

Saugerties Public Library  
Agenda  
February 9, 2023

Public Comment

Secretary's Report  
Treasurer's Report  
Pay Bills

Old Business:

1. Sexual Harassment training

New Business:

1. Staff meeting 2/21, 9am
2. Accounting firm issues

Director's Report:

Committee Reports:

1. Finance – Brian Collins
2. Policy/Personnel – Jouette Bassler
3. Facilities – Paul Van Benschoten
4. Outreach – Tim Scott

Saugerties Public Library  
Regular Board Meeting  
Date: 1/12/23

**Present:** Trustees Jouette Bassler, Paul Van Benschoten, Andrew Zink, Timothy Scott, Irene Hurst, Julie Misiano

**Excused:** Trustees Katie Cokinos, Yosefa Karchmar, Charlotte Herscher, Brian Collins, Nina Schmidbaur

**Staff:** Director Jennifer Russell

**Public Attendees:** Leanne Thornton, Ray Rehbolz

Meeting called to order at 6:07 PM by Tim Scott, Board Vice President

**Public Comment:**

Leanne Thornton, Town Board liaison: The next Town Board meeting will be January 18th at 6pm. There will be a presentation by the Dominican Sisters to discuss their proposed senior housing development on their property. The negotiations for a 10 year agreement for the Cable Access Charter will also be addressed.

Continued planning for the Snow Moon Festival on the first weekend of February. Money raised during the festival will go towards the local food pantries. All events must be pre registered. Volunteers encouraged and welcome

**Friends of Library:**

**Friends CoPresident:** Ray Rehbolz: Reviewed their successful Festival of the Trees last month. The next meeting is on January 20th. Will start planning for the library street festival most likely the first weekend in June.

**Secretary's Report:**

*Motion* by Andreew Zink and *Seconded* by Paul VanBenSchoten to approve the minutes as edited for clarity  
Motion passes unanimously.

**Treasurer's Report:**

Treasurer was absent tonight.

Motion to pay the bills in the amount of \$ 26,226.43 made by Paul VanBenschoten , seconded by Irene Hurst Passes unanimously

#### New Business:

- Vandalism in the library: wet paper towels and eggs were recently thrown on the wall of the downstairs men's room, followed by excrement on the wall of the unisex bathroom upstairs. A report was made to the police, and the SRO at the high school was contacted. The Director placed a call to the expected perpetrator's parent, who is taking the allegations seriously. The Director hopes that having it reported and parents aware, might be a deterrent for the teen cohort, who now know that there are photos taken throughout the library and the exterior of the bathrooms.
- Continuing to work on how the Board and the staff might be able to get to know each other. The Personnel/Policy chairperson and Andrew Zink will attend the next staff meeting Tuesday January 17th. Hopefully other Board Members will be able to attend this or future staff meetings.

#### Unfinished Business:

1. The mandatory semi-annual external audit is nearing its conclusion. Final steps are the letters that will identify areas of strengths and areas that need improvement.

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

- Melissa Salazar who was originally hired as a Library Assistant has now accepted the position of Children's Library Programmer. Search will continue for a Library Assistant.
- The Ulster County Library Board plans to use money from the Legislature to purchase Museum Passes that may be reserved and printed online. The SPL Friends of the Library will continue to purchase passes for our Saugerties patrons that are available in the library to check out. Having both options will increase the number of passes available to Saugerties patrons.

#### Committee Reports:

*Finance:* met on January 3, 2023

Finalized the plan to invest our reserve funds so that more interest can be earned and hopefully be used to offset what might otherwise become an increased tax burden. There are rules to which the library must comply. We

expect to be able to invest \$250,000. A few caveats are that the bank must be in New York State and the longest term to invest is one year. This plan is in line with our preexisting financial policy.

Proposal to establish an account with Hennion & Walsh Asset Management Inc in order to engage them to invest \$250,00 in high interest financial products, on varying term length from 3 month to one year made by Irene Hurst, seconded by Jouette Bassler. Passes unanimously.

see minutes FMI Next meeting: January 31st at 6PM

*Outreach:* met on 12/12/22

-Library Participation in the Snow Moon Project

-Still have book bags to distribute from Round Two of our Free Book Project

-The discarded book project has reached a planned capacity of 20 participants. It has been very well received and the Director is planning a reception in March to showcase the projects.

-Would like to find a way to install a community bulletin board, and will arrange for a professional mock-up

-TRELLO is an online communication tool that we might use to collaborate and not duplicate the planning by staff as it pertains to outreach projects

see minutes FMI Next meeting: January 9, 23 at 4PM

*Facilities:* met on January 3rd

Plan to proceed with hiring a company to install a fence in the back garden, to reduce the likelihood of trespassers or dumping of unwanted items.

Motion to hire Adams Fence in the amount of \$4,200 made by Paul Van Benscheten, seconded by Andrew Zink. Passes unanimously

Seeking quotes for glass repair.

see minutes FMI Next meeting: February 7th at 6PM

*Policy./Personnel:* met on December 21, 2022 and December 29, 2022

Both meetings were held in executive session for discussion of confidential personnel issues



see minutes FMI    Next meeting: January 18th, at 6PM

*Friends Liaison:*  
N/A

*Motion* to adjourn at 6:55Pm                    by    Paul VanBenschoten                    ;  
*Seconded* by    Timothy Scott

Passes unanimously.

Submitted by Julie Misiano

Next meeting:    February 9th            at 6PM

### **January Director's Report 2023**

**Personnel:** Justyna Staccio, who started working at the library in 2014 as a Page, has now taken our full time Library Assistant position. She is already well trained in using Sierra, and is familiar with how the library operates. Brooke Chapman has been hired as a Clerk who will be working every other Saturday, and will fill in on weekday evenings as needed. Jack Spitzberg has been hired as a Page, and will shelve and organize books.

Jordan had an emergency surgery and will be out of the library for weeks, perhaps a month. He did visit the library this week. He was moving slowly, but was walking up the stairs. Three other staff were out for vacation, illness and personal reasons.

**Hours:** The library had to temporarily reduce open hours on Tuesdays & Thursdays because of lack of staff. Instead of closing at 6 pm, we closed at 4 pm. Even with this reduction, the library is meeting its NYS minimum standard for open hours. Once Justyna has completed her two weeks at her other position and is at SPL full time, we will return to normal hours.

**Sexual Harassment:** Staff have completed the annual, required training.

**Programs:** The Call for Artists for our Altered Books project has returned more interest than I imagined. All of the discarded books have been given to artists to use. Each space that I had considered for the finished pieces was taken so that we had to come up with additional areas! The artwork must be installed by March 2<sup>nd</sup>, and the opening is March 3<sup>rd</sup>. We plan on doing a lot of PR for this event. At the end of the January, Christine worked with the PTA to offer a superheroes family event. The Climate Book Club had its first meeting in January, and there were about 15 people who attended.

**Programming meeting:** Christine, Melissa and I met to start monthly library programming meetings. (Tiffany had been ill on that day and will be joining us at our February meeting.)

**Copier:** Christine and I have been meeting with a representative from National Leasing for our copiers and printers upgrade that we expect to happen in February. We are requiring that patrons will be able to print from their phones.

**Annual Report to the State:** The report is open and I have been gathering data to input into the online report. I expect to have the Board vote on it at the March meeting.

**Meetings attended: UCLA meeting**

The library was closed on Monday, January 16<sup>th</sup> in honor of Martin Luther King Jr. Day

# **Saugerties Public Library**

## **Minutes of Joint Meeting of the Policy/Personnel Committee and the Finance Committee**

Date: December 18, 2023

Time: 6:00 p.m.

Meeting location: Lounge area outside Director's office

Policy/Personnel Committee Members Attending:

Bassler (chair), Zink

Others attending: Director Russell

Finance Committee Members Attending:

Collins, Herscher, Hurst

Discussion:

1. Discussed and approved the Director's proposal to hire a new Library Assistant at \$20.00 per hour. In light of this, when the Finance Committee works on the 2023-24 budget they will review raises for all staff.

Members of the Finance Committee were excused at the conclusion of this part of the agenda.

2. Approved a new Records Confidentiality Policy.
3. Reviewed and approved with a minor addition the Freedom to View Policy.

Action items:

1. Present the Records Confidentiality Policy to the Board for approval.
2. Present the revised Freedom to View Policy to the Board for approval.

Next scheduled meeting: February 15 at 6:00 p.m.



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[www.saugertiespubliclibrary.org](http://www.saugertiespubliclibrary.org)

### **Confidentiality of Library Records**

Library records which contain names or other personally identifying details regarding the users of the library, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except to the extent necessary for the proper operation of the library, and shall be disclosed only upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

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Approved by the Saugerties Public Library board on

Review History:

Review Cycle: 5 years

discover, connect, grow.

Saugerties Public Library  
Finance Committee

Date: January 31st 2023

Time: 6:00 PM

Committee Members Attending:

Katie Cokinos

Brian Collins

Charlotte Herscher

Absent & Excused:

Irene Hurst

Staff Attending:

Director J Russell

Discussion/Agenda Items

1. Elimination of all fines and the impact on the 2024 budget. Of the sixty-six libraries in the Mid-Hudson Library System SPL is but one of a few that still have not gone totally fine free. The Committee recommends SPL remedy that situation by planning to end all fines in 2024. With the advent of auto-renewals fines have been steadily decreasing over time. Safeguards are in place to motivate returns. Budget line 2082 under income for 2023 was \$6500 which includes revenue from printing and faxes. In preparation for the change in policy the committee with review records of fines received as we move through 2023 to gauge the actual shortfall.
2. CD Investments. The committee agreed to execute SPL's plan to invest our surplus funds as authorized by the Board vote of January 12th in Certificates of Deposit prior to our upcoming Board of Trustees meeting scheduled for February 9th. The committee discussed the need for copious documentation so as to establish continuity in managing our investments. The terms of the CD's will require renewals going forward. Committee, Board and staffing positions will change over time and it was deemed important to provide a mechanism to track and manage the investments so as to become documented institutional knowledge.
3. NYSHIP ( New York State Health Insurance Program) consideration as an alternative option for employees. SPL staff secured information as to the various plans offered to Participating Agencies and the associated costs. The committee reviewed the rates and a section of the Manual for Participation to determine if participation in NYSHIP was a viable option from a perspective of both employee and employer contribution to premiums and minimum participation levels. The requisite that "if an agency elects to

extend coverage to a single class of employees at least 75% of the eligible employees in that class must be enrolled in NYSHIP” and the fact there was not much of a difference in premiums then what is paid currently the committee came to the conclusion it would not be in our best interests to pursue offering NYSHIP as an alternative source of health insurance .

4. EFT s to the Village of Saugerties to pay SPL’s quarterly Water and Sewer bill have not reconciled for the last six quarters. Inquiries were made to the Water and Sewer office for an explanation. The Water and Sewer office was unable to locate our written request and was unable to offer an explanation as to why they never detected the fact they were not paid. The committee is in the process of looking at all the bank statements, on-line data available from M+T to better understand exactly what occurred and will seek a written explanation from the Water Dept.
5. The committee discussed establishing a tuition assistance program for employees pursuing related degrees, certificate programs or continuing education courses. It was thought the committee would attempt to build a consensus among the Board of Trustees to move the initiative forward so as to add a another facet to the value proposition offered to employees and enhance the professionalism of SPL’s staff. The committee agreed to recommend funds be allocated in the 2024 budget to get the project started.
6. The results of the external audit have been delivered to the Director along with a summary letter. Copies of both are available for review by all members of the Board of Trustees upon request as we did not receive a spiral bound copy for each member.

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

1. Staff will breakout revenues received directly from fines to provide insight into just how much SPL is actually receiving from fines. Tiffany does this task throughout the year.
2. The President will arrange a Zoom call due to our project champion being excused from the meeting so as to organize our go forward plan of actually making the withdrawals from our Savings and making the actual physical purchases . It was thought the President and Treasurer would be key figures in making it all happen. It was noted Mid-Hudson Valley Federal Credit Union has a 15 month promotional CD rate of 4.00% which fits into our expected rate of return requirements and is a local area financial institution .
3. No further action required.
4. Our accountant and the Water and Sewer department will both be notified SPL will revert back to paying this bill with a physical check so as to remove any ambiguities or anomalies going forward. Treasurer will institute a procedure to reconcile the Check Abstract report independently of the accountant so as to add an additional level of scrutiny as it pertains to charges posted to our checking account.
5. Place holder will be established in the 2024 budget process to secure and allocate funds for the purpose of staff professional development.
6. Treasurer will review the spiral bound audit results and the summary letter to determine if any changes on our part are required. Treasurer will make copies of the

summary letter for all Trustees to be distributed at the February 9th Board of Trustees meeting.

Motion to adjourn at 7:15 made by Collins and seconded by Cokinos. All were in favor and the motion passed.

Next Finance Meeting: Tuesday Feb. 28th 2023, at 6:00 PM

**Outreach Committee Minutes**  
**1/9/23**

Location: Saugerties Public Library Study Room

Time: 4:32 pm

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

Excused: N. Schmidbaur

1. Altered Book Project

- J. Russell reports a spectacular response as many more artists than anticipated have applied.
- All artwork must be installed by March 2 with March 3 being the “official” opening date.

2. Other Business

- J. Russell would like to use Trello (project management program), as a way for Outreach and staff to collaborate. It could be helpful for planned events such as the Summer Reading Program.
- We'd like to have a booth at this year's Hope Rocks Festival (August 19-20) and will watch for vendor applications.
- There's potential interest in getting a booth at the Hudson Valley Garlic Fest. J. Russell will speak with staff (Melissa), about this.
- K. Cokinos and T. Scott plan to explore the viability of Donlon Auditorium as a potential host for the long desired Silent Disco Dance Party.

Meeting Adjourned at 5:15 pm. Next meeting will be February 13 at 4:30 pm.



Saugerties Public Library  
2021-2022 Statistics Compared

	Jan '22	Jan '23	Feb '22	Feb '23	March '22	March '23	April '22	April '23	May '22	May '23	June '22	June '23	July '22	July '23
<b>Circulation</b>														
Adult	2,412	2,453	2,274		2,467		2,083		1,984		2,346		2,541	
Adult renewals	1,186	1,106	1,173		1,156		1,113		1,098		1,053		1,242	
Juvenile	1,302	1,816	1,466		1,727		1,619		1,548		1,884		2,540	
Juvenile renewals	826	914	879		990		1,223		1,176		981		1,368	
Teen	90	90	137		97		86		100		123		146	
Teen renewals	164	71	49		104		67		71		54		104	
<b>Total Circulation</b>	5,980	6,450	5,978		6,541		6,191		5,977		6,441		7,941	
		8%												
<b>Holds Filled</b>														
Adults	1,113	1,123	1,008		1,160		920		913		1,024		1,091	
Juvenile	448	528	347		460		377		347		342		394	
Teen	54	52	68		74		54		52		59		69	
ILL received	0	2	0		0		0		3		0		1	
ILL loaned	2	0	1		1		0		0		2		0	
<b>Total Holds</b>	1,617	1,705	1,424		1,695		1,351		1,315		1,427		1,555	
		5%												
<b>Questions Answered</b>														
Adult	654	630	658		487		499		458		509		532	
Children's	128	219	201		155		191		170		192		242	
<b>Total Questions</b>	782	849	859		642		690		628		701		774	
		9%												
<b>Programs</b>														
Adult	3	18	2		8		16		17		21		21	
Teen	17	13	16		18		17		14		18		19	
Children's	13	18	20		26		22		23		19		36	
<b>Total Programs</b>	33	49	38		52		55		54		58		76	
		48%												
<b>Program Attendance</b>														
Adult	19	123	17		46		79		146		125		104	
Teen	114	75	110		121		90		85		128		109	
Children	125	289	170		303		233		164		657		533	
<b>Total attendance</b>	258	487	297		470		402		395		910		746	
		89%												
<b>Computer sessions</b>	299	383	296		351		402		402		508		436	
		28%												
<b>Web Page Visits</b>	3,692	4,040	3,637		3,414		4,703		4,609		5,207		5,482	
		9%												
<b>New Cards Issued</b>	13	39	27		17		20		24		28		35	
		200%												
<b>Overdrive Audiobook</b>	605		532		582		629		619		555		556	
<b>Overdrive eBook</b>	890		766		775		755		771		691		845	
<b>Overdrive Video</b>	1		0		2		1		6		2		0	
<b>Overdrive Magazine</b>	122		120		136		67		67		52		89	
<b>Overdrive Total</b>	1496		1298		1359		1385		1396		1300		1490	

Saugerties Public Library  
2021-2022 Statistics Compared

	August '22	August '23	Sept '22	Sept '23	Oct '22	Oct '23	Nov '22	Nov '23	Dec '22	Dec '23	TOTAL 2022	TOTAL 2023	
<b>Circulation</b>													
Adult	2,897		2,495		2,389		2,387		2,265		28,540	2,453	9%
Adult renewals	1,265		1,248		1,387		1,270		1,285		14,476	1,106	8%
Juvenile	2,147		1,683		1,689		1,734		1,373		20,712	1,816	9%
Juvenile renewals	1,557		1,364		1,151		1,204		1,052		13,771	914	7%
Teen	151		142		86		73		92		1,323	90	7%
Teen renewals	107		115		75		58		64		1,032	71	7%
<b>Total Circulation</b>	8,124		7,047		6,777		6,726		6,131		79,854	6,450	8%
<b>Holdings Filled</b>													
Adults	1,187		1,074		1,109		1,061		1,009		12,669	1,123	9%
Juvenile	365		477		531		546		381		5,015	528	11%
Teen	85		66		64		50		50		745	52	7%
ILL received	1		0		0		1		3		9	2	22%
ILL loaned	1		1		0		2		0		10	0	0%
<b>Total Holds</b>	1,639		1,618		1,704		1,660		1,443		18,448	1,705	9%
<b>Questions Answered</b>													
Adult	734		634		614		694		571		7,044	1,260	18%
Children's	276		179		195		165		157		2,251	438	19%
<b>Total Questions</b>	1,010		813		809		859		728		9,295	1,698	18%
<b>Programs</b>													
Adult	22		18		22		18		20		188	18	10%
Teen	20		10		15		16		13		193	13	7%
Children's	28		18		24		22		20		271	18	7%
<b>Total Programs</b>	70		46		61		56		53		652	49	8%
<b>Program Attendance</b>													
Adult	145		106		160		101		397		1,445	123	9%
Teen	137		86		92		94		75		1,241	75	6%
Children	523		144		253		254		138		3,497	289	8%
<b>Total attendance</b>	805		336		505		449		610		6,183	487	8%
<b>Computer sessions</b>	516		488		385		325		355		4,763	383	8%
													28%
<b>Web Page Visits</b>	5,765		3,544		3,208		3,279		4,737		51,277	4,040	8%
													9%
<b>New Cards Issued</b>	44		39		35		26		21		329	39	12%
													200%
<b>Overdrive Audiobook</b>	585		610		594		550		563		6980	0	0%
<b>Overdrive eBook</b>	831		720		725		720		736		9225	0	0%
<b>Overdrive Video</b>	0		0		0		0		0		12	0	0%
<b>Overdrive Magazine</b>	103		78		110		115		118		1177	0	0%
<b>Overdrive Total</b>	1519		1408		1429		1385		1417		16882	0	0%

Saugerties Public Library  
March 9, 2023  
Agenda

Public Comment

Secretary's Report  
Treasurer's Report  
Pay Bills

Old Business

1. Accounting issues update
2. Sexual harassment video
3. Additional training
4. Andrew and Jouette attended staff meeting

New Business

1. Annual report - approve

Director's Report:

Committee Reports:

1. Finance – Brian Collins
2. Policy/Personnel – Jouette Bassler
3. Facilities – Paul Van Benschoten
4. Outreach -Tim Scott
5. Friends Liaison

Executive Session

Next Meeting – April 13, 2023

Saugerties Public Library  
Regular Board Meeting  
Date: 2/9/23

**Present:** Trustees Katie Cokinos, Jouette Bassler, Yosefa Karchmar, Paul Van Benschoten, Brian Collins, Timothy Scott, Irene Hurst, Julie Misiano

**Excused:** Trustees Andrew Zink, Charlotte Herscher, Nina Schmidbaur

**Staff:** Director Jennifer Russell

**Public Attendees:** Ray Rebholz, Robert Irizarry

*Meeting called to order at 6:04 PM PM by Katie Cokinos*

**Public Comment:**

**Friends of Library:** Ray Rebholz, co-president: January meeting was canceled due to weather. Next meeting is February 27th. Planning for June 3rd Library Street Festival.

**Secretary's Report:**

*Motion* by Tim Scott and *Seconded* by Irene Hurst to approve the minutes as amended to correct spelling.  
Motion passes unanimously

**Treasurer's Report:**

Some reports are missing because of business changes at the accountant's office. Waiting for the tax disbursement from the town, and we remain in good financial standing.

Results of the audit are complete with a summary statement submitted to the board.

Motion to pay the bills in the amount of \$ 27,042.01 made by Brian Collins, seconded by Tim Scott Passes unanimously

**New Business:**

- **Staff Meeting:** We would like to have a member of the board join the staff meeting on February 21st. They meet at 9am. Jouette plans to attend this month. As the personnel chair, the Director thinks it is important that staff know to whom they may speak should they have concerns that they prefer not to discuss with the Director.

- Accounting Firm: Last week, major changes were made at the accounting firm used by the library. Explored options whether to proceed with the same accountant, the breakaway firm, or a new business. Other libraries have hired a bookkeeper. The Director will decide how to proceed in the short term and the board will continue to discuss options.

### Unfinished Business:

1. Sexual Harassment Training: library staff have completed the training, and several trustees have done so. Trustees are encouraged to complete it in a timely fashion.

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

- Director signed a new printer/copier contract this week. One of the objectives was for patrons to be able to print from their phones.
- The Director has hired a full-time library assistant and a full-time children's librarian.
- The Altered Books art show will begin March 3rd

### Committee Reports:

*Finance:* met on January 31st

We plan to go fine-free next year, joining the MHLS trend. The auto renewal has reduced fine collections already, and we don't anticipate that we will lose more than \$3,000 in revenue with this shift. We will stop charging a late fee but still charge if something is lost or never returned. We still are working on investing in higher interest CDs. Pursuing resolution regarding the water bill to the village. It appears that an EFT was created for the library that was linked to an unknown bank account. Treasurer is adding an extra level of scrutiny to ensure the account is balanced.

Began discussing tuition assistance for staff who are continuing their professional education in the field.

see minutes FMI Next meeting: February 28th at 6PM

*Personnel/Policy:* met on January 18, 2023

1. Approved the hourly wage increase for the hire of a new Library Assistant in collaboration with the Finance Committee.
2. The Records Confidentiality Policy is required by NYS. Reviewed draft.

Motion to approve the RCP made by Jouette Bassler, seconded by Julie Misiano. Passes unanimously.

3. The Freedom to View Policy will be discussed at the next meeting.

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

*Outreach:* met on January 9th

Altered Book Project: has been well received and all spaces are full. Installation will be completed March 2nd with opening on March 3rd. Will begin to use Trello to collaborate with staff and outreach plans.

Hope Rocks will be August 19,20: we hope to have a table there again this year. Perhaps the Garlic Festival as well. Looking for a location for the Silent Disco Dance party.

see minutes FMI Next meeting: 2/13 at 4:30 PM

*Facilities:*

Did not meet in February.

see minutes FMI Next meeting: March 7th at 6PM

*Friends Liaison:* N/A There was no meeting due to weather

*Motion* to adjourn to executive session at 7 pm by Katie Cokinos;  
*Seconded* by Tim Scott. Approved unanimously.

Motion to return from executive session at 7:43 pm by Brian Collins seconded by Tim Scott. Passes unanimously.

Motion to adjourn at 7:46 PM by Tim Scott seconded by Brian Collins

Passes unanimously.

Submitted by Julie Misiano

Next meeting: March 9th at 6PM

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

	<u>Jan - Feb 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
1001 · Real Property Taxes	630,152.00		
2082 · Fines	1,051.94		
2401 · Interest	919.74		
2705 · Gifts & Donations			
2705.2 · General	3,000.00		
<b>Total 2705 · Gifts &amp; Donations</b>	<u>3,000.00</u>		
3840 · New York State Aid	564.08		
<b>Total Income</b>	<u>635,687.76</u>		
<b>Expense</b>			
7410.1 · Salaries	50,646.34		
7410.4 · Contractual Expenses			
.4.1 · Library Material			
.4.1.8 · Music	13.99		
.4.1.7 · Streaming	696.07		
.4.1.1 · DVD	401.36		
.4.1.2 · Books			
4.1.2A · Adult Books	576.80		
4.1.2J · Children's Books	294.83		
<b>Total .4.1.2 · Books</b>	<u>871.63</u>		
.4.1.3 · Subscriptions	14.97		
.4.1.4 · Newspapers	212.78		
.4.1.5 · Digital Materials	525.21		
.4.1.6 · Audio Books	49.99		
<b>Total .4.1 · Library Material</b>	<u>2,786.00</u>		
.4.2 · Programs, Publicity, History			
.4.2.1 · Programs	53.32		
<b>Total .4.2 · Programs, Publicity, History</b>	<u>53.32</u>		
.4.3 · Operation of Building			
.4.3.1 · Utilities	7,225.03		
.4.3.2 · Telephone	289.00		
.4.3.3 · Insurance	4,810.00		
.4.3.4 · Maintenance Service & Supplies	365.15		
.4.3.6 · Building R&M	2,166.54		
.4.3.7 · Snow Removal	1,100.00		
.4.3.12 · Internet	461.60		
<b>Total .4.3 · Operation of Building</b>	<u>16,417.32</u>		
.4.4 · Equipment R&M, Supplies			
.4.4.1 · Copier	377.72		
.4.4.2 · Office Supplies	146.29		
.4.4.6 · Equipment Purchases	1,020.00		
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<u>1,544.01</u>		
.4.5 · Automation, System Fees			

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

	<u>Jan - Feb 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
.4.5.1 · Automation & Online Services	427.68		
.4.5.2 · MHLS Assessment Fees	5,575.00		
<b>Total .4.5 · Automation, System Fees</b>	<b>6,002.68</b>		
<b>.4.6 · Professional Services</b>			
.4.6.7 · Payroll Service Fees	534.96		
.4.6.1 · Accounting	500.00		
.4.6.2 · Audit	13,300.00		
.4.6.3 · Board Expenses	150.00		
.4.6.5 · IT Maintenance Consultant	1,592.00		
<b>Total .4.6 · Professional Services</b>	<b>16,076.96</b>		
<b>Total 7410.4 · Contractual Expenses</b>	<b>42,880.29</b>		
<b>9010 · Employee Benefits</b>			
.2 · Social Security & Medicare	3,744.37		
.3 · Workers Compensation	473.00		
.4 · Disability	-58.62		
.5 · Medical & Dental Benefits	8,748.15		
.6 · Life Insurance	51.73		
<b>Total 9010 · Employee Benefits</b>	<b>12,958.63</b>		
<b>Total Expense</b>	<b>106,485.26</b>		
<b>Net Ordinary Income</b>	<b>529,202.50</b>		
<b>Net Income</b>	<b>529,202.50</b>		



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

                      
    % of Budget      
                    

Ordinary Income/Expense

Income

1001 · Real Property Taxes

2082 · Fines

2401 · Interest

2705 · Gifts & Donations

    2705.2 · General

Total 2705 · Gifts & Donations

3840 · New York State Aid

Total Income

Expense

7410.1 · Salaries

7410.4 · Contractual Expenses

    .4.1 · Library Material

        .4.1.8 · Music

        .4.1.7 · Streaming

        .4.1.1 · DVD

        .4.1.2 · Books

            4.1.2A · Adult Books

            4.1.2J · Children's Books

        Total .4.1.2 · Books

        .4.1.3 · Subscriptions

        .4.1.4 · Newspapers

        .4.1.5 · Digital Materials

        .4.1.6 · Audio Books

    Total .4.1 · Library Material

    .4.2 · Programs, Publicity, History

        .4.2.1 · Programs

    Total .4.2 · Programs, Publicity, History

    .4.3 · Operation of Building

        .4.3.1 · Utilities

        .4.3.2 · Telephone

        .4.3.3 · Insurance

        .4.3.4 · Maintenance Service & Supplies

        .4.3.6 · Building R&M

        .4.3.7 · Snow Removal

        .4.3.12 · Internet

    Total .4.3 · Operation of Building

    .4.4 · Equipment R&M, Supplies

        .4.4.1 · Copier

        .4.4.2 · Office Supplies

        .4.4.6 · Equipment Purchases

    Total .4.4 · Equipment R&M, Supplies

    .4.5 · Automation, System Fees

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

                      
    % of Budget      
                    

.4.5.1 · Automation & Online Services

.4.5.2 · MHLS Assessment Fees

Total .4.5 · Automation, System Fees

.4.6 · Professional Services

.4.6.7 · Payroll Service Fees

.4.6.1 · Accounting

.4.6.2 · Audit

.4.6.3 · Board Expenses

.4.6.5 · IT Maintenance Consultant

Total .4.6 · Professional Services

Total 7410.4 · Contractual Expenses

9010 · Employee Benefits

.2 · Social Security & Medicare

.3 · Workers Compensation

.4 · Disability

.5 · Medical & Dental Benefits

.6 · Life Insurance

Total 9010 · Employee Benefits

Total Expense

Net Ordinary Income

Net Income

# Saugerties Public Library General Fund Revenue and Expenditure Report

	Jan - Feb 23	Jan - Feb 22
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	630,152.00	617,796.00
2082 · Fines	1,051.94	1,148.72
2401 · Interest	919.74	22.81
2705 · Gifts & Donations		
2705.2 · General	3,000.00	1,100.00
<b>Total 2705 · Gifts &amp; Donations</b>	3,000.00	1,100.00
3840 · New York State Aid	564.08	0.00
<b>Total Income</b>	635,687.76	620,067.53
<b>Expense</b>		
7410.1 · Salaries	50,646.34	45,476.54
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	13.99	0.00
.4.1.7 · Streaming	696.07	3,500.00
.4.1.1 · DVD	401.36	418.68
.4.1.2 · Books		
4.1.2A · Adult Books	576.80	1,740.41
4.1.2J · Children's Books	294.83	1,825.98
<b>Total .4.1.2 · Books</b>	871.63	3,566.39
.4.1.3 · Subscriptions	14.97	0.00
.4.1.4 · Newspapers	212.78	793.50
.4.1.5 · Digital Materials	525.21	259.50
.4.1.6 · Audio Books	49.99	66.98
<b>Total .4.1 · Library Material</b>	2,786.00	8,605.05
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	53.32	28.03
<b>Total .4.2 · Programs, Publicity, History</b>	53.32	28.03
.4.3 · Operation of Building		
.4.3.1 · Utilities	7,225.03	5,448.15
.4.3.2 · Telephone	289.00	886.95
.4.3.3 · Insurance	4,810.00	6,658.00
.4.3.4 · Maintenance Service & Supplies	365.15	859.01
.4.3.6 · Building R&M	2,166.54	15,756.57
.4.3.7 · Snow Removal	1,100.00	2,920.00
.4.3.8 · Elevator	0.00	729.64
.4.3.12 · Internet	461.60	691.60
<b>Total .4.3 · Operation of Building</b>	16,417.32	33,949.92
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	377.72	549.64
.4.4.2 · Office Supplies	146.29	467.66
.4.4.4 · Postage	0.00	142.48
.4.4.6 · Equipment Purchases	1,020.00	0.00

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Feb 23</u>	<u>Jan - Feb 22</u>
.4.4.7 · Equipment R&M	0.00	401.25
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>1,544.01</b>	<b>1,561.03</b>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	427.68	429.57
.4.5.2 · MHLS Assessment Fees	5,575.00	4,353.98
<b>Total .4.5 · Automation, System Fees</b>	<b>6,002.68</b>	<b>4,783.55</b>
<b>.4.6 · Professional Services</b>		
.4.6.8 · Professional Memberships	0.00	300.00
.4.6.7 · Payroll Service Fees	534.96	444.64
.4.6.1 · Accounting	500.00	900.00
.4.6.2 · Audit	13,300.00	0.00
.4.6.3 · Board Expenses	150.00	0.00
.4.6.4 · Consulting & Legal Services	0.00	500.00
.4.6.5 · IT Maintenance Consultant	1,592.00	0.00
<b>Total .4.6 · Professional Services</b>	<b>16,076.96</b>	<b>2,144.64</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>42,880.29</b>	<b>51,072.22</b>
<b>9010 · Employee Benefits</b>		
.2 · Social Security & Medicare	3,744.37	3,348.96
.3 · Workers Compensation	473.00	3,680.00
.4 · Disability	-58.62	75.30
.5 · Medical & Dental Benefits	8,748.15	12,111.59
.6 · Life Insurance	51.73	42.94
<b>Total 9010 · Employee Benefits</b>	<b>12,958.63</b>	<b>19,258.79</b>
<b>Total Expense</b>	<b>106,485.26</b>	<b>115,807.55</b>
<b>Net Ordinary Income</b>	<b>529,202.50</b>	<b>504,259.98</b>
<b>Net Income</b>	<b><u>529,202.50</u></b>	<b><u>504,259.98</u></b>

# Saugerties Public Library Abstract Check Register

**M&T General Fund  
Checking 6455**

Type	Date	Num	Name
Check	12/06/2022	EFT	Nationwide
Check	12/08/2022	EFT	NYS Emp Retire System
Check	12/31/2022	10800	Welsh Sanitation
Check	12/31/2022	10801	Business Credit Card
Check	12/31/2022	10802	Stewart's
Check	12/31/2022	10803	Culligan of Newburgh
Check	12/31/2022	10804	ThyssenKrupp Elevator Corp
Check	12/31/2022	10805	National Business Technologies
Check	12/31/2022	10806	Baker & Taylor
Check	12/31/2022	10807	Hudson Valley Audio Visual
Check	12/31/2022	10808	Uniforms USA, Inc.
Check	12/31/2022	10809	P.C. Smith & Son Inc
Check	12/31/2022	10810	Brian K Millard
Check	12/31/2022	10811	Midwest Tape
Check	12/31/2022	10812	Charter Communications
Check	12/31/2022	EFT	Charter Communications
Check	12/31/2022	10813	Midwest Tape - Hoopla
Check	12/31/2022	10814	Whiteman Osterman & Hanna
Check	12/31/2022	10815	DEMCO
Check	12/31/2022	10816	Custom Lawns & More
Check	12/31/2022	EFT	Paychex
Check	12/31/2022	10817	Utica National Insurance Group
Check	12/31/2022	10818	SAFECO Alarm Systems, Inc.
Check	12/31/2022	10819	OverDrive Inc
Check	12/31/2022	10820	SYNCB/ Amazon
Check	12/31/2022	10821	Metropolitan Life Insurance Companies
Check	12/31/2022	10822	National Business Leasing a Program of
Check	12/31/2022	10823	Christopher J. O'Connor, CPA
Check	12/31/2022	10824	Gale/Cengage Learning
Check	12/31/2022	EFT	Central Hudson Utility Cash

Total M&T General Fund  
Checking 6455

**M&T Capital Fund  
Checking 6430**

Total M&T Capital Fund  
Checking 6430

**TOTAL**

# Saugerties Public Library Abstract Check Register

	Memo	Amount
<b>M&amp;T General Fund</b>		
Checking 6455		
		-91.98
		-291.28
		-93.89
		-544.47
		-152.00
		-45.30
		-754.44
		-150.93
		-1,027.52
		-7,088.00
		-84.00
		-47.18
		-1,018.50
		-308.12
		-230.80
		-289.55
		-251.59
	Inv #610659	-500.00
		-171.50
		-250.00
		-202.41
		-3,305.00
		-45.00
		-330.98
		-187.25
		-10.93
		-164.00
		-500.00
		-91.97
		-3,282.45
		-76.90
 Total M&T General Fund		
Checking 6455		-26,226.43
 <b>M&amp;T Capital Fund</b>		
<b>Checking 6430</b>		
Total M&T Capital Fund		
Checking 6430		
<b>TOTAL</b>		<b>-26,226.43</b>

# Saugerties Public Library

## Abstract

February 2023

	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
<b>7410.1 · Salaries</b>				
		2-9-23 PR		12,463.37
		2-23-23 PR		13,262.25
Total 7410.1 · Salaries				<u>25,725.62</u>
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
<b>.4.1.8 · Music</b>				
	10873	Midwest Tape		13.99
Total .4.1.8 · Music				<u>13.99</u>
<b>.4.1.7 · Streaming</b>				
	10877	Midwest Tape - Hoopla	February	370.01
Total .4.1.7 · Streaming				<u>370.01</u>
<b>.4.1.1 · DVD</b>				
	10873	Midwest Tape		198.65
Total .4.1.1 · DVD				<u>198.65</u>
<b>.4.1.2 · Books</b>				
<b>4.1.2A · Adult Books</b>				
	10884	Gale/Cengage Learning		61.58
	10890	Baker & Taylor		172.20
Total 4.1.2A · Adult Books				<u>233.78</u>
<b>4.1.2J · Children's Books</b>				
	10882	The Penworthy Company LLC		191.75
	10890	Baker & Taylor		20.98
Total 4.1.2J · Children's Books				<u>212.73</u>
Total .4.1.2 · Books				<u>446.51</u>
<b>.4.1.4 · Newspapers</b>				
	10878	Stewart's	February	168.49
Total .4.1.4 · Newspapers				<u>168.49</u>
<b>.4.1.5 · Digital Materials</b>				
	10887	OverDrive Inc		309.57
Total .4.1.5 · Digital Materials				<u>309.57</u>
<b>.4.1.6 · Audio Books</b>				
	10873	Midwest Tape		49.99
Total .4.1.6 · Audio Books				<u>49.99</u>
Total .4.1 · Library Material				<u>1,557.21</u>
<b>.4.3 · Operation of Building</b>				
<b>.4.3.1 · Utilities</b>				
	EFT	Central Hudson	1/18/23-2/21/23	3,774.46
Total .4.3.1 · Utilities				<u>3,774.46</u>
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>				
	10875	Culligan of Newburgh	February	40.30
	10881	Welsh Sanitation	March	93.89
Total .4.3.4 · Maintenance Service & Supplies				<u>134.19</u>

# Saugerties Public Library

## Abstract

February 2023

	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>.4.3.6 - Building R&amp;M</b>				
	10888	SAFECO Alarm Systems, Inc.	March	45.00
	10889	Uniforms USA, Inc.	February	42.00
Total .4.3.6 - Building R&M				87.00
<b>.4.3.7 - Snow Removal</b>				
	10879	Custom Lawns & More		550.00
Total .4.3.7 - Snow Removal				550.00
<b>.4.3.12 - Internet</b>				
	10874	Charter Communications	3/1/23-3/31/23	230.80
Total .4.3.12 - Internet				230.80
Total .4.3 - Operation of Building				4,776.45
<b>.4.4 - Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 - Copier</b>				
	10876	National Business Technologies		54.63
Total .4.4.1 - Copier				54.63
Total .4.4 - Equipment R&M, Supplies				54.63
<b>.4.6 - Professional Services</b>				
<b>.4.6.7 - Payroll Service Fees</b>				
	EFT	Paychex		150.02
Total .4.6.7 - Payroll Service Fees				150.02
<b>.4.6.2 - Audit</b>				
	10883	Nugent & Haeussier PC	2022 audit	13,300.00
Total .4.6.2 - Audit				13,300.00
<b>.4.6.3 - Board Expenses</b>				
	10885	Saugerties Chamber of Commerce	2023 Membership	150.00
Total .4.6.3 - Board Expenses				150.00
Total .4.6 - Professional Services				13,600.02
Total 7410.4 - Contractual Expenses				19,988.31
<b>9010 - Employee Benefits</b>				
<b>.2 - Social Security &amp; Medicare</b>				
	2-9-23 PR			920.93
	2-23-23 PR			982.05
Total .2 - Social Security & Medicare				1,902.98
<b>.3 - Workers Compensation</b>				
	10880	Utica National Insurance Group	Workers Comp Audi	473.00
Total .3 - Workers Compensation				473.00
<b>.4 - Disability</b>				
	2-9-23 PR			-15.07
	2-23-23 PR			-14.70
Total .4 - Disability				-29.77
<b>.5 - Medical &amp; Dental Benefits</b>				
	2-9-23 PR			-424.96
	2-23-23 PR			-424.96
	10886	CDPHP	March	5,809.50
Total .5 - Medical & Dental Benefits				4,959.58



Saugerties Public Library

Abstract

February 2023

	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>.6 - Life Insurance</b>				
	10872	Metropolitan Life Insurance Compan	Life insurance	35.53
Total .6 - Life Insurance				<u>35.53</u>
Total 9010 - Employee Benefits				<u>7,341.32</u>
Total Expense				<u>53,055.25</u>
Net Ordinary Income				<u>-53,055.25</u>
<b>Net Income</b>				<u><u>-53,055.25</u></u>

**Saugerties Public Library**  
**Balance Sheet**  
As of February 28, 2023

	<b>Feb 28, 23</b>	<b>Feb 28, 22</b>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
M&T General Fund Checking 6455	34,162.12	19,679.69
M&T General Fund Savings 8180	993,910.55	1,050,476.75
M&T General Balance Fund 8627	0.00	0.06
M&T Capital Fund Checking 6430	0.00	50.00
M&T Bequest Fund 8198	24,489.85	24,411.23
Cash General Fund Petty Cash	874.00	874.00
<b>Total Checking/Savings</b>	1,053,436.52	1,095,491.73
<b>Other Current Assets</b>		
391 - Due From Other Funds	410.44	410.44
480 - Prepaid Expenses	33,541.00	33,541.00
<b>Total Other Current Assets</b>	33,951.44	33,951.44
<b>Total Current Assets</b>	1,087,387.96	1,129,443.17
<b>Other Assets</b>		
K101 - Land	570,484.00	570,484.00
K102 - Buildings	7,029,056.00	7,029,056.00
K103 - Improvement Other than Building	215,723.86	215,723.86
K104 - Machinery and Equipment	59,679.00	59,679.00
W129 - Non-Current Govt Liabilities	306,709.00	306,709.00
<b>Total Other Assets</b>	8,181,651.86	8,181,651.86
<b>TOTAL ASSETS</b>	<b>9,269,039.82</b>	<b>9,311,095.03</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Other Current Liabilities</b>		
630 - Due To Other Funds	410.44	410.44
<b>Payroll Liabilities</b>		
Deferred Comp	0.00	591.98
NYSLRS	577.10	365.78
<b>Total Payroll Liabilities</b>	577.10	957.76
<b>Total Other Current Liabilities</b>	987.54	1,368.20
<b>Total Current Liabilities</b>	987.54	1,368.20
<b>Long Term Liabilities</b>		
K159 - Non-Current Govt Assets	7,874,942.86	7,874,942.86
W687 - Compensated Absences	48,729.00	48,729.00
W638 - Net Pension Liability	257,980.00	257,980.00
<b>Total Long Term Liabilities</b>	8,181,651.86	8,181,651.86
<b>Total Liabilities</b>	8,182,639.40	8,183,020.06
<b>Equity</b>		
<b>Restricted Fund Balance</b>		
Trust Fund I	24,000.00	24,000.00
<b>Total Restricted Fund Balance</b>	24,000.00	24,000.00

# Saugerties Public Library

## Balance Sheet

As of February 28, 2023

	<u>Feb 28, 23</u>	<u>Feb 28, 22</u>
807 - Non-Spendable Fund Balance	33,541.00	33,541.00
914 - Assigned Fund Balance	46,951.00	46,951.00
917 - Unrestricted Fund Balance	452,705.92	519,322.99
Net Income	529,202.50	504,259.98
Total Equity	<u>1,086,400.42</u>	<u>1,128,074.97</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>9,269,039.82</u></b>	<b><u>9,311,095.03</u></b>

## February Director's Report 2023

**Personnel:** Jordan Balsamo is still out due to surgery.

**Finance:** The CPA firm that the library had hired to do our bookkeeping, payroll and accounting fell apart this month. One employee left and started her own company, which specializes in working with libraries. It took time, but we have now shifted our business to her new office at Woodworth & Zarolnick Accountants. Finance reports and payroll have been off kilter because of this difficulty, which we hope will be corrected now that we are with the new CPA firm.

**Annual Report to NYS:** Normally, MHLS sends financial data to each library for the Annual Report, which they didn't do this year because of their staff turnover. Normally, the CPA gathers financial data for the Annual Report, which was incredibly difficult to obtain this year due to the upheaval at the CPA firm. However, the Annual Report was submitted to MHLS on time.

**Programming meeting:** Christine, Melissa, Tiffany and I and met for our monthly library programming meetings. We began discussing the Summer Reading Program and have chosen the theme: What will you discover today? This theme inspires a multitude of potential programs. Melissa has secured a live animal presenter for the children's kickoff, which is always a big draw.

In the last week of February, the artists who participated in the Altered Books project began installing their pieces. Thank you to Sandy, our Custodial Worker, who stayed late and even came back to the library to assist artists with hanging their work. The opening on March 3<sup>rd</sup> was well attended and there was a tremendously positive response from the artists and the public.

**Staff meeting:** We had a staff meeting on February 21<sup>st</sup>. Jouette and Andrew joined us in an effort to have staff meet board members and let them know who the Personnel Chair is.

**Meetings attended: UCLA meeting**

**Become an Expert Communicator Webinar - Offered by Tech-Talk**

The library was closed on Monday, February 20<sup>th</sup> in honor of President's Day and on February 28<sup>th</sup> because of snow.

# Saugerties Public Library

## Annual Report For Public And Association Libraries - 2022

CURRENT YEAR

PREVIOUS YEAR

### 1. GENERAL LIBRARY INFORMATION

#### Library/Director Information

##### [Outline of Major Changes](#)

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2022, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	3200625880	3200625880
1.2	Library Name	SAUGERTIES PUBLIC LIBRARY	SAUGERTIES PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.5	Community	Saugerties	Saugerties
1.6	Beginning Fiscal Reporting Year	01/01/2022	01/01/2021
1.7	Ending Fiscal Reporting Year	12/31/2022	12/31/2021
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2022	01/01/2021
1.12	Ending <u>Local</u> Fiscal Year	12/31/2022	12/31/2021

1.13	Address Status	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.14	Street Address	91 WASHINGTON AVENUE	<i>91 WASHINGTON AVENUE</i>
1.15	City	SAUGERTIES	<i>SAUGERTIES</i>
1.16	Zip Code	12477	<i>12477</i>
1.17	Mailing Address	91 WASHINGTON AVENUE	<i>91 WASHINGTON AVENUE</i>
1.18	City	SAUGERTIES	<i>SAUGERTIES</i>
1.19	Zip Code	12477	<i>12477</i>
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(845) 246-4317	<i>(845) 246-4317</i>
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(845) 246-0858	<i>(845) 246-0858</i>
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	director@saugertiespubliclibrary.org	<i>director@saugertiespubliclibrary.org</i>
1.23	Library Home Page URL (Enter N/A if no home page URL)	http://saugertiespubliclibrary.org	<i>http://saugertiespubliclibrary.org/</i>
1.24	Population Chartered to Serve (per 2020 Census)	19,038	<i>19,482</i>
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	<i>PUBLIC</i>
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Special Legislative District	<i>Special Legislative District</i>
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	<i>N</i>
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	<i>Absolute</i>
1.29	Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	04/21/1998	<i>04/21/1998</i>
1.30	Date the library was last registered	02/13/2007	<i>02/13/2007</i>
1.31	Federal Employer Identification Number	141756844	<i>141756844</i>

1.32	County	ULSTER	<i>ULSTER</i>
1.33	School District	Saugerties Central School District	<i>Saugerties Central School District</i>
1.34	Town/City	Saugerties	<i>Saugerties</i>
1.35	Library System	Mid-Hudson Library System	<i>Mid-Hudson Library System</i>

**THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.**

1.36a President/CEO Name

1.36b President/CEO Phone Number

1.36c President/CEO Email

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Jennifer	<i>Jennifer</i>
1.38	Last Name of Library Director/Manager	Russell	<i>Russell</i>
1.39	NYS Public Librarian Certification Number	24184	<i>24184</i>
1.40	What is the highest education level of the library manager/director?	Master's Degree	<i>Master's Degree</i>
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	<i>Y</i>
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y	<i>Y</i>
1.43	E-mail Address of the Director/Manager	director@saugertiespubliclibrary.org	<i>director@saugertiespubliclibrary.org</i>
1.44	Fax Number of the Director/Manager	(845) 246-0858	<i>(845) 246-0858</i>
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	Y	<i>Y</i>



1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2022?  
 (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.

Y		Y
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**Public Votes/Contracts**

**Please Note: last year's answers for repeating groups cannot be displayed.**

1.	Name of municipality or district holding the public vote	Saugerties Public Library		<i>N/A</i>
2.	Indicate the type of municipality or district holding the public vote	Special Legislative District		<i>Special Legislative District</i>
3.	Date the vote was held (mm/dd/2022)	09/01/2022		<i>09/02/2021</i>
4.	Was the vote successful? Y/N	Y		<i>Y</i>
5.	What type of public vote was it?	budget vote (special legislative district public library only)		<i>budget vote (special legislative district public library only)</i>
6a.	Most recent prior year approved appropriation from a public vote:	\$617,796		<i>\$617,796</i>
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$12,356		<i>\$0</i>
6c.	Total proposed appropriation (sum of 6a and 6b):	\$630,152		<i>\$617,796</i>

**This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.**



1.47	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2022) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.	N	N
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Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of municipality or district holding the public vote	N/A	N/A
2.	Indicate the type of municipality or district holding the public vote		
3.	Date the last successful vote was held (mm/dd/yyyy)	N/A	N/A
4.	What type of public vote was it?		
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	N/A	N/A

1.48	Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for each contract. If no, go to question 1.49.	N	N
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**Unusual Circumstances**

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of contracting municipality or district	N/A	N/A
2.	Is this a written contractual agreement?	N/A	N/A

3.	Population of the geographic area served by this contract	N/A	N/A
4.	Dollar amount of contract	N/A	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A	N/A

1.49	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>Note</u> ; if no, please go to Part 2, Library Collection.	Y	Y
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## 2. LIBRARY COLLECTION

### Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please [read](#) general information instructions below before completing this section.

**NOTE:** This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

### PRINT MATERIALS

#### Cataloged Books

2.1	Adult Fiction Books	14,528	14,278
2.2	Adult Non-fiction Books	9,216	9,169
2.3	<b>Total Adult Books (Total questions 2.1 &amp; 2.2)</b>	23,744	23,447
2.4	Children's Fiction Books	13,741	13,633
2.5	Children's Non-fiction Books	5,225	4,935
2.6	<b>Total Children's Books (Total questions 2.4 &amp; 2.5)</b>	18,966	18,568

2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	42,710	42,015
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**Other Print Materials**

2.8	Total Uncataloged Books	0	0
2.9	Total Print Serials	752	114
2.10	All Other Print Materials	5,909	4,015
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	6,661	4,129
2.12	Total Print Materials (Total questions 2.7 and 2.11)	49,371	46,144

**ALL OTHER MATERIALS**

**Electronic Materials**

2.13	Electronic Books	16,798	23,861
2.14	Local Electronic Collections	722	6
2.15	NOVEL <sub>NY</sub> Electronic Collections	15	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	737	21
2.17	Audio - Downloadable Units	6,813	5,293
2.18	Video - Downloadable Units	1,978	2,747
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e- serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	1,255	1,130
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	27,581	33,052

**Non-Electronic Materials**

2.21	Audio - Physical Units	2,337	2,413
2.22	Video - Physical Units	4,996	4,859
2.23	Other Circulating Physical Items	379	367
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	7,712	7,639

**Grand Total/Additions to Holdings**

2.25	<b>GRAND TOTAL HOLDINGS</b> (Total questions 2.12, 2.20 and 2.24)	84,664	86,835
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**ADDITIONS TO HOLDINGS** - Do not subtract withdrawals or discards.

2.26	Cataloged Books	1,751	1,549
2.27	All Other Print Materials	10	4
2.28	Electronic Materials	3,184	3,949
2.29	All Other Materials	259	310
2.30	<b>Total Additions</b> (Total questions 2.26 through 2.29)	5,204	5,812

**3. LIBRARY PROGRAMS, POLICIES, AND SERVICES****Visits/Borrowers/Policies/Accessibility**

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.32 through 3.84 for the 2022 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

**LIBRARY USE**

3.1	Library visits (total annual attendance)	65,210	59,210
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	ES - Annual Estimate Based on Typical Week(s)	ES - Annual Estimate Based on Typical Week(s)
3.2	Registered resident borrowers	10,648	10,835
3.3	Registered non-resident borrowers	8	7

Please report information on WRITTEN POLICIES as of 12/31/22.

**WRITTEN POLICIES (Answer Y for Yes, N for No)**

3.4	Does the library have an open meeting policy?	Y	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	Y
3.6	Does the library have an Internet use policy?	Y	Y
3.7	Does the library have a disaster plan?	Y	Y



3.8	Does the library have a board-approved conflict of interest policy?	Y	Y
3.9	Does the library have a board-approved whistle blower policy?	Y	Y
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y	Y

Please report information on ACCESSIBILITY as of 12/31/22.

**ACCESSIBILITY (Answer Y for Yes, N for No)**

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	N	N
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y	Y
3.13	Does the library have large print books?	Y	Y
3.14	Does the library have assistive technology for people who are visually impaired or blind?	N	N
3.15 - If so, what do you have?			
	screen reader, such as JAWS, Windoweyes or NVDA	No	No
	refreshable Braille commonly referred to as a refreshable Braille display	No	No
	screen magnification software, such as Zoomtext	No	No
	electronic scanning and reading software, such as OpenBook	No	No
3.16	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y	N

## Library Sponsored Programs/Summer Reading Program

### SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

#### Synchronous Program Sessions

A synchronous (live) program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.

Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples, please refer to the chart in Instructions.

3.17	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older	194	115
3.18	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18	199	198
3.19a	Number of Synchronous Program Sessions Targeted at Children Ages 0-5	266	N/A
3.19b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	15	N/A
3.20	Number of Synchronous General Interest Program Sessions	37	8
3.21	<b>Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)</b>	711	321
3.21a	Number of Synchronous In-Person Onsite Program Sessions	689	361
3.21b	Number of Synchronous In-Person Offsite Program Sessions	4	4
3.21c	Number of Synchronous Virtual Program Sessions	18	202
3.21d	<b>Total number of synchronous programs (3.21a + 3.21b + 3.21c)</b>	711	
3.22	One-on-One Program Sessions	59	1,201

3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes	Yes
3.24	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	1,445	1,075
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	1,241	1,088
3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	3,471	N/A
3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	119	N/A
3.27	Attendance at Synchronous General Interest Programs	457	501
3.28	Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27).	6,733	2,664
3.28a	Synchronous In-Person Onsite Program Attendance	6,240	3,547
3.28b	Synchronous In-Person Offsite Program Attendance	414	157
3.28c	Synchronous Virtual Program Attendance	79	1,313
3.28d	Total synchronous program attendance (3.28a + 3.28b + 3.28c)	6,733	
3.29	One-on-One Program Attendance	59	36
3.29a	Total Number of Asynchronous Program Presentations	2	0
3.29b	Total Views of Asynchronous Program Presentations within 30 Days	295	0
3.30	Total Number of Children's Programs (sum of Q3.19a and Q3.19b)	281	169
3.31	Total Children's Program Attendance (sum of Q3.26a and Q3.26b)	3,590	2,697

Please report information on SUMMER READING PROGRAMS for the 2022 calendar year.

### SUMMER READING PROGRAM

3.32 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2022 (check all that apply):

a.	Program(s) for children	Yes	Yes
b.	Program(s) for young adults	Yes	Yes
c.	Program(s) for Adults	Yes	Yes
d.	Summer Reading at New York Libraries name and/or logo used	Yes	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes	Yes
f.	N/A	No	No
3.33	Library outlets offering the summer reading program	1	1
3.34	Children registered for the library's summer reading program	194	163
3.35	Young adults registered for the library's summer reading program	26	16
3.36	Adults registered for the library's summer reading program	506	103
3.37	Total number registered for the library's summer reading program (total 3.34 + 3.35 + 3.36)	726	282
3.38	Children's program sessions - Summer 2022	76	34
3.39	Young adult program sessions - Summer 2022	89	53
3.40	Adult program sessions - Summer 2022	67	25
3.41	Total program sessions - Summer 2022 (total 3.38 + 3.39 + 3.40)	232	112
3.42	Children's program attendance - Summer 2022	1,688	675
3.43	Young adult program attendance - Summer 2022	346	257
3.44	Adult program attendance - Summer 2022	391	345
3.45	Total program attendance - Summer 2022 (total 3.42 + 3.43 + 3.44)	2,425	1,277



**COLLABORATORS**

3.46	Public school district(s) and/or BOCES	2	3
3.47	Non-public school(s)	0	0
3.48	Childcare center(s)	1	0
3.49	Summer camp(s)	0	0
3.50	Municipality/Municipalities	0	0
3.51	Literacy provider(s)	0	0
3.52	Other (describe using the State note)	11	0
3.53	<b>Total Collaborators (total 3.46 through 3.52)</b>	14	3

**Early/Adult/English Speaker/Digital Literacy**

Please report information on EARLY LITERACY PROGRAMS for the 2022 calendar year.

**EARLY LITERACY PROGRAMS**

3.54	Did the library offer early literacy programs? (Enter Y Y for Yes, N for No)		Y
3.55 - Indicate types of programs offered (check all that apply)			
a.	Focus on birth - school entry (kindergarten)	Yes	Yes
b.	Focus on parents & caregivers	No	No
c.	Combined audience	Yes	No
d.	N/A	No	No
3.56 - Number of sessions			
a.	Focus on birth - school entry (kindergarten)	107	51
b.	Focus on parents & caregivers	0	0
c.	Combined audience	44	0
d.	N/A	0	0
3.57	<b>Total Sessions</b>	151	51
3.58 - Attendance at sessions			
a.	Focus on birth - school entry (kindergarten)	1,019	451
b.	Focus on parents & caregivers	0	0
c.	Combined audience	379	0
d.	N/A	0	0
3.59	<b>Total Attendance</b>	1,398	451
3.60 - Collaborators (check all that apply):			
a.	Childcare center(s)	Yes	Yes

b.	Public School District(s) and/or BOCES	Yes	No
c.	Non-Public School(s)	No	No
d.	Health care providers/agencies	No	No
e.	Other (describe using the State note)	No	No

Please report information on ADULT LITERACY for the 2022 calendar year.

**ADULT LITERACY**

3.61	Did the library offer adult literacy programs?	No	No
3.62	Total group program sessions	0	N/A
3.63	Total one-on-one program sessions	0	N/A
3.64	Total group program attendance	0	N/A
3.65	Total one-on-one program attendance	0	N/A
3.66 - Collaborators (check all that apply)			
a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public Schools	No	No
d.	Other (see instructions and describe using Note)	Yes	Yes

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2022 calendar year.

**PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)**

3.67	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	Y	N
3.68	Children's program sessions	3	0
3.69	Young adult program sessions	0	0
3.70	Adult program sessions	0	0
3.71	<b>Total program sessions (total 3.68 + 3.69 + 3.70)</b>	3	0
3.72	One-on-one program sessions	0	0
3.73	Children's program attendance	25	0
3.74	Young adult program attendance	0	0

3.75	Adult program attendance	0	0
3.76	Total program attendance (total 3.73 + 3.74 + 3.75)	25	0
3.77	One-on-one program attendance	0	0
3.78 - Collaborators (check all that apply):			
a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public School(s)	No	No
d.	Other (describe using the Note)	No	No

Please report information on DIGITAL LITERACY for the 2022 calendar year.

#### DIGITAL LITERACY

3.79	Did the library offer digital literacy programs?	Y	Y
3.80	Total group program sessions	0	0
3.81	Total one-on-one program sessions	59	36
3.82	Total group program attendance	0	0
3.83	Total one-on-one program attendance	59	36
3.84	Did your library offer teen- led activities during the 2022 calendar year?	N	Y

#### 4. LIBRARY TRANSACTIONS

##### Circulation/Electronic Use/Reference Transactions

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

##### CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	23,443	22,297
4.2	Adult Non-fiction Books	10,573	10,302
4.3	Total Adult Books (Total questions 4.1 & 4.2)	34,016	32,599
4.4	Children's Fiction Books	23,941	22,410
4.5	Children's Non-fiction Books	7,972	8,038
4.6	Total Children's Books (Total questions 4.4 & 4.5)	31,913	30,448

4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	65,929	63,047
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**CIRCULATION OF OTHER MATERIALS**

4.8	Circulation of Adult Other Materials	14,506	14,715
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4.9	Circulation of Children's Other Materials	1,571	1,784
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4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	16,077	16,499
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4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	82,006	79,546
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**ELECTRONIC USE**

4.12	Use of Electronic Material	17,344	19,456
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4.13	Successful Retrieval of Electronic Information	1,975	1,980
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4.14	Electronic Content Use (Total questions 4.12 & 4.13)	19,319	21,436
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4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	99,350	99,002
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4.16	Total Collection Use (Total questions 4.13 & 4.15)	101,325	100,982
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4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	33,484	32,232
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4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	Yes	
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**REFERENCE TRANSACTIONS**

4.19	Total Reference Transactions	9,387	8,030
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4.19a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	CT - Annual Count
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4.20	Does the library offer virtual reference?	Y	Y
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**Interlibrary Loan**

**INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

4.21	TOTAL MATERIALS RECEIVED	16,298	19,796
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**INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)**

4.22	TOTAL MATERIALS PROVIDED	18,429	21,090
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**5. TECHNOLOGY AND TELECOMMUNICATIONS**

Report all information as of December 31, 2022.

