

Saugerties Public Library Board Agenda
May 14, 2026
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

Old Business:

New Business:

1. Trustee Training (June 1, 2, 4 or June 8/9 evening at 6:30)
2. Hope Rocks

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: April 9, 2026**

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

Excused: Rebecca Lang, Ken Goldberg

Staff: Director Jennifer Russell

Public Attendees: Raymond Rebholz from Friends, Bill Bar (arrived late) from Town Board

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

Public Comment:

Friends of Library: Ray

Friends next meeting on April 20 at 7pm. Street fair for May 30 is coming together. Mailing for membership renewal is going out

Ordered replacements for little free libraries and they libraries have arrived. They will be in the same locations. It is a rainbow selection of colors. A schedule for distributing is being made out.

Unfinished Business:

1. **Harassment prevention training:** Tim reminded people. Most people have completed. Tim will send a reminder email.
2. **Snow Removal:** Tim has done due diligence attempting to contact Village government 3 times. There has been no response. The Board decided that we will use outside snow removal services.
3. **Vulnerable Adults Policy:** Policy and Personnel Committee combined the language to make it one policy: "The Safe Child and Vulnerable Adult Policy." Erin Poll suggested that "mentally or physically challenged" should be changed to "mentally, physically, or behaviorally challenged."
Tim made a motion to adopt the policy with changes to reflect "mentally, physically, or behaviorally challenged"
Alice seconded it. Motion was passed.

New Business:

1: Annual Report

Paul: on page 34 on list of trustees, Paul is not listed. The document will be corrected
Tim made motion to adopt annual report. Paul seconded. Motion passed.

Secretary's Report: (Becky not here)

MOTION: to approve the Secretary's report as written made by ,Tim and seconded by Yosefa
All in favor.

Treasurer's Report:

The Treasurer renewed 275,000 CD, the new rate is 3.03% and a smaller 6 month CD in the process of renewing at 2.54%.

MOTION: The total for the bills is \$30,018.71 (includes higher Central Hudson, higher Mid Hudson, and new book purchases – some will be paid for with Carnegie Corporation funds)
Motion to pay the bills in the amount of \$30,018.71 made by Charlotte and seconded by Kerry
All in favor.

Director's Report: Please see the report included in the Meeting Packet.
Jen reported on ICE webinar, directed by librarian in Minnesota.
Jen encouraged that people tell friends about passes to children's museum in Poughkeepsie.

Committee Reports

Finance: see minutes attached
The Finance committee is in full planning stages for the 2027 budget.
Next meeting: April 20th at 6:00

Personnel/Policy: Did not meet last month
Next meeting: April 22 at 6:15pm.

Facilities: see minutes attached
Getting going on garden. Met with Rachel Summerson. Getting another battery for lawn mower. We don't really need a back up generator, don't need to peruse it. A motion was made by Paul Van Benschoten so confirm that the library would not pursue the purchase of a generator in the near future. The board voted unanimously that we do not need a back up generator.
Next meeting: April 21st at 6:00 pm

Outreach: See minutes attached.
Talked about prepping for April 17th event and movies.
Teresa reported on progress for April 17th Celebrate Libraries Event

Next meeting: April 27 at 5:30

Motion to adjourn at 6:40 PM by Tim Scott;
Seconded by Alice Graves

Passes unanimously.

Submitted by Teresa Giordano

Next meeting: May 14 at 5:30 with meeting starting at 6:00

Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Apr 26</u>	<u>Jan - Apr 25</u>
Ordinary Income/Expense		
Income		
1001 · Real Property Taxes	770,986.00	707,326.00
2082 · Fees	3,996.71	3,484.85
2401 · Interest	17,359.96	13,541.42
2705 · Gifts & Donations		
2705.4 · Friends	3,540.00	16,269.00
2705.2 · General	13,015.00	550.00
Total 2705 · Gifts & Donations	<u>16,555.00</u>	<u>16,819.00</u>
3840 · New York State Aid	601.50	0.00
Total Income	<u>809,499.17</u>	<u>741,171.27</u>
Expense		
7410.1 · Salaries	129,656.56	128,617.25
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	0.00	50.96
.4.1.7 · Streaming	2,414.35	2,426.64
.4.1.1 · DVD	1,215.84	985.37
.4.1.2 · Books		
4.1.2A · Adult Books	5,965.76	4,054.27
4.1.2J · Children's Books	2,854.15	1,321.23
Total .4.1.2 · Books	<u>8,819.91</u>	<u>5,375.50</u>
.4.1.3 · Subscriptions	472.95	1,886.68
.4.1.4 · Newspapers	770.00	843.00
.4.1.5 · Digital Materials	6,930.09	4,813.05
.4.1.6 · Audio Books	0.00	47.99
Total .4.1 · Library Material	<u>20,623.14</u>	<u>16,429.19</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	6,953.33	4,063.90
.4.2.3 · Newsletter & Public Relations	85.00	75.00
Total .4.2 · Programs, Publicity, History	<u>7,038.33</u>	<u>4,138.90</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	9,795.11	9,656.39
.4.3.2 · Telephone	1,034.67	1,029.28
.4.3.3 · Insurance	13,749.15	12,006.25
.4.3.4 · Maintenance Service & Supplies	1,572.97	1,333.57
.4.3.5 · Lawn & Grounds	0.00	15.78
.4.3.6 · Building R&M	2,838.03	7,162.76
.4.3.7 · Snow Removal	2,375.00	1,900.00
.4.3.8 · Elevator	1,746.72	13,007.87
.4.3.9 · Geothermal	0.00	1,761.26
.4.3.12 · Internet	577.00	1,238.28
Total .4.3 · Operation of Building	<u>33,688.65</u>	<u>49,111.44</u>
.4.4 · Equipment R&M, Supplies		

Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Apr 26</u>	<u>Jan - Apr 25</u>
.4.4.1 · Copier	1,206.54	1,809.76
.4.4.2 · Office Supplies	681.21	370.21
.4.4.4 · Postage	35.56	67.85
.4.4.6 · Equipment Purchases	479.99	25,627.89
.4.4.7 · Equipment R&M	135.00	1,448.75
Total .4.4 · Equipment R&M, Supplies	<u>2,538.30</u>	<u>29,324.46</u>
.4.5 · Automation, System Fees		
.4.5.1 · Automation & Online Services	842.72	2,545.22
.4.5.2 · MHLS Assessment Fees	12,719.38	10,015.08
Total .4.5 · Automation, System Fees	<u>13,562.10</u>	<u>12,560.30</u>
.4.6 · Professional Services		
.4.6.9 · Merchant Fees	38.20	30.30
.4.6.8 · Professional Memberships	800.00	0.00
.4.6.7 · Payroll Service Fees	1,300.05	1,093.99
.4.6.1 · Accounting	3,000.00	2,400.00
.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	1,742.00
Total .4.6 · Professional Services	<u>7,405.02</u>	<u>5,266.29</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>84,910.54</u>	<u>116,830.58</u>
9010 · Employee Benefits		
.1 · Retirement	49,667.00	41,909.00
.2 · Social Security & Medicare	9,720.56	9,634.54
.3 · Workers Compensation	2,878.00	3,552.00
.4 · Disability	-145.49	-147.19
.5 · Medical & Dental Benefits	35,665.10	30,843.26
.6 · Life Insurance	91.54	91.54
Total 9010 · Employee Benefits	<u>97,876.71</u>	<u>85,883.15</u>
Total Expense	<u>312,443.81</u>	<u>331,330.98</u>
Net Ordinary Income	<u>497,055.36</u>	<u>409,840.29</u>
Net Income	<u><u>497,055.36</u></u>	<u><u>409,840.29</u></u>

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

	<u>Jan - Apr 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
1001 · Real Property Taxes	770,986.00	770,986.00	0.00	100.0%
2082 · Fees	3,996.71	9,000.00	-5,003.29	44.41%
2401 · Interest	17,359.96	12,000.00	5,359.96	144.67%
2705 · Gifts & Donations				
2705.4 · Friends	3,540.00	6,000.00	-2,460.00	59.0%
2705.2 · General	13,015.00	13,000.00	15.00	100.12%
Total 2705 · Gifts & Donations	16,555.00	19,000.00	-2,445.00	87.13%
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	809,499.17	841,863.24	-32,364.07	96.16%
Expense				
7410.1 · Salaries	129,656.56	429,273.60	-299,617.04	30.2%
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.7 · Streaming	2,414.35	9,000.00	-6,585.65	26.83%
.4.1.1 · DVD	1,215.84	2,500.00	-1,284.16	48.63%
.4.1.2 · Books				
4.1.2A · Adult Books	5,965.76	19,598.00	-13,632.24	30.44%
4.1.2J · Children's Books	2,854.15	8,000.00	-5,145.85	35.68%
Total .4.1.2 · Books	8,819.91	27,598.00	-18,778.09	31.96%
.4.1.3 · Subscriptions	472.95	1,500.00	-1,027.05	31.53%
.4.1.4 · Newspapers	770.00	2,500.00	-1,730.00	30.8%
.4.1.5 · Digital Materials	6,930.09	22,000.00	-15,069.91	31.5%
Total .4.1 · Library Material	20,623.14	65,098.00	-44,474.86	31.68%
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs	6,953.33	7,000.00	-46.67	99.33%
.4.2.3 · Newsletter & Public Relations	85.00	4,000.00	-3,915.00	2.13%
Total .4.2 · Programs, Publicity, History	7,038.33	11,000.00	-3,961.67	63.99%
.4.3 · Operation of Building				
.4.3.1 · Utilities	9,795.11	28,000.00	-18,204.89	34.98%
.4.3.2 · Telephone	1,034.67	3,500.00	-2,465.33	29.56%
.4.3.3 · Insurance	13,749.15	30,000.00	-16,250.85	45.83%
.4.3.4 · Maintenance Service & Supplies	1,572.97	4,000.00	-2,427.03	39.32%
.4.3.5 · Lawn & Grounds	0.00	5,808.00	-5,808.00	0.0%
.4.3.6 · Building R&M	2,838.03	12,000.00	-9,161.97	23.65%
.4.3.7 · Snow Removal	2,375.00	2,000.00	375.00	118.75%
.4.3.8 · Elevator	1,746.72	4,000.00	-2,253.28	43.67%
.4.3.9 · Geothermal	0.00	10,000.00	-10,000.00	0.0%
.4.3.12 · Internet	577.00	2,650.00	-2,073.00	21.77%
Total .4.3 · Operation of Building	33,688.65	101,958.00	-68,269.35	33.04%
.4.4 · Equipment R&M, Supplies				
.4.4.1 · Copier	1,206.54	5,500.00	-4,293.46	21.94%

