

Saugerties Public Library
Board Meeting Agenda
April 13, 2023

Public Comment

Secretary's Report
Treasurer's Report
Pay Bills

Old Business

1. Sexual Harassment video
2. Trustee Training in person at the library - pick day and time and decide which Trustee Training we prefer.

New Business

1. Library Dance
2. Andrew Zink is leaving the board.
3. General discussion - programming complaints / policy
4. General discussion - young people in the library
5. Transparent Language - new database
6. Resource Center Accessible Living – History Room working with Ariel

Director's Report

Committee Reports:

1. Finance
2. Policy/Personnel
3. Facilities
4. Outreach
5. Friends Liaison

Next Board Meeting – May 11, 2023

Saugerties Public Library
Regular Board Meeting
Date: March 9, 2023

Present: Trustees Katie Cokinos, Jouette Bassler,, Andrew Zink, Charlotte Herscher, Paul VanBenschoten, Brian Collins, Nina Schmidbaur, Timothy Scott, Irene Hurst, Julie Misiano

Excused: Trustees Yosefa Karchmar

Staff: Director Jennifer Russell

Public Attendees: Leanne Thornton, Ray Rebholz

Meeting called to order at 6:06 PM by Katie Cokinos

Public Comment:

Leanne Thornton, Town Board Liaison:

The "green and clean" dates will be 4/15&16 and 4/22 &23. Teams should sign up for an area at the Town Hall, and will be given bags that will be picked up by Town Employees. Please be aware that there is no vote planned at this time regarding the property owned by the Dominican Sisters, who want to build a senior residence. Bristol Beach committee meeting will recommence in the spring, to continue the development of the area. The dog park is coming along, and will be located behind the soccer field by the hiking trail and the entrance will be on Canoe Hill Road (off of Market Street extension).

Friends of Library: Co-President Ray Rebholz: The rescheduled meeting was snowed out. Hopefully it will be held March 20th at 6PM at the library.

Secretary's Report:

Motion by Nina Schmidbauer and *Second* by Timothy Scott to approve the minutes as amended to correct the dollar amount for the bills that were paid in February.

Motion passes unanimously.

Treasurer's Report:

We will not be able to use the investment firm that we planned to use because they do not know enough about the library rules and regulations for investment. The plan is to now use M&T bank, a local bank, who should be able to provide a similar rate. Goal is 5%. It will also be good to remain local and to have all of our financial statements with the same institution.

Continue to try to resolve the payment issue with the Water Department.

All Trustees are invited to the upcoming finance meetings, because we will begin to talk about the 2024 budget. Meeting will be held on: March 28, 2023

Motion to pay the bills in the amount of \$ 26,642.35 made by Brian Collins, seconded by Tim Scott. Passes unanimously

New Business:

- Annual report was completed and submitted in a timely fashion. This was challenging due to issues with the accounting firm. The Director has already fixed any concerns noted by the MHLS staff who reviewed the report. Motion to approve the report made by Paul VanBenschoten and seconded by Brian Collins. Passes unanimously.

Unfinished Business:

1. The turnover with our accounting firm appears to have been resolved. We have been able to transition to the newly formed office which will specialize with libraries. We have signed a contract for a year, and can decide to research other options and change at that time.
2. Board President asks that Trustees who have not yet completed the sexual harassment training to please do so by the end of the week. Please remember that by law Trustees are required to take at least one more library-related training. MHLS provides certificates for the online trainings they offer. The Director will resend the link to the options for the MHLS trainings.
3. Trustees Zink and Bassler attended the February staff meeting and introduced themselves to the staff. Five staff members were present and they shared what each of them did at the library, which Trustees found to be informative and a personal experience. Next meeting is March 14th at 9am.

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

- The Director will attend the in person UCLA meeting on March 14th. They are going to have quarterly in person and the remaining were online.
- Jordan Balsamo remains out on leave due to illness. He hopes to return on a part-time basis soon.
- Director is in the beginning phase of planning with the librarians for the Summer Reading Program.
- The "Altered Book Project" was well received, both with the number of artists who participated and the number of community members who attended opening night. The Director estimates that 55-60 people attended the opening night.

Committee Reports:

Finance: met on March 3rd at 1pm

Focused on resolving the institute where we will invest some of our balance to obtain a higher rate.

see minutes FMI Next meeting: March 28, 2023 at 6PM

Personnel/Policy: met on

Did not meet.

see minutes FMI Next meeting: March 15th at 6PM

Outreach: met on

did not meet

see minutes FMI Next meeting: March 10th at 4PM

Facilities: met on

Did not meet

see minutes FMI Next meeting: April 4th at 6PM

Friends Liaison:

No meeting

Motion to move to executive session made by Irene Hurst at 6:56pm seconded by Julie Misiano. Passes unanimously.

Motion to leave executive session made by Katie Cokinos at 7:13 .
Seconded by Charlotte Herscher.

Motion to adjourn at 7:14 by Julie Misiano ;
Seconded by Timothy Scott

Passes unanimously.

