

**Board of Trustees Meeting**  
**February 11, 2021**  
**6pm**  
**Agenda**

**Roll Call**

**Public Comment:** 6pm

**Action Items:** (15 mins.)

1. Secretary's report – vote on minutes from December 10, 2020 & January 14, 2021 - Scott
2. Treasurer's report – Collins
3. Pay Bills

**New Business:** (15 mins.)

1. Covid update – Russell
2. Fiber optic/E rate – Russell
3. Annual report – Russell and staff

**Old Business:**

1. Film Chat

**Committee Reports:** (15 mins.)

1. Finance – Brian Collins
2. Personnel – Cindy Saporito
3. Outreach – Elizabeth Stegmayer
4. Facilities – Bernie Carroll
5. Policy – Jouette Bassler
6. Friends Liason – Ginger Jurecka-Blake

**Director's Report:** (15 mins.)

**Next meeting:** Thursday, March 11, 2021

**Saugerties Public Library  
Regular Board Meeting  
January 14, 2021**

**Draft**

**MEETING CONDUCTED VIRTUALLY**

**Present:** *Trustees* Bassler, Carroll, Cokinos, Collins, Hurst, Misiano, Saporito, Scott, Wilson

**Excused:** Jurecka-Blake, Stegmayer

*Director:* Russell

*Asst Director:* Lydecker

*Public:* Ray Rebholz and LEEANNE THORNTON

Meeting called to order at 6:01 pm by President Cokinos

**Public Comment:**

*Leeanne Thornton* informed the board that she'll continue to be the Town Board liaison to the library. There is also talk of a "community fridge" being placed within Saugerties (the library is a possible location). The fridge would be a free resource available for all residents and would depend on donations of food items.

*Ray Rebholz* says the Friends treasurer is in the process of renewing all applicable museum passes for patron use. The next Friends meeting will take place January 26 via Zoom.

**Secretary's Report:**

Minutes for the December 10 meeting will be voted on in February.

**Treasurer's Report:**

*Motion* by Collins and *Second* by Wilson to pay bills in the amount of \$18,212.17.  
Motion passes unanimously.

**New Business:**

1. COVID Update: Director Russell sent out a link for vaccination sign up.
  - MHLS is having a discussion on the topic “Are library workers essential workers?”
  - Cokinos says the Saugerties School District will be going back to a hybrid learning format on Jan. 19.
  - Thornton says that 14,000 people are currently on a vaccine waiting list in Ulster County
2. Records Retention (needed to adopt in order to conform with NYS law)

*Motion* by Saporito and *Second* by Scott.  
*Motion* passes with Bassler *abstaining*.

3. Sexual Harassment Training
  - Director Russell will send out a video link to all trustees via email along with an Ethics Statement (must be signed and returned to the library).

**Old Business** (Director Russell):

- Trees left over from the Holiday Display need to be picked up.
- What will be displayed next is the current topic of discussion. Jurecka-Blake expressed interest in being a part of that process.

**Committee Reports:**

**Finance:** Meeting occurred 12/22/2020 (See Finance Minutes)

**Personnel:** Meeting occurred 1/21/21 (See Personnel Minutes)

- Two employees (T. Lydecker and C. Pacuk), are due for a raise retroactive to their date of hire.

*Motion* by Saporito and *Second* by Wilson to grant the aforementioned raises. Passes unanimously.

- The switch to ADP for payroll services will be handled by the Finance Committee and not Personnel.

**Outreach:** No meeting

**Facilities:** Meeting occurred 1/6/21 (See Facilities Minutes)

- We may upgrade to fiber-optics. Director Russell will negotiate with Spectrum for a better rate in the meantime.

**Policy:** Meeting occurred 1/20/21 (See Policy Minutes)

**Friends Liaison:** Please see above under “Friends Report.”

**Director’s Report:** Please see said report within Meeting Packet

- Director met with clerks to discuss how they can contribute to the library’s long-range plan.
- T. Lydecker and S. McElrath came up with an interesting idea. Patrons would fill out an online form (stating what library materials they like), and staff would then gather those items forming a “bundle of joy.”
- Cokinis is working with staff to create an online film discussion event.
- Patrons are now able to fully access Hoopla (an online streaming service featuring film, comics, audiobooks etc.).
- There are only 40 reels left to be digitized before our newspaper collection is completed and available on our website.
- Director continues to explore payroll service possibilities.
- The Staff Appreciation Luncheon was a big hit. Many thanks!

*Motion* by Cokinis and *Second* by Saporito to adjourn at 7:13 pm. *Motion* passes unanimously.

Next meeting: February 11, 2021 at 6pm on GoToMeeting

Submitted by: Tim Scott, Jr.

# Saugerties Public Library General Fund Budget vs. Actual

January 2021

	<u>Jan 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
1001 · Real Property Taxes	0.00	617,796.00	-617,796.00
2082 · Fines	448.52	7,500.00	-7,051.48
2401 · Interest	2.37	500.00	-497.63
2705 · Gifts & Donations			
2705.2 · General	0.00	3,000.00	-3,000.00
2705.3 · In-Kind	0.00	7,000.00	-7,000.00
2705 · Gifts & Donations - Other	200.00		
<b>Total 2705 · Gifts &amp; Donations</b>	<u>200.00</u>	<u>10,000.00</u>	<u>-9,800.00</u>
3999 · Appropriated Fund Balance	0.00	22,815.00	-22,815.00
<b>Total Income</b>	<u>650.89</u>	<u>658,611.00</u>	<u>-657,960.11</u>
<b>Expense</b>			
7410.1 · Salaries	22,990.88	365,909.00	-342,918.12
7410.4 · Contractual Expenses			
.4.1 · Library Material			
.4.1.1 · Tapes & Videos	1,002.08	7,100.00	-6,097.92
.4.1.2 · Books			
4.1.2A · Adult Books	586.60		
4.1.2J · Children's Books	281.64		
.4.1.2 · Books - Other	0.00	20,000.00	-20,000.00
<b>Total .4.1.2 · Books</b>	<u>868.24</u>	<u>20,000.00</u>	<u>-19,131.76</u>
.4.1.3 · Subscriptions	1,522.31	1,900.00	-377.69
.4.1.4 · Newspapers	0.00	2,100.00	-2,100.00
.4.1.5 · E-books	287.50	2,000.00	-1,712.50
<b>Total .4.1 · Library Material</b>	<u>3,680.13</u>	<u>33,100.00</u>	<u>-29,419.87</u>
.4.2 · Programs, Publicity, History			
.4.2.1 · Programs	50.65	5,000.00	-4,949.35
.4.2.3 · Newsletter & Public Relations	0.00	2,000.00	-2,000.00
<b>Total .4.2 · Programs, Publicity, History</b>	<u>50.65</u>	<u>7,000.00</u>	<u>-6,949.35</u>
.4.3 · Operation of Building			
.4.3.1 · Utilities	1,577.58	23,000.00	-21,422.42
.4.3.2 · Telephone	199.95	1,800.00	-1,600.05
.4.3.3 · Insurance	4,334.00	19,000.00	-14,666.00
.4.3.4 · Maintenance Service & Supplies	93.89	2,400.00	-2,306.11
.4.3.5 · Lawn & Grounds	0.00	4,000.00	-4,000.00
.4.3.6 · Building R&M	307.00	11,000.00	-10,693.00
.4.3.7 · Snow Removal	1,075.00	3,000.00	-1,925.00
.4.3.8 · Elevator	705.64	3,250.00	-2,544.36
.4.3.9 · Geothermal	0.00	5,500.00	-5,500.00
.4.3.10 · Custodial Service	0.00	7,500.00	-7,500.00
.4.3.12 · Internet	114.99	552.00	-437.01
<b>Total .4.3 · Operation of Building</b>	<u>8,408.05</u>	<u>81,002.00</u>	<u>-72,593.95</u>
.4.4 · Equipment R&M, Supplies			

# Saugerties Public Library General Fund Budget vs. Actual

January 2021

	Jan 21	Budget	\$ Over Budget
.4.4.1 · Copier	292.68	3,100.00	-2,807.32
.4.4.2 · Office Supplies	9.80	2,000.00	-1,990.20
.4.4.4 · Postage	0.00	2,000.00	-2,000.00
.4.4.5 · Payroll Service Fees	74.00	1,000.00	-926.00
.4.4.6 · Equipment Purchases	820.00	2,000.00	-1,180.00
.4.4.7 · Equipment R&M	0.00	100.00	-100.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>1,196.48</b>	<b>10,200.00</b>	<b>-9,003.52</b>
<b>.4.5 · Automation, System Fees</b>			
.4.5.1 · Automation & Online Services	2,872.66		
.4.5.2 · MHLS Fees	350.00		
.4.5 · Automation, System Fees - Other	0.00	19,000.00	-19,000.00
<b>Total .4.5 · Automation, System Fees</b>	<b>3,222.66</b>	<b>19,000.00</b>	<b>-15,777.34</b>
<b>.4.6 · Professional Services</b>			
.4.6.1 · Accounting	350.00	5,500.00	-5,150.00
.4.6.3 · Board Expenses	75.00	500.00	-425.00
.4.6.4 · Consulting & Legal Services	0.00	2,000.00	-2,000.00
.4.6.5 · IT Maintenance Consultant	1,530.00		
.4.6.6 · Staff Development	0.00	500.00	-500.00
<b>Total .4.6 · Professional Services</b>	<b>1,955.00</b>	<b>8,500.00</b>	<b>-6,545.00</b>
<b>.4.7 · Election Expenses</b>			
.4.7.1 · Election Inspectors	0.00	450.00	-450.00
.4.7.2 · Election Expenses	0.00	50.00	-50.00
<b>Total .4.7 · Election Expenses</b>	<b>0.00</b>	<b>500.00</b>	<b>-500.00</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>18,512.97</b>	<b>159,302.00</b>	<b>-140,789.03</b>
<b>9010 · Employee Benefits</b>			
.1 · Retirement	0.00	33,000.00	-33,000.00
.2 · Social Security & Medicare	1,724.89	25,000.00	-23,275.11
.3 · Workers Compensation	3,623.00	4,000.00	-377.00
.4 · Disability	-27.86	250.00	-277.86
.5 · Medical & Dental Benefits	9,750.22	70,700.00	-60,949.78
.6 · Life Insurance	0.00	450.00	-450.00
<b>Total 9010 · Employee Benefits</b>	<b>15,070.25</b>	<b>133,400.00</b>	<b>-118,329.75</b>
<b>Total Expense</b>	<b>56,574.10</b>	<b>658,611.00</b>	<b>-602,036.90</b>
<b>Net Ordinary Income</b>	<b>-55,923.21</b>	<b>0.00</b>	<b>-55,923.21</b>
<b>Net Income</b>	<b>-55,923.21</b>	<b>0.00</b>	<b>-55,923.21</b>

# Saugerties Public Library General Fund Budget vs. Actual

January 2021

	% of Budget
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
1001 · Real Property Taxes	0.0%
2082 · Fines	5.98%
2401 · Interest	0.47%
2705 · Gifts & Donations	
2705.2 · General	0.0%
2705.3 · In-Kind	0.0%
2705 · Gifts & Donations - Other	
<b>Total 2705 · Gifts &amp; Donations</b>	2.0%
3999 · Appropriated Fund Balance	0.0%
<b>Total Income</b>	0.1%
<b>Expense</b>	
7410.1 · Salaries	6.28%
7410.4 · Contractual Expenses	
.4.1 · Library Material	
.4.1.1 · Tapes & Videos	14.11%
.4.1.2 · Books	
4.1.2A · Adult Books	
4.1.2J · Children's Books	
.4.1.2 · Books - Other	0.0%
<b>Total .4.1.2 · Books</b>	4.34%
.4.1.3 · Subscriptions	80.12%
.4.1.4 · Newspapers	0.0%
.4.1.5 · E-books	14.38%
<b>Total .4.1 · Library Material</b>	11.12%
.4.2 · Programs, Publicity, History	
.4.2.1 · Programs	1.01%
.4.2.3 · Newsletter & Public Relations	0.0%
<b>Total .4.2 · Programs, Publicity, History</b>	0.72%
.4.3 · Operation of Building	
.4.3.1 · Utilities	6.86%
.4.3.2 · Telephone	11.11%
.4.3.3 · Insurance	22.81%
.4.3.4 · Maintenance Service & Supplies	3.91%
.4.3.5 · Lawn & Grounds	0.0%
.4.3.6 · Building R&M	2.79%
.4.3.7 · Snow Removal	35.83%
.4.3.8 · Elevator	21.71%
.4.3.9 · Geothermal	0.0%
.4.3.10 · Custodial Service	0.0%
.4.3.12 · Internet	20.83%
<b>Total .4.3 · Operation of Building</b>	10.38%
.4.4 · Equipment R&M, Supplies	



