenses	<u>55.00</u>	<u>0.00</u>
Total 7410.4 · Contractual Expenses	<u>72,171.06</u>	<u>80,081.18</u>
9010 · Employee Benefits		
.1 · Retirement	49,667.00	41,909.00
.2 · Social Security & Medicare	6,103.54	6,076.37
.3 · Workers Compensation	2,878.00	3,552.00
.4 · Disability	-97.40	-97.87
.5 · Medical & Dental Benefits	28,960.60	25,289.46
.6 · Life Insurance	67.24	67.24
Total 9010 · Employee Benefits	<u>87,578.98</u>	<u>76,796.20</u>
Total Expense	<u>241,262.35</u>	<u>238,090.76</u>
Net Ordinary Income	<u>549,575.76</u>	<u>497,699.60</u>
Net Income	<u><u>549,575.76</u></u>	<u><u>497,699.60</u></u>

Saugerties Public Library
General Fund Budget vs. Actual
 January through March 2026

	Jan - Mar 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
1001 · Real Property Taxes	770,986.00	770,986.00	0.00	100.0%
2082 · Fees	2,739.88	9,000.00	-6,260.12	30.44%
2401 · Interest	2,095.73	12,000.00	-9,904.27	17.46%
2705 · Gifts & Donations				
2705.4 · Friends	2,500.00	6,000.00	-3,500.00	41.67%
2705.2 · General	11,915.00	13,000.00	-1,085.00	91.65%
Total 2705 · Gifts & Donations	14,415.00	19,000.00	-4,585.00	75.87%
3840 · New York State Aid	601.50	5,500.00	-4,898.50	10.94%
3999 · Appropriated Fund Balance	0.00	25,377.24	-25,377.24	0.0%
Total Income	790,838.11	841,863.24	-51,025.13	93.94%
Expense				
7410.1 · Salaries	81,512.31	429,273.60	-347,761.29	18.99%
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.7 · Streaming	1,879.99	9,000.00	-7,120.01	20.89%
.4.1.1 · DVD	892.86	2,500.00	-1,607.14	35.71%
.4.1.2 · Books				
4.1.2A · Adult Books	4,658.72	19,598.00	-14,939.28	23.77%
4.1.2J · Children's Books	2,183.20	8,000.00	-5,816.80	27.29%
Total .4.1.2 · Books	6,841.92	27,598.00	-20,756.08	24.79%
.4.1.3 · Subscriptions	34.95	1,500.00	-1,465.05	2.33%
.4.1.4 · Newspapers	580.00	2,500.00	-1,920.00	23.2%
.4.1.5 · Digital Materials	5,170.39	22,000.00	-16,829.61	23.5%
Total .4.1 · Library Material	15,400.11	65,098.00	-49,697.89	23.66%
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs	5,876.16	7,000.00	-1,123.84	83.95%
.4.2.3 · Newsletter & Public Relations	85.00	4,000.00	-3,915.00	2.13%
Total .4.2 · Programs, Publicity, History	5,961.16	11,000.00	-5,038.84	54.19%
.4.3 · Operation of Building				
.4.3.1 · Utilities	9,795.11	28,000.00	-18,204.89	34.98%
.4.3.2 · Telephone	776.19	3,500.00	-2,723.81	22.18%
.4.3.3 · Insurance	13,999.07	30,000.00	-16,000.93	46.66%
.4.3.4 · Maintenance Service & Supplies	1,203.77	4,000.00	-2,796.23	30.09%
.4.3.5 · Lawn & Grounds	0.00	5,808.00	-5,808.00	0.0%
.4.3.6 · Building R&M	812.97	12,000.00	-11,187.03	6.78%
.4.3.7 · Snow Removal	2,375.00	2,000.00	375.00	118.75%
.4.3.8 · Elevator	873.36	4,000.00	-3,126.64	21.83%
.4.3.9 · Geothermal	0.00	10,000.00	-10,000.00	0.0%
.4.3.12 · Internet	461.60	2,650.00	-2,188.40	17.42%
Total .4.3 · Operation of Building	30,297.07	101,958.00	-71,660.93	29.72%
.4.4 · Equipment R&M, Supplies				
.4.4.1 · Copier	623.45	5,500.00	-4,876.55	11.34%