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

	<u>Jan - Apr 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
.4.4.2 · Office Supplies	681.21	2,500.00	-1,818.79	27.25%
.4.4.4 · Postage	35.56	800.00	-764.44	4.45%
.4.4.6 · Equipment Purchases	479.99	8,000.00	-7,520.01	6.0%
.4.4.7 · Equipment R&M	135.00	5,000.00	-4,865.00	2.7%
Total .4.4 · Equipment R&M, Supplies	2,538.30	21,800.00	-19,261.70	11.64%
.4.5 · Automation, System Fees				
.4.5.1 · Automation & Online Services	842.72	4,000.00	-3,157.28	21.07%
.4.5.2 · MHLS Assessment Fees	12,719.38	22,073.00	-9,353.62	57.62%
Total .4.5 · Automation, System Fees	13,562.10	26,073.00	-12,510.90	52.02%
.4.6 · Professional Services				
.4.6.8 · Professional Memberships	800.00	1,200.00	-400.00	66.67%
.4.6.7 · Payroll Service Fees	1,300.05	3,000.00	-1,699.95	43.34%
.4.6.1 · Accounting	3,000.00	9,000.00	-6,000.00	33.33%
.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	7,366.82	17,550.00	-10,183.18	41.98%
.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	84,872.34	244,129.00	-159,256.66	34.77%
9010 · Employee Benefits				
.1 · Retirement	49,667.00	49,950.00	-283.00	99.43%
.2 · Social Security & Medicare	9,720.56	31,320.00	-21,599.44	31.04%
.3 · Workers Compensation	2,878.00	4,700.00	-1,822.00	61.23%
.4 · Disability	-145.49	350.00	-495.49	-41.57%
.5 · Medical & Dental Benefits	35,665.10	83,978.64	-48,313.54	42.47%
.6 · Life Insurance	91.54	470.00	-378.46	19.48%
Total 9010 · Employee Benefits	97,876.71	170,768.64	-72,891.93	57.32%
Total Expense	312,405.61	844,171.24	-531,765.63	37.01%
Net Ordinary Income	497,093.56	-2,308.00	499,401.56	-21,537.85%
Net Income	497,093.56	-2,308.00	499,401.56	-21,537.85%

Saugerties Public Library Abstract Check Register

M&T General Fund Checking 6455	Type	Date	Num	Name	Memo	Amount
					Check was lost so we were told to void and then it cleared.	
	Check	04/01/2026	11850	Midwest Tape		-818.94
	Check	04/01/2026		Paychex Garnishment		-60.52
	Check	04/08/2026	EFT	NYS Emp Retire System		-708.29
	Check	04/15/2026		Paychex Garnishment		-60.52
	Check	04/29/2026		Paychex Garnishment		-66.74
	Check	04/30/2026	11895	WZ Accountants		-750.00
	Check	04/30/2026	11896	Charter Communications - Internet		-115.40
	Check	04/30/2026	11897	Welsh Sanitation		-100.96
	Check	04/30/2026	11898	Credit Card Payment Processing		-845.00
	Check	04/30/2026	11899	Ingram Library Services		-1,777.23
	Check	04/30/2026	11900	Summit Fire & Security, LLC	Invoice: 3998897 & 4053193	-1,207.45
	Check	04/30/2026	11901	W B Mason Co Inc		-96.47
	Check	04/30/2026	11902	BookPage		-438.00
	Check	04/30/2026	Paid w. CR	Midwest Tape		-788.50
	Check	04/30/2026	11903	Binnewater		-76.85
	Check	04/30/2026	11904	Stewart's		-190.00
	Check	04/30/2026	EFT	Charter Communications - Phone		-258.48
	Check	04/30/2026	11905	PC Smith & Son, Inc.		-439.00
	Check	04/30/2026	11906	Uniforms USA, Inc.	Invoice: 126095, 128129, 129916	-87.00
	Check	04/30/2026	11907	Amazon Capital Services	Invoice 139K-KP17-3G6J	-655.10
	Check	04/30/2026	11908	OverDrive Inc		-1,759.70
	Check	04/30/2026	11909	Kerry McQuaide		-648.74
	Check	04/30/2026	11910	Alice Graves		-40.00
	Check	04/30/2026	11911	Gale/Cengage Learning		-65.59
	Check	04/30/2026	11912	National Business Technologies	Inv IN728488	-183.99
	Check	04/30/2026	EFT	Paychex		-355.28
	Check	04/30/2026	11913	Metropolitan Life Insurance Companies		-24.30
	Check	04/30/2026	11914	National Business Technology	Invoice: 596658780	-399.10
	Check	04/30/2026	11915	CDPHP	Invoice: 261020057258	-7,775.80
	Check	04/30/2026	11916	NY Library Assoc		-800.00
	Check	04/30/2026	11137	ThyssenKrupp Elevator Corp		-873.36
Total M&T General Fund Checking 6455						-22,466.31
M&T Capital Fund Checking 6430						

Saugerties Public Library Abstract Check Register

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total M&T Capital Fund Checking 6430					
TOTAL					<u><u>-22,466.31</u></u>

