

Saugerties Public Library Board Agenda
August 13, 2026
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

Public Hearing on Proposed 2027 Budget

Old Business:

New Business:

1. New Vote Date

Secretary's Report

Treasurer's Report

Pay Bills

Director's Report:

Ambassador's Report:

Committee Reports:

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

Next meeting - September 10, 2026

Budget and Trustee Vote on September 15, 2026 from 10 am - 8pm

**Saugerties Public Library
Regular Board Meeting
Date: July 9, 2026**

Present: Trustees Paul Van Benschoten, Timothy Scott, Charlotte Herscher, Yosefa Karchmar, Valentina Kielland, Rebecca Lang, Kerry McQuaide, Ken Goldberg, Erin Poll, Alice Graves, Teresa Giordano

Staff: Director Jennifer Russell

Public Attendees: Bill Barr, Bronwyn Malone and June Meade

Meeting called to order at 6:00 PM by President Tim Scott

Public Comment:

Bronwyn Malone: lives in the Village of Saugerties. Program specialist for TV 23. She is learning about the tech, introducing herself around town, and seeing what people would be interested in. She may be filming events such as book readings. Please reach out if you have something to put out there. You can watch this on cable Channel 23 and there is a live webstream at saugertieslighthouse.tv Contact info is on the town website. lighthouse.tv@saugerties.ny.gov They will be filming the town meetings so there will be an archive.

Bill Barr: Battery storage. Those proposing to build it will have the floor for 20 min or so at the next town meeting. That is this Wednesday. The conservation advisory commission has delivered some white papers looking into the “why” of battery storage systems and the safety data that they could find. You can access this on the town website. The Cantines Field splash pad just received a grant from the state/ which takes care of most of the funding. Verizon is proposing a cell tower that will solve some of the dead zones in Barclay Heights. The climate smart task force is accessing the climate change vulnerability assessment with a questionnaire. He is not sure how that will be distributed to the public. The drinking water source protection program is being run by both the town and the village. It is a state DEC initiative.

Friends of Library: Ray Rebholz: Absent

Unfinished Business:

New Business:

1. Trustee Petitions available July 7: Paul is running again. We need another person. Talk it up and remember that they need 25 Saugerties residents' signatures. They need to be legible. There are two seats available.

2. Tax Cap vote:

Whereas, the adoption of the 2027 budget for the Saugerties Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members;

Now therefore be it Resolved, that the Board of Trustees of the Saugerties Public Library voted and approved to exceed the tax levy limit for 2027 by at least the sixty percent of the board of trustees as required by the state law on July 9, 2026.

Motion: A motion has been made by Tim and seconded by Charlotte. All in favor. The motion to override the tap levy has been adopted.

3. 2027 DRAFT Budget Review: The big question is what to do with a surplus of \$3,368.32. Could be used to bring the increase of the property tax down to below 5%. We keep falling short of our contribution to digital materials. Maybe we can use that money for the digital books. We do have Carnegie donation money to put towards that. Maybe for this year, if we have the choice, we should consider trying to lower the tax appropriation.

We will be making a hand out with the information about the proposed 2027 information. It goes on the website, on the circulation desk, and to the public.

The areas we have discussed adding \$3,368.32 to are salaries, the fund balance, digital materials, and to reduce the tax levy.

Motion: Tim motions to add the \$3,368.32 to digital materials. Charlotte seconds. All in favor.

Motion: Tim makes a motion to adopt the 2027 budget as amended. Charlotte seconds. All in favor.

4. Direct Access Plan (MHLS): Where do people get their books and how do they contribute? Doesn't really affect us because we are clearly the town of Saugerties. We are required to review the Direct Access Plan and decide whether to approve it or not. If people are in an area that doesn't have their own local library, then their residents tend to go elsewhere and are an added burden to those towns and those towns' citizens pay for it. They may complain that they don't want anyone who doesn't live in their town or village to use their libraries. This is a way to let the town and villages know who is using the services from the library. Public Libraries need to be available to everyone but how do we do that without being a burden? This plan doesn't really affect our library but we need to vote on it for MHLS.

Motion: Ken moves to approve this plan. Valentina seconds. All in favor.

Secretary's Report:**MOTION: to approve**

Motion by Tim and seconded by Charlotte to approve the minutes. All in favor.

Treasurer's Report:

Annual report to the Community mailing was a large cost this month. There was an increase of supplies purchased for the Summer Reading Program and books this month too.

MOTION: Motion to pay the bills in the amount of \$34,277.18 was made by Charlotte and seconded by Ken.

All in favor.

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

- 1) Summer reading program: It is in full swing. It is about dinosaurs and geology. There are some programmers coming and bringing fossils. Both the Teen and Children's librarians went to the schools to promote the program. Adult program: a brochure with things to do to color in images. Teens and kids have ways to get prizes. Kristina is reading chapter books to the boys and girls club. It is going well.
- 2) PR for Digital Books: This was attempting to explain the difference between digital books-save vs. hold in an effort to reduce impulsive holds which increase the requirements for digital material purchasing.

Ambassadors report: Teresa: MH library bulletin came out. NYS budget is finalized and is the latest since 2010. Small increases everywhere. There is some stabilization for funding. There is a line to fund a social worker at libraries. Dolly Parton Imagination Library got some funding as well.

Committee Reports:

Finance: see minutes attached

-met to finalize budget

Next meeting: August 17th at 6:00

Personnel/Policy: See minutes attached.

-We looked at the community room policy. We are trying to make sure we are abiding by our policy and making sure we are equal opportunity. Jen is going to reach out to the lawyer regarding the religious aspect.

-We are looking at the Personnel Manual. That is a lengthy process.

-We have one action item: Article V: Officers and their Duties: new language
A former trustee, who has vacated their seat for a minimum of three years before being elected for a new term, will be considered a New Trustee and may serve as a committee chair or be elected to an Executive Office after 1 year of required service.

