

Saugerties Public Library Board Agenda  
June 13, 2024  
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

Old Business:

1. Trustee Training: Group watch with Woodstock and Pine Hill

New Business:

1. Irene's Tree/Bush
2. Myrna Sameth - Library Resilience
3. Trustee Petitions available July 1

Secretary's Report

Treasurer's Report

Finance Report

Director's Report:

Committee Reports:

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

Next meeting - July 11, 2024

Saugerties Public Library  
Regular Board Meeting  
Date: 5/9/2024

**Present:** Trustees Katie Cokinos, Jouette Bassler, Yosefa Karchmar, Charlotte Herscher, Paul Vanbenschoten, Brian Collins, Timothy Scott, Julie Misiano

**Excused:** Trustees Robert Irizarry, Nina Schmidbour

**Staff:** Director Jennifer Russell

**Public Attendees:** Ray Rebholz

*Meeting called to order at 6:08 PM by President Tim Scott*

**Public Comment:**

N/A

**Friends of Library:**

Friends of the Library Co-President Ray Rebholz says we now have 210 members, and they are hoping to maintain or exceed that during this outreach/renewal cycle. Scholarship applications were received by the deadline in April. May 20th is the next meeting and they will continue planning for the June 1st street fair from 10-3pm. June 17th at 6pm in the library, there will be the annual election and potluck dinner. People who are interested in being on the board are welcome. All members may attend the June 17th meeting to vote. Hope to have the plaque ready to honor the founding members.

**Unfinished Business:**

- N/A

**New Business:**

1. Five-Year Plan: The Director has created flyers and cards with a QR code that will direct community residents to the online survey-monkey survey, so they can have their opinion about library services and suggestions be documented. Please take some and distribute them. The survey period ends in August. There will also be an advertisement slide at the movie theater, up for four weeks, that also has the QR code.
2. Facility Projects: We have received bids for the repair of the sidewalk/curb in the hopes of decreasing risk for residents with ambulatory concerns. We have received one bid for the three areas to

be improved. Our search for other businesses to obtain the expected 3-bid total has been challenging. Other contacted businesses have not returned our calls.

Motion to approve the total sidewalk repair made by Paul Vanbenschoten, seconded by Brian Collins. Passes unanimously. Other bids to be sought to comply with regulations.

3. Trustee Training: Trustees need to take two hours of training annually in addition to the training on sexual harassment. These trainings must be completed by the October 2024 meeting. Once completed, have the certificate sent to the Director.
4. Honoring Irene Hurst: we brainstormed ways to honor her for her many years of service on the library board. Will pursue the purchase of a tree to plant in our garden.

### Secretary's Report:

*Motion* by Tim Scott and *Second* by Charlotte Herscher to approve the minutes as written.

Motion passes unanimously with Yosefa Karchmar and Katie Cokinos abstaining because they were not at the meeting

### Treasurer's Report:

Motion to pay the bills in the amount of \$24,872 made by Charlotte Herscher, seconded by Julie Misiano Passes unanimously

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

- Eclipse Event: it was very well attended, and 400 glasses were distributed prior to the event for community residents to use elsewhere.
- National Library Week: The Friends provided staff appreciation gifts.
- Technology Upgrades: WiFi Extenders, Wireless Mic and may need an updated router
- There was an internet outage, and the local Computer Guys were able to resolve the issue, although they found other areas of concern.

### Committee Reports:

*Finance:* met on April 30, 2024

Meeting included members of the Personnel Committee. In preparing for next year's budget, the personnel committee is important when discussing staff raises.

Would like to recommend a 3% raise for all staff. We have received the tax appropriation for the 2024 budget.

see minutes FMI Next meeting: May 28, 2024 at 6PM

*Personnel/Policy:* met on April 17, 2024

Reviewed the Circulation Policy, Whistleblower Policy, Equipment Inventory and Disposal Policy and the Posting Policy. The Whistleblower Policy was not revised.

Motion to approve the Circulation Policy and the Equipment Inventory Policy as edited and submitted in the Board Packet, and a motion to approve the Whistleblower Policy made by Jouette Bassler, seconded by Charlotte Herscher. Passes unanimously.

see minutes FMI No meeting in May; Next meeting: June 11, 2024 at 6PM

*Facilities:* Did not meet in April

Next meeting: June 4 at 4PM

*Outreach:* met on April 18, 2024

1. We are planning on paying for an ad to display at the Orpheum as people wait for a movie to start. We will be working with them to design the slide.
2. Worked on the Five-Year Plan development: Distribute flyers, postcards on bulletin boards. specific places around Saugerties .
3. Places – Kiwanis, Chamber and School Board meetings to meet with community members.
4. Charlotte (children's librarian) will be visiting schools to spread the word about the summer reading program. She will also be doing story time at a nursery school.
5. Jill Olesker from Esopus Creek Management – we will have an outdoor fire on May 15<sup>th</sup> in the backyard of the library. June 8<sup>th</sup> is Esopus Creek day. We will be tabling at the Farmer's market on June 8<sup>th</sup> and hosting a lecture from the Lower Esopus Creek Management Plan group.
6. Tie dye project to celebrate anniversary of Woodstock 94 including trivial contests of 1990's music and Scavenger hunt to contribute to town wide events.
7. The library will have a table at the Hope Rocks August 24<sup>th</sup> and 25<sup>th</sup>

see minutes FMI Next meeting: May 29, 2024 at 6PM

*Friends Liaison: N/A*

Motion to adjourn into executive session made by Tim Scott at 7:05pm, seconded by Paul Vanbenschoten. Passes unanimously.

Motion to exit executive session made by Tim Scott at 7:14pm seconded by Katie Cokinos. Passes unanimously.

Motion to defer board discussion of trustee's pattern of absences until a conversation occurs between the president and the trustee, made by Tim Scott, seconded by Jouette Bassler. Passes unanimously.

*Motion* to adjourn at 7:16 by Tim Scott ;  
*Seconded* by Jouette Bassler

Passes unanimously.

Submitted by Julie Misiano

Next meeting: June 13th at 6PM

# **Group Trustee Training 2024**

**Thursday evening at 6:00pm**

**June 20<sup>th</sup> or 27<sup>th</sup>**

**July 18<sup>th</sup> or 25<sup>th</sup>**

## **Topics include:**

Ethics & Conflict of Interest – Intellectual Freedom

Effective Meetings

After Party III – Rebekkah and her colleges take questions from a Trustee webinar on a variety of subjects.

