

Saugerties Public Library Board Agenda

February 8, 2024

5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

New Business:

Old Business:

Report on Advocacy Day
Sexual Harassment Training

Secretary's Report
Treasurer's Report

Director's Report

Committee Reports:

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

Next Meeting: March 14, 2024

Saugerties Public Library
Regular Board Meeting
Date: 1/11/24

Present: Trustees Katie Cokinos, Jouette Bassler, Yosefa Karchmar, Charlotte Herscher, Paul Vanbenschoten, Brian Collins, Nina Schmidbaur, Timothy Scott, Irene Hurst, Julie Misiano, Robert Irizarry

Excused: N/A

Staff: Director Jennifer Russell

Public Attendees: Leeanne Thornton, Ray Rebholz

Meeting called to order at 6:04 PM by Board President Tim Scott

Public Comment:

Leeanne Thornton, Town Board liaison says that last night there was a hit and run of a pedestrian on 9W just north of the village, with a fatality. Currently under investigation. The village and town are co-applicants for a grant to install a walking path in that area to be joined with the sidewalk in the village. It has been submitted by the January 9th 2024 deadline. On August 3, 2024, there will be a Woodstock Arts ceremony to commemorate the anniversary of Woodstock '94 that took place in Saugerties. The festival will be held at Cantine. Boys and Girls club bowling fundraiser is coming up in February. On December 3rd, over 100 kids were fed at the holiday supper. They are also in receipt of a \$12K a year, 3 year grant to facilitate outdoor activities.

Friends of Library:

Friends co-President says the next meeting will be January 22nd at 7pm in the library community room. Recently had new members and donations made.

Unfinished Business:

- N/A

New Business:

1. Library Advocacy Day in Albany February 7: The Ramapo-Catskill Library System and the Mid-Hudson Library System, collaborate to arrange for bus transportation for participants who want to go to Advocacy Day. The goal is to meet with legislators and/or their assistants, usually in their respective districts, to make sure that they are aware of the importance of libraries to the area communities. There is also an inspirational gathering prior to break-out meetings.
2. Annual Sexual Harassment Training: All trustees are required to take a sexual harassment training annually. The Director will be sending a link to the training. Please return the certificate of completion to the director.

2a. Trustees are expected to complete two additional hours of library training by the October 2024 meeting. The MHLS system offers many webinars and in person trainings for trustees.

3. Voucher signing schedule: the schedule is included in this month's packet. Please review so you are aware when you are expected to come in prior to the board meeting, in order to sign. If you switch with another Trustee, please notify Jenn.

Secretary's Report:

Motion by Paul Vanbenschoten and *Second* by Yosefa Karchmar to approve the minutes as written.

Motion passes unanimously, with Nina Schmidbaur opting to abstain.

Treasurer's Report:

Motion to pay the bills in the amount of \$ 24,454.13 made by Charlotte Herscher, seconded by Brian Collins Passes unanimously

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

- Fine Free:
- Annual Reviews for Staff: all staff have received their annual reviews.
- Several staff members were ill last month.
- Attended the UCLA meeting
- Art Exhibits: "Books as Art" is the revised title of the "Altered Book Project". Artists will receive old encyclopedias that they are going to use to create art, similar to the Chiltons Manuals last year. Anticipate a March 1st opening event.

Committee Reports:

Finance: Did not meet

see minutes FMI Next meeting: Tuesday January 30th at 6PM

Personnel/Policy: Did not meet

see minutes FMI Next meeting: January 17th at 6PM

Facilities: met on December 5, 2023

Building inspector made his annual inspection with no issue noted. Are working on identifying windows that need replacing, as well as scheduling window cleaning. Repairs to the damaged ceiling have commenced.

see minutes FMI Next meeting: January 2, 2024 at 4PM

Outreach: met on Did not meet

Next meeting: 1/22/24 at 5:30pm at 6PM

Friends Liaison: N/A

Motion to adjourn at 6:42 PM by Tim Scott ;
Seconded by Charlotte Herscher

Passes unanimously.