Saugerties Public Library
General Fund Budget vs. Actual
 January through March 2026

	Jan - Mar 26	Budget	\$ Over Budget	% of Budget
.4.4.2 · Office Supplies	653.75	2,500.00	-1,846.25	26.15%
.4.4.4 · Postage	35.56	800.00	-764.44	4.45%
.4.4.6 · Equipment Purchases	90.00	8,000.00	-7,910.00	1.13%
.4.4.7 · Equipment R&M	135.00	5,000.00	-4,865.00	2.7%
Total .4.4 · Equipment R&M, Supplies	1,537.76	21,800.00	-20,262.24	7.05%
.4.5 · Automation, System Fees				
.4.5.1 · Automation & Online Services	739.04	4,000.00	-3,260.96	18.48%
.4.5.2 · MHLS Assessment Fees	12,719.38	22,073.00	-9,353.62	57.62%
Total .4.5 · Automation, System Fees	13,458.42	26,073.00	-12,614.58	51.62%
.4.6 · Professional Services				
.4.6.8 · Professional Memberships	0.00	1,200.00	-1,200.00	0.0%
.4.6.7 · Payroll Service Fees	944.77	3,000.00	-2,055.23	31.49%
.4.6.1 · Accounting	2,250.00	9,000.00	-6,750.00	25.0%
.4.6.3 · Board Expenses	76.77	300.00	-223.23	25.59%
.4.6.4 · Consulting & Legal Services	500.00	2,000.00	-1,500.00	25.0%
.4.6.5 · IT Maintenance Consultant	1,690.00	1,650.00	40.00	102.42%
.4.6.6 · Staff Development	0.00	400.00	-400.00	0.0%
Total .4.6 · Professional Services	5,461.54	17,550.00	-12,088.46	31.12%
.4.7 · Election Expenses				
.4.7.1 · Election Inspectors	0.00	450.00	-450.00	0.0%
.4.7.2 · Election Expenses	55.00	200.00	-145.00	27.5%
Total .4.7 · Election Expenses	55.00	650.00	-595.00	8.46%
Total 7410.4 · Contractual Expenses	72,171.06	244,129.00	-171,957.94	29.56%
9010 · Employee Benefits				
.1 · Retirement	49,667.00	49,950.00	-283.00	99.43%
.2 · Social Security & Medicare	6,103.54	31,320.00	-25,216.46	19.49%
.3 · Workers Compensation	2,878.00	4,700.00	-1,822.00	61.23%
.4 · Disability	-97.40	350.00	-447.40	-27.83%
.5 · Medical & Dental Benefits	28,960.60	83,978.64	-55,018.04	34.49%
.6 · Life Insurance	67.24	470.00	-402.76	14.31%
Total 9010 · Employee Benefits	87,578.98	170,768.64	-83,189.66	51.29%
Total Expense	241,262.35	844,171.24	-602,908.89	28.58%
Net Ordinary Income	549,575.76	-2,308.00	551,883.76	-23,811.78%
Net Income	549,575.76	-2,308.00	551,883.76	-23,811.78%

