

Saugerties Public Library Board Agenda  
January 11, 2024  
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

Old Business:

New Business:

- Library Advocacy Day in Albany February 7
- Annual Sexual Harassment Training
- Voucher signing schedule

Secretary's Report

Treasurer's Report

Finance Report

Director's Report:

Committee Reports:

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

Next meeting - February 8, 2024

Saugerties Public Library  
Regular Board Meeting  
Date: 12/14/23

**Present:** Trustees Katie Cokinos, Jouette Bassler, Paul Vanbenschoten, Brian Collins, Charlotte Herscher, Timothy Scott, Julie Misiano, Robert Irizarry

**Excused:** Trustees Irene Hurst, Nina Schmidbaur, Yosefa Karchmar

**Staff:** Director Jennifer Russell

**Public Attendees:** Ray Rebholz

*Meeting called to order at 6:05 PM by President Tim Scott*

**Public Comment:** N/A

**Friends of Library:** November's Wine and Cheese event was well attended and the presenters were wonderful. Shelf stable food was donated to a local food pantry. Nineteen trees were decorated for the Festival of Trees during Christmas in the Village, and 172 votes were cast. Next meeting will be January 22nd.

**Secretary's Report:**

*Motion* by Paul Vanbenschoten and *Second* by Robert Irizarry to approve the minutes as written.  
Motion passes unanimously.

**Treasurer's Report:**

We have ample funds to meet our financial obligations through the end of the year.  
Motion to pay the bills in the amount of \$ 50,165.20 made by Tim Scott, seconded by Julie Misiano. Passes unanimously

**New Business:**

- Irene Hurst has resigned as Treasurer and Chairperson of the Finance committee, and will remain on the Board of Trustees. Charlotte Herscher will

be the new Treasurer and Chairperson for Finance.

- Five-Year Plan: The Facilities Committee and Finance hope to have a joint meeting to collaborate about facility needs to include in the plan. The Outreach Committee will also actively brainstorm strategies to engage the community in new and creative ways for the next five year plan.
- Community Room incident: a community member at a recent State Senator's meeting held at the library, became belligerent about an issue on which they wanted the Senator's office to assist. Their intensity intimidated the Senator's representative, and an incident report was completed. The Director called the patron, and established appropriate guidelines going forward.

### Unfinished Business:

1. Resolved: The lawsuit by Maria Owen from several years ago, regarding a fall that she sustained in the library, has concluded.

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

- NYLA Conference: collaborated and participated in a variety of library-related presentations.
- Christine Paczuk, Teen Librarian, arranged a group meeting with other area librarians who work with Teens and Children. They plan to meet monthly to brainstorm and strategize how best to provide library services to this population of patrons.
- Outreach to local schools: Charlotte, Children's Librarian, gave a presentation at Grant D Morse elementary.
- New online catalog: Vega has gone "live".

### Committee Reports:

*Finance:* met on November 29

1. Accountant will prepare end of year statements
2. Discussed changing payroll administration service
3. Discussed initiating our Five-Year Plan goals

see minutes FMI Next meeting: Jan 30, 2024 at 6PM

*Personnel/Policy:* met on November 16, 2023

Motion by Jouette Bassler to approve staff raises, seconded by Tim Scott. Passes unanimously. In the future, once the budget has been approved, and after it is passed by the voters, all raises will be approved as part of that process.

see minutes FMI Next meeting: December 20, 2023 at 6PM

*Facilities:* met on November 7th

1. Pedestrian safety: sidewalk and exterior lighting
2. Renewal of maintenance contracts discussed, specifically the HVAC, with whom we have been disappointed.
3. Necessary repairs
4. Planned repair/replacement as part of the five-year plan

see minutes FMI Next meeting: December 5th at 4PM

*Outreach:* met on Did not meet

see minutes FMI Next meeting: January 22, 2024 at 5:30 PM

*Friends Liaison:* N.A

Motion to go into executive session made by Tim Scott, seconded by Brian Collins at 6:45 pm.

Motion to leave executive session made by Brian Collins, seconded by Katie Cokinos at 7:15 pm.

