

Saugerties Public Library Board Agenda  
January 9, 2025  
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

Old Business:

New Business:

1. Sunshine Fund
2. Library Advocacy Day
3. Board Retreat
4. Patron Concern "Books in Print"

Secretary's Report

Treasurer's Report

Pay Bills

Director's Report:

Committee Reports:

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

Next meeting - February 13, 2025

Saugerties Public Library  
Regular Board Meeting  
Date: 12/12/2024

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

**Excused:** Robert Irizarry, Nina Schmidbaur

**Staff:** Director Jennifer Russell

**Public Attendees:** Ray Rebholz

*Meeting called to order at 6:03 PM by Tim Scott*

**Public Comment:** N/A

**Friends of Library:**

Co-President Rebholz said that the 11/20/24 Murder Mystery theme at the annual Wine and Cheese party was a well-attended success. The Festival of Trees on December 10th hosted 21 trees on display with 242 ballots cast. The Friends also arranged for a musical performance by a ukulele group and the Saugerties Singers. Winners will be announced soon. Next meeting will be January 27, 25.

**Unfinished Business:**  
N.A.

**New Business:**

1. Five-Year Plan: Reviewed the Five-Year Plan for board approval: Board members offered suggestions for clarification and edits.  
*Motion* to approve the Five-Year Plan with the changes and edits agreed to at this meeting was made by Julie Misiano, seconded by Tim Scott. Passes unanimously.
2. Library Advocacy Day at NYS Legislative Bldg will be on Wednesday, Feb 5, 2025: Library staff members and other concerned community members from across the state will go on that day to speak with their Legislators, to encourage them to fund the library without cuts. Board members are encouraged to attend if able.
3. A schedule has been created for voucher signing so we can pay the bills. Every month before the meeting, we have the checks prepared. A corresponding voucher needs to be signed by a board member who is not on the executive board. Only the voucher needs to be signed.

**Secretary's Report:**

*Motion* by Tim Scott and *Second* by Charlotte Herscher to approve the minutes as amended to correct minor typos or spelling errors.  
Motion passes unanimously with Julie Misiano and Rebecca Lang abstaining because they missed last month's meeting.

### Treasurer's Report:

*Motion* to pay the bills in the amount of \$ 19,413.26 made by Charlotte Herscher seconded by Tim Scott Passes unanimously

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

- Kristina Gutheil has been hired as our new Children's Librarian, and began on November 21st. She comes to us with years of experience in Education.
- Recent incidents with Teens behaving poorly in the library and subsequently refusing to listen to direction from staff members. They have been banned and the police intend to talk with their parents.
- The Director attended the Ulster Library Assoc meeting and held a staff meeting in November.

### Committee Reports:

*Finance:* met on 11/18/24

Discussed short-term interest options  
Began discussion of end of year budget review

see minutes FMI Next meeting: January 13, 2025 at 6PM. No meeting in December.

*Personnel/Policy:* Did not meet

Next meeting: 12/18/24 at 6PM

*Facilities:* met on 11/19/24

1. Have gotten the required 3 estimates for the sidewalk repairs.
2. Would like to buy a generator as part of the Town Resiliency plan in the event of a community emergency such as long-term power outage.

see minutes FMI Next meeting: 12/17/24 at 6 PM

*Outreach:* met on 11/25/24

Prepared 5-year plan for review by the board at December meeting.

see minutes FMI    Next meeting: 1/27/2025 at 5:00 PM

*Friends Liaison: N/A*

*Motion* to adjourn at 7:00 PM    by Tim Scott    ;  
*Seconded* Charlotte Herscher

Passes unanimously.

Submitted by Julie Misiano

Next meeting: January 9, 2025    at 6PM



**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 • Real Property Taxes	661,660.00	661,660.00	0.00	100.0%
2082 • Fines	10,265.51	3,500.00	6,765.51	293.3%
2401 • Interest	14,074.29	11,000.00	3,074.29	127.95%
<b>2705 • Gifts &amp; Donations</b>				
2705.4 • Friends	4,944.00	5,000.00	-56.00	98.88%
2705.2 • General	11,918.86	5,000.00	6,918.86	238.38%
<b>Total 2705 • Gifts &amp; Donations</b>	16,862.86	10,000.00	6,862.86	168.63%
3840 • New York State Aid	5,875.00	5,500.00	375.00	106.82%
3999 • Appropriated Fund Balance	61,233.00	61,233.00	0.00	100.0%
<b>Total Income</b>	769,970.66	752,893.00	17,077.66	102.27%
<b>Expense</b>				
7410.1 • Salaries	379,318.28	406,375.00	-27,056.72	93.34%
<b>7410.4 • Contractual Expenses</b>				
<b>.4.1 • Library Material</b>				
.4.1.8 • Music	71.19	100.00	-28.81	71.19%
.4.1.7 • Streaming	8,461.85	6,500.00	1,961.85	130.18%
.4.1.1 • DVD	3,150.98	3,000.00	150.98	105.03%
<b>.4.1.2 • Books</b>				
4.1.2A • Adult Books	16,639.25	17,000.00	-360.75	97.88%
4.1.2J • Children's Books	6,356.64	9,500.00	-3,143.36	66.91%
<b>Total .4.1.2 • Books</b>	22,995.89	26,500.00	-3,504.11	86.78%
.4.1.3 • Subscriptions	1,978.85	2,000.00	-21.15	98.94%
.4.1.4 • Newspapers	2,427.00	2,000.00	427.00	121.35%
.4.1.5 • Digital Materials	9,222.40	9,000.00	222.40	102.47%
.4.1.6 • Audio Books	269.94	1,000.00	-730.06	26.99%
<b>Total .4.1 • Library Material</b>	48,578.10	50,100.00	-1,521.90	96.96%
<b>.4.2 • Programs, Publicity, History</b>				
.4.2.1 • Programs	9,852.34	7,000.00	2,852.34	140.75%
.4.2.2 • Microfilm & Archives	2,000.00	2,000.00	0.00	100.0%
.4.2.3 • Newsletter & Public Relations	3,187.97	3,250.00	-62.03	98.09%
<b>Total .4.2 • Programs, Publicity, History</b>	15,040.31	12,250.00	2,790.31	122.78%
<b>.4.3 • Operation of Building</b>				
.4.3.1 • Utilities	24,391.96	37,000.00	-12,608.04	65.92%
.4.3.2 • Telephone	2,995.33	3,500.00	-504.67	85.58%
.4.3.3 • Insurance	25,081.23	23,500.00	1,581.23	106.73%
.4.3.4 • Maintenance Service & Supplies	3,568.62	4,500.00	-931.38	79.3%
.4.3.5 • Lawn & Grounds	394.21	4,500.00	-4,105.79	8.76%
.4.3.6 • Building R&M	11,780.22	15,000.00	-3,219.78	78.54%
.4.3.7 • Snow Removal	1,775.00	2,500.00	-725.00	71.0%
.4.3.8 • Elevator	3,705.40	4,000.00	-294.60	92.64%
.4.3.9 • Geothermal	11,275.78	7,000.00	4,275.78	161.08%
.4.3.10 • Custodial Service	2,785.00			

**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
.4.3.12 · Internet	3,035.02	3,000.00	35.02	101.17%
<b>Total .4.3 · Operation of Building</b>	<b>90,787.77</b>	<b>104,500.00</b>	<b>-13,712.23</b>	<b>86.88%</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
.4.4.1 · Copier	4,995.63	4,020.00	975.63	124.27%
.4.4.2 · Office Supplies	1,941.90	3,000.00	-1,058.10	64.73%
.4.4.4 · Postage	1,520.12	2,300.00	-779.88	66.09%
.4.4.6 · Equipment Purchases	9,180.45	6,000.00	3,180.45	153.01%
.4.4.7 · Equipment R&M	2,845.60	2,000.00	845.60	142.28%
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>20,483.70</b>	<b>17,320.00</b>	<b>3,163.70</b>	<b>118.27%</b>
<b>.4.5 · Automation, System Fees</b>				
.4.5.1 · Automation & Online Service	4,063.83	4,000.00	63.83	101.6%
.4.5.2 · MHLS Assessment Fees	16,369.00	17,500.00	-1,131.00	93.54%
<b>Total .4.5 · Automation, System Fees</b>	<b>20,432.83</b>	<b>21,500.00</b>	<b>-1,067.17</b>	<b>95.04%</b>
<b>.4.6 · Professional Services</b>				
.4.6.8 · Professional Memberships	1,127.00	700.00	427.00	161.0%
.4.6.7 · Payroll Service Fees	2,952.55	2,500.00	452.55	118.1%
.4.6.1 · Accounting	7,150.00	6,500.00	650.00	110.0%
.4.6.3 · Board Expenses	279.43	250.00	29.43	111.77%
.4.6.4 · Consulting & Legal Services	2,000.00	2,000.00	0.00	100.0%
.4.6.5 · IT Maintenance Consultant	1,624.00	1,600.00	24.00	101.5%
.4.6.6 · Staff Development	1,042.68	700.00	342.68	148.95%
<b>Total .4.6 · Professional Services</b>	<b>16,175.66</b>	<b>14,250.00</b>	<b>1,925.66</b>	<b>113.51%</b>
<b>.4.7 · Election Expenses</b>				
.4.7.1 · Election Inspectors	400.00	450.00	-50.00	88.89%
.4.7.2 · Election Expenses	169.20	200.00	-30.80	84.6%
<b>Total .4.7 · Election Expenses</b>	<b>569.20</b>	<b>650.00</b>	<b>-80.80</b>	<b>87.57%</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>212,067.57</b>	<b>220,570.00</b>	<b>-8,502.43</b>	<b>96.15%</b>
<b>9010 · Employee Benefits</b>				
.1 · Retirement	30,758.00	32,313.00	-1,555.00	95.19%
.2 · Social Security & Medicare	28,473.75	30,440.00	-1,966.25	93.54%
.3 · Workers Compensation	8,100.00	4,700.00	3,400.00	172.34%
.4 · Disability	239.75	300.00	-60.25	79.92%
.5 · Medical & Dental Benefits	66,289.30	57,825.00	8,464.30	114.64%
.6 · Life Insurance	297.26	370.00	-72.74	80.34%
<b>Total 9010 · Employee Benefits</b>	<b>134,158.06</b>	<b>125,948.00</b>	<b>8,210.06</b>	<b>106.52%</b>
<b>Total Expense</b>	<b>725,543.91</b>	<b>752,893.00</b>	<b>-27,349.09</b>	<b>96.37%</b>
<b>Net Ordinary Income</b>	<b>44,426.75</b>	<b>0.00</b>	<b>44,426.75</b>	<b>100.0%</b>
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**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
January through December 2024

	<u>Jan - Dec 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 · Real Property Taxes	661,660.00	661,660.00	0.00	100.0%
2082 · Fines	10,265.51	3,500.00	6,765.51	293.3%
2401 · Interest	14,074.29	11,000.00	3,074.29	127.95%
2705 · Gifts & Donations				
2705.4 · Friends	4,944.00	5,000.00	-56.00	98.88%
2705.2 · General	11,918.86	5,000.00	6,918.86	238.38%
Total 2705 · Gifts & Donations	16,862.86	10,000.00	6,862.86	168.63%
3840 · New York State Aid	5,875.00	5,500.00	375.00	106.82%
3999 · Appropriated Fund Balance	0.00	61,233.00	-61,233.00	0.0%
<b>Total Income</b>	<b>708,737.66</b>	<b>752,893.00</b>	<b>-44,155.34</b>	<b>94.14%</b>
<b>Expense</b>				
7410.1 · Salaries	379,318.28	406,375.00	-27,056.72	93.34%
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.8 · Music	71.19	100.00	-28.81	71.19%
.4.1.7 · Streaming	8,461.85	6,500.00	1,961.85	130.18%
.4.1.1 · DVD	3,150.98	3,000.00	150.98	105.03%
.4.1.2 · Books				
4.1.2A · Adult Books	22,568.45	17,000.00	5,568.45	132.76%
4.1.2J · Children's Books	6,356.64	9,500.00	-3,143.36	66.91%
Total .4.1.2 · Books	28,925.09	26,500.00	2,425.09	109.15%
.4.1.3 · Subscriptions	1,978.85	2,000.00	-21.15	98.94%
.4.1.4 · Newspapers	2,427.00	2,000.00	427.00	121.35%
.4.1.5 · Digital Materials	9,222.40	9,000.00	222.40	102.47%
.4.1.6 · Audio Books	269.94	1,000.00	-730.06	26.99%
Total .4.1 · Library Material	54,507.30	50,100.00	4,407.30	108.8%
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs	9,852.34	7,000.00	2,852.34	140.75%
.4.2.2 · Microfilm & Archives	2,000.00	2,000.00	0.00	100.0%
.4.2.3 · Newsletter & Public Relations	3,187.97	3,250.00	-62.03	98.09%
Total .4.2 · Programs, Publicity, History	15,040.31	12,250.00	2,790.31	122.78%
.4.3 · Operation of Building				
.4.3.1 · Utilities	24,391.96	37,000.00	-12,608.04	65.92%
.4.3.2 · Telephone	2,995.33	3,500.00	-504.67	85.58%
.4.3.3 · Insurance	25,081.23	23,500.00	1,581.23	106.73%
.4.3.4 · Maintenance Service & Supplies	3,568.62	4,500.00	-931.38	79.3%
.4.3.5 · Lawn & Grounds	394.21	4,500.00	-4,105.79	8.76%
.4.3.6 · Building R&M	11,780.22	15,000.00	-3,219.78	78.54%
.4.3.7 · Snow Removal	1,775.00	2,500.00	-725.00	71.0%
.4.3.8 · Elevator	3,705.40	4,000.00	-294.60	92.64%
.4.3.9 · Geothermal	11,275.78	7,000.00	4,275.78	161.08%
.4.3.10 · Custodial Service	2,785.00			

**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
January through December 2024

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.4.3.12 · Internet	3,035.02	3,000.00	35.02	101.17%
<b>Total .4.3 · Operation of Building</b>	<b>90,787.77</b>	<b>104,500.00</b>	<b>-13,712.23</b>	<b>86.88%</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
.4.4.1 · Copier	4,995.63	4,020.00	975.63	124.27%
.4.4.2 · Office Supplies	1,941.90	3,000.00	-1,058.10	64.73%
.4.4.4 · Postage	1,520.12	2,300.00	-779.88	66.09%
.4.4.6 · Equipment Purchases	9,180.45	6,000.00	3,180.45	153.01%
.4.4.7 · Equipment R&M	2,845.60	2,000.00	845.60	142.28%
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>20,483.70</b>	<b>17,320.00</b>	<b>3,163.70</b>	<b>118.27%</b>
<b>.4.5 · Automation, System Fees</b>				
.4.5.1 · Automation & Online Services	4,063.83	4,000.00	63.83	101.6%
.4.5.2 · MHLS Assessment Fees	16,369.00	17,500.00	-1,131.00	93.54%
<b>Total .4.5 · Automation, System Fees</b>	<b>20,432.83</b>	<b>21,500.00</b>	<b>-1,067.17</b>	<b>95.04%</b>
<b>.4.6 · Professional Services</b>				
.4.6.8 · Professional Memberships	1,127.00	700.00	427.00	161.0%
.4.6.7 · Payroll Service Fees	2,952.55	2,500.00	452.55	118.1%
.4.6.1 · Accounting	7,150.00	6,500.00	650.00	110.0%
.4.6.3 · Board Expenses	279.43	250.00	29.43	111.77%
.4.6.4 · Consulting & Legal Services	2,000.00	2,000.00	0.00	100.0%
.4.6.5 · IT Maintenance Consultant	1,624.00	1,600.00	24.00	101.5%
.4.6.6 · Staff Development	1,042.68	700.00	342.68	148.95%
<b>Total .4.6 · Professional Services</b>	<b>16,175.66</b>	<b>14,250.00</b>	<b>1,925.66</b>	<b>113.51%</b>
<b>.4.7 · Election Expenses</b>				
.4.7.1 · Election Inspectors	400.00	450.00	-50.00	88.89%
.4.7.2 · Election Expenses	169.20	200.00	-30.80	84.6%
<b>Total .4.7 · Election Expenses</b>	<b>569.20</b>	<b>650.00</b>	<b>-80.80</b>	<b>87.57%</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>217,996.77</b>	<b>220,570.00</b>	<b>-2,573.23</b>	<b>98.83%</b>
<b>9010 · Employee Benefits</b>				
.1 · Retirement	72,667.00	32,313.00	40,354.00	224.89%
.2 · Social Security & Medicare	28,473.75	30,440.00	-1,966.25	93.54%
.3 · Workers Compensation	8,100.00	4,700.00	3,400.00	172.34%
.4 · Disability	239.75	300.00	-60.25	79.92%
.5 · Medical & Dental Benefits	66,289.30	57,825.00	8,464.30	114.64%
.6 · Life Insurance	297.26	370.00	-72.74	80.34%
<b>Total 9010 · Employee Benefits</b>	<b>176,067.06</b>	<b>125,948.00</b>	<b>50,119.06</b>	<b>139.79%</b>
<b>Total Expense</b>	<b>773,382.11</b>	<b>752,893.00</b>	<b>20,489.11</b>	<b>102.72%</b>
<b>Net Ordinary Income</b>	<b>-64,644.45</b>	<b>0.00</b>	<b>-64,644.45</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-64,644.45</b>	<b>0.00</b>	<b>-64,644.45</b>	<b>100.0%</b>

# Saugerties Public Library

## General Fund Revenue and Expenditure Report

	<u>Jan - Dec 24</u>	<u>Jan - Dec 23</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	661,660.00	630,152.00
2082 · Fines	10,265.51	8,960.73
2401 · Interest	14,074.29	9,956.63
2705 · Gifts & Donations		
2705.4 · Friends	4,944.00	3,135.00
2705.1 · Restricted	0.00	1,000.00
2705.2 · General	11,918.86	8,317.89
Total 2705 · Gifts & Donations	16,862.86	12,452.89
3840 · New York State Aid	5,875.00	6,217.08
<b>Total Income</b>	<b>708,737.66</b>	<b>667,739.33</b>
<b>Expense</b>		
7410.1 · Salaries	379,318.28	360,101.41
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	71.19	86.18
.4.1.7 · Streaming	8,461.85	5,624.82
.4.1.1 · DVD	3,150.98	2,453.70
.4.1.2 · Books		
4.1.2A · Adult Books	22,568.45	18,124.82
4.1.2J · Children's Books	6,356.64	9,805.83
.4.1.2 · Books - Other	0.00	10.00
Total .4.1.2 · Books	28,925.09	27,940.65
.4.1.3 · Subscriptions	1,978.85	1,892.86
.4.1.4 · Newspapers	2,427.00	2,112.85
.4.1.5 · Digital Materials	9,222.40	4,748.40
.4.1.6 · Audio Books	269.94	410.91
Total .4.1 · Library Material	54,507.30	45,270.37
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	9,852.34	6,547.57
.4.2.2 · Microfilm & Archives	2,000.00	2,000.00
.4.2.3 · Newsletter & Public Relations	3,187.97	3,349.99
Total .4.2 · Programs, Publicity, History	15,040.31	11,897.56
.4.3 · Operation of Building		
.4.3.1 · Utilities	24,391.96	28,879.05
.4.3.2 · Telephone	2,995.33	3,473.58
.4.3.3 · Insurance	25,081.23	22,231.36
.4.3.4 · Maintenance Service & Supplies	3,568.62	4,170.73
.4.3.5 · Lawn & Grounds	394.21	7,087.12
.4.3.6 · Building R&M	11,780.22	9,524.96
.4.3.7 · Snow Removal	1,775.00	1,950.00
.4.3.8 · Elevator	3,705.40	6,041.66
.4.3.9 · Geothermal	11,275.78	3,453.50

# Saugerties Public Library

## General Fund Revenue and Expenditure Report

	<u>Jan - Dec 24</u>	<u>Jan - Dec 23</u>
.4.3.10 · Custodial Service	2,785.00	0.00
.4.3.12 · Internet	3,035.02	2,703.41
<b>Total .4.3 · Operation of Building</b>	<b>90,787.77</b>	<b>89,515.37</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>		
.4.4.1 · Copier	4,995.63	3,905.31
.4.4.2 · Office Supplies	1,941.90	2,852.05
.4.4.4 · Postage	1,520.12	504.34
.4.4.6 · Equipment Purchases	9,180.45	8,313.53
.4.4.7 · Equipment R&M	2,845.60	0.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>20,483.70</b>	<b>15,575.23</b>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	4,063.83	2,487.51
.4.5.2 · MHLS Assessment Fees	16,369.00	17,620.00
<b>Total .4.5 · Automation, System Fees</b>	<b>20,432.83</b>	<b>20,107.51</b>
<b>.4.6 · Professional Services</b>		
.4.6.8 · Professional Memberships	1,127.00	705.00
.4.6.7 · Payroll Service Fees	2,952.55	2,546.88
.4.6.1 · Accounting	7,150.00	6,550.00
.4.6.2 · Audit	0.00	13,300.00
.4.6.3 · Board Expenses	279.43	150.00
.4.6.4 · Consulting & Legal Services	2,000.00	2,000.00
.4.6.5 · IT Maintenance Consultant	1,624.00	1,592.00
.4.6.6 · Staff Development	1,042.68	1,481.32
<b>Total .4.6 · Professional Services</b>	<b>16,175.66</b>	<b>28,325.20</b>
<b>.4.7 · Election Expenses</b>		
.4.7.1 · Election Inspectors	400.00	450.00
.4.7.2 · Election Expenses	169.20	169.20
<b>Total .4.7 · Election Expenses</b>	<b>569.20</b>	<b>619.20</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>217,996.77</b>	<b>211,310.44</b>
<b>9010 · Employee Benefits</b>		
.1 · Retirement	72,667.00	26,863.01
.2 · Social Security & Medicare	28,473.75	26,888.80
.3 · Workers Compensation	8,100.00	3,778.00
.4 · Disability	239.75	296.60
.5 · Medical & Dental Benefits	66,289.30	50,915.16
.6 · Life Insurance	297.26	294.73
<b>Total 9010 · Employee Benefits</b>	<b>176,067.06</b>	<b>109,036.30</b>
<b>Total Expense</b>	<b>773,382.11</b>	<b>680,448.15</b>
<b>Net Ordinary Income</b>	<b>-64,644.45</b>	<b>-12,708.82</b>
<b>Net Income</b>	<b>-64,644.45</b>	<b>-12,708.82</b>

# Saugerties Public Library

## Abstract

December 2024

	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>2082 - Fines</b>				
			Square income	93.69
Total 2082 - Fines				93.69
Total Income				93.69
<b>Expense</b>				
<b>7410.1 - Salaries</b>				
	12-12-24	PR		15,404.16
	12-26-24	PR		15,643.49
Total 7410.1 - Salaries				31,047.65
<b>7410.4 - Contractual Expenses</b>				
<b>.4.1 - Library Material</b>				
<b>.4.1.7 - Streaming</b>				
	11465	Business Credit Card		26.99
	11466	Midwest Tape	Hoopla December Invoice	444.21
Total .4.1.7 - Streaming				471.20
<b>.4.1.1 - DVD</b>				
	11466	Midwest Tape	Inv #506421045	65.97
	11466	Midwest Tape	Inv #506445242	21.74
	11466	Midwest Tape	Inv #506488183	51.73
	11466	Midwest Tape	Inv #506518928	10.49
Total .4.1.1 - DVD				149.93
<b>.4.1.2 - Books</b>				
<b>4.1.2A - Adult Books</b>				
	11467	Baker & Taylor	Inv #5019230470	239.81
	11467	Baker & Taylor	Inv #5019250129	168.21
	11467	Baker & Taylor	Inv #5019264905	26.19
	11483	Gale/Cengage Learning	Invoice #86024846	131.16
Total 4.1.2A - Adult Books				565.37
<b>4.1.2J - Children's Books</b>				
	11467	Baker & Taylor	Inv #5019235083	9.54
	11467	Baker & Taylor	Inv #5019249991	105.92
Total 4.1.2J - Children's Books				115.46
Total .4.1.2 - Books				680.83
<b>.4.1.4 - Newspapers</b>				
	11468	Stewart's	December	206.00
	11115	Stewart's	December	195.00
Total .4.1.4 - Newspapers				401.00
<b>.4.1.5 - Digital Materials</b>				
	11481	OverDrive Inc	Invoice #01938CO24396493	251.92
Total .4.1.5 - Digital Materials				251.92
Total .4.1 - Library Material				1,954.88
<b>.4.2 - Programs, Publicity, History</b>				
<b>.4.2.1 - Programs</b>				

# Saugerties Public Library

## Abstract

December 2024

	Num	Name	Memo	Amount
	11465	Business Credit Card		90.12
Total .4.2.1 · Programs				90.12
<b>.4.2.3 · Newsletter &amp; Public Relations</b>				
	11476	Saugerties Area Chamber of 2025 Membership		75.00
Total .4.2.3 · Newsletter & Public Relations				75.00
Total .4.2 · Programs, Publicity, History				165.12
<b>.4.3 · Operation of Building</b>				
<b>.4.3.1 · Utilities</b>				
	EFT	Central Hudson	10/15/24 - 11/15/24	1,838.66
Total .4.3.1 · Utilities				1,838.66
<b>.4.3.2 · Telephone</b>				
	EFT	Charter Communications	12/1/24 - 12/31/24	257.71
Total .4.3.2 · Telephone				257.71
<b>.4.3.3 · Insurance</b>				
	11116	Great American Insurance Co		585.24
Total .4.3.3 · Insurance				585.24
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>				
	11464	Welsh Sanitation	January	93.89
	11465	Business Credit Card		69.06
	11471	Culligan of Newburgh		38.35
	11482	W B Mason Co Inc	Invoice #250993780	69.97
Total .4.3.4 · Maintenance Service & Supplies				271.27
<b>.4.3.6 · Building R&amp;M</b>				
	11474	SAFECO Alarm Systems, In	1/1/25 - 1/31/25	540.00
	11475	Timely Signs	Inv 45584	520.00
	11478	Uniforms USA, Inc.	December	52.00
	11480	SAFECO Alarm Systems, In	Annual Fire Inspection	895.00
Total .4.3.6 · Building R&M				2,007.00
<b>.4.3.7 · Snow Removal</b>				
	11477	Custom Lawns & More	Inv 2529, 2534, 2539 and 2542	775.00
	11113	Custom Lawns & More	Inv 2523	200.00
Total .4.3.7 · Snow Removal				975.00
<b>.4.3.8 · Elevator</b>				
	11469	ThyssenKrupp Elevator Corp	Invoice #3008257573	831.77
	11479	Lift Tech	3rd party witness to annual inspection	415.00
Total .4.3.8 · Elevator				1,246.77
Total .4.3 · Operation of Building				7,181.65
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 · Copier</b>				
	11484	National Business Technology	January	353.46
	11114	National Business Technology	Inv #IN646182	21.59
Total .4.4.1 · Copier				375.05
Total .4.4 · Equipment R&M, Supplies				375.05
<b>.4.5 · Automation, System Fees</b>				
<b>.4.5.1 · Automation &amp; Online Services</b>				



# Saugerties Public Library

## Abstract

December 2024

	Num	Name	Memo	Amount
	11465	Business Credit Card		103.68
Total .4.5.1 · Automation & Online Services				103.68
Total .4.5 · Automation, System Fees				103.68
<b>.4.6 · Professional Services</b>				
<b>.4.6.9 · Merchant Fees</b>				
			Square income	3.44
Total .4.6.9 · Merchant Fees				3.44
<b>.4.6.7 · Payroll Service Fees</b>				
	EFT	Paychex	Inv #2024121001 and #2024122	212.93
Total .4.6.7 · Payroll Service Fees				212.93
<b>.4.6.1 · Accounting</b>				
	11470	WZ Accountants	Inv #3154	550.00
Total .4.6.1 · Accounting				550.00
<b>.4.6.4 · Consulting &amp; Legal Services</b>				
	11472	Whiteman Osterman & Han	4th Quarter retainer	500.00
Total .4.6.4 · Consulting & Legal Services				500.00
Total .4.6 · Professional Services				1,266.37
Total 7410.4 · Contractual Expenses				11,046.75
<b>9010 · Employee Benefits</b>				
<b>.2 · Social Security &amp; Medicare</b>				
	12-12-24 PR			1,155.66
	12-26-24 PR			1,170.64
Total .2 · Social Security & Medicare				2,326.30
<b>.3 · Workers Compensation</b>				
	11473	Utica National Insurance Gr	Workers Comp 1/1/25 - 1/1/26	3,393.00
Total .3 · Workers Compensation				3,393.00
<b>.4 · Disability</b>				
	12-12-24 PR			-16.69
	12-26-24 PR			-16.92
Total .4 · Disability				-33.61
<b>.5 · Medical &amp; Dental Benefits</b>				
	12-12-24 PR			-297.50
	12-26-24 PR			-341.18
	11485	CDPHP	December	7,735.56
Total .5 · Medical & Dental Benefits				7,096.88
<b>.6 · Life Insurance</b>				
	11486	Metropolitan Life Insurance	Life insurance	27.13
Total .6 · Life Insurance				27.13
Total 9010 · Employee Benefits				12,809.70
Total Expense				54,904.10
Net Ordinary Income				-54,810.41
				<b>-54,810.41</b>

# Saugerties Public Library Abstract Check Register

	Type	Date	Num	Name	Memo	Amount
<b>M&amp;T General Fund</b>						
<b>Checking 6455</b>						
	Check	12/05/2024	EFT	NYS Emp Retire System		-577.78
	Check	12/31/2024	11464	Welsh Sanitation		-93.89
	Check	12/31/2024	11465	Business Credit Card		-289.85
	Check	12/31/2024	11466	Midwest Tape		-594.14
	Check	12/31/2024	11467	Baker & Taylor		-549.67
	Check	12/31/2024	11468	Stewart's		-206.00
	Check	12/31/2024	11469	ThyssenKrupp Elevator Corp	Invoice #3008257573	-831.77
	Check	12/31/2024	11470	WZ Accountants	Inv #3154	-550.00
	Check	12/31/2024	11471	Culligan of Newburgh		-38.35
	Check	12/31/2024	11472	Whiteman Osterman & Hanna	Inv #749954	-500.00
	Check	12/31/2024	11473	Utica National Insurance Group		-3,393.00
	Check	12/31/2024	11474	SAFECO Alarm Systems, Inc.	Invoice #126330	-540.00
	Check	12/31/2024	11475	Timely Signs	Inv 45584	-520.00
	Check	12/31/2024	11476	Saugerties Area Chamber of Commerce		-75.00
	Check	12/31/2024	11477	Custom Lawns & More	Inv 2529, 2534, 2539 and 2542	-775.00
	Check	12/31/2024	EFT	Paychex	Inv #2024121001 and #2024122301	-212.93
	Check	12/31/2024	11478	Uniforms USA, Inc.	Invoice #61601 and #63367	-52.00
	Check	12/31/2024	11479	Lift Tech	Inv 49075	-415.00
	Check	12/31/2024	11480	SAFECO Alarm Systems, Inc.	Invoice #125695	-895.00
	Check	12/31/2024	11481	OverDrive Inc		-251.92
	Check	12/31/2024	EFT	Central Hudson		-1,838.66
	Check	12/31/2024	11482	W B Mason Co Inc	Invoice #250993780	-69.97
	Check	12/31/2024	11483	Gale/Cengage Learning	Invoice #86024846	-131.16
	Check	12/31/2024	EFT	Charter Communications		-257.71
	Check	12/31/2024	11484	National Business Technology	Invoice #83355981	-353.46
	Check	12/31/2024	11485	CDPHP	Invoice #243480000461	-7,735.56
	Check	12/31/2024	11486	Metropolitan Life Insurance Companies		-27.13
	Check	12/31/2024	11116	Great American Insurance Co		-585.24
	Check	12/31/2024	11115	Stewart's		-195.00
	Check	12/31/2024	11113	Custom Lawns & More	Inv 2523	-200.00
	Check	12/31/2024	11114	National Business Technologies	Inv #IN646182	-21.59
Total M&T General Fund Checking 6455						-22,776.78
<b>M&amp;T Capital Fund</b>						
<b>Checking 6430</b>						
Total M&T Capital Fund Checking 6430						
						<b>-22,776.78</b>

## **December Director's Report 2024**

**Donation:** The library received a donation from the estate of Audrey Steinhorn in the amount of \$9,682.86.

**Book as Art:** Last year, a potential participant commented that they needed more time to complete an art piece for the 2024 show. So, this year I started offering books and spaces to the public in December. We advertised this via the library's website and social media, and more than half of the books have been taken. For the remainder, we will make another PR push. We have a couple of returning artists, but we also have several new folks.

**Personnel:** All of the staff evaluations are complete, and the raises have been sent to the accountant. Also, the increase in the costs of the health insurance has been sent to the accountant who has increased the amount taken out of applicable staffs paychecks.

**Theater:** For 2025, I have begun contemplating another event with incorporates the entire building, like the rave and Books as Art. I have begun conversations with Georgia Dedolph (staff member, Ariel's daughter) about a community theater piece in the library. Georgia has recently completed a degree in Arts Management and Theater. I imagine inviting various community groups to participate such as Saugerties Singers and students from the Ballet school. Georgia would also teach teen acting classes as a part of the summer reading program with the performance happening at the end of the summer.

**Facilities:** The elevator had its annual inspection on December 19<sup>th</sup>.

### **Meetings:**

**MHLS:** I attended an MHLS meeting in regards to the 2025 Passport project. All libraries will be participating in stamping a brochure that patrons take to each library in the system. Prizes will be given for 10 visits per county and a special prize of a metal library card for those who visit every library in the system. We looked at four potential graphic designers who will illustrate the brochure and accessories.

There were no UCLA or staff meetings in December.

The library was closed on Dec. 24<sup>th</sup> & 25<sup>th</sup> as well as a half day on the 31<sup>st</sup>.

I used up my vacation time on Dec. 20<sup>th</sup>, 23<sup>rd</sup> and 26<sup>th</sup>.

Date: Thu, Dec 26, 2024 at 10:30 AM  
Subject: Letter to the Saugerties Library Board and the Director  
To: <[director@augertiespubliclibrary.org](mailto:director@augertiespubliclibrary.org)>  
Cc: Timothy

Dear Jen, Tim, and Board Members,

I have communicated my dismay quietly about this to both of you and perhaps to some others, but the situation is getting more extreme and I am finally formally asking for a change in policy.

The problem is that fewer and fewer "books" (especially recently published ones) are available in print (on paper, between covers). I and many other people I speak with find this distressing. In my case the distress is extreme. I'm beginning to find the library irrelevant to my pursuit of reading because of this. That's something I didn't expect to have to say in my lifetime.

**I propose, in fact I request, that the Saugerties Library collaborate with the mid-Hudson library system to make it a policy to have at least one print copy of any book purchased in digital format in the larger system.** In fact, if I understand correctly, print books are less expensive than digital. So it's even more incomprehensible that print copies are becoming unavailable, in favor of digital.

Further, I suggest that as print copies of books disappear from public libraries, the buildings themselves will not be far behind. Who needs a building, when everything is digital? The Saugerties library is close to becoming a kind of community center already. I think that's fine, but not if it comes at the expense of making print copies of books available. Beware of this trend or the library will vanish into The Cloud along with far too many other former foundations of our civilization.

I would appreciate the courtesy of a substantive reply. I would be happy to attend a board meeting to explain in greater detail why I feel so strongly about this.

Date: Tue, Sep 5, 2023 at 9:45 AM  
Subject: A Big Question  
To: Admin SPL <admin@saugertiespubliclibrary.org>,

Dear Library Director Jen and Board President Katie,

I'm writing to express my deep concern that the Saugerties library, along with other mid Hudson libraries, apparently, are opting increasingly for digital book purchase rather than actual book purchase (I'm struggling with the terminology here).

I cannot understand why a book worth having often multiple digital copies of cannot be available, even if with only one copy for the entire system, as a traditional hard copy. I realize this could take some coordination among the libraries in the system but fail to see this as a barrier.

The fact that the digital versions are actually more expensive than the traditional, yet are still preferred, mystifies me even more. At this rate, the library will no longer need a building nor a staff (if you assume, as I do, that the variety of events on the calendar are subsidiary and even incidental to the library's actual purpose).

I'm finding that I have to buy far more books than I used to because I not only dislike reading on digital devices for a barrier of reasons (and I know dozens of people who feel the same) but also because I find it extremely short sighted to double down on a reliable supply of electricity to power our devices going forward in our unpredictably but steadily declining technological civilization.

I'm actually undecided on whether to say yes or no, or at all, on the library budget. Might there be at least a preliminary response to my concerns before it occurs? I apologize for fuming about this for so long without getting around to writing until the last minute.

**Jennifer Russell** <director@saugertiespubliclibrary.org>

Tue, Sep 5,  
2023, 2:33 PM

Hello XXXX,

About the big question...the proliferation of digital books in the library catalog. I think that there are a couple of things to keep in mind. One is that the library is *still ordering as many print books as it always has*. Two, when searching the catalog, you will find many digital titles because we subscribe to two huge for-profit ebooks sellers that offer an incredible amount of digital books and audiobooks - far more than what we could

house as print books in the library. This makes the catalog seem as though print is being pushed out.

Because the library is a part of a consortium, the Mid-Hudson Library System, all of the 66 libraries must agree on purchasing parameters. That is no different with digital books, and we follow the agreed upon rules for purchasing digital materials. If people want the digital books, we must purchase them.

What worries me is the loss of the print Reference Section. Most of the dictionaries, and fact based books have been moved into regular non-fiction, and can be checked out of the building. Will people actually use them? We'll see. Also, NYS had offered a robust online reference section called NOVELNY. Perhaps you have used their online encyclopedia or read the New York Times on that site? Libraries promoted this as the an online Reference Section. Well, as of 2024, NYS will not be funding it anymore! So, without a print reference section or trustworthy online site, what will we do? I have purchased many non-fiction, fact based books from Oxford University press on various subjects to support our non-fiction section, but I have noticed that they aren't printing as many books as in the past, and are now offering ebooks as well as the print. I am concerned.

As far as your vote goes, I will tell you that we increased the book buying budget considerably so that we can continue to purchase print as well as digital. Hope to see you Thursday.

**Policy & Personnel Committee Minutes**  
**12/18/24**

Location: Saugerties Public Library  
Time: 6 pm

Present: Scott (Chair), Lang, Russell (Director)  
Absent: Irizarry

Discussion:

1. The Circulation Policy was reviewed with changes made to foster an increase in teen library card registration (a goal also listed in our Five-Year Plan).

Language would now read as follows:

“For ages 13 - 18, a parent or guardian must give consent for the new library card in person or via email or a phone call. Applicants under the age of 13 must have a parent or guardian give their consent on a library card application form before a new card can be issued. By consenting to the child’s application, the parent or guardian is indicating that they will be responsible for all materials checked out on the child’s library card.”

2. DRAFT Parking Lot Policy

Meeting Adjourned at 6:30 pm

Next meeting: January 15, 2025 at 6pm



91 Washington Avenue, Saugerties, NY 12477 Ph.: 845-246-4317 Fax: 845-246-0858  
[www.saugertiespubliclibrary.org](http://www.saugertiespubliclibrary.org)

## DRAFT Parking Lot Policy 2025

The Saugerties Public Library welcomes everyone who is using the Library, enjoying the library grounds, using the internet through the library wifi, or attending a program. The parking lot at SPL is designated solely and exclusively for library patrons to park their vehicles while they are using the library, and for library employees or vendors while they are working in the library building or on the grounds. Temporary parking at the library may be granted by the Library Director.

The Library does not, at any time or under any condition, assume any responsibility for damage to or theft of, any privately-owned vehicle, including bicycles, while in the Library parking lot. The Library is also not liable for personal injury, from any cause what-so-ever, to any person or persons utilizing the Library parking lot/grounds.

There are two Town of Saugerties EV charging stations in the library parking lot that are reserved for electric car charging.

Sleeping overnight in a vehicle on library property, is prohibited.

SPL administration reserves the right to close parking lots for library programming, events or in consultation with Town and Village officials and local law enforcement.

The Saugerties Public Library reserves the right to have vehicles removed from library parking lots for non-compliance. The cost for such towing shall be the responsibility of the owner or operator of the towed vehicle.

discover, connect, grow.



Saugerties Public Library  
Facilities Committee

Date: December 17<sup>th</sup>, 2024

Time: 6 PM

Committee Members Attending: Paul, Tim,

Staff Attending: Jen, Sandy

Others Attending:

Absent: Yosefa

Discussion/Agenda Items

1. Snow removal by Robert Flanigan is going well.
2. The children's room is running out of shelf space. We are looking to remove a table with two PCs and replace with additional shelving that matches our current shelves.
3. The front door latch is sticking when using a key fob from outside. Using a key still works. I am trying to find someone to service the mechanism.
4. A patron has expressed concerns with the microphones in the community room. I will meet with Jen to go over what we have and then talk to the patron to see what isn't working.
5. Our shed space needs some organization. A lot has been removed from the shed in 2024 but more space will be needed for:
  - Cafe tables and chairs
  - Yard tools to loan
  - Shelving for the Friends of the Library

Next Facilities Meeting

January 21<sup>st</sup>, 2025

2024

[illegible][illegible]

## Saugerties Public Library 2023-2024 Statistics Compared

[illegible]

## 2023-2024 Statistics Compared

[illegible]

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
<b>Circulation</b>														
Adult	2,453	2,487	2,306	2,239	2,791	2,377	2,323	2,231	2,452	2,119	2,776	2,254	2,726	2,661
Adult renewals	1,106	1,044	1,172	941	1,262	1,167	1,240	1,103	1,208	993	1,199	962	1,288	1,068
Juvenile	1,816	1,886	1,862	2,151	2,151	2,069	1,939	2,013	1,762	1,644	2,199	1,840	2,256	2,677
Juvenile renewals	914	1,063	1,092	939	1,286	1,092	1,386	1,133	1,319	974	1,970	887	1,614	961
Teen	90	128	116	101	93	114	105	119	85	127	110	114	139	248
Teen renewals	71	56	66	53	65	56	84	61	79	80	105	72	92	75
<b>Total Circulation</b>	6,450	6,664	6,614	6,424	7,648	6,875	7,077	6,660	6,905	5,937	8,359	6,129	8,115	7,690
		3%		-3%		-10%		-6%		-14%		-36%		-5%
<b>Holds Filled</b>														
Adults	1,123	1,043	1,055	946	1,265	974	1,073	886	1,071	867	1,209	858	1,105	1,049
Juvenile	528	465	446	451	529	429	426	370	451	355	393	329	391	382
Teen	52	54	61	59	60	47	45	49	53	40	64	55	66	62
ILL received	2	1	2	1	0	1	1	1	0	0	0	0	1	0
ILL loaned	0	2	0	0	1	0	0	0	1	0	1	1	1	1
<b>Total Holds</b>	1,705	1,565	1,564	1,457	1,855	1,451	1,545	1,306	1,576	1,262	1,667	1,243	1,564	1,494
		-8%		-7%		-22%		-15%		-20%		-25%		-4%
<b>Questions Answered</b>														
Adult	630	1,207	587	1,030	833	863	840	962	846	731	909	710	909	803
Children's	219	215	242	295	252	290	224	248	199	243	342	225	517	385
<b>Total Questions</b>	849	1,422	829	1,325	1,085	1,153	1,064	1,210	1,045	974	1,251	935	1,426	1,188
		67%		60%		6%		14%		-7%		-25%		-17%
<b>Programs</b>														
Adult	18	18	20	23	24	33	24	30	22	27	23	24	19	19
Teen	13	16	12	18	13	17	12	13	14	19	11	14	21	19
Children's	18	24	17	27	21	21	20	27	21	23	20	21	33	45
<b>Total Programs</b>	49	58	49	68	58	71	56	70	57	69	54	59	73	83
		18%		39%		22%		25%		21%		9%		14%
<b>Program Attendance</b>														
Adult	123	158	199	193	233	429	178	327	223	275	184	235	114	295
Teen	75	95	62	4	60	117	63	100	86	105	63	186	53	148
Children	289	505	238	492	335	381	223	433	294	423	528	1,236	416	1,055
<b>Total attendance</b>	487	758	499	689	628	927	464	860	603	803	775	1,657	583	1,498
		56%		38%		48%		85%		33%		114%		157%
<b>Computer sessions</b>	383	345	321	324	449	418	372	408	345	412	328	327	382	407
		-10%		1%		-7%		10%		19%		0%		
<b>Web Page Visits</b>	4,040	6,170	5,434	5,273	6,140	5,705	5,178	5,572	4,846	5,516	5,889	5,685	6,004	7,049
		53%		-3%		-7%		7%		14%		-3%		17%
<b>New Cards Issued</b>	39	32	47	42	75	59	23	44	23	22	37	41	46	55
		-18%		-11%		-21%		91%		-4%		11%		20%
<b>Overdrive Audiobook</b>	604	723	513	756	587	766	532	806	627	818	584	805	653	868
<b>Overdrive eBook</b>	857	971	759	868	846	922	758	941	784	890	944	932	937	968
<b>Overdrive Magazine</b>	144	483	86	466	121	524	80	352	99	410	107	346	72	357
<b>Overdrive Total</b>	1605	2177	1358	2090	1554	2212	1370	2099	1510	2118	1635	2083	1662	2193
		36%		54%		42%		53%		40%		27%		32%

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	
<b>Circulation</b>													
Adult	2,818	2,635	2,532	2,214	2,345	2,099	2,254	2,021	2,317	2,120	30,093	27,457	91%
Adult renewals	1,287	1,158	1,186	1,089	1,294	1,019	1,006	975	1,162	1,122	14,410	12,641	88%
Juvenile	2,454	2,453	1,718	1,886	1,925	1,743	1,804	1,697	1,529	1,399	23,415	23,458	100%
Juvenile renewals	1,287	1,151	1,368	1,166	1,864	1,032	1,071	813	1,249	1,004	16,420	12,215	74%
Teen	148	195	91	78	68	97	88	100	81	111	1,214	1,532	126%
Teen renewals	86	75	85	72	52	53	55	51	51	58	891	762	86%
<b>Total Circulation</b>	8,080	7,667	6,980	6,505	7,548	6,043	6,278	5,657	6,389	5,814	86,443	78,065	90%
		-5%		-7%		-20%		-10%		-9%			
<b>Holds Filled</b>													
Adults	1,008	1,041	937	867	809	892	868	798	878	890	12,401	11,111	90%
Juvenile	382	343	412	474	444	490	423	390	367	352	5,192	4,830	93%
Teen	34	49	37	38	29	46	41	49	44	48	586	596	102%
ILL received	0	0	0	0	0	0	1	1	0	1	7	6	86%
ILL loaned	0	0	1	1	0	1	0	0	0	0	5	6	120%
<b>Total Holds</b>	1,424	1,433	1,387	1,380	1,282	1,429	1,333	1,238	1,289	1,291	18,191	16,549	91%
		1%		-1%		11%		-7%		0%			
<b>Questions Answered</b>													
Adult	1,021	941	962	840	970	742	951	682	892	603	10,140	10,359	102%
Children's	804	300	339	172	205	305	306	138	247	90	3,891	2,873	74%
<b>Total Questions</b>	1,825	1,241	1,301	1,012	1,175	1,047	1,257	820	1,139	693	14,031	13,232	94%
		-32%		-22%		-11%		-35%		-39%			
<b>Programs</b>													
Adult	24	18	21	23	27	25	23	27	20	19	265	286	108%
Teen	18	16	12	14	18	22	16	13	13	12	173	193	112%
Children's	33	28	12	20	31	15	24	10	24	7	274	268	98%
<b>Total Programs</b>	75	62	45	57	76	62	63	50	57	38	712	747	105%
		-17%		27%		-18%		-21%		-33%			
<b>Program Attendance</b>													
Adult	254	139	145	276	220	245	148	274	306	413	2,327	3,259	140%
Teen	121	177	91	103	154	172	131	108	79	81	1,038	1,396	134%
Children	824	834	186	233	515	172	604	103	348	92	4,800	5,959	124%
<b>Total attendance</b>	1,199	1,150	422	612	889	589	883	485	733	586	8,165	10,614	130%
		-4%		45%		-34%		-45%		-20%			
<b>Computer sessions</b>	478	385	389	394	387	428	340	385	267	298	4,441	4,531	102%
		-19%		1%		11%		13%		12%		31%	
<b>Web Page Visits</b>	4,221	6,988	3,630	7,166	5,406	5,715	4,707	5,707	4,559		60,054	66,546	111%
		66%		97%		6%		21%				268%	
<b>New Cards Issued</b>	80	53	39	39	26	25	17	29	24	23	476	464	97%
		-34%		0%		-4%		71%		-4%		97%	
<b>Overdrive Audiobook</b>	706	883	628	847	655	837	614	879	718	983	6703	9971	149%
<b>Overdrive eBook</b>	890	959	824	869	821	778	772	862	854	879	9192	10839	118%
<b>Overdrive Magazine</b>	151	401	171	533	423	559	527	584	488	602	1981	5617	284%
<b>Overdrive Total</b>	1747	2243	1623	2249	1899	2174	1913	2325	2060	2464	17876	26427	148%
		28%		39%		14%		22%		20%			

Saugerties Public Library Board Agenda  
February 13, 2025  
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

Old Business:

1. Board Retreat
2. President's Report on Library Advocacy Day

New Business:

1. Elevator Incident
2. Approve the Annual Report to the State
3. Sexual Harassment training

Secretary's Report

Treasurer's Report

Pay Bills

Director's Report:

Committee Reports:

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

Next meeting - March 13, 2025

Saugerties Public Library  
Regular Board Meeting  
Date: January 9, 2025

**Present:** Trustees Charlotte Herscher, Nina Schmidbaur, Timothy Scott, Julie Misiano, Robert Irizarry, Ken Goldberg, Erin Poll, Rebecca Lang

**Excused:** Yosefa Karchmar, Paul Vanbenschoten, Teresa Giordano

**Staff:** Director Jennifer Russell

**Public Attendees:** Ray Rebholz

*Meeting called to order at 6:03 PM by Board President Tim Scott*

**Public Comment:** N/A

**Friends of Library:** Next meeting is January 27, 2025 at 7:00 PM. Will begin to work on preparations for the Street Fair

**Unfinished Business:**

- N/A

**New Business:**

1. **Sunshine Fund:** Board members were willing to contribute \$10 each. Money will be collected by Julie Misiano and used towards mutually agreed upon expenses such as recognizing retirees or other forms of well wishes.
2. **Library Advocacy Day:** sign up for transportation if interested
3. **Board Retreat:** these have been held by past Saugerties boards. Ken Goldberg, both past and current trustee, described the one he attended. It was during a time that there were many decisions to make about the new building, after the bond passed. The MHLS Assistant Director, now Executive Director, Rebecca, facilitated the retreat. She came to the library and led several workshops designed to help identify personality traits and personal values, which trustees found helped them to reach conclusions that had previously been issues of contention. So in terms of us planning a retreat, we would have to first establish a goal. The tentative decision is that without an issue that needs to be resolved, we would be more interested in a retreat in the form of a social gathering of some kind with some conversation prompts about ourselves and the library.
4. There is a patron who wants to ensure physical books remain available and up to date, and has written several letters to the Director. Her most recent letter requested that the ratio of physical books to e-books should be 1:1. Despite physical books still being ordered, the books that interest her are primarily available as e-books through the MHLS system. The Director will look into having the books that interest her



**ordered from another library system for her use as needed. She will make this patron aware that this is possible. She will also inform the patron that the system subscribes to e-book procurers that have thousands and thousands of e-books available, preventing the purchasing at a 1:1 ratio.**

### **Secretary's Report:**

*Motion* by Tim Scott and *Seconded* by Charlotte Herscher to approve the minutes as written. Motion passes unanimously with Nina Schmidbaur abstaining, as she did not attend last month.

### **Treasurer's Report:**

Motion to pay the bills in the amount of \$ 22,776.78 made by Charlotte Herscher seconded by Julie Misiano Passes unanimously

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

- Has been seeking participants for the "Books as Art" project which has been well received in previous years. This year's recycled books are old encyclopedias
- Provided the accountant with the information for staff raises after the annual evaluations were complete.
- Attended the MHLS meeting
- Is exploring the possibility of having a theater event

### **Committee Reports:**

**Finance:** Did not meet

Treasurer let us know that the 2024 budget was balanced

Next meeting: January 13, 25 at 6PM

**Personnel/Policy:** met on December 17, 24

1. Circulation Policy review and edit  
Tim Scott makes a motion to adopt the circulation policy as amended. Seconded by Julie Misiano. Passes unanimously.
2. Parking Lot policy draft: Jenn will send a message to other library Directors who have instituted a policy to see what their experience has been regarding putting the policy to a procedure and then action. Do they use warnings and/or towing of the cars of drivers in violation of the policy? Will continue to explore what the board wants to include and exclude in the policy. Will be kept as a draft until further information and additional board members are present.

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

***Facilities:***

Did not meet

Next meeting: January 21, 25 at 6 PM

***Outreach:***

Did not meet

Next meeting:  at 5:30 PM

***Friends Liaison:***

N/A

***Motion*** to adjourn at 7:27 PM by Tim Sott ;  
***Seconded*** by Charlotte Herscher

Passes unanimously.

