

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

Roll Call

Public Comment

Old Business:

1. Sexual Harassment Training

New Business:

Secretary's Report
Treasurer's Report
Pay Bills

Director's Report:

Committee Reports:

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

Next meeting - April 10, 2025

Saugerties Public Library
Regular Board Meeting
Date: February 13, 2025

Present: Trustees Yosefa Karchmar, Charlotte Herscher, Paul Vanbenschoten, Nina Schmidbaur, Timothy Scott, Julie Misiano, Ken Goldberg, Erin Poll, Rebecca Lang, Teresa Giordano

Excused: Robert Irizarry

Staff: Director Jennifer Russell

Public Attendees: Ray Rebholz

Meeting called to order at 6:01 PM by President Tim Scott

Public Comment: N/A

Friends of Library: Co-President Rebholz: Friends met on January 27, 2025, reviewed the past year and began to prepare for the upcoming year's activities. They now have 160 members. Next meeting is March 24th at 7PM in the library Community Room.

Unfinished Business:

- **Library Retreat:** Since the consensus at the last meeting was that a retreat was not necessary, but trustees wanted to build connections with each other, starting next month, trustees are invited to come to the community room at 5:30, prior to the meeting, in the hopes of fostering camaraderie among the trustees.
- **Library Advocacy Day:** Board President attended the advocacy day and stayed for the whole day. He was able to meet the head of the Legislative Committee for library affairs, Siela Bynoe, and she gave a keynote speech at their rally which was uplifting. The event was well attended by library staff, trustees and advocates from across the state. He also met with State Representative Sarahana Shrestha's staff and State Senator Michelle Hinchey's staff. They are both strong allies of the library system.
- **Sunshine Fund:** trustees were invited to participate. We now have \$110 available.

New Business:

1. Vandalism: damage to the elevator mechanism: young teenagers were wrestling in the elevator and inadvertently shifted a mechanism that resulted in over \$9,000 worth of repairs. The youth had to be rescued from the elevator, so the Director knows who they are. At this time they are banned from the library until the trustees reach consensus of what else should be done. The trustees proceeded to discuss various options.

Trustees reached consensus about having them barred for six months. If they want to return to the library when the six months is up, they must write a letter of apology signed by themselves and their parents; always be accompanied by a responsible adult; and sign a contract indicating their agreement to follow the patron code of conduct going forward. In addition, trustees determined that a letter to the editor, explaining the recent incident, while keeping names anonymous, is in order. This is because the community is aware that the fire department was here and they should know how taxpayer money was spent.

2. Annual Report to the State: Tim Scott made a motion to have the report approved, seconded by Paul Vanbeschoten. Passes unanimously.
3. Sexual Harassment Training annually for all trustees. An email with a link for the training will be sent by the Director. We are required to complete it. Email the Board President with your certificate upon completion.

Secretary's Report:

Motion by Ken Goldberg and *Second* by Charlotte Herscher to approve the minutes as amended to correct the MHLS Director's name and correct a date for a committee meeting. Motion passes unanimously.

Treasurer's Report:

Motion to pay the bills in the amount of \$ 27,116.31 made by Charlotte Herscher .seconded by Teresa Giordano Passes unanimously

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

- Elevator incident from 1/28/25:
- We have mounted a corkboard in the second floor alcove for community use
- Pending donation in memory of a community member and library advocate. They would like it to be used to purchase Large Print books and Children's

Books. They would like book plates to honor her memory in the books this donation purchased.

Committee Reports:

Finance: met on January 13, 2025

As per the MHLS system, we are underpaying our portion of the digital materials utilized by our patrons and currently we are not on par for our size. Motion to amend the budget to increase digital material line by \$2,000 and to add \$2,000 from the appropriated funds to in order to balance the 2025 budget made by Charlotte Herscher, seconded by Ken Goldberg. Passes unanimously.

see minutes FMI Next meeting: February 20, 2025 at 6PM

Personnel/Policy: met on January 15, 2025

Weeding policy was reviewed and the petty cash policy was eliminated.

Motion to approve the weeding policy, which clarified what actually happens in the weeding process made by Tim Scott, seconded by Julie Misiano. Passes unanimously.

Draft parking lot policy included in the packet: Will be addressed next month

see minutes FMI Next meeting: February 19, 2025 at 6PM

Facilities: met on January 21, 2025

Vandalism other than the elevator has been happening such as thrown wet paper. There have been a few improvements and repairs.

see minutes FMI Next meeting: February 18, 2025 at 6 PM

Outreach: met on January 27, 2025

The Third Annual Books As Art project's opening night will be on Friday 2/28/25 from 5pm-7pm. Trustees are encouraged to attend the opening night.

The Chronogram came here to take pictures to include in an article on the project

see minutes FMI Next meeting: February 24, 2025 at 5:30 PM

Friends Liaison: The Director attended the most recent Friends meeting

Motion to adjourn at 7:15pm by Tim Scott ; Teresa Giordano
Seconded by

Passes unanimously.