**SYSTEMS AND SERVICES**

5.1	Automated circulation system?	Y	Y
5.2	Online public access catalog (OPAC)?	Y	Y
5.3	Electronic access to the OPAC from outside the library?	Y	Y
5.4	Annual number of visits to the library's web site	55,957	45,361
5.5	Does the library use Internet filtering software on any computer?	Y	Y
5.6	Does your library use social media?	Y	Y
5.7	Does the library file for E-rate benefits?	Y	Y
5.8	Is the library part of a consortium for E-rate benefits?	N	N
5.9	If yes, in which consortium are you participating?	N/A	N/A
5.10	Name of the person responsible for the library's Information Technology (IT) services	Jennifer Russell	Jennifer Russell
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(845) 246-4317	(845) 246-4317
5.12	IT contact's email address	director@saugertiespubliclibrary.org	director@saugertiespubliclibrary.org

**6. STAFF INFORMATION**

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

**FTE (FULL-TIME EQUIVALENT CALCULATION)**



6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	40	40
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**BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS**

6.2	Library Director (certified)	1.0	1.0
6.3	Vacant Library Director (certified)	0	0
6.4	Librarian (certified)	2.0	2.0
6.5	Vacant Librarian (certified)	0	0
6.6	Library Manager (not certified)	0	0
6.7	Vacant Library Manager (not certified)	0	0
6.8	Library Specialist/Paraprofessional (not certified)	4.75	4.75
6.9	Vacant Library Specialist/Paraprofessional (not certified)	1	0
6.10	Other Staff	8	9
6.11	Vacant Other Staff	1	0
6.12	<b>TOTAL PAID STAFF</b> (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	15.75	16.75
6.13	<b>VACANT TOTAL PAID STAFF</b> (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	2.00	0.00

**SALARY INFORMATION**

6.14	FTE - Entry Level Librarian (certified)	1	1
6.15	Salary - Entry Level Librarian (certified)	\$48,330	\$47,403
6.16	FTE - Library Director (certified)	1	1
6.17	Salary - Library Director (certified)	\$66,300	\$65,000
6.18	FTE - Library Manager (not certified)	0	0
6.19	Salary - Library Manager (not certified)	\$0	\$0

**7. MINIMUM PUBLIC LIBRARY STANDARDS**

As of January 1, 2023 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2022**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

1.	Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y	Y
2.	Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y	Y
3.	Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y	Y
4.	Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y	Y
5.	Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y	Y
6.	Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y	Y
7.	Is open the minimum standard number of public service hours for population served. (see instructions)	Y	Y
8.	Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:		
8a.	space	Y	Y
8b.	lighting	Y	Y

8c.	shelving	Y	Y
8d.	seating	Y	Y
8e.	power infrastructure	Y	Y
8f.	data infrastructure	Y	Y
8g.	public restroom	Y	Y
9.	Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y	Y
10.	Provides		
10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Y	Y
10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y	Y
11.	Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y	Y
12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	Y
13.	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y	Y
14.	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y	Y



## 8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

**PUBLIC SERVICE OUTLETS** - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1	1
8.2	Branches	0	0
8.3	Bookmobiles	0	0
8.4	Other Outlets	0	0
8.5	<b>TOTAL PUBLIC SERVICE OUTLETS</b> (Total questions 8.1 - 8.4)	1	1

**PUBLIC SERVICE HOURS** - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	46.00	46.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	0.00
8.9	<b>Minimum Weekly Total Hours - Total Hours Open</b> (Total questions 8.6 - 8.8)	46.00	46.00
8.10	Annual Total Hours - Main Library	2,300.00	2,300.00
8.11	Annual Total Hours - Branch Libraries	0.00	0.00
8.12	Annual Total Hours - Bookmobiles	0.00	0.00
8.13	<b>Annual Hours Open - Total Hours Open</b> (Total questions 8.10 through 8.12)	2,300.00	2,300.00

## 8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID-19 pandemic. Report all information in Part 8A from January 1, 2022 to December 31, 2022.

CV1	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	No
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CV2	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19)?	No	Yes
CV3	Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?	Yes	Yes
CV4	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?	No	Yes
CV5	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	No	Yes
CV6	Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?	Yes	Yes
CV7	Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	No	No
CV8	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	No	No
CV9	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	0	25

## 9. SERVICE OUTLET INFORMATION

**Please Note: last year's answers for repeating groups cannot be displayed.**

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles.

Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking [a link to an Excel sheet listing prior year outlets is located in section 9](#). Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com) and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1.	Outlet Name	Saugerties Public Library	<i>Saugerties Public Library</i>
2.	Outlet Name Status	00 (for no change)	<i>00 (for no change)</i>
3.	Street Address	91 Washington Avenue	<i>91 Washington Avenue</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00 (for no change)</i>
5.	City	Saugerties	<i>Saugerties</i>
6.	Zip Code	12477	<i>12477</i>
7.	Phone (enter 10 digits only)	(845) 246-4317	<i>(845) 246-4317</i>
8.	Fax Number (enter 10 digits only)	(845) 246-0858	<i>(845) 246-0858</i>
9.	E-mail Address	admin@saugertiespubliclibrary.org	<i>director@saugertiespubliclibrary.org</i>
10.	Outlet URL	http://saugertiespubliclibrary.org	<i>http://saugertiespubliclibrary.org</i>
11.	County	Ulster	<i>Ulster</i>
12.	School District	Saugerties Central School District	<i>Saugerties Central School District</i>
13.	Library System	Mid-Hudson Library System	<i>Mid-Hudson Library System</i>
14.	Outlet Type Code (select one):	CE	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	2,300	<i>2,300</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
16a	Number of weeks an outlet closed due to COVID-19	0	<i>0</i>
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0	<i>25</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	Y	<i>Y</i>

19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	235	185
20.	Enter the appropriate outlet code (select one):	LO	LO
21.	Who owns this outlet building?	Library Board	Library Board
22.	Who owns the land on which this outlet is built?	Library Board	Library Board
23.	Indicate the year this outlet was initially constructed	1914	1914
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2009	2009
25.	Square footage of the outlet	13,176	13,176
26.	Number of Internet Computers Used by General Public	23	23
27.	Number of uses (sessions) of public Internet computers per year	4,763	2,699
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Fiber	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps	10 Greater than or equal to 50 mbps and less than 100 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps	10 Greater than or equal to 50 mbps and less than 100 mbps
31.	Internet Provider	Spectrum/Time Warner Cable	Spectrum/Time Warner Cable
32.	WiFi Access	Available only when the library is open	Available only when the library is open
33.	Wireless Sessions	25,447	35,509
33a	Reporting Method for Wireless Sessions	CT - Annual Count	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y

36.	Does your <b>outlet</b> have a Makerspace?	N	<i>N</i>
37.	<i>LIBID</i>	3200625880	<i>3200625880</i>
38.	<i>FSCSID</i>	NY0268	<i>NY0268</i>
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>

## 10. OFFICERS AND TRUSTEES

### Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2022. All public and association libraries are required by Education Law to hold at least four meetings a year.

### BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2022 to December 31, 2022)	12	<i>12</i>
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### NUMBER OF TRUSTEES AND TERMS

10.2	Does your library have a range of trustees stated in the library's charter documents (incorporation)?	No	<i>No</i>
10.5	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)?	11	<i>11</i>
10.6	Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.	Yes	<i>Yes</i>
10.7	If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)?	5	<i>5</i>

### BOARD MEMBER SELECTION

10.8	Enter Board Member Selection Code (select one):	EP - board members are elected in a public election	<i>EP - board members are elected in a public election</i>
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List Officers and Board Members as of February 1, 2023. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

### BOARD PRESIDENT

10.9	First Name	Katie	<i>Katie</i>
10.10	Last Name	Cokinos	<i>Cokinos</i>
10.11	Mailing Address	50 Post St.	<i>50 Post St.</i>



10.12	City	Saugerties	<i>Saugerties</i>
10.13	Zip Code (5 digits only)	12477	<i>12477</i>
10.14	Phone (enter 10 digits only)	(845) 246-4202	<i>(845) 246-4202</i>
10.15	E-mail Address	katicokinos@gmail.com	<i>kcokinos@saugertiespubliclibrary.org</i>
10.16	Term Begins - Month	October	<i>October</i>
10.17	Term Begins - Year (yyyy)	2018	<i>2018</i>
10.18	Term Expires - Month	October	<i>October</i>
10.19	Term Expires - Year (yyyy)	2023	<i>2023</i>
10.20	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
10.21	The date the Oath of Office was taken (mm/dd/yyyy)	10/10/2018	<i>10/10/2019</i>
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	10/24/2018	<i>10/24/2019</i>
10.23	Is this a brand new trustee?	N	<i>N</i>

**Please Note: last year's answers for repeating groups cannot be displayed.**

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (**but do not include the Board President's** **this information should still be entered directly into the survey**). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com).

1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Jouette	<i>Elizabeth</i>
3.	Last Name of Board Member	Bassler	<i>Stegmayer</i>
4.	Mailing Address	1 Tres Terrace	<i>388 George Sickles Road</i>
5.	City	Saugerties	<i>Saugerties</i>
6.	Zip Code (5 digits only)	12477	<i>12477</i>
7.	E-mail address	jbassler@smu.edu	<i>estegmayer@yahoo.com</i>
8.	Office Held or Trustee	Trustee	<i>Vice President</i>
9.	Term Begins - Month	October	<i>October</i>
10.	Term Begins - Year (year)	2019	<i>2018</i>
11.	Term Expires	October	<i>October</i>
12.	Term Expires - Year (yyyy)	2024	<i>2022</i>

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	10/10/2019	10/08/2018
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	10/24/2019	10/09/2018
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	Filled
2.	First Name of Board Member	Charlotte	Tim
3.	Last Name of Board Member	Herscher	Scott
4.	Mailing Address	139 Washington Ave	226 Malden Turnpike
5.	City	Saugerties	Saugerties
6.	Zip Code (5 digits only)	12477	12477
7.	E-mail address	cherscher@gmail.com	tscott@saugertiespubliclibrary.org
8.	Office Held or Trustee	Trustee	Secretary
9.	Term Begins - Month	October	October
10.	Term Begins - Year (year)	2021	2018
11.	Term Expires	October	October
12.	Term Expires - Year (yyyy)	2026	2023
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	10/14/2021	09/11/2018

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	10/14/2021	09/12/2018
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Brian	<i>Brian</i>
3.	Last Name of Board Member	Collins	<i>Collins</i>
4.	Mailing Address	16 Moonlight Lane	<i>16 Moonlight Lane</i>
5.	City	Saugerties	<i>Saugerties</i>
6.	Zip Code (5 digits only)	12477	<i>12477</i>
7.	E-mail address	bcollins4@hvc.rr.com	<i>bcollins4@hvc.rr.com</i>
8.	Office Held or Trustee	Financial Officer	<i>Financial Officer</i>
9.	Term Begins - Month	October	<i>October</i>
10.	Term Begins - Year (year)	2019	<i>2019</i>
11.	Term Expires	October	<i>October</i>
12.	Term Expires - Year (yyyy)	2024	<i>2024</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	10/10/2019	<i>10/10/2019</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	10/24/2019	<i>10/24/2019</i>
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Irene	<i>Jouette</i>
3.	Last Name of Board Member	Hurst	<i>Bassler</i>
4.	Mailing Address	11 Valley St.	<i>1 Tres Terrace</i>
5.	City	Saugerties	<i>Saugerties</i>
6.	Zip Code (5 digits only)	12477	<i>12477</i>
7.	E-mail address	ireneshicove@gmail.com	<i>jbassler@smu.edu</i>



8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	October	<i>October</i>
10.	Term Begins - Year (year)	2020	<i>2019</i>
11.	Term Expires	October	<i>October</i>
12.	Term Expires - Year (yyyy)	2025	<i>2024</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	10/21/2020	<i>10/10/2019</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	10/21/2020	<i>10/24/2019</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Yosefa	<i>Bernard</i>
3.	Last Name of Board Member	Karchmar	<i>Carroll</i>
4.	Mailing Address	5 Reservoir Rd	<i>1063 Glasco Turnpike</i>
5.	City	Saugerties	<i>Saugerties</i>
6.	Zip Code (5 digits only)	12477	<i>12477</i>
7.	E-mail address	ykarchmar@aol.com	<i>kmbjcarroll@hvc.rr.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	October	<i>October</i>
10.	Term Begins - Year (year)	2022	<i>2016</i>
11.	Term Expires	October	<i>October</i>
12.	Term Expires - Year (yyyy)	2027	<i>2021</i>

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	10/13/2022	<i>10/08/2018</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	10/13/2022	<i>10/09/2018</i>
16.	Is this a brand new trustee?	Y	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Julie	<i>Irene</i>
3.	Last Name of Board Member	Misiano	<i>Hurst</i>
4.	Mailing Address	16 Shear Rd	<i>51 Mayfield Estates</i>
5.	City	Saugerties	<i>Saugerties</i>
6.	Zip Code (5 digits only)	12477	<i>12477</i>
7.	E-mail address	indivisiblejtm@gmail.com	<i>ireneshicove@gmail.com</i>
8.	Office Held or Trustee	Secretary	<i>Trustee</i>
9.	Term Begins - Month	October	<i>October</i>
10.	Term Begins - Year (year)	2020	<i>2020</i>
11.	Term Expires	October	<i>October</i>
12.	Term Expires - Year (yyyy)	2025	<i>2025</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	10/09/2020	<i>10/21/2020</i>

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 10/09/2020 10/21/2020

16. Is this a brand new trustee? N Y

1. Status Filled Filled  
2. First Name of Board Member Paul Ginger  
3. Last Name of Board Member Van Benschoten Jurecka-Blake  
4. Mailing Address 32 Brink Rd. 1156 Ulster Landing Rd  
5. City Saugerties Saugerties  
6. Zip Code (5 digits only) 12477 12477  
7. E-mail address pvanbenschoten@hvc.rr.com gingerjurecka@gmail.com  
8. Office Held or Trustee Trustee Trustee  
9. Term Begins - Month October October  
10. Term Begins - Year (year) 2021 2020  
11. Term Expires October October  
12. Term Expires - Year (yyyy) 2026 2025

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken 10/14/2021 10/19/2020

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 10/14/2021 10/19/2020

16. Is this a brand new trustee? N Y

1. Status Filled Filled  
2. First Name of Board Member Nina Julie  
3. Last Name of Board Member Schmidbaur Misiano  
4. Mailing Address 122 Burt St. 16 Shear Rd  
5. City Saugerties Saugerties  
6. Zip Code (5 digits only) 12477 12477  
7. E-mail address nschmidbaurlcsw@gmail.com jmisiano@saugertiespubliclibrary.org

8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	October	<i>October</i>
10.	Term Begins - Year (year)	2022	<i>2020</i>
11.	Term Expires	October	<i>October</i>
12.	Term Expires - Year (yyyy)	2027	<i>2025</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	10/13/2022	<i>10/09/2020</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	10/13/2022	<i>10/09/2020</i>
16.	Is this a brand new trustee?	N	<i>Y</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Timothy	<i>Cindy</i>
3.	Last Name of Board Member	Scott	<i>Saporito</i>
4.	Mailing Address	226 Malden Turnpike	<i>224 Old Route 212</i>
5.	City	Saugerties	<i>Saugerties</i>
6.	Zip Code (5 digits only)	12477	<i>12477</i>
7.	E-mail address	timscottjr22@gmail.com	<i>csaporitolibrary@gmail.com</i>
8.	Office Held or Trustee	Vice President	<i>Trustee</i>
9.	Term Begins - Month	October	<i>October</i>
10.	Term Begins - Year (year)	2018	<i>2017</i>
11.	Term Expires	October	<i>October</i>
12.	Term Expires - Year (yyyy)	2023	<i>2022</i>

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	09/11/2018	<i>10/08/2017</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	09/12/2018	<i>10/09/2017</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Andrew	<i>Doug</i>
3.	Last Name of Board Member	Zink	<i>Wilson</i>
4.	Mailing Address	122 Burt St.	<i>63 Chimney Road P.O. Box 232</i>
5.	City	Saugerties	<i>Malden-on-Hudson</i>
6.	Zip Code (5 digits only)	12477	<i>12453</i>
7.	E-mail address	azink1238@gmail.com	<i>Manypeaks@saugertiespubliclibrary.org</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	October	<i>October</i>
10.	Term Begins - Year (year)	2022	<i>2017</i>
11.	Term Expires	October	<i>October</i>
12.	Term Expires - Year (yyyy)	2027	<i>2022</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	10/13/2022	<i>10/08/2018</i>

- |     |  |            |                   |
|-----|--|------------|-------------------|
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 10/13/2022 | <i>10/09/2018</i> |
| 16. | Is this a brand new trustee?   | Y          | <i>N</i>          |

**Trustee Education**

**Please Note: last year's answers for repeating groups cannot be displayed.**

Complete one record for each person serving as a trustee as of December 31, 2022. These trustees will not be exactly the same as the trustees listed in the section above.

- |    |   |                 |                        |
|----|---|-----------------|------------------------|
| 1. | Trustee Name  | Jouette Bassler | <i>Jouette Bassler</i> |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y               | <i>Y</i>               |

- |    |   |               |                      |
|----|---|---------------|----------------------|
| 1. | Trustee Name  | Katie Cokinos | <i>Katie Cokinos</i> |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y             | <i>Y</i>             |

- |    |   |               |                      |
|----|---|---------------|----------------------|
| 1. | Trustee Name  | Brian Collins | <i>Brian Collins</i> |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y             | <i>Y</i>             |

- |    |   |               |                      |
|----|---|---------------|----------------------|
| 1. | Trustee Name  | Julie Misiano | <i>Julie Misiano</i> |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y             | <i>Y</i>             |

- |    |   |             |                    |
|----|---|-------------|--------------------|
| 1. | Trustee Name  | Irene Hurst | <i>Irene Hurst</i> |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y           | <i>Y</i>           |

- |    |   |             |                    |
|----|---|-------------|--------------------|
| 1. | Trustee Name  | Andrew Zink | <i>Doug Wilson</i> |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | N           | <i>Y</i>           |

- |    |   |           |                  |
|----|---|-----------|------------------|
| 1. | Trustee Name  | Tim Scott | <i>Tim Scott</i> |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y         | <i>Y</i>         |

- |    |              |                 |                        |
|----|--------------|-----------------|------------------------|
| 1. | Trustee Name | Nina Schmidbaur | <i>Nina Schmidbaur</i> |
|----|--------------|-----------------|------------------------|

2.	Has the trustee participated in trustee education in the last calendar year (2022)?	Y	N
1.	Trustee Name	Yosefa Karchmar	<i>Ginger Jurecka-Blake</i>
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	N	N
1.	Trustee Name	Charlotte Herscher	<i>Charlotte Herscher</i>
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	Y	N
1.	Trustee Name	Paul Van Benschoten	<i>Paul Van Benschoten</i>
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	Y	N

## 11. OPERATING FUNDS RECEIPTS

### Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

### LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y	Y
------	---	---	---

**Please Note: last year's answers for repeating groups cannot be displayed.**

1.	Source of Funds	Town	<i>Town</i>
2.	Name of funding County, Municipality or School District	Town of Saugerties	<i>Town of Saugerties</i>
3.	Amount	\$617,796	<i>\$617,796</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	Y
5.	Written Contractual Agreement	N	N
11.2	<b>TOTAL LOCAL PUBLIC FUNDS</b>	\$617,796	<i>\$617,796</i>



**SYSTEM CASH GRANTS TO MEMBER LIBRARY**

11.3	Local Library Services Aid (LLSA)	\$5,633	\$6,565
11.4	Record all Central Library Services Aid monies received from system headquarters	\$0	\$0
11.5	Additional State Aid received from the System	\$0	\$0
11.6	Federal Aid received from the System	\$0	\$0
11.7	Other Cash Grants	\$1,100	\$750
11.8	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$6,733	\$7,315

**OTHER STATE AID**

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0	\$0
------	---	-----	-----

**Federal Aid/Other Receipts****FEDERAL AID FOR LIBRARY OPERATION**

11.10	LSTA	\$0	\$0
11.11	Other Federal Aid	\$0	\$0
11.12	<b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11)	\$0	\$0
11.13	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0	\$0

**OTHER RECEIPTS**

11.14	Gifts and Endowments	\$9,278	\$10,800
11.15	Fund Raising	\$0	\$0
11.16	Income from Investments	\$1,042	\$351
11.17	Library Charges	\$8,416	\$6,276
11.18	Other	\$0	\$0
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$18,736	\$17,427



11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$643,265	\$642,538
11.21	<b>BUDGET LOANS</b>	\$0	\$0

**Transfers/Grant Total**

**TRANSFERS**

11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23	From Other Funds	\$0	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$0	\$0
11.25	<b>BALANCE IN OPERATING FUND -</b> Beginning Balance for Fiscal Year Ending 2022 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$599,765	\$526,507
11.26	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</b> (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$1,243,030	\$1,169,045

**12. OPERATING FUND DISBURSEMENTS**

**Staff/Collection/Capital/Operation and Maintenance**

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.

**STAFF EXPENDITURES**

**Salaries & Wages Paid from Library Funds**

12.1	Certified Librarians	\$169,889	\$170,691
12.2	Other Staff	\$165,748	\$150,063
12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$335,637	\$320,754
12.4	<b>Employee Benefits Expenditures</b>	\$109,880	\$85,840
12.5	<b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$445,517	\$406,594

**COLLECTION EXPENDITURES**

12.6	Print Materials Expenditures	\$28,967	\$26,047
12.7	Electronic Materials Expenditures	\$8,001	\$2,575
12.8	Other Materials Expenditures	\$3,573	\$8,667
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$40,541	\$37,289

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

12.10	From Local Public Funds (71PF)	\$0	\$0
12.11	From Other Funds (71OF)	\$0	\$0
12.12	<b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11)	\$0	\$0

**OPERATION AND MAINTENANCE OF BUILDINGS****Repairs to Building & Building Equipment**

12.13	From Local Public Funds (72PF)	\$62,128	\$3,500
12.14	From Other Funds (72OF)	\$14,176	\$0
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$76,304	\$3,500
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$70,757	\$58,258
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$147,061	\$61,758

**MISCELLANEOUS EXPENSES**

12.18	Office and Library Supplies	\$2,300	\$7,807
12.19	Telecommunications	\$6,727	\$5,301
12.20	Postage and Freight	\$359	\$1,070
12.21	Professional & Consultant Fees	\$13,724	\$10,282
12.22	Equipment	\$15,696	\$11,186
12.23	Other Miscellaneous	\$18,710	\$7,585
12.24	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$57,516	\$43,231

**Contracts/Debt Service/Transfers/Grand Total**

12.25	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$19,247	\$20,408
<b>DEBT SERVICE</b>			
<b>Capital Purposes Loans (Principal and Interest)</b>			
12.26	From Local Public Funds (73PF)	\$0	\$0
12.27	From Other Funds (73OF)	\$0	\$0
12.28	<b>Total (Add Questions 12.26 and 12.27)</b>	\$0	\$0
<b>Other Loans</b>			
12.29	Budget Loans (Principal and Interest)	\$0	\$0
12.30	Short-Term Loans	\$0	\$0
12.31	<b>Total Debt Service (Add Questions 12.28, 12.29 and 12.30)</b>	\$0	\$0
12.32	<b>TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)</b>	\$709,882	\$569,280
<b>TRANSFERS</b>			
<b>Transfers to Capital Fund</b>			
12.33	From Local Public Funds (76PF)	\$0	\$0
12.34	From Other Funds (76OF)	\$0	\$0
12.35	<b>Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)</b>	\$0	\$0
12.36	<b>Transfer to Other Funds</b>	\$0	\$0
12.37	<b>TOTAL TRANSFERS (Add Questions 12.35 and 12.36)</b>	\$0	\$0
12.38	<b>TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)</b>	\$709,882	\$569,280
12.39	<b>BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2022</b>	\$533,148	\$599,765

12.40 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26) \$1,243,030 \$1,169,045

**ASSURANCE**

12.41 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy). 03/09/2023 03/10/2022

**FISCAL AUDIT**

12.42 Last audit performed (mm/dd/yyyy) 12/31/2022 08/27/2018  
 12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 01/01/2021-12/31/2021 01/01/2017-12/31/2017  
 12.44 Indicate type of audit (select one): Private Accounting Firm Private Accounting Firm

**CAPITAL FUND**

12.45 Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report. N Y

**13. CAPITAL FUND RECEIPTS**

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

**REVENUES FROM LOCAL SOURCES**

13.1 Revenues from Local Government Sources \$0 \$0  
 13.2 All Other Revenues from Local Sources \$0 \$0  
 13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) \$0 \$0

**STATE AID FOR CAPITAL PROJECTS**

13.4 State Aid Received for Construction \$0 \$0  
 13.5 Other State Aid \$0 \$0  
 13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$0 \$0

**FEDERAL AID FOR CAPITAL PROJECTS**



13.7	<b>TOTAL FEDERAL AID</b>	\$0	\$0
<b>INTERFUND REVENUE</b>			
13.8	Transfer from Operating Fund (Same as Question 12.35)	\$0	\$0
13.9	<b>TOTAL REVENUES</b> (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0	\$0
13.10	<b>NON-REVENUE RECEIPTS</b>	\$0	\$0
13.11	<b>TOTAL CASH RECEIPTS</b> (Add Questions 13.9 and 13.10)	\$0	\$0
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$50	\$50
13.13	<b>TOTAL CASH RECEIPTS AND BALANCE</b> (Add Questions 13.11 and 13.12; same as Question 14.12)	\$50	\$50

#### 14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

##### PROJECT EXPENDITURES

14.1	Construction	\$0	\$0
14.2	Incidental Construction	\$0	\$0
<b>Other Disbursements</b>			
14.3	Purchase of Buildings	\$0	\$0
14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$0	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0
14.7	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)	\$0	\$0
14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$0	\$0
14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0	\$0

14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$0	\$0
14.11	<b>BALANCE IN CAPITAL FUND</b> - Ending Balance for the Fiscal Year Ending 2022	\$0	\$50
14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add Questions 14.10 and 14.11; same as Question 13.13)	\$0	\$50

## 15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16.  
FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

## 16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	3.00	3.00
16.2	Total Librarians	8.75	7.75
16.3	All Other Paid Staff	9.00	9.00
16.4	Total Paid Employees	17.75	16.75
16.5	State Government Revenue	\$5,633	\$6,565
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$19,836	\$18,177
16.8	Total Operating Revenue	\$643,265	\$642,538
16.9	Other Operating Expenditures	\$223,824	\$125,397
16.10	Total Operating Expenditures	\$709,882	\$569,280
16.11	Total Capital Expenditures	\$0	\$0
16.12	Print Materials	43,462	42,129
16.12a	Total Physical Items in Collection	51,174	
16.13	Total Registered Borrowers	10,656	10,842
16.14	Other Capital Revenue and Receipts	\$0	\$0
16.15	Number of Internet Computers Used by General Public	23	23
16.16	Total Uses (sessions) of Public Internet Computers Per Year	4,763	2,699
16.17	Wireless Sessions	25,447	35,509

16.18 **Total Capital Revenue** \$0 \$0

### 17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	3200625880	<i>3200625880</i>
17.2	<i>Interlibrary Relationship Code</i>	ME	<i>ME</i>
17.3	<i>Legal Basis Code</i>	LD	<i>LD</i>
17.4	<i>Administrative Structure Code</i>	SO	<i>SO</i>
17.5	<i>FSCS Public Library Definition</i>	Y	<i>Y</i>
17.6	<i>Geographic Code</i>	CD1	<i>OTH</i>
17.7	<i>FSCS ID</i>	NY0268	<i>NY0268</i>
17.8	<i>SED CODE</i>	621601700005	<i>621601700005</i>
17.9	<i>INSTITUTION ID</i>	800000036114	<i>800000036114</i>

### SUGGESTED IMPROVEMENTS

Library Name:	SAUGERTIES PUBLIC LIBRARY	<i>SAUGERTIES PUBLIC LIBRARY</i>
Library System:	Mid-Hudson Library System	<i>Mid-Hudson Library System</i>
Name of Person Completing Form:	Jennifer D. Russell	<i>Jennifer D. Russell</i>
Phone Number:	(845) 246-4317	<i>(845) 246-4317</i>
I am satisfied that this resource (Collect) is meeting library needs:	Agree	<i>Agree</i>
Applying this resource (Collect) will help improve library services to the public:	Neither Agree nor Disagree	<i>Neither Agree nor Disagree</i>
Please share with us your suggestions for improving the <i>Annual Report</i> . When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	Question 2.9 Total print serials is unreasonable. Why would the state need to know how many volumes rather than how many titles? I don't understand why anyone would need to know the quantity of magazines and newspapers rather than knowing the variety of print serials. Also, asking someone to count the volumes of microfilmed serials is ridiculous.	

Saugerties Public Library  
2021-2022 Statistics Compared

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



Saugerties Public Library  
2021-2022 Statistics Compared

	August '22	August '23	Sept '22	Sept '22	Oct '22	Oct '23	Nov '22	Nov '23	Dec '22	Dec '23	TOTAL 2022	TOTAL 2023	
<b>Circulation</b>													
Adult	2,897		2,495		2,389		2,387		2,265		28,540	4,759	17%
Adult renewals	1,265		1,248		1,387		1,270		1,285		14,476	2,278	16%
Juvenile	2,147		1,683		1,689		1,734		1,373		20,712	3,678	18%
Juvenile renewals	1,557		1,364		1,151		1,204		1,052		13,771	2,006	15%
Teen	151		142		86		73		92		1,323	206	16%
Teen renewals	107		115		75		58		64		1,032	137	13%
<b>Total Circulation</b>	8,124		7,047		6,777		6,726		6,131		79,854	13,064	16%
<b>Holds Filled</b>													
Adults	1,187		1,074		1,109		1,061		1,009		12,669	2,178	17%
Juvenile	365		477		531		546		381		5,015	974	19%
Teen	85		66		64		50		50		745	113	15%
ILL received	1		0		0		1		3		9	4	44%
ILL loaned	1		1		0		2		0		10	0	0%
<b>Total Holds</b>	1,639		1,618		1,704		1,660		1,443		18,448	3,269	18%
<b>Questions Answered</b>													
Adult	734		634		614		694		571		7,044	1,847	26%
Children's	276		179		195		165		157		2,251	680	30%
<b>Total Questions</b>	1,010		813		809		859		728		9,295	2,527	27%
<b>Programs</b>													
Adult	22		18		22		18		20		188	38	20%
Teen	20		10		15		16		13		193	25	13%
Children's	28		18		24		22		20		271	35	13%
<b>Total Programs</b>	70		46		61		56		53		652	98	15%
<b>Program Attendance</b>													
Adult	145		106		160		101		397		1,445	322	22%
Teen	137		86		92		94		75		1,241	137	11%
Children	523		144		253		254		138		3,497	527	15%
<b>Total attendance</b>	805		336		505		449		610		6,183	986	16%
<b>Computer sessions</b>	516		488		385		325		355		4,763	704	15%
													36%
<b>Web Page Visits</b>	5,765		3,544		3,208		3,279		4,737		51,277	9,474	18%
													58%
<b>New Cards Issued</b>	44		39		35		26		21		329	86	26%
													274%
<b>Overdrive Audiobook</b>	585		610		594		550		563		6980	1117	16%
<b>Overdrive eBook</b>	831		720		725		720		736		9225	1616	18%
<b>Overdrive Magazine</b>	103		78		110		115		118		1177	230	20%
<b>Overdrive Total</b>	1519		1408		1429		1385		1417		16882	2963	18%



Dec.	2023 Total:

Saugerties Public Library  
Board Meeting Agenda  
April 13, 2023

Public Comment

Secretary's Report  
Treasurer's Report  
Pay Bills

Old Business

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

New Business

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

Director's Report

Committee Reports:

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

Next Board Meeting – May 11, 2023

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

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

**Excused:** Trustees Yosefa Karchmar

**Staff:** Director Jennifer Russell

**Public Attendees:** Leanne Thornton, Ray Rebholz

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

**Public Comment:**

**Leanne Thornton, Town Board Liaison:**

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

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

**Secretary's Report:**

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

Motion passes unanimously.

**Treasurer's Report:**

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

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

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

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

#### **New Business:**

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

#### **Unfinished Business:**

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

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

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

#### **Committee Reports:**

*Finance:* met on March 3rd at 1pm

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

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

*Personnel/Policy:* met on

Did not meet.

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

*Outreach:* met on

did not meet

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

*Facilities:* met on

Did not meet

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

*Friends Liaison:*

No meeting

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

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

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

Passes unanimously.

Submitted by Julie Misiano

Next meeting: April 13, 2023 at 6PM

# Saugerties Public Library

## General Fund Revenue and Expenditure Report

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



# Saugerties Public Library General Fund Revenue and Expenditure Report

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

# Saugerties Public Library Abstract Check Register

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

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

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

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

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

# Saugerties Public Library Balance Sheet by Class

As of March 31, 2023

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

# Saugerties Public Library Balance Sheet by Class

As of March 31, 2023

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

# Saugerties Public Library Balance Sheet by Class

As of March 31, 2023

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

# Saugerties Public Library Balance Sheet by Class

As of March 31, 2023

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



## **March Director's Report 2023**

**Personnel:** Jordan Balsamo is back to work.

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

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

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

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

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

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

I was on vacation on March 23<sup>rd</sup>, 24<sup>th</sup> & 27<sup>th</sup>.

## Finance Committee March Meeting Minutes

Tuesday March 28th 2023

Attendance

Trustees : Cokinos, Herscher, Collins

Excused : Hearst

Staff : Director Russell

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

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

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

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

# **Saugerties Public Library**

## **Policy/Personnel Committee Meeting Minutes**

Date: March 15, 2023

Time: 6:00 p.m.

Meeting location: Main Reading Room

Committee Members Attending:

Bassler (chair), Misiano, Zink, Russell

Discussion:

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

Action items:

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

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

## **Personnel Manual**

### **Section 3.21: Bereavement Leave**

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

### **The Freedom to View**

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

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

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

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

**Endorsed January 10, 1990, by the ALA Council**

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

Review History:

Review Cycle: 5 years



Saugerties Public Library  
Facilities Committee

Date: April 4<sup>th</sup>, 2023

Time: 6 PM

Committee Members Attending:

Van Benschoten (Chair)

Brian Collins

Staff Attending:

Jen Russell

Sandy Smith

Others Attending:

none

Absent:

Katie Cokinos

Yosefa Karchmar

Discussion/Agenda Items

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

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

1. No action as of now.

Next Facilities Meeting Tuesday, May 2<sup>nd</sup>, at 6:00 pm

**Outreach Committee Minutes**  
**3/13/23**

Location: Saugerties Public Library Study Room  
Time: 4:40 pm

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

1. Altered Book Project Show

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

2. Additional Business

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

Meeting adjourned at 5:44 pm.

Next Meeting: April 10 at 4:30 pm

**Outreach Committee Minutes**  
**3/28/23**

Location: Saugerties Public Library  
Time: 4:40 pm

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

1. Altered Book Artist Talk

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

2. Additional Business

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

Meeting adjourned at 5:35 pm

Next Meeting: April 10 at 4:30 pm

Saugerties Public Library  
2021-2022 Statistics Compared

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

Saugerties Public Library  
2021-2022 Statistics Compared

	August '22	August '23	Sept '22	Sept '22	Oct '22	Oct '23	Nov '22	Nov '23	Dec '22	Dec '23	TOTAL 2022	TOTAL 2023	
<b>Circulation</b>													
Adult	2,897		2,495		2,389		2,387		2,265		28,540	7,550	26%
Adult renewals	1,265		1,248		1,387		1,270		1,285		14,476	3,540	24%
Juvenile	2,147		1,683		1,689		1,734		1,373		20,712	5,829	28%
Juvenile renewals	1,557		1,364		1,151		1,204		1,052		13,771	3,292	24%
Teen	151		142		86		73		92		1,323	299	23%
Teen renewals	107		115		75		58		64		1,032	202	20%
<b>Total Circulation</b>	8,124		7,047		6,777		6,726		6,131		79,854	20,712	26%
<b>Holdings Filled</b>													
Adults	1,187		1,074		1,109		1,061		1,009		12,669	3,443	27%
Juvenile	365		477		531		546		381		5,015	1,503	30%
Teen	85		66		64		50		50		745	173	23%
ILL received	1		0		0		1		3		9	4	44%
ILL loaned	1		1		0		2		0		10	1	10%
<b>Total Holds</b>	1,639		1,618		1,704		1,660		1,443		18,448	5,124	28%
<b>Questions Answered</b>													
Adult	734		634		614		694		571		7,044	2,680	38%
Children's	276		179		195		165		157		2,251	932	41%
<b>Total Questions</b>	1,010		813		809		859		728		9,295	3,612	39%
<b>Programs</b>													
Adult	22		18		22		18		20		188	62	33%
Teen	20		10		15		16		13		193	38	20%
Children's	28		18		24		22		20		271	56	21%
<b>Total Programs</b>	70		46		61		56		53		652	156	24%
<b>Program Attendance</b>													
Adult	145		106		160		101		397		1,445	555	38%
Teen	137		86		92		94		75		1,241	197	16%
Children	523		144		253		254		138		3,497	862	25%
<b>Total attendance</b>	805		336		505		449		610		6,183	1,614	26%
<b>Computer sessions</b>	516		488		385		325		355		4,763	1,153	24%
													64%
<b>Web Page Visits</b>	5,765		3,544		3,208		3,279		4,737		51,277	15,614	30%
													138%
<b>New Cards Issued</b>	44		39		35		26		21		329	161	49%
													615%
<b>Overdrive Audiobook</b>	585		610		594		550		563		6980	1665	24%
<b>Overdrive eBook</b>	831		720		725		720		736		9225	2454	27%
<b>Overdrive Magazine</b>	103		78		110		115		118		1177	351	30%
<b>Overdrive Total</b>	1519		1408		1429		1385		1417		16882	4470	26%





Saugerties Public Library  
Board Meeting Agenda  
May 11, 2023, 6pm (5:30 for social time)

Roll Call

Friends of the Library – Ray Rebholz

Public Comment

Secretary's Report

Treasurer's Report

Pay Bills

Old Business

1. Dance Party
2. Reschedule trustee training

New Business:

1. Received one application for the Children's programmer
2. Fire drill this week
3. Cork board for brick wall
4. Replacing Andrew

Director's Report

Committee Reports:

1. Finance – Brian Collins
2. Policy/Personnel – Jouette Bassler
3. Facilities – Paul Van Benschoten
4. Outreach – Timothy Scott Jr.
5. Friends liaison

Next Meeting – June 8, 2023



Saugerties Public Library  
Regular Board Meeting  
Date: 4/13/23

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

**Excused:** Trustees Yosefa Karchmar

**Staff:** Director Jennifer Russell

**Public Attendees:** Ray Rebholz

*Meeting called to order at 6:05 PM PM by Katie Cokinos*

**Public Comment:** N/A

**Friends of Library:** Co-President Ray Rebholz says that they were able to meet last month, after inclement weather resulted in prior meetings being canceled. They began to prepare for the June 3rd street fair; scholarships will be announced in June. Director Russell will join the next meeting, April 17, 2023 at 7 pm at the library.

**Secretary's Report:**

*Motion* by Brian Collins and *Second* by Tim Scott to approve the minutes as written.

Motion passes unanimously.

**Treasurer's Report:**

We opened high-yield CDs through M&T bank, the local bank that we use for other financial matters.

We remain in good financial standing.

Budget vs actual show that we have already used the adult book budget and we are at 60% of the MHLS assessment fees.

*Motion to pay* the bills in the amount of \$ 21,859.80 made by Brian Collins, seconded by Julie Misiano Passes unanimously

### **New Business:**

- We are going to have a dance at the library on May 5th, 2023 from 7PM-11pm. We began to discuss whether there might be a need for security at the door..
- With his recent election to the Village Board, Andrew Zink will be resigning from the Library Board. Today will be his last board meeting and he will officially resign on April 20, 2023. The nominating committee will be seeking applicants for his position and then again for August, to prepare for the election in September.
- Programming complaints; need for a clear policy: a local diocese has complained about a recent program offered at a different area library, due to the concern that there may be religious affiliations that could be offensive to participants who don't observe. We want to develop a programming policy to clarify our vision.
- Youth at the library: There continues to be issues with disruptive MiddleSchoolers and High Schoolers in the library, who have not been appropriately responsive to correction by staff. They have been rude, accusatory and destructive. Discussed options for resolving this serious issue.
- "Transparent Language": This is a new language learning database, in addition to Mango. It can even teach English from the patron's language of origin. The funds are from the Ulster Library Association.
- Resource Center Accessible Living: a participant will be doing a scanning project/archives with Ariel Dedolph.

### **Unfinished Business:**

1. Scheduled a group Trustee training for April 28th on budgeting. Reminder to complete the sexual harassment training,

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

- Jordan Balsamo has returned from his medical leave
- We have contracted for new leased copiers from the same business we already used. It now allows for wireless printing from patron's smartphones.
- The Ulster Library Association was able to meet in person this month and the Director attended.

### **Committee Reports:**

*Finance:* met on March 28, 23

We updated our signature cards at the bank, our accounting seems to be back on track after the transition between accountant firms. Began to work on the budget for next year. Invested some of our reserve in a high yield CD.

The switch to fine free returns will not include books that are lost/never returned/damaged. Patrons will still be expected to pay those fees.

see minutes FMI Next meeting: April 25, 2023 at 6PM

*Personnel/Policy:* met on March 15, 2023

*Motion to approve* the Freedom to View Policy made by Paul Vanbenschoten seconded by Andrew Zink. Passes unanimously

Motion to approve the revised Bereavement Policy made by Paul Vanbenschoten seconded by Andrew Zink. Passes unanimously.

see minutes FMI Next meeting: April 19, 2023 at 6PM

*Outreach:* met on April 10, 2023

The Altered Book project has been well received. The Committee is seeking trustee assistance tomorrow from 4-8pm, at another reception for the artists who participated. Plan to have tours circulating through the library being guided by a staff member or a trustee, with each artist talking about their project.

The outreach committee has arranged for a dance party at the library on May 5th from 7-11.

see minutes FMI Next meeting: May 8th at 4PM

*Facilities:* met on April 4, 2023

We are installing a new fence in the back. Deposit has been paid.

The GeoThermal HVAC unit needs repairs. It is costly but necessary. Will see if we can get another estimate.

see minutes FMI Next meeting: May 2, 2023 at 6PM

*Friends Liaison:* N/A

*Motion* to adjourn at 7:35pm by Charlotte Herscher ;  
*Seconded* by Nina Schmidbaer

Passes unanimously.

Submitted by Julie Misiano

Next meeting: May 11, 2023 at 6PM

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

	<u>Jan - Apr 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 · Real Property Taxes	630,152.00	630,152.00	0.00	100.0%
2082 · Fines	2,927.41	6,500.00	-3,572.59	45.04%
2401 · Interest	4,743.82	500.00	4,243.82	948.76%
<b>2705 · Gifts &amp; Donations</b>				
2705.4 · Friends	2,000.00	8,000.00	-6,000.00	25.0%
2705.2 · General	3,150.00	4,000.00	-850.00	78.75%
<b>Total 2705 · Gifts &amp; Donations</b>	<b>5,150.00</b>	<b>12,000.00</b>	<b>-6,850.00</b>	<b>42.92%</b>
3840 · New York State Aid	564.08			
3999 · Appropriated Fund Balance	0.00	12,175.00	-12,175.00	0.0%
<b>Total Income</b>	<b>643,537.31</b>	<b>661,327.00</b>	<b>-17,789.69</b>	<b>97.31%</b>
<b>Expense</b>				
7410.1 · Salaries	95,727.89	333,581.00	-237,853.11	28.7%
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
.4.1.8 · Music	26.98	200.00	-173.02	13.49%
.4.1.7 · Streaming	1,662.73	6,000.00	-4,337.27	27.71%
.4.1.1 · DVD	782.69	3,000.00	-2,217.31	26.09%
<b>.4.1.2 · Books</b>				
4.1.2A · Adult Books	8,925.50	17,000.00	-8,074.50	52.5%
4.1.2J · Children's Books	1,446.81	8,000.00	-6,553.19	18.09%
.4.1.2 · Books - Other	10.00			
<b>Total .4.1.2 · Books</b>	<b>10,382.31</b>	<b>25,000.00</b>	<b>-14,617.69</b>	<b>41.53%</b>
.4.1.3 · Subscriptions	431.97	3,000.00	-2,568.03	14.4%
.4.1.4 · Newspapers	585.78	2,500.00	-1,914.22	23.43%
.4.1.5 · Digital Materials	777.68	3,600.00	-2,822.32	21.6%
.4.1.6 · Audio Books	49.99	2,000.00	-1,950.01	2.5%
<b>Total .4.1 · Library Material</b>	<b>14,700.13</b>	<b>45,300.00</b>	<b>-30,599.87</b>	<b>32.45%</b>
<b>.4.2 · Programs, Publicity, History</b>				
.4.2.1 · Programs	638.13	7,000.00	-6,361.87	9.12%
.4.2.2 · Microfilm & Archives	0.00	2,000.00	-2,000.00	0.0%
.4.2.3 · Newsletter & Public Relations	0.00	3,000.00	-3,000.00	0.0%
<b>Total .4.2 · Programs, Publicity, History</b>	<b>638.13</b>	<b>12,000.00</b>	<b>-11,361.87</b>	<b>5.32%</b>
<b>.4.3 · Operation of Building</b>				
.4.3.1 · Utilities	11,116.68	37,000.00	-25,883.32	30.05%
.4.3.2 · Telephone	1,155.20	3,000.00	-1,844.80	38.51%
.4.3.3 · Insurance	15,138.00	21,000.00	-5,862.00	72.09%
.4.3.4 · Maintenance Service & Supplies	1,154.99	2,700.00	-1,545.01	42.78%
.4.3.5 · Lawn & Grounds	2,371.24	4,500.00	-2,128.76	52.69%
.4.3.6 · Building R&M	2,934.50	12,000.00	-9,065.50	24.45%
.4.3.7 · Snow Removal	1,600.00	3,000.00	-1,400.00	53.33%
.4.3.8 · Elevator	2,608.88	3,250.00	-641.12	80.27%
.4.3.9 · Geothermal	0.00	5,500.00	-5,500.00	0.0%

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

	<u>Jan - Apr 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
.4.3.12 · Internet	1,154.00	3,000.00	-1,846.00	38.47%
<b>Total .4.3 · Operation of Building</b>	<b>39,233.49</b>	<b>94,950.00</b>	<b>-55,716.51</b>	<b>41.32%</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
.4.4.1 · Copier	653.00	3,500.00	-2,847.00	18.66%
.4.4.2 · Office Supplies	205.16	3,000.00	-2,794.84	6.84%
.4.4.4 · Postage	48.34	2,240.00	-2,191.66	2.16%
.4.4.6 · Equipment Purchases	1,099.99	19,000.00	-17,900.01	5.79%
.4.4.7 · Equipment R&M	0.00	2,000.00	-2,000.00	0.0%
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>2,006.49</b>	<b>29,740.00</b>	<b>-27,733.51</b>	<b>6.75%</b>
<b>.4.5 · Automation, System Fees</b>				
.4.5.1 · Automation & Online Services	868.72	3,819.00	-2,950.28	22.75%
.4.5.2 · MHLS Assessment Fees	9,590.00	16,100.00	-6,510.00	59.57%
<b>Total .4.5 · Automation, System Fees</b>	<b>10,458.72</b>	<b>19,919.00</b>	<b>-9,460.28</b>	<b>52.51%</b>
<b>.4.6 · Professional Services</b>				
.4.6.8 · Professional Memberships	0.00	500.00	-500.00	0.0%
.4.6.7 · Payroll Service Fees	809.00	2,500.00	-1,691.00	32.36%
.4.6.1 · Accounting	500.00	6,500.00	-6,000.00	7.69%
.4.6.2 · Audit	13,300.00	0.00	13,300.00	100.0%
.4.6.3 · Board Expenses	150.00	0.00	150.00	100.0%
.4.6.4 · Consulting & Legal Services	1,000.00	2,000.00	-1,000.00	50.0%
.4.6.5 · IT Maintenance Consultant	1,592.00	1,598.00	-6.00	99.63%
.4.6.6 · Staff Development	69.16	700.00	-630.84	9.88%
<b>Total .4.6 · Professional Services</b>	<b>17,420.16</b>	<b>13,798.00</b>	<b>3,622.16</b>	<b>126.25%</b>
<b>.4.7 · Election Expenses</b>				
.4.7.1 · Election Inspectors	0.00	400.00	-400.00	0.0%
.4.7.2 · Election Expenses	0.00	200.00	-200.00	0.0%
<b>Total .4.7 · Election Expenses</b>	<b>0.00</b>	<b>600.00</b>	<b>-600.00</b>	<b>0.0%</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>84,457.12</b>	<b>216,307.00</b>	<b>-131,849.88</b>	<b>39.05%</b>
<b>9010 · Employee Benefits</b>				
.1 · Retirement	27,191.00	24,325.00	2,866.00	111.78%
.2 · Social Security & Medicare	7,080.74	26,000.00	-18,919.26	27.23%
.3 · Workers Compensation	3,778.00	4,500.00	-722.00	83.96%
.4 · Disability	-118.08	250.00	-368.08	-47.23%
.5 · Medical & Dental Benefits	18,625.71	56,000.00	-37,374.29	33.26%
.6 · Life Insurance	100.33	364.00	-263.67	27.56%
<b>Total 9010 · Employee Benefits</b>	<b>56,657.70</b>	<b>111,439.00</b>	<b>-54,781.30</b>	<b>50.84%</b>
<b>Total Expense</b>	<b>236,842.71</b>	<b>661,327.00</b>	<b>-424,484.29</b>	<b>35.81%</b>
<b>Net Ordinary Income</b>	<b>406,694.60</b>	<b>0.00</b>	<b>406,694.60</b>	<b>100.0%</b>
<b>Net Income</b>	<b>406,694.60</b>	<b>0.00</b>	<b>406,694.60</b>	<b>100.0%</b>

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Apr 23</u>	<u>Jan - Apr 22</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	630,152.00	617,796.00
2082 · Fines	2,927.41	2,557.23
2401 · Interest	4,743.82	57.47
2705 · Gifts & Donations		
2705.4 · Friends	2,000.00	4,700.01
2705.2 · General	3,150.00	1,125.00
<b>Total 2705 · Gifts &amp; Donations</b>	<u>5,150.00</u>	<u>5,825.01</u>
3840 · New York State Aid	564.08	556.50
<b>Total Income</b>	<u>643,537.31</u>	<u>626,792.21</u>
<b>Expense</b>		
7410.1 · Salaries	95,727.89	98,428.62
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	26.98	0.00
.4.1.7 · Streaming	1,662.73	3,500.00
.4.1.1 · DVD	782.69	889.69
.4.1.2 · Books		
4.1.2A · Adult Books	8,925.50	2,968.70
4.1.2J · Children's Books	1,446.81	3,167.06
.4.1.2 · Books - Other	10.00	0.00
<b>Total .4.1.2 · Books</b>	<u>10,382.31</u>	<u>6,135.76</u>
.4.1.3 · Subscriptions	431.97	562.97
.4.1.4 · Newspapers	585.78	1,324.45
.4.1.5 · Digital Materials	777.68	707.95
.4.1.6 · Audio Books	49.99	266.84
<b>Total .4.1 · Library Material</b>	<u>14,700.13</u>	<u>13,387.66</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	638.13	1,674.61
.4.2.3 · Newsletter & Public Relations	0.00	75.00
<b>Total .4.2 · Programs, Publicity, History</b>	<u>638.13</u>	<u>1,749.61</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	11,116.68	11,832.22
.4.3.2 · Telephone	1,155.20	1,460.67
.4.3.3 · Insurance	15,138.00	8,801.40
.4.3.4 · Maintenance Service & Supplies	1,154.99	1,327.15
.4.3.5 · Lawn & Grounds	2,371.24	0.00
.4.3.6 · Building R&M	2,934.50	53,092.57
.4.3.7 · Snow Removal	1,600.00	3,420.00
.4.3.8 · Elevator	2,608.88	4,034.52
.4.3.9 · Geothermal	0.00	2,113.50
.4.3.12 · Internet	1,154.00	1,153.20
<b>Total .4.3 · Operation of Building</b>	<u>39,233.49</u>	<u>87,235.23</u>

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Apr 23</u>	<u>Jan - Apr 22</u>
<b>.4.4 - Equipment R&amp;M, Supplies</b>		
.4.4.1 - Copier	653.00	1,118.27
.4.4.2 - Office Supplies	205.16	646.10
.4.4.4 - Postage	48.34	145.51
.4.4.6 - Equipment Purchases	1,099.99	305.39
.4.4.7 - Equipment R&M	0.00	401.25
<b>Total .4.4 - Equipment R&amp;M, Supplies</b>	<u>2,006.49</u>	<u>2,616.52</u>
<b>.4.5 - Automation, System Fees</b>		
.4.5.1 - Automation & Online Services	868.72	429.57
.4.5.2 - MHLS Assessment Fees	9,590.00	8,707.96
<b>Total .4.5 - Automation, System Fees</b>	<u>10,458.72</u>	<u>9,137.53</u>
<b>.4.6 - Professional Services</b>		
.4.6.8 - Professional Memberships	0.00	300.00
.4.6.7 - Payroll Service Fees	809.00	712.12
.4.6.1 - Accounting	500.00	1,850.00
.4.6.2 - Audit	13,300.00	0.00
.4.6.3 - Board Expenses	150.00	0.00
.4.6.4 - Consulting & Legal Services	1,000.00	500.00
.4.6.5 - IT Maintenance Consultant	1,592.00	0.00
.4.6.6 - Staff Development	69.16	0.00
<b>Total .4.6 - Professional Services</b>	<u>17,420.16</u>	<u>3,362.12</u>
<b>Total 7410.4 - Contractual Expenses</b>	<u>84,457.12</u>	<u>117,488.67</u>
<b>9010 - Employee Benefits</b>		
.1 - Retirement	27,191.00	33,541.00
.2 - Social Security & Medicare	7,080.74	7,269.78
.3 - Workers Compensation	3,778.00	4,111.00
.4 - Disability	-118.08	14.54
.5 - Medical & Dental Benefits	18,625.71	19,619.37
.6 - Life Insurance	100.33	85.88
<b>Total 9010 - Employee Benefits</b>	<u>56,657.70</u>	<u>64,641.57</u>
<b>Total Expense</b>	<u>236,842.71</u>	<u>280,558.86</u>
<b>Net Ordinary Income</b>	<u>406,694.60</u>	<u>346,233.35</u>
<b>Net Income</b>	<u><u>406,694.60</u></u>	<u><u>346,233.35</u></u>



# Saugerties Public Library

## Abstract

April 2023

	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
<b>7410.1 - Salaries</b>				
	4-6-23 PR			13,426.02
	4-20-23 PR			13,306.84
Total 7410.1 - Salaries				<u>26,732.86</u>
<b>7410.4 - Contractual Expenses</b>				
<b>.4.1 - Library Material</b>				
<b>.4.1.8 - Music</b>				
	10925	Midwest Tape		12.99
Total .4.1.8 - Music				<u>12.99</u>
<b>.4.1.7 - Streaming</b>				
	10920	Business Credit Card		21.59
	10925	Midwest Tape		381.91
Total .4.1.7 - Streaming				<u>403.50</u>
<b>.4.1.1 - DVD</b>				
	10925	Midwest Tape		261.14
Total .4.1.1 - DVD				<u>261.14</u>
<b>.4.1.2 - Books</b>				
<b>4.1.2A - Adult Books</b>				
	10920	Business Credit Card		29.22
	10924	Baker & Taylor		572.54
	10937	Gale/Cengage Learning		95.17
Total 4.1.2A - Adult Books				<u>696.93</u>
<b>4.1.2J - Children's Books</b>				
	10918	EastWest Books		138.94
	10924	Baker & Taylor		157.05
	10926	Lookout Books		89.80
Total 4.1.2J - Children's Books				<u>385.79</u>
<b>.4.1.2 - Books - Other</b>				
	10921	East Fishkill Public Library District		10.00
Total .4.1.2 - Books - Other				<u>10.00</u>
Total .4.1.2 - Books				<u>1,092.72</u>
<b>.4.1.3 - Subscriptions</b>				
	10927	BookPage	Invoice #S79167	402.00
Total .4.1.3 - Subscriptions				<u>402.00</u>
<b>.4.1.4 - Newspapers</b>				
	10923	Stewart's	April	164.00
Total .4.1.4 - Newspapers				<u>164.00</u>
<b>.4.1.5 - Digital Materials</b>				
	10930	OverDrive Inc		224.97
Total .4.1.5 - Digital Materials				<u>224.97</u>
Total .4.1 - Library Material				<u>2,561.32</u>
<b>.4.2 - Programs, Publicity, History</b>				

# Saugerties Public Library

## Abstract

April 2023

	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>.4.2.1 - Programs</b>				
	10920	Business Credit Card		66.25
	10940	DJ Ronnie Rave		500.00
Total .4.2.1 - Programs				<u>566.25</u>
Total .4.2 - Programs, Publicity, History				<u>566.25</u>
<b>.4.3 - Operation of Building</b>				
<b>.4.3.1 - Utilities</b>				
	10934	Village of Saugerties	11/2/22 - 2/6/23	132.11
	EFT	Central Hudson	4/18/23	2,777.34
Total .4.3.1 - Utilities				<u>2,909.45</u>
<b>.4.3.3 - Insurance</b>				
	10919	Marshall & Sterling Upstate	9/1/22-9/1/23- Package 4th Installment	4,552.00
	10919	Marshall & Sterling Upstate	9/1/22-9/1/23- Umbrella 4th Installment	258.00
Total .4.3.3 - Insurance				<u>4,810.00</u>
<b>.4.3.4 - Maintenance Service &amp; Supplies</b>				
	10917	Welsh Sanitation	May	93.89
	10920	Business Credit Card		188.23
	10928	Culligan of Newburgh	April	55.75
Total .4.3.4 - Maintenance Service & Supplies				<u>337.87</u>
<b>.4.3.5 - Lawn &amp; Grounds</b>				
	10929	Brian K Millard	February - April	1,091.25
Total .4.3.5 - Lawn & Grounds				<u>1,091.25</u>
<b>.4.3.6 - Building R&amp;M</b>				
	10920	Business Credit Card		115.96
	10931	Stephen Landell	backflow test	250.00
	10932	Uniforms USA, Inc.	April	42.00
	10935	SAFECO Alarm Systems, Inc.	May	45.00
Total .4.3.6 - Building R&M				<u>452.96</u>
<b>.4.3.8 - Elevator</b>				
	10933	ThyssenKrupp Elevator Corp	Broken Button	754.44
Total .4.3.8 - Elevator				<u>754.44</u>
<b>.4.3.12 - Internet</b>				
	10922	Charter Communications	5/1/23 - 5/31/23	230.80
Total .4.3.12 - Internet				<u>230.80</u>
Total .4.3 - Operation of Building				<u>10,586.77</u>
<b>.4.4 - Equipment R&amp;M, Supplies</b>				
<b>.4.4.6 - Equipment Purchases</b>				
	10920	Business Credit Card		79.99
Total .4.4.6 - Equipment Purchases				<u>79.99</u>
Total .4.4 - Equipment R&M, Supplies				<u>79.99</u>
<b>.4.5 - Automation, System Fees</b>				

# Saugerties Public Library

## Abstract

April 2023

	Num	Name	Memo	Amount
<b>.4.5.1 · Automation &amp; Online Services</b>				
	10920	Business Credit Card		103.68
Total .4.5.1 · Automation & Online Services				103.68
Total .4.5 · Automation, System Fees				103.68
<b>.4.6 · Professional Services</b>				
<b>.4.6.7 · Payroll Service Fees</b>				
		Paychex		129.55
		Paychex		9.55
		Square		0.01
Total .4.6.7 · Payroll Service Fees				139.11
<b>.4.6.6 · Staff Development</b>				
	10936	Christine Pacuk	Mileage	69.16
Total .4.6.6 · Staff Development				69.16
Total .4.6 · Professional Services				208.27
Total 7410.4 · Contractual Expenses				14,106.28
<b>9010 · Employee Benefits</b>				
<b>.2 · Social Security &amp; Medicare</b>				
	4-6-23 PR			991.63
	4-20-23 PR			985.20
Total .2 · Social Security & Medicare				1,976.83
<b>.4 · Disability</b>				
	4-6-23 PR			-15.47
	4-20-23 PR			-15.28
Total .4 · Disability				-30.75
<b>.5 · Medical &amp; Dental Benefits</b>				
	4-6-23 PR			-463.36
	4-20-23 PR			-428.16
	10938	CDPHP	May	5,809.50
Total .5 · Medical & Dental Benefits				4,917.98
<b>.6 · Life Insurance</b>				
	10939	Metropolitan Life Insurance Company	Life insurance	24.30
Total .6 · Life Insurance				24.30
Total 9010 · Employee Benefits				6,888.36
Total Expense				47,727.50
Net Ordinary Income				-47,727.50
<b>Net Income</b>				<b>-47,727.50</b>

# Saugerties Public Library Abstract Check Register

Type	Date	Num	Name	Memo	Amount
<b>M&amp;T General Fund Checking 6455</b>					
Check	04/05/2023	EFT	NYS Emp Retire System		-449.32
Check	04/07/2023		Paychex		-129.55
Check	04/20/2023		Paychex		-9.55
Check	04/24/2023		Square		-0.01
Check	04/30/2023	10917	Welsh Sanitation		-93.89
Check	04/30/2023	10918	EastWest Books		-138.94
Check	04/30/2023	10919	Marshall & Sterling Upstate		-4,810.00
Check	04/30/2023	10920	Business Credit Card		-604.92
Check	04/30/2023	10921	East Fishkill Public Library District		-10.00
Check	04/30/2023	10922	Charter Communications		-230.80
Check	04/30/2023	10923	Stewart's		-164.00
Check	04/30/2023	10924	Baker & Taylor		-729.59
Check	04/30/2023	10925	Midwest Tape		-656.04
Check	04/30/2023	10926	Lookout Books		-89.80
Check	04/30/2023	10927	BookPage	Invoice #S79167	-402.00
Check	04/30/2023	10928	Culligan of Newburgh		-55.75
Check	04/30/2023	10929	Brian K Millard		-1,091.25
Check	04/30/2023	10930	OverDrive Inc		-224.97
Check	04/30/2023	10931	Stephen Landell		-250.00
Check	04/30/2023	10932	Uniforms USA, Inc.		-42.00
Check	04/30/2023	10933	ThyssenKrupp Elevator Corp		-754.44
Check	04/30/2023	10934	Village of Saugerties		-132.11
Check	04/30/2023	10935	SAFECO Alarm Systems, Inc.		-45.00
Check	04/30/2023	10936	Christine Pacuk		-69.16
Check	04/30/2023	10937	Gale/Cengage Learning		-95.17
Check	04/30/2023	EFT	Central Hudson		-2,777.34
Check	04/30/2023	10938	CDPHP		-5,809.50
Check	04/30/2023	10939	Metropolitan Life Insurance Companies		-24.30
Total M&T General Fund Checking 6455					-20,389.40
<b>M&amp;T Capital Fund Checking 6430</b>					
Total M&T Capital Fund Checking 6430					-20,389.40

# Saugerties Public Library Balance Sheet by Class

As of April 30, 2023

	<u>Friends of SPL</u>	<u>A - General - Other</u>	<u>Total A - General</u>
	<u>(A - General)</u>	<u>(A - General)</u>	
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
M&T CD	0.00	250,000.00	250,000.00
M&T General Fund Checking 6455	0.00	17,943.07	17,943.07
M&T General Fund Savings 8180	2,422.51	669,201.16	671,623.67
M&T Capital Fund Checking 6430	0.00	-50.00	-50.00
M&T Bequest Fund 8198	0.00	0.00	0.00
Cash General Fund Petty Cash	0.00	874.00	874.00
<b>Total Checking/Savings</b>	<u>2,422.51</u>	<u>937,968.23</u>	<u>940,390.74</u>
<b>Other Current Assets</b>			
391 - Due From Other Funds	0.00	450.12	450.12
<b>Total Other Current Assets</b>	<u>0.00</u>	<u>450.12</u>	<u>450.12</u>
<b>Total Current Assets</b>	<u>2,422.51</u>	<u>938,418.35</u>	<u>940,840.86</u>
<b>Other Assets</b>			
K101 - Land	0.00	0.00	0.00
K102 - Buildings	0.00	0.00	0.00
K103 - Improvement Other than Building	0.00	65,834.00	65,834.00
K104 - Machinery and Equipment	0.00	0.00	0.00
W129 - Non-Current Govt Liabilites	0.00	0.00	0.00
<b>Total Other Assets</b>	<u>0.00</u>	<u>65,834.00</u>	<u>65,834.00</u>
<b>TOTAL ASSETS</b>	<u><u>2,422.51</u></u>	<u><u>1,004,252.35</u></u>	<u><u>1,006,674.86</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
630 - Due To Other Funds	0.00	0.00	0.00
<b>Payroll Liabilities</b>			
NYSLRS	0.00	799.11	799.11
<b>Total Payroll Liabilities</b>	<u>0.00</u>	<u>799.11</u>	<u>799.11</u>
<b>Total Other Current Liabilities</b>	<u>0.00</u>	<u>799.11</u>	<u>799.11</u>
<b>Total Current Liabilities</b>	<u>0.00</u>	<u>799.11</u>	<u>799.11</u>
<b>Long Term Liabilities</b>			
K159 - Non-Current Govt Assets	0.00	65,834.00	65,834.00
W687 - Compensated Absences	0.00	0.00	0.00
W638 - Net Pension Liability	0.00	0.00	0.00
<b>Total Long Term Liabilities</b>	<u>0.00</u>	<u>65,834.00</u>	<u>65,834.00</u>
<b>Total Liabilities</b>	<u>0.00</u>	<u>66,633.11</u>	<u>66,633.11</u>
<b>Equity</b>			
<b>Restricted Fund Balance</b>			
Trust Fund I	0.00	0.00	0.00
<b>Total Restricted Fund Balance</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
807 - Non-Spendable Fund Balance	0.00	33,541.00	33,541.00
914 - Assigned Fund Balance	0.00	18,850.00	18,850.00
917 - Unrestricted Fund Balance	2,422.51	478,564.34	480,986.85

# Saugerties Public Library Balance Sheet by Class

As of April 30, 2023

	Friends of SPL <u>(A - General)</u>	A - General - Other <u>(A - General)</u>	<u>Total A - General</u>
Net Income	0.00	406,613.90	406,613.90
Total Equity	2,422.51	937,569.24	939,991.75
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2,422.51</u></b>	<b><u>1,004,202.35</u></b>	<b><u>1,006,624.86</u></b>
UNBALANCED CLASSES	0.00	50.00	50.00

# Saugerties Public Library Balance Sheet by Class

As of April 30, 2023

	H - Capital	K - Fixed Assets	PN - Permanent
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
M&T CD	0.00	0.00	0.00
M&T General Fund Checking 6455	0.00	0.00	0.00
M&T General Fund Savings 8180	0.00	0.00	0.00
M&T Capital Fund Checking 6430	50.00	0.00	0.00
M&T Bequest Fund 8198	0.00	0.00	24,530.82
Cash General Fund Petty Cash	0.00	0.00	0.00
<b>Total Checking/Savings</b>	50.00	0.00	24,530.82
<b>Other Current Assets</b>			
391 - Due From Other Funds	0.00	0.00	0.00
<b>Total Other Current Assets</b>	0.00	0.00	0.00
<b>Total Current Assets</b>	50.00	0.00	24,530.82
<b>Other Assets</b>			
K101 - Land	0.00	570,484.00	0.00
K102 - Buildings	0.00	7,029,056.00	0.00
K103 - Improvement Other than Building	0.00	215,723.86	0.00
K104 - Machinery and Equipment	0.00	59,679.00	0.00
W129 - Non-Current Govt Liabilites	0.00	0.00	0.00
<b>Total Other Assets</b>	0.00	7,874,942.86	0.00
<b>TOTAL ASSETS</b>	<b>50.00</b>	<b>7,874,942.86</b>	<b>24,530.82</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
630 - Due To Other Funds	0.00	0.00	450.12
<b>Payroll Liabilities</b>			
NYSLRS	0.00	0.00	0.00
<b>Total Payroll Liabilities</b>	0.00	0.00	0.00
<b>Total Other Current Liabilities</b>	0.00	0.00	450.12
<b>Total Current Liabilities</b>	0.00	0.00	450.12
<b>Long Term Liabilities</b>			
K159 - Non-Current Govt Assets	0.00	7,874,942.86	0.00
W687 - Compensated Absences	0.00	0.00	0.00
W638 - Net Pension Liability	0.00	0.00	0.00
<b>Total Long Term Liabilities</b>	0.00	7,874,942.86	0.00
<b>Total Liabilities</b>	0.00	7,874,942.86	450.12
<b>Equity</b>			
<b>Restricted Fund Balance</b>			
Trust Fund I	0.00	0.00	24,000.00
<b>Total Restricted Fund Balance</b>	0.00	0.00	24,000.00
807 - Non-Spendable Fund Balance	0.00	0.00	0.00
914 - Assigned Fund Balance	0.00	0.00	0.00
917 - Unrestricted Fund Balance	100.00	0.00	0.00

**Saugerties Public Library**  
**Balance Sheet by Class**

As of April 30, 2023

	<u>H - Capital</u>	<u>K - Fixed Assets</u>	<u>PN - Permanent</u>
Net Income	0.00	0.00	80.70
Total Equity	100.00	0.00	24,080.70
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>100.00</u></b>	<b><u>7,874,942.86</u></b>	<b><u>24,530.82</u></b>
UNBALANCED CLASSES	-50.00	0.00	0.00



# Saugerties Public Library Balance Sheet by Class

As of April 30, 2023

	W - Long-Term Debt	Unclassified	TOTAL
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
M&T CD	0.00	0.00	250,000.00
M&T General Fund Checking 6455	0.00	0.00	17,943.07
M&T General Fund Savings 8180	0.00	0.00	671,623.67
M&T Capital Fund Checking 6430	0.00	0.00	0.00
M&T Bequest Fund 8198	0.00	0.00	24,530.82
Cash General Fund Petty Cash	0.00	0.00	874.00
<b>Total Checking/Savings</b>	0.00	0.00	964,971.56
Other Current Assets			
391 - Due From Other Funds	0.00	0.00	450.12
<b>Total Other Current Assets</b>	0.00	0.00	450.12
<b>Total Current Assets</b>	0.00	0.00	965,421.68
Other Assets			
K101 - Land	0.00	0.00	570,484.00
K102 - Buildings	0.00	0.00	7,029,056.00
K103 - Improvement Other than Building	0.00	0.00	281,557.86
K104 - Machinery and Equipment	0.00	0.00	59,679.00
W129 - Non-Current Govt Liabilites	-55,925.12	0.00	-55,925.12
<b>Total Other Assets</b>	-55,925.12	0.00	7,884,851.74
<b>TOTAL ASSETS</b>	-55,925.12	0.00	8,850,273.42
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Other Current Liabilities			
630 - Due To Other Funds	0.00	0.00	450.12
Payroll Liabilities			
NYSLRS	0.00	0.00	799.11
<b>Total Payroll Liabilities</b>	0.00	0.00	799.11
<b>Total Other Current Liabilities</b>	0.00	0.00	1,249.23
<b>Total Current Liabilities</b>	0.00	0.00	1,249.23
Long Term Liabilities			
K159 - Non-Current Govt Assets	0.00	0.00	7,940,776.86
W687 - Compensated Absences	14,789.88	0.00	14,789.88
W638 - Net Pension Liability	-70,715.00	0.00	-70,715.00
<b>Total Long Term Liabilities</b>	-55,925.12	0.00	7,884,851.74
<b>Total Liabilities</b>	-55,925.12	0.00	7,886,100.97
Equity			
Restricted Fund Balance			
Trust Fund I	0.00	0.00	24,000.00
<b>Total Restricted Fund Balance</b>	0.00	0.00	24,000.00
807 - Non-Spendable Fund Balance	0.00	10,326.68	43,867.68
914 - Assigned Fund Balance	0.00	-6,652.00	12,198.00
917 - Unrestricted Fund Balance	0.00	-3,674.68	477,412.17

**Saugerties Public Library  
Balance Sheet by Class**

As of April 30, 2023

	<u>W - Long-Term Debt</u>	<u>Unclassified</u>	<u>TOTAL</u>
Net Income	0.00	0.00	406,694.60
Total Equity	0.00	0.00	964,172.45
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>-55,925.12</u></b>	<b><u>0.00</u></b>	<b><u>8,850,273.42</u></b>
UNBALANCED CLASSES	0.00	0.00	0.00

## April Director's Report 2023

**Personnel:** Melissa Salazar, the Children's programmer, has delivered her resignation letter. Her last day will be June 2<sup>nd</sup>. She has been with the library for a little over five months. I have rewritten the advertisement for the position and sent it to NYLine, MHLS, SUNY Albany, CUNY Queens and Pratt Institute. Since it is May, there will be recent library school graduates who are looking for jobs. Jordan will be out in the beginning of June due to a surgery. Sandy Smith reached her six month probation, and we are all thrilled with the work that she is doing.