Submitted by Julie Misiano

Next meeting: Feb 8,2024 at 6PM

Saugerties Public Library

General Fund Revenue and Expenditure Report

	<u>Jan 24</u>	<u>Jan 23</u>
Ordinary Income/Expense		
Income		
2082 · Fines	338.45	323.95
2401 · Interest	479.00	431.84
2705 · Gifts & Donations		
2705.2 · General	50.00	3,000.00
Total 2705 · Gifts & Donations	<u>50.00</u>	<u>3,000.00</u>
3840 · New York State Aid	0.00	564.08
Total Income	<u>867.45</u>	<u>4,319.87</u>
Expense		
7410.1 · Salaries	30,290.87	17,016.08
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.7 · Streaming	634.09	326.06
.4.1.1 · DVD	112.45	202.71
.4.1.2 · Books		
4.1.2A · Adult Books	957.13	6,283.02
4.1.2J · Children's Books	366.61	82.10
Total .4.1.2 · Books	<u>1,323.74</u>	<u>6,365.12</u>
.4.1.3 · Subscriptions	34.95	14.97
.4.1.4 · Newspapers	202.00	44.29
.4.1.5 · Digital Materials	242.49	215.64
.4.1.6 · Audio Books	49.99	0.00
Total .4.1 · Library Material	<u>2,599.71</u>	<u>7,168.79</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	70.00	53.32
.4.2.2 · Microfilm & Archives	2,000.00	0.00
Total .4.2 · Programs, Publicity, History	<u>2,070.00</u>	<u>53.32</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	2,391.19	1,892.25
.4.3.2 · Telephone	292.31	578.55
.4.3.3 · Insurance	5,260.00	10,328.00
.4.3.4 · Maintenance Service & Supplies	245.83	324.85
.4.3.6 · Building R&M	582.00	2,124.54
.4.3.7 · Snow Removal	550.00	550.00
.4.3.8 · Elevator	798.88	754.44
.4.3.12 · Internet	230.80	461.60
Total .4.3 · Operation of Building	<u>10,351.01</u>	<u>17,014.23</u>
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	335.00	323.09
.4.4.2 · Office Supplies	306.43	146.29
.4.4.4 · Postage	3.72	0.00
.4.4.6 · Equipment Purchases	0.00	1,020.00
.4.4.7 · Equipment R&M	300.00	0.00

Saugerties Public Library General Fund Revenue and Expenditure Report

	Jan 24	Jan 23
Total .4.4 · Equipment R&M, Supplies	945.15	1,489.38
.4.5 · Automation, System Fees		
.4.5.1 · Automation & Online Services	427.68	427.68
.4.5.2 · MHLS Assessment Fees	0.00	5,575.00
Total .4.5 · Automation, System Fees	427.68	6,002.68
.4.6 · Professional Services		
.4.6.7 · Payroll Service Fees	457.72	384.94
.4.6.1 · Accounting	1,100.00	500.00
.4.6.3 · Board Expenses	75.00	0.00
.4.6.4 · Consulting & Legal Services	0.00	500.00
.4.6.5 · IT Maintenance Consultant	4,015.00	1,592.00
Total .4.6 · Professional Services	5,647.72	2,976.94
Total 7410.4 · Contractual Expenses	22,041.27	34,705.34
9010 · Employee Benefits		
.1 · Retirement	0.00	27,191.00
.2 · Social Security & Medicare	2,274.97	1,257.60
.3 · Workers Compensation	0.00	3,305.00
.4 · Disability	-31.17	-28.85
.5 · Medical & Dental Benefits	5,028.95	3,788.57
.6 · Life Insurance	24.30	16.20
Total 9010 · Employee Benefits	7,297.05	35,529.52
Total Expense	59,629.19	87,250.94
Net Ordinary Income	-58,761.74	-82,931.07
Net Income	-58,761.74	-82,931.07

Saugerties Public Library
Balance Sheet
As of January 31, 2024

	Jan 31, 24	Jan 31, 23
ASSETS		
Current Assets		
Checking/Savings		
M&T CD	274,719.72	0.00
M&T General Fund Checking 6455	-8,827.12	37,157.20
M&T General Fund Savings 8180	179,205.97	412,578.12
M&T Bequest Fund 8198	0.00	24,471.08
Cash General Fund Petty Cash	874.00	874.00
Total Checking/Savings	445,972.57	475,080.40
Other Current Assets		
391 - Due From Other Funds	450.12	450.12
480 - Prepaid Expenses	5,929.20	0.00
Total Other Current Assets	6,379.32	450.12
Total Current Assets	452,351.89	475,530.52
Other Assets		
K101 - Land	570,484.00	570,484.00
K102 - Buildings	7,029,056.00	7,029,056.00
K103 - Improvement Other than Building	281,557.86	281,557.86
K104 - Machinery and Equipment	59,679.00	59,679.00
W129 - Non-Current Govt Liabilites	-55,925.12	-55,925.12
Total Other Assets	7,884,851.74	7,884,851.74
TOTAL ASSETS	8,337,203.63	8,360,382.26
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
630 - Due To Other Funds	450.12	450.12
Payroll Liabilities		
NYSLRS	894.70	533.62
Total Payroll Liabilities	894.70	533.62
Total Other Current Liabilities	1,344.82	983.74
Total Current Liabilities	1,344.82	983.74
Long Term Liabilities		
K159 - Non-Current Govt Assets	7,940,776.86	7,940,776.86
W687 - Compensated Absences	14,789.88	14,789.88
W638 - Net Pension Liability	-70,715.00	-70,715.00
Total Long Term Liabilities	7,884,851.74	7,884,851.74
Total Liabilities	7,886,196.56	7,885,835.48
Equity		
Restricted Fund Balance		
Trust Fund I	24,000.00	24,000.00
Total Restricted Fund Balance	24,000.00	24,000.00
807 - Non-Spendable Fund Balance	43,867.68	43,867.68
914 - Assigned Fund Balance	12,198.00	12,198.00
917 - Unrestricted Fund Balance	429,710.66	477,412.17