Submitted by Julie Misiano

Next meeting: April 13, 2023 at 6PM

Saugerties Public Library

General Fund Revenue and Expenditure Report

	Jan - Mar 23	Jan - Mar 22
Ordinary Income/Expense		
Income		
1001 • Real Property Taxes	630,152.00	617,796.00
2082 • Fines	2,250.60	1,953.59
2401 • Interest	1,653.84	40.96
2705 • Gifts & Donations		
2705.2 • General	3,150.00	1,125.00
Total 2705 • Gifts & Donations	3,150.00	1,125.00
3840 • New York State Aid	564.08	556.50
Total Income	637,770.52	621,472.05
Expense		
7410.1 • Salaries	68,995.03	71,775.44
7410.4 • Contractual Expenses		
.4.1 • Library Material		
.4.1.8 • Music	13.99	0.00
.4.1.7 • Streaming	1,259.23	3,500.00
.4.1.1 • DVD	521.55	703.93
.4.1.2 • Books		
4.1.2A • Adult Books	14,168.57	2,274.80
4.1.2J • Children's Books	1,061.02	2,521.59
Total .4.1.2 • Books	15,229.59	4,796.39
.4.1.3 • Subscriptions	29.97	562.97
.4.1.4 • Newspapers	421.78	1,324.45
.4.1.5 • Digital Materials	552.71	438.33
.4.1.6 • Audio Books	49.99	176.86
Total .4.1 • Library Material	18,078.81	11,502.93
.4.2 • Programs, Publicity, History		
.4.2.1 • Programs	71.88	1,464.61
Total .4.2 • Programs, Publicity, History	71.88	1,464.61
.4.3 • Operation of Building		
.4.3.1 • Utilities	8,207.23	9,401.84
.4.3.2 • Telephone	1,444.75	1,173.81
.4.3.3 • Insurance	12,523.00	6,658.00
.4.3.4 • Maintenance Service & Supplies	911.01	1,122.62
.4.3.5 • Lawn & Grounds	1,279.99	0.00
.4.3.6 • Building R&M	2,526.54	53,005.57
.4.3.7 • Snow Removal	1,650.00	3,420.00
.4.3.8 • Elevator	2,608.88	4,034.52
.4.3.12 • Internet	1,154.00	922.40
Total .4.3 • Operation of Building	32,305.40	79,738.76
.4.4 • Equipment R&M, Supplies		
.4.4.1 • Copier	653.00	833.97
.4.4.2 • Office Supplies	205.16	646.10
.4.4.4 • Postage	48.34	145.51

Saugerties Public Library

General Fund Revenue and Expenditure Report

	<u>Jan - Mar 23</u>	<u>Jan - Mar 22</u>
.4.4.6 • Equipment Purchases	1,020.00	305.39
.4.4.7 • Equipment R&M	0.00	401.25
Total .4.4 • Equipment R&M, Supplies	1,926.50	2,332.22
.4.5 • Automation, System Fees		
.4.5.1 • Automation & Online Services	765.04	429.57
.4.5.2 • MHLS Assessment Fees	9,590.00	8,707.96
Total .4.5 • Automation, System Fees	10,355.04	9,137.53
.4.6 • Professional Services		
.4.6.8 • Professional Memberships	0.00	300.00
.4.6.7 • Payroll Service Fees	669.90	566.74
.4.6.1 • Accounting	500.00	1,850.00
.4.6.2 • Audit	13,300.00	0.00
.4.6.3 • Board Expenses	150.00	0.00
.4.6.4 • Consulting & Legal Services	1,500.00	500.00
.4.6.5 • IT Maintenance Consultant	1,592.00	0.00
Total .4.6 • Professional Services	17,711.90	3,216.74
Total 7410.4 • Contractual Expenses	80,449.53	107,392.79
9010 • Employee Benefits		
.1 • Retirement	54,382.00	33,541.00
.2 • Social Security & Medicare	5,103.91	5,295.82
.3 • Workers Compensation	7,083.00	4,111.00
.4 • Disability	-87.33	43.94
.5 • Medical & Dental Benefits	13,707.73	15,865.48
.6 • Life Insurance	76.03	64.41
Total 9010 • Employee Benefits	80,265.34	58,921.65
Total Expense	229,709.90	238,089.88
Net Ordinary Income	408,060.62	383,382.17
Net Income	<u>408,060.62</u>	<u>383,382.17</u>