Submitted by Julie Misiano

Next meeting: February 13, 2025 at 6PM  
Social Time at 5:30 PM for those able to attend

**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
January 2025

	Jan 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 · Real Property Taxes	0.00	707,326.36	-707,326.36	0.0%
2082 · Fines	914.86	4,000.00	-3,085.14	22.87%
2401 · Interest	317.75	12,000.00	-11,682.25	2.65%
<b>2705 · Gifts &amp; Donations</b>				
2705.4 · Friends	0.00	13,000.00	-13,000.00	0.0%
2705.2 · General	100.00	5,000.00	-4,900.00	2.0%
<b>Total 2705 · Gifts &amp; Donations</b>	<b>100.00</b>	<b>18,000.00</b>	<b>-17,900.00</b>	<b>0.56%</b>
3840 · New York State Aid	0.00	5,500.00	-5,500.00	0.0%
3999 · Appropriated Fund Balance	0.00	28,431.64	-28,431.64	0.0%
<b>Total Income</b>	<b>1,332.61</b>	<b>775,258.00</b>	<b>-773,925.39</b>	<b>0.17%</b>
<b>Expense</b>				
7410.1 · Salaries	17,989.40	419,700.00	-401,710.60	4.29%
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
.4.1.8 · Music	0.00	100.00	-100.00	0.0%
.4.1.7 · Streaming	630.27	8,000.00	-7,369.73	7.88%
.4.1.1 · DVD	176.18	3,000.00	-2,823.82	5.87%
<b>.4.1.2 · Books</b>				
4.1.2A · Adult Books	1,094.14	17,000.00	-15,905.86	6.44%
4.1.2J · Children's Books	69.80	9,000.00	-8,930.20	0.78%
<b>Total .4.1.2 · Books</b>	<b>1,163.94</b>	<b>26,000.00</b>	<b>-24,836.06</b>	<b>4.48%</b>
.4.1.3 · Subscriptions	34.95	1,500.00	-1,465.05	2.33%
.4.1.4 · Newspapers	202.00	2,500.00	-2,298.00	8.08%
.4.1.5 · Digital Materials	1,936.25	12,000.00	-10,063.75	16.14%
.4.1.6 · Audio Books	0.00	500.00	-500.00	0.0%
<b>Total .4.1 · Library Material</b>	<b>4,143.59</b>	<b>53,600.00</b>	<b>-49,456.41</b>	<b>7.73%</b>
<b>.4.2 · Programs, Publicity, History</b>				
.4.2.1 · Programs	2,629.04	7,000.00	-4,370.96	37.56%
.4.2.2 · Microfilm & Archives	0.00	2,000.00	-2,000.00	0.0%
.4.2.3 · Newsletter & Public Relations	75.00	4,000.00	-3,925.00	1.88%
<b>Total .4.2 · Programs, Publicity, History</b>	<b>2,704.04</b>	<b>13,000.00</b>	<b>-10,295.96</b>	<b>20.8%</b>
<b>.4.3 · Operation of Building</b>				
.4.3.1 · Utilities	2,068.43	28,000.00	-25,931.57	7.39%
.4.3.2 · Telephone	257.54	3,500.00	-3,242.46	7.36%
.4.3.3 · Insurance	568.25	27,000.00	-26,431.75	2.11%
.4.3.4 · Maintenance Service & Supplies	357.00	5,000.00	-4,643.00	7.14%
.4.3.5 · Lawn & Grounds	0.00	4,500.00	-4,500.00	0.0%
.4.3.6 · Building R&M	1,359.48	12,000.00	-10,640.52	11.33%
.4.3.7 · Snow Removal	900.00	1,500.00	-600.00	60.0%
.4.3.8 · Elevator	831.77	4,000.00	-3,168.23	20.79%
.4.3.9 · Geothermal	0.00	7,500.00	-7,500.00	0.0%
.4.3.12 · Internet	0.00	3,000.00	-3,000.00	0.0%

**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
**January 2025**

	<b>Jan 25</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Total .4.3 · Operation of Building</b>	6,342.47	96,000.00	-89,657.53	6.61%
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
.4.4.1 · Copier	706.92	4,550.00	-3,843.08	15.54%
.4.4.2 · Office Supplies	213.22	3,000.00	-2,786.78	7.11%
.4.4.4 · Postage	0.00	600.00	-600.00	0.0%
.4.4.6 · Equipment Purchases	0.00	9,000.00	-9,000.00	0.0%
.4.4.7 · Equipment R&M	0.00	5,000.00	-5,000.00	0.0%
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	920.14	22,150.00	-21,229.86	4.15%
<b>.4.5 · Automation, System Fees</b>				
.4.5.1 · Automation & Online Services	451.68	4,000.00	-3,548.32	11.29%
.4.5.2 · MHLS Assessment Fees	5,007.54	20,030.00	-15,022.46	25.0%
<b>Total .4.5 · Automation, System Fees</b>	5,459.22	24,030.00	-18,570.78	22.72%
<b>.4.6 · Professional Services</b>				
.4.6.8 · Professional Memberships	0.00	800.00	-800.00	0.0%
.4.6.7 · Payroll Service Fees	521.35	2,500.00	-1,978.65	20.85%
.4.6.1 · Accounting	600.00	6,600.00	-6,000.00	9.09%
.4.6.3 · Board Expenses	0.00	250.00	-250.00	0.0%
.4.6.4 · Consulting & Legal Services	0.00	2,000.00	-2,000.00	0.0%
.4.6.5 · IT Maintenance Consultant	1,657.00	2,500.00	-843.00	66.28%
.4.6.6 · Staff Development	0.00	700.00	-700.00	0.0%
<b>Total .4.6 · Professional Services</b>	2,778.35	15,350.00	-12,571.65	18.1%
<b>.4.7 · Election Expenses</b>				
.4.7.1 · Election Inspectors	0.00	450.00	-450.00	0.0%
.4.7.2 · Election Expenses	0.00	200.00	-200.00	0.0%
<b>Total .4.7 · Election Expenses</b>	0.00	650.00	-650.00	0.0%
<b>Total 7410.4 · Contractual Expenses</b>	22,347.81	224,780.00	-202,432.19	9.94%
<b>9010 · Employee Benefits</b>				
.1 · Retirement	41,909.00	37,614.00	4,295.00	111.42%
.2 · Social Security & Medicare	1,330.71	27,500.00	-26,169.29	4.84%
.3 · Workers Compensation	3,393.00	4,700.00	-1,307.00	72.19%
.4 · Disability	-31.57	350.00	-381.57	-9.02%
.5 · Medical & Dental Benefits	13,586.86	60,244.00	-46,657.14	22.55%
.6 · Life Insurance	24.30	370.00	-345.70	6.57%
<b>Total 9010 · Employee Benefits</b>	60,212.30	130,778.00	-70,565.70	46.04%
<b>Total Expense</b>	100,549.51	775,258.00	-674,708.49	12.97%
<b>Net Ordinary Income</b>	-99,216.90	0.00	-99,216.90	100.0%
	<b>-99,216.90</b>	<b>0.00</b>	<b>-99,216.90</b>	<b>100.0%</b>

# Saugerties Public Library

## General Fund Revenue and Expenditure Report

	Jan 25	Jan 24
<b>Ordinary Income/Expense</b>		
Income		
2082 · Fines	914.86	338.45
2401 · Interest	317.75	479.00
2705 · Gifts & Donations		
2705.2 · General	100.00	50.00
Total 2705 · Gifts & Donations	100.00	50.00
Total Income	1,332.61	867.45
Expense		
7410.1 · Salaries	17,989.40	20,340.03
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.7 · Streaming	630.27	634.09
.4.1.1 · DVD	176.18	112.45
.4.1.2 · Books		
4.1.2A · Adult Books	1,094.14	6,886.33
4.1.2J · Children's Books	69.80	366.61
Total .4.1.2 · Books	1,163.94	7,252.94
.4.1.3 · Subscriptions	34.95	34.95
.4.1.4 · Newspapers	202.00	202.00
.4.1.5 · Digital Materials	1,936.25	242.49
.4.1.6 · Audio Books	0.00	49.99
Total .4.1 · Library Material	4,143.59	8,528.91
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	2,629.04	70.00
.4.2.2 · Microfilm & Archives	0.00	2,000.00
.4.2.3 · Newsletter & Public Relations	75.00	0.00
Total .4.2 · Programs, Publicity, History	2,704.04	2,070.00
.4.3 · Operation of Building		
.4.3.1 · Utilities	2,068.43	1,195.59
.4.3.2 · Telephone	257.54	292.31
.4.3.3 · Insurance	568.25	9,494.99
.4.3.4 · Maintenance Service & Supplies	357.00	339.72
.4.3.6 · Building R&M	1,359.48	627.00
.4.3.7 · Snow Removal	900.00	550.00
.4.3.8 · Elevator	831.77	1,591.04
.4.3.12 · Internet	0.00	461.60
Total .4.3 · Operation of Building	6,342.47	14,552.25
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	706.92	670.00
.4.4.2 · Office Supplies	213.22	306.43
.4.4.4 · Postage	0.00	3.72
.4.4.7 · Equipment R&M	0.00	300.00
Total .4.4 · Equipment R&M, Supplies	920.14	1,280.15

# Saugerties Public Library

## General Fund Revenue and Expenditure Report

	<u>Jan 25</u>	<u>Jan 24</u>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	451.68	427.68
.4.5.2 · MHLS Assessment Fees	5,007.54	0.00
<b>Total .4.5 · Automation, System Fees</b>	5,459.22	427.68
<b>.4.6 · Professional Services</b>		
.4.6.7 · Payroll Service Fees	521.35	457.72
.4.6.1 · Accounting	600.00	1,100.00
.4.6.3 · Board Expenses	0.00	75.00
.4.6.4 · Consulting & Legal Services	0.00	500.00
.4.6.5 · IT Maintenance Consultant	1,657.00	1,624.00
<b>Total .4.6 · Professional Services</b>	2,778.35	3,756.72
<b>Total 7410.4 · Contractual Expenses</b>	22,347.81	30,615.71
<b>9010 · Employee Benefits</b>		
.1 · Retirement	41,909.00	30,758.00
.2 · Social Security & Medicare	1,330.71	1,513.73
.3 · Workers Compensation	3,393.00	3,285.00
.4 · Disability	-31.57	-31.17
.5 · Medical & Dental Benefits	13,586.86	10,610.90
.6 · Life Insurance	24.30	24.30
<b>Total 9010 · Employee Benefits</b>	60,212.30	46,160.76
<b>Total Expense</b>	100,549.51	97,116.50
<b>Net Ordinary Income</b>	-99,216.90	-96,249.05
<b>Net Income</b>	<u><u>-99,216.90</u></u>	<u><u>-96,249.05</u></u>

# Saugerties Public Library Abstract Check Register

	Type	Date	Num	Name	Memo	Amount
<b>M&amp;T General Fund</b>						
<b>Checking 6455</b>						
	Check	01/06/2025	EFT	NYS Emp Retire System		-760.27
	Check	01/31/2025	11487	Welsh Sanitation		-93.89
	Check	01/31/2025	11488	Custom Lawns & More	and 2578	-900.00
	Check	01/31/2025	11489	Business Credit Card		-1,224.59
	Check	01/31/2025	EFT	Charter Communications		-257.54
	Check	01/31/2025	11490	WZ Accountants	Inv #3293	-600.00
	Check	01/31/2025	11491	Stewart's		-202.00
	Check	01/31/2025	11492	Midwest Tape		-779.46
	Check	01/31/2025	11493	Baker & Taylor		-1,083.41
	Check	01/31/2025	11494	Culligan of Newburgh		-87.20
	Check	01/31/2025	11495	OverDrive Inc		-1,880.62
	Check	01/31/2025	11496	Uline		-342.48
	Check	01/31/2025	11497	W B Mason Co Inc	Invoice #251449571	-98.24
	Check	01/31/2025	11498	DEMCO	Invoice #7591373	-110.65
					Invoice	
	Check	01/31/2025	11499	CDPHP	#250140000168	-6,446.30
	Check	01/31/2025	11500	Metropolitan Life Insurance Companies		-24.30
	Check	01/31/2025	EFT	Central Hudson		-2,068.43
	Check	01/31/2025	11501	Mid Hudson Library System		-1,657.00
	Check	01/31/2025	11502	National Business Technology	Invoice #83452879	-353.46
	Check	01/31/2025	11503	Gale/Cengage Learning	Invoice #86024846	-65.58
	Check	01/31/2025	11504	PBC Guru	Inv #INV-504239	-2,500.00
					Inv #2025010701 and	
	Check	01/31/2025	EFT	Paychex	#2025012101	-521.35
					Invoice #65131 and	
	Check	01/31/2025	11505	Uniforms USA, Inc.	#66897	-52.00
	Check	01/31/2025	11506	Mid Hudson Library System	Inv #2298	-5,007.54
Total M&T General Fund Checking 6455						-27,116.31
<b>M&amp;T Capital Fund</b>						
<b>Checking 6430</b>						
Total M&T Capital Fund Checking 6430						
<b>TOTAL</b>						<b>-27,116.31</b>

# Saugerties Public Library

## Abstract

January 2025

	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>2082 · Fines</b>				
			Square income	182.87
Total 2082 · Fines				182.87
Total Income				182.87
<b>Expense</b>				
<b>7410.1 · Salaries</b>				
			Reverse of GJE MHLS 10 -- 2024 payroll cleared in 2025	-12,844.82
	MHLS 10R			
	01-09-25 PR			15,252.79
	01-23-25 PR			15,581.43
Total 7410.1 · Salaries				17,989.40
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
<b>.4.1.7 · Streaming</b>				
	11489	Business Credit Card		26.99
	11492	Midwest Tape	January Hoopla Invoice	603.28
Total .4.1.7 · Streaming				630.27
<b>.4.1.1 · DVD</b>				
	11492	Midwest Tape	Inv #506578162	26.99
	11492	Midwest Tape	Inv #506587427	52.48
	11492	Midwest Tape	Inv #506644660	20.24
	11492	Midwest Tape	Inv #506659104	49.48
	11492	Midwest Tape	Inv #506659106	26.99
Total .4.1.1 · DVD				176.18
<b>.4.1.2 · Books</b>				
<b>4.1.2A · Adult Books</b>				
	11489	Business Credit Card		14.95
	11493	Baker & Taylor	Inv #5019283360	259.85
	11493	Baker & Taylor	Inv #5019300807	412.57
	11493	Baker & Taylor	Inv #5019318929	341.19
	11503	Gale/Cengage Learning	Invoice #86024846	65.58
Total 4.1.2A · Adult Books				1,094.14
<b>4.1.2J · Children's Books</b>				
	11493	Baker & Taylor	Inv #5019312680	69.80
Total 4.1.2J · Children's Books				69.80
Total .4.1.2 · Books				1,163.94
<b>.4.1.3 · Subscriptions</b>				
	11489	Business Credit Card		34.95
Total .4.1.3 · Subscriptions				34.95
<b>.4.1.4 · Newspapers</b>				
	11491	Stewart's	January	202.00
Total .4.1.4 · Newspapers				202.00
<b>.4.1.5 · Digital Materials</b>				



# Saugerties Public Library

## Abstract

January 2025

	Num	Name	Memo	Amount
	11489	Business Credit Card		55.63
	11495	OverDrive Inc	Invoice #01938CO25000803	579.94
	11495	OverDrive Inc	Invoice #01938DA25011881	134.99
	11495	OverDrive Inc	Invoice #01938CO25014752	609.23
	11495	OverDrive Inc	Invoice #01938DA25018452	169.00
	11495	OverDrive Inc	Invoice #01938CO25023521	387.46
Total .4.1.5 · Digital Materials				1,936.25
Total .4.1 · Library Material				4,143.59
<b>.4.2 · Programs, Publicity, History</b>				
<b>.4.2.1 · Programs</b>				
	11489	Business Credit Card		102.47
	11498	DEMCO	Invoice #7591373	26.57
	11504	PBC Guru	Inv #INV-504239	2,500.00
Total .4.2.1 · Programs				2,629.04
<b>.4.2.3 · Newsletter &amp; Public Relations</b>				
	MHLS 9R	Saugerties Area Chamber of Commerce	Reverse of GJE MHLS 9 -- 2025 bills paid in 2024	75.00
Total .4.2.3 · Newsletter & Public Relations				75.00
Total .4.2 · Programs, Publicity, History				2,704.04
<b>.4.3 · Operation of Building</b>				
<b>.4.3.1 · Utilities</b>				
	EFT	Central Hudson	12/18/24 - 1/16/25	2,068.43
Total .4.3.1 · Utilities				2,068.43
<b>.4.3.2 · Telephone</b>				
	EFT	Charter Communications	1/1/25 - 1/31/25	257.54
Total .4.3.2 · Telephone				257.54
<b>.4.3.3 · Insurance</b>				
	MHLS 7R	Great American Insurance Company	1/1/25 - 1/1/26 policy period paid in 2024	568.25
Total .4.3.3 · Insurance				568.25
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>				
	MHLS 9R	Welsh Sanitation	2025 bills paid in 2024	93.89
	11487	Welsh Sanitation	February	93.89
	11489	Business Credit Card		82.02
	11494	Culligan of Newburgh		87.20
Total .4.3.4 · Maintenance Service & Supplies				357.00
<b>.4.3.6 · Building R&amp;M</b>				
	MHLS 9R	SAFECO Alarm Systems, Inc.	2025 bills paid in 2024	540.00
	11489	Business Credit Card		425.00
	11496	Uline		342.48
	11505	Uniforms USA, Inc.	January	52.00
Total .4.3.6 · Building R&M				1,359.48
<b>.4.3.7 · Snow Removal</b>				
	11488	Custom Lawns & More	Inv 2554, 2564, 2571 and 2578	900.00
Total .4.3.7 · Snow Removal				900.00
<b>.4.3.8 · Elevator</b>				

# Saugerties Public Library

## Abstract

January 2025

	Num	Name	Memo	Amount
	MHLS 9R	ThyssenKrupp Elevator Cor	2025 bills paid in 2024	831.77
Total .4.3.8 · Elevator				831.77
Total .4.3 · Operation of Building				6,342.47
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 · Copier</b>				
	MHLS 9R	National Business Technolc	2025 bills paid in 2024	353.46
	11502	National Business Technolc	February	353.46
Total .4.4.1 · Copier				706.92
<b>.4.4.2 · Office Supplies</b>				
	11489	Business Credit Card		30.90
	11497	W B Mason Co Inc	Invoice #251449571	98.24
	11498	DEMCO	Invoice #7591373	84.08
Total .4.4.2 · Office Supplies				213.22
Total .4.4 · Equipment R&M, Supplies				920.14
<b>.4.5 · Automation, System Fees</b>				
<b>.4.5.1 · Automation &amp; Online Services</b>				
	11489	Business Credit Card		451.68
Total .4.5.1 · Automation & Online Services				451.68
<b>.4.5.2 · MHLS Assessment Fees</b>				
	11506	Mid Hudson Library System	Inv #2298	5,007.54
Total .4.5.2 · MHLS Assessment Fees				5,007.54
Total .4.5 · Automation, System Fees				5,459.22
<b>.4.6 · Professional Services</b>				
<b>.4.6.9 · Merchant Fees</b>				
			Square income	6.57
Total .4.6.9 · Merchant Fees				6.57
<b>.4.6.7 · Payroll Service Fees</b>				
	EFT	Paychex	#2025012101	521.35
Total .4.6.7 · Payroll Service Fees				521.35
<b>.4.6.1 · Accounting</b>				
	11490	WZ Accountants	Inv #3293	600.00
Total .4.6.1 · Accounting				600.00
<b>.4.6.5 · IT Maintenance Consultant</b>				
	11501	Mid Hudson Library System		1,657.00
Total .4.6.5 · IT Maintenance Consultant				1,657.00
Total .4.6 · Professional Services				2,784.92
Total 7410.4 · Contractual Expenses				22,354.38
<b>9010 · Employee Benefits</b>				
<b>.1 · Retirement</b>				
	MHLS 9R	NYS & Local Retirement Sy	2025 bills paid in 2024	41,909.00
Total .1 · Retirement				41,909.00
<b>.2 · Social Security &amp; Medicare</b>				
	MHLS 10R		2024 payroll cleared in 2025	-982.63
	01-09-25 PR			1,144.09
	01-23-25 PR			1,169.25

# Saugerties Public Library

## Abstract

January 2025

	Num	Name	Memo	Amount
Total .2 · Social Security & Medicare				1,330.71
<b>.3 · Workers Compensation</b>				
			Reverse of GJE MHLS 6 -- 2025	
	MHLS 6R	Utica National Insurance Gr	insurance paid in 2024	3,393.00
Total .3 · Workers Compensation				3,393.00
<b>.4 · Disability</b>				
	01-09-25 PR			-15.49
	01-23-25 PR			-16.08
Total .4 · Disability				-31.57
<b>.5 · Medical &amp; Dental Benefits</b>				
	MHLS 9R	CDPHP	2025 bills paid in 2024	7,735.56
	01-09-25 PR			-297.50
	01-23-25 PR			-297.50
	11499	CDPHP	February	6,446.30
Total .5 · Medical & Dental Benefits				13,586.86
<b>.6 · Life Insurance</b>				
	11500	Metropolitan Life Insurance	Life insurance	24.30
Total .6 · Life Insurance				24.30
Total 9010 · Employee Benefits				60,212.30
Total Expense				100,556.08
Net Ordinary Income				-100,373.21
				<b>-100,373.21</b>

## **January Director's Report 2024**

**Incident:** On Tuesday, January 28<sup>th</sup> at approximately 3:00 pm, four youths entered the elevator and began to wrestle causing the elevator carriage to shift forwards and to hit the wall. The elevator became jammed, and the doors wouldn't open. Diaz ambulance and fire department staff arrived and worked to pry open the elevator doors to no avail. I called Thyssenkrupp, our elevator company. It took 45 minutes for the technician to arrive, so the youth were in the elevator for approximately an hour. Upon exiting the elevator the EMS and I took down each person's contact information and the name of their parent / guardian. None of the youth needed medical assistance. The technician discovered why the elevator became jammed as mentioned above, and showed me the evidence as to why he came to that conclusion. Each of these youth have been banned from the library until a plan of action is devised. The cost of the repair was \$9,500.00. By the advice of our insurance company, a police report was made. An insurance inspector took photographs on February 7, to support our claim.

**Outreach:** On January 22<sup>nd</sup> our Children's Programmer, Kristina, went to the Mount Marion School to do a story time and share what offerings the library has for them to enjoy.

**Personnel:** Sexual Harassment training has begun. Many of the staff have completed the course.

**Facilities:** A custom-made corkboard is now up in the second floor alcove dedicated to community needs, such as looking for a lost pet, free give aways, looking for..., apartments for rent, seeking an apartment and those sorts of postings. Please spread the word that this offering is available at the library.

**Donation:** I have been in contact with the grandson of local library lover, Hellen L. Ricks who passed away in 2024, in regards to a sizable donation that he would like to make to the library. After considering many options, Brian Ricks and his family would not like to have a room dedicated to her. They would prefer to have bookplates placed inside books purchased with these funds and programming for the elderly.

### **Meetings:**

**MHLS:** MHLS passport project meeting.

**UCLA:** Monthly meeting

**Friends of the Library:** Attended January 27<sup>th</sup> meeting.

We held a staff meeting on January 21<sup>st</sup>.

The library was closed on January 1<sup>st</sup> for New Year's Day and January 20<sup>th</sup> for Martin Luther King Jr. Day

I used a vacation day on January 24<sup>th</sup>.

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Saugerties Public Library  
@Finance Committee

Date: 1/13/2025

Time: 6:06 p.m.

Committee Members Attending:

Charlotte Herscher

Ken Goldberg

Julie Misiano

Committee Members Absent:

Tim Scott

Staff Attending:

Jennifer Russell

Discussion/Agenda Items

1. Audrey Stienhorn donation: We got a donation of \$9682 for 2024. We will receive some money towards the end of every year until it runs out, but the amount will change. As a result, we are \$6,000 over our donation budget. Jen would like to use that left over money for programming for 2025.
2. Overdrive. MHLS gave us the latest usage report comparing our usage versus how much we are buying for the digital collection. We increased the budget but according to this report we are still under. We discussed amending the budget to put \$4,000 more into the budget, under digital materials line, and decided to up it by \$2,000 since we've already created our budget and just got this report.
3. Credit card. We have two Bank of America credits cards, and they are difficult to work with. Jen wanted to get a credit card through a local bank so it will be easier to manage and would diversify. Jen will talk to M&T.
4. Petty cash. Jen would like to get rid of petty cash, because we rarely use it and mostly use the library credit card. We can pay by check for other expenses that we can't use the credit card.
5. Sidewalks repair. Paul got 3 bids. We have \$12k in building R&M for 2025. For 2024, we didn't spend our whole R&M budget but we were close to it. We voted and approved of the project during the May 2024 meeting.

6. Computers. Jen is going to ask the Friends for money to replace the public computers, which date from 2017, including headphones and a laptop. Some of the money will come out of our \$9,000 budget for equipment purchases. Maybe we don't have to replace all of them if some in the circulation room aren't used. We might get rid of the computer for the young kids and replace it with shelving for graphic novels.
7. Internet. When we renegotiate our internet contract we need to specify that we want speeds higher than 100mb, which is what we are getting now.
8. Bequest. Reminder that the \$275,000 CD includes a \$24,000 bequest where we can't touch the principal.
9. Meeting with accountant. Jen, Ken and Charlotte met with Rose to go over the balance sheet by class breakdown for 2024.

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

1. Jen will look at other possible streaming services besides Hoopla because it is so expensive.

Next meeting

Our regular meeting falls on President's Day so we will meet on Thursday, February 20, 2025 at 6:00.

## **Policy & Personnel Committee Minutes**

### **1/15/25**

Location: Saugerties Public Library

Time: 6 pm

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

Absent: Irizarry

#### **1. Meeting Procedures Policy**

- Public Comment: Reviewed policies on Public Comment periods from the Albany Public Library, Sachem Public Library, and Warsaw Public Library. After much discussion, we pulled the strongest language from each respective library's policy to form a DRAFT Public Comment Policy to be reviewed at the next P & P meeting.
- Public Protests: Jen will research procedures and compile relevant documentation for us to review.
- Video Conferencing: Not Applicable

#### **2. Weeding Policy**

- The Weeding Policy was reviewed. Changes were made. Please review.

#### **3. Petty Cash Policy**

- Eliminated upon the recommendation of our Director and Finance Committee.

#### **4. FOIL Policy Update**

- Jen spoke with our lawyer. Unfortunately, the FOIL rule issued by NYS is so vague, it could be used against entities (such as libraries), when it appears to be geared towards law enforcement agencies. The question is how best to protect staff should a FOIL request of their disciplinary record be made? If such a request were to be found unreasonable, we are advised to call our lawyer before proceeding. The staff member whose disciplinary record has been requested can challenge that request. Upon further discussion, it was deemed best for our lawyer to take a look at our current policy and simply add to it.

#### **5. Additional Business**

- Discussion was held about the following: The Saugerties Central School District's Board of Education was asked to affirm its commitment to upholding NYS education law in regards to migrant children. Under said law, education is deemed a right from k-12 regardless of immigration status. ICE agents cannot enter school grounds to detain or question anyone. What would our response be



if ICE conducted a raid on our property? Jen has said she would not want staff to interfere. Staff should know this and that ICE as a law enforcement agency is required to have a proper warrant as any police agency would. There is more discussion to be had on this issue.

Meeting Adjourned at 7:20pm

Next Meeting: February 19, 2025 at 6pm

### **Weeding Policy**

Staff needs to evaluate the collection regularly to determine what items should remain in the collection. This helps to ensure that the collection is relevant and meets the community's needs and provides an appealing and up-to-the-date selection of materials. Library staff shall refer to CREW: A Weeding Manual for Modern Libraries for guidance. The staff responsible for purchasing library materials in their respective departments, whether children, teen or adult, will engage in weeding those materials. The Library Director reviews weeding activities and assigns required training if necessary. All items shall be marked as discarded and will be donated to the Library Friends' Group, offered on the library's free cart, or offered to another non-profit organization, or is discarded.

Approved by the Board of Directors: July 11, 2019

Amended: February, 2025

Review cycle: Every 5 years



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[www.saugertiespubliclibrary.org](http://www.saugertiespubliclibrary.org)

## DRAFT Parking Lot Policy 2025

The Saugerties Public Library welcomes everyone who is using the Library, enjoying the library grounds, using the internet through the library wifi, or attending a program. The parking lot at SPL is designated solely and exclusively for library patrons to park their vehicles while they are using the library, and for library employees or vendors while they are working in the library building or on the grounds. Temporary parking at the library may be granted by the Library Director.

The Library does not, at any time or under any condition, assume any responsibility for damage to or theft of, any privately-owned vehicle, including bicycles, while in the Library parking lot. The Library is also not liable for personal injury, from any cause what-so-ever, to any person or persons utilizing the Library parking lot/grounds.

There are two Town of Saugerties EV charging stations in the library parking lot that are reserved for electric car charging.

Sleeping overnight in a vehicle on library property, is prohibited.

SPL administration reserves the right to close parking lots for library programming, events or in consultation with Town and Village officials and local law enforcement.

The Saugerties Public Library reserves the right to have vehicles removed from library parking lots for non-compliance. The cost for such towing shall be the responsibility of the owner or operator of the towed vehicle.

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## Saugerties Public Library

### Outreach Committee

Date: Monday, January 26, 2025

Time: Meeting started at 5pm - 6:57pm

Present: Schmidbaur (chair), Giordano (member), Scott (member), Poll (member), Russell (director)

#### **Agenda:**

1. We brainstormed ways that the SPL could be featured in the Chronogram promotion of the altered book project for the Saugerties March issue

2. Retreat for Board Members: social or purposeful?

- Social / Ice breaker event to get to know each other as we have four new board members
- Learn about potential challenges facing libraries today given concerns passed down from the ALA

3. Potential donation

- The Ricks family is interested in donating a large sum in honor of Helen Ricks. They would like to have a room named for her. Potential locations were discussed.
- It would be good to meet with the Ricks family to discuss these things. Erin and Ken would be available for the meeting.

4. Looking ahead to the year, what are some goals we want to accomplish?

- Civics education: invite teens from the middle and high school government class to attend local governmental meetings to learn about civic engagement. Contact Republican, conservative, Democrat board members to host their meetings at the Library to invite students to.
  - Example: Buy in from a cafe, teachers at schools, the library.
- Community Collaboration. Community members who are experts in their field or are passionate about a subject sit in the library for patrons to come and talk with them about their subject. We have lots of talent here: film makers, music engineers, contractors, entrepreneurs, therapists, librarians

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
<b>Circulation</b>														
Adult	2,487	2,318	2,239		2,377		2,231		2,119		2,254		2,661	
Adult renewals	1,044	1,035	941		1,167		1,103		993		962		1,068	
Juvenile	1,886	2,095	2,151		2,069		2,013		1,644		1,840		2,677	
Juvenile renewals	1,063	814	939		1,092		1,133		974		887		961	
Teen	128	107	101		114		119		127		114		248	
Teen renewals	56	58	53		56		61		80		72		75	
<b>Total Circulation</b>	6,664	6,427	6,424		6,875		6,660		5,937		6,129		7,690	
		-4%												
<b>Holds Filled</b>														
Adults	1,043	979	946		974		886		867		858		1,049	
Juvenile	465	547	451		429		370		355		329		382	
Teen	54	54	59		47		49		40		55		62	
ILL received	1	2	1		1		1		0		0		0	
ILL loaned	2	1	0		0		0		0		1		1	
<b>Total Holds</b>	1,565	1,583	1,457		1,451		1,306		1,262		1,243		1,494	
		1%												
<b>Questions Answered</b>														
Adult	1,207	742	1,030		863		962		731		710		803	
Children's	215	163	295		290		248		243		225		385	
<b>Total Questions</b>	1,422	905	1,325		1,153		1,210		974		935		1,188	
		-36%												
<b>Programs</b>														
Adult	18	24	23		33		30		27		24		19	
Teen	16	22	18		17		13		19		14		19	
Children's	24	26	27		21		27		23		21		45	
<b>Total Programs</b>	58	72	68		71		70		69		59		83	
		22%												
<b>Program Attendance</b>														
Adult	158	228	193		429		327		275		235		295	
Teen	95	137	4		117		100		105		186		148	
Children	505	322	492		381		433		423		1,236		1,055	
<b>Total attendance</b>	758	687	689		927		860		803		1,657		1,498	
		-9%												
<b>Computer sessions</b>	345	311	324		418		408		412		327		407	
		-10%												
<b>Web Page Visits</b>	6,170	6,207	5,273		5,705		5,572		5,516		5,685		7,049	
		1%												
<b>New Cards Issued</b>	32	30	42		59		44		22		41		55	
		-6%												
<b>Overdrive Audiobook</b>	723	1098	756		766		806		818		805		868	
<b>Overdrive eBook</b>	971	1036	868		922		941		890		932		968	
<b>Overdrive Magazine</b>	483	626	466		524		352		410		346		357	
<b>Overdrive Total</b>	2177	2760	2090		2212		2099		2118		2083		2193	
		27%												

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	
<b>Circulation</b>													
Adult	2,635		2,214		2,099		2,021				30,093	2,318	8%
Adult renewals	1,158		1,089		1,019		975				14,410	1,035	7%
Juvenile	2,453		1,886		1,743		1,697				23,415	2,095	9%
Juvenile renewals	1,151		1,166		1,032		813				16,420	814	5%
Teen	195		78		97		100				1,214	107	9%
Teen renewals	75		72		53		51				891	58	7%
<b>Total Circulation</b>	7,667		6,505		6,043		5,657				86,443	6,427	7%
<b>Holds Filled</b>													
Adults	1,041		867		892		798				12,401	979	8%
Juvenile	343		474		490		390				5,192	547	11%
Teen	49		38		46		49				586	54	9%
ILL received	0		0		0		1				7	2	29%
ILL loaned	0		1		1		0				5	1	20%
<b>Total Holds</b>	1,433		1,380		1,429		1,238				18,191	1,583	9%
<b>Questions Answered</b>													
Adult	941		840		742		682				10,140	1,484	15%
Children's	300		172		305		138				3,891	326	8%
<b>Total Questions</b>	1,241		1,012		1,047		820				14,031	1,810	13%
<b>Programs</b>													
Adult	18		23		25		27				265	24	9%
Teen	16		14		22		13				173	22	13%
Children's	28		20		15		10				274	26	9%
<b>Total Programs</b>	62		57		62		50				712	72	10%
<b>Program Attendance</b>													
Adult	139		276		245		274				2,327	228	10%
Teen	177		103		172		108				1,038	137	13%
Children	834		233		172		103				4,800	322	7%
<b>Total attendance</b>	1,150		612		589		485				8,165	687	8%
<b>Computer sessions</b>	385		394		428		385				4,441	311	7%
												-10%	
<b>Web Page Visits</b>	6,988		7,166		5,715		5,707				60,054	6,207	10%
												1%	
<b>New Cards Issued</b>	53		39		25		29				476	30	6%
												-6%	
<b>Overdrive Audiobook</b>	883		847		837		879				6703	1098	16%
<b>Overdrive eBook</b>	959		869		778		862				9192	1036	11%
<b>Overdrive Magazine</b>	401		533		559		584				1981	626	32%
<b>Overdrive Total</b>	2243		2249		2174		2325				17876	2760	15%

2025

[illegible][illegible]

Saugerties Public Library Board Agenda  
March 13, 2025  
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

Old Business:

1. Sexual Harassment Training

New Business:

Secretary's Report  
Treasurer's Report  
Pay Bills

Director's Report:

Committee Reports:

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

Next meeting - April 10, 2025



Saugerties Public Library  
Regular Board Meeting  
Date: February 13, 2025

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

**Excused:** Robert Irizarry

**Staff:** Director Jennifer Russell

**Public Attendees:** Ray Rebholz

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

**Public Comment:** N/A

**Friends of Library:** Co-President Rebholz: Friends met on January 27, 2025, reviewed the past year and began to prepare for the upcoming year's activities. They now have 160 members. Next meeting is March 24th at 7PM in the library Community Room.

**Unfinished Business:**

- **Library Retreat:** Since the consensus at the last meeting was that a retreat was not necessary, but trustees wanted to build connections with each other, starting next month, trustees are invited to come to the community room at 5:30, prior to the meeting, in the hopes of fostering camaraderie among the trustees.
- **Library Advocacy Day:** Board President attended the advocacy day and stayed for the whole day. He was able to meet the head of the Legislative Committee for library affairs, Siela Bynoe, and she gave a keynote speech at their rally which was uplifting. The event was well attended by library staff, trustees and advocates from across the state. He also met with State Representative Sarahana Shrestha's staff and State Senator Michelle Hinchey's staff. They are both strong allies of the library system.
- **Sunshine Fund:** trustees were invited to participate. We now have \$110 available.

**New Business:**

1. Vandalism: damage to the elevator mechanism: young teenagers were wrestling in the elevator and inadvertently shifted a mechanism that resulted in over \$9,000 worth of repairs. The youth had to be rescued from the elevator, so the Director knows who they are. At this time they are banned from the library until the trustees reach consensus of what else should be done. The trustees proceeded to discuss various options.

Trustees reached consensus about having them barred for six months. If they want to return to the library when the six months is up, they must write a letter of apology signed by themselves and their parents; always be accompanied by a responsible adult; and sign a contract indicating their agreement to follow the patron code of conduct going forward. In addition, trustees determined that a letter to the editor, explaining the recent incident, while keeping names anonymous, is in order. This is because the community is aware that the fire department was here and they should know how taxpayer money was spent.

2. Annual Report to the State: Tim Scott made a motion to have the report approved, seconded by Paul Vanbeschoten. Passes unanimously.
3. Sexual Harassment Training annually for all trustees. An email with a link for the training will be sent by the Director. We are required to complete it. Email the Board President with your certificate upon completion.

### Secretary's Report:

*Motion* by Ken Goldberg and *Second* by Charlotte Herscher to approve the minutes as amended to correct the MHLS Director's name and correct a date for a committee meeting. Motion passes unanimously.

### Treasurer's Report:

Motion to pay the bills in the amount of \$ 27,116.31 made by Charlotte Herscher .seconded by Teresa Giordano Passes unanimously

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

- Elevator incident from 1/28/25:
- We have mounted a corkboard in the second floor alcove for community use
- Pending donation in memory of a community member and library advocate. They would like it to be used to purchase Large Print books and Children's

Books. They would like book plates to honor her memory in the books this donation purchased.

### Committee Reports:

*Finance:* met on January 13, 2025

As per the MHLS system, we are underpaying our portion of the digital materials utilized by our patrons and currently we are not on par for our size. Motion to amend the budget to increase digital material line by \$2,000 and to add \$2,000 from the appropriated funds to in order to balance the 2025 budget made by Charlotte Herscher, seconded by Ken Goldberg. Passes unanimously.

see minutes FMI Next meeting: February 20, 2025 at 6PM

*Personnel/Policy:* met on January 15, 2025

Weeding policy was reviewed and the petty cash policy was eliminated.

Motion to approve the weeding policy, which clarified what actually happens in the weeding process made by Tim Scott, seconded by Julie Misiano. Passes unanimously.

Draft parking lot policy included in the packet: Will be addressed next month

see minutes FMI Next meeting: February 19, 2025 at 6PM

*Facilities:* met on January 21, 2025

Vandalism other than the elevator has been happening such as thrown wet paper. There have been a few improvements and repairs.

see minutes FMI Next meeting: February 18, 2025 at 6 PM

*Outreach:* met on January 27, 2025

The Third Annual Books As Art project's opening night will be on Friday 2/28/25 from 5pm-7pm. Trustees are encouraged to attend the opening night.

The Chronogram came here to take pictures to include in an article on the project

see minutes FMI Next meeting: February 24, 2025 at 5:30 PM

*Friends Liaison:* The Director attended the most recent Friends meeting

*Motion* to adjourn at 7:15pm by Tim Scott ; Teresa Giordano  
*Seconded* by

Passes unanimously.

Submitted by Julie Misiano

Next meeting: March 13, 2025 at 6PM

# Saugerties Public Library

## General Fund Revenue and Expenditure Report

	Jan - Feb 25	Jan - Feb 24
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	707,326.00	0.00
2082 · Fees	1,544.75	1,456.89
2401 · Interest	1,260.22	855.64
2705 · Gifts & Donations		
2705.4 · Friends	0.00	2,500.00
2705.2 · General	5,103.99	50.00
Total 2705 · Gifts & Donations	5,103.99	2,550.00
<b>Total Income</b>	715,234.96	4,862.53
<b>Expense</b>		
7410.1 · Salaries	49,390.01	50,912.35
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.7 · Streaming	1,163.96	1,302.09
.4.1.1 · DVD	239.90	378.67
.4.1.2 · Books		
4.1.2A · Adult Books	2,168.71	7,728.63
4.1.2J · Children's Books	421.41	693.65
.4.1.2 · Books - Other	15.00	0.00
Total .4.1.2 · Books	2,605.12	8,422.28
.4.1.3 · Subscriptions	34.95	34.95
.4.1.4 · Newspapers	386.00	392.00
.4.1.5 · Digital Materials	2,865.21	664.48
.4.1.6 · Audio Books	0.00	49.99
Total .4.1 · Library Material	7,295.14	11,244.46
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	975.59	3,187.74
.4.2.2 · Microfilm & Archives	0.00	2,000.00
.4.2.3 · Newsletter & Public Relations	75.00	0.00
Total .4.2 · Programs, Publicity, History	1,050.59	5,187.74
.4.3 · Operation of Building		
.4.3.1 · Utilities	4,943.12	4,161.84
.4.3.2 · Telephone	515.08	434.62
.4.3.3 · Insurance	6,287.25	11,203.74
.4.3.4 · Maintenance Service & Supplies	740.01	627.38
.4.3.5 · Lawn & Grounds	15.78	0.00
.4.3.6 · Building R&M	1,411.48	1,601.06
.4.3.7 · Snow Removal	1,900.00	750.00
.4.3.8 · Elevator	2,649.37	1,591.04
.4.3.12 · Internet	115.40	692.40
Total .4.3 · Operation of Building	18,577.49	21,062.08
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	1,060.38	1,101.96

# Saugerties Public Library

## General Fund Revenue and Expenditure Report

	Jan - Feb 25	Jan - Feb 24
.4.4.2 • Office Supplies	238.46	306.43
.4.4.4 • Postage	67.85	3.72
.4.4.6 • Equipment Purchases	4,564.00	205.97
.4.4.7 • Equipment R&M	317.75	300.00
<b>Total .4.4 • Equipment R&amp;M, Supplies</b>	<b>6,248.44</b>	<b>1,918.08</b>
<b>.4.5 • Automation, System Fees</b>		
.4.5.1 • Automation & Online Services	2,287.86	2,231.36
.4.5.2 • MHLS Assessment Fees	5,007.54	4,092.25
<b>Total .4.5 • Automation, System Fees</b>	<b>7,295.40</b>	<b>6,323.61</b>
<b>.4.6 • Professional Services</b>		
.4.6.8 • Professional Memberships	0.00	300.00
.4.6.7 • Payroll Service Fees	741.81	633.94
.4.6.1 • Accounting	1,200.00	1,650.00
.4.6.3 • Board Expenses	0.00	147.08
.4.6.4 • Consulting & Legal Services	0.00	500.00
.4.6.5 • IT Maintenance Consultant	1,657.00	1,624.00
.4.6.6 • Staff Development	0.00	28.00
<b>Total .4.6 • Professional Services</b>	<b>3,598.81</b>	<b>4,883.02</b>
<b>Total 7410.4 • Contractual Expenses</b>	<b>44,065.87</b>	<b>50,618.99</b>
<b>9010 • Employee Benefits</b>		
.1 • Retirement	41,909.00	30,758.00
.2 • Social Security & Medicare	3,687.36	3,810.29
.3 • Workers Compensation	3,552.00	3,285.00
.4 • Disability	-64.42	-62.14
.5 • Medical & Dental Benefits	19,438.16	15,639.85
.6 • Life Insurance	45.77	48.60
<b>Total 9010 • Employee Benefits</b>	<b>68,567.87</b>	<b>53,479.60</b>
<b>Total Expense</b>	<b>162,023.75</b>	<b>155,010.94</b>
<b>Net Ordinary Income</b>	<b>553,211.21</b>	<b>-150,148.41</b>
<b>Net Income</b>	<b>553,211.21</b>	<b>-150,148.41</b>

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

	<b>Jan - Feb 25</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 · Real Property Taxes	707,326.00	707,326.36	-0.36	100.0%
2082 · Fees	1,544.75	4,000.00	-2,455.25	38.62%
2401 · Interest	1,260.22	12,000.00	-10,739.78	10.5%
<b>2705 · Gifts &amp; Donations</b>				
2705.4 · Friends	0.00	13,000.00	-13,000.00	0.0%
2705.2 · General	5,103.99	5,000.00	103.99	102.08%
<b>Total 2705 · Gifts &amp; Donations</b>	<b>5,103.99</b>	<b>18,000.00</b>	<b>-12,896.01</b>	<b>28.36%</b>
3840 · New York State Aid	0.00	5,500.00	-5,500.00	0.0%
3999 · Appropriated Fund Balance	0.00	30,432.00	-30,432.00	0.0%
<b>Total Income</b>	<b>715,234.96</b>	<b>777,258.36</b>	<b>-62,023.40</b>	<b>92.02%</b>
<b>Expense</b>				
7410.1 · Salaries	49,390.01	419,700.00	-370,309.99	11.77%
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
.4.1.8 · Music	0.00	100.00	-100.00	0.0%
.4.1.7 · Streaming	1,163.96	8,000.00	-6,836.04	14.55%
.4.1.1 · DVD	239.90	3,000.00	-2,760.10	8.0%
<b>.4.1.2 · Books</b>				
4.1.2A · Adult Books	2,168.71	17,000.00	-14,831.29	12.76%
4.1.2J · Children's Books	421.41	9,000.00	-8,578.59	4.68%
.4.1.2 · Books - Other	15.00			
<b>Total .4.1.2 · Books</b>	<b>2,605.12</b>	<b>26,000.00</b>	<b>-23,394.88</b>	<b>10.02%</b>
.4.1.3 · Subscriptions	34.95	1,500.00	-1,465.05	2.33%
.4.1.4 · Newspapers	386.00	2,500.00	-2,114.00	15.44%
.4.1.5 · Digital Materials	2,865.21	14,000.00	-11,134.79	20.47%
.4.1.6 · Audio Books	0.00	500.00	-500.00	0.0%
<b>Total .4.1 · Library Material</b>	<b>7,295.14</b>	<b>55,600.00</b>	<b>-48,304.86</b>	<b>13.12%</b>
<b>.4.2 · Programs, Publicity, History</b>				
.4.2.1 · Programs	975.59	7,000.00	-6,024.41	13.94%
.4.2.2 · Microfilm & Archives	0.00	2,000.00	-2,000.00	0.0%
.4.2.3 · Newsletter & Public Relations	75.00	4,000.00	-3,925.00	1.88%
<b>Total .4.2 · Programs, Publicity, History</b>	<b>1,050.59</b>	<b>13,000.00</b>	<b>-11,949.41</b>	<b>8.08%</b>
<b>.4.3 · Operation of Building</b>				
.4.3.1 · Utilities	4,943.12	28,000.00	-23,056.88	17.65%
.4.3.2 · Telephone	515.08	3,500.00	-2,984.92	14.72%
.4.3.3 · Insurance	6,287.25	27,000.00	-20,712.75	23.29%
.4.3.4 · Maintenance Service & Supplies	740.01	5,000.00	-4,259.99	14.8%
.4.3.5 · Lawn & Grounds	15.78	4,500.00	-4,484.22	0.35%
.4.3.6 · Building R&M	1,411.48	12,000.00	-10,588.52	11.76%
.4.3.7 · Snow Removal	1,900.00	1,500.00	400.00	126.67%
.4.3.8 · Elevator	2,649.37	4,000.00	-1,350.63	66.23%
.4.3.9 · Geothermal	0.00	7,500.00	-7,500.00	0.0%

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

	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
.4.3.12 • Internet	115.40	3,000.00	-2,884.60	3.85%
<b>Total .4.3 • Operation of Building</b>	<b>18,577.49</b>	<b>96,000.00</b>	<b>-77,422.51</b>	<b>19.35%</b>
<b>.4.4 • Equipment R&amp;M, Supplies</b>				
.4.4.1 • Copier	1,060.38	4,550.00	-3,489.62	23.31%
.4.4.2 • Office Supplies	238.46	3,000.00	-2,761.54	7.95%
.4.4.4 • Postage	67.85	600.00	-532.15	11.31%
.4.4.6 • Equipment Purchases	4,564.00	9,000.00	-4,436.00	50.71%
.4.4.7 • Equipment R&M	317.75	5,000.00	-4,682.25	6.36%
<b>Total .4.4 • Equipment R&amp;M, Supplies</b>	<b>6,248.44</b>	<b>22,150.00</b>	<b>-15,901.56</b>	<b>28.21%</b>
<b>.4.5 • Automation, System Fees</b>				
.4.5.1 • Automation & Online Services	2,287.86	4,000.00	-1,712.14	57.2%
.4.5.2 • MHLS Assessment Fees	5,007.54	20,030.00	-15,022.46	25.0%
<b>Total .4.5 • Automation, System Fees</b>	<b>7,295.40</b>	<b>24,030.00</b>	<b>-16,734.60</b>	<b>30.36%</b>
<b>.4.6 • Professional Services</b>				
.4.6.8 • Professional Memberships	0.00	800.00	-800.00	0.0%
.4.6.7 • Payroll Service Fees	741.81	2,500.00	-1,758.19	29.67%
.4.6.1 • Accounting	1,200.00	6,600.00	-5,400.00	18.18%
.4.6.3 • Board Expenses	0.00	250.00	-250.00	0.0%
.4.6.4 • Consulting & Legal Services	0.00	2,000.00	-2,000.00	0.0%
.4.6.5 • IT Maintenance Consultant	1,657.00	2,500.00	-843.00	66.28%
.4.6.6 • Staff Development	0.00	700.00	-700.00	0.0%
<b>Total .4.6 • Professional Services</b>	<b>3,598.81</b>	<b>15,350.00</b>	<b>-11,751.19</b>	<b>23.45%</b>
<b>.4.7 • Election Expenses</b>				
.4.7.1 • Election Inspectors	0.00	450.00	-450.00	0.0%
.4.7.2 • Election Expenses	0.00	200.00	-200.00	0.0%
<b>Total .4.7 • Election Expenses</b>	<b>0.00</b>	<b>650.00</b>	<b>-650.00</b>	<b>0.0%</b>
<b>Total 7410.4 • Contractual Expenses</b>	<b>44,065.87</b>	<b>226,780.00</b>	<b>-182,714.13</b>	<b>19.43%</b>
<b>9010 • Employee Benefits</b>				
.1 • Retirement	41,909.00	37,614.00	4,295.00	111.42%
.2 • Social Security & Medicare	3,687.36	27,500.00	-23,812.64	13.41%
.3 • Workers Compensation	3,552.00	4,700.00	-1,148.00	75.57%
.4 • Disability	-64.42	350.00	-414.42	-18.41%
.5 • Medical & Dental Benefits	19,438.16	60,244.00	-40,805.84	32.27%
.6 • Life Insurance	45.77	370.00	-324.23	12.37%
<b>Total 9010 • Employee Benefits</b>	<b>68,567.87</b>	<b>130,778.00</b>	<b>-62,210.13</b>	<b>52.43%</b>
<b>Total Expense</b>	<b>162,023.75</b>	<b>777,258.00</b>	<b>-615,234.25</b>	<b>20.85%</b>
<b>Net Ordinary Income</b>	<b>553,211.21</b>	<b>0.36</b>	<b>553,210.85</b>	<b>153,669,780.56%</b>
<b>Net Income</b>	<b>553,211.21</b>	<b>0.36</b>	<b>553,210.85</b>	<b>153,669,780.56%</b>



# Saugerties Public Library Abstract Check Register

**M&T General Fund  
Checking 6455**

Type	Date	Num	Name	Memo	Amount
Check	02/05/2025	EFT	NYS Emp Retire System		-686.32
Check	02/08/2025	11120	Marshall & Sterling Upstate	Invoice #3218184 and #3218185	-5,719.00
Check	02/18/2025	11122	Custom Lawns & More		-1,000.00
Check	02/28/2025	11507	Welsh Sanitation		-93.89
Check	02/28/2025	11508	Charter Communications - Internet		-115.40
Check	02/28/2025	11509	Culligan of Newburgh		-70.75
Check	02/28/2025	11510	Business Credit Card		-5,593.71
Check	02/28/2025	11511	Baker & Taylor		-1,327.81
Check	02/28/2025	11512	Mid Hudson Library System		-120.00
Check	02/28/2025	11513	Quill Corp.	Inv #42946579	-113.99
Check	02/28/2025	11514	P.C. Smith & Son Inc		-15.78
Check	02/28/2025	11515	Utica National Insurance Group	Policy 4175121	-159.00
Check	02/28/2025	11516	Village of Saugerties	Water/sewer 11/7/24-2/5/25	-143.92
Check	02/28/2025	11517	WZ Accountants	Inv #3294	-600.00
Check	02/28/2025	11518	Midwest Tape	Invoice #506788992, #506824661 February newspapers	-570.42
Check	02/28/2025	11519	Stewart's		-184.00
Check	02/28/2025	11520	OverDrive Inc		-928.96
Check	02/28/2025	11521	Venmill Industries		-317.75
Check	02/28/2025	11522	National Business Technology	#83548543	-353.46
Check	02/28/2025	11523	W B Mason Co Inc	#252285281	-69.98
Check	02/28/2025	11524	ThyssenKrupp Elevator Corp	#5002714660	-1,817.60
Check	02/28/2025	11525	Uniforms USA, Inc.	#71347	-52.00
Check	02/28/2025	11526	NY OPRHP	Gilded Age Scandals adult program	-50.00
Check	02/28/2025	EFT	Paychex	Invoice #2025020401, #2025021801	-220.46
Check	02/28/2025	11527	Mid Hudson Library System	Invoice #2354	-1,652.50
Check	02/28/2025	EFT	Charter Communications - Phone	Phone 2/1/25- 2/28/25	-257.54
Check	02/28/2025	11528	Metropolitan Life Insurance Companies		-21.47
Check	02/28/2025	11529	Gale/Cengage Learning	Invoice #86779373	-98.37
Check	02/28/2025	11530	CDPHP	Invoice #250410000233	-6,446.30
Check	02/28/2025	EFT	Central Hudson	Bill for 1/17/2025- 2/20/2025	-2,730.77

# Saugerties Public Library Abstract Check Register

Type	Date	Num	Name	Memo	Amount
Check	02/28/2025	11531		VOID: Printing Error at WZ	0.00
Check	02/28/2025	11532		VOID: Printing Error at WZ	0.00
Check	02/28/2025	11533		VOID: Printing Error at WZ	0.00
Check	02/28/2025	11534		VOID: Printing Error at WZ	0.00
Check	02/28/2025	11535		VOID: Printing Error at WZ	0.00
Total M&T General Fund Checking 6455					-31,531.15
<b>M&amp;T Capital Fund Checking 6430</b>					
Total M&T Capital Fund Checking 6430					<u><u>-31,531.15</u></u>

# Saugerties Public Library

## Abstract

February 2025

	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>2082 - Fees</b>				
			Square income	99.89
Total 2082 - Fees				99.89
Total Income				99.89
<b>Expense</b>				
<b>7410.1 - Salaries</b>				
	02-06-25	PR		15,834.60
	02-19-25	JR		15,566.01
Total 7410.1 - Salaries				31,400.61
<b>7410.4 - Contractual Expenses</b>				
<b>.4.1 - Library Material</b>				
<b>.4.1.7 - Streaming</b>				
	11510	Business Credit Card		26.99
	11518	Midwest Tape	Invoice #506824661	506.70
Total .4.1.7 - Streaming				533.69
<b>.4.1.1 - DVD</b>				
	11518	Midwest Tape	Invoice #506788992	63.72
Total .4.1.1 - DVD				63.72
<b>.4.1.2 - Books</b>				
<b>4.1.2A - Adult Books</b>				
	11511	Baker & Taylor		976.20
	11529	Gale/Cengage Learning	Invoice #86779373	98.37
Total 4.1.2A - Adult Books				1,074.57
<b>4.1.2J - Children's Books</b>				
	11511	Baker & Taylor		351.61
Total 4.1.2J - Children's Books				351.61
<b>.4.1.2 - Books - Other</b>				
	11510	Business Credit Card		15.00
Total .4.1.2 - Books - Other				15.00
Total .4.1.2 - Books				1,441.18
<b>.4.1.4 - Newspapers</b>				
	11519	Stewart's	February	184.00
Total .4.1.4 - Newspapers				184.00
<b>.4.1.5 - Digital Materials</b>				
	11520	OverDrive Inc	Invoice #01938CO25043486, 0193	928.96
Total .4.1.5 - Digital Materials				928.96
Total .4.1 - Library Material				3,151.55
<b>.4.2 - Programs, Publicity, History</b>				
<b>.4.2.1 - Programs</b>				
	11510	Business Credit Card		796.55
	11526	NY OPRHP	Gilded Age Scandals adult program	50.00
	11531		VOID: Printing Error at WZ	0.00
	11532		VOID: Printing Error at WZ	0.00

# Saugerties Public Library

## Abstract

February 2025

	Num	Name	Memo	Amount
	11533		VOID: Printing Error at WZ	0.00
	11534		VOID: Printing Error at WZ	0.00
	11535		VOID: Printing Error at WZ	0.00
Total .4.2.1 · Programs				846.55
Total .4.2 · Programs, Publicity, History				846.55
<b>.4.3 · Operation of Building</b>				
<b>.4.3.1 · Utilities</b>				
	11516	Village of Saugerties	Water/Sewer 11/7/24-2/5/25	143.92
	EFT	Central Hudson	12/18/24 - 1/16/25	2,730.77
Total .4.3.1 · Utilities				2,874.69
<b>.4.3.2 · Telephone</b>				
	EFT	Charter Communications - P Phone	2/1/25-2/28/25	257.54
Total .4.3.2 · Telephone				257.54
<b>.4.3.3 · Insurance</b>				
	11120	Marshall & Sterling Upstate	9/1/24-9/1/25- Package 2nd Install	5,378.00
	11120	Marshall & Sterling Upstate	9/1/24-9/1/25- Umbrella 1st Install	341.00
Total .4.3.3 · Insurance				5,719.00
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>				
	11507	Welsh Sanitation	February	93.89
	11509	Culligan of Newburgh		70.75
	11510	Business Credit Card		34.40
	11513	Quill Corp.	Inv #42946579	113.99
	11523	W B Mason Co Inc	Invoice #252285281	69.98
Total .4.3.4 · Maintenance Service & Supplies				383.01
<b>.4.3.5 · Lawn &amp; Grounds</b>				
	11514	P.C. Smith & Son Inc		15.78
Total .4.3.5 · Lawn & Grounds				15.78
<b>.4.3.6 · Building R&amp;M</b>				
	11525	Uniforms USA, Inc.	February	52.00
Total .4.3.6 · Building R&M				52.00
<b>.4.3.7 · Snow Removal</b>				
	11122	Custom Lawns & More		1,000.00
Total .4.3.7 · Snow Removal				1,000.00
<b>.4.3.8 · Elevator</b>				
	11524	ThyssenKrupp Elevator Corp	Invoice #5002714660	1,817.60
Total .4.3.8 · Elevator				1,817.60
<b>.4.3.12 · Internet</b>				
	11508	Charter Communications - Ir	Internet Service 3/1/25-3/31/25	115.40
Total .4.3.12 · Internet				115.40
Total .4.3 · Operation of Building				12,235.02
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 · Copier</b>				
	11522	National Business Technology	February	353.46
Total .4.4.1 · Copier				353.46
<b>.4.4.2 · Office Supplies</b>				

# Saugerties Public Library

## Abstract

February 2025

	Num	Name	Memo	Amount
	11510	Business Credit Card		25.24
Total .4.4.2 · Office Supplies				25.24
<b>.4.4.4 · Postage</b>				
	11510	Business Credit Card		67.85
Total .4.4.4 · Postage				67.85
<b>.4.4.6 · Equipment Purchases</b>				
	11510	Business Credit Card		4,444.00
	11512	Mid Hudson Library System		120.00
Total .4.4.6 · Equipment Purchases				4,564.00
<b>.4.4.7 · Equipment R&amp;M</b>				
	11521	Venmill Industries		317.75
Total .4.4.7 · Equipment R&M				317.75
Total .4.4 · Equipment R&M, Supplies				5,328.30
<b>.4.5 · Automation, System Fees</b>				
<b>.4.5.1 · Automation &amp; Online Services</b>				
	11510	Business Credit Card		183.68
	11527	Mid Hudson Library System	Invoice #2354	1,652.50
Total .4.5.1 · Automation & Online Services				1,836.18
Total .4.5 · Automation, System Fees				1,836.18
<b>.4.6 · Professional Services</b>				
<b>.4.6.9 · Merchant Fees</b>				
			Square income	9.19
Total .4.6.9 · Merchant Fees				9.19
<b>.4.6.7 · Payroll Service Fees</b>				
	EFT	Paychex	Invoice #2025020401, #20250218	220.46
Total .4.6.7 · Payroll Service Fees				220.46
<b>.4.6.1 · Accounting</b>				
	11517	WZ Accountants	Inv #3294	600.00
Total .4.6.1 · Accounting				600.00
Total .4.6 · Professional Services				829.65
Total 7410.4 · Contractual Expenses				24,227.25
<b>9010 · Employee Benefits</b>				
<b>.2 · Social Security &amp; Medicare</b>				
	02-06-25 PR			1,188.60
	02-19-25 JR			1,168.05
Total .2 · Social Security & Medicare				2,356.65
<b>.3 · Workers Compensation</b>				
	11515	Utica National Insurance Grc	Audit of workers compensation rer	159.00
Total .3 · Workers Compensation				159.00
<b>.4 · Disability</b>				
	02-06-25 PR			-16.40
	02-19-25 JR			-16.45
Total .4 · Disability				-32.85
<b>.5 · Medical &amp; Dental Benefits</b>				
	02-06-25 PR			-297.50

# Saugerties Public Library

## Abstract

February 2025

	Num	Name	Memo	Amount
	02-19-25 JR			-297.50
	11530	CDPHP	March	6,446.30
Total .5 · Medical & Dental Benefits				5,851.30
<b>.6 · Life Insurance</b>				
	11528	Metropolitan Life Insurance (Life insurance		21.47
Total .6 · Life Insurance				21.47
Total 9010 · Employee Benefits				8,355.57
Total Expense				63,983.43
Net Ordinary Income				-63,883.54
				<b>-63,883.54</b>



### **Puzzle Competition!**

#### **February Director's Report 2025**

**Fun programs in February:** An Evening of Poetry and Classical Guitar, A Puzzle Competition, Parent / Child Yoga, we hosted the monthly Youth Services meeting for all MHLS youth staff and a Valentines Story & Craft, as well as all of our regular, wonderful programs!