Saugerties Public Library

Balance Sheet

As of January 31, 2024

	<u>Jan 31, 24</u>	<u>Jan 31, 23</u>
Net Income	-58,769.27	-82,931.07
Total Equity	451,007.07	474,546.78
TOTAL LIABILITIES & EQUITY	<u>8,337,203.63</u>	<u>8,360,382.26</u>

Saugerties Public Library Abstract Check Register

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
M&T General Fund Checking 6455						
	Check	01/05/2024	EFT	NYS Emp Retire System		-542.22
	Check	01/31/2024	11201	Welsh Sanitation		-93.89
	Check	01/31/2024	11202	Culligan of Newburgh		-72.65
	Check	01/31/2024	11203	Charter Communications		-230.80
	Check	01/31/2024	11204	Midwest Tape	#504953000 and #504948514	-771.54
	Check	01/31/2024	11205	Stewart's		-202.00
	Check	01/31/2024	11206	WZ Accountants	Invoice #1627 and #1628	-1,100.00
	Check	01/31/2024	11207	Baker & Taylor		-1,277.64
	Check	01/31/2024	11208	Business Credit Card		-767.19
	Check	01/31/2024	11209	Saugerties Chamber of Commerce		-75.00
	Check	01/31/2024	EFT	Charter Communications		-292.31
	Check	01/31/2024	11210	Custom Lawns & More	Invoice #2378, #2382, #2387 and #2388	-550.00
	Check	01/31/2024	11211	Uniforms USA, Inc.	Invoice #17037 and #18744	-52.00
	Check	01/31/2024	11212	OverDrive Inc	Invoice #01938CO24006057 and #01938DA24014448	-242.49
	Check	01/31/2024	11213	DEMCO	Invoice #7418989	-123.98
	Check	01/31/2024	11214	The Computer Guys	Invoice #10946	-300.00
	Check	01/31/2024	11215	Richers Electric, Inc.	Invoice #1697	-485.00
	Check	01/31/2024	11216	Gale/Cengage Learning	Invoice #83185869	-31.99
	Check	01/31/2024	11217	Mid Hudson Library System	Invoice #1535	-4,015.00
	Check	01/31/2024	11218	Alexander Ferguson	Replacement Check	-70.00
	Check	01/31/2024	11219	Advantage Archives	Invoice #39131	-2,000.00
	Check	01/31/2024	EFT	Paychex	#2024012301	-457.72
	Check	01/31/2024	11220	ThyssenKrupp Elevator Corp	Invoice #6000698998	-798.88
	Check	01/31/2024	11221	National Business Technology	Invoice #81811432	-335.00
	Check	01/31/2024	EFT	Central Hudson		-2,391.19
	Check	01/31/2024	11222	Metropolitan Life Insurance Companies		-24.30
	Check	01/31/2024	11223	CDPHP	Invoice #240130000289	-5,581.95
	Check	01/31/2024	11224	SAFECO Alarm Systems, Inc.	Invoice #116048	-45.00
	Check	01/31/2024	11225	Marshall & Sterling Upstate		-5,260.00
Total M&T General Fund Checking 6455						-28,189.74
M&T Capital Fund Checking 6430						
Total M&T Capital Fund Checking 6430						
TOTAL						-28,189.74

