

Saugerties Public Library Board Agenda
September 11, 2025
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

Old Business:

1. Budget and Election Results
2. Front Garden

New Business:

1. Required Trustee Training
2. Nominating Committee

Secretary's Report

Treasurer's Report

Pay Bills

Director's Report:

Committee Reports:

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

Moment of Silence in Remembrance of the 9/11/01 terror victims

Next meeting - October 9, 2025 Annual Reorganization Meeting

Saugerties Public Library
Regular Board Meeting
Date: 8/13/2025

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

Excused: Erin Poll, Rebecca Lang

Staff: Director Jennifer Russell

Public Attendees: Ray Rebholz

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

Public Comment: N/A There were no attendees who had questions about the 2026 Budget as presented to the public with minor adjustment to reflect accurate cost of medical insurance.

Friends of Library: Ending their summer break, and the first meeting of this year will be September 15, 2025 at 7pm in the Library Community Room

Unfinished Business:

- N/A

New Business:

1. Upcoming Board of Trustees election: Vote is September 4, 2025 from 10am-8pm. Absentee ballots will be available as of August 19, 2025. Three interested board members have submitted their completed signed petitions on time. There will be two spots available for whom there are no candidates. This means that we will rely on write-in candidates for these positions.
2. Nominating Committee: Paul will chair and Yosefa will join the committee.
3. Front Garden: our current gardner has resigned and we would like to get the front garden re-designed and pruned, as well as to find someone to maintain the lawn and the garden going forward.
4. Tim Scott made a motion, seconded by Yosefa Karchmer, to discuss the management of the Unrestricted Fund Balance. Ken Goldberg summarized as follows: This is money remaining after the Construction of the New Library, stemming from the reduced staff and lower operating costs during the temporary relocation. At that time it was to respond to any unexpected cost related to the construction, and

then to be a reserve to cover the time between the end of one fiscal year and the time that the Town distributes the taxes slated for the library. This time can last through the first quarter of the year, resulting in 25% of our annual operating cost. The money was used to purchase the houses behind the library to create what is now the garden and increased parking, as well as a Capital Improvement Fund for upkeep of possible additional needs related to having a larger building with increased patron usage. The original plan for this money was completed in 2015.

- a. This has now become our fund balance, and is currently intermingled with the tax revenue. It is used to cover the first quarter's expenses before the tax revenue is received, to cover some recent capital improvements such as the new carpets, and to offset a possible larger tax increase to the community.
- b. This issue arose as the Policy Committee reviewed the Policy for the Unrestricted Fund Balance from 2015. The discussion today is to determine what, if any, changes we want to make to the Policy and how to determine that the way the Balance is managed matches what is in the policy.

The board present at the meeting discussed the various options, and will now be used to guide the Policy and Finance committees as they work to establish an accurate and manageable policy and plan.

5. The MHLS has started an Ambassador Program to promote the importance of libraries and the risk of funding loss. We discussed whether the outreach committee might want to be a part of this program in order to facilitate awareness of the library's services and the resources we offer.

Secretary's Report:

Motion by Tim Scott and *Second* by Ken Goldberg to approve the minutes as amended.

Motion passes unanimously.

Treasurer's Report:

Motion to pay the bills in the amount of \$ 25,544.55 made by Charlotte Herscher seconded by Julie Misiano. Passes unanimously

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

- Many new patrons applied for library cards, with a 53% increase in July from the month prior.

- We have had two groups contact the Director about their interest in donating to the library.
- The Summer Reading Program is nearing the finale; we have hosted a variety of programs for children and adults including outreach from the VIA aquarium. Detailed numbers will be available at the next board meeting.
- All of the library's computers have now been replaced with ones that operate Windows 11. The older ones are available for a donation to interested community members.

Committee Reports:

Finance: met on July 21, 2025

- Discussed the need for additional money to purchase digital materials as our patrons are active users of this shared MHLS service who would benefit from increased availability of popular titles. Motion made by Charlotte Herscher, seconded by Julie Misiano to approve the payment of the \$2,000 from the unrestricted fund balance for this purpose.
- Discussed the benefit of re-establishing our Capital Fund account with the anticipation of building improvements needed in the near future such as elevator modernization.
- Discussed the Unrestricted Fund Balance Policy and how it reflects on our current procedure.

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

Personnel/Policy: met on July 14, 2025

1. Worked on the Inclement Weather Closing Policy
2. We have hired a new staff member and a part-time worker may leave in the fall to pursue full time work.

Tim Scott made a motion to accept the Inclement Weather Policy, seconded by Charlotte Herscher. Passes unanimously.

see minutes FMI Next meeting: August Wed 8/20/25 at 6PM

Facilities: met on July 17, 25

- Our gardner has resigned. Discussed what we want in terms of a new gardner for next season. See New Business for more information.
- Made some repairs to the water fountains and an elevator button.

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

Outreach: met on July 28, 25

- Human Library event will be postponed
- Want to do a survey to learn if our outreach efforts have been able to reach community members who otherwise might not be aware of our services
 - May adjust outreach to better meet the community's needs as determined by the survey when completed .
- Plan for discussion of the Ambassador Program after the new Trustees have joined the board in October.

see minutes FMI Next meeting: August 25, 25 at 5:30 PM

Friends Liaison: N/A

Motion to adjourn at 7:27 PM by Tim Scott ; *Seconded* by Ken Goldberg

Passes unanimously.

