

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

Roll Call

Public Comment

Old Business:

New Business:

1. MHLS MOU approval

Secretary's Report

Treasurer's Report

Finance Report

Director's Report:

Committee Reports:

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

Next meeting - May 9, 2024

Saugerties Public Library
Regular Board Meeting
Date: March 14, 2024

Present: Trustees Jouette Bassler, Charlotte Herscher, Paul Vanbenschoten, Brian Collins, Timothy Scott, Julie Misiano

Excused: Trustees Katie Cokinos, Irene Hurst, Yosefa Karchmar, Nina Schmidbaur, Robert Irizarry

Staff: Director Jennifer Russell

Public Attendees: Ray Rebholz

Meeting called to order at 6:09 PM by Board President Tim Scott

Public Comment:
N/A

Friends of Library:

Next meeting is April 15th at 7PM in the library. Will be in discussion with the farmer's market administrators, to collaborate in preparation for the June street festival.

Unfinished Business:

- Sexual Harassment Training: Reminder to complete this required training.

New Business:

1. Annual Report: Trustees received the annual report prior to the meeting. Tim Scott made a motion, seconded by Brian Collins to approve the annual report with annotations. Passes unanimously
2. CD Investment: New rate at renewal will be 4.3% if renewed at today's rate. Want to renew our two current CDs' principal into one CD or 12 months. Motion to approve the renewal made by Charlotte Herscher, seconded by Brian Collins. Passes unanimously.
3. Trustee Training: Prior to the October 2024 meeting, Trustees must take two hours of training in addition to the sexual harassment training. MHLS will be hosting some workshops trustees may find interesting. Please see the board packet for more information. MHLS is also working on an event that could also be a training.

Secretary's Report:

Motion by Brian Collins and *Second* by Paul VanBenschoten to approve the minutes as written. Motion passes unanimously.

Treasurer's Report:

Motion to pay the bills in the amount of \$ 26,176.24 made by Charlotte Herscher, seconded by Tim Scott Passes unanimously

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

- Positive feedback from patrons regarding the faux fireplace via fire scene streamed onto a flatscreen TV placed inside the fireplace
- Books as Art:
- Children's Programming: Charlotte ran a story time at the Mt. Marion preschool
- Pre-recorded programs: We subscribed to the "library speakers' consortium" which hosts live and prerecorded events with bestselling authors. It has been very popular with our patrons.

Committee Reports:

Finance: met on February 27, 2024

Discussed personnel and salary increases, in preparation for this year's budget. Will have the personnel committee join us at April's meeting. That will be on Tuesday April 30th at 6PM. The Director told us that the Hoopla digital media subscriptions have gone up. The cost for the 2024 Five-Year plan development will also have to be taken into account.

see minutes FMI Next meeting: Tuesday March 19th at 6PM

Personnel/Policy: met on February 21st

We are in the process of finalizing the new version of the bylaws to put before the board for approval next month.

see minutes FMI Next meeting: March 20 th at 6PM

Facilities: met on February 6th

We received a bill from EMTech to replace some valves in the GeoThermal. Continue to face challenges to locate replacement light fixtures to reduce the reliance on use of a ladder or at least to make the changing of the bulbs easier. Discussion of long-term facilities needs in preparation for the five-year plan development. Recommended an annual inspection of the roof, as a tree growing over it has begun to cause some damage.

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

Outreach: met on February 25th

Signed up for Survey Monkey to facilitate the Five-Year plan survey of the community. The opening of the Books as Art was well received and well attended.

The Outreach Committee's mission statement was revised, and will be shared see minutes FMI Next meeting: March 25th at 5:30PM

Friends Liaison: N/A

Motion to adjourn at 6:43PM by Charlotte Herscher ;
Seconded by Jouette Bassler

Passes unanimously.

Submitted by Julie Misiano

Next meeting: April 11th at 6PM

Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Mar 24</u>	<u>Jan - Mar 23</u>
Ordinary Income/Expense		
Income		
1001 · Real Property Taxes	0.00	630,152.00
2082 · Fines	2,205.59	2,250.60
2401 · Interest	1,134.68	1,653.84
2705 · Gifts & Donations		
2705.4 · Friends	2,500.00	0.00
2705.2 · General	75.00	3,150.00
Total 2705 · Gifts & Donations	<u>2,575.00</u>	<u>3,150.00</u>
3840 · New York State Aid	0.00	564.08
Total Income	<u>5,915.27</u>	<u>637,770.52</u>
Expense		
7410.1 · Salaries	80,649.94	68,995.03
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	0.00	13.99
.4.1.7 · Streaming	2,076.82	1,259.23
.4.1.1 · DVD	561.59	521.55
.4.1.2 · Books		
4.1.2A · Adult Books	8,713.24	8,228.57
4.1.2J · Children's Books	1,596.67	1,061.02
Total .4.1.2 · Books	<u>10,309.91</u>	<u>9,289.59</u>
.4.1.3 · Subscriptions	34.95	29.97
.4.1.4 · Newspapers	643.00	421.78
.4.1.5 · Digital Materials	871.98	552.71
.4.1.6 · Audio Books	49.99	49.99
Total .4.1 · Library Material	<u>14,548.24</u>	<u>12,138.81</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	3,593.72	71.88
.4.2.2 · Microfilm & Archives	2,000.00	0.00
.4.2.3 · Newsletter & Public Relations	324.00	0.00
Total .4.2 · Programs, Publicity, History	<u>5,917.72</u>	<u>71.88</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	6,979.30	7,606.27
.4.3.2 · Telephone	689.43	1,155.20
.4.3.3 · Insurance	7,537.00	10,328.00
.4.3.4 · Maintenance Service & Supplies	976.33	817.12
.4.3.5 · Lawn & Grounds	0.00	1,279.99
.4.3.6 · Building R&M	1,491.15	2,481.54
.4.3.7 · Snow Removal	750.00	1,600.00
.4.3.8 · Elevator	82.15	1,854.44
.4.3.9 · Geothermal	1,896.00	0.00
.4.3.12 · Internet	923.20	857.01
Total .4.3 · Operation of Building	<u>21,324.56</u>	<u>27,979.57</u>

Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Mar 24</u>	<u>Jan - Mar 23</u>
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	1,436.96	653.00
.4.4.2 · Office Supplies	462.03	205.16
.4.4.4 · Postage	3.72	48.34
.4.4.6 · Equipment Purchases	205.97	1,020.00
.4.4.7 · Equipment R&M	840.00	0.00
Total .4.4 · Equipment R&M, Supplies	<u>2,948.68</u>	<u>1,926.50</u>
.4.5 · Automation, System Fees		
.4.5.1 · Automation & Online Services	2,385.04	765.04
.4.5.2 · MHLS Assessment Fees	8,184.50	9,590.00
Total .4.5 · Automation, System Fees	<u>10,569.54</u>	<u>10,355.04</u>
.4.6 · Professional Services		
.4.6.8 · Professional Memberships	300.00	0.00
.4.6.7 · Payroll Service Fees	869.74	669.90
.4.6.1 · Accounting	2,200.00	500.00
.4.6.2 · Audit	0.00	13,300.00
.4.6.3 · Board Expenses	147.08	150.00
.4.6.4 · Consulting & Legal Services	500.00	1,000.00
.4.6.5 · IT Maintenance Consultant	1,624.00	1,592.00
.4.6.6 · Staff Development	530.80	0.00
Total .4.6 · Professional Services	<u>6,171.62</u>	<u>17,211.90</u>
Total 7410.4 · Contractual Expenses	<u>61,480.36</u>	<u>69,683.70</u>
9010 · Employee Benefits		
.1 · Retirement	30,758.00	27,191.00
.2 · Social Security & Medicare	6,042.94	5,103.91
.3 · Workers Compensation	3,285.00	3,778.00
.4 · Disability	-94.30	-87.33
.5 · Medical & Dental Benefits	20,668.80	13,707.73
.6 · Life Insurance	72.90	76.03
Total 9010 · Employee Benefits	<u>60,733.34</u>	<u>49,769.34</u>
Total Expense	<u>202,863.64</u>	<u>188,448.07</u>
Net Ordinary Income	<u>-196,948.37</u>	<u>449,322.45</u>
Net Income	<u><u>-196,948.37</u></u>	<u><u>449,322.45</u></u>

Saugerties Public Library

General Fund Budget vs. Actual

January through March 2024

	<u>Jan - Mar 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
1001 · Real Property Taxes	0.00	661,660.00	-661,660.00	0.0%
2082 · Fines	2,205.59	3,500.00	-1,294.41	63.02%
2401 · Interest	1,134.68	11,000.00	-9,865.32	10.32%
2705 · Gifts & Donations				
2705.4 · Friends	2,500.00	5,000.00	-2,500.00	50.0%
2705.2 · General	75.00	5,000.00	-4,925.00	1.5%
Total 2705 · Gifts & Donations	2,575.00	10,000.00	-7,425.00	25.75%
3840 · New York State Aid	0.00	5,500.00	-5,500.00	0.0%
3999 · Appropriated Fund Balance	0.00	61,233.00	-61,233.00	0.0%
Total Income	5,915.27	752,893.00	-746,977.73	0.79%
Expense				
7410.1 · Salaries	80,649.94	406,375.00	-325,725.06	19.85%
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.8 · Music	0.00	100.00	-100.00	0.0%
.4.1.7 · Streaming	2,076.82	6,500.00	-4,423.18	31.95%
.4.1.1 · DVD	561.59	3,000.00	-2,438.41	18.72%
.4.1.2 · Books				
4.1.2A · Adult Books	8,713.24	17,000.00	-8,286.76	51.25%
4.1.2J · Children's Books	1,596.67	9,500.00	-7,903.33	16.81%
Total .4.1.2 · Books	10,309.91	26,500.00	-16,190.09	38.91%
.4.1.3 · Subscriptions	34.95	2,000.00	-1,965.05	1.75%
.4.1.4 · Newspapers	643.00	2,000.00	-1,357.00	32.15%
.4.1.5 · Digital Materials	871.98	9,000.00	-8,128.02	9.69%
.4.1.6 · Audio Books	49.99	1,000.00	-950.01	5.0%
Total .4.1 · Library Material	14,548.24	50,100.00	-35,551.76	29.04%
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs	3,593.72	7,000.00	-3,406.28	51.34%
.4.2.2 · Microfilm & Archives	2,000.00	2,000.00	0.00	100.0%
.4.2.3 · Newsletter & Public Relations	324.00	3,250.00	-2,926.00	9.97%
Total .4.2 · Programs, Publicity, History	5,917.72	12,250.00	-6,332.28	48.31%
.4.3 · Operation of Building				
.4.3.1 · Utilities	6,979.30	37,000.00	-30,020.70	18.86%
.4.3.2 · Telephone	689.43	3,500.00	-2,810.57	19.7%
.4.3.3 · Insurance	7,537.00	23,500.00	-15,963.00	32.07%
.4.3.4 · Maintenance Service & Supplies	976.33	4,500.00	-3,523.67	21.7%
.4.3.5 · Lawn & Grounds	0.00	4,500.00	-4,500.00	0.0%
.4.3.6 · Building R&M	1,491.15	15,000.00	-13,508.85	9.94%
.4.3.7 · Snow Removal	750.00	2,500.00	-1,750.00	30.0%
.4.3.8 · Elevator	82.15	4,000.00	-3,917.85	2.05%
.4.3.9 · Geothermal	1,896.00	7,000.00	-5,104.00	27.09%
.4.3.12 · Internet	923.20	3,000.00	-2,076.80	30.77%

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

	<u>Jan - Mar 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total .4.3 - Operation of Building	21,324.56	104,500.00	-83,175.44	20.41%
.4.4 - Equipment R&M, Supplies				
.4.4.1 - Copier	1,436.96	4,020.00	-2,583.04	35.75%
.4.4.2 - Office Supplies	462.03	3,000.00	-2,537.97	15.4%
.4.4.4 - Postage	3.72	2,300.00	-2,296.28	0.16%
.4.4.6 - Equipment Purchases	205.97	6,000.00	-5,794.03	3.43%
.4.4.7 - Equipment R&M	840.00	2,000.00	-1,160.00	42.0%
Total .4.4 - Equipment R&M, Supplies	2,948.68	17,320.00	-14,371.32	17.03%
.4.5 - Automation, System Fees				
.4.5.1 - Automation & Online Services	2,385.04	4,000.00	-1,614.96	59.63%
.4.5.2 - MHLS Assessment Fees	8,184.50	17,500.00	-9,315.50	46.77%
Total .4.5 - Automation, System Fees	10,569.54	21,500.00	-10,930.46	49.16%
.4.6 - Professional Services				
.4.6.8 - Professional Memberships	300.00	700.00	-400.00	42.86%
.4.6.7 - Payroll Service Fees	869.74	2,500.00	-1,630.26	34.79%
.4.6.1 - Accounting	2,200.00	6,500.00	-4,300.00	33.85%
.4.6.3 - Board Expenses	147.08	250.00	-102.92	58.83%
.4.6.4 - Consulting & Legal Services	500.00	2,000.00	-1,500.00	25.0%
.4.6.5 - IT Maintenance Consultant	1,624.00	1,600.00	24.00	101.5%
.4.6.6 - Staff Development	530.80	700.00	-169.20	75.83%
Total .4.6 - Professional Services	6,171.62	14,250.00	-8,078.38	43.31%
.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	61,480.36	220,570.00	-159,089.64	27.87%
9010 - Employee Benefits				
.1 - Retirement	30,758.00	32,313.00	-1,555.00	95.19%
.2 - Social Security & Medicare	6,042.94	30,440.00	-24,397.06	19.85%
.3 - Workers Compensation	3,285.00	4,700.00	-1,415.00	69.89%
.4 - Disability	-94.30	300.00	-394.30	-31.43%
.5 - Medical & Dental Benefits	20,668.80	57,825.00	-37,156.20	35.74%
.6 - Life Insurance	72.90	370.00	-297.10	19.7%
Total 9010 - Employee Benefits	60,733.34	125,948.00	-65,214.66	48.22%
Total Expense	202,863.64	752,893.00	-550,029.36	26.95%
Net Ordinary Income	-196,948.37	0.00	-196,948.37	100.0%
	-196,948.37	0.00	-196,948.37	100.0%

Saugerties Public Library Abstract Check Register

Type	Date	Num	Name	Memo	Amount
M&T General Fund Checking 6455					
Check	03/07/2024	EFT	NYS Emp Retire System		-575.78
Check	03/26/2024		Square		-61.96
Check	03/31/2024	11254	Welsh Sanitation		-93.89
Check	03/31/2024	11255	National Business Technology	Invoice #82218399	-335.00
Check	03/31/2024	11256	Business Credit Card		-1,593.91
Check	03/31/2024	11257	Mid Hudson Library System	#1810	-4,142.25
Check	03/31/2024	11258	Gale/Cengage Learning	Invoice #84015935 and #84110612	-127.16
Check	03/31/2024	11259	Charter Communications		-230.80
Check	03/31/2024	11260	Stewart's		-206.00
Check	03/31/2024	11261	Culligan of Newburgh		-64.20
Check	03/31/2024	11262	Energy Management Technologies	Invoice #10272 and #10486 #505176293, #505215341 and #505248093	-1,896.00
Check	03/31/2024	11263	Midwest Tape		-793.66
Check	03/31/2024	11264	Baker & Taylor		-1,667.52
Check	03/31/2024	11265	P.C. Smith & Son Inc		-11.98
Check	03/31/2024	11266	WZ Accountants	Invoice #1630	-550.00
Check	03/31/2024	11267	Hudson Valley One		-45.00
Check	03/31/2024	11268	Uniforms USA, Inc.	#25632	-52.00
Check	03/31/2024	11269	DEMCO		-121.17
Check	03/31/2024	EFT	Central Hudson		-2,817.46
Check	03/31/2024	EFT	Paychex	and #2024031901	-173.84
Check	03/31/2024	11270	OverDrive Inc	Invoice #01938CO24069369	-207.50
Check	03/31/2024	11271	Ulster County Library Association		-340.89
Check	03/31/2024	11272	Metropolitan Life Insurance Companies		-24.30
Check	03/31/2024	EFT	Charter Communications		-254.81
Check	03/31/2024	11273	CDPHP	#240730000248	-5,581.95
Check	03/31/2024	11274	LaGrange Association Library		-20.00
Check	03/31/2024	11275	Chatham Public Library		-14.00
Check	03/31/2024	11276	Woodstock Library		-36.00
Check	03/31/2024	11277	Jessica Williams		-80.00
Check	03/31/2024	10865	Jessica Williams		-100.00
Total M&T General Fund Checking 6455					-22,219.03
M&T Capital Fund Checking 6430					
Total M&T Capital Fund Checking 6430					
TOTAL					-22,219.03

Saugerties Public Library

Abstract

March 2024

	Num	Name	Memo	Amount
Ordinary Income/Expense				
Income				
2082 - Fines				
			Square income	254.70
Total 2082 - Fines				<u>254.70</u>
Total Income				254.70
Expense				
7410.1 - Salaries				
	3-07-24 PR			14,961.39
	3-21-24 PR			14,776.20
Total 7410.1 - Salaries				<u>29,737.59</u>
7410.4 - Contractual Expenses				
.4.1 - Library Material				
.4.1.7 - Streaming				
	11256	Business Credit Card		163.99
	11263	Midwest Tape	#505176293, #505215341 and #505248093	610.74
Total .4.1.7 - Streaming				<u>774.73</u>
.4.1.1 - DVD				
	11263	Midwest Tape	#505176293, #505215341 and #505248093	182.92
Total .4.1.1 - DVD				<u>182.92</u>
.4.1.2 - Books				
4.1.2A - Adult Books				
	11256	Business Credit Card		22.95
	11258	Gale/Cengage Learning	#84110612	127.16
	11264	Baker & Taylor	Inv #5018793502	124.73
	11264	Baker & Taylor	Inv #5018796343	71.67
	11264	Baker & Taylor	Inv #5018810546	133.59
	11264	Baker & Taylor	Inv #55018826365	470.51
	11274	LaGrange Association Library		20.00
	11275	Chatham Public Library		14.00
Total 4.1.2A - Adult Books				<u>984.61</u>
4.1.2J - Children's Books				
	11264	Baker & Taylor	Inv #5018798632	90.64
	11264	Baker & Taylor	Inv #5018816452	72.16
	11264	Baker & Taylor	Inv #5018828422	704.22
	11276	Woodstock Library		36.00
Total 4.1.2J - Children's Books				<u>903.02</u>
Total .4.1.2 - Books				<u>1,887.63</u>
.4.1.4 - Newspapers				
	11260	Stewart's	March	206.00
	11267	Hudson Valley One		45.00
Total .4.1.4 - Newspapers				<u>251.00</u>
.4.1.5 - Digital Materials				
	11270	OverDrive Inc	Invoice #01938CO24069369	207.50

Saugerties Public Library

Abstract

March 2024

	Num	Name	Memo	Amount
Total .4.1.5 · Digital Materials				207.50
Total .4.1 · Library Material				3,303.78
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs				
	11256	Business Credit Card		225.98
	11277	Jessica Williams	Cost of Materials for egg decorating program	80.00
	10865	Jessica Williams		100.00
Total .4.2.1 · Programs				405.98
.4.2.3 · Newsletter & Public Relations				
	11256	Business Credit Card		324.00
Total .4.2.3 · Newsletter & Public Relations				324.00
Total .4.2 · Programs, Publicity, History				729.98
.4.3 · Operation of Building				
.4.3.1 · Utilities				
	EFT	Central Hudson	2/16/24 - 3/15/24	2,817.46
Total .4.3.1 · Utilities				2,817.46
.4.3.2 · Telephone				
	EFT	Charter Communications	3/2/24 - 4/1/24	254.81
Total .4.3.2 · Telephone				254.81
.4.3.4 · Maintenance Service & Supplies				
	11254	Welsh Sanitation	April	93.89
	11256	Business Credit Card		178.88
	11261	Culligan of Newburgh		64.20
	11265	P.C. Smith & Son Inc		11.98
Total .4.3.4 · Maintenance Service & Supplies				348.95
.4.3.6 · Building R&M				
	11268	Uniforms USA, Inc.	March	52.00
Total .4.3.6 · Building R&M				52.00
.4.3.9 · Geothermal				
	11262	Energy Management Technolo	Pipe	1,896.00
Total .4.3.9 · Geothermal				1,896.00
.4.3.12 · Internet				
	11259	Charter Communications	4/1/24 - 4/30/24	230.80
Total .4.3.12 · Internet				230.80
Total .4.3 · Operation of Building				5,600.02
.4.4 · Equipment R&M, Supplies				
.4.4.1 · Copier				
	11255	National Business Technology	April	335.00
Total .4.4.1 · Copier				335.00
.4.4.2 · Office Supplies				
	11256	Business Credit Card		34.43
	11269	DEMCO		121.17
Total .4.4.2 · Office Supplies				155.60
.4.4.7 · Equipment R&M				

Saugerties Public Library

Abstract

March 2024

Num	Name	Memo	Amount
11256	Business Credit Card		540.00
Total .4.4.7 · Equipment R&M			540.00
Total .4.4 · Equipment R&M, Supplies			1,030.60
.4.5 · Automation, System Fees			
.4.5.1 · Automation & Online Services			
11256	Business Credit Card		103.68
11257	Mid Hudson Library System	Title Source	50.00
Total .4.5.1 · Automation & Online Services			153.68
.4.5.2 · MHLS Assessment Fees			
11257	Mid Hudson Library System	General Assessment Fee	4,092.25
Total .4.5.2 · MHLS Assessment Fees			4,092.25
Total .4.5 · Automation, System Fees			4,245.93
.4.6 · Professional Services			
.4.6.9 · Merchant Fees			
		Square income	14.94
Total .4.6.9 · Merchant Fees			14.94
.4.6.7 · Payroll Service Fees			
	Square		61.96
EFT	Paychex	#2024031901	173.84
Total .4.6.7 · Payroll Service Fees			235.80
.4.6.1 · Accounting			
11266	WZ Accountants	Invoice #1630	550.00
Total .4.6.1 · Accounting			550.00
.4.6.6 · Staff Development			
11271	Ulster County Library Associat	EAP 4/1/24 - 3/31/25	340.89
Total .4.6.6 · Staff Development			340.89
Total .4.6 · Professional Services			1,141.63
Total 7410.4 · Contractual Expenses			16,051.94
9010 · Employee Benefits			
.2 · Social Security & Medicare			
	3-07-24 PR		1,123.41
	3-21-24 PR		1,109.24
Total .2 · Social Security & Medicare			2,232.65
.4 · Disability			
	3-07-24 PR		-16.05
	3-21-24 PR		-16.11
Total .4 · Disability			-32.16
.5 · Medical & Dental Benefits			
	3-07-24 PR		-276.50
	3-21-24 PR		-276.50
11273	CDPHP	April	5,581.95
Total .5 · Medical & Dental Benefits			5,028.95
.6 · Life Insurance			
11272	Metropolitan Life Insurance Co	Life insurance	24.30
Total .6 · Life Insurance			24.30
Total 9010 · Employee Benefits			7,253.74
Total Expense			53,043.27
Net Ordinary Income			-52,788.57
Net Income			-52,788.57

Please note: this will also be sent under separate cover to both directors and board presidents of member libraries.

ACTION MEMO #24-02

To: Member Library Directors & Board Presidents
From: Rebekkah Smith Aldrich, MHLS Executive Director
Date: February 29, 2024
Re: Memo of Understanding

Background:

The Mid-Hudson Library System (MHLS) is a cooperative public library system, chartered by the New York State Board of Regents, working in partnership with our member libraries. To define the relationship between MHLS and member libraries we have operated under two documents that outline the parameters and expectations of the relationship: the “Document of Understanding,” which is over twenty years old, and the “Automation Agreement,” which is approximately seven years old. Recognizing that both documents have elements that are out-of-date from several perspectives (e.g. terminology, contractual obligations, and state regulations), the MHLS Staff, Directors Association, and Board of Trustees collaborated in a 13-month effort to update and merge these two documents, resulting in the attached “Memorandum of Understanding (MOU).”

The basis of the MOU is not a major departure from the original two documents, it simply merges them; removes or updates out-of-date language and concepts; and clarifies issues that have become questioned in recent years.

In November 2023 the MHLS Directors Association unanimously approved this new MOU. In December 2023 the MHLS Board unanimously approved this new MOU.

Issue:

The MOU will need to be signed by each member library board president and director in order to re-establish clear lines of communication about the relationship between MHLS and member libraries.

Action:

Please sign and return the [Memo of Understanding](#) to MHLS.

Deadline:

Tuesday, April 30, 2024

For an introduction to the document and an opportunity ask questions about it please sign up for the Memo of Understanding Introduction presented by Rebekkah Smith Aldrich, MHLS Executive Director, an online event which will be recorded. This will be held on Tuesday, March 5th at 5:00pm. You can [register here](#) for this event.



103 Market Street
Poughkeepsie, New York 12601-4028
Phone: 845.471.6060
Fax: 845.454.5940
<http://midhudson.org>

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<https://midhudson.org/events/an-introduction-to-the-new-memo-of-understanding/>

Memorandum of Understanding Between the Mid-Hudson Library System and Member Libraries

This memorandum sets forth the responsibilities and expectations of the Mid-Hudson Library System (“System”) and its member libraries (“Member Libraries”) in the cooperative provision of public library service to the residents of the Mid-Hudson Valley. To facilitate a strong cooperative approach to meeting mutual expectations for service, the following are understood by both the Member Libraries and the System.

Definitions

Mid-Hudson Library System: a cooperative public library system chartered by the New York State Board of Regents to serve Columbia, Dutchess, Greene, Putnam and Ulster Counties.

Member Library: association and public libraries chartered by the New York State Board of Regents who have been granted membership to the Mid-Hudson Library System by its board of trustees.

Directors Association: The Directors Association (DA) of the System is composed of the director or manager of each Member Library as defined by §90.8 of Commissioner’s Regulations. As per the DA bylaws, the purpose of the DA shall be to address the needs and concerns of member libraries; provide a forum for the exchange of ideas; encourage the dissemination of information in the field of library management; forward recommendations to the staff and board of MHLS on issues pertaining to the management of services provided by MHLS including, but not limited to, collective agreements and cost sharing for services.

Membership: A library's membership in the System grants access to all services outlined in this memorandum; a seat on the Directors Association; and one vote at the Annual Membership Meeting of the System.

MHLS Board of Trustees: The System board is elected by the membership to govern the System as per New York State Education Law and Education Commissioner's Regulations.

Resource Sharing Standards: These are the policies and procedures adopted by the DA to govern the effective sharing of resources.

Free Direct Access Plan: The Free Direct Access Plan (FDAP) is a State approved agreement between the Mid-Hudson Library System and the State Education Department's Division of Library Development of the New York State Library and is required by Commissioner's Regulations §90.3 (a) through (d)(4). This document reflects MHLS's commitment that no resident in the area served by MHLS will be excluded from direct or on-site access to the resources of any of the system's member libraries on the basis of age, cultural, economic or civic status. The document provides the process for member libraries to identify and place restrictions on excessive and unfair use of resources that have a negative impact on services a member library provides their resident borrowers.

General Roles and Responsibilities

The mission of the System is to uphold the public's right to free and equitable access to information and library resources, to facilitate cost-effective resource sharing, and to promote professional and inclusive library services in partnership with the Member Libraries.

Member Libraries are chartered to serve the public directly and the System serves the Member Libraries.

A. The MID-HUDSON LIBRARY SYSTEM will, as determined appropriate by the System and consistent with applicable provisions of the Education Law and the Regulations of the Commissioner of Education:

1. Maintain and operate an integrated library system (ILS) which supports circulation; bibliographic and patron database management; metadata; a public catalog; other resource sharing functions; a physical delivery service for the purpose of sharing materials between the member libraries; shared digital collection platform(s); support for interlibrary loan services and delivery within our region and outside of the region, as appropriate. The choice of ILS vendor and scheduling of deliveries will be done with input from the member libraries.
 - This will include:
 - Assuming the primary financial and contractual responsibility for the operation of the ILS, ILS modules, digital collection platform, and related services.
 - Researching and leading contract negotiations to purchase software as service, equipment, and supplies at the request of the MHLS Directors Association when joint purchase results in savings or efficiencies.
 - Acquiring, creating, and enhancing bibliographic records for new acquisitions as well as managing quality control and updates to the existing bibliographic records on behalf of member libraries.
 - Assisting member libraries in achieving compliance with MHLS Directors Association approved Resource Sharing Standards.
 - Carrying out the implementation of the Procedures for Resource Sharing Standards Violations, as approved by the MHLS Directors Association.
 - Supporting member libraries with local ILS installation and managing the parameters and ILS configurations to meet their needs as they evolve.
 - Maintaining the ILS and modules through upgrade installations and acting on behalf of member libraries to resolve issues as they are reported.
 - Acting as an advocate with the ILS and digital collection platform vendors to develop and enhance these services and other software to meet the needs of our member libraries.

- Acting on behalf of member libraries to integrate services and support third-party vendor integrations.
 - Providing automated library services that are consistent with accepted library standards.
 - Establishing and maintaining financial records and other supporting evidence in accordance with New York State auditing practices.
2. Maintain the confidentiality of patron records as per New York State Civil Practice Law and Rules §4509.
 3. Arrange training and provide consulting to member libraries on: the minimum standards for registration of public and association libraries as defined in §90.2 of Commissioner's Regulations; ILS, cataloging, and digital services centrally purchased through MHLS; issues related to services, technology, management and governance as defined in the System's five-year Plan of Service. The MHLS Directors Association (DA) will provide input on the Plan of Service and related action plans prior to approval by the MHLS Board of Trustees and State Library.
 4. Provide advocacy for libraries in the region at the state, and national levels; at the local level upon the request of a member library board; and at the county level upon the request of a county directors/library association.
 5. Carry out the Free Direct Access Plan as defined in §90.3 of the Commissioner's Regulations and approved by the State Library.
 6. Administer and provide support for state aid as mandated by the Education Commissioner's Regulations as well as any grants received by the System for the benefit of members. This includes but is not limited to Coordinated Outreach Services as mandated by section §90.3; Central Library Services Program Aid as mandated in §90.4; and State Aid for Library Construction as mandated in §90.12.
 7. Invoice member libraries based on the annual member assessment adopted by the DA.

8. Provide a means for the mutual exchange of ideas and plans for service, such as the DA, advisory committees, and listservs.
9. Communicate directly, in a timely manner, with any Member Library or libraries wishing to discuss issues.

B. Each MEMBER LIBRARY will:

1. Maintain its registration with the State Library via compliance with the minimum standards detailed in §90.2 of Commissioner's Regulations.
2. Employ a paid director or interim director as per §90.2 of Commissioner's Regulations.
3. Maintain the confidentiality of patron records as per New York State Civil Practice Law and Rules §4509.
4. Ensure library directors are active participants in the DA which includes staying abreast of current topics of conversation, providing feedback to their county's representatives to DA advisory committees, and regular participation at DA meetings as local conditions allow.
5. Assume responsibility for its portion of the annual member assessment, including the Members Capital Fee, and for its portion of any ILS enhancement or product, based on recommendation by the DA, for MHLS to license through a cost-share agreement.
6. Adhere to the Resource Sharing Standards, including but not limited to purchasing levels.
7. Uphold that the ILS database is intended to contain all the Member Library's materials and registered borrowers, and to that end, agree to the following:
 - To enter or supply data for entry into the ILS database of patron and bibliographic information.

- To enter data only by properly trained personnel with the understanding that MHLS reserves the right to correct, add, modify, or delete bibliographic records and holdings information in keeping with professional standards and established procedures.
 - Keep patron and item records current and edit and delete holdings as necessary.
8. Provide borrowing privileges to patrons of other libraries in the System area as per New York State Education Law §272(g) and as provided for in the System's state-approved Free Direct Access Plan.
 9. Participate in the Interlibrary Loan Service within the System area.
 10. Purchase, install and maintain equipment and internet connectivity as specified by the Integrated Library System (ILS) vendor. This includes a static IP and adequate bandwidth to support the ILS given staff and patron needs.
 11. Maintain password control of access to the ILS and ensure that patron data and transactional information extracted from the ILS is securely stored, transferred and posted using currently acceptable secure methods. Extraction of personally identifiable information is limited to the patron or transactional information necessary for the operation of the library.
 12. Pay for any contractual obligations, e.g., additional user licenses and specialized services, that the Member Library chooses to add beyond MHLS's obligations as outlined above.
 13. Monitor the MHLS-Notices and MHLS-Alerts listservs for MHLS Action Memos and critical calls to action and respond by stated deadlines.
 14. Provide the various reports required by the New York State Library by stated deadlines.
 15. Ensure its trustees and staff are informed about events and services available from the System and keep the System informed of the services they desire.

C. TITLE TO SYSTEM DATABASE: The ILS bibliographic and patron database is understood to be the collective property of MHLS and all MHLS Member Libraries. A Member Library shall have the right to acquire, at its own expense, a machine-readable copy of its own holdings in the database, including title, item, current transactions, and patron records as they relate to the Member Library's chartered service area. Requests for machine-readable copies of parts of the database other than a Member Library's own holdings must be made in writing, explaining the intended use, to MHLS and any affected Member Library for their approval.

D. COMPLAINT PROCESS:

The System and Member Libraries agree to implement and adhere to the following process, to help ensure a fair and efficient resolution of any concerns by Member Libraries regarding compliance by the System or another Member Library with the agreements set forth in this Memorandum of Understanding. The following process shall be used to assist resolution of any complaint by a Member Library against the System or another Member Library, regarding any issue or issues governed by this Memorandum of Understanding; provided, however, that Member Libraries are required to follow the "Approved Procedures for Resource Sharing Standards Violation" found in the Resource Sharing Standards (incorporated herein by reference and cited below as Exhibit B), with regard to any Resource Sharing Standards Violation.

a. **Complaint Against a Member Library:**

The library director of a Member Library should first reach out to the Member Library in question to informally seek a resolution. If the complaining Member Library is not satisfied with the results of that effort, the library director may, with the approval of the Member Library's board of trustees, submit a written complaint to the MHLS Executive Director to request assistance. The written complaint should include the nature of the complaint, detailed information including evidence of the concern, and the outcome desired by the complaining Member Library. A copy of the written complaint should be provided to the Member Library that is the subject of the complaint. That Member Library should provide a written response to the MHLS Executive Director, with a copy to the complaining Member Library, within two weeks of receipt of the written complaint. The MHLS Executive Director will work with both Member Libraries, and their boards of trustees as appropriate, toward a resolution of the concern.

b. Complaint Against MHLS:

The director of a Member Library should first reach out to the MHLS Executive Director to informally seek a resolution. If a Member Library is not satisfied by the results of these efforts, the Member Library's board of trustees may submit a written complaint to the MHLS Executive Director, with copies to the MHLS Board President and the Chair of the DA. If the Member Library's board of trustees is not satisfied by the response from MHLS, the complaining Member Library's board of trustees may request a meeting with the MHLS Board to discuss and seek a resolution.

E. ARBITRATION: In the event that informal efforts to resolve disputes pursuant to paragraph D are unsuccessful, any dispute, controversy or claim arising out of or relating to this Memorandum of Understanding shall be determined not in a court of law, but instead by a single neutral arbitrator agreed upon by the complaining Member Library or Libraries, any Member Library that is a subject of the complaint, and MHLS (collectively, the "Parties to the Arbitration"), in Dutchess County, State of New York, in binding arbitration pursuant to the arbitration rules of the American Arbitration Association then in effect. The written decision of the arbitrator shall be final and binding in all respects and may be entered and enforced in any court of competent jurisdiction. The cost of arbitration shall be shared equally by the Parties to the Arbitration. Each of the Parties to the Arbitration shall pay its own fees and expenses, unless otherwise determined by the Arbitrator.

F. INDEMNIFICATION WAIVERS: Liability: Each Member Library agrees that in the absence of gross negligence on the part of MHLS, MHLS shall not be liable for failures, delays, inconveniences or otherwise relating to the operation of the ILS Automated library services, or for errors in or incompleteness of data, reports, listings or otherwise provided by MHLS, or for the failure by MHLS to perform any of the obligations of MHLS as provided in this Agreement. The System agrees that in the absence of gross negligence on the part of a Member Library, a Member Library shall not be liable for compromising the integrity of the ILS.

G. TERMINATION: This Memorandum of Understanding is ongoing until superseded pursuant to paragraph I, and may be terminated with respect to a Member Library and its participation in MHLS, by the Member Library or by MHLS, only pursuant to the following conditions for termination:

1. Termination by MHLS: MHLS may terminate this agreement upon six (6) months' written notice to a Member Library if MHLS reasonably concludes that:
 - a. A Member Library is, at the time of the written notice, more than two member assessment payments in arrears on outstanding obligations owed to MHLS;
 - b. A Member Library has breached any material operation procedure(s) or rule(s) for participation in MHLS, including Resource Sharing Standards, and has failed to correct this situation after review and recommendation by the DA; or
 - c. A Member Library has ceased to function as a chartered organization.
2. Termination by a Member Library: A Member Library may terminate this agreement by providing written notice to MHLS six (6) months prior to the anniversary date of MHLS signing the ILS contract. Such termination shall not relieve a Member Library from the obligation to complete payment of all outstanding obligations to MHLS.
3. If MHLS ceases to exist, in which case property of the System will be distributed as required by Education Commissioner Regulations.

H. APPLICABLE LAW: The laws of the State of New York apply to the performance and interpretation of this Agreement. This agreement supersedes all previous agreements related to System services, including automated circulation.

I. RENEWING AGREEMENT & EFFECTIVE DATE: By signing this document a Member Library is renewing its MHLS membership, including but not limited to its agreement for automated library services provided through the MHLS. This Memorandum of Understanding, with attached exhibits, constitutes the entire agreement of the parties and supersedes and replaces any previous Memorandum or Document of Understanding an Automation Agreements between the parties This Agreement is in effect as of May 1, 2024, and remains in effect unless superseded by a subsequent written agreement approved by the MHLS Board of Trustees. Any Member Library failing to sign this document by April 30, 2024, forfeits its participation in MHLS, including but not limited to access to automated library services provided through MHLS.

J. REVIEW OF AGREEMENT: This Memorandum of Understanding (MOU) will be reviewed triennially, or sooner if conditions warrant, by the DA’s System Services Advisory Committee (SSAC). The SSAC will report triennially, or sooner if conditions warrant, to the DA on the SSAC review of the MOU. Any recommended changes by the DA to the MOU will be forwarded by the DA to the MHLS Executive Director for consideration of and approval by the MHLS Board. It is recommended that library boards review this document at least every three years to ensure expectations are clear. All new directors will receive an orientation to the MOU from the MHLS Executive Director. If no changes have been instituted by the MHLS Board within a ten-year period, the document will be re-signed to confirm all directors and boards have agreed to it.

K. SIGNATORS: The undersigned hereby agree as stipulated above:

----- Board President Signature	----- Library	----- DATE
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----- Library Director Signature	----- DATE
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----- Board President, MHLS	----- DATE
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----- Executive Director, MHLS	----- DATE
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Approved by the MHLS Directors Association: November 15, 2023
Approved by the MHLS Board of Trustees: December 6, 2023

Memorandum of Understanding Exhibits

Exhibit A: [Resource Sharing Standards](#)

Exhibit B: [Resource Sharing Standards Violation: Approved Procedures](#)

Exhibit C: [Free Direct Access Plan](#)

March Director's Report 2024

Personnel: Our part time clerk, Susan Becker, has requested to become a “floater” employee. We recently received a resume from Noah Barbaro. Tiffany and I interviewed him, and he will be our new part time clerk.

5 Year Plan Survey: I met with Christine to write survey questions for Teen aged patrons, and I asked for input from Tiffany on the survey questions we will be asking Adults. I upgraded our SurveyMonkey account so that we could create a robust and interesting online survey. We have a QR code that can be posted anywhere so that people can participate easily. I also converted the online surveys into Publisher files for those who would prefer a paper survey.

WiFi Access Point upgrades: We are looking to upgrade 5 WiFi Access Points, and as it turns out, we can use E-rate funds to do so. However, this has slowed and complicated the process of getting and installing the upgrades. We are getting near to completion of this process, though.

Seed Library: Staff member, Justyna, and patron Sally DePoala are working together to start a seed library at SPL. Justyna has done a lot of research into how she wants to organize the library, and Sally has suggested a special rack that we will purchase to display the seed packets.

Carpet cleaning & Library crawl: Service Master came to the library to look at the Children's and Teen room rugs as well as our upholstered furniture to get a sense of what it would take to clean them. I have received a bid, and we will attempt to schedule a Thursday in May. We will close the library on that date, and staff who were scheduled to work will travel to various public libraries to see what differences and similarities there are.

UCLA: We met online on March 19th.

Staff meeting: We had a staff meeting on March 19th.

Here's an e-mail from a patron about our Virtual Author Talk subscription.

“Last night's Author Talk with Madeline Miller was such a joy!

I love her even more now and will be re-reading her books.

What a gift our Saugerties Library is! ♡ Virginia Luppino”

Saugerties Public Library
Finance Committee

Date: March 19th 2024
Time: 6:00 PM

Committee Members Attending:

Brian Collins
Charlotte Herscher
Irene Hurst
Tim Scott

Absent & Excused:

Staff Attending:
Director J Russell

Discussion/Agenda Items

Certificate of Deposit Renewal

The current CD's have matured. The Treasurer and President of the Board will visit M&T bank . Interest earned will be deposited into General Checking .The principal amount of the original CD and the amount from the Bequest Account will be invested in a combined CD paying 4.35%

Accounting Firm

SPL will re-evaluate the current relationship with our accountant. One item that bears on continuation with current firm is the AFD reporting to the State Comptroller. Director and Assist Director will strive to learn just what goes into this report to see if SPL can lessen the dependency on any new accountant and perform the work required in house. SPL has one more year in current contract.

2025 Budget Process

The committee began the 2025 budget process . Salaries + benefits were not discussed as the committee is awaiting input from Personnel. It is anticipated that the April Finance meeting will incorporate Salaries + benefit amounts to the draft budget being drawn up .

The committee reviewed the following budget lines and made recommendations .

- 4.1.7 Streaming +\$2000 to \$8,000 as we have seen a rise in HOOPLA which is charged per use. This line is not to be confused with 4.1.5 Digital Material which is E-Books
- 4.1.5 Digital Material Prices for E-Books is on the rise .
- 4.1.1 DVD amount will stay flat or be reduced over time based on usage declines and lack of new material being produced.
- 4.1.4 Newspapers current cost is \$2000. Director suggested an committee agreed perhaps we could utilize tablets with on-line subscriptions to WSJ or NYT .
- 4.1.3 subscriptions to magazines to stay flat
- 4.12.a - 4.12.j Adult and Children's book to stay the same.
- 4.1.8 Music . Is it even still available ? Stay flat at \$100.
- 4.2.1 Programs is currently running well at the current funding amount of \$7,000 and will most likely stay flat at that amount.
- 4.2.2. Archives - SPL receives funding from Sawyer Savings and The Friends . We will need to wait and see what materializes for 2025 .
- 4.2.3 Newsletter & PR it was suggested we either increase of keep flat. SPL is awaiting input from the mailing house that manages the printing and bulk mailing.
- 4.3.2 Telephone. It was recommended by the Director we stay with Spectrum as the service is not a problem. Current contract renews in 2025.
- 4.3.12 Internet contract also due to renew in 2025 . ArchFiber now available in the Village so there may be an opportunity to save.
- 4.3.5 Lawn & Gardens - flat at \$4,500.
- 4.3.6 Building R+M stays the same \$15,000.
- 4.3.8 Elevator + 4.3.9 Geothermal stays the same \$4000. and \$7,000 .
- 4.4.1 copier and office supplies stay the same at \$4020. and \$3,000.
- 4.4.5 Payroll Service fees has now incorporated into Professional Services line 4.6.7.
- 4.4.6 Equipment Purchases + 4.4.7 Equipment R&M - SPL currently reviewing hard drive up grades for 9 PCs to determine if any improvements can be obtained .
- 4.5 MHLS Automation + MHLS Assessment fees - Estimate has not yet been received from MHLS .
- 4.6.1 Accounting Current contract expires in 2025 and there could be a change with the possibility of savings.
- 4.6.2 Audit - no Audit planned for 2025 .
- 4.6.3 Board Expenses stays flat
- 4.6.4 Consultant & Legal Services to stay flat

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

1. Treasurer and President to visit M&T to renew CD.
2. Receive input from Personnel re salary and benefit projections for 2025.

Motion to adjourn at 8:15 made by Hurst and seconded by Collins. All were in favor and the motion passed.

Next Finance Meeting: Tuesday April 30th 2024, at 6:00 PM

Saugerties Public Library

Policy/Personnel Committee Meeting Minutes

Date: March 20, 2024

Time: 6:00 p.m.

Meeting location: SPL Library

Committee Members Attending:

Bassler (chair), Scott, Russell

Discussion:

1. Approved a new draft of the Outreach section of the SPL By-laws (Article VIII.2.c), thus completing the review and revision of the By-laws.
2. Reviewed and revised the section on vacation leave in the Manual of Personnel Policies (Section 3.15.6) to include 5 weeks (25 days) for employees with 20 or more years of service as a full-time librarian.
3. Discussed revisions to the Circulation Policy to reflect no-fine lending rules.
4. A staff member has requested to reduce her hours. Jennifer and Tiffany will be interviewing a potential replacement.

Action items: Jennifer will create a new draft of the By-laws, incorporating all the changes made by the Committee over the last few months. The completed draft will be presented to the board at its meeting in April. The revised section of the Manual of Personnel Policies will also be presented to the board in April for approval. The Committee will continue its discussion of the Circulation Policy in April.

Next scheduled meeting: April 17 at 6:00 p.m.



BY-LAWS

PREAMBLE

The Board of the Trustees of the Saugerties Public Library (“the Board”) hereby enacts the following By-Laws:

ARTICLE I: NAME

The name of the library shall be the Saugerties Public Library (the “Library”). The Library is a domestic education corporation duly chartered by the Regents of the University of the State of New York, pursuant to New York Education Law Sections 216 and 255, and L. 1992, Ch. 723, as amended, and has its principal place of business in Saugerties, New York. The Library is an integral part of the public libraries of the United States.

ARTICLE II: MISSION & PURPOSES

1. *Purpose.* The purpose of the Library is to provide the residents of the Town of Saugerties and the patrons of the Mid-Hudson library System with a balanced collection of educational, cultural, informational and recreational materials and experiences.

2. *Mission.* The mission of the Library is to serve as a multi-cultural, inclusive institution dedicated to enhancing the life of every member of the Saugerties Community. It provides free access to a balanced collection of educational, cultural, informational and recreational materials and experiences in a welcoming, safe and comfortable environment.

ARTICLE III: MEMBERSHIP

The corporation shall have no members.

ARTICLE IV: BOARD OF TRUSTEES

1. *Powers.* All powers of the Library shall be vested in the Board of Trustees (“Board”). The Board shall be authorized to take any and all actions in furtherance of the Library’s purposes, and make all rules, regulations, and policies for the transaction of the business of the Library, not inconsistent with law, its charter and these Bylaws. Specific duties of the Board include, but are

not limited to:

- a. Employ a competent and qualified director;
- b. Attend all Board meetings and see that accurate records are kept on file at the library;
- c. Prepare the annual budget and secure adequate funds to carry on the library's programs;
- d. Approve and adopt policies to govern the operation and program of the library, establishing among library policies those dealing with book and material selection;
- e. Know local and state laws and actively support library legislation in the State and Nation which the Board deems productive, progressive and necessary;
- f. Know the needs of the library in relation to those of the community and keep abreast of library standards and trends;
- g. Periodically review all library services to determine whether the needs of the community indicate that any present services be discontinued or other services and facilities added;
- h. Establish, support and participate in a continuing public relations program; and
- i. Participate in a minimum of 2 hours of regional and / or state workshops or meetings annually.

2. *Composition.* The Board shall consist of eleven (11) elected Trustees.

3. *Election and Qualification.* A candidate for election or appointment as Trustee must be a legal resident of the Town of Saugerties (the "District"), must be a qualified voter of the District, and must otherwise meet the requirements for election as a Trustee set forth in applicable provisions of law. Trustees shall be elected by the voters of the District at an annual election held on the first Thursday of September.

4. *Term of Office.*

a. Except as otherwise provided by these By-laws, a Trustee's term of office shall be five (5) years.

b. Elected Trustees shall assume their duties at the first regular Board of Trustees meeting next following their election and qualification, or as soon thereafter as they may be able to take the oath of office; provided, however, that a vacancy occurring by reason of the resignation, removal or death of a serving Trustee shall be filled by the Board until the next regularly scheduled election, in accordance with the provisions of Section 5 of this Article, and any such person elected to fill a vacancy on the Board shall take office following their election and qualification, or as soon thereafter as they may be able to take the oath of office.

c. At any election where more than one Trustee vacancy is being filled, and where one or more persons are to be elected for a full term or terms and one or more persons are to be elected for the unexpired portion of a term or terms, the candidate receiving the highest number of votes shall be entitled to the longest term and the candidates receiving the next highest number of votes shall be entitled, in decreasing order of the respective numbers of votes, to the several vacancies, in decreasing order of the length of such terms or unexpired portions of terms.

d. The maximum length of a term is five (5) years. No trustee shall be elected to more than two consecutive terms unless a period of three (3) years or more has elapsed since the end of

the last term. According to NYS Legislation, board terms must be staggered to assure a continued quorum. If a trustee is initially elected to fill the remainder of a 5 year term, those remaining years constitute the fulfillment of that specific 5 year term. If a trustee is initially elected to fill the balance of an unexpired term, that term shall not be included in the term limits described above.

5. *Vacancies.* A vacancy occurring among the elected members of the Board shall be temporarily filled by the affirmative vote of the majority of the remaining Trustees. A person so appointed shall assume his or her duties at the meeting at which he or she is appointed by the Board, and shall serve until a successor is duly elected, and qualified. (Keep? Meaning to make sure that they are a Saugerties resident)

6. *Attendance.* Any Trustee who is absent from three (3) consecutive Board meetings and/or four (4) meetings of the total number of meetings held by the Board in any given year, shall be deemed to have resigned as a Trustee if such absences are determined by majority vote of the Trustees then in office to have been without reasonable cause.

7. *Resignation.* Any Trustee may resign at any time by submitting his or her resignation in writing to the President or Secretary of the Board. Such resignation shall be effective upon receipt unless another date is specified therein.

8. *Compensation of Trustees and Officers.* No Trustee or officer shall receive, directly or indirectly, any compensation or other payment from the Library unless authorized by the concurring vote of two-thirds of all Trustees then in office and in no event shall any compensation or payment be paid or made except reasonable compensation for contracted services actually rendered or reimbursement for disbursements actually incurred. A Trustee or officer with an interest, direct or indirect, in any contract relating to the operation of the Library or in any contract for furnishing supplies thereto shall disclose such interest at or prior to the meeting at which approval of such contract is to be considered. The Library shall not enter into such contract unless doing so is authorized by a majority of the Trustees then in office, excluding the interested Trustee.

9. *Limitations on Authority.* All actions of the Board shall be of the Board as a unit. No Trustee shall act on behalf of the Board on any matter without prior approval of the Board. No Trustee, by virtue of his/her office, shall exercise any administrative responsibility with respect to the Library nor, as an individual, command the services of any library employee.

ARTICLE V: OFFICERS AND THEIR DUTIES

~~4.~~ *Officers and Election.* The officers of the Library shall be the President, Vice President, Treasurer, and Secretary, each of whom shall be elected annually by majority vote of the Trustees at the Annual Meeting, for a one-year term commencing at the Annual Meeting November 1st and ending October 31st. Only Trustees who have served for one full year, of the Library may serve as officers. Any eligible board member may be elected to an executive position, but cannot serve more than 3 years in any one position.

2. *Vacancies.* Any vacancy in a Library office, with the exception of the presidency, shall be filled by majority vote of the remaining Trustees then in office, upon a nomination from the floor. Any officer so elected shall serve for the balance of the unexpired term of his or her predecessor.

3. *Duties.*

a. *President.* The President shall preside at all meetings of the Trustees, and shall assure appropriate Board representation at presentations of information to individuals who, or organizations that, provide funds to the Library. He or she shall have such powers and exercise such duties as are required by these By-Laws or as are commonly incident to the office of President of a New York educational corporation. The President is the official spokesperson for the Board of Trustees. The President shall appoint all committees and their chairs, with the advice and consent of the Executive Nominating Committee.

b. *Vice President.* In the absence of the President, the Vice President shall serve in his or her stead, and shall perform such other appropriate duties as may be requested from time to time by the Board or the President. If the President shall resign, die, or be removed from office, the Vice President shall become the President for the balance of that person's unexpired term.

c. *The Treasurer,* in conjunction with the Library Director, shall present a report of the Library's financial activities and condition to the Board as often as the Board may require; shall present the proposed expenditures of the Library to the Board for approval; shall prepare the Library's annual budget for the approval of the Board; and shall, in coordination with independent auditors selected by the Board, ensure that an annual audited financial statement is prepared and filed.

d. *Secretary.* The Secretary shall keep written minutes of the meetings of the Board and perform such other duties as may be required by the Board or the President. The Secretary may arrange to have meeting minutes recorded by another person at his/her discretion. In the absence of the Secretary from any meeting of the Board, the President may appoint a Secretary, pro tempore, for that meeting.

e. In the absence of the President and Vice President from a meeting of the Board, those Trustees present shall elect a President, pro tempore, to preside at that meeting.

4. *Removal.* Any officer elected as provided in the By-Laws may be removed by a two-thirds vote of the Trustees then in office when, in their judgment, the best interest of the Library will be served by such removal.

5. *Resignation.* Any officer may resign his or her office at any time, by submitting a resignation in writing or to the President, Vice-President, or Secretary of the Board of Trustees. Such resignation shall be effective upon receipt unless another date is specified therein. The resignation by a Trustee from an office on the Board shall not be construed as a resignation of the Trustee as Trustee, unless such resignation is also tendered in accordance with Article IV, section 7 of these By-laws.

ARTICLE VI: MEETINGS

1. *Annual Meeting.* The Annual Meeting of the Board shall be the regular meeting in October in each calendar year. It shall be held at such time and place as the Trustees shall determine.

2. *Regular Meetings.* Regular meetings of the Board shall be held at least monthly, at such times and public places as the Trustees shall determine in accordance with current NYS Open Meetings Law; provided, however, that the Annual Meeting of the Board shall, for purposes of this section, be deemed to be the regular meeting of the Board in October.

3. *Special Meetings.* Special meetings of the Board shall be held at the call of the President, on his or her own initiative or upon the written request of three (3) or more members of the Board. Such meeting shall be held as soon as practicable after notice is given to all Board members in accordance with Section 4 of this Article.

4. *Notice of Meetings.* Public Notice of all Board meetings shall be given in accordance with the open meetings provisions of the Public Officers Law.

5. *Waiver.* Attendance of a Trustee, as applicable, at any meeting shall constitute a waiver of notice of such meeting except when a Trustee member, as applicable, attends for the express purpose of objecting to the transaction of any business on the basis that the meeting is not lawfully called or convened. A Trustee may also waive notice of any meeting in a writing delivered to the Secretary at or before such meeting.

6. *Quorum.* Six (6) or more Trustees, present and voting, shall constitute a quorum for the purpose of transacting business at all meetings of the Board. A majority of the duly appointed members of any Committee, present in the same manner, shall constitute a quorum for the purpose of transacting the business of the Committee. In the absence of a quorum, the chair of the meeting shall adjourn the meeting to another time. Notice of such adjournment shall be given to all Trustees or Committee members, as applicable, not in attendance at the adjourned meeting.

7. *Parliamentary Authority.* The Library shall utilize the current edition of Roberts Rules of Order, Newly Revised as its parliamentary authority and agrees, to the extent possible, to follow its guidelines in the conduct of its business.

8. *Open Meetings.* In accordance with the New York State Open Meetings Law and Education Law, all meetings of the Board and its Committees are open to the public. Executive sessions may be called and held when necessary as appropriate. Every Executive Session must first be approved in an open meeting by a majority vote and the purpose of the session recorded in the minutes of the open meeting.

9. *Action of the Board.* Except as otherwise required by law or these By-laws, no action of the Board shall become effective unless six (6) or more Trustees shall affirmatively vote in favor

of it. Voting by proxy shall not be permitted.

ARTICLE VII: LIBRARY DIRECTOR

Appointment. The Board shall appoint a Library Director, who shall be the executive and administrative officer of the library, acting on behalf of the Board and under its review and direction.

1. Responsibilities. In accordance with the official Civil Service title specification for the position, the Library Director shall be responsible: for the proper specification of duties of, the direction of, and the supervision of Staff and he or she shall possess the power and authority to appoint and remove all subordinate employees; for the care and maintenance of Library property; for adequate and proper selection of Library materials in keeping with stated policies established by the Board; for the effectiveness of Library service to the public; for operation within the Library budget; and for such other matters consistent herewith as may be identified by the Board from time to time. The Library Director or his/her designee is the official spokesperson for the Library. The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of library service.
2. Board Meetings. The Library Director shall attend all meetings of the Board of Trustees and respond to questions from Trustees. The Library Director shall give a written report to the Board at all regular meetings. The Library Director may participate in the discussions at meetings of the Board and Committees and offer professional advice, but shall not have a vote.

ARTICLE VIII: COMMITTEES

1. *Executive Committee.* The Officers of the Library shall constitute the executive committee of the Library. The Executive Committee is empowered to review and decide upon all matters of urgency that may arise between meetings of the full Board, and to expend up to \$500 **\$2,000** without prior approval of the Board. All actions of the Executive Committee are subject to ratification by the Board at its next meeting.
2. *Standing Committees.* The Board may, from time to time, create standing committees of the Library. With the advice and consent of the Executive Committee, the President shall appoint members of the Board to standing committees and, except as otherwise provided by these By-laws, shall designate the Chair of each no later than the first regular meeting after the annual meeting. All committees shall consist of up to four Trustees, one of whom will be the chair, and may include up to two members of the community who are not Trustees. Community members are advisors only and may not vote or make motions. The standing committees and their responsibilities are:
 - a. Finance Committee. The Finance Committee shall advise and report on the financial condition of the Library and make recommendations as to all related matters, including the development of the budget. The Treasurer will chair this

committee.

- b. Personnel & Policy Committee. The Personnel and Policy Committee shall advise and report on matters involving Library personnel. The Committee shall develop a Personnel Policy Manual and Employee Handbook, and evaluate the Library Director. It shall recommend staff salary increases to the Board. The Personnel and Policy Committee shall advise and report on matters involving Library policies and any amendments to the By-Laws.
 - c. The Outreach and Long Term Planning committee is responsible for the research and development of the 5-year long-term plan for action based on input from the community. The outreach committee oversees the implementation of the plan, which is carried out by library staff and Trustee members/committees. In addition, the Outreach committee identifies opportunities to promote the library to the community. Their goal is to expand patron participation, through collaboration with other community organizations, both within the library building or off site.
 - d. Nominating Committee. The Nominating Committee shall:
 - i. Advise and report on matters relating to the filling of Trustee vacancies. The Committee shall be responsible for presenting to the Board nominations of persons to fill unexpired terms of Trustees whose seats become vacant. Names of those nominated shall be given to all Trustees, in writing, at least 10 days before the meeting of the Board at which a Trustee will be appointed; and
 - ii. Develop and present a slate of officers to serve as the Executive Committee, in writing, at least 10 days before the election of officers at the annual October organizational meeting.
 - e. Facilities Committee. The Facilities Committee shall supervise the maintenance of Library buildings and grounds, the furnishing of the rooms, and the art collection.
3. *Temporary Committees.* The Board may create temporary committees for any other library purpose which shall serve until the completion of the work for which they were appointed. The members of any such committee shall be appointed by the President, with the advice and consent of the Executive Committee, and may include Trustees and one or more persons other than Trustees.
 4. *Committee Records and Reports.* Each Committee established in accordance with these By-Laws will keep written records of its meetings and activities, provide a copy of such records to the Secretary for inclusion in the permanent records of the Library, and report to the Board as often, and in such form, as the Board may require.
 5. *Miscellaneous.* No committee will have other than advisory powers unless, by suitable action of the Board, it is specifically granted specific power to act. The President shall be an ex officio member of all committees.

ARTICLE IX: FISCAL YEAR

The fiscal year of the Library shall commence on January 1st and end on the following December 31st.

ARTICLE X: INDEMNIFICATION

1. The Library shall indemnify, to the fullest extent permissible under Public Officers Law §18, any person, and the heirs and personal representatives of such person, against any and all judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees, actually and necessarily incurred by or imposed upon such person, or in connection with, or resulting from any claim, action, suit or proceeding, whether civil or criminal, in which such person is a party or is threatened to be made a party by reason of such person being or having been a Trustee, officer, employee or agent of the Library, or of another library, joint agent of the Library, or of another library, joint venture, trust or other organization in which such person serves as a director, officer, employee or agent at the request of the Library, or by reason of such person being or having been an administrator or a member of any board or committee of the Library or of any such other organization, including, but not limited to, any administrator, board or committee related to any employee benefit plan. To the fullest extent permissible under law, the Library may advance expenses incurred in defending a civil or criminal action, suit or proceeding to any such Trustee, officer, employee or agent upon receipt of any undertaking by or on behalf of the Trustee, officer, employee or agent to repay such amount, if it shall ultimately be determined that such person is not entitled to indemnification by the Library. The foregoing right of indemnification and advancement of expenses shall in no way be exclusive of any other rights of indemnification to which any such person may be entitled, under any bylaw, agreement, vote of Trustees or otherwise, and shall inure to the benefit of the heirs and personal representatives of such person. Any repeal or amendment of this Section 1 of Article X shall be prospective only and shall not adversely affect any right of protection of a person with respect to any act or omission occurring prior to the time of such repeal or modification.

2. The Library may purchase and maintain insurance on behalf of any person who is or was a Trustee, officer, employee or agent of the Library, or is or was serving at the request of the Library as a Trustee, officer, employee or agent of another Library, partnership, joint venture, trust or other enterprise against any liability asserted against such person and incurred by such person in any such capacity, or arising out of the person's status as such, whether or not the Library would have the power to indemnify such person against such liability under Public Officers Law §18.

ARTICLE XI: DISSOLUTION

Upon the dissolution of the Library, the Board shall, after paying or making provision for the payment of all of the liabilities of the Library, distribute the remaining assets in accordance with the provisions of the Education Law of the State of New York.

ARTICLE XII: AMENDMENTS

These By-Laws may be amended, or be repealed, by a majority vote of the Trustees then in office at any meeting of the Board, provided that written notice of the proposed change or repeal has been provided in writing to members of the Board at least two (2) weeks before, or presented at the regular meeting prior to, the meeting at which the proposed change(s) will be considered by the Board. The notice shall include the language of the proposed change(s) and a brief statement of the purpose(s) thereof.

These By-Laws shall also be subject to a mandatory review by the Board every three (3) years.

Approved by the Saugerties Public Library board on May 2, 1995

Review History: Amended December 9, 2003; Amended June 8, 2004; Amended July 8, 2014; Amended February 14, 2017; Reviewed Oct. 10, 2017, Nov. 14, 2017, Amended Dec. 12, 2017, Amended Jan. 9, 2018, Amended April 11, 2024 . Review Cycle: 3 years

Section 3.15: Vacation Leave

All Saugerties Public Library Regular Full-Time and Regular Part-Time employees receive vacation in accordance with this policy.

Policy:

1. The Saugerties Public Library provides vacation with pay for all eligible employees for the purposes of rest and relaxation. Lengths of vacation are in accord with the employee's length of service.
2. Employees shall receive a lump sum of vacation days on January 1 which they must use or lose during that calendar year.
3. Staff vacations are to be taken with the prior approval of the Library Director.
4. Director's vacation is to be taken with the prior approval of the Board of Trustees.
5. A day of vacation is of the same duration as an employee's regularly scheduled average workday. Vacation pay reflects this basis.
6. Employees in their first year of employment shall earn one (1) day vacation for each full month of service; not to exceed ten (10) days. This employee will not be entitled to use vacation days until after the sixth (6th) month of the initial hire date.

YEARS OF SERVICE	NUMBER OF VACATION WEEKS
Less than 1 year	See number 6 above
1-5 years	2 weeks
6-12 years	3 weeks
13 – 19 years	4 weeks
20 or more years	5 weeks

7. If an employee is laid off, discharged, or resigns within the first year of employment, he/she is not entitled to vacation benefits. If an employee leaves the employ of the Library after the start of the 2nd year of employment, he/she must pay back paid leave taken before it would have accrued during the calendar year.
8. When a library employee retires under New York State Retirement System's Rules of the Retirement plan, he/she shall receive full vacation benefits for the year affected.

9. In the event of the death of an employee, the Beneficiary will receive a cash payment equivalent to vacation earned and not taken at the time of death.

10. In the event where multiple requests for the same vacation dates occur, the following will be considered: seniority, and whether the schedule can be covered.

Saugerties Public Library Personnel Policy

VACATION LEAVE:

All Saugerties Public Library Regular Full-Time and Regular Part-Time employees receive vacation in accordance with this policy.

POLICY:

1. The Saugerties Public Library provides vacation with pay for all eligible employees for purposes of rest and relaxation. Lengths of vacation are in accord with employee's length of service.
2. For purpose of computing earned vacation, the employee's anniversary date of employment shall be recognized as the vacation year.
3. Staff Vacations are to be taken with prior approval of the Library Director.
4. Director's vacation is to be taken with prior approval of the Board of Trustees.
5. A day of vacation is of the same duration as an employee's regularly scheduled average workday. Vacation pay reflects this basis.
6. Employees in their first year of employment shall earn one (1) day vacation for each full month of service; not to exceed ten (10) days, and in no event can this employee be entitled to vacation days until after the sixth (6th) month of the initial hire date. *(See following Quick Reference schedule for proceeding years of employment.)*
7. If an employee is laid off, discharged, or resigns within the first year of employment, he/she is not entitled to vacation benefits. If an employee leaves the employ of the Library after the start of the 2nd year of employment, he/she shall receive pro-rated vacation benefits scheduled for that year.
8. When a Library employee retires under New York State Retirement System's Rules of the Retirement plan, he/she shall receive full vacation benefits for the year affected.
9. In the event of the death of an employee, the Beneficiary will receive a cash payment equivalent to vacation earned and not taken at the time of death.
10. In the event where multiple requests for the same vacation dates occur, the following will be considered:
 - Seniority.
 - Whether the schedule can be covered.
11. Employees may carry over a maximum of one week earned vacation from one anniversary to the next.

Quick Reference Schedule:

Years of Service for Employees

Number of Vacation Weeks

(Hired After 5/2/95)

Less than 1 year

See Section #5 above

1-5 years

2 weeks

6-12 years

3 weeks

13 or more years

4 weeks

(Hired before 1/89)

Less than 1 year

See Section #5 above

1-4 years

2 weeks

5-9 years

3 weeks

10-19 years

4 weeks

20 or more years

5 weeks

Saugerties Public Library
Facilities Committee

Date: March 5th, 2024

Time: 6 PM

Committee Members Attending:

Paul, Brian, Yosefa, Tim

Staff Attending:

Jen

Others Attending:

Absent:

Discussion/Agenda Items

1. Al Riozzi Contracting has been contacted to give us an estimate for replacing the bluestone walkway with concrete.
2. The metal handrail on the original stone steps for the original main entrance need to be painted. This is in addition to the front entrance and the exterior portions of all the original wood windows.
3. Service Master will be giving us an estimate for cleaning exterior windows, the childrens room rug and upholstered furniture.
4. Sutton plumbing has repaired the leaking ladies room toilet.

Next Facilities Meeting

April 2nd, at 6:00 pm

Outreach Committee Meeting Notes
March 25, 2024

Trustees Attending: Katie Cokinos, Tim Scott, Julie Misiano

Excused: Nina Schmidbaur

Attendees Director Jennifer Russell

1. Continued to prepare for the Five-Year plan
 - a. Reviewed the draft of the Survey Monkey survey to assess community needs and how they benefit from the library.
 - b. Jenn and Christine created a separate Teen Survey which we also reviewed.

2. Brainstormed additional questions:
 - a. Would you be comfortable if dogs were permitted in the library? (slide answer?)
 - b. Are fears of COVID still a barrier to your entering the library or attending a program? (slide answer?)

To Do:

QR code

Slide at the Orpheum

Posters with QR code

Edit and distribute the sample survey

Locations and Timeline to commence:

Tentative: Start in May, with a second push in June (street fair, summer reading kick-off, Farmer's Market), Close-out at Hope Rocks. Locations for community conversations, permission and complete before August.

Next Meeting: TBA



Recreation for the Mind:
discover, connect, grow.

**SAUGERTIES
PUBLIC LIBRARY**

Every 5 years, the library reaches out to our community to gather feedback about what the library offers and to learn what the community needs from its library. Your participation is much appreciated!

If you are younger than 19, go to the Teen room to fill out the Teen survey!

Are you a resident of the Town of Saugerties?

Yes

No

How comfortable do you feel visiting the library?

Not comfortable at all.

I visit when I need to.

I love going to the library.

Do concerns about COVID keep you from visiting the library?

Yes

No

Do you think the staff are welcoming when you visit the library?

No.

Depends on the day.

Yes.

Do you feel comfortable approaching staff with questions?

I avoid asking questions.

Depends on who is working that day.

I feel comfortable asking any question.

How often do you bring children to the library? (Ages 0-12)

Many times a week.

At least once a week.

Sometimes

Rarely

What are your favorite things about the children's department. List 1-10.

Storytimes

DVD's

Legos

Connect & Play

Video

Toys

Socializing with other parents & children.

Books

Ipads

Staff

Do you wish for anything to be added to our Children's Programming?

Examples include: Online programs, programs that support what the kids are learning in school, exercise .

What could the library provide that would help you as a parent?

Do you have a Teen who uses the library? (Ages 13-18)

Yes No

Is having to drive your Teen to the library keeping them from attending programs?

Yes. We can't go to programs. Sometimes. No. We go to programs often!

Which Teen programs does the library offer?

- | | | |
|---|--|---|
| <input type="checkbox"/> Volunteering | <input type="checkbox"/> How to survive as an adult. | <input type="checkbox"/> The Summer Reading Program |
| <input type="checkbox"/> Book Clubs | <input type="checkbox"/> Job hunting | <input type="checkbox"/> Dungeons & Dragons |
| <input type="checkbox"/> Cooking Skills | | |

How do you learn about Teen programs?

- | | | |
|---|------------------------------------|--|
| <input type="checkbox"/> Library Newsletter | <input type="checkbox"/> Facebook | <input type="checkbox"/> Friends / word of mouth |
| <input type="checkbox"/> Library website | <input type="checkbox"/> Instagram | Other: |

Do you wish for anything to be added to Teen programming?

Have you gone to one of our FREE programs for Adults?

Yes

No

If yes, was it fun or informative?

Yes

No

Do you have an idea for an OFFSITE library program?

Nature Walks/ birding

Historical field trips

Museum trip

Other:

Do you think that the library should offer more programs about.....

Craft / art / film

Dance / exercise

Social Service Assistance

Current events

Science

History

Other:

How do you find out about library programs? Check all that apply.

Library newsletter

Instagram

Library website

Lighthouse TV

Facebook

Other:

How likely would it be for you to attend a library program?

Not for me.

If there's something interesting...

Very likely

Library Collection

Which of these FREE streaming services does the library offer?

Libby (books, audio books, magazines,

Kanopy (movies / documentaries)

Hoopla (books, audiobooks, movies)

Library Speakers Consortium (online bestselling author talks)

I don't know. I'll need to ask the library what's available.

Do you know how to access FREE library digital books, movies, music and magazines?

No! I need help!

Kind of...but I could use some help.

Yes! I have all the apps.

Do you read magazines?

Yes

No

I don't read magazines.

What magazines do you think are important for people to have access to?

Do you trust news articles that you read online?

I worry about incorrect information.

I check the source of the information.

I trust the news I read online.

Would you trust FREE online newspapers chosen by the library?

Yes.

No.

Would you read a newspaper on a tablet at the library?

Yes.

No.

Would you visit the library's website to read an online newspaper?

Yes.

No.

Is the library's website easy to use?

www.saugertiespubliclibrary.org

Yes.

No.

Which books / subjects are the most important for the library to offer?

Very important. Not as important. No opinion.

Philosophy & Psychology			
Religion & Spirituality			
Social Sciences			
Language Learning			
Science			
Arts & Architecture			
Sports			
Geography & History			

Library Building

Do you go to the library to...? Check all that apply.

- | | |
|--|---|
| <input type="checkbox"/> pick up books, movies, music, games, etc? | <input type="checkbox"/> get warm on cold days? |
| <input type="checkbox"/> print, copy or fax? | <input type="checkbox"/> get cool on hot days? |
| <input type="checkbox"/> have a quiet place to sit? | <input type="checkbox"/> use the study or community room? |
| <input type="checkbox"/> visit with staff? | <input type="checkbox"/> use a public computer? |
| <input type="checkbox"/> attend a program? | <input type="checkbox"/> use the library as a meeting place? |
| <input type="checkbox"/> work on your laptop? | <input type="checkbox"/> use the Wi-Fi either inside or outside the building? |

Other:

Should dogs be allowed in the library?

Yes.

No.

Only service dogs or “read to me” dogs.

What improvements to the library building would you like to see?

Technology Questions

How do you listen to music or audiobooks in your car?

CD player

Bluetooth streaming

FM radio

Smartphone

SiriusXM

Do you stream movies and / or TV?

Yes.

No.

What type of device do you stream on?

TV screen

Tablet

Smartphone

Roku

Laptop

Other:

What subscription(s) do you use?

Roku

Paramount +

Disney +

Vudu

Max

Streaming bundle my provider offers.

Netflix

Other:

Do you use DVD's?

Yes.

No.

I prefer Blu-ray, actually.

Last Question!

What is your age?

19-30

61-70

31-40

71-80

41-50

81-90

51-60

91-100

Thank you so much for filling out this survey!

The results of all of the surveys will be reviewed by the Library's Board of Trustees.



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SAUGERTIES
PUBLIC LIBRARY

Every 5 years, the library reaches out to our community to gather feedback about what the library offers. Your participation is much appreciated!

If you are older than 19, go upstairs to fill out the survey for adults / parents.

Teen Survey

Do you have a library card? (If yes, skip the next question.)

Yes

No

What is preventing you from getting a card?

A parent won't come in with me to get one.

I can't get to the library building to get one.

I don't see the point of getting one.

It's too complicated to get one.

Other reason:

How do you like to read?

Actual book

AO3/Wattpad

Audio books

ebook

Comic apps

I don't read.

How do you use the library? Check all that apply.

Check out books.

Hang out with friends.

Check out video games

Get cool when it's hot outside.

Use the Wi-Fi.

Get homework done on a computer.

Go to a program.

Play on the computers.

Other:

Would you go to a Teen library program?

Probably not.

I'd like to, but can't.
(for whatever reason)

Yes! I want to go
and I do!

What library programs are you interested in?

Dungeons & Dragons

Creative Writing
Club

Dance / exercise

Battle of the Books

Drama group

Arts & Crafts

How to survive as an
adult classes.

LBGTQ club

Book club

Other:

Would you appreciate programs that support what you are doing in school?

Yes! That's really helpful.

Doesn't matter to me.

No! The library is NOT school!

What sorts of library programs would you like to help create, or just go to?

Is actually getting to the library building stopping you from going to a program?

Yes.

No.

Do you prefer an in-person or a zoom program?

I want to see people in person.

Zooming is the best!

What social media do you use?

Discord

Snapchat

Instagram

Other:

What will people think about social media in 5 years?

Where is the best spot for library fliers to be posted in your school?

Main office

ELA classrooms

Library

Other:

What would be the easiest way for you to find out about library programs?

Do you ever use the computers in the Teen room?

Never.

Sometimes...

Yes!

Would it be easier to use a tablet?

Yes.

No.

Do you prefer to use a Chromebook?

I don't like them

Doesn't matter to

They are awesome.

Is it important that the library has computers to do homework on?

Yes.

No.

Would stuff like Uno card or drawing paper be good to have available?

Nope.

I have some other ideas
that would be good..

Yes!

I wish that the teen room had or was more... (more space on other side.)

Empty response box for providing details or suggestions.

Thank you for taking this survey!

Hand this survey to library staff and get a FREE ice cream
cone coupon!

Saugerties Public Library
2023-2024 Statistics Compared

	Jan '23	Jan '24	Feb '23	Feb '24	March '23	March '24	April '23	April '24	May '23	May '24	June '23	June '24	July '23	July '24
Circulation														
Adult	2,453	2,487	2,306	2,239	2,791	2,377	2,323		2,452		2,776		2,726	
Adult renewals	1,106	1,044	1,172	941	1,262	1,167	1,240		1,208		1,199		1,288	
Juvenile	1,816	1,886	1,862	2,151	2,151	2,069	1,939		1,762		2,199		2,256	
Juvenile renewals	914	1,063	1,092	939	1,286	1,092	1,386		1,319		1,970		1,614	
Teen	90	128	116	101	93	114	105		85		110		139	
Teen renewals	71	56	66	53	65	56	84		79		105		92	
Total Circulation	6,450	6,664	6,614	6,424	7,648	6,875	7,077		6,905		8,359		8,115	
		3%		-3%		-10%								
Holds Filled														
Adults	1,123	1,043	1,055	946	1,265	974	1,073		1,071		1,209		1,105	
Juvenile	528	465	446	451	529	429	426		451		393		391	
Teen	52	54	61	59	60	47	45		53		64		66	
ILL received	2	1	2	1	0	1	1		0		0		1	
ILL loaned	0	2	0	0	1	0	0		1		1		1	
Total Holds	1,705	1,565	1,564	1,457	1,855	1,451	1,545		1,576		1,667		1,564	
		-8%		-7%		-22%								
Questions Answered														
Adult	630	1,207	587	1,030	833	863	840		846		909		909	
Children's	219	215	242	295	252	290	224		199		342		517	
Total Questions	849	1,422	829	1,325	1,085	1,153	1,064		1,045		1,251		1,426	
		67%		60%		6%								
Programs														
Adult	18	18	20	23	24	33	24		22		23		19	
Teen	13	16	12	18	13	17	12		14		11		21	
Children's	18	24	17	27	21	21	20		21		20		33	
Total Programs	49	58	49	68	58	71	56		57		54		73	
		18%		39%		22%								
Program Attendance														
Adult	123	158	199	193	233	429	178		223		184		114	
Teen	75	95	62	4	60	117	63		86		63		53	
Children	289	505	238	492	335	381	223		294		528		416	
Total attendance	487	758	499	689	628	927	464		603		775		583	
		56%		38%		48%								
Computer sessions	383	345	321	324	449	418	372		345		328		382	
		-10%		1%		-7%								
Web Page Visits	4,040	6,170	5,434	5,273	6,140	5,705	5,178		4,846		5,889		6,004	
		53%		-3%		-7%								
New Cards Issued	39	32	47	42	75	59	23		23		37		46	
		-18%		-11%		-21%								
Overdrive Audiobook	604	723	513	756	587		532		627		584		653	
Overdrive eBook	857	971	759	868	846		758		784		944		937	
Overdrive Magazine	144	483	86	466	121		80		99		107		72	
Overdrive Total	1605	2177	1358	2090	1554		1370		1510		1635		1662	
		36%		54%										

Saugerties Public Library
2023-2024 Statistics Compared

	August '23	August '24	Sept '22	Sept '24	Oct '23	Oct '24	Nov '23	Nov '24	Dec '23	Dec '24	TOTAL 2023	TOTAL 2024	
Circulation													
Adult	2,818		2,532		2,345		2,254		2,317		30,093	7,103	24%
Adult renewals	1,287		1,186		1,294		1,006		1,162		14,410	3,152	22%
Juvenile	2,454		1,718		1,925		1,804		1,529		23,415	6,106	26%
Juvenile renewals	1,287		1,368		1,864		1,071		1,249		16,420	3,094	19%
Teen	148		91		68		88		81		1,214	343	28%
Teen renewals	86		85		52		55		51		891	165	19%
Total Circulation	8,080		6,980		7,548		6,278		6,389		86,443	19,963	23%
Holdings Filled													
Adults	1,008		937		809		868		878		12,401	2,963	24%
Juvenile	382		412		444		423		367		5,192	1,345	26%
Teen	34		37		29		41		44		586	160	27%
ILL received	0		0		0		1		0		7	3	43%
ILL loaned	0		1		0		0		0		5	2	40%
Total Holds	1,424		1,387		1,282		1,333		1,289		18,191	4,473	25%
Questions Answered													
Adult	1,021		962		970		951		892		10,140	4,307	42%
Children's	804		339		205		306		247		3,891	1,015	26%
Total Questions	1,825		1,301		1,175		1,257		1,139		14,031	5,322	38%
Programs													
Adult	24		21		27		23		20		265	74	28%
Teen	18		12		18		16		13		173	51	29%
Children's	33		12		31		24		24		274	72	26%
Total Programs	75		45		76		63		57		712	197	28%
Program Attendance													
Adult	254		145		220		148		306		2,327	780	34%
Teen	121		91		154		131		79		1,038	216	21%
Children	824		186		515		604		348		4,800	1,378	29%
Total attendance	1,199		422		889		883		733		8,165	2,374	29%
Computer sessions	478		389		387		340		267		4,441	1,087	24%
Web Page Visits	4,221		3,630		5,406		4,707		4,559		60,054	17,148	29%
New Cards Issued	80		39		26		17		24		476	133	28%
Overdrive Audiobook	706		628		655		614		718		6703	1479	22%
Overdrive eBook	890		824		821		772		854		9192	1839	20%
Overdrive Magazine	151		171		423		527		488		1981	949	48%
Overdrive Total	1747		1623		1899		1913		2060		17876	4267	24%