**Programming:** Staff are gearing up for the Summer Reading Program. This year, we created our own logo and tag line being "What Will You Discover?" Christine is creating posters, bookmarks, and t-shirts with this logo that she has designed herself. In April, the Outreach committee held an artist tour for the Altered Books project. Over 40 people attended, and were able to move from artist to artist and listen to them discuss their artwork.

**Community:** Christine, Melissa, Justyna and I met to discuss what we can do about youth who are misbehaving in the library. We decided to lock the downstairs bathrooms Monday – Friday from 2:30 – 6:00 pm. During those hours, all patrons would have to use the upstairs bathroom, which is closely watched by circulation staff. This has made a huge difference in the behavior of youth. We are not seeing the same people in the library, and now other, studious youth are using the library for AP test prep. I have also created clearer procedures for how staff should interact with misbehaving youth. I have created a list of the most egregious behaviors that would warrant immediate expulsion from the library. Staff may "suspend" youth by telling them that they need to leave the library for three days. However, only the Director may "ban" a patron. Within those three days, images will be found via the security system, and incident report written and the Director will decide how long a patron is banned.

**Facilities:** The toilet in the downstairs women's room is leaking again. Sutton plumbing came to look at it, and they have ordered parts to replace in the toilet. The annual backflow tests were completed.

**Meetings attended:** Friends of the Library meeting. I proposed the purchase of an Envisionware tablet kiosk where patrons may check out a tablet for use in the library.

Saugerties Public Library  
Finance Committee

Date: April 25th 2023

Time: 6:00 PM

Committee Members Attending:

Katie Cokinos

Brian Collins

Charlotte Herscher

Irene Hurst

Absent & Excused:

Staff Attending:

Director J Russell

Discussion/Agenda Items

1. Documented list of monthly EFT items from accounting firm. Reviewed list generated from Abstract Check Register showing SPL has five unique EFT arrangements. Central Hudson, Paychex, NYS Retirement System, Charter Communications and Nationwide. This list will be double checked with actual bank statement report.
2. Water and Sewer bill. Did we receive on in 2023? Staff has been in contact with the Village office and we expect a bill to be forth coming. The Library is not being held responsible for unpaid bills due to EFT clerical error on the part of the Water Department.
3. 2024 Budget. The committee reviewed over budget items from end of year finance report from 2022. Discussed remaining Gloria Fallon Funds from the spread sheet SPL keeps. The Library still has \$6,000 +/- a few dollars remaining from the Fallon family's generous donation. The committee discussed surplus item sales and how best to stay within guidelines. Facebook page and craigslist were mentioned to offer items to the public. It was suggested any payments be looked on as 'donations'. Discussed cost of living in Saugerties as input for salary increases for 2024. The resignation letter of a recent hire was discussed by the committee where compensation was cited to be the cause of their actions. It was suggested by trustee Hurst that the committee look at the projected Federal COLA for 2024 as a starting point which is 5.20%. The committee deemed a 5.50% increase across the board would be a good starting point for our first draft of the budget. The discussion continued with the suggestion that salary adjustments taking into account educational credentials may be required. The Director relayed the results of past employee recruitment results with a indication that compensation showed up as a major factor in lack of interest by potential candidates. A suggestion was made by the Chairperson that we could reduce employee Health Insurance contributions so as to be in line with other municipal town employees and

the local school district. The committee reached a consensus that reducing the Health Insurance to 10% from 20% would be an immediate increase to take home pay of employees. Chair will make the motion to do so at the May Board of Trustees meeting. The director shared compensation examples from Esopus library for comparison. The impact of a pending increase of the NYS minimum wage to \$21.25 was discussed. The subject of a tax increase was reviewed to increase the budget income line 1001 which currently is \$630,162. Debate between a 5% increase suggested by the Chairperson and a more modest 2% suggested by trustee Hurst , so as to protect those residents on fixed incomes ensued. A mitigating factor to the actual increase would be a decision reached by the entire Board of Trustees as to the amount of the customary Appropriated Fund Balance , budget line 3999. The team compared 2022 and 2023 amounts of budget line 3999. For the 2022 budget the amount was \$49,954 in 2023 it was reduced to \$12,000. The subject of digital purchases was discussed as MHLS is suggesting/asking that SPL increase our spending up to \$8,000 from our current \$5,000 expenditure so as to increase the total titles available for inter library sharing . The Director suggested the committee review the MIT Salary suggestions. Again perhaps SPL should do an across the board salary increase to keep pace with the current inflationary pressures in the economy. Clarification as to the nature of employee contributions to the NYS Retirement System was provided by the Director. What the chairperson mistakenly thought to be voluntary contributions was in fact a mandatory requirement for employees participating in the plan. .

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

1. The Treasurer will compare documented EFT s to actual M+T transactions to insure our documentation is accurate
2. The staff and Treasurer will look to see SPL receives our Water & Sewer this payment cycle to insure the payment occurs .
3. Work on the 2024 DRAFT budget so as to keep to the timeline will continue .  
Treasurer will make a motion at the May Board of Trustees meeting to decrease employee contributions to Health Insurance to 10% so as to increase take home pay for employees immediately.

Motion to adjourn at 7:35 made by Collins and seconded by Kokinos .All were in favor and the motion passed.

Next Finance Meeting: Tuesday May 30th 2023, at 6:00 PM

**Saugerties Public Library**  
**Minutes of the Joint Meeting of the Policy/Personnel and**  
**Finance Committees**

Date: April 28, 2023

Time: 5:00 p.m.

Meeting location: Community Room

*Committee Members Attending:* Bassler (chair), Misiano, Herscher, Hurst, Scott

*Others Attending:* Cokinos

*Staff Attending:* Russell, Lydecker

Discussion:

This emergency meeting was called by the Director to deal with the resignation of the Children's Programmer (effective June 2) and to establish the salary range for her replacement and for the Library Assistant. Details of this discussion are summarized in the email that the Director has sent to all board members, and the proposed salary ranges will be presented to the Board for approval by email next week.

# **Saugerties Public Library**

## **Policy/Personnel Committee Meeting Minutes**

Date: April 19, 2023

Time: 6:00 p.m.

Meeting location: Main Reading Room

Committee Members Attending: Bassler (chair), Misiano

Staff Attending: Russell

### Discussion:

1. Reviewed a draft of the Emergency and Disaster Policy prepared by Jen and approved it with a few additional revisions.
2. Reviewed and revised the Safe Child Policy. Jen will circulate the revised policy to the committee members before it is submitted to the board for approval at the May meeting.
3. Jennifer will talk with our accountant about the Fixed Assets Capitalization Policy and we will review it at a later date.
4. Jennifer will review the programming policies of other libraries and prepare a draft of a policy for our committee to discuss at its next meeting.
5. The committee discussed the on-going problem of disruptive patrons, especially teenagers. Several suggestions were made to deal with this, including requiring teens to sign a sheet confirming that they have read the posted rules of behavior, locking the door to the teen room and providing a buzzer for a staff member to open it when requested, establishing and enforcing a limit on the number of people allowed in the teen room at one time. Jennifer will discuss these suggestions with the staff.
6. Discussed the need to hire a part-time employee (working from 2:30 to approx.. 5:30 or 6 pm) to deal with this problem. Jen suggested that we create a Civil Service position with a pay level equal to that of the clerks. We will continue to explore this option.
7. Postponed discussion of the procedure for the Director's performance evaluation until our next meeting.

Action items:

1. Present the revised Emergency and Disaster and Safe Child policies to the Board for approval.
2. Jennifer will follow up on the actions listed above (Items 2, 3, and 4) and report to the committee.
3. Jennifer will discuss the need to hire a part-time employee with the Finance Committee.

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



Saugerties Public Library  
Facilities Committee

Date: April 4<sup>th</sup>, 2023

Time: 6 PM

Committee Members Attending:

Van Benschoten (Chair)

Brian Collins

Staff Attending:

Jen Russell

Sandy Smith

Others Attending:

none

Absent:

Katie Cokinos

Yosefa Karchmar

Discussion/Agenda Items

1. A contract for \$4209 was signed and returned to Adams Fencing. The wood fence has been removed by Paul & Brian to get ready for the new fence. Brian has taken the trash to the Saugerties transfer station.
2. After their annual inspection of our heating and cooling systems, EMTech has given us an estimate for \$6472. The committee feels that we should proceed with these repairs.
3. An unused bookcase that resides in the back stairwell will be sold, probably using Facebook Marketplace
4. A TV used to display library related information has stopped working. The computer that runs the display needed to be restarted.
5. More light bulbs for the large pendants in the circulation room have been ordered.

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

1. No action as of now.

Next Facilities Meeting Tuesday, May 2<sup>nd</sup>, at 6:00 pm





Saugerties Public Library  
2021-2022 Statistics Compared

	Jan '22	Jan '23	Feb '22	Feb '23	March '22	March '23	April '22	April '23	May '22	May '23	June '22	June '23	July '22	July '23
<b>Circulation</b>														
Adult	2,412	2,453	2,274	2,306	2,467	2,791	2,083	2,323	1,984		2,346		2,541	
Adult renewals	1,186	1,106	1,173	1,172	1,156	1,262	1,113	1,240	1,098		1,053		1,242	
Juvenile	1,302	1,816	1,466	1,862	1,727	2,151	1,619	1,939	1,548		1,884		2,540	
Juvenile renewals	826	914	879	1,092	990	1,286	1,223	1,386	1,176		981		1,368	
Teen	90	90	137	116	97	93	86	105	100		123		146	
Teen renewals	164	71	49	66	104	65	67	84	71		54		104	
<b>Total Circulation</b>	5,980	6,450	5,978	6,614	6,541	7,648	6,191	7,077	5,977		6,441		7,941	
		8%		11%		17%		14%						
<b>Holds Filled</b>														
Adults	1,113	1,123	1,008	1,055	1,160	1,265	920	1,073	913		1,024		1,091	
Juvenile	448	528	347	446	460	529	377	426	347		342		394	
Teen	54	52	68	61	74	60	54	45	52		59		69	
ILL received	0	2	0	2	0	0	0	1	3		0		1	
ILL loaned	2	0	1	0	1	1	0	0	0		2		0	
<b>Total Holds</b>	1,617	1,705	1,424	1,564	1,695	1,855	1,351	1,545	1,315		1,427		1,555	
		5%		10%		9%		14%						
<b>Questions Answered</b>														
Adult	654	630	658	587	487	833	499	840	458		509		532	
Children's	128	219	201	242	155	252	191	224	170		192		242	
<b>Total Questions</b>	782	849	859	829	642	1,085	690	1,064	628		701		774	
		9%		-3%		69%		54%						
<b>Programs</b>														
Adult	3	18	2	20	8	24	16	24	17		21		21	
Teen	17	13	16	12	18	13	17	12	14		18		19	
Children's	13	18	20	17	26	21	22	20	23		19		36	
<b>Total Programs</b>	33	49	38	49	52	58	55	56	54		58		76	
		48%				12%		2%						
<b>Program Attendance</b>														
Adult	19	123	17	199	46	233	79	178	146		125		104	
Teen	114	75	110	62	121	60	90	63	85		128		109	
Children	125	289	170	238	303	335	233	223	164		657		533	
<b>Total attendance</b>	258	487	297	499	470	628	402	464	395		910		746	
		89%				33%		15%						
<b>Computer sessions</b>	299	383	296	321	351	449	402	372	402		508		436	
		28%		8%		28%		-7%						
<b>Web Page Visits</b>	3,692	4,040	3,637	5,434	3,414	6,140	4,703	5,178	4,609		5,207		5,482	
		9%		49%		80%		10%						
<b>New Cards Issued</b>	13	39	27	47	17	75	20	23	24		28		35	
		200%		74%		341%		15%						
<b>Overdrive Audiobook</b>	605	604	532	513	582	587	629		619		555		556	
<b>Overdrive eBook</b>	890	857	766	759	775	846	755		771		691		845	
<b>Overdrive Magazine</b>	122	144	120	86	136	121	67		67		52		89	
<b>Overdrive Total</b>	1496	1605	1298	1358	1359	1554	1385		1396		1300		1490	
		7%		5%		14%								

Saugerties Public Library  
2021-2022 Statistics Compared

	August '22	August '23	Sept '22	Sept '23	Oct '22	Oct '23	Nov '22	Nov '23	Dec '22	Dec '23	TOTAL 2022	TOTAL 2023	
<b>Circulation</b>													
Adult	2,897		2,495		2,389		2,387		2,265		28,540	9,873	35%
Adult renewals	1,265		1,248		1,387		1,270		1,285		14,476	4,780	33%
Juvenile	2,147		1,683		1,689		1,734		1,373		20,712	7,768	38%
Juvenile renewals	1,557		1,364		1,151		1,204		1,052		13,771	4,678	34%
Teen	151		142		86		73		92		1,323	404	31%
Teen renewals	107		115		75		58		64		1,032	286	28%
<b>Total Circulation</b>	8,124		7,047		6,777		6,726		6,131		79,854	27,789	35%
<b>Holdings Filled</b>													
Adults	1,187		1,074		1,109		1,061		1,009		12,669	4,516	36%
Juvenile	365		477		531		546		381		5,015	1,929	38%
Teen	85		66		64		50		50		745	218	29%
ILL received	1		0		0		1		3		9	5	56%
ILL loaned	1		1		0		2		0		10	1	10%
<b>Total Holds</b>	1,639		1,618		1,704		1,660		1,443		18,448	6,669	36%
<b>Questions Answered</b>													
Adult	734		634		614		694		571		7,044	2,680	38%
Children's	276		179		195		165		157		2,251	932	41%
<b>Total Questions</b>	1,010		813		809		859		728		9,295	3,612	39%
<b>Programs</b>													
Adult	22		18		22		18		20		188	86	46%
Teen	20		10		15		16		13		193	50	26%
Children's	28		18		24		22		20		271	76	28%
<b>Total Programs</b>	70		46		61		56		53		652	212	33%
<b>Program Attendance</b>													
Adult	145		106		160		101		397		1,445	733	51%
Teen	137		86		92		94		75		1,241	260	21%
Children	523		144		253		254		138		3,497	1,085	31%
<b>Total attendance</b>	805		336		505		449		610		6,183	2,078	34%
<b>Computer sessions</b>	516		488		385		325		355		4,763	1,525	32%
												57%	
<b>Web Page Visits</b>	5,765		3,544		3,208		3,279		4,737		51,277	20,792	41%
												148%	
<b>New Cards Issued</b>	44		39		35		26		21		329	184	56%
												630%	
<b>Overdrive Audiobook</b>	585		610		594		550		563		6980	1704	24%
<b>Overdrive eBook</b>	831		720		725		720		736		9225	2462	27%
<b>Overdrive Magazine</b>	103		78		110		115		118		1177	351	30%
<b>Overdrive Total</b>	1519		1408		1429		1385		1417		16882	4517	27%

Saugerties Public Library  
Facilities Committee

Date: May 2nd, 2023

Time: 6:40 PM

Committee Members Attending:

Van Benschoten (Chair)

Brian Collins, Yosefa Karchmar

Staff Attending:

Jen Russell

Sandy Smith

Others Attending:

Tim Scott, Irene Hurst

Absent:

Katie Cokinos

Discussion/Agenda Items

1. Security camera changes: A new camera will be added and others moved by Greylock Electronics. They have given us an estimate for \$1875 to move a backyard camera and add one to monitor the doors to the down stairs public restrooms.
2. We are looking at removing two benches in front of the library since they can be used to climb onto the walls. Before we remove them, we would like to have someplace to put them. We could either re-use them or sell them.

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

1. Determine the cost of the benches so we can set a price if we chose to sell them

Next Facilities Meeting Tuesday, June 6th, at 6:00 pm

**Saugerties Public Library  
Special Board Meeting  
May 2, 2023**

**Present:** Trustees Bassler, Collins, Herscher, Hurst, Karchmar, Scott, Van Benschoten

*Director:* Russell

*Public:* N/A

**Excused:** Cokinos, Misiano, Schmidbaur

Meeting called to order at 6:04 pm by VP Scott

**New Business:**

1. Scott briefly brings the Board up to speed on a couple of personnel issues. One of which is the near-immediate need to have a new Children's Programmer in place (Melissa is leaving as of June 2). The second is to consider a pay raise for another employee (Justyna).

Director Russell briefly speaks a bit more in depth to these issues. The Personnel and Policy Committee had taken a look at a spreadsheet with wage comparisons from a set 5.5% increase and from MIT's "Living Wage" Calculator (for Ulster County, NY). The committee felt that the 5.5% increase was more viable. A 5.5% increase across the board for all employees could take place as part of a broader conversation.

- Consensus from Personnel and Policy to the Board: Recommend the Director be authorized to advertise the Children's Programmer position at a range of \$43,000 to \$46,500/yr. This would allow for flexibility depending on what level of education the new hire has. A potential candidate would ideally have a Master's Degree.
- Recommend that Justyna Staccio (Library Assistant), have her hourly pay be increased from \$20/hr to \$24/hr.

*Motion* by Hurst authorizing Director Russell to advertise for, and hire, a Children's Programmer with a salary range of \$43,000 to \$46,500 per year. *Second* by Herscher. *Motion* passes unanimously.

*Motion* by Hurst to increase the hourly pay of Justyna Staccio from \$20/hr to \$24/hr. *Second* by Collins. *Motion* passes unanimously.

Discussion on increasing the salary budget line and making necessary adjusts for the upcoming budget will take place at the next Finance meeting.

*Motion* to adjourn at 6:39 pm by Herscher and *Second* by Bassler. *Motion* passes unanimously.

Next meeting: May 11 at 6pm

Minutes submitted by: Tim Scott, Jr. (Standing in for Secretary Misiano)



## **Emergency, Urgent, and Difficult Situations, and Evacuation Procedures Policy**

All staff should know the locations of all exits, fire alarm pulls, and fire extinguishers and be familiar with the evacuation routes for the building. This information can be found in the Circulation Reference binders located at each circulation desk.

### **EMERGENCY SITUATIONS REQUIRING EVACUATION**

Emergency situations are instances in which life or property is in immediate danger and help is required from an emergency agency, such as police, fire, or ambulance.

Fires or the presence of bombs or other bio-hazardous/harmful materials—as well as threats regarding any of these dangers—require immediate evacuation.

### **Evacuation Procedures**

The primary objective of the staff must be to clear the building as quickly as possible in a safe and orderly manner.

1. **Call 911 and/or pull fire alarm**—If you observe a fire or other building emergency.
2. **Inform and evacuate patrons**—Whenever a fire alarm sounds, staff persons at each service desk should search the area, telling all patrons to evacuate the building by the nearest exit in a calm and orderly fashion.
3. **Non-cooperative patrons**—If a patron refuses to leave the building, notify rescue personnel of their location once you have safely exited the building.  
If you are in danger, you are to exit immediately; no employee is expected to risk his/her own life and health to facilitate an evacuation.

#### **4. Disabled visitors**—If you need to assist someone with a disability:

- Take the person to the nearest Emergency Exit stairwell (see Exit Routes below).
- Inform the person with the disability that he/she is now in an engineered fire safe stairwell, and that you are going to get assistance.
- Proceed down the fire stairwell and inform fire or police officials that there is a disabled person in the stairwell.

#### **5. Elevator Procedure**

If the fire alarm is sounding, the elevator will stop wherever it happens to be. It must be recalled to the main floor (by the front door) by using the emergency elevator key. Emergency keys for the elevator are located in the key box in the staff processing office, at the Children's Desk, at the Information Desk, and in the Director's Office.

The elevator will not operate in case of a power outage. If a patron becomes stuck in the elevator, call the fire department immediately to safely release them. Do not attempt to free anyone from the elevator yourself.

If the alarm button in the elevator is pushed it will call Safeco Alarms 338-4440. The alarm company will ask the person in the elevator the nature of the emergency. If it is pressed accidentally, stay in the elevator to talk to the security company to let them know it is a false alarm. If the security company asks for password, it is “carnegie”

**Exit Routes**—If safe:

- Circulation Area: Through Emergency Exit located next to History Room, proceed down the fire safe stairwell and exit the building. Alternate Route—
  - Down the stairs to the main exit. Circulation desk clerk is responsible for this room including upstairs bathroom and atrium.
- Information Room: Rear Emergency Exit; proceed down the fire safe stairwell in the back of the building and exit the building. Alternate Route— Down the stairs to the main exit. Info desk clerk evacuates all patrons in that room and the small study room.
- Children’s Area: Rear Children’s Room Emergency Exit; proceed through the fire safe stairwell and exit the building. Alternate Route— Upstairs to the main exit. Children’s desk clerk evacuates children’s and teen rooms.
- Community Room, Lower Gallery, Downstairs Restrooms and Staff Room: Proceed through Community Room Emergency Exit through the fire safe stairwell and exit the building. Alternate Route—Up stairs to the main exit. Fourth staff person recalls elevator to the main floor and evacuates these areas.

**6. Close Doors**—The last staff member to exit from an area should make sure all doors are securely closed. Staff should monitor the front door to insure that no patron re-enters the building until responders give the “all clear.”

**7. Direct evacuees to safe area outside**—As visitors and staff exit the building direct them to the Cahill Elementary School, under a parking lot light if at night. ~~benches in the back of the library. The benches are a safe distance from the building and away from the fire, smoke, or danger zone.~~

**8. Take attendance**—Once employees are assembled outside, the Library Director, Assistant Director, or senior staff member should take a roll call and determine if all employees are accounted for and then report any missing employees to emergency responders.

**9. Follow directions of emergency responders**—Do not re-enter the building until the onsite fire or police department provides the “all clear.” Once library staff has returned to their stations, patrons can be allowed back into the building.

**10. False Alarms**—

- If the fire alarm is pulled for any reason, the fire department will respond. **Staff must proceed to evacuate the building whether they believe it to be a false alarm or not.**

## **THREATS OF VIOLENCE**

Violent situations are instances when aggressive behavior is directed toward staff, other people or property. In any situation involving violent behavior, the safety of people is of primary importance and protection of property of secondary importance.

If there is a threat of violence, staff members should immediately pull one of the panic buttons to summon the Saugerties Police Department. (This is a silent alarm). Panic buttons are located under the Circulation Desk, Information Desk, Children's Circulation Desk, and the Children's Office. If away from the panic buttons, staff members should call 911.

### **When to call 911**

1. If there is an emergency or you think there might be an emergency developing.
2. If you or others are threatened.
3. If library property is threatened.
4. If there is immediate danger of violence.
5. If you observe criminal behavior, or if a patron reports criminal behavior to you.
6. If a supervisor or person in charge is not available and a problem is serious.
7. If every reasonable effort to obtain a person's compliance with the rules has failed and the person has refused to leave the library or has become confrontational.

### **When to pull a panic button**

The panic buttons should only be used when there is an immediate threat of violence or harm and there is no opportunity for staff to call 911. (The police are better equipped to help in an emergency if the 911 dispatcher can assess the situation.)

Procedures:

1. Do not attempt to confront or overpower the person or persons. Try to get staff and other people out of the way and to safety immediately. Pay particular attention to the safety of children and disabled persons.
2. Notify the person in charge as soon as possible if she or he is not in the immediate vicinity.
3. Do not attempt to stop the person(s) from leaving the building.
4. If safety allows, make sure that staff and any other witnesses remain in the building until the police arrive.
5. If the person(s) has/have left the library when the police arrive, provide as much information as possible including a full description.
6. File an incident report.

When calling 911:

7. State your name and say that you are calling from the Saugerties Public Library, 91 Washington Avenue..
8. Briefly, but clearly, explain the problem.

## **SHELTER-IN-PLACE/LOCKDOWN PROCEDURES**

The atmospheric release of bio-hazardous or other harmful materials, external violent situations, and other outdoor threats including tornados may require immediate Shelter-In-Place. This is a precaution aimed to keep staff and patrons safe while remaining indoors. Generally, Shelter-In-Place and Lockdown notifications come from local authorities.

1. Ask patrons to stay in the building and NOT leave for their safety.

2. Bring all staff members and patrons to the downstairs Gallery (near the restrooms).
3. Lock all exterior doors.
4. In Lockdown do not allow anyone to enter the building.
5. Monitor the radio, TV, and Internet for the official all-clear announcement.
6. All staff members and patrons are to remain in the Shelter-In-Place area until the all-clear announcement.

### **MEDICAL EMERGENCIES**

In the event of an injury or other medical emergency, Staff members should immediately call 911.

#### **In case a person loses consciousness:**

#### **Immediately call 911!**

The library is equipped with an AED machine located in the hallway just outside the Information Room door.

1. Tap the person on the shoulders and ask if they are okay and determine if they are breathing. If breathing is not normal, or you cannot see it, roll the person onto their back and begin chest compressions. Tell someone else to get the AED machine. Once you begin CPR do not stop, so work in a team and switch before you are exhausted. Perform 100 compressions per minute, 2” deep.
2. Get someone to help by cutting away the person’s shirt.
3. When the AED machine is turned on it will give instructions for attaching pads to the chest and continuing CPR.

### **URGENT SITUATIONS**

Urgent situations, for purposes of this document, are instances that require immediate attention of a person in charge or a library board trustee. Urgent situations include, but are not limited to, plumbing problems, power outages, emergency closings, and building or grounds problems that need immediate attention. Urgent situations also include health or safety issues that are not emergencies as defined above.

#### **Procedures**

In an urgent situation, call, in this order:

- Director
- Assistant Director
- Librarian 1
- Children’s Specialist
- Board President
- Any other Library Board trustee not already listed above

#### **Power Outages:**

The elevator will halt operations during a power outage. In case of a power outage, staff should immediately check to see if anyone is trapped inside the elevator. If so, immediately call 911 and ask for the fire department to come and release them.

In case of a power outage lasting more than 15 minutes, staff should close the library.

### **Suspicious items**

A suspicious item, for purposes of this document, may be a package, container, bag or other item delivered to, left in, or found in or near the library. It may be of unknown or suspicious origin or may contain suspicious or unrecognizable substances.

If you feel suspicious, uncomfortable or threatened by an item found in or near the library, treat it as a suspicious item and follow the procedures below.

1. Do not open the package or explore its contents.
2. If any individuals touched the package, contents or substances in the package, instruct them to wash their hands immediately.
3. Step away from the item, clear employees and patrons from the immediate area, and notify the police and postal inspector or delivery agency (if package was delivered).
4. File an incident report.

### **BODILY FLUID SPILLS**

Incidents resulting in spillage of body fluids including blood should be reported to the person in charge as defined above. The Custodial Worker is designated to clean up bodily fluid spills. Their contact information can be found in the Circulation Reference binders located at each circulation desk. If the spill occurs in a restroom, immediately place an “out of order” sign on the door and notify the custodian.

If staff is cleaning bodily fluids they should use one of the Universal Precaution Kits that are located in the processing office.

In case of questions, call the Ulster County Department of Health, at (845) 340-3150.

### **DIFFICULT SITUATIONS**

Difficult situations are instances that are challenging or uncomfortable, may involve confrontation, and may escalate into an emergency situation. Difficult situations include, but are not limited to, instances involving confrontational, disruptive or suspicious individuals, unattended children, and people who challenge or violate the Patron Code of Conduct Policy or any other library policies. In general, unless this manual states otherwise, employees should refer the issue to the person in charge of the library.

#### **Procedures**

1. In a difficult situation, contact the person in charge of the library as defined above.
2. Be familiar with the rules and with the actions open to you as an employee.
3. If you are unsure about a situation or are uncomfortable approaching a patron about a behavior problem, report the situation to your supervisor or the person in charge of the library and let him/her take responsibility for the situation.
4. If a supervisor or the person in charge is not available, consult a fellow employee. Ask him/her for support.
5. Be polite but firm. Do not make serious accusations without proof.
6. If a patron fails to respond to a warning, tell that person what the consequences will be and follow through.

7. Inform the Director, Assistant Director or the person in charge about serious problems that arise. Routinely file an incident report when it is necessary to speak to patrons about problem behavior.
8. When a difficult situation becomes an emergency, immediately pull one of the panic buttons to summon the Saugerties Police Department.

### **Suspicious Behavior**

Suspicious behavior includes any behavior that seems odd or out of the ordinary, behavior that may be illegal or dangerous, behavior that may escalate into violence, or behavior that includes viewing or leaving suspicious or possibly illegal material on public computer screen.

### **Procedures**

1. Determine exactly what the behavior is. Notify the person in charge and describe the behavior.
2. Do not attempt to stop the person from leaving the building.
3. If the behavior involves suspicious or illegal material accessed via a computer, do not let any other patron use the computer until contacting the police.
4. If the person has left the library by the time the police arrive, provide as much information as possible including a full description.
5. File an incident report.

### **STAFF TRAINING**

All staff members will receive yearly training in the following areas:

- Implementing the Emergency, Urgent, and Difficult Situations, and Evacuation Procedures policy.
- Evacuation Procedures and Assignments.
- Location of universal precaution kit.

In addition to a fire drill, panic buttons will be tested yearly. The fire alarm system is tested annually by Safeco Alarms Systems.

### **See Related Policies**

- Incident Report Form
- Inclement Weather Emergency Closing Policy
- Patron Code of Conduct
- Safe Child Policy

Approved by the Saugerties Library Board on September 13, 2016;  
Revised August 14, 2018, May 11, 2023  
Review Cycle: 3 years



## **Safe Child Policy**

The safety of children left alone in the Library is a serious concern. Children under the age of 11 must be supervised at all times by a responsible adult (18 years or older). If a child under the age of 11 is attending a Library program, a parent/caregiver must be in the building and aware of the location and behavior of his/her child. If children under the age of 11 are left at the Library unattended, an attempt to contact a parent / caregiver will be made. If there is no response, the police will be contacted, especially if the library is closing.

Children ages 11 to 17 may use the library on their own provided that they comply with all Library rules and the *Patron Code of Conduct*. Parents/caregivers are still, however, responsible for the behavior of their children. If children do not comply with Library rules and the *Patron Code of Conduct*, Library staff will ask them to leave the Library and the police may be contacted.

~~As in all public places, "stranger danger" is a real concern.~~ Library staff are not "in loco parentis", or take on the responsibility of a parent, and ~~Library staff~~ cannot prevent children from interacting with or leaving with persons who are not the appropriate chaperone.

Violation of the Safe Child Policy may result in suspension of Library privileges.

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Approved by the Saugerties Public Library board on April 14, 2015, December 11, 2018

Review Cycle: 3 years

Review History:

Saugerties Library Board  
Agenda  
June 8, 2023  
6pm (5:30 social time)

Roll Call

Secretary's Report  
Treasurer' Report  
Pay Bills

Old Business

1. Children's programmer search
2. Replacing Andrew

New Business

1. Rainbow book month – Tim Scott
2. 2024 budget

Director's Report

Committee Reports

1. Finance – Brian Collins
2. Policy/Personnel – Jouette Bassler
3. Facilities – Paul Van Benschoten
4. Outreach – Tim Scott
5. Nominating – Julie Misiano

Adjourn to Executive Session

Next meeting – July 13, 2023



Saugerties Public Library  
Regular Board Meeting  
Date: 5/11/23

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

**Excused:** Trustee Yosefa Karchmar

**Staff:** Director Jennifer Russell

**Public Attendees:** Leanne Thornton, Ray Rebholz

*Meeting called to order at 6:00 PM by President Cokinos*

**Public Comment:**

Leanne Thornton, Town Board Liaison: Animal Shelter Fundraiser is Saturday 5/13 at Fortune Valley Manor. Public Hearing is next week at the Senior Center regarding extending the Malden Water District and modifying the Sound Ordinance. At the last Town Meeting, the Asbury Historic District, recognizing the number of historic stone homes, was extended. Samadhi Recovery Center, <https://samadhiny.org>, gave a presentation at the last meeting regarding their services. They are located on Washington Avenue Ext. Letters have gone out to Saugerties residence regarding a new Community Electric Aggregate, with a meeting on May 25, 2023 for more information.

**Friends of Library:**

Friends Co-President Ray Rebholz: They have sent the annual membership mailing, and have received many responses including generous donations. Planning for the Annual Library Street Fair on June 3rd. Thomas Baker, a magician, will be performing. Popcorn will be available.

**Secretary's Report:**

*Motion* by Irene Hurst and *Second* by Nina Schmidbaur to approve the minutes as amended to correct spelling.  
Motion passes unanimously.

Special Board Meeting Minutes from May 2, 2023: Motion to approve the minutes made by Julie Misiano, seconded by Paul Vanbenschoten. Passes unanimously.

**Treasurer's Report:**

We received a dividend from Utica National, the insurance company who provides our property and casualty insurance. Year to date some line items are nearing budget, and we remain in good financial standing.

Motion to pay the bills in the amount of \$ 20,389.40 made by Brian Collins, seconded by Tim Scott Passes unanimously

### **New Business:**

- **Posted Job Openings: Children's Programmer:** The Director has posted the job opening for the Children's Programmer, since the current staff member has submitted her letter of resignation, anticipated for June 2023.
- **Fire Drill:** The fire drill was successful, assisted by the local fire department. They also did a walk through to assess fire risk.
- **Cork Board:** The Library wants to host a community bulletin board to promote any local need or event. There is a blank brick section of the front of the library, where we will hang a cork board to see if it is well received. There is a Village sign ordinance whose bylaws will need to be reviewed prior to moving forward.
- **Trustee Search:** We have reached out to several community members who may be interested in joining the board after Andrew Zink's resignation.

### **Unfinished Business:**

1. **Dance Party:** The party was well received and well attended by both children and adults. The community members have shared photos and fond memories on social media, and they hope we host more.
2. **Reschedule Trustee Training:** Anticipate holding it on an upcoming Friday.

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

- **Personnel:** With the resignation of the children's programmer and upcoming medical needs of another staff member, we will be down two staff members in June, which is also the start of the summer reading program. The Director reached out to a possible paid intern to increase staff.
- **Programming**
- **Community**
- **Facilities:** Locking the bathroom doors from 2:30 - 6pmPM seems to have reduced vandalism by teens.

### **Committee Reports:**

*Finance:* met on April 25, 2023 and Joint Mtg w/Personnel 4/28/2023

We are working on documenting EFTs, and finally got a bill from the water department. We are starting to work on the budget for 2024. We have approved raising the offering salary for the Children's Programmer, and giving a raise to the full time library assistant who, although new to that position, has worked at the library for 10 years. Trying to balance a fair salary for all staff with thoughtfulness towards the taxpayers.

Motion to reduce the full-time employees' contribution to health insurance to 10% made by Brian Collins, seconded by Tim Scott. Passes unanimously.

see minutes FMI Next meeting: May 30, 2023 at 6PM

*Personnel/Policy:* met on April 19, 2023 and Joint Mtg w/Finance 4/28/2023

Motion to approve the Emergency and Disaster Policy made by Jouette Bassler, seconded by Irene Hurst. Passes unanimously.

see minutes FMI Next meeting: May 17, 2023 at 6PM

*Outreach:* met on May 8, 2023

Discussed the success of the Dance Party, and plan to host another one, perhaps in the Fall. The free book project continues, and we received a \$1000 grant from Kiwanis. May add books for older children. Will endeavor to have diverse characters in the book selection. We would like to have a presence at the Farmer's Market as well. The talk about the Altered Book Project was very successful with most artists returning to share about their artwork with community attendees.

see minutes FMI Next meeting: June 12, 2023 at 4PM

*Facilities:* met on May 2, 2023

We do not yet have a start date for the fence installation.

We plan to remove a bench that people are using to climb onto the wall, in order to reduce risk to children. We hope to relocate it to a shady spot on library property.

We are relocating several security cameras to survey areas more vulnerable to vandalism, and adding an additional one to monitor the downstairs restroom doors. .

see minutes FMI Next meeting: June 6, 2023 at 6PM

*Friends Liaison:* N/A

*Motion* to adjourn at 7:15 PM by Irene Hurst ;  
*Seconded* by Jouette Bassler

Passes unanimously.

Submitted by Julie Misiano

Next meeting: June 8, 2023 at 6PM

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

	<u>Jan - May 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 · Real Property Taxes	630,152.00	630,152.00	0.00	100.0%
2082 · Fines	3,342.27	6,500.00	-3,157.73	51.42%
2401 · Interest	5,322.72	500.00	4,822.72	1,064.54%
<b>2705 · Gifts &amp; Donations</b>				
2705.4 · Friends	2,000.00	8,000.00	-6,000.00	25.0%
2705.1 · Restricted	1,000.00			
2705.2 · General	3,150.00	4,000.00	-850.00	78.75%
<b>Total 2705 · Gifts &amp; Donations</b>	<b>6,150.00</b>	<b>12,000.00</b>	<b>-5,850.00</b>	<b>51.25%</b>
3840 · New York State Aid	564.08			
3999 · Appropriated Fund Balance	0.00	12,175.00	-12,175.00	0.0%
<b>Total Income</b>	<b>645,531.07</b>	<b>661,327.00</b>	<b>-15,795.93</b>	<b>97.61%</b>
<b>Expense</b>				
7410.1 · Salaries	123,717.84	333,581.00	-209,863.16	37.09%
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
.4.1.8 · Music	53.96	200.00	-146.04	26.98%
.4.1.7 · Streaming	2,159.46	6,000.00	-3,840.54	35.99%
.4.1.1 · DVD	1,004.84	3,000.00	-1,995.16	33.5%
<b>.4.1.2 · Books</b>				
4.1.2A · Adult Books	10,568.23	17,000.00	-6,431.77	62.17%
4.1.2J · Children's Books	2,759.12	8,000.00	-5,240.88	34.49%
.4.1.2 · Books - Other	10.00			
<b>Total .4.1.2 · Books</b>	<b>13,337.35</b>	<b>25,000.00</b>	<b>-11,662.65</b>	<b>53.35%</b>
.4.1.3 · Subscriptions	431.97	3,000.00	-2,568.03	14.4%
.4.1.4 · Newspapers	776.28	2,500.00	-1,723.72	31.05%
.4.1.5 · Digital Materials	1,005.43	3,600.00	-2,594.57	27.93%
.4.1.6 · Audio Books	49.99	2,000.00	-1,950.01	2.5%
<b>Total .4.1 · Library Material</b>	<b>18,819.28</b>	<b>45,300.00</b>	<b>-26,480.72</b>	<b>41.54%</b>
<b>.4.2 · Programs, Publicity, History</b>				
.4.2.1 · Programs	2,670.14	7,000.00	-4,329.86	38.15%
.4.2.2 · Microfilm & Archives	2,000.00	2,000.00	0.00	100.0%
.4.2.3 · Newsletter & Public Relations	0.00	3,000.00	-3,000.00	0.0%
<b>Total .4.2 · Programs, Publicity, History</b>	<b>4,670.14</b>	<b>12,000.00</b>	<b>-7,329.86</b>	<b>38.92%</b>
<b>.4.3 · Operation of Building</b>				
.4.3.1 · Utilities	13,604.38	37,000.00	-23,395.62	36.77%
.4.3.2 · Telephone	1,442.85	3,000.00	-1,557.15	48.1%
.4.3.3 · Insurance	15,138.00	21,000.00	-5,862.00	72.09%
.4.3.4 · Maintenance Service & Supplies	1,426.74	2,700.00	-1,273.26	52.84%
.4.3.5 · Lawn & Grounds	2,371.24	4,500.00	-2,128.76	52.69%
.4.3.6 · Building R&M	3,368.82	12,000.00	-8,631.18	28.07%
.4.3.7 · Snow Removal	1,600.00	3,000.00	-1,400.00	53.33%
.4.3.8 · Elevator	3,363.32	3,250.00	113.32	103.49%

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

	<u>Jan - May 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
.4.3.9 · Geothermal	0.00	5,500.00	-5,500.00	0.0%
.4.3.12 · Internet	1,384.80	3,000.00	-1,615.20	46.16%
<b>Total .4.3 · Operation of Building</b>	<b>43,700.15</b>	<b>94,950.00</b>	<b>-51,249.85</b>	<b>46.02%</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
.4.4.1 · Copier	1,245.08	3,500.00	-2,254.92	35.57%
.4.4.2 · Office Supplies	239.89	3,000.00	-2,760.11	8.0%
.4.4.4 · Postage	48.34	2,240.00	-2,191.66	2.16%
.4.4.6 · Equipment Purchases	1,478.98	19,000.00	-17,521.02	7.78%
.4.4.7 · Equipment R&M	0.00	2,000.00	-2,000.00	0.0%
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>3,012.29</b>	<b>29,740.00</b>	<b>-26,727.71</b>	<b>10.13%</b>
<b>.4.5 · Automation, System Fees</b>				
.4.5.1 · Automation & Online Services	972.40	3,819.00	-2,846.60	25.46%
.4.5.2 · MHLS Assessment Fees	9,590.00	16,100.00	-6,510.00	59.57%
<b>Total .4.5 · Automation, System Fees</b>	<b>10,562.40</b>	<b>19,919.00</b>	<b>-9,356.60</b>	<b>53.03%</b>
<b>.4.6 · Professional Services</b>				
.4.6.8 · Professional Memberships	0.00	500.00	-500.00	0.0%
.4.6.7 · Payroll Service Fees	970.14	2,500.00	-1,529.86	38.81%
.4.6.1 · Accounting	500.00	6,500.00	-6,000.00	7.69%
.4.6.2 · Audit	13,300.00	0.00	13,300.00	100.0%
.4.6.3 · Board Expenses	150.00	0.00	150.00	100.0%
.4.6.4 · Consulting & Legal Services	1,000.00	2,000.00	-1,000.00	50.0%
.4.6.5 · IT Maintenance Consultant	1,592.00	1,598.00	-6.00	99.63%
.4.6.6 · Staff Development	69.16	700.00	-630.84	9.88%
<b>Total .4.6 · Professional Services</b>	<b>17,581.30</b>	<b>13,798.00</b>	<b>3,783.30</b>	<b>127.42%</b>
<b>.4.7 · Election Expenses</b>				
.4.7.1 · Election Inspectors	0.00	400.00	-400.00	0.0%
.4.7.2 · Election Expenses	0.00	200.00	-200.00	0.0%
<b>Total .4.7 · Election Expenses</b>	<b>0.00</b>	<b>600.00</b>	<b>-600.00</b>	<b>0.0%</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>98,345.56</b>	<b>216,307.00</b>	<b>-117,961.44</b>	<b>45.47%</b>
<b>9010 · Employee Benefits</b>				
.1 · Retirement	27,191.00	24,325.00	2,866.00	111.78%
.2 · Social Security & Medicare	9,156.42	26,000.00	-16,843.58	35.22%
.3 · Workers Compensation	3,778.00	4,500.00	-722.00	83.96%
.4 · Disability	-148.97	250.00	-398.97	-59.59%
.5 · Medical & Dental Benefits	23,578.89	56,000.00	-32,421.11	42.11%
.6 · Life Insurance	124.63	364.00	-239.37	34.24%
<b>Total 9010 · Employee Benefits</b>	<b>63,679.97</b>	<b>111,439.00</b>	<b>-47,759.03</b>	<b>57.14%</b>
<b>Total Expense</b>	<b>285,743.37</b>	<b>661,327.00</b>	<b>-375,583.63</b>	<b>43.21%</b>
<b>Net Ordinary Income</b>	<b>359,787.70</b>	<b>0.00</b>	<b>359,787.70</b>	<b>100.0%</b>
<b>Net Income</b>	<b>359,787.70</b>	<b>0.00</b>	<b>359,787.70</b>	<b>100.0%</b>

# Saugerties Public Library

## Balance Sheet

As of May 31, 2023

	May 31, 23	May 31, 22
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
M&T CD	250,000.00	0.00
M&T General Fund Checking 6455	39,054.04	15,564.16
M&T General Fund Savings 8180	603,714.27	880,609.42
M&T Bequest Fund 8198	24,551.66	24,412.46
Cash General Fund Petty Cash	874.00	874.00
<b>Total Checking/Savings</b>	918,193.97	921,460.04
<b>Other Current Assets</b>		
391 - Due From Other Funds	450.12	410.44
<b>Total Other Current Assets</b>	450.12	410.44
<b>Total Current Assets</b>	918,644.09	921,870.48
<b>Other Assets</b>		
K101 - Land	570,484.00	570,484.00
K102 - Buildings	7,029,056.00	7,029,056.00
K103 - Improvement Other than Building	281,557.86	215,723.86
K104 - Machinery and Equipment	59,679.00	59,679.00
W129 - Non-Current Govt Liabilites	-55,925.12	49,640.53
<b>Total Other Assets</b>	7,884,851.74	7,924,583.39
<b>TOTAL ASSETS</b>	<b>8,803,495.83</b>	<b>8,846,453.87</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Other Current Liabilities</b>		
630 - Due To Other Funds	450.12	410.44
<b>Payroll Liabilities</b>		
Deferred Comp	0.00	341.98
NYSLRS	929.76	364.73
<b>Total Payroll Liabilities</b>	929.76	706.71
<b>Total Other Current Liabilities</b>	1,379.88	1,117.15
<b>Total Current Liabilities</b>	1,379.88	1,117.15
<b>Long Term Liabilities</b>		
K159 - Non-Current Govt Assets	7,940,776.86	7,874,942.86
W687 - Compensated Absences	14,789.88	48,793.53
W638 - Net Pension Liability	-70,715.00	847.00
<b>Total Long Term Liabilities</b>	7,884,851.74	7,924,583.39
<b>Total Liabilities</b>	7,886,231.62	7,925,700.54
<b>Equity</b>		
<b>Restricted Fund Balance</b>		
Trust Fund I	24,000.00	24,000.00
<b>Total Restricted Fund Balance</b>	24,000.00	24,000.00
807 - Non-Spendable Fund Balance	43,867.68	33,541.00
914 - Assigned Fund Balance	12,198.00	46,951.00

**Saugerties Public Library**

**Balance Sheet**

As of May 31, 2023

	<u>May 31, 23</u>	<u>May 31, 22</u>
917 - Unrestricted Fund Balance	477,412.17	519,322.99
Net Income	359,786.36	296,938.34
Total Equity	<u>917,264.21</u>	<u>920,753.33</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>8,803,495.83</u></b>	<b><u>8,846,453.87</u></b>



# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - May 23</u>	<u>Jan - May 22</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	630,152.00	617,796.00
2082 · Fines	3,342.27	3,209.22
2401 · Interest	5,322.72	73.39
2705 · Gifts & Donations		
2705.4 · Friends	2,000.00	4,700.01
2705.1 · Restricted	1,000.00	0.00
2705.2 · General	3,150.00	1,135.00
<b>Total 2705 · Gifts &amp; Donations</b>	<u>6,150.00</u>	<u>5,835.01</u>
3840 · New York State Aid	564.08	556.50
<b>Total Income</b>	<u>645,531.07</u>	<u>627,470.12</u>
<b>Expense</b>		
7410.1 · Salaries	123,717.84	124,763.93
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	53.96	0.00
.4.1.7 · Streaming	2,159.46	3,521.59
.4.1.1 · DVD	1,004.84	1,096.36
.4.1.2 · Books		
4.1.2A · Adult Books	10,568.23	3,687.62
4.1.2J · Children's Books	2,759.12	3,291.63
.4.1.2 · Books - Other	10.00	0.00
<b>Total .4.1.2 · Books</b>	<u>13,337.35</u>	<u>6,979.25</u>
.4.1.3 · Subscriptions	431.97	562.97
.4.1.4 · Newspapers	776.28	1,474.42
.4.1.5 · Digital Materials	1,005.43	707.95
.4.1.6 · Audio Books	49.99	306.83
<b>Total .4.1 · Library Material</b>	<u>18,819.28</u>	<u>14,649.37</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	2,670.14	8,458.88
.4.2.2 · Microfilm & Archives	2,000.00	0.00
.4.2.3 · Newsletter & Public Relations	0.00	75.00
<b>Total .4.2 · Programs, Publicity, History</b>	<u>4,670.14</u>	<u>8,533.88</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	13,604.38	14,288.69
.4.3.2 · Telephone	1,442.85	1,747.53
.4.3.3 · Insurance	15,138.00	8,801.40
.4.3.4 · Maintenance Service & Supplies	1,426.74	1,475.74
.4.3.5 · Lawn & Grounds	2,371.24	0.00
.4.3.6 · Building R&M	3,368.82	57,999.57
.4.3.7 · Snow Removal	1,600.00	3,420.00
.4.3.8 · Elevator	3,363.32	4,034.52
.4.3.9 · Geothermal	0.00	2,113.50

# Saugerties Public Library General Fund Revenue and Expenditure Report

	Jan - May 23	Jan - May 22
.4.3.12 · Internet	1,384.80	1,384.00
<b>Total .4.3 · Operation of Building</b>	43,700.15	95,264.95
<b>.4.4 · Equipment R&amp;M, Supplies</b>		
.4.4.1 · Copier	1,245.08	1,510.83
.4.4.2 · Office Supplies	239.89	851.23
.4.4.4 · Postage	48.34	319.51
.4.4.6 · Equipment Purchases	1,478.98	305.39
.4.4.7 · Equipment R&M	0.00	401.25
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	3,012.29	3,388.21
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	972.40	429.57
.4.5.2 · MHLS Assessment Fees	9,590.00	8,707.96
<b>Total .4.5 · Automation, System Fees</b>	10,562.40	9,137.53
<b>.4.6 · Professional Services</b>		
.4.6.8 · Professional Memberships	0.00	300.00
.4.6.7 · Payroll Service Fees	970.14	849.64
.4.6.1 · Accounting	500.00	2,350.00
.4.6.2 · Audit	13,300.00	0.00
.4.6.3 · Board Expenses	150.00	0.00
.4.6.4 · Consulting & Legal Services	1,000.00	500.00
.4.6.5 · IT Maintenance Consultant	1,592.00	0.00
.4.6.6 · Staff Development	69.16	499.00
<b>Total .4.6 · Professional Services</b>	17,581.30	4,498.64
<b>Total 7410.4 · Contractual Expenses</b>	98,345.56	135,472.58
<b>9010 · Employee Benefits</b>		
.1 · Retirement	27,191.00	33,541.00
.2 · Social Security & Medicare	9,156.42	9,219.41
.3 · Workers Compensation	3,778.00	4,111.00
.4 · Disability	-148.97	-56.75
.5 · Medical & Dental Benefits	23,578.89	23,373.26
.6 · Life Insurance	124.63	107.35
<b>Total 9010 · Employee Benefits</b>	63,679.97	70,295.27
<b>Total Expense</b>	285,743.37	330,531.78
<b>Net Ordinary Income</b>	359,787.70	296,938.34
<b>Net Income</b>	359,787.70	296,938.34

# Saugerties Public Library

## Abstract

May 2023

	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>2082 · Fines</b>				
			Square income	25.27
Total 2082 · Fines				<u>25.27</u>
Total Income				25.27
<b>Expense</b>				
<b>7410.1 · Salaries</b>				
	5-4-23	PR		13,778.59
	5-18-23	PR		14,211.36
Total 7410.1 · Salaries				<u>27,989.95</u>
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
<b>.4.1.8 · Music</b>				
	10942	Midwest Tape		26.98
Total .4.1.8 · Music				<u>26.98</u>
<b>.4.1.7 · Streaming</b>				
	10942	Midwest Tape		475.14
	10945	SYNCB/ Amazon		21.59
Total .4.1.7 · Streaming				<u>496.73</u>
<b>.4.1.1 · DVD</b>				
	10942	Midwest Tape		222.15
Total .4.1.1 · DVD				<u>222.15</u>
<b>.4.1.2 · Books</b>				
<b>4.1.2A · Adult Books</b>				
	10945	SYNCB/ Amazon		44.63
	10948	Baker & Taylor		1,534.12
	10957	Gale/Cengage Learning		63.98
Total 4.1.2A · Adult Books				<u>1,642.73</u>
<b>4.1.2J · Children's Books</b>				
	10948	Baker & Taylor		1,312.31
Total 4.1.2J · Children's Books				<u>1,312.31</u>
Total .4.1.2 · Books				<u>2,955.04</u>
<b>.4.1.4 · Newspapers</b>				
	10943	Stewart's	May	190.50
Total .4.1.4 · Newspapers				<u>190.50</u>
<b>.4.1.5 · Digital Materials</b>				
	10958	OverDrive Inc		227.75
Total .4.1.5 · Digital Materials				<u>227.75</u>
Total .4.1 · Library Material				<u>4,119.15</u>
<b>.4.2 · Programs, Publicity, History</b>				
<b>.4.2.1 · Programs</b>				
	10619	DJ Ronnie Rave		500.00
	10945	SYNCB/ Amazon		1,532.01
	10956	Brian Robinson		500.00
				<u>2,532.01</u>

# Saugerties Public Library

## Abstract

May 2023

	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total .4.2.1 · Programs				2,532.01
<b>.4.2.2 · Microfilm &amp; Archives</b>				
	10955	Advantage Archives		2,000.00
Total .4.2.2 · Microfilm & Archives				<u>2,000.00</u>
Total .4.2 · Programs, Publicity, History				4,532.01
<b>.4.3 · Operation of Building</b>				
<b>.4.3.1 · Utilities</b>				
	EFT	Central Hudson	4/19/23 - 5/18/23	2,487.70
Total .4.3.1 · Utilities				<u>2,487.70</u>
<b>.4.3.2 · Telephone</b>				
	EFT	Charter Communications	6/2/23 - 7/1/23	287.65
Total .4.3.2 · Telephone				<u>287.65</u>
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>				
	10941	Welsh Sanitation	June	93.89
	10945	SYNCB/ Amazon		54.54
	10946	Culligan of Newburgh	May	55.75
	10953	W B Mason Co Inc		67.57
Total .4.3.4 · Maintenance Service & Supplies				<u>271.75</u>
<b>.4.3.6 · Building R&amp;M</b>				
	10949	Uniforms USA, Inc.	May	52.00
	10950	Sutton Electrical Plumbing & F Invoice #9295		337.32
	10620	SAFECO Alarm Systems, Inc.	June	45.00
Total .4.3.6 · Building R&M				<u>434.32</u>
<b>.4.3.8 · Elevator</b>				
	10952	ThyssenKrupp Elevator Corp	4/1/23 - 6/30/23	754.44
Total .4.3.8 · Elevator				<u>754.44</u>
<b>.4.3.12 · Internet</b>				
	10944	Charter Communications	6/1/23 - 6/30/23	230.80
Total .4.3.12 · Internet				<u>230.80</u>
Total .4.3 · Operation of Building				4,466.66
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 · Copier</b>				
	10951	National Business Leasing a F April & May		745.00
	10954	National Business Technologies		11.08
Total .4.4.1 · Copier				<u>756.08</u>
<b>.4.4.2 · Office Supplies</b>				
	10945	SYNCB/ Amazon		34.73
Total .4.4.2 · Office Supplies				<u>34.73</u>
<b>.4.4.6 · Equipment Purchases</b>				
	10945	SYNCB/ Amazon		351.00
	10947	P.C. Smith & Son Inc		27.99
Total .4.4.6 · Equipment Purchases				<u>378.99</u>
Total .4.4 · Equipment R&M, Supplies				1,169.80
<b>.4.5 · Automation, System Fees</b>				
<b>.4.5.1 · Automation &amp; Online Services</b>				

# Saugerties Public Library

## Abstract

May 2023

	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
	10945	SYNCB/ Amazon		103.68
Total .4.5.1 · Automation & Online Services				103.68
Total .4.5 · Automation, System Fees				103.68
<b>.4.6 · Professional Services</b>				
<b>.4.6.9 · Merchant Fees</b>				
			Square income	1.34
Total .4.6.9 · Merchant Fees				1.34
<b>.4.6.7 · Payroll Service Fees</b>				
	EFT	Paychex		161.14
Total .4.6.7 · Payroll Service Fees				161.14
Total .4.6 · Professional Services				162.48
Total 7410.4 · Contractual Expenses				14,553.78
<b>9010 · Employee Benefits</b>				
<b>.2 · Social Security &amp; Medicare</b>				
	5-4-23 PR			1,021.29
	5-18-23 PR			1,054.39
Total .2 · Social Security & Medicare				2,075.68
<b>.4 · Disability</b>				
	5-4-23 PR			-15.34
	5-18-23 PR			-15.55
Total .4 · Disability				-30.89
<b>.5 · Medical &amp; Dental Benefits</b>				
	5-4-23 PR			-428.16
	5-18-23 PR			-428.16
	10959	CDPHP	May	5,809.50
Total .5 · Medical & Dental Benefits				4,953.18
<b>.6 · Life Insurance</b>				
	10619	Metropolitan Life Insurance Cc	Life insurance	24.30
Total .6 · Life Insurance				24.30
Total 9010 · Employee Benefits				7,022.27
Total Expense				49,566.00
Net Ordinary Income				-49,540.73
<b>Net Income</b>				<b>-49,540.73</b>

# Saugerties Public Library Abstract Check Register

Type	Date	Num	Name	Memo	Amount
<b>M&amp;T General Fund Checking 6455</b>					
Check	05/04/2023	EFT	NYS Emp Retire System		-577.96
Check	05/17/2023	10619	DJ Ronnie Rave		-500.00
Check	05/31/2023	10941	Welsh Sanitation		-93.89
Check	05/31/2023	EFT	Charter Communications		-287.65
Check	05/31/2023	10942	Midwest Tape		-724.27
Check	05/31/2023	10943	Stewart's		-190.50
Check	05/31/2023	10944	Charter Communications		-230.80
Check	05/31/2023	10945	SYNCB/ Amazon		-2,142.18
Check	05/31/2023	10946	Culligan of Newburgh		-55.75
Check	05/31/2023	10947	P.C. Smith & Son Inc		-27.99
Check	05/31/2023	10948	Baker & Taylor		-2,846.43
Check	05/31/2023	10949	Uniforms USA, Inc.		-52.00
Check	05/31/2023	EFT	Paychex		-161.14
Check	05/31/2023	10950	Sutton Electrical Plumbing & Heating Inc	Invoice# 9295	-337.32
Check	05/31/2023	10951	National Business Leasing a Program of		-745.00
Check	05/31/2023	10952	ThyssenKrupp Elevator Corp		-754.44
Check	05/31/2023	10953	W B Mason Co Inc		-67.57
Check	05/31/2023	10954	National Business Technologies		-11.08
Check	05/31/2023	10955	Advantage Archives		-2,000.00
Check	05/31/2023	10956	Brian Robinson		-500.00
Check	05/31/2023	10957	Gale/Cengage Learning		-63.98
Check	05/31/2023	10958	OverDrive Inc		-227.75
Check	05/31/2023	10959	CDPHP		-5,809.50
Check	05/31/2023	EFT	Central Hudson		-2,487.70
Check	05/31/2023	10619	Metropolitan Life Insurance Companies		-24.30
Check	05/31/2023	10620	SAFECO Alarm Systems, Inc.		-45.00
Total M&T General Fund Checking 6455					-20,964.20
<b>M&amp;T Capital Fund Checking 6430</b>					
Total M&T Capital Fund Checking 6430					-20,964.20

## May Director's Report 2023

**Personnel:** Because Melissa has resigned and Jordan will be out of the library due to surgery, we have hired two temporary workers. Teresa King will help out as a clerk for the summer, especially in the Children's room. Robin Shornstein was the Director of the Woodstock Day School and had recently retired. When she discovered that the library needed help in the Children's room, she offered her expertise for the month of June. She will be focusing on storytimes, basic circulation desk duties and if time allows, some collection development. Christine and I have interviewed two people for the Children's Librarian position, and reposted the ad to NYLINE. I added more information about the CDPHP health insurance. Two others have sent in their applications.