Saugerties Public Library Abstract Check Register

	Type	Date	Num	Name	Memo	Amount
M&T General Fund						
Checking 6455						
	Check	03/08/2023	EFT	NYS Emp Retire System		-318.80
	Check	03/31/2023	10891	Business Credit Card		-625.96
	Check	03/31/2023	10892	Welsh Sanitation		-93.89
	Check	03/31/2023	10893	Petty Cash		-58.20
	Check	03/31/2023	10894	Baker & Taylor		-1,776.57
	Check	03/31/2023	10895	Curtronics	Inv #4232	-183.00
	Check	03/31/2023	10896	Culligan of Newburgh		-72.65
	Check	03/31/2023	10897	National Business Technologies		-111.28
	Check	03/31/2023	10898	Stewart's		-164.00
	Check	03/31/2023	10899	Midwest Tape		-488.18
	Check	03/31/2023	EFT	Charter Communications		-287.65
	Check	03/31/2023	EFT	Charter Communications		-289.00
	Check	03/31/2023	10900	Charter Communications		-230.80
	Check	03/31/2023	10901	Mid Hudson Library System		-4,065.00
	Check	03/31/2023	10902	Knowbuddy Resources		-185.63
	Check	03/31/2023	10903	P.C. Smith & Son Inc		-17.99
	Check	03/31/2023	10904	W B Mason Co Inc		-102.16
	Check	03/31/2023	10905	Uniforms USA, Inc.		-42.00
	Check	03/31/2023	10906	Gale/Cengage Learning		-123.16
	Check	03/31/2023	10907	OverDrive Inc		-27.50
	Check	03/31/2023	10908	Custom Lawns & More		-550.00
	Check	03/31/2023	10909	Hudson Valley One		-45.00
	Check	03/31/2023	10910	National Business Leasing a Program of		-164.00
	Check	03/31/2023	EFT	Paychex		-134.94
	Check	03/31/2023	10911	CDPHP		-5,809.50
	Check	03/31/2023	10912	Companies		-24.30
	Check	03/31/2023	10913	ThyssenKrupp Elevator Corp		-1,100.00
	Check	03/31/2023	EFT	Central Hudson		-2,540.52
	Check	03/31/2023	10914	Whiteman Osterman & Hanna	Inv #610659	-500.00
	Check	03/31/2023	10915	SAFECO Alarm Systems, Inc.		-45.00
	Check	03/31/2023	10916	Adam's Fences		-1,262.00
	Check	03/31/2023	10617	Business Credit Card		-421.12
Total M&T General Fund Checking 6455						-21,859.80
M&T Capital Fund						
Checking 6430						
Total M&T Capital Fund Checking 6430						
TOTAL						-21,859.80

Saugerties Public Library
General Fund Budget vs. Actual
January through March 2023

	Jan - Mar 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
1001 • Real Property Taxes	630,152.00	630,152.00	0.00	100.0%
2082 • Fines	2,250.60	6,500.00	-4,249.40	34.63%
2401 • Interest	1,653.84	500.00	1,153.84	330.77%
2705 • Gifts & Donations				
2705.4 • Friends	0.00	8,000.00	-8,000.00	0.0%
2705.2 • General	3,150.00	4,000.00	-850.00	78.75%
Total 2705 • Gifts & Donations	3,150.00	12,000.00	-8,850.00	26.25%
3840 • New York State Aid	564.08			
3999 • Appropriated Fund Balance	0.00	12,175.00	-12,175.00	0.0%
Total Income	637,770.52	661,327.00	-23,556.48	96.44%
Expense				
7410.1 • Salaries	68,995.03	333,581.00	-264,585.97	20.68%
7410.4 • Contractual Expenses				
.4.1 • Library Material				
.4.1.8 • Music	13.99	200.00	-186.01	7.0%
.4.1.7 • Streaming	1,259.23	6,000.00	-4,740.77	20.99%
.4.1.1 • DVD	521.55	3,000.00	-2,478.45	17.39%
.4.1.2 • Books				
4.1.2A • Adult Books	14,168.57	17,000.00	-2,831.43	83.35%
4.1.2J • Children's Books	1,061.02	8,000.00	-6,938.98	13.26%
Total .4.1.2 • Books	15,229.59	25,000.00	-9,770.41	60.92%
.4.1.3 • Subscriptions	29.97	3,000.00	-2,970.03	1.0%
.4.1.4 • Newspapers	421.78	2,500.00	-2,078.22	16.87%
.4.1.5 • Digital Materials	552.71	3,600.00	-3,047.29	15.35%
.4.1.6 • Audio Books	49.99	2,000.00	-1,950.01	2.5%
Total .4.1 • Library Material	18,078.81	45,300.00	-27,221.19	39.91%
.4.2 • Programs, Publicity, History				
.4.2.1 • Programs	71.88	7,000.00	-6,928.12	1.03%
.4.2.2 • Microfilm & Archives	0.00	2,000.00	-2,000.00	0.0%
.4.2.3 • Newsletter & Public Relations	0.00	3,000.00	-3,000.00	0.0%
Total .4.2 • Programs, Publicity, History	71.88	12,000.00	-11,928.12	0.6%
.4.3 • Operation of Building				
.4.3.1 • Utilities	8,207.23	37,000.00	-28,792.77	22.18%
.4.3.2 • Telephone	1,444.75	3,000.00	-1,555.25	48.16%
.4.3.3 • Insurance	12,523.00	21,000.00	-8,477.00	59.63%
.4.3.4 • Maintenance Service & Supplies	911.01	2,700.00	-1,788.99	33.74%
.4.3.5 • Lawn & Grounds	1,279.99	4,500.00	-3,220.01	28.44%
.4.3.6 • Building R&M	2,526.54	12,000.00	-9,473.46	21.06%
.4.3.7 • Snow Removal	1,650.00	3,000.00	-1,350.00	55.0%
.4.3.8 • Elevator	2,608.88	3,250.00	-641.12	80.27%
.4.3.9 • Geothermal	0.00	5,500.00	-5,500.00	0.0%
.4.3.12 • Internet	1,154.00	3,000.00	-1,846.00	38.47%