Submitted by Julie Misiano

Next meeting: September 11, 2025 at 6PM

Saugerties Public Library

General Fund Revenue and Expenditure Report

	Jan - Aug 25	Jan - Aug 24
Ordinary Income/Expense		
Income		
1001 · Real Property Taxes	707,326.00	661,660.00
2082 · Fees	6,616.30	6,578.23
2401 · Interest	10,636.22	11,126.53
2705 · Gifts & Donations		
2705.4 · Friends	18,269.00	4,500.00
2705.2 · General	1,000.00	1,180.00
Total 2705 · Gifts & Donations	19,269.00	5,680.00
3840 · New York State Aid	5,413.50	5,287.50
Total Income	749,261.02	690,332.26
Expense		
7410.1 · Salaries	254,166.29	247,101.84
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	50.96	11.99
.4.1.7 · Streaming	4,649.18	5,724.60
.4.1.1 · DVD	1,612.85	1,797.11
.4.1.2 · Books		
4.1.2A · Adult Books	7,877.80	13,502.48
4.1.2J · Children's Books	3,448.17	4,220.56
Total .4.1.2 · Books	11,325.97	17,723.04
.4.1.3 · Subscriptions	1,994.44	575.92
.4.1.4 · Newspapers	1,646.00	1,635.00
.4.1.5 · Digital Materials	10,337.77	6,504.80
.4.1.6 · Audio Books	47.99	94.98
Total .4.1 · Library Material	31,665.16	34,067.44
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	11,703.29	7,430.67
.4.2.2 · Microfilm & Archives	2,785.00	2,000.00
.4.2.3 · Newsletter & Public Relations	3,728.07	3,112.97
Total .4.2 · Programs, Publicity, History	18,216.36	12,543.64
.4.3 · Operation of Building		
.4.3.1 · Utilities	17,692.49	17,453.09
.4.3.2 · Telephone	2,059.26	1,966.05
.4.3.3 · Insurance	18,553.65	22,443.73
.4.3.4 · Maintenance Service & Supplies	2,388.39	2,437.97
.4.3.5 · Lawn & Grounds	58.97	394.21
.4.3.6 · Building R&M	20,031.99	7,615.38
.4.3.7 · Snow Removal	1,900.00	800.00
.4.3.8 · Elevator	14,589.64	1,666.47
.4.3.9 · Geothermal	1,761.26	10,335.36
.4.3.10 · Custodial Service	0.00	2,785.00
.4.3.12 · Internet	1,699.88	2,804.22

Saugerties Public Library

General Fund Revenue and Expenditure Report

	Jan - Aug 25	Jan - Aug 24
Total .4.3 · Operation of Building	80,735.53	70,701.48
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	3,308.52	3,473.26
.4.4.2 · Office Supplies	1,391.74	1,260.06
.4.4.4 · Postage	291.25	1,493.70
.4.4.6 · Equipment Purchases	27,445.78	9,055.45
.4.4.7 · Equipment R&M	2,723.75	2,788.10
Total .4.4 · Equipment R&M, Supplies	35,161.04	18,070.57
.4.5 · Automation, System Fees		
.4.5.1 · Automation & Online Services	3,867.33	3,649.11
.4.5.2 · MHLS Assessment Fees	15,022.62	12,276.75
Total .4.5 · Automation, System Fees	18,889.95	15,925.86
.4.6 · Professional Services		
.4.6.8 · Professional Memberships	975.00	1,127.00
.4.6.7 · Payroll Service Fees	1,916.78	1,920.86
.4.6.1 · Accounting	4,800.00	4,950.00
.4.6.3 · Board Expenses	0.00	202.43
.4.6.4 · Consulting & Legal Services	1,000.00	500.00
.4.6.5 · IT Maintenance Consultant	1,742.00	1,624.00
.4.6.6 · Staff Development	535.06	833.64
Total .4.6 · Professional Services	10,968.84	11,157.93
.4.7 · Election Expenses		
.4.7.1 · Election Inspectors	400.00	400.00
.4.7.2 · Election Expenses	135.00	135.00
Total .4.7 · Election Expenses	535.00	535.00
Total 7410.4 · Contractual Expenses	196,171.88	163,001.92
9010 · Employee Benefits		
.1 · Retirement	41,909.00	30,758.00
.2 · Social Security & Medicare	19,057.09	18,541.34
.3 · Workers Compensation	3,552.00	4,707.00
.4 · Disability	335.91	384.08
.5 · Medical & Dental Benefits	54,248.46	45,465.65
.6 · Life Insurance	191.57	194.40
Total 9010 · Employee Benefits	119,294.03	100,050.47
Total Expense	569,632.20	510,154.23
Net Ordinary Income	179,628.82	180,178.03
Net Income	179,628.82	180,178.03