Saugerties Public Library

Abstract

April 2026

	Num	Name	Memo	Amount
Ordinary Income/Expense				
Income				
2082 - Fees				
			Square income	255.88
Total 2082 - Fees				255.88
Total Income				255.88
Expense				
7410.1 - Salaries				
	04.02.26	PR		16,058.52
	04.16.26	PR		16,060.06
	04.30.26	PR		16,025.67
Total 7410.1 - Salaries				48,144.25
7410.4 - Contractual Expenses				
.4.1 - Library Material				
.4.1.7 - Streaming				
	11850	Midwest Tape	Check was lost so we were told to void and then it cleared.	554.31
	11850	Midwest Tape		-554.31
	11898	Credit Card Payment Processing		29.99
	Paid w. CR	Midwest Tape	Hoopla #508800958	504.37
Total .4.1.7 - Streaming				534.36
.4.1.1 - DVD				
	11850	Midwest Tape		-264.63
	11850	Midwest Tape	Check was lost so we were told to void and then it cleared.	264.63
	Paid w. CR	Midwest Tape	Inv 508534753	23.24
	Paid w. CR	Midwest Tape	Inv 508714641	23.24
	Paid w. CR	Midwest Tape	Inv 508714642	50.23
	Paid w. CR	Midwest Tape	Inv 508755113	68.97
	Paid w. CR	Midwest Tape	Inv 508787064	118.45
	11907	Amazon Capital Services	Invoice 139K-KP17-3G6J	38.85
Total .4.1.1 - DVD				322.98
.4.1.2 - Books				
4.1.2A - Adult Books				
	11898	Credit Card Payment Processing		64.80
	11899	Ingram Library Services		1,097.89
	11899	Ingram Library Services	Carnegie	8.39
	11907	Amazon Capital Services	Invoice 139K-KP17-3G6J	70.37
	11911	Gale/Cengage Learning	Inv 999102552018	32.79
	11911	Gale/Cengage Learning	Inv 999102613390	32.80
Total 4.1.2A - Adult Books				1,307.04
4.1.2J - Children's Books				
	11899	Ingram Library Services	America 250	12.87
	11899	Ingram Library Services		658.08

Saugerties Public Library

Abstract

April 2026

Num	Name	Memo	Amount
Total 4.1.2J · Children's Books			670.95
Total .4.1.2 · Books			1,977.99
.4.1.3 · Subscriptions			
11902	BookPage		438.00
Total .4.1.3 · Subscriptions			438.00
.4.1.4 · Newspapers			
11904	Stewart's		190.00
Total .4.1.4 · Newspapers			190.00
.4.1.5 · Digital Materials			
11908	OverDrive Inc	Inv 09138CO26111607	449.61
11908	OverDrive Inc	Inv 01938CO26114855	278.47
11908	OverDrive Inc	Inv 01938DA26117259	234.19
11908	OverDrive Inc	Inv 01938CO26122134	357.46
11908	OverDrive Inc	Inv 01938DA26124901	201.99
11908	OverDrive Inc	Inv 01938CO26129564	124.99
11908	OverDrive Inc	Inv 01938DA26132136	74.99
11908	OverDrive Inc	Inv 01938DA26139450	38.00
Total .4.1.5 · Digital Materials			1,759.70
Total .4.1 · Library Material			5,223.03
.4.2 · Programs, Publicity, History			
.4.2.1 · Programs			
11907	Amazon Capital Services	Invoice 139K-KP17-3G6J	388.43
11909	Kerry McQuaide	Carnegie reimbursements	648.74
11910	Alice Graves	Carnegie	40.00
Total .4.2.1 · Programs			1,077.17
Total .4.2 · Programs, Publicity, History			1,077.17
.4.3 · Operation of Building			
.4.3.2 · Telephone			
EFT	Charter Communications - Phone		258.48
Total .4.3.2 · Telephone			258.48
.4.3.4 · Maintenance Service & Supplies			
11897	Welsh Sanitation		100.96
11898	Credit Card Payment Processing		94.92
11901	W B Mason Co Inc		96.47
11903	Binnewater		76.85
Total .4.3.4 · Maintenance Service & Supplies			369.20
.4.3.6 · Building R&M			
11898	Credit Card Payment Processing		291.61
11900	Summit Fire & Security, LLC	4053193	1,207.45
11905	PC Smith & Son, Inc.		439.00
11906	Uniforms USA, Inc.	129916	87.00
Total .4.3.6 · Building R&M			2,025.06
.4.3.8 · Elevator			
11137	ThyssenKrupp Elevator Corp		873.36

Saugerties Public Library

Abstract

April 2026

	Num	Name	Memo	Amount
Total .4.3.8 · Elevator				873.36
.4.3.12 · Internet				
	11896	Internet		115.40
Total .4.3.12 · Internet				115.40
Total .4.3 · Operation of Building				3,641.50
.4.4 · Equipment R&M, Supplies				
.4.4.1 · Copier				
	11912	National Business Technologies	Inv IN728488	183.99
	11914	National Business Technology	Invoice: 596658780	399.10
Total .4.4.1 · Copier				583.09
.4.4.2 · Office Supplies				
	11907	Amazon Capital Services	Invoice 139K-KP17-3G6J	27.46
Total .4.4.2 · Office Supplies				27.46
.4.4.6 · Equipment Purchases				
	11898	Credit Card Payment Processing		260.00
	11907	Amazon Capital Services	Invoice 139K-KP17-3G6J	129.99
Total .4.4.6 · Equipment Purchases				389.99
Total .4.4 · Equipment R&M, Supplies				1,000.54
.4.5 · Automation, System Fees				
.4.5.1 · Automation & Online Services				
	11898	Credit Card Payment Processing		103.68
Total .4.5.1 · Automation & Online Services				103.68
Total .4.5 · Automation, System Fees				103.68
.4.6 · Professional Services				
.4.6.9 · Merchant Fees				
			Square income	10.99
Total .4.6.9 · Merchant Fees				10.99
.4.6.8 · Professional Memberships				
	11916	NY Library Assoc		800.00
Total .4.6.8 · Professional Memberships				800.00
.4.6.7 · Payroll Service Fees				
	EFT	Paychex		355.28
Total .4.6.7 · Payroll Service Fees				355.28
.4.6.1 · Accounting				
	11895	WZ Accountants		750.00
Total .4.6.1 · Accounting				750.00
Total .4.6 · Professional Services				1,916.27
Total 7410.4 · Contractual Expenses				12,962.19
9010 · Employee Benefits				
.2 · Social Security & Medicare				
	04.02.26 PR			1,206.47
	04.16.26 PR			1,206.60
	04.30.26 PR			1,203.95
Total .2 · Social Security & Medicare				3,617.02
.4 · Disability				