Motion to adopt language: Tim motions. Charlotte seconds it. All in favor.

Next meeting: July 22nd at 6:15

Facilities: No meeting last month

Next meeting: July 21st at 6:00

Outreach: See minutes attached.

-They discussed using biblioboard to showcase local musicians. They are talking to local musicians to see if this is a good idea. Maybe expand into writers later on.

- They want to target Oct. or Nov. to get local based aid societies together to let the community know what resources are available to them and people who might want to volunteer with one of the resources. Teresa is looking into local resources and she is researching what she finds.

Next meeting: July 27th at 5:30

Next meeting for the Board: Next meeting: August 13, 2026 Regular Meeting and Public Hearing for the 2027 Budget.

Motion to adjourn by Tim at 7:14 PM

Seconded by Paul

Passes unanimously.

Submitted by Rebecca Lang

Saugerties Public Library
General Fund Budget vs. Actual
January through July 2026

	Jan - Jul 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
1001 · Real Property Taxes	770,986.00	770,986.00	0.00	100.0%
2082 · Fees	6,716.05	9,000.00	-2,283.95	74.62%
2401 · Interest	19,582.47	12,000.00	7,582.47	163.19%
2705 · Gifts & Donations				
2705.4 · Friends	5,540.00	6,000.00	-460.00	92.33%
2705.2 · General	25,265.00	13,000.00	12,265.00	194.35%
Total 2705 · Gifts & Donations	30,805.00	19,000.00	11,805.00	162.13%
3840 · New York State Aid	601.50	5,500.00	-4,898.50	10.94%
3999 · Appropriated Fund Balance	0.00	25,377.24	-25,377.24	0.0%
Total Income	828,691.02	841,863.24	-13,172.22	98.44%
Expense				
7410.1 · Salaries	222,489.68	429,273.60	-206,783.92	51.83%
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.7 · Streaming	4,210.69	9,000.00	-4,789.31	46.79%
.4.1.1 · DVD	2,011.96	2,500.00	-488.04	80.48%
.4.1.2 · Books				
4.1.2A · Adult Books	9,723.23	19,598.00	-9,874.77	49.61%
4.1.2J · Children's Books	6,538.00	8,000.00	-1,462.00	81.73%
Total .4.1.2 · Books	16,261.23	27,598.00	-11,336.77	58.92%
.4.1.3 · Subscriptions	4,016.95	1,500.00	2,516.95	267.8%
.4.1.4 · Newspapers	1,429.00	2,500.00	-1,071.00	57.16%
.4.1.5 · Digital Materials	13,032.35	22,000.00	-8,967.65	59.24%
Total .4.1 · Library Material	40,962.18	65,098.00	-24,135.82	62.92%
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs	13,300.95	7,000.00	6,300.95	190.01%
.4.2.3 · Newsletter & Public Relations	3,989.99	4,000.00	-10.01	99.75%
Total .4.2 · Programs, Publicity, History	17,290.94	11,000.00	6,290.94	157.19%
.4.3 · Operation of Building				
.4.3.1 · Utilities	19,546.75	28,000.00	-8,453.25	69.81%
.4.3.2 · Telephone	1,757.22	3,500.00	-1,742.78	50.21%
.4.3.3 · Insurance	19,779.50	30,000.00	-10,220.50	65.93%
.4.3.4 · Maintenance Service & Supplies	3,207.42	4,000.00	-792.58	80.19%
.4.3.5 · Lawn & Grounds	2,745.41	5,808.00	-3,062.59	47.27%
.4.3.6 · Building R&M	8,217.52	12,000.00	-3,782.48	68.48%
.4.3.7 · Snow Removal	2,375.00	2,000.00	375.00	118.75%
.4.3.8 · Elevator	2,620.08	4,000.00	-1,379.92	65.5%
.4.3.9 · Geothermal	2,074.24	10,000.00	-7,925.76	20.74%
.4.3.12 · Internet	1,669.38	2,650.00	-980.62	63.0%
Total .4.3 · Operation of Building	63,992.52	101,958.00	-37,965.48	62.76%
.4.4 · Equipment R&M, Supplies				
.4.4.1 · Copier	3,197.23	5,500.00	-2,302.77	58.13%

Saugerties Public Library
General Fund Budget vs. Actual
January through July 2026

	Jan - Jul 26	Budget	\$ Over Budget	% of Budget
.4.4.2 · Office Supplies	1,281.50	2,500.00	-1,218.50	51.26%
.4.4.4 · Postage	38.41	800.00	-761.59	4.8%
.4.4.6 · Equipment Purchases	2,861.99	8,000.00	-5,138.01	35.78%
.4.4.7 · Equipment R&M	269.39	5,000.00	-4,730.61	5.39%
Total .4.4 · Equipment R&M, Supplies	7,648.52	21,800.00	-14,151.48	35.09%
.4.5 · Automation, System Fees				
.4.5.1 · Automation & Online Services	7,718.60	4,000.00	3,718.60	192.97%
.4.5.2 · MHLS Assessment Fees	12,719.38	22,073.00	-9,353.62	57.62%
Total .4.5 · Automation, System Fees	20,437.98	26,073.00	-5,635.02	78.39%
.4.6 · Professional Services				
.4.6.8 · Professional Memberships	1,825.00	1,200.00	625.00	152.08%
.4.6.7 · Payroll Service Fees	1,968.26	3,000.00	-1,031.74	65.61%
.4.6.1 · Accounting	5,250.00	9,000.00	-3,750.00	58.33%
.4.6.3 · Board Expenses	76.77	300.00	-223.23	25.59%
.4.6.4 · Consulting & Legal Services	1,500.00	2,000.00	-500.00	75.0%
.4.6.5 · IT Maintenance Consultant	1,690.00	1,650.00	40.00	102.42%
.4.6.6 · Staff Development	457.26	400.00	57.26	114.32%
Total .4.6 · Professional Services	12,767.29	17,550.00	-4,782.71	72.75%
.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	163,099.43	244,129.00	-81,029.57	66.81%
9010 · Employee Benefits				
.1 · Retirement	49,667.00	49,950.00	-283.00	99.43%
.2 · Social Security & Medicare	16,685.79	31,320.00	-14,634.21	53.28%
.3 · Workers Compensation	2,878.00	4,700.00	-1,822.00	61.23%
.4 · Disability	-245.73	350.00	-595.73	-70.21%
.5 · Medical & Dental Benefits	52,541.52	83,978.64	-31,437.12	62.57%
.6 · Life Insurance	170.10	470.00	-299.90	36.19%
Total 9010 · Employee Benefits	121,696.68	170,768.64	-49,071.96	71.26%
Total Expense	507,285.79	844,171.24	-336,885.45	60.09%
Net Ordinary Income	321,405.23	-2,308.00	323,713.23	-13,925.7%
	321,405.23	-2,308.00	323,713.23	-13,925.7%