Saugerties Public Library Abstract Check Register

Type	Date	Num	Name	Memo	Amount
M&T General Fund Checking 6455					
Check	03/04/2026		Paychex Garnishment		-82.16
Check	03/05/2026	EFT	NYS Emp Retire System		-726.85
Check	03/18/2026		Paychex Garnishment		-60.52
Check	03/31/2026	11872	Charter Communications - Internet		-115.40
Check	03/31/2026	11873	Woodworth & Zarolnick Accountants Inc		-750.00
Check	03/31/2026	11874	Welsh Sanitation		-105.15
Check	03/31/2026	11875	Amazon Capital Services	Invoice !JQG-6K4X- 1YRG	-959.01
Check	03/31/2026	11876	Midwest Tape		-1,762.26
Check	03/31/2026	11877	Ingram Library Services		-3,560.79
Check	03/31/2026	11878	Mid Hudson Library System		-5,518.19
Check	03/31/2026	11879	Binnewater		-198.11
Check	03/31/2026	11880	Stewart's		-205.00
Check	03/31/2026	11881	OverDrive Inc		-1,631.83
Check	03/31/2026	11882	Credit Card Payment Processing		-179.07
Check	03/31/2026	11883	PC Smith & Son, Inc.		-127.97
Check	03/31/2026	EFT	Central Hudson		-2,886.40
Check	03/31/2026	11884	W B Mason Co Inc		-278.02
Check	03/31/2026	11885	National Business Technologies	Inv IN723680	-159.39
Check	03/31/2026	11886	Holly Shelowitz		-500.00
Check	03/31/2026	11887	CDPHP	Invoice: 260730057884	-7,775.80
Check	03/31/2026	11888	On-Site Confidential Shredding		-1,040.00
Check	03/31/2026	11889	Jessica Williams		-275.00
Check	03/31/2026	11890	National Business Technology	Invoice: 596253324	-408.39
Check	03/31/2026	11891	Uniforms USA, Inc.	Invoice: 122270, 124059	-58.00
Check	03/31/2026	11892	Gale/Cengage Learning	Inv 999102497433	-98.37
Check	03/31/2026	11893	Metropolitan Life Insurance Companies		-21.47
Check	03/31/2026	11894	Hudson Valley One		-55.00
Check	03/31/2026	EFT	Charter Communications - Phone		-258.73
Check	03/31/2026	EFT	Paychex		-221.83
Check	03/31/2026	11871		VOID: Printing Error	0.00
Total M&T General Fund Checking 6455					-30,018.71
M&T Capital Fund Checking 6430					
Total M&T Capital Fund Checking 6430					-30,018.71

Saugerties Public Library

Abstract

March 2026

	Num	Name	Memo	Amount
Ordinary Income/Expense				
Income				
2082 - Fees				
			Square income	229.49
Total 2082 - Fees				<u>229.49</u>
Total Income				229.49
Expense				
7410.1 - Salaries				
	03.05.26	PR		16,259.41
	03.19.26	PR		16,133.88
Total 7410.1 - Salaries				<u>32,393.29</u>
7410.4 - Contractual Expenses				
.4.1 - Library Material				
.4.1.7 - Streaming				
	11876	Midwest Tape	Hoopla #508513405	554.31
	11876	Midwest Tape		645.69
	11882	Credit Card Payment Processing		29.99
Total .4.1.7 - Streaming				<u>1,229.99</u>
.4.1.1 - DVD				
	11875	Amazon Capital Services	Invoice !JQG-6K4X-1YRG	23.98
	11876	Midwest Tape	Inv 508427469	51.73
	11876	Midwest Tape	Inv 508458784	71.97
	11876	Midwest Tape	Inv 508492729	140.93
	11876	Midwest Tape		297.63
Total .4.1.1 - DVD				<u>586.24</u>
.4.1.2 - Books				
4.1.2A - Adult Books				
	11875	Amazon Capital Services	Invoice !JQG-6K4X-1YRG	88.46
	11875	Amazon Capital Services	Carnegie	438.52
	11877	Ingram Library Services		902.57
	11877	Ingram Library Services	Carnegie	1,857.06
	11892	Gale/Cengage Learning	Inv 999102497433	98.37
Total 4.1.2A - Adult Books				<u>3,384.98</u>
4.1.2J - Children's Books				
	11877	Ingram Library Services		801.16
Total 4.1.2J - Children's Books				<u>801.16</u>
Total .4.1.2 - Books				4,186.14
.4.1.4 - Newspapers				
	11880	Stewart's		205.00
Total .4.1.4 - Newspapers				<u>205.00</u>
.4.1.5 - Digital Materials				
	11881	OverDrive Inc	Inv 09138CO26070776	498.68