# Saugerties Public Library General Fund Budget vs. Actual

January 2021

	<b>% of Budget</b>
.4.4.1 · Copier	9.44%
.4.4.2 · Office Supplies	0.49%
.4.4.4 · Postage	0.0%
.4.4.5 · Payroll Service Fees	7.4%
.4.4.6 · Equipment Purchases	41.0%
.4.4.7 · Equipment R&M	0.0%
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>11.73%</b>
<b>.4.5 · Automation, System Fees</b>	
.4.5.1 · Automation & Online Services	
.4.5.2 · MHLS Fees	
.4.5 · Automation, System Fees - Other	0.0%
<b>Total .4.5 · Automation, System Fees</b>	<b>16.96%</b>
<b>.4.6 · Professional Services</b>	
.4.6.1 · Accounting	6.36%
.4.6.3 · Board Expenses	15.0%
.4.6.4 · Consulting & Legal Services	0.0%
.4.6.5 · IT Maintenance Consultant	
.4.6.6 · Staff Development	0.0%
<b>Total .4.6 · Professional Services</b>	<b>23.0%</b>
<b>.4.7 · Election Expenses</b>	
.4.7.1 · Election Inspectors	0.0%
.4.7.2 · Election Expenses	0.0%
<b>Total .4.7 · Election Expenses</b>	<b>0.0%</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>11.62%</b>
<b>9010 · Employee Benefits</b>	
.1 · Retirement	0.0%
.2 · Social Security & Medicare	6.9%
.3 · Workers Compensation	90.58%
.4 · Disability	-11.14%
.5 · Medical & Dental Benefits	13.79%
.6 · Life Insurance	0.0%
<b>Total 9010 · Employee Benefits</b>	<b>11.3%</b>
<b>Total Expense</b>	<b>8.59%</b>
<b>Net Ordinary Income</b>	<b>100.0%</b>
<b>Net Income</b>	<b>100.0%</b>

# Saugerties Public Library

## General Fund Revenue and Expenditure Report

	<u>Jan 21</u>	<u>Jan 20</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
2082 · Fines	448.52	1,835.92
2401 · Interest	2.37	62.87
2705 · Gifts & Donations		
2705.2 · General	0.00	2,525.00
2705 · Gifts & Donations - Other	200.00	0.00
<b>Total 2705 · Gifts &amp; Donations</b>	<u>200.00</u>	<u>2,525.00</u>
<b>Total Income</b>	650.89	4,423.79
<b>Expense</b>		
7410.1 · Salaries	22,990.88	35,863.51
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	1,002.08	811.18
.4.1.2 · Books		
4.1.2A · Adult Books	586.60	989.53
4.1.2J · Children's Books	281.64	340.83
<b>Total .4.1.2 · Books</b>	<u>868.24</u>	<u>1,330.36</u>
.4.1.3 · Subscriptions	1,522.31	59.90
.4.1.5 · E-books	287.50	278.46
<b>Total .4.1 · Library Material</b>	<u>3,680.13</u>	<u>2,479.90</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	50.65	0.00
.4.2.2 · Microfilm & Archives	0.00	48.55
<b>Total .4.2 · Programs, Publicity, History</b>	<u>50.65</u>	<u>48.55</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	1,577.58	1,966.73
.4.3.2 · Telephone	199.95	149.95
.4.3.3 · Insurance	4,334.00	3,765.00
.4.3.4 · Maintenance Service & Supplies	93.89	337.81
.4.3.5 · Lawn & Grounds	0.00	35.99
.4.3.6 · Building R&M	307.00	304.98
.4.3.7 · Snow Removal	1,075.00	450.00
.4.3.8 · Elevator	705.64	0.00
.4.3.10 · Custodial Service	0.00	508.00
.4.3.12 · Internet	114.99	46.00
<b>Total .4.3 · Operation of Building</b>	<u>8,408.05</u>	<u>7,564.46</u>
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	292.68	412.16
.4.4.2 · Office Supplies	9.80	59.90
.4.4.5 · Payroll Service Fees	74.00	98.75
.4.4.6 · Equipment Purchases	820.00	0.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<u>1,196.48</u>	<u>570.81</u>
.4.5 · Automation, System Fees		

# Saugerties Public Library General Fund Revenue and Expenditure Report

	Jan 21	Jan 20
.4.5.1 · Automation & Online Services	2,872.66	3,059.48
.4.5.2 · MHLS Fees	350.00	0.00
<b>Total .4.5 · Automation, System Fees</b>	<b>3,222.66</b>	<b>3,059.48</b>
<b>.4.6 · Professional Services</b>		
.4.6.1 · Accounting	350.00	750.00
.4.6.3 · Board Expenses	75.00	150.00
.4.6.5 · IT Maintenance Consultant	1,530.00	1,500.00
<b>Total .4.6 · Professional Services</b>	<b>1,955.00</b>	<b>2,400.00</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>18,512.97</b>	<b>16,123.20</b>
<b>9010 · Employee Benefits</b>		
.2 · Social Security & Medicare	1,724.89	2,692.67
.3 · Workers Compensation	3,623.00	0.00
.4 · Disability	-27.86	-55.03
.5 · Medical & Dental Benefits	9,750.22	4,325.18
<b>Total 9010 · Employee Benefits</b>	<b>15,070.25</b>	<b>6,962.82</b>
<b>Total Expense</b>	<b>56,574.10</b>	<b>58,949.53</b>
<b>Net Ordinary Income</b>	<b>-55,923.21</b>	<b>-54,525.74</b>
<b>Net Income</b>	<b>-55,923.21</b>	<b>-54,525.74</b>

# Saugerties Public Library Balance Sheet by Class

As of January 31, 2021

	A - General	H - Capital	K - Fixed Assets
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
M&T General Fund Checking	32,848.32	0.00	0.00
M&T General Fund Savings 8180	98,697.14	0.00	0.00
M&T General Balance Fund 8627	358,151.72	0.00	0.00
M&T Capital Fund Checking 6430	0.00	50.00	0.00
M&T Bequest Fund 8198	0.00	0.00	0.00
Cash General Fund Petty Cash	874.00	0.00	0.00
<b>Total Checking/Savings</b>	490,571.18	50.00	0.00
<b>Other Current Assets</b>			
391 - Due From Other Funds	337.28	0.00	0.00
480 - Prepaid Expenses	13,330.25	0.00	0.00
<b>Total Other Current Assets</b>	13,667.53	0.00	0.00
<b>Total Current Assets</b>	504,238.71	50.00	0.00
<b>Other Assets</b>			
K101 - Land	0.00	0.00	570,484.00
K102 - Buildings	0.00	0.00	7,029,056.00
K103 - Improvement Other than Building	0.00	0.00	215,723.86
K104 - Machinery and Equipment	0.00	0.00	59,679.00
W129 - Non-Current Govt Liabilites	0.00	0.00	0.00
<b>Total Other Assets</b>	0.00	0.00	7,874,942.86
<b>TOTAL ASSETS</b>	<b>504,238.71</b>	<b>50.00</b>	<b>7,874,942.86</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
600 - Accounts Payable	21,460.18	0.00	0.00
<b>Total Accounts Payable</b>	21,460.18	0.00	0.00
<b>Other Current Liabilities</b>			
601 - Accrued Expenses	16,412.89	0.00	0.00
630 - Due To Other Funds	0.00	0.00	0.00
Payroll Liabilities	4,325.10	0.00	0.00
<b>Total Other Current Liabilities</b>	20,737.99	0.00	0.00
<b>Total Current Liabilities</b>	42,198.17	0.00	0.00
<b>Long Term Liabilities</b>			
K159 - Non-Current Govt Assets	0.00	0.00	7,874,942.86
W687 - Compensated Absences	0.00	0.00	0.00
W638 - Net Pension Liability	0.00	0.00	0.00
<b>Total Long Term Liabilities</b>	0.00	0.00	7,874,942.86
<b>Total Liabilities</b>	42,198.17	0.00	7,874,942.86
<b>Equity</b>			
<b>Restricted Fund Balance</b>			
Trust Fund I	0.00	0.00	0.00
<b>Total Restricted Fund Balance</b>	0.00	0.00	0.00

**Saugerties Public Library  
Balance Sheet by Class**

As of January 31, 2021

	A - General	H - Capital	K - Fixed Assets
807 - Non-Spendable Fund Balance	21,583.38	0.00	0.00
914 - Assigned Fund Balance	20,000.00	0.00	0.00
917 - Unrestricted Fund Balance	476,380.37	50.00	0.00
Net Income	-55,923.21	0.00	0.00
Total Equity	462,040.54	50.00	0.00
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>504,238.71</b>	<b>50.00</b>	<b>7,874,942.86</b>

# Saugerties Public Library Balance Sheet by Class

As of January 31, 2021

	<u>PN - Permanent</u>	<u>W - Long-Term Debt</u>	<u>Unclassified</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
M&T General Fund Checking	0.00	0.00	0.00
M&T General Fund Savings 8180	0.00	0.00	0.00
M&T General Balance Fund 8627	0.00	0.00	0.00
M&T Capital Fund Checking 6430	0.00	0.00	0.00
M&T Bequest Fund 8198	24,398.88	0.00	0.00
Cash General Fund Petty Cash	0.00	0.00	0.00
<b>Total Checking/Savings</b>	<u>24,398.88</u>	<u>0.00</u>	<u>0.00</u>
<b>Other Current Assets</b>			
391 - Due From Other Funds	0.00	0.00	0.00
480 - Prepaid Expenses	0.00	0.00	0.00
<b>Total Other Current Assets</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Current Assets</b>	<u>24,398.88</u>	<u>0.00</u>	<u>0.00</u>
<b>Other Assets</b>			
K101 - Land	0.00	0.00	0.00
K102 - Buildings	0.00	0.00	0.00
K103 - Improvement Other than Building	0.00	0.00	0.00
K104 - Machinery and Equipment	0.00	0.00	0.00
W129 - Non-Current Govt Liabilites	0.00	34,319.00	0.00
<b>Total Other Assets</b>	<u>0.00</u>	<u>34,319.00</u>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<u><u>24,398.88</u></u>	<u><u>34,319.00</u></u>	<u><u>0.00</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
600 - Accounts Payable	0.00	0.00	0.00
<b>Total Accounts Payable</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Other Current Liabilities</b>			
601 - Accrued Expenses	0.00	0.00	0.00
630 - Due To Other Funds	337.28	0.00	0.00
Payroll Liabilities	0.00	0.00	0.00
<b>Total Other Current Liabilities</b>	<u>337.28</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Current Liabilities</b>	<u>337.28</u>	<u>0.00</u>	<u>0.00</u>
<b>Long Term Liabilities</b>			
K159 - Non-Current Govt Assets	0.00	0.00	0.00
W687 - Compensated Absences	0.00	7,817.00	0.00
W638 - Net Pension Liability	0.00	26,502.00	0.00
<b>Total Long Term Liabilities</b>	<u>0.00</u>	<u>34,319.00</u>	<u>0.00</u>
<b>Total Liabilities</b>	<u>337.28</u>	<u>34,319.00</u>	<u>0.00</u>
<b>Equity</b>			
<b>Restricted Fund Balance</b>			
Trust Fund I	24,000.00	0.00	0.00
<b>Total Restricted Fund Balance</b>	<u>24,000.00</u>	<u>0.00</u>	<u>0.00</u>

**Saugerties Public Library  
Balance Sheet by Class**

As of January 31, 2021

	<u>PN - Permanent</u>	<u>W - Long-Term Debt</u>	<u>Unclassified</u>
807 - Non-Spendable Fund Balance	0.00	0.00	0.00
914 - Assigned Fund Balance	0.00	0.00	0.00
917 - Unrestricted Fund Balance	61.60	0.00	0.00
Net Income	0.00	0.00	0.00
Total Equity	<u>24,061.60</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>24,398.88</u></b>	<b><u>34,319.00</u></b>	<b><u>0.00</u></b>

# Saugerties Public Library Balance Sheet by Class

As of January 31, 2021

TOTAL

**ASSETS**

**Current Assets**

**Checking/Savings**

M&T General Fund Checking	32,848.32
M&T General Fund Savings 8180	98,697.14
M&T General Balance Fund 8627	358,151.72
M&T Capital Fund Checking 6430	50.00
M&T Bequest Fund 8198	24,398.88
Cash General Fund Petty Cash	874.00

**Total Checking/Savings** 515,020.06

**Other Current Assets**

391 - Due From Other Funds	337.28
480 - Prepaid Expenses	13,330.25

**Total Other Current Assets** 13,667.53

**Total Current Assets** 528,687.59

**Other Assets**

K101 - Land	570,484.00
K102 - Buildings	7,029,056.00
K103 - Improvement Other than Building	215,723.86
K104 - Machinery and Equipment	59,679.00
W129 - Non-Current Govt Liabilites	34,319.00