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

	<u>Jan - Aug 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
1001 · Real Property Taxes	707,326.00	707,326.36	-0.36
2082 · Fees	6,616.30	4,000.00	2,616.30
2401 · Interest	10,636.22	12,000.00	-1,363.78
2705 · Gifts & Donations			
2705.4 · Friends	18,269.00	13,000.00	5,269.00
2705.2 · General	1,000.00	5,000.00	-4,000.00
Total 2705 · Gifts & Donations	19,269.00	18,000.00	1,269.00
3840 · New York State Aid	5,413.50	5,500.00	-86.50
3999 · Appropriated Fund Balance	0.00	30,432.00	-30,432.00
Total Income	749,261.02	777,258.36	-27,997.34
Expense			
7410.1 · Salaries	254,166.29	419,700.00	-165,533.71
7410.4 · Contractual Expenses			
.4.1 · Library Material			
.4.1.8 · Music	50.96	100.00	-49.04
.4.1.7 · Streaming	4,649.18	8,000.00	-3,350.82
.4.1.1 · DVD	1,612.85	3,000.00	-1,387.15
.4.1.2 · Books			
4.1.2A · Adult Books	7,877.80	17,000.00	-9,122.20
4.1.2J · Children's Books	3,448.17	9,000.00	-5,551.83
Total .4.1.2 · Books	11,325.97	26,000.00	-14,674.03
.4.1.3 · Subscriptions	1,994.44	1,500.00	494.44
.4.1.4 · Newspapers	1,646.00	2,500.00	-854.00
.4.1.5 · Digital Materials	10,337.77	14,000.00	-3,662.23
.4.1.6 · Audio Books	47.99	500.00	-452.01
Total .4.1 · Library Material	31,665.16	55,600.00	-23,934.84
.4.2 · Programs, Publicity, History			
.4.2.1 · Programs	11,703.29	7,000.00	4,703.29
.4.2.2 · Microfilm & Archives	2,785.00	2,000.00	785.00
.4.2.3 · Newsletter & Public Relations	3,728.07	4,000.00	-271.93
Total .4.2 · Programs, Publicity, History	18,216.36	13,000.00	5,216.36
.4.3 · Operation of Building			
.4.3.1 · Utilities	17,692.49	28,000.00	-10,307.51
.4.3.2 · Telephone	2,059.26	3,500.00	-1,440.74
.4.3.3 · Insurance	18,553.65	27,000.00	-8,446.35
.4.3.4 · Maintenance Service & Supplies	2,388.39	5,000.00	-2,611.61
.4.3.5 · Lawn & Grounds	58.97	4,500.00	-4,441.03
.4.3.6 · Building R&M	20,031.99	12,000.00	8,031.99
.4.3.7 · Snow Removal	1,900.00	1,500.00	400.00
.4.3.8 · Elevator	14,589.64	4,000.00	10,589.64
.4.3.9 · Geothermal	1,761.26	7,500.00	-5,738.74
.4.3.12 · Internet	1,699.88	3,000.00	-1,300.12

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

	Jan - Aug 25	Budget	\$ Over Budget
Total .4.3 · Operation of Building	80,735.53	96,000.00	-15,264.47
.4.4 · Equipment R&M, Supplies			
.4.4.1 · Copier	3,308.52	4,550.00	-1,241.48
.4.4.2 · Office Supplies	1,391.74	3,000.00	-1,608.26
.4.4.4 · Postage	291.25	600.00	-308.75
.4.4.6 · Equipment Purchases	27,445.78	9,000.00	18,445.78
.4.4.7 · Equipment R&M	2,723.75	5,000.00	-2,276.25
Total .4.4 · Equipment R&M, Supplies	35,161.04	22,150.00	13,011.04
.4.5 · Automation, System Fees			
.4.5.1 · Automation & Online Services	3,867.33	4,000.00	-132.67
.4.5.2 · MHLS Assessment Fees	15,022.62	20,030.00	-5,007.38
Total .4.5 · Automation, System Fees	18,889.95	24,030.00	-5,140.05
.4.6 · Professional Services			
.4.6.8 · Professional Memberships	975.00	800.00	175.00
.4.6.7 · Payroll Service Fees	1,916.78	2,500.00	-583.22
.4.6.1 · Accounting	4,800.00	6,600.00	-1,800.00
.4.6.3 · Board Expenses	0.00	250.00	-250.00
.4.6.4 · Consulting & Legal Services	1,000.00	2,000.00	-1,000.00
.4.6.5 · IT Maintenance Consultant	1,742.00	2,500.00	-758.00
.4.6.6 · Staff Development	535.06	700.00	-164.94
Total .4.6 · Professional Services	10,968.84	15,350.00	-4,381.16
.4.7 · Election Expenses			
.4.7.1 · Election Inspectors	400.00	450.00	-50.00
.4.7.2 · Election Expenses	135.00	200.00	-65.00
Total .4.7 · Election Expenses	535.00	650.00	-115.00
Total 7410.4 · Contractual Expenses	196,171.88	226,780.00	-30,608.12
9010 · Employee Benefits			
.1 · Retirement	41,909.00	37,614.00	4,295.00
.2 · Social Security & Medicare	19,057.09	27,500.00	-8,442.91
.3 · Workers Compensation	3,552.00	4,700.00	-1,148.00
.4 · Disability	335.91	350.00	-14.09
.5 · Medical & Dental Benefits	54,248.46	60,244.00	-5,995.54
.6 · Life Insurance	191.57	370.00	-178.43
Total 9010 · Employee Benefits	119,294.03	130,778.00	-11,483.97
Total Expense	569,632.20	777,258.00	-207,625.80
Net Ordinary Income	179,628.82	0.36	179,628.46
Net Income	179,628.82	0.36	179,628.46