**Professional Development:** On May 9<sup>th</sup> staff held a fire drill. Tiffany organized the event with the Saugerties Fire department. After the drill, I took the fire chief on a tour of the building. They checked our AED, which had components that were about to expire, so I replaced the batteries and pads.

**Programming:** The library hosted a Dance Party in the library after hours. Local DJ, Ronnie Rave, and her husband were hired to play music and set up elaborate lighting in the upper floor of the building. The dance was well attended and there was buzz in social media and the village about the event. On May 12<sup>th</sup>, Tiffany, Christine, Melissa and I met to discuss the Summer Reading Program. Melissa has designed simple programs that can be run easily after her last day of work on June 2<sup>nd</sup>.

**Outreach:** The library hosted an Animal Shelter donation drive. Patrons dropped off various food and supplies for the Saugerties Animal Shelter.

**Volunteers:** Nate Aaron Award ceremony. Christine, Tiffany and I presented awards to Connie Sciutto and Miranda Carey. Connie has been running the exercise classes for 11 years. Miranda has been helping out in the Children's room for over a year.

**Community:** The Girl Scouts and Round the Bend Theater used the library and backyard for Saturday programs. Senator Hinchey used the Community Room again to allow for public comment.

**Meetings:** UCLA, Staff meeting

The library was closed on Saturday, May 27 & 29<sup>th</sup> for Memorial Day weekend.

Saugerties Public Library  
Finance Committee

Date: May 30th 2023

Time: 6:00 PM

Committee Members Attending:

Brian Collins

Charlotte Herscher

Irene Hurst

Tim Scott

Yosefa Karchmer

Absent & Excused:

Katie Cokinos

Staff Attending:

Director J Russell

Assistant Director T Lydecker

Discussion/Agenda Items

2024 Draft Budget was our only agenda item

1. The committee discussed salary increases as part of the 2024 budget. The committee debated either providing the entire staff with a 6.5% raise or a 5.5% raise with an additional .10 per hour with a maximum of 1.00 per hour for the clerk staff for each year of service as a form of a longevity incentive. Various aspects were discussed until a consensus was reached that arrived at a comprehensive plan to suggest to the Board a 6.5% raise for the entire staff along with a longevity increase for the clerk staff.
2. The balance of the draft budget was reviewed line by line taking into account trends ie. line .4.1.8 CD's. Do they still make them? Do patrons still use them or are they obsolete? Magazine subscriptions were discussed as well as newspapers and how things are changing . We are no longer able to purchase the Wall Street Journal as it is un-available at newsstands and there is no longer a delivery service for newspapers in our area. Our patrons do not appear to be impacted by the loss of the WSJ print addition. With the curtailment of available magazines our shelves are getting bare and may require we utilize the space differently. Digital materials was discussed along with the idea that patrons my need to be educated as the the costs for HOOPLA and Overdrive are driven by holds which are sometimes not actually exercised and the fact that SPL can incur charges due to patrons not following through and completely watching those items they selected.
3. Lawns and grounds was discussed as some members believe we should put more money into flowers and shrubs. A wildflower garden was suggested.



4. Expenses for the annual Newsletter to the public was discussed along with the benefits derived . It was decided to keep the line .4.2.3 at \$3000.00 .
5. Utilities has seen an increase over the last year for the committee agreed \$37,000 was our best estimate. We were not sure if the Library was eligible to participate in the CCA Community Choice Aggregation plan for 100% renewable power supply and if we could get a locked in rate for the year which would help budgeting . Further inquiries were made after the meeting by the Director which revealed due to our being an 'on demand' CH customer SPL is not eligible to participate.
6. Geothermal line was increased to \$7000.00 to reflect the trend in recent expenditures.
7. Election inspectors will need to be paid a minimum of \$15.00 per hour.
8. MHLA assessment fees was discussed and a figure of \$17,500.00 was entered in our draft budget.
9. The budget includes a suggested 5% tax increase to raise our Real Property Tax levy to \$661.660 and utilization of \$60,000 in the income line 3999 Appropriated Fund Balance to keep the tax levy at 5%. In 2023 the Appropriated Fund Balance line was \$12,198 The chairperson suggested we keep the appropriated fund balance lower and raise the taxes so as to conserve the funds for unexpected expense in the future. Once it is spent it is gone .

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

1. The Treasurer will calculate and share with the Board the impacts of spending down the savings by increasing the Appropriated Fund Balance line 500% over the 2023 level .
2. The director will discuss with the Accountant the possibility of renaming budget line descriptors as it is not something easily accomplished due to reporting setups etc .
3. Present the 2024 DRAFT budget to the entire board at the June meeting .

Motion to adjourn at 7:45 made by Collins and seconded by Hurst .All were in favor and the motion passed.

Next Finance Meeting: Tuesday June 27th 2023, at 6:00 PM

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

Budget Draft 2024

	<u>2023 Budget</u>	<u>Committee Suggestions</u>	
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
1001 · Real Property Taxes	630,152.00	661,660.00	5% increase. Highland Library asked and got that much. JR
2082 · Fines	6,500.00	3,500.00	
2401 · Interest	500.00	11,000.00	We have to account for interest from the CD's. JR
<b>2705 · Gifts &amp; Donations</b>			
2705.4 · Friends	8,000.00	5,000.00	
2705.2 · General	4,000.00	5,000.00	
<b>Total 2705 · Gifts &amp; Donations</b>	<u>12,000.00</u>	<u>10,000.00</u>	
3840 · New York State Aid		5,500.00	
3999 · Appropriated Fund Balance	12,198.00	60,000.00	
<b>Total Income</b>	<u>661,350.00</u>	<u>751,660.00</u>	
<b>Expense</b>			
7410.1 · Salaries	333,581.00	406,374.71	6.5% raise JR
<b>7410.4 · Contractual Expenses</b>			
<b>.4.1 · Library Material</b>			
.4.1.8 · Music	200.00	100.00	
.4.1.7 · Streaming	6,000.00	6,500.00	
.4.1.1 · DVD	3,000.00	3,000.00	
<b>.4.1.2 · Books</b>			
4.1.2A · Adult Books	17,000.00	17,000.00	
4.1.2J · Children's Books	8,000.00	9,000.00	
<b>Total .4.1.2 · Books</b>	<u>25,000.00</u>	<u>26,000.00</u>	
.4.1.3 · Subscriptions	3,000.00	2,000.00	
.4.1.4 · Newspapers	2,500.00	2,000.00	No more WSJ TL
.4.1.5 · Digital Materials	3,600.00	9,000.00	
.4.1.6 · Audio Books	2,000.00	1,000.00	
<b>Total .4.1 · Library Material</b>	<u>45,300.00</u>	<u>49,600.00</u>	
<b>.4.2 · Programs, Publicity, History</b>			
.4.2.1 · Programs	7,000.00	7,000.00	
.4.2.2 · Microfilm & Archives	2,000.00	2,000.00	

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

Budget Draft 2024

	<u>2023 Budget</u>	<u>Committee Suggestions</u>
.4.2.3 · Newsletter & Public Relations	3,000.00	3,000.00
<b>Total .4.2 · Programs, Publicity, History</b>	<b>12,000.00</b>	<b>12,000.00</b>
<b>.4.3 · Operation of Building</b>		
.4.3.1 · Utilities	37,000.00	37,000.00
.4.3.2 · Telephone	3,000.00	3,500.00
.4.3.3 · Insurance	21,000.00	23,500.00
.4.3.4 · Maintenance Service & Supplies	2,700.00	4,500.00
.4.3.5 · Lawn & Grounds	4,500.00	4,500.00
.4.3.6 · Building R&M	12,000.00	15,000.00
.4.3.7 · Snow Removal	3,000.00	2,000.00
.4.3.8 · Elevator	3,250.00	4,000.00
.4.3.9 · Geothermal	5,500.00	7,000.00
.4.3.12 · Internet	3,000.00	3,000.00
<b>Total .4.3 · Operation of Building</b>	<b>94,950.00</b>	<b>104,000.00</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>		
.4.4.1 · Copier	3,500.00	4,020.00
.4.4.2 · Office Supplies	3,000.00	3,000.00
.4.4.4 · Postage	2,240.00	2,300.00
.4.4.6 · Equipment Purchases	19,000.00	6,000.00
.4.4.7 · Equipment R&M	2,000.00	2,000.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>29,740.00</b>	<b>17,320.00</b>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	3,819.00	4,000.00
.4.5.2 · MHLS Assessment Fees	16,100.00	17,500.00
<b>Total .4.5 · Automation, System Fees</b>	<b>19,919.00</b>	<b>21,500.00</b>
<b>.4.6 · Professional Services</b>		
.4.6.8 · Professional Memberships	500.00	700.00
.4.6.7 · Payroll Service Fees	2,500.00	2,500.00
.4.6.1 · Accounting	6,500.00	6,500.00
.4.6.2 · Audit	0.00	0.00
.4.6.3 · Board Expenses	0.00	250.00

Per Jean Valk JR

Will we want to change accountants in 2024? JR

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

Budget Draft 2024

	<u>2023 Budget</u>	<u>Committee Suggestions</u>	
.4.6.4 · Consulting & Legal Services	2,000.00	2,000.00	Per Robert JR
.4.6.5 · IT Maintenance Consultant	1,598.00	1,600.00	
.4.6.6 · Staff Development	700.00	700.00	
<b>Total .4.6 · Professional Services</b>	<b>13,798.00</b>	<b>14,250.00</b>	
<b>.4.7 · Election Expenses</b>			
.4.7.1 · Election Inspectors	400.00	450.00	UC elections site says they make \$15/hr. TL
.4.7.2 · Election Expenses	200.00	200.00	
<b>Total .4.7 · Election Expenses</b>	<b>600.00</b>	<b>650.00</b>	
<b>Total 7410.4 · Contractual Expenses</b>	<b>216,307.00</b>	<b>219,320.00</b>	
<b>9010 · Employee Benefits</b>			
.1 · Retirement	24,325.00	32,313.00	NYS estimate JR
.2 · Social Security & Medicare	26,000.00	30,440.00	
.3 · Workers Compensation	4,500.00	4,700.00	
.4 · Disability	250.00	300.00	
			Health insurance is reduced again this year. \$1070.84 per person And Library paying 90%
.5 · Medical & Dental Benefits	56,000.00	57,825.00	JR
.6 · Life Insurance	364.00	370.00	
<b>Total 9010 · Employee Benefits</b>	<b>111,439.00</b>	<b>125,948.00</b>	
<b>Total Expense</b>	<b>661,327.00</b>	<b>751,642.71</b>	
<b>Net Ordinary Income</b>	<b>23.00</b>	<b>17.29</b>	
<b>Net Income</b>	<b>23.00</b>	<b>17.29</b>	

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

Budget Draft 2024

**Ordinary Income/Expense**

**Income**

1001 · Real Property Taxes

2082 · Fines

2401 · Interest

2705 · Gifts & Donations

    2705.4 · Friends

    2705.2 · General

Total 2705 · Gifts & Donations

3840 · New York State Aid

3999 · Appropriated Fund Balance

**Total Income**

**Expense**

7410.1 · Salaries

7410.4 · Contractual Expenses

    .4.1 · Library Material

        .4.1.8 · Music

        .4.1.7 · Streaming

        .4.1.1 · DVD

        .4.1.2 · Books

            4.1.2A · Adult Books

            4.1.2J · Children's Books

        Total .4.1.2 · Books

        .4.1.3 · Subscriptions

        .4.1.4 · Newspapers

        .4.1.5 · Digital Materials

        .4.1.6 · Audio Books

    Total .4.1 · Library Material

    .4.2 · Programs, Publicity, History

        .4.2.1 · Programs

        .4.2.2 · Microfilm & Archives

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

Budget Draft 2024

- .4.2.3 · Newsletter & Public Relations
- Total .4.2 · Programs, Publicity, History
- .4.3 · Operation of Building
  - .4.3.1 · Utilities
  - .4.3.2 · Telephone
  - .4.3.3 · Insurance
  - .4.3.4 · Maintenance Service & Supplies
  - .4.3.5 · Lawn & Grounds
  - .4.3.6 · Building R&M
  - .4.3.7 · Snow Removal
  - .4.3.8 · Elevator
  - .4.3.9 · Geothermal
  - .4.3.12 · Internet
- Total .4.3 · Operation of Building
- .4.4 · Equipment R&M, Supplies
  - .4.4.1 · Copier
  - .4.4.2 · Office Supplies
  - .4.4.4 · Postage
  - .4.4.6 · Equipment Purchases
  - .4.4.7 · Equipment R&M
- Total .4.4 · Equipment R&M, Supplies
- .4.5 · Automation, System Fees
  - .4.5.1 · Automation & Online Services
  - .4.5.2 · MHLS Assessment Fees
- Total .4.5 · Automation, System Fees
- .4.6 · Professional Services
  - .4.6.8 · Professional Memberships
  - .4.6.7 · Payroll Service Fees
  - .4.6.1 · Accounting
  - .4.6.2 · Audit
  - .4.6.3 · Board Expenses

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

Budget Draft 2024

.4.6.4 · Consulting & Legal Services

.4.6.5 · IT Maintenance Consultant

.4.6.6 · Staff Development

**Total .4.6 · Professional Services**

.4.7 · Election Expenses

.4.7.1 · Election Inspectors

.4.7.2 · Election Expenses

**Total .4.7 · Election Expenses**

**Total 7410.4 · Contractual Expenses**

**9010 · Employee Benefits**

.1 · Retirement

.2 · Social Security & Medicare

.3 · Workers Compensation

.4 · Disability

.5 · Medical & Dental Benefits

.6 · Life Insurance

**Total 9010 · Employee Benefits**

**Total Expense**

**Net Ordinary Income**

**Net Income**

# **Saugerties Public Library**

## **Policy/Personnel Committee Meeting Minutes**

Date: May 17, 2023

Time: 6:00 p.m.

Meeting location: Main Reading Room

Committee Members Attending:

Bassler (chair), Misiano, Russell

Discussion:

1. Discussed the timing of the Director's 2023 Performance Evaluation, and determined that it should be submitted to the Board in December.
2. Reviewed (again) the Safe Child Policy and made a few additional changes to the wording.
3. Began the process of drafting a Fixed Assets policy by looking over the versions of that policy in use at other libraries as well as the draft policy provided by MHLS. Jennifer will invite the library's accountant to explain what the policy should include on a separate day from the next committee meeting.

Action items:

1. Present the revised Safe Child Policy to the Board for approval.

Next scheduled meeting: June 21 at 6:00 p.m.





### **Safe Child Policy**

The safety of unattended children in the Library is a serious concern. Children under the age of 11 must be supervised at all times by a responsible adult (18 years or older). If a child under the age of 11 is attending a Library program, a parent/caregiver must be in the building and aware of the location and behavior of his/her child. If children under the age of 11 are left at the Library unattended, an attempt to contact a parent / caregiver will be made. If there is no response, the police will be contacted, especially if the library is closing.

Children ages 11 to 17 may use the library on their own provided that they comply with all Library rules and the *Patron Code of Conduct*. Parents/caregivers are still, however, responsible for the behavior of their children. If children do not comply with Library rules and the *Patron Code of Conduct*, Library staff will ask them to leave the Library and the police may be contacted.

Library staff are not “in loco parentis”, that is, they do not take on the responsibility of a parent, and cannot prevent children from interacting with or leaving with persons who are not the appropriate chaperone.

Violation of the Safe Child Policy may result in suspension of Library privileges.

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Approved by the Saugerties Public Library board on April 14, 2015, December 11, 2018, June 8, 2023

Review Cycle: 3 years

Review History:

Saugerties Public Library  
Facilities Committee

Date: May 2nd, 2023

Time: 6:40 PM

Committee Members Attending:

Van Benschoten (Chair)

Brian Collins, Yosefa Karchmar

Staff Attending:

Jen Russell

Sandy Smith

Others Attending:

Tim Scott, Irene Hurst

Absent:

Katie Cokinos

Discussion/Agenda Items

1. Security camera changes: A new camera will be added and others moved by Greylock Electronics. They have given us an estimate for \$1875 to move a backyard camera and add one to monitor the doors to the down stairs public restrooms.
2. We are looking at removing two benches in front of the library since they can be used to climb onto the walls. Before we remove them, we would like to have someplace to put them. We could either re-use them or sell them.

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

1. Determine the cost of the benches so we can set a price if we chose to sell them

Next Facilities Meeting Tuesday, June 6th, at 6:00 pm

**Outreach Committee Minutes**  
**5/8/23**

Location: Saugerties Public Library  
Time: 4:36 pm

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

1. Free Book Project

- Kiwanis club has approved a \$1,000 grant for this.
- We'd like to expand our target age-group to a max of 10 - 12 years old.
- Acquiring books with expanded diversity will be a priority. Stuffing bags with an assortment of age-appropriate titles will also be prioritized as much as possible.

2. Dance in the Stacks

- Around 60 people were in attendance
- A group of teens asked Jen if there was a place where people their own age could get together and dance
- Could a venue in Saugerties (ie Boys & Girls Club), host an event for teens?
- In the Fall, we will look at the budget and see what money we have available to host another edition of "Dance in the Stacks."

3. Additional Business

- Farmer's Market: Looking to coordinate with the Friends on a few dates.
- Altered Books Talk: Artists provided great feedback. We'd like to stick with a March/April time frame to hold the event again. Next time, participants could walk around wherever they want to hear artists speak. Refreshments would probably be provided next time as well.
- Potential for more diverse events (partner with Shout Out?)
- Light Show: still in the idea stage

Meeting adjourned at 5:35 pm.

Next meeting: June 12 at 4:30 pm

Saugerties Library Board

Agenda

July 13, 2023

6pm (5:30 social time)

Roll Call:

Secretary's Report:

Treasurers' Report:

Pay Bills:

Old Business:

1. Children's programming

New Business:

1. Vote on 2024 Budget
2. Petitions being available
3. Board members up for reelection
4. Extend Tim Scott's officer status – exception to the by laws

Director's Report:

Committee Reports:

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

Next Meeting – August 10, 2023

Saugerties Public Library  
Regular Board Meeting  
Date: 6/8/2023

**Present:** Trustees Katie Cokinos, Jouette Bassler, Yosefa Karchmar, Paul Vanbenschoten, Brian Collins, Nina Schmidbaur, Timothy Scott, Irene Hurst, Julie Misiano

**Excused:** Trustees Charlotte Herscher

**Staff:** Director Jennifer Russell

**Public Attendees:** Ray Rebholz, Phyllis Segura, Robert Irizarry, Leanne Thornton

*Meeting called to order at 6:01 PM by Katie Cokinos, Board President*

**Public Comment:** Leanne Thornton, Town Board liaison said that the board continues to work with the Palisades Park Commission about preparing Bristol Beach to be officially open. The Food Truck Festival will be on July 3rd from 4-9PM at Cantine Field. Kiersted House will have an exhibit about the history of the Ulster Cty baseball team commencing on Saturday 6/10, and lasting for two months. June 20th is the Planning Board meeting, where the Dominican sisters will again be presenting about their project, but the date may be changed so check the calendar. The Town Board's next meeting will be June 14th.

**Friends of Library:** Ray Rebholz, Co-President says that the street fair was a success. They raised several thousand dollars, and with costs incurred, their goal, as it is every year, is to break even while providing a fun event that promotes the library. Next year's fair is tentatively scheduled for June 1, 2024. June 26th will be the final meeting before they break for the summer. It will be a potluck at 6PM at the library.

**Secretary's Report:**

*Motion* by Irene Hurst and *Seconded* by Timothy Scott to approve the minutes as written.

Motion passes unanimously.

**Treasurer's Report:**

We continue to be able to meet our financial obligations. Comparing our costs by budget line to that which was budgeted, we seem to be within expectations by this time of year. We average about \$50,000 a month in expenses.

Motion to pay the bills in the amount of \$ 20,964.20 made by Brian Collins, seconded by Julie Misiano Passes unanimously

### Unfinished Business:

1. Two people interviewed for the Children's Programmer position, and the decision was made to repost the position. The Director made some changes to the advertisement, and has received three additional resumes.
2. Nominating Committee: two community members are interested in joining the Board since there is currently an opening after the resignation of Andrew Zink.

### New Business:

- "Rainbow Book Month™ is a nationwide celebration of the authors and writings that reflect the lives and experiences of the lesbian, gay, bisexual, transgender, pansexual, genderqueer, queer, intersex, agender, and asexual community. Originally established in the early 1990s by The Publishing Triangle as National Lesbian and Gay Book Month, this occasion is an opportunity for book lovers and libraries with the very best in LGBTQIA+ literature. In recognition of this, Timothy Scott made a motion for The Saugerties Board of Trustees to recognize the month of June as Rainbow Book Month, a nationwide celebration of the authors and books that reflect the lives and experiences of the LGBTQIA+ community. Seconded by Yosefa Karchmar Passes unanimously.
- Worked on the 2024 Budget. Explanation provided to justify the suggested tax levy for 2024. Taxpayers have not had an increase in this cost for the past 3 years. The levy increase is primarily focused on raises for the staff to make salaries competitive and commensurate with their education, as well as to improve staff retention.

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

- Two temporary workers have been hired for coverage, since a staff member's resignation and another out on medical leave.
- May 9th: we had a fire drill with the support of local volunteer firefighters
- Preparing for the Summer Reading program which commences June 20th.
- We honored two volunteers
- Animal Shelter donation drive was a success

## Committee Reports:

*Finance:* met on May 30th

Worked on the 2024 budget, the draft of which was reviewed at today's meeting

see minutes FMI Next meeting: June 27th at 6PM

*Personnel/Policy:* met on May 17th

Finalized the Safe Child policy.

Motion to approve the Safe Child policy made by Irene Hurst, seconded by Brian Collins. Passes unanimously.

see minutes FMI Next meeting: June 21st at 6PM

*Outreach:* met on May 8th

An advertisement was placed seeking two artists or artist teams to create two temporary art installations that utilizes the sunlight that shines through the windows. The pieces will be in place Sept 1st-Nov1st.

This Saturday June 10th at 1pm in the library garden, we will plant a rosebush to honor Zoey the dog, to whom children have read for the past several years.

see minutes FMI Next meeting: June 12th at 4:30 PM

*Facilities:* met on May 2nd

The new fence has been installed and camera changes will be made next week.

see minutes FMI Next meeting: TBD

*Friends Liaison:*

N/A

Motion to move into executive session made by Katie Cokinos, seconded by Brian Collins, passes unanimously.

Motion to adjourn from executive session made by Katie Cokinos, seconded by Timothy Scott, passes unanimously.

Motion to appoint Robert Irizzarry to the board was made by Timothy Scott, seconded by Paul Vanbenschoten. Passes unanimously.

*Motion* to adjourn at 8:08 pm by Katie Cokinos ;  
*Seconded* by Nina Schmidbaur

Passes unanimously.

Submitted by Julie Misiano

Next meeting: July 13th at 6PM



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

	<u>Jan - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 · Real Property Taxes	630,152.00	630,152.00	0.00	100.0%
2082 · Fines	4,573.51	6,500.00	-1,926.49	70.36%
2401 · Interest	5,842.44	500.00	5,342.44	1,168.49%
<b>2705 · Gifts &amp; Donations</b>				
2705.4 · Friends	3,135.00	8,000.00	-4,865.00	39.19%
2705.1 · Restricted	1,000.00			
2705.2 · General	3,676.00	4,000.00	-324.00	91.9%
<b>Total 2705 · Gifts &amp; Donations</b>	<b>7,811.00</b>	<b>12,000.00</b>	<b>-4,189.00</b>	<b>65.09%</b>
3840 · New York State Aid	564.08			
3999 · Appropriated Fund Balance	0.00	12,175.00	-12,175.00	0.0%
<b>Total Income</b>	<b>648,943.03</b>	<b>661,327.00</b>	<b>-12,383.97</b>	<b>98.13%</b>
<b>Expense</b>				
7410.1 · Salaries	166,007.52	333,581.00	-167,573.48	49.77%
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
.4.1.8 · Music	53.96	200.00	-146.04	26.98%
.4.1.7 · Streaming	2,646.21	6,000.00	-3,353.79	44.1%
.4.1.1 · DVD	1,142.03	3,000.00	-1,857.97	38.07%
<b>.4.1.2 · Books</b>				
4.1.2A · Adult Books	11,843.06	17,000.00	-5,156.94	69.67%
4.1.2J · Children's Books	3,094.91	8,000.00	-4,905.09	38.69%
.4.1.2 · Books - Other	10.00			
<b>Total .4.1.2 · Books</b>	<b>14,947.97</b>	<b>25,000.00</b>	<b>-10,052.03</b>	<b>59.79%</b>
.4.1.3 · Subscriptions	1,892.86	3,000.00	-1,107.14	63.1%
.4.1.4 · Newspapers	957.28	2,500.00	-1,542.72	38.29%
.4.1.5 · Digital Materials	1,725.12	3,600.00	-1,874.88	47.92%
.4.1.6 · Audio Books	49.99	2,000.00	-1,950.01	2.5%
<b>Total .4.1 · Library Material</b>	<b>23,415.42</b>	<b>45,300.00</b>	<b>-21,884.58</b>	<b>51.69%</b>
<b>.4.2 · Programs, Publicity, History</b>				
.4.2.1 · Programs	3,062.14	7,000.00	-3,937.86	43.75%
.4.2.2 · Microfilm & Archives	2,000.00	2,000.00	0.00	100.0%
.4.2.3 · Newsletter & Public Relations	0.00	3,000.00	-3,000.00	0.0%
<b>Total .4.2 · Programs, Publicity, History</b>	<b>5,062.14</b>	<b>12,000.00</b>	<b>-6,937.86</b>	<b>42.19%</b>
<b>.4.3 · Operation of Building</b>				
.4.3.1 · Utilities	15,681.92	37,000.00	-21,318.08	42.38%
.4.3.2 · Telephone	1,730.50	3,000.00	-1,269.50	57.68%
.4.3.3 · Insurance	15,138.00	21,000.00	-5,862.00	72.09%
.4.3.4 · Maintenance Service & Supplies	1,567.93	2,700.00	-1,132.07	58.07%
.4.3.5 · Lawn & Grounds	5,333.64	4,500.00	833.64	118.53%
.4.3.6 · Building R&M	3,533.79	12,000.00	-8,466.21	29.45%
.4.3.7 · Snow Removal	1,600.00	3,000.00	-1,400.00	53.33%
.4.3.8 · Elevator	3,363.32	3,250.00	113.32	103.49%

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

	<u>Jan - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
.4.3.9 · Geothermal	3,453.50	5,500.00	-2,046.50	62.79%
.4.3.12 · Internet	1,615.60	3,000.00	-1,384.40	53.85%
<b>Total .4.3 · Operation of Building</b>	<b>53,018.20</b>	<b>94,950.00</b>	<b>-41,931.80</b>	<b>55.84%</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
.4.4.1 · Copier	1,590.32	3,500.00	-1,909.68	45.44%
.4.4.2 · Office Supplies	427.34	3,000.00	-2,572.66	14.25%
.4.4.4 · Postage	174.34	2,240.00	-2,065.66	7.78%
.4.4.6 · Equipment Purchases	3,226.54	19,000.00	-15,773.46	16.98%
.4.4.7 · Equipment R&M	0.00	2,000.00	-2,000.00	0.0%
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>5,418.54</b>	<b>29,740.00</b>	<b>-24,321.46</b>	<b>18.22%</b>
<b>.4.5 · Automation, System Fees</b>				
.4.5.1 · Automation & Online Services	1,056.01	3,819.00	-2,762.99	27.65%
.4.5.2 · MHLS Assessment Fees	9,590.00	16,100.00	-6,510.00	59.57%
<b>Total .4.5 · Automation, System Fees</b>	<b>10,646.01</b>	<b>19,919.00</b>	<b>-9,272.99</b>	<b>53.45%</b>
<b>.4.6 · Professional Services</b>				
.4.6.8 · Professional Memberships	0.00	500.00	-500.00	0.0%
.4.6.7 · Payroll Service Fees	1,281.51	2,500.00	-1,218.49	51.26%
.4.6.1 · Accounting	500.00	6,500.00	-6,000.00	7.69%
.4.6.2 · Audit	13,300.00	0.00	13,300.00	100.0%
.4.6.3 · Board Expenses	150.00	0.00	150.00	100.0%
.4.6.4 · Consulting & Legal Services	1,500.00	2,000.00	-500.00	75.0%
.4.6.5 · IT Maintenance Consultant	1,592.00	1,598.00	-6.00	99.63%
.4.6.6 · Staff Development	457.40	700.00	-242.60	65.34%
<b>Total .4.6 · Professional Services</b>	<b>18,780.91</b>	<b>13,798.00</b>	<b>4,982.91</b>	<b>136.11%</b>
<b>.4.7 · Election Expenses</b>				
.4.7.1 · Election Inspectors	0.00	400.00	-400.00	0.0%
.4.7.2 · Election Expenses	0.00	200.00	-200.00	0.0%
<b>Total .4.7 · Election Expenses</b>	<b>0.00</b>	<b>600.00</b>	<b>-600.00</b>	<b>0.0%</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>116,341.22</b>	<b>216,307.00</b>	<b>-99,965.78</b>	<b>53.79%</b>
<b>9010 · Employee Benefits</b>				
.1 · Retirement	27,191.00	24,325.00	2,866.00	111.78%
.2 · Social Security & Medicare	12,309.47	26,000.00	-13,690.53	47.34%
.3 · Workers Compensation	3,778.00	4,500.00	-722.00	83.96%
.4 · Disability	-200.51	250.00	-450.51	-80.2%
.5 · Medical & Dental Benefits	27,144.02	56,000.00	-28,855.98	48.47%
.6 · Life Insurance	148.93	364.00	-215.07	40.92%
<b>Total 9010 · Employee Benefits</b>	<b>70,370.91</b>	<b>111,439.00</b>	<b>-41,068.09</b>	<b>63.15%</b>
<b>Total Expense</b>	<b>352,719.65</b>	<b>661,327.00</b>	<b>-308,607.35</b>	<b>53.34%</b>
<b>Net Ordinary Income</b>	<b>296,223.38</b>	<b>0.00</b>	<b>296,223.38</b>	<b>100.0%</b>
	<b>296,223.38</b>	<b>0.00</b>	<b>296,223.38</b>	<b>100.0%</b>

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Jun 23</u>	<u>Jan - Jun 22</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	630,152.00	617,796.00
2082 · Fines	4,573.51	3,780.98
2401 · Interest	5,842.44	87.92
2705 · Gifts & Donations		
2705.4 · Friends	3,135.00	4,700.01
2705.1 · Restricted	1,000.00	0.00
2705.2 · General	3,676.00	1,135.00
<b>Total 2705 · Gifts &amp; Donations</b>	<u>7,811.00</u>	<u>5,835.01</u>
3840 · New York State Aid	564.08	556.50
<b>Total Income</b>	<u>648,943.03</u>	<u>628,056.41</u>
<b>Expense</b>		
7410.1 · Salaries	166,007.52	163,361.39
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	53.96	0.00
.4.1.7 · Streaming	2,646.21	3,543.18
.4.1.1 · DVD	1,142.03	1,389.72
.4.1.2 · Books		
4.1.2A · Adult Books	11,843.06	4,573.31
4.1.2J · Children's Books	3,094.91	4,153.29
.4.1.2 · Books - Other	10.00	0.00
<b>Total .4.1.2 · Books</b>	<u>14,947.97</u>	<u>8,726.60</u>
.4.1.3 · Subscriptions	1,892.86	637.97
.4.1.4 · Newspapers	957.28	1,474.42
.4.1.5 · Digital Materials	1,725.12	707.95
.4.1.6 · Audio Books	49.99	306.83
<b>Total .4.1 · Library Material</b>	<u>23,415.42</u>	<u>16,786.67</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	3,062.14	8,508.72
.4.2.2 · Microfilm & Archives	2,000.00	0.00
.4.2.3 · Newsletter & Public Relations	0.00	2,140.00
<b>Total .4.2 · Programs, Publicity, History</b>	<u>5,062.14</u>	<u>10,648.72</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	15,681.92	15,498.52
.4.3.2 · Telephone	1,730.50	2,037.74
.4.3.3 · Insurance	15,138.00	8,801.40
.4.3.4 · Maintenance Service & Supplies	1,567.93	1,637.88
.4.3.5 · Lawn & Grounds	5,333.64	0.00
.4.3.6 · Building R&M	3,533.79	73,586.57
.4.3.7 · Snow Removal	1,600.00	3,420.00
.4.3.8 · Elevator	3,363.32	5,179.16
.4.3.9 · Geothermal	3,453.50	2,113.50

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Jun 23</u>	<u>Jan - Jun 22</u>
.4.3.10 · Custodial Service	0.00	690.00
.4.3.12 · Internet	1,615.60	1,614.80
<b>Total .4.3 · Operation of Building</b>	<b>53,018.20</b>	<b>114,579.57</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>		
.4.4.1 · Copier	1,590.32	2,029.76
.4.4.2 · Office Supplies	427.34	1,051.08
.4.4.4 · Postage	174.34	319.51
.4.4.6 · Equipment Purchases	3,226.54	8,179.63
.4.4.7 · Equipment R&M	0.00	401.25
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>5,418.54</b>	<b>11,981.23</b>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	1,056.01	1,215.82
.4.5.2 · MHLS Assessment Fees	9,590.00	8,707.96
<b>Total .4.5 · Automation, System Fees</b>	<b>10,646.01</b>	<b>9,923.78</b>
<b>.4.6 · Professional Services</b>		
.4.6.8 · Professional Memberships	0.00	300.00
.4.6.7 · Payroll Service Fees	1,281.51	1,054.13
.4.6.1 · Accounting	500.00	2,850.00
.4.6.2 · Audit	13,300.00	0.00
.4.6.3 · Board Expenses	150.00	312.70
.4.6.4 · Consulting & Legal Services	1,500.00	1,000.00
.4.6.5 · IT Maintenance Consultant	1,592.00	1,561.00
.4.6.6 · Staff Development	457.40	499.00
<b>Total .4.6 · Professional Services</b>	<b>18,780.91</b>	<b>7,576.83</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>116,341.22</b>	<b>171,496.80</b>
<b>9010 · Employee Benefits</b>		
.1 · Retirement	27,191.00	33,541.00
.2 · Social Security & Medicare	12,309.47	12,074.58
.3 · Workers Compensation	3,778.00	4,111.00
.4 · Disability	-200.51	-100.71
.5 · Medical & Dental Benefits	27,144.02	26,702.19
.6 · Life Insurance	148.93	128.82
<b>Total 9010 · Employee Benefits</b>	<b>70,370.91</b>	<b>76,456.88</b>
<b>Total Expense</b>	<b>352,719.65</b>	<b>411,315.07</b>
<b>Net Ordinary Income</b>	<b>296,223.38</b>	<b>216,741.34</b>
<b>Net Income</b>	<b>296,223.38</b>	<b>216,741.34</b>

# Saugerties Public Library Abstract Check Register

M&T General Fund Checking 6455	Type	Date	Num	Name	Amount
	Check	06/08/2023	EFT	NYS Emp Retire System	-601.77
	Check	06/30/2023	10962	Brewster Public Library	-23.28
	Check	06/30/2023	EFT	Central Hudson	-2,077.54
	Check	06/30/2023	10963	Metropolitan Life Insurance Companies	-24.30
	Check	06/30/2023	10964	Gale/Cengage Learning	-95.17
	Check	06/30/2023	10965	CDPHP	-4,638.49
	Check	06/30/2023	10966	SAFECO Alarm Systems, Inc.	-45.00
	Check	06/30/2023	10967	Ulster County Library Association	-291.18
	Check	06/30/2023	10968	Greylock Electronics	-1,875.00
	Check	06/30/2023	10969	New York Folklore	-75.00
	Check	06/30/2023	10970	Christine Pacuk	-97.06
	Check	06/30/2023	10971	Ann Byrne	-200.00
	Check	06/30/2023	10972	WT Cox	-1,385.89
	Check	06/30/2023	10973	Adams Fairacre Farms	-2,947.00
	Check	06/30/2023	10974	Energy Management Technologies	-3,453.50
	Check	06/30/2023	EFT	Paychex	-311.37
	Check	06/30/2023	10975	National Business Leasing a Program of	-335.00
	Check	06/30/2023	10976	Whiteman Osterman & Hanna	-500.00
	Check	06/30/2023	EFT	Charter Communications	-287.65
	Check	06/30/2023	10977	Stewart's	-181.00
	Check	06/30/2023	10978	Culligan of Newburgh	-47.30
	Check	06/30/2023	10979	Uniforms USA, Inc.	-78.00
	Check	06/30/2023	10980	Midwest Tape	-603.95
	Check	06/30/2023	10981	P.C. Smith & Son Inc	-63.75
	Check	06/30/2023	10982	Baker & Taylor	-1,312.05
	Check	06/30/2023	10983	Business Credit Card	-506.41
	Check	06/30/2023	10984	W B Mason Co Inc	-44.46
	Check	06/30/2023	10985	OverDrive Inc	-658.74
	Check	06/30/2023	10986	Oxford University Press	-165.43
	Check	06/30/2023	10987	National Business Technologies	-10.24
	Check	06/30/2023	10988	Welsh Sanitation	-93.89
	Check	06/30/2023	10989	Charter Communications	-230.80
					<hr/>
					Total M&T General Fund Checking 6455
					-23,260.22
					<b>M&amp;T Capital Fund Checking 6430</b>
					Total M&T Capital Fund Checking 6430
					<hr/> <hr/> <b>-23,260.22</b>

# Saugerties Public Library

## Abstract

June 2023

	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>2082 · Fines</b>				
			Square income	113.20
Total 2082 · Fines				113.20
Total Income				113.20
<b>Expense</b>				
<b>7410.1 · Salaries</b>				
	6-1-23	PR		14,199.87
	6-14-23	PR		14,361.68
	6-29-23	PR		13,728.13
Total 7410.1 · Salaries				42,289.68
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
<b>.4.1.7 · Streaming</b>				
	10980	Midwest Tape		466.76
	10983	Business Credit Card		19.99
Total .4.1.7 · Streaming				486.75
<b>.4.1.1 · DVD</b>				
	10980	Midwest Tape		137.19
Total .4.1.1 · DVD				137.19
<b>.4.1.2 · Books</b>				
<b>4.1.2A · Adult Books</b>				
	10962	Brewster Public Library		23.28
	10964	Gale/Cengage Learning		95.17
	10982	Baker & Taylor		990.95
	10986	Oxford University Press		165.43
Total 4.1.2A · Adult Books				1,274.83
<b>4.1.2J · Children's Books</b>				
	10982	Baker & Taylor		321.10
	10983	Business Credit Card		14.69
Total 4.1.2J · Children's Books				335.79
Total .4.1.2 · Books				1,610.62
<b>.4.1.3 · Subscriptions</b>				
	10969	New York Folklore		75.00
	10972	WT Cox	Magazine Renewal 2024-2025	1,385.89
Total .4.1.3 · Subscriptions				1,460.89
<b>.4.1.4 · Newspapers</b>				
	10977	Stewart's	June	181.00
Total .4.1.4 · Newspapers				181.00
<b>.4.1.5 · Digital Materials</b>				
	10983	Business Credit Card		60.95
	10985	OverDrive Inc		658.74
Total .4.1.5 · Digital Materials				719.69
Total .4.1 · Library Material				4,596.14

# Saugerties Public Library

## Abstract

June 2023

	Num	Name	Memo	Amount
<b>.4.2 - Programs, Publicity, History</b>				
<b>.4.2.1 - Programs</b>				
	10971	Ann Byrne	Chakra program	200.00
	10983	Business Credit Card		192.00
Total .4.2.1 - Programs				392.00
Total .4.2 - Programs, Publicity, History				392.00
<b>.4.3 - Operation of Building</b>				
<b>.4.3.1 - Utilities</b>				
	EFT	Central Hudson	5/19 - 6/19	2,077.54
Total .4.3.1 - Utilities				2,077.54
<b>.4.3.2 - Telephone</b>				
	EFT	Charter Communications	7/2 - 8/1	287.65
Total .4.3.2 - Telephone				287.65
<b>.4.3.4 - Maintenance Service &amp; Supplies</b>				
	10978	Culligan of Newburgh		47.30
	10988	Welsh Sanitation	July	93.89
Total .4.3.4 - Maintenance Service & Supplies				141.19
<b>.4.3.5 - Lawn &amp; Grounds</b>				
	10973	Adams Fairacre Farms	remainder of payment for new fence	2,947.00
	10981	P.C. Smith & Son Inc		15.40
Total .4.3.5 - Lawn & Grounds				2,962.40
<b>.4.3.6 - Building R&amp;M</b>				
	10966	SAFECO Alarm Systems, Inc	July	45.00
	10979	Uniforms USA, Inc.	June	78.00
	10981	P.C. Smith & Son Inc		41.97
Total .4.3.6 - Building R&M				164.97
<b>.4.3.9 - Geothermal</b>				
	10974	Energy Management Techno Mechanical support	September 22 - N	1,312.50
	10974	Energy Management Techno Systems support	September 22 - Mar	801.00
	10974	Energy Management Techno Install glycol for the heating system		1,340.00
Total .4.3.9 - Geothermal				3,453.50
<b>.4.3.12 - Internet</b>				
	10989	Charter Communications	7/1 - 7/31	230.80
Total .4.3.12 - Internet				230.80
Total .4.3 - Operation of Building				9,318.05
<b>.4.4 - Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 - Copier</b>				
	10975	National Business Leasing a	June	335.00
	10987	National Business Technologies		10.24
Total .4.4.1 - Copier				345.24
<b>.4.4.2 - Office Supplies</b>				
	10981	P.C. Smith & Son Inc		6.38
	10983	Business Credit Card		136.61
	10984	W B Mason Co Inc		44.46
Total .4.4.2 - Office Supplies				187.45

# Saugerties Public Library

## Abstract

June 2023

	Num	Name	Memo	Amount
<b>.4.4.4 · Postage</b>				
	10983	Business Credit Card		126.00
Total .4.4.4 · Postage				126.00
<b>.4.4.6 · Equipment Purchases</b>				
	10968	Greylock Electronics	1 new camera and relocate shed cam	1,875.00
	10983	Business Credit Card		-127.44
Total .4.4.6 · Equipment Purchases				1,747.56
Total .4.4 · Equipment R&M, Supplies				2,406.25
<b>.4.5 · Automation, System Fees</b>				
<b>.4.5.1 · Automation &amp; Online Services</b>				
	10983	Business Credit Card		83.61
Total .4.5.1 · Automation & Online Services				83.61
Total .4.5 · Automation, System Fees				83.61
<b>.4.6 · Professional Services</b>				
<b>.4.6.9 · Merchant Fees</b>				
			Square income	20.54
Total .4.6.9 · Merchant Fees				20.54
<b>.4.6.7 · Payroll Service Fees</b>				
	EFT	Paychex		311.37
Total .4.6.7 · Payroll Service Fees				311.37
<b>.4.6.4 · Consulting &amp; Legal Services</b>				
	10976	Whiteman Osterman & Hann 3rd quarterly installment		500.00
Total .4.6.4 · Consulting & Legal Services				500.00
<b>.4.6.6 · Staff Development</b>				
	10967	Ulster County Library Associ: EAP 4/1/23 - 3/31/24		291.18
	10970	Christine Pacuk	Mileage	97.06
Total .4.6.6 · Staff Development				388.24
Total .4.6 · Professional Services				1,220.15
Total 7410.4 · Contractual Expenses				18,016.20
<b>9010 · Employee Benefits</b>				
<b>.2 · Social Security &amp; Medicare</b>				
	6-1-23 PR			1,057.49
	6-14-23 PR			1,069.87
	6-29-23 PR			1,025.69
Total .2 · Social Security & Medicare				3,153.05
<b>.4 · Disability</b>				
	6-1-23 PR			-16.50
	6-14-23 PR			-18.64
	6-29-23 PR			-16.40
Total .4 · Disability				-51.54
<b>.5 · Medical &amp; Dental Benefits</b>				
	6-1-23 PR			-376.50
	6-14-23 PR			-376.50
	6-29-23 PR			-320.36
	10965	CDPHP	June	4,638.49
Total .5 · Medical & Dental Benefits				3,565.13
<b>.6 · Life Insurance</b>				
	10963	Metropolitan Life Insurance C	Life insurance	24.30



Saugerties Public Library

Abstract

June 2023

	Num	Name	Memo	Amount
Total .6 · Life Insurance				24.30
Total 9010 · Employee Benefits				6,690.94
Total Expense				66,996.82
Net Ordinary Income				-66,883.62
<b>Net Income</b>				<b>-66,883.62</b>

## June Director's Report 2023

**Personnel:** Teresa King, our temporary Children's Room clerk, is doing a great job. We increased her hours for the summer to compensate for Robin Shornstein, our other wonderful yet temporary Children's Programmer, reducing her hours. She will only plan and execute storytimes and do collection development until the end of August. Charlotte Svetkey has been hired to be the new Children's Programmer, and she will officially start at the library on September 5<sup>th</sup>. She may come in before then to begin training, and I hope that she can shadow Robin for mentoring.

**Facilities:** The new fencing in the backyard has been installed. Security cameras have been rearranged and one new camera has been installed in the hallway leading to the Community Room. With this new perspective, we have a better look at who is coming and going from the bathrooms.

**Professional Development:** Staff have taken webinars on the new Transparent Language site that MHLS is now paying for. It's an amazing language learning tool that I highly recommend. They offer sign language and some indigenous languages.

**Summer Reading Program:** The kick-off event went very well with Raptors & Reptiles! There are various ways for youth to keep track of their summer reading depending on their abilities. Free ice cream, squishmallows, legos and deciding how Christine will cut and or dye her hair are some prizes. Adults can play reading BINGO; cards are available at the upstairs circ desks and prizes are gift cards.

For the summer, we are hosting an LBGTQA+ club and have advertised this event on all of our regular PR outlets. On Facebook, we received inappropriate comments from random people who live outside of NYS. I think that some of the comments were created by bots. We restricted comments to only those who live in Saugerties. Then I received an email from Suzanne Van Wagenen that was also sent to the Saugerties Town Board. I have included a copy of her email and the response that I sent to her and all the Town Board members at the end of this document. As of 7/7/23, I haven't heard back from anyone involved in this email exchange.

**Outreach:** MHLS is offering two grants. One is for assistive technology for the blind and the other is for Equity, Diversity and Inclusion projects. I submitted requests for funds to purchase a CCTV video magnifier for the Info

room, and to support a “group read” with a presenter event on the subject of Black Farming and Black Farming communities.

**Friends:** On June 26<sup>th</sup> I attended the Friends Annual Meeting, which was lovely. They gave the library funds to add more items to our Library of Things. They elected their officers and we ate wonderful food.

**Community:** The Girl Scouts and Round the Bend Theater used the library and backyard for Saturday programs. Senator Hinchey used the Community Room again to allow for public comment.

**Meetings:** MHLS Director’s Meeting – in Poughkeepsie

UCLA Meeting – at Elting library

The library was closed on June 19<sup>th</sup> to celebrate Juneteenth.



**Admin SPL**

Jul 5, 2023,  
12:52 PM (2 days  
ago)

to me

## Forwarded Conversation

**Subject: Teen Clubs**

-----  
From: **Suzanne Van Wagenen** <[suzannevanwagenen@gmail.com](mailto:suzannevanwagenen@gmail.com)>

Date: Sun, Jul 2, 2023 at 4:03 PM

To: <[admin@saugertiespubliclibrary.org](mailto:admin@saugertiespubliclibrary.org)>

Cc: Fred Costello <[FCostello@saugertiesny.gov](mailto:FCostello@saugertiesny.gov)>, Leeanne Thornton <[leeanne.thornton@yahoo.com](mailto:leeanne.thornton@yahoo.com)>, Michael Ivino <[mivino@saugertiesny.gov](mailto:mivino@saugertiesny.gov)>, Peg Nau <[pnau@saugertiesny.gov](mailto:pnau@saugertiesny.gov)>, Zach Horton <[zhorton@saugertiesny.gov](mailto:zhorton@saugertiesny.gov)>

Saugerties **Public** Library - I assume the library is for the use of the public - all the public - since our tax dollars support you. You have so many wonderful programs and opportunities and almost offer something for everyone. However, when I see that you are promoting an LGBTQ+ club for young teens, I have to ask why? Why can't your programs be neutral, including gender neutral, so that nobody is offended? Why do you insist on presenting gender/sex related programs? Let our kids and teens be

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kids and teens. Stop sexualizing them. That is not the job of a public library. If you think that presenting these types of programs makes the library "well balanced", then where is your club for Hetrosexual/straight teens? I am not suggesting that you develop one, I am suggesting that you not have any gender/sex programs. Let parents educate their children.

--

**Ephesians 6:13 "Wherefore take unto you the whole armour of God, that ye may be able to withstand in the evil day, and having done all, to stand."**

**GOD BLESS AMERICA!**

-----  
From: **Peg Nau** <[pnau@saugertiesny.gov](mailto:pnau@saugertiesny.gov)>

Date: Mon, Jul 3, 2023 at 1:30 PM

To: Suzanne Van Wagenen <[suzannevanwagenen@gmail.com](mailto:suzannevanwagenen@gmail.com)>

Cc: <[admin@saugertiespubliclibrary.org](mailto:admin@saugertiespubliclibrary.org)>, Fred Costello <[fcostello@saugertiesny.gov](mailto:fcostello@saugertiesny.gov)>, Leeanne Thornton <[leeanne.thornton@yahoo.com](mailto:leeanne.thornton@yahoo.com)>, Michael Ivino <[mivino@saugertiesny.gov](mailto:mivino@saugertiesny.gov)>, Zach Horton <[zhorton@saugertiesny.gov](mailto:zhorton@saugertiesny.gov)>

Suzanne, your letter is very well written, and you make excellent points. Peg Nau

Sent from my iPad

On Jul 2, 2023, at 4:05 PM, Suzanne Van Wagenen <[suzannevanwagenen@gmail.com](mailto:suzannevanwagenen@gmail.com)> wrote:

Caution! This message was sent from outside your organization.

-----  
From: **Admin SPL** <[admin@saugertiespubliclibrary.org](mailto:admin@saugertiespubliclibrary.org)>

Date: Wed, Jul 5, 2023 at 11:16 AM

To: Jennifer Russell <[director@saugertiespubliclibrary.org](mailto:director@saugertiespubliclibrary.org)>

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J

**Jennifer Russell** <[director@saugertiespubliclibrary.org](mailto:director@saugertiespubliclibrary.org)>

Jul 5, 2023,  
12:55 PM (2 days  
ago)

to pnau, suzannevanwagenen, Fred, Leeanne, Michael, Zach, Katie, Timothy

Hello all,

About the LBGTQA+ club that we are holding at the library: the public school holds this club most of the year, but over the summer the kids don't have a place to meet. When our Teen librarian asked the youth who actually use the library what they wanted to do for the summer, they *requested* this club. We are responding to the wishes of the library patrons. This is *not* an educational lecture or a book club; this is an opportunity for the kids of the LBGTQA+ club to hang out in a safe space. They will play games, eat snacks and chat with each other. I'm expecting a very small group of kids who already know each other and are friends.

If you have any questions or concerns, please email me at [director@saugertiespubliclibrary.org](mailto:director@saugertiespubliclibrary.org)

Sincerely,

Jen Russell

--

Jennifer Russell  
Library Director  
Saugerties Public Library

845-246-4317 ext. 300

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Saugerties Public Library  
Finance Committee

Date: June 27th 2023  
Time: 6:00 PM

Committee Members Attending:

Brian Collins  
Charlotte Herscher  
Irene Hurst

Absent & Excused:

Katie Cokinos Tim Scott

Staff Attending:

Director J Russell

Discussion/Agenda Items

2024 Draft Budget and YTD spending

- The committee discussed the 2024 DRAFT BUDGET concerns voiced by fellow Board members during the presentation of the budget at the June Board meeting. The committee suggested the following modifications .
  1. Children's Books .4.1.2J +\$500.00
  2. Newsletter and Public Relations .4.2.3 +\$250.00
  3. Snow Removal .4.2.7 +\$500.00
  4. Appropriated Fund Balance 3999 + \$1250.00 to cover the additional spending
- Committee reviewed Year-to-date spending report from M+T in the amount of \$308,919 . The conclusion was we are on target at mid year.

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

1. The Treasurer will propose budget modifications at the July Board of Trustee's meeting.
2. The Treasurer will make the motion to accept the final draft budget.
3. The Treasurer will make a motion to exceed the tax cap for 2024

Motion to adjourn at 6:35 made by Collins and seconded by Hurst .All were in favor and the motion passed.

Next Finance Meeting: Tuesday July 25th 2023, at 6:00 PM

# **Saugerties Public Library**

## **Policy/Personnel Committee Meeting Minutes**

Date: June 21, 2023

Time: 6:00 p.m.

Meeting location: Main Reading Room

Committee Members Attending:

Bassler (chair), Misiano, Russell, Irizarry, Cokinos

Discussion:

1. Welcomed Robert Irizarry to the committee.
2. Reviewed the Inventory and Fixed Assets Policy that Jen has drafted.  
Made a few minor changes and approved it for presentation to the Board.
3. Discussed the need for a Programming Policy to complement the Freedom to View and Freedom to Read policies. The discussion will continue at the next meeting.

.

Action items:

1. Present the Inventory and Fixed Assets Policy to the Board for approval.

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

## **INVENTORY AND FIXED ASSET POLICY**

**Purpose:** The Saugerties Public Library will maintain an inventory of fixed assets and a record of capital expenditures in accordance with the Governmental Accounting Standards Board (GASB). The purpose of this policy and the maintenance of these records is to:

- Maintain an inventory of fixed assets and establish accountability.

Administration and execution of this policy are the responsibility of the Library Director or designee.

**The Capitalization Threshold** is the minimum acquisition cost of an asset for it to be considered a fixed asset. The minimum cost for the category of equipment, fixtures, furniture and property is \$ 2,500.

- Equipment includes, but is not limited to, telephone systems, security systems, and audio/visual systems.
  - MHLS requires a separate computer inventory.
- Furniture includes, but is not limited to, tables, chairs, desks, shelving, carpet and lighting fixtures.
- Property includes, but is not limited to sidewalks and lighting fixtures.

**Fixed Assets** are assets purchased or constructed by the Saugerties Library that have:

- A useful life of one (1) or more years
- Physical characteristics not appreciably affected by use or consumption
- A value equal or greater than the capitalization threshold

Leased equipment is not included in the policy.

**Useful Life** – The useful life of an asset is the period of time over which an asset may reasonably be expected to be utilized for its intended use, as measured from the time when the asset is first placed into service. The useful life should be based on estimates not exceeding the period of probable usefulness per NYS Local Finance Law.



**Summary and Guidelines:** The library will maintain an inventory for external financial statement purposes of all fixed assets in place. Fixed assets are equipment, fixtures, furniture, and property with an initial acquisition cost of \$2,500 or more and an expected useful life of greater than one year. The acquisition cost is the cash outlay made to acquire the asset (or in the case of donated assets, its fair value equivalent on the date of transfer) and put in operating condition.

A physical inventory should be conducted every 3- 4 years. Each inventory record includes the following:

- Acquisition Date / Date Placed In Service
- Item Description (including manufacturer, where applicable)
- Serial Number
- Location
- Acquisition Cost
- Date of Disposition and official responsible for Disposition

Similar items such as file cabinets or chairs can be counted as a group with total costs and inventories recorded on a single record.

Capital expenditures **do not** include:

- Ordinary repairs that do not increase the value or extend the life of the asset
- Routine operating costs such as annual maintenance contracts

### **Depreciation**

Eligible fixed assets should be depreciated over their estimated useful lives. Generally, at the end of an asset's life, the sum of the amounts charged for depreciation in each accounting period will equal original cost less the salvage value.

Fixed assets acquired having a value equal to or greater than the established threshold are considered depreciable assets and shall be inventoried and placed on a depreciation schedule according to its asset class and estimated useful life as stipulated by the NY State Comptroller's Office or the IRS. Assets shall be recorded at initial cost or, if not available, at estimated initial cost; gifts of fixed assets shall be recorded at estimated fair value at the time of the gift.

The governing body should determine if the asset has value through examination of the property records and physical inspection. If it is determined that the asset has value, the governing board should attempt to sell the asset in a manner to obtain the maximum value. If they are unable to sell the asset or if the asset has no value, it can vote to donate the asset. The attempt to sell the asset should be documented.

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## **Asset Retirement**

An asset that is fully depreciated is retired by removing it from the current period accounting record. However, it is still listed in the Library's asset register. If it is still in service, the Actual Replacement Date will be left blank.

When retiring an entire asset, any undepreciated balance will be reported as a disposal expense net of any value received.

---

Approved by the Saugerties Public Library board on July 13, 2023

Review History:

Review Cycle: 5 years

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**Outreach Committee Minutes**  
**6/12/23**

Location: Saugerties Public Library Study Room

Time: 4:30 pm

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

1. Light As A Medium

- Two people have responded to the call for artists and Jen sent relevant info to them.
- One asked to film the process.

Financial Compensation of Artists: In order to address some questions about this topic, we will highlight that artists can in fact, sell any of their works displayed within the library.

2. Free Book Project

- We will decide on appropriate titles during our July meeting (Magic Treehouse being one of them), with a focus on bilingual and up to third-grade level.
- A Saugerties based author may have material available.

3. Additional Business

- Brian Collins put forth an idea that may prove fruitful: Flashdrives w/library logo. These could be given to people signing up for a library card or as an incentive for patrons to download the Libby app. Cost would be around \$200. We'd like to do this ASAP.
- We'd like to host another Dance Party. October or early November may be an ideal time frame depending on our budget. Ronnie Rave could be hired again depending on availability. Jen would like to get more teens involved by having them help w/setup at the start and end. The party could be split with a 5 -7 pm time for the "younger" crowd and 7 - 11 pm for older individuals. New venue "The Local" on John Street was also discussed as a potential partner in future endeavors such as this.