*Motion* to adjourn at 7:14 by Tim Scott ;  
*Seconded* by Brian Collins

Passes unanimously.

Submitted by Julie Misiano

Next meeting: January 11, 2024 at 6PM

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Dec 23</u>	<u>Jan - Dec 22</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	630,152.00	617,796.00
2082 · Fines	8,960.73	8,416.33
2401 · Interest	9,956.63	1,041.97
2705 · Gifts & Donations		
2705.4 · Friends	3,135.00	4,700.01
2705.1 · Restricted	1,000.00	1,100.00
2705.2 · General	8,317.89	4,577.51
<b>Total 2705 · Gifts &amp; Donations</b>	<u>12,452.89</u>	<u>10,377.52</u>
3840 · New York State Aid	6,217.08	5,633.18
<b>Total Income</b>	<u>667,739.33</u>	<u>643,265.00</u>
<b>Expense</b>		
7410.1 · Salaries	350,150.57	343,541.69
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	86.18	44.97
.4.1.7 · Streaming	5,624.82	4,491.85
.4.1.1 · DVD	2,453.70	2,912.07
.4.1.2 · Books		
4.1.2A · Adult Books	18,124.82	8,822.25
4.1.2J · Children's Books	9,805.83	9,420.32
.4.1.2 · Books - Other	10.00	0.00
<b>Total .4.1.2 · Books</b>	<u>27,940.65</u>	<u>18,242.57</u>
.4.1.3 · Subscriptions	1,892.86	2,087.72
.4.1.4 · Newspapers	2,112.85	2,696.96
.4.1.5 · Digital Materials	4,748.40	3,509.47
.4.1.6 · Audio Books	410.91	615.75
<b>Total .4.1 · Library Material</b>	<u>45,270.37</u>	<u>34,601.36</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	6,617.57	8,694.54
.4.2.2 · Microfilm & Archives	2,000.00	0.00
.4.2.3 · Newsletter & Public Relations	3,349.99	5,588.22
<b>Total .4.2 · Programs, Publicity, History</b>	<u>11,967.56</u>	<u>14,282.76</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	28,284.41	31,212.01
.4.3.2 · Telephone	3,473.58	3,437.37
.4.3.3 · Insurance	26,466.35	15,325.24
.4.3.4 · Maintenance Service & Supplies	4,264.62	4,133.56
.4.3.5 · Lawn & Grounds	7,087.12	2,296.68
.4.3.6 · Building R&M	9,569.96	76,258.65
.4.3.7 · Snow Removal	1,600.00	3,670.00
.4.3.8 · Elevator	6,418.82	5,908.80
.4.3.9 · Geothermal	3,453.50	2,113.50

# Saugerties Public Library General Fund Revenue and Expenditure Report

	Jan - Dec 23	Jan - Dec 22
.4.3.10 · Custodial Service	0.00	1,290.00
.4.3.12 · Internet	3,000.40	2,768.80
<b>Total .4.3 · Operation of Building</b>	<b>93,618.76</b>	<b>148,414.61</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>		
.4.4.1 · Copier	4,240.31	3,853.21
.4.4.2 · Office Supplies	2,852.05	2,300.32
.4.4.4 · Postage	504.34	358.69
.4.4.6 · Equipment Purchases	8,313.53	15,294.62
.4.4.7 · Equipment R&M	0.00	401.25
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>15,910.23</b>	<b>22,208.09</b>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	2,487.51	1,830.98
.4.5.2 · MHLS Assessment Fees	17,620.00	17,415.92
<b>Total .4.5 · Automation, System Fees</b>	<b>20,107.51</b>	<b>19,246.90</b>
<b>.4.6 · Professional Services</b>		
.4.6.8 · Professional Memberships	705.00	300.00
.4.6.7 · Payroll Service Fees	2,546.88	2,139.55
.4.6.1 · Accounting	6,550.00	5,850.00
.4.6.2 · Audit	13,300.00	0.00
.4.6.3 · Board Expenses	150.00	712.70
.4.6.4 · Consulting & Legal Services	2,500.00	2,000.00
.4.6.5 · IT Maintenance Consultant	1,592.00	1,561.00
.4.6.6 · Staff Development	1,481.32	660.36
<b>Total .4.6 · Professional Services</b>	<b>28,825.20</b>	<b>13,223.61</b>
<b>.4.7 · Election Expenses</b>		
.4.7.1 · Election Inspectors	450.00	405.00
.4.7.2 · Election Expenses	169.20	169.20
<b>Total .4.7 · Election Expenses</b>	<b>619.20</b>	<b>574.20</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>216,318.83</b>	<b>252,551.53</b>
<b>9010 · Employee Benefits</b>		
.1 · Retirement	57,949.00	33,541.00
.2 · Social Security & Medicare	26,127.56	25,389.78
.3 · Workers Compensation	7,063.00	4,111.00
.4 · Disability	296.60	324.32
.5 · Medical & Dental Benefits	56,497.11	49,895.72
.6 · Life Insurance	294.73	247.10
<b>Total 9010 · Employee Benefits</b>	<b>148,228.00</b>	<b>113,508.92</b>
<b>Total Expense</b>	<b>714,697.40</b>	<b>709,602.14</b>
<b>Net Ordinary Income</b>	<b>-46,958.07</b>	<b>-66,337.14</b>
<b>Net Income</b>	<b>-46,958.07</b>	<b>-66,337.14</b>