Saugerties Public Library

Abstract

April 2026

Num	Name	Memo	Amount
04.02.26 PR			-15.58
04.16.26 PR			-16.67
04.30.26 PR			-15.84
Total .4 · Disability			-48.09
.5 · Medical & Dental Benefits			
04.02.26 PR			-357.10
04.16.26 PR			-357.10
11915	CDPHP	Invoice: 261020057258	7,775.80
04.30.26 PR			-357.10
Total .5 · Medical & Dental Benefits			6,704.50
.6 · Life Insurance			
11913	Companies	Life insurance	24.30
Total .6 · Life Insurance			24.30
Total 9010 · Employee Benefits			10,297.73
Total Expense			71,404.17
Net Ordinary Income			-71,148.29
Net Income			-71,148.29

April Director's Report 2026

Celebrate Libraries: Each Friday in April, the Outreach committee hosted a program with libraries as the focus, and they were incredibly popular! There were three films shown with attendance between 14 – 20 people at each. The evening with the lecture brought 70 people out to learn about SPL and MHLS. And, it was a lot of fun. We have one more Celebrate Libraries program on Wednesday, June 10th with the title of: Reading Revolutions: The Public Library in America.

Personnel: Justyna Cafaro, who is our full-time Library Assistant, has resigned with her last date being May 9th. We have advertised this position as a part-time and will be interviewing in May.

Air Quality Monitor: I worked with the Bard air quality monitoring staff to upgrade the technology that we have in the backyard. It is now connected to PurpleAir, which is a nation-wide network of monitors that anyone can access to see what air quality is like across the nation.

Outreach: Library Assistant Director, Tiffany Lydecker spoke at two events in April. She spoke at the Kiwanis Club on April 14th and the Senior Center on April 23rd. She focused on sharing programs that the public may not be aware of such as the wide variety of Library of Things.

Bike Borrow Program: The Department of Transportation is reaching out to public libraries to promote their program of supplying libraries with loanable bikes. Although there are libraries in Long Island and Westchester County who are offering this service, our insurance company is unwilling to cover SPL in regards to a bike loaning program. Because of conversations I've had with our lawyer, I do not believe that having patrons sign a waiver would protect the library in case of an accident. So, we will not be pursuing this idea.

Internet and phone transfer: I met with representatives from Archtop Fiber and Billy Curtis to discuss moving our telephone service away from Spectrum. Billy was instrumental in designing the current phone system in the library, and is incredibly knowledgeable about our system.

Meetings:

Ulster County Library Association: April 21st at Town of Ulster Library

Director's Meeting: April 22nd - online

Saugerties Public Library
@Finance Committee

Date: 4/20/2026

Time: 6:02 p.m.

Committee Members Attending:

Charlotte Herscher

Ken Goldberg

Staff Attending:

Jennifer Russell

Absent Committee Members:

Tim Scott

Discussion/Agenda Items:

- Discussed 2027 budget.
 - Salaries. We had to raise minimum wage to \$16/hour to meet new NYS requirements, which throws the rest of the hourly wages off. We discussed raising the staff currently earning \$16/hour to \$16.5 or \$17/hour. MHLS suggests looking at the CPI for Urban Wage earners and clerical workers.
 - Library materials.
 - Music. We are not getting CDs any more but Jen has been approached by Biblioboard. For an annual subscription, we can upload music from local musicians and self-published books vetted from Ingram.
 - DVDs. Might want to increase budget for DVDs.
 - Books. Jen would like to raise print book budget \$5,000, and she would like to keep children's books the same since we have some donation money to supplement.
 - Newspapers. For newspapers, Jen wants to move to a new company but the cost should stay the same.
 - Digital materials. This is a big cost and we will likely have to raise this budget line even more. WE might be able to dip into the Carnegie Funds if we need to raise it a lot right away.
 - Programs. This can stay the same because we often have donations for them.

- Raising budget line newspaper and public relations to advertise in Hudson Valley One, but if needed this increase can be cut.
- Telephone. Jen is going to check with Archtop to see what they could offer.
- Lawn and grounds. Our gardener wants \$600 a visit for maintenance. Jen suggests she come 4 times a year.
- Building R&M. Jen wants to get the stairwell painted.
- Snow removal. Jen wants to increase it to \$3,500 from \$2,000 because it will include parking lot.
- Geothermal. We only spent \$5,900 out of \$10,000 in 2025. Maybe we could decrease this.
- Internet. Should go down slightly.
- Copier. We went over budget so Jen would like to increase this to \$7,600 from \$5,500.
- Office supplies. Jen would like to increase it to \$3,000 from \$2,500 since we went over last year.
- Equipment purchases. Keep the same at \$8000.
- Audit. We will need to do that in 2027. It will likely cost around \$12,000.
- Retirement. We won't find out this for a while.
- Social security and Medicare. For this year it was \$31,300.
- Medical and dental. We will need to look at making changes if they raise it drastically again like they did last year.
- CDs. Charlotte signed the paperwork to renew the six month \$67,000 CD at M&T Bank.