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

	% of Budget
Ordinary Income/Expense	
Income	
1001 · Real Property Taxes	100.0%
2082 · Fees	165.41%
2401 · Interest	88.64%
2705 · Gifts & Donations	
2705.4 · Friends	140.53%
2705.2 · General	20.0%
Total 2705 · Gifts & Donations	107.05%
3840 · New York State Aid	98.43%
3999 · Appropriated Fund Balance	0.0%
Total Income	96.4%
Expense	
7410.1 · Salaries	60.56%
7410.4 · Contractual Expenses	
.4.1 · Library Material	
.4.1.8 · Music	50.96%
.4.1.7 · Streaming	58.12%
.4.1.1 · DVD	53.76%
.4.1.2 · Books	
4.1.2A · Adult Books	46.34%
4.1.2J · Children's Books	38.31%
Total .4.1.2 · Books	43.56%
.4.1.3 · Subscriptions	132.96%
.4.1.4 · Newspapers	65.84%
.4.1.5 · Digital Materials	73.84%
.4.1.6 · Audio Books	9.6%
Total .4.1 · Library Material	56.95%
.4.2 · Programs, Publicity, History	
.4.2.1 · Programs	167.19%
.4.2.2 · Microfilm & Archives	139.25%
.4.2.3 · Newsletter & Public Relations	93.2%
Total .4.2 · Programs, Publicity, History	140.13%
.4.3 · Operation of Building	
.4.3.1 · Utilities	63.19%
.4.3.2 · Telephone	58.84%
.4.3.3 · Insurance	68.72%
.4.3.4 · Maintenance Service & Supplies	47.77%
.4.3.5 · Lawn & Grounds	1.31%
.4.3.6 · Building R&M	166.93%
.4.3.7 · Snow Removal	126.67%
.4.3.8 · Elevator	364.74%
.4.3.9 · Geothermal	23.48%
.4.3.12 · Internet	56.66%

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

	% of Budget
Total .4.3 · Operation of Building	84.1%
.4.4 · Equipment R&M, Supplies	
.4.4.1 · Copier	72.72%
.4.4.2 · Office Supplies	46.39%
.4.4.4 · Postage	48.54%
.4.4.6 · Equipment Purchases	304.95%
.4.4.7 · Equipment R&M	54.48%
Total .4.4 · Equipment R&M, Supplies	158.74%
.4.5 · Automation, System Fees	
.4.5.1 · Automation & Online Services	96.68%
.4.5.2 · MHLS Assessment Fees	75.0%
Total .4.5 · Automation, System Fees	78.61%
.4.6 · Professional Services	
.4.6.8 · Professional Memberships	121.88%
.4.6.7 · Payroll Service Fees	76.67%
.4.6.1 · Accounting	72.73%
.4.6.3 · Board Expenses	0.0%
.4.6.4 · Consulting & Legal Services	50.0%
.4.6.5 · IT Maintenance Consultant	69.68%
.4.6.6 · Staff Development	76.44%
Total .4.6 · Professional Services	71.46%
.4.7 · Election Expenses	
.4.7.1 · Election Inspectors	88.89%
.4.7.2 · Election Expenses	67.5%
Total .4.7 · Election Expenses	82.31%
Total 7410.4 · Contractual Expenses	86.5%
9010 · Employee Benefits	
.1 · Retirement	111.42%
.2 · Social Security & Medicare	69.3%
.3 · Workers Compensation	75.57%
.4 · Disability	95.97%
.5 · Medical & Dental Benefits	90.05%
.6 · Life Insurance	51.78%
Total 9010 · Employee Benefits	91.22%
Total Expense	73.29%
Net Ordinary Income	49,896,894.44%
Net Income	49,896,894.44%

Saugerties Public Library Abstract Check Register

	Type	Date	Num	Name	Memo	Amount
M&T General Fund Checking 6455						
	Check	08/06/2025	EFT	NYS Emp Retire System		-704.76
	Check	08/31/2025	11693	Charter Communications - Internet		-115.40
	Check	08/31/2025	11694	Welsh Sanitation	September Garbage Removal	-93.89
	Check	08/31/2025	11695	Elaine Sapunarich		-200.00
	Check	08/31/2025	11696	Arlene Discordia		-200.00
	Check	08/31/2025	11697	Lydecker, Tiffany		-135.00
	Check	08/31/2025	11698	Amazon Capital Services	Invoice: 1DH1-HJ44-11JH	-241.23
	Check	08/31/2025	11699	DEMCO	Invoice: 7688146	-62.69
	Check	08/31/2025	11700	Credit Card Payment Processing		-590.51
	Check	08/31/2025	11701	Stewart's	August newspapers	-206.00
	Check	08/31/2025	11702	Midwest Tape - Hoopla		-760.23
	Check	08/31/2025	11703	P.C. Smith & Son Inc		-17.99
	Check	08/31/2025	11704	WZ Accountants	Invoice: 3300	-600.00
	Check	08/31/2025	11705	Baker & Taylor		-812.64
	Check	08/31/2025	11706	Susan Krawitz	October 4 week writing workshop	-800.00
	Check	08/31/2025	11707	Culligan of Newburgh	Invoice: 2474789	-83.15
	Check	08/31/2025	11708	Uniforms USA, Inc.	Invoices: 96445	-58.00
	Check	08/31/2025	11709	W B Mason Co Inc	Invoice: 256034123; 256467250	-215.94
	Check	08/31/2025	11710	Mid Hudson Library System	Invoice: 2612	-429.00
	Check	08/31/2025	11711	Advantage Archives	Invoice #43073	-2,370.00
	Check	08/31/2025	11712	Metropolitan Life Insurance Companies		-21.47
	Check	08/31/2025	11713	CDPHP	Invoice: 252250000179	-6,446.30
	Check	08/31/2025	EFT	Charter Communications - Phone		-257.36
	Check	08/31/2025	11714	Marshall & Sterling Upstate		-6,547.40
	Check	08/31/2025	11715	Technology	Invoice: 591706673	-374.69
	Check	08/31/2025	EFT	Central Hudson	Bill for 7/18/25-8/19/25	-2,280.62
	Check	08/31/2025	11716	Gale/Cengage Learning	Invoice: 999100789362	-65.58
	Check	08/31/2025	11717	Greylock Electronics	Invoice #2013-889	-450.00
	Check	08/31/2025	EFT	Paychex	Invoice: 2025080501; 2025081901	-239.58
	Check	08/31/2025	11718	Sally Delmerico		-100.00
	Check	08/31/2025	11719	OverDrive Inc		-1,076.05
	Check	08/31/2025	11720	Shelter Point Life		-608.40
	Check	08/31/2025	11721	Village of Saugerties	Water/sewer 5/6/25-8/6/25	-157.90
	Check	08/31/2025	11722	SRI Fire Sprinkler	Invoice: 1052-F389452	-615.30
	Check	08/31/2025	11129	Gale/Cengage Learning	Invoice #999100347262	-65.58
Total M&T General Fund Checking 6455						-28,002.66
M&T Capital Fund Checking 6430						