# Saugerties Public Library

## Balance Sheet

As of December 31, 2023

	<u>Dec 31, 23</u>	<u>Dec 31, 22</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
M&T CD	274,719.72	0.00
M&T General Fund Checking 6455	11,251.19	871.50
M&T General Fund Savings 8180	218,567.44	498,135.97
M&T Bequest Fund 8198	0.00	24,450.12
Cash General Fund Petty Cash	874.00	874.00
<b>Total Checking/Savings</b>	<u>505,412.35</u>	<u>524,331.59</u>
<b>Other Current Assets</b>		
391 - Due From Other Funds	450.12	450.12
480 - Prepaid Expenses	5,929.20	43,867.68
<b>Total Other Current Assets</b>	<u>6,379.32</u>	<u>44,317.80</u>
<b>Total Current Assets</b>	511,791.67	568,649.39
<b>Other Assets</b>		
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 Liabilities	-55,925.12	-55,925.12
<b>Total Other Assets</b>	<u>7,884,851.74</u>	<u>7,884,851.74</u>
<b>TOTAL ASSETS</b>	<u><u>8,396,643.41</u></u>	<u><u>8,453,501.13</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Other Current Liabilities</b>		
601 - Accrued Expenses	0.00	10,046.75
630 - Due To Other Funds	450.12	450.12
<b>Payroll Liabilities</b>		
Deferred Comp	0.00	69.65
NYSLRS	870.21	605.02
<b>Total Payroll Liabilities</b>	<u>870.21</u>	<u>674.67</u>
<b>Total Other Current Liabilities</b>	<u>1,320.33</u>	<u>11,171.54</u>
<b>Total Current Liabilities</b>	1,320.33	11,171.54
<b>Long Term Liabilities</b>		
K159 - Non-Current Govt Assets	7,940,776.86	7,940,776.86
W687 - Compensated Absences	14,789.88	14,789.88
W638 - Net Pension Liability	-70,715.00	-70,715.00
<b>Total Long Term Liabilities</b>	<u>7,884,851.74</u>	<u>7,884,851.74</u>
<b>Total Liabilities</b>	7,886,172.07	7,896,023.28
<b>Equity</b>		
<b>Restricted Fund Balance</b>		
Trust Fund I	24,000.00	24,000.00
<b>Total Restricted Fund Balance</b>	<u>24,000.00</u>	<u>24,000.00</u>
807 - Non-Spendable Fund Balance	43,867.68	43,867.68

**Saugerties Public Library**

**Balance Sheet**

As of December 31, 2023

	<u>Dec 31, 23</u>	<u>Dec 31, 22</u>
914 - Assigned Fund Balance	12,198.00	12,198.00
917 - Unrestricted Fund Balance	477,412.17	543,749.31
Net Income	-47,006.51	-66,337.14
Total Equity	<u>510,471.34</u>	<u>557,477.85</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>8,396,643.41</u></b>	<b><u>8,453,501.13</u></b>