Saugerties Public Library
General Fund Budget vs. Actual
January through March 2023

	Jan - Mar 23	Budget	\$ Over Budget	% of Budget
Total .4.3 · Operation of Building	32,305.40	94,950.00	-62,644.60	34.02%
.4.4 · Equipment R&M, Supplies				
.4.4.1 · Copier	653.00	3,500.00	-2,847.00	18.66%
.4.4.2 · Office Supplies	205.16	3,000.00	-2,794.84	6.84%
.4.4.4 · Postage	48.34	2,240.00	-2,191.66	2.16%
.4.4.6 · Equipment Purchases	1,020.00	19,000.00	-17,980.00	5.37%
.4.4.7 · Equipment R&M	0.00	2,000.00	-2,000.00	0.0%
Total .4.4 · Equipment R&M, Supplies	1,926.50	29,740.00	-27,813.50	6.48%
.4.5 · Automation, System Fees				
.4.5.1 · Automation & Online Services	765.04	3,819.00	-3,053.96	20.03%
.4.5.2 · MHLS Assessment Fees	9,590.00	16,100.00	-6,510.00	59.57%
Total .4.5 · Automation, System Fees	10,355.04	19,919.00	-9,563.96	51.99%
.4.6 · Professional Services				
.4.6.8 · Professional Memberships	0.00	500.00	-500.00	0.0%
.4.6.7 · Payroll Service Fees	669.90	2,500.00	-1,830.10	26.8%
.4.6.1 · Accounting	500.00	6,500.00	-6,000.00	7.69%
.4.6.2 · Audit	13,300.00	0.00	13,300.00	100.0%
.4.6.3 · Board Expenses	150.00	0.00	150.00	100.0%
.4.6.4 · Consulting & Legal Services	1,500.00	2,000.00	-500.00	75.0%
.4.6.5 · IT Maintenance Consultant	1,592.00	1,598.00	-6.00	99.63%
.4.6.6 · Staff Development	0.00	700.00	-700.00	0.0%
Total .4.6 · Professional Services	17,711.90	13,798.00	3,913.90	128.37%
.4.7 · Election Expenses				
.4.7.1 · Election Inspectors	0.00	400.00	-400.00	0.0%
.4.7.2 · Election Expenses	0.00	200.00	-200.00	0.0%
Total .4.7 · Election Expenses	0.00	600.00	-600.00	0.0%
Total 7410.4 · Contractual Expenses	80,449.53	216,307.00	-135,857.47	37.19%
9010 · Employee Benefits				
.1 · Retirement	54,382.00	24,325.00	30,057.00	223.56%
.2 · Social Security & Medicare	5,103.91	26,000.00	-20,896.09	19.63%
.3 · Workers Compensation	7,083.00	4,500.00	2,583.00	157.4%
.4 · Disability	-87.33	250.00	-337.33	-34.93%
.5 · Medical & Dental Benefits	13,707.73	56,000.00	-42,292.27	24.48%
.6 · Life Insurance	76.03	364.00	-287.97	20.89%
Total 9010 · Employee Benefits	80,265.34	111,439.00	-31,173.66	72.03%
Total Expense	229,709.90	661,327.00	-431,617.10	34.74%
Net Ordinary Income	408,060.62	0.00	408,060.62	100.0%
Net Income	408,060.62	0.00	408,060.62	100.0%

Saugerties Public Library Balance Sheet by Class

As of March 31, 2023

	Friends of SPL (A - General)	A - General - Other (A - General)	Total A - General	H - Capital	K - Fixed Assets
ASSETS					
Current Assets					
Checking/Savings					
M&T CD	0.00	250,000.00	250,000.00	0.00	0.00
M&T General Fund Checking 6455	0.00	15,520.03	15,520.03	0.00	0.00
M&T General Fund Savings 8180	2,422.51	713,473.89	715,896.40	0.00	0.00
M&T Capital Fund Checking 6430	0.00	-50.00	-50.00	50.00	0.00
M&T Bequest Fund 8198	0.00	0.00	0.00	0.00	0.00
Cash General Fund Petty Cash	0.00	874.00	874.00	0.00	0.00
Total Checking/Savings	2,422.51	979,817.92	982,240.43	50.00	0.00
Other Current Assets					
391 - Due From Other Funds	0.00	450.12	450.12	0.00	0.00
480 - Prepaid Expenses	0.00	-40,544.68	-40,544.68	0.00	0.00
Total Other Current Assets	0.00	-40,094.56	-40,094.56	0.00	0.00
Total Current Assets	2,422.51	939,723.36	942,145.87	50.00	0.00
Other Assets					
K101 - Land	0.00	0.00	0.00	0.00	570,484.00
K102 - Buildings	0.00	0.00	0.00	0.00	7,029,056.00
K103 - Improvement Other than Building	0.00	0.00	0.00	0.00	215,723.86
K104 - Machinery and Equipment	0.00	0.00	0.00	0.00	59,679.00
W129 - Non-Current Govt Liabilites	0.00	0.00	0.00	0.00	0.00
Total Other Assets	0.00	0.00	0.00	0.00	7,874,942.86
TOTAL ASSETS	2,422.51	939,723.36	942,145.87	50.00	7,874,942.86
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Other Current Liabilities					
630 - Due To Other Funds	0.00	0.00	0.00	0.00	0.00
Payroll Liabilities					
NYSLRS	0.00	717.94	717.94	0.00	0.00
Total Payroll Liabilities	0.00	717.94	717.94	0.00	0.00
Total Other Current Liabilities	0.00	717.94	717.94	0.00	0.00