Meeting adjourned at 5:30 pm

Next meeting: July 10 at 4:30 pm





Saugerties Public Library  
2021-2022 Statistics Compared

	Jan '22	Jan '23	Feb '22	Feb '23	March '22	March '23	April '22	April '23	May '22	May '23	June '22	June '23	July '22	July '23
<b>Circulation</b>														
Adult	2,412	2,453	2,274	2,306	2,467	2,791	2,083	2,323	1,984	2,452	2,346	2,776	2,541	
Adult renewals	1,186	1,106	1,173	1,172	1,156	1,262	1,113	1,240	1,098	1,208	1,053	1,199	1,242	
Juvenile	1,302	1,816	1,466	1,862	1,727	2,151	1,619	1,939	1,548	1,762	1,884	2,199	2,540	
Juvenile renewals	826	914	879	1,092	990	1,286	1,223	1,386	1,176	1,319	981	1,970	1,368	
Teen	90	90	137	116	97	93	86	105	100	85	123	110	146	
Teen renewals	164	71	49	66	104	65	67	84	71	79	54	105	104	
<b>Total Circulation</b>	5,980	6,450	5,978	6,614	6,541	7,648	6,191	7,077	5,977	6,905	6,441	8,359	7,941	
		8%		11%		17%		14%		16%		30%		
<b>Holds Filled</b>														
Adults	1,113	1,123	1,008	1,055	1,160	1,265	920	1,073	913	1,071	1,024	1,209	1,091	
Juvenile	448	528	347	446	460	529	377	426	347	451	342	393	394	
Teen	54	52	68	61	74	60	54	45	52	53	59	64	69	
ILL received	0	2	0	2	0	0	0	1	3	0	0	0	1	
ILL loaned	2	0	1	0	1	1	0	0	0	1	2	1	0	
<b>Total Holds</b>	1,617	1,705	1,424	1,564	1,695	1,855	1,351	1,545	1,315	1,576	1,427	1,667	1,555	
		5%		10%		9%		14%		20%		17%		
<b>Questions Answered</b>														
Adult	654	630	658	587	487	833	499	840	458	846	509	909	532	
Children's	128	219	201	242	155	252	191	224	170	199	192	342	242	
<b>Total Questions</b>	782	849	859	829	642	1,085	690	1,064	628	1,045	701	1,251	774	
		9%		-3%		69%		54%		66%		78%		
<b>Programs</b>														
Adult	3	18	2	20	8	24	16	24	17	22	21	23	21	
Teen	17	13	16	12	18	13	17	12	14	14	18	11	19	
Children's	13	18	20	17	26	21	22	20	23	21	19	20	36	
<b>Total Programs</b>	33	49	38	49	52	58	55	56	54	57	58	54	76	
		48%				12%		2%		6%		-7%		
<b>Program Attendance</b>														
Adult	19	123	17	199	46	233	79	178	146	223	125	184	104	
Teen	114	75	110	62	121	60	90	63	85	86	128	63	109	
Children	125	289	170	238	303	335	233	223	164	294	657	528	533	
<b>Total attendance</b>	258	487	297	499	470	628	402	464	395	603	910	775	746	
		89%				33%		15%		53%		-15%		
<b>Computer sessions</b>	299	383	296	321	351	449	402	372	402	345	508	328	436	
		28%		8%		28%		-7%		-14%		-35%		
<b>Web Page Visits</b>	3,692	4,040	3,637	5,434	3,414	6,140	4,703	5,178	4,609	4,846	5,207	5,889	5,482	
		9%		49%		80%		10%		5%		13%		
<b>New Cards Issued</b>	13	39	27	47	17	75	20	23	24	23	28	37	35	
		200%		74%		341%		15%		-4%		32%		
<b>Overdrive Audiobook</b>	605	604	532	513	582	587	629	532	619	627	555	584	556	
<b>Overdrive eBook</b>	890	857	766	759	775	846	755	758	771	784	691	944	845	
<b>Overdrive Magazine</b>	122	144	120	86	136	121	67	80	67	99	52	107	89	
<b>Overdrive Total</b>	1496	1605	1298	1358	1359	1554	1385	1370	1396	1510	1300	1635	1490	
		7%		5%		14%		-1%		8%		26%		

Saugerties Public Library  
2021-2022 Statistics Compared

	August '22	August '23	Sept '22	Sept '23	Oct '22	Oct '23	Nov '22	Nov '23	Dec '22	Dec '23	TOTAL 2022	TOTAL 2023	
<b>Circulation</b>													
Adult	2,897		2,495		2,389		2,387		2,265		28,540	15,101	53%
Adult renewals	1,265		1,248		1,387		1,270		1,285		14,476	7,187	50%
Juvenile	2,147		1,683		1,689		1,734		1,373		20,712	11,729	57%
Juvenile renewals	1,557		1,364		1,151		1,204		1,052		13,771	7,967	58%
Teen	151		142		86		73		92		1,323	599	45%
Teen renewals	107		115		75		58		64		1,032	470	46%
<b>Total Circulation</b>	8,124		7,047		6,777		6,726		6,131		79,854	43,053	54%
<b>Holds Filled</b>													
Adults	1,187		1,074		1,109		1,061		1,009		12,669	6,796	54%
Juvenile	365		477		531		546		381		5,015	2,773	55%
Teen	85		66		64		50		50		745	335	45%
ILL received	1		0		0		1		3		9	5	56%
ILL loaned	1		1		0		2		0		10	3	30%
<b>Total Holds</b>	1,639		1,618		1,704		1,660		1,443		18,448	9,912	54%
<b>Questions Answered</b>													
Adult	734		634		614		694		571		7,044	4,435	63%
Children's	276		179		195		165		157		2,251	1,473	65%
<b>Total Questions</b>	1,010		813		809		859		728		9,295	5,908	64%
<b>Programs</b>													
Adult	22		18		22		18		20		188	131	70%
Teen	20		10		15		16		13		193	75	39%
Children's	28		18		24		22		20		271	117	43%
<b>Total Programs</b>	70		46		61		56		53		652	323	50%
<b>Program Attendance</b>													
Adult	145		106		160		101		397		1,445	1,140	79%
Teen	137		86		92		94		75		1,241	409	33%
Children	523		144		253		254		138		3,497	1,907	55%
<b>Total attendance</b>	805		336		505		449		610		6,183	3,456	56%
<b>Computer sessions</b>	516		488		385		325		355		4,763	2,198	46%
													8%
<b>Web Page Visits</b>	5,765		3,544		3,208		3,279		4,737		51,277	31,527	61%
													166%
<b>New Cards Issued</b>	44		39		35		26		21		329	244	74%
													658%
<b>Overdrive Audiobook</b>	585		610		594		550		563		6980	3447	49%
<b>Overdrive eBook</b>	831		720		725		720		736		9225	4948	54%
<b>Overdrive Magazine</b>	103		78		110		115		118		1177	637	54%
<b>Overdrive Total</b>	1519		1408		1429		1385		1417		16882	9032	54%

Saugerties Library Board  
Agenda  
August 10, 2023  
6pm (5:30 social time)

Roll Call:

Public Comment:

Secretary's Report  
Treasurers' Report  
Pay Bills

New Business:

1. Public hearing on 2024 Budget

Old Business:

1. Jen's Interim Directorship at Esopus Library

Director's Report:

Committee Reports:

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



Saugerties Public Library  
Regular Board Meeting  
Date: July 13, 2023

**Present:** Trustees Katie Cokinos, Jouette Bassler, Yosefa Karchmar, Paul VanBenschoten, Brian Collins, Irene Hurst, Julie Misiano, Robert Irizarry

**Excused:** Trustees Timothy Scott, Charlotte Herscher, Nina Schmidbaur

**Staff:** Director Jennifer Russell

**Public Attendees:** Louise Mason, Charlene Vernol, Gaetana Ciarlante

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

**Public Comment:** A member of the community expressed concern that there is an LGBTQ teen group, and wondered if there is a group for straight kids.

Another community resident wants to be sure that there is not a drag queen story hour planned at this library.

**Friends of Library:** N/A

**Secretary's Report:**

*Motion* by Brian Collins and *Second* by Irene Hurst to approve the minutes as amended for spelling.

Motion passes unanimously.

**Treasurer's Report:**

We are in good financial standing. We are at 100% of the budget in certain line items, but they are paid up for the year, and we don't anticipate going over in those areas.

Motion to pay the bills in the amount of \$ 23,260.22 made by Brian Collins, seconded by Julie Misiano Passes unanimously

### Unfinished Business:

- Children's Programmer: we have hired a new Children's Programmer, Charlotte Svetkey, who we anticipate starting in September. We have two temporary staff members, Robin Shornstein and Teresa King, who have been able to fill in. Teresa King will cover the afternoon programming, such as chess and the "kitty cuddle".

### New Business:

1. The treasurer presented the newly revised draft budget for 2024, which has been worked on at the Finance Committee meetings for the past three months.

Motion to approve the draft budget in the amount of \$752,893.00 made by Brian Collins, seconded by Jouette Bassler. Passes unanimously.

A motion to exceed the tax cap made by Brian Collins, seconded by Julie Misiano. Passes unanimously.

There are no ramifications for exceeding the tax cap with the stipulation that 60% of those who vote on the budget must approve it, rather than a simple majority. At our August Board Meeting, members of the public will be able to comment on the draft budget.

2. Petitions are now available for community members interested in being on the ballot to run for the board. We have two five year and one four year positions currently open for the vote in September. Interested community members have to obtain 25 signatures from Saugerties residents in order to get on the ballot. Board members are permitted to sign petitions for interested community residents.
3. There was discussion about what the bylaws state regarding Officers of the Board. Some interpret the bylaws to state that Board Members cannot serve as an Officer for more than 3 years total, regardless of the position on the Executive Board. Other board members interpret the bylaws to be that an officer cannot be in one position for more than 3 years. The policy/personnel committee will review the bylaws to seek clarity and consider amendments if needed.

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

- Please see the Director's Report in the Board Packet. The packet is available online at the library's website, under the "about" section,

### Committee Reports:

*Finance:* met on June 27, 23

Finalized the draft 2024 budget for review and discussion at the July Board Meeting.

see minutes FMI Next meeting: August 29th at 6PM

*Personnel/Policy:* met on June 21st

Reviewed the draft of a new inventory and fixed asset policy. This was recommended by the library accountant.

We began to prepare a new policy for programming.

Motion to approve the policy on inventory and fixed assets made by Jouette Bassler, seconded by Irene Hurst. Passes unanimously

see minutes FMI Next meeting: July 19th at 6PM

*Outreach:* met on June 12th

Request for artists to plan an art project, "light as a medium" received two interested artists.

The free book project: We are preparing to fill an additional 29 book bags to distribute to area locations where children must wait for adults, and need something to do. Included in the bag are three books and information on where the library is located and how to get a library card.

We ordered and have received USB flash drives imprinted with the library's name and year of the building of the Carnegie library. The annual letter to the community will say that community members may come into the library to pick one up.

Please see minutes for details of the meeting.

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

*Facilities:*

Did not have a meeting last month due to poor air quality.

Next meeting: July 11 th at 6PM

*Friends Liaison:*

N/A

*Motion* to adjourn at 6:50 pm by Katie Cokinos ;  
*Seconded* by Paul Vanbenschoten

Passes unanimously.

Submitted by Julie Misiano

Next meeting: August 10, 2023 at 6PM

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

	<u>Jan - Jul 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 · Real Property Taxes	630,152.00	630,152.00	0.00	100.0%
2082 · Fines	4,804.55	6,500.00	-1,695.45	73.92%
2401 · Interest	6,341.02	500.00	5,841.02	1,268.2%
<b>2705 · Gifts &amp; Donations</b>				
2705.4 · Friends	3,135.00	8,000.00	-4,865.00	39.19%
2705.1 · Restricted	1,000.00			
2705.2 · General	3,676.00	4,000.00	-324.00	91.9%
<b>Total 2705 · Gifts &amp; Donations</b>	<b>7,811.00</b>	<b>12,000.00</b>	<b>-4,189.00</b>	<b>65.09%</b>
3840 · New York State Aid	564.08			
3999 · Appropriated Fund Balance	0.00	12,175.00	-12,175.00	0.0%
<b>Total Income</b>	<b>649,672.65</b>	<b>661,327.00</b>	<b>-11,654.35</b>	<b>98.24%</b>
<b>Expense</b>				
7410.1 · Salaries	193,001.76	333,581.00	-140,579.24	57.86%
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
.4.1.8 · Music	53.96	200.00	-146.04	26.98%
.4.1.7 · Streaming	3,075.74	6,000.00	-2,924.26	51.26%
.4.1.1 · DVD	1,329.95	3,000.00	-1,670.05	44.33%
<b>.4.1.2 · Books</b>				
4.1.2A · Adult Books	12,990.51	17,000.00	-4,009.49	76.42%
4.1.2J · Children's Books	3,724.90	8,000.00	-4,275.10	46.56%
.4.1.2 · Books - Other	10.00			
<b>Total .4.1.2 · Books</b>	<b>16,725.41</b>	<b>25,000.00</b>	<b>-8,274.59</b>	<b>66.9%</b>
.4.1.3 · Subscriptions	1,892.86	3,000.00	-1,107.14	63.1%
.4.1.4 · Newspapers	1,169.71	2,500.00	-1,330.29	46.79%
.4.1.5 · Digital Materials	2,363.44	3,600.00	-1,236.56	65.65%
.4.1.6 · Audio Books	94.98	2,000.00	-1,905.02	4.75%
<b>Total .4.1 · Library Material</b>	<b>26,706.05</b>	<b>45,300.00</b>	<b>-18,593.95</b>	<b>58.95%</b>
<b>.4.2 · Programs, Publicity, History</b>				
.4.2.1 · Programs	4,188.61	7,000.00	-2,811.39	59.84%
.4.2.2 · Microfilm & Archives	2,000.00	2,000.00	0.00	100.0%
.4.2.3 · Newsletter & Public Relations	2,185.00	3,000.00	-815.00	72.83%
<b>Total .4.2 · Programs, Publicity, History</b>	<b>8,373.61</b>	<b>12,000.00</b>	<b>-3,626.39</b>	<b>69.78%</b>
<b>.4.3 · Operation of Building</b>				
.4.3.1 · Utilities	17,640.91	37,000.00	-19,359.09	47.68%
.4.3.2 · Telephone	2,018.22	3,000.00	-981.78	67.27%
.4.3.3 · Insurance	15,138.00	21,000.00	-5,862.00	72.09%
.4.3.4 · Maintenance Service & Supplies	1,881.27	2,700.00	-818.73	69.68%
.4.3.5 · Lawn & Grounds	7,087.12	4,500.00	2,587.12	157.49%
.4.3.6 · Building R&M	3,630.79	12,000.00	-8,369.21	30.26%
.4.3.7 · Snow Removal	1,600.00	3,000.00	-1,400.00	53.33%
.4.3.8 · Elevator	4,117.76	3,250.00	867.76	126.7%

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

	<u>Jan - Jul 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
.4.3.9 · Geothermal	3,453.50	5,500.00	-2,046.50	62.79%
.4.3.12 · Internet	1,846.40	3,000.00	-1,153.60	61.55%
<b>Total .4.3 · Operation of Building</b>	<b>58,413.97</b>	<b>94,950.00</b>	<b>-36,536.03</b>	<b>61.52%</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
.4.4.1 · Copier	2,003.08	3,500.00	-1,496.92	57.23%
.4.4.2 · Office Supplies	437.34	3,000.00	-2,562.66	14.58%
.4.4.4 · Postage	174.34	2,240.00	-2,065.66	7.78%
.4.4.6 · Equipment Purchases	3,956.62	19,000.00	-15,043.38	20.82%
.4.4.7 · Equipment R&M	0.00	2,000.00	-2,000.00	0.0%
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>6,571.38</b>	<b>29,740.00</b>	<b>-23,168.62</b>	<b>22.1%</b>
<b>.4.5 · Automation, System Fees</b>				
.4.5.1 · Automation & Online Services	1,969.11	3,819.00	-1,849.89	51.56%
.4.5.2 · MHLS Assessment Fees	13,605.00	16,100.00	-2,495.00	84.5%
<b>Total .4.5 · Automation, System Fees</b>	<b>15,574.11</b>	<b>19,919.00</b>	<b>-4,344.89</b>	<b>78.19%</b>
<b>.4.6 · Professional Services</b>				
.4.6.8 · Professional Memberships	0.00	500.00	-500.00	0.0%
.4.6.7 · Payroll Service Fees	1,478.73	2,500.00	-1,021.27	59.15%
.4.6.1 · Accounting	2,000.00	6,500.00	-4,500.00	30.77%
.4.6.2 · Audit	13,300.00	0.00	13,300.00	100.0%
.4.6.3 · Board Expenses	150.00	0.00	150.00	100.0%
.4.6.4 · Consulting & Legal Services	1,500.00	2,000.00	-500.00	75.0%
.4.6.5 · IT Maintenance Consultant	1,592.00	1,598.00	-6.00	99.63%
.4.6.6 · Staff Development	457.40	700.00	-242.60	65.34%
<b>Total .4.6 · Professional Services</b>	<b>20,478.13</b>	<b>13,798.00</b>	<b>6,680.13</b>	<b>148.41%</b>
<b>.4.7 · Election Expenses</b>				
.4.7.1 · Election Inspectors	0.00	400.00	-400.00	0.0%
.4.7.2 · Election Expenses	0.00	200.00	-200.00	0.0%
<b>Total .4.7 · Election Expenses</b>	<b>0.00</b>	<b>600.00</b>	<b>-600.00</b>	<b>0.0%</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>136,117.25</b>	<b>216,307.00</b>	<b>-80,189.75</b>	<b>62.93%</b>
<b>9010 · Employee Benefits</b>				
.1 · Retirement	27,191.00	24,325.00	2,866.00	111.78%
.2 · Social Security & Medicare	14,325.49	26,000.00	-11,674.51	55.1%
.3 · Workers Compensation	3,778.00	4,500.00	-722.00	83.96%
.4 · Disability	-232.94	250.00	-482.94	-93.18%
.5 · Medical & Dental Benefits	31,141.79	56,000.00	-24,858.21	55.61%
.6 · Life Insurance	173.23	364.00	-190.77	47.59%
<b>Total 9010 · Employee Benefits</b>	<b>76,376.57</b>	<b>111,439.00</b>	<b>-35,062.43</b>	<b>68.54%</b>
<b>Total Expense</b>	<b>405,495.58</b>	<b>661,327.00</b>	<b>-255,831.42</b>	<b>61.32%</b>
<b>Net Ordinary Income</b>	<b>244,177.07</b>	<b>0.00</b>	<b>244,177.07</b>	<b>100.0%</b>
<b>Net Income</b>	<b>244,177.07</b>	<b>0.00</b>	<b>244,177.07</b>	<b>100.0%</b>

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Jul 23</u>	<u>Jan - Jul 22</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	630,152.00	617,796.00
2082 · Fines	4,804.55	4,821.93
2401 · Interest	6,341.02	102.14
2705 · Gifts & Donations		
2705.4 · Friends	3,135.00	4,700.01
2705.1 · Restricted	1,000.00	0.00
2705.2 · General	3,676.00	3,657.51
<b>Total 2705 · Gifts &amp; Donations</b>	<u>7,811.00</u>	<u>8,357.52</u>
3840 · New York State Aid	564.08	556.50
<b>Total Income</b>	<u>649,672.65</u>	<u>631,634.09</u>
<b>Expense</b>		
7410.1 · Salaries	193,001.76	189,346.10
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	53.96	0.00
.4.1.7 · Streaming	3,075.74	3,543.18
.4.1.1 · DVD	1,329.95	1,637.62
.4.1.2 · Books		
4.1.2A · Adult Books	12,990.51	5,279.69
4.1.2J · Children's Books	3,724.90	4,459.35
.4.1.2 · Books - Other	10.00	0.00
<b>Total .4.1.2 · Books</b>	<u>16,725.41</u>	<u>9,739.04</u>
.4.1.3 · Subscriptions	1,892.86	637.97
.4.1.4 · Newspapers	1,169.71	1,474.42
.4.1.5 · Digital Materials	2,363.44	1,149.80
.4.1.6 · Audio Books	94.98	385.81
<b>Total .4.1 · Library Material</b>	<u>26,706.05</u>	<u>18,567.84</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	4,188.61	8,822.69
.4.2.2 · Microfilm & Archives	2,000.00	0.00
.4.2.3 · Newsletter & Public Relations	2,185.00	3,144.82
<b>Total .4.2 · Programs, Publicity, History</b>	<u>8,373.61</u>	<u>11,967.51</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	17,640.91	17,141.50
.4.3.2 · Telephone	2,018.22	2,281.15
.4.3.3 · Insurance	15,138.00	8,801.40
.4.3.4 · Maintenance Service & Supplies	1,881.27	2,022.44
.4.3.5 · Lawn & Grounds	7,087.12	1,261.00
.4.3.6 · Building R&M	3,630.79	73,673.57
.4.3.7 · Snow Removal	1,600.00	3,420.00
.4.3.8 · Elevator	4,117.76	5,179.16
.4.3.9 · Geothermal	3,453.50	2,113.50

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Jul 23</u>	<u>Jan - Jul 22</u>
.4.3.10 · Custodial Service	0.00	1,290.00
.4.3.12 · Internet	1,846.40	1,845.60
<b>Total .4.3 · Operation of Building</b>	<b>58,413.97</b>	<b>119,029.32</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>		
.4.4.1 · Copier	2,003.08	2,352.42
.4.4.2 · Office Supplies	437.34	1,233.45
.4.4.4 · Postage	174.34	319.51
.4.4.6 · Equipment Purchases	3,956.62	8,179.63
.4.4.7 · Equipment R&M	0.00	401.25
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>6,571.38</b>	<b>12,486.26</b>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	1,969.11	1,312.58
.4.5.2 · MHLS Assessment Fees	13,605.00	13,061.94
<b>Total .4.5 · Automation, System Fees</b>	<b>15,574.11</b>	<b>14,374.52</b>
<b>.4.6 · Professional Services</b>		
.4.6.8 · Professional Memberships	0.00	300.00
.4.6.7 · Payroll Service Fees	1,478.73	1,191.15
.4.6.1 · Accounting	2,000.00	3,350.00
.4.6.2 · Audit	13,300.00	0.00
.4.6.3 · Board Expenses	150.00	712.70
.4.6.4 · Consulting & Legal Services	1,500.00	1,500.00
.4.6.5 · IT Maintenance Consultant	1,592.00	1,561.00
.4.6.6 · Staff Development	457.40	499.00
<b>Total .4.6 · Professional Services</b>	<b>20,478.13</b>	<b>9,113.85</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>136,117.25</b>	<b>185,539.30</b>
<b>9010 · Employee Benefits</b>		
.1 · Retirement	27,191.00	33,541.00
.2 · Social Security & Medicare	14,325.49	13,997.41
.3 · Workers Compensation	3,778.00	4,111.00
.4 · Disability	-232.94	-130.97
.5 · Medical & Dental Benefits	31,141.79	30,456.08
.6 · Life Insurance	173.23	150.29
<b>Total 9010 · Employee Benefits</b>	<b>76,376.57</b>	<b>82,124.81</b>
<b>Total Expense</b>	<b>405,495.58</b>	<b>457,010.21</b>
<b>Net Ordinary Income</b>	<b>244,177.07</b>	<b>174,623.88</b>
<b>Net Income</b>	<b>244,177.07</b>	<b>174,623.88</b>



# Saugerties Public Library Abstract Check Register

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	
<b>M&amp;T General Fund</b>							
<b>Checking 6455</b>							
	Check	07/10/2023	EFT	NYS Emp Retire System		-875.08	
	Check	07/31/2023	10990	Graphic Image		-2,185.00	
	Check	07/31/2023	10991	Stewart's		-212.43	
	Check	07/31/2023	EFT	Paychex		-197.22	
	Check	07/31/2023	10992	Woodworth & Zarolnick Accountants Inc		-1,500.00	
	Check	07/31/2023	10993	National Business Leasing a Program of		-335.00	
	Check	07/31/2023	10994	Business Credit Card		-2,013.69	
	Check	07/31/2023	10995	P.C. Smith & Son Inc		-55.98	
	Check	07/31/2023	10996	Baker & Taylor		-1,682.27	
	Check	07/31/2023	10997	Midwest Tape		-622.46	
	Check	07/31/2023	EFT	Charter Communications		-287.72	
	Check	07/31/2023	10998	Uniforms USA, Inc.		-52.00	
	Check	07/31/2023	10999	National Business Technologies		-77.76	
	Check	07/31/2023	11000	W B Mason Co Inc		-133.83	
	Check	07/31/2023	11001	OverDrive Inc		-633.33	
	Check	07/31/2023	11002	Mid Hudson Library System		-4,801.25	
	Check	07/31/2023	11003	Brian K Millard		-1,697.50	
	Check	07/31/2023	11004	Gale/Cengage Learning		-95.17	
	Check	07/31/2023	EFT	Central Hudson		-1,958.99	
	Check	07/31/2023	11005	ThyssenKrupp Elevator Corp		-754.44	
	Check	07/31/2023	11006	Metropolitan Life Insurance Companies		-24.30	
	Check	07/31/2023	11007	CDPHP		-4,638.49	
	Check	07/31/2023	11008	SAFECO Alarm Systems, Inc.		-45.00	
	Check	07/31/2023	11009	Culligan of Newburgh		-40.30	
	Check	07/31/2023	11010	Charter Communications		-230.80	
	Check	07/31/2023	11011	Welsh Sanitation		-93.89	
	Check	07/31/2023	10852	Alexander Ferguson		-70.00	
	Total M&T General Fund Checking 6455						-25,313.90
<b>M&amp;T Capital Fund</b>							
<b>Checking 6430</b>							
Total M&T Capital Fund Checking 6430							
<b>TOTAL</b>							<b><u><u>-25,313.90</u></u></b>

# Saugerties Public Library

## Abstract

July 2023

	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>2082 - Fines</b>				
			Square income	231.04
Total 2082 - Fines				231.04
Total Income				231.04
<b>Expense</b>				
<b>7410.1 - Salaries</b>				
		7-13-23 PR		13,440.69
		7-27-23 PR		13,553.55
Total 7410.1 - Salaries				26,994.24
<b>7410.4 - Contractual Expenses</b>				
<b>.4.1 - Library Material</b>				
<b>.4.1.7 - Streaming</b>				
	10994	Business Credit Card		19.99
	10997	Midwest Tape		409.54
Total .4.1.7 - Streaming				429.53
<b>.4.1.1 - DVD</b>				
	10994	Business Credit Card		19.99
	10997	Midwest Tape		167.93
Total .4.1.1 - DVD				187.92
<b>.4.1.2 - Books</b>				
<b>4.1.2A - Adult Books</b>				
	10996	Baker & Taylor		1,052.28
	11004	Gale/Cengage Learning		95.17
Total 4.1.2A - Adult Books				1,147.45
<b>4.1.2J - Children's Books</b>				
	10996	Baker & Taylor		629.99
Total 4.1.2J - Children's Books				629.99
Total .4.1.2 - Books				1,777.44
<b>.4.1.4 - Newspapers</b>				
	10991	Stewart's	July	212.43
Total .4.1.4 - Newspapers				212.43
<b>.4.1.5 - Digital Materials</b>				
	10994	Business Credit Card		4.99
	11001	OverDrive Inc		633.33
Total .4.1.5 - Digital Materials				638.32
<b>.4.1.6 - Audio Books</b>				
	10997	Midwest Tape		44.99
Total .4.1.6 - Audio Books				44.99
Total .4.1 - Library Material				3,290.63
<b>.4.2 - Programs, Publicity, History</b>				
<b>.4.2.1 - Programs</b>				
	10994	Business Credit Card		1,056.47
	10852	Alexander Ferguson		70.00
				70.00

# Saugerties Public Library

## Abstract

July 2023

Num	Name	Memo	Amount
Total .4.2.1 · Programs			1,126.47
<b>.4.2.3 · Newsletter &amp; Public Relations</b>			
10990	Graphic Image		2,185.00
Total .4.2.3 · Newsletter & Public Relations			2,185.00
Total .4.2 · Programs, Publicity, History			3,311.47
<b>.4.3 · Operation of Building</b>			
<b>.4.3.1 · Utilities</b>			
EFT	Central Hudson	6/20/23 - 7/19/23	1,958.99
Total .4.3.1 · Utilities			1,958.99
<b>.4.3.2 · Telephone</b>			
EFT	Charter Communications	7/2/23 - 8/1/23	287.72
Total .4.3.2 · Telephone			287.72
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>			
10994	Business Credit Card		45.32
11000	W B Mason Co Inc		133.83
11009	Culligan of Newburgh		40.30
11011	Welsh Sanitation	August	93.89
Total .4.3.4 · Maintenance Service & Supplies			313.34
<b>.4.3.5 · Lawn &amp; Grounds</b>			
10995	P.C. Smith & Son Inc		55.98
11003	Brian K Millard	May-July	1,697.50
Total .4.3.5 · Lawn & Grounds			1,753.48
<b>.4.3.6 · Building R&amp;M</b>			
10998	Uniforms USA, Inc.	July	52.00
11008	SAFECO Alarm Systems, Inc.	August	45.00
Total .4.3.6 · Building R&M			97.00
<b>.4.3.8 · Elevator</b>			
11005	ThyssenKrupp Elevator Corp	7/1/23 - 9/30/23	754.44
Total .4.3.8 · Elevator			754.44
<b>.4.3.12 · Internet</b>			
11010	Charter Communications	8/1/23 - 8/31/23	230.80
Total .4.3.12 · Internet			230.80
Total .4.3 · Operation of Building			5,395.77
<b>.4.4 · Equipment R&amp;M, Supplies</b>			
<b>.4.4.1 · Copier</b>			
10993	National Business Leasing a Progran July		335.00
10999	National Business Technologies		77.76
Total .4.4.1 · Copier			412.76
<b>.4.4.2 · Office Supplies</b>			
10994	Business Credit Card		10.00
Total .4.4.2 · Office Supplies			10.00
<b>.4.4.6 · Equipment Purchases</b>			
10994	Business Credit Card		730.08
Total .4.4.6 · Equipment Purchases			730.08
Total .4.4 · Equipment R&M, Supplies			1,152.84

# Saugerties Public Library

## Abstract

July 2023

Num	Name	Memo	Amount
<b>.4.5 - Automation, System Fees</b>			
<b>.4.5.1 - Automation &amp; Online Services</b>			
10994	Business Credit Card		126.85
11002	Mid Hudson Library System		786.25
Total .4.5.1 - Automation & Online Services			913.10
<b>.4.5.2 - MHLS Assessment Fees</b>			
11002	Mid Hudson Library System	General Assessment Fee	4,015.00
Total .4.5.2 - MHLS Assessment Fees			4,015.00
Total .4.5 - Automation, System Fees			4,928.10
<b>.4.6 - Professional Services</b>			
<b>.4.6.7 - Payroll Service Fees</b>			
EFT	Paychex		197.22
Total .4.6.7 - Payroll Service Fees			197.22
<b>.4.6.1 - Accounting</b>			
10992	Woodworth & Zarolnick Accountants Inc		1,500.00
Total .4.6.1 - Accounting			1,500.00
Total .4.6 - Professional Services			1,697.22
Total 7410.4 - Contractual Expenses			19,776.03
<b>9010 - Employee Benefits</b>			
<b>.2 - Social Security &amp; Medicare</b>			
7-13-23 PR			1,003.70
7-27-23 PR			1,012.32
Total .2 - Social Security & Medicare			2,016.02
<b>.4 - Disability</b>			
7-13-23 PR			-16.47
7-27-23 PR			-15.96
Total .4 - Disability			-32.43
<b>.5 - Medical &amp; Dental Benefits</b>			
7-13-23 PR			-320.36
7-27-23 PR			-320.36
11007	CDPHP	August	4,638.49
Total .5 - Medical & Dental Benefits			3,997.77
<b>.6 - Life Insurance</b>			
11006	Metropolitan Life Insurance Compani	Life insurance	24.30
Total .6 - Life Insurance			24.30
Total 9010 - Employee Benefits			6,005.66
Total Expense			52,775.93
Net Ordinary Income			-52,544.89
<b>Net Income</b>			<b>-52,544.89</b>

## July Director's Report 2023

**Personnel:** Shana Cutler, who has worked at the library since 2015, is going to retire as of September 1<sup>st</sup>, 2023. Her position is a part-time clerk. We will miss Shana, but we know that she will be a consistent library patron. Teresa and Robin, our temporary summer Children's clerks, have both expressed interest in continuing work at the library into the fall in a very part time capacity. Even with this in mind, we will need to hire a permanent part time library clerk. September will be challenging as Jordan is recovering from surgery, Shana will be gone and both Tiffany and Christine will be taking vacation time. We are also expecting Charlotte, our new Children's Programmer to start on September 1<sup>st</sup>.

**Programming:** The Summer Reading Program is in full swing with weekly Family Fun nights, a visit from the Animal Shelter with four kittens to cuddle with, the Half Moon Woodwind Quartet, a panel of local authors event, chess time for kids, storytimes and so much more.

**Outreach:** MHLS has awarded us two grants. We will be purchasing a CCTV magnifier and creating a group read and lecture around the subject of Black Farming.

The Annual Report to the Community has been sent to the printing house. They will send a copy to each resident of the Town of Saugerties. We also have copies in the library. As an incentive, we have added a note that patrons can receive a free USB in the letter. We will allow a month for patrons to come in to get their USB, and afterwards we will reconsider how to give them away.

**Community:** The Girl Scouts and Round the Bend Theater used the library and backyard for Saturday programs.

**Meetings:** UCLA, Staff meeting

I enjoyed a vacation from July 24-August 2<sup>nd</sup>.

The library was closed on Tuesday, July 4<sup>th</sup> for Independence Day.

# **Saugerties Public Library**

## **Policy/Personnel Committee Meeting Minutes**

Date: July 19, 2023

Time: 6:00 p.m.

Meeting location: Main Reading Room

Committee Members Attending:

Bassler (chair), Misiano, Russell, Irizarry

Discussion:

1. Reviewed the Esopus Library's Programming Policy and Request for Reconsideration in order to create a programming policy and update our Reconsideration form.
2. Discussed the length of time that officers may serve. Currently the By-laws state that "Elected officers may serve no more than three one-year terms." It was asked if this meant no more than three one-year terms in the same office (which allows the trustee to serve additional years in a different office), or if the limit applied to one-year terms in up to three different offices. There was also a debate over whether this should be increased to four one-year terms or reduced to two. These issues will be presented to the Board for discussion at its next meeting.
3. The library legislation, created by NYS, says that the library can hire a clerk and a treasurer. We discussed concerns and interest in this idea.

Action items:

1. Present the issue of the length of time officers may serve to the board for discussion at the next board meeting.
2. Present the idea of hiring a clerk and or a treasurer.

Next scheduled meeting: August 16 at 6:00 p.m.

Recreation for the Mind:  discover, connect, grow.

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**SAUGERTIES PUBLIC LIBRARY**

**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. Whenever possible attend regional and state trustee meetings and workshops.

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. 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.

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**

1. *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 November 1<sup>st</sup> and ending October 31<sup>st</sup>. Only Trustees of the Library may serve as officers. Elected officers may serve no more than three one-year terms.

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 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 places as the Trustees shall determine; 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 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. 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 Committee. The Personnel 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.
  - c. Policy. The Policy Committee shall advise and report on matters involving Library

policies and any amendments to the By-Laws.

- d. Outreach & Long Term Planning Committee. The Outreach and Long Term Planning committee is responsible for the development and implementation of a 5-year long-term plan for action based on the needs of the Library and community.
  - e. 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.
  - f. 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.

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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. Review Cycle: 3 years

or

is exempt from this requirement.

YOU MAY ASK A REPRESENTATIVE OF THE CLUB FOR PROOF OF THE CLUB'S COMPLIANCE WITH THIS LAW. YOU MAY ALSO OBTAIN THIS INFORMATION FROM THE NEW YORK STATE DEPARTMENT OF STATE, DIVISION OF LICENSING SERVICES, 162 WASHINGTON AVENUE, ALBANY, N.Y. 12231.

(b) Health clubs that operate at two or more locations shall post notices in compliance with paragraph (a) of this subdivision at each such location.

12. The notice required by subdivision eleven of this section shall be incorporated into any contract for services executed by a health club in at least ten point bold type.

13. Every contract for services which offers the consumer the option to pay in installments shall contain the following notice, written in at least ten point bold type and placed directly above the space reserved for the signature of the buyer:

THIS NOTICE PROVIDES IMPORTANT INFORMATION  
ABOUT YOUR PAYMENT OPTIONS

You may make payments on an installment basis or in a single payment. Paying the full amount may be less expensive, but may involve financial risks to you. Read this notice carefully before making a decision.

New York State law requires certain health clubs to post a bond or other financial security to protect members in the event the club closes. This club is exempt from this requirement since it gives members the option of paying on an installment basis, therefore it need not post a bond or other form of financial security.

In deciding whether to make your payments on an installment basis, you should be aware that if the club closes, although the club will remain legally liable for a refund, you may risk losing your money if the club is unable to meet its financial obligations to members.

§ 4. This act shall take effect immediately.

**SAUGERTIES, TOWN OF—LIBRARY DISTRICT**

**CHAPTER 723**

S. 7101, A. 9673

Approved and effective July 31, 1992

**AN ACT to establish a library district in the town of Saugerties, Ulster county**

*The People of the State of New York, represented in Senate and Assembly, do enact as follows:*

§ 1. Notwithstanding the provisions of any general, special or local law to the contrary there is hereby created and established in the town of Saugerties, county of Ulster a public library district which shall consist of the town of Saugerties.

§ 2. Election. 1. The public library district herein described shall not come into existence unless and until it is approved and the initial proposed budget is approved by a vote of the majority of the qualified voters voting in an election held pursuant to the following provisions. Upon receipt of a petition signed by not less than twenty-five voters qualified to vote at a general town election, the board of trustees of the Saugerties library shall give notice of an election to be conducted on the first Thursday in September of 1992. At said election the issues shall be:

1948

Additions are indicated by underline; deletions by ~~strikeout~~



- (a) whether the public library district herein described shall be created or not;
- (b) whether the budget therefor proposed by the board of trustees of the Saugerties library shall be approved or disapproved; and
- (c) the election of eleven trustees as hereinafter provided. The trustees of the Saugerties library shall give notice of said election by the publication of a notice in one or more newspapers having a general circulation in the town of Saugerties. The first publication of such notice shall be not less than thirteen days and not more than twenty days prior to the date of such election. In addition, the board of trustees of the Saugerties library shall cause copies of such notice to be posted conspicuously in five public places in the town at least thirteen days prior to the date of such election. Such notice shall specify the time when and the place where such election will be held, the issues to be decided at said election and the hours during which the polls will be open for receipt of ballots. The board of trustees of the Saugerties library shall prepare the ballots for such elections and the polls shall remain open for the receipt thereof at all elections from seven o'clock p.m. until ten o'clock p.m., and such additional consecutive hours prior thereto as the board of trustees may have determined and specified in the notice thereof. The board of trustees shall designate a resident taxpayer of such district to act as chairman of any election of such district and shall designate not less than two nor more than four resident taxpayers to act as election inspectors and ballot clerks at such elections. No trustee shall serve as such chairman or as an election inspector or ballot clerk. The board of trustees may adopt a resolution providing that such chairman, election inspectors and ballot clerks shall be paid for their respective services at the initial election or at any annual election or at any subsequent special election. Such resolution, if adopted, may fix reasonable compensation for the services of each such official. Every voter of the town of Saugerties otherwise qualified to vote at a general town election shall be qualified to vote at said election. After the polls have been closed at said election, the election inspectors and ballot clerks shall immediately canvass publicly the ballots cast and the chairman of the election shall publicly announce the result. Within seventy-two hours thereafter, the chairman, election inspectors and ballot clerks shall execute and file a certificate of the result of the canvass with the board of trustees and with the town clerk of the town of Saugerties.

2. In the event that the district is created, then there shall be an annual election conducted by the board in accordance with the provisions of subdivision 1 of this section, at a time to be set by the board, at which election vacancies on the board of trustees shall be filled and at which only the proposed budget which the board shall determine to submit to the voters pursuant to section four of this act shall be submitted to the voters.

3. Candidates for the office of member of the board of trustees shall be nominated by petition. No vacancy upon the board of trustees to be filled shall be considered a separate specific office. A separate petition shall be required to nominate each candidate for a vacancy on the board. Each petition shall be directed to the secretary of the district, shall be signed by at least twenty-five qualified voters of the district, or two percent of the voters who voted in the previous annual election of the members of the board of trustees, whichever is greater, (such number to be determined by the number of persons recorded on the poll list as having voted at such election) shall state the residence of each signer, and shall state the name and residence of the candidate. In the event that any such nominee shall withdraw his candidacy prior to the election, such person shall not be considered a candidate unless a new petition nominating such person in the same manner and within the same time limitations applicable to other candidates is filed with the secretary of the district. Each petition shall be filed in the office of the secretary of the district between the hours of nine o'clock a.m. and five o'clock p.m., not later than the thirtieth day preceding the election at which the candidates nominated are to be elected. If a vacancy occurs on the board of trustees, the board of trustees may appoint an individual to serve until the next annual election, at which time the remainder of the term shall be filled by a candidate duly elected at such election.

4. At any election in such district, the voters may adopt a proposition providing that, in all subsequent elections, vacancies upon the board of trustees shall be considered separate specific offices and that the nominating petitions shall describe the specific vacancy upon the board of trustees for which the candidate is nominated, which description shall include at least the length of the term of office and the name of the last incumbent, if any. No person shall be nominated for more than one specific office. Such procedure shall be followed with respect to all nominations and elections in subsequent years until and unless such proposition is repealed by the electors of the district at a regular election by the adoption of a proposition to repeal the same.

§ 3. Organization and structure. The Saugerties public library district shall be managed, operated and controlled by a board of trustees consisting of eleven members. These trustees shall at the first regular meeting of the board determine by lot the year in which each of their terms of office expire, and the terms shall expire as follows: After one year—two trustees; after two years—three trustees; after three years—two trustees; after four years—two trustees; after five years—two trustees. As vacancies occur trustees shall be elected at the annual election herein provided for to serve for five year terms by the voters of the library district hereby created, said terms to commence on the first day of October next following the election. Only qualified voters of the district shall be eligible for election to the board of trustees. The board of trustees at its first meeting each year shall elect or appoint a president and vice-president who shall be members of the board and a clerk, treasurer and such other officers as they deem necessary. If the board so determines, the offices of clerk and treasurer may be held by individuals who are not members of the board of trustees, and in that event, these officers may, if the board so determines, receive compensation as fixed by resolution of the board.

§ 4. Finances. 1. The initial budget for the Saugerties public library district shall be approved by a vote of the voters of the district in the initial election as hereinafter provided for. All future budgets that increase or decrease the appropriation last approved by the voters shall be submitted to the residents of the library district for approval by a majority of those residents voting at the annual election of trustees held pursuant to section two of this act. Funds voted for library purposes at the initial election and at all future budget elections shall, unless otherwise directed by such vote, be considered as annual appropriations therefor until changed by future vote and shall be levied and collected yearly in the same manner and at the same time as other town charges.

2. The board of trustees shall annually file with the clerk of the town of Saugerties in the time and for the purposes specified in section 104 of the town law an estimate of the proposed budget including costs of library services to be raised by levy for the library district in the year beginning with the succeeding first day of January. The town board shall not make any change in the estimate of revenues or expenditures submitted by the board of the library district in preparation of its preliminary budget as required by section 107 of the town law.

3. The town board of Saugerties shall in accordance with section six of this act levy against real property lying within the town of Saugerties for the total expenditures as approved by the voters as hereinbefore provided. The town board may issue tax anticipation notes, anticipation revenue notes, and budget notes pursuant to article 2 of the local finance law<sup>1</sup> to obtain the necessary moneys therefor.

4. The town board of the town of Saugerties shall have the power to authorize, sell and issue bonds, notes or other evidences of indebtedness pursuant to the local finance law in order to permit the library district to provide facilities or improved facilities for library purposes. Upon written request from the board of trustees of the library district, the town board shall authorize, sell and issue such bonds, notes or other evidences of indebtedness as are necessary to accomplish the improvements specified in the notice. The proceeds of such bonds, notes, or other evidence of indebtedness shall be paid to the treasurer of the library district and maintained in a segregated fund in accordance with

section 165.00 of the local finance law and expended by the treasurer only on specific authorization by the board of trustees.

5. The board of trustees of the library district may accept on behalf of the district any absolute gift, devise or bequest of real or personal property and such conditional gifts, devises or bequests as it shall by resolution approve.

6. The treasurer of the library district shall be custodian of all funds of the library district including gifts and trust funds paid over to the trustees. The board of trustees may authorize the investment of funds in the custody of the treasurer in the same manner in which town funds may be invested. Proceeds of obligations received from the town may be invested in accordance with section 165.00 of the local finance law. The presiding supervisor of the town of Saugerties shall pay over to the library district all moneys which belong to or are raised for the library district. No moneys shall be disbursed by the treasurer except after audit by the board of trustees. The board of trustees shall audit all claims and shall order the payment thereof, except as otherwise provided by this section. No such claims shall be audited or ordered paid by the trustees unless an itemized voucher therefor, certified or verified by or on behalf of the claimant in such form as the board of trustees shall prescribe, shall be presented to the board of trustees for audit and allowance. The provisions of this section shall not be applicable to payment of claims of fixed salaries and amounts which the library district may be required to pay on account of retirement system contributions for past and current services to officers and employees of the library district. The treasurer shall keep such records and in such manner as the board of trustees may require.

<sup>1</sup> Loc. Fin. Law § 10.00 et seq.

§ 5. Charter, commencement of operations, and transfer of property and employees. The initial trustees shall, within thirty days from the date of approval of the library district by the voters of the district, apply to the board of regents for a charter as a public library.

Upon the granting of such a charter by the board of regents, then title to all personal property, tangible and intangible, now held by the Saugerties library shall be transferred to, vest in, and be acquired by the library district hereby established. Upon the granting of such a charter by the board of regents, all employees of the Saugerties library shall become employees of the library district upon the same terms and conditions of employment and at the same rate of pay as their previous employment by the Saugerties library.

§ 6. Ad valorem levy. The several lots and parcels of land within the area of said public library district are hereby determined to be benefited by the library facilities and services existing as of the effective date of this act and the town board of the town of Saugerties is hereby authorized to assess, levy and collect necessary expenses of operation, maintenance and repair of such facilities and services and such capital improvements including debt service on bonds, notes or other evidences of indebtedness of the town issued for the purpose of such library district as may be hereafter authorized pursuant to the provisions of this act from such lots and parcels of land in the same manner and at the same time as other town charges.

§ 7. Education law. Except as otherwise provided by this act, the provisions of the education law relating to public libraries shall be applicable to the public library district herein established.

§ 8. Town law. Except as herein provided, said library district shall constitute an improvement district within the meaning of the town law and shall be subject to all of the provisions thereof relating to improvement districts except such as are inconsistent with the provisions of this act.

§ 9. This act shall take effect immediately.

A 9580 Cahill Same as Uni. S 6593  
BONACIC  
Public Libraries  
TITLE....Provides that the polls for the election of  
the trustees of the Saugerties library shall remain  
open from four o'clock p.m. until eight o'clock  
p.m.  
02/16/00 referred to libraries and education  
technology  
03/21/00 reported  
03/23/00 advanced to third reading cal.86  
03/27/00 passed assembly  
03/27/00 delivered to senate  
03/27/00 REFERRED TO LOCAL  
GOVERNMENT  
03/29/00 SUBSTITUTED FOR S6593  
03/29/00 3RD READING CAL.524  
04/03/00 PASSED SENATE  
04/03/00 RETURNED TO ASSEMBLY  
04/06/00 delivered to governor  
04/18/00 signed chap.27

S6593 BONACIC Same as Uni. A 9580 Cahill  
ON FILE: 02/22/00 Ulster County  
TITLE....Provides that the polls for the election of  
the trustees of the Saugerties library shall remain  
open from four o'clock p.m. until eight o'clock p.m.  
02/16/00 REFERRED TO LOCAL  
GOVERNMENT  
03/28/00 ORDERED TO THIRD READING  
CAL.524  
03/29/00 SUBSTITUTED BY A9580  
A09580 Cahill  
02/16/00 referred to libraries and education  
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04/06/00 delivered to governor  
04/18/00 signed chap.27

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#### CAHILL

Amd S2, Chap 723 of 1992

Provides that the polls for the election of the trustees of the Saugerties library shall remain open from  
four o'clock p.m. until eight o'clock p.m., rather than from seven o'clock p.m. until ten o'clock p.m.

EFF. DATE 04/18/2000

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# STATE OF NEW YORK

S. 6593

A. 9580

## SENATE - ASSEMBLY

February 16, 2000

IN SENATE -- Introduced by Sen. BONACIC -- read twice and ordered printed, and when printed to be committed to the Committee on Local Government

IN ASSEMBLY -- Introduced by M. of A. CAHILL -- read once and referred to the Committee on Libraries and Education Technology

AN ACT to amend chapter 723 of the laws of 1992 relating to establishing a library district in the town of Saugerties, Ulster county, in relation to the time that polls shall be open for the election of trustees of the Saugerties library

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

1 Section 1. Paragraph (c) of subdivision 1 of section 2 of chapter 723  
2 of the laws of 1992 relating to establishing a library district in the  
3 town of Saugerties, Ulster county is amended to read as follows:  
4 (c) the election of eleven trustees as hereinafter provided. The trus-  
5 tees of the Saugerties library shall give notice of said election by the  
6 publication of a notice in one or more newspapers having a general  
7 circulation in the town of Saugerties. The first publication of such  
8 notice shall be not less than thirteen days and not more than twenty  
9 days prior to the date of such election. In addition, the board of trus-  
10 tees of the Saugerties library shall cause copies of such notice to be  
11 posted conspicuously in five public places in the town at least thir-  
12 teen days prior to the date of such election. Such notice shall specify  
13 the time when and the place where such election will be held, the issues  
14 to be decided at said election and the hours during which the polls will  
15 be open for receipt of ballots. The board of trustees of the Saugerties  
16 library shall prepare the ballots for such elections and the polls shall  
17 remain open for the receipt thereof at all elections from [~~seven~~] four  
18 o'clock p.m. until [~~ten~~] eight o'clock p.m., and such additional consec-  
19 utive hours prior thereto as the board of trustees may have determined  
20 and specified in the notice thereof. The board of trustees shall desig-  
21 nate a resident taxpayer of such district to act as chairman of any  
22 election of such district and shall designate not less than two nor more

EXPLANATION--Matter in italics (underscored) is new; matter in brackets  
[-] is old law to be omitted.

LBD11614-03-0

1 than four resident taxpayers to act as election inspectors and ballot  
2 clerks at such elections. No trustee shall serve as such chairman or as  
3 an election inspector or ballot clerk. The board of trustees may adopt  
4 a resolution providing that such chairman, election inspectors and  
5 ballot clerks shall be paid for their respective services at the initial  
6 election or at any annual election or at any subsequent special  
7 election. Such resolution, if adopted, may fix reasonable compensation  
8 for the services of each such official. Every voter of the town of  
9 Saugerties otherwise qualified to vote at a general town election shall  
10 be qualified to vote at said election. After the polls have been closed  
11 at said election, the election inspectors and ballot clerks shall imme-  
12 diately canvass publicly the ballots cast and the chairman of the  
13 election shall publicly announce the result. Within seventy-two hours  
14 thereafter, the chairman, election inspectors and ballot clerks shall  
15 execute and file a certificate of the result of the canvass with the  
16 board of trustees and with the town clerk of the town of Saugerties.  
17 § 2. This act shall take effect immediately.

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**NEW YORK STATE ASSEMBLY  
MEMORANDUM IN SUPPORT OF LEGISLATION  
submitted in accordance with Assembly Rule III, Sec 1(f)**

BILL NUMBER: A9580

SPONSOR: Cahill

TITLE OF BILL: An act to amend Chapter 723 of the laws of 1992 relating to establishing a library district in the town of Saugerties, Ulster County, in relation to the time that polls shall be open for the election of trustees of the Saugerties Library.

PURPOSE OR GENERAL IDEA OF BILL: To provide that voting hours coincide in a more reasonable manner to those hours that the Saugerties Library is open to the public.

SUMMARY OF SPECIFIC PROVISIONS: This bill would amend Chapter 723 of the laws of 1992 in relation to the time that polls shall be open for the election of trustees of the Saugerties Library. Current law states that the voting hours at the library shall be from 7 p.m. to 10 p.m.. If passed, this bill would simply provide that voting hours shall be from 4 p.m. to 8 p.m.

JUSTIFICATION: The Saugerties Library Board of Trustees has noted that since normal library hours end at 6 p.m., most community residents arrive before this time to vote. Since absentee ballots are available, the board feels that keeping the library open until 10 p.m. is a waste of resources, and that 8 p.m. is a more reasonable closing time during elections.

PRIOR LEGISLATIVE HISTORY: New Bill.

FISCAL IMPLICATIONS: None.

EFFECTIVE DATE: Immediately.

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Saugerties Public Library  
Facilities Committee

Date: July 11<sup>th</sup>, 2023

Time: 6 PM

Committee Members Attending:

P. Van Benschoten (Chair), B. Collins, J. Karchmar

Staff Attending:

J. Russell, S. Smith

Smith

Others Attending:

Absent:

Discussion/Agenda Items

1. Sustainable Westchester, a community solar provider, has contacted the SPL to see if we are interested in signing up with them. There is a possibility of saving 10% on our electric bill. The Central Hudson bill for April 19<sup>th</sup> thru May 18<sup>th</sup> was \$1678.43. Jen will send them a copy of our current bill and look into joining.,
2. The backyard WIFI project is progressing slowly. We hoped to reuse an existing Ethernet cable that used to be attached to a camera. That did not work out as planned. The computer guys have been contacted to do the installation with a new cable to be installed.
3. Weeds that are growing in the gaps of our bluestone patio and walkways will be addressed with a non-toxic spray.

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

1. No action as of now.

Next Facilities Meeting

September 5<sup>th</sup> at 6:00 pm



**Outreach Committee Minutes**  
**7/10/23**

Location: Saugerties Public Library  
Time: 4:30 pm

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

1. Free Book Project
  - 29 bags to fill
  - The complete Magic Treehouse set of 28 books is available via Amazon
  - Scooby-Doo and Marvel's Black Panther are other titles which we have on hand
  - Jen would like to create a Transparent Language flier to include in the bags
  
2. Light As A Medium
  - Two artists have responded to the call for art
  - East facing windows on the upper floor and one downstairs window will be utilized
  - An opening reception will be held September 8 at 5pm. An artist talk would be part of this. Attendees would be able to chat and move freely afterwards.
  
3. Flashdrives
  - Flashdrives suggested by Brian Collins have been ordered. They will feature the library's name along with date of founding.
  - A note in the Annual Letter to the Community mentions that patrons can come into the library to receive a free USB storage device. After one month, we will then distribute the USB's freely.
  
4. Other Business
  - Jen mentioned that we could use grant money for the Diversity, Equity, Inclusion (DEI), initiative. We'd find out at the end of July whether it was awarded to us. If it is, she would like the library to host a lecture and group read on the subject of black farmers.

Meeting adjourned: 5:15 pm

Next Meeting: August 14 at 4:30 pm



Dec.	2023 Total:

Prerecorded video

video views

Saugerties Public Library  
2021-2022 Statistics Compared

	Jan '22	Jan '23	Feb '22	Feb '23	March '22	March '23	April '22	April '23	May '22	May '23	June '22	June '23	July '22	July '23
<b>Circulation</b>														
Adult	2,412	2,453	2,274	2,306	2,467	2,791	2,083	2,323	1,984	2,452	2,346	2,776	2,541	2,726
Adult renewals	1,186	1,106	1,173	1,172	1,156	1,262	1,113	1,240	1,098	1,208	1,053	1,199	1,242	1,288
Juvenile	1,302	1,816	1,466	1,862	1,727	2,151	1,619	1,939	1,548	1,762	1,884	2,199	2,540	2,256
Juvenile renewals	826	914	879	1,092	990	1,286	1,223	1,386	1,176	1,319	981	1,970	1,368	1,614
Teen	90	90	137	116	97	93	86	105	100	85	123	110	146	139
Teen renewals	164	71	49	66	104	65	67	84	71	79	54	105	104	92
<b>Total Circulation</b>	5,980	6,450	5,978	6,614	6,541	7,648	6,191	7,077	5,977	6,905	6,441	8,359	7,941	8,115
		8%		11%		17%		14%		16%		30%		2%
<b>Holds Filled</b>														
Adults	1,113	1,123	1,008	1,055	1,160	1,265	920	1,073	913	1,071	1,024	1,209	1,091	1,105
Juvenile	448	528	347	446	460	529	377	426	347	451	342	393	394	391
Teen	54	52	68	61	74	60	54	45	52	53	59	64	69	66
ILL received	0	2	0	2	0	0	0	1	3	0	0	0	1	1
ILL loaned	2	0	1	0	1	1	0	0	0	1	2	1	0	1
<b>Total Holds</b>	1,617	1,705	1,424	1,564	1,695	1,855	1,351	1,545	1,315	1,576	1,427	1,667	1,555	1,564
		5%		10%		9%		14%		20%		17%		
<b>Questions Answered</b>														
Adult	654	630	658	587	487	833	499	840	458	846	509	909	532	909
Children's	128	219	201	242	155	252	191	224	170	199	192	342	242	517
<b>Total Questions</b>	782	849	859	829	642	1,085	690	1,064	628	1,045	701	1,251	774	1,426
		9%		-3%		69%		54%		66%		78%		84%
<b>Programs</b>														
Adult	3	18	2	20	8	24	16	24	17	22	21	23	21	19
Teen	17	13	16	12	18	13	17	12	14	14	18	11	19	21
Children's	13	18	20	17	26	21	22	20	23	21	19	20	36	33
<b>Total Programs</b>	33	49	38	49	52	58	55	56	54	57	58	54	76	73
		48%				12%		2%		6%		-7%		-4%
<b>Program Attendance</b>														
Adult	19	123	17	199	46	233	79	178	146	223	125	184	104	114
Teen	114	75	110	62	121	60	90	63	85	86	128	63	109	53
Children	125	289	170	238	303	335	233	223	164	294	657	528	533	416
<b>Total attendance</b>	258	487	297	499	470	628	402	464	395	603	910	775	746	583
		89%				33%		15%		53%		-15%		-22%
<b>Computer sessions</b>	299	383	296	321	351	449	402	372	402	345	508	328	436	382
		28%		8%		28%		-7%		-14%		-35%		-12%
<b>Web Page Visits</b>	3,692	4,040	3,637	5,434	3,414	6,140	4,703	5,178	4,609	4,846	5,207	5,889	5,482	6,004
		9%		49%		80%		10%		5%		13%		10%
<b>New Cards Issued</b>	13	39	27	47	17	75	20	23	24	23	28	37	35	46
		200%		74%		341%		15%		-4%		32%		31%
<b>Overdrive Audiobook</b>	605	604	532	513	582	587	629	532	619	627	555	584	556	
<b>Overdrive eBook</b>	890	857	766	759	775	846	755	758	771	784	691	944	845	
<b>Overdrive Magazine</b>	122	144	120	86	136	121	67	80	67	99	52	107	89	
<b>Overdrive Total</b>	1496	1605	1298	1358	1359	1554	1385	1370	1396	1510	1300	1635	1490	
		7%		5%		14%		-1%		8%		26%		

Saugerties Public Library  
2021-2022 Statistics Compared

	August '22	August '23	Sept '22	Sept '22	Oct '22	Oct '23	Nov '22	Nov '23	Dec '22	Dec '23	TOTAL 2022	TOTAL 2023	
<b>Circulation</b>													
Adult	2,897		2,495		2,389		2,387		2,265		28,540	17,827	62%
Adult renewals	1,265		1,248		1,387		1,270		1,285		14,476	8,475	59%
Juvenile	2,147		1,683		1,689		1,734		1,373		20,712	13,985	68%
Juvenile renewals	1,557		1,364		1,151		1,204		1,052		13,771	9,581	70%
Teen	151		142		86		73		92		1,323	738	56%
Teen renewals	107		115		75		58		64		1,032	562	54%
<b>Total Circulation</b>	8,124		7,047		6,777		6,726		6,131		79,854	51,168	64%
<b>Holdings Filled</b>													
Adults	1,187		1,074		1,109		1,061		1,009		12,669	7,901	62%
Juvenile	365		477		531		546		381		5,015	3,164	63%
Teen	85		66		64		50		50		745	401	54%
ILL received	1		0		0		1		3		9	6	67%
ILL loaned	1		1		0		2		0		10	4	40%
<b>Total Holds</b>	1,639		1,618		1,704		1,660		1,443		18,448	11,476	62%
<b>Questions Answered</b>													
Adult	734		634		614		694		571		7,044	5,344	76%
Children's	276		179		195		165		157		2,251	1,990	88%
<b>Total Questions</b>	1,010		813		809		859		728		9,295	7,334	79%
<b>Programs</b>													
Adult	22		18		22		18		20		188	150	80%
Teen	20		10		15		16		13		193	96	50%
Children's	28		18		24		22		20		271	150	55%
<b>Total Programs</b>	70		46		61		56		53		652	396	61%
<b>Program Attendance</b>													
Adult	145		106		160		101		397		1,445	1,254	87%
Teen	137		86		92		94		75		1,241	462	37%
Children	523		144		253		254		138		3,497	2,323	66%
<b>Total attendance</b>	805		336		505		449		610		6,183	4,039	65%
<b>Computer sessions</b>	516		488		385		325		355		4,763	2,580	54%
													-4%
<b>Web Page Visits</b>	5,765		3,544		3,208		3,279		4,737		51,277	37,531	73%
													176%
<b>New Cards Issued</b>	44		39		35		26		21		329	290	88%
													689%
<b>Overdrive Audiobook</b>	585		610		594		550		563		6980	3447	49%
<b>Overdrive eBook</b>	831		720		725		720		736		9225	4948	54%
<b>Overdrive Magazine</b>	103		78		110		115		118		1177	637	54%
<b>Overdrive Total</b>	1519		1408		1429		1385		1417		16882	9032	54%

Saugerties Library Board Meeting  
Agenda  
September 14, 2021  
5:30 social time, 6 pm mtg.

