

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
Ordinary Income/Expense		
Income		
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
Total 2705 • Gifts & Donations	9,272.99	2,575.00
Total Income	721,562.40	5,915.27
Expense		
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
Total .4.1.2 • Books	4,245.24	10,309.91
.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
Total .4.1 • Library Material	11,104.11	14,548.24
.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
Total .4.2 • Programs, Publicity, History	4,000.59	5,817.72
.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
Total .4.3 • Operation of Building	32,898.58	25,138.63

Saugerties Public Library

General Fund Revenue and Expenditure Report

	Jan - Mar 25	Jan - Mar 24
.4.4 · Equipment R&M, Supplies		
.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
Total .4.4 · Equipment R&M, Supplies	7,914.13	2,948.68
.4.5 · Automation, System Fees		
.4.5.1 · Automation & Online Services	2,391.54	2,385.04
.4.5.2 · MHLS Assessment Fees	5,007.54	8,184.50
Total .4.5 · Automation, System Fees	7,399.08	10,569.54
.4.6 · Professional Services		
.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
Total .4.6 · Professional Services	4,389.69	6,009.71
Total 7410.4 · Contractual Expenses	67,706.18	65,032.52
9010 · Employee Benefits		
.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
Total 9010 · Employee Benefits	76,796.20	60,733.34
Total Expense	225,715.76	206,415.80
Net Ordinary Income	495,846.64	-200,500.53
Net Income	495,846.64	-200,500.53

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

	Jan - Mar 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
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%
2705 · Gifts & Donations				
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%
Total 2705 · Gifts & Donations	9,272.99	18,000.00	-8,727.01	51.52%
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	721,562.40	777,258.36	-55,695.96	92.83%
Expense				
7410.1 · Salaries	81,213.38	419,700.00	-338,486.62	19.35%
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.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%
.4.1.2 · Books				
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			
Total .4.1.2 · Books	4,245.24	26,000.00	-21,754.76	16.33%
.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%
Total .4.1 · Library Material	11,104.11	55,600.00	-44,495.89	19.97%
.4.2 · Programs, Publicity, History				
.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%
Total .4.2 · Programs, Publicity, History	4,000.59	13,000.00	-8,999.41	30.77%
.4.3 · Operation of Building				
.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

	Jan - Mar 25	Budget	\$ Over Budget	% of Budget
.4.3.12 • Internet	230.80	3,000.00	-2,769.20	7.69%
Total .4.3 • Operation of Building	32,898.58	96,000.00	-63,101.42	34.27%
.4.4 • Equipment R&M, Supplies				
.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%
Total .4.4 • Equipment R&M, Supplies	7,914.13	22,150.00	-14,235.87	35.73%
.4.5 • Automation, System Fees				
.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%
Total .4.5 • Automation, System Fees	7,399.08	24,030.00	-16,630.92	30.79%
.4.6 • Professional Services				
.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%
Total .4.6 • Professional Services	4,389.69	15,350.00	-10,960.31	28.6%
.4.7 • Election Expenses				
.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%
Total .4.7 • Election Expenses	0.00	650.00	-650.00	0.0%
Total 7410.4 • Contractual Expenses	67,706.18	226,780.00	-159,073.82	29.86%
9010 • Employee Benefits				
.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%
Total 9010 • Employee Benefits	76,796.20	130,778.00	-53,981.80	58.72%
Total Expense	225,715.76	777,258.00	-551,542.24	29.04%
Net Ordinary Income	495,846.64	0.36	495,846.28	137,735,177.78%
	495,846.64	0.36	495,846.28	137,735,177.78%

Saugerties Public Library Abstract Check Register

Type	Date	Num	Name	Memo	Amount
M&T General Fund Checking 6455					
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 Energy Management	Invoice #86973668, 86998135, 87057659	-131.16
Check	03/31/2025	11544	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
M&T Capital Fund Checking 6430					
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
Ordinary Income/Expense				
Income				
2082 · Fees				
			Square income	163.38
Total 2082 · Fees				163.38
Total Income				163.38
Expense				
7410.1 · Salaries				
	03-06-25 PR			15,831.12
	03-13-25 PR			15,992.25
Total 7410.1 · Salaries				31,823.37
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.8 · Music				
	11539	Midwest Tape - Hoopla	March	12.74
Total .4.1.8 · Music				12.74
.4.1.7 · Streaming				
	11539	Midwest Tape - Hoopla	March	645.30
	11557	Business Credit Card		165.99
Total .4.1.7 · Streaming				811.29
.4.1.1 · DVD				
	11539	Midwest Tape - Hoopla	March	191.18
	11557	Business Credit Card		114.57
Total .4.1.1 · DVD				305.75
.4.1.2 · Books				
4.1.2A · Adult Books				
	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
4.1.2J · Children's Books				
	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
.4.1.4 · Newspapers				
	11541	Stewart's	March	206.00
Total .4.1.4 · Newspapers				206.00
.4.1.5 · Digital Materials				
	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
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs				
	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
.4.3 · Operation of Building				
.4.3.1 · Utilities				
	EFT	Central Hudson	2/21/25-3/21/25	2,365.88
Total .4.3.1 · Utilities				2,365.88
.4.3.2 · Telephone				
	EFT	Charter Communications - Phc	3/31/25	257.54
Total .4.3.2 · Telephone				257.54
.4.3.4 · Maintenance Service & Supplies				
	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
.4.3.6 · Building R&M				
	11552	Uniforms USA, Inc.	March	52.00
Total .4.3.6 · Building R&M				52.00
.4.3.8 · Elevator				
	11123	ThyssenKrupp Elevator Corp		9,526.73
Total .4.3.8 · Elevator				9,526.73
.4.3.9 · Geothermal				
	11544	Energy Management Technolc	Inv #11809	1,761.26
Total .4.3.9 · Geothermal				1,761.26
.4.3.12 · Internet				
	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
.4.4 · Equipment R&M, Supplies				
.4.4.1 · Copier				
	11554	National Business Technology	April	374.69
Total .4.4.1 · Copier				374.69