Saugerties Public Library

General Fund Revenue and Expenditure Report

	Jan - Jul 26	Jan - Jul 25
Ordinary Income/Expense		
Income		
1001 · Real Property Taxes	770,986.00	707,326.00
2082 · Fees	6,716.05	5,626.08
2401 · Interest	19,582.47	16,644.07
2705 · Gifts & Donations		
2705.4 · Friends	5,540.00	18,269.00
2705.2 · General	25,265.00	950.00
Total 2705 · Gifts & Donations	30,805.00	19,219.00
3840 · New York State Aid	601.50	0.00
Total Income	828,691.02	748,815.15
Expense		
7410.1 · Salaries	222,489.68	222,764.91
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	0.00	50.96
.4.1.7 · Streaming	4,210.69	4,049.38
.4.1.1 · DVD	2,011.96	1,425.43
.4.1.2 · Books		
4.1.2A · Adult Books	9,723.23	7,244.32
4.1.2J · Children's Books	6,538.00	2,995.12
Total .4.1.2 · Books	16,261.23	10,239.44
.4.1.3 · Subscriptions	4,016.95	1,994.44
.4.1.4 · Newspapers	1,429.00	1,440.00
.4.1.5 · Digital Materials	13,032.35	9,261.72
.4.1.6 · Audio Books	0.00	47.99
Total .4.1 · Library Material	40,962.18	28,509.36
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	13,300.95	10,045.56
.4.2.2 · Microfilm & Archives	0.00	415.00
.4.2.3 · Newsletter & Public Relations	3,989.99	3,728.07
Total .4.2 · Programs, Publicity, History	17,290.94	14,188.63
.4.3 · Operation of Building		
.4.3.1 · Utilities	19,546.75	15,253.97
.4.3.2 · Telephone	1,757.22	1,801.90
.4.3.3 · Insurance	19,779.50	12,006.25
.4.3.4 · Maintenance Service & Supplies	3,207.42	2,125.45
.4.3.5 · Lawn & Grounds	2,745.41	58.97
.4.3.6 · Building R&M	8,217.52	19,358.69
.4.3.7 · Snow Removal	2,375.00	1,900.00
.4.3.8 · Elevator	2,620.08	14,589.64
.4.3.9 · Geothermal	2,074.24	1,761.26
.4.3.12 · Internet	1,669.38	1,584.48
Total .4.3 · Operation of Building	63,992.52	70,440.61

Saugerties Public Library

General Fund Revenue and Expenditure Report

	<u>Jan - Jul 26</u>	<u>Jan - Jul 25</u>
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	3,197.23	2,933.83
.4.4.2 · Office Supplies	1,281.50	1,113.11
.4.4.4 · Postage	38.41	291.25
.4.4.6 · Equipment Purchases	2,861.99	26,995.78
.4.4.7 · Equipment R&M	269.39	2,723.75
Total .4.4 · Equipment R&M, Supplies	<u>7,648.52</u>	<u>34,057.72</u>
.4.5 · Automation, System Fees		
.4.5.1 · Automation & Online Services	7,718.60	3,601.95
.4.5.2 · MHLS Assessment Fees	12,719.38	15,022.62
Total .4.5 · Automation, System Fees	<u>20,437.98</u>	<u>18,624.57</u>
.4.6 · Professional Services		
.4.6.8 · Professional Memberships	1,825.00	975.00
.4.6.7 · Payroll Service Fees	1,968.26	1,677.20
.4.6.1 · Accounting	5,250.00	4,200.00
.4.6.3 · Board Expenses	76.77	0.00
.4.6.4 · Consulting & Legal Services	1,500.00	1,000.00
.4.6.5 · IT Maintenance Consultant	1,690.00	1,742.00
.4.6.6 · Staff Development	457.26	535.06
Total .4.6 · Professional Services	<u>12,767.29</u>	<u>10,129.26</u>
Total 7410.4 · Contractual Expenses	<u>163,099.43</u>	<u>175,950.15</u>
9010 · Employee Benefits		
.1 · Retirement	49,667.00	41,909.00
.2 · Social Security & Medicare	16,685.79	16,700.39
.3 · Workers Compensation	2,878.00	3,552.00
.4 · Disability	-245.73	-241.56
.5 · Medical & Dental Benefits	52,541.52	48,397.16
.6 · Life Insurance	170.10	170.10
Total 9010 · Employee Benefits	<u>121,696.68</u>	<u>110,487.09</u>
Total Expense	<u>507,285.79</u>	<u>509,202.15</u>
Net Ordinary Income	<u>321,405.23</u>	<u>239,613.00</u>
Net Income	<u><u>321,405.23</u></u>	<u><u>239,613.00</u></u>