Saugerties Public Library

Abstract

March 2026

Num	Name	Memo	Amount
11881	OverDrive Inc	Inv 01938CO26079186	361.98
11881	OverDrive Inc	Inv 01938CO26085808	336.70
11881	OverDrive Inc	Inv 01938CO26091935	117.49
11881	OverDrive Inc	Inv 01938DA26095005	240.98
11881	OverDrive Inc	Inv 01938DA26110152	76.00
Total .4.1.5 · Digital Materials			<u>1,631.83</u>
Total .4.1 · Library Material			<u>7,839.20</u>
.4.2 · Programs, Publicity, History			
.4.2.1 · Programs			
11875	Amazon Capital Services	Invoice !JQG-6K4X-1YRG	374.28
11882	Credit Card Payment Processing		45.40
11886	Holly Shelowitz	Anti-inflammatory cooking demo	500.00
11888	On-Site Confidential Shredding	friends to refund full amount	1,040.00
11889	Jessica Williams		275.00
Total .4.2.1 · Programs			<u>2,234.68</u>
Total .4.2 · Programs, Publicity, History			<u>2,234.68</u>
.4.3 · Operation of Building			
.4.3.1 · Utilities			
EFT	Central Hudson	EFT	2,886.40
Total .4.3.1 · Utilities			<u>2,886.40</u>
.4.3.2 · Telephone			
EFT	Charter Communications - Phone		258.73
Total .4.3.2 · Telephone			<u>258.73</u>
.4.3.4 · Maintenance Service & Supplies			
11874	Welsh Sanitation		105.15
11879	Binnewater	Invoice: 0504165	97.30
11879	Binnewater		99.35
11879	Binnewater		1.46
11884	W B Mason Co Inc		96.04
Total .4.3.4 · Maintenance Service & Supplies			<u>399.30</u>
.4.3.6 · Building R&M			
11883	PC Smith & Son, Inc.		127.97
11891	Uniforms USA, Inc.	Invoice: 122270, 124059	58.00
Total .4.3.6 · Building R&M			<u>185.97</u>
.4.3.12 · Internet			
11872	Charter Communications - Internet		115.40
Total .4.3.12 · Internet			<u>115.40</u>
Total .4.3 · Operation of Building			<u>3,845.80</u>
.4.4 · Equipment R&M, Supplies			
.4.4.1 · Copier			
11885	National Business Technologies	Inv IN723680	159.39
11890	National Business Technology	Invoice: 596253324	408.39

Saugerties Public Library

Abstract

March 2026

	Num	Name	Memo	Amount
Total .4.4.1 · Copier				567.78
.4.4.2 · Office Supplies				
	11875	Amazon Capital Services	Invoice !JQG-6K4X-1YRG	33.77
	11884	W B Mason Co Inc		181.98
	11871		VOID: Printing Error	0.00
Total .4.4.2 · Office Supplies				<u>215.75</u>
Total .4.4 · Equipment R&M, Supplies				783.53
.4.5 · Automation, System Fees				
.4.5.1 · Automation & Online Services				
	11882	Credit Card Payment Processing		103.68
Total .4.5.1 · Automation & Online Services				<u>103.68</u>
.4.5.2 · MHLS Assessment Fees				
	11878	Mid Hudson Library System		5,518.19
Total .4.5.2 · MHLS Assessment Fees				<u>5,518.19</u>
Total .4.5 · Automation, System Fees				5,621.87
.4.6 · Professional Services				
.4.6.9 · Merchant Fees				
			Square income	9.79
Total .4.6.9 · Merchant Fees				<u>9.79</u>
.4.6.7 · Payroll Service Fees				
	EFT	Paychex		221.83
Total .4.6.7 · Payroll Service Fees				<u>221.83</u>
.4.6.1 · Accounting				
	11873	Woodworth & Zarolnick Accountants Inc		750.00
Total .4.6.1 · Accounting				<u>750.00</u>
Total .4.6 · Professional Services				981.62
.4.7 · Election Expenses				
.4.7.2 · Election Expenses				
	11894	Hudson Valley One		55.00
Total .4.7.2 · Election Expenses				<u>55.00</u>
Total .4.7 · Election Expenses				<u>55.00</u>
Total 7410.4 · Contractual Expenses				21,361.70
9010 · Employee Benefits				
.2 · Social Security & Medicare				
	03.05.26 PR			1,221.89
	03.19.26 PR			1,212.27
Total .2 · Social Security & Medicare				<u>2,434.16</u>
.4 · Disability				
	03.05.26 PR			-16.52
	03.19.26 PR			-15.58
Total .4 · Disability				<u>-32.10</u>
.5 · Medical & Dental Benefits				
	03.05.26 PR			-357.10
	03.19.26 PR			-357.10