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

Next meeting:

Monday, May 18, 2026 at 6:00

Saugerties Public Library
Policy & Personnel Committee

Date: April 22, 2026

Time: 6:15 pm

Present: Scott (Chair), Kielland, Lang, Poll, Russell (Director)

Agenda:

Policies for Review:

1. Pandemic Policy
 - Review cycle changed to 5 years.
2. Library Bill of Rights
 - Minor changes in wordage under the first section:
"I. Books and *all* other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials *and technology* should not be excluded because of the origin, background, or views of those contributing to their creation."
3. Law Enforcement Policy
 - Lawyer needs to get back to us before further review.
4. Environmental Policy
 - Before further review in order to create tangible goals: Trustees and perhaps staff should take available professional education on the topic of resiliency etc.
5. Officer Term Limit
 - A question has risen about whether a trustee returning to the board after a mandatory three year waiting period (and who has already served in an officer position for the current three year limit), can serve in that role again. The exact position in question is that of Treasurer.
 - After brief discussion, the P&P Committee believes that a trustee can in fact serve again.

Personnel:

1. Staff Pay

We are planning on increasing the rate of pay for clerks compared to the page. Clerks have more responsibility than a page, but their pay is quite similar. This is due to the increase of minimum wage for 2026.

- In the past, we had used the inflation rate to determine an increase but it is now explicitly recommended by NYS and MHLS to use the CPI (Consumer Price Index).
- We are exploring what a 2.5 - 3% increase would look like.

2. Other Business

- At the request of a current employee, we are researching the idea of creating another Library Clerk position. This would be between 20 - 30/hrs per week and enable access to PTO. This position does not include health insurance. If/when that happens, it would cost the library another \$14,000 paid out in benefits.
- There are questions as to how this may impact salary increases. Jen will talk to our accountant to see what the numbers look like.

Adjourned: 7:34 pm

Next Meeting: May 27 at 6:15 pm

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and **all** other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials **and technology** should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations on individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Approved by the Saugerties Public Library board on January 13, 2015, Reviewed November 12, 2020

Review History: Review Cycle: 5 years



SAUGERTIES PUBLIC LIBRARY

PANDEMIC RESPONSE POLICY

In the event of a declared public health emergency involving a communicable disease, the Saugerties Public library will operate in accordance with its Pandemic Response Plan and Policy. If any part of this policy conflicts with executive orders governing an epidemic issued at the local, county, state, or federal level, the Library will follow the executive orders rather than the written policy. During each public health emergency, the Library will adopt phased closure and re-opening protocols based on the best available information and legal requirements pertinent to the emergency.

The library staff and board are committed to providing excellent library service while doing all they can to support the health of the community.

DEFINITIONS

The following terms are hereby defined for the purposes of this policy:

- **Personal Protective Equipment (PPE):** Equipment worn to minimize exposure to communicable disease or pandemic illness as mandated by local, state, or federal law and/or any Executive Orders related to the public health emergency or mandates issued by federal agencies including the Center for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA).
- **Employee:** Any person employed by the Saugerties Public Library regardless of job classification or title.
- **Contractor:** Any individual performing paid services for the library but not an employee of the Saugerties Public Library
- **Essential:** Designation made to an employee or contractor whose duties require them to be physically present at the library to perform their job, OR tasks that are vital or necessary to the safety or operational needs of the library.
- **Non-essential:** Designation made to an employee whose duties do not require them to be physically present at the library, OR tasks that are not vital or necessary to the safety or operational needs of the library.
- **Communicable disease:** Illness caused by an infectious agent that occurs through the direct or indirect transmission of the infectious agent or its byproducts or via inanimate environment or object to a susceptible person or persons.
- **Retaliatory Action:** The discharge, suspension, demotion, penalization, discrimination, or other adverse employment action taken against any employee.

ADMINISTRATION

The library Director, as authorized by the Board of Trustees, administers the Pandemic Response Plan. This includes activating the plan, establishing an internal communications network, and coordinating all response and recovery activities. If, for any reason, the Director is unable or unavailable to administer the plan, administrative authority shall be passed to the Assistant Director. If the Assistant Director is unable to perform the responsibilities and decisions, administrative authority will pass to the Librarian I.

Closure / Lockdown

The library building will close due to pandemic if (1) a mandate order or recommendation for closure is issued by public health or government officials on the local, county, state or Federal level, or (2) Saugerties Central School District closes, or (3) there is not sufficient staff to maintain basic library service levels, or (4) illness spreads among staff demonstrating a need to quarantine and deep clean the library building for the health and safety of remaining staff members and patrons.

Critical Duties during a closure

Finances / Payroll

The accountant is a separate entity from the Saugerties Public Library and therefore not subject to library policy. In the event that the accountant is unable to perform essential fiscal duties, the Library Director and the Assistant Director will perform the basic bookkeeping duties such as accounts payable, accounts receiving, and processing payroll; and/or accepting, sorting, and opening postal mail or packages. The Director or Assistant Director will contact the library's accountant to find the best way for the delivery of vouchers and checks to take place with limited or no contact. All checks signed by an executive board member, and vouchers signed by the director, an executive board member, and a non-executive board member will be completed following strict safety guidelines.

Facilities

The Library Director and the Assistant Director will perform the basic duties of maintaining the facilities that could otherwise threaten or pose a risk to the library's facilities if not performed.

These essential tasks may be delegated to a specific employee or contractor at the discretion of the Director. This employee or contractor is permitted to be physically present at the Library to perform only the designated essential tasks as assigned.