Saugerties Public Library

Abstract Check Register

Type	Date	Num	Name	Memo	Amount
Total M&T Capital					
Fund Checking 6430					
					<u><u>-28,002.66</u></u>

Saugerties Public Library

Abstract

August 2025

	Num	Name	Memo
Ordinary Income/Expense			
Income			
2082 · Fees			
			Square income
Total 2082 · Fees			
Total Income			
Expense			
7410.1 · Salaries			
	07-31-25 pr		
	08-14-25 pr		
Total 7410.1 · Salaries			
7410.4 · Contractual Expenses			
.4.1 · Library Material			
.4.1.7 · Streaming			
	11700	Credit Card Payment Processing	
	11702	Midwest Tape - Hoopla	August
Total .4.1.7 · Streaming			
.4.1.1 · DVD			
	11702	Midwest Tape - Hoopla	August
Total .4.1.1 · DVD			
.4.1.2 · Books			
4.1.2A · Adult Books			
	11698	Amazon Capital Services	11JH
	11705	Baker & Taylor	
	11716	Gale/Cengage Learning	Invoice: 999100789362
	11129	Gale/Cengage Learning	Invoice #999100347262
Total 4.1.2A · Adult Books			
4.1.2J · Children's Books			
	11705	Baker & Taylor	
Total 4.1.2J · Children's Books			
Total .4.1.2 · Books			
.4.1.4 · Newspapers			
	11701	Stewart's	August
Total .4.1.4 · Newspapers			
.4.1.5 · Digital Materials			
			Invoices: 01938CO25245810; 01938DA25247913; 01938CO25256632; 01938DA25258810
	11719	OverDrive Inc	
Total .4.1.5 · Digital Materials			
Total .4.1 · Library Material			
.4.2 · Programs, Publicity, History			
.4.2.1 · Programs			
	11698	Amazon Capital Services	11JH

Saugerties Public Library

Abstract

August 2025

	Num	Name	Memo
	11700	Credit Card Payment Processing	
	11703	P.C. Smith & Son Inc	
	11706	Susan Krawitz	October 4 week writing workshop
	11710	Mid Hudson Library System	Invoice: 2612
	11718	Sally Delmerico	Chair yoga
Total .4.2.1 · Programs			
.4.2.2 · Microfilm & Archives			
	11711	Advantage Archives	Invoice #43073
Total .4.2.2 · Microfilm & Archives			
Total .4.2 · Programs, Publicity, History			
.4.3 · Operation of Building			
.4.3.1 · Utilities			
	EFT	Central Hudson	7/18/25-8/19/25
	11721	Village of Saugerties	Water/Sewer 5/6/25-8/6/25
Total .4.3.1 · Utilities			
.4.3.2 · Telephone			
	EFT	Charter Communications - Phone	Phone for 8/1/25-8/31/25
Total .4.3.2 · Telephone			
.4.3.3 · Insurance			
	11714	Marshall & Sterling Upstate	
Total .4.3.3 · Insurance			
.4.3.4 · Maintenance Service & Supplies			
	11694	Welsh Sanitation	September
	11700	Credit Card Payment Processing	
	11707	Culligan of Newburgh	Invoice: 2474789
Total .4.3.4 · Maintenance Service & Supplies			
.4.3.6 · Building R&M			
	11708	Uniforms USA, Inc.	August
	11722	SRI Fire Sprinkler	Sprinkler Inspection
Total .4.3.6 · Building R&M			
.4.3.12 · Internet			
	11693	Charter Communications - Internet	Internet service for 9/1/25-9/30/25
Total .4.3.12 · Internet			
Total .4.3 · Operation of Building			
.4.4 · Equipment R&M, Supplies			
.4.4.1 · Copier			
	11715	National Business Technology	September
Total .4.4.1 · Copier			
.4.4.2 · Office Supplies			
	11699	DEMCO	Invoice: 7688146
	11709	W B Mason Co Inc	Invoice: 256034123; 256467250
Total .4.4.2 · Office Supplies			
.4.4.6 · Equipment Purchases			