**Total Other Assets** 7,909,261.86

**TOTAL ASSETS** 8,437,949.45

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

600 - Accounts Payable	21,460.18
------------------------	-----------

**Total Accounts Payable** 21,460.18

**Other Current Liabilities**

601 - Accrued Expenses	16,412.89
630 - Due To Other Funds	337.28
Payroll Liabilities	4,325.10

**Total Other Current Liabilities** 21,075.27

**Total Current Liabilities** 42,535.45

**Long Term Liabilities**

K159 - Non-Current Govt Assets	7,874,942.86
W687 - Compensated Absences	7,817.00
W638 - Net Pension Liability	26,502.00

**Total Long Term Liabilities** 7,909,261.86

**Total Liabilities** 7,951,797.31

**Equity**

**Restricted Fund Balance**

Trust Fund I	24,000.00
--------------	-----------

**Total Restricted Fund Balance** 24,000.00



**Saugerties Public Library  
Balance Sheet by Class**

As of January 31, 2021

	<u>TOTAL</u>
807 - Non-Spendable Fund Balance	21,583.38
914 - Assigned Fund Balance	20,000.00
917 - Unrestricted Fund Balance	476,491.97
Net Income	-55,923.21
Total Equity	<u>486,152.14</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>8,437,949.45</u></u></b>

# Saugerties Public Library Abstract Check Register

	<u>Type</u>	<u>Date</u>	<u>Num</u>
<b>M&amp;T General Fund Checking</b>			
	Bill Pmt -Check	02/12/2021	10221
	Bill Pmt -Check	02/12/2021	10222
	Bill Pmt -Check	02/12/2021	10223
	Bill Pmt -Check	02/12/2021	
	Bill Pmt -Check	02/12/2021	10224
	Bill Pmt -Check	02/12/2021	10225
	Bill Pmt -Check	02/12/2021	10226
	Bill Pmt -Check	02/12/2021	10227
	Bill Pmt -Check	02/12/2021	10228
	Bill Pmt -Check	02/12/2021	10229
	Bill Pmt -Check	02/12/2021	10230
	Bill Pmt -Check	02/12/2021	10231
	Bill Pmt -Check	02/12/2021	10232
	Bill Pmt -Check	02/12/2021	10233
	Bill Pmt -Check	02/12/2021	10234
	Bill Pmt -Check	02/12/2021	10235
	Bill Pmt -Check	02/12/2021	
	Bill Pmt -Check	02/12/2021	10236
	Bill Pmt -Check	02/12/2021	10237
	Bill Pmt -Check	02/12/2021	10238
	Bill Pmt -Check	02/12/2021	10239
	Bill Pmt -Check	02/12/2021	10240

Total M&T General Fund Checking

**M&T Capital Fund Checking 6430**

Total M&T Capital Fund Checking 6430

**TOTAL**

# Saugerties Public Library Abstract Check Register

	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>M&amp;T General Fund Checking</b>			
	Baker & Taylor		-776.27
	Business Credit Card		-27.96
	CDPHP		-5,096.89
	Central Hudson		-1,577.58
	Curtronics		-220.00
	Custom Lawns & More		-1,025.00
	Gale/Cengage Learning		-91.97
	Marshall & Sterling Upstate		-4,334.00
	Mid Hudson Library System		-4,752.66
	Midwest Tape		-489.05
	National Business Leasing a Program of		-164.00
	National Business Technologies		-79.05
	Olive Free Library		-35.71
	OverDrive Inc		-287.50
	SAFECO Alarm Systems, Inc.		-45.00
	Saugerties Chamber of Commerce		-75.00
	Time Warner Cable		-314.94
	UHY LLP		-350.00
	Uniforms USA, Inc.		-42.00
	W B Mason Co Inc		-74.37
	Welsh Sanitation		-93.89
	WT Cox		-1,507.34
			<u>-21,460.18</u>
Total M&T General Fund Checking			-21,460.18
<b>M&amp;T Capital Fund Checking 6430</b>			
Total M&T Capital Fund Checking 6430			
<b>TOTAL</b>			<u><u>-21,460.18</u></u>

# Saugerties Public Library

## Abstract

January 31, 2021

Num

### Ordinary Income/Expense

#### Expense

#### 7410.4 · Contractual Expenses

#### .4.1 · Library Material

#### .4.1.1 · Tapes & Videos

0099910712

0099940595

0099940596

0099929678

Total .4.1.1 · Tapes & Videos

#### .4.1.2 · Books

#### 4.1.2A · Adult Books

5016651883

5016674383

5016670628

72846832

Total 4.1.2A · Adult Books

#### 4.1.2J · Children's Books

5016624682

5016644806

5016673651

5016665058

5016693267

Total 4.1.2J · Children's Books

Total .4.1.2 · Books

#### .4.1.3 · Subscriptions

3090913

Total .4.1.3 · Subscriptions

#### .4.1.5 · E-books

01938CO21030458

Total .4.1.5 · E-books

Total .4.1 · Library Material

#### .4.2 · Programs, Publicity, History

#### .4.2.1 · Programs

216978920

Total .4.2.1 · Programs

Total .4.2 · Programs, Publicity, History

#### .4.3 · Operation of Building

#### .4.3.1 · Utilities

Total .4.3.1 · Utilities

#### .4.3.2 · Telephone

# Saugerties Public Library

## Abstract

January 31, 2021

Num

Total .4.3.2 · Telephone	
<b>.4.3.3 · Insurance</b>	
	1492260
	1492261
Total .4.3.3 · Insurance	
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>	
Total .4.3.4 · Maintenance Service & Supplies	
<b>.4.3.6 · Building R&amp;M</b>	
	873609
	875346
	4213
	79420
Total .4.3.6 · Building R&M	
<b>.4.3.7 · Snow Removal</b>	
	1776
	1787
Total .4.3.7 · Snow Removal	
<b>.4.3.12 · Internet</b>	
Total .4.3.12 · Internet	
Total .4.3 · Operation of Building	
<b>.4.4 · Equipment R&amp;M, Supplies</b>	
<b>.4.4.1 · Copier</b>	
	IN402803
	IN405405
	70940449
	217262807
	216978920
Total .4.4.1 · Copier	
<b>.4.4.2 · Office Supplies</b>	
	216978920
Total .4.4.2 · Office Supplies	
Total .4.4 · Equipment R&M, Supplies	
<b>.4.5 · Automation, System Fees</b>	
<b>.4.5.1 · Automation &amp; Online Services</b>	
	11685
Total .4.5.1 · Automation & Online Services	
<b>.4.5.2 · MHLS Fees</b>	
	11738
Total .4.5.2 · MHLS Fees	
Total .4.5 · Automation, System Fees	
<b>.4.6 · Professional Services</b>	
<b>.4.6.1 · Accounting</b>	

# Saugerties Public Library

## Abstract

January 31, 2021

Num

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18502

Total .4.6.1 · Accounting

**.4.6.3 · Board Expenses**

Total .4.6.3 · Board Expenses

**.4.6.5 · IT Maintenance Consultant**

11700

Total .4.6.5 · IT Maintenance Consultant

Total .4.6 · Professional Services

Total 7410.4 · Contractual Expenses

**9010 · Employee Benefits**

**.5 · Medical & Dental Benefits**

210130000278

Total .5 · Medical & Dental Benefits

Total 9010 · Employee Benefits

Total Expense

Net Ordinary Income

**Net Income**

# Saugerties Public Library

## Abstract

January 31, 2021

Name

---

### Ordinary Income/Expense

#### Expense

#### 7410.4 - Contractual Expenses

#### .4.1 - Library Material

#### .4.1.1 - Tapes & Videos

Business Credit Card

Midwest Tape

Midwest Tape

Midwest Tape

Midwest Tape

Total .4.1.1 - Tapes & Videos

#### .4.1.2 - Books

#### 4.1.2A - Adult Books

Baker & Taylor

Baker & Taylor

Baker & Taylor

Gale/Cengage Learning

Total 4.1.2A - Adult Books

#### 4.1.2J - Children's Books

Baker & Taylor

Baker & Taylor

Baker & Taylor

Baker & Taylor

Baker & Taylor

Total 4.1.2J - Children's Books

Total .4.1.2 - Books

#### .4.1.3 - Subscriptions

Business Credit Card

WT Cox

Total .4.1.3 - Subscriptions

#### .4.1.5 - E-books

OverDrive Inc

Total .4.1.5 - E-books

Total .4.1 - Library Material

#### .4.2 - Programs, Publicity, History

#### .4.2.1 - Programs

Olive Free Library

W B Mason Co Inc

Total .4.2.1 - Programs

Total .4.2 - Programs, Publicity, History

#### .4.3 - Operation of Building

#### .4.3.1 - Utilities

Central Hudson

Total .4.3.1 - Utilities

#### .4.3.2 - Telephone

# Saugerties Public Library

## Abstract

January 31, 2021

	<u>Name</u>
	Time Warner Cable
Total .4.3.2 · Telephone	
<b>.4.3.3 · Insurance</b>	
	Marshall & Sterling Upstate
	Marshall & Sterling Upstate
Total .4.3.3 · Insurance	
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>	
	Welsh Sanitation
Total .4.3.4 · Maintenance Service & Supplies	
<b>.4.3.6 · Building R&amp;M</b>	
	Uniforms USA, Inc.
	Uniforms USA, Inc.
	Curtronics
	SAFECO Alarm Systems, Inc.
Total .4.3.6 · Building R&M	
<b>.4.3.7 · Snow Removal</b>	
	Custom Lawns & More
	Custom Lawns & More
Total .4.3.7 · Snow Removal	
<b>.4.3.12 · Internet</b>	
	Time Warner Cable
Total .4.3.12 · Internet	
Total .4.3 · Operation of Building	
<b>.4.4 · Equipment R&amp;M, Supplies</b>	
<b>.4.4.1 · Copier</b>	
	National Business Technologies
	National Business Technologies
	National Business Leasing a Program of
	W B Mason Co Inc
	W B Mason Co Inc
Total .4.4.1 · Copier	
<b>.4.4.2 · Office Supplies</b>	
	W B Mason Co Inc
Total .4.4.2 · Office Supplies	
Total .4.4 · Equipment R&M, Supplies	
<b>.4.5 · Automation, System Fees</b>	
<b>.4.5.1 · Automation &amp; Online Services</b>	
	Mid Hudson Library System
Total .4.5.1 · Automation & Online Services	
<b>.4.5.2 · MHLS Fees</b>	
	Mid Hudson Library System
Total .4.5.2 · MHLS Fees	
Total .4.5 · Automation, System Fees	
<b>.4.6 · Professional Services</b>	
<b>.4.6.1 · Accounting</b>	



# Saugerties Public Library

## Abstract

January 31, 2021

Name

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UHY LLP

Total .4.6.1 · Accounting

**.4.6.3 · Board Expenses**

Saugerties Chamber of Commerce

Total .4.6.3 · Board Expenses

**.4.6.5 · IT Maintenance Consultant**

Mid Hudson Library System

Total .4.6.5 · IT Maintenance Consultant

Total .4.6 · Professional Services

Total 7410.4 · Contractual Expenses

**9010 · Employee Benefits**

**.5 · Medical & Dental Benefits**

CDPHP

Total .5 · Medical & Dental Benefits

Total 9010 · Employee Benefits

Total Expense

Net Ordinary Income

**Net Income**

# Saugerties Public Library

## Abstract

January 31, 2021

	<u>Memo</u>	<u>Amount</u>
<b>Ordinary Income/Expense</b>		
<b>Expense</b>		
<b>7410.4 · Contractual Expenses</b>		
<b>.4.1 · Library Material</b>		
<b>.4.1.1 · Tapes &amp; Videos</b>		
	Netflix	12.99
		124.70
		91.45
		36.99
		<u>235.91</u>
Total .4.1.1 · Tapes & Videos		502.04
<b>.4.1.2 · Books</b>		
<b>4.1.2A · Adult Books</b>		
		157.25
		76.52
		260.86
		<u>91.97</u>
Total 4.1.2A · Adult Books		586.60
<b>4.1.2J · Children's Books</b>		
		58.18
		64.09
		57.31
		26.10
		<u>75.96</u>
Total 4.1.2J · Children's Books		<u>281.64</u>
Total .4.1.2 · Books		868.24
<b>.4.1.3 · Subscriptions</b>		
	Hudson Valley Magazine	14.97
		<u>1,507.34</u>
Total .4.1.3 · Subscriptions		1,522.31
<b>.4.1.5 · E-books</b>		
		<u>287.50</u>
Total .4.1.5 · E-books		<u>287.50</u>
Total .4.1 · Library Material		3,180.09
<b>.4.2 · Programs, Publicity, History</b>		
<b>.4.2.1 · Programs</b>		
		35.71
		<u>14.94</u>
Total .4.2.1 · Programs		<u>50.65</u>
Total .4.2 · Programs, Publicity, History		50.65
<b>.4.3 · Operation of Building</b>		
<b>.4.3.1 · Utilities</b>		
	12/18/20-1/21/21	<u>1,577.58</u>
Total .4.3.1 · Utilities		1,577.58
<b>.4.3.2 · Telephone</b>		