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

	<u>Jan - May 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 · Real Property Taxes	661,660.00	661,660.00	0.00	100.0%
2082 · Fines	3,975.30	3,500.00	475.30	113.58%
2401 · Interest	6,929.43	11,000.00	-4,070.57	63.0%
<b>2705 · Gifts &amp; Donations</b>				
2705.4 · Friends	2,500.00	5,000.00	-2,500.00	50.0%
2705.2 · General	300.00	5,000.00	-4,700.00	6.0%
<b>Total 2705 · Gifts &amp; Donations</b>	<b>2,800.00</b>	<b>10,000.00</b>	<b>-7,200.00</b>	<b>28.0%</b>
3840 · New York State Aid	0.00	5,500.00	-5,500.00	0.0%
3999 · Appropriated Fund Balance	0.00	61,233.00	-61,233.00	0.0%
<b>Total Income</b>	<b>675,364.73</b>	<b>752,893.00</b>	<b>-77,528.27</b>	<b>89.7%</b>
<b>Expense</b>				
7410.1 · Salaries	156,930.23	406,375.00	-249,444.77	38.62%
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
.4.1.8 · Music	11.99	100.00	-88.01	11.99%
.4.1.7 · Streaming	3,502.42	6,500.00	-2,997.58	53.88%
.4.1.1 · DVD	922.19	3,000.00	-2,077.81	30.74%
<b>.4.1.2 · Books</b>				
4.1.2A · Adult Books	10,427.78	17,000.00	-6,572.22	61.34%
4.1.2J · Children's Books	2,219.30	9,500.00	-7,280.70	23.36%
<b>Total .4.1.2 · Books</b>	<b>12,647.08</b>	<b>26,500.00</b>	<b>-13,852.92</b>	<b>47.73%</b>
.4.1.3 · Subscriptions	476.92	2,000.00	-1,523.08	23.85%
.4.1.4 · Newspapers	1,030.00	2,000.00	-970.00	51.5%
.4.1.5 · Digital Materials	2,773.99	9,000.00	-6,226.01	30.82%
.4.1.6 · Audio Books	94.98	1,000.00	-905.02	9.5%
<b>Total .4.1 · Library Material</b>	<b>21,459.57</b>	<b>50,100.00</b>	<b>-28,640.43</b>	<b>42.83%</b>
<b>.4.2 · Programs, Publicity, History</b>				
.4.2.1 · Programs	5,000.55	7,000.00	-1,999.45	71.44%
.4.2.2 · Microfilm & Archives	2,000.00	2,000.00	0.00	100.0%
.4.2.3 · Newsletter & Public Relations	803.00	3,250.00	-2,447.00	24.71%
<b>Total .4.2 · Programs, Publicity, History</b>	<b>7,803.55</b>	<b>12,250.00</b>	<b>-4,446.45</b>	<b>63.7%</b>
<b>.4.3 · Operation of Building</b>				
.4.3.1 · Utilities	11,613.06	37,000.00	-25,386.94	31.39%
.4.3.2 · Telephone	1,198.59	3,500.00	-2,301.41	34.25%
.4.3.3 · Insurance	12,797.00	23,500.00	-10,703.00	54.46%
.4.3.4 · Maintenance Service & Supplies	1,750.87	4,500.00	-2,749.13	38.91%
.4.3.5 · Lawn & Grounds	0.00	4,500.00	-4,500.00	0.0%
.4.3.6 · Building R&M	2,382.71	15,000.00	-12,617.29	15.89%
.4.3.7 · Snow Removal	800.00	2,500.00	-1,700.00	32.0%
.4.3.8 · Elevator	874.31	4,000.00	-3,125.69	21.86%
.4.3.9 · Geothermal	6,208.00	7,000.00	-792.00	88.69%
.4.3.10 · Custodial Service	2,785.00			

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

	<u>Jan - May 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
.4.3.12 · Internet	2,111.82	3,000.00	-888.18	70.39%
<b>Total .4.3 · Operation of Building</b>	<b>42,521.36</b>	<b>104,500.00</b>	<b>-61,978.64</b>	<b>40.69%</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
.4.4.1 · Copier	2,147.88	4,020.00	-1,872.12	53.43%
.4.4.2 · Office Supplies	929.01	3,000.00	-2,070.99	30.97%
.4.4.4 · Postage	3.72	2,300.00	-2,296.28	0.16%
.4.4.6 · Equipment Purchases	8,736.46	6,000.00	2,736.46	145.61%
.4.4.7 · Equipment R&M	2,270.00	2,000.00	270.00	113.5%
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>14,087.07</b>	<b>17,320.00</b>	<b>-3,232.93</b>	<b>81.33%</b>
<b>.4.5 · Automation, System Fees</b>				
.4.5.1 · Automation & Online Services	2,592.40	4,000.00	-1,407.60	64.81%
.4.5.2 · MHLS Assessment Fees	8,184.50	17,500.00	-9,315.50	46.77%
<b>Total .4.5 · Automation, System Fees</b>	<b>10,776.90</b>	<b>21,500.00</b>	<b>-10,723.10</b>	<b>50.13%</b>
<b>.4.6 · Professional Services</b>				
.4.6.8 · Professional Memberships	717.00	700.00	17.00	102.43%
.4.6.7 · Payroll Service Fees	1,341.02	2,500.00	-1,158.98	53.64%
.4.6.1 · Accounting	3,300.00	6,500.00	-3,200.00	50.77%
.4.6.3 · Board Expenses	147.08	250.00	-102.92	58.83%
.4.6.4 · Consulting & Legal Services	500.00	2,000.00	-1,500.00	25.0%
.4.6.5 · IT Maintenance Consultant	1,624.00	1,600.00	24.00	101.5%
.4.6.6 · Staff Development	855.79	700.00	155.79	122.26%
<b>Total .4.6 · Professional Services</b>	<b>8,484.89</b>	<b>14,250.00</b>	<b>-5,765.11</b>	<b>59.54%</b>
<b>.4.7 · Election Expenses</b>				
.4.7.1 · Election Inspectors	0.00	450.00	-450.00	0.0%
.4.7.2 · Election Expenses	0.00	200.00	-200.00	0.0%
<b>Total .4.7 · Election Expenses</b>	<b>0.00</b>	<b>650.00</b>	<b>-650.00</b>	<b>0.0%</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>105,133.34</b>	<b>220,570.00</b>	<b>-115,436.66</b>	<b>47.66%</b>
<b>9010 · Employee Benefits</b>				
.1 · Retirement	30,758.00	32,313.00	-1,555.00	95.19%
.2 · Social Security & Medicare	11,772.02	30,440.00	-18,667.98	38.67%
.3 · Workers Compensation	4,879.00	4,700.00	179.00	103.81%
.4 · Disability	-173.37	300.00	-473.37	-57.79%
.5 · Medical & Dental Benefits	30,404.00	57,825.00	-27,421.00	52.58%
.6 · Life Insurance	121.50	370.00	-248.50	32.84%
<b>Total 9010 · Employee Benefits</b>	<b>77,761.15</b>	<b>125,948.00</b>	<b>-48,186.85</b>	<b>61.74%</b>
<b>Total Expense</b>	<b>339,824.72</b>	<b>752,893.00</b>	<b>-413,068.28</b>	<b>45.14%</b>
<b>Net Ordinary Income</b>	<b>335,540.01</b>	<b>0.00</b>	<b>335,540.01</b>	<b>100.0%</b>
	<b>335,540.01</b>	<b>0.00</b>	<b>335,540.01</b>	<b>100.0%</b>



# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - May 24</u>	<u>Jan - May 23</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	661,660.00	630,152.00
2082 · Fines	3,975.30	3,342.27
2401 · Interest	6,929.43	5,322.72
2705 · Gifts & Donations		
2705.4 · Friends	2,500.00	2,000.00
2705.1 · Restricted	0.00	1,000.00
2705.2 · General	300.00	3,150.00
<b>Total 2705 · Gifts &amp; Donations</b>	<u>2,800.00</u>	<u>6,150.00</u>
3840 · New York State Aid	0.00	564.08
<b>Total Income</b>	<u>675,364.73</u>	<u>645,531.07</u>
<b>Expense</b>		
7410.1 · Salaries	156,930.23	123,717.84
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	11.99	53.96
.4.1.7 · Streaming	3,502.42	2,159.46
.4.1.1 · DVD	922.19	1,004.84
.4.1.2 · Books		
4.1.2A · Adult Books	10,427.78	10,568.23
4.1.2J · Children's Books	2,219.30	2,759.12
.4.1.2 · Books - Other	0.00	10.00
<b>Total .4.1.2 · Books</b>	<u>12,647.08</u>	<u>13,337.35</u>
.4.1.3 · Subscriptions	476.92	431.97
.4.1.4 · Newspapers	1,030.00	776.28
.4.1.5 · Digital Materials	2,773.99	1,005.43
.4.1.6 · Audio Books	94.98	49.99
<b>Total .4.1 · Library Material</b>	<u>21,459.57</u>	<u>18,819.28</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	5,000.55	2,670.14
.4.2.2 · Microfilm & Archives	2,000.00	2,000.00
.4.2.3 · Newsletter & Public Relations	803.00	0.00
<b>Total .4.2 · Programs, Publicity, History</b>	<u>7,803.55</u>	<u>4,670.14</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	11,613.06	13,003.42
.4.3.2 · Telephone	1,198.59	1,442.85
.4.3.3 · Insurance	12,797.00	15,138.00
.4.3.4 · Maintenance Service & Supplies	1,750.87	1,426.74
.4.3.5 · Lawn & Grounds	0.00	2,371.24
.4.3.6 · Building R&M	2,382.71	3,368.82
.4.3.7 · Snow Removal	800.00	1,600.00
.4.3.8 · Elevator	874.31	3,363.32
.4.3.9 · Geothermal	6,208.00	0.00

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - May 24</u>	<u>Jan - May 23</u>
.4.3.10 · Custodial Service	2,785.00	0.00
.4.3.12 · Internet	2,111.82	1,318.61
<b>Total .4.3 · Operation of Building</b>	<b>42,521.36</b>	<b>43,033.00</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>		
.4.4.1 · Copier	2,147.88	1,245.08
.4.4.2 · Office Supplies	929.01	239.89
.4.4.4 · Postage	3.72	48.34
.4.4.6 · Equipment Purchases	8,736.46	1,478.98
.4.4.7 · Equipment R&M	2,270.00	0.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>14,087.07</b>	<b>3,012.29</b>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	2,592.40	972.40
.4.5.2 · MHLS Assessment Fees	8,184.50	9,590.00
<b>Total .4.5 · Automation, System Fees</b>	<b>10,776.90</b>	<b>10,562.40</b>
<b>.4.6 · Professional Services</b>		
.4.6.8 · Professional Memberships	717.00	0.00
.4.6.7 · Payroll Service Fees	1,341.02	970.14
.4.6.1 · Accounting	3,300.00	500.00
.4.6.2 · Audit	0.00	13,300.00
.4.6.3 · Board Expenses	147.08	150.00
.4.6.4 · Consulting & Legal Services	500.00	1,000.00
.4.6.5 · IT Maintenance Consultant	1,624.00	1,592.00
.4.6.6 · Staff Development	855.79	69.16
<b>Total .4.6 · Professional Services</b>	<b>8,484.89</b>	<b>17,581.30</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>105,133.34</b>	<b>97,678.41</b>
<b>9010 · Employee Benefits</b>		
.1 · Retirement	30,758.00	27,191.00
.2 · Social Security & Medicare	11,772.02	9,156.42
.3 · Workers Compensation	4,879.00	3,778.00
.4 · Disability	-173.37	-148.97
.5 · Medical & Dental Benefits	30,404.00	23,578.89
.6 · Life Insurance	121.50	124.63
<b>Total 9010 · Employee Benefits</b>	<b>77,761.15</b>	<b>63,679.97</b>
<b>Total Expense</b>	<b>339,824.72</b>	<b>285,076.22</b>
<b>Net Ordinary Income</b>	<b>335,540.01</b>	<b>360,454.85</b>
<b>Net Income</b>	<b>335,540.01</b>	<b>360,454.85</b>