Submitted by Julie Misiano

Next meeting: March 13, 2025 at 6PM

Saugerties Public Library

General Fund Revenue and Expenditure Report

	Jan - Feb 25	Jan - Feb 24
Ordinary Income/Expense		
Income		
1001 • Real Property Taxes	707,326.00	0.00
2082 • Fees	1,544.75	1,456.89
2401 • Interest	1,260.22	855.64
2705 • Gifts & Donations		
2705.4 • Friends	0.00	2,500.00
2705.2 • General	5,103.99	50.00
Total 2705 • Gifts & Donations	5,103.99	2,550.00
Total Income	715,234.96	4,862.53
Expense		
7410.1 • Salaries	49,390.01	50,912.35
7410.4 • Contractual Expenses		
.4.1 • Library Material		
.4.1.7 • Streaming	1,163.96	1,302.09
.4.1.1 • DVD	239.90	378.67
.4.1.2 • Books		
4.1.2A • Adult Books	2,168.71	7,728.63
4.1.2J • Children's Books	421.41	693.65
.4.1.2 • Books - Other	15.00	0.00
Total .4.1.2 • Books	2,605.12	8,422.28
.4.1.3 • Subscriptions	34.95	34.95
.4.1.4 • Newspapers	386.00	392.00
.4.1.5 • Digital Materials	2,865.21	664.48
.4.1.6 • Audio Books	0.00	49.99
Total .4.1 • Library Material	7,295.14	11,244.46
.4.2 • Programs, Publicity, History		
.4.2.1 • Programs	975.59	3,187.74
.4.2.2 • Microfilm & Archives	0.00	2,000.00
.4.2.3 • Newsletter & Public Relations	75.00	0.00
Total .4.2 • Programs, Publicity, History	1,050.59	5,187.74
.4.3 • Operation of Building		
.4.3.1 • Utilities	4,943.12	4,161.84
.4.3.2 • Telephone	515.08	434.62
.4.3.3 • Insurance	6,287.25	11,203.74
.4.3.4 • Maintenance Service & Supplies	740.01	627.38
.4.3.5 • Lawn & Grounds	15.78	0.00
.4.3.6 • Building R&M	1,411.48	1,601.06
.4.3.7 • Snow Removal	1,900.00	750.00
.4.3.8 • Elevator	2,649.37	1,591.04
.4.3.12 • Internet	115.40	692.40
Total .4.3 • Operation of Building	18,577.49	21,062.08
.4.4 • Equipment R&M, Supplies		
.4.4.1 • Copier	1,060.38	1,101.96

Saugerties Public Library

General Fund Revenue and Expenditure Report

	Jan - Feb 25	Jan - Feb 24
.4.4.2 • Office Supplies	238.46	306.43
.4.4.4 • Postage	67.85	3.72
.4.4.6 • Equipment Purchases	4,564.00	205.97
.4.4.7 • Equipment R&M	317.75	300.00
Total .4.4 • Equipment R&M, Supplies	6,248.44	1,918.08
.4.5 • Automation, System Fees		
.4.5.1 • Automation & Online Services	2,287.86	2,231.36
.4.5.2 • MHLS Assessment Fees	5,007.54	4,092.25
Total .4.5 • Automation, System Fees	7,295.40	6,323.61
.4.6 • Professional Services		
.4.6.8 • Professional Memberships	0.00	300.00
.4.6.7 • Payroll Service Fees	741.81	633.94
.4.6.1 • Accounting	1,200.00	1,650.00
.4.6.3 • Board Expenses	0.00	147.08
.4.6.4 • Consulting & Legal Services	0.00	500.00
.4.6.5 • IT Maintenance Consultant	1,657.00	1,624.00
.4.6.6 • Staff Development	0.00	28.00
Total .4.6 • Professional Services	3,598.81	4,883.02
Total 7410.4 • Contractual Expenses	44,065.87	50,618.99
9010 • Employee Benefits		
.1 • Retirement	41,909.00	30,758.00
.2 • Social Security & Medicare	3,687.36	3,810.29
.3 • Workers Compensation	3,552.00	3,285.00
.4 • Disability	-64.42	-62.14
.5 • Medical & Dental Benefits	19,438.16	15,639.85
.6 • Life Insurance	45.77	48.60
Total 9010 • Employee Benefits	68,567.87	53,479.60
Total Expense	162,023.75	155,010.94
Net Ordinary Income	553,211.21	-150,148.41
Net Income	553,211.21	-150,148.41

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

	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
1001 · Real Property Taxes	707,326.00	707,326.36	-0.36	100.0%
2082 · Fees	1,544.75	4,000.00	-2,455.25	38.62%
2401 · Interest	1,260.22	12,000.00	-10,739.78	10.5%
2705 · Gifts & Donations				
2705.4 · Friends	0.00	13,000.00	-13,000.00	0.0%
2705.2 · General	5,103.99	5,000.00	103.99	102.08%
Total 2705 · Gifts & Donations	5,103.99	18,000.00	-12,896.01	28.36%
3840 · New York State Aid	0.00	5,500.00	-5,500.00	0.0%
3999 · Appropriated Fund Balance	0.00	30,432.00	-30,432.00	0.0%
Total Income	715,234.96	777,258.36	-62,023.40	92.02%
Expense				
7410.1 · Salaries	49,390.01	419,700.00	-370,309.99	11.77%
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.8 · Music	0.00	100.00	-100.00	0.0%
.4.1.7 · Streaming	1,163.96	8,000.00	-6,836.04	14.55%
.4.1.1 · DVD	239.90	3,000.00	-2,760.10	8.0%
.4.1.2 · Books				
4.1.2A · Adult Books	2,168.71	17,000.00	-14,831.29	12.76%
4.1.2J · Children's Books	421.41	9,000.00	-8,578.59	4.68%
.4.1.2 · Books - Other	15.00			
Total .4.1.2 · Books	2,605.12	26,000.00	-23,394.88	10.02%
.4.1.3 · Subscriptions	34.95	1,500.00	-1,465.05	2.33%
.4.1.4 · Newspapers	386.00	2,500.00	-2,114.00	15.44%
.4.1.5 · Digital Materials	2,865.21	14,000.00	-11,134.79	20.47%
.4.1.6 · Audio Books	0.00	500.00	-500.00	0.0%
Total .4.1 · Library Material	7,295.14	55,600.00	-48,304.86	13.12%
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs	975.59	7,000.00	-6,024.41	13.94%
.4.2.2 · Microfilm & Archives	0.00	2,000.00	-2,000.00	0.0%
.4.2.3 · Newsletter & Public Relations	75.00	4,000.00	-3,925.00	1.88%
Total .4.2 · Programs, Publicity, History	1,050.59	13,000.00	-11,949.41	8.08%
.4.3 · Operation of Building				
.4.3.1 · Utilities	4,943.12	28,000.00	-23,056.88	17.65%
.4.3.2 · Telephone	515.08	3,500.00	-2,984.92	14.72%
.4.3.3 · Insurance	6,287.25	27,000.00	-20,712.75	23.29%
.4.3.4 · Maintenance Service & Supplies	740.01	5,000.00	-4,259.99	14.8%
.4.3.5 · Lawn & Grounds	15.78	4,500.00	-4,484.22	0.35%
.4.3.6 · Building R&M	1,411.48	12,000.00	-10,588.52	11.76%
.4.3.7 · Snow Removal	1,900.00	1,500.00	400.00	126.67%
.4.3.8 · Elevator	2,649.37	4,000.00	-1,350.63	66.23%
.4.3.9 · Geothermal	0.00	7,500.00	-7,500.00	0.0%