# Saugerties Public Library

## Abstract

January 31, 2021

	Memo	Amount
	1/14/21-2/13/21	199.95
Total .4.3.2 · Telephone		199.95
<b>.4.3.3 · Insurance</b>		
		206.00
		4,128.00
Total .4.3.3 · Insurance		4,334.00
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>		
		93.89
Total .4.3.4 · Maintenance Service & Supplies		93.89
<b>.4.3.6 · Building R&amp;M</b>		
		21.00
		21.00
		220.00
		45.00
Total .4.3.6 · Building R&M		307.00
<b>.4.3.7 · Snow Removal</b>		
		300.00
		725.00
Total .4.3.7 · Snow Removal		1,025.00
<b>.4.3.12 · Internet</b>		
	1/14/21-2/13/21	114.99
Total .4.3.12 · Internet		114.99
Total .4.3 · Operation of Building		7,652.41
<b>.4.4 · Equipment R&amp;M, Supplies</b>		
<b>.4.4.1 · Copier</b>		
		60.00
		19.05
		164.00
		24.64
		24.99
Total .4.4.1 · Copier		292.68
<b>.4.4.2 · Office Supplies</b>		
		9.80
Total .4.4.2 · Office Supplies		9.80
Total .4.4 · Equipment R&M, Supplies		302.48
<b>.4.5 · Automation, System Fees</b>		
<b>.4.5.1 · Automation &amp; Online Services</b>		
		2,872.66
Total .4.5.1 · Automation & Online Services		2,872.66
<b>.4.5.2 · MHLS Fees</b>		
		350.00
Total .4.5.2 · MHLS Fees		350.00
Total .4.5 · Automation, System Fees		3,222.66
<b>.4.6 · Professional Services</b>		
<b>.4.6.1 · Accounting</b>		

# Saugerties Public Library

## Abstract

January 31, 2021

	Memo	Amount
		350.00
Total .4.6.1 · Accounting		350.00
<b>.4.6.3 · Board Expenses</b>		
		75.00
Total .4.6.3 · Board Expenses		75.00
<b>.4.6.5 · IT Maintenance Consultant</b>		
		1,530.00
Total .4.6.5 · IT Maintenance Consultant		1,530.00
Total .4.6 · Professional Services		1,955.00
Total 7410.4 · Contractual Expenses		16,363.29
<b>9010 · Employee Benefits</b>		
<b>.5 · Medical &amp; Dental Benefits</b>		
	February	5,096.89
Total .5 · Medical & Dental Benefits		5,096.89
Total 9010 · Employee Benefits		5,096.89
Total Expense		21,460.18
Net Ordinary Income		-21,460.18
<b>Net Income</b>		<b>-21,460.18</b>

**Saugerties Public Library**  
**Balance Sheet**  
As of January 31, 2021

	Jan 31, 21	Jan 31, 20
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
M&T General Fund Checking	32,848.32	18,163.99
M&T General Fund Savings 8180	98,697.14	50,002.72
M&T General Balance Fund 8627	358,151.72	357,266.60
M&T Capital Fund Checking 6430	50.00	50.00
M&T Bequest Fund 8198	24,398.88	24,338.32
Cash General Fund Petty Cash	874.00	874.00
<b>Total Checking/Savings</b>	515,020.06	450,695.63
<b>Other Current Assets</b>		
391 - Due From Other Funds	337.28	337.28
480 - Prepaid Expenses	13,330.25	13,330.25
<b>Total Other Current Assets</b>	13,667.53	13,667.53
<b>Total Current Assets</b>	528,687.59	464,363.16
<b>Other Assets</b>		
K101 - Land	570,484.00	570,484.00
K102 - Buildings	7,029,056.00	7,029,056.00
K103 - Improvement Other than Building	215,723.86	215,723.86
K104 - Machinery and Equipment	59,679.00	59,679.00
W129 - Non-Current Govt Liabilities	34,319.00	34,319.00
<b>Total Other Assets</b>	7,909,261.86	7,909,261.86
<b>TOTAL ASSETS</b>	<b>8,437,949.45</b>	<b>8,373,625.02</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
600 - Accounts Payable	21,460.18	21,014.97
<b>Total Accounts Payable</b>	21,460.18	21,014.97
<b>Other Current Liabilities</b>		
601 - Accrued Expenses	16,412.89	16,412.89
630 - Due To Other Funds	337.28	337.28
Payroll Liabilities	4,325.10	-15.73
<b>Total Other Current Liabilities</b>	21,075.27	16,734.44
<b>Total Current Liabilities</b>	42,535.45	37,749.41
<b>Long Term Liabilities</b>		
K159 - Non-Current Govt Assets	7,874,942.86	7,874,942.86
W687 - Compensated Absences	7,817.00	7,817.00
W638 - Net Pension Liability	26,502.00	26,502.00
<b>Total Long Term Liabilities</b>	7,909,261.86	7,909,261.86
<b>Total Liabilities</b>	7,951,797.31	7,947,011.27
<b>Equity</b>		
<b>Restricted Fund Balance</b>		
Trust Fund I	24,000.00	24,000.00

**Saugerties Public Library**  
**Balance Sheet**  
As of January 31, 2021

	<u>Jan 31, 21</u>	<u>Jan 31, 20</u>
Total Restricted Fund Balance	24,000.00	24,000.00
807 - Non-Spendable Fund Balance	21,583.38	21,583.38
914 - Assigned Fund Balance	20,000.00	20,000.00
917 - Unrestricted Fund Balance	476,491.97	415,556.11
Net Income	-55,923.21	-54,525.74
Total Equity	<u>486,152.14</u>	<u>426,613.75</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>8,437,949.45</u></b>	<b><u>8,373,625.02</u></b>

**Saugerties Public Library**  
**YTD Comparison**  
 January 2021

	<u>Jan 21</u>	<u>Jan 21</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
2082 · Fines	448.52	448.52
2401 · Interest	2.37	2.37
2705 · Gifts & Donations	200.00	200.00
<b>Total Income</b>	<u>650.89</u>	<u>650.89</u>
<b>Expense</b>		
7410.1 · Salaries	22,990.88	22,990.88
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	1,002.08	1,002.08
.4.1.2 · Books		
4.1.2A · Adult Books	586.60	586.60
4.1.2J · Children's Books	281.64	281.64
<b>Total .4.1.2 · Books</b>	<u>868.24</u>	<u>868.24</u>
.4.1.3 · Subscriptions	1,522.31	1,522.31
.4.1.5 · E-books	287.50	287.50
<b>Total .4.1 · Library Material</b>	<u>3,680.13</u>	<u>3,680.13</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	50.65	50.65
<b>Total .4.2 · Programs, Publicity, History</b>	<u>50.65</u>	<u>50.65</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	1,577.58	1,577.58
.4.3.2 · Telephone	199.95	199.95
.4.3.3 · Insurance	4,334.00	4,334.00
.4.3.4 · Maintenance Service & Supplies	93.89	93.89
.4.3.6 · Building R&M	307.00	307.00
.4.3.7 · Snow Removal	1,075.00	1,075.00
.4.3.8 · Elevator	705.64	705.64
.4.3.12 · Internet	114.99	114.99
<b>Total .4.3 · Operation of Building</b>	<u>8,408.05</u>	<u>8,408.05</u>
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	292.68	292.68
.4.4.2 · Office Supplies	9.80	9.80
.4.4.5 · Payroll Service Fees	74.00	74.00
.4.4.6 · Equipment Purchases	820.00	820.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<u>1,196.48</u>	<u>1,196.48</u>
.4.5 · Automation, System Fees		
.4.5.1 · Automation & Online Services	2,872.66	2,872.66
.4.5.2 · MHLS Fees	350.00	350.00
<b>Total .4.5 · Automation, System Fees</b>	<u>3,222.66</u>	<u>3,222.66</u>
.4.6 · Professional Services		
.4.6.1 · Accounting	350.00	350.00
.4.6.3 · Board Expenses	75.00	75.00

**Saugerties Public Library**  
**YTD Comparison**  
 January 2021

	<u>Jan 21</u>	<u>Jan 21</u>
.4.6.5 - IT Maintenance Consultant	1,530.00	1,530.00
Total .4.6 - Professional Services	<u>1,955.00</u>	<u>1,955.00</u>
<b>Total 7410.4 - Contractual Expenses</b>	<b>18,512.97</b>	<b>18,512.97</b>
<b>9010 - Employee Benefits</b>		
.2 - Social Security & Medicare	1,724.89	1,724.89
.3 - Workers Compensation	3,623.00	3,623.00
.4 - Disability	-27.86	-27.86
.5 - Medical & Dental Benefits	9,750.22	9,750.22
Total 9010 - Employee Benefits	<u>15,070.25</u>	<u>15,070.25</u>
<b>Total Expense</b>	<b><u>56,574.10</u></b>	<b><u>56,574.10</u></b>
<b>Net Ordinary Income</b>	<b><u>-55,923.21</u></b>	<b><u>-55,923.21</u></b>
<b>Net Income</b>	<b><u><u>-55,923.21</u></u></b>	<b><u><u>-55,923.21</u></u></b>



## Director's Report February 11, 2021

### **Building Repair & Maintenance**

**HVAC:** A service representative from EMTech worked on replacing multiple HVAC filters throughout the library and attempted to quiet a vent in the processing room with limited results.

**Sprinkler:** A representative from SRI stopped by to look at the vestibule sprinkler head issue.

**Fiber & E-rate & Filtering:** Carole Furman suggested that I contact Richard Bernstein who is an E-rate consultant. Mr. Bernstein is knowledgeable about the application process, and is willing to work with us. He would be paid by a 10% amount of the E-rate refund / disbursements. MHLS is helping in suggesting internet filtering companies and will assist in installing the filters as internet filters are required in order to receive E-rate.

Ordered replacement computer monitors and scanners from MHLS.

**Policies:** The Community Room and Outdoor Space Policy was reviewed by our lawyer, Robert Schofield, who made a few suggestions. The Committee also reviewed and approved the changes.

**Accounting:** I met with Christopher and Rose of Christopher J. O' Connor C.P.A. to discuss moving to their firm. They already serve the Phoenicia, Highland and Esopus Libraries, and so are well versed in the details of bookkeeping, accounting and payroll for public libraries.

**Programs:** Met with Tiffany, Stephanie and Christine to go over using gotomeeting to create virtual programs.

**Film Chat:** Katie Cokinos and I hosted the Saugerties Film Society's Film Chat where Doug Wilson spoke about the film, The Hustler. We had 17 people attend. IT was great fun. In February, Katie and Tiffany will host the next installment Thursday, February 25<sup>th</sup> when we will be speaking with Polly Platt.

**UCLA meeting:** The Director of the Plattekill Library, Darren Lansprey, created a committee to seek out and promote virtual library programs for adults that could be shared throughout UCLA. I joined that committee and will share ideas with the group.

**Annual Report:** The online report is open. I have sent the financial sections to Gary Newkirk to fill out. Staff are gathering programming numbers as well as other details and I will be filling out the rest.

**Chamber Meeting:** Saugerties Takeout Project. Purchase gift certificates for local restaurants, send them in the pre-stamped envelopes to the Saugerties Chamber of Commerce, P.O. Box 731, Saugerties and the Saugerties Area Council of Churches and the Saugerties Central School District will distribute them to people in need. They discussed purchasing gift certificates in \$25.00 increments.

**Trainings:**

MHLS Annual Report for New Directors

**Meetings attended:**

Friends meeting

Chamber of Commerce

UCLA Meeting

MHLS Director's Meeting

discover, connect, grow.

## **Saugerties Public Library Outreach Committee Meeting**

Date: February 8, 2021

Time: 5:00 p.m.