# Saugerties Public Library Abstract Check Register

M&T General Fund Checking 6455	Type	Date	Num	Name	Memo	Amount
	Check	12/11/2023	EFT	NYS Emp Retire System		-808.56
	Check	12/31/2023	11176	National Business Technology		-335.00
	Check	12/31/2023	11177	National Business Technology		-335.00
	Check	12/31/2023	11178	Business Credit Card		-965.49
	Check	12/31/2023	11179	Baker & Taylor Woodworth & Zarolnick		-909.54
	Check	12/31/2023	11180	Accountants Inc		-550.00
	Check	12/31/2023	11181	Culligan of Newburgh		-55.75
	Check	12/31/2023	11182	Stewart's		-195.00
	Check	12/31/2023	11183	Midwest Tape		-774.35
	Check	12/31/2023	11184	ThyssenKrupp Elevator Corp		-792.16
	Check	12/31/2023	11185	Martin Steingesser		-17.29
	Check	12/31/2023	11186	Bob Martin		-689.00
	Check	12/31/2023	11187	Quill Corp.		-124.98
	Check	12/31/2023	11188	Great American Insurance Co		-568.25
	Check	12/31/2023	11189	Utica National Insurance Group		-3,285.00
	Check	12/31/2023	11190	Uniforms USA, Inc.		-52.00
	Check	12/31/2023	EFT	Paychex		-97.15
	Check	12/31/2023	11191	W B Mason Co Inc		-132.61
	Check	12/31/2023	11192	Whiteman Osterman & Hanna		-500.00
	Check	12/31/2023	EFT	Central Hudson		-2,150.15
	Check	12/31/2023	11193	SAFECO Alarm Systems, Inc.		-45.00
	Check	12/31/2023	11194	Charter Communications		-230.80
	Check	12/31/2023	11195	OverDrive Inc		-362.48
	Check	12/31/2023	11196	CDPHP Metropolitan Life Insurance		-5,581.95
	Check	12/31/2023	11197	Companies		-24.30
	Check	12/31/2023	11198	Gale/Cengage Learning		-127.16
	Check	12/31/2023	11199	Welsh Sanitation		-93.89
	Check	12/31/2023	EFT	Charter Communications		-292.27
	Check	12/31/2023	11200	Port53 Technologies, Inc.	Invoice 10520	-594.00
Total M&T General Fund Checking 6455						-20,689.13
<b>M&amp;T Capital Fund Checking 6430</b>						
Total M&T Capital Fund Checking 6430						<b>-20,689.13</b>

# Saugerties Public Library Abstract

December 2023

	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>2082 · Fines</b>				
			Square income	45.08
Total 2082 · Fines				<u>45.08</u>
Total Income				45.08
<b>Expense</b>				
<b>7410.1 · Salaries</b>				
	12-14-23	PR		14,864.98
	12-28-23	PR		14,889.15
Total 7410.1 · Salaries				<u>29,754.13</u>
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
<b>.4.1.7 · Streaming</b>				
	11178	Business Credit Card		24.99
	11183	Midwest Tape		505.94
Total .4.1.7 · Streaming				<u>530.93</u>
<b>.4.1.1 · DVD</b>				
	11178	Business Credit Card		20.99
	11183	Midwest Tape		190.43
Total .4.1.1 · DVD				<u>211.42</u>
<b>.4.1.2 · Books</b>				
<b>4.1.2A · Adult Books</b>				
	11178	Business Credit Card		135.29
	11179	Baker & Taylor		692.96
	11185	Martin Steingesser		17.29
	11198	Gale/Cengage Learning		127.16
Total 4.1.2A · Adult Books				<u>972.70</u>
<b>4.1.2J · Children's Books</b>				
	11179	Baker & Taylor		216.58
Total 4.1.2J · Children's Books				<u>216.58</u>
Total .4.1.2 · Books				<u>1,189.28</u>
<b>.4.1.4 · Newspapers</b>				
	11182	Stewart's	December	195.00
Total .4.1.4 · Newspapers				<u>195.00</u>
<b>.4.1.5 · Digital Materials</b>				
	11195	OverDrive Inc		362.48
Total .4.1.5 · Digital Materials				<u>362.48</u>
<b>.4.1.6 · Audio Books</b>				
	11183	Midwest Tape		77.98
Total .4.1.6 · Audio Books				<u>77.98</u>
Total .4.1 · Library Material				<u>2,567.09</u>
<b>.4.3 · Operation of Building</b>				
<b>.4.3.1 · Utilities</b>				
	EFT	Central Hudson	11/15/23 - 12/14/23	2,150.15