## Saugerties Public Library Abstract Check Register

**M&T General Fund  
Checking 6455**

Type	Date	Num	Name	Memo	Amount
Check	05/09/2024	EFT	NYS Emp Retire System		-695.25
Check	05/31/2024	11282	Welsh Sanitation		-93.89
Check	05/31/2024	11283	Energy Management Technologies	Invoice #21308-3 and #21309	-4,312.00
Check	05/31/2024	11284	National Business Technology	Invoice #82617606	-375.92
Check	05/31/2024	11285	Business Credit Card		-1,341.69
Check	05/31/2024	11286	WZ Accountants	Invoice #1632	-550.00
Check	05/31/2024	11287	Midwest Tape		-942.56
Check	05/31/2024	11288	Stewart's		-195.00
Check	05/31/2024	11289	Culligan of Newburgh		-56.25
Check	05/31/2024	11290	Baker & Taylor		-917.80
Check	05/31/2024	11291	Christine Pacuk		-255.48
Check	05/31/2024	11292	Jennifer Russell		-69.51
Check	05/31/2024	11293	Jill Olesker		-100.00
Check	05/31/2024	11294	Service Master of Kingston	Invoice #23140	-2,785.00
Check	05/31/2024	11295	Charter Communications		-230.80
Check	05/31/2024	11296	The Computer Guys		-3,000.00
Check	05/31/2024	11297	Uniforms USA, Inc.	Invoice #32068, 33804 and #35560	-78.00
Check	05/31/2024	11298	OverDrive Inc	Invoice #01938CO24151983 and #01938DA24155921	-698.02
Check	05/31/2024	11299	E-rate Management Consultants	Invoice #2024-1	-727.02
Check	05/31/2024	11300	SAFECO Alarm Systems, Inc.	Invoice #119490	-320.00
Check	05/31/2024	EFT	Central Hudson		-1,992.34
Check	05/31/2024	11301	W B Mason Co Inc	#246580734	-318.26
Check	05/31/2024	11302	Rosendale Flooring Co. LLC	Invoice #2012	-121.56
Check	05/31/2024	11303	Beekman Library	Battle of the Books	-50.00
Check	05/31/2024	11304	Eric Roth		-150.00
Check	05/31/2024	11305	Tom Sieling		-235.00
Check	05/31/2024	11306	Upstate Films Limited		-400.00
Check	05/31/2024	EFT	Charter Communications		-255.33
Check	05/31/2024	11307	Sutton Electrical Plumbing & Heating Inc		-95.00
Check	05/31/2024	EFT	Paychex	Invoice #2024043001, #2024051401 and #2024052801	-288.66
Check	05/31/2024	11308	Marshall & Sterling Upstate		-5,260.00
Check	05/31/2024	11309	Gale/Cengage Learning	Invoice #84278643	-65.58
Check	05/31/2024	11310	Metropolitan Life Insurance Companies		-24.30
Check	05/31/2024	11311	Stephen Landell		-225.00
Check	05/31/2024	11312	Greylock Electronics	Invoice #2013-780	-100.00
Check	05/31/2024	11313	CDPHP	Invoice #241340000225	-5,581.95
Check	05/31/2024	EFT	Village of Saugerties		-112.83

Total M&T General  
Fund Checking 6455

-33,020.00

**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>
Total M&T Capital Fund Checking 6430					
<b>TOTAL</b>					<u><u>-33,020.00</u></u>

# Saugerties Public Library

## Abstract

May 2024

	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>2082 · Fines</b>				
			Square income	104.13
Total 2082 · Fines				104.13
Total Income				104.13
<b>Expense</b>				
<b>7410.1 · Salaries</b>				
	5-02-24 PR			15,153.06
	5-16-24 PR			15,276.63
	5-30-24 PR			15,298.25
Total 7410.1 · Salaries				45,727.94
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
<b>.4.1.8 · Music</b>				
	11287	Midwest Tape		11.99
Total .4.1.8 · Music				11.99
<b>.4.1.7 · Streaming</b>				
	11285	Business Credit Card		24.99
	11287	Midwest Tape	Hoopla #505561210	698.16
Total .4.1.7 · Streaming				723.15
<b>.4.1.1 · DVD</b>				
	11287	Midwest Tape	#505442556	26.24
	11287	Midwest Tape	#505490562	83.21
	11287	Midwest Tape	#505546551	26.24
	11287	Midwest Tape	#505546553	25.49
	11287	Midwest Tape		26.24
Total .4.1.1 · DVD				187.42
<b>.4.1.2 · Books</b>				
<b>4.1.2A · Adult Books</b>				
	11290	Baker & Taylor	Inv #5018898698	313.69
	11290	Baker & Taylor	Inv #5018903809	36.75
	11290	Baker & Taylor	Inv #5018920960	235.52
	11309	Gale/Cengage Learning	Invoice #84278643	65.58
Total 4.1.2A · Adult Books				651.54
<b>4.1.2J · Children's Books</b>				
	11290	Baker & Taylor	Inv #5018891868	70.62
	11290	Baker & Taylor	Inv #5018912171	246.90
	11290	Baker & Taylor	Inv #5018909974	14.32
Total 4.1.2J · Children's Books				331.84
Total .4.1.2 · Books				983.38
<b>.4.1.4 · Newspapers</b>				
	11288	Stewart's	May	195.00
Total .4.1.4 · Newspapers				195.00
<b>.4.1.5 · Digital Materials</b>				

# Saugerties Public Library

## Abstract

May 2024

Num	Name	Memo	Amount
11298	OverDrive Inc	Invoice #01938CO24151983 and #01938DA24155921	698.02
Total .4.1.5 · Digital Materials			698.02
<b>.4.1.6 · Audio Books</b>			
11287	Midwest Tape	#505552886	44.99
Total .4.1.6 · Audio Books			44.99
Total .4.1 · Library Material			2,843.95
<b>.4.2 · Programs, Publicity, History</b>			
<b>.4.2.1 · Programs</b>			
11285	Business Credit Card		309.62
11293	Jill Olesker	Esopus Creek Day	100.00
11303	Beekman Library	Battle of the Books	50.00
11304	Eric Roth		150.00
11305	Tom Sieling	Take a tromp through the swamp	235.00
Total .4.2.1 · Programs			844.62
<b>.4.2.3 · Newsletter &amp; Public Relations</b>			
11285	Business Credit Card		79.00
11306	Upstate Films Limited		400.00
Total .4.2.3 · Newsletter & Public Relations			479.00
Total .4.2 · Programs, Publicity, History			1,323.62
<b>.4.3 · Operation of Building</b>			
<b>.4.3.1 · Utilities</b>			
EFT	Central Hudson	4/13/24 - 5/15/24	1,992.34
EFT	Village of Saugerties	8/3/22 - 11/2/22	112.83
Total .4.3.1 · Utilities			2,105.17
<b>.4.3.2 · Telephone</b>			
EFT	Charter Communications	5/1/24 - 5/31/24	255.33
Total .4.3.2 · Telephone			255.33
<b>.4.3.3 · Insurance</b>			
11308	Marshall & Sterling Upstate	9/1/23-9/1/24- Package 4th Installment	4,964.00
11308	Marshall & Sterling Upstate	9/1/23-9/1/24- Umbrella 4th Installment	296.00
Total .4.3.3 · Insurance			5,260.00
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>			
11282	Welsh Sanitation	June	93.89
11285	Business Credit Card		174.12
11289	Culligan of Newburgh		56.25
11301	W B Mason Co Inc	Invoice #246708045 and #246580734	94.30
Total .4.3.4 · Maintenance Service & Supplies			418.56
<b>.4.3.6 · Building R&amp;M</b>			
11297	Uniforms USA, Inc.	May	78.00
11300	SAFECO Alarm Systems, Inc	Invoice #119490	320.00
11302	Rosendale Flooring Co. LLC	Invoice #2012	121.56