Meeting location: <https://global.gotomeeting.com/join/524405381>

Committee Members Attending:

Stegmayer (Chair), Julie Misiano, Ginger Jurecka-Blake, Irene Hurst, Katie Cokinos (President) Staff Attending: Director Jennifer Russell

Discussion:

1. SCD Book Study & Programming Support
  - Jen connected with the SCD Diversity Committee Chair to get details about the book study
  - SPL will support the book study participants in attaining copies of the print book via the Midhudson catalog and with ebooks on Hoopla
2. Community Wide Possibilities
  - Connect with village, town, and county to find out how the library can partner with their Juneteenth activities with a possible community event to be held in the library outdoor space
  - Connect with community cultural organizations for ways to partner in recognizing this new state holiday
  - Future "Big Read" - community book study ideas
3. Community Conversation Follow-up
  - Jen to reach out to the community leaders that participated in the February 2020 community conversation about addressing needs of Saugerties youth
  - Potential follow-up meeting with this group in March

Next Outreach Committee Meeting  
March 1, 2021 at 5pm



CHRISTOPHER J.  
O'CONNOR  
*Certified Public Accountant*

January 15, 2021

Ms. Jennifer Russell, Director  
Saugerties Public Library  
91 Washington Avenue  
Saugerties, NY 12477

RE: Proposal for tax, bookkeeping, and payroll services

Dear Jennifer,

Thank you for your consideration and the opportunity to submit this proposal for tax, bookkeeping, and payroll services. I really enjoyed talking to you, and I hope we can work together. Our firm would perform the following services for the Saugerties Public Library:

- Bi-weekly payroll (for up to 10 employees)
- Bill payments and payroll tax payments
- Quarterly and annual payroll tax returns
- Assistance with NYSLRS reporting
- Forms 1099 and 1096, if required
- Quarterly or annual sales tax return(s), if required
- Essential workers' compensation and disability filings
- Monthly reconciliations of bank accounts, credit cards, and lines of credit
- Monthly budget reports
- The financial section of the Mid-Hudson Library System's Annual Report
- The New York State Annual Update Document (AUD)
- Consulting with budgeting and best accounting practices

If there are other additional services that you would like to add or discuss, please let us know. Our fee for these services will be based on the actual time spent at our standard hourly rates plus out of pocket costs such as report production, typing, postage, etc. We estimate our fees for these services will not exceed \$6,000, payable at \$500 per month.

This fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Unpaid balances accrue a finance charge of 1 1/2% per month with a minimum of \$25 per month.

If this proposal is acceptable, we will send formalize it into an engagement letter.

Sincerely,

Rose Woodworth  
Senior Tax Accountant

130 North Front Street, Suite 4 \* Kingston, New York 12401  
845-338-4444 (P) \* 845-338-5720 (F)

Saugerties Public Library  
Personnel Committee

Date: January 21, 2021

Time: 5:30 PM

Committee Members Attending:

D Wilson, J Bassler, C. Saporito

Absent & Excused:

T Scott

Staff Attending:

Director J Russell

Discussion/Agenda Items

1. Jennifer informed the committee of staff members due for an evaluation and pay increase in February. There was one.
2. Jennifer sent out salary information to the committee members so we can determine how the Finance Committee needs to plan for pay increases in the 2022 budget. After discussion, the Committee feels the SPL starting wage for all SPL employees should be \$15/hour. This provides for a "living wage" and enables SPL to be competitive when new hires are needed. Jennifer will be getting more information on how/if such a change would affect other salaries already above \$15/hour from MHLS and from the library's attorney.
3. Jennifer updated the committee on progress made to change staff evaluations to all being done at year end. Jen has started this process with the Clerks position, since the job description is straightforward. She will also need to work with the SPL accountant to pro-rate raises if this change is made.

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

1. The committee recommends approval of a 2% salary increase for employee J Drews, based upon a satisfactory performance evaluation.

Next Personnel Meeting: Thursday, February 18, 2021 at 5:30 PM This meeting will be virtual.

## **Community Meeting Room and Outdoor Space Use Policy**

Purpose: This policy outlines the rules governing the usage of public spaces on the premises of the Saugerties Public Library.

Use of the Saugerties Public Library Community Meeting Room and Outdoor Meeting Space is primarily for programs conducted or sponsored by the Library and Friends of the Saugerties Public Library, and such programs shall have priority over all other requests. As a public institution, however, the Library also shares these facilities with local community groups (i.e. located within the Town of Saugerties) for informational, educational, recreational, civic and cultural meetings.

Community Meeting Room and Outdoor Meeting Space access may be unavailable or available with limited or restricted use in compliance with relevant laws, Executive Orders, and public health and safety guidelines.

Authorization to use meeting spaces does not constitute an endorsement by the Library of a group or organization's positions or beliefs. All publicity relating to events must be handled by the user and must clearly state: "This event is not sponsored or endorsed by the Saugerties Public Library and is free and open to the general public."

The meeting room and outdoor meeting space shall not be used for private, for-profit, entrepreneurial or commercial purposes, and all events shall be open to the public and free of charge. The Library Director shall, at all times, have the authority to make a decision on any application for use based on what is in the best interests of the Library and the community it serves. Any such decision may be appealed to the Board of Trustees.

### **Application Process**

Application for use of the Community Meeting Room or the Outdoor Meeting Space is made to the Library Director by the individual responsible for the meeting by completing and signing the ***Community Meeting Room Request Form or the Outdoor Meeting Space Form***. Such individual must provide proof of Saugerties residency and proof that the organization using the room is also located in the Town of Saugerties. Scheduling requests should be made at least two (2) weeks prior to the event, but may not be made more than two (2) months in advance. Each event must be confirmed with the Library at least one week prior to the meeting. The Library is to be notified of any cancellation at least forty-eight (48) hours prior to the event. Failure to notify the Library may result in the organization not being allowed to use the space in the future.

## **General Rules of Use**

1. Events can be scheduled to take place between 8 am and 9 pm.
2. Maximum capacity for the indoors Community Room is 70 people.
3. The applicant must complete the ***Audio-Visual Equipment Checklist*** and coordinate the use of all audio-visual equipment with the Library upon reserving the Community Meeting Room.
4. Any film/video to be shown in the Community Meeting Room or Outdoor Meeting Space must be disclosed to the library so that copyright compliance can be assured. No applicant may show any film/video for which valid permission for a public showing is not in place.
5. All events held in the Community Meeting Room and Outdoor Meeting Space must be open to the public and no admission can be charged.
6. For events occurring before or after regular Library hours, the applicant is responsible for making prior arrangements with the Library Director. The Library will charge a \$25 fee for meetings that take place outside of regular library operating hours.
7. Except as a designation of location, the name of the Library may not be used in any publicity relating to use of the Community Meeting Room or Outdoor Meeting Space.
8. The individual signing the application for use of the Community Room or Outdoor Meeting Space on behalf of a group shall be responsible for the conduct and activity of the attendees and shall insure that the room is left in good order upon completion of the meeting.
  - If user has attendees under the age of 18, an adult over the age of 21 must be in attendance to supervise.
  - User and attendees may not leave children under the age of 10 unattended in the Library.
9. Prepared food and beverages may be served and limited amounts of alcohol may be consumed at the discretion of the Director. Smoking is prohibited.
10. The applicant is responsible for all set up, clean up, and return the space to its original configuration and condition. Trash must be removed from the building or outdoor space.
11. The Library does not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
12. Meetings must be conducted in such a way as to not disturb Library operations.
13. Library personnel shall have free access to the Community Meeting Room and outdoor Meeting Space at all times.
14. Failure to comply with the regulations in this policy and the Library's Patron Code of Conduct may result in cancellation or ejection from the event, and/or the denial of future use of meeting space.
15. The Community Meeting Room and Outdoor Space Policy is determined by the Library Board of Trustees, and is subject to review and revision at the discretion of the Board of Trustees. Appeals to this policy may be submitted to the Board of Trustees in writing.

## **Liability**

Any damage to the Community Rooms or Outdoor Meeting Space, loss of equipment or materials is the responsibility of the organization and shall be billed accordingly.

The Library is not responsible for loss, theft or damage to any property brought onto the Library premises (including the parking area) for any purpose or under any circumstance.

The organization using the facility agrees to hold the Saugerties Public Library, its employees, and its guests harmless from any claim, for any injury, loss or damage caused by any act whatsoever by the user or any attendee of the event.

The Library reserves the right to close the building in inclement weather or unforeseen emergencies. It is the User's responsibility to determine if the Library is open and to notify attendees of any cancellation.

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Approved by the Saugerties Public Library board on January 1, 1998; Revised: September 8, 2015; July 9, 2020; February 2021

Review History: October 12, 2010; August 9, 2011; December 13, 2011; December 2020 (WOH)

Review Cycle: 3 years



## Facilities Committee Meeting

The virtual meeting was called to order at 6:06 PM on Wednesday, January 6, 2021

Present: Director, Jennifer Russell, President Katie Cokinos, Brian Collins, Doug Wilson, Julie Misiano, Ted Conathon, Carol Furman, Paul Vanbenschoten, Bernie Carroll

Absent: none

1. Discussion of fiber optics-We are currently paying spectrum \$314 a month. We discussed the pros and cons of upgrading to fiber-optic which would cost \$577 a month plus \$250 for the installation. We will get more information from spectrum in order to make this decision.
2. Battery packs-10% of our lights have battery packs to light the library for 90 minutes in case of emergency. We could put the entire circuit on an inverter at a cost of \$550 plus installation. We could save the old battery packs for back up. We are now discussing how to complete this.
3. Sprinkler head-Paul Vanbenschoten used a remote thermometer to check to see what the temperature was in the crawlspace where the sprinkler head is installed. It showed that it was too cold (29°) and could cause the sprinkler head to freeze. We are now looking at options to correct the situation (heat tape, portable heater). Bernie Carroll will call the building inspector to see if he has any ideas for us and to see if we can turn off the sprinkler head. Paul Vanbenschoten and Carol Furman will look at this again to see what else we can do.
4. Flag pole-suggestion was made to shovel snow from the two spotlights so our flag will be lit at night. New LED lights do not melt the snow. We will be sure to clean the spotlights.

Meeting adjourned at 7:03 PM Bernie Carroll, Chair, facilities committee

## **Saugerties Public Library**

### **Policy Committee Meeting Minutes**

Date: January 20, 2021

Time: 6:00 p.m.

Meeting location: Virtual

Committee Members Attending:

Bassler (Chair)

Scott

Stegmayer

Collins

Others Attending: Director Jennifer Russell, Board President Katie Cokinos

Discussion:

1. The Committee reviewed (a) the revised Pandemic Policy and (b) the Pandemic Plan that the Director drafted in accordance with the Policy and with NYLA requirements. Jennifer will revise these further in light of our discussion and present new drafts to the Committee at our next meeting.
2. The Committee reviewed and approved (with minor corrections) the Community Meeting Room and Outdoor Space Use Policy that was drafted by the Director and reviewed by the SPL lawyer. The Policy will be presented to the Board for approval at its next meeting (February).

Next meeting: Wednesday, February 17, 6pm, location TBD

## Engagement Letter

To Whom It May Concern:

E-rate Management Support Inc. (EMS) is engaged to review, all e-rate forms including responses to requests for information, and provide advice to its understanding of the best practices of the program. It does not guarantee success in receiving funding. All forms will be prepared with the presumption the school has presented the material facts that can be verified.

EMS does not and will not represent, promote nor select any vendor, but will review contracts and services to be in accordance with e-rate rules. It will seek clarification from vendors regarding their services and products and will review their history of success with the program.

The term of this agreement will be until all 2021, 2022, 2023 FRNS are Funded and disbursed. Annual fees and conditions are 10% of the disbursements. There is a 2% fee for any goods & services requested and funded but not utilized.

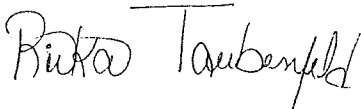
Other optional services may incur additional fees.

This agreement will automatically renew at the end of the term unless notified in writing by June 1<sup>st</sup> of the end of the last term that it does not desire to extend the term.

The library needs to provide information and certify forms in a timely manner or funding may be jeopardized

E-rate Management Support Inc.

Library \_\_\_\_\_



Rivka Taubenfeld  
President

2/3/2021  
Date

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRINT NAME/ TITLE

**E-rate Management Support Inc. Letter of Agency  
For the Year 2021 - 2023**

This is to confirm our library's participation in the E-rate program for the procurement of eligible goods and services. I hereby authorize **E-rate Management Support Inc.** to submit FCC Form 470, FCC Form 471, and other E-rate forms to the Schools and Library Division on behalf of the undersigned school. It may respond to all inquiries of information.

I understand that in submitting these forms on our behalf, you are making certifications for our school. By signing this letter of agency, I make the following certifications:

- (a) I certify that the library considered a library under the New York State Division of Library Development does not operate as for-profit businesses, and do not have endowments exceeding \$50 million.
- (b) I certify that the library has secured access to all of the resources, including computers, training, software, maintenance, and electrical connections necessary to make effective use of the services purchased as well as to pay the discounted charges for eligible services.
- (c) I certify that our library is compliant or will be compliant at the time funded services are provided, with the Children's Internet Protection Act (unless discounts are only being requested for telecommunications services.)
- (d) I certify that the services that our library purchases using E-rate discounts (as described in the law 47 U.S.C. Sec. 254) will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value.
- (e) I certify that the entities eligible for support that I am representing have complied with all applicable state and local laws regarding procurement of services for which support is being sought.
- (f) I certify that our library has complied with all E-rate program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments.
- (g) I certify that I am authorized to sign this letter of agency and, to the best of my knowledge, information, and belief, all information provided for E-rate submission is true.
- (h) **E-rate Management Support Inc.** does not represent nor will it recommend any potential vendor and will not participate in the selection of a vendor.
- (i) The term of this LOA is for FY 21, FY 22 & FY 23.