# Saugerties Public Library Abstract

December 2023

	Num	Name	Memo	Amount
Total .4.3.1 · Utilities				2,150.15
<b>.4.3.2 · Telephone</b>				
	EFT	Charter Communications		292.27
Total .4.3.2 · Telephone				292.27
<b>.4.3.3 · Insurance</b>				
	11188	Great American Insurance Co		568.25
Total .4.3.3 · Insurance				568.25
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>				
	11178	Business Credit Card		43.55
	11181	Culligan of Newburgh		55.75
	11187	Quill Corp.		124.98
	11199	Welsh Sanitation	January	93.89
Total .4.3.4 · Maintenance Service & Supplies				318.17
<b>.4.3.6 · Building R&amp;M</b>				
	11186	Bob Martin		689.00
	11190	Uniforms USA, Inc.	December	52.00
	11193	SAFECO Alarm Systems, Inc.	January	45.00
Total .4.3.6 · Building R&M				786.00
<b>.4.3.8 · Elevator</b>				
	11184	ThyssenKrupp Elevator Corp	1/1/24 - 3/31/24	792.16
Total .4.3.8 · Elevator				792.16
<b>.4.3.12 · Internet</b>				
	11194	Charter Communications	1/1/24 - 1/31/24	230.80
Total .4.3.12 · Internet				230.80
Total .4.3 · Operation of Building				5,137.80
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 · Copier</b>				
	11176	National Business Technology	December	335.00
	11177	National Business Technology	January	335.00
Total .4.4.1 · Copier				670.00
<b>.4.4.2 · Office Supplies</b>				
	11191	W B Mason Co Inc		132.61
Total .4.4.2 · Office Supplies				132.61
<b>.4.4.4 · Postage</b>				
	11178	Business Credit Card		330.00
Total .4.4.4 · Postage				330.00
<b>.4.4.6 · Equipment Purchases</b>				
	11178	Business Credit Card		306.99
	11200	Port53 Technologies, Inc.	Invoice 10520	594.00
Total .4.4.6 · Equipment Purchases				900.99
Total .4.4 · Equipment R&M, Supplies				2,033.60
<b>.4.5 · Automation, System Fees</b>				
<b>.4.5.1 · Automation &amp; Online Services</b>				
	11178	Business Credit Card		103.68
Total .4.5.1 · Automation & Online Services				103.68

# Saugerties Public Library Abstract

December 2023

	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total .4.5 · Automation, System Fees				103.68
<b>.4.6 · Professional Services</b>				
<b>.4.6.9 · Merchant Fees</b>				
			Square income	0.19
Total .4.6.9 · Merchant Fees				0.19
<b>.4.6.7 · Payroll Service Fees</b>				
	EFT	Paychex		97.15
Total .4.6.7 · Payroll Service Fees				97.15
<b>.4.6.1 · Accounting</b>				
	11180	Woodworth & Zarolnick Accountants Inc		550.00
Total .4.6.1 · Accounting				550.00
<b>.4.6.4 · Consulting &amp; Legal Services</b>				
	11192	Whiteman Osterman & Hanna	1st quarterly installment	500.00
Total .4.6.4 · Consulting & Legal Services				500.00
Total .4.6 · Professional Services				1,147.34
Total 7410.4 · Contractual Expenses				10,989.51
<b>9010 · Employee Benefits</b>				
<b>.2 · Social Security &amp; Medicare</b>				
		12-14-23 PR		1,116.01
		12-28-23 PR		1,117.88
Total .2 · Social Security & Medicare				2,233.89
<b>.3 · Workers Compensation</b>				
	11189	Utica National Insurance Group	Workers Comp	3,285.00
Total .3 · Workers Compensation				3,285.00
<b>.4 · Disability</b>				
		12-14-23 PR		-16.17
		12-28-23 PR		-15.86
Total .4 · Disability				-32.03
<b>.5 · Medical &amp; Dental Benefits</b>				
		12-14-23 PR		-276.50
		12-28-23 PR		-276.50
	11196	CDPHP	January	5,581.95
Total .5 · Medical & Dental Benefits				5,028.95
<b>.6 · Life Insurance</b>				
	11197	Metropolitan Life Insurance Compa	Life insurance	24.30
Total .6 · Life Insurance				24.30
Total 9010 · Employee Benefits				10,540.11
Total Expense				51,283.75
Net Ordinary Income				-51,238.67
<b>Net Income</b>				<b>-51,238.67</b>