Saugerties Public Library Abstract Check Register

M&T General Fund
Checking 6455

Type	Date	Num	Name	Memo	Amount
Check	07/06/2026	EFT	NYS Emp Retire System		-606.65
Check	07/08/2026		Paychex Garnishment		-60.55
Check	07/22/2026		Paychex Garnishment		-63.67
Check	07/31/2026	11974	Welsh Sanitation		-100.96
Check	07/31/2026	11975	OverDrive Inc		-1,835.48
Check	07/31/2026	11976	Ian Byrne		-20.20
Check	07/31/2026	11977	Lyrasis		-3,455.00
Check	07/31/2026	11978	Stewart's		-202.00
Check	07/31/2026	11979	Credit Card Payment Processing		-496.60
Check	07/31/2026	11980	Midwest Tape		-888.11
Check	07/31/2026	11981	WZ Accountants		-750.00
Check	07/31/2026	11982	Ingram Library Services		-1,121.59
Check	07/31/2026	11983	Binnewater		-68.56
Check	07/31/2026	11984	Amazon Capital Services	Invoice 19N1-YXKG-1LXT	-1,375.74
Check	07/31/2026	11985	Mid-Hudson Discovery Museum		-375.00
Check	07/31/2026	11986	Wendy Ultan		-250.00
Check	07/31/2026	11987	Oxford University Press		-7.50
Check	07/31/2026	11988	Ulster County Library Association		-175.00
Check	07/31/2026	11989	Richers Electric, Inc.	Invoice #11072687	-2,889.00
Check	07/31/2026	11990	SENYLRC		-850.00
Check	07/31/2026	11991	National Business Technologies	Inv IN740694	-292.11
Check	07/31/2026	11992	National Business Technology	Invoice: 597916738	-399.10
Check	07/31/2026	11993	W B Mason Co Inc		-79.23
Check	07/31/2026	11994	Gale/Cengage Learning		-65.60
Check	07/31/2026	11995	Stephen Landell		-250.00
Check	07/31/2026	EFT	Paychex		-167.66
Check	07/31/2026	11996	Uniforms USA, Inc.	Invoice 139364, 141398	-58.00
Check	07/31/2026	11997	Charter Communications - Internet		-577.00
Check	07/31/2026	11998	Metropolitan Life Insurance Companies		-24.30
Check	07/31/2026	11999	CDPHP	Invoice: 261940057991	-6,220.64
Check	07/31/2026	EFT	Central Hudson		-2,728.99
Check	07/31/2026	12000	Archtop Fiber		-405.86
Check	07/31/2026	11141	Whiteman Osterman & Hanna	Invoice: 874907	-1,000.00
Check	07/31/2026	11142	ThyssenKrupp Elevator Corp	Inv 3009594985	-873.36
Check	07/31/2026	11143	Credit Card Payment Processing		-1,054.96

Saugerties Public Library

Abstract Check Register

Type	Date	Num	Name	Memo	Amount
Check	07/31/2026	11144	Welsh Sanitation		-102.40
Total M&T General Fund Checking 6455					-29,890.82
M&T Capital Fund Checking 6430					
Total M&T Capital Fund Checking 6430					-29,890.82

Saugerties Public Library

Abstract

July 2026

	Num	Name	Memo	Amount
Ordinary Income/Expense				
Income				
2082 · Fees				
			Square income	448.98
Total 2082 · Fees				448.98
Total Income				448.98
Expense				
7410.1 · Salaries				
	07.09.26	PR		15,968.10
	07.23.26	PR		15,442.80
Total 7410.1 · Salaries				31,410.90
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.7 · Streaming				
	11979	Credit Card Payment Processing		29.99
	11980	Midwest Tape	Hoopla #509221013	582.99
	11143	Credit Card Payment Processing		29.99
Total .4.1.7 · Streaming				642.97
.4.1.1 · DVD				
	11980	Midwest Tape	Inv 0509089480	59.23
	11980	Midwest Tape	Inv 0509089482	47.98
	11980	Midwest Tape	Inv 0509120212	35.98
	11980	Midwest Tape	Inv 0509187148	23.24
	11980	Midwest Tape	Inv 509218582	138.69
Total .4.1.1 · DVD				305.12
.4.1.2 · Books				
4.1.2A · Adult Books				
	11982	Ingram Library Services		686.38
	11984	Amazon Capital Services	Carnegie	396.99
	11984	Amazon Capital Services	Invoice 19N1-YXKG-1LXT	101.70
	11987	Oxford University Press		7.50
	11994	Gale/Cengage Learning	Inv 99910295227	65.60
Total 4.1.2A · Adult Books				1,258.17
4.1.2J · Children's Books				
	11982	Ingram Library Services	Carnegie	72.47
	11982	Ingram Library Services		362.74
	11984	Amazon Capital Services	Invoice 19N1-YXKG-1LXT	152.38
	11984	Amazon Capital Services	Carnegie	272.84
Total 4.1.2J · Children's Books				860.43
Total .4.1.2 · Books				2,118.60
.4.1.3 · Subscriptions				