Library \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ 2020

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Board of Trustees Meeting**  
**March 11, 2021**  
**6pm**  
**Agenda**

**Roll Call**

**Public Comment:** 6pm

**Action Items:** (15 mins.)

1. Secretary's report – vote on minutes from 2/11/21 - Scott
2. Treasurer's report – Collins
3. Pay Bills

**New Business:** (15 mins.)

1. Covid update – Russell
2. Ulster County Library Association working together to share virtual adult programming.
3. Annual Report

**Old Business:**

**Committee Reports:** (15 mins.)

1. Finance – Brian Collins
2. Personnel – Cindy Saporito
3. Outreach – Elizabeth Stegmayer
4. Facilities – Bernie Carroll
5. Policy – Jouette Bassler
6. Friends Liason – Ginger Jurecka-Blake

**Director's Report:** (15 mins.)

**New meeting:** Thursday, April 8, 2021

**Saugerties Public Library  
Regular Board Meeting  
February 11, 2021**

**Present:** *Trustees* Bassler, Carroll, Cokinos, Collins, Hurst, Jurecka-Blake, Misiano, Saporito, Scott, Stegmayer, Wilson

**Excused:** *Asst Director* T. Lydecker

*Director:* Russell

*Public:* Ray Rebholz and LEEANNE Thornton

Meeting called to order at 6:02 pm by President Cokinos

**Public Comment:**

*Ray Rebholz* tells us that a renewal letter has been sent out to members of the Friends. He estimates that around one hundred people are current members.

**Secretary's Report:**

No changes needed for the December or January minutes.

*Motion* to approve December minutes: Cokinos

*Second:* Collins

Motion passes unanimously.

*Motion* to approve January minutes: Collins

*Second:* Hurst

*Abstain:* Jurecka-Blake, Stegmayer

Motion passes.

**Treasurer's Report:**

*Motion* by Collins and *Second* by Stegmayer to pay bills in the amount of \$22,460.18.

Motion passes unanimously.

**New Business:**

1. COVID Update: Director Russell says the Phoenicia Library is putting info together on when/how to get the COVID vaccine.
  - Some discussion about holding small events outside over the summer
2. Fiber Optic (E-Rate): Director Russell met with Carole Furman to discuss. Former Director Scott-Childress had signed a contract with Spectrum for fiber optic. The library would have to use filter technology which would cost \$58/month. Titan HQ would be installing said technology.
3. Annual Report: Director Russell is working on entering data and reporting it to MHLS soon.

*Motion* to approve E-Rate consultant by Collins and *Second* by Hurst. Passes unanimously.

*Leeanne Thornton* reports that the Town Board spoke at a hearing which addressed runoff into the Esopus. The public can submit comment at the next hearing in March. Comment period will remain open until June. work to ensure hiking access to Bristol Beach is being done. Funds from the Winston Farm Alliance are being used for the project.

#### **Old Business** (Cokinios):

Film Chat with Doug Wilson went well. Seventeen people attended and a recording will be made available on the library website.  
Another similar event is planned for March.

#### **Committee Reports:**

**Finance:** Meeting occurred 1/26/2021 (See Finance Minutes)

CPA Firm change: *Motion* by Collins to approve moving to completion with the changeover from UHY LLC to Christopher J O'Connor for the SPL's accounting needs.

The timing to be worked out between the two firms.

*Second:* Hurst

Passes unanimously.

Re-allocation of funds: *Motion* by Collins to move an unspent amount of \$2,404.00 from budget line 4.1.2 Books to budget line 4.4.6 Equipment Purchases so as to keep the entire higher level category 4.4 · Equipment R&M, Supplies within budget.

4.4 · Equipment R&M, Supplies were overspent by that amount and this adjustment will keep all our higher level categories near or close to budget as we close the books on 2020. This action was a 'recommendation' derived from our last internal audit.

*Second:* Saporito

Passes unanimously.

**Personnel:** Meeting occurred 2/21/21 (See Personnel Minutes)

*Motion* by Saporito and *Second* by Collins to grant a 2% pay increase to J. Drews.  
Passes unanimously.

Director Russell will continue to look into the legal aspect of raising employee base pay to \$15/hr. The Finance Committee will analyze how this will impact the budget.

**Outreach:** Meeting occurred 2/8/21 (See Outreach Minutes)

An anti-racist book study was conducted by the SCD. The library will support participants in the study by acquiring the print book and making an ebook available via Hoopla.

Juneteenth is now a state holiday. We want to look at what the Town, Village, and County will do to recognize it. An outdoor event may be possible at the library.

Participants in the February 2020 Community Conversations have been asked what could be done to address the needs of youth in our community.

**Facilities:** Meeting occurred 3/3/21 (See Facilities Minutes)

Ongoing issues with the vestibule sprinkler freezing up. Solutions being looked at.

The process of converting to LED lights continues.

**Policy:** Meeting occurred 2/17/21 (See Policy Minutes)



Discussion on the Children's Internet Protection Act (CIPA) which mandates installation of internet filters. It was then determined that the Computer Use, Internet, and Wifi Policy must be amended to accommodate this change.

*Motion* by Bassler and *Second* by Hurst to amend the Computer Use, Internet, and Wifi Policy.

Passes unanimously.

**Friends Liaison:** Please see above under "Friends Report."

Jurecka-Blake says she appreciates the enthusiasm and support for Ray Rebholz as President of the Friends.

**Director's Report:** Please see said report within Meeting Packet

- A service representative from EMTech worked on replacing multiple HVAC filters throughout the library and attempted to quiet a vent in the processing room with limited results.
- Ordered replacement computer monitors and scanners from MHLS.
- UCLA says that libraries should work together to provide services.
- Annual Report is open and being worked on.

*Motion* to adjourn at 7:17 pm by Cokinos and *Second* by Stegmayer. Passes unanimously.

Next meeting: March 11, 2021 at 6pm on GoToMeeting

Submitted by: Tim Scott, Jr.



	<u>Jan - Feb 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 · Real Property Taxes	0.00	617,796.00	-617,796.00	0.0%
2082 · Fines	642.52	7,500.00	-6,857.48	8.57%
2401 · Interest	41.84	500.00	-458.16	8.37%
<b>2705 · Gifts &amp; Donations</b>				
2705.2 · General	0.00	3,000.00	-3,000.00	0.0%
2705.3 · In-Kind	0.00	7,000.00	-7,000.00	0.0%
2705 · Gifts & Donations - Other	300.00			
<b>Total 2705 · Gifts &amp; Donations</b>	<b>300.00</b>	<b>10,000.00</b>	<b>-9,700.00</b>	<b>3.0%</b>
3999 · Appropriated Fund Balance	0.00	22,815.00	-22,815.00	0.0%
<b>Total Income</b>	<b>984.36</b>	<b>658,611.00</b>	<b>-657,626.64</b>	<b>0.15%</b>
<b>Expense</b>				
7410.1 · Salaries	46,087.98	365,909.00	-319,821.02	12.6%
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
.4.1.1 · Tapes & Videos	1,299.71	7,100.00	-5,800.29	18.31%
<b>.4.1.2 · Books</b>				
4.1.2A · Adult	1,536.03			
4.1.2J · Child	429.95			
.4.1.2 · Books	0.00	20,000.00	-20,000.00	0.0%
<b>Total .4.1.2 · Books</b>	<b>1,965.98</b>	<b>20,000.00</b>	<b>-18,034.02</b>	<b>9.83%</b>
.4.1.3 · Subscriptions	1,522.31	1,900.00	-377.69	80.12%
.4.1.4 · Newspapers	622.47	2,100.00	-1,477.53	29.64%
.4.1.5 · E-books	330.47	2,000.00	-1,669.53	16.52%
<b>Total .4.1 · Library Material</b>	<b>5,740.94</b>	<b>33,100.00</b>	<b>-27,359.06</b>	<b>17.34%</b>
<b>.4.2 · Programs, Publicity, History</b>				
.4.2.1 · Programs	67.21	5,000.00	-4,932.79	1.34%
.4.2.3 · Newsletter & Public	0.00	2,000.00	-2,000.00	0.0%
<b>Total .4.2 · Programs, Publicity, History</b>	<b>67.21</b>	<b>7,000.00</b>	<b>-6,932.79</b>	<b>0.96%</b>
<b>.4.3 · Operation of Building</b>				
.4.3.1 · Utilities	3,654.23	23,000.00	-19,345.77	15.89%
.4.3.2 · Telephone	399.90	1,800.00	-1,400.10	22.22%
.4.3.3 · Insurance	4,334.00	19,000.00	-14,666.00	22.81%
.4.3.4 · Maintenance Servic	234.79	2,400.00	-2,165.21	9.78%
.4.3.5 · Lawn & Grounds	0.00	4,000.00	-4,000.00	0.0%
.4.3.6 · Building R&M	394.00	11,000.00	-10,606.00	3.58%
.4.3.7 · Snow Removal	2,325.00	3,000.00	-675.00	77.5%
.4.3.8 · Elevator	705.64	3,250.00	-2,544.36	21.71%
.4.3.9 · Geothermal	0.00	5,500.00	-5,500.00	0.0%
.4.3.10 · Custodial Service	0.00	7,500.00	-7,500.00	0.0%
.4.3.12 · Internet	229.98	552.00	-322.02	41.66%
<b>Total .4.3 · Operation of Building</b>	<b>12,277.54</b>	<b>81,002.00</b>	<b>-68,724.46</b>	<b>15.16%</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>				

.4.4.1 · Copier	456.68	3,100.00	-2,643.32	14.73%
.4.4.2 · Office Supplies	289.97	2,000.00	-1,710.03	14.5%
.4.4.4 · Postage	1.40	2,000.00	-1,998.60	0.07%
.4.4.5 · Payroll Service Fee	106.50	1,000.00	-893.50	10.65%
.4.4.6 · Equipment Purchas	820.00	2,000.00	-1,180.00	41.0%
.4.4.7 · Equipment R&M	0.00	100.00	-100.00	0.0%
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>1,674.55</b>	<b>10,200.00</b>	<b>-8,525.45</b>	<b>16.42%</b>
<b>.4.5 · Automation, System Fees</b>				
.4.5.1 · Automation & Onlin	2,872.66			
.4.5.2 · MHLS Fees	350.00			
.4.5 · Automation, System l	0.00	19,000.00	-19,000.00	0.0%
<b>Total .4.5 · Automation, System Fees</b>	<b>3,222.66</b>	<b>19,000.00</b>	<b>-15,777.34</b>	<b>16.96%</b>
<b>.4.6 · Professional Services</b>				
.4.6.1 · Accounting	1,550.00	5,500.00	-3,950.00	28.18%
.4.6.3 · Board Expenses	75.00	500.00	-425.00	15.0%
.4.6.4 · Consulting & Legal	0.00	2,000.00	-2,000.00	0.0%
.4.6.5 · IT Maintenance Cor	1,530.00			
.4.6.6 · Staff Development	0.00	500.00	-500.00	0.0%
<b>Total .4.6 · Professional Services</b>	<b>3,155.00</b>	<b>8,500.00</b>	<b>-5,345.00</b>	<b>37.12%</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	50.00	-50.00	0.0%
<b>Total .4.7 · Election Expenses</b>	<b>0.00</b>	<b>500.00</b>	<b>-500.00</b>	<b>0.0%</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>26,137.90</b>	<b>159,302.00</b>	<b>-133,164.10</b>	<b>16.41%</b>
<b>9010 · Employee Benefits</b>				
.1 · Retirement	0.00	33,000.00	-33,000.00	0.0%
.2 · Social Security & Medicare	3,457.85	25,000.00	-21,542.15	13.83%
.3 · Workers Compensation	3,623.00	4,000.00	-377.00	90.58%
.4 · Disability	-55.36	250.00	-305.36	-22.14%
.5 · Medical & Dental Benefits	14,403.55	70,700.00	-56,296.45	20.37%
.6 · Life Insurance	0.00	450.00	-450.00	0.0%
<b>Total 9010 · Employee Benefits</b>	<b>21,429.04</b>	<b>133,400.00</b>	<b>-111,970.96</b>	<b>16.06%</b>
<b>Total Expense</b>	<b>93,654.92</b>	<b>658,611.00</b>	<b>-564,956.08</b>	<b>14.22%</b>
<b>Net Ordinary Income</b>	<b>#####</b>	<b>0.00</b>	<b>-92,670.56</b>	<b>100.0%</b>
	<b>#####</b>	<b>0.00</b>	<b>-92,670.56</b>	<b>100.0%</b>