## December Director's Report 2023

**Fine Free:** I have worked with MHLS to change the protocols in Sierra, our library database, so that we do not charge fines. We will still charge fines for anything accrued before 2024. All lost or damaged items will still incur a replacement fee.

**Personnel:** Full, part-time and non-seasonal staff met with me for their annual evaluation. They were informed on their raises for 2024. All pertinent information about raises was sent to our accountant and Civil Service. We also had a staff meeting / holiday party on December 19<sup>th</sup> where we brought treats and socialized before the library opened.

**COVID:** We have had two staff come down with COVID. The library is still required to pay for 5 calendar days of pay during their regularly scheduled hours.

**Library Advocacy Day:** New York Library Association (NYLA) Library Advocacy Day on Wednesday, February 7<sup>th</sup>, 2024. MHLS and RCLS will be renting busses so that participants can all travel together to Albany in order to speak with elected officials about the importance of public library funding. Staff, Board Members and Friends are welcome to go for the day.

**Books As Art:** We have advertised this year's book alteration project and we have had a great response. We do have some open spots, so spread the word. The books will be handed out the week of January 22<sup>nd</sup>, and the artists must make an appointment with me to review and choose the space in the library where their piece will be shown.

**UCLA:** I participated in an ad-hoc subgroup of UCLA to hire an independent contractor to create social media posts advertising the various digital offerings the Association pays for. I drafted the job description and interview questions, and attended the zoom interviews.

**Art Exhibits:** We are advertising gallery space at the library in our newsletter and the website. Up until now, we have had a steady stream of walk-in requests to use the space.

The library was closed on December 23<sup>rd</sup> and 25<sup>th</sup> for the winter holiday celebrations.

Saugerties Public Library  
Facilities Committee

Date: Dec. 5<sup>th</sup>, 2023

Time: 6 PM

Committee Members Attending:

Paul, Yosefa, Brian, Tim

Staff Attending:

Jen, Sandy

Others Attending:

Absent:

Discussion/Agenda Items

1. Circulation room ceiling repairs have been started by Bob Martin Painting.
2. The village building inspector made his annual visit and has identified several items:
  - Moisture sensor in the mechanical room needs to be replaced
  - Two emergency lights need to be replaced
  - A fire extinguisher in the community room needs to be properly hung on the wall
  - The annual elevator inspection needs to be done before year end 2023
3. We discussed some projects for 2024 (continued from previous meetings):
  - Replacing some lighting fixtures in the Circulation and Info rooms
  - Window cleaning.
  - Window replacement
  - Furniture and rug cleaning
  - Investigating other service companies for maintenance of the HVAC and the elevator

Next Facilities Meeting

January 2nd, at 6:00 pm

## Voucher signing schedule 2024

January – Jouette

February - Katie

March -Brian

April - Irene

May - Robert

June - Yosefa

July - Paul

August -Jouette

September - Katie

October - Brian

November -Irene

December - Robert





Dec.	2023 Total:
	11 Live program
	1 Prerecorded video
	61 Live attendance
	118 video views