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

	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
.4.3.12 • Internet	115.40	3,000.00	-2,884.60	3.85%
Total .4.3 • Operation of Building	18,577.49	96,000.00	-77,422.51	19.35%
.4.4 • Equipment R&M, Supplies				
.4.4.1 • Copier	1,060.38	4,550.00	-3,489.62	23.31%
.4.4.2 • Office Supplies	238.46	3,000.00	-2,761.54	7.95%
.4.4.4 • Postage	67.85	600.00	-532.15	11.31%
.4.4.6 • Equipment Purchases	4,564.00	9,000.00	-4,436.00	50.71%
.4.4.7 • Equipment R&M	317.75	5,000.00	-4,682.25	6.36%
Total .4.4 • Equipment R&M, Supplies	6,248.44	22,150.00	-15,901.56	28.21%
.4.5 • Automation, System Fees				
.4.5.1 • Automation & Online Services	2,287.86	4,000.00	-1,712.14	57.2%
.4.5.2 • MHLS Assessment Fees	5,007.54	20,030.00	-15,022.46	25.0%
Total .4.5 • Automation, System Fees	7,295.40	24,030.00	-16,734.60	30.36%
.4.6 • Professional Services				
.4.6.8 • Professional Memberships	0.00	800.00	-800.00	0.0%
.4.6.7 • Payroll Service Fees	741.81	2,500.00	-1,758.19	29.67%
.4.6.1 • Accounting	1,200.00	6,600.00	-5,400.00	18.18%
.4.6.3 • Board Expenses	0.00	250.00	-250.00	0.0%
.4.6.4 • Consulting & Legal Services	0.00	2,000.00	-2,000.00	0.0%
.4.6.5 • IT Maintenance Consultant	1,657.00	2,500.00	-843.00	66.28%
.4.6.6 • Staff Development	0.00	700.00	-700.00	0.0%
Total .4.6 • Professional Services	3,598.81	15,350.00	-11,751.19	23.45%
.4.7 • Election Expenses				
.4.7.1 • Election Inspectors	0.00	450.00	-450.00	0.0%
.4.7.2 • Election Expenses	0.00	200.00	-200.00	0.0%
Total .4.7 • Election Expenses	0.00	650.00	-650.00	0.0%
Total 7410.4 • Contractual Expenses	44,065.87	226,780.00	-182,714.13	19.43%
9010 • Employee Benefits				
.1 • Retirement	41,909.00	37,614.00	4,295.00	111.42%
.2 • Social Security & Medicare	3,687.36	27,500.00	-23,812.64	13.41%
.3 • Workers Compensation	3,552.00	4,700.00	-1,148.00	75.57%
.4 • Disability	-64.42	350.00	-414.42	-18.41%
.5 • Medical & Dental Benefits	19,438.16	60,244.00	-40,805.84	32.27%
.6 • Life Insurance	45.77	370.00	-324.23	12.37%
Total 9010 • Employee Benefits	68,567.87	130,778.00	-62,210.13	52.43%
Total Expense	162,023.75	777,258.00	-615,234.25	20.85%
Net Ordinary Income	553,211.21	0.36	553,210.85	153,669,780.56%
Net Income	553,211.21	0.36	553,210.85	153,669,780.56%

Saugerties Public Library Abstract Check Register

**M&T General Fund
Checking 6455**

Type	Date	Num	Name	Memo	Amount
Check	02/05/2025	EFT	NYS Emp Retire System		-686.32
Check	02/08/2025	11120	Marshall & Sterling Upstate	Invoice #3218184 and #3218185	-5,719.00
Check	02/18/2025	11122	Custom Lawns & More		-1,000.00
Check	02/28/2025	11507	Welsh Sanitation		-93.89
Check	02/28/2025	11508	Charter Communications - Internet		-115.40
Check	02/28/2025	11509	Culligan of Newburgh		-70.75
Check	02/28/2025	11510	Business Credit Card		-5,593.71
Check	02/28/2025	11511	Baker & Taylor		-1,327.81
Check	02/28/2025	11512	Mid Hudson Library System		-120.00
Check	02/28/2025	11513	Quill Corp.	Inv #42946579	-113.99
Check	02/28/2025	11514	P.C. Smith & Son Inc		-15.78
Check	02/28/2025	11515	Utica National Insurance Group	Policy 4175121	-159.00
Check	02/28/2025	11516	Village of Saugerties	Water/sewer 11/7/24-2/5/25	-143.92
Check	02/28/2025	11517	WZ Accountants	Inv #3294	-600.00
Check	02/28/2025	11518	Midwest Tape	Invoice #506788992, #506824661 February newspapers	-570.42
Check	02/28/2025	11519	Stewart's		-184.00
Check	02/28/2025	11520	OverDrive Inc		-928.96
Check	02/28/2025	11521	Venmill Industries		-317.75
Check	02/28/2025	11522	National Business Technology	#83548543	-353.46
Check	02/28/2025	11523	W B Mason Co Inc	#252285281	-69.98
Check	02/28/2025	11524	ThyssenKrupp Elevator Corp	#5002714660	-1,817.60
Check	02/28/2025	11525	Uniforms USA, Inc.	#71347	-52.00
Check	02/28/2025	11526	NY OPRHP	Gilded Age Scandals adult program	-50.00
Check	02/28/2025	EFT	Paychex	Invoice #2025020401, #2025021801	-220.46
Check	02/28/2025	11527	Mid Hudson Library System	Invoice #2354	-1,652.50
Check	02/28/2025	EFT	Charter Communications - Phone	Phone 2/1/25- 2/28/25	-257.54
Check	02/28/2025	11528	Metropolitan Life Insurance Companies		-21.47
Check	02/28/2025	11529	Gale/Cengage Learning	Invoice #86779373	-98.37
Check	02/28/2025	11530	CDPHP	Invoice #250410000233	-6,446.30
Check	02/28/2025	EFT	Central Hudson	Bill for 1/17/2025- 2/20/2025	-2,730.77