Non- Essential Staff and Compensation during a closure

Compensation

In the event of full closure or lockdown, all staff shall be compensated for their regularly scheduled hours.

Telecommuting technology: (see telecommuting policy for more details)

The Library will determine, with information supplied by the employee, the appropriate equipment needs for each telecommuting arrangement on a case-by-case basis. The Director and Systems Administrator (technology coordinator) will serve as resources in this matter. Equipment supplied by the library will be maintained by the library. Equipment supplied by the employee will be maintained by the employee. The Saugerties Public Library accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the library is to be used for business purposes only and returned to the library when telecommuting is no longer necessary or feasible.

Programming

Staff will provide Story times and programming virtually. The library will provide staff with necessary technology to engage in virtual programming.

Circulation

The Library Director or Assistant Director must contact Mid-Hudson Library System via an online ticket procedure (techsupport@midhudson.org) should the library close. MHLS will re-route outstanding holds and take the Saugerties Public Library off the inter-library loan list. All holds in the library must be canceled and checked in prior to closing. If 75% of the libraries close, MHLS will automatically extend library material due dates and library card expirations.

Dropbox

The Library Director will confer with local health officials to determine if the dropbox should be closed. If the dropbox is open, Circulation staff would be considered Essential Workers.

Patron Communication

In the event of curtailed hours or closure necessitated by a pandemic, effective communication is a priority. Information will be posted on the library's doors/windows, homepage, any social media platforms in use, in e-newsletters and press releases. Every effort will be made to keep the information current.

Board of Trustees Meetings

The library will follow proclamations from the Federal and State government in regards to conducting public meetings. The board and committee meetings will be held online, if possible. Recordings of each meeting will be converted into transcripts and retained digitally or in print following NYS LGS-01 record retention standards.

Curbside or Curbside with Patron limited use

The Library will follow local, State, and Federal guidelines as the library re-opens. The Director and Assistant Director will stay informed on the most up to date health information and requirements. As the guidelines for health protocols change, the pandemic / safety plan will be updated. All changes will be communicated to staff and the public. Each iteration of the plan will be kept as a record of procedures.

Compensation

If the library is open, healthy staff are expected to report to work. In the event of curtailed hours, staff who work will be paid for their regularly scheduled hours. Healthy staff unable to work at home or in the building will use PTO, if available.

Curtailed Hours

At the discretion of the Library Director or the Library Board President, the Saugerties Public Library may reduce its operating hours.

Staggering staff hours in library

During a closure, Federal, State, Ulster County and local Health Department regulations in relation to percentage of staff occupancy will be followed. Staff scheduling will ensure that the work shifts are staggered.

Personal Protection Equipment

PPE as required by local, state or federal laws or Executive Orders will be provided by the library. As per OSHA guidelines, employees are not financially responsible for mandated PPE. Employees may provide their own PPE if they desire and if it is in compliance with all local, state, or federal laws or Executive Orders, CDC and OSHA regulations. The library will provide any necessary training for mandated PPE including proper use and disposal, and will keep a supply of PPE in storage in the event a public health emergency is immediately declared.

Failure by staff to comply with PPE mandates may result in disciplinary action.

Exposure

In the event that a staff member is tested positive for the communicable disease which precipitated the public health emergency, the area in which the person worked will be closed off for the duration recommended by the NYS Department of Health. The NYS and local DOH will be notified of the positive test result and staff will cooperate with Ulster County DOH tracing procedures. DOH requirements will be followed in disinfecting and cleaning exposed areas. The test positive employee will not be permitted to return to on-site work until authorized to do so by the state and local health departments. All other employees will be provided instructions for returning to work dependent on the determination of exposure risk by the local or state health department during contact tracing.

Testing

The Library may encourage a medical test of an employee if that employee is a threat to the health and safety of staff, prior to returning to work, particularly if other reasonable work accommodations cannot be made.

Compensation in the event of Exposure:

New York State or the Federal Government may employ specific legislation pertaining to job protection and financial compensation during an exposure or illness and the library will follow such guidance.

The Saugerties Public Library will not take any retaliatory action for employees not reporting to work due to a suspected or confirmed case of the communicable disease.

Employees must follow the established protocols outlined in the Personnel Policy for reporting an absence.

Contact Tracing

The NYS or Ulster County Department of Health may contact the library to gain contact tracing information for employees and vendors. Patrons may voluntarily supply their contact tracing information when they enter the building.

Patron Building Use

Numbers of patrons allowed to enter the building will be limited according to occupancy rules prescribed by local, state or federal requirements.

Programming

Library programming will continue as library hours and staffing permit whether in the building, outdoors, or virtually.

Vaccination (in regards to a pandemic)

The Library may offer paid sick leave in order to receive the vaccine and / or in the event of a reaction to the vaccine.

If the vaccine has not been approved by the FDA. Employees have the option to accept or refuse the vaccine.

If the vaccine is approved by the FDA. If the vaccine is approved by the FDA, and an employee has a medical, religious or personal reason for not getting the vaccine, they are not required to get the vaccine. The library encourages all employees to be vaccinated as they become available.

Written information about an employee's vaccination status must be kept confidential, in a sealed, separate folder from their Personnel file.