Saugerties Public Library  
2022-2023 Statistics Compared

	Jan '22	Jan '23	Feb '22	Feb '23	March '22	March '23	April '22	April '23	May '22	May '23	June '22	June '23	July '22	July '23
<b>Circulation</b>														
Adult	2,412	2,453	2,274	2,306	2,467	2,791	2,083	2,323	1,984	2,452	2,346	2,776	2,541	2,726
Adult renewals	1,186	1,106	1,173	1,172	1,156	1,262	1,113	1,240	1,098	1,208	1,053	1,199	1,242	1,288
Juvenile	1,302	1,816	1,466	1,862	1,727	2,151	1,619	1,939	1,548	1,762	1,884	2,199	2,540	2,256
Juvenile renewals	826	914	879	1,092	990	1,286	1,223	1,386	1,176	1,319	981	1,970	1,368	1,614
Teen	90	90	137	116	97	93	86	105	100	85	123	110	146	139
Teen renewals	164	71	49	66	104	65	67	84	71	79	54	105	104	92
<b>Total Circulation</b>	5,980	6,450	5,978	6,614	6,541	7,648	6,191	7,077	5,977	6,905	6,441	8,359	7,941	8,115
		8%		11%		17%		14%		16%		30%		2%
<b>Holds Filled</b>														
Adults	1,113	1,123	1,008	1,055	1,160	1,265	920	1,073	913	1,071	1,024	1,209	1,091	1,105
Juvenile	448	528	347	446	460	529	377	426	347	451	342	393	394	391
Teen	54	52	68	61	74	60	54	45	52	53	59	64	69	66
ILL received	0	2	0	2	0	0	0	1	3	0	0	0	1	1
ILL loaned	2	0	1	0	1	1	0	0	0	1	2	1	0	1
<b>Total Holds</b>	1,617	1,705	1,424	1,564	1,695	1,855	1,351	1,545	1,315	1,576	1,427	1,667	1,555	1,564
		5%		10%		9%		14%		20%		17%		
<b>Questions Answered</b>														
Adult	654	630	658	587	487	833	499	840	458	846	509	909	532	909
Children's	128	219	201	242	155	252	191	224	170	199	192	342	242	517
<b>Total Questions</b>	782	849	859	829	642	1,085	690	1,064	628	1,045	701	1,251	774	1,426
		9%		-3%		69%		54%		66%		78%		84%
<b>Programs</b>														
Adult	3	18	2	20	8	24	16	24	17	22	21	23	21	19
Teen	17	13	16	12	18	13	17	12	14	14	18	11	19	21
Children's	13	18	20	17	26	21	22	20	23	21	19	20	36	33
<b>Total Programs</b>	33	49	38	49	52	58	55	56	54	57	58	54	76	73
		48%				12%		2%		6%		-7%		-4%
<b>Program Attendance</b>														
Adult	19	123	17	199	46	233	79	178	146	223	125	184	104	114
Teen	114	75	110	62	121	60	90	63	85	86	128	63	109	53
Children	125	289	170	238	303	335	233	223	164	294	657	528	533	416
<b>Total attendance</b>	258	487	297	499	470	628	402	464	395	603	910	775	746	583
		89%				33%		15%		53%		-15%		-22%
<b>Computer sessions</b>	299	383	296	321	351	449	402	372	402	345	508	328	436	382
		28%		8%		28%		-7%		-14%		-35%		-12%
<b>Web Page Visits</b>	3,692	4,040	3,637	5,434	3,414	6,140	4,703	5,178	4,609	4,846	5,207	5,889	5,482	6,004
		9%		49%		80%		10%		5%		13%		10%
<b>New Cards Issued</b>	13	39	27	47	17	75	20	23	24	23	28	37	35	46
		200%		74%		341%		15%		-4%		32%		31%
<b>Overdrive Audiobook</b>	605	604	532	513	582	587	629	532	619	627	555	584	556	653
<b>Overdrive eBook</b>	890	857	766	759	775	846	755	758	771	784	691	944	845	937
<b>Overdrive Magazine</b>	122	144	120	86	136	121	67	80	67	99	52	107	89	72
<b>Overdrive Total</b>	1496	1605	1298	1358	1359	1554	1385	1370	1396	1510	1300	1635	1490	1662
		7%		5%		14%		-1%		8%		26%		12%