Saugerties Public Library Abstract Check Register

Type	Date	Num	Name	Memo	Amount
Check	02/28/2025	11531		VOID: Printing Error at WZ	0.00
Check	02/28/2025	11532		VOID: Printing Error at WZ	0.00
Check	02/28/2025	11533		VOID: Printing Error at WZ	0.00
Check	02/28/2025	11534		VOID: Printing Error at WZ	0.00
Check	02/28/2025	11535		VOID: Printing Error at WZ	0.00
Total M&T General Fund Checking 6455					-31,531.15
M&T Capital Fund Checking 6430					
Total M&T Capital Fund Checking 6430					
					-31,531.15

Saugerties Public Library

Abstract

February 2025

	Num	Name	Memo	Amount
Ordinary Income/Expense				
Income				
2082 - Fees				
			Square income	99.89
Total 2082 - Fees				99.89
Total Income				99.89
Expense				
7410.1 - Salaries				
	02-06-25	PR		15,834.60
	02-19-25	JR		15,566.01
Total 7410.1 - Salaries				31,400.61
7410.4 - Contractual Expenses				
.4.1 - Library Material				
.4.1.7 - Streaming				
	11510	Business Credit Card		26.99
	11518	Midwest Tape	Invoice #506824661	506.70
Total .4.1.7 - Streaming				533.69
.4.1.1 - DVD				
	11518	Midwest Tape	Invoice #506788992	63.72
Total .4.1.1 - DVD				63.72
.4.1.2 - Books				
4.1.2A - Adult Books				
	11511	Baker & Taylor		976.20
	11529	Gale/Cengage Learning	Invoice #86779373	98.37
Total 4.1.2A - Adult Books				1,074.57
4.1.2J - Children's Books				
	11511	Baker & Taylor		351.61
Total 4.1.2J - Children's Books				351.61
.4.1.2 - Books - Other				
	11510	Business Credit Card		15.00
Total .4.1.2 - Books - Other				15.00
Total .4.1.2 - Books				1,441.18
.4.1.4 - Newspapers				
	11519	Stewart's	February	184.00
Total .4.1.4 - Newspapers				184.00
.4.1.5 - Digital Materials				
	11520	OverDrive Inc	Invoice #01938CO25043486, 0193	928.96
Total .4.1.5 - Digital Materials				928.96
Total .4.1 - Library Material				3,151.55
.4.2 - Programs, Publicity, History				
.4.2.1 - Programs				
	11510	Business Credit Card		796.55
	11526	NY OPRHP	Gilded Age Scandals adult program	50.00
	11531		VOID: Printing Error at WZ	0.00
	11532		VOID: Printing Error at WZ	0.00

Saugerties Public Library

Abstract

February 2025

	Num	Name	Memo	Amount
	11533		VOID: Printing Error at WZ	0.00
	11534		VOID: Printing Error at WZ	0.00
	11535		VOID: Printing Error at WZ	0.00
Total .4.2.1 · Programs				846.55
Total .4.2 · Programs, Publicity, History				846.55
.4.3 · Operation of Building				
.4.3.1 · Utilities				
	11516	Village of Saugerties	Water/Sewer 11/7/24-2/5/25	143.92
	EFT	Central Hudson	12/18/24 - 1/16/25	2,730.77
Total .4.3.1 · Utilities				2,874.69
.4.3.2 · Telephone				
	EFT	Charter Communications - P Phone	2/1/25-2/28/25	257.54
Total .4.3.2 · Telephone				257.54
.4.3.3 · Insurance				
	11120	Marshall & Sterling Upstate	9/1/24-9/1/25- Package 2nd Install	5,378.00
	11120	Marshall & Sterling Upstate	9/1/24-9/1/25- Umbrella 1st Install	341.00
Total .4.3.3 · Insurance				5,719.00
.4.3.4 · Maintenance Service & Supplies				
	11507	Welsh Sanitation	February	93.89
	11509	Culligan of Newburgh		70.75
	11510	Business Credit Card		34.40
	11513	Quill Corp.	Inv #42946579	113.99
	11523	W B Mason Co Inc	Invoice #252285281	69.98
Total .4.3.4 · Maintenance Service & Supplies				383.01
.4.3.5 · Lawn & Grounds				
	11514	P.C. Smith & Son Inc		15.78
Total .4.3.5 · Lawn & Grounds				15.78
.4.3.6 · Building R&M				
	11525	Uniforms USA, Inc.	February	52.00
Total .4.3.6 · Building R&M				52.00
.4.3.7 · Snow Removal				
	11122	Custom Lawns & More		1,000.00
Total .4.3.7 · Snow Removal				1,000.00
.4.3.8 · Elevator				
	11524	ThyssenKrupp Elevator Corp	Invoice #5002714660	1,817.60
Total .4.3.8 · Elevator				1,817.60
.4.3.12 · Internet				
	11508	Charter Communications - Ir	Internet Service 3/1/25-3/31/25	115.40
Total .4.3.12 · Internet				115.40
Total .4.3 · Operation of Building				12,235.02
.4.4 · Equipment R&M, Supplies				
.4.4.1 · Copier				
	11522	National Business Technology	February	353.46
Total .4.4.1 · Copier				353.46
.4.4.2 · Office Supplies				