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Feb 21</u>	<u>Jan - Feb 20</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	0.00	617,796.00
2082 · Fines	642.52	2,453.80
2401 · Interest	41.84	164.45
2705 · Gifts & Donations		
2705.2 · General	0.00	2,525.00
2705 · Gifts & Donations - Other	300.00	0.00
<b>Total 2705 · Gifts &amp; Donations</b>	<u>300.00</u>	<u>2,525.00</u>
<b>Total Income</b>	984.36	622,939.25
<b>Expense</b>		
7410.1 · Salaries	46,087.98	61,823.31
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	1,299.71	1,336.99
.4.1.2 · Books		
4.1.2A · Adult Books	1,536.03	1,869.51
4.1.2J · Children's Books	429.95	797.41
.4.1.2 · Books - Other	0.00	340.09
<b>Total .4.1.2 · Books</b>	<u>1,965.98</u>	<u>3,007.01</u>
.4.1.3 · Subscriptions	1,522.31	1,907.19
.4.1.4 · Newspapers	622.47	622.47
.4.1.5 · E-books	330.47	314.43
<b>Total .4.1 · Library Material</b>	<u>5,740.94</u>	<u>7,188.09</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	67.21	0.00
.4.2.2 · Microfilm & Archives	0.00	48.55
<b>Total .4.2 · Programs, Publicity, History</b>	<u>67.21</u>	<u>48.55</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	3,654.23	4,046.65
.4.3.2 · Telephone	399.90	299.90
.4.3.3 · Insurance	4,334.00	3,765.00
.4.3.4 · Maintenance Service & Supplies	234.79	524.90
.4.3.5 · Lawn & Grounds	0.00	35.99
.4.3.6 · Building R&M	394.00	436.77
.4.3.7 · Snow Removal	2,325.00	762.50
.4.3.8 · Elevator	705.64	0.00
.4.3.9 · Geothermal	0.00	2,082.00
.4.3.10 · Custodial Service	0.00	1,152.75
.4.3.12 · Internet	229.98	92.00
<b>Total .4.3 · Operation of Building</b>	<u>12,277.54</u>	<u>13,198.46</u>
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	456.68	700.82
.4.4.2 · Office Supplies	289.97	186.74

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Feb 21</u>	<u>Jan - Feb 20</u>
.4.4.4 · Postage	1.40	0.00
.4.4.5 · Payroll Service Fees	106.50	169.50
.4.4.6 · Equipment Purchases	820.00	0.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>1,674.55</b>	<b>1,057.06</b>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	2,872.66	3,059.48
.4.5.2 · MHLS Fees	350.00	0.00
<b>Total .4.5 · Automation, System Fees</b>	<b>3,222.66</b>	<b>3,059.48</b>
<b>.4.6 · Professional Services</b>		
.4.6.1 · Accounting	1,550.00	1,750.00
.4.6.3 · Board Expenses	75.00	150.00
.4.6.5 · IT Maintenance Consultant	1,530.00	1,500.00
.4.6.6 · Staff Development	0.00	37.78
<b>Total .4.6 · Professional Services</b>	<b>3,155.00</b>	<b>3,437.78</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>26,137.90</b>	<b>27,989.42</b>
<b>9010 · Employee Benefits</b>		
.2 · Social Security & Medicare	3,457.85	4,644.69
.3 · Workers Compensation	3,623.00	0.00
.4 · Disability	-55.36	-90.09
.5 · Medical & Dental Benefits	14,403.55	8,872.14
<b>Total 9010 · Employee Benefits</b>	<b>21,429.04</b>	<b>13,426.74</b>
<b>Total Expense</b>	<b>93,654.92</b>	<b>103,239.47</b>
<b>Net Ordinary Income</b>	<b>-92,670.56</b>	<b>519,699.78</b>
<b>Net Income</b>	<b>-92,670.56</b>	<b>519,699.78</b>

# Saugerties Public Library Abstract Check Register

	Type	Date	Num	Name	Amount
<b>M&amp;T General Fund Checking</b>					
	Bill Pmt -Check	03/12/2021	10242	Baker & Taylor	-1,024.06
	Bill Pmt -Check	03/12/2021	10243	Business Credit Card	-186.36
	Bill Pmt -Check	03/12/2021	10244	CDPHP	-5,096.89
	Bill Pmt -Check	03/12/2021		Central Hudson	-1,979.80
	Bill Pmt -Check	03/12/2021	10245	Culligan of Newburgh	-44.00
	Bill Pmt -Check	03/12/2021	10247	DEMCO	-202.28
	Bill Pmt -Check	03/12/2021	10248	Gale/Cengage Learning	-31.19
	Bill Pmt -Check	03/12/2021	10249	Grinnell Public Library	-16.00
	Bill Pmt -Check	03/12/2021	10250	Midwest Tape	-284.64
	Bill Pmt -Check	03/12/2021	10251	National Business Leasing a Prog	-164.00
	Bill Pmt -Check	03/12/2021	10252	New York Times	-487.50
	Bill Pmt -Check	03/12/2021	10253	Purple Mountain Press, LTD	-13.50
	Bill Pmt -Check	03/12/2021	10254	SAFECO Alarm Systems, Inc.	-45.00
	Bill Pmt -Check	03/12/2021	10255	SYNCB/ Amazon	-96.85
	Bill Pmt -Check	03/12/2021		Time Warner Cable	-314.94
	Bill Pmt -Check	03/12/2021	10256	UHY LLP	-1,200.00
	Bill Pmt -Check	03/12/2021	10257	Uniforms USA, Inc.	-42.00
	Bill Pmt -Check	03/12/2021	10258	Village of Saugerties	-96.85
	Bill Pmt -Check	03/12/2021	10259	W B Mason Co Inc	-16.56
	Bill Pmt -Check	03/12/2021	10260	Welsh Sanitation	-96.90
	Bill Pmt -Check	03/12/2021	10261	Custom Lawns & More	-1,250.00
	Total M&T General Fund Checking				-12,689.32
	<b>M&amp;T Capital Fund Checking 6430</b>				
	Total M&T Capital Fund Checking 6430				
<b>TOTAL</b>					<b><u>-12,689.32</u></b>

# Saugerties Public Library

## Abstract

February 2021

	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
<b>.4.1.1 · Tapes &amp; Videos</b>				
		Business Credit Card	Netflix	12.99
	0500014346	Midwest Tape		83.21
	0500046761	Midwest Tape		66.23
	0500056853	Midwest Tape		135.20
Total .4.1.1 · Tapes & Videos				<u>297.63</u>
<b>.4.1.2 · Books</b>				
<b>4.1.2A · Adult Books</b>				
	5016693226	Baker & Taylor		238.98
	5016715377	Baker & Taylor		281.79
	5016737666	Baker & Taylor		189.08
	5016744100	Baker & Taylor		165.90
		Grinnell Public Library		16.00
	13	Purple Mountain Press, LTD		13.50
		SYNCB/ Amazon		12.99
	73595412	Gale/Cengage Learning		31.19
Total 4.1.2A · Adult Books				<u>949.43</u>
<b>4.1.2J · Children's Books</b>				
	5016715673	Baker & Taylor		64.42
	5016737764	Baker & Taylor		64.88
	5016743181	Baker & Taylor		19.01
Total 4.1.2J · Children's Books				<u>148.31</u>
Total .4.1.2 · Books				<u>1,097.74</u>
<b>.4.1.4 · Newspapers</b>				
		Business Credit Card	Wall Street Journal	134.97
		New York Times	2/18/21-8/18/21	487.50
Total .4.1.4 · Newspapers				<u>622.47</u>
<b>.4.1.5 · E-books</b>				
		SYNCB/ Amazon		42.97
Total .4.1.5 · E-books				<u>42.97</u>
Total .4.1 · Library Material				<u>2,060.81</u>
<b>.4.2 · Programs, Publicity, History</b>				
<b>.4.2.1 · Programs</b>				
	218087270	W B Mason Co Inc		16.56
Total .4.2.1 · Programs				<u>16.56</u>
Total .4.2 · Programs, Publicity, History				<u>16.56</u>
<b>.4.3 · Operation of Building</b>				
<b>.4.3.1 · Utilities</b>				
		Village of Saugerties	11/1/20-1/31/21	96.85
		Central Hudson	1/21/21-2/19/21	1,979.80
Total .4.3.1 · Utilities				<u>2,076.65</u>



# Saugerties Public Library

## Abstract

February 2021

	Num	Name	Memo	Amount
<b>.4.3.2 - Telephone</b>				
		Time Warner Cable	2/14/21-3/13/21	199.95
Total .4.3.2 - Telephone				199.95
<b>.4.3.4 - Maintenance Service &amp; Supplies</b>				
		Welsh Sanitation		96.90
		Culligan of Newburgh		44.00
Total .4.3.4 - Maintenance Service & Supplies				140.90
<b>.4.3.6 - Building R&amp;M</b>				
	877092	Uniforms USA, Inc.		21.00
	878839	Uniforms USA, Inc.		21.00
	80271	SAFECO Alarm Systems, Inc.		45.00
Total .4.3.6 - Building R&M				87.00
<b>.4.3.7 - Snow Removal</b>				
	1800	Custom Lawns & More		250.00
	1809	Custom Lawns & More		200.00
	1812	Custom Lawns & More		325.00
	1822	Custom Lawns & More		275.00
	1832	Custom Lawns & More		200.00
Total .4.3.7 - Snow Removal				1,250.00
<b>.4.3.12 - Internet</b>				
		Time Warner Cable	2/14/21-3/13/21	114.99
Total .4.3.12 - Internet				114.99
Total .4.3 - Operation of Building				3,869.49
<b>.4.4 - Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 - Copier</b>				
	71307105	National Business Leasing a Program of		164.00
Total .4.4.1 - Copier				164.00
<b>.4.4.2 - Office Supplies</b>				
		Business Credit Card	Culligan	37.00
		SYNCB/ Amazon		40.89
	6909858	DEMCO		202.28
Total .4.4.2 - Office Supplies				280.17
<b>.4.4.4 - Postage</b>				
		Business Credit Card	Postage	1.40
Total .4.4.4 - Postage				1.40
Total .4.4 - Equipment R&M, Supplies				445.57
<b>.4.6 - Professional Services</b>				
<b>.4.6.1 - Accounting</b>				
	550404836	UHY LLP		1,200.00
Total .4.6.1 - Accounting				1,200.00
Total .4.6 - Professional Services				1,200.00
Total 7410.4 - Contractual Expenses				7,592.43
<b>9010 - Employee Benefits</b>				
<b>.5 - Medical &amp; Dental Benefits</b>				
	210410000260	CDPHP	March	5,096.89

Saugerties Public Library

Abstract

February 2021

	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total .5 · Medical & Dental Benefits				5,096.89
Total 9010 · Employee Benefits				5,096.89
Total Expense				12,689.32
Net Ordinary Income				-12,689.32
				<u><u>-12,689.32</u></u>

	<u>Feb 28, 21</u>	<u>Feb 29, 20</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
M&T General Fund Checking	39,016.98	13,949.17
M&T General Fund Savings 8180	48,998.90	628,419.20
M&T General Balance Fund 8627	358,179.98	357,358.82
M&T Capital Fund Checking 6430	50.00	50.00
M&T Bequest Fund 8198	24,400.80	24,344.48
Cash General Fund Petty Cash	874.00	874.00
<b>Total Checking/Savings</b>	<u>471,520.66</u>	<u>1,024,995.67</u>
<b>Other Current Assets</b>		
391 - Due From Other Funds	398.88	337.28
480 - Prepaid Expenses	9,521.00	13,330.25
<b>Total Other Current Assets</b>	<u>9,919.88</u>	<u>13,667.53</u>
<b>Total Current Assets</b>	481,440.54	1,038,663.20
<b>Other Assets</b>		
K101 - Land	570,484.00	570,484.00
K102 - Buildings	7,029,056.00	7,029,056.00
K103 - Improvement Other than Building	215,723.86	215,723.86
K104 - Machinery and Equipment	59,679.00	59,679.00
W129 - Non-Current Govt Liabilites	32,127.00	34,319.00
<b>Total Other Assets</b>	<u>7,907,069.86</u>	<u>7,909,261.86</u>
<b>TOTAL ASSETS</b>	<u><u>8,388,510.40</u></u>	<u><u>8,947,925.06</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
600 - Accounts Payable	12,689.32	16,785.99
<b>Total Accounts Payable</b>	<u>12,689.32</u>	<u>16,785.99</u>
<b>Other Current Liabilities</b>		
601 - Accrued Expenses	6,232.65	16,412.89
630 - Due To Other Funds	398.88	337.28
Payroll Liabilities	4,233.30	4,287.77
<b>Total Other Current Liabilities</b>	<u>10,864.83</u>	<u>21,037.94</u>
<b>Total Current Liabilities</b>	<u>23,554.15</u>	<u>37,823.93</u>
<b>Long Term Liabilities</b>		
K159 - Non-Current Govt Assets	7,874,942.86	7,874,942.86
W687 - Compensated Absences	5,625.00	7,817.00
W638 - Net Pension Liability	26,502.00	26,502.00
<b>Total Long Term Liabilities</b>	<u>7,907,069.86</u>	<u>7,909,261.86</u>
<b>Total Liabilities</b>	7,930,624.01	7,947,085.79
<b>Equity</b>		
<b>Restricted Fund Balance</b>		
Trust Fund I	24,000.00	24,000.00