# Saugerties Public Library

## Abstract

May 2024

Num	Name	Memo	Amount
11307	Sutton Electrical Plumbing & Heating Inc		95.00
11311	Stephen Landell	backflow test	225.00
Total .4.3.6 · Building R&M			839.56
<b>.4.3.9 · Geothermal</b>			
11283	Energy Management Techno	Technical Support Agreement	4,312.00
Total .4.3.9 · Geothermal			4,312.00
<b>.4.3.10 · Custodial Service</b>			
11294	Service Master of Kingston	Carpet & Upholstery Cleaning	2,785.00
Total .4.3.10 · Custodial Service			2,785.00
<b>.4.3.12 · Internet</b>			
11295	Charter Communications	6/1/21 - 6/30/24	230.80
11299	E-rate Management Consult	Invoice #2024-1	727.02
Total .4.3.12 · Internet			957.82
Total .4.3 · Operation of Building			16,933.44
<b>.4.4 · Equipment R&amp;M, Supplies</b>			
<b>.4.4.1 · Copier</b>			
11284	National Business Technolog	May	375.92
Total .4.4.1 · Copier			375.92
<b>.4.4.2 · Office Supplies</b>			
11285	Business Credit Card		118.29
11301	W B Mason Co Inc	Invoice #246708045 and #246580734	223.96
Total .4.4.2 · Office Supplies			342.25
<b>.4.4.6 · Equipment Purchases</b>			
11285	Business Credit Card		114.99
11296	The Computer Guys	Router & Switches	3,000.00
11312	Greylock Electronics	Service Call to check cameras	100.00
Total .4.4.6 · Equipment Purchases			3,214.99
Total .4.4 · Equipment R&M, Supplies			3,933.16
<b>.4.5 · Automation, System Fees</b>			
<b>.4.5.1 · Automation &amp; Online Services</b>			
11285	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	13.17
Total .4.6.9 · Merchant Fees			13.17
<b>.4.6.8 · Professional Memberships</b>			
11285	Business Credit Card		417.00
Total .4.6.8 · Professional Memberships			417.00
<b>.4.6.7 · Payroll Service Fees</b>			
EFT	Paychex	Invoice #2024043001, #2024051401 and #2024052801	288.66
Total .4.6.7 · Payroll Service Fees			288.66
<b>.4.6.1 · Accounting</b>			

# Saugerties Public Library

## Abstract

May 2024

	Num	Name	Memo	Amount
	11286	WZ Accountants	Invoice #1632	550.00
Total .4.6.1 · Accounting				<u>550.00</u>
<b>.4.6.6 · Staff Development</b>				
	11291	Christine Pacuk	Mileage	255.48
	11292	Jennifer Russell	Mileage	69.51
Total .4.6.6 · Staff Development				<u>324.99</u>
Total .4.6 · Professional Services				<u>1,593.82</u>
Total 7410.4 · Contractual Expenses				<u>26,731.67</u>
<b>9010 · Employee Benefits</b>				
<b>.2 · Social Security &amp; Medicare</b>				
		5-02-24 PR		1,138.06
		5-16-24 PR		1,147.20
		5-30-24 PR		1,148.84
Total .2 · Social Security & Medicare				<u>3,434.10</u>
<b>.4 · Disability</b>				
		5-02-24 PR		-14.73
		5-16-24 PR		-15.80
		5-30-24 PR		-15.57
Total .4 · Disability				<u>-46.10</u>
<b>.5 · Medical &amp; Dental Benefits</b>				
		5-02-24 PR		-276.50
		5-16-24 PR		-280.70
		5-30-24 PR		-280.70
	11313	CDPHP	June	5,581.95
Total .5 · Medical & Dental Benefits				<u>4,744.05</u>
<b>.6 · Life Insurance</b>				
	11310	Metropolitan Life Insurance C	Life insurance	24.30
Total .6 · Life Insurance				<u>24.30</u>
Total 9010 · Employee Benefits				<u>8,156.35</u>
Total Expense				<u>80,615.96</u>
Net Ordinary Income				<u>-80,511.83</u>
<b>Net Income</b>				<u><u><b>-80,511.83</b></u></u>



## May Director's Report 2024

**Special Library Programs:** We had a 3 week Bollywood dance class for adults that was very well received and a flute quintet concert. We had an Esopus Creek storytelling event in the backyard which featured a campfire. Children enjoyed a paper quilling class, paper making with mushrooms, and a visit from the Woodstock Farm Sanctuary (without live animals). We have a new Teen book club on Mondays, and the D & D group is going strong (both the teen and adult groups).

**Outside Organization Programs:** Round the Bend Theater is starting up their Saturday programs again. Lifespring, Moving for Life, and the Friends of Historical Saugerties all are using the library and the property to offer programs to the public.

**Facilities:** The backflow test was completed on May 7<sup>th</sup>.

On May 30<sup>th</sup> Service Master came to clean the Children's carpet and the upholstered furniture. The company forgot that they were only to clean the Children's carpet, and washed the upstairs carpet as well without charging an additional fee. All of the furniture looks much better.

**Personnel:** On the day of the carpet cleaning, the staff who were scheduled to work that day went on a "library crawl" where we visited local libraries. We went to the Palenville, Hunter, Mountaintop, Cairo and Athens libraries.

**Inventory:** Justyna and I went through the library to gather discontinued technology, unused appliances and lost and found items to prepare for sale at the Friends of the Library's Street Fair. We were able to sell quite a bit of these items. The remainder can now be offered as free items, and then whatever is left can be discarded or recycled.