Saugerties Public Library

Abstract

August 2025

	Num	Name	Memo
	11717	Greylock Electronics	Configure new PCs with camera software
Total .4.4.6 · Equipment Purchases			
Total .4.4 · Equipment R&M, Supplies			
.4.5 · Automation, System Fees			
.4.5.1 · Automation & Online Services			
	11700	Credit Card Payment Processing	
Total .4.5.1 · Automation & Online Services			
Total .4.5 · Automation, System Fees			
.4.6 · Professional Services			
.4.6.9 · Merchant Fees			
			Square income
Total .4.6.9 · Merchant Fees			
.4.6.7 · Payroll Service Fees			
	EFT	Paychex	August payroll fees
Total .4.6.7 · Payroll Service Fees			
.4.6.1 · Accounting			
	11704	WZ Accountants	Invoice: 3300
Total .4.6.1 · Accounting			
Total .4.6 · Professional Services			
.4.7 · Election Expenses			
.4.7.1 · Election Inspectors			
	11695	Elaine Sapunarich	
	11696	Arlene Discordia	Election inspector
Total .4.7.1 · Election Inspectors			
.4.7.2 · Election Expenses			
	11697	Lydecker, Tiffany	
Total .4.7.2 · Election Expenses			
Total .4.7 · Election Expenses			
Total 7410.4 · Contractual Expenses			
9010 · Employee Benefits			
.2 · Social Security & Medicare			
	07-31-25 pr		
	08-14-25 pr		
Total .2 · Social Security & Medicare			
.4 · Disability			
	07-31-25 pr		
	08-14-25 pr		
	11720	Shelter Point Life	10/1/25-9/30/25
Total .4 · Disability			
.5 · Medical & Dental Benefits			
	07-31-25 pr		
	08-14-25 pr		
	11713	CDPHP	September
Total .5 · Medical & Dental Benefits			

Saugerties Public Library
Abstract
August 2025

	Num	Name	Memo
.6 · Life Insurance			
	11712	Metropolitan Life Insurance Comp	Life insurance
Total .6 · Life Insurance			
Total 9010 · Employee Benefits			
Total Expense			
Net Ordinary Income			

Saugerties Public Library

Abstract

August 2025

	Amount
Ordinary Income/Expense	
Income	
2082 · Fees	
	150.24
Total 2082 · Fees	150.24
Total Income	150.24
Expense	
7410.1 · Salaries	
	15,769.84
	15,631.54
Total 7410.1 · Salaries	31,401.38
7410.4 · Contractual Expenses	
.4.1 · Library Material	
.4.1.7 · Streaming	
	26.99
	572.81
Total .4.1.7 · Streaming	599.80
.4.1.1 · DVD	
	187.42
Total .4.1.1 · DVD	187.42
.4.1.2 · Books	
4.1.2A · Adult Books	
	142.73
	359.59
	65.58
	65.58
Total 4.1.2A · Adult Books	633.48
4.1.2J · Children's Books	
	453.05
Total 4.1.2J · Children's Books	453.05
Total .4.1.2 · Books	1,086.53
.4.1.4 · Newspapers	
	206.00
Total .4.1.4 · Newspapers	206.00
.4.1.5 · Digital Materials	
	1,076.05
Total .4.1.5 · Digital Materials	1,076.05
Total .4.1 · Library Material	3,155.80
.4.2 · Programs, Publicity, History	
.4.2.1 · Programs	
	98.50

Saugerties Public Library

Abstract

August 2025

	Amount
	212.24
	17.99
	800.00
	429.00
	100.00
Total .4.2.1 · Programs	1,657.73
.4.2.2 · Microfilm & Archives	
	2,370.00
Total .4.2.2 · Microfilm & Archives	2,370.00
Total .4.2 · Programs, Publicity, History	4,027.73
.4.3 · Operation of Building	
.4.3.1 · Utilities	
	2,280.62
	157.90
Total .4.3.1 · Utilities	2,438.52
.4.3.2 · Telephone	
	257.36
Total .4.3.2 · Telephone	257.36
.4.3.3 · Insurance	
	6,547.40
Total .4.3.3 · Insurance	6,547.40
.4.3.4 · Maintenance Service & Supplie	
	93.89
	85.90
	83.15
Total .4.3.4 · Maintenance Service & Sup	262.94
.4.3.6 · Building R&M	
	58.00
	615.30
Total .4.3.6 · Building R&M	673.30
.4.3.12 · Internet	
	115.40
Total .4.3.12 · Internet	115.40
Total .4.3 · Operation of Building	10,294.92
.4.4 · Equipment R&M, Supplies	
.4.4.1 · Copier	
	374.69
Total .4.4.1 · Copier	374.69
.4.4.2 · Office Supplies	
	62.69
	215.94
Total .4.4.2 · Office Supplies	278.63
.4.4.6 · Equipment Purchases	