Saugerties Public Library

Abstract

March 2026

	Num	Name	Memo	Amount
	11887	CDPHP	Invoice: 260730057884	7,775.80
Total .5 · Medical & Dental Benefits				7,061.60
.6 · Life Insurance				
	11893	Metropolitan Life Insurance Compa	Life insurance	21.47
Total .6 · Life Insurance				21.47
Total 9010 · Employee Benefits				9,485.13
Total Expense				63,240.12
Net Ordinary Income				-63,010.63
				-63,010.63



Safe Child and Vulnerable Adult Policy

The safety of unattended children in the Library is a serious concern. Children under the age of 11 must be supervised at all times by a responsible adult (18 years or older). If a child under the age of 11 is attending a Library program, a parent/caregiver must be in the building and aware of the location and behavior of his/her child. If children under the age of 11 are left at the Library unattended, an attempt to contact a parent / caregiver will be made. If there is no response, the police will be contacted, especially if the library is closing.

Children ages 11 to 17 may use the library on their own provided that they comply with all Library rules and the *Patron Code of Conduct*. Parents/caregivers are still, however, responsible for the behavior of their children. If children do not comply with Library rules and the *Patron Code of Conduct*, Library staff will ask them to leave the Library and the police may be contacted.

Library staff are not “in loco parentis”, that is, they do not take on the responsibility of a parent, and cannot prevent children from interacting with or leaving with persons who are not the appropriate chaperone.

Violation of the Safe Child Policy may result in suspension of Library privileges.

A Vulnerable adult is an individual over the age of 18 who is mentally or physically challenged to a degree that may significantly impair that person’s ability to provide adequately for his/her personal needs and manage his/her behavior without assistance.

A parent/guardian or caregiver 18 years of age or older must be responsible for monitoring the activities and managing the behavior of vulnerable adults during their Library visits.

Approved by the Saugerties Public Library board on April 14, 2015, December 11, 2018, June 8, 2023

Review Cycle: 3 years

Review History:

March Director's Report 2026

Annual Report: The report was still late in March. The website opened on April 1st. I have entered all of the data that I had gathered, and we are now waiting for the accountant to enter the financial data.

250th programming for the year: Staff have solidified various programs to acknowledge the American Revolution. These include: A Teen Art Contest subject - Rebellion, Choosing Sides: Ulster County During the American Revolution, Star Suncatchers Patriotic Craft for kids, "I Hear America Singing" for Families, Gravestone Guardians will speak about Revolutionary war cemeteries in UC., US History Trivia Night, Bitter Farewell: The Esopus Indians and the American Revolution, and Escaping Ulster: Black Loyalists in the War for Independence.

Sexual Harassment training: All staff have completed the required training.

Spanish Book Section: Across from the main circulation desk, you will see our new Spanish books section. This year we have included Spanish books in our McNaughton book leasing agreement, and now have enough titles to warrant creating special shelving for this offering.

New Museum Pass: The Ulster County Library Association has purchased a physical museum pass for each library in the county for the Discovery Museum in Poughkeepsie. This was the Children's Museum that has been revamped and renamed, but it is still a kid focused museum.

Transparent Language database: In 2025 we had 84 unique users of our language learning database. The most accessed language was Italian, then Spanish and then French. Other languages learned were Japanese, Korean, German, Hebrew, ESL and Icelandic.

Webinar:

ICE Agents and Public Libraries, March 2nd

HVCAN - Tech Training Session (Bard air quality monitor), March 2nd

BiblioBoard Webinar, March 18th

Meetings:

Ulster County Library Association: March 17th

Closings: Closed early on March 3rd due to snow.

Saugerties Public Library
@Finance Committee

Date: 3/16/2026

Time: 6:00 p.m.