Saugerties Public Library

Abstract

February 2025

	Num	Name	Memo	Amount
	11510	Business Credit Card		25.24
Total .4.4.2 · Office Supplies				25.24
.4.4.4 · Postage				
	11510	Business Credit Card		67.85
Total .4.4.4 · Postage				67.85
.4.4.6 · Equipment Purchases				
	11510	Business Credit Card		4,444.00
	11512	Mid Hudson Library System		120.00
Total .4.4.6 · Equipment Purchases				4,564.00
.4.4.7 · Equipment R&M				
	11521	Venmill Industries		317.75
Total .4.4.7 · Equipment R&M				317.75
Total .4.4 · Equipment R&M, Supplies				5,328.30
.4.5 · Automation, System Fees				
.4.5.1 · Automation & Online Services				
	11510	Business Credit Card		183.68
	11527	Mid Hudson Library System	Invoice #2354	1,652.50
Total .4.5.1 · Automation & Online Services				1,836.18
Total .4.5 · Automation, System Fees				1,836.18
.4.6 · Professional Services				
.4.6.9 · Merchant Fees				
			Square income	9.19
Total .4.6.9 · Merchant Fees				9.19
.4.6.7 · Payroll Service Fees				
	EFT	Paychex	Invoice #2025020401, #20250218	220.46
Total .4.6.7 · Payroll Service Fees				220.46
.4.6.1 · Accounting				
	11517	WZ Accountants	Inv #3294	600.00
Total .4.6.1 · Accounting				600.00
Total .4.6 · Professional Services				829.65
Total 7410.4 · Contractual Expenses				24,227.25
9010 · Employee Benefits				
.2 · Social Security & Medicare				
	02-06-25 PR			1,188.60
	02-19-25 JR			1,168.05
Total .2 · Social Security & Medicare				2,356.65
.3 · Workers Compensation				
	11515	Utica National Insurance Grc	Audit of workers compensation rer	159.00
Total .3 · Workers Compensation				159.00
.4 · Disability				
	02-06-25 PR			-16.40
	02-19-25 JR			-16.45
Total .4 · Disability				-32.85
.5 · Medical & Dental Benefits				
	02-06-25 PR			-297.50

Saugerties Public Library

Abstract

February 2025

	Num	Name	Memo	Amount
	02-19-25 JR			-297.50
	11530	CDPHP	March	6,446.30
Total .5 · Medical & Dental Benefits				5,851.30
.6 · Life Insurance				
	11528	Metropolitan Life Insurance (Life insurance	21.47
Total .6 · Life Insurance				21.47
Total 9010 · Employee Benefits				8,355.57
Total Expense				63,983.43
Net Ordinary Income				-63,883.54
				-63,883.54



Puzzle Competition!

February Director's Report 2025

Fun programs in February: An Evening of Poetry and Classical Guitar, A Puzzle Competition, Parent / Child Yoga, we hosted the monthly Youth Services meeting for all MHLS youth staff and a Valentines Story & Craft, as well as all of our regular, wonderful programs!

Incident Update: Letters addressed to each parent / guardian of the youths who damaged the elevator have been sent outlining requirements for returning to the library after their 6 month ban. The youth must write a letter of apology, the youth and parent / guardian must sign the Patron Code of Conduct and return it to the library, and after the ban (end of July) these youth must be accompanied by an adult 21 years old or older while in the library or on library property. A letter to the editor was sent to Hudson Valley One to share what had happened and the cost to taxpayers. No names were included in the letter.

There was a fistfight between two boys on Feb 4th. Both parties were banned from the library for the day.

Insurance: Our insurance company has sent us \$5,000.00 to assist the library with the costs of the elevator repair.

Friends: The Friends of the Library have approved the purchase of 6 new tables for the Community Room and 15 new computers (CPU)! They have donated their annual funds for the Summer Reading Program, museum pass memberships, and also renewed the subscription for the very popular Library Speaker's Consortium.

Children's programs: Kristina held a special event on Saturday, February 1st for Bring Your Child To the Library Day. Kristina received good feedback for holding a storytime on Saturday mornings, and so she will continue to do so once a month.

Books as Art: This year will be the 3rd program we've offered where artists take a discarded book and turn it into a site specific piece of art. We have 10 artists this year, and we were featured with a photo in the March edition of the Chronogram. The artwork will be up until the end of April.

Facilities: Kudos to Paul for putting together all of the new Community Room tables!

Donation: The Ricks family have decided that they would like their \$75,000 donation to be spent thusly:

Books: \$15,000 - spread out over 7 years = \$2,000 a year

Programs: \$15,000 - spread out over 7 years = \$2,000 a year

Operating funds: \$45,000

The check will be sent to the Friends of the Library, as they are an actual 501©3. Once they receive it, they will cut a check to give to us.

UCLA: I have been working with a company called ProQuest to see if we can purchase a collective subscription to e-newspapers. This is slow going, but we should eventually have access to the NY Times, Wall St. Journal, Chicago Tribune and the L.A. Times.