Saugerties Public Library Balance Sheet by Class

As of March 31, 2023

	Friends of SPL	A - General - Other			
	(A - General)	(A - General)	Total A - General	H - Capital	K - Fixed Assets
Total Current Liabilities	0.00	717.94	717.94	0.00	0.00
Long Term Liabilities					
K159 - Non-Current Govt Assets	0.00	0.00	0.00	0.00	7,874,942.86
W687 - Compensated Absences	0.00	0.00	0.00	0.00	0.00
W638 - Net Pension Liability	0.00	0.00	0.00	0.00	0.00
Total Long Term Liabilities	0.00	0.00	0.00	0.00	7,874,942.86
Total Liabilities	0.00	717.94	717.94	0.00	7,874,942.86
Equity					
Restricted Fund Balance					
Trust Fund I	0.00	0.00	0.00	0.00	0.00
Total Restricted Fund Balance	0.00	0.00	0.00	0.00	0.00
807 - Non-Spendable Fund Balance	0.00	33,541.00	33,541.00	0.00	0.00
914 - Assigned Fund Balance	0.00	18,850.00	18,850.00	0.00	0.00
917 - Unrestricted Fund Balance	2,422.51	478,564.34	480,986.85	100.00	0.00
Net Income	0.00	408,000.08	408,000.08	0.00	0.00
Total Equity	2,422.51	938,955.42	941,377.93	100.00	0.00
TOTAL LIABILITIES & EQUITY	2,422.51	939,673.36	942,095.87	100.00	7,874,942.86
UNBALANCED CLASSES	0.00	50.00	50.00	-50.00	0.00

Saugerties Public Library
Balance Sheet by Class
As of March 31, 2023

	<u>PN - Permanent</u>	<u>W - Long-Term Debt</u>	<u>Unclassified</u>	<u>TOTAL</u>
ASSETS				
Current Assets				
Checking/Savings				
M&T CD	0.00	0.00	0.00	250,000.00
M&T General Fund Checking 6455	0.00	0.00	0.00	15,520.03
M&T General Fund Savings 8180	0.00	0.00	0.00	715,896.40
M&T Capital Fund Checking 6430	0.00	0.00	0.00	0.00
M&T Bequest Fund 8198	24,510.66	0.00	0.00	24,510.66
Cash General Fund Petty Cash	0.00	0.00	0.00	874.00
Total Checking/Savings	<u>24,510.66</u>	<u>0.00</u>	<u>0.00</u>	<u>1,006,801.09</u>
Other Current Assets				
391 - Due From Other Funds	0.00	0.00	0.00	450.12
480 - Prepaid Expenses	0.00	0.00	0.00	-40,544.68
Total Other Current Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-40,094.56</u>
Total Current Assets	<u>24,510.66</u>	<u>0.00</u>	<u>0.00</u>	<u>966,706.53</u>
Other Assets				
K101 - Land	0.00	0.00	0.00	570,484.00
K102 - Buildings	0.00	0.00	0.00	7,029,056.00
K103 - Improvement Other than Building	0.00	0.00	0.00	215,723.86
K104 - Machinery and Equipment	0.00	0.00	0.00	59,679.00
W129 - Non-Current Govt Liabilites	0.00	-55,925.12	0.00	-55,925.12
Total Other Assets	<u>0.00</u>	<u>-55,925.12</u>	<u>0.00</u>	<u>7,819,017.74</u>
TOTAL ASSETS	<u><u>24,510.66</u></u>	<u><u>-55,925.12</u></u>	<u><u>0.00</u></u>	<u><u>8,785,724.27</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
630 - Due To Other Funds	450.12	0.00	0.00	450.12
Payroll Liabilities				
NYSLRS	0.00	0.00	0.00	717.94
Total Payroll Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>717.94</u>
Total Other Current Liabilities	<u>450.12</u>	<u>0.00</u>	<u>0.00</u>	<u>1,168.06</u>

Saugerties Public Library
Balance Sheet by Class
As of March 31, 2023

	PN - Permanent	W - Long-Term Debt	Unclassified	TOTAL
Total Current Liabilities	450.12	0.00	0.00	1,168.06
Long Term Liabilities				
K159 - Non-Current Govt Assets	0.00	0.00	0.00	7,874,942.86
W687 - Compensated Absences	0.00	14,789.88	0.00	14,789.88
W638 - Net Pension Liability	0.00	-70,715.00	0.00	-70,715.00
Total Long Term Liabilities	0.00	-55,925.12	0.00	7,819,017.74
Total Liabilities	450.12	-55,925.12	0.00	7,820,185.80
Equity				
Restricted Fund Balance				
Trust Fund I	24,000.00	0.00	0.00	24,000.00
Total Restricted Fund Balance	24,000.00	0.00	0.00	24,000.00
807 - Non-Spendable Fund Balance	0.00	0.00	0.00	33,541.00
914 - Assigned Fund Balance	0.00	0.00	28,101.00	46,951.00
917 - Unrestricted Fund Balance	0.00	0.00	-28,101.00	452,985.85
Net Income	60.54	0.00	0.00	408,060.62
Total Equity	24,060.54	0.00	0.00	965,538.47
TOTAL LIABILITIES & EQUITY	24,510.66	-55,925.12	0.00	8,785,724.27
UNBALANCED CLASSES	0.00	0.00	0.00	0.00

March Director's Report 2023

Personnel: Jordan Balsamo is back to work.