Saugerties Public Library

Abstract

July 2026

	Num	Name	Memo	Amount
			paid for w/ Kiwanis Club & A Steinhorn funds	
	11977	Lyrasis		3,455.00
		Credit Card Payment		
	11979	Processing		89.00
		Credit Card Payment		
	11143	Processing		0.00
Total .4.1.3 · Subscriptions				3,544.00
.4.1.4 · Newspapers				
	11978	Stewart's		202.00
Total .4.1.4 · Newspapers				202.00
.4.1.5 · Digital Materials				
	11975	OverDrive Inc		1,835.48
Total .4.1.5 · Digital Materials				1,835.48
Total .4.1 · Library Material				8,648.17
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs				
	11976	Ian Byrne	pizza for trivia night	20.20
	11984	Amazon Capital Services	Invoice 19N1-YXKG-1LXT	126.72
	11985	Mid-Hudson Discovery Museum		375.00
	11986	Wendy Ultan		250.00
		Credit Card Payment		
	11143	Processing		593.41
Total .4.2.1 · Programs				1,365.33
Total .4.2 · Programs, Publicity, History				1,365.33
.4.3 · Operation of Building				
.4.3.1 · Utilities				
	EFT	Central Hudson	EFT	2,728.99
Total .4.3.1 · Utilities				2,728.99
.4.3.2 · Telephone				
	12000	Archtop Fiber		205.87
Total .4.3.2 · Telephone				205.87
.4.3.4 · Maintenance Service & Supplies				
	11974	Welsh Sanitation		100.96
		Credit Card Payment		
	11979	Processing		119.42
	11983	Binnewater		68.56
	11984	Amazon Capital Services	Invoice 19N1-YXKG-1LXT	306.67
	11993	W B Mason Co Inc		57.23
		Credit Card Payment		
	11143	Processing		0.00
	11144	Welsh Sanitation		102.40
Total .4.3.4 · Maintenance Service & Supplies				755.24
.4.3.6 · Building R&M				
	11989	Richers Electric, Inc.	Invoice #11072687	2,889.00
	11995	Stephen Landell	backflow test	250.00
	11996	Uniforms USA, Inc.	Invoice 139364, 141398	58.00

Saugerties Public Library

Abstract

July 2026

	Num	Name	Memo	Amount
Total .4.3.6 · Building R&M				3,197.00
.4.3.8 · Elevator				
	11142	ThyssenKrupp Elevator Corp	Inv 3009594985	873.36
Total .4.3.8 · Elevator				873.36
.4.3.12 · Internet				
	11997	Charter Communications - Internet		577.00
	12000	Archtop Fiber		199.99
Total .4.3.12 · Internet				776.99
Total .4.3 · Operation of Building				8,537.45
.4.4 · Equipment R&M, Supplies				
.4.4.1 · Copier				
	11991	National Business Technologies	Inv IN740694	292.11
	11992	National Business Technology	Invoice: 597916738	399.10
Total .4.4.1 · Copier				691.21
.4.4.2 · Office Supplies				
	11984	Amazon Capital Services	Invoice 19N1-YXKG-1LXT	18.44
	11993	W B Mason Co Inc		22.00
Total .4.4.2 · Office Supplies				40.44
.4.4.4 · Postage				
	11979	Credit Card Payment Processing		2.85
	11143	Credit Card Payment Processing		0.00
Total .4.4.4 · Postage				2.85
.4.4.7 · Equipment R&M				
	11979	Credit Card Payment Processing		134.39
	11143	Credit Card Payment Processing		0.00
Total .4.4.7 · Equipment R&M				134.39
Total .4.4 · Equipment R&M, Supplies				868.89
.4.5 · Automation, System Fees				
.4.5.1 · Automation & Online Services				
	11979	Credit Card Payment Processing		120.95
	11143	Credit Card Payment Processing		410.56
Total .4.5.1 · Automation & Online Services				531.51
Total .4.5 · Automation, System Fees				531.51
.4.6 · Professional Services				
.4.6.9 · Merchant Fees				
			Square income	35.43
Total .4.6.9 · Merchant Fees				35.43

Saugerties Public Library

Abstract

July 2026

	Num	Name	Memo	Amount
.4.6.8 · Professional Memberships				
	11988	Ulster County Library Association		175.00
	11990	SENYLRC	Membership dues and web hosting July 2026 - June 2027	850.00
Total .4.6.8 · Professional Memberships				1,025.00
.4.6.7 · Payroll Service Fees				
	EFT	Paychex		167.66
Total .4.6.7 · Payroll Service Fees				167.66
.4.6.1 · Accounting				
	11981	WZ Accountants		750.00
Total .4.6.1 · Accounting				750.00
.4.6.4 · Consulting & Legal Services				
	11141	Whiteman Osterman & Hanna	Invoice: 874907	1,000.00
Total .4.6.4 · Consulting & Legal Services				1,000.00
Total .4.6 · Professional Services				2,978.09
Total 7410.4 · Contractual Expenses				22,929.44
9010 · Employee Benefits				
.2 · Social Security & Medicare				
	07.09.26 PR			1,199.74
	07.23.26 PR			1,159.54
Total .2 · Social Security & Medicare				2,359.28
.4 · Disability				
	07.09.26 PR			-17.30
	07.23.26 PR			-17.04
Total .4 · Disability				-34.34
.5 · Medical & Dental Benefits				
	07.09.26 PR			-285.68
	07.23.26 PR			-285.68
	11999	CDPHP	Invoice: 261940057991	6,220.64
Total .5 · Medical & Dental Benefits				5,649.28
.6 · Life Insurance				
	11998	Metropolitan Life Insurance Companies	Life insurance	24.30
Total .6 · Life Insurance				24.30
Total 9010 · Employee Benefits				7,998.52
Total Expense				62,338.86
Net Ordinary Income				-61,889.88
Net Income				-61,889.88

July Director's Report 2026

Board Election: There are two open seats for the board, and we have two Saugerties residents who have completed the petition and will be on the ballot for the September 15th election. They are returning board member, Paul Van Benschoten and Ed Himberger.

Facilities: Richers electric replaced the emergency exit signs and emergency lights that needed to be upgraded.

Personnel: Our Children's Programmer, Kristina, is going to NYLA in November (paid for with donated funds) for the first time. The NYLA conference is our big meeting of librarians in Saratoga Springs. There are daily information sessions which are inspiring, and it's a great way to meet colleagues.

Our new Library Assistant, Liz Mendoza is doing a fantastic job and will have her 3 month evaluation in August.

Summer Reading Program: Both children and teens have participated in the SRP diorama contest this year. Each patron took home a small toy and built a diorama around it. Children took a crocodile and teens took a dinosaur skeleton. Anyone can vote for their favorite, so please take a moment to look them over and vote.