Committee Members Attending:

Charlotte Herscher

Tim Scott

Staff Attending:

Jennifer Russell

Absent Committee Members:

Ken Goldberg

Discussion/Agenda Items:

- The one year and six month CD are both about to come due, and we need to decide if we want to renew or not depending on the new rates compared to the interest in the money market account. Charlotte emailed Shane at M&T to inquire about current rates.
- 2027 budget considerations.
 - Book budget. Jen would like to add \$5,000 to book budget for physical books for 2027.
 - Music. Jen would like to add to the music budget for next year to enable the library to have a streaming service for local music. Biblioboard is a service that could potentially offer this sort of thing. Jen is exploring it further.
 - Subscriptions. Magazines. Jen is looking at a new magazine distribution company. She's also considering the idea of a magazine swap. Not sure how that would work, but we might be able to offer more titles.
 - Digital materials. We will receive the next MHLS report which shows how many ebooks Saugerties residents are putting on hold as compared to how much we are purchasing in May. The cost still continues to grow and is hard to estimate. Capping costs on Hoopla (not Overdrive) has helped make that expense more consistent.

- Staff development. Jen would like Kristina to attend NYLA this year and Jen will look to see if there are some donation funds to add to staff development to offset that extra expense.
- Medical expenses. The increase was huge last year. We need to discuss options and limits for next year.

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

Next meeting:

Monday, April 20, 2026 at 6:00

Saugerties Public Library
Facilities Committee

Date: March 17th, 2026

Time: 6 PM

Committee Members Attending: Paul, Yosefa, Tim

Staff Attending: Jen, Sandy

Others Attending:

Absent:

Discussion/Agenda Items

- Jen will be meeting with Rachel Summerson of Ancient Gardens & Design on April 7th to discuss garden plans for this spring.
- A third EGO (lawnmower) battery will be purchased to make yard work easier this summer.
- While we have not determined what a backup generator would cost. The recent install at Roeliff Jansen Community Library cost approximately \$78,000. Our plan to get a generator was mostly based on being able to aid the town and village in an emergency. Since the town/village do not need our help, **should the library trustees state that we do not intend to move forward with installing a generator in the near future?**
- Safe Co needs to be informed that some back stairwell key fob readers are not working.
- Check with Emtec about HVAC air filter change schedule before this summer.

Next Facilities Meeting

April 21st. 2026

Minutes from Outreach Committee Meeting
March 23, 2026

In attendance: Teresa Giordano, Alice Graves, Kerry McQuaide, Timothy Scott

Absent: Jennifer Russell

The committee discussed the upcoming April 17, 2026 Celebrate Libraries Event and created actionable items for members including pricing catering and ways to get information about the event to the public.