Saugerties Public Library

Abstract

March 2025

	Num	Name	Memo	Amount
.4.4.2 · Office Supplies				
	11553	DEMCO	Invoice #7618274	120.00
Total .4.4.2 · Office Supplies				120.00
.4.4.6 · Equipment Purchases				
	11557	Business Credit Card		40.00
Total .4.4.6 · Equipment Purchases				40.00
.4.4.7 · Equipment R&M				
	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
.4.5 · Automation, System Fees				
.4.5.1 · Automation & Online Services				
	11557	Business Credit Card		103.68
Total .4.5.1 · Automation & Online Services				103.68
Total .4.5 · Automation, System Fees				103.68
.4.6 · Professional Services				
.4.6.9 · Merchant Fees				
			Square income	1.62
Total .4.6.9 · Merchant Fees				1.62
.4.6.7 · Payroll Service Fees				
	EFT	Paychex	Invoice#: 2025030401, 2025031801	190.88
Total .4.6.7 · Payroll Service Fees				190.88
.4.6.1 · Accounting				
	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
9010 · Employee Benefits				
.2 · Social Security & Medicare				
	03-06-25 PR			1,188.35
	03-13-25 PR			1,200.66
Total .2 · Social Security & Medicare				2,389.01
.4 · Disability				
	03-06-25 PR			-16.90
	03-13-25 PR			-16.55
Total .4 · Disability				-33.45
.5 · Medical & Dental Benefits				
	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
.6 · Life Insurance				
	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
				-63,530.25



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.



91 Washington Avenue, Saugerties, NY 12477 Ph.: 845-246-4317 Fax: 845-246-0858
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 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.

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 18th, 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 4th. 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 5th.
6. Eyal Saad from the Village Building Dept. conducted a fire inspection on March 5th. 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 15th, 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
Circulation														
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	
Total Circulation	6,664	6,427	6,424	6,080	6,875	6,265	6,660		5,937		6,129		7,690	
		-4%		-5%		-9%								
Holds Filled														
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	
Total Holds	1,565	1,583	1,457	1,277	1,451	1,449	1,306		1,262		1,243		1,494	
		1%		-12%		0%								
Questions Answered														
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	
Total Questions	1,422	905	1,325	863	1,153	921	1,210		974		935		1,188	
		-36%		-35%		-20%								
Programs														
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	
Total Programs	58	72	68	72	71	83	70		69		59		83	
		22%		6%		17%								
Program Attendance														
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	
Total attendance	758	687	689	580	927	968	860		803		1,657		1,498	
		-9%		-16%		4%								
Computer sessions	345	311	324	304	418	381	408		412		327		407	
		-10%		-6%		-9%								
Web Page Visits	6,170	6,207	5,273	5,728	5,705	6,161	5,572		5,516		5,685		7,049	
		1%		9%		8%								
New Cards Issued	32	30	42	30	59	33	44		22		41		55	
		-6%		-29%		-44%								
Overdrive Audiobook	723	1098	756	1042	766		806		818		805		868	
Overdrive eBook	971	1036	868	918	922		941		890		932		968	
Overdrive Magazine	483	626	466	578	524		352		410		346		357	
Overdrive Total	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	
Circulation													
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%
Total Circulation	7,667		6,505		6,043		5,657				86,443	18,772	22%
Holds Filled													
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%
Total Holds	1,433		1,380		1,429		1,238				18,191	4,309	24%
Questions Answered													
Adult	941		840		742		682				10,140	2,995	30%
Children's	300		172		305		138				3,891	599	15%
Total Questions	1,241		1,012		1,047		820				14,031	3,594	26%
Programs													
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%
Total Programs	62		57		62		50				712	227	32%
Program Attendance													
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%
Total attendance	1,150		612		589		485				8,165	2,235	27%
Computer sessions	385		394		428		385				4,441	996	22%
												-25%	
Web Page Visits	6,988		7,166		5,715		5,707				60,054	18,096	30%
												18%	
New Cards Issued	53		39		25		29				476	93	20%
												-79%	
Overdrive Audiobook	883		847		837		879				6703	2140	32%
Overdrive eBook	959		869		778		862				9192	1954	21%
Overdrive Magazine	401		533		559		584				1981	1204	61%
Overdrive Total	2243		2249		2174		2325				17876	5298	30%