**Incident Update:** Letters addressed to each parent / guardian of the youths who damaged the elevator have been sent outlining requirements for returning to the library after their 6 month ban. The youth must write a letter of apology, the youth and parent / guardian must sign the Patron Code of Conduct and return it to the library, and after the ban (end of July) these youth must be accompanied by an adult 21 years old or older while in the library or on library property. A letter to the editor was sent to Hudson Valley One to share what had happened and the cost to taxpayers. No names were included in the letter.

There was a fistfight between two boys on Feb 4<sup>th</sup>. Both parties were banned from the library for the day.

**Insurance:** Our insurance company has sent us \$5,000.00 to assist the library with the costs of the elevator repair.

**Friends:** The Friends of the Library have approved the purchase of 6 new tables for the Community Room and 15 new computers (CPU)! They have donated their annual funds for the Summer Reading Program, museum pass memberships, and also renewed the subscription for the very popular Library Speaker's Consortium.

**Children's programs:** Kristina held a special event on Saturday, February 1<sup>st</sup> for Bring Your Child To the Library Day. Kristina received good feedback for holding a storytime on Saturday mornings, and so she will continue to do so once a month.

**Books as Art:** This year will be the 3<sup>rd</sup> program we've offered where artists take a discarded book and turn it into a site specific piece of art. We have 10 artists this year, and we were featured with a photo in the March edition of the Chronogram. The artwork will be up until the end of April.

**Facilities:** Kudos to Paul for putting together all of the new Community Room tables!

**Donation:** The Ricks family have decided that they would like their \$75,000 donation to be spent thusly:

**Books:** \$15,000 - spread out over 7 years = \$2,000 a year

**Programs:** \$15,000 - spread out over 7 years = \$2,000 a year

**Operating funds:** \$45,000

The check will be sent to the Friends of the Library, as they are an actual 501©3. Once they receive it, they will cut a check to give to us.

**UCLA:** I have been working with a company called ProQuest to see if we can purchase a collective subscription to e-newspapers. This is slow going, but we should eventually have access to the NY Times, Wall St. Journal, Chicago Tribune and the L.A. Times.

**Meetings:**

**MHLS:** Director's Association meeting

**UCLA:** Monthly meeting in Wallkill

We held a staff meeting on February 25th

The library was closed on February 17<sup>th</sup> for President's Day.

discover, connect, grow.



Saugerties Public Library  
@Finance Committee

Date: 2/20/2025

Time: 6:00 p.m.

Committee Members Attending:

Charlotte Herscher

Ken Goldberg

Tim Scott

Committee Members Absent:

Julie Misiano

Staff Attending:

Jennifer Russell

Discussion/Agenda Items

1. Credit cards. In the process of moving them to M&T.
2. Helen L. Ricks donation. They want the money to go to books, programs and events, and operating funds. We will put book plates into the books purchased with their funds. They are particularly interested in large print books. We are planning to set up a separate account for these funds. Brian Ricks asked for examples of how we would spend the funds and Jennifer sent him this:

Option 1:

Books: \$10,000 - spread out over 5 years = \$2,000 a year

Programs: \$10,000 - spread out over 5 years = \$2,000 a year

Operating funds: \$55,000

Option 2

Books: \$15,000 - spread out over 7 years = \$2,000 a year

Programs: \$15,000 - spread out over 7 years = \$2,000 a year

Operating funds: \$45,000

3. Budget for 2026. We need to add in funds for the audit line since we are due for an audit in 2026. Last time it was \$12,000.

4. Internet. We are looking for a new provider. Our Spectrum contract is ending.
5. Snow removal. We've already used up our budget for the year. The costs are the same whether it is an inch of snow or more.
6. M & T financial CDs will be up for renewal in March.
7. Compared budget versus actual for 2024, and began looking ahead to 2026.
8. Talked about doing the book rental program to add Spanish language books.

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

1. Ken is going to check about audit costs with a new fund.
2. Ken will find out who the town and village use for internet.
3. Charlotte will check in with Shane in mid-March about current interest rates.

Next meeting

Monday, March 17, 2025 at 6:00.

## **Policy & Personnel Committee Minutes**

### **2/26/25**

Location: Saugerties Public Library

Time: 6 pm

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

Absent: Irizarry

#### **1. DRAFT Parking Lot Policy - Discussion**

- Jen has provided staff with faux parking tickets to be used as a soft warning for non-patrons parked in the library lot. So far, this system has been used successfully.
- There continues to be a question as to whether we actually want to tow a vehicle as a last resort. If so, we will have to look into having a couple of signs displayed saying that we do have that authority along with the phone number of the towing company that we will use.
- Jen would like our lawyer to look it over as well.

#### **2. Gifts and Donations Policy - discussion**

- Local History Room and Downstairs Gallery are both named.
- Jen will look for the waiver which acknowledges end of ownership from the person donating and transferring ownership to SPL.
- "Other Gifts" rewritten for clarity:

"1. Real property can only be accepted with consent of the majority of the Board. Personal property, art objects, portraits, antiques and collectibles may be accepted at the discretion of the Library Director or the Board of Trustees with the understanding that they may be sold, given away, or otherwise disposed of. No Trustee or employee may directly or indirectly receive or accept monetary gifts in connection with their service to/employment by the Library. Trustees and employees may solicit gifts to the Library on behalf of the library."
- "Guidelines for Naming" first bullet point - no changes  
Second bullet point, "Naming opportunities will normally remain in place for no more than 25 years." - Will discuss with full board
  - Third point - Will add "monetary gifts in connection" as a pathway to naming something to: 3. Naming recognition is provided to individuals, families, and entities that exemplify the attributes of integrity and civic leadership. If an individual, family, or entity for whom a naming commitment has been made violates these standards, the library may elect to remove that name from the

premises on the recommendation of the director with approval of the board.

- “Naming Opportunity” additional naming opportunities may be discussed with the Director and must be approved by a majority vote of the Board.

3. Motion to Accept DRAFT Public Comment Policy

- Minor changes to be made on the current draft: 30 minute comment period unless extended by majority vote of the Board.

4. Motion to Accept DRAFT Public Protest Policy

- Last sentence from the NYC Public Library will be added to the second paragraph of our draft:  
“Organizers of demonstrations adjacent to Library facilities are requested to inform the Library 48 hours in advance so the Library may put in place any necessary arrangements, including safety and security measures.”

Meeting adjourned at 7:05 pm

Next meeting: March 19, 2025 at 6p

## DRAFT Parking Lot Policy

The Saugerties Public Library welcomes everyone who is using the Library, enjoying the library grounds, using the internet through the library wifi, or attending a program. The parking lot at SPL is designated solely and exclusively for library patrons to park their vehicles while they are using the library, and for library employees or vendors while they are working in the library building or on the grounds. SPL administration reserves the right to close parking lots for library programming, events or in consultation with Town and Village officials and local law enforcement.

Temporary overnight parking at the library may be granted by the Library Director, however sleeping in a vehicle overnight on library property is prohibited.

The Library does not, at any time or under any condition, assume any responsibility for damage to or theft of, any privately-owned vehicle, including bicycles, while in the Library parking lot. The Library is also not liable for personal injury, from any cause what-so-ever, to any person or persons utilizing the Library parking lot/grounds.

The Saugerties Public Library reserves the right to have vehicles removed from library parking lots for non-compliance. The cost for such towing shall be the responsibility of the owner or operator of the towed vehicle.

## DRAFT Public Comment at Board Meetings Policy

**Purpose:** To facilitate input from the broader Library community, the Library Board of Trustees meetings shall include public comment periods.

**Policy:** The Library Board of trustees meetings shall include a public comment period, which shall be limited to a maximum of 30 minutes at the beginning of the meeting, unless extended by the Board.

- Audience participation is limited to the portion of the meeting designated for Public Comment.
- Each person wishing to speak will be limited to 5 minutes.
- When speaking to the Board, individuals are asked to state their name and address for the public record.
- Board members are not obligated to respond to comments from the public, but the presiding officer may recognize a board member seeking clarification.

Members of the public may submit public comment in-person at the Board meeting. Additionally, they may submit public comment via email at [director@saugertiespublicLibrary.org](mailto:director@saugertiespublicLibrary.org) by 4 pm the day of the meeting to be read during the comment period.

All individuals submitting public comment, in whatever format, must provide their name and address for public record.

Individuals attending board meetings must conduct themselves with respect and civility towards others in accordance with the Library's Patron Code of Conduct.

Notice of the regular meeting dates will be posted in the Library's lobby and on the Library's website.

## DRAFT Public Protest Policy

March 2025

People have a constitutional right to protest on the public sidewalk, such as the sidewalk along Washington Ave., and other public spaces not controlled by the Library. The library building is not a public square, and therefore does not allow any protest, inside the library or on library grounds, that interferes with patrons' quiet use and enjoyment of the library.

Library administrators will make every effort to communicate with leaders of the protest group(s) and maintain an open line of communication with them. Group leader(s) will be asked to establish a tone of respect and civil discourse during the protest. Group leader(s) will also be reminded to consult with local government regarding the permitting process for any organized protest/demonstration. Organizers of demonstrations adjacent to Library facilities are requested to inform the Library 48 hours in advance so the Library may put in place any necessary arrangements, including safety and security measures

Saugerties Library staff will notify local law enforcement if a protest becomes violent, if there is the chance that a protest will become violent, or if protestors interfere with patrons entering the library. When there is an early indication of multiple protest groups attending, library administrators will consult local law enforcement about proper procedure. If there is any question of safety or sign that groups will clash, library administrators will request local law enforcement support.



91 Washington Avenue, Saugerties, NY 12477 Ph.: 845-246-4317 Fax: 845-246-0858  
[www.saugertiespubliclibrary.org](http://www.saugertiespubliclibrary.org)

### **Gift and Donations Policy**

The Saugerties Public Library District welcomes gifts of books and other materials and monetary donations but reserves the right to decline any gifts or donations which do not fall within the guidelines for acceptance as set by the Board of Trustees.

#### **Guidelines for acceptance of gifts:**

1. Gifts will be evaluated by the Director for their suitability for inclusion in the permanent collection or if they might serve the Library in some other manner.
2. The Library will not accept gifts or donations on which the donor places restrictions or special conditions unless the Board of Trustees specifically accepts those restrictions or conditions.
3. The Library will not appraise or estimate the value of gift donations. The responsibility of such assessment lies with the owner.
4. The Director will be authorized to request the donor to sign a waiver form relinquishing ownership.

#### **Gifted materials:**

Gift materials are accepted by the Saugerties Public Library and are judged by the same standards that apply to purchased materials. All items must be recent and in good physical condition, with the exception of gifts to the local history collection. If materials are not added to the collection, they will be sold through the Friends of the Saugerties Public Library's ongoing Book Sale or will be discarded.

#### **Monetary gifts:**

1. Cash gifts will be accepted and used for general library purposes. When the Library receives a cash gift for memorial or other special purposes, the selection of use will be made by the Director in consultation with the Board of Trustees as appropriate, with consideration given to the donor's wishes.
2. Stocks or bonds will be accepted and will be utilized at the discretion of the Board of Trustees.
3. Endowments will be accepted and will be utilized at the discretion of the Board of Trustees.

#### **Other gifts:**

1. Personal property, art objects, portraits, antiques and collectibles may be accepted at the discretion of the Library Director or the Board of Trustees with the understanding that they may be sold, given away, or otherwise disposed of. Any proceeds derived from such disposal may be used by the Library in a way consistent with the original gift.



2. Real property can only be accepted with consent of the majority of the Board.
3. Gifts to Trustee and Employees: No Trustee or employee may directly or indirectly receive or accept any gift or monetary gift in connection with their service to/employment by the Library.
4. Trustees and employees may solicit gifts to the Library on behalf of the library.

#### Public Display of Donations

Donations made to the library \$20 or above will be acknowledged on the computer screen in the library lobby. The computer shall be updated once a year with the donation collected in the past 12 months, which shall overwrite all previous years' donations.

#### Guidelines for Naming:

1. The Saugerties Public Library shall not be renamed. Portions of the library can be named in recognition of a substantial donation. (See below)
2. Naming opportunities will normally remain in place for no more than 25 years.
3. Naming recognition is provided to individuals, families, and entities that exemplify the attributes of integrity and civic leadership. If an individual, family, or entity for whom a naming commitment has been made violates these standards, the library may elect to remove that name from the premises on the recommendation of the director with approval of the board.
4. A future renovation of a named room may require an alternative public marker in honor of the donor.

#### Naming opportunities:

Information Desk Room.....\$100,000  
Small Study Room.....\$50,000  
Main Circulation Room.....\$150,000  
Community Room.....\$250,000

5. Additional naming opportunities may be discussed with the Library Director and must be approved by the Library Board.

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Approved by the Saugerties Public Library board on June 10, 2014, Revised December 11, 2018.

Review History: Review Cycle: 3 years

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Saugerties Public Library  
Facilities Committee

Date: February 18<sup>th</sup>, 2025

Time: 6 PM

Committee Members Attending: Paul

Staff Attending: Jen, Sandy

Others Attending:

Absent: Tim, Yosefa

Discussion/Agenda Items

1. We have decided on All County Construction for the side walk work. I have contacted them and will meet them to go over the details. The work will be done in April when the blacktop becomes available.
2. There are broken floor tiles at the upstairs elevator entrance. Jen will contact tile installers to see about replacing them. Sandy and I have searched the building for extra floor tiles, We haven't found any yet.
3. Our hot water heater is leaking. Sutton plumbing will be called.
4. The staff room bathroom is also leaking. Sutton will look at that as well.

Next Facilities Meeting

March 18<sup>th</sup>, 2025

Saugerties Public Library

Outreach Committee

Date: Monday, February 26, 2025

Time: 5:01pm - 6:30pm

Committee members: Schmidbaur (chair), Giordano, Scott, Poll

Staff: Russell (director)

**Agenda:**

1. The committee discussed 2025 outreach to the community via tabling:

- Farmer's Market
- Hope Rocks
- MumBowl at the High School
- The Caribbean festival was mentioned, but it's moving to Kingston.

2. The committee discussed the possibility of reading aloud to children or adults in various community locations:

- Ivy Lodge
- The Mill
- Parks and playgrounds
  - Poet Laureate idea of the board choosing a local poet / storyteller to be the library's official "Poet Laureate" (for a year?) They would go to the Ivy Lodge, The Mill and/ or other locations to do readings. This would be a board led program.

3. Civics education:

- The committee discussed whether it would be helpful to create a partnership with the middle and high school government class to attend meetings to learn about civic engagement, such as our library board meetings. This idea has been tabled.
  - Example: Buy in from a cafe, teachers at schools, the library.

#### 4. "Learn from a person" Career Days or one-on-one conversations

- One idea is that this is a series for adults. A series of talks by community members about what they do. We have lots of talent here: film makers, music engineers, contractors, entrepreneurs, therapists, librarians
- We will start compiling a list of community members.
- Who will volunteer to hold the event(s)?

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
<b>Circulation</b>														
Adult	2,487	2,318	2,239	2,122	2,377		2,231		2,119		2,254		2,661	
Adult renewals	1,044	1,035	941	999	1,167		1,103		993		962		1,068	
Juvenile	1,886	2,095	2,151	1,783	2,069		2,013		1,644		1,840		2,677	
Juvenile renewals	1,063	814	939	1,038	1,092		1,133		974		887		961	
Teen	128	107	101	97	114		119		127		114		248	
Teen renewals	56	58	53	41	56		61		80		72		75	
<b>Total Circulation</b>	6,664	6,427	6,424	6,080	6,875		6,660		5,937		6,129		7,690	
		-4%		-5%										
<b>Holds Filled</b>														
Adults	1,043	979	946	861	974		886		867		858		1,049	
Juvenile	465	547	451	370	429		370		355		329		382	
Teen	54	54	59	42	47		49		40		55		62	
ILL received	1	2	1	2	1		1		0		0		0	
ILL loaned	2	1	0	2	0		0		0		1		1	
<b>Total Holds</b>	1,565	1,583	1,457	1,277	1,451		1,306		1,262		1,243		1,494	
		1%		-12%										
<b>Questions Answered</b>														
Adult	1,207	742	1,030	718	863		962		731		710		803	
Children's	215	163	295	145	290		248		243		225		385	
<b>Total Questions</b>	1,422	905	1,325	863	1,153		1,210		974		935		1,188	
		-36%		-35%										
<b>Programs</b>														
Adult	18	24	23	24	33		30		27		24		19	
Teen	16	22	18	19	17		13		19		14		19	
Children's	24	26	27	29	21		27		23		21		45	
<b>Total Programs</b>	58	72	68	72	71		70		69		59		83	
		22%		6%										
<b>Program Attendance</b>														
Adult	158	228	193	226	429		327		275		235		295	
Teen	95	137	4	129	117		100		105		186		148	
Children	505	322	492	225	381		433		423		1,236		1,055	
<b>Total attendance</b>	758	687	689	580	927		860		803		1,657		1,498	
		-9%		-16%										
<b>Computer sessions</b>	345	311	324	304	418		408		412		327		407	
		-10%		-6%										
<b>Web Page Visits</b>	6,170	6,207	5,273	5,728	5,705		5,572		5,516		5,685		7,049	
		1%		9%										
<b>New Cards Issued</b>	32	30	42	30	59		44		22		41		55	
		-6%		-29%										
<b>Overdrive Audiobook</b>	723	1098	756	1042	766		806		818		805		868	
<b>Overdrive eBook</b>	971	1036	868	918	922		941		890		932		968	
<b>Overdrive Magazine</b>	483	626	466	578	524		352		410		346		357	
<b>Overdrive Total</b>	2177	2760	2090	2538	2212		2099		2118		2083		2193	
		27%		21%										

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	
<b>Circulation</b>													
Adult	2,635		2,214		2,099		2,021				30,093	4,440	15%
Adult renewals	1,158		1,089		1,019		975				14,410	2,034	14%
Juvenile	2,453		1,886		1,743		1,697				23,415	3,878	17%
Juvenile renewals	1,151		1,166		1,032		813				16,420	1,852	11%
Teen	195		78		97		100				1,214	204	17%
Teen renewals	75		72		53		51				891	99	11%
<b>Total Circulation</b>	7,667		6,505		6,043		5,657				86,443	12,507	14%
<b>Holds Filled</b>													
Adults	1,041		867		892		798				12,401	1,840	15%
Juvenile	343		474		490		390				5,192	917	18%
Teen	49		38		46		49				586	96	16%
ILL received	0		0		0		1				7	4	57%
ILL loaned	0		1		1		0				5	3	60%
<b>Total Holds</b>	1,433		1,380		1,429		1,238				18,191	2,860	16%
<b>Questions Answered</b>													
Adult	941		840		742		682				10,140	2,202	22%
Children's	300		172		305		138				3,891	471	12%
<b>Total Questions</b>	1,241		1,012		1,047		820				14,031	2,673	19%
<b>Programs</b>													
Adult	18		23		25		27				265	48	18%
Teen	16		14		22		13				173	41	24%
Children's	28		20		15		10				274	55	20%
<b>Total Programs</b>	62		57		62		50				712	144	20%
<b>Program Attendance</b>													
Adult	139		276		245		274				2,327	454	20%
Teen	177		103		172		108				1,038	266	26%
Children	834		233		172		103				4,800	547	11%
<b>Total attendance</b>	1,150		612		589		485				8,165	1,267	16%
<b>Computer sessions</b>	385		394		428		385				4,441	615	14%
												-16%	
<b>Web Page Visits</b>	6,988		7,166		5,715		5,707				60,054	11,935	20%
												10%	
<b>New Cards Issued</b>	53		39		25		29				476	60	13%
												-35%	
<b>Overdrive Audiobook</b>	883		847		837		879				6703	2140	32%
<b>Overdrive eBook</b>	959		869		778		862				9192	1954	21%
<b>Overdrive Magazine</b>	401		533		559		584				1981	1204	61%
<b>Overdrive Total</b>	2243		2249		2174		2325				17876	5298	30%

2025

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Saugerties Public Library Board Agenda  
April 10, 2025  
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

Old Business:

1. Sexual Harassment Training
2. Bylaw review and what to say about IMLS

New Business:

Secretary's Report

Treasurer's Report

Pay Bills

Director's Report:

Committee Reports:

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

Next meeting - May 8, 2025



Saugerties Public Library  
Regular Board Meeting  
Date: 3/13/2025

**Present:** Trustees Charlotte Herscher, Paul Vanbenschoten, Nina Schmidbaur, Timothy Scott, Julie Misiano, Ken Goldberg, Erin Poll, Rebecca Lang, Teresa Giordano

**Absent:** Yosefa Karchmar, Robert Irizarry

**Staff:** Director Jennifer Russell

**Public Attendees:** Leeanne Thornton, Ray Rebholz

*Meeting called to order at 6:02 PM by President Tim Scott*

**Public Comment:**

Leeanne Thornton, Town Board liaison: The town is negotiating with unions as the contract renewals are up. The Town is working to use money from the county to add lights to the pickleball field.

A proposal is being submitted to DOT, in order to improve the safety at the 3-way intersection near Simmons Plaza in Barclay Heights which has been the scene of many accidents. The Highway Dept has made some needed repairs

The Community Foundation is sending out letters seeking donations for the installation of a "Splash Pad", a child-centered water play area, slated to be added to Cantine Field. On May 22nd, there will be a Brooks barbecue fundraiser for the Splash Pad Project at Cantine.

Ms. Thornton added that "The Overlook" is a new online newspaper. A suggestion was made to reach out to them to see if they had a section to promote programs.

Friends of Library: Co-President Ray Rebholz says that currently the Friends are busy working on the plans for the May 31st street festival. In April, the fundraising/membership drive mailing will go out. Recently, it has been successful in adding new members. Next meeting will be March 24th at the library.

**Unfinished Business:**

- Required Sexual Harassment training. Four people have completed it. Tim encouraged the rest of the board to take the training as soon as possible.

### New Business:

1. Policy draft for Public Comment at Board Meetings
2. Policy draft for Public Demonstrations

### Secretary's Report:

*Motion* by Tim Scott and *Second* by Paul Vanbenschoten to approve the minutes as amended to properly annotate a budget line item adjustment. Motion passes unanimously.

### Treasurer's Report:

Motion to pay the bills in the amount of \$ 31,531.15 made by Charlotte Herscher seconded by Julie Misiano. Passes unanimously. In addition, motion was made by Charlotte Herscher, seconded by Tim Scott, to pay additional \$1,131 for a new microphone and \$9,526.73 for the elevator repairs. Passes unanimously.

### Director's Report:

Please see the report included in the Meeting Packet.

- February Programs were well attended including a new Puzzle Contest activity
- The Friend's generosity has enabled us to purchase 15 new computers, Museum Passes, new tables for the community room, continue the speaker's consortium subscription (last year we had 9,000 views), and contributed funds for the Summer Reading program.
- Virtual Library Consortium events can be accessed from the library calendar. The link from the calendar is active and can be watched live at the time listed. To watch previously recorded ones, you can access the link on the website under "programs" the "virtual programs"
- Tai Chi for arthritis and balance recently began in the Community Room and was well attended. It is an 8 week program, twice a week.
- Please see the calendar for more exciting programs coming up.
- The Ulster Library Association is going to subscribe to an e-newspaper service.

### Committee Reports:

*Finance:* met on 2/20/25

We are in discussion to seek a new internet provider as a cost-saving endeavor as well as quicker internet speeds. We went over budget for snow removal, despite there having been little snow, because we pay per incident. The CDs are maturing soon. We began to look at the 2026 budget.

see minutes FMI    Next meeting: 3/17/25 at 6PM

*Personnel/Policy:* met on 2/26/2025

1. Continued the review of the draft Policy for Parking Lot use Parking Lot Policy Draft; Motion to open discussion of the policy made by Erin Poll, seconded by Julie Misiano. A discussion followed, with voting tabled until the next meeting.
2. Policy for Public Comment at Board Meetings draft: motion to discuss the Public Comment policy made by Tim Scott, seconded by Erin Poll. When discussion was completed, a motion to approve the Public Comment Policy made by Tim Scott, seconded by Rebecca Lang. Passes unanimously.
3. Policy for Public Protest draft: motion to discuss the Draft Public Protest Policy made by Tim Scott, seconded by Erin Poll. When discussion was completed, motion to approve the Policy with changes made by Tim Scott, seconded by Paul Vanbenschoten.
4. Policy for Gifts and Donations draft of edits to a pre-existing Policy were reviewed but not yet voted on.

see minutes FMI    Next meeting: 3/19/25 at 6PM

*Facilities:* met on 2/18/25

Finalized plan for sidewalk repair, using "All County Construction". It should take 4-5 days to complete.

A leak in the hot water heater was discovered, and a replacement has been ordered.

see minutes FMI    Next meeting: 3/18/25 at 6 PM

*Outreach:* met on 2/26/25

Talked about various local events at which to host outreach efforts.

Discussed possible outreach events hosted by the library, in areas further afield within the Town borders.

Will see Trustees interested and able to assist with the various tabling events.

see minutes FMI    Next meeting: 3/24/25 at 5:30 PM

*Friends Liaison:*

N/A

*Motion* to adjourn at 7:28 PM by Tim Scott;  
*Seconded* by Nina Schmidbauer

Passes unanimously.

Submitted by Julie Misiano

Next meeting: 4/10/25 at 6PM

# Saugerties Public Library

## General Fund Revenue and Expenditure Report

	Jan - Mar 25	Jan - Mar 24
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 • Real Property Taxes	707,326.00	0.00
2082 • Fees	2,350.58	2,205.59
2401 • Interest	2,612.83	1,134.68
2705 • Gifts & Donations		
2705.4 • Friends	3,894.00	2,500.00
2705.2 • General	5,378.99	75.00
<b>Total 2705 • Gifts &amp; Donations</b>	<b>9,272.99</b>	<b>2,575.00</b>
<b>Total Income</b>	<b>721,562.40</b>	<b>5,915.27</b>
<b>Expense</b>		
7410.1 • Salaries	81,213.38	80,649.94
7410.4 • Contractual Expenses		
.4.1 • Library Material		
.4.1.8 • Music	12.74	0.00
.4.1.7 • Streaming	1,975.25	2,076.82
.4.1.1 • DVD	545.65	561.59
.4.1.2 • Books		
4.1.2A • Adult Books	3,234.80	8,713.24
4.1.2J • Children's Books	995.44	1,596.67
.4.1.2 • Books - Other	15.00	0.00
<b>Total .4.1.2 • Books</b>	<b>4,245.24</b>	<b>10,309.91</b>
.4.1.3 • Subscriptions	34.95	34.95
.4.1.4 • Newspapers	592.00	643.00
.4.1.5 • Digital Materials	3,698.28	871.98
.4.1.6 • Audio Books	0.00	49.99
<b>Total .4.1 • Library Material</b>	<b>11,104.11</b>	<b>14,548.24</b>
.4.2 • Programs, Publicity, History		
.4.2.1 • Programs	3,925.59	3,493.72
.4.2.2 • Microfilm & Archives	0.00	2,000.00
.4.2.3 • Newsletter & Public Relations	75.00	324.00
<b>Total .4.2 • Programs, Publicity, History</b>	<b>4,000.59</b>	<b>5,817.72</b>
.4.3 • Operation of Building		
.4.3.1 • Utilities	7,309.00	6,964.72
.4.3.2 • Telephone	772.62	689.43
.4.3.3 • Insurance	6,287.25	11,203.74
.4.3.4 • Maintenance Service & Supplies	982.29	976.33
.4.3.5 • Lawn & Grounds	15.78	0.00
.4.3.6 • Building R&M	1,463.48	1,653.06
.4.3.7 • Snow Removal	1,900.00	750.00
.4.3.8 • Elevator	12,176.10	82.15
.4.3.9 • Geothermal	1,761.26	1,896.00
.4.3.12 • Internet	230.80	923.20
<b>Total .4.3 • Operation of Building</b>	<b>32,898.58</b>	<b>25,138.63</b>

# Saugerties Public Library

## General Fund Revenue and Expenditure Report

	Jan - Mar 25	Jan - Mar 24
<b>.4.4 · Equipment R&amp;M, Supplies</b>		
.4.4.1 · Copier	1,435.07	1,436.96
.4.4.2 · Office Supplies	358.46	462.03
.4.4.4 · Postage	67.85	3.72
.4.4.6 · Equipment Purchases	4,604.00	205.97
.4.4.7 · Equipment R&M	1,448.75	840.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>7,914.13</b>	<b>2,948.68</b>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	2,391.54	2,385.04
.4.5.2 · MHLS Assessment Fees	5,007.54	8,184.50
<b>Total .4.5 · Automation, System Fees</b>	<b>7,399.08</b>	<b>10,569.54</b>
<b>.4.6 · Professional Services</b>		
.4.6.8 · Professional Memberships	0.00	300.00
.4.6.7 · Payroll Service Fees	932.69	869.74
.4.6.1 · Accounting	1,800.00	2,200.00
.4.6.3 · Board Expenses	0.00	147.08
.4.6.4 · Consulting & Legal Services	0.00	500.00
.4.6.5 · IT Maintenance Consultant	1,657.00	1,624.00
.4.6.6 · Staff Development	0.00	368.89
<b>Total .4.6 · Professional Services</b>	<b>4,389.69</b>	<b>6,009.71</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>67,706.18</b>	<b>65,032.52</b>
<b>9010 · Employee Benefits</b>		
.1 · Retirement	41,909.00	30,758.00
.2 · Social Security & Medicare	6,076.37	6,042.94
.3 · Workers Compensation	3,552.00	3,285.00
.4 · Disability	-97.87	-94.30
.5 · Medical & Dental Benefits	25,289.46	20,668.80
.6 · Life Insurance	67.24	72.90
<b>Total 9010 · Employee Benefits</b>	<b>76,796.20</b>	<b>60,733.34</b>
<b>Total Expense</b>	<b>225,715.76</b>	<b>206,415.80</b>
<b>Net Ordinary Income</b>	<b>495,846.64</b>	<b>-200,500.53</b>
<b>Net Income</b>	<b>495,846.64</b>	<b>-200,500.53</b>

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

	Jan - Mar 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 · Real Property Taxes	707,326.00	707,326.36	-0.36	100.0%
2082 · Fees	2,350.58	4,000.00	-1,649.42	58.77%
2401 · Interest	2,612.83	12,000.00	-9,387.17	21.77%
<b>2705 · Gifts &amp; Donations</b>				
2705.4 · Friends	3,894.00	13,000.00	-9,106.00	29.95%
2705.2 · General	5,378.99	5,000.00	378.99	107.58%
<b>Total 2705 · Gifts &amp; Donations</b>	<b>9,272.99</b>	<b>18,000.00</b>	<b>-8,727.01</b>	<b>51.52%</b>
3840 · New York State Aid	0.00	5,500.00	-5,500.00	0.0%
3999 · Appropriated Fund Balance	0.00	30,432.00	-30,432.00	0.0%
<b>Total Income</b>	<b>721,562.40</b>	<b>777,258.36</b>	<b>-55,695.96</b>	<b>92.83%</b>
<b>Expense</b>				
7410.1 · Salaries	81,213.38	419,700.00	-338,486.62	19.35%
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
.4.1.8 · Music	12.74	100.00	-87.26	12.74%
.4.1.7 · Streaming	1,975.25	8,000.00	-6,024.75	24.69%
.4.1.1 · DVD	545.65	3,000.00	-2,454.35	18.19%
<b>.4.1.2 · Books</b>				
4.1.2A · Adult Books	3,234.80	17,000.00	-13,765.20	19.03%
4.1.2J · Children's Books	995.44	9,000.00	-8,004.56	11.06%
.4.1.2 · Books - Other	15.00			
<b>Total .4.1.2 · Books</b>	<b>4,245.24</b>	<b>26,000.00</b>	<b>-21,754.76</b>	<b>16.33%</b>
.4.1.3 · Subscriptions	34.95	1,500.00	-1,465.05	2.33%
.4.1.4 · Newspapers	592.00	2,500.00	-1,908.00	23.68%
.4.1.5 · Digital Materials	3,698.28	14,000.00	-10,301.72	26.42%
.4.1.6 · Audio Books	0.00	500.00	-500.00	0.0%
<b>Total .4.1 · Library Material</b>	<b>11,104.11</b>	<b>55,600.00</b>	<b>-44,495.89</b>	<b>19.97%</b>
<b>.4.2 · Programs, Publicity, History</b>				
.4.2.1 · Programs	3,925.59	7,000.00	-3,074.41	56.08%
.4.2.2 · Microfilm & Archives	0.00	2,000.00	-2,000.00	0.0%
.4.2.3 · Newsletter & Public Relations	75.00	4,000.00	-3,925.00	1.88%
<b>Total .4.2 · Programs, Publicity, History</b>	<b>4,000.59</b>	<b>13,000.00</b>	<b>-8,999.41</b>	<b>30.77%</b>
<b>.4.3 · Operation of Building</b>				
.4.3.1 · Utilities	7,309.00	28,000.00	-20,691.00	26.1%
.4.3.2 · Telephone	772.62	3,500.00	-2,727.38	22.08%
.4.3.3 · Insurance	6,287.25	27,000.00	-20,712.75	23.29%
.4.3.4 · Maintenance Service & Supplies	982.29	5,000.00	-4,017.71	19.65%
.4.3.5 · Lawn & Grounds	15.78	4,500.00	-4,484.22	0.35%
.4.3.6 · Building R&M	1,463.48	12,000.00	-10,536.52	12.2%
.4.3.7 · Snow Removal	1,900.00	1,500.00	400.00	126.67%
.4.3.8 · Elevator	12,176.10	4,000.00	8,176.10	304.4%
.4.3.9 · Geothermal	1,761.26	7,500.00	-5,738.74	23.48%

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

	<b>Jan - Mar 25</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
.4.3.12 • Internet	230.80	3,000.00	-2,769.20	7.69%
<b>Total .4.3 • Operation of Building</b>	<b>32,898.58</b>	<b>96,000.00</b>	<b>-63,101.42</b>	<b>34.27%</b>
<b>.4.4 • Equipment R&amp;M, Supplies</b>				
.4.4.1 • Copier	1,435.07	4,550.00	-3,114.93	31.54%
.4.4.2 • Office Supplies	358.46	3,000.00	-2,641.54	11.95%
.4.4.4 • Postage	67.85	600.00	-532.15	11.31%
.4.4.6 • Equipment Purchases	4,604.00	9,000.00	-4,396.00	51.16%
.4.4.7 • Equipment R&M	1,448.75	5,000.00	-3,551.25	28.98%
<b>Total .4.4 • Equipment R&amp;M, Supplies</b>	<b>7,914.13</b>	<b>22,150.00</b>	<b>-14,235.87</b>	<b>35.73%</b>
<b>.4.5 • Automation, System Fees</b>				
.4.5.1 • Automation & Online Services	2,391.54	4,000.00	-1,608.46	59.79%
.4.5.2 • MHLS Assessment Fees	5,007.54	20,030.00	-15,022.46	25.0%
<b>Total .4.5 • Automation, System Fees</b>	<b>7,399.08</b>	<b>24,030.00</b>	<b>-16,630.92</b>	<b>30.79%</b>
<b>.4.6 • Professional Services</b>				
.4.6.8 • Professional Memberships	0.00	800.00	-800.00	0.0%
.4.6.7 • Payroll Service Fees	932.69	2,500.00	-1,567.31	37.31%
.4.6.1 • Accounting	1,800.00	6,600.00	-4,800.00	27.27%
.4.6.3 • Board Expenses	0.00	250.00	-250.00	0.0%
.4.6.4 • Consulting & Legal Services	0.00	2,000.00	-2,000.00	0.0%
.4.6.5 • IT Maintenance Consultant	1,657.00	2,500.00	-843.00	66.28%
.4.6.6 • Staff Development	0.00	700.00	-700.00	0.0%
<b>Total .4.6 • Professional Services</b>	<b>4,389.69</b>	<b>15,350.00</b>	<b>-10,960.31</b>	<b>28.6%</b>
<b>.4.7 • Election Expenses</b>				
.4.7.1 • Election Inspectors	0.00	450.00	-450.00	0.0%
.4.7.2 • Election Expenses	0.00	200.00	-200.00	0.0%
<b>Total .4.7 • Election Expenses</b>	<b>0.00</b>	<b>650.00</b>	<b>-650.00</b>	<b>0.0%</b>
<b>Total 7410.4 • Contractual Expenses</b>	<b>67,706.18</b>	<b>226,780.00</b>	<b>-159,073.82</b>	<b>29.86%</b>
<b>9010 • Employee Benefits</b>				
.1 • Retirement	41,909.00	37,614.00	4,295.00	111.42%
.2 • Social Security & Medicare	6,076.37	27,500.00	-21,423.63	22.1%
.3 • Workers Compensation	3,552.00	4,700.00	-1,148.00	75.57%
.4 • Disability	-97.87	350.00	-447.87	-27.96%
.5 • Medical & Dental Benefits	25,289.46	60,244.00	-34,954.54	41.98%
.6 • Life Insurance	67.24	370.00	-302.76	18.17%
<b>Total 9010 • Employee Benefits</b>	<b>76,796.20</b>	<b>130,778.00</b>	<b>-53,981.80</b>	<b>58.72%</b>
<b>Total Expense</b>	<b>225,715.76</b>	<b>777,258.00</b>	<b>-551,542.24</b>	<b>29.04%</b>
<b>Net Ordinary Income</b>	<b>495,846.64</b>	<b>0.36</b>	<b>495,846.28</b>	<b>137,735,177.78%</b>
	<b>495,846.64</b>	<b>0.36</b>	<b>495,846.28</b>	<b>137,735,177.78%</b>



# Saugerties Public Library Abstract Check Register

	Type	Date	Num	Name	Memo	Amount
<b>M&amp;T General Fund</b>						
<b>Checking 6455</b>						
	Check	03/07/2025	11123	Hudson Valley Audio Visual		-1,131.00
	Check	03/07/2025	11123	ThyssenKrupp Elevator Corp		-9,526.73
	Check	03/10/2025	EFT	NYS Emp Retire System		-700.57
	Check	03/31/2025	11536	Charter Communications - Internet		-115.40
	Check	03/31/2025	11537	Culligan of Newburgh		-71.65
	Check	03/31/2025	11538	Welsh Sanitation		-93.89
	Check	03/31/2025	11539	Midwest Tape - Hoopla	Invoice 506970406	-849.22
	Check	03/31/2025	11540	WZ Accountants	Inv #3295	-600.00
	Check	03/31/2025	11541	Stewart's	March newspapers	-206.00
	Check	03/31/2025	11542	Baker & Taylor		-1,445.05
	Check	03/31/2025	11543	Gale/Cengage Learning	Invoice #86973668, 86998135, 87057659	-131.16
	Check	03/31/2025	11544	Energy Management Technologies	Inv #11809	-1,761.26
	Check	03/31/2025	EFT	Paychex	2025031801	-190.88
	Check	03/31/2025	11545	OverDrive Inc		-833.07
	Check	03/31/2025	11546	Teresa Schirmer		-47.92
	Check	03/31/2025	11547	Nicole Gavner		-300.00
	Check	03/31/2025	11548	Jessica Williams		-250.00
	Check	03/31/2025	11549	Georgia Dedolph		-2,000.00
	Check	03/31/2025	11550	Arobi Hanif		-400.00
	Check	03/31/2025	11551	W B Mason Co Inc	Invoice #252984708	-76.74
	Check	03/31/2025	11552	Uniforms USA, Inc.	Invoice #73128, 75308	-52.00
	Check	03/31/2025	11553	DEMCO	Invoice #7618274	-120.00
	Check	03/31/2025	11554	National Business Technology	Invoice #589642320	-374.69
	Check	03/31/2025	EFT	Charter Communications - Phone		-257.54
	Check	03/31/2025	11555	Metropolitan Life Insurance Companies	TM0555018110002	-21.47
	Check	03/31/2025	11556	CDPHP	Invoice #2507200000182	-6,446.30
	Check	03/31/2025	EFT	Central Hudson	Bill for 2/21/25-3/21/25	-2,365.88
	Check	03/31/2025	11557	Business Credit Card		-440.23
Total M&T General Fund Checking 6455						-30,808.65
<b>M&amp;T Capital Fund</b>						
<b>Checking 6430</b>						
Total 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						<u><u>-30,808.65</u></u>

# Saugerties Public Library

## Abstract

March 2025

	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>2082 · Fees</b>				
			Square income	163.38
Total 2082 · Fees				163.38
Total Income				163.38
<b>Expense</b>				
<b>7410.1 · Salaries</b>				
	03-06-25 PR			15,831.12
	03-13-25 PR			15,992.25
Total 7410.1 · Salaries				31,823.37
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
<b>.4.1.8 · Music</b>				
	11539	Midwest Tape - Hoopla	March	12.74
Total .4.1.8 · Music				12.74
<b>.4.1.7 · Streaming</b>				
	11539	Midwest Tape - Hoopla	March	645.30
	11557	Business Credit Card		165.99
Total .4.1.7 · Streaming				811.29
<b>.4.1.1 · DVD</b>				
	11539	Midwest Tape - Hoopla	March	191.18
	11557	Business Credit Card		114.57
Total .4.1.1 · DVD				305.75
<b>.4.1.2 · Books</b>				
<b>4.1.2A · Adult Books</b>				
	11542	Baker & Taylor		918.94
	11543	Gale/Cengage Learning	Invoice #86973668, 86998135, 87057659	131.16
	11557	Business Credit Card		15.99
Total 4.1.2A · Adult Books				1,066.09
<b>4.1.2J · Children's Books</b>				
	11542	Baker & Taylor		526.11
	11546	Teresa Schirmer		47.92
Total 4.1.2J · Children's Books				574.03
Total .4.1.2 · Books				1,640.12
<b>.4.1.4 · Newspapers</b>				
	11541	Stewart's	March	206.00
Total .4.1.4 · Newspapers				206.00
<b>.4.1.5 · Digital Materials</b>				
	11545	OverDrive Inc	Invoices: 01938CO25075817, 01936DA25085956, 01938CO25092489	833.07

# Saugerties Public Library

## Abstract

March 2025

	Num	Name	Memo	Amount
Total .4.1.5 · Digital Materials				833.07
Total .4.1 · Library Material				3,808.97
<b>.4.2 · Programs, Publicity, History</b>				
<b>.4.2.1 · Programs</b>				
	11547	Nicole Gavner	American Sign Language Classes: 4 Classes @\$75 each in May	300.00
	11548	Jessica Williams	Gardening program on May 5, 2025	250.00
	11549	Georgia Dedolph		2,000.00
	11550	Arobi Hanif	4 Bollywood Dance Classes @ \$100 each	400.00
Total .4.2.1 · Programs				2,950.00
Total .4.2 · Programs, Publicity, History				2,950.00
<b>.4.3 · Operation of Building</b>				
<b>.4.3.1 · Utilities</b>				
	EFT	Central Hudson	2/21/25-3/21/25	2,365.88
Total .4.3.1 · Utilities				2,365.88
<b>.4.3.2 · Telephone</b>				
	EFT	Charter Communications - Phc	3/31/25	257.54
Total .4.3.2 · Telephone				257.54
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>				
	11537	Culligan of Newburgh	March	71.65
	11538	Welsh Sanitation	April	93.89
	11551	W B Mason Co Inc	Invoice: 252984708	76.74
Total .4.3.4 · Maintenance Service & Supplies				242.28
<b>.4.3.6 · Building R&amp;M</b>				
	11552	Uniforms USA, Inc.	March	52.00
Total .4.3.6 · Building R&M				52.00
<b>.4.3.8 · Elevator</b>				
	11123	ThyssenKrupp Elevator Corp		9,526.73
Total .4.3.8 · Elevator				9,526.73
<b>.4.3.9 · Geothermal</b>				
	11544	Energy Management Technolc	Inv #11809	1,761.26
Total .4.3.9 · Geothermal				1,761.26
<b>.4.3.12 · Internet</b>				
	11536	Charter Communications - Inte	4/1/25 - 4/30/25	115.40
Total .4.3.12 · Internet				115.40
Total .4.3 · Operation of Building				14,321.09
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 · Copier</b>				
	11554	National Business Technology	April	374.69
Total .4.4.1 · Copier				374.69

# Saugerties Public Library

## Abstract

March 2025

	Num	Name	Memo	Amount
<b>.4.4.2 · Office Supplies</b>				
	11553	DEMCO	Invoice #7618274	120.00
Total .4.4.2 · Office Supplies				120.00
<b>.4.4.6 · Equipment Purchases</b>				
	11557	Business Credit Card		40.00
Total .4.4.6 · Equipment Purchases				40.00
<b>.4.4.7 · Equipment R&amp;M</b>				
	11123	Hudson Valley Audio Visual		1,131.00
Total .4.4.7 · Equipment R&M				1,131.00
Total .4.4 · Equipment R&M, Supplies				1,665.69
<b>.4.5 · Automation, System Fees</b>				
<b>.4.5.1 · Automation &amp; Online Services</b>				
	11557	Business Credit Card		103.68
Total .4.5.1 · Automation & Online Services				103.68
Total .4.5 · Automation, System Fees				103.68
<b>.4.6 · Professional Services</b>				
<b>.4.6.9 · Merchant Fees</b>				
			Square income	1.62
Total .4.6.9 · Merchant Fees				1.62
<b>.4.6.7 · Payroll Service Fees</b>				
	EFT	Paychex	Invoice#: 2025030401, 2025031801	190.88
Total .4.6.7 · Payroll Service Fees				190.88
<b>.4.6.1 · Accounting</b>				
	11540	WZ Accountants	Inv #3295	600.00
Total .4.6.1 · Accounting				600.00
Total .4.6 · Professional Services				792.50
Total 7410.4 · Contractual Expenses				23,641.93
<b>9010 · Employee Benefits</b>				
<b>.2 · Social Security &amp; Medicare</b>				
	03-06-25 PR			1,188.35
	03-13-25 PR			1,200.66
Total .2 · Social Security & Medicare				2,389.01
<b>.4 · Disability</b>				
	03-06-25 PR			-16.90
	03-13-25 PR			-16.55
Total .4 · Disability				-33.45
<b>.5 · Medical &amp; Dental Benefits</b>				
	03-06-25 PR			-297.50
	03-13-25 PR			-297.50
	11556	CDPHP	April	6,446.30
Total .5 · Medical & Dental Benefits				5,851.30
<b>.6 · Life Insurance</b>				
	11555	Metropolitan Life Insurance Co	Life insurance	21.47

Saugerties Public Library  
Abstract  
March 2025

	Num	Name	Memo	Amount
Total .6 - Life Insurance				21.47
Total 9010 - Employee Benefits				8,228.33
Total Expense				63,693.63
Net Ordinary Income				-63,530.25
				<b>-63,530.25</b>



The new patron computers are very small!

MHLS is formatting each computer for public use, and they should be installed by mid April.

Thank you to the Friends of the Library.

### **March Director's Report 2025**

**Programs:** Albert Cook held two interactive presentations about race and the history of race in the United States. Both programs were well attended with fully engaged patrons. This was a grant funded program from MHLS. **Ulster County Human Rights** set up a table in the lobby before the second of the two programs and offered brochures informing the public on assistance Ulster County provides in relation to human rights.

**Gilded Age Scandals:** Presented by the Staatsburgh State Historic Site, this program was very well received and the next day people came in for library cards and museum passes to the site.