### Meetings:

**UCLA:** We met via zoom on May 21st

**Staff meeting:** We did not have a staff meeting in May.

I was out of the office May 20<sup>th</sup> & 24<sup>th</sup>

Saugerties Public Library  
@Finance Committee

Date: 5/28/2024

Time: 6:02

Committee Members Attending:

Charlotte Herscher

Brian Collins

Tim Scott

Staff Attending:

Jennifer Russell

Tiffany Lydecker

Discussion/Agenda Items

1. 2025 Budget. We continued the discussion of the 2025 budget, and finalized an initial budget to present to the board in the June meeting. This budget includes a 6% tax levy. The proposed budget includes increase in digital media/books and tech, while decreases in subscriptions and audio books. The proposed budget also accounts for various increases in fees for services, including MHLS, which is proposing a 20% increase in their fees (about \$3,000 for us).
2. Discussion of lawn services and how best to move forward for next year.
3. Discussion of tech support, and whether to stay with MHLS for tech support or move to Computer Guys, a local vendor. Considering the additional expense for the local option, the consensus was to stick with MHLS for the timing being and use Computer Guys for any supplemental computer/tech needs.

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

1. Figure out our current appropriated balance.

Next meeting: Tuesday, June 25, 2024 at 6:00

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

	Budget	
	2024 Budget	2025 DRAFT
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	661,660.00	707,326.36
2082 · Fees	3,500.00	4,000.00
2401 · Interest	11,000.00	12,000.00
2705 · Gifts & Donations		
2705.4 · Friends	5,000.00	13,000.00
2705.2 · General	5,000.00	5,000.00
<b>Total 2705 · Gifts &amp; Donations</b>	10,000.00	18,000.00
3840 · New York State Aid	5,500.00	5,500.00
3999 · Appropriated Fund Balance	61,233.00	25,531.64
<b>Total Income</b>	752,893.00	772,358.00
<b>Expense</b>		
7410.1 · Salaries	406,375.00	419,700.00
7410.4 · Contractual Expenses		
<b>.4.1 · Library Material</b>		
.4.1.8 · Music	100.00	100.00
.4.1.7 · Streaming	6,500.00	8,000.00
.4.1.1 · DVD	3,000.00	3,000.00
.4.1.2 · Books		
4.1.2A · Adult Books	17,000.00	17,000.00
4.1.2J · Children's Books	9,500.00	9,000.00
<b>Total .4.1.2 · Books</b>	26,500.00	26,000.00
.4.1.3 · Subscriptions	2,000.00	1,500.00
.4.1.4 · Newspapers	2,000.00	2,500.00
.4.1.5 · Digital Materials	9,000.00	12,000.00
.4.1.6 · Audio Books	1,000.00	500.00
<b>Total .4.1 · Library Material</b>	50,100.00	53,600.00
<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
.4.2.3 · Newsletter & Public Relations	3,250.00	4,000.00
<b>Total .4.2 · Programs, Publicity, History</b>	12,250.00	13,000.00
<b>.4.3 · Operation of Building</b>		
.4.3.1 · Utilities	37,000.00	28,000.00
.4.3.2 · Telephone	3,500.00	3,500.00
.4.3.3 · Insurance	23,500.00	27,000.00
.4.3.4 · Maintenance Service & Supplies	4,500.00	5,000.00
.4.3.5 · Lawn & Grounds	4,500.00	4,500.00
.4.3.6 · Building R&M	15,000.00	12,000.00
.4.3.7 · Snow Removal	2,500.00	1,500.00
.4.3.8 · Elevator	4,000.00	4,000.00
.4.3.9 · Geothermal	7,000.00	5,500.00
.4.3.12 · Internet	3,000.00	3,000.00

# Saugerties Public Library General Fund Budget vs. Actual

January through December 2023

Budget I

	2024 Budget	2025 DRAFT
Total .4.3 · Operation of Building	104,500.00	94,000.00
<b>.4.4 · Equipment R&amp;M, Supplies</b>		
.4.4.1 · Copier	4,020.00	4,550.00
.4.4.2 · Office Supplies	3,000.00	3,000.00
.4.4.4 · Postage	2,300.00	600.00
.4.4.6 · Equipment Purchases	6,000.00	9,000.00
.4.4.7 · Equipment R&M	2,000.00	5,000.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	17,320.00	22,150.00
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	4,000.00	4,000.00
.4.5.2 · MHLS Assessment Fees	17,500.00	20,030.00
<b>Total .4.5 · Automation, System Fees</b>	21,500.00	24,030.00
<b>.4.6 · Professional Services</b>		
.4.6.8 · Professional Memberships	700.00	800.00
.4.6.7 · Payroll Service Fees	2,500.00	2,500.00
.4.6.1 · Accounting	6,500.00	6,600.00
.4.6.2 · Audit	0.00	0.00
.4.6.3 · Board Expenses	250.00	250.00
.4.6.4 · Consulting & Legal Services	2,000.00	2,000.00
.4.6.5 · IT Maintenance Consultant	1,600.00	1,600.00
.4.6.6 · Staff Development	700.00	700.00
<b>Total .4.6 · Professional Services</b>	14,250.00	14,450.00
<b>.4.7 · Election Expenses</b>		
.4.7.1 · Election Inspectors	450.00	450.00
.4.7.2 · Election Expenses	200.00	200.00
<b>Total .4.7 · Election Expenses</b>	650.00	650.00
<b>Total 7410.4 · Contractual Expenses</b>	220,570.00	221,880.00
<b>9010 · Employee Benefits</b>		
.1 · Retirement	32,313.00	37,614.00
.2 · Social Security & Medicare	30,440.00	27,500.00
.3 · Workers Compensation	4,700.00	4,700.00
.4 · Disability	300.00	350.00
.5 · Medical & Dental Benefits	57,825.00	60,244.00
.6 · Life Insurance	370.00	370.00
<b>Total 9010 · Employee Benefits</b>	125,948.00	130,778.00
<b>Total Expense</b>	752,893.00	772,358.00
<b>Net Ordinary Income</b>	0.00	0.00
<b>Net Income</b>	0.00	0.00

# Saugerties Public Library General Fund Budget vs. Actual

January through December 2023

Estimates for 2025 DRAFT

Notes

**Ordinary Income/Expense**

**Income**

1001	Real Property Taxes	6% increase	
2082	Fees		
2401	Interest		
2705	Gifts & Donations		
2705.4	Friends		
2705.2	General		
<b>Total 2705 · Gifts &amp; Donations</b>			0.00
3840	New York State Aid		
3999	Appropriated Fund Balance		

**Total Income** 0.00

**Expense**

7410.1	Salaries	3% raise	
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		
<b>Total .4.1.2 · Books</b>			0.00
.4.1.3	Subscriptions		
.4.1.4	Newspapers		
.4.1.5	Digital Materials		
.4.1.6	Audio Books		
<b>Total .4.1 · Library Material</b>			0.00
.4.2	Programs, Publicity, History		
.4.2.1	Programs		
.4.2.2	Microfilm & Archives		
.4.2.3	Newsletter & Public Relations		
<b>Total .4.2 · Programs, Publicity, History</b>			0.00
.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	Zzoe & Mower that Brian found	
.4.3.6	Building R&M		
.4.3.7	Snow Removal		
.4.3.8	Elevator		
.4.3.9	Geothermal		
.4.3.12	Internet		

# Saugerties Public Library General Fund Budget vs. Actual

January through December 2023

Estimates for 2025 DRAFT

	Notes
Total .4.3 · Operation of Building	0.00
.4.4 · Equipment R&M, Supplies	
.4.4.1 · Copier	Lease went up & added monthly tech service
.4.4.2 · Office Supplies	
.4.4.4 · Postage	
.4.4.6 · Equipment Purchases	Income from friends to pay
.4.4.7 · Equipment R&M	new public computers?
Total .4.4 · Equipment R&M, Supplies	0.00
.4.5 · Automation, System Fees	
.4.5.1 · Automation & Online Services	
.4.5.2 · MHLS Assessment Fees	MHLS is proposing a 20% increase
Total .4.5 · Automation, System Fees	0.00
.4.6 · Professional Services	
.4.6.8 · Professional Memberships	Per NYLA
.4.6.7 · Payroll Service Fees	
.4.6.1 · Accounting	Accountant increased fee 2024
.4.6.2 · Audit	
.4.6.3 · Board Expenses	
.4.6.4 · Consulting & Legal Services	
.4.6.5 · IT Maintenance Consultant	
.4.6.6 · Staff Development	
Total .4.6 · Professional Services	0.00
.4.7 · Election Expenses	
.4.7.1 · Election Inspectors	
.4.7.2 · Election Expenses	
Total .4.7 · Election Expenses	0.00
Total 7410.4 · Contractual Expenses	0.00
9010 · Employee Benefits	
.1 · Retirement	NYS estimate
.2 · Social Security & Medicare	
.3 · Workers Compensation	
.4 · Disability	
.5 · Medical & Dental Benefits	
.6 · Life Insurance	
Total 9010 · Employee Benefits	0.00
Total Expense	0.00
Net Ordinary Income	0.00
Net Income	0.00

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

**Ordinary Income/Expense**

**Income**

- 1001 · Real Property Taxes
- 2082 · Fees
- 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
    - .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



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

**Total .4.3 · Operation of Building**

**.4.4 · Equipment R&M, Supplies**

.4.4.1 · Copier

a.

.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

.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**  
**General Fund Budget vs. Actual**  
January through December 2023

**Ordinary Income/Expense**

**Income**

- 1001 · Real Property Taxes
- 2082 · Fees
- 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
    - .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

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

**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**

**.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**  
**General Fund Budget vs. Actual**  
January through December 2023

**Ordinary Income/Expense**

**Income**

- 1001 · Real Property Taxes
- 2082 · Fees
- 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
    - .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

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

**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**

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**.4.6.8 · Professional Memberships**

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**.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  
Facilities Committee

Date: May 7<sup>th</sup>, 2024

Time: 6 PM

Committee Members Attending:

Paul, Brian, Yosefa, Tim

Staff Attending:

Jen, Sandy

Others Attending:

Absent:

Discussion/Agenda Items

1. The changes to the sidewalk will require 3 written estimates since the amount is over \$10,000. Al Riozzi Contracting has given us one. Other concrete installers will be contacted.
2. We are waiting for 5 Star Roofing to work on the missing shingles.
3. We are waiting for Bob Martin Painting to work on the exterior wood work.
4. The library Internet was out for a day in late March. It was caused by an improper cable connection in the children's room which was probably caused by accident. The Computer Guys can replace our outdated router, switches and organize the server room for \$3585. This will require 3 written estimates.
5. The electric lawn mower is not keeping up with the lawn growth. We are looking into servicing the mower and/or getting a third battery.
6. A row of lights in the info room do not always brighten when a person enters the area. The motion sensor or lighting control needs to be looked at.
7. An estimate for upholstery cleaning came from Service Master for \$2785. A date will be scheduled for cleaning and the library will be closed that day.
8. Overall funding is a concern. Grants could be investigated.

Next Facilities Meeting

June 4th, at 6:00 pm

Saugerties Public Library  
Outreach Committee

Date: May 29<sup>th</sup>, 2024

Time: 5:30 – 6:30pm

Committee Members Attending:

Nina Schmidbauer (chairperson), Timothy Scott (president), Jennifer Russell, (director) Katie Cokinos, absent: Julie Misiano

Discussion/Agenda Items

1. 5 Year Plan update:

Check-in with distribution of 5-year plan flyers – discussed flyer distribution, Lighthouse Channel, maybe repost in July. We looked through a handful of paper surveys. Ad is being shown at the Orpheum on the screen. Will be conducting one on one discussions and in-person in July. Places to go – Art Salon at 9W first Tuesdays and Chamber, Kiwanis, The Pig, have paper and also be present to hear feedback. The Legion is also a good site visit. Our goal is 200, presently we have 154. Locations around town where people congregate i.e. Cantine, School Board mtg. waiting for pickup at Cahill elementary.

2. Tabling:

SPL will be present at the Farmer's market: Esopus Creek day celebration with Lower Esopus Creek Management, June 8<sup>th</sup>. Also have a table at Hope Rocks, August 24<sup>th</sup> & 25<sup>th</sup>.

3. Outreach Events:

Woodstock'94 - 90's trivia, tie-dye for children, scavenger too.

Saugerties Arts Commission mixer June 25<sup>th</sup>.

Next Outreach Meeting: June 24<sup>th</sup>, 5:30

2.