Roll Call

Public Comment

Secretary's Report  
Treasurers' Report  
Pay Bills

New Business:

1. Nominating Committee – Julie and Irene
2. MHLS grant
3. Budget & Trustee election results
4. HVAC system

Old Business:

1. Trustee training

Director's Report

Committees

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

Next meeting – Thursday, October 12, 2023

Saugerties Public Library  
Regular Board Meeting  
Date: 8/10/2023

**Present:** Trustees Katie Cokinos, Jouette Bassler, Yosefa Karchmar, Charlotte Herscher, Paul Vanbenschoten, Brian Collins, Nina Schmidbaur, Timothy Scott, Irene Hurst, Julie Misiano, Robert Irizarry

**Excused:** Trustees N/A

**Staff:** Director Jennifer Russell

**Public Attendees:** Leanne Thornton

*Meeting called to order at 6:13 PM by Katie Cokinos*

**Public Comment:** Town Board liaison said that the board may be restructuring the police department due to several announced retirements. The state attorney general recently released a report that expressed some concerns which may also result in some changes. Touch A Truck is going to be on October 29th at Cantine. The Food Truck festival will be on Oct. 13th in Cantine, which is a fundraiser for the Small World playground rehab. At tonight's town board meeting, they approved the installation of a new cell tower by Verizon near the Mt. Marion fire house, because that area has inconsistent reception. A recognition ceremony for Jack Healy, the announcer for the Dutchman, will be this Saturday at Cantine as will the Caribbean Festival. The studio art tour is also this weekend. The resolution of the plan for The Villa's development has not yet been determined.

**Friends of Library:** N/A

**Secretary's Report:**

*Motion* by Irene Hurst and *Seconded* by Paul Vanbenschoten to approve the minutes as written.

Motion passed unanimously by all trustees present at the last meeting. Abstaining were Charlotte Herscher, Timothy Scott and Nina Schmidbaur.

**Treasurer's Report:**

We continue to have ample funds to meet our obligations. Operational costs are approximately \$50,000 a month. We are researching the legality of transferring the principal from a bequest received over 10 years ago, to a higher interest-bearing investment account. The bequest instructs that the principal be kept in perpetuity, in order for the interest to be used for library expenses. The goal is to earn more money on that principal.

Motion to pay the bills in the amount of \$ 25,313.90 made by Brian Collins, seconded by Timothy Scott Passes unanimously

#### New Business:

- Public Hearing for the 2024 budget. No comments.
- September 7, 2023 is the Budget and Trustee vote to be held at the library. Absentee ballots are now available.

#### Unfinished Business:

1. The Library Director temporarily reduced her hours to assist the Esopus Library, which has been without a Director. The resolution at Esopus is still in transition. Her hours there are minimal, but the 3 months initial plan has ended. The Director requested to continue to be the Interim Director (with a Library Manager full-time there), so that the Esopus Library may continue their search for a new Director. The Trustees agreed to a three month extension.

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

- A part-time clerk is retiring September 1st, after 7 years of employment.
- Our new full-time Children's Programmer will start September ~~5th~~1st.
- The library has posted on the website that we are seeking staff to join us, and will be sending a newsletter regarding this.
- The summer reading program is going well.

#### Committee Reports:

*Finance:* met on Did not meet

*Motions:* N/A

*Resolutions:* N/A

Next meeting: August 29, 2023 at 6PM

*Personnel/Policy:* met on July 19, 2023

We worked on the rough draft of the Programming Policy. We will review it at the next committee meeting.

Chairperson Bassler opened up discussion of the trustees' length of tenure on the executive board. Trustee Hurst said that in years past, the bylaws were interpreted to mean that a trustee may be on the executive board for a total of 3 one-year terms per position, rather than 3 year total regardless of the position.

Plan: trustees agreed to clarify the bylaws to clarify that positions on the executive board may be no more than 3 years in any one executive position. Will also review



other information in the bylaws that may not be accurate, such as committee configuration and urgent expense approval if needed between meetings.

Motions: N/A

*Resolutions:* N/A

see minutes FMI Next meeting: 8/17/23 at 6PM

*Facilities:* met on July 11, 2023

We talked about Community Solar, after a salesperson contacted us to see if we were interested in joining their program. The backyard WiFi project needs a new wire installed and should be completed by next week. We got a pump sprayer with a non toxic weed killer to remove weeds. Some windows are leaking and we are seeking estimates.

*Motions:* N/A

*Resolutions:* N/A

see minutes FMI Next meeting: (was) August 8th at 4pm, then Sept 5th at 4pm.

*Outreach:* met on July 10, 2023

The free book project continues, with some book bags ready to go and others needing to be filled.

Light as a Medium Art Project: two artists responded with interest. There will be two installations, one upstairs and one downstairs. Opening reception will be September 8th at 5pm.

*Motions:* N/A

*Resolutions:* N/A

see minutes FMI Next meeting: August 14th at 4:30PM

*Friends Liaison:* N/A

*Motion* to adjourn at 7:30 by Jouette Bassler ;  
*Seconded* by Timothy Scott

Passes unanimously.

Submitted by Julie Misiono

Next meeting: September 14th at 6PM

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

	<u>Jan - Aug 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 - Real Property Taxes	630,152.00	630,152.00	0.00	100.0%
2082 - Fines	6,143.78	6,500.00	-356.22	94.52%
2401 - Interest	6,855.47	500.00	6,355.47	1,371.09%
<b>2705 - Gifts &amp; Donations</b>				
2705.4 - Friends	3,135.00	8,000.00	-4,865.00	39.19%
2705.1 - Restricted	1,000.00			
2705.2 - General	3,676.00	4,000.00	-324.00	91.9%
<b>Total 2705 - Gifts &amp; Donations</b>	<b>7,811.00</b>	<b>12,000.00</b>	<b>-4,189.00</b>	<b>65.09%</b>
3840 - New York State Aid	564.08			
3999 - Appropriated Fund Balance	0.00	12,175.00	-12,175.00	0.0%
<b>Total Income</b>	<b>651,526.33</b>	<b>661,327.00</b>	<b>-9,800.67</b>	<b>98.52%</b>
<b>Expense</b>				
7410.1 - Salaries	219,171.82	333,581.00	-114,409.18	65.7%
<b>7410.4 - Contractual Expenses</b>				
<b>.4.1 - Library Material</b>				
.4.1.8 - Music	53.96	200.00	-146.04	26.98%
.4.1.7 - Streaming	3,525.21	6,000.00	-2,474.79	58.75%
.4.1.1 - DVD	1,541.35	3,000.00	-1,458.65	51.38%
<b>.4.1.2 - Books</b>				
4.1.2A - Adult Books	13,699.92	17,000.00	-3,300.08	80.59%
4.1.2J - Children's Books	4,667.91	8,000.00	-3,332.09	58.35%
.4.1.2 - Books - Other	10.00			
<b>Total .4.1.2 - Books</b>	<b>18,377.83</b>	<b>25,000.00</b>	<b>-6,622.17</b>	<b>73.51%</b>
.4.1.3 - Subscriptions	1,892.86	3,000.00	-1,107.14	63.1%
.4.1.4 - Newspapers	1,350.78	2,500.00	-1,149.22	54.03%
.4.1.5 - Digital Materials	2,808.66	3,600.00	-791.34	78.02%
.4.1.6 - Audio Books	137.97	2,000.00	-1,862.03	6.9%
<b>Total .4.1 - Library Material</b>	<b>29,688.62</b>	<b>45,300.00</b>	<b>-15,611.38</b>	<b>65.54%</b>
<b>.4.2 - Programs, Publicity, History</b>				
.4.2.1 - Programs	5,251.57	7,000.00	-1,748.43	75.02%
.4.2.2 - Microfilm & Archives	2,000.00	2,000.00	0.00	100.0%
.4.2.3 - Newsletter & Public Relations	3,282.77	3,000.00	282.77	109.43%
<b>Total .4.2 - Programs, Publicity, History</b>	<b>10,534.34</b>	<b>12,000.00</b>	<b>-1,465.66</b>	<b>87.79%</b>
<b>.4.3 - Operation of Building</b>				
.4.3.1 - Utilities	20,450.71	37,000.00	-16,549.29	55.27%
.4.3.2 - Telephone	2,307.83	3,000.00	-692.17	76.93%
.4.3.3 - Insurance	20,638.10	21,000.00	-361.90	98.28%
.4.3.4 - Maintenance Service & Supplies	2,672.87	2,700.00	-27.13	99.0%
.4.3.5 - Lawn & Grounds	7,087.12	4,500.00	2,587.12	157.49%
.4.3.6 - Building R&M	5,280.28	12,000.00	-6,719.72	44.0%
.4.3.7 - Snow Removal	1,600.00	3,000.00	-1,400.00	53.33%
.4.3.8 - Elevator	4,117.76	3,250.00	867.76	126.7%

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

	<u>Jan - Aug 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
.4.3.9 · Geothermal	3,453.50	5,500.00	-2,046.50	62.79%
.4.3.12 · Internet	2,077.20	3,000.00	-922.80	69.24%
<b>Total .4.3 · Operation of Building</b>	<b>69,685.37</b>	<b>94,950.00</b>	<b>-25,264.63</b>	<b>73.39%</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
.4.4.1 · Copier	2,673.08	3,500.00	-826.92	76.37%
.4.4.2 · Office Supplies	1,296.05	3,000.00	-1,703.95	43.2%
.4.4.4 · Postage	174.34	2,240.00	-2,065.66	7.78%
.4.4.6 · Equipment Purchases	7,412.54	19,000.00	-11,587.46	39.01%
.4.4.7 · Equipment R&M	0.00	2,000.00	-2,000.00	0.0%
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>11,556.01</b>	<b>29,740.00</b>	<b>-18,183.99</b>	<b>38.86%</b>
<b>.4.5 · Automation, System Fees</b>				
.4.5.1 · Automation & Online Services	2,072.79	3,819.00	-1,746.21	54.28%
.4.5.2 · MHLS Assessment Fees	13,605.00	16,100.00	-2,495.00	84.5%
<b>Total .4.5 · Automation, System Fees</b>	<b>15,677.79</b>	<b>19,919.00</b>	<b>-4,241.21</b>	<b>78.71%</b>
<b>.4.6 · Professional Services</b>				
.4.6.8 · Professional Memberships	300.00	500.00	-200.00	60.0%
.4.6.7 · Payroll Service Fees	1,673.03	2,500.00	-826.97	66.92%
.4.6.1 · Accounting	4,000.00	6,500.00	-2,500.00	61.54%
.4.6.2 · Audit	13,300.00	0.00	13,300.00	100.0%
.4.6.3 · Board Expenses	150.00	0.00	150.00	100.0%
.4.6.4 · Consulting & Legal Services	1,500.00	2,000.00	-500.00	75.0%
.4.6.5 · IT Maintenance Consultant	1,592.00	1,598.00	-6.00	99.63%
.4.6.6 · Staff Development	457.40	700.00	-242.60	65.34%
<b>Total .4.6 · Professional Services</b>	<b>22,972.43</b>	<b>13,798.00</b>	<b>9,174.43</b>	<b>166.49%</b>
<b>.4.7 · Election Expenses</b>				
.4.7.1 · Election Inspectors	450.00	400.00	50.00	112.5%
.4.7.2 · Election Expenses	135.00	200.00	-65.00	67.5%
<b>Total .4.7 · Election Expenses</b>	<b>585.00</b>	<b>600.00</b>	<b>-15.00</b>	<b>97.5%</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>160,699.56</b>	<b>216,307.00</b>	<b>-55,607.44</b>	<b>74.29%</b>
<b>9010 · Employee Benefits</b>				
.1 · Retirement	27,191.00	24,325.00	2,866.00	111.78%
.2 · Social Security & Medicare	16,293.76	26,000.00	-9,706.24	62.67%
.3 · Workers Compensation	3,778.00	4,500.00	-722.00	83.96%
.4 · Disability	443.85	250.00	193.85	177.54%
.5 · Medical & Dental Benefits	35,385.11	56,000.00	-20,614.89	63.19%
.6 · Life Insurance	197.53	364.00	-166.47	54.27%
<b>Total 9010 · Employee Benefits</b>	<b>83,289.25</b>	<b>111,439.00</b>	<b>-28,149.75</b>	<b>74.74%</b>
<b>Total Expense</b>	<b>463,160.63</b>	<b>661,327.00</b>	<b>-198,166.37</b>	<b>70.04%</b>
<b>Net Ordinary Income</b>	<b>188,365.70</b>	<b>0.00</b>	<b>188,365.70</b>	<b>100.0%</b>
<b>Net Income</b>	<b>188,365.70</b>	<b>0.00</b>	<b>188,365.70</b>	<b>100.0%</b>

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Aug 23</u>	<u>Jan - Aug 22</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	630,152.00	617,796.00
2082 · Fines	6,143.78	5,328.92
2401 · Interest	6,855.47	125.42
2705 · Gifts & Donations		
2705.4 · Friends	3,135.00	4,700.01
2705.1 · Restricted	1,000.00	0.00
2705.2 · General	3,676.00	3,657.51
<b>Total 2705 · Gifts &amp; Donations</b>	<u>7,811.00</u>	<u>8,357.52</u>
3840 · New York State Aid	564.08	5,633.18
<b>Total Income</b>	<u>651,526.33</u>	<u>637,241.04</u>
<b>Expense</b>		
7410.1 · Salaries	219,171.82	215,859.23
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	53.96	0.00
.4.1.7 · Streaming	3,525.21	3,543.18
.4.1.1 · DVD	1,541.35	1,863.37
.4.1.2 · Books		
4.1.2A · Adult Books	13,699.92	5,847.43
4.1.2J · Children's Books	4,667.91	5,368.70
.4.1.2 · Books - Other	10.00	0.00
<b>Total .4.1.2 · Books</b>	<u>18,377.83</u>	<u>11,216.13</u>
.4.1.3 · Subscriptions	1,892.86	2,087.72
.4.1.4 · Newspapers	1,350.78	2,267.92
.4.1.5 · Digital Materials	2,808.66	1,774.26
.4.1.6 · Audio Books	137.97	385.81
<b>Total .4.1 · Library Material</b>	<u>29,688.62</u>	<u>23,138.39</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	5,251.57	9,804.60
.4.2.2 · Microfilm & Archives	2,000.00	0.00
.4.2.3 · Newsletter & Public Relations	3,282.77	5,311.82
<b>Total .4.2 · Programs, Publicity, History</b>	<u>10,534.34</u>	<u>15,116.42</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	20,450.71	18,774.38
.4.3.2 · Telephone	2,307.83	2,571.36
.4.3.3 · Insurance	20,638.10	13,838.24
.4.3.4 · Maintenance Service & Supplies	2,672.87	2,175.98
.4.3.5 · Lawn & Grounds	7,087.12	1,261.00
.4.3.6 · Building R&M	5,280.28	73,760.57
.4.3.7 · Snow Removal	1,600.00	3,420.00
.4.3.8 · Elevator	4,117.76	5,179.16
.4.3.9 · Geothermal	3,453.50	2,113.50

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Aug 23</u>	<u>Jan - Aug 22</u>
.4.3.10 · Custodial Service	0.00	1,290.00
.4.3.12 · Internet	2,077.20	2,076.40
<b>Total .4.3 · Operation of Building</b>	<b>69,685.37</b>	<b>126,460.59</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>		
.4.4.1 · Copier	2,673.08	2,626.16
.4.4.2 · Office Supplies	1,296.05	1,430.16
.4.4.4 · Postage	174.34	343.80
.4.4.6 · Equipment Purchases	7,412.54	8,179.63
.4.4.7 · Equipment R&M	0.00	401.25
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>11,556.01</b>	<b>12,981.00</b>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	2,072.79	1,416.26
.4.5.2 · MHLS Assessment Fees	13,605.00	13,061.94
<b>Total .4.5 · Automation, System Fees</b>	<b>15,677.79</b>	<b>14,478.20</b>
<b>.4.6 · Professional Services</b>		
.4.6.8 · Professional Memberships	300.00	300.00
.4.6.7 · Payroll Service Fees	1,673.03	1,341.17
.4.6.1 · Accounting	4,000.00	3,850.00
.4.6.2 · Audit	13,300.00	0.00
.4.6.3 · Board Expenses	150.00	712.70
.4.6.4 · Consulting & Legal Services	1,500.00	1,500.00
.4.6.5 · IT Maintenance Consultant	1,592.00	1,561.00
.4.6.6 · Staff Development	457.40	570.36
<b>Total .4.6 · Professional Services</b>	<b>22,972.43</b>	<b>9,835.23</b>
<b>.4.7 · Election Expenses</b>		
.4.7.1 · Election Inspectors	450.00	405.00
.4.7.2 · Election Expenses	135.00	135.00
<b>Total .4.7 · Election Expenses</b>	<b>585.00</b>	<b>540.00</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>160,699.56</b>	<b>202,549.83</b>
<b>9010 · Employee Benefits</b>		
.1 · Retirement	27,191.00	33,541.00
.2 · Social Security & Medicare	16,293.76	15,960.67
.3 · Workers Compensation	3,778.00	4,111.00
.4 · Disability	443.85	460.73
.5 · Medical & Dental Benefits	35,385.11	34,209.97
.6 · Life Insurance	197.53	171.76
<b>Total 9010 · Employee Benefits</b>	<b>83,289.25</b>	<b>88,455.13</b>
<b>Total Expense</b>	<b>463,160.63</b>	<b>506,864.19</b>
<b>Net Ordinary Income</b>	<b>188,365.70</b>	<b>130,376.85</b>
<b>Net Income</b>	<b>188,365.70</b>	<b>130,376.85</b>

# Saugerties Public Library Abstract Check Register

Type	Date	Num	Name	Memo	Amount
<b>M&amp;T General Fund</b>					
<b>Checking 6455</b>					
Check	08/03/2023	EFT	NYS Emp Retire System		-535.49
Check	08/31/2023	11012	Mahopac Public Library		-20.00
Check	08/31/2023	EFT	Central Hudson		-1,937.65
Check	08/31/2023	11013	Culligan of Newburgh		-64.20
Check	08/31/2023	11014	OverDrive Inc		-445.22
Check	08/31/2023	EFT	Charter Communications		-289.61
Check	08/31/2023	11015	Quill Corp.		-125.95
Check	08/31/2023	11016	Mid Hudson Library System		-429.00
Check	08/31/2023	11017	Marshall & Sterling Upstate		-5,500.10
Check	08/31/2023	11018	Arlene Discordia		-150.00
Check	08/31/2023	11019	Elaine Sapunarich		-150.00
Check	08/31/2023	11020	Judith Allen		-150.00
Check	08/31/2023	11021	Tiffany L ydecker	clerk of the election	-135.00
Check	08/31/2023	11022	Woodworth & Zarolnick Accountants Inc		-2,000.00
Check	08/31/2023	11023	P.C. Smith & Son Inc		-19.99
Check	08/31/2023	EFT	Paychex		-194.30
Check	08/31/2023	11024	Stewart's		-181.07
Check	08/31/2023	11025	Uniforms USA, Inc.		-52.00
Check	08/31/2023	11026	Starr Library		-20.00
Check	08/31/2023	11027	Midwest Tape		-683.87
Check	08/31/2023	11028	Baker & Taylor		-1,484.84
Check	08/31/2023	11029	National Business Technology		-670.00
Check	08/31/2023	11030	Village of Saugerties		-872.15
Check	08/31/2023	11031	SRI Fire Sprinkler		-564.00
Check	08/31/2023	11032	Gale/Cengage Learning		-95.97
Check	08/31/2023	11033	Metropolitan Life Insurance Companies		-24.30
Check	08/31/2023	11034	CDPHP		-4,684.04
Check	08/31/2023	11035	SAFECO Alarm Systems, Inc.		-455.00
Check	08/31/2023	11036	Shelter Point Life		-709.35
Check	08/31/2023	11037	The Computer Guys		-602.50
Check	08/31/2023	11038	DEMCO		-118.02
Check	08/31/2023	11039	Charter Communications		-230.80
Check	08/31/2023	11040	Welsh Sanitation		-93.89
Check	08/31/2023	11041	Business Credit Card		-5,100.46
Check	08/31/2023	11042	Superior Roofing		-558.50
Check	08/31/2023	11043	W B Mason Co Inc		-90.45
Check	08/31/2023	10853	Graphic Image		-1,097.77

Total M&T General Fund  
Checking 6455

-30,535.49

**M&T Capital Fund**  
**Checking 6430**

Total M&T Capital Fund  
Checking 6430

**Saugerties Public Library  
Abstract Check Register**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
					<u>-30,535.49</u>



# Saugerties Public Library

## Abstract

August 2023

	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>2082 - Fines</b>				
			Square income	70.25
Total 2082 - Fines				70.25
Total Income				70.25
<b>Expense</b>				
<b>7410.1 - Salaries</b>				
	6-29-23 PR			13,031.72
	6-29-23 PR			13,138.34
Total 7410.1 - Salaries				26,170.06
<b>7410.4 - Contractual Expenses</b>				
<b>.4.1 - Library Material</b>				
<b>.4.1.7 - Streaming</b>				
	11027	Midwest Tape		429.48
	11041	Business Credit Card		19.99
Total .4.1.7 - Streaming				449.47
<b>.4.1.1 - DVD</b>				
	11027	Midwest Tape		211.40
Total .4.1.1 - DVD				211.40
<b>.4.1.2 - Books</b>				
<b>4.1.2A - Adult Books</b>				
	11012	Mahopac Public Library		20.00
	11026	Starr Library	Replacement Cost	20.00
	11028	Baker & Taylor		560.82
	11032	Gale/Cengage Learning		95.97
	11041	Business Credit Card		12.62
Total 4.1.2A - Adult Books				709.41
<b>4.1.2J - Children's Books</b>				
	11028	Baker & Taylor		924.02
	11041	Business Credit Card		18.99
Total 4.1.2J - Children's Books				943.01
Total .4.1.2 - Books				1,652.42
<b>.4.1.4 - Newspapers</b>				
	11024	Stewart's	August	181.07
Total .4.1.4 - Newspapers				181.07
<b>.4.1.5 - Digital Materials</b>				
	11014	OverDrive Inc		445.22
Total .4.1.5 - Digital Materials				445.22
<b>.4.1.6 - Audio Books</b>				
	11027	Midwest Tape		42.99
Total .4.1.6 - Audio Books				42.99
Total .4.1 - Library Material				2,982.57
<b>.4.2 - Programs, Publicity, History</b>				
<b>.4.2.1 - Programs</b>				

# Saugerties Public Library

## Abstract

August 2023

Num	Name	Memo	Amount
11016	Mid Hudson Library System		429.00
11041	Business Credit Card		633.96
Total .4.2.1 · Programs			1,062.96
<b>.4.2.3 · Newsletter &amp; Public Relations</b>			
10853	Graphic Image		1,097.77
Total .4.2.3 · Newsletter & Public Relations			1,097.77
Total .4.2 · Programs, Publicity, History			2,160.73
<b>.4.3 · Operation of Building</b>			
<b>.4.3.1 · Utilities</b>			
EFT	Central Hudson	7/20/2023-8/17/2023	1,937.65
11030	Village of Saugerties	5/2/23-8/2/23	872.15
Total .4.3.1 · Utilities			2,809.80
<b>.4.3.2 · Telephone</b>			
EFT	Charter Communications	8/2/2023-9/1/2023	289.61
Total .4.3.2 · Telephone			289.61
<b>.4.3.3 · Insurance</b>			
11017	Marshall & Sterling Upstate	9/1/23-9/1/24- Package 1st I	5,028.10
11017	Marshall & Sterling Upstate	9/1/23-9/1/24- Umbrella 1st I	297.00
11017	Marshall & Sterling Upstate	Policy #5056301 9/1/23-9/1/24	175.00
Total .4.3.3 · Insurance			5,500.10
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>			
11013	Culligan of Newburgh		64.20
11040	Welsh Sanitation	September	93.89
11041	Business Credit Card		543.06
11043	W B Mason Co Inc		90.45
Total .4.3.4 · Maintenance Service & Supplies			791.60
<b>.4.3.6 · Building R&amp;M</b>			
11023	P.C. Smith & Son Inc		19.99
11025	Uniforms USA, Inc.	August	52.00
11031	SRI Fire Sprinkler	Sprinkler Inspection	564.00
11035	SAFECO Alarm Systems, Inc.	September	455.00
11042	Superior Roofing		558.50
Total .4.3.6 · Building R&M			1,649.49
<b>.4.3.12 · Internet</b>			
11039	Charter Communications	9/1/23-9/30/23	230.80
Total .4.3.12 · Internet			230.80
Total .4.3 · Operation of Building			11,271.40
<b>.4.4 · Equipment R&amp;M, Supplies</b>			
<b>.4.4.1 · Copier</b>			
11029	National Business Technology	August & September	670.00
Total .4.4.1 · Copier			670.00
<b>.4.4.2 · Office Supplies</b>			
11015	Quill Corp.		125.95
11037	The Computer Guys		602.50
11038	DEMCO		118.02

# Saugerties Public Library

## Abstract

August 2023

Num	Name	Memo	Amount
11041	Business Credit Card		12.24
Total .4.4.2 · Office Supplies			858.71
<b>.4.4.6 · Equipment Purchases</b>			
11041	Business Credit Card		3,455.92
Total .4.4.6 · Equipment Purchases			3,455.92
Total .4.4 · Equipment R&M, Supplies			4,984.63
<b>.4.5 · Automation, System Fees</b>			
<b>.4.5.1 · Automation &amp; Online Services</b>			
11041	Business Credit Card		103.68
Total .4.5.1 · Automation & Online Services			103.68
Total .4.5 · Automation, System Fees			103.68
<b>.4.6 · Professional Services</b>			
<b>.4.6.8 · Professional Memberships</b>			
11041	Business Credit Card		300.00
Total .4.6.8 · Professional Memberships			300.00
<b>.4.6.7 · Payroll Service Fees</b>			
EFT	Paychex		194.30
Total .4.6.7 · Payroll Service Fees			194.30
<b>.4.6.1 · Accounting</b>			
11022	Woodworth & Zarolnick Accountants Inc		2,000.00
Total .4.6.1 · Accounting			2,000.00
Total .4.6 · Professional Services			2,494.30
<b>.4.7 · Election Expenses</b>			
<b>.4.7.1 · Election Inspectors</b>			
11018	Arlene Discordia	Election inspector	150.00
11019	Elaine Sapunarich		150.00
11020	Judith Allen		150.00
Total .4.7.1 · Election Inspectors			450.00
<b>.4.7.2 · Election Expenses</b>			
11021	Tiffany L ydecker	clerk of the election	135.00
Total .4.7.2 · Election Expenses			135.00
Total .4.7 · Election Expenses			585.00
Total 7410.4 · Contractual Expenses			24,582.31
<b>9010 · Employee Benefits</b>			
<b>.2 · Social Security &amp; Medicare</b>			
6-29-23 PR			980.05
6-29-23 PR			988.22
Total .2 · Social Security & Medicare			1,968.27
<b>.4 · Disability</b>			
6-29-23 PR			-16.34
6-29-23 PR			-16.22
11036	Shelter Point Life		709.35
Total .4 · Disability			676.79
<b>.5 · Medical &amp; Dental Benefits</b>			
6-29-23 PR			-220.36
6-29-23 PR			-220.36
11034	CDPHP	September	4,684.04
Total .5 · Medical & Dental Benefits			4,243.32

**Saugerties Public Library**

**Abstract**

August 2023

	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>.6 - Life Insurance</b>				
	11033	Metropolitan Life Insurance Com	Life insurance	24.30
Total .6 - Life Insurance				<u>24.30</u>
Total 9010 - Employee Benefits				<u>6,912.68</u>
Total Expense				<u>57,665.05</u>
Net Ordinary Income				<u>-57,594.80</u>
<b>Net Income</b>				<u><b>-57,594.80</b></u>

## August Director's Report 2023

**Personnel:** Shana Cutler has retired from the library. After interviewing candidates for her Clerk position, Susan Becker was hired and has started training. Charlotte Svetkey has started as Children's Programmer. Charlotte and I have met to discuss programming, especially programs for tween aged patrons.

Good news! We are expecting Jordan to return to work on September 18th.

I have registered to attend the NY Library Association Conference in Saratoga Springs on November 2<sup>nd</sup> & 3<sup>rd</sup>. Christine will be hosting a book talk at the Fall Into Books conference in October.

**Programming:** In August we wrapped up the Summer Reading Program. Our 2023 attendance was impressive, and seems to be getting back to pre-COVID numbers. We appreciated having Robin Shornstein perform story hours and perform collection development over the summer while we waited for Charlotte to move to the area.

**Outreach:** Books purchased for the Free Book in a Bag project are arriving, and we will be able to fill the last batch of bags soon. I met with Tamika Dunkley of Seasoned Gives to discuss a community read on Black Farming. She is extremely connected, knowledgeable and wonderful. I am looking forward to working with her.

I received a letter from the new Saugerties School Superintendent, Daniel Erceg, expressing interest in meeting with the Library's board. I have invited him to the November meeting.

**Technology:** Spectrum internet alerted me to the fact that patrons are using our Wi-Fi to illegally torrent movies. I have worked with our filtering company, Cisco Umbrella, to place additional protections on our network.

**Building:** The night of the Summer Reading Finale, the men's room urinal overflowed like a fountain. The sensor was bad, and was replaced by Tom Sutton Plumbing.

**Meetings:** UCLA, Staff meeting

# **Saugerties Public Library**

## **Policy/Personnel Committee Meeting Minutes**

Date: August 17, 2023

Time: 6:00 p.m.

Meeting location: Main Reading Room

Committee Members Attending:

Bassler (chair), Misiano, Russell, Irizarry, Cokinos

Discussion:

1. Drafted a Reconsideration of Library Resources Request Policy and Form, as well as a Programming Policy using the Esopus Library's versions as a template.
2. Revised the final sentence of Article V, Section 1 of the library's By-Laws to read, "Any eligible board member may be elected to an executive position, but cannot serve any one position for more than 3 years."
3. Revised Article VIII. Section 2 by combining sections b ("Personnel Committee") and c ("Policy") into a single section ("Policy & Personnel Committee").

Action items:

1. Present the Programming Policy, Reconsideration Request Policy, and Reconsideration Form to the Board for approval.
2. Present the revisions of the By-Laws to the Board for approval.

Next scheduled meeting: September 20 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. Whenever possible attend regional and state trustee meetings and workshops.

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. 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.

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**

1. *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 November 1<sup>st</sup> and ending October 31<sup>st</sup>. Only Trustees 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 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 places as the Trustees shall determine; 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 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. 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. Outreach & Long Term Planning Committee. The Outreach and Long Term Planning committee is responsible for the development and implementation of a 5-year long-term plan for action based on the needs of the Library and community.
  - 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.

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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. Review Cycle: 3 years

### **Reconsideration Request Policy**

The Saugerties Public Library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials available in the library and scheduled programs present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library resources that satisfy the diverse interests of our community. The library reserves the right to secure these resources, even if the content is controversial, unorthodox, or deemed objectionable by some. The library's varied resources and programs are available to all; however, it is not expected that all will appeal to everyone.

Patrons who wish to request the reconsideration of resources currently offered by the library are encouraged to discuss their concerns with the Library Director or Assistant Director. If the patron is not satisfied with the response to their request, the Library Director or Assistant Director will provide the patron with information and a form to request formal reconsideration of the library resource.

The following steps are to be taken when an individual thinks that further action is necessary to address concerns about a library resource or program. For the duration of this process, any material in question will remain in circulation in the library collection. Any scheduled programs will remain on the calendar.

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's mission statement, collection and programming policies, reconsideration form and the Library Bill of Rights.
2. Patrons are required to complete and submit a reconsideration form to the library director.
3. Once the Reconsideration Form is fully completed, the director along with the appropriate professional staff and the Policy & Personnel Committee, will review the form and will complete the following: read, view or listen to the resource in its entirety; check general acceptance of the material by reading reviews and consulting recommended lists; determine the extent to which the material supports the library's policies; judge the material as a whole and not in part.
4. Within 30 business days, the Director and Policy & Personnel Committee will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
5. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees.
6. The appeal will be reviewed at the next Board Meeting. The decision of the Board is final.



Patron Complaint Policy approved by the Board of Directors: July 11, 2019

Patron Complaint Policy rewritten as Reconsideration Request Policy and adopted:

Review cycle every 5 years

discover, connect, grow.

# Request for Reconsideration Form

Please complete this form and return it to a staff member. Use the back of this page for further comments, if necessary.



Recreation for the Mind:  
discover, connect, grow.

**SAUGERTIES  
PUBLIC LIBRARY**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_

Do you represent:  Yourself.  An organization. Name of organization \_\_\_\_\_

What type of material or service are you commenting on?

<input type="checkbox"/> Book	<input type="checkbox"/> Magazine	<input type="checkbox"/> Library program	<input type="checkbox"/> Movie
<input type="checkbox"/> Music CD	<input type="checkbox"/> Display / Exhibit	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Audiorecording
<input type="checkbox"/> Internet Resource / Site	<input type="checkbox"/> Other (please describe)		

What item/  
program/display/  
exhibit are you  
commenting on?

If commenting on an item, what is the title and author/ performer/ producer?

If commenting on program/ display/exhibit, what is the title and date?

How did this title/  
event/display/  
program/exhibit  
come to your  
attention?

(Recommended by staff member, review, friend's recommendation, found on shelf, visited library, library calendar, newsletter, etc.)

Did you read or listen to the entire work, stay for the entire program, view the entire display? If not, which selection or part did you read or view?

What is your main interest?  
Please be specific; cite pages, excerpt, or scenes whenever possible.

Thank you for your comments. A member of our staff will contact you regarding your concerns.

Signature: \_\_\_\_\_

### **Programming Policy**

The mission of the Saugerties Public 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.

Programs at the Saugerties Public Library are consistent with the library's core values, and further the mission of the library.

Programs expand opportunities for learning, connection, entertainment, and growth, and support the library's role as a civic gathering place. The library will evaluate community response to programs and will encourage participants and patrons to suggest topics. Programs are developed to respond to emerging community interests as well as to sustain demonstrated interests.

The library upholds the principles of intellectual freedom and supports the rights of the individual to read, speak, view and exchange differing points of view on any subject.

- Programs are open to the public and are free of charge.
- The library retains the right to determine which programs and events are scheduled.
- Permission to use library facilities does not constitute endorsement of program content.
- Programs cannot promote a business, product, or commercial enterprise.
- Fund raising is not permitted.
- Topics and speakers are not excluded from library programs because of possible controversy.
- Reconsideration requests will follow the procedures of the formal and established Reconsideration Request policy.

The library will be open to community concerns without acquiescing to censorship. Scheduled library programs will continue as scheduled. Responses to challenges must follow in the library's policies and procedures, regardless of the issue. No person or group should dictate what is suitable for others in the public library, nor should limitations be imposed based on the format of materials. \*

\* Adapted from the Handbook for Library Trustees of New York State

Adopted by the Board of Trustees:

Saugerties Public Library  
Facilities Committee

Date: Aug. 8<sup>th</sup>, 2023

Time: 6 PM

Committee Members Attending:

P. Van Benschoten (Chair)

Staff Attending:

J. Russell, S. Smith

Others Attending:

Absent:

B. Collins, Y. Karchmar, k. Cokinos

Discussion/Agenda Items

1. We are now enrolled with Sustainable Westchester, a community solar provider.
2. The backyard WIFI project is waiting for The Computer Guys to install the new outside router.
3. A window over the stairs from the lobby to the upstairs gallery is leaking during heavy rain storms. Jen will contact someone to caulk around the exterior of the window (see next item).
4. The exterior of the lobby needs to be painted. Jen will contact local painters to get estimates on this and the caulking.
5. Jen will contact Service Masters for exterior window cleaning.
6. During a visit from our insurance agent, they suggested we add a "Watch Your Step" sign for the stairs from the lobby to the downstairs gallery. Jen will order the letters that match our "Gloria Fallon" sign.
7. Our long range plan will be updated in 2024. We discussed a few things that will be added.
  1. Fluorescent lighting replacement in the circulation room and info room.
  2. Window replacement to get some windows that open.
  3. Furniture replacement.

Next Facilities Meeting

September 5<sup>th</sup> at 6:00 pm

**Outreach Committee Minutes**  
**8/14/23**

Location: Saugerties Public Library  
Time: 4:30 pm

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

1. Free Book Project

- Currently we're thinking that chapter books in English and Spanish would be good to purchase. Some of these books are in series, such as The Magic Treehouse series.
- The Magic Treehouse series boxed set of 28 books is available in English-only and costs \$167.00 before the Inquiring Minds discount. Individual Magic Tree House books are available in Spanish.
- More bags would be sent to clearly popular locations to maximize coverage.
- We will be including a brochure for Transparent Language

2. Light as a Medium Art Reception

- Two artists (Allison Midgley & Erica Pagerey), will be showing their work from September 1st - November 1st
- A reception will be held on Friday September 8 from 5 - 6:30 pm

3. Diversity, Equity, Inclusion (DEI)

- Jen would like to organize a group read w/keynote film of "Black Earth Wisdom" by Leah Penniman (co-founder of Soul Fire Farm in Grafton, NY).
- In order to access the film, a donation of \$700 is required.
- A post film networking party linking black farmers in the Mid-Hudson Valley would take place afterwards.
- We will reach out to individuals such as Tamika & Martin Dunkley to see what level of interest there would be for such an event.

Meeting Adjourned: 5:20 pm

Next Meeting: September 11 at 4:30 pm

Saugerties Public Library  
2021-2022 Statistics Compared

	Jan '22	Jan '23	Feb '22	Feb '23	March '22	March '23	April '22	April '23	May '22	May '23	June '22	June '23	July '22	July '23
<b>Circulation</b>														
Adult	2,412	2,453	2,274	2,306	2,467	2,791	2,083	2,323	1,984	2,452	2,346	2,776	2,541	2,726
Adult renewals	1,186	1,106	1,173	1,172	1,156	1,262	1,113	1,240	1,098	1,208	1,053	1,199	1,242	1,288
Juvenile	1,302	1,816	1,466	1,862	1,727	2,151	1,619	1,939	1,548	1,762	1,884	2,199	2,540	2,256
Juvenile renewals	826	914	879	1,092	990	1,286	1,223	1,386	1,176	1,319	981	1,970	1,368	1,614
Teen	90	90	137	116	97	93	86	105	100	85	123	110	146	139
Teen renewals	164	71	49	66	104	65	67	84	71	79	54	105	104	92
<b>Total Circulation</b>	5,980	6,450	5,978	6,614	6,541	7,648	6,191	7,077	5,977	6,905	6,441	8,359	7,941	8,115
		8%		11%		17%		14%		16%		30%		2%
<b>Holds Filled</b>														
Adults	1,113	1,123	1,008	1,055	1,160	1,265	920	1,073	913	1,071	1,024	1,209	1,091	1,105
Juvenile	448	528	347	446	460	529	377	426	347	451	342	393	394	391
Teen	54	52	68	61	74	60	54	45	52	53	59	64	69	66
ILL received	0	2	0	2	0	0	0	1	3	0	0	0	1	1
ILL loaned	2	0	1	0	1	1	0	0	0	1	2	1	0	1
<b>Total Holds</b>	1,617	1,705	1,424	1,564	1,695	1,855	1,351	1,545	1,315	1,576	1,427	1,667	1,555	1,564
		5%		10%		9%		14%		20%		17%		
<b>Questions Answered</b>														
Adult	654	630	658	587	487	833	499	840	458	846	509	909	532	909
Children's	128	219	201	242	155	252	191	224	170	199	192	342	242	517
<b>Total Questions</b>	782	849	859	829	642	1,085	690	1,064	628	1,045	701	1,251	774	1,426
		9%		-3%		69%		54%		66%		78%		84%
<b>Programs</b>														
Adult	3	18	2	20	8	24	16	24	17	22	21	23	21	19
Teen	17	13	16	12	18	13	17	12	14	14	18	11	19	21
Children's	13	18	20	17	26	21	22	20	23	21	19	20	36	33
<b>Total Programs</b>	33	49	38	49	52	58	55	56	54	57	58	54	76	73
		48%				12%		2%		6%		-7%		-4%
<b>Program Attendance</b>														
Adult	19	123	17	199	46	233	79	178	146	223	125	184	104	114
Teen	114	75	110	62	121	60	90	63	85	86	128	63	109	53
Children	125	289	170	238	303	335	233	223	164	294	657	528	533	416
<b>Total attendance</b>	258	487	297	499	470	628	402	464	395	603	910	775	746	583
		89%				33%		15%		53%		-15%		-22%
<b>Computer sessions</b>	299	383	296	321	351	449	402	372	402	345	508	328	436	382
		28%		8%		28%		-7%		-14%		-35%		-12%
<b>Web Page Visits</b>	3,692	4,040	3,637	5,434	3,414	6,140	4,703	5,178	4,609	4,846	5,207	5,889	5,482	6,004
		9%		49%		80%		10%		5%		13%		10%
<b>New Cards Issued</b>	13	39	27	47	17	75	20	23	24	23	28	37	35	46
		200%		74%		341%		15%		-4%		32%		31%
<b>Overdrive Audiobook</b>	605	604	532	513	582	587	629	532	619	627	555	584	556	653
<b>Overdrive eBook</b>	890	857	766	759	775	846	755	758	771	784	691	944	845	937
<b>Overdrive Magazine</b>	122	144	120	86	136	121	67	80	67	99	52	107	89	72
<b>Overdrive Total</b>	1496	1605	1298	1358	1359	1554	1385	1370	1396	1510	1300	1635	1490	1662
		7%		5%		14%		-1%		8%		26%		12%

Saugerties Public Library  
2021-2022 Statistics Compared

	August '22	August '23	Sept '22	Sept '22	Oct '22	Oct '23	Nov '22	Nov '23	Dec '22	Dec '23	TOTAL 2022	TOTAL 2023	
<b>Circulation</b>													
Adult	2,897	2,818	2,495		2,389		2,387		2,265		28,540	20,645	72%
Adult renewals	1,265	1,287	1,248		1,387		1,270		1,285		14,476	9,762	67%
Juvenile	2,147	2,454	1,683		1,689		1,734		1,373		20,712	16,439	79%
Juvenile renewals	1,557	1,287	1,364		1,151		1,204		1,052		13,771	10,868	79%
Teen	151	148	142		86		73		92		1,323	886	67%
Teen renewals	107	86	115		75		58		64		1,032	648	63%
<b>Total Circulation</b>	8,124	8,080	7,047		6,777		6,726		6,131		79,854	59,248	74%
		-1%											
<b>Holds Filled</b>													
Adults	1,187	1,008	1,074		1,109		1,061		1,009		12,669	8,909	70%
Juvenile	365	382	477		531		546		381		5,015	3,546	71%
Teen	85	34	66		64		50		50		745	435	58%
ILL received	1	0	0		0		1		3		9	6	67%
ILL loaned	1	0	1		0		2		0		10	4	40%
<b>Total Holds</b>	1,639	1,424	1,618		1,704		1,660		1,443		18,448	12,900	70%
		-13%											
<b>Questions Answered</b>													
Adult	734	1,021	634		614		694		571		7,044	6,365	90%
Children's	276	804	179		195		165		157		2,251	2,794	124%
<b>Total Questions</b>	1,010	1,825	813		809		859		728		9,295	9,159	99%
		81%											
<b>Programs</b>													
Adult	22	24	18		22		18		20		188	174	93%
Teen	20	18	10		15		16		13		193	114	59%
Children's	28	33	18		24		22		20		271	183	68%
<b>Total Programs</b>	70	75	46		61		56		53		652	471	72%
		7%											
<b>Program Attendance</b>													
Adult	145	254	106		160		101		397		1,445	1,508	104%
Teen	137	121	86		92		94		75		1,241	583	47%
Children	523	824	144		253		254		138		3,497	3,147	90%
<b>Total attendance</b>	805	1,199	336		505		449		610		6,183	5,238	85%
		49%											
<b>Computer sessions</b>	516	478	488		385		325		355		4,763	3,058	64%
		7%										3%	
<b>Web Page Visits</b>	5,765	4,221	3,544		3,208		3,279		4,737		51,277	41,752	81%
		27%										203%	
<b>New Cards Issued</b>	44	80	39		35		26		21		329	370	112%
		82%										771%	
<b>Overdrive Audiobook</b>	585	706	610		594		550		563		6980	4806	69%
<b>Overdrive eBook</b>	831	890	720		725		720		736		9225	6775	73%
<b>Overdrive Magazine</b>	103	151	78		110		115		118		1177	860	73%
<b>Overdrive Total</b>	1519	1747	1408		1429		1385		1417		16882	12441	74%
		15%											







Saugerties Library Board Agenda  
October 12, 2023  
5:30 social time, 6pm meeting

Roll Call

Public Comment

New Business:

1. Signing conflict of interest, whistleblower, ethics
2. Voting for Officers
3. Committee Chairs and members of the Committees
4. Sidewalk

Old Business:

1. MHLS training requirements

Secretary's report

Treasurer's report

Finance report

Director's report:

Committee reports:

1. Finance
2. Personnel/policy
3. Facilities
4. Outreach
5. Nominating

Next meeting - November 16, 2023

Saugerties Public Library  
Regular Board Meeting  
Date: 9/14/23

**Present:** Trustees Katie Cokinos, Jouette Bassler, Yosefa Karchmar, Paul Vanbenschoten, Brian Collins, Nina Schmidbaur, Timothy Scott, Irene Hurst, Julie Misiano

**Excused:** Trustees Robert Irizarry, Charlotte Herscher

**Staff:** Director Jennifer Russell

**Public Attendees:** Ray Rebholz

*Meeting called to order* at 6:08 PM by President Cokinos

**Public Comment:** N/A

**Friends of Library:** First meeting since the summer recess will be on September 18th. Plan to resume the regularly scheduled annual activities that may have been changed due to pandemic restrictions.

Members had a table at the library budget and trustee vote to provide snacks and membership applications.

**Secretary's Report:**

*Motion* by Tim Scott and *Seconded* by Nina Schmidbaur to approve the minutes as written.

Motion passes unanimously.

**Treasurer's Report:**

We are at 98% of financials received as we enter the final quarter. Revenue from fines seems to be up. We remain in good financial standing. There are several areas that may be under budget at this time. Total expenses are on par with having completed three quarters of the year.

Motion to pay the bills in the amount of \$ 30,535.49 made by Brian Collins, seconded by Tim Scott Passes unanimously

**New Business:**

- Nominating Committee: Please complete the form distributed, indicating your choices for committee and whether or not you are interested in being a

chairperson or to have a position on the Executive Committee. Absent Trustees were emailed the form. Please return to Julie Misiano.

- **MHLS Grant:** We have received a grant for Equity, Diversity and Inclusion. The Director is putting together a program on Black Farming, the history of it, and current farms. The event will be held at the library, on Monday October 16th at 6:30 PM. Books on the subject are available to be checked out and read prior to the event. Trustees were asked to distribute fliers promoting the event. Some funds will be used to promote the event on social media.
- **Budget and Trustee Vote:** the budget passed and the three candidates running were approved. There were some write-in names of people that were either not eligible or already on the board.
- **HVAC System:** There is a skylight in the Carnegie Room, original to the historical building, that has begun to leak. It continued to leak even after there was some roof repair, and when there were good weather days. The maintenance person figured out that there was a clogged tube from the HVAC system up in the attic. There is now damage to the ceiling that needs repair. The HVAC business that we use is paid to change the filters and inspect the system regularly, so the Director had a long discussion with him about how they missed it. The representative of the HVAC company has made an appropriate plan but has not yet followed through.

#### **Unfinished Business:**

**Trustee Training:** Before the October meeting, trustees should make sure that they have taken two trainings, one of which was the mandatory sexual harassment training.

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

- We have hired Susan Becker as our new clerk after the retirement of Shana Cutler, and Jordan will be returning September 18th from his medical leave. Charlotte Svetkey is our new Children's Programmer.
- The new Saugerties school Superintendent will be joining our November meeting.
- Our summer reading program has come to a close and was a success.

Please see the Director's report for more information.

#### **Committee Reports:**

*Finance:* Did not meet

Next meeting: September 26 at 6PM

*Policy/Personnel:* met on August 17, 2023

Finalized the programming policy, the request for reconsideration of a library resource or program, and the form to request reconsideration. See minutes for more information.

No discussion occurred at the full board meeting.

Chairperson Bassler made a motion to approve the Programming Policy, the Request for the Reconsideration of a Library Resource Policy, and the Reconsideration Form, seconded by Nina Schmidbaur. Passes unanimously.

Motion to approve the revisions of the By-Laws of the Board to clarify executive board tenure was made by Chairperson Bassler, seconded by Julie Misiano. Passes unanimously.

Chairperson Bassler made a motion to approve the revised bylaws to reflect the combining of the policy and personnel committees, seconded by Nina Schmidbaur. Passes unanimously.

Next meeting: 9/20/23 at 6PM

*Facilities:* met on August 8th

Signed up with Sustainable Westchester for solar which should lead to lower rates. The WiFi in the backyard is up and running. Want to paint the lobby. Have discussed the HVAC water issue and damage. Will explore a solution to the HVAC system so that we do not have attic flooding again. Possibility is a sensor or a pan with a sensor. Want to get the exterior windows washed.

Long-range facilities plan discussed.

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

*Outreach:* met on August 14th

Free book project third round is being prepared.

Upcoming Equity Diversity and Inclusion program on Black Farming

The "Light as an Art Medium" project is on display in several windows of the library, and will remain through November.

see minutes FMI Next meeting: October 11th at 4:30PM

Nominating Committee:

See New Business section for details

Next Meeting: 9/28/23 at 5pm

*Friends Liaison:*

N/A

*Motion* to adjourn at 7:30 by Tim Scott ;  
*Seconded* by Nina Schmidbaur

Passes unanimously.

Submitted by Julie Misiano

Next meeting: at 6PM

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

	<u>Jan - Sep 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 · Real Property Taxes	630,152.00	630,152.00	0.00	100.0%
2082 · Fines	6,992.93	6,500.00	492.93	107.58%
2401 · Interest	7,832.84	500.00	7,332.84	1,566.57%
<b>2705 · Gifts &amp; Donations</b>				
2705.4 · Friends	3,135.00	8,000.00	-4,865.00	39.19%
2705.1 · Restricted	1,000.00			
2705.2 · General	3,764.25	4,000.00	-235.75	94.11%
<b>Total 2705 · Gifts &amp; Donations</b>	<b>7,899.25</b>	<b>12,000.00</b>	<b>-4,100.75</b>	<b>65.83%</b>
3840 · New York State Aid	564.08			
3999 · Appropriated Fund Balance	0.00	12,175.00	-12,175.00	0.0%
<b>Total Income</b>	<b>653,441.10</b>	<b>661,327.00</b>	<b>-7,885.90</b>	<b>98.81%</b>
<b>Expense</b>				
7410.1 · Salaries	246,940.99	333,581.00	-86,640.01	74.03%
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
.4.1.8 · Music	53.96	200.00	-146.04	26.98%
.4.1.7 · Streaming	4,005.17	6,000.00	-1,994.83	66.75%
.4.1.1 · DVD	1,631.31	3,000.00	-1,368.69	54.38%
<b>.4.1.2 · Books</b>				
4.1.2A · Adult Books	15,162.08	17,000.00	-1,837.92	89.19%
4.1.2J · Children's Books	6,308.35	8,000.00	-1,691.65	78.85%
.4.1.2 · Books - Other	10.00			
<b>Total .4.1.2 · Books</b>	<b>21,480.43</b>	<b>25,000.00</b>	<b>-3,519.57</b>	<b>85.92%</b>
.4.1.3 · Subscriptions	1,892.86	3,000.00	-1,107.14	63.1%
.4.1.4 · Newspapers	1,528.85	2,500.00	-971.15	61.15%
.4.1.5 · Digital Materials	3,319.82	3,600.00	-280.18	92.22%
.4.1.6 · Audio Books	137.97	2,000.00	-1,862.03	6.9%
<b>Total .4.1 · Library Material</b>	<b>34,050.37</b>	<b>45,300.00</b>	<b>-11,249.63</b>	<b>75.17%</b>
<b>.4.2 · Programs, Publicity, History</b>				
.4.2.1 · Programs	5,786.05	7,000.00	-1,213.95	82.66%
.4.2.2 · Microfilm & Archives	2,000.00	2,000.00	0.00	100.0%
.4.2.3 · Newsletter & Public Relations	3,282.77	3,000.00	282.77	109.43%
<b>Total .4.2 · Programs, Publicity, History</b>	<b>11,068.82</b>	<b>12,000.00</b>	<b>-931.18</b>	<b>92.24%</b>
<b>.4.3 · Operation of Building</b>				
.4.3.1 · Utilities	20,450.71	37,000.00	-16,549.29	55.27%
.4.3.2 · Telephone	2,597.44	3,000.00	-402.56	86.58%
.4.3.3 · Insurance	20,638.10	21,000.00	-361.90	98.28%
.4.3.4 · Maintenance Service & Supplies	2,891.99	2,700.00	191.99	107.11%
.4.3.5 · Lawn & Grounds	7,087.12	4,500.00	2,587.12	157.49%
.4.3.6 · Building R&M	6,973.26	12,000.00	-5,026.74	58.11%
.4.3.7 · Snow Removal	1,600.00	3,000.00	-1,400.00	53.33%
.4.3.8 · Elevator	4,117.76	3,250.00	867.76	126.7%

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

	<u>Jan - Sep 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
.4.3.9 · Geothermal	3,453.50	5,500.00	-2,046.50	62.79%
.4.3.12 · Internet	2,308.00	3,000.00	-692.00	76.93%
<b>Total .4.3 · Operation of Building</b>	<b>72,117.88</b>	<b>94,950.00</b>	<b>-22,832.12</b>	<b>75.95%</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
.4.4.1 · Copier	3,027.44	3,500.00	-472.56	86.5%
.4.4.2 · Office Supplies	1,313.02	3,000.00	-1,686.98	43.77%
.4.4.4 · Postage	174.34	2,240.00	-2,065.66	7.78%
.4.4.6 · Equipment Purchases	7,412.54	19,000.00	-11,587.46	39.01%
.4.4.7 · Equipment R&M	0.00	2,000.00	-2,000.00	0.0%
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>11,927.34</b>	<b>29,740.00</b>	<b>-17,812.66</b>	<b>40.11%</b>
<b>.4.5 · Automation, System Fees</b>				
.4.5.1 · Automation & Online Services	2,176.47	3,819.00	-1,642.53	56.99%
.4.5.2 · MHLS Assessment Fees	13,605.00	16,100.00	-2,495.00	84.5%
<b>Total .4.5 · Automation, System Fees</b>	<b>15,781.47</b>	<b>19,919.00</b>	<b>-4,137.53</b>	<b>79.23%</b>
<b>.4.6 · Professional Services</b>				
.4.6.8 · Professional Memberships	300.00	500.00	-200.00	60.0%
.4.6.7 · Payroll Service Fees	1,895.90	2,500.00	-604.10	75.84%
.4.6.1 · Accounting	5,000.00	6,500.00	-1,500.00	76.92%
.4.6.2 · Audit	13,300.00	0.00	13,300.00	100.0%
.4.6.3 · Board Expenses	150.00	0.00	150.00	100.0%
.4.6.4 · Consulting & Legal Services	1,500.00	2,000.00	-500.00	75.0%
.4.6.5 · IT Maintenance Consultant	1,592.00	1,598.00	-6.00	99.63%
.4.6.6 · Staff Development	457.40	700.00	-242.60	65.34%
<b>Total .4.6 · Professional Services</b>	<b>24,195.30</b>	<b>13,798.00</b>	<b>10,397.30</b>	<b>175.35%</b>
<b>.4.7 · Election Expenses</b>				
.4.7.1 · Election Inspectors	450.00	400.00	50.00	112.5%
.4.7.2 · Election Expenses	169.20	200.00	-30.80	84.6%
<b>Total .4.7 · Election Expenses</b>	<b>619.20</b>	<b>600.00</b>	<b>19.20</b>	<b>103.2%</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>169,760.38</b>	<b>216,307.00</b>	<b>-46,546.62</b>	<b>78.48%</b>
<b>9010 · Employee Benefits</b>				
.1 · Retirement	27,191.00	24,325.00	2,866.00	111.78%
.2 · Social Security & Medicare	18,380.09	26,000.00	-7,619.91	70.69%
.3 · Workers Compensation	3,778.00	4,500.00	-722.00	83.96%
.4 · Disability	410.20	250.00	160.20	164.08%
.5 · Medical & Dental Benefits	41,641.21	56,000.00	-14,358.79	74.36%
.6 · Life Insurance	221.83	364.00	-142.17	60.94%
<b>Total 9010 · Employee Benefits</b>	<b>91,622.33</b>	<b>111,439.00</b>	<b>-19,816.67</b>	<b>82.22%</b>
<b>Total Expense</b>	<b>508,323.70</b>	<b>661,327.00</b>	<b>-153,003.30</b>	<b>76.86%</b>
<b>Net Ordinary Income</b>	<b>145,117.40</b>	<b>0.00</b>	<b>145,117.40</b>	<b>100.0%</b>
<b>Net Income</b>	<b>145,117.40</b>	<b>0.00</b>	<b>145,117.40</b>	<b>100.0%</b>



# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Sep 23</u>	<u>Jan - Sep 22</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	630,152.00	617,796.00
2082 · Fines	6,992.93	5,671.72
2401 · Interest	7,832.84	156.13
2705 · Gifts & Donations		
2705.4 · Friends	3,135.00	4,700.01
2705.1 · Restricted	1,000.00	0.00
2705.2 · General	3,764.25	3,777.51
<b>Total 2705 · Gifts &amp; Donations</b>	<u>7,899.25</u>	<u>8,477.52</u>
3840 · New York State Aid	564.08	5,633.18
<b>Total Income</b>	<u>653,441.10</u>	<u>637,734.55</u>
<b>Expense</b>		
7410.1 · Salaries	246,940.99	241,785.84
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	53.96	0.00
.4.1.7 · Streaming	4,005.17	3,543.18
.4.1.1 · DVD	1,631.31	2,150.84
.4.1.2 · Books		
4.1.2A · Adult Books	15,162.08	6,798.08
4.1.2J · Children's Books	6,308.35	6,735.88
.4.1.2 · Books - Other	10.00	0.00
<b>Total .4.1.2 · Books</b>	<u>21,480.43</u>	<u>13,533.96</u>
.4.1.3 · Subscriptions	1,892.86	2,087.72
.4.1.4 · Newspapers	1,528.85	2,267.92
.4.1.5 · Digital Materials	3,319.82	2,138.70
.4.1.6 · Audio Books	137.97	425.80
<b>Total .4.1 · Library Material</b>	<u>34,050.37</u>	<u>26,148.12</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	5,786.05	10,117.35
.4.2.2 · Microfilm & Archives	2,000.00	0.00
.4.2.3 · Newsletter & Public Relations	3,282.77	5,588.22
<b>Total .4.2 · Programs, Publicity, History</b>	<u>11,068.82</u>	<u>15,705.57</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	20,450.71	20,747.11
.4.3.2 · Telephone	2,597.44	2,860.03
.4.3.3 · Insurance	20,638.10	13,838.24
.4.3.4 · Maintenance Service & Supplies	2,891.99	2,537.29
.4.3.5 · Lawn & Grounds	7,087.12	1,261.00
.4.3.6 · Building R&M	6,973.26	74,465.57
.4.3.7 · Snow Removal	1,600.00	3,420.00
.4.3.8 · Elevator	4,117.76	5,179.16
.4.3.9 · Geothermal	3,453.50	2,113.50

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Sep 23</u>	<u>Jan - Sep 22</u>
.4.3.10 · Custodial Service	0.00	1,290.00
.4.3.12 · Internet	2,308.00	2,307.20
<b>Total .4.3 · Operation of Building</b>	<b>72,117.88</b>	<b>130,019.10</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>		
.4.4.1 · Copier	3,027.44	2,941.27
.4.4.2 · Office Supplies	1,313.02	1,535.58
.4.4.4 · Postage	174.34	351.65
.4.4.6 · Equipment Purchases	7,412.54	8,179.63
.4.4.7 · Equipment R&M	0.00	401.25
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>11,927.34</b>	<b>13,409.38</b>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	2,176.47	1,519.94
.4.5.2 · MHLS Assessment Fees	13,605.00	13,061.94
<b>Total .4.5 · Automation, System Fees</b>	<b>15,781.47</b>	<b>14,581.88</b>
<b>.4.6 · Professional Services</b>		
.4.6.8 · Professional Memberships	300.00	300.00
.4.6.7 · Payroll Service Fees	1,895.90	1,568.35
.4.6.1 · Accounting	5,000.00	4,350.00
.4.6.2 · Audit	13,300.00	0.00
.4.6.3 · Board Expenses	150.00	712.70
.4.6.4 · Consulting & Legal Services	1,500.00	1,500.00
.4.6.5 · IT Maintenance Consultant	1,592.00	1,561.00
.4.6.6 · Staff Development	457.40	660.36
<b>Total .4.6 · Professional Services</b>	<b>24,195.30</b>	<b>10,652.41</b>
<b>.4.7 · Election Expenses</b>		
.4.7.1 · Election Inspectors	450.00	405.00
.4.7.2 · Election Expenses	169.20	169.20
<b>Total .4.7 · Election Expenses</b>	<b>619.20</b>	<b>574.20</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>169,760.38</b>	<b>211,090.66</b>
<b>9010 · Employee Benefits</b>		
.1 · Retirement	27,191.00	33,541.00
.2 · Social Security & Medicare	18,380.09	17,870.25
.3 · Workers Compensation	3,778.00	4,111.00
.4 · Disability	410.20	429.02
.5 · Medical & Dental Benefits	41,641.21	37,998.54
.6 · Life Insurance	221.83	193.23
<b>Total 9010 · Employee Benefits</b>	<b>91,622.33</b>	<b>94,143.04</b>
<b>Total Expense</b>	<b>508,323.70</b>	<b>547,019.54</b>
<b>Net Ordinary Income</b>	<b>145,117.40</b>	<b>90,715.01</b>
<b>Net Income</b>	<b>145,117.40</b>	<b>90,715.01</b>

# Saugerties Public Library Abstract Check Register

Type	Date	Num	Name	Memo	Amount
<b>M&amp;T General Fund</b>					
<b>Checking 6455</b>					
Check	09/12/2023	EFT	NYS Emp Retire System		-532.21
Check	09/30/2023	11044	Welsh Sanitation		-93.89
Check	09/30/2023	11045	Baker & Taylor		-2,421.68
Check	09/30/2023	11046	National Business Technology Woodworth & Zarolnick Accountants Inc		-335.00
Check	09/30/2023	11047	Inc		-1,000.00
Check	09/30/2023	11048	Business Credit Card		-799.81
Check	09/30/2023	11049	Gale/Cengage Learning		-127.16
Check	09/30/2023	11050	OverDrive Inc		-511.16
Check	09/30/2023	11051	Midwest Tape		-549.93
Check	09/30/2023	11052	Ronnie Rebis		-500.00
Check	09/30/2023	11053	Sutton Electrical Plumbing & Heating Inc	Invoice # 9381	-766.43
Check	09/30/2023	EFT	Paychex		-222.87
Check	09/30/2023	11054	CDPHP		-6,752.96
Check	09/30/2023	11055	Uniforms USA, Inc.		-52.00
Check	09/30/2023	11056	Metropolitan Life Insurance Companies		-24.30
Check	09/30/2023	11057	Culligan of Newburgh		-54.30
Check	09/30/2023	11058	SAFECO Alarm Systems, Inc.		-874.55
Check	09/30/2023	11059	Stewart's		-178.07
Check	09/30/2023	11060	Charter Communications		-230.80
Check	09/30/2023	EFT	Charter Communications		-289.61
Check	09/30/2023	11061	Hudson Valley One		-34.20
Check	09/30/2023	11062	National Business Technologies		-19.36
Total M&T General Fund Checking 6455					-16,370.29
<b>M&amp;T Capital Fund</b>					
<b>Checking 6430</b>					
Total M&T Capital Fund Checking 6430					
<b>TOTAL</b>					<b>-16,370.29</b>

# Saugerties Public Library

## Abstract

September 2023

	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>2082 · Fines</b>				
			Square income	179.80
Total 2082 · Fines				<u>179.80</u>
Total Income				<u>179.80</u>
<b>Expense</b>				
<b>7410.1 · Salaries</b>				
	9-7-23 PR			13,076.31
	9-21-23 PR			<u>14,692.86</u>
Total 7410.1 · Salaries				<u>27,769.17</u>
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
<b>.4.1.7 · Streaming</b>				
	11048	Business Credit Card		19.99
	11051	Midwest Tape		<u>459.97</u>
Total .4.1.7 · Streaming				<u>479.96</u>
<b>.4.1.1 · DVD</b>				
	11051	Midwest Tape		<u>89.96</u>
Total .4.1.1 · DVD				89.96
<b>.4.1.2 · Books</b>				
<b>4.1.2A · Adult Books</b>				
	11045	Baker & Taylor		1,002.26
	11048	Business Credit Card		332.74
	11049	Gale/Cengage Learning		<u>127.16</u>
Total 4.1.2A · Adult Books				<u>1,462.16</u>
<b>4.1.2J · Children's Books</b>				
	11045	Baker & Taylor		1,419.42
	11048	Business Credit Card		<u>221.02</u>
Total 4.1.2J · Children's Books				<u>1,640.44</u>
Total .4.1.2 · Books				<u>3,102.60</u>
<b>.4.1.4 · Newspapers</b>				
	11059	Stewart's	September	<u>178.07</u>
Total .4.1.4 · Newspapers				178.07
<b>.4.1.5 · Digital Materials</b>				
	11050	OverDrive Inc		<u>511.16</u>
Total .4.1.5 · Digital Materials				<u>511.16</u>
Total .4.1 · Library Material				<u>4,361.75</u>
<b>.4.2 · Programs, Publicity, History</b>				
<b>.4.2.1 · Programs</b>				
	11048	Business Credit Card		34.48
	11052	Ronnie Rebis		<u>500.00</u>
Total .4.2.1 · Programs				<u>534.48</u>
Total .4.2 · Programs, Publicity, History				<u>534.48</u>

# Saugerties Public Library

## Abstract

September 2023

	Num	Name	Memo	Amount
<b>.4.3 · Operation of Building</b>				
<b>.4.3.2 · Telephone</b>				
	EFT	Charter Communications	9/2/23 - 10/1/23	289.61
Total .4.3.2 · Telephone				289.61
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>				
	11044	Welsh Sanitation	October	93.89
	11048	Business Credit Card		70.93
	11057	Culligan of Newburgh		54.30
Total .4.3.4 · Maintenance Service & Supplies				219.12
<b>.4.3.6 · Building R&amp;M</b>				
	11053	Sutton Electrical Plumbing & H Invoice #9381		766.43
	11055	Uniforms USA, Inc.	September	52.00
	11058	SAFECO Alarm Systems, Inc.	October	874.55
Total .4.3.6 · Building R&M				1,692.98
<b>.4.3.12 · Internet</b>				
	11060	Charter Communications	10/31/23	230.80
Total .4.3.12 · Internet				230.80
Total .4.3 · Operation of Building				2,432.51
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 · Copier</b>				
	11046	National Business Technology	October	335.00
	11062	National Business Technologies		19.36
Total .4.4.1 · Copier				354.36
<b>.4.4.2 · Office Supplies</b>				
	11048	Business Credit Card		16.97
Total .4.4.2 · Office Supplies				16.97
Total .4.4 · Equipment R&M, Supplies				371.33
<b>.4.5 · Automation, System Fees</b>				
<b>.4.5.1 · Automation &amp; Online Services</b>				
	11048	Business Credit Card		103.68
Total .4.5.1 · Automation & Online Services				103.68
Total .4.5 · Automation, System Fees				103.68
<b>.4.6 · Professional Services</b>				
<b>.4.6.9 · Merchant Fees</b>				
			Square income	5.23
Total .4.6.9 · Merchant Fees				5.23
<b>.4.6.7 · Payroll Service Fees</b>				
	EFT	Paychex		222.87
Total .4.6.7 · Payroll Service Fees				222.87
<b>.4.6.1 · Accounting</b>				
	11047	Woodworth & Zarolnick Accountants Inc		1,000.00
Total .4.6.1 · Accounting				1,000.00
Total .4.6 · Professional Services				1,228.10
<b>.4.7 · Election Expenses</b>				
<b>.4.7.2 · Election Expenses</b>				

# Saugerties Public Library

## Abstract

September 2023

	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
	11061	Hudson Valley One		34.20
Total .4.7.2 · Election Expenses				34.20
Total .4.7 · Election Expenses				34.20
Total 7410.4 · Contractual Expenses				9,066.05
<b>9010 · Employee Benefits</b>				
<b>.2 · Social Security &amp; Medicare</b>				
	9-7-23 PR			983.46
	9-21-23 PR			1,102.87
Total .2 · Social Security & Medicare				2,086.33
<b>.4 · Disability</b>				
	9-7-23 PR			-16.14
	9-21-23 PR			-17.51
Total .4 · Disability				-33.65
<b>.5 · Medical &amp; Dental Benefits</b>				
	9-7-23 PR			-220.36
	9-21-23 PR			-276.50
	11054	CDPHP	October	6,752.96
Total .5 · Medical & Dental Benefits				6,256.10
<b>.6 · Life Insurance</b>				
	11056	Metropolitan Life Insurance Co	Life insurance	24.30
Total .6 · Life Insurance				24.30
Total 9010 · Employee Benefits				8,333.08
Total Expense				45,168.30
Net Ordinary Income				-44,988.50
<b>Net Income</b>				<b>-44,988.50</b>

## September Director's Report 2023

**Vote:** We had another successful budget vote. The total votes numbered 173, 162 yes and 11 no. Current board members were voted back onto the board: Katie Cokinos & Tim Scott. Robert Irizarry had been filling out Andrew Zink's term and now has been voted onto the board.