Meetings:

MHLS: Director's Association meeting

UCLA: Monthly meeting in Wallkill

We held a staff meeting on February 25th

The library was closed on February 17th for President's Day.

discover, connect, grow.

Saugerties Public Library
@Finance Committee

Date: 2/20/2025

Time: 6:00 p.m.

Committee Members Attending:

Charlotte Herscher

Ken Goldberg

Tim Scott

Committee Members Absent:

Julie Misiano

Staff Attending:

Jennifer Russell

Discussion/Agenda Items

1. Credit cards. In the process of moving them to M&T.
2. Helen L. Ricks donation. They want the money to go to books, programs and events, and operating funds. We will put book plates into the books purchased with their funds. They are particularly interested in large print books. We are planning to set up a separate account for these funds. Brian Ricks asked for examples of how we would spend the funds and Jennifer sent him this:

Option 1:

Books: \$10,000 - spread out over 5 years = \$2,000 a year

Programs: \$10,000 - spread out over 5 years = \$2,000 a year

Operating funds: \$55,000

Option 2

Books: \$15,000 - spread out over 7 years = \$2,000 a year

Programs: \$15,000 - spread out over 7 years = \$2,000 a year

Operating funds: \$45,000

3. Budget for 2026. We need to add in funds for the audit line since we are due for an audit in 2026. Last time it was \$12,000.

4. Internet. We are looking for a new provider. Our Spectrum contract is ending.
5. Snow removal. We've already used up our budget for the year. The costs are the same whether it is an inch of snow or more.
6. M & T financial CDs will be up for renewal in March.
7. Compared budget versus actual for 2024, and began looking ahead to 2026.
8. Talked about doing the book rental program to add Spanish language books.

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

1. Ken is going to check about audit costs with a new fund.
2. Ken will find out who the town and village use for internet.
3. Charlotte will check in with Shane in mid-March about current interest rates.

Next meeting

Monday, March 17, 2025 at 6:00.

Policy & Personnel Committee Minutes

2/26/25

Location: Saugerties Public Library

Time: 6 pm

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

Absent: Irizarry

1. DRAFT Parking Lot Policy - Discussion

- Jen has provided staff with faux parking tickets to be used as a soft warning for non-patrons parked in the library lot. So far, this system has been used successfully.
- There continues to be a question as to whether we actually want to tow a vehicle as a last resort. If so, we will have to look into having a couple of signs displayed saying that we do have that authority along with the phone number of the towing company that we will use.
- Jen would like our lawyer to look it over as well.

2. Gifts and Donations Policy - discussion

- Local History Room and Downstairs Gallery are both named.
- Jen will look for the waiver which acknowledges end of ownership from the person donating and transferring ownership to SPL.
- "Other Gifts" rewritten for clarity:

"1. Real property can only be accepted with consent of the majority of the Board. Personal property, art objects, portraits, antiques and collectibles may be accepted at the discretion of the Library Director or the Board of Trustees with the understanding that they may be sold, given away, or otherwise disposed of. No Trustee or employee may directly or indirectly receive or accept monetary gifts in connection with their service to/employment by the Library. Trustees and employees may solicit gifts to the Library on behalf of the library."
- "Guidelines for Naming" first bullet point - no changes
Second bullet point, "Naming opportunities will normally remain in place for no more than 25 years." - Will discuss with full board
 - Third point - Will add "monetary gifts in connection" as a pathway to naming something to: 3. Naming recognition is provided to individuals, families, and entities that exemplify the attributes of integrity and civic leadership. If an individual, family, or entity for whom a naming commitment has been made violates these standards, the library may elect to remove that name from the

premises on the recommendation of the director with approval of the board.

- "Naming Opportunity" additional naming opportunities may be discussed with the Director and must be approved by a majority vote of the Board.

3. Motion to Accept DRAFT Public Comment Policy

- Minor changes to be made on the current draft: 30 minute comment period unless extended by majority vote of the Board.

4. Motion to Accept DRAFT Public Protest Policy

- Last sentence from the NYC Public Library will be added to the second paragraph of our draft:
"Organizers of demonstrations adjacent to Library facilities are requested to inform the Library 48 hours in advance so the Library may put in place any necessary arrangements, including safety and security measures."

Meeting adjourned at 7:05 pm

Next meeting: March 19, 2025 at 6p

DRAFT Parking Lot Policy

The Saugerties Public Library welcomes everyone who is using the Library, enjoying the library grounds, using the internet through the library wifi, or attending a program. The parking lot at SPL is designated solely and exclusively for library patrons to park their vehicles while they are using the library, and for library employees or vendors while they are working in the library building or on the grounds. SPL administration reserves the right to close parking lots for library programming, events or in consultation with Town and Village officials and local law enforcement.

Temporary overnight parking at the library may be granted by the Library Director, however sleeping in a vehicle overnight on library property is prohibited.

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

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

DRAFT Public Comment at Board Meetings Policy

Purpose: To facilitate input from the broader Library community, the Library Board of Trustees meetings shall include public comment periods.

Policy: The Library Board of trustees meetings shall include a public comment period, which shall be limited to a maximum of 30 minutes at the beginning of the meeting, unless extended by the Board.

- Audience participation is limited to the portion of the meeting designated for Public Comment.
- Each person wishing to speak will be limited to 5 minutes.
- When speaking to the Board, individuals are asked to state their name and address for the public record.
- Board members are not obligated to respond to comments from the public, but the presiding officer may recognize a board member seeking clarification.

Members of the public may submit public comment in-person at the Board meeting. Additionally, they may submit public comment via email at director@saugertiespublicLibrary.org by 4 pm the day of the meeting to be read during the comment period.

All individuals submitting public comment, in whatever format, must provide their name and address for public record.

Individuals attending board meetings must conduct themselves with respect and civility towards others in accordance with the Library's Patron Code of Conduct.