Highlights: 20 teens enjoyed having their hand henna-ed. The raptor show was quite well attended, four families came to the "I Hear America Singing" program and the fossil event was well attended. We had to move or reschedule some programs from being outdoors due to excessive heat. Those programs included bubble painting and The World of Animals.

Local Artist: Suzanne Bennet has been in contact with me about a grant from the New York State African American Heritage Grant Program that she and others are writing. They are hoping to fund the creation of a bust of local artist, Augusta Savage that would be on display at the library.

Webinars attended: Crafting an AI Policy for Your Public Library: Practical, Ethical, Adaptable. July 9th
Policy Development for Public Usage of Library Space and Meeting Rooms July 10th

Meetings:

Library of Local organizational meeting
UCLA – canceled

Closed July 3rd & 4th for Independence day. I took vacation days: July 27 – Aug.4th

Saugerties Public Library
Policy & Personnel Committee

Date: July 22, 2026

Time: 6:15 pm

Present: Scott (Chair), Kielland, Poll, Russell (Director)

Absent: Lang

Agenda:

Policies for Review:

1. Law Enforcement Policy: Lawyer has reviewed this policy and said that with the slight change in date, it could be approved by the board.
2. Community Room Use Policy:
 - Two specific questions came up during prior review in regards to political and religious events. Lawyer reviewed the current draft policy. We will revise to reflect that any political oriented meetings must be open to the public.
 - Religious use: Lawyer is consulting with a colleague will get back to us.
 - In addition, clearer language indicating that the library's name cannot be used in third-party has been added to the actual sign up form, in addition to the policy.
3. AI Policy:
 - While we currently do not have an AI Policy, AI is quickly becoming a presence in our daily lives. Jen recently attended a webinar on the subject and believes it could become an issue particularly with copyrights etc.
 - We discussed having a policy for in-house use only (meaning staff) and what that might look like. For example: if staff use AI to aid with development of the library website or emails, there could be a disclaimer that denotes AI has been used. We can also say that the library makes every effort to not use AI generated content and staff does not use copyrighted material.
 - Jen mentioned that Libby does offer AI generated suggestions in their search engine. She also mentioned a AI tool called [Duck.ai](https://duck.ai) which focuses on user security.
4. Personnel Manual Review:
 - Article II Section 2.03 : strike "between the sexes on pay."
 - Section 2.04 Recruitment
 - Is there a way to encourage more inclusive staff recruiting?
 - Section 2.05 Selection and Reference Checks : strike "pre-employment checks."

- Section 2.06 Probation Period : Jen will look into this.
- Section 2.07 Performance Evaluation : salary recommendations will be made by Finance and Policy & Personnel Committees. CPI and state minimum wage guidelines will be used to aide determinations.
- Section 2.08 Resignation: strike “his/her” throughout section.

ACTIONS:

Approve the draft Law Enforcement Policy

Meeting Adjourned: 7:25pm

Next Meeting: August 26 at 6:15pm



Law Enforcement Inquiries Policy and Procedures

Policy

The Saugerties Public Library recognizes and strives to follow the practices of the *ALA (American Library Association) Code of Ethics*, Article III, “We protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted,” to the fullest extent of our abilities. Saugerties Public Library will also support the rights and privacy of our patrons with the NYS Civil Practice Laws and Rules Section 4509, Library Records.

In the event that Saugerties Public Library is served with a legitimate subpoena, search warrant or search warrant issued by the Foreign Intelligence Act (FISA) (USA Patriot Act Amendment) by federal, state, or local authorities, the Saugerties Public Library Director and staff will comply with all specified requests.

Procedures

- Should any staff member be approached by a state, federal, or local officer, they should immediately ask for identification and make a copy of that identification. If possible, verify the information with the local FBI office or the police department. The agent or officer should then be immediately referred to the Library Director. In the case that the Library Director cannot be reached, the Assistant Director should be contacted.
- The Library Director or Assistant Director should then immediately call Counsel* for assistance. *If the Library Director, or Assistant Director is unreachable the staff person should contact Counsel directly.* If the agent presents a court order (search warrant, subpoena, or other judicial process) it should immediately be shown to Counsel for approval.
- The Director or Assistant should meet with the agent with another colleague in attendance. If possible, one person should take notes if a record of the encounter is needed in the future.

* **As of July 2026**, legal counsel of the Saugerties Public Library is Robert T. Schofield (518-487-7616) rschofield@woh.com.

- If the agent or officer does not have a court order compelling the production of records, the Library Director should explain the Library’s confidentiality policy and the state’s confidentiality law, and inform the agent or officer that users’ records are not available except when a proper court order in good form has been presented to the Library.

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If the court order is in the form of a SEARCH WARRANT:

- A search warrant may be executed immediately and may be served to any employee. The agent or officer may begin a search of library records as soon as the Library is served with the court's order.
- The warrant will include information that identifies the premises to be searched and the items or records to be produced under the warrant. Ask that the officer observe the boundaries set by the search warrant and make a copy of the warrant.
- Should a warrant be served, contact the Library Director. In the case that the Library Director cannot be reached, the Assistant Director should be contacted. The Director, Assistant Director, or staff member will contact Counsel. Should the Director or Assistant Director not be reachable, cooperate with the agent to the best of your ability and continue to try to contact Director or Assistant Director.
- Ask to have library counsel present before the search begins in order to allow library counsel an opportunity to examine the search warrant and to ensure that the search conforms to the terms of the search warrant.
- If the officer refuses to delay the search, examine the warrant. Ensure that the warrant has been issued by a local or federal court in New York State and is current and not expired. If you question the validity of the warrant, call the issuing court to confirm the validity of the warrant.
- Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are viewed or scanned. Do not discuss the warrant with the officer, identify any documents, or to volunteer information without first consulting with the library's counsel.
- Record and keep an inventory of the records or items seized from the library. If possible, keep the originals and provide the agent with copies (or make copies for the library's reference).
- While most law enforcement officers will cooperate with a library's request to allow counsel to examine the warrant, it is possible that an officer will refuse to delay his or her search. Step aside and DO NOT interfere with the officer in those cases. Continue to attempt to notify the library director or library counsel, and make every effort to keep a record of the incident.