**Seed Library:** Justyna's Seed Library is back out on display and 181 packets have been taken already. Thank you to all who donated seeds.

**Animal Shelter donation drive:** We hosted a successful two week donation drive for the Animal Shelter.

**Internet:** In the past two months, we have been having difficulty with our wifi internet speeds. I have spoken with The Computer Guys, MHLS and have had a service call for Spectrum technicians to see if there is a problem. The 5 year contract with Spectrum limits the amount of bandwidth to 100mbps, and that is what all parties say is the problem. However, before two months ago, that bandwidth was enough. I am attempting to have Spectrum increase our bandwidth for this last remaining year of the contract.

**E-newspapers:** As the chair of the UCLA Selection Committee, I have been working with a company called ProQuest to set up accounts for each library in Ulster County to offer e-newspapers. We have issues of the New York Times, Wall St. Journal, Chicago tribune, L.A. Times and (unexpectedly) The Washington Post. Please spend some time on our website and review these papers. Please spread the word that this is available free of charge. If it isn't used, we won't renew the subscription.

**Children's programs:** Kristina continues to thrive in her new position. She went to a 4 H event, and continues to do storytimes at the Boys & Girls Club.

**Meetings:** Attended the March Friends meeting.

Saugerties Public Library  
@Finance Committee

Date: 3/17/2025

Time: 6:00 p.m.

Committee Members Attending:

Charlotte Herscher

Ken Goldberg

Tim Scott

Julie Misiano

Committee Members Absent:

Staff Attending:

Jennifer Russell

Discussion/Agenda Items

- Friends received the Ricks's donation (\$75,000 to use over 7 years). They will give us a check next week and we will open a new account for it at M&T. In 2025, we will use \$4,000 towards books and programming (\$2,000 each). We will put the rest in a 6 month CD—\$71,000.
- Our CD is maturing on 3/21/2025. Current rates are 3.8% for a 6 month CD, and 3.65% for 12 or 18 month CD. We will renew our \$275,000 CD for another 12 months.
- We continued to discuss the 2026 budget, including estimated income, expenses and salary increases.

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

Next meeting

- Charlotte and Tim will open the new bank account for the donation next week as well as renew the CD.

Next meeting: Monday, April 21, 2025 at 6:00.



### **Gift and Donations Policy**

The Saugerties Public Library District welcomes gifts of books and other materials and monetary donations but reserves the right to decline any gifts or donations which do not fall within the guidelines for acceptance as set by the Board of Trustees.

#### **Guidelines for acceptance of gifts:**

1. Gifts will be evaluated by the Director for their suitability for inclusion in the permanent collection or if they might serve the Library in some other manner.
2. The Library will not accept gifts or donations on which the donor places restrictions or special conditions unless the Board of Trustees specifically accepts those restrictions or conditions.
3. The Library will not appraise or estimate the value of gift donations. The responsibility of such assessment lies with the owner.
4. The Director will be authorized to request the donor to sign a waiver form relinquishing ownership.

#### **Gifted materials:**

Gift materials are accepted by the Saugerties Public Library and are judged by the same standards that apply to purchased materials. All items must be recent and in good physical condition, with the exception of gifts to the local history collection. If materials are not added to the collection, they will be sold through the Friends of the Saugerties Public Library's ongoing Book Sale or will be discarded.

#### **Monetary gifts:**

1. Cash gifts will be accepted and used for general library purposes. When the Library receives a cash gift for memorial or other special purposes, the selection of use will be made by the Director in consultation with the Board of Trustees as appropriate, with consideration given to the donor's wishes.
2. Stocks or bonds will be accepted and will be utilized at the discretion of the Board of Trustees.
3. Endowments will be accepted and will be utilized at the discretion of the Board of Trustees.

#### **Other gifts:**

1. Personal property, art objects, portraits, antiques and collectibles may be accepted at the discretion of the Library Director or the Board of Trustees with the understanding that they may be sold, given away, or otherwise disposed of. **Any proceeds derived from such disposal may be used by the Library in a way consistent with the original gift.**

2. Real property can only be accepted with consent of the majority of the Board.
3. Gifts to Trustee and Employees: No Trustee or employee may directly or indirectly receive or accept any gift or monetary gift in connection with their service to/employment by the Library.
4. Trustees and employees may solicit gifts to the Library on behalf of the library.

#### Public Display of Donations

Donations made to the library \$20 or above will be acknowledged on the computer screen in the library lobby. The computer shall be updated once a year with the donation collected in the past 12 months, which shall overwrite all previous years' donations.

#### Guidelines for Naming:

1. The Saugerties Public Library shall not be renamed. Portions of the library can be named in recognition of a substantial donation. (See below)
2. Naming shall not remain in place for no more than 25 years.
3. Naming recognition is provided to individuals, families, and entities that exemplify the attributes of integrity and civic leadership. If an individual, family, or entity for whom a naming commitment has been made violates these standards, the library may elect to remove that name from the premises on the recommendation of the director with approval of the board.
4. A future renovation of a named room may require an alternative public marker in honor of the donor.

#### Naming opportunities:

Information Desk Room.....\$100,000  
Small Study Room.....\$50,000  
Main Circulation Room.....\$150,000  
Community Room.....\$250,000

5. Additional naming opportunities may be discussed with the Library Director and must be approved by the Library Board.

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Approved by the Saugerties Public Library board on June 10, 2014, Revised December 11, 2018.

Review History: Review Cycle: 3 years

discover, connect, grow.

## DRAFT Parking Lot Policy

The Saugerties Public Library welcomes everyone who is using the Library, enjoying the library grounds, using the internet through the library wifi, or attending a program. The parking lot at SPL is designated solely and exclusively for library patrons to park their vehicles while they are using the library, and for library employees or vendors while they are working in the library building or on the grounds. SPL administration reserves the right to close parking lots for library programming, events or in consultation with Town and Village officials and local law enforcement.

Temporary overnight parking at the library may be granted by the Library Director.

The Library does not, at any time or under any condition, assume any responsibility for damage to or theft of, any privately-owned vehicle, including bicycles, while in the Library parking lot. The Library is also not liable for personal injury, from any cause what-so-ever, to any person or persons utilizing the Library parking lot/grounds.

The Saugerties Public Library reserves the right to have vehicles removed from library parking lots for non-compliance. The cost for such towing shall be the responsibility of the owner or operator of the towed vehicle.

Saugerties Public Library  
Facilities Committee

Date: March 18<sup>th</sup>, 2025

Time: 6 PM

Committee Members Attending: Paul , Yosefa, Tim

Staff Attending: Jen, Sandy

Others Attending:

Absent:

Discussion/Agenda Items

1. During the sidewalk improvements, the small paving stones alongside the parking area should be moved to behind the shed. We can use them for some future project. The large stones will be returned to the Village.
2. The replacement for our leaking hot water heater has been approved by Jen. Sutton plumbing will order it and schedule the work.
3. Gentile has looked at our broken hallway tiles. They are waiting on us to find replacements. I need to look in our building folders for the manufacturer and style.
4. EmTech changed our HVAC filters on March 4<sup>th</sup>. They prefer to work without a contract so we will not pursue that any longer.
5. Hudson Valley Audio installed a new portable microphone in the community room on March 5<sup>th</sup>.
6. Eyal Saad from the Village Building Dept. conducted a fire inspection on March 5<sup>th</sup>. Items stored near the employee entrance need to be removed.
7. Jen has met with internet suppliers Planet Networks and Archtop Fiber to find out about replacing our Spectrum internet and phone service.
8. We discussed updating our gardens with shade loving plants. I have invited gardener Anne Krupp to give us some guidance.

Next Facilities Meeting

April 15<sup>th</sup>, 2025

Saugerties Public Library

Outreach Committee

Date: Monday, March 24, 2025

Time: Meeting starts at 5:33pm - 7:02pm

Present: Schmidbaur (chair), Giordano (member), Scott (president), Russell (director)

Excused: Poll (member)

**Agenda:**

1. Social security computer help at Library to navigate social security website to increase accessibility (as our local offices have closed)
  - a. Ad in the April newsletter
  - b. We have two volunteers interested in offering "office hours" to help folks navigate the website
    - i. Teresa will be one of the volunteers
2. Reading to adults in the community
  - a. Poetry at the Mill
    - i. Nina has contacted local poets to volunteer
  - b. Reading books and short stories at the Ivy Lodge
    - i. Teresa and Nina will take the lead on this and connect with possible volunteers
    - ii. Planning for weekly for a total of 4x in the spring (with the possibility of more if desired)
    - iii. Nina agreed to contact Ivy Lodge and set up a meeting to discuss the idea
  - c. Era specific books in the Dementia unit (12) at the Ivy Lodge
    - i. Teresa will take the lead on this
3. Talk to an Expert. Pro Tips from your Neighbors / Community.
  - a. A series of talks by community members about what they do. We have lots of talent here: film makers, music engineers, contractors, entrepreneurs, therapists, librarians
    - i. Outreach committee made a list of 80+ community members
    - ii. Teresa will take the lead on contacting some of them before the next meeting

- b. Each speaker will have a group of people for about 10 Minute each; with a little spiel and allow for people to ask questions

2025

[illegible][illegible]

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
<b>Circulation</b>														
Adult	2,487	2,318	2,239	2,122	2,377	2,251	2,231		2,119		2,254		2,661	
Adult renewals	1,044	1,035	941	999	1,167	1,145	1,103		993		962		1,068	
Juvenile	1,886	2,095	2,151	1,783	2,069	1,726	2,013		1,644		1,840		2,677	
Juvenile renewals	1,063	814	939	1,038	1,092	1,032	1,133		974		887		961	
Teen	128	107	101	97	114	70	119		127		114		248	
Teen renewals	56	58	53	41	56	41	61		80		72		75	
<b>Total Circulation</b>	6,664	6,427	6,424	6,080	6,875	6,265	6,660		5,937		6,129		7,690	
		-4%		-5%		-9%								
<b>Holds Filled</b>														
Adults	1,043	979	946	861	974	934	886		867		858		1,049	
Juvenile	465	547	451	370	429	468	370		355		329		382	
Teen	54	54	59	42	47	43	49		40		55		62	
ILL received	1	2	1	2	1	3	1		0		0		0	
ILL loaned	2	1	0	2	0	1	0		0		1		1	
<b>Total Holds</b>	1,565	1,583	1,457	1,277	1,451	1,449	1,306		1,262		1,243		1,494	
		1%		-12%		0%								
<b>Questions Answered</b>														
Adult	1,207	742	1,030	718	863	793	962		731		710		803	
Children's	215	163	295	145	290	128	248		243		225		385	
<b>Total Questions</b>	1,422	905	1,325	863	1,153	921	1,210		974		935		1,188	
		-36%		-35%		-20%								
<b>Programs</b>														
Adult	18	24	23	24	33	33	30		27		24		19	
Teen	16	22	18	19	17	20	13		19		14		19	
Children's	24	26	27	29	21	30	27		23		21		45	
<b>Total Programs</b>	58	72	68	72	71	83	70		69		59		83	
		22%		6%		17%								
<b>Program Attendance</b>														
Adult	158	228	193	226	429	552	327		275		235		295	
Teen	95	137	4	129	117	147	100		105		186		148	
Children	505	322	492	225	381	269	433		423		1,236		1,055	
<b>Total attendance</b>	758	687	689	580	927	968	860		803		1,657		1,498	
		-9%		-16%		4%								
<b>Computer sessions</b>	345	311	324	304	418	381	408		412		327		407	
		-10%		-6%		-9%								
<b>Web Page Visits</b>	6,170	6,207	5,273	5,728	5,705	6,161	5,572		5,516		5,685		7,049	
		1%		9%		8%								
<b>New Cards Issued</b>	32	30	42	30	59	33	44		22		41		55	
		-6%		-29%		-44%								
<b>Overdrive Audiobook</b>	723	1098	756	1042	766		806		818		805		868	
<b>Overdrive eBook</b>	971	1036	868	918	922		941		890		932		968	
<b>Overdrive Magazine</b>	483	626	466	578	524		352		410		346		357	
<b>Overdrive Total</b>	2177	2760	2090	2538	2212		2099		2118		2083		2193	
		27%		21%										



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	
<b>Circulation</b>													
Adult	2,635		2,214		2,099		2,021				30,093	6,691	22%
Adult renewals	1,158		1,089		1,019		975				14,410	3,179	22%
Juvenile	2,453		1,886		1,743		1,697				23,415	5,604	24%
Juvenile renewals	1,151		1,166		1,032		813				16,420	2,884	18%
Teen	195		78		97		100				1,214	274	23%
Teen renewals	75		72		53		51				891	140	16%
<b>Total Circulation</b>	7,667		6,505		6,043		5,657				86,443	18,772	22%
<b>Holds Filled</b>													
Adults	1,041		867		892		798				12,401	2,774	22%
Juvenile	343		474		490		390				5,192	1,385	27%
Teen	49		38		46		49				586	139	24%
ILL received	0		0		0		1				7	7	100%
ILL loaned	0		1		1		0				5	4	80%
<b>Total Holds</b>	1,433		1,380		1,429		1,238				18,191	4,309	24%
<b>Questions Answered</b>													
Adult	941		840		742		682				10,140	2,995	30%
Children's	300		172		305		138				3,891	599	15%
<b>Total Questions</b>	1,241		1,012		1,047		820				14,031	3,594	26%
<b>Programs</b>													
Adult	18		23		25		27				265	81	31%
Teen	16		14		22		13				173	61	35%
Children's	28		20		15		10				274	85	31%
<b>Total Programs</b>	62		57		62		50				712	227	32%
<b>Program Attendance</b>													
Adult	139		276		245		274				2,327	1,006	43%
Teen	177		103		172		108				1,038	413	40%
Children	834		233		172		103				4,800	816	17%
<b>Total attendance</b>	1,150		612		589		485				8,165	2,235	27%
<b>Computer sessions</b>	385		394		428		385				4,441	996	22%
												-25%	
<b>Web Page Visits</b>	6,988		7,166		5,715		5,707				60,054	18,096	30%
												18%	
<b>New Cards Issued</b>	53		39		25		29				476	93	20%
												-79%	
<b>Overdrive Audiobook</b>	883		847		837		879				6703	2140	32%
<b>Overdrive eBook</b>	959		869		778		862				9192	1954	21%
<b>Overdrive Magazine</b>	401		533		559		584				1981	1204	61%
<b>Overdrive Total</b>	2243		2249		2174		2325				17876	5298	30%

Saugerties Public Library Board Agenda  
May 8, 2025  
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

Old Business:

New Business:

1. Rob Irizarry's resignation and process to fill the seat

Secretary's Report

Treasurer's Report

Pay Bills

Director's Report:

Committee Reports:

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

Next meeting - June 12, 2025

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

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

**Excused:** Nina Schmidbaur

**Staff:** Director Jennifer Russell

**Public Attendees:** Ray Rebholz

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

**Public Comment:**  
N/A

**Friends of Library:**

Friends Co-President Rebholz says that the Friends are continuing to plan for the street fair. The tent is ordered, and they have a few more plans in the works. There will be an upcoming "folding party" to prepare mailers for the annual newsletter and membership drive. April 21st at 7pm at the library. The street fair will be May 31st.

**Unfinished Business:**

- Sexual Harassment Training: please complete the required training
- Motion made by Tim Scott seconded by Erin Poll to discuss how the cuts to the Federal Library System and the bylaws regarding Trustees' communication when speaking to the public, with public figures or the press.
  - The Mid-Hudson System itself is largely funded through NYS from the Federal government. This is different from individual libraries, which are typically funded through local taxpayers. Another factor might be libraries in the middle of construction or in need of construction/renovations may lose funding. This funding loss may also reduce the staffing at the State Library, especially those responsible for funneling the money from the Federal government to the library systems. There are active lawsuits to try to stop these cuts, including whether the Federal Government has the right to determine how many staffers each facility/program/department "should" have. SPL only gets an "e-rate" discount for internet services directly from the Federal government, and we only have one year left on that contract.
  - We clarified how we identify our status as a trustee. The understanding is that we may say that we are on the board, but further clarify that we are speaking as an individual and not speaking for the board, unless the board has made a unified decision about a particular matter.

**New Business:**

1. The Director learned just prior to this meeting, that one of our clerks has decided to resign. There is a current substitute clerk who may be interested in the position, and the Director would like to offer them the position. Ken Goldberg made a motion, seconded by Julie Misiano, to permit the Director to hire the staff she chooses, with commensurate salary for the position.

### Secretary's Report:

*Motion* by Tim Scott and *Second* by Teresa Giordano to approve the minutes as written.

Motion passes unanimously.

### Treasurer's Report:

Motion to pay the bills in the amount of \$ 20,150.92 made by Charlotte Herscher seconded by Tim Scott Passes unanimously.

The Treasurer and the President went to the bank to renew the CD for 3.65%, after transferring the accrued interest into the regular savings account.

They also opened a new 6 month CD at 3.8% with \$71,000, of the bequest from the Ricks family.

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

- The programs that were part of an MHLS grant were presented by Albert Cook and the topic was the history of race in America. The programs were well attended with attentive patrons. Ulster County Office for Human Rights also provided brochures for patrons to know their rights and how to seek help if needed.
- Sloatsburg Historical Site hosted a program on Gilded Age scandals that was well attended and also increased the use of museum passes to the site.
- Issue with the internet speeds has not yet been resolved but the Director is working on it.
- The online newspaper portal is up and running.
- Our new Children's Programmer has been active in developing programs and reaching out to the community.

### Committee Reports:

**Finance:** met on 3/17/25

- ❖ Talked about how to portion the funds received from a recent bequeathment
- ❖ Worked on next year's budget

see minutes FMI Next meeting: 4/21/25 at 6PM

**Personnel/Policy:** did not meet

- The changes to the Donation/Gift policy discussed last month have been made and are available for review.

- The edits made to the new Parking Lot policy have been made and are available for review

Motion to open discussion of the donation/gift policy made by Tim Scott, seconded by Erin Poll. Passes unanimously The edits were highlighted in yellow.

- Motion to approve the Donation/Gift policy with the edits discussed tonight made by Tim Scott, seconded by Paul Vanbenschoten. Passes unanimously.

Motion to open the discussion of the parking lot policy made by Erin Poll, seconded by Tim Scott. Passes unanimously.

- Motion to approve the Parking Lot policy as amended made by Tim Scott, seconded by Teresa Giordano. Passes unanimously.

Next meeting: May 21, 2025 at 6PM

*Facilities:* met on March 18, 2025

1. Waiting for the sidewalk repair to commence. Decided where to move the stone that will be removed, that can be used elsewhere.
2. Continued work on building maintenance.
3. Seeking new internet providers once our Spectrum contract ends.
4. Have been in contact with Door Solutions to complete repairs on the main doors.

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

*Outreach:* met on March 24, 2025

- Sought additional support for patrons who need internet assistance with regards to the social security system . Have learned of two volunteers able to facilitate this increased need.
- Compiled a list of local talent, to participate in an October event.
- Will begin a "Reading to Adults" program at local senior homes, beginning with the Memory Care Unit at the Ivy Lodge.

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

*Friends Liaison:*

The Director attended the most recent Friends' meeting.

*Motion* to adjourn at 7:19 PM by Tim Scott ;  
*Seconded* by Julie Misiano

Passes unanimously.

Submitted by Julie Misiano

Next meeting: May 8, 2025 at 6PM

# Saugerties Public Library

## General Fund Revenue and Expenditure Report

	Jan - Apr 25	Jan - Apr 24
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	707,326.00	661,660.00
2082 · Fees	3,484.85	3,206.52
2401 · Interest	6,686.71	5,217.13
2705 · Gifts & Donations		
2705.4 · Friends	3,894.00	2,500.00
2705.2 · General	375.00	100.00
2705 · Gifts & Donations - Other	175.00	0.00
<b>Total 2705 · Gifts &amp; Donations</b>	<b>4,444.00</b>	<b>2,600.00</b>
<b>Total Income</b>	<b>721,941.56</b>	<b>672,683.65</b>
<b>Expense</b>		
7410.1 · Salaries	128,617.25	111,202.29
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	50.96	0.00
.4.1.7 · Streaming	2,426.64	2,779.27
.4.1.1 · DVD	985.37	734.77
.4.1.2 · Books		
4.1.2A · Adult Books	4,054.27	9,776.24
4.1.2J · Children's Books	1,306.23	1,887.46
.4.1.2 · Books - Other	15.00	0.00
<b>Total .4.1.2 · Books</b>	<b>5,375.50</b>	<b>11,663.70</b>
.4.1.3 · Subscriptions	1,886.68	476.92
.4.1.4 · Newspapers	843.00	835.00
.4.1.5 · Digital Materials	4,813.05	2,075.97
.4.1.6 · Audio Books	47.99	49.99
<b>Total .4.1 · Library Material</b>	<b>16,429.19</b>	<b>18,615.62</b>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	4,063.90	4,155.93
.4.2.2 · Microfilm & Archives	0.00	2,000.00
.4.2.3 · Newsletter & Public Relations	75.00	324.00
<b>Total .4.2 · Programs, Publicity, History</b>	<b>4,138.90</b>	<b>6,479.93</b>
.4.3 · Operation of Building		
.4.3.1 · Utilities	9,656.39	9,507.89
.4.3.2 · Telephone	1,029.28	943.26
.4.3.3 · Insurance	12,006.25	11,203.74
.4.3.4 · Maintenance Service & Supplies	1,333.57	1,332.31
.4.3.5 · Lawn & Grounds	15.78	0.00
.4.3.6 · Building R&M	7,162.76	1,705.06
.4.3.7 · Snow Removal	1,900.00	800.00
.4.3.8 · Elevator	13,007.87	874.31
.4.3.9 · Geothermal	1,761.26	1,896.00
.4.3.12 · Internet	1,238.28	1,154.00

# Saugerties Public Library

## General Fund Revenue and Expenditure Report

	<u>Jan - Apr 25</u>	<u>Jan - Apr 24</u>
Total .4.3 • Operation of Building	49,111.44	29,416.57
.4.4 • Equipment R&M, Supplies		
.4.4.1 • Copier	1,809.76	1,771.96
.4.4.2 • Office Supplies	370.21	586.76
.4.4.4 • Postage	67.85	3.72
.4.4.6 • Equipment Purchases	13,252.89	5,521.47
.4.4.7 • Equipment R&M	1,448.75	2,270.00
Total .4.4 • Equipment R&M, Supplies	16,949.46	10,153.91
.4.5 • Automation, System Fees		
.4.5.1 • Automation & Online Services	2,545.22	2,488.72
.4.5.2 • MHLS Assessment Fees	10,015.08	8,184.50
Total .4.5 • Automation, System Fees	12,560.30	10,673.22
.4.6 • Professional Services		
.4.6.8 • Professional Memberships	0.00	300.00
.4.6.7 • Payroll Service Fees	1,093.99	1,052.36
.4.6.1 • Accounting	2,400.00	2,750.00
.4.6.3 • Board Expenses	0.00	147.08
.4.6.4 • Consulting & Legal Services	0.00	500.00
.4.6.5 • IT Maintenance Consultant	1,742.00	1,624.00
.4.6.6 • Staff Development	0.00	368.89
Total .4.6 • Professional Services	5,235.99	6,742.33
Total 7410.4 • Contractual Expenses	104,425.28	82,081.58
9010 • Employee Benefits		
.1 • Retirement	41,909.00	30,758.00
.2 • Social Security & Medicare	9,634.54	8,337.92
.3 • Workers Compensation	3,552.00	4,879.00
.4 • Disability	-147.19	-127.27
.5 • Medical & Dental Benefits	30,843.26	25,697.75
.6 • Life Insurance	91.54	97.20
Total 9010 • Employee Benefits	85,883.15	69,642.60
Total Expense	318,925.68	262,926.47
Net Ordinary Income	403,015.88	409,757.18
Net Income	<u>403,015.88</u>	<u>409,757.18</u>

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

	<u>Jan - Apr 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
1001 · Real Property Taxes	707,326.00	707,326.36	-0.36
2082 · Fees	3,484.85	4,000.00	-515.15
2401 · Interest	6,686.71	12,000.00	-5,313.29
2705 · Gifts & Donations			
2705.4 · Friends	3,894.00	13,000.00	-9,106.00
2705.2 · General	375.00	5,000.00	-4,625.00
2705 · Gifts & Donations - Other	175.00		
Total 2705 · Gifts & Donations	4,444.00	18,000.00	-13,556.00
3840 · New York State Aid	0.00	5,500.00	-5,500.00
3999 · Appropriated Fund Balance	0.00	30,432.00	-30,432.00
Total Income	721,941.56	777,258.36	-55,316.80
<b>Expense</b>			
7410.1 · Salaries	128,617.25	419,700.00	-291,082.75
7410.4 · Contractual Expenses			
.4.1 · Library Material			
.4.1.8 · Music	50.96	100.00	-49.04
.4.1.7 · Streaming	2,426.64	8,000.00	-5,573.36
.4.1.1 · DVD	985.37	3,000.00	-2,014.63
.4.1.2 · Books			
4.1.2A · Adult Books	4,054.27	17,000.00	-12,945.73
4.1.2J · Children's Books	1,306.23	9,000.00	-7,693.77
.4.1.2 · Books - Other	15.00		
Total .4.1.2 · Books	5,375.50	26,000.00	-20,624.50
.4.1.3 · Subscriptions	1,886.68	1,500.00	386.68
.4.1.4 · Newspapers	843.00	2,500.00	-1,657.00
.4.1.5 · Digital Materials	4,813.05	14,000.00	-9,186.95
.4.1.6 · Audio Books	47.99	500.00	-452.01
Total .4.1 · Library Material	16,429.19	55,600.00	-39,170.81
.4.2 · Programs, Publicity, History			
.4.2.1 · Programs	4,063.90	7,000.00	-2,936.10
.4.2.2 · Microfilm & Archives	0.00	2,000.00	-2,000.00
.4.2.3 · Newsletter & Public Relations	75.00	4,000.00	-3,925.00
Total .4.2 · Programs, Publicity, History	4,138.90	13,000.00	-8,861.10
.4.3 · Operation of Building			
.4.3.1 · Utilities	9,656.39	28,000.00	-18,343.61
.4.3.2 · Telephone	1,029.28	3,500.00	-2,470.72
.4.3.3 · Insurance	12,006.25	27,000.00	-14,993.75
.4.3.4 · Maintenance Service & Supplies	1,333.57	5,000.00	-3,666.43
.4.3.5 · Lawn & Grounds	15.78	4,500.00	-4,484.22
.4.3.6 · Building R&M	7,162.76	12,000.00	-4,837.24
.4.3.7 · Snow Removal	1,900.00	1,500.00	400.00
.4.3.8 · Elevator	13,007.87	4,000.00	9,007.87



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

	<b>Jan - Apr 25</b>	<b>Budget</b>	<b>\$ Over Budget</b>
.4.3.9 • Geothermal	1,761.26	7,500.00	-5,738.74
.4.3.12 • Internet	1,238.28	3,000.00	-1,761.72
<b>Total .4.3 • Operation of Building</b>	<b>49,111.44</b>	<b>96,000.00</b>	<b>-46,888.56</b>
<b>.4.4 • Equipment R&amp;M, Supplies</b>			
.4.4.1 • Copier	1,809.76	4,550.00	-2,740.24
.4.4.2 • Office Supplies	370.21	3,000.00	-2,629.79
.4.4.4 • Postage	67.85	600.00	-532.15
.4.4.6 • Equipment Purchases	13,252.89	9,000.00	4,252.89
.4.4.7 • Equipment R&M	1,448.75	5,000.00	-3,551.25
<b>Total .4.4 • Equipment R&amp;M, Supplies</b>	<b>16,949.46</b>	<b>22,150.00</b>	<b>-5,200.54</b>
<b>.4.5 • Automation, System Fees</b>			
.4.5.1 • Automation & Online Services	2,545.22	4,000.00	-1,454.78
.4.5.2 • MHLS Assessment Fees	10,015.08	20,030.00	-10,014.92
<b>Total .4.5 • Automation, System Fees</b>	<b>12,560.30</b>	<b>24,030.00</b>	<b>-11,469.70</b>
<b>.4.6 • Professional Services</b>			
.4.6.8 • Professional Memberships	0.00	800.00	-800.00
.4.6.7 • Payroll Service Fees	1,093.99	2,500.00	-1,406.01
.4.6.1 • Accounting	2,400.00	6,600.00	-4,200.00
.4.6.3 • Board Expenses	0.00	250.00	-250.00
.4.6.4 • Consulting & Legal Services	0.00	2,000.00	-2,000.00
.4.6.5 • IT Maintenance Consultant	1,742.00	2,500.00	-758.00
.4.6.6 • Staff Development	0.00	700.00	-700.00
<b>Total .4.6 • Professional Services</b>	<b>5,235.99</b>	<b>15,350.00</b>	<b>-10,114.01</b>
<b>.4.7 • Election Expenses</b>			
.4.7.1 • Election Inspectors	0.00	450.00	-450.00
.4.7.2 • Election Expenses	0.00	200.00	-200.00
<b>Total .4.7 • Election Expenses</b>	<b>0.00</b>	<b>650.00</b>	<b>-650.00</b>
<b>Total 7410.4 • Contractual Expenses</b>	<b>104,425.28</b>	<b>226,780.00</b>	<b>-122,354.72</b>
<b>9010 • Employee Benefits</b>			
.1 • Retirement	41,909.00	37,614.00	4,295.00
.2 • Social Security & Medicare	9,634.54	27,500.00	-17,865.46
.3 • Workers Compensation	3,552.00	4,700.00	-1,148.00
.4 • Disability	-147.19	350.00	-497.19
.5 • Medical & Dental Benefits	30,843.26	60,244.00	-29,400.74
.6 • Life Insurance	91.54	370.00	-278.46
<b>Total 9010 • Employee Benefits</b>	<b>85,883.15</b>	<b>130,778.00</b>	<b>-44,894.85</b>
<b>Total Expense</b>	<b>318,925.68</b>	<b>777,258.00</b>	<b>-458,332.32</b>
<b>Net Ordinary Income</b>	<b>403,015.88</b>	<b>0.36</b>	<b>403,015.52</b>
	<b>403,015.88</b>	<b>0.36</b>	<b>403,015.52</b>

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

	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
1001 · Real Property Taxes	100.0%
2082 · Fees	87.12%
2401 · Interest	55.72%
2705 · Gifts & Donations	
2705.4 · Friends	29.95%
2705.2 · General	7.5%
2705 · Gifts & Donations - Other	
Total 2705 · Gifts & Donations	24.69%
3840 · New York State Aid	0.0%
3999 · Appropriated Fund Balance	0.0%
Total Income	92.88%
<b>Expense</b>	
7410.1 · Salaries	30.65%
7410.4 · Contractual Expenses	
.4.1 · Library Material	
.4.1.8 · Music	50.96%
.4.1.7 · Streaming	30.33%
.4.1.1 · DVD	32.85%
.4.1.2 · Books	
4.1.2A · Adult Books	23.85%
4.1.2J · Children's Books	14.51%
.4.1.2 · Books - Other	
Total .4.1.2 · Books	20.68%
.4.1.3 · Subscriptions	125.78%
.4.1.4 · Newspapers	33.72%
.4.1.5 · Digital Materials	34.38%
.4.1.6 · Audio Books	9.6%
Total .4.1 · Library Material	29.55%
.4.2 · Programs, Publicity, History	
.4.2.1 · Programs	58.06%
.4.2.2 · Microfilm & Archives	0.0%
.4.2.3 · Newsletter & Public Relations	1.88%
Total .4.2 · Programs, Publicity, History	31.84%
.4.3 · Operation of Building	
.4.3.1 · Utilities	34.49%
.4.3.2 · Telephone	29.41%
.4.3.3 · Insurance	44.47%
.4.3.4 · Maintenance Service & Supplies	26.67%
.4.3.5 · Lawn & Grounds	0.35%
.4.3.6 · Building R&M	59.69%
.4.3.7 · Snow Removal	126.67%
.4.3.8 · Elevator	325.2%

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

	<u>% of Budget</u>
.4.3.9 • Geothermal	23.48%
.4.3.12 • Internet	41.28%
<b>Total .4.3 • Operation of Building</b>	<b>51.16%</b>
<b>.4.4 • Equipment R&amp;M, Supplies</b>	
.4.4.1 • Copier	39.78%
.4.4.2 • Office Supplies	12.34%
.4.4.4 • Postage	11.31%
.4.4.6 • Equipment Purchases	147.25%
.4.4.7 • Equipment R&M	28.98%
<b>Total .4.4 • Equipment R&amp;M, Supplies</b>	<b>76.52%</b>
<b>.4.5 • Automation, System Fees</b>	
.4.5.1 • Automation & Online Services	63.63%
.4.5.2 • MHLS Assessment Fees	50.0%
<b>Total .4.5 • Automation, System Fees</b>	<b>52.27%</b>
<b>.4.6 • Professional Services</b>	
.4.6.8 • Professional Memberships	0.0%
.4.6.7 • Payroll Service Fees	43.76%
.4.6.1 • Accounting	36.36%
.4.6.3 • Board Expenses	0.0%
.4.6.4 • Consulting & Legal Services	0.0%
.4.6.5 • IT Maintenance Consultant	69.68%
.4.6.6 • Staff Development	0.0%
<b>Total .4.6 • Professional Services</b>	<b>34.11%</b>
<b>.4.7 • Election Expenses</b>	
.4.7.1 • Election Inspectors	0.0%
.4.7.2 • Election Expenses	0.0%
<b>Total .4.7 • Election Expenses</b>	<b>0.0%</b>
<b>Total 7410.4 • Contractual Expenses</b>	<b>46.05%</b>
<b>9010 • Employee Benefits</b>	
.1 • Retirement	111.42%
.2 • Social Security & Medicare	35.04%
.3 • Workers Compensation	75.57%
.4 • Disability	-42.05%
.5 • Medical & Dental Benefits	51.2%
.6 • Life Insurance	24.74%
<b>Total 9010 • Employee Benefits</b>	<b>65.67%</b>
<b>Total Expense</b>	<b>41.03%</b>
<b>Net Ordinary Income</b>	<b>111,948,855.56%</b>
	<b>111,948,855.56%</b>

# Saugerties Public Library Abstract Check Register

	Type	Date	Num	Name	Memo	Amount
<b>M&amp;T General Fund Checking 6455</b>						
	Check	04/03/2025	EFT	NYS Emp Retire System		-699.24
	Check	04/30/2025	EFT	Charter Communications - Phone	Phone 4/1/25-4/30/25	-256.66
	Check	04/30/2025	EFT	Paychex	Invoice#: 2025040101; 2025041501	-161.30
	Check	04/30/2025	11558	ThyssenKrupp Elevator Corp	Service Contract 4/1/25-6/30/25	-831.77
	Check	04/30/2025	11559	Metropolitan Life Insurance Companies	TM0555018110002	-24.30
	Check	04/30/2025	EFT	Central Hudson	Bill for 3/22/25 - 4/21/25	-2,347.39
	Check	04/30/2025	11560	CDPHP	Invoice #2510500000205	-6,446.30
	Check	04/30/2025	11561	Welsh Sanitation		-93.89
	Check	04/30/2025	11562	Charter Communications - Internet		-115.40
	Check	04/30/2025	11563	Midwest Tape	Invoice #507112072	-1,052.85
	Check	04/30/2025	11564	Culligan of Newburgh		-124.50
	Check	04/30/2025	11565	Stewart's	April newspapers	-196.00
	Check	04/30/2025	11566	WT Cox	Inv #3147932	-1,431.73
	Check	04/30/2025	11567	Baker & Taylor		-1,054.09
	Check	04/30/2025	11568	WZ Accountants	Inv #3296	-600.00
	Check	04/30/2025	11569	BookPage		-420.00
	Check	04/30/2025	11570	PC Smith & Son, Inc.		-30.56
	Check	04/30/2025	11571	OverDrive Inc		-1,114.77
	Check	04/30/2025	11572	E-rate Management Consultants	Invoice #2025-1	-892.08
	Check	04/30/2025	11573	Gale/Cengage Learning	Invoice #999100347262	-65.58
	Check	04/30/2025	11574	Mid Hudson Library System	Invoice #2438	-5,057.54
	Check	04/30/2025	11575	Hudson Valley One		-55.00
	Check	04/30/2025	11576	W B Mason Co Inc	Invoice #253617148	-50.87
	Check	04/30/2025	11577	National Business Technology	Invoice #589964416	-374.69
	Check	04/30/2025	11578	Uniforms USA, Inc.	Invoice #77085, 79295	-52.00
	Check	04/30/2025	11579	Amazon Capital Services		-247.79
	Check	04/30/2025	11580	Business Credit Card		-828.64
	Check	04/30/2025	11126	Sutton Electrical Plumbing & Heating Inc	Inv #9650	-4,995.00
	Check	04/30/2025	11127	Marshall & Sterling Upstate		-5,719.00
	Check	04/30/2025	11125	Mid Hudson Library System		-8,550.00
Total M&T General Fund Checking 6455						-43,888.94

**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>-43,888.94</u></u>

# Saugerties Public Library

## Abstract

April 2025

	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>2082 · Fees</b>				
			Square income	272.55
Total 2082 · Fees				272.55
Total Income				272.55
<b>Expense</b>				
<b>7410.1 · Salaries</b>				
	04-02-25 PR			15,762.53
	04-16-25 PR			15,746.17
	04-30-25 PR			15,895.17
Total 7410.1 · Salaries				47,403.87
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
<b>.4.1.8 · Music</b>				
	11563	Midwest Tape	Invoice #507112072	38.22
Total .4.1.8 · Music				38.22
<b>.4.1.7 · Streaming</b>				
	11563	Midwest Tape	Invoice #507112072	561.81
	11580	Business Credit Card		-110.42
Total .4.1.7 · Streaming				451.39
<b>.4.1.1 · DVD</b>				
	11563	Midwest Tape	Invoice #507112072	404.83
	11580	Business Credit Card		34.89
Total .4.1.1 · DVD				439.72
<b>.4.1.2 · Books</b>				
<b>4.1.2A · Adult Books</b>				
	11567	Baker & Taylor		743.30
	11573	Gale/Cengage Learning	Invoice #999100347262	65.58
	11579	Amazon Capital Services		10.59
Total 4.1.2A · Adult Books				819.47
<b>4.1.2J · Children's Books</b>				
	11567	Baker & Taylor		310.79
Total 4.1.2J · Children's Books				310.79
Total .4.1.2 · Books				1,130.26
<b>.4.1.3 · Subscriptions</b>				
	11566	WT Cox	Magazine Renewal 2026-2027	1,431.73
	11569	BookPage		420.00
Total .4.1.3 · Subscriptions				1,851.73
<b>.4.1.4 · Newspapers</b>				
	11565	Stewart's	April	196.00
	11575	Hudson Valley One		55.00
Total .4.1.4 · Newspapers				251.00
<b>.4.1.5 · Digital Materials</b>				

# Saugerties Public Library

## Abstract

April 2025

Num	Name	Memo	Amount
		Invoices: 01938DA25106136; 01938CO25117933; 01938DA25127291; 01938CO25131145; 01938DA25134360	
11571	OverDrive Inc		1,114.77
Total .4.1.5 · Digital Materials			1,114.77
<b>.4.1.6 · Audio Books</b>			
11563	Midwest Tape	Invoice #507112072	47.99
Total .4.1.6 · Audio Books			47.99
Total .4.1 · Library Material			5,325.08
<b>.4.2 · Programs, Publicity, History</b>			
<b>.4.2.1 · Programs</b>			
11579	Amazon Capital Services		138.31
Total .4.2.1 · Programs			138.31
Total .4.2 · Programs, Publicity, History			138.31
<b>.4.3 · Operation of Building</b>			
<b>.4.3.1 · Utilities</b>			
EFT	Central Hudson	3/22/25-4/21/25	2,347.39
Total .4.3.1 · Utilities			2,347.39
<b>.4.3.2 · Telephone</b>			
EFT	Charter Communications - Phone	Phone 4/1/25-4/30/25	256.66
Total .4.3.2 · Telephone			256.66
<b>.4.3.3 · Insurance</b>			
11127	Marshall & Sterling Upstate	9/1/24-9/1/25- Package 2nd Installment	5,378.00
11127	Marshall & Sterling Upstate	9/1/24-9/1/25- Umbrella 1st Installment	341.00
Total .4.3.3 · Insurance			5,719.00
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>			
11561	Welsh Sanitation	May	93.89
11564	Culligan of Newburgh	April	124.50
11576	W B Mason Co Inc	Invoice: 253617148	50.87
11580	Business Credit Card		82.02
Total .4.3.4 · Maintenance Service & Supplies			351.28
<b>.4.3.6 · Building R&amp;M</b>			
11570	PC Smith & Son, Inc.		30.56
11578	Uniforms USA, Inc.	Invoice #77085, 79295	52.00
11580	Business Credit Card		621.72
11126	Sutton Electrical Plumbing & Heating Inc	Inv #9650	4,995.00
Total .4.3.6 · Building R&M			5,699.28
<b>.4.3.8 · Elevator</b>			
11558	ThyssenKrupp Elevator Corp	Service Contract 4/1/25-6/30/25	831.77
Total .4.3.8 · Elevator			831.77

# Saugerties Public Library

## Abstract

April 2025

	Num	Name	Memo	Amount
<b>.4.3.12 · Internet</b>				
	11562	Charter Communications - Internet	Internet service for 5/1/25-5/31/25	115.40
	11572	E-rate Management Consultants	Invoice #2025-1	892.08
Total .4.3.12 · Internet				1,007.48
Total .4.3 · Operation of Building				16,212.86
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 · Copier</b>				
	11577	National Business Technology	May	374.69
Total .4.4.1 · Copier				374.69
<b>.4.4.2 · Office Supplies</b>				
	11580	Business Credit Card		11.75
Total .4.4.2 · Office Supplies				11.75
<b>.4.4.6 · Equipment Purchases</b>				
	11579	Amazon Capital Services		98.89
	11125	Mid Hudson Library System		8,550.00
Total .4.4.6 · Equipment Purchases				8,648.89
Total .4.4 · Equipment R&M, Supplies				9,035.33
<b>.4.5 · Automation, System Fees</b>				
<b>.4.5.1 · Automation &amp; Online Services</b>				
	11574	Mid Hudson Library System	Invoice: 2476	50.00
	11580	Business Credit Card		103.68
Total .4.5.1 · Automation & Online Services				153.68
<b>.4.5.2 · MHLS Assessment Fees</b>				
	11574	Mid Hudson Library System	Invoice: 2438	5,007.54
Total .4.5.2 · MHLS Assessment Fees				5,007.54
Total .4.5 · Automation, System Fees				5,161.22
<b>.4.6 · Professional Services</b>				
<b>.4.6.9 · Merchant Fees</b>				
			Square income	10.68
Total .4.6.9 · Merchant Fees				10.68
<b>.4.6.7 · Payroll Service Fees</b>				
	EFT	Paychex	Invoice#: 2025040101; 2025041501	161.30
Total .4.6.7 · Payroll Service Fees				161.30
<b>.4.6.1 · Accounting</b>				
	11568	WZ Accountants	Inv #3296	600.00
Total .4.6.1 · Accounting				600.00
<b>.4.6.5 · IT Maintenance Consultant</b>				
	11580	Business Credit Card		85.00
Total .4.6.5 · IT Maintenance Consultant				85.00



# Saugerties Public Library

## Abstract

April 2025

	Num	Name	Memo	Amount
Total .4.6 · Professional Services				856.98
Total 7410.4 · Contractual Expenses				36,729.78
<b>9010 · Employee Benefits</b>				
<b>.2 · Social Security &amp; Medicare</b>				
	04-02-25 PR			1,183.10
	04-16-25 PR			1,181.83
	04-30-25 PR			1,193.24
Total .2 · Social Security & Medicare				3,558.17
<b>.4 · Disability</b>				
	04-02-25 PR			-16.04
	04-16-25 PR			-16.57
	04-30-25 PR			-16.71
Total .4 · Disability				-49.32
<b>.5 · Medical &amp; Dental Benefits</b>				
	04-02-25 PR			-297.50
	04-16-25 PR			-297.50
	04-30-25 PR			-297.50
	11560	CDPHP	May	6,446.30
Total .5 · Medical & Dental Benefits				5,553.80
<b>.6 · Life Insurance</b>				
	11559	Metropolitan Life Insurance Companies	Life insurance	24.30
Total .6 · Life Insurance				24.30
Total 9010 · Employee Benefits				9,086.95
Total Expense				93,220.60
Net Ordinary Income				-92,948.05
<b>Net Income</b>				<b>-92,948.05</b>

## **April Director's Report 2025**

**Library Appreciation week:** Thank you to the Friends of the Library for purchasing t-shirts for staff with the message "The library is for everyone." on them and for bringing yummy food for staff to enjoy.

**Library App:** Take a look in your app store for Mid-Hudson Libraries! Download the app, and you might have to enter your library card. Then it will take you to the NEW SPL app! Thank you to Christine who fine tuned the general template that MHLS provided.

**Programs:** The Mid-Hudson Libraries Tempestry Collection is a collaborative fiber artwork created by community members to showcase environmental awareness and climate activism via data representation of temperatures from the 1800's to the present. Each participating library chooses a year, and individuals knit using specific colors of yarn that represent the average temperature per day for that year. In the end, we hope to have a large display of each piece to show visually how the Earth's temperature is rising. SPL has chosen 2011 (when the addition was completed) and 1956 (when we got our full charter from NYS).

**Backyard:** Environmentalists from Bard College installed some equipment in the library's back yard that resembles the Disney character, Wall-e. This equipment's size and shape was a bit of a surprise, however, this equipment will be monitoring the air quality in Saugerties.

**Computers:** IT support staff came to the library on April 18<sup>th</sup> to install all of the new public computers. Working with Justyna, they were able to get almost all of them up and running, although there are still issues with several of them. Isaac will return in May to work on all of these bugs. The wireless internet has been slow, and I have been speaking with MHLS and Spectrum to discover the problem. Increasing the amount of bandwidth for the duration of our last year of our contract with Spectrum is not allowable because of E-rate rules. Mid-Hudson believes that they might know of ways to increase the Wi-Fi service, so they will be helping us.

**Programs:** April included Bollywood dance classes and Elder Law Estate Planning. The library hosted two of the Saugerties Earth Day programs.

**Meetings:** Attended the March Friends meeting.

**Staff meeting:** April 15<sup>th</sup>

**UCLA meeting:** April 15<sup>th</sup>

**Directors Meeting @Mid-Hudson auditorium:** April 25<sup>th</sup>

I took a vacation from April 7<sup>th</sup> – 11<sup>th</sup>.

Saugerties Public Library  
@Finance Committee

Date: 4/21/2025

Time: 6:00 p.m.

Committee Members Attending:

Charlotte Herscher

Ken Goldberg

Julie Misiano

Committee Members Absent:

Tim Scott

Staff Attending:

Jennifer Russell

Discussion/Agenda Items

- Ordered 9 new staff computers from MHLS.
- New hot water heater being installed tomorrow.
- We continued to discuss the 2026 budget.
  - New York State retirement is projecting about \$50,000 for next year up from the current \$37,000.
  - Jen is checking about various projected costs for employee benefits.
  - Last year we significantly under budgeted for worker's comp. We budgeted \$4,700 and paid \$8,100.
  - If we move to Archtop Fiber, it seems like we will save \$600 a year for better bandwidth of internet service.

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

Next meeting: Monday, May 19, 2025 at 6:00.

Saugerties Public Library  
Facilities Committee

Date: April 18<sup>th</sup>, 2025

Time: 6 PM

Committee Members Attending: Paul , Yosefa, Tim

Staff Attending: Jen, Sandy

Others Attending:

Absent:

Discussion/Agenda Items

1. The front door does not always unlock when the staff uses their key fob. Door Security will be here on May 9<sup>th</sup> to fix it.
2. Sandy is making list of lights that need to be converted for use with LED bulbs. We will hire an electrician to do the work. These are mostly emergency lights that include a battery backup.
3. Our hot water heater has been replaced by Sutton plumbing.
4. Ann Krupp and Zoe have reviewed our gardens and they are working on a list of updates.
5. The outdoor faucet by the book drop slots is dripping. I have notified Sutton plumbing. They are ordering the part.

Next Facilities Meeting

April 15<sup>th</sup>, 2025

2025

[illegible][illegible]

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

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	
<b>Circulation</b>													
Adult	2,635		2,214		2,099		2,021				30,093	8,893	30%
Adult renewals	1,158		1,089		1,019		975				14,410	4,171	29%
Juvenile	2,453		1,886		1,743		1,697				23,415	7,340	31%
Juvenile renewals	1,151		1,166		1,032		813				16,420	3,799	23%
Teen	195		78		97		100				1,214	359	30%
Teen renewals	75		72		53		51				891	184	21%
<b>Total Circulation</b>	7,667		6,505		6,043		5,657				86,443	24,746	29%
<b>Holds Filled</b>													
Adults	1,041		867		892		798				12,401	3,702	30%
Juvenile	343		474		490		390				5,192	1,808	35%
Teen	49		38		46		49				586	203	35%
ILL received	0		0		0		1				7	9	129%
ILL loaned	0		1		1		0				5	4	80%
<b>Total Holds</b>	1,433		1,380		1,429		1,238				18,191	5,726	31%
<b>Questions Answered</b>													
Adult	941		840		742		682				10,140	2,995	30%
Children's	300		172		305		138				3,891	599	15%
<b>Total Questions</b>	1,241		1,012		1,047		820				14,031	3,594	26%
<b>Programs</b>													
Adult	18		23		25		27				265	115	43%
Teen	16		14		22		13				173	81	47%
Children's	28		20		15		10				274	116	42%
<b>Total Programs</b>	62		57		62		50				712	312	44%
<b>Program Attendance</b>													
Adult	139		276		245		274				2,327	1,535	66%
Teen	177		103		172		108				1,038	536	52%
Children	834		233		172		103				4,800	1,050	22%
<b>Total attendance</b>	1,150		612		589		485				8,165	3,121	38%
<b>Computer sessions</b>	385		394		428		385				4,441	996	22%
												-25%	
<b>Web Page Visits</b>	6,988		7,166		5,715		5,707				60,054	24,446	41%
												32%	
<b>New Cards Issued</b>	53		39		25		29				476	123	26%
												-111%	
<b>Overdrive Audiobook</b>	883		847		837		879				6703	3198	48%
<b>Overdrive eBook</b>	959		869		778		862				9192	2936	32%
<b>Overdrive Magazine</b>	401		533		559		584				1981	1835	93%
<b>Overdrive Total</b>	2243		2249		2174		2325				17876	7969	45%

Saugerties Public Library Board Agenda  
June 12, 2025  
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

Old Business:

New Business:

1. Trustee Petitions available July 1
2. 2026 Budget review
3. MHLS Library Advocacy Ambassadors

Secretary's Report

Treasurer's Report

Pay Bills

Director's Report:

Committee Reports:

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

Next meeting - July 10, 2025



Saugerties Public Library  
Regular Board Meeting  
Date: May 8, 2025

**Present:** Trustees Paul Vanbenschoten, Nina Schmidbaur, Timothy Scott, Julie Misiano, Ken Goldberg, Erin Poll, with Rebecca Lang arriving late at 6:17 PM.

**Excused:** Charlotte Herscher, Teresa Giordano, Yosefa Karchmar

**Staff:** Director Jennifer Russell

**Public Attendees:** Leeanne Thornton

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

**Public Comment:** Leeanne Thornton, Town Board liaison to the library says that there was a Town Board meeting last night which addressed the Drummond Falls Road bridge which is in need of repair, with the Town portion anticipated to be over \$200,000. Greene County has been unable to secure a grant for which they applied, which would help repair the other side of the bridge.

-Three members of the police department have resigned for various reasons.

-Vandalism at Cantine Field is up, even with patrols. Some of the vandalism has included significant damage to the plumbing, with large items being flushed down the toilets, which required hours of work to repair as well as assistance from the Town of Kingston.

-The Town Maintenance worker responsible for cleaning all of the Town Buildings, is retiring at the end of this month.

- Next Wednesday the 14th at 6:30pm, the Village will have a public meeting about the development proposed for North Street, along Market Street between North and Elm. Location may be moved to the Senior Center to host the number of expected attendees.

- Thursday May 22nd, there will be a Brooks Barbecue fundraiser to raise money for the Splash Pad in Cantine Field. They will also be applying for grants.

**Friends of Library:**

A member of the Friends did not attend this meeting.

**Unfinished Business:**

- N/A

**New Business:**

1. Resignation of Board Member: Robert Irizarry tendered his resignation last month. The bylaws state that a temporary trustee may be appointed with the majority vote of the active Trustees, until such time as there is a new election with nominees opting to run. The period opens in July.

Tim Scott made a motion to discuss whether to replace Rob temporarily at this time, or wait until the next term begins. New candidates interested in becoming a trustee are able to obtain petitions to get on the ballot in July. One open spot would be for the three years that Rob has left in his term.

Motion made by Nina Schmidbaur, seconded by Tim Scott to approve the plan to not appoint a Trustee for the next four months, and wait until the election. The caveat is that should an extra member be needed for an important policy/personnel issue, the committee on which Rob served, other Trustees will be willing to attend that committee meeting. Passes unanimously.

2. Mixer planned to acclimate interested Trustees, most likely at the end of June.

### Secretary's Report:

*Motion* by Tim Scott and *Second* by Rebecca Lang to approve the minutes as written. Nina Schmidbaur abstained since she was absent at the last meeting. Motion passes unanimously.

### Treasurer's Report:

Motion to pay the bills in the amount of \$ 43,888.94 made by Julie Misiano seconded by Tim Scott Passes unanimously

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

- Celebrated Library Appreciation Week with food for the staff, and t-shirts from the Friends
- The MHLS app as been launched for each individual library
- Installation of New Computers for the patrons has been completed
- Bard College environmental studies researchers will be gathering data on air quality through a device installed in the back garden
- Tempestry Project upcoming system-wide. The hope is to get all libraries to participate in knitting year-based temperature blankets. The knitters will get the data of the years selected, and knit rows based on the temperature data.