Programming: The Altered Book Project. A total of 23 artists have participated in using a discarded Chilton's auto repair book to create a site specific artwork at the library. The results have been fantastic. There was a well attended opening on March 3rd, and we have continued to receive positive responses and PR for this exhibit. Justyna held her first Short Story Book Club, and we held a defensive driving course.

Community: The Society of Little Gardens and the Chamber of Commerce used the Community Room. A representative from Senator Hinchey's office used the room to meet with constituents. The Ulster County Community Action Committee and the Town of Saugerties Housing Smart Task Force also met at the library.

Staff meeting: For the first time in years, the Ulster County Library Association met in person at the Highland Library. It was wonderful to have us all be in the same room. Since I was out of the building, Tiffany led the monthly staff meeting.

Facilities: The new copiers were delivered and installed. The copier in the Info room now sends faxes, and patrons can print from their phones or laptops. Also the new printer for the Circ room prints *and* copies, which it hadn't been able to do before. The Children's room also get a new printer / copier. We had representatives from National Business (copier company), Isaac from MHLS for IT support, and Billy Curtis to help with the fax line all in to work together the last day of March.

Security: There have been consistent problems with youth misbehaving in the library and on the grounds. The downstairs bathrooms are a focal point for smoking and vaping, as well as the staff door in the back of the building. There are various groups of youth who are problematic, not just one. Staff are having to contend with belligerent youth regularly. I brought up the subject of hiring a Manager on Duty for the weekday afternoons to the Personnel Committee.

Meetings: I met with the Village Mayor, William Murphy to get a tour of the Donlon space above the Village offices. It is a really beautiful, historic room. We were thinking of holding a dance party there, but we have decided instead to hold one in the upper floor of the library.

I was on vacation on March 23rd, 24th & 27th.

Finance Committee March Meeting Minutes

Tuesday March 28th 2023

Attendance

Trustees : Cokinos, Herscher, Collins

Excused : Hearst

Staff : Director Russell

- Accountant update. Standard financial reports have been brought up to date. Backlog of standard reports, due to CPA firm change have all been completed and forwarded to SPL by the new firm.
- Summary of CD purchase from M+T. The Saugerties Public Library's purchased a one year CD in the amount of \$250,000.00 at an interest rate of 4.25% with an APR of 4.31% with a maturity date of March 2024. It is anticipated the CD will pay \$10,775 in interest. The Board of Trustees will be asked to make a renewal decision upon maturity based on current rates at the time.
- Signature cards at M+T needed to be updated. In the CD purchase process it was discovered that a prior Board Trustee Vice President was still on file at the bank. New signature card paperwork was produced by M+T and completed by our current President, Vice President and Treasurer and filed with M+T.
- Quarterly review of Paychex summary YTD reports. Accuracy of employee withholding amounts for Health Insurance was verified.
- Determine salary and FICA run rate for the first quarter. Now that library staffing is deemed to be stable the committee

looked at the quarterly totals to see if those figures could be extrapolated as input to the corresponding 2024 budget lines. The 2024 budget was discussed at a high level taking into account the Board has not yet discussed the possibility of a tax increase, the amount of staff salary increases or what the committee felt would be the impact of inflation on SPL's utility bills and other operating expenses.

- Summarized expected income for 2024 budget process. Without a tax increase income line 1001 Real Property Taxes would remain at \$639,152 , income line 2401 would increase to \$10,775 . The committee will need Board affirmation to the proposal of SPL going completely fine free. As it stands SPL is one of three MHLA libraries still imposing fines. Fines were a sizable source of income for 2022 as budget income line 2082, which includes print income, totaled \$8416.00. The committee was interested to see if we can split out the print income to get a better understanding of just how much income would be lost by going fine free. Automatic renewals and reminders to patrons theoretically could have lowered actual fine income. More data is needed to be presented to the full Board as part of the fine free initiative. MHLA is urging member libraries to increase digital material purchases so as to make more material available for interlibrary borrowing. Again committee will look for Board input to the decision to increase budget expense line 7410.1.4.1.5 .
- Target dates and timeline for 2024 budget process established. Four key dates were identified in the 2024 budget process .

1. Jun. 8th 1st draft presented to the Board
 2. Jul. 11th Vote on final budget by the Board
 3. Aug. 10th Final budget presentation for Public input.
 4. Sept. 7th Budget vote and Trustee election.
- HVAC maintenance report by Emtech shared by the Director indicates our system will need approximately \$6,000 in repairs / maintenance this year.