Saugerties Public Library

Abstract

January 2024

	Num	Name	Memo	Amount
Ordinary Income/Expense				
Income				
2082 · Fines				
			Square income	188.45
Total 2082 · Fines				<u>188.45</u>
Total Income				188.45
Expense				
7410.1 · Salaries				
	1-9-24 PR			15,097.25
	1-9-24 PR			15,193.62
Total 7410.1 · Salaries				<u>30,290.87</u>
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.7 · Streaming				
	11204	Midwest Tape	Invoice #504867193, #504953000 and #504948514	609.10
	11208	Business Credit Card		24.99
Total .4.1.7 · Streaming				<u>634.09</u>
.4.1.1 · DVD				
	11204	Midwest Tape	Invoice #504867193, #504953000 and #504948514	112.45
Total .4.1.1 · DVD				<u>112.45</u>
.4.1.2 · Books				
4.1.2A · Adult Books				
	11208	Business Credit Card		14.11
	11216	Gale/Cengage Learning	Invoice #83185869	31.99
	11207	Baker & Taylor	Inv #5018700135	250.88
	11207	Baker & Taylor	Inv #5018713885	229.48
	11207	Baker & Taylor	Inv #5018719193	319.24
	11207	Baker & Taylor	Inv #5018737039	111.43
Total 4.1.2A · Adult Books				<u>957.13</u>
4.1.2J · Children's Books				
	11207	Baker & Taylor	Inv #5018707186	39.20
	11207	Baker & Taylor	Inv #5018721180	13.18
	11207	Baker & Taylor	Inv #5018727906	314.23
Total 4.1.2J · Children's Books				<u>366.61</u>
Total .4.1.2 · Books				<u>1,323.74</u>
.4.1.3 · Subscriptions				
	11208	Business Credit Card		34.95
Total .4.1.3 · Subscriptions				<u>34.95</u>
.4.1.4 · Newspapers				
	11205	Stewart's	January	202.00
Total .4.1.4 · Newspapers				<u>202.00</u>
.4.1.5 · Digital Materials				
	11212	OverDrive Inc	Invoice #01938CO24006057 and #01938DA24014448	242.49

Saugerties Public Library

Abstract

January 2024

	Num	Name	Memo	Amount
Total .4.1.5 · Digital Materials				242.49
.4.1.6 · Audio Books				
	11204	Midwest Tape	Invoice #504867193, #504953000 and #504948514	49.99
Total .4.1.6 · Audio Books				49.99
Total .4.1 · Library Material				2,599.71
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs				
	11218	Alexander Ferguson	Re-issue of check #10852	70.00
Total .4.2.1 · Programs				70.00
.4.2.2 · Microfilm & Archives				
	11219	Advantage Archives	Invoice #39131	2,000.00
Total .4.2.2 · Microfilm & Archives				2,000.00
Total .4.2 · Programs, Publicity, History				2,070.00
.4.3 · Operation of Building				
.4.3.1 · Utilities				
	EFT	Central Hudson	12/15/23 - 1/17/24	2,391.19
Total .4.3.1 · Utilities				2,391.19
.4.3.2 · Telephone				
	EFT	Charter Communications		292.31
Total .4.3.2 · Telephone				292.31
.4.3.3 · Insurance				
	11225	Marshall & Sterling Upstate	Installment	4,964.00
	11225	Marshall & Sterling Upstate	Installment	296.00
Total .4.3.3 · Insurance				5,260.00
.4.3.4 · Maintenance Service & Supplies				
	11201	Welsh Sanitation	February	93.89
	11202	Culligan of Newburgh		72.65
	11208	Business Credit Card		79.29
Total .4.3.4 · Maintenance Service & Supplies				245.83
.4.3.6 · Building R&M				
	11211	Uniforms USA, Inc.	January	52.00
	11215	Richers Electric, Inc.	Invoice #1697	485.00
	11224	SAFECO Alarm Systems, I	February	45.00
Total .4.3.6 · Building R&M				582.00
.4.3.7 · Snow Removal				
	11210	Custom Lawns & More	and #2388	550.00
Total .4.3.7 · Snow Removal				550.00
.4.3.8 · Elevator				
	11220	ThyssenKrupp Elevator Co	Invoice #6000698998	798.88
Total .4.3.8 · Elevator				798.88
.4.3.12 · Internet				
	11203	Charter Communications		230.80
Total .4.3.12 · Internet				230.80
Total .4.3 · Operation of Building				10,351.01