**Personnel & Programming:** Charlotte Svetkey has started as the Children's Programmer. We have met a couple of times to discuss programming and the children's collection. She is particularly focused on afterschool programs for tweens. She will be hosting Brick by Brick : Legos, Mini-Modern Artists: Learning about modern art and making artworks, Bon Voyage: learning about different cultures – their food, crafts and history and Potion Play: science experiments. We also discussed the children's non-fiction collection, CD audio books and non-English language books.

We had a small reception for the Light as a Medium art project. We have two artists, Allison Midgley and Erica Pagerey, who have created site specific artworks in several windows. We also had a program on Social Security planning.

**Building:** Hudson Valley A/V stopped by the library to make sure that our T-coil hearing aid technologies are working – and they are. Both the History Whisperers and Lifespring are planning to come back to the library for their very popular lectures, and wanted to make sure that all of the microphones are working and that the sound is loud enough.

Our dear Doug Wilson came to the library for a Friday night film. Unfortunately, he fell on the sidewalk. It is time to replace the bluestone with a concrete sidewalk and install an ADA curb ramp next to the handicapped parking space.

**Meetings:** The UCLA Annual Dinner. Paul, Irene and I attended this meeting in Woodstock. The restaurant was located around the corner from the new Woodstock Library building. I was able to take a tour of the new building, and it is large! Rebekkah Smith Aldrich was the keynote speaker and she discussed how libraries may assist communities and local governments with the effects of climate change in regards to resilience.

**Director's Association Meeting:** We discussed how to report individual library purchases of digital books to the consortium in an effort to make sure that purchasing is equitable for all. The library catalog will be getting

an upgrade in the near future. MHLS has been working on this for many years, and it looks as if they are close to making it public. The new online catalog will make it easier to browse and find new, unexpected titles.

We also had a staff meeting.

**Webinar:** MHLS EDI in Libraries Series - Bystander Intervention in Public Libraries

The library was closed on Labor Day.

discover, connect, grow.



**Outreach Committee Minutes**  
**9/13/23**

Location: Saugerties Public Library

Time: 4:35 pm

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

1. Free Book Project
  - Most books have been ordered. An additional brochure about Transparent Language will be added and a date to stuff bags will be set at a later time.
  
2. MHLS Grant for DEI
  - Tamika Dunkley and Jen met regarding the October 16 Community Read. Tamika will ask three presenters to come to the event. Each will present on different topics.
  - "Black Earth Wisdom," "Farming While Black," and "We Are Each Other's Harvest" will be ordered for participants to read. Grant money will be used to pay presenters and for aforementioned books (with the exception of "Farming While Black" due to a satisfactory number of copies already within MHLS).
  
3. Dance in the Stacks Part 2
  - October 20 from 7 - 11 pm featuring DJ Ronnie Rave
  - Jen will contact the high school's Key Club to have teen volunteers help to move furniture and then perhaps stay for the dance.
  - Could we hold a dance for kids in the Community Room?
  - Perhaps The Local could be utilized for future dances?

Meeting adjourned at 5:15 pm

Next Meeting: October 11 at 4:30 pm

Saugerties Public Library  
2021-2022 Statistics Compared

	Jan '22	Jan '23	Feb '22	Feb '23	March '22	March '23	April '22	April '23	May '22	May '23	June '22	June '23	July '22	July '23
<b>Circulation</b>														
Adult	2,412	2,453	2,274	2,306	2,467	2,791	2,083	2,323	1,984	2,452	2,346	2,776	2,541	2,726
Adult renewals	1,186	1,106	1,173	1,172	1,156	1,262	1,113	1,240	1,098	1,208	1,053	1,199	1,242	1,288
Juvenile	1,302	1,816	1,466	1,862	1,727	2,151	1,619	1,939	1,548	1,762	1,884	2,199	2,540	2,256
Juvenile renewals	826	914	879	1,092	990	1,286	1,223	1,386	1,176	1,319	981	1,970	1,368	1,614
Teen	90	90	137	116	97	93	86	105	100	85	123	110	146	139
Teen renewals	164	71	49	66	104	65	67	84	71	79	54	105	104	92
<b>Total Circulation</b>	5,980	6,450	5,978	6,614	6,541	7,648	6,191	7,077	5,977	6,905	6,441	8,359	7,941	8,115
		8%		11%		17%		14%		16%		30%		2%
<b>Holds Filled</b>														
Adults	1,113	1,123	1,008	1,055	1,160	1,265	920	1,073	913	1,071	1,024	1,209	1,091	1,105
Juvenile	448	528	347	446	460	529	377	426	347	451	342	393	394	391
Teen	54	52	68	61	74	60	54	45	52	53	59	64	69	66
ILL received	0	2	0	2	0	0	0	1	3	0	0	0	1	1
ILL loaned	2	0	1	0	1	1	0	0	0	1	2	1	0	1
<b>Total Holds</b>	1,617	1,705	1,424	1,564	1,695	1,855	1,351	1,545	1,315	1,576	1,427	1,667	1,555	1,564
		5%		10%		9%		14%		20%		17%		
<b>Questions Answered</b>														
Adult	654	630	658	587	487	833	499	840	458	846	509	909	532	909
Children's	128	219	201	242	155	252	191	224	170	199	192	342	242	517
<b>Total Questions</b>	782	849	859	829	642	1,085	690	1,064	628	1,045	701	1,251	774	1,426
		9%		-3%		69%		54%		66%		78%		84%
<b>Programs</b>														
Adult	3	18	2	20	8	24	16	24	17	22	21	23	21	19
Teen	17	13	16	12	18	13	17	12	14	14	18	11	19	21
Children's	13	18	20	17	26	21	22	20	23	21	19	20	36	33
<b>Total Programs</b>	33	49	38	49	52	58	55	56	54	57	58	54	76	73
		48%				12%		2%		6%		-7%		-4%
<b>Program Attendance</b>														
Adult	19	123	17	199	46	233	79	178	146	223	125	184	104	114
Teen	114	75	110	62	121	60	90	63	85	86	128	63	109	53
Children	125	289	170	238	303	335	233	223	164	294	657	528	533	416
<b>Total attendance</b>	258	487	297	499	470	628	402	464	395	603	910	775	746	583
		89%				33%		15%		53%		-15%		-22%
<b>Computer sessions</b>	299	383	296	321	351	449	402	372	402	345	508	328	436	382
		28%		8%		28%		-7%		-14%		-35%		-12%
<b>Web Page Visits</b>	3,692	4,040	3,637	5,434	3,414	6,140	4,703	5,178	4,609	4,846	5,207	5,889	5,482	6,004
		9%		49%		80%		10%		5%		13%		10%
<b>New Cards Issued</b>	13	39	27	47	17	75	20	23	24	23	28	37	35	46
		200%		74%		341%		15%		-4%		32%		31%
<b>Overdrive Audiobook</b>	605	604	532	513	582	587	629	532	619	627	555	584	556	653
<b>Overdrive eBook</b>	890	857	766	759	775	846	755	758	771	784	691	944	845	937
<b>Overdrive Magazine</b>	122	144	120	86	136	121	67	80	67	99	52	107	89	72
<b>Overdrive Total</b>	1496	1605	1298	1358	1359	1554	1385	1370	1396	1510	1300	1635	1490	1662
		7%		5%		14%		-1%		8%		26%		12%

Saugerties Public Library  
2021-2022 Statistics Compared

	August '22	August '23	Sept '22	Sept '23	Oct '22	Oct '23	Nov '22	Nov '23	Dec '22	Dec '23	TOTAL 2022	TOTAL 2023	
<b>Circulation</b>													
Adult	2,897	2,818	2,495	2,532	2,389		2,387		2,265		28,540	23,177	81%
Adult renewals	1,265	1,287	1,248	1,186	1,387		1,270		1,285		14,476	10,948	76%
Juvenile	2,147	2,454	1,683	1,718	1,689		1,734		1,373		20,712	18,157	88%
Juvenile renewals	1,557	1,287	1,364	1,368	1,151		1,204		1,052		13,771	12,236	89%
Teen	151	148	142	91	86		73		92		1,323	977	74%
Teen renewals	107	86	115	85	75		58		64		1,032	733	71%
<b>Total Circulation</b>	8,124	8,080	7,047	6,980	6,777		6,726		6,131		79,854	66,228	83%
		-1%		-1%									
<b>Holds Filled</b>													
Adults	1,187	1,008	1,074	937	1,109		1,061		1,009		12,669	9,846	78%
Juvenile	365	382	477	412	531		546		381		5,015	3,958	79%
Teen	85	34	66	37	64		50		50		745	472	63%
ILL received	1	0	0	0	0		1		3		9	6	67%
ILL loaned	1	0	1	1	0		2		0		10	5	50%
<b>Total Holds</b>	1,639	1,424	1,618	1,387	1,704		1,660		1,443		18,448	14,287	77%
		-13%		-14%									
<b>Questions Answered</b>													
Adult	734	1,021	634	962	614		694		571		7,044	7,327	104%
Children's	276	804	179	339	195		165		157		2,251	3,133	139%
<b>Total Questions</b>	1,010	1,825	813	1,301	809		859		728		9,295	10,460	113%
		81%		60%									
<b>Programs</b>													
Adult	22	24	18	21	22		18		20		188	195	104%
Teen	20	18	10	12	15		16		13		193	126	65%
Children's	28	33	18	12	24		22		20		271	195	72%
<b>Total Programs</b>	70	75	46	45	61		56		53		652	516	79%
		7%		-2%									
<b>Program Attendance</b>													
Adult	145	254	106	145	160		101		397		1,445	1,653	114%
Teen	137	121	86	91	92		94		75		1,241	674	54%
Children	523	824	144	186	253		254		138		3,497	3,333	95%
<b>Total attendance</b>	805	1,199	336	422	505		449		610		6,183	5,660	92%
		49%		26%									
<b>Computer sessions</b>	516	478	488	389	385		325		355		4,763	3,447	72%
		7%		-20%									
<b>Web Page Visits</b>	5,765	4,221	3,544	3,630	3,208		3,279		4,737		51,277	45,382	89%
		27%		2%								205%	
<b>New Cards Issued</b>	44	80	39	39	35		26		21		329	409	124%
		82%		0%								771%	
<b>Overdrive Audiobook</b>	585	706	610		594		550		563		6980	4806	69%
<b>Overdrive eBook</b>	831	890	720		725		720		736		9225	6775	73%
<b>Overdrive Magazine</b>	103	151	78		110		115		118		1177	860	73%
<b>Overdrive Total</b>	1519	1747	1408		1429		1385		1417		16882	12441	74%
		15%											



Dec.	2023 Total:

Prerecorded video

video views

Saugerties Public Library  
Facilities Committee

Date: Sept. 5<sup>th</sup>, 2023

Time: 6 PM

Committee Members Attending:

P. Van Benschoten (Chair), B. Collins

Staff Attending:

J. Russell, S. Smith

Others Attending:

Absent:

Y. Karchmar, K. Cokinos

Discussion/Agenda Items

1. The backyard WIFI is now working.
2. SafeCo has ordered a part for the community room door lock.
3. Sutton Electric and Plumbing has ordered a new sensor for the urinal to stop it from constantly running.
4. Jen has had discussions with EM-Tec about cleaning our HVAC drains on a regular basis. We have had several overflows because of clogged condensation drains.

Next Facilities Meeting

October 3<sup>rd</sup>, at 6:00 pm

Saugerties Library Board Agenda  
November 9, 2023  
5:30 social time, 6pm meeting

Roll Call

Public Comment

Daniel Erceg: Saugerties Schools Superintendent Introduction

New Business:

Old Business:

Secretary's report  
Treasurer's report  
Finance report

Director's report:

Committee reports:

1. Finance
2. Personnel/policy
3. Facilities
4. Outreach
5. Nominating

Next meeting – December 14, 2023





Saugerties Public Library  
Regular Board Meeting  
Date: 10/12/2023

**Present:** Trustees Katie Cokinos, Jouette Bassler, Charlotte Herscher,  
Paul Vanbenschoten, Brian Collins, Nina Schmidbaur, Timothy Scott,  
Julie Misiano, Robert Irizarry

**Excused:** Trustees Irene Hurst, Yosefa Karchmar

**Staff:** Director Jennifer Russell

**Public Attendees:** Leeanne Thornton, Ray Rebholz

*Meeting called to order* at 6:13 PM by Katie Cokinos

**Public Comment:**

Leeanne Thornton: tomorrow is the Food Truck Festival from 4-9PM. as a fundraiser for the playground

Touch a Truck event at Cantine October 29th, from 11-3:30 with a siren free hour from 11-12. This is another playground fundraiser.

The Comprehensive Planning Committee hopes to incorporate agro-farming support into the legislation for event planning.

The Town Board is working to keep the budget in the 2% limit increase.

**Friends of Library:**

November 15th is the annual Wine and Cheese Event @ Total Tennis  
They will be hosting the Festival of Trees on December 3rd during  
Holiday in the Village.

Next meeting is 10/16/23 upstairs in the library

**Secretary's Report:**

*Motion* by Paul Vanbenschoten and *Seconded* by Tim Scott to  
approve the minutes as written.

Motion passes unanimously.

**Treasurer's Report:**

We continue to remain in good financial standing, with sufficient funds for the remainder of the year.

Motion to pay the bills in the amount of \$ 16,370.29 made by Brian Collins, seconded by Julie Misiano Passes unanimously

### **New Business:**

- Trustees signed required paperwork for new term
- Voting for Officers: President Tim Scott, Vice President Nina Schmidbaur, Treasurer Irene Hurst, Secretary Julie Misiano
  
- Committee Chairs and members of the Committees:  
Policy/Personnel: Chair Jouette Bassler, Robert Irizarry  
Finance: Chair Irene Hurst, Charlotte Herscher, Brian Collins  
Facilities: Chair Paul Vanbenschoten, Brian Collins, Yosefa Karchmar  
Outreach: Chair Nina Schmidbaur, Katie Cokinos, Julie Misiano
  
- Sidewalk: someone fell on the Bluestone, and we are considering replacing it with concrete to reduce the likelihood of a fall. A representative from RCAL (Resource Center for Accessible Living) came to do a survey of the safety features for individuals with disabilities. He said that we were in compliance, while also offering ideas for additional features. Nina Schmidbaur suggested concrete that is designed to look like Bluestone, but is more safe for pedestrians.

### **Unfinished Business:**

1. MHLS Training requirements: The state requires two hours of trustee training each year, in addition to the annual sexual harassment training. The clock starts now and ends 9/30/23.

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

- Attended the UCLA Annual Dinner and the Director's Association Meeting
- The grant we received for DEI will be used to host a program this Monday 10/16/23 at 6:30PM.
- Next Friday will be our second Dance Party, "Dance in the Stacks"
- The "Light as an Art Medium" exhibit ends November 1st.

## Committee Reports:

**Finance:** Met on September 26, 2023

Last month's goal of identifying/clarifying what is legally permitted to be done with the initial funds from a bequeathment, for which we were instructed to spend the interest only, so that we may invest it in a higher interest-bearing account, was postponed.

see minutes FMI

Next meeting: TBD after collaboration with new members

**Personnel/Policy:** Did not meet

Next meeting: October 18,2023 at 6PM

**Facilities:** met on September 5, 2023 at 6PM

1. The backyard WIFI is now working.
2. SafeCo has ordered a part for the community room door lock.
3. Sutton Electric and Plumbing has ordered a new sensor for the urinal to stop it from constantly running.
4. The Library Director is following-up with EM-Tec about cleaning our HVAC drains on a regular basis, to reduce overflow issues.

see minutes FMI Next meeting: October 3rd at 6 PM

**Outreach:** met on 9/13/23

- Program October 16th at 6:30PM through a DEI grant, will be on the experience of black-owned farms and black environmentalists.
- Continue the Free Book Project. We have expanded the book selection, and are seeking additional locations.
- Dance In the Stacks #2 will be on October 20th from 7-11PM. All ages welcome.

see minutes FMI Next meeting: Monday October 16th at 4:30PM

*Friends Liaison:*

N/A

*Motion* to adjourn at 7:10 PM by Tim Scott ;  
*Seconded* by Nina Schmidbaur

Passes unanimously.

Submitted by Julie Misiano

Next meeting: November 9th at 6PM

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

	<u>Jan - Oct 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 · Real Property Taxes	630,152.00	630,152.00	0.00	100.0%
2082 · Fines	7,797.22	6,500.00	1,297.22	119.96%
2401 · Interest	8,729.72	500.00	8,229.72	1,745.94%
<b>2705 · Gifts &amp; Donations</b>				
2705.4 · Friends	3,135.00	8,000.00	-4,865.00	39.19%
2705.1 · Restricted	1,000.00			
2705.2 · General	3,798.15	4,000.00	-201.85	94.95%
<b>Total 2705 · Gifts &amp; Donations</b>	<b>7,933.15</b>	<b>12,000.00</b>	<b>-4,066.85</b>	<b>66.11%</b>
3840 · New York State Aid	564.08			
3999 · Appropriated Fund Balance	0.00	12,175.00	-12,175.00	0.0%
<b>Total Income</b>	<b>655,176.17</b>	<b>661,327.00</b>	<b>-6,150.83</b>	<b>99.07%</b>
<b>Expense</b>				
7410.1 · Salaries	276,999.03	333,581.00	-56,581.97	83.04%
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
.4.1.8 · Music	53.96	200.00	-146.04	26.98%
.4.1.7 · Streaming	4,593.10	6,000.00	-1,406.90	76.55%
.4.1.1 · DVD	1,911.18	3,000.00	-1,088.82	63.71%
<b>.4.1.2 · Books</b>				
4.1.2A · Adult Books	22,208.43	17,000.00	5,208.43	130.64%
4.1.2J · Children's Books	8,165.07	8,000.00	165.07	102.06%
.4.1.2 · Books - Other	10.00			
<b>Total .4.1.2 · Books</b>	<b>30,383.50</b>	<b>25,000.00</b>	<b>5,383.50</b>	<b>121.53%</b>
.4.1.3 · Subscriptions	1,892.86	3,000.00	-1,107.14	63.1%
.4.1.4 · Newspapers	1,729.85	2,500.00	-770.15	69.19%
.4.1.5 · Digital Materials	3,848.94	3,600.00	248.94	106.92%
.4.1.6 · Audio Books	182.96	2,000.00	-1,817.04	9.15%
<b>Total .4.1 · Library Material</b>	<b>44,596.35</b>	<b>45,300.00</b>	<b>-703.65</b>	<b>98.45%</b>
<b>.4.2 · Programs, Publicity, History</b>				
.4.2.1 · Programs	6,586.38	7,000.00	-413.62	94.09%
.4.2.2 · Microfilm & Archives	2,000.00	2,000.00	0.00	100.0%
.4.2.3 · Newsletter & Public Relations	3,337.29	3,000.00	337.29	111.24%
<b>Total .4.2 · Programs, Publicity, History</b>	<b>11,923.67</b>	<b>12,000.00</b>	<b>-76.33</b>	<b>99.36%</b>
<b>.4.3 · Operation of Building</b>				
.4.3.1 · Utilities	24,243.71	37,000.00	-12,756.29	65.52%
.4.3.2 · Telephone	2,889.04	3,000.00	-110.96	96.3%
.4.3.3 · Insurance	25,898.10	21,000.00	4,898.10	123.32%
.4.3.4 · Maintenance Service & Supplies	3,541.62	2,700.00	841.62	131.17%
.4.3.5 · Lawn & Grounds	7,087.12	4,500.00	2,587.12	157.49%
.4.3.6 · Building R&M	7,269.24	12,000.00	-4,730.76	60.58%
.4.3.7 · Snow Removal	1,600.00	3,000.00	-1,400.00	53.33%
.4.3.8 · Elevator	4,872.21	3,250.00	1,622.21	149.91%

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

	<b>Jan - Oct 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
.4.3.9 · Geothermal	3,453.50	5,500.00	-2,046.50	62.79%
.4.3.12 · Internet	2,538.80	3,000.00	-461.20	84.63%
<b>Total .4.3 · Operation of Building</b>	<b>83,393.34</b>	<b>94,950.00</b>	<b>-11,556.66</b>	<b>87.83%</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
.4.4.1 · Copier	3,495.59	3,500.00	-4.41	99.87%
.4.4.2 · Office Supplies	1,671.65	3,000.00	-1,328.35	55.72%
.4.4.4 · Postage	174.34	2,240.00	-2,065.66	7.78%
.4.4.6 · Equipment Purchases	7,412.54	19,000.00	-11,587.46	39.01%
.4.4.7 · Equipment R&M	0.00	2,000.00	-2,000.00	0.0%
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>12,754.12</b>	<b>29,740.00</b>	<b>-16,985.88</b>	<b>42.89%</b>
<b>.4.5 · Automation, System Fees</b>				
.4.5.1 · Automation & Online Services	2,280.15	3,819.00	-1,538.85	59.71%
.4.5.2 · MHLS Assessment Fees	17,620.00	16,100.00	1,520.00	109.44%
<b>Total .4.5 · Automation, System Fees</b>	<b>19,900.15</b>	<b>19,919.00</b>	<b>-18.85</b>	<b>99.91%</b>
<b>.4.6 · Professional Services</b>				
.4.6.8 · Professional Memberships	705.00	500.00	205.00	141.0%
.4.6.7 · Payroll Service Fees	2,161.18	2,500.00	-338.82	86.45%
.4.6.1 · Accounting	5,000.00	6,500.00	-1,500.00	76.92%
.4.6.2 · Audit	13,300.00	0.00	13,300.00	100.0%
.4.6.3 · Board Expenses	150.00	0.00	150.00	100.0%
.4.6.4 · Consulting & Legal Services	1,500.00	2,000.00	-500.00	75.0%
.4.6.5 · IT Maintenance Consultant	1,592.00	1,598.00	-6.00	99.63%
.4.6.6 · Staff Development	457.40	700.00	-242.60	65.34%
<b>Total .4.6 · Professional Services</b>	<b>24,865.58</b>	<b>13,798.00</b>	<b>11,067.58</b>	<b>180.21%</b>
<b>.4.7 · Election Expenses</b>				
.4.7.1 · Election Inspectors	450.00	400.00	50.00	112.5%
.4.7.2 · Election Expenses	169.20	200.00	-30.80	84.6%
<b>Total .4.7 · Election Expenses</b>	<b>619.20</b>	<b>600.00</b>	<b>19.20</b>	<b>103.2%</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>198,052.41</b>	<b>216,307.00</b>	<b>-18,254.59</b>	<b>91.56%</b>
<b>9010 · Employee Benefits</b>				
.1 · Retirement	27,191.00	24,325.00	2,866.00	111.78%
.2 · Social Security & Medicare	20,637.20	26,000.00	-5,362.80	79.37%
.3 · Workers Compensation	3,778.00	4,500.00	-722.00	83.96%
.4 · Disability	375.95	250.00	125.95	150.38%
.5 · Medical & Dental Benefits	46,670.16	56,000.00	-9,329.84	83.34%
.6 · Life Insurance	246.13	364.00	-117.87	67.62%
<b>Total 9010 · Employee Benefits</b>	<b>98,898.44</b>	<b>111,439.00</b>	<b>-12,540.56</b>	<b>88.75%</b>
<b>Total Expense</b>	<b>573,949.88</b>	<b>661,327.00</b>	<b>-87,377.12</b>	<b>86.79%</b>
<b>Net Ordinary Income</b>	<b>81,226.29</b>	<b>0.00</b>	<b>81,226.29</b>	<b>100.0%</b>
<b>Net Income</b>	<b>81,226.29</b>	<b>0.00</b>	<b>81,226.29</b>	<b>100.0%</b>

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Oct 23</u>	<u>Jan - Oct 22</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	630,152.00	617,796.00
2082 · Fines	7,797.22	6,912.06
2401 · Interest	8,729.72	282.30
2705 · Gifts & Donations		
2705.4 · Friends	3,135.00	4,700.01
2705.1 · Restricted	1,000.00	0.00
2705.2 · General	3,798.15	4,277.51
<b>Total 2705 · Gifts &amp; Donations</b>	<u>7,933.15</u>	<u>8,977.52</u>
3840 · New York State Aid	564.08	5,633.18
<b>Total Income</b>	<u>655,176.17</u>	<u>639,601.06</u>
<b>Expense</b>		
7410.1 · Salaries	276,999.03	266,204.17
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	53.96	0.00
.4.1.7 · Streaming	4,593.10	3,894.39
.4.1.1 · DVD	1,911.18	2,425.81
.4.1.2 · Books		
4.1.2A · Adult Books	22,208.43	13,386.11
4.1.2J · Children's Books	8,165.07	7,343.32
.4.1.2 · Books - Other	10.00	0.00
<b>Total .4.1.2 · Books</b>	<u>30,383.50</u>	<u>20,729.43</u>
.4.1.3 · Subscriptions	1,892.86	2,087.72
.4.1.4 · Newspapers	1,729.85	2,267.92
.4.1.5 · Digital Materials	3,848.94	2,481.16
.4.1.6 · Audio Books	182.96	565.77
<b>Total .4.1 · Library Material</b>	<u>44,596.35</u>	<u>34,452.20</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	6,586.38	8,552.35
.4.2.2 · Microfilm & Archives	2,000.00	0.00
.4.2.3 · Newsletter & Public Relations	3,337.29	5,588.22
<b>Total .4.2 · Programs, Publicity, History</b>	<u>11,923.67</u>	<u>14,140.57</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	24,243.71	23,451.94
.4.3.2 · Telephone	2,889.04	3,148.70
.4.3.3 · Insurance	25,898.10	18,648.24
.4.3.4 · Maintenance Service & Supplies	3,541.62	2,843.04
.4.3.5 · Lawn & Grounds	7,087.12	1,261.00
.4.3.6 · Building R&M	7,269.24	74,711.29
.4.3.7 · Snow Removal	1,600.00	3,420.00
.4.3.8 · Elevator	4,872.21	5,908.80
.4.3.9 · Geothermal	3,453.50	2,113.50

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Oct 23</u>	<u>Jan - Oct 22</u>
.4.3.10 · Custodial Service	0.00	1,290.00
.4.3.12 · Internet	2,538.80	2,538.00
<b>Total .4.3 · Operation of Building</b>	<b>83,393.34</b>	<b>139,334.51</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>		
.4.4.1 · Copier	3,495.59	3,241.31
.4.4.2 · Office Supplies	1,671.65	1,558.24
.4.4.4 · Postage	174.34	354.53
.4.4.6 · Equipment Purchases	7,412.54	8,179.63
.4.4.7 · Equipment R&M	0.00	401.25
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>12,754.12</b>	<b>13,734.96</b>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	2,280.15	1,623.62
.4.5.2 · MHLS Assessment Fees	17,620.00	17,415.92
<b>Total .4.5 · Automation, System Fees</b>	<b>19,900.15</b>	<b>19,039.54</b>
<b>.4.6 · Professional Services</b>		
.4.6.8 · Professional Memberships	705.00	300.00
.4.6.7 · Payroll Service Fees	2,161.18	1,660.45
.4.6.1 · Accounting	5,000.00	4,850.00
.4.6.2 · Audit	13,300.00	0.00
.4.6.3 · Board Expenses	150.00	712.70
.4.6.4 · Consulting & Legal Services	1,500.00	1,500.00
.4.6.5 · IT Maintenance Consultant	1,592.00	1,561.00
.4.6.6 · Staff Development	457.40	660.36
<b>Total .4.6 · Professional Services</b>	<b>24,865.58</b>	<b>11,244.51</b>
<b>.4.7 · Election Expenses</b>		
.4.7.1 · Election Inspectors	450.00	405.00
.4.7.2 · Election Expenses	169.20	169.20
<b>Total .4.7 · Election Expenses</b>	<b>619.20</b>	<b>574.20</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>198,052.41</b>	<b>232,520.49</b>
<b>9010 · Employee Benefits</b>		
.1 · Retirement	27,191.00	33,541.00
.2 · Social Security & Medicare	20,637.20	19,673.27
.3 · Workers Compensation	3,778.00	4,111.00
.4 · Disability	375.95	399.70
.5 · Medical & Dental Benefits	46,670.16	41,787.11
.6 · Life Insurance	246.13	214.70
<b>Total 9010 · Employee Benefits</b>	<b>98,898.44</b>	<b>99,726.78</b>
<b>Total Expense</b>	<b>573,949.88</b>	<b>598,451.44</b>
<b>Net Ordinary Income</b>	<b>81,226.29</b>	<b>41,149.62</b>
<b>Net Income</b>	<b>81,226.29</b>	<b>41,149.62</b>



# Saugerties Public Library Abstract Check Register

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
<b>M&amp;T General Fund</b>					
<b>Checking 6455</b>					
	Check	10/10/2023	EFT	NYS Emp Retire System	-530.55
	Check	10/31/2023	11063	Technology	-335.00
	Check	10/31/2023	11064	Charter Communications	-230.80
	Check	10/31/2023	11065	Welsh Sanitation	-93.89
	Check	10/31/2023	11066	Business Credit Card	-676.80
	Check	10/31/2023	11067	Midwest Tape	-882.81
	Check	10/31/2023	11068	Baker & Taylor	-2,450.00
	Check	10/31/2023	11069	P.C. Smith & Son Inc	-27.98
	Check	10/31/2023	11070	SAFECO Alarm Systems, Inc.	-45.00
	Check	10/31/2023	11071	OverDrive Inc	-464.13
	Check	10/31/2023	EFT	Central Hudson	-3,793.00
	Check	10/31/2023	11072	Marshall & Sterling Upstate	-5,260.00
	Check	10/31/2023	11073	Stewart's	-201.00
	Check	10/31/2023	11074	W B Mason Co Inc	-97.56
	Check	10/31/2023	11075	Technologies	-79.23
	Check	10/31/2023	11076	Gale/Cengage Learning	-63.18
	Check	10/31/2023	11077	Companies	-24.30
	Check	10/31/2023	11078	Quill Corp.	-180.94
	Check	10/31/2023	11079	Uniforms USA, Inc.	-52.00
	Check	10/31/2023	EFT	Charter Communications	-291.60
	Check	10/31/2023	11080	Brodart Co.	-5,929.20
	Check	10/31/2023	11081	Michael Sass	-171.00
	Check	10/31/2023	11082	Mid Hudson Library System	-4,015.00
	Check	10/31/2023	11083	Systems	-269.79
	Check	10/31/2023	11084	SENYLRC	-405.00
	Check	10/31/2023	EFT	Paychex	-265.28
	Check	10/31/2023	11085	CDPHP	-5,581.95
	Check	10/31/2023	11086	Culligan of Newburgh	-30.40
	Check	10/31/2023	11087	ThyssenKrupp Elevator Corp	-754.45
	Check	10/31/2023	11088	OverDrive Inc	-64.99
	Check	10/31/2023	11089	Technologies	-53.92
	Check	10/31/2023	10856	Inquiring Mind Bookstore	-441.08
	Check	10/31/2023	10855	Seasoned Gives	-667.00
Total M&T General Fund Checking 6455					-34,428.83
<b>M&amp;T Capital Fund</b>					
<b>Checking 6430</b>					
Total M&T Capital Fund Checking 6430					-34,428.83

# Saugerties Public Library

## Abstract

October 2023

	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>2082 - Fines</b>				
			Square income	65.80
Total 2082 - Fines				65.80
Total Income				65.80
<b>Expense</b>				
<b>7410.1 - Salaries</b>				
	10-5-23	PR		14,955.77
	10-19-23	PR		14,955.77
	10-20-23	PR		146.50
Total 7410.1 - Salaries				30,058.04
<b>7410.4 - Contractual Expenses</b>				
<b>.4.1 - Library Material</b>				
<b>.4.1.7 - Streaming</b>				
	11066	Business Credit Card		19.99
	11067	Midwest Tape		567.94
Total .4.1.7 - Streaming				587.93
<b>.4.1.1 - DVD</b>				
	11066	Business Credit Card		9.99
	11067	Midwest Tape		269.88
Total .4.1.1 - DVD				279.87
<b>.4.1.2 - Books</b>				
<b>4.1.2A - Adult Books</b>				
	11066	Business Credit Card		19.61
	11068	Baker & Taylor		1,034.36
	11076	Gale/Cengage Learning		63.18
	11080	Brodart Co.	Service for 2024 per invoice M208113	5,929.20
Total 4.1.2A - Adult Books				7,046.35
<b>4.1.2J - Children's Books</b>				
	11068	Baker & Taylor		1,415.64
	10856	Inquiring Mind Bookstore		441.08
Total 4.1.2J - Children's Books				1,856.72
Total .4.1.2 - Books				8,903.07
<b>.4.1.4 - Newspapers</b>				
	11073	Stewart's	October	201.00
Total .4.1.4 - Newspapers				201.00
<b>.4.1.5 - Digital Materials</b>				
	11071	OverDrive Inc		464.13
	11088	OverDrive Inc		64.99
Total .4.1.5 - Digital Materials				529.12
<b>.4.1.6 - Audio Books</b>				
	11067	Midwest Tape		44.99
Total .4.1.6 - Audio Books				44.99

# Saugerties Public Library

## Abstract

October 2023

	Num	Name	Memo	Amount
Total .4.1 · Library Material				10,545.98
<b>.4.2 · Programs, Publicity, History</b>				
<b>.4.2.1 · Programs</b>				
	11066	Business Credit Card		133.33
	10855	Seasoned Gives		667.00
Total .4.2.1 · Programs				800.33
<b>.4.2.3 · Newsletter &amp; Public Relations</b>				
	11066	Business Credit Card		54.52
Total .4.2.3 · Newsletter & Public Relations				54.52
Total .4.2 · Programs, Publicity, History				854.85
<b>.4.3 · Operation of Building</b>				
<b>.4.3.1 · Utilities</b>				
	EFT	Central Hudson	7/20/2023-10/18/2023	3,793.00
Total .4.3.1 · Utilities				3,793.00
<b>.4.3.2 · Telephone</b>				
	EFT	Charter Communications	10/2/2023-11/1/2023	291.60
Total .4.3.2 · Telephone				291.60
<b>.4.3.3 · Insurance</b>				
	11072	Marshall & Sterling Upstate	1st Installment	4,964.00
	11072	Marshall & Sterling Upstate	1st Installment	296.00
Total .4.3.3 · Insurance				5,260.00
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>				
	11065	Welsh Sanitation	November	93.89
	11066	Business Credit Card		276.80
	11074	W B Mason Co Inc		97.56
	11078	Quill Corp.		150.98
	11086	Culligan of Newburgh		30.40
Total .4.3.4 · Maintenance Service & Supplies				649.63
<b>.4.3.6 · Building R&amp;M</b>				
	11069	P.C. Smith & Son Inc		27.98
	11070	SAFECO Alarm Systems, Ir	November	45.00
	11079	Uniforms USA, Inc.	October	52.00
	11081	Michael Sass	Inv #5232	171.00
Total .4.3.6 · Building R&M				295.98
<b>.4.3.8 · Elevator</b>				
	11087	ThyssenKrupp Elevator Cor	10/01/2023-12/31/2023	754.45
Total .4.3.8 · Elevator				754.45
<b>.4.3.12 · Internet</b>				
	11064	Charter Communications	11/1/2023-11/31/2023	230.80
Total .4.3.12 · Internet				230.80
Total .4.3 · Operation of Building				11,275.46
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 · Copier</b>				
	11063	National Business Technolo	November	335.00
	11075	National Business Technologies		79.23

# Saugerties Public Library

## Abstract

October 2023

	Num	Name	Memo	Amount
	11089	National Business Technologies		53.92
Total .4.4.1 · Copier				468.15
<b>.4.4.2 · Office Supplies</b>				
	11066	Business Credit Card		58.88
	11078	Quill Corp.		29.96
	11083	Safeguard Business Systems		269.79
Total .4.4.2 · Office Supplies				358.63
Total .4.4 · Equipment R&M, Supplies				826.78
<b>.4.5 · Automation, System Fees</b>				
<b>.4.5.1 · Automation &amp; Online Services</b>				
	11066	Business Credit Card		103.68
Total .4.5.1 · Automation & Online Services				103.68
<b>.4.5.2 · MHLS Assessment Fees</b>				
	11082	Mid Hudson Library System	General Assessment	4,015.00
Total .4.5.2 · MHLS Assessment Fees				4,015.00
Total .4.5 · Automation, System Fees				4,118.68
<b>.4.6 · Professional Services</b>				
<b>.4.6.9 · Merchant Fees</b>				
			Square income	2.55
Total .4.6.9 · Merchant Fees				2.55
<b>.4.6.8 · Professional Memberships</b>				
	11084	SENYLRC	web hosting July 2023 - June 2024	405.00
Total .4.6.8 · Professional Memberships				405.00
<b>.4.6.7 · Payroll Service Fees</b>				
	EFT	Paychex		265.28
Total .4.6.7 · Payroll Service Fees				265.28
Total .4.6 · Professional Services				672.83
Total 7410.4 · Contractual Expenses				28,294.58
<b>9010 · Employee Benefits</b>				
<b>.2 · Social Security &amp; Medicare</b>				
	10-5-23 PR			1,122.95
	10-19-23 PR			1,122.95
	10-20-23 PR			11.21
Total .2 · Social Security & Medicare				2,257.11
<b>.4 · Disability</b>				
	10-5-23 PR			-16.76
	10-19-23 PR			-16.76
	10-20-23 PR			-0.73
Total .4 · Disability				-34.25
<b>.5 · Medical &amp; Dental Benefits</b>				
	10-5-23 PR			-276.50
	10-19-23 PR			-276.50
	10-20-23 PR			0.00
	11085	CDPHP	November	5,581.95
Total .5 · Medical & Dental Benefits				5,028.95
<b>.6 · Life Insurance</b>				
	11077	Metropolitan Life Insurance	Life insurance	24.30

Saugerties Public Library

Abstract

October 2023

	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total .6 · Life Insurance				24.30
Total 9010 · Employee Benefits				7,276.11
Total Expense				65,628.73
Net Ordinary Income				-65,562.93
<b>Net Income</b>				<b>-65,562.93</b>

## October Director's Report 2023

**Programming:** October was a busy month with programming. We held the Become One with the Land and Community event with Tamika Dunkley of Seasoned Gives, Shaniqua Bowden of The Kingston Land Trust, Krista Speroni of True Foods Hudson Valley and Ama'ritday of Wholistic Woman's Wellness. This program on Black farming and environmentalism was funded by an EDI grant from MHLS. Christine hosted Snacks From Around the World, which was well attended and enjoyed by all. The second Electronic Dance Party went without a hitch. Lifespring and the History Whisperers are back and using the Community Room. Ariel taught a quilting class and we had a Halloween party. All of these programs were in addition to our regularly scheduled daily programs.

**Air Quality Monitoring:** A representative from Bard College's Hudson Valley Library Air Quality Program approached me about installing an air quality sensor on the exterior of the library. The device has been attached to the downspout at the staff door, and plugs in to that outlet. It uses the public Wi-Fi to send data to Bard. You can see the information gathered from the library here: <https://cesh.bard.edu/csl/purple-air-library-network/>

**Great Give Back:** Again this year, we decided to join the Ulster County Library Food Fight where each library accepts food donations that will be delivered to a local food pantry. This time, however, we had the experience of patrons taking whole bags of food off of the library display. We decided that if we saw a patron taking food, we wouldn't say anything and simply let them take what they need directly rather than having to go to the food pantry.

**Display:** We had a special Banned Books display up in October.

**MHLS:** At the end of November, MHLS will be launching their new online card catalog, Vega. They have been working on this for at least a decade, and it will finally be happening. The link to the new site is: <https://discover.midhudsonlibraries.org/> Check it out!

**Meetings:** The UCLA met in person at the Olive Library. We held a staff meeting this month.

The library was closed on October 5<sup>th</sup> for Columbus / Indigenous Day.

I was on vacation Oct. 6<sup>th</sup> & 10<sup>th</sup>.

## Facilities Committee Meeting

October 3<sup>rd</sup> at 6:00 pm

- Window cleaning. Service Master Received cleaning estimate. Company would like to perform the work week of Oct 16. Due to short timeline Director would like to hold off until spring.
- Men's room urinal parts arrived from Sloane (sensor) so fixture now functions automatically .
- Emtech. Procedures record keeping binder created so we can document work performed going forward. We can not always expect the same tech to service the unit so keeping a reference log will help Director manage the service provided. Recommendations were made to insulate the duct work to limit sweat like condensation from forming on the exterior of the ducts. Internal condensation lines still need traps to help prevent clogs . Director would like to see drip pans with sensors to prevent water damage to Circulation room ceiling. Ceiling needs repair from prior damage.
- Sound system in Community Room. Lifespring group prefers TCOIL system . History Whispers report problems with lanyard microphones as they seem to not function correctly with Library systems. Remedy for History Whispers seems to be a bit high priced for limited use. They may need to make do with what we have installed.
- Bluestone sidewalk replacement. RCAL has not responded to our request for a site visit. Village code enforcement officer as well has not responded to a request for a site visit for a consultation .Committee is working on a list of contractors to which we will send requests for bids. Director would like to address grassy area in front of main entrance leading to the curb and street to be done in Access-a-mat material with downslope on to a curb cut. This area has been a problem looking for a remedy since the Library was remodeled
- Outdoor lighting to be synched with indoor lighting schedules to keep early morning employees safe .
- Final lawn cutting will most likely happen in October

Saugerties Public Library  
Finance Committee

Date: October 30th 2023

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

M&T Treasury Management

- The committee received a short review of the capabilities of the M&T Bank Treasury Management application.

M&T CD Review.

- Committee reviewed the status of SPL CD's at M&T Bank so as to determine the feasibility of opening a new CD with the money in the Bequest fund.
- Treasure visited the bank to get the latest rates.
- Advice from M&T was to wait a week or two as interest rates may be going up .
- It was suggested by M&T that the amounts in the Bequest Fund be added to the current \$250,000 already in a 4.25% CD at M&T .
- Treasurer noted that the interest rate on SPL's savings account is currently at 2.5% which needs to be verified .
- Committee discussed how to best to utilized the \$10,500 earnings projected in the 2024 budget. Salaries, programs and inclusion in the general budget to off set a tax increase were discussed .
- Switching SPL's electric provider to Westchester Solar has produced a \$-120.00 adjustment to our latest bill.
- Director opened a ticket with CH as it appears we will be getting a two month bill where as the norm was a one month billing period.



## Central Hudson

### Fiber Optic

- A new fiber optic provider is available. Arch Fiber has recently offered service in the Village .
- Director is interested to see if we can leverage being a new large customer into a savings over the rates we currently pay to Spectrum.
- It was noted SPL signed a 5 year contract with Spectrum which could be a problem .
- E-Rate A Federal program where SPL is supposed to receive a discount on internet services has proven to be complicated . If we were able to secure a lower rate with ARCH Fiber SPL could do without the E-Rate program and the reclaim the time spent administrating the program at the library.
- E-Rate required content filtering which some see as a detriment however the filtering currently imposed did help detect the ‘torrent’ downloading of copyrighted material we recently experienced over the WI-FI .

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

1. The Treasurer will continue dialog with M&T to secure the highest rates available for future CD purchases.
2. The Treasurer will make the motion to move the Bequest Fund to a higher paying saving vehicle at M&T at the next board meeting.
3. The Director will continue interaction with CH and ARCH Fiber

Motion to adjourn at 7:25 made by Collins and seconded by Hurst .All were in favor and the motion passed.

Next Finance Meeting: Tuesday November 28th 2023, at 6:00 PM

Saugerties Public Library

Outreach Committee

Date: October 16, 2023

Time: started at 4:30 pm; ended at 5:26pm

**Present:**

Schmidbaur (Chair), Scott, Cokinos, Russell (Director)

Excused: Misiano

**Agenda:**

2023 Projects

1. **Black Farming event** 10/16/23
2. **Dance in the Stacks** 10/20/23

2024 Projects

1. **Library 5 Year Plan:** What can the library do for Saugerties?
  - a. Method
    - i. Online surveys
    - ii. In print
  - b. We are looking at offer snacks or other ways to welcome people
  - c. Data collection time period
    - i. 3-6 months
  - d. Location
    - i. Fire houses, restaurants, cafes, church, Community meetings, farmer's market, school district, sports events, food truck events,
2. **Esopus Creek: scientists doing work on the creek**
  - a. Interested in programming at all the libraries along the creek
  - b. River circle: outdoor fire to talk about memories at the creek
  - c. Summer reading program: children's programming about the creek and twilight celebration at the creek
  - d. Esopus day: celebrating and discovering the creek

- i. Lectures, walks to the Esopus, make boats with materials from the creek, dance, acting, writing,

**3. Altered book project**

- a. Timeframe: January book giveaway (March 3<sup>rd</sup> was art opening)
- b. 40ish books
- c. Offering more time for artists
- d. Request for artists: expect to be at the opening reception
- e. Bring your business card to promote your work and contact info for purchase

**Next meeting: January TBD**

# **Saugerties Public Library**

## **Policy/Personnel Committee Meeting Minutes**

Date: October 18, 2023

Time: 6:00 p.m.

Meeting location: Main Reading Room

Committee Members Attending:

Bassler (chair), Scott, Russell, Irizarry

Discussion:

1. Discussed the idea and implications of changing the Patron Code of Conduct to allow patrons and their pets to be in the library when temperatures rise above a set temperature and heat index. Rob will investigate what local climate organizations are thinking about this and we will continue the discussion at the next meeting.
  
2. Reviewed and updated Articles I-V of the By-Laws. The remaining articles will be reviewed at the next meeting.

Action items: None

Next scheduled meeting: November 15 at 6:00 p.m.

Saugerties Public Library Board Agenda  
December 14, 2023  
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

Old Business:

Maria Owen Lawsuit settled

New Business:

Five-Year Plan upcoming  
Senator Hinchey Incident in Community Room

Secretary's Report  
Treasurer's Report  
Finance Report

Director's Report:

Committee Reports:

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

Executive Session

Next meeting - January 11, 2024

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

**Present:** Trustees Katie Cokinos, Jouette Bassler, Yosefa Karchmar, Charlotte Herscher, Paul Van Benschoten, Nina Schmidbaur, Timothy Scott, Irene Hurst, Julie Misiano

**Excused:** Trustees Robert Irizarry, Brian Collins

**Staff:** Director Jennifer Russell

**Public Attendees:** Daniel Erceg, Ray Rebholz

*Meeting called to order at 6:02 PM by Tim Scott, Board President*

**Public Comment:**

Daniel Erceg, Saugerties Superintendent: He joined us to tell us about himself and about the district. Updates: the capital project is underway in several of the school buildings. Goal: first three months of next year to develop a set of goals for the district, and to establish a five year plan. He wants to include community stakeholders, and asked board members for input.. Perhaps there can be collaboration with the library as we develop our own five year plan. They want community input and the library would like tween/teen input.

**Friends of Library:**

Next Wednesday 11/15/23 is the Wine and Cheese social at Total Tennis. Two speakers (and local farmers) will talk about Women in Farming. Once again, the Friends will be hosting the Festival of Trees during Holiday in the Village on December 3rd; they already have six entrants.

**Secretary's Report:**

*Motion* by Paul Van Benschoten and *Second* by Katie Cokinos to approve the October minutes as amended to correct typos.  
Motion passes unanimously.

**Treasurer's Report:**

Treasurer Irene Hurst says that we have registered with Westchester Solar in the hopes of saving money on our utilities. The Director is in contact with a new local fiber-optic company to see about changing providers, and see if the potential savings will permit us to eliminate the use of E-rate, a cumbersome Federal program.

Motion to pay the bills in the amount of \$ 34,428.83 made by Charlotte Herscher seconded by Tim Scott Passes unanimously

The Treasurer has been on the phone with M&T Bank regarding our CD rates. The Director has learned that under state law, we can invest the bequest balance into an account that will earn a higher interest rate than currently. The bequest's mandate is that the initial gift may not be spent; only the interest earned. The treasurer has confirmed with M & T bank that we could buy a CD with the bequest balance, that would mature in March when our existing CD matures, and then we could combine them together to get the highest rate possible.

Motion to buy a CD using the bequeathed funds made by Irene Hurst, seconded by Julie Mlsiano, passes unanimously.

Motion to combine, in March 2024, the bequeathed funds with the larger CD already established made by Irene Hurst, seconded by Tim Scott. Passes unanimously.

### **New Business:**

- Discussion: The Director raised the issue regarding concern related to climate change and increasing temperatures in particular. The discussion centered around potential changes to the Patron Code of Conduct and a plan we may want to put in place for when the temperature outside is excessively hot. This idea only pertains to open hours of the library. We discussed whether we should permit dogs in the building during these circumstances. At this time, Trustees remain hesitant to change the policy.
- MHLS is in the process of discussing ways in which libraries can assist communities during environmental emergencies, especially as the climate changes.

### **Unfinished Business:**

1. N/A

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

### **Committee Reports:**

*Finance:* met on October 30, 23

Please see Treasurer's Report above and minutes for more information

see minutes FMI Next meeting: November 28th at 6PM

*Personnel/Policy:* met on 10/18/23

Worked on reviewing the bylaws. These are ongoing discussions, and when completed, will bring them to the Board for vote.

May look at the insurance regulations regarding pets entering the premises, as a follow-up to the "new business" item. Will continue discussion about the patron

code of conduct and the policy regarding pets, regardless of the outside temperature.

Began the Director's annual review.

No action items

see minutes FMI    Next meeting: 11/15/23    at 6PM

*Facilities:* met on    October 3, 2023

Service Master has yet to give us an estimate for window cleaning and will be contacted in the spring. The men's room repairs have been made.

Ongoing discussion about replacing the bluestone pavers with concrete to reduce the risk of falls for pedestrians.

Want to change the programmed timing for lighting, so that the cleaner has lights when she arrives.

see minutes FMI    Next meeting: 11/7/23    at 4PM

*Outreach:* met on    October 16th

We had two activities: the Black Farming events with an active panel discussion.

The other activity was the Dance Party Part II. Many costumed children and adults participated. This was our first promoted/paid advertisement through Facebook.

The Book in a Bag project was a tremendous success. We handed out 100 bags with a minimum of 3 books in each.

There were two art events, with the intention to repeat the discarded book project. Last year were old Chilton Manuals, this year will be encyclopedias.

see minutes FMI    Next meeting: January 22nd at 5:30PM (fourth Monday at 5:30)

*Friends Liaison:*

N/A

*Motion* to adjourn at 7:16 PM    by Jouette Basller    ;  
*Seconded* by    Katie Cokinos

Passes unanimously.