Approved by the Saugerties Public Library board on March 11, 2021

Revised: August 12, 2021

Review cycle: 5 years

Review History:

Saugerties Public Library
Outreach Committee

Date: Monday, April 25

Time: 5:30 pm

Committee Members Attending:

Teresa Giordano (Chair), Alica Graves, Kerry McQuaide, Tim Scott

Staff Attending:

Jennifer Russell (Director)

Discussion/Agenda Items

1. Post-mortem of April library Appreciation Event including three SFC Friday night movies and the Friday, April 17 event with Gus Pederson and Rebekkah Smith-Aldrich. All were well attended.
2. Tabling at Farmers market to make people aware of the library and its services and discussed whether there were other places to table.
3. The Library has a June 10th event coming up. A representative from the New York State Library will talk about development of libraries in the U.S.A and New York State
4. Started to brainstorm a fall event: gathering various/volunteer agencies that service the community, to talk about what they offer and how to access their services.

Next Outreach Meeting Monday, May 22th at 5:30pm

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	2,306	2,240		2,102		2,544	
Adult renewals	1,035	988	999	953	1,145	1,149	992	1,100	1,038		1,024		1,024	
Juvenile	2,095	1,854	1,783	1,595	1,726	1,857	1,736	1,676	1,632		1,767		2,326	
Juvenile renewals	814	847	1,038	862	1,032	1,006	915	1,063	904		951		1,147	
Teen	107	128	97	144	70	118	85	161	132		125		184	
Teen renewals	58	80	41	84	41	96	44	81	43		58		83	
Total Circulation	6,427	6,332	6,080	5,769	6,265	6,650	5,974	6,387	5,989		6,027		7,308	
		-1%		-5%		6%		7%						
Holds Filled														
Adults	979	1,042	861	909	934	1,110	928	1,026	967		980		1,129	
Juvenile	547	516	370	537	468	596	423	539	375		355		357	
Teen	54	57	42	75	43	62	64	81	78		60		73	
ILL received	2	4	2	1	3	1	2	0	4		1		2	
ILL loaned	1	0	2	0	1	2	0	0	0		0		0	
Total Holds	1,583	1,619	1,277	1,522	1,449	1,771	1,417	1,646	1,424		1,396		1,561	
		2%		19%		22%		16%						
Questions Answered														
Adult	742	712	718	804	793	927	843	864	744		840		1,014	
Children's	163	155	145	127	128	143	136	177	136		161		179	
Total Questions	905	867	863	931	921	1,070	979	1,041	880		1,001		1,193	
		-4%		8%		16%		6%						
Programs														
Adult	24	26	24	32	33	36	34	31	31		26		24	
Teen	22	17	19	17	20	17	20	18	13		19		20	
Children's	26	23	29	23	30	24	31	25	28		29		44	
Total Programs	72	66	72	72	83	77	85	74	72		74		88	
		-8%		0%		-7%		-13%						
Program Attendance														
Adult	228	292	226	338	552	713	529	633	566		262		196	
Teen	137	157	129	151	147	164	123	158	87		298		181	
Children	322	411	225	437	269	757	234	282	239		1,545		976	
Total attendance	687	860	580	926	968	1,634	886	1,073	892		2,105		1,353	
		25%		60%		69%		21%						
Computer sessions	311	334	304	366	381	406	397	387	331		331		425	
		7%		20%		7%		-3%						
Web Page Visits	6,207	5,936	5,728	5,356	6,161	5,930	6,350	5,344	6,224		6,188		6,889	
		-4%		-6%		-4%		-16%						
New Cards Issued	30	41	30	44	33	54	30	56	32		39		84	
		37%		47%		64%		87%						
Overdrive Audiobook	1098	1207	1042	1027	1058	1275	1030	1187	1110		1009		1155	
Overdrive eBook	1036	1003	918	998	982	1013	903	946	927		867		1051	
Overdrive Magazine	626	738	578	679	631	733	683	666	601		621		547	
Overdrive Total	2760	2948	2538	2704	2671	3021	2616	2799	2638		2497		2753	
		7%		7%		13%		7%						

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	9,296	34%
Adult renewals	1,185		1,223		1,073		1,077		1,065		12,641	4,190	33%
Juvenile	2,107		1,844		1,944		1,386		1,279		23,458	6,982	30%
Juvenile renewals	1,052		1,181		1,084		1,068		859		12,215	3,778	31%
Teen	155		100		131		111		114		1,532	551	36%
Teen renewals	69		68		63		48		62		762	341	45%
Total Circulation	6,992		6,813		6,621		5,786		5,512		78,065	25,138	32%
Holdings Filled											0		
Adults	1,027		976		982		893		935		11,111	4,087	37%
Juvenile	401		524		482		396		411		4,830	2,188	45%
Teen	72		51		73		58		54		596	275	46%
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	6,558	40%
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	125	44%
Teen	16		17		17		12		13		193	69	36%
Children's	36		23		25		17		22		268	95	35%
Total Programs	78		63		71		53		57		747	289	39%
Program Attendance											0		
Adult	284		205		256		199		453		3,259	1,976	61%
Teen	127		120		101		97		89		1,396	630	45%
Children	428		348		455		209		206		5,959	1,887	32%
Total attendance	839		673		812		505		748		10,614	4,493	42%
Computer sessions	322		339		366		273		265		4,531	1,493	33%
Web Page Visits	5,799		5,510		5,943		5,250		4,796		66,546	22,566	34%
New Cards Issued	48		32		36		32		29		464	195	42%
Overdrive Audiobook	1071		1033		1062		1153		1130		9971	4696	47%
Overdrive eBook	1080		991		970		962		927		10839	3960	37%
Overdrive Magazine	595		592		653		622		665		5617	2816	50%
Overdrive Total	2746		2616		2685		2737		2722		26427	11472	43%