Saugerties Public Library

Abstract

January 2024

	Num	Name	Memo	Amount
.4.4 - Equipment R&M, Supplies				
.4.4.1 - Copier				
	11221	National Business Technol	February	335.00
Total .4.4.1 - Copier				<u>335.00</u>
.4.4.2 - Office Supplies				
	11208	Business Credit Card		182.45
	11213	DEMCO	Invoice #7418989	123.98
Total .4.4.2 - Office Supplies				<u>306.43</u>
.4.4.4 - Postage				
	11208	Business Credit Card		3.72
Total .4.4.4 - Postage				<u>3.72</u>
.4.4.7 - Equipment R&M				
	11214	The Computer Guys	Invoice #10946	300.00
Total .4.4.7 - Equipment R&M				<u>300.00</u>
Total .4.4 - Equipment R&M, Supplies				<u>945.15</u>
.4.5 - Automation, System Fees				
.4.5.1 - Automation & Online Services				
	11208	Business Credit Card		427.68
Total .4.5.1 - Automation & Online Services				<u>427.68</u>
Total .4.5 - Automation, System Fees				<u>427.68</u>
.4.6 - Professional Services				
.4.6.9 - Merchant Fees				
			Square income	7.53
Total .4.6.9 - Merchant Fees				<u>7.53</u>
.4.6.7 - Payroll Service Fees				
	EFT	Paychex	#2024012301	457.72
Total .4.6.7 - Payroll Service Fees				<u>457.72</u>
.4.6.1 - Accounting				
	11206	WZ Accountants	Invoice #1627 and #1628	1,100.00
Total .4.6.1 - Accounting				<u>1,100.00</u>
.4.6.3 - Board Expenses				
	11209	Saugerties Chamber of Com	2024 Membership	75.00
Total .4.6.3 - Board Expenses				<u>75.00</u>
.4.6.5 - IT Maintenance Consultant				
	11217	Mid Hudson Library System	Tech Support	4,015.00
Total .4.6.5 - IT Maintenance Consultant				<u>4,015.00</u>
Total .4.6 - Professional Services				<u>5,655.25</u>
Total 7410.4 - Contractual Expenses				<u>22,048.80</u>
9010 - Employee Benefits				
.2 - Social Security & Medicare				
	1-9-24 PR			1,133.78
	1-9-24 PR			1,141.19
Total .2 - Social Security & Medicare				<u>2,274.97</u>
.4 - Disability				
	1-9-24 PR			-15.83
	1-9-24 PR			-15.34
Total .4 - Disability				<u>-31.17</u>
.5 - Medical & Dental Benefits				

Saugerties Public Library

Abstract

January 2024

	Num	Name	Memo	Amount
	1-9-24 PR			-276.50
	1-9-24 PR			-276.50
	11223	CDPHP	February	5,581.95
Total .5 · Medical & Dental Benefits				<u>5,028.95</u>
.6 · Life Insurance				
	11222	Metropolitan Life Insurance	Life insurance	24.30
Total .6 · Life Insurance				<u>24.30</u>
Total 9010 · Employee Benefits				<u>7,297.05</u>
Total Expense				<u>59,636.72</u>
Net Ordinary Income				<u>-59,448.27</u>
Net Income				<u><u>-59,448.27</u></u>

January Director's Report 2024

Grant: The Bank of Greene County offers a small grant every year to local non-profits. This year, I enlisted staff member, Justyna in helping to write a proposal to help fund various library programs. We should find out if we got the grant in April.

Book as Art: All of the artists who have expressed an interest in creating artwork with an old volume of an encyclopedia have chosen their location in the building and have received their book. I have also been in touch with Eliza Tucci, a High School Art teacher, who wants to include 10 student's work also created from encyclopedias. I believe that we have enough space to include their pieces.

PARP: People as Reading Partners is a school district wide program for students aged pre K-8. Christine and Charlotte collaborated with school staff in creating a Mario Night program at the library. It was PACKED! (100-150 people) Some adults came in Mario costumes. Charlotte was able to spend with the president of the PTA and school administrators.

Children's Program: Charlotte held a trivia event for children's with the theme of winter. She expressed surprise at how many attended, and knew much of the trivia.

Library offerings: UCLA has purchased a new database called Craft & Hobby. This consists of instructional videos on a wide variety of hobbies, including cooking. You can find it under the Digital Library menu button.

PR: I contacted webmaster, Michael Campbell to let him know that the library wasn't included in the new website. He added the library to Community menu button dropdown.

Training: I attended a webinar on Building Authentic Relationships with Underserved Communities to garner ideas for our 5 year plan project.

Meetings:

I attended the Friends of the Library meeting where we discussed the Wish List for 2024. We requested \$2,000 for the Summer Reading Program, \$2,500 for the Author talk database and \$2,000 for the upgrade of our Wifi extenders. If the extenders require more funds, the Friends are open to discussing additional support.