Saugerties Public Library

Abstract

August 2025

	Amount
	450.00
Total .4.4.6 · Equipment Purchases	450.00
Total .4.4 · Equipment R&M, Supplies	1,103.32
.4.5 · Automation, System Fees	
.4.5.1 · Automation & Online Services	
	265.38
Total .4.5.1 · Automation & Online Services	265.38
Total .4.5 · Automation, System Fees	265.38
.4.6 · Professional Services	
.4.6.9 · Merchant Fees	
	15.79
Total .4.6.9 · Merchant Fees	15.79
.4.6.7 · Payroll Service Fees	
	239.58
Total .4.6.7 · Payroll Service Fees	239.58
.4.6.1 · Accounting	
	600.00
Total .4.6.1 · Accounting	600.00
Total .4.6 · Professional Services	855.37
.4.7 · Election Expenses	
.4.7.1 · Election Inspectors	
	200.00
	200.00
Total .4.7.1 · Election Inspectors	400.00
.4.7.2 · Election Expenses	
	135.00
Total .4.7.2 · Election Expenses	135.00
Total .4.7 · Election Expenses	535.00
Total 7410.4 · Contractual Expenses	20,237.52
9010 · Employee Benefits	
.2 · Social Security & Medicare	
	1,183.65
	1,173.05
Total .2 · Social Security & Medicare	2,356.70
.4 · Disability	
	-15.58
	-15.35
	608.40
Total .4 · Disability	577.47
.5 · Medical & Dental Benefits	
	-297.50
	-297.50
	6,446.30
Total .5 · Medical & Dental Benefits	5,851.30

Saugerties Public Library
Abstract
August 2025

	Amount
.6 · Life Insurance	
	21.47
Total .6 · Life Insurance	21.47
Total 9010 · Employee Benefits	8,806.94
Total Expense	60,445.84
Net Ordinary Income	-60,295.60
	-60,295.60

August Director's Report 2025

The Budget and Trustee Vote:

Budget:

Yes: 210

No: 19

Trustees:

Giordano: 185

McQuaide: 185

Karchmar: 181

Write in trustee:

Kielland: 57

Graves: 52

Programs: Using donated funds from Audrey Steinhorn's estate, the library hired local artist, Georgia Dedolph to write and direct an immersive play based on the Greek story of Eros and Psyche. Georgia wrote the script and created songs. The play was acted in various rooms both upstairs and downstairs in the library building. Local talent volunteered to play the characters, and local artist Joanne Pagano-Weber was hired to create several puppets and props. Reservations were limited due to the size of the rooms, and 79 people attended over 4 performances. It was a great success!

The Summer Reading Program ended in August with finales for children, teens and adults. Prizes were given out for the most reading accomplished.

A sample of programs in August included: our second puzzle competition, an Art Trivia competition, a program on Healthy Living for the Brain and Body, an outdoor game playing session for children, a bug craft activity for kids, and the Dungeons & Dragons group finished a campaign that had been evolving for years! There will be a new D & D group with older teens leaving and new 13 year olds joining.

On Monday, September 29th at 6pm, we will be hosting the group, Braver Angels, who will speak about Skills for Disagreeing Better. Please spread the word about this program.

Tiffany secured funds from the Kiwanis Club to host a Writing Workshop led by Susan Krawitz. This is a 4 week program starting October 1st.

Facilities: EmTech came to change filters and diagnosed a problem with the section of the Info room that was particularly warm. SRI executed the annual fire suppression system test.

Meetings:

Staff meeting: August 19th

UCLA meeting: August 19th

I went on a special tour of the new Woodstock Library on August 28th.

discover, connect, grow.

Saugerties Public Library
Outreach Committee

Date: August 25, 2025

Time: 6:15 pm

Committee Members Attending:

Tim Smith (Chair), Teresa Giordano, Erin Poll

Staff Attending:

Jennifer Russell (Director)

Others Attending:

Discussion/Agenda Items

1. **Appreciate the Library event** – could include a “History Whisperer” talk in the community room about the history of Saugerties Library and libraries in general, highlighting the ongoing desire and need for libraries. Also, a representative from the Mid-Hudson Library System can talk about “how library work,” with some emphasis on the impact of federal cuts and the need for advocacy. Patrons would be asked to sign up if they are willing to advocate for elected officials with elected officials.

2. **Community Share** – convene a panel of local aid groups to talk to each other about what they can provide for the Saugerties community and what they cannot. This will clarify what needs are being met and what needs to be included so that the library can help people find agencies for assistance. The public can attend to learn and to ask questions. Examples of agencies that might attend: food banks, churches, Boys and Girls Club, Ryans House, Jordans Closet, EMS workers.

3. **Summer Swap** – hold an outdoor event (tent needed) to swap clothing, DVDs, CDs, and anything else that might be appropriate.

Meeting adjourned at 7:20pm

Next Outreach Meeting – October 23, 2025

Museum Pass Borrowing Policy

Saugerties Public Library patrons are able to borrow Museum passes from the Saugerties Public Library (SPL). Museum Passes provide free or reduced admission to select museums for individuals and families.

In order to ensure equitable access for all library users, the following Borrowing Policy applies.

Borrowing Eligibility:

Museum passes are available to Saugerties Public Library cardholders in good standing. To borrow a pass, cardholders must be 18 years or older. —Reservations must be —made in person or by phone and can be made up to 30 days in advance.

Loan Period:

Museum passes may be borrowed for three days. Passes returned after the three-day period will accrue late fines of \$5 per day. Renewals and holds are not permitted.

Borrowing the Pass: Highlighted text refers to added information.

—Museum Passes must be picked up at the SPL Information Desk. Failure to return museum —passes within one week of the due date will result in a block to the borrower's record, which —prohibits borrowing of any kind. A full replacement fee plus late Late fines will be charged in the amount of \$5.00 a day. A full replacement fee will be charged for a lost pass. Once a replacement or late fee is paid, the block will be removed from the patron's account.

Formatted: Highlight

Formatted: Indent: Left: 0.5"

Approved by the Saugerties Public Library board on May 10, 2016.