Saugerties Public Library  
2022-2023 Statistics Compared

	August '22	August '23	Sept '22	Sept '23	Oct '22	Oct '23	Nov '22	Nov '23	Dec '22	Dec '23	TOTAL 2022	TOTAL 2023	
<b>Circulation</b>													
Adult	2,897	2,818	2,495	2,532	2,389	2,345	2,387	2,254	2,265	2,317	28,540	30,093	105%
Adult renewals	1,265	1,287	1,248	1,186	1,387	1,294	1,270	1,006	1,285	1,162	14,476	14,410	100%
Juvenile	2,147	2,454	1,683	1,718	1,689	1,925	1,734	1,804	1,373	1,529	20,712	23,415	113%
Juvenile renewals	1,557	1,287	1,364	1,368	1,151	1,864	1,204	1,071	1,052	1,249	13,771	16,420	119%
Teen	151	148	142	91	86	68	73	88	92	81	1,323	1,214	92%
Teen renewals	107	86	115	85	75	52	58	55	64	51	1,032	891	86%
<b>Total Circulation</b>	8,124	8,080	7,047	6,980	6,777	7,548	6,726	6,278	6,131	6,389	79,854	86,443	108%
		-1%		-1%		11%		-7%		4%			
<b>Holds Filled</b>													
Adults	1,187	1,008	1,074	937	1,109	809	1,061	868	1,009	878	12,669	12,401	98%
Juvenile	365	382	477	412	531	444	546	423	381	367	5,015	5,192	104%
Teen	85	34	66	37	64	29	50	41	50	44	745	586	79%
ILL received	1	0	0	0	0	0	1	1	3	0	9	7	78%
ILL loaned	1	0	1	1	0	0	2	0	0	0	10	5	50%
<b>Total Holds</b>	1,639	1,424	1,618	1,387	1,704	1,282	1,660	1,333	1,443	1,289	18,448	18,191	99%
		-13%		-14%		-25%		-20%		-11%			
<b>Questions Answered</b>													
Adult	734	1,021	634	962	614	970	694	951	571	892	7,044	10,140	144%
Children's	276	804	179	339	195	205	165	306	157	247	2,251	3,891	173%
<b>Total Questions</b>	1,010	1,825	813	1,301	809	1,175	859	1,257	728	1,139	9,295	14,031	151%
		81%		60%		45%		46%		56%			
<b>Programs</b>													
Adult	22	24	18	21	22	27	18	23	20	20	188	265	141%
Teen	20	18	10	12	15	18	16	16	13	13	193	173	90%
Children's	28	33	18	12	24	31	22	24	20	24	271	274	101%
<b>Total Programs</b>	70	75	46	45	61	76	56	63	53	57	652	712	109%
		7%		-2%		25%		13%		8%			
<b>Program Attendance</b>													
Adult	145	254	106	145	160	220	101	148	397	306	1,445	2,327	161%
Teen	137	121	86	91	92	154	94	131	75	79	1,445	1,038	72%
Children	523	824	144	186	253	515	254	604	138	348	1,241	4,800	387%
<b>Total attendance</b>	805	1,199	336	422	505	889	449	883	610	733	6,183	8,165	132%
		49%		26%		76%		97%		20%			
<b>Computer sessions</b>	516	478	488	389	385	387	325	340	355	267	4,763	4,441	93%
		7%		-20%		1%		5%		25%			
<b>Web Page Visits</b>	5,765	4,221	3,544	3,630	3,208	5,406	3,279	4,707	4,737	4,559	51,277	60,054	117%
		27%		2%		69%		44%		-4%			
<b>New Cards Issued</b>	44	80	39	39	35	26	26	17	21	24	329	476	145%
		82%		0%		-26%		-35%		14%			
<b>Overdrive Audiobook</b>	585	706	610	628	594	655	550	614	563		6980	6703	96%
<b>Overdrive eBook</b>	831	890	720	824	725	821	720	772	736		9225	9192	100%
<b>Overdrive Magazine</b>	103	151	78	171	110	423	115	527	118		1177	1981	168%
<b>Overdrive Total</b>	1519	1747	1408	1623	1429	1899	1385	1913	1417		16882	17876	106%
		15%		15%		33%		38%					