Submitted by Julie Misiano

Next meeting: December 14, 2023    at 6PM





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

	<u>Jan - Nov 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 · Real Property Taxes	630,152.00	630,152.00	0.00	100.0%
2082 · Fines	8,232.14	6,500.00	1,732.14	126.65%
2401 · Interest	9,409.50	500.00	8,909.50	1,881.9%
<b>2705 · Gifts &amp; Donations</b>				
2705.4 · Friends	3,135.00	8,000.00	-4,865.00	39.19%
2705.1 · Restricted	1,000.00			
2705.2 · General	8,217.89	4,000.00	4,217.89	205.45%
<b>Total 2705 · Gifts &amp; Donations</b>	<b>12,352.89</b>	<b>12,000.00</b>	<b>352.89</b>	<b>102.94%</b>
3840 · New York State Aid	564.08			
3999 · Appropriated Fund Balance	0.00	12,175.00	-12,175.00	0.0%
<b>Total Income</b>	<b>660,710.61</b>	<b>661,327.00</b>	<b>-616.39</b>	<b>99.91%</b>
<b>Expense</b>				
7410.1 · Salaries	320,396.44	333,581.00	-13,184.56	96.05%
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
.4.1.8 · Music	86.18	200.00	-113.82	43.09%
.4.1.7 · Streaming	5,093.89	6,000.00	-906.11	84.9%
.4.1.1 · DVD	2,242.28	3,000.00	-757.72	74.74%
<b>.4.1.2 · Books</b>				
4.1.2A · Adult Books	17,152.12	17,000.00	152.12	100.9%
4.1.2J · Children's Books	9,589.25	8,000.00	1,589.25	119.87%
.4.1.2 · Books - Other	10.00			
<b>Total .4.1.2 · Books</b>	<b>26,751.37</b>	<b>25,000.00</b>	<b>1,751.37</b>	<b>107.01%</b>
.4.1.3 · Subscriptions	1,892.86	3,000.00	-1,107.14	63.1%
.4.1.4 · Newspapers	1,917.85	2,500.00	-582.15	76.71%
.4.1.5 · Digital Materials	4,385.92	3,600.00	785.92	121.83%
.4.1.6 · Audio Books	332.93	2,000.00	-1,667.07	16.65%
<b>Total .4.1 · Library Material</b>	<b>42,703.28</b>	<b>45,300.00</b>	<b>-2,596.72</b>	<b>94.27%</b>
<b>.4.2 · Programs, Publicity, History</b>				
.4.2.1 · Programs	6,617.57	7,000.00	-382.43	94.54%
.4.2.2 · Microfilm & Archives	2,000.00	2,000.00	0.00	100.0%
.4.2.3 · Newsletter & Public Relations	3,349.99	3,000.00	349.99	111.67%
<b>Total .4.2 · Programs, Publicity, History</b>	<b>11,967.56</b>	<b>12,000.00</b>	<b>-32.44</b>	<b>99.73%</b>
<b>.4.3 · Operation of Building</b>				
.4.3.1 · Utilities	26,134.26	37,000.00	-10,865.74	70.63%
.4.3.2 · Telephone	3,181.31	3,000.00	181.31	106.04%
.4.3.3 · Insurance	25,898.10	21,000.00	4,898.10	123.32%
.4.3.4 · Maintenance Service & Supplies	3,946.45	2,700.00	1,246.45	146.17%
.4.3.5 · Lawn & Grounds	7,087.12	4,500.00	2,587.12	157.49%
.4.3.6 · Building R&M	8,783.96	12,000.00	-3,216.04	73.2%
.4.3.7 · Snow Removal	1,600.00	3,000.00	-1,400.00	53.33%
.4.3.8 · Elevator	5,626.66	3,250.00	2,376.66	173.13%

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

	<u>Jan - Nov 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
.4.3.9 · Geothermal	3,453.50	5,500.00	-2,046.50	62.79%
.4.3.12 · Internet	2,769.60	3,000.00	-230.40	92.32%
<b>Total .4.3 · Operation of Building</b>	<b>88,480.96</b>	<b>94,950.00</b>	<b>-6,469.04</b>	<b>93.19%</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
.4.4.1 · Copier	3,570.31	3,500.00	70.31	102.01%
.4.4.2 · Office Supplies	2,719.44	3,000.00	-280.56	90.65%
.4.4.4 · Postage	174.34	2,240.00	-2,065.66	7.78%
.4.4.6 · Equipment Purchases	7,412.54	19,000.00	-11,587.46	39.01%
.4.4.7 · Equipment R&M	0.00	2,000.00	-2,000.00	0.0%
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>13,876.63</b>	<b>29,740.00</b>	<b>-15,863.37</b>	<b>46.66%</b>
<b>.4.5 · Automation, System Fees</b>				
.4.5.1 · Automation & Online Services	2,383.83	3,819.00	-1,435.17	62.42%
.4.5.2 · MHLS Assessment Fees	17,620.00	16,100.00	1,520.00	109.44%
<b>Total .4.5 · Automation, System Fees</b>	<b>20,003.83</b>	<b>19,919.00</b>	<b>84.83</b>	<b>100.43%</b>
<b>.4.6 · Professional Services</b>				
.4.6.8 · Professional Memberships	705.00	500.00	205.00	141.0%
.4.6.7 · Payroll Service Fees	2,449.73	2,500.00	-50.27	97.99%
.4.6.1 · Accounting	6,000.00	6,500.00	-500.00	92.31%
.4.6.2 · Audit	13,300.00	0.00	13,300.00	100.0%
.4.6.3 · Board Expenses	150.00	0.00	150.00	100.0%
.4.6.4 · Consulting & Legal Services	2,000.00	2,000.00	0.00	100.0%
.4.6.5 · IT Maintenance Consultant	1,592.00	1,598.00	-6.00	99.63%
.4.6.6 · Staff Development	1,481.32	700.00	781.32	211.62%
<b>Total .4.6 · Professional Services</b>	<b>27,678.05</b>	<b>13,798.00</b>	<b>13,880.05</b>	<b>200.6%</b>
<b>.4.7 · Election Expenses</b>				
.4.7.1 · Election Inspectors	450.00	400.00	50.00	112.5%
.4.7.2 · Election Expenses	169.20	200.00	-30.80	84.6%
<b>Total .4.7 · Election Expenses</b>	<b>619.20</b>	<b>600.00</b>	<b>19.20</b>	<b>103.2%</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>205,329.51</b>	<b>216,307.00</b>	<b>-10,977.49</b>	<b>94.93%</b>
<b>9010 · Employee Benefits</b>				
.1 · Retirement	57,949.00	24,325.00	33,624.00	238.23%
.2 · Social Security & Medicare	23,893.67	26,000.00	-2,106.33	91.9%
.3 · Workers Compensation	3,778.00	4,500.00	-722.00	83.96%
.4 · Disability	328.63	250.00	78.63	131.45%
.5 · Medical & Dental Benefits	51,468.16	56,000.00	-4,531.84	91.91%
.6 · Life Insurance	270.43	364.00	-93.57	74.29%
<b>Total 9010 · Employee Benefits</b>	<b>137,687.89</b>	<b>111,439.00</b>	<b>26,248.89</b>	<b>123.55%</b>
<b>Total Expense</b>	<b>663,413.84</b>	<b>661,327.00</b>	<b>2,086.84</b>	<b>100.32%</b>
<b>Net Ordinary Income</b>	<b>-2,703.23</b>	<b>0.00</b>	<b>-2,703.23</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-2,703.23</b>	<b>0.00</b>	<b>-2,703.23</b>	<b>100.0%</b>

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Nov 23</u>	<u>Jan - Nov 22</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	630,152.00	617,796.00
2082 · Fines	8,232.14	7,775.56
2401 · Interest	9,409.50	678.57
2705 · Gifts & Donations		
2705.4 · Friends	3,135.00	4,700.01
2705.1 · Restricted	1,000.00	0.00
2705.2 · General	8,217.89	4,577.51
<b>Total 2705 · Gifts &amp; Donations</b>	<u>12,352.89</u>	<u>9,277.52</u>
3840 · New York State Aid	564.08	5,633.18
<b>Total Income</b>	<u>660,710.61</u>	<u>641,160.83</u>
<b>Expense</b>		
7410.1 · Salaries	320,396.44	290,935.81
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	86.18	12.99
.4.1.7 · Streaming	5,093.89	4,218.67
.4.1.1 · DVD	2,242.28	2,605.04
.4.1.2 · Books		
4.1.2A · Adult Books	17,152.12	14,152.98
4.1.2J · Children's Books	9,589.25	8,886.19
.4.1.2 · Books - Other	10.00	0.00
<b>Total .4.1.2 · Books</b>	<u>26,751.37</u>	<u>23,039.17</u>
.4.1.3 · Subscriptions	1,892.86	2,087.72
.4.1.4 · Newspapers	1,917.85	2,918.84
.4.1.5 · Digital Materials	4,385.92	3,178.49
.4.1.6 · Audio Books	332.93	565.77
<b>Total .4.1 · Library Material</b>	<u>42,703.28</u>	<u>38,626.69</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	6,617.57	8,585.28
.4.2.2 · Microfilm & Archives	2,000.00	0.00
.4.2.3 · Newsletter & Public Relations	3,349.99	5,588.22
<b>Total .4.2 · Programs, Publicity, History</b>	<u>11,967.56</u>	<u>14,173.50</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	26,134.26	26,371.24
.4.3.2 · Telephone	3,181.31	3,437.37
.4.3.3 · Insurance	25,898.10	20,843.24
.4.3.4 · Maintenance Service & Supplies	3,946.45	3,992.59
.4.3.5 · Lawn & Grounds	7,087.12	1,261.00
.4.3.6 · Building R&M	8,783.96	75,693.29
.4.3.7 · Snow Removal	1,600.00	3,420.00
.4.3.8 · Elevator	5,626.66	5,908.80
.4.3.9 · Geothermal	3,453.50	2,113.50

# Saugerties Public Library

## General Fund Revenue and Expenditure Report

	<u>Jan - Nov 23</u>	<u>Jan - Nov 22</u>
.4.3.10 · Custodial Service	0.00	1,290.00
.4.3.12 · Internet	2,769.60	2,768.80
<b>Total .4.3 · Operation of Building</b>	<b>88,480.96</b>	<b>147,099.83</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>		
.4.4.1 · Copier	3,570.31	3,538.28
.4.4.2 · Office Supplies	2,719.44	2,098.82
.4.4.4 · Postage	174.34	358.69
.4.4.6 · Equipment Purchases	7,412.54	8,206.62
.4.4.7 · Equipment R&M	0.00	401.25
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>13,876.63</b>	<b>14,603.66</b>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	2,383.83	1,727.30
.4.5.2 · MHLS Assessment Fees	17,620.00	17,415.92
<b>Total .4.5 · Automation, System Fees</b>	<b>20,003.83</b>	<b>19,143.22</b>
<b>.4.6 · Professional Services</b>		
.4.6.8 · Professional Memberships	705.00	300.00
.4.6.7 · Payroll Service Fees	2,449.73	1,937.14
.4.6.1 · Accounting	6,000.00	5,350.00
.4.6.2 · Audit	13,300.00	0.00
.4.6.3 · Board Expenses	150.00	712.70
.4.6.4 · Consulting & Legal Services	2,000.00	2,000.00
.4.6.5 · IT Maintenance Consultant	1,592.00	1,561.00
.4.6.6 · Staff Development	1,481.32	660.36
<b>Total .4.6 · Professional Services</b>	<b>27,678.05</b>	<b>12,521.20</b>
<b>.4.7 · Election Expenses</b>		
.4.7.1 · Election Inspectors	450.00	405.00
.4.7.2 · Election Expenses	169.20	169.20
<b>Total .4.7 · Election Expenses</b>	<b>619.20</b>	<b>574.20</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>205,329.51</b>	<b>246,742.30</b>
<b>9010 · Employee Benefits</b>		
.1 · Retirement	57,949.00	60,732.00
.2 · Social Security & Medicare	23,893.67	21,500.22
.3 · Workers Compensation	3,778.00	4,111.00
.4 · Disability	328.63	368.65
.5 · Medical & Dental Benefits	51,468.16	46,746.69
.6 · Life Insurance	270.43	236.17
<b>Total 9010 · Employee Benefits</b>	<b>137,687.89</b>	<b>133,694.73</b>
<b>Total Expense</b>	<b>663,413.84</b>	<b>671,372.84</b>
<b>Net Ordinary Income</b>	<b>-2,703.23</b>	<b>-30,212.01</b>
<b>Net Income</b>	<b>-2,703.23</b>	<b>-30,212.01</b>

# Saugerties Public Library Abstract Check Register

Type	Date	Num	Name	Memo	Amount
<b>M&amp;T General Fund</b>					
<b>Checking 6455</b>					
Check	11/03/2023	EFT	NYS Emp Retire System		-549.10
Check	11/30/2023	16858	NYS & Local Retirement System		-30,758.00
Check	11/30/2023	11151	Welsh Sanitation		-93.89
Check	11/30/2023	11152	Baker & Taylor		-872.91
Check	11/30/2023	11153	Jennifer Russell		-147.62
Check	11/30/2023	11154	Business Credit Card		-912.00
Check	11/30/2023	11155	Vanguard ID Systems		-935.81
Check	11/30/2023	11156	World Book		-1,199.00
Check	11/30/2023	11157	Culligan of Newburgh		-72.65
Check	11/30/2023	11158	Saugerties High School		-80.00
Check	11/30/2023	11159	Stewart's		-188.00
Check	11/30/2023	11160	Woodworth & Zarolnick Accountants Inc		-1,000.00
Check	11/30/2023	11161	Uniforms USA, Inc.		-78.00
Check	11/30/2023	11162	Midwest Tape		-978.10
Check	11/30/2023	11163	Charter Communications		-230.80
Check	11/30/2023	11164	Elting Memorial Library		-18.00
Check	11/30/2023	11165	Village of Saugerties		-169.86
Check	11/30/2023	11166	W B Mason Co Inc		-255.34
Check	11/30/2023	11167	Christine Pacuk		-122.78
Check	11/30/2023	11168	SAFECO Alarm Systems, Inc.		-1,157.50
Check	11/30/2023	11169	OverDrive Inc		-536.98
Check	11/30/2023	11170	Metropolitan Life Insurance Companies		-24.30
Check	11/30/2023	11171	Sutton Electrical Plumbing & Heating Inc	Invoice# 9425	-279.22
Check	11/30/2023	11172	Gale/Cengage Learning		-127.16
Check	11/30/2023	11173	CDPHP		-5,627.50
Check	11/30/2023	11174	Whiteman Osterman & Hanna		-500.00
Check	11/30/2023	11175	ThyssenKrupp Elevator Corp		-754.45
Check	11/30/2023	EFT	Charter Communications		-292.27
Check	11/30/2023	EFT	Central Hudson		-1,720.69
Check	11/30/2023	EFT	Paychex		-288.55
Check	11/30/2023	10854	Ulster County Library Association		-120.00
Check	11/30/2023	10857	National Business Technologies		-74.72
Total M&T General Fund Checking 6455					-50,165.20
<b>M&amp;T Capital Fund</b>					
<b>Checking 6430</b>					
Total M&T Capital Fund Checking 6430					
<b>TOTAL</b>					<b>-50,165.20</b>

# Saugerties Public Library

## Abstract

November 2023

	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
<b>7410.1 · Salaries</b>				
	11-2-23	PR		14,541.98
	11-16-23	PR		14,344.52
	11-30-23	PR		14,510.91
Total 7410.1 · Salaries				<u>43,397.41</u>
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
<b>.4.1.8 · Music</b>				
	11162	Midwest Tape		32.22
Total .4.1.8 · Music				<u>32.22</u>
<b>.4.1.7 · Streaming</b>				
	11154	Business Credit Card		24.99
	11162	Midwest Tape		475.80
Total .4.1.7 · Streaming				<u>500.79</u>
<b>.4.1.1 · DVD</b>				
	11154	Business Credit Card		10.99
	11162	Midwest Tape		320.11
Total .4.1.1 · DVD				<u>331.10</u>
<b>.4.1.2 · Books</b>				
<b>4.1.2A · Adult Books</b>				
	11152	Baker & Taylor		647.73
	11158	Saugerties High School		80.00
	11164	Elting Memorial Library		18.00
	11172	Gale/Cengage Learning		127.16
Total 4.1.2A · Adult Books				<u>872.89</u>
<b>4.1.2J · Children's Books</b>				
	11152	Baker & Taylor		225.18
	11156	World Book		1,199.00
Total 4.1.2J · Children's Books				<u>1,424.18</u>
Total .4.1.2 · Books				<u>2,297.07</u>
<b>.4.1.4 · Newspapers</b>				
	11159	Stewart's	November	188.00
Total .4.1.4 · Newspapers				<u>188.00</u>
<b>.4.1.5 · Digital Materials</b>				
	11169	OverDrive Inc		536.98
Total .4.1.5 · Digital Materials				<u>536.98</u>
<b>.4.1.6 · Audio Books</b>				
	11162	Midwest Tape		149.97
Total .4.1.6 · Audio Books				<u>149.97</u>
Total .4.1 · Library Material				<u>4,036.13</u>
<b>.4.2 · Programs, Publicity, History</b>				
<b>.4.2.1 · Programs</b>				
	11154	Business Credit Card		31.19

# Saugerties Public Library

## Abstract

November 2023

	Num	Name	Memo	Amount
Total .4.2.1 · Programs				31.19
<b>.4.2.3 · Newsletter &amp; Public Relations</b>				
	11154	Business Credit Card		12.70
Total .4.2.3 · Newsletter & Public Relations				12.70
Total .4.2 · Programs, Publicity, History				43.89
<b>.4.3 · Operation of Building</b>				
<b>.4.3.1 · Utilities</b>				
	11165	Village of Saugerties	8/2/23-11/2/23	169.86
	EFT	Central Hudson	10/19/2023-11/14/2023	1,720.69
Total .4.3.1 · Utilities				1,890.55
<b>.4.3.2 · Telephone</b>				
	EFT	Charter Communications	11/2/2023-12/1/2023	292.27
Total .4.3.2 · Telephone				292.27
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>				
	11151	Welsh Sanitation	December	93.89
	11154	Business Credit Card		94.93
	11157	Culligan of Newburgh		72.65
	11166	W B Mason Co Inc		143.36
Total .4.3.4 · Maintenance Service & Supplies				404.83
<b>.4.3.6 · Building R&amp;M</b>				
	11161	Uniforms USA, Inc.	November	78.00
	11168	SAFECO Alarm Systems, Inc.	December	1,157.50
	11171	Sutton Electrical Plumbing & He Invoice #9425		279.22
Total .4.3.6 · Building R&M				1,514.72
<b>.4.3.8 · Elevator</b>				
	11175	ThyssenKrupp Elevator Corp	10/01/2023-12/31/2023	754.45
Total .4.3.8 · Elevator				754.45
<b>.4.3.12 · Internet</b>				
	11163	Charter Communications	12/1/2023-12/31/2023	230.80
Total .4.3.12 · Internet				230.80
Total .4.3 · Operation of Building				5,087.62
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 · Copier</b>				
	10857	National Business Technologies		74.72
Total .4.4.1 · Copier				74.72
<b>.4.4.2 · Office Supplies</b>				
	11155	Vanguard ID Systems	Inv #522912	935.81
	11166	W B Mason Co Inc		111.98
Total .4.4.2 · Office Supplies				1,047.79
Total .4.4 · Equipment R&M, Supplies				1,122.51
<b>.4.5 · Automation, System Fees</b>				
<b>.4.5.1 · Automation &amp; Online Services</b>				
	11154	Business Credit Card		103.68
Total .4.5.1 · Automation & Online Services				103.68
Total .4.5 · Automation, System Fees				103.68



# Saugerties Public Library

## Abstract

November 2023

	Num	Name	Memo	Amount
<b>.4.6 - Professional Services</b>				
<b>.4.6.7 - Payroll Service Fees</b>				
	EFT	Paychex		288.55
Total .4.6.7 - Payroll Service Fees				288.55
<b>.4.6.1 - Accounting</b>				
	11160	Woodworth & Zarolnick Accountants Inc		1,000.00
Total .4.6.1 - Accounting				1,000.00
<b>.4.6.4 - Consulting &amp; Legal Services</b>				
	11174	Whiteman Osterman & Hanna	4th quarterly installment	500.00
Total .4.6.4 - Consulting & Legal Services				500.00
<b>.4.6.6 - Staff Development</b>				
	11153	Jennifer Russell	Mileage	147.62
	11154	Business Credit Card		633.52
	11167	Christine Pacuk	Mileage	122.78
	10854	Ulster County Library Associatic Annual Dinner		120.00
Total .4.6.6 - Staff Development				1,023.92
Total .4.6 - Professional Services				2,812.47
Total 7410.4 - Contractual Expenses				13,206.30
<b>9010 - Employee Benefits</b>				
<b>.1 - Retirement</b>				
	16858	NYS & Local Retirement Syster	51269 ERS 2024 Invoice	30,758.00
Total .1 - Retirement				30,758.00
<b>.2 - Social Security &amp; Medicare</b>				
	11-2-23 PR			1,091.32
	11-16-23 PR			1,076.20
	11-30-23 PR			1,088.95
Total .2 - Social Security & Medicare				3,256.47
<b>.4 - Disability</b>				
	11-2-23 PR			-15.31
	11-16-23 PR			-16.06
	11-30-23 PR			-15.95
Total .4 - Disability				-47.32
<b>.5 - Medical &amp; Dental Benefits</b>				
	11-2-23 PR			-276.50
	11-16-23 PR			-276.50
	11173	CDPHP	December	5,627.50
	11-30-23 PR			-276.50
Total .5 - Medical & Dental Benefits				4,798.00
<b>.6 - Life Insurance</b>				
	11170	Metropolitan Life Insurance Con	Life insurance	24.30
Total .6 - Life Insurance				24.30
Total 9010 - Employee Benefits				38,789.45
Total Expense				95,393.16
Net Ordinary Income				-95,393.16
<b>Net Income</b>				<b>-95,393.16</b>

## November Director's Report 2023

**NYLA:** I attended the New York State Library Association conference in Saratoga, NY. Examples of workshops that I attended were:

Tech Trends for Libraries 2024  
Be My Accomplice, Not my Ally (EDI)  
Revise and Revive the Employee Review Process  
Post Pandemic: Getting Inspired

It was great to see colleagues who I hadn't seen since before the pandemic.

**Outreach:** Christine instigated and organized a meeting of Youth services librarians from the Ulster / Greene Counties region. They met in the Community Room to discuss the role of the Teen or Children's librarian, ideas for the Summer Reading program and share thoughts and ideas about librarianship.

Charlotte went to the Grant D Morse School to speak to a large group of children about the library as a community resource and then participated in a short skit to promote the One Book, One School program along with the assistant principal and other administration staff.

**Vega:** MHLS has officially launched its new online catalog. We are holding off changing our website and in-house catalog because there are bugs and issues that need to be ironed out. We are hoping to change over to Vega in January. The link to the new catalog is: <https://discover.midhudsonlibraries.org/>

### Meetings attended:

The Friends of the library's Wine & Cheese event  
Saugerties Chamber of Commerce meeting

The library was closed on November 10<sup>th</sup> and 11<sup>th</sup> for Veteran's Day as well as Nov. 23<sup>rd</sup> for Thanksgiving.

I was on vacation November 24<sup>th</sup>.

Saugerties Public Library  
Facilities Committee

Date: Nov. 7<sup>th</sup>, 2023

Time: 6 PM

Committee Members Attending:

Paul

Staff Attending:

J. Russell, S. Smith

Others Attending:

Absent:

Brian, Yosefa

Discussion/Agenda Items

1. A representative from RCAL came to view our sidewalk situation and stated that we do not have to make any changes. The building inspectors office said that no approval is necessary if we do make changes.
2. Jen will investigate having our outside lighting turned on at 5:45 am and off at 6:30am to give Sandy some light.
3. The contract for our HVAC / Geothermal system with EM-Tec expires in March or April 2024. We will look at other providers before starting another contract.
4. A Woman's room toilet has been shut off since it was running constantly. Sutton Plumbing has been called.
5. Circulation room ceiling needs repairs after the water damage earlier this year. Bob Marting Painting has been called.
6. The motion detector for a section of lights in the Info room does not respond.
7. We discussed some projects for 2024:
  - Replacing some lighting fixtures in the Circulation and Info rooms
  - Window cleaning.

Next Facilities Meeting

December 5th, at 6:00 pm

Saugerties Public Library  
Finance Committee

Date: November 29th 2023  
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

M&T Actions

- Funds contained in the Bequest Fund (\$24,616.65) have been rolled into the larger CD purchased in March of this year which will mature in March of 2024.

General Business

- One employee's raise did not get entered correctly in PayChex ; correction was made and employee will be receiving back pay in the next payroll cycle.

The committee requested the accountant firm prepare an end of year statement with the following items included.

1. Summary of all expense paid in 2023
  2. Summary of interested earned in 2023
  3. Listing of any checks still outstanding (not cashed).
  4. Final amount paid in salaries for 2023.
- Reminder SPL will be going fine free starting in 2024 which will impact expected income .
  - A problem with the financial reports for the McNaughton book rental subscription was discovered where it was recorded that we paid the bill more than once. It will appear

that we are over budget on this item. Revised reports will be generated to correctly report the amount spent.

- Our accountant suggested we switch from Paychex to ADP for payroll processing. Discussion in committee suggested the amounts saved would not justify the time and effort to switch .
- Capitalization project beginning all items that cost more than \$2,500 will be listed and aggregated for reporting purposes.
- 5 Year Plan needs to be completed. Director suggested a joint meeting with Facilities and Finance.

Ideas put forth for the 5 year plan in regards to facilities.

1. HVAC repair / upgrades
2. Sidewalk. Replace bluestone with concrete.
3. Replace lighting fixtures in Circulation room . Current fixtures are too difficult to service due to the height of the ceiling as it presents a hazard and a liability
4. Retrofit some windows in the building so they can be opened to allow fresh air into the building will be listed and aggregated.
5. Furniture upholstery cleaning / re-done / new furniture where applicable

Committee discussed feasibility of using a new fiber optic provider ARCHTOP when current contract with Spectrum expires in 2025. Cost of breaking the contract was discussed.

Committee discussed problems with EMTECH our HVAC service provider and the fact our contract is coming up for renewal in 2024, Director is not pleased with service and their lack of continuity when identifying problems and following through. New and better companies could be found locally.

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

1. Facilities Committee to be invited to 5 year plan meeting.
2. Capitalization project to commence .
3. Search for possible replacement for EMTECH will start as we approach contract renewal process

Motion to adjourn at 7:25 made by Collins and seconded by Hurst .All were in favor and the motion passed.

Next Finance Meeting: Tuesday January 30th 2024, at 6:00 PM There will be no meeting in December of 2023

Saugerties Public Library  
Board of Trustees

December 7, 2023

To Whom It May Concern:

As Chairperson of the Nominating Committee, please be advised that the Nominating Committee and the Executives on the Board of Trustees, has appointed Charlotte Herscher to assume the role of Treasurer and Chairperson of the Finance Committee.

As a result, please extend to her the banking privileges previously afforded to Irene River Hurst, who has stepped down from that position.

This letter will accompany the Board President, Timothy Scott, as part of the validation process for this change.

Sincerely yours,

Julie Misiano, Trustee Secretary  
Chair of the Nominating Committee

NAME	Title	FT/PT	Salary	2024 salaries
Balsamo, Jordan	Clerk	PT	\$15.53	\$16.83
Becker, Susan	Clerk	PT		\$16.10
Bloom, Cindy	Clerk	PT	\$15.30	\$16.72
Chapman, Brooke	Clerk	PT	\$15.30	\$16.29
Dedolph, Ariel	Clerk	PT	\$16.75	\$17.84
Dourdeville, Denise	Clerk	PT	\$15.30	\$17.57
Hopf, Dori	Clerk	PT	\$15.30	\$17.25
King, Theresa	Clerk	PT		\$16.19
Lydecker, Tiffany	Asst. Director	FT	\$56,772.09	\$60,462.28
Pacuk, Christine	Librarian 1	FT	\$50,043.55	\$53,296.38
Russell, Jennifer	Library Director 1	FT	\$66,300.00	\$70,609.50
Svetsky, Charlotte	Children's Programmer Library Assistant	FT		\$46,500.00
Schmiedel, Anya	Clerk	PT	\$15.30	\$17.57
Smith, Sandra	Custodial Worker	PT	\$28.00	\$28.56
Spitzber, Jacob (Jack)	Page	PT		\$15.00
Staccio, Justyna	Library Assistant	FT	\$24.00	\$24.48
Suttmeier, Liz	Library Clerk	PT	\$20.33	\$21.65

Saugerties Public Library  
2021-2022 Statistics Compared

	Jan '22	Jan '23	Feb '22	Feb '23	March '22	March '23	April '22	April '23	May '22	May '23	June '22	June '23	July '22	July '23
<b>Circulation</b>														
Adult	2,412	2,453	2,274	2,306	2,467	2,791	2,083	2,323	1,984	2,452	2,346	2,776	2,541	2,726
Adult renewals	1,186	1,106	1,173	1,172	1,156	1,262	1,113	1,240	1,098	1,208	1,053	1,199	1,242	1,288
Juvenile	1,302	1,816	1,466	1,862	1,727	2,151	1,619	1,939	1,548	1,762	1,884	2,199	2,540	2,256
Juvenile renewals	826	914	879	1,092	990	1,286	1,223	1,386	1,176	1,319	981	1,970	1,368	1,614
Teen	90	90	137	116	97	93	86	105	100	85	123	110	146	139
Teen renewals	164	71	49	66	104	65	67	84	71	79	54	105	104	92
<b>Total Circulation</b>	5,980	6,450	5,978	6,614	6,541	7,648	6,191	7,077	5,977	6,905	6,441	8,359	7,941	8,115
		8%		11%		17%		14%		16%		30%		2%
<b>Holds Filled</b>														
Adults	1,113	1,123	1,008	1,055	1,160	1,265	920	1,073	913	1,071	1,024	1,209	1,091	1,105
Juvenile	448	528	347	446	460	529	377	426	347	451	342	393	394	391
Teen	54	52	68	61	74	60	54	45	52	53	59	64	69	66
ILL received	0	2	0	2	0	0	0	1	3	0	0	0	1	1
ILL loaned	2	0	1	0	1	1	0	0	0	1	2	1	0	1
<b>Total Holds</b>	1,617	1,705	1,424	1,564	1,695	1,855	1,351	1,545	1,315	1,576	1,427	1,667	1,555	1,564
		5%		10%		9%		14%		20%		17%		
<b>Questions Answered</b>														
Adult	654	630	658	587	487	833	499	840	458	846	509	909	532	909
Children's	128	219	201	242	155	252	191	224	170	199	192	342	242	517
<b>Total Questions</b>	782	849	859	829	642	1,085	690	1,064	628	1,045	701	1,251	774	1,426
		9%		-3%		69%		54%		66%		78%		84%
<b>Programs</b>														
Adult	3	18	2	20	8	24	16	24	17	22	21	23	21	19
Teen	17	13	16	12	18	13	17	12	14	14	18	11	19	21
Children's	13	18	20	17	26	21	22	20	23	21	19	20	36	33
<b>Total Programs</b>	33	49	38	49	52	58	55	56	54	57	58	54	76	73
		48%				12%		2%		6%		-7%		-4%
<b>Program Attendance</b>														
Adult	19	123	17	199	46	233	79	178	146	223	125	184	104	114
Teen	114	75	110	62	121	60	90	63	85	86	128	63	109	53
Children	125	289	170	238	303	335	233	223	164	294	657	528	533	416
<b>Total attendance</b>	258	487	297	499	470	628	402	464	395	603	910	775	746	583
		89%				33%		15%		53%		-15%		-22%
<b>Computer sessions</b>	299	383	296	321	351	449	402	372	402	345	508	328	436	382
		28%		8%		28%		-7%		-14%		-35%		-12%
<b>Web Page Visits</b>	3,692	4,040	3,637	5,434	3,414	6,140	4,703	5,178	4,609	4,846	5,207	5,889	5,482	6,004
		9%		49%		80%		10%		5%		13%		10%
<b>New Cards Issued</b>	13	39	27	47	17	75	20	23	24	23	28	37	35	46
		200%		74%		341%		15%		-4%		32%		31%
<b>Overdrive Audiobook</b>	605	604	532	513	582	587	629	532	619	627	555	584	556	653
<b>Overdrive eBook</b>	890	857	766	759	775	846	755	758	771	784	691	944	845	937
<b>Overdrive Magazine</b>	122	144	120	86	136	121	67	80	67	99	52	107	89	72
<b>Overdrive Total</b>	1496	1605	1298	1358	1359	1554	1385	1370	1396	1510	1300	1635	1490	1662
		7%		5%		14%		-1%		8%		26%		12%



Saugerties Public Library  
2021-2022 Statistics Compared

	August '22	August '23	Sept '22	Sept '22	Oct '22	Oct '23	Nov '22	Nov '23	Dec '22	Dec '23	TOTAL 2022	TOTAL 2023	
<b>Circulation</b>													
Adult	2,897	2,818	2,495	2,532	2,389	2,345	2,387	2,254	2,265		28,540	27,776	97%
Adult renewals	1,265	1,287	1,248	1,186	1,387	1,294	1,270	1,006	1,285		14,476	13,248	92%
Juvenile	2,147	2,454	1,683	1,718	1,689	1,925	1,734	1,804	1,373		20,712	21,886	106%
Juvenile renewals	1,557	1,287	1,364	1,368	1,151	1,864	1,204	1,071	1,052		13,771	15,171	110%
Teen	151	148	142	91	86	68	73	88	92		1,323	1,133	86%
Teen renewals	107	86	115	85	75	52	58	55	64		1,032	840	81%
<b>Total Circulation</b>	8,124	8,080	7,047	6,980	6,777	7,548	6,726	6,278	6,131		79,854	80,054	100%
		-1%		-1%		11%		-7%					
<b>Holds Filled</b>													
Adults	1,187	1,008	1,074	937	1,109	809	1,061	868	1,009		12,669	11,523	91%
Juvenile	365	382	477	412	531	444	546	423	381		5,015	4,825	96%
Teen	85	34	66	37	64	29	50	41	50		745	542	73%
ILL received	1	0	0	0	0	0	1	1	3		9	7	78%
ILL loaned	1	0	1	1	0	0	2	0	0		10	5	50%
<b>Total Holds</b>	1,639	1,424	1,618	1,387	1,704	1,282	1,660	1,333	1,443		18,448	16,902	92%
		-13%		-14%		-25%		-20%					
<b>Questions Answered</b>													
Adult	734	1,021	634	962	614	970	694	951	571		7,044	9,248	131%
Children's	276	804	179	339	195	205	165	306	157		2,251	3,644	162%
<b>Total Questions</b>	1,010	1,825	813	1,301	809	1,175	859	1,257	728		9,295	12,892	139%
		81%		60%		45%		46%					
<b>Programs</b>													
Adult	22	24	18	21	22	27	18	23	20		188	245	130%
Teen	20	18	10	12	15	18	16	16	13		193	160	83%
Children's	28	33	18	12	24	31	22	24	20		271	250	92%
<b>Total Programs</b>	70	75	46	45	61	76	56	63	53		652	655	100%
		7%		-2%		25%		13%					
<b>Program Attendance</b>													
Adult	145	254	106	145	160	220	101	148	397		1,445	2,021	140%
Teen	137	121	86	91	92	154	94	131	75		1,241	959	77%
Children	523	824	144	186	253	515	254	604	138		3,497	4,452	127%
<b>Total attendance</b>	805	1,199	336	422	505	889	449	883	610		6,183	7,432	120%
		49%		26%		76%		97%					
<b>Computer sessions</b>	516	478	488	389	385	387	325	340	355		4,763	4,174	88%
		7%		-20%		1%		5%					
<b>Web Page Visits</b>	5,765	4,221	3,544	3,630	3,208	5,406	3,279	4,707	4,737		51,277	55,495	108%
		27%		2%		69%		44%				318%	
<b>New Cards Issued</b>	44	80	39	39	35	26	26	17	21		329	452	137%
		82%		0%		-26%		-35%				710%	
<b>Overdrive Audiobook</b>	585	706	610	628	594	655	550	614	563		6980	6703	96%
<b>Overdrive eBook</b>	831	890	720	824	725	821	720	772	736		9225	9192	100%
<b>Overdrive Magazine</b>	103	151	78	171	110	423	115	527	118		1177	1981	168%
<b>Overdrive Total</b>	1519	1747	1408	1623	1429	1899	1385	1913	1417		16882	17876	106%
		15%		15%		33%		38%					





# **Saugerties Public Library Policy/Personnel Committee Meeting Minutes**

Date November 16, 2023

Time: 6:00 p.m.

Meeting location: Jouette's home

Committee Members Attending:

Bassler (chair), Scott

Discussion:

1. Prepared the first draft of Jennifer's annual performance review.
2. Reviewed and approved the proposed raises in the staff salaries for 2024.

Action items: Present proposed raises to the board for approval.

Next scheduled meeting: December 20 at 6:00 p.m.

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

Roll Call

Public Comment

Old Business:

New Business:

- Library Advocacy Day in Albany February 7
- Annual Sexual Harassment Training
- Voucher signing schedule

Secretary's Report

Treasurer's Report

Finance Report

Director's Report:

Committee Reports:

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

Next meeting - February 8, 2024

Saugerties Public Library  
Regular Board Meeting  
Date: 12/14/23

**Present:** Trustees Katie Cokinos, Jouette Bassler, Paul Vanbenschoten, Brian Collins, Charlotte Herscher, Timothy Scott, Julie Misiano, Robert Irizarry

**Excused:** Trustees Irene Hurst, Nina Schmidbaur, Yosefa Karchmar

**Staff:** Director Jennifer Russell

**Public Attendees:** Ray Rebholz

*Meeting called to order at 6:05 PM by President Tim Scott*

**Public Comment:** N/A

**Friends of Library:** November's Wine and Cheese event was well attended and the presenters were wonderful. Shelf stable food was donated to a local food pantry. Nineteen trees were decorated for the Festival of Trees during Christmas in the Village, and 172 votes were cast. Next meeting will be January 22nd.

**Secretary's Report:**

*Motion* by Paul Vanbenschoten and *Second* by Robert Irizarry to approve the minutes as written.  
Motion passes unanimously.

**Treasurer's Report:**

We have ample funds to meet our financial obligations through the end of the year. Motion to pay the bills in the amount of \$ 50,165.20 made by Tim Scott, seconded by Julie Misiano. Passes unanimously

**New Business:**

- Irene Hurst has resigned as Treasurer and Chairperson of the Finance committee, and will remain on the Board of Trustees. Charlotte Herscher will

be the new Treasurer and Chairperson for Finance.

- Five-Year Plan: The Facilities Committee and Finance hope to have a joint meeting to collaborate about facility needs to include in the plan. The Outreach Committee will also actively brainstorm strategies to engage the community in new and creative ways for the next five year plan.
- Community Room incident: a community member at a recent State Senator's meeting held at the library, became belligerent about an issue on which they wanted the Senator's office to assist. Their intensity intimidated the Senator's representative, and an incident report was completed. The Director called the patron, and established appropriate guidelines going forward.

### Unfinished Business:

1. Resolved: The lawsuit by Maria Owen from several years ago, regarding a fall that she sustained in the library, has concluded.

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

- NYLA Conference: collaborated and participated in a variety of library-related presentations.
- Christine Paczuk, Teen Librarian, arranged a group meeting with other area librarians who work with Teens and Children. They plan to meet monthly to brainstorm and strategize how best to provide library services to this population of patrons.
- Outreach to local schools: Charlotte, Children's Librarian, gave a presentation at Grant D Morse elementary.
- New online catalog: Vega has gone "live".

### Committee Reports:

*Finance:* met on November 29

1. Accountant will prepare end of year statements
2. Discussed changing payroll administration service
3. Discussed initiating our Five-Year Plan goals

see minutes FMI Next meeting: Jan 30, 2024 at 6PM

*Personnel/Policy:* met on November 16, 2023

Motion by Jouette Bassler to approve staff raises, seconded by Tim Scott. Passes unanimously. In the future, once the budget has been approved, and after it is passed by the voters, all raises will be approved as part of that process.

see minutes FMI    Next meeting: December 20, 2023    at 6PM

*Facilities:* met on    November 7th

1. Pedestrian safety:sidewalk and exterior lighting
2. Renewal of maintenance contracts discussed, specifically the HVAC, with whom we have been disappointed.
3. Necessary repairs
4. Planned repair/replacement as part of the five-year plan

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

*Outreach:* met on    Did not meet

see minutes FMI    Next meeting: January 22, 2024    at 5:30 PM

*Friends Liaison:* N.A

Motion to go into executive session made by Tim Scott, seconded by Brian Collins at 6:45 pm.

Motion to leave executive session made by Brian Collins, seconded by Katie Cokinos at 7:15 pm.

*Motion* to adjourn at 7:14    by    Tim Scott    ;  
*Seconded* by Brian Collins

Passes unanimously.

Submitted by Julie Misiano

Next meeting:    January 11, 2024    at 6PM



# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Dec 23</u>	<u>Jan - Dec 22</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	630,152.00	617,796.00
2082 · Fines	8,960.73	8,416.33
2401 · Interest	9,956.63	1,041.97
2705 · Gifts & Donations		
2705.4 · Friends	3,135.00	4,700.01
2705.1 · Restricted	1,000.00	1,100.00
2705.2 · General	8,317.89	4,577.51
<b>Total 2705 · Gifts &amp; Donations</b>	<u>12,452.89</u>	<u>10,377.52</u>
3840 · New York State Aid	6,217.08	5,633.18
<b>Total Income</b>	<u>667,739.33</u>	<u>643,265.00</u>
<b>Expense</b>		
7410.1 · Salaries	350,150.57	343,541.69
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	86.18	44.97
.4.1.7 · Streaming	5,624.82	4,491.85
.4.1.1 · DVD	2,453.70	2,912.07
.4.1.2 · Books		
4.1.2A · Adult Books	18,124.82	8,822.25
4.1.2J · Children's Books	9,805.83	9,420.32
.4.1.2 · Books - Other	10.00	0.00
<b>Total .4.1.2 · Books</b>	<u>27,940.65</u>	<u>18,242.57</u>
.4.1.3 · Subscriptions	1,892.86	2,087.72
.4.1.4 · Newspapers	2,112.85	2,696.96
.4.1.5 · Digital Materials	4,748.40	3,509.47
.4.1.6 · Audio Books	410.91	615.75
<b>Total .4.1 · Library Material</b>	<u>45,270.37</u>	<u>34,601.36</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	6,617.57	8,694.54
.4.2.2 · Microfilm & Archives	2,000.00	0.00
.4.2.3 · Newsletter & Public Relations	3,349.99	5,588.22
<b>Total .4.2 · Programs, Publicity, History</b>	<u>11,967.56</u>	<u>14,282.76</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	28,284.41	31,212.01
.4.3.2 · Telephone	3,473.58	3,437.37
.4.3.3 · Insurance	26,466.35	15,325.24
.4.3.4 · Maintenance Service & Supplies	4,264.62	4,133.56
.4.3.5 · Lawn & Grounds	7,087.12	2,296.68
.4.3.6 · Building R&M	9,569.96	76,258.65
.4.3.7 · Snow Removal	1,600.00	3,670.00
.4.3.8 · Elevator	6,418.82	5,908.80
.4.3.9 · Geothermal	3,453.50	2,113.50

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Dec 23</u>	<u>Jan - Dec 22</u>
.4.3.10 · Custodial Service	0.00	1,290.00
.4.3.12 · Internet	3,000.40	2,768.80
<b>Total .4.3 · Operation of Building</b>	<b>93,618.76</b>	<b>148,414.61</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>		
.4.4.1 · Copier	4,240.31	3,853.21
.4.4.2 · Office Supplies	2,852.05	2,300.32
.4.4.4 · Postage	504.34	358.69
.4.4.6 · Equipment Purchases	8,313.53	15,294.62
.4.4.7 · Equipment R&M	0.00	401.25
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>15,910.23</b>	<b>22,208.09</b>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	2,487.51	1,830.98
.4.5.2 · MHLS Assessment Fees	17,620.00	17,415.92
<b>Total .4.5 · Automation, System Fees</b>	<b>20,107.51</b>	<b>19,246.90</b>
<b>.4.6 · Professional Services</b>		
.4.6.8 · Professional Memberships	705.00	300.00
.4.6.7 · Payroll Service Fees	2,546.88	2,139.55
.4.6.1 · Accounting	6,550.00	5,850.00
.4.6.2 · Audit	13,300.00	0.00
.4.6.3 · Board Expenses	150.00	712.70
.4.6.4 · Consulting & Legal Services	2,500.00	2,000.00
.4.6.5 · IT Maintenance Consultant	1,592.00	1,561.00
.4.6.6 · Staff Development	1,481.32	660.36
<b>Total .4.6 · Professional Services</b>	<b>28,825.20</b>	<b>13,223.61</b>
<b>.4.7 · Election Expenses</b>		
.4.7.1 · Election Inspectors	450.00	405.00
.4.7.2 · Election Expenses	169.20	169.20
<b>Total .4.7 · Election Expenses</b>	<b>619.20</b>	<b>574.20</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>216,318.83</b>	<b>252,551.53</b>
<b>9010 · Employee Benefits</b>		
.1 · Retirement	57,949.00	33,541.00
.2 · Social Security & Medicare	26,127.56	25,389.78
.3 · Workers Compensation	7,063.00	4,111.00
.4 · Disability	296.60	324.32
.5 · Medical & Dental Benefits	56,497.11	49,895.72
.6 · Life Insurance	294.73	247.10
<b>Total 9010 · Employee Benefits</b>	<b>148,228.00</b>	<b>113,508.92</b>
<b>Total Expense</b>	<b>714,697.40</b>	<b>709,602.14</b>
<b>Net Ordinary Income</b>	<b>-46,958.07</b>	<b>-66,337.14</b>
<b>Net Income</b>	<b>-46,958.07</b>	<b>-66,337.14</b>

# Saugerties Public Library

## Balance Sheet

As of December 31, 2023

	<u>Dec 31, 23</u>	<u>Dec 31, 22</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
M&T CD	274,719.72	0.00
M&T General Fund Checking 6455	11,251.19	871.50
M&T General Fund Savings 8180	218,567.44	498,135.97
M&T Bequest Fund 8198	0.00	24,450.12
Cash General Fund Petty Cash	874.00	874.00
<b>Total Checking/Savings</b>	<u>505,412.35</u>	<u>524,331.59</u>
<b>Other Current Assets</b>		
391 - Due From Other Funds	450.12	450.12
480 - Prepaid Expenses	5,929.20	43,867.68
<b>Total Other Current Assets</b>	<u>6,379.32</u>	<u>44,317.80</u>
<b>Total Current Assets</b>	511,791.67	568,649.39
<b>Other Assets</b>		
K101 - Land	570,484.00	570,484.00
K102 - Buildings	7,029,056.00	7,029,056.00
K103 - Improvement Other than Building	281,557.86	281,557.86
K104 - Machinery and Equipment	59,679.00	59,679.00
W129 - Non-Current Govt Liabilities	-55,925.12	-55,925.12
<b>Total Other Assets</b>	<u>7,884,851.74</u>	<u>7,884,851.74</u>
<b>TOTAL ASSETS</b>	<u><u>8,396,643.41</u></u>	<u><u>8,453,501.13</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Other Current Liabilities</b>		
601 - Accrued Expenses	0.00	10,046.75
630 - Due To Other Funds	450.12	450.12
<b>Payroll Liabilities</b>		
Deferred Comp	0.00	69.65
NYSLRS	870.21	605.02
<b>Total Payroll Liabilities</b>	<u>870.21</u>	<u>674.67</u>
<b>Total Other Current Liabilities</b>	<u>1,320.33</u>	<u>11,171.54</u>
<b>Total Current Liabilities</b>	1,320.33	11,171.54
<b>Long Term Liabilities</b>		
K159 - Non-Current Govt Assets	7,940,776.86	7,940,776.86
W687 - Compensated Absences	14,789.88	14,789.88
W638 - Net Pension Liability	-70,715.00	-70,715.00
<b>Total Long Term Liabilities</b>	<u>7,884,851.74</u>	<u>7,884,851.74</u>
<b>Total Liabilities</b>	7,886,172.07	7,896,023.28
<b>Equity</b>		
<b>Restricted Fund Balance</b>		
Trust Fund I	24,000.00	24,000.00
<b>Total Restricted Fund Balance</b>	<u>24,000.00</u>	<u>24,000.00</u>
807 - Non-Spendable Fund Balance	43,867.68	43,867.68

**Saugerties Public Library**

**Balance Sheet**

As of December 31, 2023

	<u>Dec 31, 23</u>	<u>Dec 31, 22</u>
914 - Assigned Fund Balance	12,198.00	12,198.00
917 - Unrestricted Fund Balance	477,412.17	543,749.31
Net Income	-47,006.51	-66,337.14
Total Equity	<u>510,471.34</u>	<u>557,477.85</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>8,396,643.41</u></b>	<b><u>8,453,501.13</u></b>

# Saugerties Public Library Abstract Check Register

M&T General Fund Checking 6455	Type	Date	Num	Name	Memo	Amount
	Check	12/11/2023	EFT	NYS Emp Retire System		-808.56
	Check	12/31/2023	11176	National Business Technology		-335.00
	Check	12/31/2023	11177	National Business Technology		-335.00
	Check	12/31/2023	11178	Business Credit Card		-965.49
	Check	12/31/2023	11179	Baker & Taylor Woodworth & Zarolnick		-909.54
	Check	12/31/2023	11180	Accountants Inc		-550.00
	Check	12/31/2023	11181	Culligan of Newburgh		-55.75
	Check	12/31/2023	11182	Stewart's		-195.00
	Check	12/31/2023	11183	Midwest Tape		-774.35
	Check	12/31/2023	11184	ThyssenKrupp Elevator Corp		-792.16
	Check	12/31/2023	11185	Martin Steingesser		-17.29
	Check	12/31/2023	11186	Bob Martin		-689.00
	Check	12/31/2023	11187	Quill Corp.		-124.98
	Check	12/31/2023	11188	Great American Insurance Co		-568.25
	Check	12/31/2023	11189	Utica National Insurance Group		-3,285.00
	Check	12/31/2023	11190	Uniforms USA, Inc.		-52.00
	Check	12/31/2023	EFT	Paychex		-97.15
	Check	12/31/2023	11191	W B Mason Co Inc		-132.61
	Check	12/31/2023	11192	Whiteman Osterman & Hanna		-500.00
	Check	12/31/2023	EFT	Central Hudson		-2,150.15
	Check	12/31/2023	11193	SAFECO Alarm Systems, Inc.		-45.00
	Check	12/31/2023	11194	Charter Communications		-230.80
	Check	12/31/2023	11195	OverDrive Inc		-362.48
	Check	12/31/2023	11196	CDPHP Metropolitan Life Insurance		-5,581.95
	Check	12/31/2023	11197	Companies		-24.30
	Check	12/31/2023	11198	Gale/Cengage Learning		-127.16
	Check	12/31/2023	11199	Welsh Sanitation		-93.89
	Check	12/31/2023	EFT	Charter Communications		-292.27
	Check	12/31/2023	11200	Port53 Technologies, Inc.	Invoice 10520	-594.00
Total M&T General Fund Checking 6455						-20,689.13
<b>M&amp;T Capital Fund Checking 6430</b>						
Total M&T Capital Fund Checking 6430						<b>-20,689.13</b>

# Saugerties Public Library Abstract

December 2023

	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>2082 · Fines</b>				
			Square income	45.08
Total 2082 · Fines				<u>45.08</u>
Total Income				45.08
<b>Expense</b>				
<b>7410.1 · Salaries</b>				
	12-14-23	PR		14,864.98
	12-28-23	PR		14,889.15
Total 7410.1 · Salaries				<u>29,754.13</u>
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
<b>.4.1.7 · Streaming</b>				
	11178	Business Credit Card		24.99
	11183	Midwest Tape		505.94
Total .4.1.7 · Streaming				<u>530.93</u>
<b>.4.1.1 · DVD</b>				
	11178	Business Credit Card		20.99
	11183	Midwest Tape		190.43
Total .4.1.1 · DVD				<u>211.42</u>
<b>.4.1.2 · Books</b>				
<b>4.1.2A · Adult Books</b>				
	11178	Business Credit Card		135.29
	11179	Baker & Taylor		692.96
	11185	Martin Steingesser		17.29
	11198	Gale/Cengage Learning		127.16
Total 4.1.2A · Adult Books				<u>972.70</u>
<b>4.1.2J · Children's Books</b>				
	11179	Baker & Taylor		216.58
Total 4.1.2J · Children's Books				<u>216.58</u>
Total .4.1.2 · Books				<u>1,189.28</u>
<b>.4.1.4 · Newspapers</b>				
	11182	Stewart's	December	195.00
Total .4.1.4 · Newspapers				<u>195.00</u>
<b>.4.1.5 · Digital Materials</b>				
	11195	OverDrive Inc		362.48
Total .4.1.5 · Digital Materials				<u>362.48</u>
<b>.4.1.6 · Audio Books</b>				
	11183	Midwest Tape		77.98
Total .4.1.6 · Audio Books				<u>77.98</u>
Total .4.1 · Library Material				<u>2,567.09</u>
<b>.4.3 · Operation of Building</b>				
<b>.4.3.1 · Utilities</b>				
	EFT	Central Hudson	11/15/23 - 12/14/23	2,150.15

# Saugerties Public Library Abstract

December 2023

	Num	Name	Memo	Amount
Total .4.3.1 · Utilities				2,150.15
<b>.4.3.2 · Telephone</b>				
	EFT	Charter Communications		292.27
Total .4.3.2 · Telephone				292.27
<b>.4.3.3 · Insurance</b>				
	11188	Great American Insurance Co		568.25
Total .4.3.3 · Insurance				568.25
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>				
	11178	Business Credit Card		43.55
	11181	Culligan of Newburgh		55.75
	11187	Quill Corp.		124.98
	11199	Welsh Sanitation	January	93.89
Total .4.3.4 · Maintenance Service & Supplies				318.17
<b>.4.3.6 · Building R&amp;M</b>				
	11186	Bob Martin		689.00
	11190	Uniforms USA, Inc.	December	52.00
	11193	SAFECO Alarm Systems, Inc.	January	45.00
Total .4.3.6 · Building R&M				786.00
<b>.4.3.8 · Elevator</b>				
	11184	ThyssenKrupp Elevator Corp	1/1/24 - 3/31/24	792.16
Total .4.3.8 · Elevator				792.16
<b>.4.3.12 · Internet</b>				
	11194	Charter Communications	1/1/24 - 1/31/24	230.80
Total .4.3.12 · Internet				230.80
Total .4.3 · Operation of Building				5,137.80
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 · Copier</b>				
	11176	National Business Technology	December	335.00
	11177	National Business Technology	January	335.00
Total .4.4.1 · Copier				670.00
<b>.4.4.2 · Office Supplies</b>				
	11191	W B Mason Co Inc		132.61
Total .4.4.2 · Office Supplies				132.61
<b>.4.4.4 · Postage</b>				
	11178	Business Credit Card		330.00
Total .4.4.4 · Postage				330.00
<b>.4.4.6 · Equipment Purchases</b>				
	11178	Business Credit Card		306.99
	11200	Port53 Technologies, Inc.	Invoice 10520	594.00
Total .4.4.6 · Equipment Purchases				900.99
Total .4.4 · Equipment R&M, Supplies				2,033.60
<b>.4.5 · Automation, System Fees</b>				
<b>.4.5.1 · Automation &amp; Online Services</b>				
	11178	Business Credit Card		103.68
Total .4.5.1 · Automation & Online Services				103.68

# Saugerties Public Library Abstract

December 2023

	Num	Name	Memo	Amount
Total .4.5 · Automation, System Fees				103.68
<b>.4.6 · Professional Services</b>				
<b>.4.6.9 · Merchant Fees</b>				
			Square income	0.19
Total .4.6.9 · Merchant Fees				0.19
<b>.4.6.7 · Payroll Service Fees</b>				
	EFT	Paychex		97.15
Total .4.6.7 · Payroll Service Fees				97.15
<b>.4.6.1 · Accounting</b>				
	11180	Woodworth & Zarolnick Accountants Inc		550.00
Total .4.6.1 · Accounting				550.00
<b>.4.6.4 · Consulting &amp; Legal Services</b>				
	11192	Whiteman Osterman & Hanna	1st quarterly installment	500.00
Total .4.6.4 · Consulting & Legal Services				500.00
Total .4.6 · Professional Services				1,147.34
Total 7410.4 · Contractual Expenses				10,989.51
<b>9010 · Employee Benefits</b>				
<b>.2 · Social Security &amp; Medicare</b>				
		12-14-23 PR		1,116.01
		12-28-23 PR		1,117.88
Total .2 · Social Security & Medicare				2,233.89
<b>.3 · Workers Compensation</b>				
	11189	Utica National Insurance Group	Workers Comp	3,285.00
Total .3 · Workers Compensation				3,285.00
<b>.4 · Disability</b>				
		12-14-23 PR		-16.17
		12-28-23 PR		-15.86
Total .4 · Disability				-32.03
<b>.5 · Medical &amp; Dental Benefits</b>				
		12-14-23 PR		-276.50
		12-28-23 PR		-276.50
	11196	CDPHP	January	5,581.95
Total .5 · Medical & Dental Benefits				5,028.95
<b>.6 · Life Insurance</b>				
	11197	Metropolitan Life Insurance Compa	Life insurance	24.30
Total .6 · Life Insurance				24.30
Total 9010 · Employee Benefits				10,540.11
Total Expense				51,283.75
Net Ordinary Income				-51,238.67
<b>Net Income</b>				<b>-51,238.67</b>



## December Director's Report 2023

**Fine Free:** I have worked with MHLS to change the protocols in Sierra, our library database, so that we do not charge fines. We will still charge fines for anything accrued before 2024. All lost or damaged items will still incur a replacement fee.

**Personnel:** Full, part-time and non-seasonal staff met with me for their annual evaluation. They were informed on their raises for 2024. All pertinent information about raises was sent to our accountant and Civil Service. We also had a staff meeting / holiday party on December 19<sup>th</sup> where we brought treats and socialized before the library opened.

**COVID:** We have had two staff come down with COVID. The library is still required to pay for 5 calendar days of pay during their regularly scheduled hours.

**Library Advocacy Day:** New York Library Association (NYLA) Library Advocacy Day on Wednesday, February 7<sup>th</sup>, 2024. MHLS and RCLS will be renting busses so that participants can all travel together to Albany in order to speak with elected officials about the importance of public library funding. Staff, Board Members and Friends are welcome to go for the day.

**Books As Art:** We have advertised this year's book alteration project and we have had a great response. We do have some open spots, so spread the word. The books will be handed out the week of January 22<sup>nd</sup>, and the artists must make an appointment with me to review and choose the space in the library where their piece will be shown.

**UCLA:** I participated in an ad-hoc subgroup of UCLA to hire an independent contractor to create social media posts advertising the various digital offerings the Association pays for. I drafted the job description and interview questions, and attended the zoom interviews.

**Art Exhibits:** We are advertising gallery space at the library in our newsletter and the website. Up until now, we have had a steady stream of walk-in requests to use the space.

The library was closed on December 23<sup>rd</sup> and 25<sup>th</sup> for the winter holiday celebrations.

Saugerties Public Library  
Facilities Committee

Date: Dec. 5<sup>th</sup>, 2023

Time: 6 PM

Committee Members Attending:

Paul, Yosefa, Brian, Tim

Staff Attending:

Jen, Sandy

Others Attending:

Absent:

Discussion/Agenda Items

1. Circulation room ceiling repairs have been started by Bob Martin Painting.
2. The village building inspector made his annual visit and has identified several items:
  - Moisture sensor in the mechanical room needs to be replaced
  - Two emergency lights need to be replaced
  - A fire extinguisher in the community room needs to be properly hung on the wall
  - The annual elevator inspection needs to be done before year end 2023
3. We discussed some projects for 2024 (continued from previous meetings):
  - Replacing some lighting fixtures in the Circulation and Info rooms
  - Window cleaning.
  - Window replacement
  - Furniture and rug cleaning
  - Investigating other service companies for maintenance of the HVAC and the elevator

Next Facilities Meeting

January 2nd, at 6:00 pm

## Voucher signing schedule 2024

January – Jouette

February - Katie

March -Brian

April - Irene

May - Robert

June - Yosefa

July - Paul

August -Jouette

September - Katie

October - Brian

November -Irene

December - Robert



Dec.	2023 Total:
	11 Live program
	1 Prerecorded video
	61 Live attendance
	118 video views

Saugerties Public Library  
2022-2023 Statistics Compared

	Jan '22	Jan '23	Feb '22	Feb '23	March '22	March '23	April '22	April '23	May '22	May '23	June '22	June '23	July '22	July '23
<b>Circulation</b>														
Adult	2,412	2,453	2,274	2,306	2,467	2,791	2,083	2,323	1,984	2,452	2,346	2,776	2,541	2,726
Adult renewals	1,186	1,106	1,173	1,172	1,156	1,262	1,113	1,240	1,098	1,208	1,053	1,199	1,242	1,288
Juvenile	1,302	1,816	1,466	1,862	1,727	2,151	1,619	1,939	1,548	1,762	1,884	2,199	2,540	2,256
Juvenile renewals	826	914	879	1,092	990	1,286	1,223	1,386	1,176	1,319	981	1,970	1,368	1,614
Teen	90	90	137	116	97	93	86	105	100	85	123	110	146	139
Teen renewals	164	71	49	66	104	65	67	84	71	79	54	105	104	92
<b>Total Circulation</b>	5,980	6,450	5,978	6,614	6,541	7,648	6,191	7,077	5,977	6,905	6,441	8,359	7,941	8,115
		8%		11%		17%		14%		16%		30%		2%
<b>Holds Filled</b>														
Adults	1,113	1,123	1,008	1,055	1,160	1,265	920	1,073	913	1,071	1,024	1,209	1,091	1,105
Juvenile	448	528	347	446	460	529	377	426	347	451	342	393	394	391
Teen	54	52	68	61	74	60	54	45	52	53	59	64	69	66
ILL received	0	2	0	2	0	0	0	1	3	0	0	0	1	1
ILL loaned	2	0	1	0	1	1	0	0	0	1	2	1	0	1
<b>Total Holds</b>	1,617	1,705	1,424	1,564	1,695	1,855	1,351	1,545	1,315	1,576	1,427	1,667	1,555	1,564
		5%		10%		9%		14%		20%		17%		
<b>Questions Answered</b>														
Adult	654	630	658	587	487	833	499	840	458	846	509	909	532	909
Children's	128	219	201	242	155	252	191	224	170	199	192	342	242	517
<b>Total Questions</b>	782	849	859	829	642	1,085	690	1,064	628	1,045	701	1,251	774	1,426
		9%		-3%		69%		54%		66%		78%		84%
<b>Programs</b>														
Adult	3	18	2	20	8	24	16	24	17	22	21	23	21	19
Teen	17	13	16	12	18	13	17	12	14	14	18	11	19	21
Children's	13	18	20	17	26	21	22	20	23	21	19	20	36	33
<b>Total Programs</b>	33	49	38	49	52	58	55	56	54	57	58	54	76	73
		48%				12%		2%		6%		-7%		-4%
<b>Program Attendance</b>														
Adult	19	123	17	199	46	233	79	178	146	223	125	184	104	114
Teen	114	75	110	62	121	60	90	63	85	86	128	63	109	53
Children	125	289	170	238	303	335	233	223	164	294	657	528	533	416
<b>Total attendance</b>	258	487	297	499	470	628	402	464	395	603	910	775	746	583
		89%				33%		15%		53%		-15%		-22%
<b>Computer sessions</b>	299	383	296	321	351	449	402	372	402	345	508	328	436	382
		28%		8%		28%		-7%		-14%		-35%		-12%
<b>Web Page Visits</b>	3,692	4,040	3,637	5,434	3,414	6,140	4,703	5,178	4,609	4,846	5,207	5,889	5,482	6,004
		9%		49%		80%		10%		5%		13%		10%
<b>New Cards Issued</b>	13	39	27	47	17	75	20	23	24	23	28	37	35	46
		200%		74%		341%		15%		-4%		32%		31%
<b>Overdrive Audiobook</b>	605	604	532	513	582	587	629	532	619	627	555	584	556	653
<b>Overdrive eBook</b>	890	857	766	759	775	846	755	758	771	784	691	944	845	937
<b>Overdrive Magazine</b>	122	144	120	86	136	121	67	80	67	99	52	107	89	72
<b>Overdrive Total</b>	1496	1605	1298	1358	1359	1554	1385	1370	1396	1510	1300	1635	1490	1662
		7%		5%		14%		-1%		8%		26%		12%

Saugerties Public Library  
2022-2023 Statistics Compared

	August '22	August '23	Sept '22	Sept '23	Oct '22	Oct '23	Nov '22	Nov '23	Dec '22	Dec '23	TOTAL 2022	TOTAL 2023	
<b>Circulation</b>													
Adult	2,897	2,818	2,495	2,532	2,389	2,345	2,387	2,254	2,265	2,317	28,540	30,093	105%
Adult renewals	1,265	1,287	1,248	1,186	1,387	1,294	1,270	1,006	1,285	1,162	14,476	14,410	100%
Juvenile	2,147	2,454	1,683	1,718	1,689	1,925	1,734	1,804	1,373	1,529	20,712	23,415	113%
Juvenile renewals	1,557	1,287	1,364	1,368	1,151	1,864	1,204	1,071	1,052	1,249	13,771	16,420	119%
Teen	151	148	142	91	86	68	73	88	92	81	1,323	1,214	92%
Teen renewals	107	86	115	85	75	52	58	55	64	51	1,032	891	86%
<b>Total Circulation</b>	8,124	8,080	7,047	6,980	6,777	7,548	6,726	6,278	6,131	6,389	79,854	86,443	108%
		-1%		-1%		11%		-7%		4%			
<b>Holds Filled</b>													
Adults	1,187	1,008	1,074	937	1,109	809	1,061	868	1,009	878	12,669	12,401	98%
Juvenile	365	382	477	412	531	444	546	423	381	367	5,015	5,192	104%
Teen	85	34	66	37	64	29	50	41	50	44	745	586	79%
ILL received	1	0	0	0	0	0	1	1	3	0	9	7	78%
ILL loaned	1	0	1	1	0	0	2	0	0	0	10	5	50%
<b>Total Holds</b>	1,639	1,424	1,618	1,387	1,704	1,282	1,660	1,333	1,443	1,289	18,448	18,191	99%
		-13%		-14%		-25%		-20%		-11%			
<b>Questions Answered</b>													
Adult	734	1,021	634	962	614	970	694	951	571	892	7,044	10,140	144%
Children's	276	804	179	339	195	205	165	306	157	247	2,251	3,891	173%
<b>Total Questions</b>	1,010	1,825	813	1,301	809	1,175	859	1,257	728	1,139	9,295	14,031	151%
		81%		60%		45%		46%		56%			
<b>Programs</b>													
Adult	22	24	18	21	22	27	18	23	20	20	188	265	141%
Teen	20	18	10	12	15	18	16	16	13	13	193	173	90%
Children's	28	33	18	12	24	31	22	24	20	24	271	274	101%
<b>Total Programs</b>	70	75	46	45	61	76	56	63	53	57	652	712	109%
		7%		-2%		25%		13%		8%			
<b>Program Attendance</b>													
Adult	145	254	106	145	160	220	101	148	397	306	1,445	2,327	161%
Teen	137	121	86	91	92	154	94	131	75	79	1,445	1,038	72%
Children	523	824	144	186	253	515	254	604	138	348	1,241	4,800	387%
<b>Total attendance</b>	805	1,199	336	422	505	889	449	883	610	733	6,183	8,165	132%
		49%		26%		76%		97%		20%			
<b>Computer sessions</b>	516	478	488	389	385	387	325	340	355	267	4,763	4,441	93%
		7%		-20%		1%		5%		25%			
<b>Web Page Visits</b>	5,765	4,221	3,544	3,630	3,208	5,406	3,279	4,707	4,737	4,559	51,277	60,054	117%
		27%		2%		69%		44%		-4%			
<b>New Cards Issued</b>	44	80	39	39	35	26	26	17	21	24	329	476	145%
		82%		0%		-26%		-35%		14%			
<b>Overdrive Audiobook</b>	585	706	610	628	594	655	550	614	563		6980	6703	96%
<b>Overdrive eBook</b>	831	890	720	824	725	821	720	772	736		9225	9192	100%
<b>Overdrive Magazine</b>	103	151	78	171	110	423	115	527	118		1177	1981	168%
<b>Overdrive Total</b>	1519	1747	1408	1623	1429	1899	1385	1913	1417		16882	17876	106%
		15%		15%		33%		38%					