Notice of the regular meeting dates will be posted in the Library's lobby and on the Library's website.

DRAFT Public Protest Policy

March 2025

People have a constitutional right to protest on the public sidewalk, such as the sidewalk along Washington Ave., and other public spaces not controlled by the Library. The library building is not a public square, and therefore does not allow any protest, inside the library or on library grounds, that interferes with patrons' quiet use and enjoyment of the library.

Library administrators will make every effort to communicate with leaders of the protest group(s) and maintain an open line of communication with them. Group leader(s) will be asked to establish a tone of respect and civil discourse during the protest. Group leader(s) will also be reminded to consult with local government regarding the permitting process for any organized protest/demonstration. Organizers of demonstrations adjacent to Library facilities are requested to inform the Library 48 hours in advance so the Library may put in place any necessary arrangements, including safety and security measures

Saugerties Library staff will notify local law enforcement if a protest becomes violent, if there is the chance that a protest will become violent, or if protestors interfere with patrons entering the library. When there is an early indication of multiple protest groups attending, library administrators will consult local law enforcement about proper procedure. If there is any question of safety or sign that groups will clash, library administrators will request local law enforcement support.



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

Gift and Donations Policy

The Saugerties Public Library District welcomes gifts of books and other materials and monetary donations but reserves the right to decline any gifts or donations which do not fall within the guidelines for acceptance as set by the Board of Trustees.

Guidelines for acceptance of gifts:

1. Gifts will be evaluated by the Director for their suitability for inclusion in the permanent collection or if they might serve the Library in some other manner.
2. The Library will not accept gifts or donations on which the donor places restrictions or special conditions unless the Board of Trustees specifically accepts those restrictions or conditions.
3. The Library will not appraise or estimate the value of gift donations. The responsibility of such assessment lies with the owner.
4. The Director will be authorized to request the donor to sign a waiver form relinquishing ownership.

Gifted materials:

Gift materials are accepted by the Saugerties Public Library and are judged by the same standards that apply to purchased materials. All items must be recent and in good physical condition, with the exception of gifts to the local history collection. If materials are not added to the collection, they will be sold through the Friends of the Saugerties Public Library's ongoing Book Sale or will be discarded.

Monetary gifts:

1. Cash gifts will be accepted and used for general library purposes. When the Library receives a cash gift for memorial or other special purposes, the selection of use will be made by the Director in consultation with the Board of Trustees as appropriate, with consideration given to the donor's wishes.
2. Stocks or bonds will be accepted and will be utilized at the discretion of the Board of Trustees.
3. Endowments will be accepted and will be utilized at the discretion of the Board of Trustees.

Other gifts:

1. Personal property, art objects, portraits, antiques and collectibles may be accepted at the discretion of the Library Director or the Board of Trustees with the understanding that they may be sold, given away, or otherwise disposed of. Any proceeds derived from such disposal may be used by the Library in a way consistent with the original gift.

2. Real property can only be accepted with consent of the majority of the Board.
3. Gifts to Trustee and Employees: No Trustee or employee may directly or indirectly receive or accept any gift or monetary gift in connection with their service to/employment by the Library.
4. Trustees and employees may solicit gifts to the Library on behalf of the library.

Public Display of Donations

Donations made to the library \$20 or above will be acknowledged on the computer screen in the library lobby. The computer shall be updated once a year with the donation collected in the past 12 months, which shall overwrite all previous years' donations.

Guidelines for Naming:

1. The Saugerties Public Library shall not be renamed. Portions of the library can be named in recognition of a substantial donation. (See below)
2. Naming opportunities will normally remain in place for no more than 25 years.
3. Naming recognition is provided to individuals, families, and entities that exemplify the attributes of integrity and civic leadership. If an individual, family, or entity for whom a naming commitment has been made violates these standards, the library may elect to remove that name from the premises on the recommendation of the director with approval of the board.
4. A future renovation of a named room may require an alternative public marker in honor of the donor.

Naming opportunities:

Information Desk Room.....\$100,000
Small Study Room.....\$50,000
Main Circulation Room.....\$150,000
Community Room.....\$250,000

5. Additional naming opportunities may be discussed with the Library Director and must be approved by the Library Board.

Approved by the Saugerties Public Library board on June 10, 2014, Revised December 11, 2018.

Review History: Review Cycle: 3 years

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Saugerties Public Library
Facilities Committee

Date: February 18th, 2025

Time: 6 PM

Committee Members Attending: Paul

Staff Attending: Jen, Sandy

Others Attending:

Absent: Tim, Yosefa

Discussion/Agenda Items

1. We have decided on All County Construction for the side walk work. I have contacted them and will meet them to go over the details. The work will be done in April when the blacktop becomes available.
2. There are broken floor tiles at the upstairs elevator entrance. Jen will contact tile installers to see about replacing them. Sandy and I have searched the building for extra floor tiles, We haven't found any yet.
3. Our hot water heater is leaking. Sutton plumbing will be called.
4. The staff room bathroom is also leaking. Sutton will look at that as well.

Next Facilities Meeting

March 18th, 2025

Saugerties Public Library

Outreach Committee

Date: Monday, February 26, 2025

Time: 5:01pm - 6:30pm

Committee members: Schmidbaur (chair), Giordano, Scott, Poll

Staff: Russell (director)

Agenda:

1. The committee discussed 2025 outreach to the community via tabling:

- Farmer's Market
- Hope Rocks
- MumBowl at the High School
- The Caribbean festival was mentioned, but it's moving to Kingston.

2. The committee discussed the possibility of reading aloud to children or adults in various community locations:

- Ivy Lodge
- The Mill
- Parks and playgrounds
 - Poet Laureate idea of the board choosing a local poet / storyteller to be the library's official "Poet Laureate" (for a year?) They would go to the Ivy Lodge, The Mill and/ or other locations to do readings. This would be a board led program.