Review History: revised June 14, 2016; revised September 13, 2016; June 13, 2019.

Review Cycle: 5 years

Museum Pass Borrowing Policy

Saugerties Public Library patrons are able to borrow Museum passes from the Saugerties Public Library (SPL). Museum Passes provide free or reduced admission to select museums for individuals and families.

In order to ensure equitable access for all library users, the following Borrowing Policy applies.

Borrowing Eligibility:

Museum passes are available to Saugerties Public Library cardholders in good standing. To borrow a pass, cardholders must be 18 years or older. —Reservations must be —made in person or by phone and can be made up to 30 days in advance.

Loan Period:

Museum passes may be borrowed for three days. Passes returned after the three-day period will accrue late fines of \$5 per day. Renewals and holds are not permitted.

Borrowing the Pass: Highlighted text refers to added information.

—Museum Passes must be picked up at the SPL Information Desk. Failure to return museum —passes within one week of the due date will result in a block to the borrower's record, which —prohibits borrowing of any kind. A full replacement fee plus late Late fines will be charged in the amount of \$5.00 a day. A full replacement fee will be charged for a lost pass. Once a replacement or late fee is paid, the block will be removed from the patron's account.

Formatted: Highlight

Formatted: Indent: Left: 0.5"

Approved by the Saugerties Public Library board on May 10, 2016.

Review History: revised June 14, 2016; revised September 13, 2016; June 13, 2019.

Review Cycle: 5 years

Patron Complaint Policy

A Library patron initially may choose to raise his or her complaint on an informal, verbal basis with the Library's staff. The library also supplies a suggestion box at the main circulation desk. In the event that the complaint proves not susceptible to informal resolution, the patron should address their concern with the Library Director. The Library Director will review promptly, within 10 business days, all concerns, and where appropriate, attempt to resolve the complaint directly.

If the patron is not satisfied with the response provided, and/or if the Director identifies the situation as one in which Board input is warranted, either or both parties may bring a written complaint, within 10 business days after the Director's response, to the attention of the President or Vice President of the Board of Trustees. Patrons desiring to do so may also request an opportunity to address the Board during the public comment period at the beginning of the proceeding Board of Trustee meeting. Within 30 days, the Board will promptly review all the complaints presented to it, provide a verbal and/or a written response to the complainant, and take any further remedial action, if deemed necessary, warranted by the particular circumstances. This decision or action of the Board is final.

Approved by the Board of Directors: July 11, 2019

Review cycle every 5 years

Saugerties Public Library
2024-2025 Statistics Compared

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

Saugerties Public Library
2024-2025 Statistics Compared

	August '24	August '25	Sept '24	Sept '25	Oct '24	Oct '25	Nov '24	Nov '25	Dec '24	Dec '25	TOTAL 2024	TOTAL 2025	
Circulation													
Adult	2,635	2,424	2,214		2,099		2,021		2,120		27,457	18,203	66%
Adult renewals	1,158	1,185	1,089		1,019		975		1,122		12,641	8,442	67%
Juvenile	2,453	2,107	1,886		1,743		1,697		1,399		23,458	15,172	65%
Juvenile renewals	1,151	1,052	1,166		1,032		813		1,004		12,215	7,853	64%
Teen	195	155	78		97		100		111		1,532	955	62%
Teen renewals	75	69	72		53		51		58		762	437	57%
Total Circulation	7,667	6,992	6,505		6,043		5,657		5,814		78,065	51,062	65%
		-9%											
Holds Filled											0		
Adults	1,041	1,027	867		892		798		890		11,111	7,805	70%
Juvenile	343	401	474		490		390		352		4,830	3,296	68%
Teen	49	72	38		46		49		48		596	486	82%
ILL received	0	0	0		0		1		1		6	16	267%
ILL loaned	0	1	1		1		0		0		6	5	83%
Total Holds	1,433	1,501	1,380		1,429		1,238		1,291		16,549	11,608	70%
		5%											
Questions Answered											0		
Adult	941	974	840		742		682		603		10,359	6,567	63%
Children's	300	199	172		305		138		90		2,873	1,274	44%
Total Questions	1,241	1,173	1,012		1,047		820		693		13,232	7,841	59%
		-5%											
Programs											0		
Adult	18	26	23		25		27		19		286	222	78%
Teen	16	16	14		22		13		12		193	149	77%
Children's	28	36	20		15		10		7		268	253	94%
Total Programs	62	78	57		62		50		38		747	624	84%
		26%											
Program Attendance											0		
Adult	139	284	276		245		274		413		3,259	2,843	87%
Teen	177	127	103		172		108		81		1,396	1,229	88%
Children	834	428	233		172		103		92		5,959	4,238	71%
Total attendance	1,150	839	612		589		485		586		10,614	8,310	78%
		-27%											
Computer sessions	385	322	394		428		385		298		4,531	2,802	62%
		-16%										-59%	
Web Page Visits	6,988	5,799	7,166		5,715		5,707				66,546	49,546	74%
		-17%										35%	
New Cards Issued	53	48	39		25		29		23		464	326	70%
		-9%											
Overdrive Audiobook	883	1071	847		837		879		983		9971	8573	86%
Overdrive eBook	959	1080	869		778		862		879		10839	7764	72%
Overdrive Magazine	401	595	533		559		584		602		5617	4882	87%
Overdrive Total	2243	2746	2249		2174		2325		2464		26427	21219	80%
		22%											

2025

[illegible][illegible]