Saugerties Public Library

Policy/Personnel Committee Meeting Minutes

Date: March 15, 2023

Time: 6:00 p.m.

Meeting location: Main Reading Room

Committee Members Attending:

Bassler (chair), Misiano, Zink, Russell

Discussion:

1. Postponed discussion of the procedure for the Director's performance evaluation until our next meeting. We should inquire of the Board what they want to learn from the evaluation procedure. Jennifer suggested that the Board hold a retreat at Opus 40 and include this discussion in the agenda.
2. Briefly reviewed the Freedom to View Policy and added to it a cross reference to the Computer Use, Internet, and Wireless Policy.
3. Discussed a number of minor revisions to the Emergency and Disaster Policy.
4. Expanded the duration of bereavement leave in the Personnel Manual from three to five days. Revised the final sentence to read, "Other situations are at the discretion of the Director or the Chair of the Policy/Personnel Committee."
5. Discussed the need to hire a part time employee to deal with the unruly group of teenagers who are disrupting the library after school.

Action items:

1. Present the revised Freedom to View Policy and the expanded bereavement leave to the Board for approval.
2. Jennifer will revise the Emergency and Disaster Policy in light of our discussion and present it to the Committee for further discussion and approval.
3. Jennifer will discuss the need for the part time employee with the Finance Committee.

Next scheduled meeting: April 19 at 6:00 p.m.

Personnel Manual

Section 3.21: Bereavement Leave

Five working days with pay will be granted in the event of a death in the immediate family (defined as spouse, child, parent, sibling, legal guardian or person with whom the employee resides). Other situations are at the discretion of the Director or Chair of the Personnel committee.

The Freedom to View

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

For more information review the Computer Use, Internet and Wireless (WiFi) Policy.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Approved by the Saugerties Public Library board on January 13, 2015

Review History:

Review Cycle: 5 years

Saugerties Public Library
Facilities Committee

Date: April 4th, 2023

Time: 6 PM

Committee Members Attending:

Van Benschoten (Chair)

Brian Collins

Staff Attending:

Jen Russell

Sandy Smith

Others Attending:

none

Absent:

Katie Cokinos

Yosefa Karchmar

Discussion/Agenda Items

1. A contract for \$4209 was signed and returned to Adams Fencing. The wood fence has been removed by Paul & Brian to get ready for the new fence. Brian has taken the trash to the Saugerties transfer station.
2. After their annual inspection of our heating and cooling systems, EMTech has given us an estimate for \$6472. The committee feels that we should proceed with these repairs.
3. An unused bookcase that resides in the back stairwell will be sold, probably using Facebook Marketplace

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

1. No action as of now.

Next Facilities Meeting Tuesday, May 2nd, at 6:00 pm

Outreach Committee Minutes
3/13/23

Location: Saugerties Public Library Study Room

Time: 4:40 pm

Present: K. Cokinos, N. Schmidbaur, T. Scott (Chair), J. Russell (Director)

1. Altered Book Project Show

- The Altered Book Reception was a thorough success and we'd like to schedule a talk for April 14. A local reporter should cover this.
- 6 pm start time with 5-10 people per group to be going around from point to point.
- We may wish to purchase finger foods, etc. for people to enjoy at the end of the evening.
- If anyone wants to buy a particular piece, they may contact the appropriate artist for pricing.
- This event ought to take place next year as well.

2. Additional Business

- Nina will send the Kiwani's Club our funding proposal for the ongoing Free Book Project. It's possible they could vote on approving it at their next meeting.
- Jen would like to explore having an art display based on light (possibly around September-October of this year). She would like to have the process begin ASAP and may be best suited for an art student or veteran artist.
- For the Summer Reading Program, Jen will talk to Mayor Murphy about holding a dance at Donlon Auditorium (Silent Disco is still a priority). The idea of having an outdoor theater for kids and adults was discussed (ie Arm-Of-The-Sea)

Meeting adjourned at 5:44 pm.

Next Meeting: April 10 at 4:30 pm

Outreach Committee Minutes
3/28/23

Location: Saugerties Public Library

Time: 4:40 pm

Present: K. Cokinos, N. Schmidbaur, T. Scott (Chair), J. Russell (Director)

1. Altered Book Artist Talk

- 17 out of 22 artists have expressed interest in participating
- Each artist will have 10 minutes to talk about their work
- Groups of 5 people will go around at any one time with tours starting at 5 pm and again at 6pm. A map of the layout will be given to each group.
- We think 5 - 6 tours will probably go around over the course of event time.
- Nina will cover the 5 pm tour, Katie 6pm. Tim plans to stay for the entire evening.
- A call will be put out to the rest of the board for extra help with this event.
- Look into the possibility of light refreshments (Adam's?)

2. Additional Business

- Jen met with Mayor Murphy to look at Donlon Auditorium as a possible site for Summer Dance, She preferred the library.
- DJ Ronnie Rebis will be contacted for info and availability for this event.
- Could take place in the beginning of June.