Nina Schmidbaur joined us for our monthly staff meeting.

UCLA: I have become the co-chair of the Resource Sharing Committee.

The library was closed on January 1st for New Year's Day and the 15th for Martin Luther King Jr. Day.

Saugerties Public Library
Finance Committee

Date: January 30th 2024
Time: 6:00 PM

Committee Members Attending:

Brian Collins
Charlotte Herscher
Irene Hurst
Tim Scott

Absent & Excused:

Staff Attending:
Director J Russell

Discussion/Agenda Items

End of Year Reports

Reviewed outstanding checks written in 2023 that had not yet cleared. It was determined some would get re-issued . I.E. One outside performer from a program never cashed his check . Others such as the Village Water Bill EFT's that were never processed but were reconciled with one bill were discussed .

Reviewed final Budget Vs Actual for 2023 to see if we were under or over budget for the year . Due to monies received from the Friends and Grants the team was unable to determine definitively if we were over or under . More analysis needs to be done as we prepay Retirement for the upcoming year in the current year which needs to be reconciled.

M+T

It was noted in a previous meeting that our M+T statement nor the on-line Treasury Management system did not reflect the fact our Bequest Fund was rolled into our CD that matures in March of 2024. Treasurer followed up with M+T to alert them to this fact and we should see an updated total on our next statement.

General Business

- Copier payments are sometimes made late due to board meeting schedule and bill paying resulting in late fees . It was suggested we change the payment method to EFT which will require Board approval . In so much as our bill consists of two parts , a set amount per month for the lease and a separate charge calculated on usage the Director will looking into paying the lease portion annually with the usage chages paid monthly.
- The team discussed what should be done with any money , should it exist, if SPL is under budget . Should it automatically be put into a higher interest savings account or remain in checking . One suggestion was to apply any surplus , should there be one , as the initial amount entered as the Appropriated Fund Balance for the following year's budget calculation. No recommendation was agreed to by the committee as it was deemed to need more consideration and discussion by all Board members was required.
- Reviewed the Financials of The Friends and current commitments to the Summer Reading Program \$2500 and the Author's Virtual Talks \$2500
- Facilities + Finance combined meeting
For planning purposes the Finance + Facilities team will meet to discuss priorities for Facilities along with available financing.

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

1. Facilities Committee to be invited to 5 year plan meeting.
process .
2. More analysis on end of year financial position required.

Motion to adjourn at 7:05 made by Hurst and seconded by Collins.All were in favor and the motion passed.

Next Finance Meeting: Tuesday February 27th 2024, at 6:00 PM

Saugerties Public Library

Policy/Personnel Committee Meeting Minutes

Date: January 17, 2024

Time: 6:00 p.m.

Meeting location: SPL Library

Committee Members Attending:

Bassler (chair), Scott, Irizarry, Russell

Discussion:

1. Began review and revision of vacation time policy.
2. Continued review and revision of SPL By-laws.

Action items: Tim and Rob will send to us the vacation time policies of their workplaces and Jouette will ask Julie Misiano for hers. Jennifer will use these to draft a policy for SPL and send the draft to committee members for review. The final draft will be presented to the board at its meeting in February.

Next scheduled meeting: February 21 at 6:00 p.m.



Section 3.15: Vacation Leave

All Saugerties Public Library Regular Full-Time and Regular Part-Time employees receive vacation in accordance with this policy.

Policy:

1. The Saugerties Public Library provides vacation with pay for all eligible employees for the purposes of rest and relaxation. Lengths of vacation are in accord with the employee’s length of service.
2. Employees shall receive a lump sum of vacation days on January 1 which they must use or lose during that calendar year.
3. Staff vacations are to be taken with the prior approval of the Library Director.
4. Director’s vacation is to be taken with the prior approval of the ~~Board of Trustees~~ **President or Vice President or Personnel Chair? of the Board.**
5. A day of vacation is of the same duration as an employee’s regularly scheduled average workday. Vacation pay reflects this basis.
6. Employees in their first year of employment shall earn one (1) day vacation for each full month of service; not to exceed ten (10) days. This employee will not be entitled to use vacation days until after the sixth (6th) month of the initial hire date. **[Currently, for staff who are hired after June 1st, the accrual of vacation time is negated by the fact that they can’t take that time within 6 months, and that time does not roll over into the new year per #2].**

YEARS OF SERVICE	NUMBER OF VACATION WEEKS
Less than 1 year	See number 6 above
1-5 years	2 weeks
6-12 years	3 weeks
13 or more years	4 weeks

REVISION:

6. Employees in their first year of employment shall earn one (1) day of vacation for each full month of service; not to exceed ten (10) days. This employee will not be entitled to use vacation days until after the **third (3rd)** month of the initial hire date

YEARS OF SERVICE	NUMBER OF VACATION WEEKS
Less than 1 year	See number 6 above
1-4 years	2 weeks
5-9 years	3 weeks
10 or more years	4 weeks

SUGGESTION: The years of service include employment as a full time librarian prior to joining the Saugerties Public Library.