Dec.	2024 Total:
	13
	39

Dec.	2024 Total:
	245
	3056

Saugerties Public Library  
2023-2024 Statistics Compared

	Jan '23	Jan '24	Feb '23	Feb '24	March '23	March '24	April '23	April '24	May '23	May '24	June '23	June '24	July '23	July '24
<b>Circulation</b>														
Adult	2,453	2,487	2,306	2,239	2,791	2,377	2,323	2,231	2,452	2,119	2,776		2,726	
Adult renewals	1,106	1,044	1,172	941	1,262	1,167	1,240	1,103	1,208	993	1,199		1,288	
Juvenile	1,816	1,886	1,862	2,151	2,151	2,069	1,939	2,013	1,762	1,644	2,199		2,256	
Juvenile renewals	914	1,063	1,092	939	1,286	1,092	1,386	1,133	1,319	974	1,970		1,614	
Teen	90	128	116	101	93	114	105	119	85	127	110		139	
Teen renewals	71	56	66	53	65	56	84	61	79	80	105		92	
<b>Total Circulation</b>	6,450	6,664	6,614	6,424	7,648	6,875	7,077	6,660	6,905	5,937	8,359		8,115	
		3%		-3%		-10%		-6%		-14%				
<b>Holds Filled</b>														
Adults	1,123	1,043	1,055	946	1,265	974	1,073	886	1,071	867	1,209		1,105	
Juvenile	528	465	446	451	529	429	426	370	451	355	393		391	
Teen	52	54	61	59	60	47	45	49	53	40	64		66	
ILL received	2	1	2	1	0	1	1	1	0	0	0		1	
ILL loaned	0	2	0	0	1	0	0	0	1	0	1		1	
<b>Total Holds</b>	1,705	1,565	1,564	1,457	1,855	1,451	1,545	1,306	1,576	1,262	1,667		1,564	
		-8%		-7%		-22%		-15%		-20%				
<b>Questions Answered</b>														
Adult	630	1,207	587	1,030	833	863	840	962	846	731	909		909	
Children's	219	215	242	295	252	290	224	248	199	243	342		517	
<b>Total Questions</b>	849	1,422	829	1,325	1,085	1,153	1,064	1,210	1,045	974	1,251		1,426	
		67%		60%		6%		14%		-7%				
<b>Programs</b>														
Adult	18	18	20	23	24	33	24	30	22	27	23		19	
Teen	13	16	12	18	13	17	12	13	14	19	11		21	
Children's	18	24	17	27	21	21	20	27	21	23	20		33	
<b>Total Programs</b>	49	58	49	68	58	71	56	70	57	69	54		73	
		18%		39%		22%		25%		21%				
<b>Program Attendance</b>														
Adult	123	158	199	193	233	429	178	327	223	275	184		114	
Teen	75	95	62	4	60	117	63	100	86	105	63		53	
Children	289	505	238	492	335	381	223	433	294	423	528		416	
<b>Total attendance</b>	487	758	499	689	628	927	464	860	603	803	775		583	
		56%		38%		48%		85%		33%				
<b>Computer sessions</b>	383	345	321	324	449	418	372	408	345	412	328		382	
		-10%		1%		-7%		10%		19%				
<b>Web Page Visits</b>	4,040	6,170	5,434	5,273	6,140	5,705	5,178	5,572	4,846	5,516	5,889		6,004	
		53%		-3%		-7%		7%		14%				
<b>New Cards Issued</b>	39	32	47	42	75	59	23	44	23	22	37		46	
		-18%		-11%		-21%		91%		-4%				
<b>Overdrive Audiobook</b>	604	723	513	756	587	766	532	806	627	818	584		653	
<b>Overdrive eBook</b>	857	971	759	868	846	922	758	941	784	890	944		937	
<b>Overdrive Magazine</b>	144	483	86	466	121	524	80	352	99	410	107		72	
<b>Overdrive Total</b>	1605	2177	1358	2090	1554	2212	1370	2099	1510	2118	1635		1662	
		36%		54%		42%		53%		40%				

Saugerties Public Library  
2023-2024 Statistics Compared

	August '23	August '24	Sept '22	Sept '24	Oct '23	Oct '24	Nov '23	Nov '24	Dec '23	Dec '24	TOTAL 2023	TOTAL 2024	
<b>Circulation</b>													
Adult	2,818		2,532		2,345		2,254		2,317		30,093	11,453	38%
Adult renewals	1,287		1,186		1,294		1,006		1,162		14,410	5,248	36%
Juvenile	2,454		1,718		1,925		1,804		1,529		23,415	9,763	42%
Juvenile renewals	1,287		1,368		1,864		1,071		1,249		16,420	5,201	32%
Teen	148		91		68		88		81		1,214	589	49%
Teen renewals	86		85		52		55		51		891	306	34%
<b>Total Circulation</b>	8,080		6,980		7,548		6,278		6,389		86,443	32,560	38%
<b>Holds Filled</b>													
Adults	1,008		937		809		868		878		12,401	4,716	38%
Juvenile	382		412		444		423		367		5,192	2,070	40%
Teen	34		37		29		41		44		586	249	42%
ILL received	0		0		0		1		0		7	4	57%
ILL loaned	0		1		0		0		0		5	2	40%
<b>Total Holds</b>	1,424		1,387		1,282		1,333		1,289		18,191	7,041	39%
<b>Questions Answered</b>													
Adult	1,021		962		970		951		892		10,140	5,038	50%
Children's	804		339		205		306		247		3,891	1,258	32%
<b>Total Questions</b>	1,825		1,301		1,175		1,257		1,139		14,031	6,296	45%
<b>Programs</b>													
Adult	24		21		27		23		20		265	131	49%
Teen	18		12		18		16		13		173	83	48%
Children's	33		12		31		24		24		274	122	45%
<b>Total Programs</b>	75		45		76		63		57		712	336	47%
<b>Program Attendance</b>													
Adult	254		145		220		148		306		2,327	1,382	59%
Teen	121		91		154		131		79		1,038	421	41%
Children	824		186		515		604		348		4,800	2,234	47%
<b>Total attendance</b>	1,199		422		889		883		733		8,165	4,037	49%
<b>Computer sessions</b>	478		389		387		340		267		4,441	1,907	43%
													13%
<b>Web Page Visits</b>	4,221		3,630		5,406		4,707		4,559		60,054	28,236	47%
													64%
<b>New Cards Issued</b>	80		39		26		17		24		476	199	42%
													37%
<b>Overdrive Audiobook</b>	706		628		655		614		718		6703	3869	58%
<b>Overdrive eBook</b>	890		824		821		772		854		9192	4592	50%
<b>Overdrive Magazine</b>	151		171		423		527		488		1981	2235	113%
<b>Overdrive Total</b>	1747		1623		1899		1913		2060		17876	10696	60%