Meeting adjourned at 5:35 pm

Next Meeting: April 10 at 4:30 pm

Saugerties Public Library
2021-2022 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
Circulation														
Adult	2,412	2,453	2,274	2,306	2,467	2,791	2,083		1,984		2,346		2,541	
Adult renewals	1,186	1,106	1,173	1,172	1,156	1,262	1,113		1,098		1,053		1,242	
Juvenile	1,302	1,816	1,466	1,862	1,727	2,151	1,619		1,548		1,884		2,540	
Juvenile renewals	826	914	879	1,092	990	1,286	1,223		1,176		981		1,368	
Teen	90	90	137	116	97	93	86		100		123		146	
Teen renewals	164	71	49	66	104	65	67		71		54		104	
Total Circulation	5,980	6,450	5,978	6,614	6,541	7,648	6,191		5,977		6,441		7,941	
		8%		11%		17%								
Holds Filled														
Adults	1,113	1,123	1,008	1,055	1,160	1,265	920		913		1,024		1,091	
Juvenile	448	528	347	446	460	529	377		347		342		394	
Teen	54	52	68	61	74	60	54		52		59		69	
ILL received	0	2	0	2	0	0	0		3		0		1	
ILL loaned	2	0	1	0	1	1	0		0		2		0	
Total Holds	1,617	1,705	1,424	1,564	1,695	1,855	1,351		1,315		1,427		1,555	
		5%		10%		9%								
Questions Answered														
Adult	654	630	658	587	487	833	499		458		509		532	
Children's	128	219	201	242	155	252	191		170		192		242	
Total Questions	782	849	859	829	642	1,085	690		628		701		774	
		9%		-3%		69%								
Programs														
Adult	3	18	2	20	8	24	16		17		21		21	
Teen	17	13	16	12	18	13	17		14		18		19	
Children's	13	18	20	17	26	21	22		23		19		36	
Total Programs	33	49	38	49	52	58	55		54		58		76	
		48%				12%								
Program Attendance														
Adult	19	123	17	199	46	233	79		146		125		104	
Teen	114	75	110	62	121	60	90		85		128		109	
Children	125	289	170	238	303	335	233		164		657		533	
Total attendance	258	487	297	499	470	628	402		395		910		746	
		89%				33%								
Computer sessions	299	383	296	321	351	449	402		402		508		436	
		28%		8%		28%								
Web Page Visits	3,692	4,040	3,637	5,434	3,414	6,140	4,703		4,609		5,207		5,482	
		9%		49%		80%								
New Cards Issued	13	39	27	47	17	75	20		24		28		35	
		200%		74%		341%								
Overdrive Audiobook	605	604	532	513	582	548	629		619		555		556	
Overdrive eBook	890	857	766	759	775	838	755		771		691		845	
Overdrive Magazine	122	144	120	86	136	121	67		67		52		89	
Overdrive Total	1496	1605	1298	1358	1359	1507	1385		1396		1300		1490	
		7%		5%										

Saugerties Public Library
2021-2022 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	
Circulation													
Adult	2,897		2,495		2,389		2,387		2,265		28,540	7,550	26%
Adult renewals	1,265		1,248		1,387		1,270		1,285		14,476	3,540	24%
Juvenile	2,147		1,683		1,689		1,734		1,373		20,712	5,829	28%
Juvenile renewals	1,557		1,364		1,151		1,204		1,052		13,771	3,292	24%
Teen	151		142		86		73		92		1,323	299	23%
Teen renewals	107		115		75		58		64		1,032	202	20%
Total Circulation	8,124		7,047		6,777		6,726		6,131		79,854	20,712	26%
Holds Filled													
Adults	1,187		1,074		1,109		1,061		1,009		12,669	3,443	27%
Juvenile	365		477		531		546		381		5,015	1,503	30%
Teen	85		66		64		50		50		745	173	23%
ILL received	1		0		0		1		3		9	4	44%
ILL loaned	1		1		0		2		0		10	1	10%
Total Holds	1,639		1,618		1,704		1,660		1,443		18,448	5,124	28%
Questions Answered													
Adult	734		634		614		694		571		7,044	2,680	38%
Children's	276		179		195		165		157		2,251	932	41%
Total Questions	1,010		813		809		859		728		9,295	3,612	39%
Programs													
Adult	22		18		22		18		20		188	62	33%
Teen	20		10		15		16		13		193	38	20%
Children's	28		18		24		22		20		271	56	21%
Total Programs	70		46		61		56		53		652	156	24%
Program Attendance													
Adult	145		106		160		101		397		1,445	555	38%
Teen	137		86		92		94		75		1,241	197	16%
Children	523		144		253		254		138		3,497	862	25%
Total attendance	805		336		505		449		610		6,183	1,614	26%
Computer sessions	516		488		385		325		355		4,763	1,153	24%
												64%	
Web Page Visits	5,765		3,544		3,208		3,279		4,737		51,277	15,614	30%
												138%	
New Cards Issued	44		39		35		26		21		329	161	49%
												615%	
Overdrive Audiobook	585		610		594		550		563		6980	1665	24%
Overdrive eBook	831		720		725		720		736		9225	2454	27%
Overdrive Magazine	103		78		110		115		118		1177	351	30%
Overdrive Total	1519		1408		1429		1385		1417		16882	4470	26%

Live Virtual Programs 2023

[illegible]

Dec.	2023 Total: