

Saugerties Public Library Board Agenda  
February 13, 2025  
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

Old Business:

1. Board Retreat
2. President's Report on Library Advocacy Day

New Business:

1. Elevator Incident
2. Approve the Annual Report to the State
3. Sexual Harassment training

Secretary's Report

Treasurer's Report

Pay Bills

Director's Report:

Committee Reports:

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

Next meeting - March 13, 2025

Saugerties Public Library  
Regular Board Meeting  
Date: January 9, 2025

**Present:** Trustees Charlotte Herscher, Nina Schmidbaur, Timothy Scott, Julie Misiano, Robert Irizarry, Ken Goldberg, Erin Poll, Rebecca Lang

**Excused:** Yosefa Karchmar, Paul Vanbenschoten, Teresa Giordano

**Staff:** Director Jennifer Russell

**Public Attendees:** Ray Rebholz

*Meeting called to order at 6:03 PM by Board President Tim Scott*

**Public Comment:** N/A

**Friends of Library:** Next meeting is January 27, 2025 at 7:00 PM. Will begin to work on preparations for the Street Fair

**Unfinished Business:**

- N/A

**New Business:**

1. **Sunshine Fund:** Board members were willing to contribute \$10 each. Money will be collected by Julie Misiano and used towards mutually agreed upon expenses such as recognizing retirees or other forms of well wishes.
2. **Library Advocacy Day:** sign up for transportation if interested
3. **Board Retreat:** these have been held by past Saugerties boards. Ken Goldberg, both past and current trustee, described the one he attended. It was during a time that there were many decisions to make about the new building, after the bond passed. The MHLS Assistant Director, now Executive Director, Rebecca, facilitated the retreat. She came to the library and led several workshops designed to help identify personality traits and personal values, which trustees found helped them to reach conclusions that had previously been issues of contention. So in terms of us planning a retreat, we would have to first establish a goal. The tentative decision is that without an issue that needs to be resolved, we would be more interested in a retreat in the form of a social gathering of some kind with some conversation prompts about ourselves and the library.
4. There is a patron who wants to ensure physical books remain available and up to date, and has written several letters to the Director. Her most recent letter requested that the ratio of physical books to e-books should be 1:1. Despite physical books still being ordered, the books that interest her are primarily available as e-books through the MHLS system. The Director will look into having the books that interest her

**ordered from another library system for her use as needed. She will make this patron aware that this is possible. She will also inform the patron that the system subscribes to e-book procurers that have thousands and thousands of e-books available, preventing the purchasing at a 1:1 ratio.**

### **Secretary's Report:**

*Motion* by Tim Scott and *Seconded* by Charlotte Herscher to approve the minutes as written. Motion passes unanimously with Nina Schmidbaur abstaining, as she did not attend last month.

### **Treasurer's Report:**

Motion to pay the bills in the amount of \$ 22,776.78 made by Charlotte Herscher seconded by Julie Misiano Passes unanimously

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

- Has been seeking participants for the "Books as Art" project which has been well received in previous years. This year's recycled books are old encyclopedias
- Provided the accountant with the information for staff raises after the annual evaluations were complete.
- Attended the MHLS meeting
- Is exploring the possibility of having a theater event

### **Committee Reports:**

**Finance:** Did not meet

Treasurer let us know that the 2024 budget was balanced

Next meeting: January 13, 25 at 6PM

**Personnel/Policy:** met on December 17, 24

1. Circulation Policy review and edit  
Tim Scott makes a motion to adopt the circulation policy as amended. Seconded by Julie Misiano. Passes unanimously.
2. Parking Lot policy draft: Jenn will send a message to other library Directors who have instituted a policy to see what their experience has been regarding putting the policy to a procedure and then action. Do they use warnings and/or towing of the cars of drivers in violation of the policy? Will continue to explore what the board wants to include and exclude in the policy. Will be kept as a draft until further information and additional board members are present.

see minutes FMI Next meeting: January 15, 2025 at 6PM

***Facilities:***

Did not meet

Next meeting: January 21, 25 at 6 PM

***Outreach:***

Did not meet

Next meeting:  at 5:30 PM

***Friends Liaison:***

N/A

***Motion*** to adjourn at 7:27 PM by Tim Sott ;  
***Seconded*** by Charlotte Herscher

Passes unanimously.

Submitted by Julie Misiano

Next meeting: February 13, 2025 at 6PM  
Social Time at 5:30 PM for those able to attend

**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
January 2025

	Jan 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 · Real Property Taxes	0.00	707,326.36	-707,326.36	0.0%
2082 · Fines	914.86	4,000.00	-3,085.14	22.87%
2401 · Interest	317.75	12,000.00	-11,682.25	2.65%
<b>2705 · Gifts &amp; Donations</b>				
2705.4 · Friends	0.00	13,000.00	-13,000.00	0.0%
2705.2 · General	100.00	5,000.00	-4,900.00	2.0%
<b>Total 2705 · Gifts &amp; Donations</b>	<b>100.00</b>	<b>18,000.00</b>	<b>-17,900.00</b>	<b>0.56%</b>
3840 · New York State Aid	0.00	5,500.00	-5,500.00	0.0%
3999 · Appropriated Fund Balance	0.00	28,431.64	-28,431.64	0.0%
<b>Total Income</b>	<b>1,332.61</b>	<b>775,258.00</b>	<b>-773,925.39</b>	<b>0.17%</b>
<b>Expense</b>				
7410.1 · Salaries	17,989.40	419,700.00	-401,710.60	4.29%
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
.4.1.8 · Music	0.00	100.00	-100.00	0.0%
.4.1.7 · Streaming	630.27	8,000.00	-7,369.73	7.88%
.4.1.1 · DVD	176.18	3,000.00	-2,823.82	5.87%
<b>.4.1.2 · Books</b>				
4.1.2A · Adult Books	1,094.14	17,000.00	-15,905.86	6.44%
4.1.2J · Children's Books	69.80	9,000.00	-8,930.20	0.78%
<b>Total .4.1.2 · Books</b>	<b>1,163.94</b>	<b>26,000.00</b>	<b>-24,836.06</b>	<b>4.48%</b>
.4.1.3 · Subscriptions	34.95	1,500.00	-1,465.05	2.33%
.4.1.4 · Newspapers	202.00	2,500.00	-2,298.00	8.08%
.4.1.5 · Digital Materials	1,936.25	12,000.00	-10,063.75	16.14%
.4.1.6 · Audio Books	0.00	500.00	-500.00	0.0%
<b>Total .4.1 · Library Material</b>	<b>4,143.59</b>	<b>53,600.00</b>	<b>-49,456.41</b>	<b>7.73%</b>
<b>.4.2 · Programs, Publicity, History</b>				
.4.2.1 · Programs	2,629.04	7,000.00	-4,370.96	37.56%
.4.2.2 · Microfilm & Archives	0.00	2,000.00	-2,000.00	0.0%
.4.2.3 · Newsletter & Public Relations	75.00	4,000.00	-3,925.00	1.88%
<b>Total .4.2 · Programs, Publicity, History</b>	<b>2,704.04</b>	<b>13,000.00</b>	<b>-10,295.96</b>	<b>20.8%</b>
<b>.4.3 · Operation of Building</b>				
.4.3.1 · Utilities	2,068.43	28,000.00	-25,931.57	7.39%
.4.3.2 · Telephone	257.54	3,500.00	-3,242.46	7.36%
.4.3.3 · Insurance	568.25	27,000.00	-26,431.75	2.11%
.4.3.4 · Maintenance Service & Supplies	357.00	5,000.00	-4,643.00	7.14%
.4.3.5 · Lawn & Grounds	0.00	4,500.00	-4,500.00	0.0%
.4.3.6 · Building R&M	1,359.48	12,000.00	-10,640.52	11.33%
.4.3.7 · Snow Removal	900.00	1,500.00	-600.00	60.0%
.4.3.8 · Elevator	831.77	4,000.00	-3,168.23	20.79%
.4.3.9 · Geothermal	0.00	7,500.00	-7,500.00	0.0%
.4.3.12 · Internet	0.00	3,000.00	-3,000.00	0.0%

**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
**January 2025**

	<b>Jan 25</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Total .4.3 · Operation of Building</b>	6,342.47	96,000.00	-89,657.53	6.61%
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
.4.4.1 · Copier	706.92	4,550.00	-3,843.08	15.54%
.4.4.2 · Office Supplies	213.22	3,000.00	-2,786.78	7.11%
.4.4.4 · Postage	0.00	600.00	-600.00	0.0%
.4.4.6 · Equipment Purchases	0.00	9,000.00	-9,000.00	0.0%
.4.4.7 · Equipment R&M	0.00	5,000.00	-5,000.00	0.0%
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	920.14	22,150.00	-21,229.86	4.15%
<b>.4.5 · Automation, System Fees</b>				
.4.5.1 · Automation & Online Services	451.68	4,000.00	-3,548.32	11.29%
.4.5.2 · MHLS Assessment Fees	5,007.54	20,030.00	-15,022.46	25.0%
<b>Total .4.5 · Automation, System Fees</b>	5,459.22	24,030.00	-18,570.78	22.72%
<b>.4.6 · Professional Services</b>				
.4.6.8 · Professional Memberships	0.00	800.00	-800.00	0.0%
.4.6.7 · Payroll Service Fees	521.35	2,500.00	-1,978.65	20.85%
.4.6.1 · Accounting	600.00	6,600.00	-6,000.00	9.09%
.4.6.3 · Board Expenses	0.00	250.00	-250.00	0.0%
.4.6.4 · Consulting & Legal Services	0.00	2,000.00	-2,000.00	0.0%
.4.6.5 · IT Maintenance Consultant	1,657.00	2,500.00	-843.00	66.28%
.4.6.6 · Staff Development	0.00	700.00	-700.00	0.0%
<b>Total .4.6 · Professional Services</b>	2,778.35	15,350.00	-12,571.65	18.1%
<b>.4.7 · Election Expenses</b>				
.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%
<b>Total .4.7 · Election Expenses</b>	0.00	650.00	-650.00	0.0%
<b>Total 7410.4 · Contractual Expenses</b>	22,347.81	224,780.00	-202,432.19	9.94%
<b>9010 · Employee Benefits</b>				
.1 · Retirement	41,909.00	37,614.00	4,295.00	111.42%
.2 · Social Security & Medicare	1,330.71	27,500.00	-26,169.29	4.84%
.3 · Workers Compensation	3,393.00	4,700.00	-1,307.00	72.19%
.4 · Disability	-31.57	350.00	-381.57	-9.02%
.5 · Medical & Dental Benefits	13,586.86	60,244.00	-46,657.14	22.55%
.6 · Life Insurance	24.30	370.00	-345.70	6.57%
<b>Total 9010 · Employee Benefits</b>	60,212.30	130,778.00	-70,565.70	46.04%
<b>Total Expense</b>	100,549.51	775,258.00	-674,708.49	12.97%
<b>Net Ordinary Income</b>	-99,216.90	0.00	-99,216.90	100.0%
	<b>-99,216.90</b>	<b>0.00</b>	<b>-99,216.90</b>	<b>100.0%</b>

# Saugerties Public Library

## General Fund Revenue and Expenditure Report

	Jan 25	Jan 24
<b>Ordinary Income/Expense</b>		
Income		
2082 · Fines	914.86	338.45
2401 · Interest	317.75	479.00
2705 · Gifts & Donations		
2705.2 · General	100.00	50.00
Total 2705 · Gifts & Donations	100.00	50.00
Total Income	1,332.61	867.45
Expense		
7410.1 · Salaries	17,989.40	20,340.03
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.7 · Streaming	630.27	634.09
.4.1.1 · DVD	176.18	112.45
.4.1.2 · Books		
4.1.2A · Adult Books	1,094.14	6,886.33
4.1.2J · Children's Books	69.80	366.61
Total .4.1.2 · Books	1,163.94	7,252.94
.4.1.3 · Subscriptions	34.95	34.95
.4.1.4 · Newspapers	202.00	202.00
.4.1.5 · Digital Materials	1,936.25	242.49
.4.1.6 · Audio Books	0.00	49.99
Total .4.1 · Library Material	4,143.59	8,528.91
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	2,629.04	70.00
.4.2.2 · Microfilm & Archives	0.00	2,000.00
.4.2.3 · Newsletter & Public Relations	75.00	0.00
Total .4.2 · Programs, Publicity, History	2,704.04	2,070.00
.4.3 · Operation of Building		
.4.3.1 · Utilities	2,068.43	1,195.59
.4.3.2 · Telephone	257.54	292.31
.4.3.3 · Insurance	568.25	9,494.99
.4.3.4 · Maintenance Service & Supplies	357.00	339.72
.4.3.6 · Building R&M	1,359.48	627.00
.4.3.7 · Snow Removal	900.00	550.00
.4.3.8 · Elevator	831.77	1,591.04
.4.3.12 · Internet	0.00	461.60
Total .4.3 · Operation of Building	6,342.47	14,552.25
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	706.92	670.00
.4.4.2 · Office Supplies	213.22	306.43
.4.4.4 · Postage	0.00	3.72
.4.4.7 · Equipment R&M	0.00	300.00
Total .4.4 · Equipment R&M, Supplies	920.14	1,280.15

# Saugerties Public Library

## General Fund Revenue and Expenditure Report

	<u>Jan 25</u>	<u>Jan 24</u>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	451.68	427.68
.4.5.2 · MHLS Assessment Fees	5,007.54	0.00
<b>Total .4.5 · Automation, System Fees</b>	5,459.22	427.68
<b>.4.6 · Professional Services</b>		
.4.6.7 · Payroll Service Fees	521.35	457.72
.4.6.1 · Accounting	600.00	1,100.00
.4.6.3 · Board Expenses	0.00	75.00
.4.6.4 · Consulting & Legal Services	0.00	500.00
.4.6.5 · IT Maintenance Consultant	1,657.00	1,624.00
<b>Total .4.6 · Professional Services</b>	2,778.35	3,756.72
<b>Total 7410.4 · Contractual Expenses</b>	22,347.81	30,615.71
<b>9010 · Employee Benefits</b>		
.1 · Retirement	41,909.00	30,758.00
.2 · Social Security & Medicare	1,330.71	1,513.73
.3 · Workers Compensation	3,393.00	3,285.00
.4 · Disability	-31.57	-31.17
.5 · Medical & Dental Benefits	13,586.86	10,610.90
.6 · Life Insurance	24.30	24.30
<b>Total 9010 · Employee Benefits</b>	60,212.30	46,160.76
<b>Total Expense</b>	100,549.51	97,116.50
<b>Net Ordinary Income</b>	-99,216.90	-96,249.05
<b>Net Income</b>	<u><u>-99,216.90</u></u>	<u><u>-96,249.05</u></u>



# Saugerties Public Library Abstract Check Register

	Type	Date	Num	Name	Memo	Amount
<b>M&amp;T General Fund</b>						
<b>Checking 6455</b>						
	Check	01/06/2025	EFT	NYS Emp Retire System		-760.27
	Check	01/31/2025	11487	Welsh Sanitation		-93.89
	Check	01/31/2025	11488	Custom Lawns & More	and 2578	-900.00
	Check	01/31/2025	11489	Business Credit Card		-1,224.59
	Check	01/31/2025	EFT	Charter Communications		-257.54
	Check	01/31/2025	11490	WZ Accountants	Inv #3293	-600.00
	Check	01/31/2025	11491	Stewart's		-202.00
	Check	01/31/2025	11492	Midwest Tape		-779.46
	Check	01/31/2025	11493	Baker & Taylor		-1,083.41
	Check	01/31/2025	11494	Culligan of Newburgh		-87.20
	Check	01/31/2025	11495	OverDrive Inc		-1,880.62
	Check	01/31/2025	11496	Uline		-342.48
	Check	01/31/2025	11497	W B Mason Co Inc	Invoice #251449571	-98.24
	Check	01/31/2025	11498	DEMCO	Invoice #7591373	-110.65
					Invoice	
	Check	01/31/2025	11499	CDPHP	#250140000168	-6,446.30
	Check	01/31/2025	11500	Metropolitan Life Insurance Companies		-24.30
	Check	01/31/2025	EFT	Central Hudson		-2,068.43
	Check	01/31/2025	11501	Mid Hudson Library System		-1,657.00
	Check	01/31/2025	11502	National Business Technology	Invoice #83452879	-353.46
	Check	01/31/2025	11503	Gale/Cengage Learning	Invoice #86024846	-65.58
	Check	01/31/2025	11504	PBC Guru	Inv #INV-504239	-2,500.00
					Inv #2025010701 and	
	Check	01/31/2025	EFT	Paychex	#2025012101	-521.35
					Invoice #65131 and	
	Check	01/31/2025	11505	Uniforms USA, Inc.	#66897	-52.00
	Check	01/31/2025	11506	Mid Hudson Library System	Inv #2298	-5,007.54
Total M&T General Fund Checking 6455						-27,116.31
<b>M&amp;T Capital Fund</b>						
<b>Checking 6430</b>						
Total M&T Capital Fund Checking 6430						
<b>TOTAL</b>						<b>-27,116.31</b>

# Saugerties Public Library

## Abstract

January 2025

	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>2082 · Fines</b>				
			Square income	182.87
Total 2082 · Fines				182.87
Total Income				182.87
<b>Expense</b>				
<b>7410.1 · Salaries</b>				
			Reverse of GJE MHLS 10 -- 2024 payroll cleared in 2025	-12,844.82
	MHLS 10R			
	01-09-25 PR			15,252.79
	01-23-25 PR			15,581.43
Total 7410.1 · Salaries				17,989.40
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
<b>.4.1.7 · Streaming</b>				
	11489	Business Credit Card		26.99
	11492	Midwest Tape	January Hoopla Invoice	603.28
Total .4.1.7 · Streaming				630.27
<b>.4.1.1 · DVD</b>				
	11492	Midwest Tape	Inv #506578162	26.99
	11492	Midwest Tape	Inv #506587427	52.48
	11492	Midwest Tape	Inv #506644660	20.24
	11492	Midwest Tape	Inv #506659104	49.48
	11492	Midwest Tape	Inv #506659106	26.99
Total .4.1.1 · DVD				176.18
<b>.4.1.2 · Books</b>				
<b>4.1.2A · Adult Books</b>				
	11489	Business Credit Card		14.95
	11493	Baker & Taylor	Inv #5019283360	259.85
	11493	Baker & Taylor	Inv #5019300807	412.57
	11493	Baker & Taylor	Inv #5019318929	341.19
	11503	Gale/Cengage Learning	Invoice #86024846	65.58
Total 4.1.2A · Adult Books				1,094.14
<b>4.1.2J · Children's Books</b>				
	11493	Baker & Taylor	Inv #5019312680	69.80
Total 4.1.2J · Children's Books				69.80
Total .4.1.2 · Books				1,163.94
<b>.4.1.3 · Subscriptions</b>				
	11489	Business Credit Card		34.95
Total .4.1.3 · Subscriptions				34.95
<b>.4.1.4 · Newspapers</b>				
	11491	Stewart's	January	202.00
Total .4.1.4 · Newspapers				202.00
<b>.4.1.5 · Digital Materials</b>				

# Saugerties Public Library

## Abstract

January 2025

	Num	Name	Memo	Amount
	11489	Business Credit Card		55.63
	11495	OverDrive Inc	Invoice #01938CO25000803	579.94
	11495	OverDrive Inc	Invoice #01938DA25011881	134.99
	11495	OverDrive Inc	Invoice #01938CO25014752	609.23
	11495	OverDrive Inc	Invoice #01938DA25018452	169.00
	11495	OverDrive Inc	Invoice #01938CO25023521	387.46
Total .4.1.5 · Digital Materials				1,936.25
Total .4.1 · Library Material				4,143.59
<b>.4.2 · Programs, Publicity, History</b>				
<b>.4.2.1 · Programs</b>				
	11489	Business Credit Card		102.47
	11498	DEMCO	Invoice #7591373	26.57
	11504	PBC Guru	Inv #INV-504239	2,500.00
Total .4.2.1 · Programs				2,629.04
<b>.4.2.3 · Newsletter &amp; Public Relations</b>				
	MHLS 9R	Saugerties Area Chamber of Commerce	Reverse of GJE MHLS 9 -- 2025 bills paid in 2024	75.00
Total .4.2.3 · Newsletter & Public Relations				75.00
Total .4.2 · Programs, Publicity, History				2,704.04
<b>.4.3 · Operation of Building</b>				
<b>.4.3.1 · Utilities</b>				
	EFT	Central Hudson	12/18/24 - 1/16/25	2,068.43
Total .4.3.1 · Utilities				2,068.43
<b>.4.3.2 · Telephone</b>				
	EFT	Charter Communications	1/1/25 - 1/31/25	257.54
Total .4.3.2 · Telephone				257.54
<b>.4.3.3 · Insurance</b>				
	MHLS 7R	Great American Insurance Company	1/1/25 - 1/1/26 policy period paid in 2024	568.25
Total .4.3.3 · Insurance				568.25
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>				
	MHLS 9R	Welsh Sanitation	2025 bills paid in 2024	93.89
	11487	Welsh Sanitation	February	93.89
	11489	Business Credit Card		82.02
	11494	Culligan of Newburgh		87.20
Total .4.3.4 · Maintenance Service & Supplies				357.00
<b>.4.3.6 · Building R&amp;M</b>				
	MHLS 9R	SAFECO Alarm Systems, Inc.	2025 bills paid in 2024	540.00
	11489	Business Credit Card		425.00
	11496	Uline		342.48
	11505	Uniforms USA, Inc.	January	52.00
Total .4.3.6 · Building R&M				1,359.48
<b>.4.3.7 · Snow Removal</b>				
	11488	Custom Lawns & More	Inv 2554, 2564, 2571 and 2578	900.00
Total .4.3.7 · Snow Removal				900.00
<b>.4.3.8 · Elevator</b>				

# Saugerties Public Library

## Abstract

January 2025

	Num	Name	Memo	Amount
	MHLS 9R	ThyssenKrupp Elevator Cor	2025 bills paid in 2024	831.77
Total .4.3.8 · Elevator				831.77
Total .4.3 · Operation of Building				6,342.47
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 · Copier</b>				
	MHLS 9R	National Business Technolc	2025 bills paid in 2024	353.46
	11502	National Business Technolc	February	353.46
Total .4.4.1 · Copier				706.92
<b>.4.4.2 · Office Supplies</b>				
	11489	Business Credit Card		30.90
	11497	W B Mason Co Inc	Invoice #251449571	98.24
	11498	DEMCO	Invoice #7591373	84.08
Total .4.4.2 · Office Supplies				213.22
Total .4.4 · Equipment R&M, Supplies				920.14
<b>.4.5 · Automation, System Fees</b>				
<b>.4.5.1 · Automation &amp; Online Services</b>				
	11489	Business Credit Card		451.68
Total .4.5.1 · Automation & Online Services				451.68
<b>.4.5.2 · MHLS Assessment Fees</b>				
	11506	Mid Hudson Library System	Inv #2298	5,007.54
Total .4.5.2 · MHLS Assessment Fees				5,007.54
Total .4.5 · Automation, System Fees				5,459.22
<b>.4.6 · Professional Services</b>				
<b>.4.6.9 · Merchant Fees</b>				
			Square income	6.57
Total .4.6.9 · Merchant Fees				6.57
<b>.4.6.7 · Payroll Service Fees</b>				
	EFT	Paychex	#2025012101	521.35
Total .4.6.7 · Payroll Service Fees				521.35
<b>.4.6.1 · Accounting</b>				
	11490	WZ Accountants	Inv #3293	600.00
Total .4.6.1 · Accounting				600.00
<b>.4.6.5 · IT Maintenance Consultant</b>				
	11501	Mid Hudson Library System		1,657.00
Total .4.6.5 · IT Maintenance Consultant				1,657.00
Total .4.6 · Professional Services				2,784.92
Total 7410.4 · Contractual Expenses				22,354.38
<b>9010 · Employee Benefits</b>				
<b>.1 · Retirement</b>				
	MHLS 9R	NYS & Local Retirement Sy	2025 bills paid in 2024	41,909.00
Total .1 · Retirement				41,909.00
<b>.2 · Social Security &amp; Medicare</b>				
	MHLS 10R		2024 payroll cleared in 2025	-982.63
	01-09-25 PR			1,144.09
	01-23-25 PR			1,169.25

# Saugerties Public Library

## Abstract

January 2025

	Num	Name	Memo	Amount
Total .2 · Social Security & Medicare				1,330.71
<b>.3 · Workers Compensation</b>				
			Reverse of GJE MHLS 6 -- 2025	
	MHLS 6R	Utica National Insurance Gr	insurance paid in 2024	3,393.00
Total .3 · Workers Compensation				3,393.00
<b>.4 · Disability</b>				
	01-09-25 PR			-15.49
	01-23-25 PR			-16.08
Total .4 · Disability				-31.57
<b>.5 · Medical &amp; Dental Benefits</b>				
	MHLS 9R	CDPHP	2025 bills paid in 2024	7,735.56
	01-09-25 PR			-297.50
	01-23-25 PR			-297.50
	11499	CDPHP	February	6,446.30
Total .5 · Medical & Dental Benefits				13,586.86
<b>.6 · Life Insurance</b>				
	11500	Metropolitan Life Insurance	Life insurance	24.30
Total .6 · Life Insurance				24.30
Total 9010 · Employee Benefits				60,212.30
Total Expense				100,556.08
Net Ordinary Income				-100,373.21
				<b>-100,373.21</b>

## **January Director's Report 2024**

**Incident:** On Tuesday, January 28<sup>th</sup> at approximately 3:00 pm, four youths entered the elevator and began to wrestle causing the elevator carriage to shift forwards and to hit the wall. The elevator became jammed, and the doors wouldn't open. Diaz ambulance and fire department staff arrived and worked to pry open the elevator doors to no avail. I called Thyssenkrupp, our elevator company. It took 45 minutes for the technician to arrive, so the youth were in the elevator for approximately an hour. Upon exiting the elevator the EMS and I took down each person's contact information and the name of their parent / guardian. None of the youth needed medical assistance. The technician discovered why the elevator became jammed as mentioned above, and showed me the evidence as to why he came to that conclusion. Each of these youth have been banned from the library until a plan of action is devised. The cost of the repair was \$9,500.00. By the advice of our insurance company, a police report was made. An insurance inspector took photographs on February 7, to support our claim.

**Outreach:** On January 22<sup>nd</sup> our Children's Programmer, Kristina, went to the Mount Marion School to do a story time and share what offerings the library has for them to enjoy.

**Personnel:** Sexual Harassment training has begun. Many of the staff have completed the course.

**Facilities:** A custom-made corkboard is now up in the second floor alcove dedicated to community needs, such as looking for a lost pet, free give aways, looking for..., apartments for rent, seeking an apartment and those sorts of postings. Please spread the word that this offering is available at the library.

**Donation:** I have been in contact with the grandson of local library lover, Hellen L. Ricks who passed away in 2024, in regards to a sizable donation that he would like to make to the library. After considering many options, Brian Ricks and his family would not like to have a room dedicated to her. They would prefer to have bookplates placed inside books purchased with these funds and programming for the elderly.

### **Meetings:**

**MHLS:** MHLS passport project meeting.

**UCLA:** Monthly meeting

**Friends of the Library:** Attended January 27<sup>th</sup> meeting.

We held a staff meeting on January 21<sup>st</sup>.

The library was closed on January 1<sup>st</sup> for New Year's Day and January 20<sup>th</sup> for Martin Luther King Jr. Day

I used a vacation day on January 24<sup>th</sup>.

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Saugerties Public Library  
@Finance Committee

Date: 1/13/2025

Time: 6:06 p.m.

Committee Members Attending:

Charlotte Herscher

Ken Goldberg

Julie Misiano

Committee Members Absent:

Tim Scott

Staff Attending:

Jennifer Russell

Discussion/Agenda Items

1. Audrey Stienhorn donation: We got a donation of \$9682 for 2024. We will receive some money towards the end of every year until it runs out, but the amount will change. As a result, we are \$6,000 over our donation budget. Jen would like to use that left over money for programming for 2025.
2. Overdrive. MHLS gave us the latest usage report comparing our usage versus how much we are buying for the digital collection. We increased the budget but according to this report we are still under. We discussed amending the budget to put \$4,000 more into the budget, under digital materials line, and decided to up it by \$2,000 since we've already created our budget and just got this report.
3. Credit card. We have two Bank of America credits cards, and they are difficult to work with. Jen wanted to get a credit card through a local bank so it will be easier to manage and would diversify. Jen will talk to M&T.
4. Petty cash. Jen would like to get rid of petty cash, because we rarely use it and mostly use the library credit card. We can pay by check for other expenses that we can't use the credit card.
5. Sidewalks repair. Paul got 3 bids. We have \$12k in building R&M for 2025. For 2024, we didn't spend our whole R&M budget but we were close to it. We voted and approved of the project during the May 2024 meeting.



6. Computers. Jen is going to ask the Friends for money to replace the public computers, which date from 2017, including headphones and a laptop. Some of the money will come out of our \$9,000 budget for equipment purchases. Maybe we don't have to replace all of them if some in the circulation room aren't used. We might get rid of the computer for the young kids and replace it with shelving for graphic novels.
7. Internet. When we renegotiate our internet contract we need to specify that we want speeds higher than 100mb, which is what we are getting now.
8. Bequest. Reminder that the \$275,000 CD includes a \$24,000 bequest where we can't touch the principal.
9. Meeting with accountant. Jen, Ken and Charlotte met with Rose to go over the balance sheet by class breakdown for 2024.

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

1. Jen will look at other possible streaming services besides Hoopla because it is so expensive.

Next meeting

Our regular meeting falls on President's Day so we will meet on Thursday, February 20, 2025 at 6:00.

## **Policy & Personnel Committee Minutes**

### **1/15/25**

Location: Saugerties Public Library

Time: 6 pm

Present: Scott (Chair), Lang, Russell (Director)

Absent: Irizarry

#### **1. Meeting Procedures Policy**

- Public Comment: Reviewed policies on Public Comment periods from the Albany Public Library, Sachem Public Library, and Warsaw Public Library. After much discussion, we pulled the strongest language from each respective library's policy to form a DRAFT Public Comment Policy to be reviewed at the next P & P meeting.
- Public Protests: Jen will research procedures and compile relevant documentation for us to review.
- Video Conferencing: Not Applicable

#### **2. Weeding Policy**

- The Weeding Policy was reviewed. Changes were made. Please review.

#### **3. Petty Cash Policy**

- Eliminated upon the recommendation of our Director and Finance Committee.

#### **4. FOIL Policy Update**

- Jen spoke with our lawyer. Unfortunately, the FOIL rule issued by NYS is so vague, it could be used against entities (such as libraries), when it appears to be geared towards law enforcement agencies. The question is how best to protect staff should a FOIL request of their disciplinary record be made? If such a request were to be found unreasonable, we are advised to call our lawyer before proceeding. The staff member whose disciplinary record has been requested can challenge that request. Upon further discussion, it was deemed best for our lawyer to take a look at our current policy and simply add to it.

#### **5. Additional Business**

- Discussion was held about the following: The Saugerties Central School District's Board of Education was asked to affirm its commitment to upholding NYS education law in regards to migrant children. Under said law, education is deemed a right from k-12 regardless of immigration status. ICE agents cannot enter school grounds to detain or question anyone. What would our response be

if ICE conducted a raid on our property? Jen has said she would not want staff to interfere. Staff should know this and that ICE as a law enforcement agency is required to have a proper warrant as any police agency would. There is more discussion to be had on this issue.

Meeting Adjourned at 7:20pm

Next Meeting: February 19, 2025 at 6pm

### **Weeding Policy**

Staff needs to evaluate the collection regularly to determine what items should remain in the collection. This helps to ensure that the collection is relevant and meets the community's needs and provides an appealing and up-to-the-date selection of materials. Library staff shall refer to CREW: A Weeding Manual for Modern Libraries for guidance. The staff responsible for purchasing library materials in their respective departments, whether children, teen or adult, will engage in weeding those materials. The Library Director reviews weeding activities and assigns required training if necessary. All items shall be marked as discarded and will be donated to the Library Friends' Group, offered on the library's free cart, or offered to another non-profit organization, or is discarded.

Approved by the Board of Directors: July 11, 2019

Amended: February, 2025

Review cycle: Every 5 years



91 Washington Avenue, Saugerties, NY 12477 Ph.: 845-246-4317 Fax: 845-246-0858  
[www.saugertiespubliclibrary.org](http://www.saugertiespubliclibrary.org)

## DRAFT Parking Lot Policy 2025

The Saugerties Public Library welcomes everyone who is using the Library, enjoying the library grounds, using the internet through the library wifi, or attending a program. The parking lot at SPL is designated solely and exclusively for library patrons to park their vehicles while they are using the library, and for library employees or vendors while they are working in the library building or on the grounds. Temporary parking at the library may be granted by the Library Director.

The Library does not, at any time or under any condition, assume any responsibility for damage to or theft of, any privately-owned vehicle, including bicycles, while in the Library parking lot. The Library is also not liable for personal injury, from any cause what-so-ever, to any person or persons utilizing the Library parking lot/grounds.

There are two Town of Saugerties EV charging stations in the library parking lot that are reserved for electric car charging.

Sleeping overnight in a vehicle on library property, is prohibited.

SPL administration reserves the right to close parking lots for library programming, events or in consultation with Town and Village officials and local law enforcement.

The Saugerties Public Library reserves the right to have vehicles removed from library parking lots for non-compliance. The cost for such towing shall be the responsibility of the owner or operator of the towed vehicle.

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## Saugerties Public Library

### Outreach Committee

Date: Monday, January 26, 2025

Time: Meeting started at 5pm - 6:57pm

Present: Schmidbaur (chair), Giordano (member), Scott (member), Poll (member), Russell (director)

#### **Agenda:**

1. We brainstormed ways that the SPL could be featured in the Chronogram promotion of the altered book project for the Saugerties March issue

2. Retreat for Board Members: social or purposeful?

- Social / Ice breaker event to get to know each other as we have four new board members
- Learn about potential challenges facing libraries today given concerns passed down from the ALA

3. Potential donation

- The Ricks family is interested in donating a large sum in honor of Helen Ricks. They would like to have a room named for her. Potential locations were discussed.
- It would be good to meet with the Ricks family to discuss these things. Erin and Ken would be available for the meeting.

4. Looking ahead to the year, what are some goals we want to accomplish?

- Civics education: invite teens from the middle and high school government class to attend local governmental meetings to learn about civic engagement. Contact Republican, conservative, Democrat board members to host their meetings at the Library to invite students to.
  - Example: Buy in from a cafe, teachers at schools, the library.
- Community Collaboration. Community members who are experts in their field or are passionate about a subject sit in the library for patrons to come and talk with them about their subject. We have lots of talent here: film makers, music engineers, contractors, entrepreneurs, therapists, librarians

Saugerties Public Library  
2024-2025 Statistics Compared

	Jan '24	Jan '25	Feb '24	Feb '25	March '24	March '25	April '24	April '25	May '24	May '25	June '24	June '25	July '24	July '25
<b>Circulation</b>														
Adult	2,487	2,318	2,239		2,377		2,231		2,119		2,254		2,661	
Adult renewals	1,044	1,035	941		1,167		1,103		993		962		1,068	
Juvenile	1,886	2,095	2,151		2,069		2,013		1,644		1,840		2,677	
Juvenile renewals	1,063	814	939		1,092		1,133		974		887		961	
Teen	128	107	101		114		119		127		114		248	
Teen renewals	56	58	53		56		61		80		72		75	
<b>Total Circulation</b>	6,664	6,427	6,424		6,875		6,660		5,937		6,129		7,690	
		-4%												
<b>Holds Filled</b>														
Adults	1,043	979	946		974		886		867		858		1,049	
Juvenile	465	547	451		429		370		355		329		382	
Teen	54	54	59		47		49		40		55		62	
ILL received	1	2	1		1		1		0		0		0	
ILL loaned	2	1	0		0		0		0		1		1	
<b>Total Holds</b>	1,565	1,583	1,457		1,451		1,306		1,262		1,243		1,494	
		1%												
<b>Questions Answered</b>														
Adult	1,207	742	1,030		863		962		731		710		803	
Children's	215	163	295		290		248		243		225		385	
<b>Total Questions</b>	1,422	905	1,325		1,153		1,210		974		935		1,188	
		-36%												
<b>Programs</b>														
Adult	18	24	23		33		30		27		24		19	
Teen	16	22	18		17		13		19		14		19	
Children's	24	26	27		21		27		23		21		45	
<b>Total Programs</b>	58	72	68		71		70		69		59		83	
		22%												
<b>Program Attendance</b>														
Adult	158	228	193		429		327		275		235		295	
Teen	95	137	4		117		100		105		186		148	
Children	505	322	492		381		433		423		1,236		1,055	
<b>Total attendance</b>	758	687	689		927		860		803		1,657		1,498	
		-9%												
<b>Computer sessions</b>	345	311	324		418		408		412		327		407	
		-10%												
<b>Web Page Visits</b>	6,170	6,207	5,273		5,705		5,572		5,516		5,685		7,049	
		1%												
<b>New Cards Issued</b>	32	30	42		59		44		22		41		55	
		-6%												
<b>Overdrive Audiobook</b>	723	1098	756		766		806		818		805		868	
<b>Overdrive eBook</b>	971	1036	868		922		941		890		932		968	
<b>Overdrive Magazine</b>	483	626	466		524		352		410		346		357	
<b>Overdrive Total</b>	2177	2760	2090		2212		2099		2118		2083		2193	
		27%												

Saugerties Public Library  
2024-2025 Statistics Compared

	August '24	August '25	Sept '24	Sept '25	Oct '24	Oct '25	Nov '24	Nov '25	Dec '24	Dec '25	TOTAL 2024	TOTAL 2025	
<b>Circulation</b>													
Adult	2,635		2,214		2,099		2,021				30,093	2,318	8%
Adult renewals	1,158		1,089		1,019		975				14,410	1,035	7%
Juvenile	2,453		1,886		1,743		1,697				23,415	2,095	9%
Juvenile renewals	1,151		1,166		1,032		813				16,420	814	5%
Teen	195		78		97		100				1,214	107	9%
Teen renewals	75		72		53		51				891	58	7%
<b>Total Circulation</b>	7,667		6,505		6,043		5,657				86,443	6,427	7%
<b>Holds Filled</b>													
Adults	1,041		867		892		798				12,401	979	8%
Juvenile	343		474		490		390				5,192	547	11%
Teen	49		38		46		49				586	54	9%
ILL received	0		0		0		1				7	2	29%
ILL loaned	0		1		1		0				5	1	20%
<b>Total Holds</b>	1,433		1,380		1,429		1,238				18,191	1,583	9%
<b>Questions Answered</b>													
Adult	941		840		742		682				10,140	1,484	15%
Children's	300		172		305		138				3,891	326	8%
<b>Total Questions</b>	1,241		1,012		1,047		820				14,031	1,810	13%
<b>Programs</b>													
Adult	18		23		25		27				265	24	9%
Teen	16		14		22		13				173	22	13%
Children's	28		20		15		10				274	26	9%
<b>Total Programs</b>	62		57		62		50				712	72	10%
<b>Program Attendance</b>													
Adult	139		276		245		274				2,327	228	10%
Teen	177		103		172		108				1,038	137	13%
Children	834		233		172		103				4,800	322	7%
<b>Total attendance</b>	1,150		612		589		485				8,165	687	8%
<b>Computer sessions</b>	385		394		428		385				4,441	311	7%
												-10%	
<b>Web Page Visits</b>	6,988		7,166		5,715		5,707				60,054	6,207	10%
												1%	
<b>New Cards Issued</b>	53		39		25		29				476	30	6%
												-6%	
<b>Overdrive Audiobook</b>	883		847		837		879				6703	1098	16%
<b>Overdrive eBook</b>	959		869		778		862				9192	1036	11%
<b>Overdrive Magazine</b>	401		533		559		584				1981	626	32%
<b>Overdrive Total</b>	2243		2249		2174		2325				17876	2760	15%



2025

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