### Committee Reports:

*Finance:* met on 4/21/25

1. Ordered new staff computers since most of the current ones will not be able to be updated to the new Windows OS.
2. While preparing next year's budget, discussed some significant increases in costs for line items where the costs are set by other entities such as retirement costs or insurance costs.
3. Would like to reduce cost and improve internet speeds; and we are exploring options.

see minutes FMI    Next meeting: May 19, 2025    at 6PM

*Personnel/Policy:* met on April 16, 25

- A new clerk has been hired due to a former clerk, Dori Hopf, resigning. Her name is Jane Vecchio
- Discussed staff salaries and raises as it compares with inflation projections.
- Development of a Disaster Plan if there is an area disaster that would affect the functioning of the library, as opposed to the plan that is in collaboration with the Town for how the library could support the community in a disaster.

see minutes FMI    Next meeting: TBD    at 6PM

*Facilities:* met on April 18, 25

1. Scheduled repairs or upgrades have commenced or been completed.
2. Identified other areas in need of repairs such as some of the lights and a leaky outdoor faucet.
3. Reviewing suggested updates and/or changes that the gardener would like for the landscape and garden.

see minutes FMI    Next meeting: May 20, 25    at 6 PM

*Outreach:* met on April 28, 25

- Will order "Dementia Kits" to add to the Library of Things.
- Identified Places for Outreach Tabling. Will be seeking volunteers.
- Senior Reading Program at the Ivy Lodge. The first one was considered a big hit by the reader and the residents.
- Developing a "Check out an Expert" event for October. Plan is to have up to 25 volunteers to be at the library in the evening to answer the questions asked by interested patrons.

see minutes FMI    Next meeting: May 26, 2025    at 5:30 PM

*Friends Liaison:* N/A

*Motion* to adjourn at 6:57 PM by Tim Scott ;  
*Seconded* by Nina Schmidbaur

Passes unanimously.

Submitted by Julie Misiano

Next meeting: June 12, 2025 at 6PM

# Saugerties Public Library General Fund Budget vs. Actual

January through December 2023

Budget Estimates for 2026 DRAFT

	2025 Budget	2026 DRAFT	Notes
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
1001 · Real Property Taxes	707,326.36	762,028.96	
2082 · Fees	4,000.00	9,000.00	
2401 · Interest	12,000.00	12,000.00	Look to ledger for actual from 2024
2705 · Gifts & Donations			
2705.4 · Friends	13,000.00	6,000.00	\$2,000 goes to Summer Reading Program
2705.2 · General	5,000.00	10,000.00	Includes estimated donations and 4,000 from Ricks for books & programs.
Total 2705 · Gifts & Donations	18,000.00	16,000.00	0.00
3840 · New York State Aid	5,500.00	5,500.00	
3999 · Appropriated Fund Balance	30,431.64	30,431.64	
Total Income	777,258.00	834,960.60	0.00
<b>Expense</b>			
7410.1 · Salaries	419,700.00	429,273.60	2.30%
7410.4 · Contractual Expenses			
.4.1 · Library Material			
.4.1.8 · Music	100.00	0.00	Only use patron donations
.4.1.7 · Streaming	8,000.00	9,000.00	
.4.1.1 · DVD	3,000.00	2,500.00	
.4.1.2 · Books			
4.1.2A · Adult Books	17,000.00	19,598.00	\$1,098.00 added for Spanish language rental books McNaughten
4.1.2J · Children's Books	9,000.00	8,000.00	
Total .4.1.2 · Books	26,000.00	27,598.00	0.00
.4.1.3 · Subscriptions	1,500.00	1,500.00	
.4.1.4 · Newspapers	2,500.00	2,500.00	
.4.1.5 · Digital Materials	14,000.00	19,000.00	MHLS report per usage needs an additional \$ 5,000
.4.1.6 · Audio Books	500.00	0.00	Slowly weeding out CDs
Total .4.1 · Library Material	55,600.00	62,098.00	0.00
.4.2 · Programs, Publicity, History			
.4.2.1 · Programs	7,000.00	7,000.00	Friends to augment
.4.2.2 · Microfilm & Archives	2,000.00	0.00	Ask Sawyer Savings to donate
.4.2.3 · Newsletter & Public Relations	4,000.00	4,000.00	Annual Report to Community
Total .4.2 · Programs, Publicity, History	13,000.00	11,000.00	0.00
.4.3 · Operation of Building			
.4.3.1 · Utilities	28,000.00	28,000.00	
.4.3.2 · Telephone	3,500.00	3,500.00	
.4.3.3 · Insurance	27,000.00	30,000.00	

# Saugerties Public Library General Fund Budget vs. Actual

January through December 2023

## Budget Estimates for 2026 DRAFT

	2025 Budget	2026 DRAFT	Notes
.4.3.4 · Maintenance Service & Supplies	5,000.00	4,000.00	
.4.3.5 · Lawn & Grounds	4,500.00	3,500.00	
.4.3.6 · Building R&M	12,000.00	12,000.00	
.4.3.7 · Snow Removal	1,500.00	2,000.00	
.4.3.8 · Elevator	4,000.00	4,000.00	
.4.3.9 · Geothermal	7,500.00	10,000.00	Closer to what we spent in 2024. But we haven't had any repairs in 2025?
.4.3.12 · Internet	3,000.00	2,650.00	Arch top estimate (After June) 50.00 a month=1710.00
<b>Total .4.3 · Operation of Building</b>	<b>96,000.00</b>	<b>99,650.00</b>	<b>0.00</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>			
.4.4.1 · Copier	4,550.00	5,500.00	
.4.4.2 · Office Supplies	3,000.00	2,500.00	
.4.4.4 · Postage	600.00	800.00	
.4.4.6 · Equipment Purchases	9,000.00	8,000.00	Overbudget last year because e- rate funds took so long to come in. They paid 4,074.
.4.4.7 · Equipment R&M	5,000.00	5,000.00	Includes IT support from Computer Guys
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>22,150.00</b>	<b>21,800.00</b>	<b>0.00</b>
<b>.4.5 · Automation, System Fees</b>			
.4.5.1 · Automation & Online Services	4,000.00	4,000.00	
.4.5.2 · MHLS Assessment Fees	20,030.00	20,030.00	
<b>Total .4.5 · Automation, System Fees</b>	<b>24,030.00</b>	<b>24,030.00</b>	<b>0.00</b>
<b>.4.6 · Professional Services</b>			
.4.6.8 · Professional Memberships	800.00	1,200.00	NYLA, Ulster County Association, SENYLRC (host our digital historical stuff)
.4.6.7 · Payroll Service Fees	2,500.00	3,000.00	
.4.6.1 · Accounting	6,600.00	7,200.00	\$600.00 a month
.4.6.2 · Audit	0.00	0.00	Can we put this off for a year?
.4.6.3 · Board Expenses	250.00	300.00	
.4.6.4 · Consulting & Legal Services	2,000.00	2,000.00	
.4.6.5 · IT Maintenance Consultant	2,500.00	1,650.00	Computer Guys in Equipment purchase / Equipment R & M
.4.6.6 · Staff Development	700.00	400.00	EAP and mileage
<b>Total .4.6 · Professional Services</b>	<b>15,350.00</b>	<b>15,750.00</b>	<b>0.00</b>
<b>.4.7 · Election Expenses</b>			
.4.7.1 · Election Inspectors	450.00	450.00	
.4.7.2 · Election Expenses	200.00	200.00	
<b>Total .4.7 · Election Expenses</b>	<b>650.00</b>	<b>650.00</b>	<b>0.00</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>226,780.00</b>	<b>234,978.00</b>	<b>0.00</b>

# Saugerties Public Library General Fund Budget vs. Actual

January through December 2023

**Budget Estimates for 2026 DRAFT**

	2025 Budget	2026 DRAFT	Notes
<b>9010 · Employee Benefits</b>			
			From NYS Retirement projection. Contribution rates are based on expected investment earnings and expected mortality rates.
.1 · Retirement	37,614.00	49,950.00	
.2 · Social Security & Medicare	27,500.00	31,320.00	
.3 · Workers Compensation	4,700.00	4,700.00	
.4 · Disability	350.00	350.00	Look to Annual Ledger
			Platinum plan - library contribution. Includes dental
.5 · Medical & Dental Benefits	60,244.00	83,919.00	
.6 · Life Insurance	370.00	470.00	Added Kristina to Met Life
<b>Total 9010 · Employee Benefits</b>	<b>130,778.00</b>	<b>170,709.00</b>	
<b>Total Expense</b>	<b>777,258.00</b>	<b>834,960.60</b>	
<b>Net Ordinary Income</b>	<b>0.00</b>	<b>0.00</b>	
<b>Net Income</b>	<b>0.00</b>	<b>0.00</b>	

## **May's Director's Report 2025**

**Library App:** Download the Mid-Hudson Library System app from your app store!

**Programs: Theater in the Library!** Georgia Dedolph has written and will direct an adaptation of the Greek story, Cupid & Psyche, that will be performed throughout the entire library. The auditions begin on Sunday, June 8<sup>th</sup>. We are looking for actors, singers, extras, crew, and costume makers. Joanne Pagano Weber has been hired to create puppets and some props. The rehearsals will be on Sundays and Tuesday evenings, and the performance will be Friday August 8<sup>th</sup>, Saturday August 9<sup>th</sup> and Sunday the 10<sup>th</sup>. If you are interested or know someone who might be interested in participating, let me know!

**The MHLS RoadTrip!** All the libraries in the entire system will be participating in this fun and adventurous program. Pick up your brochure at the main circulation desk, and when you travel to other libraries, they will stamp your brochure. Each brochure has a generalized map of the system, and the **NEW APP** has a far more specific map to help find libraries. There are prizes for getting more and more stamps. This is a great opportunity to see what other libraries are like and for people to visit Saugerties. We will be handing out Chamber of Commerce and Arts Commission's brochures to visitors.

Kristina has added a "First Saturday of the month" morning Storytime. The Middle Way School held a field trip in the Children's Room. High School art students have their artwork on display and had a special art opening in the Community Room. The Red Cross held a blood drive, and the ASL classes were well attended. The Chamber of Commerce held their meeting at the library.

**Facilities:** The annual backflow test was performed. The new sidewalk was installed, and staff immediately heard appreciation from patrons. A blackberry bush was planted to replace the bush that was blocking the security camera. The blackberry bush will provide food for people, insects and animals.

**Volunteers:** We have two volunteers who are helping patrons with accessing the Social Security website. It has taken a bit of time, but a small group of patrons have asked for assistance.

### **Meetings:**

**Staff meeting:** May 20th

**UCLA meeting:** May 20th

I took two days off. May 17<sup>th</sup> and 27th



Saugerties Public Library  
@Finance Committee

Date: 5/19/2025

Time: 6:04 p.m.

Committee Members Attending:

Charlotte Herscher

Ken Goldberg

Julie Misiano

Tim Scott

Board Members Attending:

Paul Van Benschoten

Committee Members Absent:

Staff Attending:

Jennifer Russell

Discussion/Agenda Items

- Discussed and almost finalized the 2026 draft of the budget. Retirement going up about \$12,000 as is health insurance (\$19,000). Overall we have an approximate \$50,000 gap if taxes and appropriated balance contribution stay the same. Will delay audit for a year to save \$11,500. Digital material will be going up quite a bit in 2026.
- Capital account. Discussed opening up one to start accumulating funds for bigger projects like the elevator modernization, but we already have appropriated balance fund, which probably covers it.

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

Next meeting: Monday, June 16, 2025 at 6:00.





### **Audit and Review Policy**

The Saugerties Public Library Board of Trustees will conduct an external audit and review of Library financial statements every three years, however, a majority vote of the Board of Trustees may allow rescheduling an audit until the following fiscal year. The library will hire an independent auditing firm (External Auditor). The External Auditor will audit the financial statements of the governmental activities, each major fund, and the fiduciary funds, which collectively comprise the basic financial statements of the Saugerties Public Library.

The objective of the audit and review is the expression of opinions as to whether the Library's financial statements are fairly presented in all material respects, and whether Library financial statements are in conformity with generally accepted accounting principles. The audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other financial procedures necessary to enable the external auditor to express such opinions. Upon completion of the audit, the external auditor will provide a written report to the Board of Trustees. The annual Audit Report must be reviewed and accepted by the Board of Trustees at a regularly scheduled board meeting.

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Approved by the Saugerties Public Library board on January 12, 2016

Review History: March 2022

Review Cycle: 5 years



## **Art and Exhibits Policy**

**Purpose:** the primary purpose of the Saugerties Public Library Policy on Art Exhibits is to enrich the library experience of Saugerties Public Library patrons, particularly:

- To enhance and increase community appreciation of the arts,
- To present a variety of exhibitions by artists in the visual arts as well as exhibitions of an educational and/or historical significance, and
- To help local and regional artists increase their public exposure.

**Art Exhibit Policy:** The Saugerties Public Library welcomes artists and curators to display works in the **Upper & Lower Level Gallery, and Director approved spaces throughout the building** ~~and Community Room~~ under the following guidelines:

- The Library Director serves as the exhibit coordinator and contact person.
- Exhibit display dates will be established in advance at the discretion of the library staff.
- Work from all media and styles will be considered.
- ~~Exhibition decisions are made by the Art and Exhibits Task Force~~
- The Library does not advocate or endorse the viewpoints of any exhibit or exhibitors. **Works of art must be sensitive to age appropriateness and the social, cultural, historical and physical context of the site.**
- **The Library Director shall, at all times, have the authority to make a decision on whether specific artworks may be displayed based on what is in the best interests of the Library and the community it serves.** Any such decision may be appealed to the Board of Trustees.
- Any concern about an exhibit should be directed in writing to the Library Director.
- It is the responsibility of the exhibitor to set up and remove the exhibit in accordance with an established schedule. If assistance is required, it is the exhibitor's responsibility to provide such assistance unless determined otherwise by the Library Director.
- Artists must remove artwork from the Library at the agreed upon date **so the next artist is able to install their show.** ~~no later than two days after the end of the exhibit unless the artist has made written arrangements with the Library Director.~~ The Library **cannot take down an exhibition** or provide storage space.
- Artwork not removed on schedule will limit the exhibitor from future exhibitions.
- ~~The Arts & Exhibits Task Force reserves the right to select individual works to be shown with works of other artists, or may provide the opportunity for a one person show.~~

- All costs, expenses, and signage (in keeping with the Library design guidelines) are the responsibility of the exhibitor/s.
- Three weeks prior to display, ~~the exhibitor/s will provide the Library Director with an itemized list of art items. This will comprise: Artist, title, year, and medium. Exhibitor/s will also~~ the exhibitor will provide an image of their artwork and a personal or curatorial statement about the work to be displayed.
- Library use of display areas takes precedence over any other use. In the unlikely event that the Library should require display/exhibit space for its own use, the Library Director has the right to pre-empt such space, without notice.

**Procedures:** ~~Applications for exhibits must be sent to the Director of the Library and will be referred to the Art & Exhibits Task Force. The Art & Exhibits Task Force will review all submission. The artist must include all material required in the application; e.g. slides, photographs or samples.~~

The artist must complete and sign the Application Form and read the Art and Exhibit policy (attached), acknowledging **that they** understand and accept the Library Policy on art exhibits.

~~Exhibits shall be scheduled, whenever possible, from several months to a year in advance.~~

**Sale of Artwork:** no sales transactions may take place on Library premises, but the exhibitor may provide phone number and address to be contacted by any interested party.

**Exhibition Presentation, Installation:** Artwork to be displayed must be framed, matted or have a support structure, and be ready for installation.

- Three dimensional work or work requiring pedestals can only be displayed by special arrangement with the Library Director. ~~Pedestals must be supplied by the artist.~~
- No labels, signs, or other material are to be attached to any walls, without both the items and means of adhesion approved by the Library Director or his/her designated representative. All materials for hanging (wire, filament, dowels, screw eyes, measuring tape, etc.) are to be provided by the exhibitor/s.
- Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is granted unless otherwise stated in writing.

**Opening Reception:** Opening receptions, if desired, must be arranged under the guidelines of the Community Room Policy. Any expenses shall be the responsibility of the exhibitor. Alcohol is permitted only by an agreement with the Library Director.

**Publicity:** Publicity is the responsibility of the exhibitor/s. ~~The Director of the Library must review any publicity associated with the exhibit prior to dissemination.~~ The library will include a short biography of the artist and one digital image on the Community page of the library's website.

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Approved by the Saugerties Public Library board on March 8, 2011.

Review History: January, 2018, Revised February 2018

Review Cycle: 5 years



Approved for the  
months of:

### **Art Exhibit Application**

Thank you for your interest in exhibiting at the Saugerties Public Library. Please complete the following application and return it to the ~~Chair of the Art & Exhibits Committee and/or the~~ Library Director along with three examples of your work (slides, photographs, color copies, or samples. Digital images may be sent to [director@saugertiespubliclibrary.org](mailto:director@saugertiespubliclibrary.org)).

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ MEDIUM \_\_\_\_\_

#### **(FROM THE RELEASE FORM)**

I have received, read, and accept the Saugerties Public Library Art and Exhibits Policy and agree to abide by its policies and procedures. I understand that in offering my works of art to be displayed in the Saugerties Public Library, Saugerties, NY, I release the Saugerties Public Library, its board and employees from any liability during the display period or during installation or removal of the exhibit.

Signature of Exhibitor \_\_\_\_\_ Date \_\_\_\_\_

Saugerties Public Library  
Facilities Committee

Date: May 20<sup>th</sup>, 2025

Time: 6 PM

Committee Members Attending: Paul , Yosefa

Staff Attending: Jen, Sandy

Others Attending:

Absent: Tim

Discussion/Agenda Items

1. The \$124,000 “moderization proposal” that TK Elevator Corporation sent us needs clarification. Jen will contacted Lift Tech, our third party elevator inspection company.
2. Ashcroft’s Lock and Door Hardware Co. replaced the panic device In one of the front doors.
3. Two red bud bushes are growing where the large one was removed last year. They need to be removed.
4. We will contact Richers Electric to look at the lights that are either not working or are beeping because of battery failures.
5. The water fountain has a cracked spout that will be replaced
6. We are looking at adding gardening tools to our Library Of Things. We are thinking of shovels, rakes, shears, clippers etc.
7. The leaking outdoor faucet by the book drop area will be fixed by Sutton Plumbing on 06/12.

Next Facilities Meeting

June 17<sup>th</sup>, 2025



2025

[illegible][illegible]

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

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	
<b>Circulation</b>													
Adult	2,635		2,214		2,099		2,021				30,093	11,133	37%
Adult renewals	1,158		1,089		1,019		975				14,410	5,209	36%
Juvenile	2,453		1,886		1,743		1,697				23,415	8,972	38%
Juvenile renewals	1,151		1,166		1,032		813				16,420	4,703	29%
Teen	195		78		97		100				1,214	491	40%
Teen renewals	75		72		53		51				891	227	25%
<b>Total Circulation</b>	7,667		6,505		6,043		5,657				86,443	30,735	36%
<b>Holds Filled</b>													
Adults	1,041		867		892		798				12,401	4,669	38%
Juvenile	343		474		490		390				5,192	2,183	42%
Teen	49		38		46		49				586	281	48%
ILL received	0		0		0		1				7	13	186%
ILL loaned	0		1		1		0				5	4	80%
<b>Total Holds</b>	1,433		1,380		1,429		1,238				18,191	7,150	39%
<b>Questions Answered</b>													
Adult	941		840		742		682				10,140	3,739	37%
Children's	300		172		305		138				3,891	735	19%
<b>Total Questions</b>	1,241		1,012		1,047		820				14,031	4,474	32%
<b>Programs</b>													
Adult	18		23		25		27				265	146	55%
Teen	16		14		22		13				173	94	54%
Children's	28		20		15		10				274	144	53%
<b>Total Programs</b>	62		57		62		50				712	384	54%
<b>Program Attendance</b>													
Adult	139		276		245		274				2,327	2,101	90%
Teen	177		103		172		108				1,038	623	60%
Children	834		233		172		103				4,800	1,289	27%
<b>Total attendance</b>	1,150		612		589		485				8,165	4,013	49%
<b>Computer sessions</b>	385		394		428		385				4,441	1,724	39%
												-48%	
<b>Web Page Visits</b>	6,988		7,166		5,715		5,707				60,054	30,670	51%
												45%	
<b>New Cards Issued</b>	53		39		25		29				476	155	33%
												-66%	
<b>Overdrive Audiobook</b>	883		847		837		879				6703	5338	80%
<b>Overdrive eBook</b>	959		869		778		862				9192	4766	52%
<b>Overdrive Magazine</b>	401		533		559		584				1981	3119	157%
<b>Overdrive Total</b>	2243		2249		2174		2325				17876	13223	74%

# Saugerties Public Library

## General Fund Revenue and Expenditure Report

	<u>Jan - May 25</u>	<u>Jan - May 24</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	707,326.00	661,660.00
2082 · Fees	3,758.84	3,975.30
2401 · Interest	7,838.92	6,929.43
2705 · Gifts & Donations		
2705.4 · Friends	3,894.00	2,500.00
2705.2 · General	375.00	300.00
2705 · Gifts & Donations - Other	175.00	0.00
<b>Total 2705 · Gifts &amp; Donations</b>	<u>4,444.00</u>	<u>2,800.00</u>
<b>Total Income</b>	<u>723,367.76</u>	<u>675,364.73</u>
<b>Expense</b>		
7410.1 · Salaries	159,911.02	156,930.23
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	50.96	11.99
.4.1.7 · Streaming	2,976.40	3,502.42
.4.1.1 · DVD	1,088.08	922.19
.4.1.2 · Books		
4.1.2A · Adult Books	4,901.03	10,427.78
4.1.2J · Children's Books	1,828.92	2,219.30
.4.1.2 · Books - Other	15.00	0.00
<b>Total .4.1.2 · Books</b>	<u>6,744.95</u>	<u>12,647.08</u>
.4.1.3 · Subscriptions	1,915.44	476.92
.4.1.4 · Newspapers	1,039.00	1,030.00
.4.1.5 · Digital Materials	6,257.47	2,773.99
.4.1.6 · Audio Books	47.99	94.98
<b>Total .4.1 · Library Material</b>	<u>20,120.29</u>	<u>21,459.57</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	6,602.02	5,000.55
.4.2.2 · Microfilm & Archives	0.00	2,000.00
.4.2.3 · Newsletter & Public Relations	75.00	803.00
<b>Total .4.2 · Programs, Publicity, History</b>	<u>6,677.02</u>	<u>7,803.55</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	9,814.29	11,500.23
.4.3.2 · Telephone	1,286.91	1,198.59
.4.3.3 · Insurance	12,006.25	16,463.74
.4.3.4 · Maintenance Service & Supplies	1,550.88	1,750.87
.4.3.5 · Lawn & Grounds	58.97	0.00
.4.3.6 · Building R&M	18,376.28	2,544.62
.4.3.7 · Snow Removal	1,900.00	800.00
.4.3.8 · Elevator	13,007.87	874.31
.4.3.9 · Geothermal	1,761.26	6,208.00
.4.3.10 · Custodial Service	0.00	2,785.00

# Saugerties Public Library

## General Fund Revenue and Expenditure Report

	<u>Jan - May 25</u>	<u>Jan - May 24</u>
.4.3.12 · Internet	1,353.68	2,111.82
<b>Total .4.3 · Operation of Building</b>	<b>61,116.39</b>	<b>46,237.18</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>		
.4.4.1 · Copier	2,184.45	2,147.88
.4.4.2 · Office Supplies	930.80	929.01
.4.4.4 · Postage	67.85	3.72
.4.4.6 · Equipment Purchases	13,264.88	8,736.46
.4.4.7 · Equipment R&M	1,848.75	2,270.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>18,296.73</b>	<b>14,087.07</b>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	2,648.90	2,592.40
.4.5.2 · MHLS Assessment Fees	10,015.08	8,184.50
<b>Total .4.5 · Automation, System Fees</b>	<b>12,663.98</b>	<b>10,776.90</b>
<b>.4.6 · Professional Services</b>		
.4.6.8 · Professional Memberships	975.00	717.00
.4.6.7 · Payroll Service Fees	1,341.32	1,341.02
.4.6.1 · Accounting	3,000.00	3,300.00
.4.6.3 · Board Expenses	0.00	147.08
.4.6.4 · Consulting & Legal Services	500.00	500.00
.4.6.5 · IT Maintenance Consultant	1,742.00	1,624.00
.4.6.6 · Staff Development	335.06	693.88
<b>Total .4.6 · Professional Services</b>	<b>7,893.38</b>	<b>8,322.98</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>126,767.79</b>	<b>108,687.25</b>
<b>9010 · Employee Benefits</b>		
.1 · Retirement	41,909.00	30,758.00
.2 · Social Security & Medicare	11,983.06	11,772.02
.3 · Workers Compensation	3,552.00	4,879.00
.4 · Disability	-178.49	-173.37
.5 · Medical & Dental Benefits	36,694.56	30,404.00
.6 · Life Insurance	118.67	121.50
<b>Total 9010 · Employee Benefits</b>	<b>94,078.80</b>	<b>77,761.15</b>
<b>Total Expense</b>	<b>380,757.61</b>	<b>343,378.63</b>
<b>Net Ordinary Income</b>	<b>342,610.15</b>	<b>331,986.10</b>
<b>Net Income</b>	<b>342,610.15</b>	<b>331,986.10</b>

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

	<u>Jan - May 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 • Real Property Taxes	707,326.00	707,326.36	-0.36	100.0%
2082 • Fees	3,758.84	4,000.00	-241.16	93.97%
2401 • Interest	7,838.92	12,000.00	-4,161.08	65.32%
2705 • Gifts & Donations				
2705.4 • Friends	3,894.00	13,000.00	-9,106.00	29.95%
2705.2 • General	375.00	5,000.00	-4,625.00	7.5%
2705 • Gifts & Donations - Other	175.00			
Total 2705 • Gifts & Donations	4,444.00	18,000.00	-13,556.00	24.69%
3840 • New York State Aid	0.00	5,500.00	-5,500.00	0.0%
3999 • Appropriated Fund Balance	0.00	30,432.00	-30,432.00	0.0%
Total Income	723,367.76	777,258.36	-53,890.60	93.07%
<b>Expense</b>				
7410.1 • Salaries	159,911.02	419,700.00	-259,788.98	38.1%
7410.4 • Contractual Expenses				
.4.1 • Library Material				
.4.1.8 • Music	50.96	100.00	-49.04	50.96%
.4.1.7 • Streaming	2,976.40	8,000.00	-5,023.60	37.21%
.4.1.1 • DVD	1,088.08	3,000.00	-1,911.92	36.27%
.4.1.2 • Books				
4.1.2A • Adult Books	4,901.03	17,000.00	-12,098.97	28.83%
4.1.2J • Children's Books	1,828.92	9,000.00	-7,171.08	20.32%
.4.1.2 • Books - Other	15.00			
Total .4.1.2 • Books	6,744.95	26,000.00	-19,255.05	25.94%
.4.1.3 • Subscriptions	1,915.44	1,500.00	415.44	127.7%
.4.1.4 • Newspapers	1,039.00	2,500.00	-1,461.00	41.56%
.4.1.5 • Digital Materials	6,257.47	14,000.00	-7,742.53	44.7%
.4.1.6 • Audio Books	47.99	500.00	-452.01	9.6%
Total .4.1 • Library Material	20,120.29	55,600.00	-35,479.71	36.19%
.4.2 • Programs, Publicity, History				
.4.2.1 • Programs	6,602.02	7,000.00	-397.98	94.32%
.4.2.2 • Microfilm & Archives	0.00	2,000.00	-2,000.00	0.0%
.4.2.3 • Newsletter & Public Relations	75.00	4,000.00	-3,925.00	1.88%
Total .4.2 • Programs, Publicity, History	6,677.02	13,000.00	-6,322.98	51.36%
.4.3 • Operation of Building				
.4.3.1 • Utilities	9,814.29	28,000.00	-18,185.71	35.05%
.4.3.2 • Telephone	1,286.91	3,500.00	-2,213.09	36.77%
.4.3.3 • Insurance	12,006.25	27,000.00	-14,993.75	44.47%
.4.3.4 • Maintenance Service & Supplies	1,550.88	5,000.00	-3,449.12	31.02%
.4.3.5 • Lawn & Grounds	58.97	4,500.00	-4,441.03	1.31%
.4.3.6 • Building R&M	18,376.28	12,000.00	6,376.28	153.14%
.4.3.7 • Snow Removal	1,900.00	1,500.00	400.00	126.67%
.4.3.8 • Elevator	13,007.87	4,000.00	9,007.87	325.2%

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

	<b>Jan - May 25</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
.4.3.9 • Geothermal	1,761.26	7,500.00	-5,738.74	23.48%
.4.3.12 • Internet	1,353.68	3,000.00	-1,646.32	45.12%
<b>Total .4.3 • Operation of Building</b>	<b>61,116.39</b>	<b>96,000.00</b>	<b>-34,883.61</b>	<b>63.66%</b>
<b>.4.4 • Equipment R&amp;M, Supplies</b>				
.4.4.1 • Copier	2,184.45	4,550.00	-2,365.55	48.01%
.4.4.2 • Office Supplies	930.80	3,000.00	-2,069.20	31.03%
.4.4.4 • Postage	67.85	600.00	-532.15	11.31%
.4.4.6 • Equipment Purchases	13,264.88	9,000.00	4,264.88	147.39%
.4.4.7 • Equipment R&M	1,848.75	5,000.00	-3,151.25	36.98%
<b>Total .4.4 • Equipment R&amp;M, Supplies</b>	<b>18,296.73</b>	<b>22,150.00</b>	<b>-3,853.27</b>	<b>82.6%</b>
<b>.4.5 • Automation, System Fees</b>				
.4.5.1 • Automation & Online Services	2,648.90	4,000.00	-1,351.10	66.22%
.4.5.2 • MHLS Assessment Fees	10,015.08	20,030.00	-10,014.92	50.0%
<b>Total .4.5 • Automation, System Fees</b>	<b>12,663.98</b>	<b>24,030.00</b>	<b>-11,366.02</b>	<b>52.7%</b>
<b>.4.6 • Professional Services</b>				
.4.6.8 • Professional Memberships	975.00	800.00	175.00	121.88%
.4.6.7 • Payroll Service Fees	1,341.32	2,500.00	-1,158.68	53.65%
.4.6.1 • Accounting	3,000.00	6,600.00	-3,600.00	45.46%
.4.6.3 • Board Expenses	0.00	250.00	-250.00	0.0%
.4.6.4 • Consulting & Legal Services	500.00	2,000.00	-1,500.00	25.0%
.4.6.5 • IT Maintenance Consultant	1,742.00	2,500.00	-758.00	69.68%
.4.6.6 • Staff Development	335.06	700.00	-364.94	47.87%
<b>Total .4.6 • Professional Services</b>	<b>7,893.38</b>	<b>15,350.00</b>	<b>-7,456.62</b>	<b>51.42%</b>
<b>.4.7 • Election Expenses</b>				
.4.7.1 • Election Inspectors	0.00	450.00	-450.00	0.0%
.4.7.2 • Election Expenses	0.00	200.00	-200.00	0.0%
<b>Total .4.7 • Election Expenses</b>	<b>0.00</b>	<b>650.00</b>	<b>-650.00</b>	<b>0.0%</b>
<b>Total 7410.4 • Contractual Expenses</b>	<b>126,767.79</b>	<b>226,780.00</b>	<b>-100,012.21</b>	<b>55.9%</b>
<b>9010 • Employee Benefits</b>				
.1 • Retirement	41,909.00	37,614.00	4,295.00	111.42%
.2 • Social Security & Medicare	11,983.06	27,500.00	-15,516.94	43.58%
.3 • Workers Compensation	3,552.00	4,700.00	-1,148.00	75.57%
.4 • Disability	-178.49	350.00	-528.49	-51.0%
.5 • Medical & Dental Benefits	36,694.56	60,244.00	-23,549.44	60.91%
.6 • Life Insurance	118.67	370.00	-251.33	32.07%
<b>Total 9010 • Employee Benefits</b>	<b>94,078.80</b>	<b>130,778.00</b>	<b>-36,699.20</b>	<b>71.94%</b>
<b>Total Expense</b>	<b>380,757.61</b>	<b>777,258.00</b>	<b>-396,500.39</b>	<b>48.99%</b>
<b>Net Ordinary Income</b>	<b>342,610.15</b>	<b>0.36</b>	<b>342,609.79</b>	<b>95,169,486.11%</b>
	<b>342,610.15</b>	<b>0.36</b>	<b>342,609.79</b>	<b>95,169,486.11%</b>

# Saugerties Public Library Abstract Check Register

**M&T General Fund  
Checking 6455**

Type	Date	Num	Name	Memo	Amount
Check	05/06/2025	EFT	NYS Emp Retire System		-693.33
Check	05/17/2025	EFT	Charter Communications - Phone	Phone for 5/1/25-5/31/25	-257.63
Check	05/30/2025	11581	Welsh Sanitation		-93.89
Check	05/30/2025	EFT	Business Credit Card		-2,396.58
Check	05/30/2025	11582	Village of Saugerties	5/6/25	-157.90
Check	05/30/2025	11583	Baker & Taylor	Invoices: 5019491753; 5079511332; 5019518632; 5019536750; 5019499122; 5019522625; 5019530017	-1,190.47
Check	05/30/2025	11584	Charter Communications - Internet	Internet Service for 6/1/25-6/30/25	-115.40
Check	05/30/2025	11585	Thomas Baker	Illusionist program	-375.00
Check	05/30/2025	11586	Via Aquarium, LLC	7/23/2025 - Children's marine animal program	-396.50
Check	05/30/2025	11587	Jonathan Kruk, Storyteller LLC	7/9/25 - Children's Storyteller Program	-395.00
Check	05/30/2025	11588	SAFECO Alarm Systems, Inc.	Invoice: 130736	-100.00
Check	05/30/2025	11589	Culligan of Newburgh		-48.80
Check	05/30/2025	11590	Stewart's	May newspapers	-196.00
Check	05/30/2025	11591	P.C. Smith & Son Inc		-39.98
Check	05/30/2025	11592	Midwest Tape - Hoopla	Invoice 507258629	-625.48
Check	05/30/2025	11593	Ann Byrne	6/1/25 - Awakening Intuition Workshop	-200.00
Check	05/30/2025	11594	WZ Accountants	Invoice: 3297	-600.00
Check	05/30/2025	11595	Uniforms USA, Inc.	84933	-78.00
Check	05/30/2025	11596	Stone Ridge Library		-29.20
Check	05/30/2025	11597	Amazon Capital Services	1NYR	-989.53
Check	05/30/2025	11598	W B Mason Co Inc	Invoice #254181482	-271.35
Check	05/30/2025	11599	OverDrive Inc		-1,444.42
Check	05/30/2025	11600	Ulster Co Library Association		-510.06
Check	05/30/2025	11601	Ashcroft's Lock & Door Hardware Co. Inc.	Invoice: 59582	-313.08
Check	05/30/2025	11602	All County Construction	Invoice: 283	-10,500.00
Check	05/30/2025	11603	Safeguard Business Systems	Invoice: 9007903286	-263.86
Check	05/30/2025	EFT	Paychex	Invoice#: 2025042901; 2025051301; 2025052701	-247.33



# Saugerties Public Library Abstract Check Register

Type	Date	Num	Name	Memo	Amount
Check	05/30/2025	11604	Sandra Smith	Water fountain replacement part	-32.46
Check	05/30/2025	11605	Gale/Cengage Learning	Invoice #999100419854	-65.58
Check	05/30/2025	11606	Oxford University Press	Inv #530012323	-84.20
Check	05/30/2025	11607	Stephen Landell		-250.00
Check	05/30/2025	11608	WT Cox	Inv #3148694	-28.76
Check	05/30/2025	11609	Whiteman Osterman & Hanna	Inv #782412	-500.00
Check	05/30/2025	11610	Metropolitan Life Insurance Companies		-27.13
Check	05/30/2025	11639	CDPHP	#251330000181	-6,446.30
Check	05/30/2025	11640	National Business Technology	Invoice #590258979	-374.69
Total M&T General Fund Checking 6455					-30,337.91
<b>M&amp;T Capital Fund Checking 6430</b>					
Total M&T Capital Fund Checking 6430					<b>-30,337.91</b>

# Saugerties Public Library

## Abstract

May 2025  
Name

	Num		Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
<b>7410.1 · Salaries</b>				
	05-13-2025			15,674.50
	05-27-25 PR			15,619.27
Total 7410.1 · Salaries				31,293.77
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
<b>.4.1.7 · Streaming</b>				
	EFT	Card	Disney Plus	26.99
	11592	Hoopla	May	522.77
Total .4.1.7 · Streaming				549.76
<b>.4.1.1 · DVD</b>				
	11592	Hoopla	May	102.71
Total .4.1.1 · DVD				102.71
<b>.4.1.2 · Books</b>				
<b>4.1.2A · Adult Books</b>				
	11583	Baker & Taylor	Invoices: 5019491753; 5079511332; 5019518632; 5019536750; 5019499122; 5019522625; 5019530017	696.98
	11605	Learning	Invoice #999100419854	65.58
	11606	Press	Inv #530012323	84.20
Total 4.1.2A · Adult Books				846.76
<b>4.1.2J · Children's Books</b>				
	11583	Baker & Taylor	Invoices: 5019491753; 5079511332; 5019518632; 5019536750; 5019499122; 5019522625; 5019530017	493.49
	11596	Library	Overdue fees collected	29.20
Total 4.1.2J · Children's Books				522.69
Total .4.1.2 · Books				1,369.45
<b>.4.1.3 · Subscriptions</b>				
	11608	WT Cox	Magazine Renewal 2025-2026 - Sports Illustrated for Kids	28.76
Total .4.1.3 · Subscriptions				28.76
<b>.4.1.4 · Newspapers</b>				
	11590	Stewart's	May	196.00
Total .4.1.4 · Newspapers				196.00
<b>.4.1.5 · Digital Materials</b>				
	11599	OverDrive Inc	Invoices: 01938DA25147100; 01938CO25151240; 01938DA25160350; 01938DA25166761; 01938CO25165132	1,444.42
Total .4.1.5 · Digital Materials				1,444.42
Total .4.1 · Library Material				3,691.10

# Saugerties Public Library

## Abstract

	Num	May 2025 Name	Memo	Amount
<b>.4.2 · Programs, Publicity, History</b>				
<b>.4.2.1 · Programs</b>				
	EFT	Card	Tempestry Project	194.08
	11585	Thomas Baker	6/25/25 - Children's illusionist program	375.00
	11586	Via Aquarium, LLC	7/23/2025 - Children's marine animal program	396.50
	11587	Jonathan Kruk, Storyteller LLC	7/9/25 - Children's storyteller program	395.00
	11593	Ann Byrne	6/1/25 - Awakening Intuition Workshop	200.00
	11597	Amazon Capital Services	Invoice: 1VC3-Y6DN-1NYR	977.54
Total .4.2.1 · Programs				2,538.12
Total .4.2 · Programs, Publicity, History				2,538.12
<b>.4.3 · Operation of Building</b>				
<b>.4.3.1 · Utilities</b>				
	11582	Saugerties	Water/Sewer 2/5/25-5/6/25	157.90
Total .4.3.1 · Utilities				157.90
<b>.4.3.2 · Telephone</b>				
	EFT	Communications - Phone	Phone for 5/1/25-5/31/25	257.63
Total .4.3.2 · Telephone				257.63
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>				
	11581	Welsh Sanitation	June	93.89
	11589	Newburgh	May	48.80
	11598	Inc	Invoice: 254181482	74.62
Total .4.3.4 · Maintenance Service & Supplies				217.31
<b>.4.3.5 · Lawn &amp; Grounds</b>				
	EFT	Card	Boices Farm Stand	43.19
Total .4.3.5 · Lawn & Grounds				43.19
<b>.4.3.6 · Building R&amp;M</b>				
	11591	Inc		39.98
	11595	Inc.	May	78.00
	11601	Door Hardware Co. Inc.	Invoice: 59582	313.08
	11602	Construction	Invoice: 283 - New sidewalk	10,500.00
	11604	Sandra Smith	Water fountain replacement part	32.46
	11607	Stephen Landell	backflow test	250.00
Total .4.3.6 · Building R&M				11,213.52
<b>.4.3.12 · Internet</b>				
	11584	Communications - Internet	Internet Service for 6/1/25-6/30/25	115.40
Total .4.3.12 · Internet				115.40
Total .4.3 · Operation of Building				12,004.95
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 · Copier</b>				
	11640	National Business Technology	June	374.69

# Saugerties Public Library

## Abstract

	Num	May 2025 Name	Memo	Amount
Total .4.4.1 · Copier				374.69
<b>.4.4.2 · Office Supplies</b>				
	11588	SAFECO Alarm Systems, Inc.	10 Key Fobs	100.00
	11598	Inc	Invoice #254181482	196.73
	11603	Safeguard Business Systems	Invoice: 9007903286 - 500 checks	263.86
Total .4.4.2 · Office Supplies				560.59
<b>.4.4.6 · Equipment Purchases</b>				
	11597	Amazon Capital Services	Invoice: 1VC3-Y6DN-1NYR	11.99
Total .4.4.6 · Equipment Purchases				11.99
<b>.4.4.7 · Equipment R&amp;M</b>				
	EFT	Card	Techsoup	400.00
Total .4.4.7 · Equipment R&M				400.00
Total .4.4 · Equipment R&M, Supplies				1,347.27
<b>.4.5 · Automation, System Fees</b>				
<b>.4.5.1 · Automation &amp; Online Services</b>				
	EFT	Card	Google Gsuite	103.68
Total .4.5.1 · Automation & Online Services				103.68
Total .4.5 · Automation, System Fees				103.68
<b>.4.6 · Professional Services</b>				
<b>.4.6.8 · Professional Memberships</b>				
	EFT	Card	NYLA	800.00
	11600	Ulster Co Library Association	UCLA membership dues 25/26	175.00
Total .4.6.8 · Professional Memberships				975.00
<b>.4.6.7 · Payroll Service Fees</b>				
	EFT	Paychex	Invoices: 2025042901; 2025051301; 2025052701 May payroll fees	247.33
Total .4.6.7 · Payroll Service Fees				247.33
<b>.4.6.1 · Accounting</b>				
	11594	WZ Accountants	Invoice: 3297	600.00
Total .4.6.1 · Accounting				600.00
<b>.4.6.4 · Consulting &amp; Legal Services</b>				
	11609	Osterman & Hanna	2nd quarter retainer April-June 2025	500.00
Total .4.6.4 · Consulting & Legal Services				500.00
<b>.4.6.6 · Staff Development</b>				
	11600	Ulster Co Library Association	Employee Assistance Program Services 4/1/25-3/31/26	335.06
Total .4.6.6 · Staff Development				335.06
Total .4.6 · Professional Services				2,657.39
Total 7410.4 · Contractual Expenses				22,342.51
<b>9010 · Employee Benefits</b>				
<b>.2 · Social Security &amp; Medicare</b>				
	05-13-2025			1,176.36

# Saugerties Public Library

## Abstract

May 2025  
Name

Num

Memo

Amount

05-27-25 PR

1,172.16

Total .2 · Social Security & Medicare

2,348.52

### .4 · Disability

05-13-2025

-15.66

05-27-25 PR

-15.64

Total .4 · Disability

-31.30

### .5 · Medical & Dental Benefits

05-13-2025

-297.50

05-27-25 PR

-297.50

11639

CDPHP

June

6,446.30

Total .5 · Medical & Dental Benefits

5,851.30

### .6 · Life Insurance

11610

Insurance  
Companies

Life insurance

27.13

Total .6 · Life Insurance

27.13

Total 9010 · Employee Benefits

8,195.65

Total Expense

61,831.93

Net Ordinary Income

-61,831.93

**Net Income**

**-61,831.93**

Saugerties Public Library Board Agenda  
July 10, 2025  
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

Old Business:

New Business:

1. Trustee Meet and Greet
2. Library Advocacy Ambassadors
3. 2025 - 2026 Budget

Secretary's Report

Treasurer's Report

Pay Bills

Director's Report:

Committee Reports:

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

Next meeting - August 14, 2025 Regular Meeting and Public Hearing for the 2025/26 Budget

Saugerties Public Library  
Regular Board Meeting  
Date: 6/12/2025

**Present:** Trustees Yosefa Karchmar, Charlotte Herscher, Paul Vanbenschoten, Nina Schmidbaur, Timothy Scott, Julie Misiano, Ken Goldberg, Rebecca Lang, Teresa Giordano

**Excused:** Erin Poll

**Staff:** Director Jennifer Russell

**Public Attendees:** N/A

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

**Public Comment:** N/A

**Friends of Library:** N/A

**Unfinished Business:**

- N/A

**New Business:**

1. Trustee Petitions will be available July 1; There will be four positions open in September. Petitions with the correct number of signatories of Saugerties residents, must be returned to the library by 5pm on August 1st.
  - a. One position is to replace a Trustee, Robert Irizarry, who resigned 2 years into their 5 year term. The 2025 petitioner with the least number of votes will complete the remainder of that term, which will be for 3 years.
  - b. Julie Misiano served a full 5 year term. Yosefa Karchmar completed 3 years of a 5 year term, and Teresa Giordana completed the 5th year of a five year term. Each of these three open positions will be for full 5 year terms.
2. Open House for interested candidates will be on July 7th at 6:30 PM in the Community Room. Attendees can learn what the role of a Trustee entails, and if they have not yet picked up their petitions, may do so at the Open House.
3. 2026 Budget review: We reviewed the draft budget in preparation for July's Trustee vote.. Answered questions and clarified decisions made.
4. MHLS Library Advocacy Ambassadors: MHLS is seeking interested volunteers..

## Secretary's Report:

*Motion* by Tim Scott and *Second* by Nina Schmidbaur to approve the minutes as written.

Motion passes unanimously with Charlotte Herscher abstaining because she was absent last month .

## Treasurer's Report:

Motion to pay the bills in the amount of \$ 30,337.91 made by Charlotte Herscher seconded by Julie Misiano Passes unanimously

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

- Library APP: Go to your app store and search for Mid-Hudson Library System and follow the prompts to download the new app that is linked to this library.
- MHLS Road Trip: MHLS would like to have patrons visit as many member libraries as possible over the summer. (see director's report)
- New monthly Storytime on Saturday.
- Gave more information about the upcoming play. It will take place in several areas of the library.
- Summer Reading program preparations are underway.
- We have two volunteers to help people with social security.

## Committee Reports:

*Finance:* met on May 19, 2025

1. Discussed and almost finalized the 2026 draft of the budget. Retirement going up over \$10K, and health insurance by \$19,000. Cost of digital material will also be going up in 2026.
2. Capital account: Discussed reopening up a Capital Improvement account to start accumulating funds for bigger projects like the elevator modernization, which is anticipated to be costly and needed in the next 8-10 years.

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

*Personnel/Policy:* met on June 4, 2025

1. Audit and Review Policy: The changes were included in the board packet, highlighted to show the changes to existing policy. Motion to approve the



changes to the audit and review policy made by Tim Scott, seconded by Charlotte Herscher. Passes unanimously.

2. Art and Exhibits Policy, Art Exhibit Application: Reviewed the changes made to the existing policies for both the Art Exhibits and Application for Art Exhibit.

Motion to approve the Art and Exhibits Policy made by Tim Scott, seconded by Rebecca Lang, passes unanimously.

Motion to approve the Art Exhibit Application made by Tim Scott, seconded by Rebecca Lang, passes unanimously.

see minutes FMI    Next meeting:   TBD    at 6PM

*Facilities:* met on    May 20, 2025

- Elevator modernization proposal(s): Discussed as part of the 2026 budget conversation.
- Landscaping concerns.
- Electrical lighting repair: Has been in touch with a local electrician because there are lights that are not working and we would like to upgrade all lights to LED..

see minutes FMI    Next meeting:   June 17, 2025 at 6 PM

*Outreach:* met on    Did not meet

Updates shared by chairperson at the meeting:

- We tabled on the first day of the market.
- Teresa has been reading to seniors at the Ivy Lodge Memory Care unit, accompanied by Yosefa. It has been well received.

Next meeting: July 28, 2025   at 5:30 PM

*Friends Liaison:* N/A

*Motion* to adjourn at 7:18 PM    by   Tim Scott ;  
*Seconded* by    Nina Schmidbaur

Passes unanimously.