3. Civics education:

- The committee discussed whether it would be helpful to create a partnership with the middle and high school government class to attend meetings to learn about civic engagement, such as our library board meetings. This idea has been tabled.
 - Example: Buy in from a cafe, teachers at schools, the library.

4. "Learn from a person" Career Days or one-on-one conversations

- One idea is that this is a series for adults. A series of talks by community members about what they do. We have lots of talent here: film makers, music engineers, contractors, entrepreneurs, therapists, librarians
- We will start compiling a list of community members.
- Who will volunteer to hold the event(s)?

Saugerties Public Library
2024-2025 Statistics Compared

	Jan '24	Jan '25	Feb '24	Feb '25	March '24	March '25	April '24	April '25	May '24	May '25	June '24	June '25	July '24	July '25
Circulation														
Adult	2,487	2,318	2,239	2,122	2,377		2,231		2,119		2,254		2,661	
Adult renewals	1,044	1,035	941	999	1,167		1,103		993		962		1,068	
Juvenile	1,886	2,095	2,151	1,783	2,069		2,013		1,644		1,840		2,677	
Juvenile renewals	1,063	814	939	1,038	1,092		1,133		974		887		961	
Teen	128	107	101	97	114		119		127		114		248	
Teen renewals	56	58	53	41	56		61		80		72		75	
Total Circulation	6,664	6,427	6,424	6,080	6,875		6,660		5,937		6,129		7,690	
		-4%		-5%										
Holds Filled														
Adults	1,043	979	946	861	974		886		867		858		1,049	
Juvenile	465	547	451	370	429		370		355		329		382	
Teen	54	54	59	42	47		49		40		55		62	
ILL received	1	2	1	2	1		1		0		0		0	
ILL loaned	2	1	0	2	0		0		0		1		1	
Total Holds	1,565	1,583	1,457	1,277	1,451		1,306		1,262		1,243		1,494	
		1%		-12%										
Questions Answered														
Adult	1,207	742	1,030	718	863		962		731		710		803	
Children's	215	163	295	145	290		248		243		225		385	
Total Questions	1,422	905	1,325	863	1,153		1,210		974		935		1,188	
		-36%		-35%										
Programs														
Adult	18	24	23	24	33		30		27		24		19	
Teen	16	22	18	19	17		13		19		14		19	
Children's	24	26	27	29	21		27		23		21		45	
Total Programs	58	72	68	72	71		70		69		59		83	
		22%		6%										
Program Attendance														
Adult	158	228	193	226	429		327		275		235		295	
Teen	95	137	4	129	117		100		105		186		148	
Children	505	322	492	225	381		433		423		1,236		1,055	
Total attendance	758	687	689	580	927		860		803		1,657		1,498	
		-9%		-16%										
Computer sessions	345	311	324	304	418		408		412		327		407	
		-10%		-6%										
Web Page Visits	6,170	6,207	5,273	5,728	5,705		5,572		5,516		5,685		7,049	
		1%		9%										
New Cards Issued	32	30	42	30	59		44		22		41		55	
		-6%		-29%										
Overdrive Audiobook	723	1098	756	1042	766		806		818		805		868	
Overdrive eBook	971	1036	868	918	922		941		890		932		968	
Overdrive Magazine	483	626	466	578	524		352		410		346		357	
Overdrive Total	2177	2760	2090	2538	2212		2099		2118		2083		2193	
		27%		21%										

Saugerties Public Library
2024-2025 Statistics Compared

	August '24	August '25	Sept '24	Sept '25	Oct '24	Oct '25	Nov '24	Nov '25	Dec '24	Dec '25	TOTAL 2024	TOTAL 2025	
Circulation													
Adult	2,635		2,214		2,099		2,021				30,093	4,440	15%
Adult renewals	1,158		1,089		1,019		975				14,410	2,034	14%
Juvenile	2,453		1,886		1,743		1,697				23,415	3,878	17%
Juvenile renewals	1,151		1,166		1,032		813				16,420	1,852	11%
Teen	195		78		97		100				1,214	204	17%
Teen renewals	75		72		53		51				891	99	11%
Total Circulation	7,667		6,505		6,043		5,657				86,443	12,507	14%
Holds Filled													
Adults	1,041		867		892		798				12,401	1,840	15%
Juvenile	343		474		490		390				5,192	917	18%
Teen	49		38		46		49				586	96	16%
ILL received	0		0		0		1				7	4	57%
ILL loaned	0		1		1		0				5	3	60%
Total Holds	1,433		1,380		1,429		1,238				18,191	2,860	16%
Questions Answered													
Adult	941		840		742		682				10,140	2,202	22%
Children's	300		172		305		138				3,891	471	12%
Total Questions	1,241		1,012		1,047		820				14,031	2,673	19%
Programs													
Adult	18		23		25		27				265	48	18%
Teen	16		14		22		13				173	41	24%
Children's	28		20		15		10				274	55	20%
Total Programs	62		57		62		50				712	144	20%
Program Attendance													
Adult	139		276		245		274				2,327	454	20%
Teen	177		103		172		108				1,038	266	26%
Children	834		233		172		103				4,800	547	11%
Total attendance	1,150		612		589		485				8,165	1,267	16%
Computer sessions	385		394		428		385				4,441	615	14%
												-16%	
Web Page Visits	6,988		7,166		5,715		5,707				60,054	11,935	20%
												10%	
New Cards Issued	53		39		25		29				476	60	13%
												-35%	
Overdrive Audiobook	883		847		837		879				6703	2140	32%
Overdrive eBook	959		869		778		862				9192	1954	21%
Overdrive Magazine	401		533		559		584				1981	1204	61%
Overdrive Total	2243		2249		2174		2325				17876	5298	30%

2025

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