7. If an employee is laid off, discharged, or resigns within the first year of employment, he/she is not entitled to vacation benefits. If an employee leaves the employ of the Library after the start of the 2nd year of employment, he/she must pay back paid leave taken before it would have accrued during the calendar year.

8. When a library employee retires under New York State Retirement System's Rules of the Retirement plan, he/she shall receive full vacation benefits for the year affected.

9. In the event of the death of an employee, the Beneficiary will receive a cash payment equivalent to vacation earned and not taken at the time of death.

10. In the event where multiple requests for the same vacation dates occur, the following will be considered: seniority, and whether the schedule can be covered.

Saugerties Public Library
Outreach Committee

Date:

Time:

Committee Members Attending: Nina Schmidbaur, Julie Misiano, Tim Scott

Staff Attending: Jen Russell

Others Attending:

Discussion/Agenda Items

1. Book as Art project
2. 5 year plan / survey & locations

1. Work due by: February 29th

Opening date: March 1st, Friday, 5-7pm

26 adult participants; 10 teens

We will give artists a prompt for their public speaking so they can feel prepared as to what to say to visitors

Map of the locations of artworks with artist's name + email

Trustees arrive at 4:45pm, helping it is to feel lively and chatting with visitors

2. Five Year Plan

Online, in person, and paper

Multiple surveys: parent, child, teen, senior, 20-55 adult

Planning done in the first quarter, ask questions 2nd and 3rd quarter, results 4th quarter of the year.

Geographic Location:

West Saugerties

Woodstock Day School

Jewish Center

Rock Academy

Middleway (Robin Schornstein)

Mountaintop Waldorf School

Village

Cantine's Island

Glasco

Post Office
Fire departments

Malden

Post Office

West Camp

Deli
Fire Departments

Glenerie

Veteran (was Toodlum)

Catskill Mountain Smokehouse
Ray Ann's Vintage Store

Organize list of locations:

In schools (reach out to school librarians)

Boys & Girls Club

Seniors

The Birches, Ivy Lodge, The Mill, Senior Citizen Center, Main St
Diner, The Commons

Farmer's Market

Business owners

Inquiring Minds, Josie's, The Pig

Teachers / school staff

Fire Houses, Post offices, Town / Village Hall, Movie theater, Hair salon,
IXL gym, Tennis, Boys & Girls Club, Karate, Dance, Rock Academy, Donlin

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

- 1.
- 2.
- 3.

Next Outreach Meeting

Saugerties Public Library
Facilities Committee

Date: Jan. 2nd, 2024

Time: 6 PM

Committee Members Attending:

Paul, Yosefa, Brian, Tim

Staff Attending:

Jen, Sandy

Others Attending:

Absent:

Discussion/Agenda Items

1. Circulation room ceiling repairs have been completed by Bob Martin Painting.
2. Richter's Electric has been contacted to repair the non-working emergency lights in the electric room and the geothermal room.
3. Our search for replacement lighting in the circulation room continues with Wolberg Lighting and Point Source Group.
4. There are some items to be disposed of in the back stairwell. Paul & Brian removed the table. More items in the shed need to be identified.
5. Em-Tec (HVAC service company) has identified a "hidden" vent that needs to be cleaned while the library is closed to the public.