Submitted by Julie Misiano

Next meeting:   July 10, 2025        at 6PM



# Saugerties Public Library

## General Fund Revenue and Expenditure Report

	<u>Jan - Jun 25</u>	<u>Jan - Jun 24</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	707,326.00	661,660.00
2082 · Fees	5,098.64	5,048.23
2401 · Interest	8,848.69	8,443.45
2705 · Gifts & Donations		
2705.4 · Friends	5,894.00	2,500.00
2705.2 · General	775.00	900.00
2705 · Gifts & Donations - Other	175.00	0.00
<b>Total 2705 · Gifts &amp; Donations</b>	<u>6,844.00</u>	<u>3,400.00</u>
<b>Total Income</b>	<u>728,117.33</u>	<u>678,551.68</u>
<b>Expense</b>		
7410.1 · Salaries	191,399.73	187,145.94
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	50.96	11.99
.4.1.7 · Streaming	3,497.01	4,205.34
.4.1.1 · DVD	1,286.74	976.17
.4.1.2 · Books		
4.1.2A · Adult Books	6,286.54	11,252.13
4.1.2J · Children's Books	2,527.86	2,463.71
.4.1.2 · Books - Other	15.00	0.00
<b>Total .4.1.2 · Books</b>	<u>8,829.40</u>	<u>13,715.84</u>
.4.1.3 · Subscriptions	1,994.44	526.92
.4.1.4 · Newspapers	1,238.00	1,230.00
.4.1.5 · Digital Materials	7,864.62	4,189.40
.4.1.6 · Audio Books	47.99	94.98
<b>Total .4.1 · Library Material</b>	<u>24,809.16</u>	<u>24,950.64</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	8,976.68	6,125.66
.4.2.2 · Microfilm & Archives	0.00	2,000.00
.4.2.3 · Newsletter & Public Relations	1,289.07	818.97
<b>Total .4.2 · Programs, Publicity, History</b>	<u>10,265.75</u>	<u>8,944.63</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	13,255.22	13,255.72
.4.3.2 · Telephone	1,544.54	1,453.92
.4.3.3 · Insurance	12,006.25	16,463.74
.4.3.4 · Maintenance Service & Supplies	1,854.98	2,018.44
.4.3.5 · Lawn & Grounds	58.97	66.97
.4.3.6 · Building R&M	18,446.21	4,318.61
.4.3.7 · Snow Removal	1,900.00	800.00
.4.3.8 · Elevator	14,589.64	874.31
.4.3.9 · Geothermal	1,761.26	6,208.00
.4.3.10 · Custodial Service	0.00	2,785.00

# Saugerties Public Library

## General Fund Revenue and Expenditure Report

	<u>Jan - Jun 25</u>	<u>Jan - Jun 24</u>
.4.3.12 · Internet	1,469.08	2,342.62
<b>Total .4.3 · Operation of Building</b>	<b>66,886.15</b>	<b>50,587.33</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>		
.4.4.1 · Copier	2,559.14	2,595.48
.4.4.2 · Office Supplies	930.80	1,049.37
.4.4.4 · Postage	67.85	3.72
.4.4.6 · Equipment Purchases	14,610.79	8,745.45
.4.4.7 · Equipment R&M	2,723.75	2,770.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>20,892.33</b>	<b>15,164.02</b>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	3,475.08	3,418.58
.4.5.2 · MHLS Assessment Fees	10,015.08	8,184.50
<b>Total .4.5 · Automation, System Fees</b>	<b>13,490.16</b>	<b>11,603.08</b>
<b>.4.6 · Professional Services</b>		
.4.6.8 · Professional Memberships	975.00	717.00
.4.6.7 · Payroll Service Fees	1,510.51	1,530.10
.4.6.1 · Accounting	3,600.00	3,850.00
.4.6.3 · Board Expenses	0.00	147.08
.4.6.4 · Consulting & Legal Services	500.00	500.00
.4.6.5 · IT Maintenance Consultant	1,742.00	1,624.00
.4.6.6 · Staff Development	535.06	693.88
<b>Total .4.6 · Professional Services</b>	<b>8,862.57</b>	<b>9,062.06</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>145,206.12</b>	<b>120,311.76</b>
<b>9010 · Employee Benefits</b>		
.1 · Retirement	41,909.00	30,758.00
.2 · Social Security & Medicare	14,346.45	14,040.60
.3 · Workers Compensation	3,552.00	4,879.00
.4 · Disability	-209.98	-204.10
.5 · Medical & Dental Benefits	42,545.86	35,424.55
.6 · Life Insurance	145.80	145.80
<b>Total 9010 · Employee Benefits</b>	<b>102,289.13</b>	<b>85,043.85</b>
<b>Total Expense</b>	<b>438,894.98</b>	<b>392,501.55</b>
<b>Net Ordinary Income</b>	<b>289,222.35</b>	<b>286,050.13</b>
<b>Net Income</b>	<b>289,222.35</b>	<b>286,050.13</b>

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

	<u>Jan - Jun 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 · Real Property Taxes	707,326.00	707,326.36	-0.36	100.0%
2082 · Fees	5,098.64	4,000.00	1,098.64	127.47%
2401 · Interest	8,848.69	12,000.00	-3,151.31	73.74%
2705 · Gifts & Donations				
2705.4 · Friends	5,894.00	13,000.00	-7,106.00	45.34%
2705.2 · General	775.00	5,000.00	-4,225.00	15.5%
2705 · Gifts & Donations - Other	175.00			
Total 2705 · Gifts & Donations	6,844.00	18,000.00	-11,156.00	38.02%
3840 · New York State Aid	0.00	5,500.00	-5,500.00	0.0%
3999 · Appropriated Fund Balance	0.00	30,432.00	-30,432.00	0.0%
<b>Total Income</b>	<b>728,117.33</b>	<b>777,258.36</b>	<b>-49,141.03</b>	<b>93.68%</b>
<b>Expense</b>				
7410.1 · Salaries	191,399.73	419,700.00	-228,300.27	45.6%
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.8 · Music	50.96	100.00	-49.04	50.96%
.4.1.7 · Streaming	3,497.01	8,000.00	-4,502.99	43.71%
.4.1.1 · DVD	1,286.74	3,000.00	-1,713.26	42.89%
.4.1.2 · Books				
4.1.2A · Adult Books	6,286.54	17,000.00	-10,713.46	36.98%
4.1.2J · Children's Books	2,527.86	9,000.00	-6,472.14	28.09%
.4.1.2 · Books - Other	15.00			
Total .4.1.2 · Books	8,829.40	26,000.00	-17,170.60	33.96%
.4.1.3 · Subscriptions	1,994.44	1,500.00	494.44	132.96%
.4.1.4 · Newspapers	1,238.00	2,500.00	-1,262.00	49.52%
.4.1.5 · Digital Materials	7,864.62	14,000.00	-6,135.38	56.18%
.4.1.6 · Audio Books	47.99	500.00	-452.01	9.6%
Total .4.1 · Library Material	24,809.16	55,600.00	-30,790.84	44.62%
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs	8,976.68	7,000.00	1,976.68	128.24%
.4.2.2 · Microfilm & Archives	0.00	2,000.00	-2,000.00	0.0%
.4.2.3 · Newsletter & Public Relations	1,289.07	4,000.00	-2,710.93	32.23%
Total .4.2 · Programs, Publicity, History	10,265.75	13,000.00	-2,734.25	78.97%
.4.3 · Operation of Building				
.4.3.1 · Utilities	13,255.22	28,000.00	-14,744.78	47.34%
.4.3.2 · Telephone	1,544.54	3,500.00	-1,955.46	44.13%
.4.3.3 · Insurance	12,006.25	27,000.00	-14,993.75	44.47%
.4.3.4 · Maintenance Service & Supplies	1,854.98	5,000.00	-3,145.02	37.1%
.4.3.5 · Lawn & Grounds	58.97	4,500.00	-4,441.03	1.31%
.4.3.6 · Building R&M	18,446.21	12,000.00	6,446.21	153.72%
.4.3.7 · Snow Removal	1,900.00	1,500.00	400.00	126.67%
.4.3.8 · Elevator	14,589.64	4,000.00	10,589.64	364.74%

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

	<b>Jan - Jun 25</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
.4.3.9 · Geothermal	1,761.26	7,500.00	-5,738.74	23.48%
.4.3.12 · Internet	1,469.08	3,000.00	-1,530.92	48.97%
<b>Total .4.3 · Operation of Building</b>	<b>66,886.15</b>	<b>96,000.00</b>	<b>-29,113.85</b>	<b>69.67%</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
.4.4.1 · Copier	2,559.14	4,550.00	-1,990.86	56.25%
.4.4.2 · Office Supplies	930.80	3,000.00	-2,069.20	31.03%
.4.4.4 · Postage	67.85	600.00	-532.15	11.31%
.4.4.6 · Equipment Purchases	14,610.79	9,000.00	5,610.79	162.34%
.4.4.7 · Equipment R&M	2,723.75	5,000.00	-2,276.25	54.48%
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>20,892.33</b>	<b>22,150.00</b>	<b>-1,257.67</b>	<b>94.32%</b>
<b>.4.5 · Automation, System Fees</b>				
.4.5.1 · Automation & Online Services	3,475.08	4,000.00	-524.92	86.88%
.4.5.2 · MHLS Assessment Fees	10,015.08	20,030.00	-10,014.92	50.0%
<b>Total .4.5 · Automation, System Fees</b>	<b>13,490.16</b>	<b>24,030.00</b>	<b>-10,539.84</b>	<b>56.14%</b>
<b>.4.6 · Professional Services</b>				
.4.6.8 · Professional Memberships	975.00	800.00	175.00	121.88%
.4.6.7 · Payroll Service Fees	1,510.51	2,500.00	-989.49	60.42%
.4.6.1 · Accounting	3,600.00	6,600.00	-3,000.00	54.55%
.4.6.3 · Board Expenses	0.00	250.00	-250.00	0.0%
.4.6.4 · Consulting & Legal Services	500.00	2,000.00	-1,500.00	25.0%
.4.6.5 · IT Maintenance Consultant	1,742.00	2,500.00	-758.00	69.68%
.4.6.6 · Staff Development	535.06	700.00	-164.94	76.44%
<b>Total .4.6 · Professional Services</b>	<b>8,862.57</b>	<b>15,350.00</b>	<b>-6,487.43</b>	<b>57.74%</b>
<b>.4.7 · Election Expenses</b>				
.4.7.1 · Election Inspectors	0.00	450.00	-450.00	0.0%
.4.7.2 · Election Expenses	0.00	200.00	-200.00	0.0%
<b>Total .4.7 · Election Expenses</b>	<b>0.00</b>	<b>650.00</b>	<b>-650.00</b>	<b>0.0%</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>145,206.12</b>	<b>226,780.00</b>	<b>-81,573.88</b>	<b>64.03%</b>
<b>9010 · Employee Benefits</b>				
.1 · Retirement	41,909.00	37,614.00	4,295.00	111.42%
.2 · Social Security & Medicare	14,346.45	27,500.00	-13,153.55	52.17%
.3 · Workers Compensation	3,552.00	4,700.00	-1,148.00	75.57%
.4 · Disability	-209.98	350.00	-559.98	-59.99%
.5 · Medical & Dental Benefits	42,545.86	60,244.00	-17,698.14	70.62%
.6 · Life Insurance	145.80	370.00	-224.20	39.41%
<b>Total 9010 · Employee Benefits</b>	<b>102,289.13</b>	<b>130,778.00</b>	<b>-28,488.87</b>	<b>78.22%</b>
<b>Total Expense</b>	<b>438,894.98</b>	<b>777,258.00</b>	<b>-338,363.02</b>	<b>56.47%</b>
<b>Net Ordinary Income</b>	<b>289,222.35</b>	<b>0.36</b>	<b>289,221.99</b>	<b>80,339,541.67%</b>
<b>Net Income</b>	<b>289,222.35</b>	<b>0.36</b>	<b>289,221.99</b>	<b>80,339,541.67%</b>

# Saugerties Public Library Abstract Check Register

	Type	Date	Num	Name	Memo	Amount
<b>M&amp;T General Fund</b>						
<b>Checking 6455</b>						
	Check	06/03/2025	EFT	NYS Emp Retire System		-1,048.70
	Check	06/16/2025	EFT	Central Hudson	Bill for 5/20/25-6/18/25	-1,628.94
	Check	06/30/2025	11641	Charter Communications - Internet	Internet for 7/1/25 - 7/31/25	-115.40
	Check	06/30/2025	11642	Welsh Sanitation	July Garbage Removal	-93.89
	Check	06/30/2025	11643	Stellar-NY LLC	Invoice# 1148	-175.00
	Check	06/30/2025	11644	Amazon Capital Services	Invoice: #1N4X-LF9F-NFYK	-358.87
	Check	06/30/2025	11645	ThyssenKrupp Elevator Corp	Service Contract 7/1/25-9/30/25	-831.77
	Check	06/30/2025	EFT	Charter Communications - Phone		-257.63
					Invoices: 5019550191; 5019567222; 5019568665; 5019580481; 5019543224; 5079562016; 5019569027; 50...	
	Check	06/30/2025	11646	Baker & Taylor		-1,719.15
	Check	06/30/2025	11647	Business Credit Card		-271.00
	Check	06/30/2025	11648	Midwest Tape - Hoopla	Invoice 507398729	-692.28
	Check	06/30/2025	11649	Cairo Public Library		-42.80
	Check	06/30/2025	11650	Stewart's	June Newspapers	-199.00
	Check	06/30/2025	11651	WZ Accountants	Invoice: 3298	-600.00
	Check	06/30/2025	11652	Graphic Image	Inv #67227P	-1,214.07
	Check	06/30/2025	11653	Alison Blakeslee	Pysche: a theater piece	-1,200.00
	Check	06/30/2025	11654	Joanne Pagano	Pysche: a theater piece	-500.00
	Check	06/30/2025	11655	Culligan of Newburgh	Invoice: 2292164; 2380363	-58.20
	Check	06/30/2025	11656	Uniforms USA, Inc.	Invoices: 86749; 88570	-52.00
	Check	06/30/2025	11657	OverDrive Inc		-1,607.15
	Check	06/30/2025	EFT	Paychex	2025062401	-169.19
	Check	06/30/2025	11658	Inquiring Mind Bookstore		-229.83
	Check	06/30/2025	11659	Brodart Co.		-1,345.91
	Check	06/30/2025	11660	Lift Tech	Inv 50221	-750.00
	Check	06/30/2025	11661	Gale/Cengage Learning	Invoice #999100557124	-163.95
	Check	06/30/2025	11662	Mid Hudson Library System	Invoice: 2514	-722.50
	Check	06/30/2025	11663	National Business Technology	Invoice #590599710	-374.69
	Check	06/30/2025	EFT	Central Hudson	Bill for 5/20/25-6/18/25	-1,811.99
	Check	06/30/2025	11664	Metropolitan Life Insurance Companies		-27.13
	Check	06/30/2025	11665	CDPHP	Invoice #251630000170	-6,446.30
	Check	06/30/2025	11666	Credit Card Payment Processing		-424.48
Total M&T General Fund						
Checking 6455						-25,131.82
<b>M&amp;T Capital Fund</b>						
<b>Checking 6430</b>						
Total M&T Capital Fund						
Checking 6430						
						<b>-25,131.82</b>

# Saugerties Public Library

## Abstract

June 2025

	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>2082 · Fees</b>				
			Square income	335.40
Total 2082 · Fees				335.40
Total Income				335.40
<b>Expense</b>				
<b>7410.1 · Salaries</b>				
	06-05-25 PR			15,734.76
	06-19-25 PR			15,753.95
Total 7410.1 · Salaries				31,488.71
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
<b>.4.1.7 · Streaming</b>				
	11648	Midwest Tape - Hoopla	June	493.62
				26.99
Total .4.1.7 · Streaming				520.61
<b>.4.1.1 · DVD</b>				
	11648	Midwest Tape - Hoopla	June	198.66
Total .4.1.1 · DVD				198.66
<b>.4.1.2 · Books</b>				
<b>4.1.2A · Adult Books</b>				
	11644	Amazon Capital Services	Invoice: #1N4X-LF9F-NFYK Invoices: 5019550191; 5019567222; 5019568665; 5019580481; 5019543224; 5079562016; 5019569027; 50...	14.84
	11646	Baker & Taylor	5079562016; 5019569027; 50...	1,206.72
	11661	Gale/Cengage Learning	Invoice #999100557124	163.95
Total 4.1.2A · Adult Books				1,385.51
<b>4.1.2J · Children's Books</b>				
	11644	Amazon Capital Services	Invoice: #1N4X-LF9F-NFYK Invoices: 5019550191; 5019567222; 5019568665; 5019580481; 5019543224; 5079562016; 5019569027; 50...	143.71
	11646	Baker & Taylor	5079562016; 5019569027; 50...	512.43
	11649	Cairo Public Library		42.80
Total 4.1.2J · Children's Books				698.94
Total .4.1.2 · Books				2,084.45
<b>.4.1.3 · Subscriptions</b>				
	11647	Business Credit Card	National Geographic	79.00
Total .4.1.3 · Subscriptions				79.00
<b>.4.1.4 · Newspapers</b>				
	11650	Stewart's	June	199.00
Total .4.1.4 · Newspapers				199.00
<b>.4.1.5 · Digital Materials</b>				



# Saugerties Public Library

## Abstract

June 2025

Num	Name	Memo	Amount
		Invoice: 01938DA25179053; 01938CO25182787; 01938DA25185221; 01938DA25192349; 01938CO25196267; 01...	
11657	OverDrive Inc		1,607.15
Total .4.1.5 · Digital Materials			1,607.15
Total .4.1 · Library Material			4,688.87
<b>.4.2 · Programs, Publicity, History</b>			
<b>.4.2.1 · Programs</b>			
11643	Stellar-NY LLC	Invoice# 1148	175.00
11644	Amazon Capital Services	Invoice: #1N4X-LF9F-NFYK	109.91
11647	Business Credit Card	Go to Meeting	192.00
11653	Alison Blakeslee	Pysche: a theater piece	1,200.00
11654	Joanne Pagano	Pysche: a theater piece	500.00
11658	Inquiring Mind Bookstore		229.83
			-32.08
Total .4.2.1 · Programs			2,374.66
<b>.4.2.3 · Newsletter &amp; Public Relations</b>			
11652	Graphic Image	Inv #67227P	1,214.07
Total .4.2.3 · Newsletter & Public Relations			1,214.07
Total .4.2 · Programs, Publicity, History			3,588.73
<b>.4.3 · Operation of Building</b>			
<b>.4.3.1 · Utilities</b>			
EFT	Central Hudson	5/20/25-6/18/25	1,628.94
EFT	Central Hudson	5/20/25-6/18/25	1,811.99
Total .4.3.1 · Utilities			3,440.93
<b>.4.3.2 · Telephone</b>			
EFT	Charter Communications - Pho	Phone for 6/1/25-6/30/25	257.63
Total .4.3.2 · Telephone			257.63
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>			
11642	Welsh Sanitation	July	93.89
11644	Amazon Capital Services	Invoice: #1N4X-LF9F-NFYK	72.48
11655	Culligan of Newburgh	June	58.20
			79.53
Total .4.3.4 · Maintenance Service & Supplies			304.10
<b>.4.3.6 · Building R&amp;M</b>			
11644	Amazon Capital Services	Invoice: #1N4X-LF9F-NFYK	17.93
11656	Uniforms USA, Inc.	June	52.00
Total .4.3.6 · Building R&M			69.93
<b>.4.3.8 · Elevator</b>			
11645	ThyssenKrupp Elevator Corp	Service Contract 7/1/25-9/30/25	831.77
11660	Lift Tech	50221	750.00
Total .4.3.8 · Elevator			1,581.77
<b>.4.3.12 · Internet</b>			
11641	Charter Communications - Inte	Internet for 7/1/25 - 7/31/25	115.40

# Saugerties Public Library

## Abstract

June 2025

	Num	Name	Memo	Amount
Total .4.3.12 · Internet				115.40
Total .4.3 · Operation of Building				5,769.76
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 · Copier</b>				
	11663	National Business Technology	July	374.69
Total .4.4.1 · Copier				374.69
<b>.4.4.6 · Equipment Purchases</b>				
	11659	Brodart Co.	Book Shelf for Children's Room	1,345.91
Total .4.4.6 · Equipment Purchases				1,345.91
<b>.4.4.7 · Equipment R&amp;M</b>				
				875.00
Total .4.4.7 · Equipment R&M				875.00
Total .4.4 · Equipment R&M, Supplies				2,595.60
<b>.4.5 · Automation, System Fees</b>				
<b>.4.5.1 · Automation &amp; Online Services</b>				
	11662	Mid Hudson Library System	SAM per invoice #2514	722.50
				103.68
Total .4.5.1 · Automation & Online Services				826.18
Total .4.5 · Automation, System Fees				826.18
<b>.4.6 · Professional Services</b>				
<b>.4.6.9 · Merchant Fees</b>				
			Square income	22.52
Total .4.6.9 · Merchant Fees				22.52
<b>.4.6.7 · Payroll Service Fees</b>				
	EFT	Paychex	June payroll fees	169.19
Total .4.6.7 · Payroll Service Fees				169.19
<b>.4.6.1 · Accounting</b>				
	11651	WZ Accountants	Invoice: 3298	600.00
Total .4.6.1 · Accounting				600.00
<b>.4.6.6 · Staff Development</b>				
				200.00
Total .4.6.6 · Staff Development				200.00
Total .4.6 · Professional Services				991.71
Total 7410.4 · Contractual Expenses				18,460.85
<b>9010 · Employee Benefits</b>				
<b>.2 · Social Security &amp; Medicare</b>				
	06-05-25 PR			1,180.95
	06-19-25 PR			1,182.44
Total .2 · Social Security & Medicare				2,363.39
<b>.4 · Disability</b>				
	06-05-25 PR			-15.87
	06-19-25 PR			-15.62
Total .4 · Disability				-31.49
<b>.5 · Medical &amp; Dental Benefits</b>				
	06-05-25 PR			-297.50

# Saugerties Public Library

## Abstract

June 2025

	Num	Name	Memo	Amount
	06-19-25 PR			-297.50
	11665	CDPHP	July	6,446.30
Total .5 · Medical & Dental Benefits				5,851.30
<b>.6 · Life Insurance</b>				
	11664	Metropolitan Life Insurance Co	Life insurance	27.13
Total .6 · Life Insurance				27.13
Total 9010 · Employee Benefits				8,210.33
Total Expense				58,159.89
Net Ordinary Income				-57,824.49
<b>Net Income</b>				<b>-57,824.49</b>

## June Director's Report 2025

**Annual report to the Community:** The 2024 – 2025 annual report to the community has been completed and sent to the mailing house, Graphic Image Inc. This year, I used Canva to create the newsletter instead of MS Publisher as Microsoft is discontinuing this editing software.

**Personnel:** Anya Schmiedel, who has been working at the library since 2010, has submitted her resignation. She started working here as a teenager and worked at the library for 15 years. Most recently, she worked every other Saturday, and we have hired June Meade, a local resident and SUNY New Paltz student, to fulfill those hours. They begin their training on July 8<sup>th</sup>.

**Outreach:** Pat Ryan's C.A.R.E.S van staff were available to the public on June 6<sup>th</sup>. Second graders visited and toured the library on June 11<sup>th</sup>. Both Christine and Kristina visited the local schools to promote the Summer Reading program.

**Summer Reading Program:** This year's theme is Color Our World. Art and coloring pervade the programs for all age groups. For children, we have programs and prizes for independent readers and those who have a parent read to them. Adults keep track of their reading by coloring in countries in a map of the world in a brochure made by staff. Teens roll an oversized die to see what prize they will win once they read a book. We will be holding the 3<sup>rd</sup> annual diorama competition for tweens and this year, each person will take a pig toy to put in the diorama.

The kick-off event on June 25<sup>th</sup> with local magician Tommy Baker was a huge success. Our family fun nights have begun, and you can see the mural that was made in the downstairs hallway.

**Incidents:** On July 1<sup>st</sup>, a patron lost consciousness at the Information Desk. He fell backwards and landed on the floor, hitting his head hard enough to cause bleeding. The police and ambulance were called, and he was taken out on a gurney. We have discovered that he is fine and back to normal. In the afternoon of July 1<sup>st</sup> a patron discovered that his car had been sideswiped. The police were called, and upon reviewing the security camera, there was clear video showing that another patron miscalculated turning in the adjacent parking spot, and struck the car. They then backed out and drove away. Incident reports and images were captured for both occurrences.

**Facilities:** Our maintenance staff member, Sandy, fixed a faucet sensor in the staff bathroom.

**Meetings:**

**UCLA meeting:** June 1th. Saugerties Library hosted the meeting. The Ulster County Library Association is looking into purchasing local digital newspapers to augment the national e-papers that we currently offer.

**Saugerties Arts Commission meet & greet** June 16<sup>th</sup>

**Director's Association meeting:** June 26th

**Vacation days:** June 18<sup>th</sup> and 20th

discover, connect, grow.

Saugerties Public Library

Outreach Committee

Date: Monday, June 23, 2025

Time: Meeting starts at 5:40pm - 6:50pm

Present: Jennifer Russell (director), Nina Schmidbaur (chair), Teresa Giordano (member), Erin Poll (member)

Excused: Tim Scott (president)

**Agenda:**

1. Follow up on purchase of "Dementia Kits" to add to the library of things.

- We have Hick's donation funds for 3 of them

2. Check-in about Outreach tabling:

- Farmer's Market (we tabled 1x this season so far)
- New locations: exploring the Town-run summer camp at Cantine Field
  - Promote the summer reading program

4. Reading series at the Ivy Lodge

- Completed 8 weeks and will continue with volunteers
- 
- Thursdays at 10:30am

5. Different groups and meetings to attend:

- Kiwanis Club
- Town Board
- Churches
- The Legion Hall
- Veteran's
- RYAN House
- The Mill

**6. Check-out an Expert:** A series of talks by community members about what they do. We have lots of talent here: film makers, music engineers, contractors, entrepreneurs, therapists, librarians.

- A gathering of 15-20 people in which the public can “check a person out” and talk to them.
- We are planning for October 16th in the evening from 6:30-8pm.
- We will email 20 people to start interest in the vision.

**Check-out an Expert:** *Explore who lives and works in your community. Ask questions from experts in their field.*

Script for experts to be prepared to engage their audience and frame the conversation:

- How do you make a living?
- What does your lifestyle look like?
- What kind of people do you interact with?
- What kind of education or training does this require?
- Do you regret going into this field?

2025

[illegible][illegible]



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
<b>Circulation</b>														
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	
Adult renewals	1,044	1,035	941	999	1,167	1,145	1,103	992	993	1,038	962	1,024	1,068	
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	
Juvenile renewals	1,063	814	939	1,038	1,092	1,032	1,133	915	974	904	887	951	961	
Teen	128	107	101	97	114	70	119	85	127	132	114	125	248	
Teen renewals	56	58	53	41	56	41	61	44	80	43	72	58	75	
<b>Total Circulation</b>	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	
		-4%		-5%		-9%		-10%		1%		-2%		
<b>Holds Filled</b>														
Adults	1,043	979	946	861	974	934	886	928	867	967	858	980	1,049	
Juvenile	465	547	451	370	429	468	370	423	355	375	329	355	382	
Teen	54	54	59	42	47	43	49	64	40	78	55	60	62	
ILL received	1	2	1	2	1	3	1	2	0	4	0	1	0	
ILL loaned	2	1	0	2	0	1	0	0	0	0	1	0	1	
<b>Total Holds</b>	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%		-12%		0%		9%		13%		12%		
<b>Questions Answered</b>														
Adult	1,207	742	1,030	718	863	793	962	843	731	744	710	840	803	
Children's	215	163	295	145	290	128	248	136	243	136	225	161	385	
<b>Total Questions</b>	1,422	905	1,325	863	1,153	921	1,210	979	974	880	935	1,001	1,188	
		-36%		-35%		-20%		-19%		10%		7%		
<b>Programs</b>														
Adult	18	24	23	24	33	33	30	34	27	31	24	26	19	
Teen	16	22	18	19	17	20	13	20	19	13	14	19	19	
Children's	24	26	27	29	21	30	27	31	23	28	21	29	45	
<b>Total Programs</b>	58	72	68	72	71	83	70	85	69	72	59	74	83	
		22%		6%		17%		21%		4%		25%		
<b>Program Attendance</b>														
Adult	158	228	193	226	429	552	327	529	275	566	235	262	295	
Teen	95	137	4	129	117	147	100	123	105	87	186	298	148	
Children	505	322	492	225	381	269	433	234	423	239	1,236	1,545	1,055	
<b>Total attendance</b>	758	687	689	580	927	968	860	886	803	892	1,657	2,105	1,498	
		-9%		-16%		4%		3%		11%		27%		
<b>Computer sessions</b>	345	311	324	304	418	381	408	397	412	331	327	331	407	
		-10%		-6%		-9%		-3%		-20%		1%		
<b>Web Page Visits</b>	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	
		1%		9%		8%		14%		13%		9%		
<b>New Cards Issued</b>	32	30	42	30	59	33	44	30	22	32	41	39	55	
		-6%		-29%		-44%		-32%		45%		-5%		
<b>Overdrive Audiobook</b>	723	1098	756	1042	766	1058	806	1030	818	1110	805		868	
<b>Overdrive eBook</b>	971	1036	868	918	922	982	941	903	890	927	932		968	
<b>Overdrive Magazine</b>	483	626	466	578	524	631	352	683	410	601	346		357	
<b>Overdrive Total</b>	2177	2760	2090	2538	2212	2671	2099	2616	2118	2638	2083		2193	
		27%		21%		21%		25%		25%				

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	
<b>Circulation</b>													
Adult	2,635		2,214		2,099		2,021				30,093	13,235	44%
Adult renewals	1,158		1,089		1,019		975				14,410	6,233	43%
Juvenile	2,453		1,886		1,743		1,697				23,415	10,739	46%
Juvenile renewals	1,151		1,166		1,032		813				16,420	5,654	34%
Teen	195		78		97		100				1,214	616	51%
Teen renewals	75		72		53		51				891	285	32%
<b>Total Circulation</b>	7,667		6,505		6,043		5,657				86,443	36,762	43%
<b>Holds Filled</b>													
Adults	1,041		867		892		798				12,401	5,649	46%
Juvenile	343		474		490		390				5,192	2,538	49%
Teen	49		38		46		49				586	341	58%
ILL received	0		0		0		1				7	14	200%
ILL loaned	0		1		1		0				5	4	80%
<b>Total Holds</b>	1,433		1,380		1,429		1,238				18,191	8,546	47%
<b>Questions Answered</b>													
Adult	941		840		742		682				10,140	4,579	45%
Children's	300		172		305		138				3,891	896	23%
<b>Total Questions</b>	1,241		1,012		1,047		820				14,031	5,475	39%
<b>Programs</b>													
Adult	18		23		25		27				265	172	65%
Teen	16		14		22		13				173	113	65%
Children's	28		20		15		10				274	173	63%
<b>Total Programs</b>	62		57		62		50				712	458	64%
<b>Program Attendance</b>													
Adult	139		276		245		274				2,327	2,363	102%
Teen	177		103		172		108				1,038	921	89%
Children	834		233		172		103				4,800	2,834	59%
<b>Total attendance</b>	1,150		612		589		485				8,165	6,118	75%
<b>Computer sessions</b>	385		394		428		385				4,441	2,055	46%
												-47%	
<b>Web Page Visits</b>	6,988		7,166		5,715		5,707				60,054	36,858	61%
												54%	
<b>New Cards Issued</b>	53		39		25		29				476	194	41%
												-71%	
<b>Overdrive Audiobook</b>	883		847		837		879				6703	5338	80%
<b>Overdrive eBook</b>	959		869		778		862				9192	4766	52%
<b>Overdrive Magazine</b>	401		533		559		584				1981	3119	157%
<b>Overdrive Total</b>	2243		2249		2174		2325				17876	13223	74%

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

Roll Call

Public Comment and Hearing on Proposed 2026 Budget

Old Business:

New Business:

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

Secretary's Report

Treasurer's Report

Pay Bills

Director's Report:

Committee Reports:

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

Next meeting - September 11, 2025 Regular Meeting

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

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

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

**Staff:** Director Jennifer Russell

**Public Attendees:** N/A

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

**Public Comment:** N/A

**Friends of Library:** N/A

**Unfinished Business:**

- N/A

**New Business:**

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

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

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

### Secretary's Report:

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

Motion passes unanimously.

### Treasurer's Report:

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

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

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

### Committee Reports:

*Finance:* met on July 7, 2025

Finalized the draft budget to be presented tonight.

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

*Personnel/Policy:* Did not meet

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

*Facilities:* Did not meet

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

*Outreach:* met on    June 23, 25

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

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

*Friends Liaison:* N/A

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

Passes unanimously.

Submitted by Julie Misiano

Next meeting: August 14, 2025    at 6PM

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

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

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

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



# Saugerties Public Library

## General Fund Revenue and Expenditure Report

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

# Saugerties Public Library

## General Fund Revenue and Expenditure Report

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

# Saugerties Public Library Abstract Check Register

**M&T General Fund  
Checking 6455**

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

# Saugerties Public Library Abstract Check Register

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

# Saugerties Public Library

## Abstract

July 2025

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

# Saugerties Public Library

## Abstract

July 2025

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

# Saugerties Public Library

## Abstract

July 2025

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

# Saugerties Public Library

## Abstract

July 2025

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

### 9010 · Employee Benefits

#### .2 · Social Security & Medicare



# Saugerties Public Library

## Abstract

July 2025

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

## July Director's Report 2025

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

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

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

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

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

## Meetings:

**UCLA meeting:** July 15th

**Vacation days:** July 28<sup>th</sup> – August 1st

The Library was closed on July 4<sup>th</sup> for Independence Day.

Saugerties Public Library  
@Finance Committee

Date: 7/21/2025

Time: 6:02 p.m.

Committee Members Attending:

Charlotte Herscher

Ken Goldberg

Julie Misiano

Tim Scott

Board Members Attending:

Paul Van Benschoten

Staff Attending:

Jennifer Russell

Discussion/Agenda Items

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

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

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

Next meeting

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



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

## **Inclement Weather Closing Policy**

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

### **General Guidelines for Determining Closure**

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

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

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

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

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

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

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

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

Review History: August, 2025

Review Cycle: 3 years

Saugerties Public Library  
Facilities Committee

Date: July 17<sup>h</sup>, 2025

Time: 6 PM

Committee Members Attending: Paul, Tim

Staff Attending: Jen, Sandy

Others Attending:

Absent: Yosefa

Discussion/Agenda Items

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

Next Facilities Meeting

August 19<sup>th</sup>, 2025

Saugerties Public Library  
Outreach Committee

Date: Monday, July 28<sup>th</sup>, 2025

Time: 6:00 pm

Committee Members Attending:

Tim Scott, Teresa Giordano, Erin Poll

Staff Attending:

Discussion/Agenda Items

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

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

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

Next Outreach Meeting Monday, August 25<sup>th</sup> at 6pm



Saugerties Public Library  
2024-2025 Statistics Compared

	Jan '24	Jan '25	Feb '24	Feb '25	March '24	March '25	April '24	April '25	May '24	May '25	June '24	June '25	July '24	July '25
<b>Circulation</b>														
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
<b>Total Circulation</b>	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%
<b>Holds Filled</b>														
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
<b>Total Holds</b>	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%
<b>Questions Answered</b>														
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
<b>Total Questions</b>	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%
<b>Programs</b>														
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
<b>Total Programs</b>	58	72	68	72	71	83	70	85	69	72	59	74	83	88
		22%		6%		17%		21%		4%		25%		6%
<b>Program Attendance</b>														
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
<b>Total attendance</b>	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%
<b>Computer sessions</b>	345	311	324	304	418	381	408	397	412	331	327	331	407	425
		-10%		-6%		-9%		-3%		-20%		1%		4%
<b>Web Page Visits</b>	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%
<b>New Cards Issued</b>	32	30	42	30	59	33	44	30	22	32	41	39	55	84
		-6%		-29%		-44%		-32%		45%		-5%		53%
<b>Overdrive Audiobook</b>	723	1098	756	1042	766	1058	806	1030	818	1110	805	1009	868	1155
<b>Overdrive eBook</b>	971	1036	868	918	922	982	941	903	890	927	932	867	968	1051
<b>Overdrive Magazine</b>	483	626	466	578	524	631	352	683	410	601	346	621	357	547
<b>Overdrive Total</b>	2177	2760	2090	2538	2212	2671	2099	2616	2118	2638	2083	2497	2193	2753
		27%		21%		21%		25%		25%		20%		26%

Saugerties Public Library  
2024-2025 Statistics Compared

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

2025

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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
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
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
<b>Total 2705 • Gifts &amp; Donations</b>	19,269.00	5,680.00
3840 • New York State Aid	5,413.50	5,287.50
<b>Total Income</b>	749,261.02	690,332.26
<b>Expense</b>		
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
<b>Total .4.1.2 • Books</b>	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
<b>Total .4.1 • Library Material</b>	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
<b>Total .4.2 • Programs, Publicity, History</b>	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

	<u>Jan - Aug 25</u>	<u>Jan - Aug 24</u>
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	<u>179,628.82</u>	<u>180,178.03</u>

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

	<u>Jan - Aug 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
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
<b>Total 2705 • Gifts &amp; Donations</b>	<u>19,269.00</u>	<u>18,000.00</u>	<u>1,269.00</u>
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
<b>Total Income</b>	<u>749,261.02</u>	<u>777,258.36</u>	<u>-27,997.34</u>
<b>Expense</b>			
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
<b>Total .4.1.2 • Books</b>	<u>11,325.97</u>	<u>26,000.00</u>	<u>-14,674.03</u>
.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
<b>Total .4.1 • Library Material</b>	<u>31,665.16</u>	<u>55,600.00</u>	<u>-23,934.84</u>
.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
<b>Total .4.2 • Programs, Publicity, History</b>	<u>18,216.36</u>	<u>13,000.00</u>	<u>5,216.36</u>
.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

	<b>Jan - Aug 25</b>	<b>Budget</b>	<b>\$ Over Budget</b>
<b>Total .4.3 · Operation of Building</b>	80,735.53	96,000.00	-15,264.47
<b>.4.4 · Equipment R&amp;M, Supplies</b>			
.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
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	35,161.04	22,150.00	13,011.04
<b>.4.5 · Automation, System Fees</b>			
.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
<b>Total .4.5 · Automation, System Fees</b>	18,889.95	24,030.00	-5,140.05
<b>.4.6 · Professional Services</b>			
.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
<b>Total .4.6 · Professional Services</b>	10,968.84	15,350.00	-4,381.16
<b>.4.7 · Election Expenses</b>			
.4.7.1 · Election Inspectors	400.00	450.00	-50.00
.4.7.2 · Election Expenses	135.00	200.00	-65.00
<b>Total .4.7 · Election Expenses</b>	535.00	650.00	-115.00
<b>Total 7410.4 · Contractual Expenses</b>	196,171.88	226,780.00	-30,608.12
<b>9010 · Employee Benefits</b>			
.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
<b>Total 9010 · Employee Benefits</b>	119,294.03	130,778.00	-11,483.97
<b>Total Expense</b>	569,632.20	777,258.00	-207,625.80
<b>Net Ordinary Income</b>	179,628.82	0.36	179,628.46
<b>Net Income</b>	<b>179,628.82</b>	<b>0.36</b>	<b>179,628.46</b>

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

	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
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%
<b>Total 2705 · Gifts &amp; Donations</b>	<b>107.05%</b>
3840 · New York State Aid	98.43%
3999 · Appropriated Fund Balance	0.0%
<b>Total Income</b>	<b>96.4%</b>
<b>Expense</b>	
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%
<b>Total .4.1.2 · Books</b>	<b>43.56%</b>
.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%
<b>Total .4.1 · Library Material</b>	<b>56.95%</b>
.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%
<b>Total .4.2 · Programs, Publicity, History</b>	<b>140.13%</b>
.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

	<b>% of Budget</b>
<b>Total .4.3 · Operation of Building</b>	<b>84.1%</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>	
.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%
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>158.74%</b>
<b>.4.5 · Automation, System Fees</b>	
.4.5.1 · Automation & Online Services	96.68%
.4.5.2 · MHLS Assessment Fees	75.0%
<b>Total .4.5 · Automation, System Fees</b>	<b>78.61%</b>
<b>.4.6 · Professional Services</b>	
.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%
<b>Total .4.6 · Professional Services</b>	<b>71.46%</b>
<b>.4.7 · Election Expenses</b>	
.4.7.1 · Election Inspectors	88.89%
.4.7.2 · Election Expenses	67.5%
<b>Total .4.7 · Election Expenses</b>	<b>82.31%</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>86.5%</b>
<b>9010 · Employee Benefits</b>	
.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%
<b>Total 9010 · Employee Benefits</b>	<b>91.22%</b>
<b>Total Expense</b>	<b>73.29%</b>
<b>Net Ordinary Income</b>	<b>49,896,894.44%</b>
<b>Net Income</b>	<b>49,896,894.44%</b>

# Saugerties Public Library Abstract Check Register

Type	Date	Num	Name	Memo	Amount
<b>M&amp;T General Fund Checking 6455</b>					
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
<b>M&amp;T Capital Fund Checking 6430</b>					

**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
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>2082 · Fees</b>			
			Square income
Total 2082 · Fees			
Total Income			
<b>Expense</b>			
<b>7410.1 · Salaries</b>			
	07-31-25 pr		
	08-14-25 pr		
Total 7410.1 · Salaries			
<b>7410.4 · Contractual Expenses</b>			
<b>.4.1 · Library Material</b>			
<b>.4.1.7 · Streaming</b>			
	11700	Credit Card Payment Processing	
	11702	Midwest Tape - Hoopla	August
Total .4.1.7 · Streaming			
<b>.4.1.1 · DVD</b>			
	11702	Midwest Tape - Hoopla	August
Total .4.1.1 · DVD			
<b>.4.1.2 · Books</b>			
<b>4.1.2A · Adult Books</b>			
	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			
<b>4.1.2J · Children's Books</b>			
	11705	Baker & Taylor	
Total 4.1.2J · Children's Books			
Total .4.1.2 · Books			
<b>.4.1.4 · Newspapers</b>			
	11701	Stewart's	August
Total .4.1.4 · Newspapers			
<b>.4.1.5 · Digital Materials</b>			
			Invoices: 01938CO25245810; 01938DA25247913; 01938CO25256632; 01938DA25258810
	11719	OverDrive Inc	
Total .4.1.5 · Digital Materials			
Total .4.1 · Library Material			
<b>.4.2 · Programs, Publicity, History</b>			
<b>.4.2.1 · Programs</b>			
	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			
<b>.4.2.2 · Microfilm &amp; Archives</b>			
	11711	Advantage Archives	Invoice #43073
Total .4.2.2 · Microfilm & Archives			
Total .4.2 · Programs, Publicity, History			
<b>.4.3 · Operation of Building</b>			
<b>.4.3.1 · Utilities</b>			
	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			
<b>.4.3.2 · Telephone</b>			
	EFT	Charter Communications - Phone	Phone for 8/1/25-8/31/25
Total .4.3.2 · Telephone			
<b>.4.3.3 · Insurance</b>			
	11714	Marshall & Sterling Upstate	
Total .4.3.3 · Insurance			
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>			
	11694	Welsh Sanitation	September
	11700	Credit Card Payment Processing	
	11707	Culligan of Newburgh	Invoice: 2474789
Total .4.3.4 · Maintenance Service & Supplies			
<b>.4.3.6 · Building R&amp;M</b>			
	11708	Uniforms USA, Inc.	August
	11722	SRI Fire Sprinkler	Sprinkler Inspection
Total .4.3.6 · Building R&M			
<b>.4.3.12 · Internet</b>			
	11693	Charter Communications - Internet	Internet service for 9/1/25-9/30/25
Total .4.3.12 · Internet			
Total .4.3 · Operation of Building			
<b>.4.4 · Equipment R&amp;M, Supplies</b>			
<b>.4.4.1 · Copier</b>			
	11715	National Business Technology	September
Total .4.4.1 · Copier			
<b>.4.4.2 · Office Supplies</b>			
	11699	DEMCO	Invoice: 7688146
	11709	W B Mason Co Inc	Invoice: 256034123; 256467250
Total .4.4.2 · Office Supplies			
<b>.4.4.6 · Equipment Purchases</b>			

# 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			
<b>.4.5 · Automation, System Fees</b>			
<b>.4.5.1 · Automation &amp; Online Services</b>			
	11700	Credit Card Payment Processing	
Total .4.5.1 · Automation & Online Services			
Total .4.5 · Automation, System Fees			
<b>.4.6 · Professional Services</b>			
<b>.4.6.9 · Merchant Fees</b>			
			Square income
Total .4.6.9 · Merchant Fees			
<b>.4.6.7 · Payroll Service Fees</b>			
	EFT	Paychex	August payroll fees
Total .4.6.7 · Payroll Service Fees			
<b>.4.6.1 · Accounting</b>			
	11704	WZ Accountants	Invoice: 3300
Total .4.6.1 · Accounting			
Total .4.6 · Professional Services			
<b>.4.7 · Election Expenses</b>			
<b>.4.7.1 · Election Inspectors</b>			
	11695	Elaine Sapunarich	
	11696	Arlene Discordia	Election inspector
Total .4.7.1 · Election Inspectors			
<b>.4.7.2 · Election Expenses</b>			
	11697	Lydecker, Tiffany	
Total .4.7.2 · Election Expenses			
Total .4.7 · Election Expenses			
Total 7410.4 · Contractual Expenses			
<b>9010 · Employee Benefits</b>			
<b>.2 · Social Security &amp; Medicare</b>			
	07-31-25 pr		
	08-14-25 pr		
Total .2 · Social Security & Medicare			
<b>.4 · Disability</b>			
	07-31-25 pr		
	08-14-25 pr		
	11720	Shelter Point Life	10/1/25-9/30/25
Total .4 · Disability			
<b>.5 · Medical &amp; Dental Benefits</b>			
	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
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>2082 • Fees</b>	
	150.24
Total 2082 • Fees	150.24
Total Income	150.24
<b>Expense</b>	
<b>7410.1 • Salaries</b>	
	15,769.84
	15,631.54
Total 7410.1 • Salaries	31,401.38
<b>7410.4 • Contractual Expenses</b>	
<b>.4.1 • Library Material</b>	
<b>.4.1.7 • Streaming</b>	
	26.99
	572.81
Total .4.1.7 • Streaming	599.80
<b>.4.1.1 • DVD</b>	
	187.42
Total .4.1.1 • DVD	187.42
<b>.4.1.2 • Books</b>	
<b>4.1.2A • Adult Books</b>	
	142.73
	359.59
	65.58
	65.58
Total 4.1.2A • Adult Books	633.48
<b>4.1.2J • Children's Books</b>	
	453.05
Total 4.1.2J • Children's Books	453.05
Total .4.1.2 • Books	1,086.53
<b>.4.1.4 • Newspapers</b>	
	206.00
Total .4.1.4 • Newspapers	206.00
<b>.4.1.5 • Digital Materials</b>	
	1,076.05
Total .4.1.5 • Digital Materials	1,076.05
Total .4.1 • Library Material	3,155.80
<b>.4.2 • Programs, Publicity, History</b>	
<b>.4.2.1 • Programs</b>	
	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
<b>.4.2.2 · Microfilm &amp; Archives</b>	
	2,370.00
Total .4.2.2 · Microfilm & Archives	2,370.00
Total .4.2 · Programs, Publicity, History	4,027.73
<b>.4.3 · Operation of Building</b>	
<b>.4.3.1 · Utilities</b>	
	2,280.62
	157.90
Total .4.3.1 · Utilities	2,438.52
<b>.4.3.2 · Telephone</b>	
	257.36
Total .4.3.2 · Telephone	257.36
<b>.4.3.3 · Insurance</b>	
	6,547.40
Total .4.3.3 · Insurance	6,547.40
<b>.4.3.4 · Maintenance Service &amp; Supplie</b>	
	93.89
	85.90
	83.15
Total .4.3.4 · Maintenance Service & Sup	262.94
<b>.4.3.6 · Building R&amp;M</b>	
	58.00
	615.30
Total .4.3.6 · Building R&M	673.30
<b>.4.3.12 · Internet</b>	
	115.40
Total .4.3.12 · Internet	115.40
Total .4.3 · Operation of Building	10,294.92
<b>.4.4 · Equipment R&amp;M, Supplies</b>	
<b>.4.4.1 · Copier</b>	
	374.69
Total .4.4.1 · Copier	374.69
<b>.4.4.2 · Office Supplies</b>	
	62.69
	215.94
Total .4.4.2 · Office Supplies	278.63
<b>.4.4.6 · Equipment Purchases</b>	

# 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
<b>.4.5 · Automation, System Fees</b>	
<b>.4.5.1 · Automation &amp; Online Services</b>	
	265.38
Total .4.5.1 · Automation & Online Services	265.38
Total .4.5 · Automation, System Fees	265.38
<b>.4.6 · Professional Services</b>	
<b>.4.6.9 · Merchant Fees</b>	
	15.79
Total .4.6.9 · Merchant Fees	15.79
<b>.4.6.7 · Payroll Service Fees</b>	
	239.58
Total .4.6.7 · Payroll Service Fees	239.58
<b>.4.6.1 · Accounting</b>	
	600.00
Total .4.6.1 · Accounting	600.00
Total .4.6 · Professional Services	855.37
<b>.4.7 · Election Expenses</b>	
<b>.4.7.1 · Election Inspectors</b>	
	200.00
	200.00
Total .4.7.1 · Election Inspectors	400.00
<b>.4.7.2 · Election Expenses</b>	
	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
<b>9010 · Employee Benefits</b>	
<b>.2 · Social Security &amp; Medicare</b>	
	1,183.65
	1,173.05
Total .2 · Social Security & Medicare	2,356.70
<b>.4 · Disability</b>	
	-15.58
	-15.35
	608.40
Total .4 · Disability	577.47
<b>.5 · Medical &amp; Dental Benefits</b>	
	-297.50
	-297.50
	6,446.30
Total .5 · Medical & Dental Benefits	5,851.30

Saugerties Public Library  
Abstract  
August 2025

	Amount
<b>.6 - Life Insurance</b>	
	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
	<b>-60,295.60</b>



## **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 1<sup>st</sup>.

**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 19<sup>th</sup>

**UCLA meeting:** August 19<sup>th</sup>

I went on a special tour of the new Woodstock Library on August 28<sup>th</sup>.

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.~~

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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

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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
<b>Circulation</b>														
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
<b>Total Circulation</b>	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%
<b>Holds Filled</b>														
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
<b>Total Holds</b>	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%
<b>Questions Answered</b>														
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
<b>Total Questions</b>	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%
<b>Programs</b>														
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
<b>Total Programs</b>	58	72	68	72	71	83	70	85	69	72	59	74	83	88
		22%		6%		17%		21%		4%		25%		6%
<b>Program Attendance</b>														
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
<b>Total attendance</b>	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%
<b>Computer sessions</b>	345	311	324	304	418	381	408	397	412	331	327	331	407	425
		-10%		-6%		-9%		-3%		-20%		1%		4%
<b>Web Page Visits</b>	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%
<b>New Cards Issued</b>	32	30	42	30	59	33	44	30	22	32	41	39	55	84
		-6%		-29%		-44%		-32%		45%		-5%		53%
<b>Overdrive Audiobook</b>	723	1098	756	1042	766	1058	806	1030	818	1110	805	1009	868	1155
<b>Overdrive eBook</b>	971	1036	868	918	922	982	941	903	890	927	932	867	968	1051
<b>Overdrive Magazine</b>	483	626	466	578	524	631	352	683	410	601	346	621	357	547
<b>Overdrive Total</b>	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	
<b>Circulation</b>													
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%
<b>Total Circulation</b>	7,667	6,992	6,505		6,043		5,657		5,814		78,065	51,062	65%
		-9%											
<b>Holds Filled</b>											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%
<b>Total Holds</b>	1,433	1,501	1,380		1,429		1,238		1,291		16,549	11,608	70%
		5%											
<b>Questions Answered</b>											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%
<b>Total Questions</b>	1,241	1,173	1,012		1,047		820		693		13,232	7,841	59%
		-5%											
<b>Programs</b>											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%
<b>Total Programs</b>	62	78	57		62		50		38		747	624	84%
		26%											
<b>Program Attendance</b>											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%
<b>Total attendance</b>	1,150	839	612		589		485		586		10,614	8,310	78%
		-27%											
<b>Computer sessions</b>	385	322	394		428		385		298		4,531	2,802	62%
		-16%										-59%	
<b>Web Page Visits</b>	6,988	5,799	7,166		5,715		5,707				66,546	49,546	74%
		-17%										35%	
<b>New Cards Issued</b>	53	48	39		25		29		23		464	326	70%
		-9%											
<b>Overdrive Audiobook</b>	883	1071	847		837		879		983		9971	8573	86%
<b>Overdrive eBook</b>	959	1080	869		778		862		879		10839	7764	72%
<b>Overdrive Magazine</b>	401	595	533		559		584		602		5617	4882	87%
<b>Overdrive Total</b>	2243	2746	2249		2174		2325		2464		26427	21219	80%
		22%											



2025

[illegible][illegible]

Saugerties Public Library Board Agenda  
October 9, 2025  
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

Signing Oath of Office, Conflict of Interest, Ethics Statement forms

Old Business:

1. Goodbye to outgoing Trustees
2. Front Garden
3. Hiring of New Staff

New Business:

1. Nominating Committee

Secretary's Report

Treasurer's Report

Pay Bills

Director's Report:

Committee Reports:

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

Next meeting - November 13, 2025

Saugerties Public Library  
Regular Board Meeting  
Date: September 11, 2025

**Present:** Trustees Yosefa Karchmar, Charlotte Herscher, Paul Vanbenschoten, Timothy Scott, Ken Goldberg, Erin Poll (arrived 6:29), Rebecca Lang, Teresa Giordano

**Excused:** Julie Misiano

**Staff:** Director Jennifer Russell

**Public Attendees:** Ray Rebholtz

**Guest and newly elected Trustee:** Valentina Kielland

*Meeting called to order at 6:07 PM by Tim Smith*

**Public Comment: (Ray)** Congratulations on budget and newly elect. Will kick off New Year for Friends on Monday 9/15.

**Unfinished Business:**

- Budget and election results.  
Yes: 210  
No: 19  
Total vote: 229

Trustee vote  
Karchmar 181  
McQuaide 185  
Giordano 185

Write in trustees  
Kiellnad 57  
Graves 52

There was a total of 23 individual names written in on ballots.

- Front garden. Jen got a \$33,000 estimate for a full redesign from Native. Jen had a second conversation with him, he will pare it down and they'll talk again. A gardener around the corner has interesting ideas but has not quoted a price.

**New Business:**

1. Required Trustee training. Must be done prior to next month's reorganization meeting.

**Ken** completed everything

**Teresa** Must complete one more workshops on MHLS website.

**Paul** must complete continuing education credits

**Charlotte** – must complete two more workshops

**Yosefa** - must complete one more workshop

**Becky** – Must complete one more workshop

**Nominating Committee report** – Paul: Executive positions – President, Vice President, Treasurer, Secretary – must be filled. Paul will send a form for each trustee to rank the 3 committees they want to be on and indicate whether you want to be a chairperson.

Incoming trustees may not be on the executive board or a chairperson.

Paul and Yosefa will tabulate.

### **Secretary's Report:**

*Motion* by Tim Scott and *Second* by Paul to approve the minutes as written.

Motion passes unanimously.

### **Treasurer's Report:**

6 month CD coming due in 2 weeks. Finance Committee will discuss whether it will be reinvested or not.

Motion to pay the bills in the amount of \$ 28,202.56 made by Charlotte Herscher, seconded by Yosefa Passes unanimously

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

295 participants signed up to read in Summer Reading program

1,955 people participated in library programs this summer

Play at library in August was successful. Paid for with donated funds

End of September hosting Braver Angels who help people learn how to communicate about difficult subject matter.

Tiffany got money from Kiwanis club for a four week adult writing workshop starting October 1<sup>st</sup>

Jen reported on the new Woodstock Library building tour.

### **Committee Reports:**

**Finance:** No report due to no meeting.

Next meeting: 9.15 at 6PM

**Personnel/Policy:** met on August 20. Reviewed the **Patron Complaint Policy**.  
Tim made motion to discuss the policy. Ken seconded.

Ken questioned the word “proceeding.” It was changed to “future.”

Yosefa suggested changing first line, staff can refer complaint to the Board, but it was decided that some complaints don’t warrant that.

Erin suggested that complaints be responded to in writing so there is a record. Policy will read “Provide a written response and a verbal response if needed.”

Tim moved to adopt revision. Becky seconded. Passed unanimously.

Discussed change to **Museum Pass policy**.

Question: is there a limit on late fee? Answer: No  
All changes were discussed.

Tim makes a motion to accept discussed changes. Teresa seconds the motion. Passes unanimously.

see minutes FMI Next meeting: 9/24 at 6PM

**Facilities:** No meeting in August

see minutes FMI Next meeting: 9/16 at 6 PM

**Outreach:** met on 8/25

Teresa reported: Outreach Committee discussed: Library Appreciation event, Community Shares Day, Summer Swap

see minutes FMI

**Motion** to adjourn at 7:10 by Tim Scott;  
**Seconded** by Teresa Giordano

Passes unanimously.

Submitted by Teresa Giordano

Next meeting: 10/9 at 6PM

## **Trustee Committees 2025/2026**

Teresa Giordano: Outreach – Chair

Kenneth Goldberg: Finance – & on ballot for Treasurer?

Alice Graves: Outreach & Nominating

Charlotte Herscher: Policy

Yosefa Karchmar: Facilities & Nominating

Valentina Kielland: Finance

Rebecca Lang: Policy & on ballot for Secretary?