If the court order is a SEARCH WARRANT ISSUED UNDER THE FOREIGN INTELLIGENCE SURVEILLANCE ACT (FISA) (USA PATRIOT ACT AMENDMENT):

- The procedures for a regular search warrant still apply (see above). However, a search warrant issued by a FISA court also contains a “gag order.” That means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant.
- The library and its staff must comply with this order. No information can be disclosed to any other party, including the patron whose records are the subject of the search warrant. Note that the FISA gag order permits the person receiving the FISA warrant to inform the library director and those members of the staff who are needed to produce the records.
- The gag order DOES NOT change a library’s right to legal representation during the search. The library can still seek legal advice concerning the warrant and request that the library’s legal counsel be present during the actual search and execution of the warrant.

If the court order is in the form of a SUBPOENA

- A subpoena does not require an immediate response from the library. Thank the officer serving the subpoena and inform him or her that the library will respond to the subpoena within the time allotted and in conformity with the law. Immediately refer the subpoena to the library’s legal counsel.
- Counsel should examine the subpoena for any legal defect, including the manner in which it was served to the library, the breadth of its request, its form, or an insufficient showing of good cause made to a court. If a defect exists, counsel will advise on the best method to resist the subpoena.
- Through legal counsel, insist that any defect be cured before records are released and that the subpoena is strictly limited to require release of specifically identified records or documents. If there does not appear to be good cause for the subpoena, or if it seems too broad or intrusive, ask the attorney to file a motion to quash the subpoena in its entirety.
- If you decide to comply with the subpoena after consulting with legal counsel, review the information that may be produced in response to the subpoena before releasing the information. Follow the subpoena strictly and do not provide any information that is not specifically requested in it.

- If disclosure is required, ask the court for a protective order (drafted by the library's counsel) keeping the information confidential and limiting its use to the particular case. Ask that access be restricted to those persons working directly on the case.

AFTER the visit:

- Review the subpoena or search warrant with library counsel to ensure that the library complies with any remaining requirements, including restrictions on sharing information with others.
- Review library policies and staff response and make any necessary revisions in light of experience.
- The Director shall be responsible for communicating with the news media. Develop a public information statement detailing the principals upholding library confidentiality that includes an explanation of the chilling effect on First Amendment rights caused by public access to users' personally identifiable information, and share it with staff so they are able to communicate the library's message to their acquaintances and neighbors in the community.
- Notify the American Library Association (ALA) about the experience by calling the Office for Intellectual Freedom at 800-545-2433, extension 4223.

Approved by the Saugerties Public Library board on July 14, 2015

Review History: February 14, 2019

Review Cycle: 3 years

Saugerties Public Library
Facilities Committee

Date: July 21st, 2026

Time: 6 PM

Committee Members Attending: Paul, Tim

Staff Attending: Jen, Sandy

Others Attending:

Absent: Yosefa

Discussion/Agenda Items

- At long last, an original floor tile has been found. It can be used to find a replacement for those that are broken.
- We have switched to Archtop Fiber as our internet provider, this includes our phone lines. The wireless speeds are still slow. Zac from *The Computer Guys* tested using his own equipment and the speed was very good.
 - Jen has spoken with MHLS who maintain our wireless access points along with many other libraries in the system. Because of security concerns MHLS will not give out passwords to change any AP settings.
 - We may have to hire an outside company to finally discover why our wi-fi speeds are so low and/or purchase new equipment.
- We would like to have our bluestone steps inspected. While they are not used as steps any more, they are original to the building. Some gaps have opened up.
 - During a conversation with the family of Henry A. Furboter, they mentioned that they knew a stone mason that they could recommend. We need to reach out to them for that name.
- There are several building maintenance issues coming up in 2027 such as painting the exterior woodwork and painting and repairing the interior stairwell.
 - Should we place money into our capital fund so we can pay for these without affecting the budget?
- The steam cleaner that we purchased has been used to clean toys in the children's room.
- Richers electric has replaced all of the emergency and Exit lights.