Next Facilities Meeting

February 6th, at 6:00 pm

Saugerties Public Library
2023-2024 Statistics Compared

	Jan '23	Jan '24	Feb '23	Feb '24	March '23	March '24	April '23	April '24	May '23	May '24	June '23	June '24	July '23	July '24
Circulation														
Adult	2,453	2,487	2,306		2,791		2,323		2,452		2,776		2,726	
Adult renewals	1,106	1,044	1,172		1,262		1,240		1,208		1,199		1,288	
Juvenile	1,816	1,886	1,862		2,151		1,939		1,762		2,199		2,256	
Juvenile renewals	914	1,063	1,092		1,286		1,386		1,319		1,970		1,614	
Teen	90	128	116		93		105		85		110		139	
Teen renewals	71	56	66		65		84		79		105		92	
Total Circulation	6,450	6,664	6,614		7,648		7,077		6,905		8,359		8,115	
		3%												
Holds Filled														
Adults	1,123	1,043	1,055		1,265		1,073		1,071		1,209		1,105	
Juvenile	528	465	446		529		426		451		393		391	
Teen	52	54	61		60		45		53		64		66	
ILL received	2	1	2		0		1		0		0		1	
ILL loaned	0	2	0		1		0		1		1		1	
Total Holds	1,705	1,565	1,564		1,855		1,545		1,576		1,667		1,564	
		-8%												
Questions Answered														
Adult	630	1,207	587		833		840		846		909		909	
Children's	219	215	242		252		224		199		342		517	
Total Questions	849	1,422	829		1,085		1,064		1,045		1,251		1,426	
		67%												
Programs														
Adult	18	18	20		24		24		22		23		19	
Teen	13	16	12		13		12		14		11		21	
Children's	18	24	17		21		20		21		20		33	
Total Programs	49	58	49		58		56		57		54		73	
		18%												
Program Attendance														
Adult	123	158	199		233		178		223		184		114	
Teen	75	95	62		60		63		86		63		53	
Children	289	505	238		335		223		294		528		416	
Total attendance	487	758	499		628		464		603		775		583	
		56%												
Computer sessions	383	345	321		449		372		345		328		382	
		-10%												
Web Page Visits	4,040	6,170	5,434		6,140		5,178		4,846		5,889		6,004	
		53%												
New Cards Issued	39	32	47		75		23		23		37		46	
		-18%												
Overdrive Audiobook	604		513		587		532		627		584		653	
Overdrive eBook	857		759		846		758		784		944		937	
Overdrive Magazine	144		86		121		80		99		107		72	
Overdrive Total	1605		1358		1554		1370		1510		1635		1662	

Saugerties Public Library
2023-2024 Statistics Compared

	August '23	August '24	Sept '22	Sept '24	Oct '23	Oct '24	Nov '23	Nov '24	Dec '23	Dec '24	TOTAL 2023	TOTAL 2024	
Circulation													
Adult	2,818		2,532		2,345		2,254		2,317		30,093	2,487	8%
Adult renewals	1,287		1,186		1,294		1,006		1,162		14,410	1,044	7%
Juvenile	2,454		1,718		1,925		1,804		1,529		23,415	1,886	8%
Juvenile renewals	1,287		1,368		1,864		1,071		1,249		16,420	1,063	6%
Teen	148		91		68		88		81		1,214	128	11%
Teen renewals	86		85		52		55		51		891	56	6%
Total Circulation	8,080		6,980		7,548		6,278		6,389		86,443	6,664	8%
Holdings Filled													
Adults	1,008		937		809		868		878		12,401	1,043	8%
Juvenile	382		412		444		423		367		5,192	465	9%
Teen	34		37		29		41		44		586	54	9%
ILL received	0		0		0		1		0		7	1	14%
ILL loaned	0		1		0		0		0		5	2	40%
Total Holds	1,424		1,387		1,282		1,333		1,289		18,191	1,565	9%
Questions Answered													
Adult	1,021		962		970		951		892		10,140	2,414	24%
Children's	804		339		205		306		247		3,891	430	11%
Total Questions	1,825		1,301		1,175		1,257		1,139		14,031	2,844	20%
Programs													
Adult	24		21		27		23		20		265	18	7%
Teen	18		12		18		16		13		173	16	9%
Children's	33		12		31		24		24		274	24	9%
Total Programs	75		45		76		63		57		712	58	8%
Program Attendance													
Adult	254		145		220		148		306		2,327	158	7%
Teen	121		91		154		131		79		1,038	95	9%
Children	824		186		515		604		348		4,800	505	11%
Total attendance	1,199		422		889		883		733		8,165	758	9%
Computer sessions	478		389		387		340		267		4,441	345	8%
Web Page Visits	4,221		3,630		5,406		4,707		4,559		60,054	6,170	10%
New Cards Issued	80		39		26		17		24		476	32	7%
Overdrive Audiobook	706		628		655		614		718		6703	0	0%
Overdrive eBook	890		824		821		772		854		9192	0	0%
Overdrive Magazine	151		171		423		527		488		1981	0	0%
Overdrive Total	1747		1623		1899		1913		2060		17876	0	0%