Kerry McQuaide: Outreach

Erin Poll: Policy

Tim Scott: Policy – Chair & on ballot for President

Paul Van Benschoten: Facilities-Chair & on ballot for Vice President

**Saugerties Public Library**  
**Balance Sheet**  
As of September 30, 2025

	Sep 30, 25	Sep 30, 24
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
M&T CD 3478		
Perm	24,000.00	0.00
M&T CD 3478 - Other	248,274.65	-10,851.56
Total M&T CD 3478	272,274.65	-10,851.56
M&T CD 3122	0.00	24,719.72
M&T CD 6247	0.00	250,000.00
M&T General Fund Checking 6455	2,012.01	-8,570.19
M&T General Fund Savings 8180	403,286.76	419,008.18
Cash General Fund Petty Cash	874.00	874.00
Total Checking/Savings	678,447.42	675,180.15
Other Current Assets		
391 - Due From Other Funds	0.00	719.72
Total Other Current Assets	0.00	719.72
Total Current Assets	678,447.42	675,899.87
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	181,496.20	211,764.53
Total Other Assets	8,122,273.06	8,152,541.39
<b>TOTAL ASSETS</b>	<b>8,800,720.48</b>	<b>8,828,441.26</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Other Current Liabilities		
630 - Due To Other Funds	0.00	719.72
Payroll Liabilities		
NYSLRS	701.00	760.80
Total Payroll Liabilities	701.00	760.80
Total Other Current Liabilities	701.00	1,480.52
Total Current Liabilities	701.00	1,480.52
Long Term Liabilities		
K159 - Non-Current Govt Assets	7,940,776.86	7,940,776.86
W687 - Compensated Absences	20,977.20	18,172.53
W638 - Net Pension Liability	160,519.00	193,592.00
Total Long Term Liabilities	8,122,273.06	8,152,541.39
Total Liabilities	8,122,974.06	8,154,021.91
Equity		
Restricted Fund Balance		
Trust Fund I	24,000.00	24,000.00
Total Restricted Fund Balance	24,000.00	24,000.00

**Saugerties Public Library**  
**Balance Sheet**

**As of September 30, 2025**

	<b>Sep 30, 25</b>	<b>Sep 30, 24</b>
<b>807 - Non-Spendable Fund Balance</b>	55,499.93	51,785.99
<b>914 - Assigned Fund Balance</b>	30,431.64	61,233.00
<b>917 - Unrestricted Fund Balance</b>	428,160.85	407,701.60
<b>Net Income</b>	139,654.00	129,698.76
<b>Total Equity</b>	677,746.42	674,419.35
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>8,800,720.48</b>	<b>8,828,441.26</b>



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

	Jan - Sep 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 · Real Property Taxes	707,326.00	707,326.36	-0.36	100.0%
2082 · Fees	7,242.41	4,000.00	3,242.41	181.06%
2401 · Interest	11,315.24	12,000.00	-684.76	94.29%
<b>2705 · Gifts &amp; Donations</b>				
2705.4 · Friends	18,269.00	13,000.00	5,269.00	140.53%
2705.2 · General	1,000.00	5,000.00	-4,000.00	20.0%
<b>Total 2705 · Gifts &amp; Donations</b>	<b>19,269.00</b>	<b>18,000.00</b>	<b>1,269.00</b>	<b>107.05%</b>
3840 · New York State Aid	5,413.50	5,500.00	-86.50	98.43%
3999 · Appropriated Fund Balance	0.00	30,432.00	-30,432.00	0.0%
<b>Total Income</b>	<b>750,566.15</b>	<b>777,258.36</b>	<b>-26,692.21</b>	<b>96.57%</b>
<b>Expense</b>				
7410.1 · Salaries	285,847.05	419,700.00	-133,852.95	68.11%
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
.4.1.8 · Music	65.95	100.00	-34.05	65.95%
.4.1.7 · Streaming	5,227.93	8,000.00	-2,772.07	65.35%
.4.1.1 · DVD	1,774.78	3,000.00	-1,225.22	59.16%
<b>.4.1.2 · Books</b>				
4.1.2A · Adult Books	8,555.19	17,000.00	-8,444.81	50.33%
4.1.2J · Children's Books	3,975.87	9,000.00	-5,024.13	44.18%
<b>Total .4.1.2 · Books</b>	<b>12,531.06</b>	<b>26,000.00</b>	<b>-13,468.94</b>	<b>48.2%</b>
.4.1.3 · Subscriptions	2,069.44	1,500.00	569.44	137.96%
.4.1.4 · Newspapers	1,842.00	2,500.00	-658.00	73.68%
.4.1.5 · Digital Materials	11,329.51	14,000.00	-2,670.49	80.93%
.4.1.6 · Audio Books	47.99	500.00	-452.01	9.6%
<b>Total .4.1 · Library Material</b>	<b>34,888.66</b>	<b>55,600.00</b>	<b>-20,711.34</b>	<b>62.75%</b>
<b>.4.2 · Programs, Publicity, History</b>				
.4.2.1 · Programs	12,175.05	7,000.00	5,175.05	173.93%
.4.2.2 · Microfilm & Archives	2,785.00	2,000.00	785.00	139.25%
.4.2.3 · Newsletter & Public Relations	3,728.07	4,000.00	-271.93	93.2%
<b>Total .4.2 · Programs, Publicity, History</b>	<b>18,688.12</b>	<b>13,000.00</b>	<b>5,688.12</b>	<b>143.76%</b>
<b>.4.3 · Operation of Building</b>				
.4.3.1 · Utilities	19,665.67	28,000.00	-8,334.33	70.24%
.4.3.2 · Telephone	2,316.62	3,500.00	-1,183.38	66.19%
.4.3.3 · Insurance	18,553.65	27,000.00	-8,446.35	68.72%
.4.3.4 · Maintenance Service & Supplies	2,623.71	5,000.00	-2,376.29	52.47%
.4.3.5 · Lawn & Grounds	58.97	4,500.00	-4,441.03	1.31%
.4.3.6 · Building R&M	20,031.99	12,000.00	8,031.99	166.93%
.4.3.7 · Snow Removal	1,900.00	1,500.00	400.00	126.67%
.4.3.8 · Elevator	15,421.41	4,000.00	11,421.41	385.54%
.4.3.9 · Geothermal	1,761.26	7,500.00	-5,738.74	23.48%
.4.3.12 · Internet	1,815.28	3,000.00	-1,184.72	60.51%

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

	Jan - Sep 25	Budget	\$ Over Budget	% of Budget
<b>Total .4.3 · Operation of Building</b>	84,148.56	96,000.00	-11,851.44	87.66%
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
.4.4.1 · Copier	3,683.21	4,550.00	-866.79	80.95%
.4.4.2 · Office Supplies	1,624.89	3,000.00	-1,375.11	54.16%
.4.4.4 · Postage	291.25	600.00	-308.75	48.54%
.4.4.6 · Equipment Purchases	27,535.78	9,000.00	18,535.78	305.95%
.4.4.7 · Equipment R&M	2,723.75	5,000.00	-2,276.25	54.48%
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	35,858.88	22,150.00	13,708.88	161.89%
<b>.4.5 · Automation, System Fees</b>				
.4.5.1 · Automation & Online Services	3,971.01	4,000.00	-28.99	99.28%
.4.5.2 · MHLS Assessment Fees	15,022.62	20,030.00	-5,007.38	75.0%
<b>Total .4.5 · Automation, System Fees</b>	18,993.63	24,030.00	-5,036.37	79.04%
<b>.4.6 · Professional Services</b>				
.4.6.8 · Professional Memberships	975.00	800.00	175.00	121.88%
.4.6.7 · Payroll Service Fees	2,085.97	2,500.00	-414.03	83.44%
.4.6.1 · Accounting	5,400.00	6,600.00	-1,200.00	81.82%
.4.6.3 · Board Expenses	0.00	250.00	-250.00	0.0%
.4.6.4 · Consulting & Legal Services	1,000.00	2,000.00	-1,000.00	50.0%
.4.6.5 · IT Maintenance Consultant	1,742.00	2,500.00	-758.00	69.68%
.4.6.6 · Staff Development	873.71	700.00	173.71	124.82%
<b>Total .4.6 · Professional Services</b>	12,076.68	15,350.00	-3,273.32	78.68%
<b>.4.7 · Election Expenses</b>				
.4.7.1 · Election Inspectors	400.00	450.00	-50.00	88.89%
.4.7.2 · Election Expenses	169.20	200.00	-30.80	84.6%
<b>Total .4.7 · Election Expenses</b>	569.20	650.00	-80.80	87.57%
<b>Total 7410.4 · Contractual Expenses</b>	205,223.73	226,780.00	-21,556.27	90.5%
<b>9010 · Employee Benefits</b>				
.1 · Retirement	41,909.00	37,614.00	4,295.00	111.42%
.2 · Social Security & Medicare	21,435.19	27,500.00	-6,064.81	77.95%
.3 · Workers Compensation	3,552.00	4,700.00	-1,148.00	75.57%
.4 · Disability	303.66	350.00	-46.34	86.76%
.5 · Medical & Dental Benefits	61,429.26	60,244.00	1,185.26	101.97%
.6 · Life Insurance	213.04	370.00	-156.96	57.58%
<b>Total 9010 · Employee Benefits</b>	128,842.15	130,778.00	-1,935.85	98.52%
<b>Total Expense</b>	619,912.93	777,258.00	-157,345.07	79.76%
<b>Net Ordinary Income</b>	130,653.22	0.36	130,652.86	36,292,561.11%
	<b>130,653.22</b>	<b>0.36</b>	<b>130,652.86</b>	<b>36,292,561.11%</b>

# Saugerties Public Library Abstract Check Register

	Type	Date	Num	Name	Memo	Amount
<b>M&amp;T General Fund</b>						
<b>Checking 6455</b>						
	Check	09/03/2025	EFT	NYS Emp Retire System		-698.68
	Check	09/30/2025	11723	Amazon Capital Services	Invoice: 1391-H41T-Wj4H	-931.87
	Check	09/30/2025	11724	OverDrive Inc		-991.74
	Check	09/30/2025	11725	Charter Communications - Internet		-115.40
	Check	09/30/2025	11726	Welsh Sanitation	October Garbage Removal	-93.89
	Check	09/30/2025	11727	Credit Card Payment Processing		-683.95
	Check	09/30/2025	11728	Gale/Cengage Learning	Invoice: 999101377434	-65.58
	Check	09/30/2025	11729	Midwest Tape	Invoice: 507686694; 507714611; 507751995; 507769205; 507780208	-728.68
	Check	09/30/2025	11730	Stewart's	September newspapers	-196.00
	Check	09/30/2025	11731	WZ Accountants	Invoice: 3301	-600.00
	Check	09/30/2025	11732	ThyssenKrupp Elevator Corp	12/31/25	-831.77
	Check	09/30/2025	11733	W B Mason Co Inc	Invoice: 257169078	-59.98
	Check	09/30/2025	11734	Culligan of Newburgh	Invoice: CD2710340	-83.15
	Check	09/30/2025	11735	Tiffany L ydecker	Mileage to MHLS	-43.65
	Check	09/30/2025	11736	Baker & Taylor		-601.57
	Check	09/30/2025	EFT	Charter Communications - Phone		-257.36
	Check	09/30/2025	11737	Mahopac Public Library		-29.00
	Check	09/30/2025	11738	Computer Guys	Invoice: 12028	-90.00
	Check	09/30/2025	11739	Hudson Valley One	Invoice: 2025ci-25727	-34.20
	Check	09/30/2025	11740	NYS OPRHP	Art on Ice Program	-50.00
	Check	09/30/2025	11741	DEMCO	Invoice: 7693382	-112.58
	Check	09/30/2025	11742	Technology	Invoice: 592243253	-374.69
	Check	09/30/2025	EFT	Paychex	Invoice: 2025090201; 2025091601	-169.19
	Check	09/30/2025	EFT	Central Hudson	Bill for 8/20/25 - 9/17/25	-1,973.18
	Check	09/30/2025	11743	Metropolitan Life Insurance Companies		-21.47
	Check	09/30/2025	11744	CDPHP	Invoice: 252550000172	-7,775.80
Total M&T General Fund Checking 6455						-17,613.38
<b>M&amp;T Capital Fund</b>						
<b>Checking 6430</b>						
Total M&T Capital Fund Checking 6430						
						<b>-17,613.38</b>

# Saugerties Public Library

## Abstract

September 2025

	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>2082 - Fees</b>				
			Square income	194.38
Total 2082 - Fees				194.38
Total Income				194.38
<b>Expense</b>				
<b>7410.1 - Salaries</b>				
	09-04-25 PR			15,576.30
	09-18-25 PR			16,104.46
Total 7410.1 - Salaries				31,680.76
<b>7410.4 - Contractual Expenses</b>				
<b>.4.1 - Library Material</b>				
<b>.4.1.8 - Music</b>				
	11729	Midwest Tape	Invoice: 507686694; 507714611; 507751995; 507769205; 507780208	14.99
Total .4.1.8 - Music				14.99
<b>.4.1.7 - Streaming</b>				
	11727	Credit Card Payment Processing		26.99
	11729	Midwest Tape	Invoice: 507686694; 507714611; 507751995; 507769205; 507780208	551.76
Total .4.1.7 - Streaming				578.75
<b>.4.1.1 - DVD</b>				
	11729	Midwest Tape	Invoice: 507686694; 507714611; 507751995; 507769205; 507780208	161.93
Total .4.1.1 - DVD				161.93
<b>.4.1.2 - Books</b>				
<b>4.1.2A - Adult Books</b>				
	R	Gale/Cengage Learning	Reverse of GJE -- For CHK 11573 voided on 09/04/2025	-65.58
	11723	Amazon Capital Services	Wj4H	525.13
	11728	Gale/Cengage Learning	Invoice: 999101377434	65.58
	11736	Baker & Taylor		152.26
Total 4.1.2A - Adult Books				677.39
<b>4.1.2J - Children's Books</b>				
	11723	Amazon Capital Services	Wj4H	49.39

# Saugerties Public Library

## Abstract

September 2025

Num	Name	Memo	Amount
11736	Baker & Taylor		449.31
11737	Mahopac Public Library		29.00
Total 4.1.2J · Children's Books			527.70
Total .4.1.2 · Books			1,205.09
<b>.4.1.3 · Subscriptions</b>			
11727	Credit Card Payment Processing		75.00
Total .4.1.3 · Subscriptions			75.00
<b>.4.1.4 · Newspapers</b>			
11730	Stewart's	September	196.00
Total .4.1.4 · Newspapers			196.00
<b>.4.1.5 · Digital Materials</b>			
11724	OverDrive Inc	Invoices: 01938DA25270928; 01938DA25280701; 01938CO25293544; 01938DA25306461	991.74
Total .4.1.5 · Digital Materials			991.74
Total .4.1 · Library Material			3,223.50
<b>.4.2 · Programs, Publicity, History</b>			
<b>.4.2.1 · Programs</b>			
11723	Amazon Capital Services	Wj4H	296.76
11727	Credit Card Payment Processing		125.00
11740	NYS OPRHP	Art on Ice Program	50.00
Total .4.2.1 · Programs			471.76
Total .4.2 · Programs, Publicity, History			471.76
<b>.4.3 · Operation of Building</b>			
<b>.4.3.1 · Utilities</b>			
EFT	Central Hudson	Bill for 8/20/25 - 9/17/25	1,973.18
Total .4.3.1 · Utilities			1,973.18
<b>.4.3.2 · Telephone</b>			
EFT	Charter Communications - Phone	Phone for 9/1/25-9/30/25	257.36
Total .4.3.2 · Telephone			257.36
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>			
11726	Welsh Sanitation	October	93.89
11727	Credit Card Payment Processing		58.28
11734	Culligan of Newburgh	Invoice: CD2710340	83.15
Total .4.3.4 · Maintenance Service & Supplies			235.32
<b>.4.3.8 · Elevator</b>			
11732	ThyssenKrupp Elevator Corp	Invoice: 3008873596	831.77
Total .4.3.8 · Elevator			831.77
<b>.4.3.12 · Internet</b>			
11725	Charter Communications - Internet	Internet service for 10/1/25 - 10/31/25	115.40
Total .4.3.12 · Internet			115.40

# Saugerties Public Library

## Abstract

September 2025

	Num	Name	Memo	Amount
Total .4.3 · Operation of Building				3,413.03
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 · Copier</b>				
	11742	National Business Technology	October	374.69
Total .4.4.1 · Copier				374.69
<b>.4.4.2 · Office Supplies</b>				
	11723	Amazon Capital Services	Wj4H	60.59
	11733	W B Mason Co Inc	Invoice: 257169078	59.98
	11741	DEMCO	Invoice: 7693382	112.58
Total .4.4.2 · Office Supplies				233.15
<b>.4.4.6 · Equipment Purchases</b>				
	11738	Computer Guys	Invoice: 12028	90.00
Total .4.4.6 · Equipment Purchases				90.00
Total .4.4 · Equipment R&M, Supplies				697.84
<b>.4.5 · Automation, System Fees</b>				
<b>.4.5.1 · Automation &amp; Online Services</b>				
	11727	Credit Card Payment Processing		103.68
Total .4.5.1 · Automation & Online Services				103.68
Total .4.5 · Automation, System Fees				103.68
<b>.4.6 · Professional Services</b>				
<b>.4.6.9 · Merchant Fees</b>				
			Square income	0.24
Total .4.6.9 · Merchant Fees				0.24
<b>.4.6.7 · Payroll Service Fees</b>				
	EFT	Paychex	September payroll fees	169.19
Total .4.6.7 · Payroll Service Fees				169.19
<b>.4.6.1 · Accounting</b>				
	11731	WZ Accountants	Invoice: 3301	600.00
Total .4.6.1 · Accounting				600.00
<b>.4.6.6 · Staff Development</b>				
	11727	Credit Card Payment Processing		295.00
	11735	Tiffany L ydecker	Mllege to MHLS	43.65
Total .4.6.6 · Staff Development				338.65
Total .4.6 · Professional Services				1,108.08
<b>.4.7 · Election Expenses</b>				
<b>.4.7.2 · Election Expenses</b>				
	11739	Hudson Valley One	Invoice: 2025ci-25727	34.20
Total .4.7.2 · Election Expenses				34.20
Total .4.7 · Election Expenses				34.20
Total 7410.4 · Contractual Expenses				9,052.09
<b>9010 · Employee Benefits</b>				
<b>.2 · Social Security &amp; Medicare</b>				
	09-04-25 PR			1,168.84

# Saugerties Public Library

## Abstract

September 2025

	Num	Name	Memo	Amount
	09-18-25 PR			1,209.26
Total .2 · Social Security & Medicare				2,378.10
<b>.4 · Disability</b>				
	09-04-25 PR			-15.58
	09-18-25 PR			-16.67
Total .4 · Disability				-32.25
<b>.5 · Medical &amp; Dental Benefits</b>				
	09-04-25 PR			-297.50
	09-18-25 PR			-297.50
	11744	CDPHP	October	7,775.80
Total .5 · Medical & Dental Benefits				7,180.80
<b>.6 · Life Insurance</b>				
	11743	Metropolitan Life Insurance Companies	Life insurance	21.47
Total .6 · Life Insurance				21.47
Total 9010 · Employee Benefits				9,548.12
Total Expense				50,280.97
Net Ordinary Income				-50,086.59
				<b>-50,086.59</b>

## September Director's Report 2025

**Personnel:** Our part-time employee, Callie Houghtaling, has taken a full time job in Albany, and requested that her hours be reduced to only working Saturdays. This opened up hours on Monday, Wednesday and Friday. Jane Vecchio, another part-time employee requested to increase her hours by taking the Friday time slot. This left Monday and Wednesday, and I promoted this position on Indeed.com and our website. We interviewed four applicants and decided to hire Marie Molloy. Also, our very long-term substitute, Denise Dourdeville submitted her resignation and we interviewed and hired Ellen Gastman as a replacement. All necessary paperwork has been sent to Civil Service.

**Library of Things:** We purchased four kits designed especially for those who are experiencing dementia. These are large bags of books, instruments and games to engage people with fun activities. The themes are cats, football, 60's music and gentle movement. The gentle movement kit has been checked out consistently. We advertised this addition through our newsletter and website.

We have cleared two additional shelves for the Library of Things. What would you like to see in the Library of Things?

**Book budget:** We purchase our library books from Baker & Taylor, and we have noted an unreasonable amount of outstanding orders. Upon reaching out to other Directors in Ulster County about this, it has come to my attention that B & T is in the process of being bought out by another corporation. Staff are reviewing the outstanding titles and deciding whether to purchase them through Amazon so that we actually receive them in a timely manner. If things do not improve with B & T, I am considering moving our purchasing to McNaughton. We already have an account with them for book rentals, so perhaps moving to their company might go smoothly.

**Facilities:** SRI came to inspect the fire suppression system.

**Computers:** The library has sold most all of the computers that we replaced with our new Windows 11 machines. We are keeping 2 of them in case we find a need for them. We have donated 7 laptops that had been purchased in 2010. Chromebooks that were stored in a cart for associated programming are now cataloged and available to check out. The cart, now empty, was advertised on our Facebook page and picked up by a local resident who donated \$20.00 to the library. Any remaining computers and monitors that are broken or too old to use have been taken to the Ulster County Resource Recovery Center by Paul Van Benschoten.



**Meetings:**

**Director's Association meeting:** September 9<sup>th</sup> online.

**UCLA Annual Meeting:** September 9<sup>th</sup>. Erin Poll, Teresa Giordano and Yosefa Karchmar also attended.

**Friends meeting:** September 15<sup>th</sup>.

The library was closed on Monday, September 1<sup>st</sup> for Labor Day.

discover, connect, grow.

Saugerties Public Library  
@Finance Committee

Date: 9/15/2025

Time: 6:00 p.m.

Committee Members Attending:

Charlotte Herscher

Ken Goldberg

Tim Scott

Committee Members Absent:

Julie Misiano

Staff Attending:

Jennifer Russell

Discussion/Agenda Items

- Jen has created excel spreadsheets for all of the large donated funds to track budget usage better
- Ricks CD. The \$71,000 CD Comes due 9/29. Will take out \$4,000 for the 2026 books and programming and reinvest the rest in a 6 month CD.
- Capital Fund Account. We discussed reopening a capital fund account to start savings for the HVAC repairs and the elevator and painting of the exterior. Will open it with the minimum amount required. Charlotte and Tim will find out if you can put a CD in a capital fund and/or what the interest rate is and any other particulars.
- MHLS funding. If they lose their state funding they have a buffer for a year and a half. They might ask more in the future if they lose funding, which we might want to keep in mind.

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

Next meeting

- Charlotte and Tim will renew the six month CD and ask Shane at M&T questions about a Capital Fund account.

Next meeting:

To be determined by new committee members

**Policy & Personnel Committee Minutes**  
**9/24/25**

Location: Saugerties Public Library  
Time: 6 pm

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

1. Trustee Education Policy

- Reviewed and compared to a sample from MHLS. A list of approved training providers from the sample were added to our own policy. In addition, the MHLS policy clearly states repercussions of non-compliance with required trustee training. This was also added to our own.

2. Fund Balance Policy

- As currently written, the Treasurer and Director are required to present an annual report which shows the status of our General Fund Balance. It was felt that this information could simply be provided to the board at any point during the year.
- The second sentence of the first paragraph which reads: "Excess funds for any given fiscal year are determined by the following formula: total revenue minus total expenditures equals fund balance," was removed.
- A review period of 5 years was agreed upon rather than the current 2.

3. Community Room Policy

- #7 under "General Rules of Use" was moved up and made part of the fourth paragraph of the policy.

4. Friends Group Policy

- No changes made.
- Jen did mention that signatures relating to the Memorandum of Understanding need to be reviewed.

Further Action:

- Approve the Trustee Education and Friend Group policies as amended.

Adjourned: 7:06 pm (Next meeting TBD)

### **Trustee Education Policy**

As of 2023, each member, elected or appointed, of a board of trustees shall be required to complete a minimum of two hours of trustee education annually **annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees.** (Education Law 260-d added by Chapter 468 of the Laws of 2021). ~~Each trustee is expected to complete the Trustee Essentials Training offered by MHLS as soon as possible upon being elected or appointed, and not later than their first year anniversary of joining the board.~~ **annually.** Also, all board members are required to complete a New York State approved sexual harassment prevention training annually.

**Each member of the Library Board must demonstrate compliance with this policy by filing evidence with the Board President annually.**

**Self -assurance forms or certificates of attendance of the online or in person session must be sent to the President of the Board. Such evidence shall include one of the following:**

- 1. certificates of completion issued by one or more approved providers; or**
- 2. a signed self-assurance of completion.**
  - a. Such assurance shall identify the approved trustee education providers, a description of the format and content of the completed instruction activities, the date and time such member began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers.**

**Evidence of completion shall be submitted to the Board President by the October Annual meeting of each year.**

### **Pre-approved providers:**

- New York State Library/Division of Library Development**
- Public Library Systems**
- WebJunction**
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)**
- Reference and Research Library Resources Councils**
- Empire State Library Network (formerly New York 3Rs Association)**
- PULISDO (Public Library System Directors Organization)**
- ALA (American Library Association) including United for Libraries and other Divisions**

**Allowable Formats:**

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- State or national library association conferences

Should a Trustee fail to submit evidence of completion by the above date, the Trustee will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within 90 days, they will be assumed to have resigned from the board.

Compliance will be tracked through the Library's Annual Report to the State.

Likewise, the Library encourages trustees to be active in the state library organization and its efforts to inform the governor and legislature of the benefits and needs of public libraries.

Costs of travel to workshops will be reimbursed by the library as noted in Section 3.24: Staff Training and Development in the Personnel Manual.

Approved by the Board of Directors: September 12, 2019, October 2022

Review cycle: Every 3 years

**Friends Group Policy**

The Friends of the Saugerties Public Library are organized to support quality library service through advocacy, fundraising and volunteering in ways that promote the library's resources and services.

The Friends and the Board of the Library agree to abide by the Memorandum of Understanding between the Saugerties Public Library and the Friends of the Saugerties Public Library, and to revise the MOU together as necessary. The MOU shall be reviewed and signed whenever there is a change of president for either the Friends or the Library board.

Approved by the Board of Directors: July 11, 2019

Review cycle every 3 years

Saugerties Public Library  
Facilities Committee

Date: September 16<sup>h</sup>, 2025

Time: 6 PM

Committee Members Attending: Paul, Yosefa, Tim

Staff Attending: Jen, Sandy

Others Attending:

Absent:

Discussion/Agenda Items

- 1) Emtec cleaned a very dirty vent that was causing a very loud vibration.
- 2) An unused table from the children's room needs to be removed from the back stairway.
- 3) We have received two quotes for gardening:
  - a) Jon Lee from Native Landscape & Design gave a revised estimate broken into 3 parts:
    - 1) Clean up and remove unwanted plants (ie: maple seedlings) **\$5950**
    - 2) Rearranging and moving perennials and shrubs for a more consistent look **\$4830**
    - 3) More planting and invasive replacement **\$4500**
  - b) Rachel Summerson of Ancient Gardens & Design quoted \$4325 clean up and new plants.

Next Facilities Meeting

October 21<sup>st</sup>, 2025

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
<b>Circulation</b>														
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
<b>Total Circulation</b>	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%
<b>Holds Filled</b>														
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
<b>Total Holds</b>	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%
<b>Questions Answered</b>														
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
<b>Total Questions</b>	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%
<b>Programs</b>														
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
<b>Total Programs</b>	58	72	68	72	71	83	70	85	69	72	59	74	83	88
		22%		6%		17%		21%		4%		25%		6%
<b>Program Attendance</b>														
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
<b>Total attendance</b>	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%
<b>Computer sessions</b>	345	311	324	304	418	381	408	397	412	331	327	331	407	425
		-10%		-6%		-9%		-3%		-20%		1%		4%
<b>Web Page Visits</b>	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%
<b>New Cards Issued</b>	32	30	42	30	59	33	44	30	22	32	41	39	55	84
		-6%		-29%		-44%		-32%		45%		-5%		53%
<b>Overdrive Audiobook</b>	723	1098	756	1042	766	1058	806	1030	818	1110	805	1009	868	1155
<b>Overdrive eBook</b>	971	1036	868	918	922	982	941	903	890	927	932	867	968	1051
<b>Overdrive Magazine</b>	483	626	466	578	524	631	352	683	410	601	346	621	357	547
<b>Overdrive Total</b>	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	
<b>Circulation</b>													
Adult	2,635	2,424	2,214	2,397	2,099		2,021		2,120		27,457	20,600	75%
Adult renewals	1,158	1,185	1,089	1,223	1,019		975		1,122		12,641	9,665	76%
Juvenile	2,453	2,107	1,886	1,844	1,743		1,697		1,399		23,458	17,016	73%
Juvenile renewals	1,151	1,052	1,166	1,181	1,032		813		1,004		12,215	9,034	74%
Teen	195	155	78	100	97		100		111		1,532	1,055	69%
Teen renewals	75	69	72	68	53		51		58		762	505	66%
<b>Total Circulation</b>	7,667	6,992	6,505	6,813	6,043		5,657		5,814		78,065	57,875	74%
		-9%		5%									
<b>Holds Filled</b>											0		
Adults	1,041	1,027	867	976	892		798		890		11,111	8,781	79%
Juvenile	343	401	474	524	490		390		352		4,830	3,820	79%
Teen	49	72	38	51	46		49		48		596	537	90%
ILL received	0	0	0	0	0		1		1		6	16	267%
ILL loaned	0	1	1	0	1		0		0		6	5	83%
<b>Total Holds</b>	1,433	1,501	1,380	1,551	1,429		1,238		1,291		16,549	13,159	80%
		5%		12%									
<b>Questions Answered</b>											0		
Adult	941	974	840	889	742		682		603		10,359	7,456	72%
Children's	300	199	172	121	305		138		90		2,873	1,395	49%
<b>Total Questions</b>	1,241	1,173	1,012	1,010	1,047		820		693		13,232	8,851	67%
		-5%		0%									
<b>Programs</b>											0		
Adult	18	26	23	23	25		27		19		286	245	86%
Teen	16	16	14	17	22		13		12		193	166	86%
Children's	28	36	20	23	15		10		7		268	276	103%
<b>Total Programs</b>	62	78	57	63	62		50		38		747	687	92%
		26%		11%									
<b>Program Attendance</b>											0		
Adult	139	284	276	205	245		274		413		3,259	3,048	94%
Teen	177	127	103	120	172		108		81		1,396	1,349	97%
Children	834	428	233	348	172		103		92		5,959	4,586	77%
<b>Total attendance</b>	1,150	839	612	673	589		485		586		10,614	8,983	85%
		-27%		10%									
<b>Computer sessions</b>	385	322	394	339	428		385		298		4,531	3,141	69%
		-16%		-14%								-73%	
<b>Web Page Visits</b>	6,988	5,799	7,166	5,510	5,715		5,707				66,546	55,056	83%
		-17%		-23%								12%	
<b>New Cards Issued</b>	53	48	39	32	25		29		23		464	358	77%
		-9%		-18%									
<b>Overdrive Audiobook</b>	883	1071	847	1033	837		879		983		9971	9606	96%
<b>Overdrive eBook</b>	959	1080	869	991	778		862		879		10839	8755	81%
<b>Overdrive Magazine</b>	401	595	533	592	559		584		602		5617	5474	97%
<b>Overdrive Total</b>	2243	2746	2249	2616	2174		2325		2464		26427	23835	90%
		22%		16%									

2025

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Saugerties Public Library Board Agenda  
November 13, 2025  
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

Old Business:

New Business:

1. Increase for Accounting
2. Group Trustee Training
3. Carnegie Award
4. MHLS Annual Meeting and Banned Books event report

Secretary's Report

Treasurer's Report

Pay Bills

Director's Report:

Committee Reports:

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

Next meeting - December 11, 2025

Saugerties Public Library  
Regular Board Meeting  
Date: October 9, 2025

**Present:** Trustees Yosefa Karchmar, Charlotte Herscher, Alice Graves, Valentina Kielland, Timothy Scott, Ken Goldberg, Rebecca Lang, Teresa Giordano, Kerry McQuaide

**Excused:** Paul VanBenschoten, Erin Poll

**Staff:** Director Jennifer Russell

**Public Attendees:** Ray Rebholz, Julie Misiano, LeeAnn Thornton, (Ken's niece) Jennifer London

**Meeting called to order at 6:18 by Tim Scott**

Introduction of new trustees.

**Public Comment:**

Ray: Welcome new board members. Upcoming general meeting 10.20.25 November 19th annual wine and cheese and a Panic at the Disco Murder Mystery.

LeeAnn: Welcome new members. Talking about the popularity of the library and the positive changes brought by Jennifer and the board. She directs people to our website for free activities.

**Unfinished Business:**

Signed oaths of office, conflict of interest and ethics forms.

Goodbye to outgoing trustees. Julie, Robert (absent), Nina (absent). Thank you and they will be missed.

Yosefa: Thanked Julie for her hard work.

**Front Gardens:** The independent contractor that the library had worked with left and we need work done on the front and side gardens. Heard from 5 people, requested bids from 4 but only got bids from 2. John Lee from Native Landscape gave a large bid of \$15,280 broken down into phases. Phase 1 and 2 would be the basics of what we need, and that would come to \$10,780. Rachel Summerson from ancient gardens offered a bid of \$4,325. She would clean up and plant some plants. Teresa wants to know if it would be done in stages, into the new year. Jen says there is money in the lawns & grounds budget line that should be spent in 2025.. Maybe have her come back next year for maintenance but we aren't there yet. Worry is the dryness. Jen would like this approved now so we can get set during the weather. Kerry says you can plant until the ground is frozen. The only issue is the drought.

Motion to approve expenditure: Ken

Second: Tim

All in favor and motion carries.

**Hiring of New staff:** See Director's report. Callie Houghtaling, a part time employee, reduced her 20 hours to 4 a week. Jane Vecchio, also a part time employee, asked to take the Friday hours. . That left 10 hours to be filled.. The library advertised a 10 hour position. Interviewed 3 people and hired Marie Molloy who has started. Denise Dourdeville was a long term sub. She has resigned. Ellen Gastman was hired as a replacement. Both were hired as clerks.

## **New Business:**

**Nominating committee:** Yosefa shared the committee assignments.

Finance committee: Ken, Charlotte

Policy: Erin, Becky, Valentina

Outreach: Teresa, Kerry

Facilities: Paul and Yosefa

### **Vote for Executive Board**

Tim as president-Brought to floor and voted all in favor

Paul as VP-Brought to floor and voted all in favor

Becky as secretary-Brought to floor and voted all in favor

Charlotte as Treasurer-Ken was on the slate to be voted on but he nominates Charlotte because of restrictions in the by-laws regarding how many times a member may be on the executive board as he was on the executive board in the past , Brought to floor and voted all in favor

### **Secretary's Report:**

Minutes from last meeting: Tim's name was listed incorrectly as was Ray's. Spelling in VanBenschoten.

Tim moves to accept

Charlotte seconds, all in favor.

Treasurer's report: The Treasurer and President renewed our 6th month CD. Interest has gone down. 2.980 for 6 months. Will open a Capital Fund account so we can put aside money when we can for bigger facilities projects such as the elevator computer upgrade. The bank is trying to get better interest rates.

**Bills:** \$17,613.38 is the amount of this month's bill. Charlotte made motion and Ken seconded, and all were in favor.

### **Director's Report:**

Baker & Taylor: Jennifer and Kristina discovered that we have 174 books on back order. Then we discovered that Baker & Taylor is being bought out by another corporation, but apparently that fell through and B & T is closing in January 2026. Ingram books and Brodart are other two suppliers. Jen is looking to see who would be better. We have bought some of the back ordered books through Amazon but Jen would like to buy through Inquiring Minds. She isn't sure if we can go through the local bookstore due to NYS procurement regulations. Amazon is cheaper so that is usually where we

have to go. Our Procurement Policy does allow us to spend \$2,000 as we wish. May use some funds to get some from Inquiring Minds in the time between now and when we sign up for a new company.

Ken: What's the difference in price from buying from amazon and Inquiring Minds? Jen: I.M. has given a 40% discount on softcovers, but hardcovers would be less than that. Amazon's discount is 40-45%.

One additional issue with either is getting the digital cataloging data to MHLS. They are asking for volunteers to help figure out how to get books into the system.

Ken: If digital purchase from amazon: they still own the product. Does that exist for physical items?

Jen: Yes we do own physical items.

Jen: Digital items: hoopla (we own none of that) Overdrive / Libby: digital books most often have an end date where they disappear from our collection. If we want to continue to offer the digital book, we have to purchase it again. Some digital books can be up to \$200.

Ken recommends we purchase from I.M. and won't get as many but go local.

Tiffany has bought all backordered adult books from Amazon.

If the other librarians still have stuff to buy, we could use I.M, up to \$2,000. Recommended by many members to go through IM.

### **UCLA Annual Meeting:**

Yosefa, Terea, Erin and Jennifer went to the Ulster County Library Association meeting. Yosefa and Teresa went too and they found it very inspiring. Jen will let us know if there are more times for people to gather.

## **ALA Proclamation on Banned Books**

Tim: Wants to discuss a proclamation on banned books week.

Motion to discuss this. Alice seconds. All in favor.

-Banned books have a new meaning this year. Many groups in NYS are active in attempting to ban books. The American Library Association offered some language about not caving to pressure to ban books. No books have been requested to be banned in our library yet but they have expressed concern over some programs. We have a policy and procedure that would be activated if someone requested banning a book. Ken mentioned that the MHLS has some of these banned books in the system, but may not be in specific libraries. They are accepting donations to purchase banned books to get in the system. Can get info on this from Ken. Tim reads the proclamation. He moves that we approve this proclamation and to have it available and on display. Charlotte seconds. All in favor.

## **Committee Reports:**

**Finance:** see report.

Their meeting will remain on the third Monday of the month. The next meeting will be October 20th at 6:00 pm.

**Personnel/Policy:** 9/24 at 6:00 and looked at:

- 1) Trustee Education Policy-Tim motion to adopt amended policy and Alice seconds, all in favor.
- 2) Community room use policy: no changes made
- 3) Friends Group Policy: No changes.. Motion to approve review by Tim, seconded by Teresa and all in favor.



**Facilities:** 9/16 6pm  
See minutes for FMI  
Oct 21st next meeting

**Outreach:** Did not meet

Teresa is the new chair. Three ideas:

- 1) Celebrate libraries -what libraries do and what board does
- 2) Community shares event.
- 3) Clothing swap

Next meeting: 10/27 at 6

Next Board Meeting 11/13 5:30 social time and 6pm meeting

Motion to adjourn at 7:18 by Tim Scott;

Seconded by Charlotte

Passes unanimously.

Submitted by Becky Lang

Saugerties Public Library  
Regular Board Meeting  
Date: September 11, 2025

**Present:** Trustees Yosefa Karchmar, Charlotte Herscher, Paul VanBenschoten, Timothy Scott, Ken Goldberg, Erin Poll (arrived 6:29), Rebecca Lang, Teresa Giordano

**Excused:** Julie Misiano

**Staff:** Director Jennifer Russell

**Public Attendees:** Ray Rebholz

**Guest and newly elected Trustee:** Valentina Kielland

*Meeting called to order at 6:07 PM by Tim Scott*

**Public Comment: (Ray)** Congratulations on budget and newly elect. Will kick off New Year for Friends on Monday 9/15.

**Unfinished Business:**

- Budget and election results.

Yes: 210

No: 19

Total vote: 229

Trustee vote

Karchmar 181

McQuaide 185

Giordano 185

Write in trustees

Kiellnad 57

Graves 52

There was a total of 23 individual names written in on ballots.

- Front garden. Jen got a \$33,000 estimate for a full redesign from Native. Jen had a second conversation with him, he will pare it down and they'll talk again. A gardener around the corner has interesting ideas but has not quoted a price.

**New Business:**

1. Required Trustee training. Must be done prior to next month's reorganization meeting.

**Ken** completed everything

**Teresa** Must complete one more workshops on MHLS website.

**Paul** must complete continuing education credits

**Charlotte** – must complete two more workshops

**Yosefa** - must complete one more workshop

**Becky** – Must complete one more workshop

**Nominating Committee report** – Paul: Executive positions – President, Vice President, Treasurer, Secretary – must be filled. Paul will send a form for each trustee to rank the 3 committees they want to be on and indicate whether you want to be a chairperson. Incoming trustees may not be on the executive board or a chairperson. Paul and Yosefa will tabulate.

**Secretary's Report:**

*Motion* by Tim Scott and *Second* by Paul to approve the minutes as written. Motion passes unanimously.

**Treasurer's Report:**

6 month CD coming due in 2 weeks. Finance Committee will discuss whether it will be reinvested or not.

Motion to pay the bills in the amount of \$ 28,202.56 made by Charlotte Herscher, seconded by Yosefa Passes unanimously

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

295 participants signed up to read in Summer Reading program

1,955 people participated in library programs this summer

Play at library in August was successful. Paid for with donated funds

End of September hosting Braver Angels who help people learn how to communicate about difficult subject matter.

Tiffany got money from Kiwanis club for a four week adult writing workshop starting October 1<sup>st</sup>

Jen reported on the new Woodstock Library building tour.

## **Committee Reports:**

**Finance:** No report due to no meeting.

Next meeting: 9.15 at 6PM

**Personnel/Policy:** met on August 20. Reviewed the **Patron Complaint Policy**. Tim made motion to discuss the policy. Ken seconded.

Ken questioned the word "proceeding." It was changed to "future."

Yosefa suggested changing first line, staff can refer complaint to the Board, but it was decided that some complaints don't warrant that.

Erin suggested that complaints be responded to in writing so there is a record. Policy will read "Provide a written response and a verbal response if needed."

Tim moved to adopt revision. Becky seconded. Passed unanimously.

Discussed change to **Museum Pass policy**.

Question: is there a limit on late fee? Answer: No All changes were discussed.

Tim makes a motion to accept discussed changes. Teresa seconds the motion. Passes unanimously.

see minutes FMI Next meeting: 9/24 at 6PM

**Facilities:** No meeting in August

see minutes FMI Next meeting: 9/16 at 6 PM

**Outreach:** met on 8/25

Teresa reported: Outreach Committee discussed: Library Appreciation event, Community Shares Day, Summer Swap

see minutes FMI

***Motion*** to adjourn at 7:10 by Tim Scott;  
***Seconded*** by Teresa Giordano

Passes unanimously.

Submitted by Teresa Giordano

Next meeting: 10/9 at 6PM

# Saugerties Public Library

## General Fund Revenue and Expenditure Report

	Jan - Oct 25	Jan - Oct 24
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 • Real Property Taxes	707,326.00	661,660.00
2082 • Fees	7,911.74	8,250.36
2401 • Interest	11,871.32	12,995.68
2705 • Gifts & Donations		
2705.4 • Friends	18,269.00	4,944.00
2705.2 • General	1,200.00	1,836.00
<b>Total 2705 • Gifts &amp; Donations</b>	<b>19,469.00</b>	<b>6,780.00</b>
3840 • New York State Aid	5,413.50	5,287.50
<b>Total Income</b>	<b>751,991.56</b>	<b>694,973.54</b>
<b>Expense</b>		
7410.1 • Salaries	333,456.77	320,230.03
7410.4 • Contractual Expenses		
.4.1 • Library Material		
.4.1.8 • Music	65.95	23.23
.4.1.7 • Streaming	5,828.15	6,777.24
.4.1.1 • DVD	2,118.06	2,191.41
.4.1.2 • Books		
4.1.2A • Adult Books	16,816.07	21,583.21
4.1.2J • Children's Books	5,280.72	5,815.12
<b>Total .4.1.2 • Books</b>	<b>22,096.79</b>	<b>27,398.33</b>
.4.1.3 • Subscriptions	2,069.44	1,978.85
.4.1.4 • Newspapers	2,046.00	2,026.00
.4.1.5 • Digital Materials	12,174.93	8,340.15
.4.1.6 • Audio Books	47.99	269.94
<b>Total .4.1 • Library Material</b>	<b>46,447.31</b>	<b>49,005.15</b>
.4.2 • Programs, Publicity, History		
.4.2.1 • Programs	12,205.62	9,657.61
.4.2.2 • Microfilm & Archives	2,785.00	2,000.00
.4.2.3 • Newsletter & Public Relations	3,728.07	3,112.97
<b>Total .4.2 • Programs, Publicity, History</b>	<b>18,718.69</b>	<b>14,770.58</b>
.4.3 • Operation of Building		
.4.3.1 • Utilities	21,298.73	21,009.60
.4.3.2 • Telephone	2,574.86	2,479.91
.4.3.3 • Insurance	18,553.65	22,443.73
.4.3.4 • Maintenance Service & Supplies	2,808.75	3,090.05
.4.3.5 • Lawn & Grounds	2,308.97	394.21
.4.3.6 • Building R&M	21,048.74	8,612.94
.4.3.7 • Snow Removal	1,900.00	800.00
.4.3.8 • Elevator	15,421.41	2,458.63
.4.3.9 • Geothermal	5,224.80	11,275.78
.4.3.10 • Custodial Service	0.00	2,785.00
.4.3.12 • Internet	1,930.68	3,035.02

# Saugerties Public Library

## General Fund Revenue and Expenditure Report

	<u>Jan - Oct 25</u>	<u>Jan - Oct 24</u>
Total .4.3 • Operation of Building	93,070.59	78,384.87
.4.4 • Equipment R&M, Supplies		
.4.4.1 • Copier	4,057.90	4,267.12
.4.4.2 • Office Supplies	1,652.77	1,657.23
.4.4.4 • Postage	293.15	1,520.12
.4.4.6 • Equipment Purchases	27,541.91	9,180.45
.4.4.7 • Equipment R&M	2,959.09	2,845.60
Total .4.4 • Equipment R&M, Supplies	36,504.82	19,470.52
.4.5 • Automation, System Fees		
.4.5.1 • Automation & Online Services	4,074.69	3,856.47
.4.5.2 • MHLS Assessment Fees	20,030.16	16,369.00
Total .4.5 • Automation, System Fees	24,104.85	20,225.47
.4.6 • Professional Services		
.4.6.8 • Professional Memberships	975.00	1,127.00
.4.6.7 • Payroll Service Fees	2,343.52	2,537.94
.4.6.1 • Accounting	6,000.00	6,050.00
.4.6.3 • Board Expenses	98.15	279.43
.4.6.4 • Consulting & Legal Services	1,500.00	1,500.00
.4.6.5 • IT Maintenance Consultant	1,742.00	1,624.00
.4.6.6 • Staff Development	873.71	1,042.68
Total .4.6 • Professional Services	13,532.38	14,161.05
.4.7 • Election Expenses		
.4.7.1 • Election Inspectors	400.00	400.00
.4.7.2 • Election Expenses	169.20	169.20
Total .4.7 • Election Expenses	569.20	569.20
Total 7410.4 • Contractual Expenses	232,947.84	196,586.84
9010 • Employee Benefits		
.1 • Retirement	41,909.00	72,667.00
.2 • Social Security & Medicare	24,999.96	24,036.63
.3 • Workers Compensation	3,552.00	4,707.00
.4 • Disability	253.61	305.88
.5 • Medical & Dental Benefits	68,193.36	54,484.50
.6 • Life Insurance	237.34	243.00
Total 9010 • Employee Benefits	139,145.27	156,444.01
Total Expense	705,549.88	673,260.88
Net Ordinary Income	46,441.68	21,712.66
Net Income	<u>46,441.68</u>	<u>21,712.66</u>

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

	<u>Jan - Oct 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 • Real Property Taxes	707,326.00	707,326.36	-0.36	100.0%
2082 • Fees	7,911.74	4,000.00	3,911.74	197.79%
2401 • Interest	11,871.32	12,000.00	-128.68	98.93%
2705 • Gifts & Donations				
2705.4 • Friends	18,269.00	13,000.00	5,269.00	140.53%
2705.2 • General	1,200.00	5,000.00	-3,800.00	24.0%
Total 2705 • Gifts & Donations	19,469.00	18,000.00	1,469.00	108.16%
3840 • New York State Aid	5,413.50	5,500.00	-86.50	98.43%
3999 • Appropriated Fund Balance	0.00	30,432.00	-30,432.00	0.0%
Total Income	751,991.56	777,258.36	-25,266.80	96.75%
<b>Expense</b>				
7410.1 • Salaries	333,456.77	419,700.00	-86,243.23	79.45%
7410.4 • Contractual Expenses				
.4.1 • Library Material				
.4.1.8 • Music	65.95	100.00	-34.05	65.95%
.4.1.7 • Streaming	5,828.15	8,000.00	-2,171.85	72.85%
.4.1.1 • DVD	2,118.06	3,000.00	-881.94	70.6%
.4.1.2 • Books				
4.1.2A • Adult Books	16,816.07	17,000.00	-183.93	98.92%
4.1.2J • Children's Books	5,280.72	9,000.00	-3,719.28	58.68%
Total .4.1.2 • Books	22,096.79	26,000.00	-3,903.21	84.99%
.4.1.3 • Subscriptions	2,069.44	1,500.00	569.44	137.96%
.4.1.4 • Newspapers	2,046.00	2,500.00	-454.00	81.84%
.4.1.5 • Digital Materials	12,174.93	14,000.00	-1,825.07	86.96%
.4.1.6 • Audio Books	47.99	500.00	-452.01	9.6%
Total .4.1 • Library Material	46,447.31	55,600.00	-9,152.69	83.54%
.4.2 • Programs, Publicity, History				
.4.2.1 • Programs	12,205.62	7,000.00	5,205.62	174.37%
.4.2.2 • Microfilm & Archives	2,785.00	2,000.00	785.00	139.25%
.4.2.3 • Newsletter & Public Relations	3,728.07	4,000.00	-271.93	93.2%
Total .4.2 • Programs, Publicity, History	18,718.69	13,000.00	5,718.69	143.99%
.4.3 • Operation of Building				
.4.3.1 • Utilities	21,298.73	28,000.00	-6,701.27	76.07%
.4.3.2 • Telephone	2,574.86	3,500.00	-925.14	73.57%
.4.3.3 • Insurance	18,553.65	27,000.00	-8,446.35	68.72%
.4.3.4 • Maintenance Service & Supplies	2,808.75	5,000.00	-2,191.25	56.18%
.4.3.5 • Lawn & Grounds	2,308.97	4,500.00	-2,191.03	51.31%
.4.3.6 • Building R&M	21,048.74	12,000.00	9,048.74	175.41%
.4.3.7 • Snow Removal	1,900.00	1,500.00	400.00	126.67%
.4.3.8 • Elevator	15,421.41	4,000.00	11,421.41	385.54%
.4.3.9 • Geothermal	5,224.80	7,500.00	-2,275.20	69.66%
.4.3.12 • Internet	1,930.68	3,000.00	-1,069.32	64.36%



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

	<b>Jan - Oct 25</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Total .4.3 · Operation of Building</b>	93,070.59	96,000.00	-2,929.41	96.95%
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
.4.4.1 · Copier	4,057.90	4,550.00	-492.10	89.19%
.4.4.2 · Office Supplies	1,652.77	3,000.00	-1,347.23	55.09%
.4.4.4 · Postage	293.15	600.00	-306.85	48.86%
.4.4.6 · Equipment Purchases	27,541.91	9,000.00	18,541.91	306.02%
.4.4.7 · Equipment R&M	2,959.09	5,000.00	-2,040.91	59.18%
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	36,504.82	22,150.00	14,354.82	164.81%
<b>.4.5 · Automation, System Fees</b>				
.4.5.1 · Automation & Online Services	4,074.69	4,000.00	74.69	101.87%
.4.5.2 · MHLS Assessment Fees	20,030.16	20,030.00	0.16	100.0%
<b>Total .4.5 · Automation, System Fees</b>	24,104.85	24,030.00	74.85	100.31%
<b>.4.6 · Professional Services</b>				
.4.6.8 · Professional Memberships	975.00	800.00	175.00	121.88%
.4.6.7 · Payroll Service Fees	2,343.52	2,500.00	-156.48	93.74%
.4.6.1 · Accounting	6,000.00	6,600.00	-600.00	90.91%
.4.6.3 · Board Expenses	98.15	250.00	-151.85	39.26%
.4.6.4 · Consulting & Legal Services	1,500.00	2,000.00	-500.00	75.0%
.4.6.5 · IT Maintenance Consultant	1,742.00	2,500.00	-758.00	69.68%
.4.6.6 · Staff Development	873.71	700.00	173.71	124.82%
<b>Total .4.6 · Professional Services</b>	13,532.38	15,350.00	-1,817.62	88.16%
<b>.4.7 · Election Expenses</b>				
.4.7.1 · Election Inspectors	400.00	450.00	-50.00	88.89%
.4.7.2 · Election Expenses	169.20	200.00	-30.80	84.6%
<b>Total .4.7 · Election Expenses</b>	569.20	650.00	-80.80	87.57%
<b>Total 7410.4 · Contractual Expenses</b>	232,947.84	226,780.00	6,167.84	102.72%
<b>9010 · Employee Benefits</b>				
.1 · Retirement	41,909.00	37,614.00	4,295.00	111.42%
.2 · Social Security & Medicare	24,999.96	27,500.00	-2,500.04	90.91%
.3 · Workers Compensation	3,552.00	4,700.00	-1,148.00	75.57%
.4 · Disability	253.61	350.00	-96.39	72.46%
.5 · Medical & Dental Benefits	68,193.36	60,244.00	7,949.36	113.2%
.6 · Life Insurance	237.34	370.00	-132.66	64.15%
<b>Total 9010 · Employee Benefits</b>	139,145.27	130,778.00	8,367.27	106.4%
<b>Total Expense</b>	705,549.88	777,258.00	-71,708.12	90.77%
<b>Net Ordinary Income</b>	46,441.68	0.36	46,441.32	12,900,466.67%
<b>Net Income</b>	<b>46,441.68</b>	<b>0.36</b>	<b>46,441.32</b>	<b>12,900,466.67%</b>

# Saugerties Public Library Abstract Check Register

	Type	Date	Num	Name	Memo	Amount
<b>M&amp;T General Fund Checking 6455</b>						
	Check	10/08/2025	EFT	NYS Emp Retire System		-700.94
	Check	10/31/2025	11745	Welsh Sanitation	October Garbage Removal	-93.89
	Check	10/31/2025	11746	Stewart's	October Newspapers	-204.00
	Check	10/31/2025	11747	Midwest Tape	Invoice: 507880861; 507917270; 507946216	-911.35
	Check	10/31/2025	11748	WZ Accountants	Invoice: 3302	-600.00
	Check	10/31/2025	11749	Processing		-153.15
	Check	10/31/2025	11750	P.C. Smith & Son Inc		-72.55
	Check	10/31/2025	11751	Uniforms USA, Inc.	Invoice: 101781	-29.00
	Check	10/31/2025	11752	Charter Communications - Internet		-115.40
	Check	10/31/2025	11753	Amazon Capital Services	Invoice: 173L-C6K3-WVQH	-2,342.26
	Check	10/31/2025	11754	Mid-Valley Office Products Inc	Invoice: 42359	-235.34
	Check	10/31/2025	11755	Ancient Gardens & Design	Inv010	-2,250.00
	Check	10/31/2025	EFT	Charter Communications - Phone		-258.24
	Check	10/31/2025	11756	OverDrive Inc		-845.42
	Check	10/31/2025	11757	Culligan of Newburgh	iNVOICE: cd2710340	-91.15
	Check	10/31/2025	11758	Timothy Scott Jr.		-98.15
	Check	10/31/2025	11759	W B Mason Co Inc	INVOICE: 257275141; 257301311	-27.88
	Check	10/31/2025	11760	Michael Sass	Invoice: 6777	-236.00
	Check	10/31/2025	EFT	Paychex	Invoice: 2025093001; 2025101401; 2025102801	-257.55
	Check	10/31/2025	11761	Summit Fire & Security, LLC	Invoice: 3584656	-679.20
	Check	10/31/2025	11762	Energy Management Technologies	Invoice: 12556; 12565	-3,463.54
	Check	10/31/2025	11763	Gale/Cengage Learning	Invoice: 999101623703; 999101610099	-217.55
	Check	10/31/2025	11764	Metropolitan Life Insurance Companies		-24.30
	Check	10/31/2025	11765	CDPHP	Invoice: 252860060918	-7,775.80
	Check	10/31/2025	11766	Hanna	Invoice: 811339	-500.00
	Check	10/31/2025	11767	Brodart Co. Mid Hudson Library	Invoice: M223413	-7,027.20
	Check	10/31/2025	11768	System National Business	Invoice: 2694	-5,007.54
	Check	10/31/2025	11769	Technology	Invoice: 592623793	-374.69
	Check	10/31/2025	EFT	Central Hudson	Bill for 9/18/25-10/16/25	-1,633.06
Total M&T General Fund Checking 6455						-36,225.15

**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>-36,225.15</u></u>

# Saugerties Public Library

## Abstract

	Num	October 2025	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>2082 · Fees</b>				
			Square income	143.34
Total 2082 · Fees				143.34
Total Income				143.34
<b>Expense</b>				
<b>7410.1 · Salaries</b>				
	09-30-25 PR			15,734.63
	10-16-25 PR			16,041.90
	10/30/25 PR			15,833.19
Total 7410.1 · Salaries				47,609.72
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
<b>.4.1.7 · Streaming</b>				
	11747	Midwest Tape	Invoice: 507880861; 507917270; 507946216	573.23
	11749	Credit Card Payment Processing		26.99
Total .4.1.7 · Streaming				600.22
<b>.4.1.1 · DVD</b>				
	11747	Midwest Tape	Invoice: 507880861; 507917270; 507946216	338.12
	11753	Amazon Capital Services	Invoice: 173L-C6K3-WVQH	5.16
Total .4.1.1 · DVD				343.28
<b>.4.1.2 · Books</b>				
<b>4.1.2A · Adult Books</b>				
	11753	Amazon Capital Services	Invoice: 173L-C6K3-WVQH	1,016.13
	11763	Gale/Cengage Learning	Invoice: 999101623703; 999101610099	217.55
	11767	Brodart Co.	Invoice: M223413	7,027.20
Total 4.1.2A · Adult Books				8,260.88
<b>4.1.2J · Children's Books</b>				
	11753	Amazon Capital Services	Invoice: 173L-C6K3-WVQH	1,304.85
Total 4.1.2J · Children's Books				1,304.85
Total .4.1.2 · Books				9,565.73
<b>.4.1.4 · Newspapers</b>				
	11746	Stewart's	October	204.00
Total .4.1.4 · Newspapers				204.00
<b>.4.1.5 · Digital Materials</b>				
	11756	OverDrive Inc	Invoices: 01938CO25311052; 01938DA25313768; 01938DA25320827; 01938DA25334651	845.42
Total .4.1.5 · Digital Materials				845.42
Total .4.1 · Library Material				11,558.65

# Saugerties Public Library

## Abstract

	Num	October 2025	Memo	Amount
<b>.4.2 - Programs, Publicity, History</b>				
<b>.4.2.1 - Programs</b>				
	11749	Credit Card Payment Processing		20.58
	11753	Amazon Capital Services	Invoice: 173L-C6K3-WVQH	9.99
Total .4.2.1 - Programs				30.57
Total .4.2 - Programs, Publicity, History				30.57
<b>.4.3 - Operation of Building</b>				
<b>.4.3.1 - Utilities</b>				
	EFT	Central Hudson	Bill for 9/18/25-10/16/25	1,633.06
Total .4.3.1 - Utilities				1,633.06
<b>.4.3.2 - Telephone</b>				
	EFT	Charter Communications - Phone	Phone 10/1/25 - 10/31/25	258.24
Total .4.3.2 - Telephone				258.24
<b>.4.3.4 - Maintenance Service &amp; Supplies</b>				
	11745	Welsh Sanitation	November	93.89
	11757	Culligan of Newburgh	iNVOICE: cd2710340	91.15
Total .4.3.4 - Maintenance Service & Supplies				185.04
<b>.4.3.5 - Lawn &amp; Grounds</b>				
	11755	Ancient Gardens & Design	Inv010	2,250.00
Total .4.3.5 - Lawn & Grounds				2,250.00
<b>.4.3.6 - Building R&amp;M</b>				
	11750	P.C. Smith & Son Inc		72.55
	11751	Uniforms USA, Inc.	October	29.00
	11760	Michael Sass	Invoice: 6777	236.00
	11761	Summit Fire & Security, LLC	Invoice: 3584656	679.20
Total .4.3.6 - Building R&M				1,016.75
<b>.4.3.9 - Geothermal</b>				
	11762	Energy Management Technologies	Invoice: 12556; 12565	3,463.54
Total .4.3.9 - Geothermal				3,463.54
<b>.4.3.12 - Internet</b>				
	11752	Charter Communications - Internet	Internet service 11/1/25 - 11/30/25	115.40
Total .4.3.12 - Internet				115.40
Total .4.3 - Operation of Building				8,922.03
<b>.4.4 - Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 - Copier</b>				
	11769	National Business Technology	November	374.69
Total .4.4.1 - Copier				374.69
<b>.4.4.2 - Office Supplies</b>				
	11759	W B Mason Co Inc	INVOICE: 257275141; 257301311	27.88
Total .4.4.2 - Office Supplies				27.88
<b>.4.4.4 - Postage</b>				
	11749	Credit Card Payment Processing		1.90

# Saugerties Public Library

## Abstract

	Num	October 2025	Memo	Amount
Total .4.4.4 · Postage				1.90
<b>.4.4.6 · Equipment Purchases</b>				
	11753	Amazon Capital Services	Invoice: 173L-C6K3-WVQH	6.13
Total .4.4.6 · Equipment Purchases				6.13
<b>.4.4.7 · Equipment R&amp;M</b>				
	11754	Mid-Valley Office Products Inc	Invoice: 42359	235.34
Total .4.4.7 · Equipment R&M				235.34
Total .4.4 · Equipment R&M, Supplies				645.94
<b>.4.5 · Automation, System Fees</b>				
<b>.4.5.1 · Automation &amp; Online Services</b>				
	11749	Credit Card Payment Processing		103.68
Total .4.5.1 · Automation & Online Services				103.68
<b>.4.5.2 · MHLS Assessment Fees</b>				
	11768	Mid Hudson Library System	Invoice: 2694	5,007.54
Total .4.5.2 · MHLS Assessment Fees				5,007.54
Total .4.5 · Automation, System Fees				5,111.22
<b>.4.6 · Professional Services</b>				
<b>.4.6.9 · Merchant Fees</b>				
			Square income	6.88
Total .4.6.9 · Merchant Fees				6.88
<b>.4.6.7 · Payroll Service Fees</b>				
	EFT	Paychex	Invoice: 2025093001; 2025101401; 2025102801	257.55
Total .4.6.7 · Payroll Service Fees				257.55
<b>.4.6.1 · Accounting</b>				
	11748	WZ Accountants	Invoice: 3302	600.00
Total .4.6.1 · Accounting				600.00
<b>.4.6.3 · Board Expenses</b>				
	11758	Timothy Scott Jr.		98.15
Total .4.6.3 · Board Expenses				98.15
<b>.4.6.4 · Consulting &amp; Legal Services</b>				
	11766	Whiteman Osterman & Hanna	4th quarter retainer Oct-Dec 2025	500.00
Total .4.6.4 · Consulting & Legal Services				500.00
Total .4.6 · Professional Services				1,462.58
Total 7410.4 · Contractual Expenses				27,730.99
<b>9010 · Employee Benefits</b>				
<b>.2 · Social Security &amp; Medicare</b>				
	09-30-25 PR			1,180.99
	10-16-25 PR			1,199.86
	10/30/25 PR			1,183.92
Total .2 · Social Security & Medicare				3,564.77
<b>.4 · Disability</b>				
	09-30-25 PR			-16.75
	10-16-25 PR			-17.10

Saugerties Public Library

Abstract

	Num	October 2025	Memo	Amount
	10/30/25 PR			-16.20
Total .4 · Disability				-50.05
<b>.5 · Medical &amp; Dental Benefits</b>				
	09-30-25 PR			-297.50
	10-16-25 PR			-357.10
	10/30/25 PR			-357.10
	11765	CDPHP	November	7,775.80
Total .5 · Medical & Dental Benefits				6,764.10
<b>.6 · Life Insurance</b>				
	11764	Metropolitan Life Insurance Companies	Life insurance	24.30
Total .6 · Life Insurance				24.30
Total 9010 · Employee Benefits				10,303.12
Total Expense				85,643.83
Net Ordinary Income				-85,500.49
Net Income				-85,500.49

Saugerties Public Library  
@Finance Committee

Date: 10/20/2025

Time: 6:00 p.m.