Next Facilities Meeting

August 18th, 2026

Saugerties Public Library
2025-2026 Statistics Compared

	Jan '25	Jan '26	Feb '25	Feb '26	March '25	March '26	April '25	April '26	May '25	May '26	June '25	June '26	July '25	July '26
Circulation														
Adult	2,318	2,435	2,122	2,131	2,251	2,424	2,202	2,306	2,240	2,224	2,102	2,450	2,544	2,793
Adult renewals	1,035	988	999	953	1,145	1,149	992	1,100	1,038	1,156	1,024	955	1,024	1,224
Juvenile	2,095	1,854	1,783	1,595	1,726	1,857	1,736	1,676	1,632	1,661	1,767	1,858	2,326	2,525
Juvenile renewals	814	847	1,038	862	1,032	1,006	915	1,063	904	964	951	825	1,147	1,140
Teen	107	128	97	144	70	118	85	161	132	118	125	143	184	191
Teen renewals	58	80	41	84	41	96	44	81	43	80	58	90	83	113
Total Circulation	6,427	6,332	6,080	5,769	6,265	6,650	5,974	6,387	5,989	6,203	6,027	6,321	7,308	7,986
		-1%		-5%		6%		7%		4%		5%		9%
Holds Filled														
Adults	979	1,042	861	909	934	1,110	928	1,026	967	1,025	980	1,013	1,129	1,131
Juvenile	547	516	370	537	468	596	423	539	375	483	355	415	357	461
Teen	54	57	42	75	43	62	64	81	78	59	60	83	73	82
ILL received	2	4	2	1	3	1	2	0	4	0	1	0	2	0
ILL loaned	1	0	2	0	1	2	0	0	0	0	0	0	0	0
Total Holds	1,583	1,619	1,277	1,522	1,449	1,771	1,417	1,646	1,424	1,567	1,396	1,511	1,561	1,674
		2%		19%		22%		16%		10%		8%		7%
Questions Answered														
Adult	742	712	718	804	793	927	843	864	744	766	840	847	1,014	936
Children's	163	155	145	127	128	143	136	177	136	156	161	161	179	213
Total Questions	905	867	863	931	921	1,070	979	1,041	880	922	1,001	1,008	1,193	1,149
		-4%		8%		16%		6%		5%		1%		-4%
Programs														
Adult	24	26	24	32	33	36	34	31	31	25	26	24	24	21
Teen	22	17	19	17	20	17	20	18	13	9	19	16	20	22
Children's	26	23	29	23	30	24	31	25	28	24	29	26	44	41
Total Programs	72	66	72	72	83	77	85	74	72	58	74	66	88	84
		-8%		0%		-7%		-13%		-19%		-11%		-5%
Program Attendance														
Adult	228	292	226	338	552	713	529	633	566	939	262	240	196	204
Teen	137	157	129	151	147	164	123	158	87	87	298	335	181	204
Children	322	411	225	437	269	757	234	282	239	1,146	1,545	668	976	620
Total attendance	687	860	580	926	968	1,634	886	1,073	892	2,172	2,105	1,243	1,353	1,028
		25%		60%		69%		21%		144%		41%		-24%
Computer sessions	311	334	304	366	381	406	397	387	331	344	331	396	425	372
		7%		20%		7%		-3%		4%		20%		-12%
Web Page Visits	6,207	5,936	5,728	5,356	6,161	5,930	6,350	5,344	6,224	5,693	6,188	5,755	6,889	7,220
		-4%		-6%		-4%		-16%		-9%		7%		5%
New Cards Issued	30	41	30	44	33	54	30	56	32	56	39	33	84	73
		37%		47%		64%		87%		75%		-15%		-13%
Overdrive Audiobook	1098	1207	1042	1027	1058	1275	1030	1187	1110	1036	1009	1223	1155	1287
Overdrive eBook	1036	1003	918	998	982	1013	903	946	927	1203	867	997	1051	961
Overdrive Magazine	626	738	578	679	631	733	683	666	601	739	621	778	547	662
Overdrive Total	2760	2948	2538	2704	2671	3021	2616	2799	2638	2978	2497	2998	2753	2910
		7%		7%		13%		7%		13%		20%		6%

Saugerties Public Library
2025-2026 Statistics Compared

	August '25	August '26	Sept '25	Sept '26	Oct '25	Oct '26	Nov '25	Nov '26	Dec '25	Dec '26	TOTAL 2025	TOTAL 2026	
Circulation													
Adult	2,424		2,397		2,326		2,096		2,133		27,457	16,763	61%
Adult renewals	1,185		1,223		1,073		1,077		1,065		12,641	7,525	60%
Juvenile	2,107		1,844		1,944		1,386		1,279		23,458	13,026	56%
Juvenile renewals	1,052		1,181		1,084		1,068		859		12,215	6,707	55%
Teen	155		100		131		111		114		1,532	1,003	65%
Teen renewals	69		68		63		48		62		762	624	82%
Total Circulation	6,992		6,813		6,621		5,786		5,512		78,065	45,648	58%
Holds Filled											0		
Adults	1,027		976		982		893		935		11,111	7,256	65%
Juvenile	401		524		482		396		411		4,830	3,547	73%
Teen	72		51		73		58		54		596	499	84%
ILL received	0		0		4		2		2		6	6	100%
ILL loaned	1		0		0		2		0		6	2	33%
Total Holds	1,501		1,551		1,541		1,351		1,402		16,549	11,310	68%
Questions Answered											0		
Adult	974		889		812		681		547		10,359	5,704	55%
Children's	199		121		230		171		146		2,873	1,110	39%
Total Questions	1,173		1,010		1,042		852		693		13,232	6,814	51%
Programs											0		
Adult	26		23		29		24		22		286	195	68%
Teen	16		17		17		12		13		193	116	60%
Children's	36		23		25		17		22		268	186	69%
Total Programs	78		63		71		53		57		747	497	67%
Program Attendance											0		
Adult	284		205		256		199		453		3,259	3,359	103%
Teen	127		120		101		97		89		1,396	1,256	90%
Children	428		348		455		209		206		5,959	4,321	73%
Total attendance	839		673		812		505		748		10,614	8,936	84%
Computer sessions	322		339		366		273		265		4,531	2,605	57%
Web Page Visits	5,799		5,510		5,943		5,250		4,796		66,546	41,234	62%
New Cards Issued	48		32		36		32		29		464	357	77%
Overdrive Audiobook	1071		1033		1062		1153		1130		9971	8242	83%
Overdrive eBook	1080		991		970		962		927		10839	7121	66%
Overdrive Magazine	595		592		653		622		665		5617	4995	89%
Overdrive Total	2746		2616		2685		2737		2722		26427	20358	77%

2026

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Saugerties Public Library
Outreach Committee

Date: July 30, 2026

Time: 6:00 pm

Committee Members Attending:

Teresa Giordano, Kerry McQuaide, Alice Graves

Discussion/Agenda Items

1. Biblioboard

Informal meeting held at Rock da Casbah to get a sense of local musicians and how they might respond to sharing their music on Biblioboard. The informal survey indicated that they would be excited to share original music. Copyright will not be an issue. Jen and staff are creating guidelines and explaining the process to musicians and writers.

2. Local Aid Groups

We talked about the community aid event and combining it with people who need services and people who want to volunteer. It could be tough for people who need help to attend. Kerry has some ideas for a flyer to post for the community that could bring in both volunteers and people who need services.

Meeting adjourned at 8:00pm

Next Outreach meeting is August 24 @ 5:30