Saugerties Public Library
2025-2026 Statistics Compared

	Jan '25	Jan '26	Feb '25	Feb '26	March '25	March '26	April '25	April '26	May '25	May '26	June '25	June '26	July '25	July '26
Circulation														
Adult	2,318	2,435	2,122	2,131	2,251	2,424	2,202		2,240		2,102		2,544	
Adult renewals	1,035	988	999	953	1,145	1,149	992		1,038		1,024		1,024	
Juvenile	2,095	1,854	1,783	1,595	1,726	1,857	1,736		1,632		1,767		2,326	
Juvenile renewals	814	847	1,038	862	1,032	1,006	915		904		951		1,147	
Teen	107	128	97	144	70	118	85		132		125		184	
Teen renewals	58	80	41	84	41	96	44		43		58		83	
Total Circulation	6,427	6,332	6,080	5,769	6,265	6,650	5,974		5,989		6,027		7,308	
		-1%		-5%		6%								
Holds Filled														
Adults	979	1,042	861	909	934	1,110	928		967		980		1,129	
Juvenile	547	516	370	537	468	596	423		375		355		357	
Teen	54	57	42	75	43	62	64		78		60		73	
ILL received	2	4	2	1	3	1	2		4		1		2	
ILL loaned	1	0	2	0	1	2	0		0		0		0	
Total Holds	1,583	1,619	1,277	1,522	1,449	1,771	1,417		1,424		1,396		1,561	
		2%		19%		22%								
Questions Answered														
Adult	742	712	718	804	793	927	843		744		840		1,014	
Children's	163	155	145	127	128	143	136		136		161		179	
Total Questions	905	867	863	931	921	1,070	979		880		1,001		1,193	
		-4%		8%		16%								
Programs														
Adult	24	26	24	32	33	36	34		31		26		24	
Teen	22	17	19	17	20	17	20		13		19		20	
Children's	26	23	29	23	30	24	31		28		29		44	
Total Programs	72	66	72	72	83	77	85		72		74		88	
		-8%		0%		-7%								
Program Attendance														
Adult	228	292	226	338	552	713	529		566		262		196	
Teen	137	157	129	151	147	164	123		87		298		181	
Children	322	411	225	437	269	757	234		239		1,545		976	
Total attendance	687	860	580	926	968	1,634	886		892		2,105		1,353	
		25%		60%		69%								
Computer sessions	311	334	304	366	381	406	397		331		331		425	
		7%		20%		7%								
Web Page Visits	6,207	5,936	5,728	5,356	6,161	5,930	6,350		6,224		6,188		6,889	
		-4%		-6%		-4%								
New Cards Issued	30	41	30	44	33	54	30		32		39		84	
		37%		47%		64%								
Overdrive Audiobook	1098	1207	1042	1027	1058	1275	1030		1110		1009		1155	
Overdrive eBook	1036	1003	918	998	982	1013	903		927		867		1051	
Overdrive Magazine	626	738	578	679	631	733	683		601		621		547	
Overdrive Total	2760	2948	2538	2704	2671	3021	2616		2638		2497		2753	
		7%		7%		13%								

Saugerties Public Library
2025-2026 Statistics Compared

	August '25	August '26	Sept '25	Sept '26	Oct '25	Oct '26	Nov '25	Nov '26	Dec '25	Dec '26	TOTAL 2025	TOTAL 2026	
Circulation													
Adult	2,424		2,397		2,326		2,096		2,133		27,457	6,990	25%
Adult renewals	1,185		1,223		1,073		1,077		1,065		12,641	3,090	24%
Juvenile	2,107		1,844		1,944		1,386		1,279		23,458	5,306	23%
Juvenile renewals	1,052		1,181		1,084		1,068		859		12,215	2,715	22%
Teen	155		100		131		111		114		1,532	390	25%
Teen renewals	69		68		63		48		62		762	260	34%
Total Circulation	6,992		6,813		6,621		5,786		5,512		78,065	18,751	24%
Holdings Filled											0		
Adults	1,027		976		982		893		935		11,111	3,061	28%
Juvenile	401		524		482		396		411		4,830	1,649	34%
Teen	72		51		73		58		54		596	194	33%
ILL received	0		0		4		2		2		6	6	100%
ILL loaned	1		0		0		2		0		6	2	33%
Total Holds	1,501		1,551		1,541		1,351		1,402		16,549	4,912	30%
Questions Answered											0		
Adult	974		889		812		681		547		10,359	3,155	30%
Children's	199		121		230		171		146		2,873	580	20%
Total Questions	1,173		1,010		1,042		852		693		13,232	3,735	28%
Programs											0		
Adult	26		23		29		24		22		286	94	33%
Teen	16		17		17		12		13		193	51	26%
Children's	36		23		25		17		22		268	70	26%
Total Programs	78		63		71		53		57		747	215	29%
Program Attendance											0		
Adult	284		205		256		199		453		3,259	1,343	41%
Teen	127		120		101		97		89		1,396	472	34%
Children	428		348		455		209		206		5,959	1,605	27%
Total attendance	839		673		812		505		748		10,614	3,420	32%
Computer sessions	322		339		366		273		265		4,531	1,106	24%
Web Page Visits	5,799		5,510		5,943		5,250		4,796		66,546	17,222	26%
New Cards Issued	48		32		36		32		29		464	139	30%
Overdrive Audiobook	1071		1033		1062		1153		1130		9971	3509	35%
Overdrive eBook	1080		991		970		962		927		10839	3014	28%
Overdrive Magazine	595		592		653		622		665		5617	2150	38%
Overdrive Total	2746		2616		2685		2737		2722		26427	8673	33%