Committee Members Attending:

Charlotte Herscher

Ken Goldberg

Tim Scott

Staff Attending:

Jennifer Russell

Discussion/Agenda Items

- Tim and Charlotte opened up a capital fund savings account at M&T, and renewed our 6 month CD for another 6 months with \$67,000. We are getting 2.98% for the new CD.
- A patron left money to the library in his will in the amount of \$16,830.27. We will be getting the money from the lawyer. It could be a nice way to fund the new capital fund account.
- Gardener said it is too late to plant and wants to come back in the Spring, but we have money to spend this fiscal year. We would have to amend the 2026 budget to keep the money for next year.
- With Baker and Taylor going out of business, Jen is looking for a new company to buy books from, but we have to use vendors from a NYS list and go with the lowest price.

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

Next meeting:

Monday, December 15<sup>th</sup> (tentative if we need to meet)



**Policy & Personnel Committee Minutes**  
**10/22/25**

Location: Saugerties Public Library

Time: 6:18 pm

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

1. Fund Balance Policy

- New language inserted: "Engaging an independent accountant, the library will receive monthly financial reports, including a Balance by Class Report. This document illustrates the overall finances of the library, including the unrestricted fund balance. This report is available to all board members in their monthly board packet email, and available to the public upon request."
- "These excess funds may be invested in one or more certificates of deposit according to the Investment Policy. Fund Balance monies may be used for projected building maintenance and improvement needs, technology requirements, or to reduce the tax appropriation by balancing a budget."

2. Trustee Education Policy

- New language inserted: "Each member of the Library Board must demonstrate compliance with this policy by filing evidence with the Board President. The timeframe for completion of annual trainings is from October to October to coincide with our Annual Meeting."
- "Should a Trustee be appointed to the Board to fill a vacancy, that person is required to complete the training only if they are voted onto the board before the last day of June."
- A new reviewal period of 5 years was also agreed upon.

3. Procurement Policy

- Baker & Taylor has gone out of business, leaving our library without an immediate distributor to purchase books from. We have questions as to whether the library could simply go out on its own (for now), and buy locally or if it needs to abide by a minimum bid process. A minimum bid would most likely mean purchasing from Amazon.
- A company called Ingram stands as a major distributor which could be viable. Jen will contact our lawyer to see what's possible in the meantime (or otherwise), in terms of where we can make purchases.

Adjourned: 7:15 pm (Next Meeting: TBD)

### **Fund Balance Policy**

The Saugerties Public Library believes that sound financial management principals require that all public funding received should be expended on providing library services to the community. ~~Excess funds for any given fiscal year are determined by the following formula: total revenue minus total expenditures equals fund balance.~~

Engaging an independent accountant, the library will receive monthly financial reports, including a Balance by Class Report. This document illustrates the overall finances of the library, including the unrestricted fund balance. This report is available to all board members in their monthly board packet email, and available to the public upon request.

~~The Treasurer and the Library Director shall annually prepare a report documenting the status of the General Fund Balance with this policy and present it to the Board.~~

The Board will make every effort to use all funds as budgeted, but any excess funds will be separated, subject to cash flow requirements. These excess funds may be invested in one or more certificates of deposit according to the Investment Policy. Fund Balance monies may be used for projected building maintenance and improvement needs, technology requirements, or to reduce the tax appropriation by balancing a budget.

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Approved by the Saugerties Public Library board on April 8, 2014

Review Cycle: ~~2 years~~ 5 years

Review History: Revised on October 9, 2018

### **Trustee Education Policy**

As of 2023, each member, elected or appointed, of a board of trustees shall be required to complete a minimum of two hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees. (Education Law 260-d added by Chapter 468 of the Laws of 2021). Also, all board members are required to complete a New York State approved sexual harassment prevention training annually.

Each member of the Library Board must demonstrate compliance with this policy by filing evidence with the Board President. The timeframe for completion of annual trainings is from October to October to coincide with our Annual Meeting.

Self-assurance forms or certificates of attendance of the online or in person session must be sent to the President of the Board. Such evidence shall include one of the following:

1. certificates of completion issued by one or more approved providers; or
2. a signed self-assurance of completion.
  - a. Such assurance shall identify the approved trustee education providers, a description of the format and content of the completed instruction activities, the date and time such member began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers.

Evidence of completion shall be submitted to the Board President by the October Annual meeting of each year.

### **Pre-approved providers:**

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA (American Library Association) including United for Libraries and other Divisions

### **Allowable Formats:**

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- State or national library association conferences

Should a Trustee be appointed to the Board to fill a vacancy, that person is required to complete the training only if they are voted onto the board before the last day of June.

Should a Trustee fail to submit evidence of completion by the above date, the Trustee will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within 90 days, they will be assumed to have resigned from the board.

Compliance will be tracked through the Library's Annual Report to the State.

Likewise, the Library encourages trustees to be active in the state library organization and its efforts to inform the governor and legislature of the benefits and needs of public libraries.

Costs of travel to workshops will be reimbursed by the library as noted in Section 3.24: Staff Training and Development in the Personnel Manual.

Approved by the Board of Directors: September 12, 2019, October 2022,

Review cycle: Every ~~3 years~~ 5 years

Saugerties Public Library  
Facilities Committee

Date: October 21<sup>st</sup>, 2025

Time: 6 PM

Committee Members Attending: Paul

Staff Attending: Jen, Sandy

Others Attending:

Absent: Yosefa, Tim

Discussion/Agenda Items

- Rachel Summerson of Ancient Gardens & Design met with Jen. She will work on cleanup of the gardens and add compost and mulch. New plants will wait until the spring of 2026.
- The Village of Saugerties has asked us to verify that the water line into the library is not made of lead. It appears to be copper but there is heavy insulation covering where it enters the building. We will ask the village to help look at it.
- Michael Murphy from Cornell Cooperative Extension, Smart Energy Choices stopped by the library. He talked to Jen about possibly being able to help source LED lighting and to find an electrician to do the work. I talked to him about:
  - Our previous attempts to do this
  - Alternative emergency lighting
  - The ambient light and the motion sensors don't always work.
- Sandy has done more sink trap replacement and she will be doing some paint touch ups.

Next Facilities Meeting

November 18<sup>th</sup>, 2025

Saugerties Public Library  
Outreach Committee

Date: October 27, 2025

Time: 6:05 pm

Committee Members Attending:

Teresa Giordano (Chair), Alice Graves, Kerry McQuaid, Tim Scott

Staff Attending:

Jennifer Russell (Director)

Discussion/Agenda Items

**1. Discussed the role of the Outreach Committee** – primary mission is to reach people to inform them about the library and to increase use of the library (library cards). Various methods were mentioned: tabling, books in bags.

Kelly identified useful marketing terms to consider when trying to increase library practice: True Fans (people who will always use the library), Transactional (people who will use the library for specific purposes or events), Attention (people whose attention needs to be worked for through word of mouth, events, newspaper articles)

**2. Celebrate Libraries event** – event to take place in the community room and throughout the library. Speakers would include an historian to talk about the history of the Saugerties Library and libraries in general (how they grew in communities, the impact they made) to highlight the ongoing desire and need for libraries and with an emphasis on the egalitarian nature of libraries and how libraries are the center of communities. A representative from the Mid-Hudson Library System, hopefully Rebekkah Smith-Aldrich, will speak about how the system works with some emphasis on the impact of federal cuts.

The role of Board Members will be explained: Board Members are elected by the community and as such represent the community working with the Director to ensure fiduciary responsibility, the health of the physical facility, and policy.

Jen will give a tour of the library.

Attendees will be asked to become advocates for the library.

- Date targeted for the event is March or April.
- An agenda and schedule for the event needs to be created
- Librarians from other Hudson Valley libraries will be invited to participate

**3. Library Film Night** – Alice identified films about libraries and librarians that can be shown as a Saugerties Film Society series in the library common room.

**4. Solicit personal stories about the Library** – Ask for memories of library, experience with libraries and librarians, how they came to love the library, etc. “Love letters” can be dropped in a box at the library, or emailed to the library, or people can record themselves and post on a designated Instagram account.

**5. Other Items** – Jen will decide whether she wants to do Books as Art next year. Do we want to reinstate the reading at Ivy program? Are Community Share and Summer Swap on the agenda for 2026?

Meeting adjourned at 7:15 pm

Next Outreach Meeting – November 24, 2025

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
<b>Circulation</b>														
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
<b>Total Circulation</b>	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%
<b>Holds Filled</b>														
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
<b>Total Holds</b>	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%
<b>Questions Answered</b>														
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
<b>Total Questions</b>	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%
<b>Programs</b>														
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
<b>Total Programs</b>	58	72	68	72	71	83	70	85	69	72	59	74	83	88
		22%		6%		17%		21%		4%		25%		6%
<b>Program Attendance</b>														
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
<b>Total attendance</b>	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%
<b>Computer sessions</b>	345	311	324	304	418	381	408	397	412	331	327	331	407	425
		-10%		-6%		-9%		-3%		-20%		1%		4%
<b>Web Page Visits</b>	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%
<b>New Cards Issued</b>	32	30	42	30	59	33	44	30	22	32	41	39	55	84
		-6%		-29%		-44%		-32%		45%		-5%		53%
<b>Overdrive Audiobook</b>	723	1098	756	1042	766	1058	806	1030	818	1110	805	1009	868	1155
<b>Overdrive eBook</b>	971	1036	868	918	922	982	941	903	890	927	932	867	968	1051
<b>Overdrive Magazine</b>	483	626	466	578	524	631	352	683	410	601	346	621	357	547
<b>Overdrive Total</b>	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	
<b>Circulation</b>													
Adult	2,635	2,424	2,214	2,397	2,099	2,326	2,021		2,120		27,457	22,926	83%
Adult renewals	1,158	1,185	1,089	1,223	1,019	1,073	975		1,122		12,641	10,738	85%
Juvenile	2,453	2,107	1,886	1,844	1,743	1,944	1,697		1,399		23,458	18,960	81%
Juvenile renewals	1,151	1,052	1,166	1,181	1,032	1,084	813		1,004		12,215	10,118	83%
Teen	195	155	78	100	97	131	100		111		1,532	1,186	77%
Teen renewals	75	69	72	68	53	63	51		58		762	568	75%
<b>Total Circulation</b>	7,667	6,992	6,505	6,813	6,043	6,621	5,657		5,814		78,065	64,496	83%
		-9%		5%		10%							
<b>Holds Filled</b>											0		
Adults	1,041	1,027	867	976	892	982	798		890		11,111	9,763	88%
Juvenile	343	401	474	524	490	482	390		352		4,830	4,302	89%
Teen	49	72	38	51	46	73	49		48		596	610	102%
ILL received	0	0	0	0	0	4	1		1		6	20	333%
ILL loaned	0	1	1	0	1	0	0		0		6	5	83%
<b>Total Holds</b>	1,433	1,501	1,380	1,551	1,429	1,541	1,238		1,291		16,549	14,700	89%
		5%		12%		8%							
<b>Questions Answered</b>											0		
Adult	941	974	840	889	742	812	682		603		10,359	8,268	80%
Children's	300	199	172	121	305	230	138		90		2,873	1,625	57%
<b>Total Questions</b>	1,241	1,173	1,012	1,010	1,047	1,042	820		693		13,232	9,893	75%
		-5%		0%		0%							
<b>Programs</b>											0		
Adult	18	26	23	23	25	29	27		19		286	274	96%
Teen	16	16	14	17	22	17	13		12		193	183	95%
Children's	28	36	20	23	15	25	10		7		268	301	112%
<b>Total Programs</b>	62	78	57	63	62	71	50		38		747	758	101%
		26%		11%		15%							
<b>Program Attendance</b>											0		
Adult	139	284	276	205	245	256	274		413		3,259	3,304	101%
Teen	177	127	103	120	172	101	108		81		1,396	1,450	104%
Children	834	428	233	348	172	455	103		92		5,959	5,041	85%
<b>Total attendance</b>	1,150	839	612	673	589	812	485		586		10,614	9,795	92%
		-27%		10%		38%							
<b>Computer sessions</b>	385	322	394	339	428	366	385		298		4,531	3,507	77%
		-16%		-14%		-14%						-87%	
<b>Web Page Visits</b>	6,988	5,799	7,166	5,510	5,715	5,943	5,707				66,546	60,999	92%
		-17%		-23%		4%						16%	
<b>New Cards Issued</b>	53	48	39	32	25	36	29		23		464	394	85%
		-9%		-18%		44%							
<b>Overdrive Audiobook</b>	883	1071	847	1033	837		879		983		9971	9606	96%
<b>Overdrive eBook</b>	959	1080	869	991	778		862		879		10839	8755	81%
<b>Overdrive Magazine</b>	401	595	533	592	559		584		602		5617	5474	97%
<b>Overdrive Total</b>	2243	2746	2249	2616	2174		2325		2464		26427	23835	90%
		22%		16%									

2025

[illegible][illegible]

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

Roll Call

Public Comment

Old Business:

New Business:

1. 2026 Budget Amendment (eBooks and eAudiobooks)
2. 2026 Budget Amendment to retain \$2,308 from 2025 to 2026 for garden project
3. Move date of budget vote
4. Carnegie Award promotion kit

Secretary's Report

Treasurer's Report

Pay Bills

Director's Report:

Committee Reports:

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

Executive Session

Next meeting - January 8, 2026

## **Saugerties Public Library Regular Board Meeting**

**Date:** November 13, 2025

**Present:** Trustees Yosefa Karchmar, Alice Graves, Valentina Kielland, Timothy Scott, Ken Goldberg, Teresa Giordano, Kerry McQuaide, Paul VanBenschoten, Erin Poll

**Excused:** Charlotte Herscher, Rebecca Lang

**Staff:** Director Jennifer Russell

**Public Attendees:**

**Meeting called to order at 6:10 by Tim Scott**

**Public comment** – Tim: Described the Friend’s “Murder at the Disco” event (someone was stabbed then a disco ball fell on his head!). It was a fun event. Successful, well attended, well organized.

### **New Business**

- 1) Jen: said there are changes coming up with the library’s accounting company, WZ Accounting. WZ does the accounting for multiple libraries because they are experts on how to comply with NY State regulations. They are raising their prices across the board. They want to continue their relationship with SPL. They offered an \$1800 increase for 2026, which is well below the standard increase. Do we want to amend the 2026 budget to include this \$1800 bump up?  
It was discussed and all agreed that it’s worth amending the budget. Paul made the motion, Teresa seconded. Amending the 2026 budget to include an additional \$1800 for WZ passed unanimously.
- 2) Jen proposed doing a group trustee training in person at the library before the end of the year. 12/1, 12/2, 12/5, and 12/10 were offered as dates. 12/1, and 12/2 worked for most people. Jen will send an email to nail down a date and what training session we will watch. Another trustee training session will take place in the Spring.
- 3) Jen brought up the \$10,000 Carnegie Foundation Award and there was a brief discussion about how to use the money. Maybe on restoring the library’s original steps or for an upcoming Outreach event.
- 4) Tim described the MHLS Annual Meeting and Banned Books event at Bardavon. Margaret Atwood, who has faced censorship issues, was interviewed by Joe

Donahue from WAMC. Her interview may be available on line. ~~The MHLS annual Meeting was~~

## **SECRETARIE'S REPORT**

September and October minutes were noted. Tim made a motion to approve the minutes. Yosefa seconded. The motion passed unanimously.

## **TREASURER'S REPORT**

Tim makes motion to pay bills \$17,613.38. Alice seconded it. The motion passed unanimously.

## **DIRECTOR'S REPORT**

- 1) Jen said that we are getting a donation of \$16,830.27.
- 2) SPL has opened an account with Ingram books as our previous book distributor, Baker & Taylor is going out of business. Amazon is being discussed as a retailer. Amazon is interested in getting into the library book distributor business. One of the disadvantages is that they are unable to put metadata about the books directly into the library system. Pros and cons of Amazon were discussed. Although the Board would prefer to purchase from local booksellers or a company that only distributes library books, there may be no choice. New York State could mandate that libraries have to go with the cheapest seller, and that might be Amazon.
- 3) Rachel Summerson of Ancient Gardens and Design has cleared the library garden but did not plant. She said planting should happen in the spring. There is money budgeted for 2025 that may need to be used in 2026. We may make a motion to defer that money to next year.
- 4) The Halloween Costume Swap was very successful.

## **FINANCE REPORT**

The Financial Committee met on 10/20. Time and Charlotte renewed the library's 6-month CD for an additional 6 months. The CD yields 2.98%. We will discuss renewal before it is renewed again in six months. The committee will meet again on 1/2/5, if they meet in December.

## **PERSONNEL AND POLICY REPORT**

The Personnel and Policy Committee met on 10/22. The Board reviewed changes the committee made to the Fund Balance Policy and the Trustee Training Policy. The changes were noted. Tim made a motion to accept the changes for the Fund Balance Policy and the Trustee Training Policy. Erin seconded the motion. The motion was passed unanimously.

The next Personnel and Policy Committee meeting is TBD.

## **FACILITIES COMMITTEE REPORT**

Paul said that the library received a letter from the Village that stated it is unknown whether the library's water pipes contain lead. Paul is checking to see if the Village is responsible for inspecting them.

Michael Murphy talked to Jen about the converting to LED lighting. Paul will follow up with him.

Sandy replaced some parts and did some paint touch up.  
The next Facilities Committee meeting will be on 12/13 at 6pm.

## **OUTREACH COMMITTEE REPORT**

Teresa reported on the progress of the Celebrate Libraries event. The committee is deciding whether it should be a two day event. Films about librarians will precede the event.

The next Outreach Committee meeting will be on 11/24 at 6pm.

**The next Board meeting will be on 12/11. Board members will bring a dish to share. The meeting will begin at 5:30 for social time**

**Time made a motion to adjourn at 8:08pm. The motion passed unanimously.**

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

	Jan - Nov 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 · Real Property Taxes	707,326.00	707,326.36	-0.36	100.0%
2082 · Fees	8,472.93	4,000.00	4,472.93	211.82%
2401 · Interest	12,290.69	12,000.00	290.69	102.42%
<b>2705 · Gifts &amp; Donations</b>				
2705.4 · Friends	18,269.00	13,000.00	5,269.00	140.53%
2705.2 · General	18,030.27	5,000.00	13,030.27	360.61%
<b>Total 2705 · Gifts &amp; Donations</b>	<b>36,299.27</b>	<b>18,000.00</b>	<b>18,299.27</b>	<b>201.66%</b>
3840 · New York State Aid	5,413.50	5,500.00	-86.50	98.43%
3999 · Appropriated Fund Balance	0.00	30,432.00	-30,432.00	0.0%
<b>Total Income</b>	<b>769,802.39</b>	<b>777,258.36</b>	<b>-7,455.97</b>	<b>99.04%</b>
<b>Expense</b>				
7410.1 · Salaries	365,125.12	419,700.00	-54,574.88	87.0%
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
.4.1.8 · Music	65.95	100.00	-34.05	65.95%
.4.1.7 · Streaming	6,366.36	8,000.00	-1,633.64	79.58%
.4.1.1 · DVD	2,332.49	3,000.00	-667.51	77.75%
<b>.4.1.2 · Books</b>				
4.1.2A · Adult Books	17,086.66	17,000.00	86.66	100.51%
4.1.2J · Children's Books	5,695.10	9,000.00	-3,304.90	63.28%
<b>Total .4.1.2 · Books</b>	<b>22,781.76</b>	<b>26,000.00</b>	<b>-3,218.24</b>	<b>87.62%</b>

We purchased  
extra Large  
Print with  
Rick's donated  
funds

Many books  
were  
backordered  
from Baker &  
Taylor

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

	Jan - Nov 25	Budget	\$ Over Budget	% of Budget
.4.1.3 • Subscriptions	2,069.44	1,500.00	569.44	137.96%
.4.1.4 • Newspapers	2,248.00	2,500.00	-252.00	89.92%
.4.1.5 • Digital Materials	14,514.85	14,000.00	514.85	103.68%
.4.1.6 • Audio Books	47.99	500.00	-452.01	9.6%
<b>Total .4.1 • Library Material</b>	<b>50,426.84</b>	<b>55,600.00</b>	<b>-5,173.16</b>	<b>90.7%</b>
<b>.4.2 • Programs, Publicity, History</b>				

					Many programs were paid for with donated funds
.4.2.1 • Programs	13,646.62	7,000.00	6,646.62	194.95%	
.4.2.2 • Microfilm & Archives	2,785.00	2,000.00	785.00	139.25%	
.4.2.3 • Newsletter & Public Relations	3,728.07	4,000.00	-271.93	93.2%	
<b>Total .4.2 • Programs, Publicity, History</b>	<b>20,159.69</b>	<b>13,000.00</b>	<b>7,159.69</b>	<b>155.08%</b>	

<b>.4.3 • Operation of Building</b>				
.4.3.1 • Utilities	23,041.56	28,000.00	-4,958.44	82.29%
.4.3.2 • Telephone	2,833.10	3,500.00	-666.90	80.95%
.4.3.3 • Insurance	24,834.40	27,000.00	-2,165.60	91.98%
.4.3.4 • Maintenance Service & Supplies	3,183.54	5,000.00	-1,816.46	63.67%
.4.3.5 • Lawn & Grounds	2,308.97	4,500.00	-2,191.03	51.31%
.4.3.6 • Building R&M	21,962.73	12,000.00	9,962.73	183.02%

					We absolutely under-estimated costs
.4.3.7 • Snow Removal	2,225.00	1,500.00	725.00	148.33%	
.4.3.8 • Elevator	15,421.41	4,000.00	11,421.41	385.54%	
.4.3.9 • Geothermal	5,968.55	7,500.00	-1,531.45	79.58%	
.4.3.12 • Internet	2,046.08	3,000.00	-953.92	68.2%	
<b>Total .4.3 • Operation of Building</b>	<b>103,825.34</b>	<b>96,000.00</b>	<b>7,825.34</b>	<b>108.15%</b>	

**.4.4 • Equipment R&M, Supplies**



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

	Jan - Nov 25	Budget	\$ Over Budget	% of Budget
.4.4.1 • Copier	5,485.79	4,550.00	935.79	120.57%
.4.4.2 • Office Supplies	1,785.01	3,000.00	-1,214.99	59.5%
.4.4.4 • Postage	293.15	600.00	-306.85	48.86%
.4.4.6 • Equipment Purchases	27,541.91	9,000.00	18,541.91	306.02%
.4.4.7 • Equipment R&M	3,109.09	5,000.00	-1,890.91	62.18%
<b>Total .4.4 • Equipment R&amp;M, Supplies</b>	<b>38,214.95</b>	<b>22,150.00</b>	<b>16,064.95</b>	<b>172.53%</b>
<b>.4.5 • Automation, System Fees</b>				
.4.5.1 • Automation & Online Services	4,178.37	4,000.00	178.37	104.46%
.4.5.2 • MHLS Assessment Fees	20,030.16	20,030.00	0.16	100.0%
<b>Total .4.5 • Automation, System Fees</b>	<b>24,208.53</b>	<b>24,030.00</b>	<b>178.53</b>	<b>100.74%</b>
<b>.4.6 • Professional Services</b>				
.4.6.8 • Professional Memberships	975.00	800.00	175.00	121.88%
.4.6.7 • Payroll Service Fees	2,517.72	2,500.00	17.72	100.71%
.4.6.1 • Accounting	6,600.00	6,600.00	0.00	100.0%
.4.6.3 • Board Expenses	298.15	250.00	48.15	119.26%
.4.6.4 • Consulting & Legal Services	1,500.00	2,000.00	-500.00	75.0%
.4.6.5 • IT Maintenance Consultant	1,742.00	2,500.00	-758.00	69.68%
.4.6.6 • Staff Development	873.71	700.00	173.71	124.82%
<b>Total .4.6 • Professional Services</b>	<b>14,506.58</b>	<b>15,350.00</b>	<b>-843.42</b>	<b>94.51%</b>
.4.7 • Election Expenses				

Many  
prurchases were  
made with  
donated funds  
esp. Fallon

One staff  
member  
attended a  
webinar that  
we paid for  
with donated  
funds  
(Steinhorn)

Jan - Nov 25	Budget	\$ Over Budget	% of Budget
400.00	450.00	-50.00	88.89%
169.20	200.00	-30.80	84.6%
569.20	650.00	-80.80	87.57%
251,911.13	226,780.00	25,131.13	111.08%
91,576.00	37,614.00	53,962.00	243.46%
27,367.93	27,500.00	-132.07	99.52%
3,552.00	4,700.00	-1,148.00	75.57%
220.29	350.00	-129.71	62.94%
75,254.96	60,244.00	15,010.96	124.92%
264.47	370.00	-105.53	71.48%
198,235.65	130,778.00	67,457.65	151.58%
815,271.90	777,258.00	38,013.90	104.89%
-45,469.51	0.36	-45,469.87	-12,630,419.44%
<b>-45,469.51</b>	<b>0.36</b>	<b>-45,469.87</b>	<b>-12,630,419.44%</b>

Medical  
subscription  
from October  
% to October

# Saugerties Public Library

## General Fund Revenue and Expenditure Report

	Jan - Nov 25	Jan - Nov 24
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 • Real Property Taxes	707,326.00	661,660.00
2082 • Fees	8,472.93	8,778.60
2401 • Interest	12,290.69	13,607.32
2705 • Gifts & Donations		
2705.4 • Friends	18,269.00	4,944.00
2705.2 • General	18,030.27	11,718.86
<b>Total 2705 • Gifts &amp; Donations</b>	<b>36,299.27</b>	<b>16,662.86</b>
3840 • New York State Aid	5,413.50	5,287.50
<b>Total Income</b>	<b>769,802.39</b>	<b>705,996.28</b>
<b>Expense</b>		
7410.1 • Salaries	365,125.12	348,270.63
7410.4 • Contractual Expenses		
.4.1 • Library Material		
.4.1.8 • Music	65.95	71.19
.4.1.7 • Streaming	6,366.36	7,247.68
.4.1.1 • DVD	2,332.49	2,653.97
.4.1.2 • Books		
4.1.2A • Adult Books	17,086.66	21,970.29
4.1.2J • Children's Books	5,695.10	6,241.18
<b>Total .4.1.2 • Books</b>	<b>22,781.76</b>	<b>28,211.47</b>
.4.1.3 • Subscriptions	2,069.44	1,978.85
.4.1.4 • Newspapers	2,248.00	2,026.00
.4.1.5 • Digital Materials	14,514.85	8,970.48
.4.1.6 • Audio Books	47.99	269.94
<b>Total .4.1 • Library Material</b>	<b>50,426.84</b>	<b>51,429.58</b>
.4.2 • Programs, Publicity, History		
.4.2.1 • Programs	13,646.62	9,762.22
.4.2.2 • Microfilm & Archives	2,785.00	2,000.00
.4.2.3 • Newsletter & Public Relations	3,728.07	3,112.97
<b>Total .4.2 • Programs, Publicity, History</b>	<b>20,159.69</b>	<b>14,875.19</b>
.4.3 • Operation of Building		
.4.3.1 • Utilities	23,041.56	22,553.30
.4.3.2 • Telephone	2,833.10	2,737.62
.4.3.3 • Insurance	24,834.40	28,162.73
.4.3.4 • Maintenance Service & Supplies	3,183.54	3,297.35
.4.3.5 • Lawn & Grounds	2,308.97	394.21
.4.3.6 • Building R&M	21,962.73	9,773.22
.4.3.7 • Snow Removal	2,225.00	800.00
.4.3.8 • Elevator	15,421.41	2,458.63
.4.3.9 • Geothermal	5,968.55	11,275.78
.4.3.10 • Custodial Service	0.00	2,785.00
.4.3.12 • Internet	2,046.08	3,035.02

# Saugerties Public Library

## General Fund Revenue and Expenditure Report

	<u>Jan - Nov 25</u>	<u>Jan - Nov 24</u>
Total .4.3 • Operation of Building	103,825.34	87,272.86
.4.4 • Equipment R&M, Supplies		
.4.4.1 • Copier	5,485.79	4,620.58
.4.4.2 • Office Supplies	1,785.01	1,941.90
.4.4.4 • Postage	293.15	1,520.12
.4.4.6 • Equipment Purchases	27,541.91	9,180.45
.4.4.7 • Equipment R&M	3,109.09	2,845.60
Total .4.4 • Equipment R&M, Supplies	38,214.95	20,108.65
.4.5 • Automation, System Fees		
.4.5.1 • Automation & Online Services	4,178.37	3,960.15
.4.5.2 • MHLS Assessment Fees	20,030.16	16,369.00
Total .4.5 • Automation, System Fees	24,208.53	20,329.15
.4.6 • Professional Services		
.4.6.8 • Professional Memberships	975.00	1,127.00
.4.6.7 • Payroll Service Fees	2,517.72	2,739.62
.4.6.1 • Accounting	6,600.00	6,600.00
.4.6.3 • Board Expenses	298.15	279.43
.4.6.4 • Consulting & Legal Services	1,500.00	1,500.00
.4.6.5 • IT Maintenance Consultant	1,742.00	1,624.00
.4.6.6 • Staff Development	873.71	1,042.68
Total .4.6 • Professional Services	14,506.58	14,912.73
.4.7 • Election Expenses		
.4.7.1 • Election Inspectors	400.00	400.00
.4.7.2 • Election Expenses	169.20	169.20
Total .4.7 • Election Expenses	569.20	569.20
Total 7410.4 • Contractual Expenses	251,911.13	209,497.36
9010 • Employee Benefits		
.1 • Retirement	91,576.00	72,667.00
.2 • Social Security & Medicare	27,367.93	26,147.45
.3 • Workers Compensation	3,552.00	4,707.00
.4 • Disability	220.29	273.36
.5 • Medical & Dental Benefits	75,254.96	59,192.42
.6 • Life Insurance	264.47	270.13
Total 9010 • Employee Benefits	198,235.65	163,257.36
Total Expense	815,271.90	721,025.35
Net Ordinary Income	-45,469.51	-15,029.07
Net Income	<u>-45,469.51</u>	<u>-15,029.07</u>

# Saugerties Public Library Abstract Check Register

	Date	Num	Name	Memo	Amount
<b>M&amp;T General Fund</b>					
<b>Checking 6455</b>					
	11/04/2025	11130	Ulster County Library Association		-200.00
	11/05/2025	EFT	NYS Emp Retire System		-1,066.57
	11/30/2025	11770	Welsh Sanitation	December Garbage Removal	-93.89
	11/30/2025	11771	Charter Communications - Internet		-115.40
	11/30/2025	11772	Credit Card Payment Processing		-442.07
	11/30/2025	11773	Custom Lawns & More	Invoice 2758	-325.00
	11/30/2025	11774	MOO Inc.		-77.06
	11/30/2025	11775	Midwest Tape - Hoopla		-722.65
	11/30/2025	11776	WZ Accountants	Invoice: 3303	-600.00
	11/30/2025	11777	Stewart's	November Newspapers	-202.00
	11/30/2025	11778	Amazon Capital Services	Invoice: 1WK3-GMQN-9LGX	-1,896.08
	11/30/2025	11779	P.C. Smith & Son Inc		-18.99
	11/30/2025	11780	Culligan of Newburgh	Invoice: CD2983579	-83.15
	11/30/2025	11781	Ingram Library Services		-37.15
	11/30/2025	EFT	Paychex	2025112401	-174.20
	11/30/2025	11782	OverDrive Inc		-2,339.92
	11/30/2025	11783	Woodstock Library		-27.50
	11/30/2025	11784	National Business Technology	Invoice: 592623793	-1,427.89
	11/30/2025	11785	W B Mason Co Inc		-114.00
	11/30/2025	11786	CDPHP	Invoice: 253160061265	-7,775.80
	11/30/2025	11787	NYS & Local Retirement System	Invoice 51269 ERS 2026	-49,667.00
	11/30/2025	EFT	Central Hudson	Bill for 10/17/2025-11/19/2025	-1,742.83
	11/30/2025	11788	Van Benschoten, Paul W		-47.40
	11/30/2025	11789	Gale/Cengage Learning	Invoice: 100230856	-98.37
	11/30/2025	11790	Summit Fire & Security, LLC	Invoice: 3662867	-895.00
	11/30/2025	11791	Energy Management Technologies	Invoice: 12646	-743.75
	11/30/2025	EFT	Charter Communications - Phone		-258.24
	11/30/2025	11792	Metropolitan Life Insurance Companies		-27.13
	11/30/2025	11133	Marshall & Sterling Upstate		-6,280.75
Total M&T General Fund Checking 6455					-77,499.79
<b>M&amp;T Capital Fund</b>					
<b>Checking 6430</b>					
Total M&T Capital Fund Checking 6430					<u><u>-77,499.79</u></u>

## November Director's Report 2025

**Book purchasing:** Ingram books is still having a difficult time processing our orders because they have taken on so many new clients. They have hired over 400 additional people to work in their warehouse. A representative said that they most likely won't be caught up until January 2026, so we have placed an order with Inquiring Minds for those books that we absolutely need for December.

**Friends:** The Friends of the Library held their fall Wine & Cheese event, which was a murder mystery party set in the 1970's disco era. It was well attended with lots of people in costume. Fun was had.

**Programs:** Staatsburgh State Historic Site presented on gilded age figure skating lecture. We held a swing dance class, and a class on indoor, cold weather composting.

**Coat Swap:** A patron approached Kristina in hosting a winter coat / snow pants / boots swap in the Children's room. If you know of anyone who has coats / winter pants / boots to swap, please let them know about this project.

**MHLS Road Trip:** We received a final report from MHLS with details on how many people traveled to visit libraries within the system. A full 312 people visited every library over the summer!

- 2790 map/brochures given out
- 643 stickers earned – visit 10 libraries
- 595 car magnets earned – visit all libraries in one county
- 431 tote bags earned – visit 35 libraries
- 312 Special Edition library cards earned – visit all libraries in the system!!!!

### Library of Things:

New items were purchased. They are still in processing, but will soon be available for check out. Cricut Joy xtra, manual coin separator, webcam, microphone and ring light, karaoke machine, basic household tool kit, Bocce ball set, 4 Tonies audiobook readers for children

### Meetings:

**Director's Association meeting:** November 13<sup>th</sup> in Poughkeepsie.

The library was closed on November 11<sup>th</sup> for Veteran's Day. We closed at 2:00 pm on the day before Thanksgiving, and were closed on Thanksgiving Day.

Saugerties Public Library  
Outreach Committee

Date: October 27, 2025

Time: 6:05 pm

Committee Members Attending:

Teresa Giordano (Chair), Alice Graves, Kerry McQuaid, Tim Smith

Staff Attending:

Jennifer Russell (Director)

Discussion/Agenda Items

**1. Celebrate Libraries –**

Jen reached out to Laurie Sheldrake, the assistant director of MHLS, who is a Saugerties resident and to Rebekkah Smith-Aldrich to gauge interest in speaking at the first Celebrate Libraries Event. They are interested. Jen also reached out to the History Whisperers. They are excited about the event. Katie Cokinos is on board for presenting 3 films about Librarians in her Friday night SFS series as a run up to the event.

Jen said that she and the staff would like to make Celebrate Libraries a theme throughout the year as part of the celebration of 250 years of America. The theme would reflect how libraries contribute to Democracy.

The initial event would include three films on a Friday evening with the event itself taking place on the 4<sup>th</sup> Friday. The event would be one night: a half hour talk about the history of the library, a half hour talk by the MHLS people (Smith-Aldrich and Sheldrake), a tour of the library. There is strong agreement that food and drink be served.

**2. Love Letters to the Library**

People are invited to make short videos or write letters about what the library means to them or any story about their experience in libraries, librarians they've known and loved, etc. Stories will be posted to the Library Instagram page and/or shared in the newsletter. Kerry will write up a few sentences on how to go about giving instructions for posting.

The Love Letters will start to be gathered on Valentine's Day. Outreach will do a beta test with a few people to see how it works.

### **3. Miscellaneous**

- Maybe use Carnegie grant for a billboard advertisement for SPL and libraries in general
  - Invite people from other libraries to the events
  - Celebrate the 250<sup>th</sup> anniversary of the Constitution and the Bill of Rights
  - Maybe hand out free copies of the Constitution and Bill of Rights
  - Maybe get small notebooks with library stickers to hand out
  - Future events can include the history and role of libraries in America
  - Use red, white, and blue in marketing
- 
- Since the meeting April 10<sup>th</sup> has been chosen as the date of the first Appreciate Libraries event.

**The next Outreach Committee meeting will be January 12, 2026.  
We will meet at 5:30.**



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
<b>Circulation</b>														
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
<b>Total Circulation</b>	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%
<b>Holds Filled</b>														
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
<b>Total Holds</b>	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%
<b>Questions Answered</b>														
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
<b>Total Questions</b>	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%
<b>Programs</b>														
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
<b>Total Programs</b>	58	72	68	72	71	83	70	85	69	72	59	74	83	88
		22%		6%		17%		21%		4%		25%		6%
<b>Program Attendance</b>														
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
<b>Total attendance</b>	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%
<b>Computer sessions</b>	345	311	324	304	418	381	408	397	412	331	327	331	407	425
		-10%		-6%		-9%		-3%		-20%		1%		4%
<b>Web Page Visits</b>	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%
<b>New Cards Issued</b>	32	30	42	30	59	33	44	30	22	32	41	39	55	84
		-6%		-29%		-44%		-32%		45%		-5%		53%
<b>Overdrive Audiobook</b>	723	1098	756	1042	766	1058	806	1030	818	1110	805	1009	868	1155
<b>Overdrive eBook</b>	971	1036	868	918	922	982	941	903	890	927	932	867	968	1051
<b>Overdrive Magazine</b>	483	626	466	578	524	631	352	683	410	601	346	621	357	547
<b>Overdrive Total</b>	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	
<b>Circulation</b>													
Adult	2,635	2,424	2,214	2,397	2,099	2,326	2,021	2,096	2,120		27,457	25,022	91%
Adult renewals	1,158	1,185	1,089	1,223	1,019	1,073	975	1,077	1,122		12,641	11,815	93%
Juvenile	2,453	2,107	1,886	1,844	1,743	1,944	1,697	1,386	1,399		23,458	20,346	87%
Juvenile renewals	1,151	1,052	1,166	1,181	1,032	1,084	813	1,068	1,004		12,215	11,186	92%
Teen	195	155	78	100	97	131	100	111	111		1,532	1,297	85%
Teen renewals	75	69	72	68	53	63	51	48	58		762	616	81%
<b>Total Circulation</b>	7,667	6,992	6,505	6,813	6,043	6,621	5,657	5,786	5,814		78,065	70,282	90%
		-9%		5%		10%		0%					
<b>Holds Filled</b>											0		
Adults	1,041	1,027	867	976	892	982	798	893	890		11,111	10,656	96%
Juvenile	343	401	474	524	490	482	390	396	352		4,830	4,698	97%
Teen	49	72	38	51	46	73	49	58	48		596	668	112%
ILL received	0	0	0	0	0	4	1	2	1		6	22	367%
ILL loaned	0	1	1	0	1	0	0	2	0		6	7	117%
<b>Total Holds</b>	1,433	1,501	1,380	1,551	1,429	1,541	1,238	1,351	1,291		16,549	16,051	97%
		5%		12%		8%		9%					
<b>Questions Answered</b>											0		
Adult	941	974	840	889	742	812	682	681	603		10,359	8,949	86%
Children's	300	199	172	121	305	230	138	171	90		2,873	1,796	63%
<b>Total Questions</b>	1,241	1,173	1,012	1,010	1,047	1,042	820	852	693		13,232	10,745	81%
		-5%		0%		0%		4%					
<b>Programs</b>											0		
Adult	18	26	23	23	25	29	27	24	19		286	298	104%
Teen	16	16	14	17	22	17	13	12	12		193	195	101%
Children's	28	36	20	23	15	25	10	17	7		268	318	119%
<b>Total Programs</b>	62	78	57	63	62	71	50	53	38		747	811	109%
		26%		11%		15%		6%					
<b>Program Attendance</b>											0		
Adult	139	284	276	205	245	256	274	199	413		3,259	3,503	107%
Teen	177	127	103	120	172	101	108	97	81		1,396	1,547	111%
Children	834	428	233	348	172	455	103	209	92		5,959	5,250	88%
<b>Total attendance</b>	1,150	839	612	673	589	812	485	505	586		10,614	10,300	97%
		-27%		10%		38%		4%					
<b>Computer sessions</b>	385	322	394	339	428	366	385	273	298		4,531	3,780	83%
		-16%		-14%		-14%		-29%				-116%	
<b>Web Page Visits</b>	6,988	5,799	7,166	5,510	5,715	5,943	5,707	5,250			66,546	66,249	100%
		-17%		-23%		4%		-8%				8%	
<b>New Cards Issued</b>	53	48	39	32	25	36	29	32	23		464	426	92%
		-9%		-18%		44%		10%				9%	
<b>Overdrive Audiobook</b>	883	1071	847	1033	837	1062	879	1153	983		9971	11821	119%
<b>Overdrive eBook</b>	959	1080	869	991	778	970	862	962	879		10839	10687	99%
<b>Overdrive Magazine</b>	401	595	533	592	559	653	584	622	602		5617	6749	120%
<b>Overdrive Total</b>	2243	2746	2249	2616	2174	2685	2325	2737	2464		26427	29257	111%
		22%		16%		24%		18%					

2025

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# Saugerties Public Library

## Abstract

	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>2082 - Fees</b>				
			Square income	139.39
Total 2082 - Fees				139.39
Total Income				139.39
<b>Expense</b>				
<b>7410.1 - Salaries</b>				
	11062025	PR		15,743.45
	11252025	PR		15,924.90
Total 7410.1 - Salaries				31,668.35
<b>7410.4 - Contractual Expenses</b>				
<b>.4.1 - Library Material</b>				
<b>.4.1.7 - Streaming</b>				
	11772	Credit Card Payment Processing		29.99
	11775	Midwest Tape - Hoopla		508.22
Total .4.1.7 - Streaming				538.21
<b>.4.1.1 - DVD</b>				
	11775	Midwest Tape - Hoopla		214.43
Total .4.1.1 - DVD				214.43
<b>.4.1.2 - Books</b>				
<b>4.1.2A - Adult Books</b>				
	11778	Amazon Capital Services	Invoice: 1WK3-GMQN-9LGX	116.52
	11781	Ingram Library Services		28.20
	11783	Woodstock Library		27.50
	11789	Gale/Cengage Learning	Invoice: 100230856	98.37
Total 4.1.2A - Adult Books				270.59
<b>4.1.2J - Children's Books</b>				
	11778	Amazon Capital Services	Invoice: 1WK3-GMQN-9LGX	405.43
	11781	Ingram Library Services		8.95
Total 4.1.2J - Children's Books				414.38
Total .4.1.2 - Books				684.97
<b>.4.1.4 - Newspapers</b>				
	11777	Stewart's	November	202.00
Total .4.1.4 - Newspapers				202.00
<b>.4.1.5 - Digital Materials</b>				
	11782	OverDrive Inc		2,339.92
Total .4.1.5 - Digital Materials				2,339.92
Total .4.1 - Library Material				3,979.53
<b>.4.2 - Programs, Publicity, History</b>				
<b>.4.2.1 - Programs</b>				
	11772	Credit Card Payment Processing		74.65
	11778	Amazon Capital Services	Invoice: 1WK3-GMQN-9LGX	1,366.35
Total .4.2.1 - Programs				1,441.00
Total .4.2 - Programs, Publicity, History				1,441.00

# Saugerties Public Library

## Abstract

	Num	Name	Memo	Amount
<b>.4.3 · Operation of Building</b>				
<b>.4.3.1 · Utilities</b>				
	EFT	Central Hudson	Bill for 10/17/2025-11/19/2025	1,742.83
Total .4.3.1 · Utilities				1,742.83
<b>.4.3.2 · Telephone</b>				
	EFT	Charter Communications - Phone		258.24
Total .4.3.2 · Telephone				258.24
<b>.4.3.3 · Insurance</b>				
	11133	Marshall & Sterling Upstate		6,280.75
Total .4.3.3 · Insurance				6,280.75
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>				
	11770	Welsh Sanitation	December	93.89
	11772	Credit Card Payment Processing		83.75
	11780	Culligan of Newburgh	Invoice: CD2983579	83.15
	11785	W B Mason Co Inc		114.00
Total .4.3.4 · Maintenance Service & Supplies				374.79
<b>.4.3.6 · Building R&amp;M</b>				
	11779	P.C. Smith & Son Inc		18.99
	11790	Summit Fire & Security, LLC	Invoice: 3662867	895.00
Total .4.3.6 · Building R&M				913.99
<b>.4.3.7 · Snow Removal</b>				
	11773	Custom Lawns & More	Invoice 2758	325.00
Total .4.3.7 · Snow Removal				325.00
<b>.4.3.9 · Geothermal</b>				
	11791	Energy Management Technologies	Invoice: 12646	743.75
Total .4.3.9 · Geothermal				743.75
<b>.4.3.12 · Internet</b>				
	11771	Charter Communications - Internet	Internet service for 12/1/25 - 12/31/25	115.40
Total .4.3.12 · Internet				115.40
Total .4.3 · Operation of Building				10,754.75
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 · Copier</b>				
	11784	National Business Technology	December	1,427.89
Total .4.4.1 · Copier				1,427.89
<b>.4.4.2 · Office Supplies</b>				
	11774	MOO Inc.		77.06
	11778	Amazon Capital Services	Invoice: 1WK3-GMQN-9LGX	7.78
	11788	Van Benschoten, Paul W		47.40
Total .4.4.2 · Office Supplies				132.24
<b>.4.4.7 · Equipment R&amp;M</b>				
	11772	Credit Card Payment Processing		150.00
Total .4.4.7 · Equipment R&M				150.00
Total .4.4 · Equipment R&M, Supplies				1,710.13
<b>.4.5 · Automation, System Fees</b>				
<b>.4.5.1 · Automation &amp; Online Services</b>				

# Saugerties Public Library

## Abstract

	Num	November 2025	Memo	Amount
	11772	Credit Card Payment Processing		103.68
Total .4.5.1 · Automation & Online Services				103.68
Total .4.5 · Automation, System Fees				103.68
<b>.4.6 · Professional Services</b>				
<b>.4.6.9 · Merchant Fees</b>				
			Square income	16.04
Total .4.6.9 · Merchant Fees				16.04
<b>.4.6.7 · Payroll Service Fees</b>				
	EFT	Paychex	Invoice: 2025111001; 2025112401	174.20
Total .4.6.7 · Payroll Service Fees				174.20
<b>.4.6.1 · Accounting</b>				
	11776	WZ Accountants	Invoice: 3303	600.00
Total .4.6.1 · Accounting				600.00
<b>.4.6.3 · Board Expenses</b>				
	11130	Ulster County Library Association		200.00
Total .4.6.3 · Board Expenses				200.00
Total .4.6 · Professional Services				990.24
Total 7410.4 · Contractual Expenses				18,979.33
<b>9010 · Employee Benefits</b>				
<b>.1 · Retirement</b>				
	11787	NYS & Local Retirement System	51269 ERS 2026 Invoice	49,667.00
Total .1 · Retirement				49,667.00
<b>.2 · Social Security &amp; Medicare</b>				
	11062025 PR			1,177.04
	11252025 PR			1,190.93
Total .2 · Social Security & Medicare				2,367.97
<b>.4 · Disability</b>				
	11062025 PR			-16.22
	11252025 PR			-17.10
Total .4 · Disability				-33.32
<b>.5 · Medical &amp; Dental Benefits</b>				
	11062025 PR			-357.10
	11252025 PR			-357.10
	11786	CDPHP	November	7,775.80
Total .5 · Medical & Dental Benefits				7,061.60
<b>.6 · Life Insurance</b>				
	11792	Metropolitan Life Insurance Company	Life insurance	27.13
Total .6 · Life Insurance				27.13
Total 9010 · Employee Benefits				59,090.38
Total Expense				109,738.06
Net Ordinary Income				-109,598.67
<b>Net Income</b>				<b>-109,598.67</b>