<b>Total Restricted Fund Balance</b>	24,000.00	24,000.00
<b>807 - Non-Spendable Fund Balance</b>	9,521.00	13,330.25
<b>914 - Assigned Fund Balance</b>	18,850.00	18,850.00
<b>917 - Unrestricted Fund Balance</b>	498,185.95	424,959.24
<b>Net Income</b>	-92,670.56	519,699.78
<b>Total Equity</b>	<u>457,886.39</u>	<u>1,000,839.27</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	8,388,510.40	8,947,925.06

**Saugerties Public Library**  
**YTD Comparison**  
February 2021

	<u>Feb 21</u>	<u>Jan - Feb 21</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
2082 · Fines	194.00	642.52
2401 · Interest	0.00	41.84
2705 · Gifts & Donations	100.00	300.00
<b>Total Income</b>	<u>294.00</u>	<u>984.36</u>
<b>Expense</b>		
7410.1 · Salaries	23,097.10	46,087.98
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	297.63	1,299.71
.4.1.2 · Books		
4.1.2A · Adult Books	949.43	1,536.03
4.1.2J · Children's Books	148.31	429.95
<b>Total .4.1.2 · Books</b>	<u>1,097.74</u>	<u>1,965.98</u>
.4.1.3 · Subscriptions	0.00	1,522.31
.4.1.4 · Newspapers	622.47	622.47
.4.1.5 · E-books	42.97	330.47
<b>Total .4.1 · Library Material</b>	<u>2,060.81</u>	<u>5,740.94</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	16.56	67.21
<b>Total .4.2 · Programs, Publicity, History</b>	<u>16.56</u>	<u>67.21</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	2,076.65	3,654.23
.4.3.2 · Telephone	199.95	399.90
.4.3.3 · Insurance	0.00	4,334.00
.4.3.4 · Maintenance Service & Supplies	140.90	234.79
.4.3.6 · Building R&M	87.00	394.00
.4.3.7 · Snow Removal	1,250.00	2,325.00
.4.3.8 · Elevator	0.00	705.64
.4.3.12 · Internet	114.99	229.98
<b>Total .4.3 · Operation of Building</b>	<u>3,869.49</u>	<u>12,277.54</u>
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	164.00	456.68
.4.4.2 · Office Supplies	280.17	289.97
.4.4.4 · Postage	1.40	1.40
.4.4.5 · Payroll Service Fees	53.25	106.50
.4.4.6 · Equipment Purchases	0.00	820.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<u>498.82</u>	<u>1,674.55</u>
.4.5 · Automation, System Fees		
.4.5.1 · Automation & Online Services	0.00	2,872.66
.4.5.2 · MHLS Fees	0.00	350.00
<b>Total .4.5 · Automation, System Fees</b>	<u>0.00</u>	<u>3,222.66</u>
.4.6 · Professional Services		

**Saugerties Public Library**  
**YTD Comparison**  
February 2021

	<u>Feb 21</u>	<u>Jan - Feb 21</u>
.4.6.1 · Accounting	1,200.00	1,550.00
.4.6.3 · Board Expenses	0.00	75.00
.4.6.5 · IT Maintenance Consultant	0.00	1,530.00
<b>Total .4.6 · Professional Services</b>	<u>1,200.00</u>	<u>3,155.00</u>
<b>Total 7410.4 · Contractual Expenses</b>	7,645.68	26,137.90
<b>9010 · Employee Benefits</b>		
.2 · Social Security & Medicare	1,732.96	3,457.85
.3 · Workers Compensation	0.00	3,623.00
.4 · Disability	-27.50	-55.36
.5 · Medical & Dental Benefits	4,653.33	14,403.55
<b>Total 9010 · Employee Benefits</b>	<u>6,358.79</u>	<u>21,429.04</u>
<b>Total Expense</b>	<u>37,101.57</u>	<u>93,654.92</u>
<b>Net Ordinary Income</b>	<u>-36,807.57</u>	<u>-92,670.56</u>
<b>Net Income</b>	<u><u>-36,807.57</u></u>	<u><u>-92,670.56</u></u>

# Saugerties Public Library Balance Sheet by Class

As of February 28, 2021

	A - General	H - Capital	K - Fixed Assets	PN - Permanent	Long-Term Debt	Classified	TOTAL
<b>Current Assets</b>							
<b>Checking/Savings</b>							
M&T General Fund Checking	39,016.98	0.00	0.00	0.00	0.00	0.00	39,016.98
M&T General Fund Savings 8180	48,998.90	0.00	0.00	0.00	0.00	0.00	48,998.90
M&T General Balance Fund 8627	358,179.98	0.00	0.00	0.00	0.00	0.00	358,179.98
M&T Capital Fund Checking 6430	0.00	50.00	0.00	0.00	0.00	0.00	50.00
M&T Bequest Fund 8198	0.00	0.00	0.00	24,400.80	0.00	0.00	24,400.80
Cash General Fund Petty Cash	874.00	0.00	0.00	0.00	0.00	0.00	874.00
<b>Total Checking/Savings</b>	<b>447,069.86</b>	<b>50.00</b>	<b>0.00</b>	<b>24,400.80</b>	<b>0.00</b>	<b>0.00</b>	<b>471,520.66</b>
<b>Other Current Assets</b>							
391 - Due From Other Funds	398.88	0.00	0.00	0.00	0.00	0.00	398.88
480 - Prepaid Expenses	9,521.00	0.00	0.00	0.00	0.00	0.00	9,521.00
<b>Total Other Current Assets</b>	<b>9,919.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,919.88</b>
<b>Total Current Assets</b>	<b>456,989.74</b>	<b>50.00</b>	<b>0.00</b>	<b>24,400.80</b>	<b>0.00</b>	<b>0.00</b>	<b>481,440.54</b>
<b>Other Assets</b>							
K101 - Land	0.00	0.00	570,484.00	0.00	0.00	0.00	570,484.00
K102 - Buildings	0.00	0.00	7,029,056.00	0.00	0.00	0.00	7,029,056.00
K103 - Improvement Other than Buildings	0.00	0.00	215,723.86	0.00	0.00	0.00	215,723.86
K104 - Machinery and Equipment	0.00	0.00	59,679.00	0.00	0.00	0.00	59,679.00
W129 - Non-Current Govt Liabilities	0.00	0.00	0.00	0.00	32,127.00	0.00	32,127.00
<b>Total Other Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>7,874,942.86</b>	<b>0.00</b>	<b>32,127.00</b>	<b>0.00</b>	<b>7,907,069.86</b>
	<b>456,989.74</b>	<b>50.00</b>	<b>7,874,942.86</b>	<b>24,400.80</b>	<b>32,127.00</b>	<b>0.00</b>	<b>8,388,510.40</b>
<b>Liabilities</b>							
<b>Current Liabilities</b>							
<b>Accounts Payable</b>							
600 - Accounts Payable	12,689.32	0.00	0.00	0.00	0.00	0.00	12,689.32
<b>Total Accounts Payable</b>	<b>12,689.32</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,689.32</b>
<b>Other Current Liabilities</b>							
601 - Accrued Expenses	6,232.65	0.00	0.00	0.00	0.00	0.00	6,232.65
630 - Due To Other Funds	0.00	0.00	0.00	398.88	0.00	0.00	398.88
Payroll Liabilities	4,233.30	0.00	0.00	0.00	0.00	0.00	4,233.30
<b>Total Other Current Liabilities</b>	<b>10,465.95</b>	<b>0.00</b>	<b>0.00</b>	<b>398.88</b>	<b>0.00</b>	<b>0.00</b>	<b>10,864.83</b>
<b>Total Current Liabilities</b>	<b>23,155.27</b>	<b>0.00</b>	<b>0.00</b>	<b>398.88</b>	<b>0.00</b>	<b>0.00</b>	<b>23,554.15</b>
<b>Long Term Liabilities</b>							
K159 - Non-Current Govt Assets	0.00	0.00	7,874,942.86	0.00	0.00	0.00	7,874,942.86
W687 - Compensated Absences	0.00	0.00	0.00	0.00	5,625.00	0.00	5,625.00
W638 - Net Pension Liability	0.00	0.00	0.00	0.00	26,502.00	0.00	26,502.00
<b>Total Long Term Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>7,874,942.86</b>	<b>0.00</b>	<b>32,127.00</b>	<b>0.00</b>	<b>7,907,069.86</b>
<b>Total Liabilities</b>	<b>23,155.27</b>	<b>0.00</b>	<b>7,874,942.86</b>	<b>398.88</b>	<b>32,127.00</b>	<b>0.00</b>	<b>7,930,624.01</b>
<b>Equity</b>							
<b>Restricted Fund Balance</b>							
Trust Fund I	0.00	0.00	0.00	24,000.00	0.00	0.00	24,000.00
<b>Total Restricted Fund Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,000.00</b>

**Saugerties Public Library  
Balance Sheet by Class**

As of February 28, 2021

	<b>A - General</b>	<b>H - Capital</b>	<b>K - Fixed Assets</b>	<b>PN - Permanent</b>	<b>Long-Term Debt</b>	<b>Classified</b>	<b>TOTAL</b>
<b>807 - Non-Spendable Fund Balance</b>	9,521.00	0.00	0.00	0.00	0.00	0.00	9,521.00
<b>914 - Assigned Fund Balance</b>	18,850.00	0.00	0.00	0.00	0.00	0.00	18,850.00
<b>917 - Unrestricted Fund Balance</b>	498,135.95	50.00	0.00	0.00	0.00	0.00	498,185.95
<b>Net Income</b>	-92,672.48	0.00	0.00	1.92	0.00	0.00	-92,670.56
<b>Total Equity</b>	433,834.47	50.00	0.00	24,001.92	0.00	0.00	457,886.39
	<b>456,989.74</b>	<b>50.00</b>	<b>7,874,942.86</b>	<b>24,400.80</b>	<b>32,127.00</b>	<b>0.00</b>	<b>8,388,510.40</b>



## Director's Report March 11, 2021

### **Building Repair & Maintenance**

**Toilet:** Tom Sutton Plumbing came to look at the downstairs women's toilet that is out of order and to investigate a smell in that room. They will replace a fan for the smell and get back to us about the toilet.

**Filtering:** I met with representatives from the two vendors that MHLS suggested, and chose Cisco Umbrella. MHLS will assist us in installing the filters.

**Policies:** I have rewritten the Computer Use and Internet policy to include the required statements from the federal government pertaining to the filtering of all library computers, and I have sent that to our lawyer, Mr. Schofield, for him to review.

**Accounting:** I have let Gary Newkirk know that we will be transitioning away from UHY and moving our accounting needs to O'Connor, C.P.A. I introduced Gary to Rose, and they have been in communication about the details in SPL's bookkeeping and accounting.

**Programs:** Gardiner, Morton Memorial Library and the Phoenicia Library patrons will be joining us for the March Film Chat. This is a part of the UCLA programming committee where libraries can share virtual programs as a group.

Stephanie is starting a town wide scavenger hunt. Local businesses and organizations will put fliers in their windows relating to a different baby animal. Each flier has a QR code, which will direct him or her to the library catalog offering books on the specific baby animal. There will be a form for patrons to fill out and return to the library saying that they participated. Prizes will be given. Depending on the response, we might purchase gift cards to local eateries as prizes.

**Annual Report:** The Annual Report has been completed.

**Annual Report to the Community:** Began gathering statistics and ideas for the report from staff.

**Staff Meeting:** We discussed the fiber project and the new CPA. Going forward, we might use a new type of timesheet for payroll. We went over the new Community Room and Outdoor Space Use policy. We discussed the current limited patron use procedures and we decided that if someone asks to do work / research at the library, we will offer the study room for hour-long sessions. We talked about the idea of increasing the library's open hours for the summer, purchasing a P.A. system for outdoor programs, and potential community room summer use.

**Meetings attended:**

Friends meeting

UCLA Meeting

UCLA Programming Committee

MHLS New Director's Forum

MHLS Director's Meeting

Saugerties Arts Commission

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Facility committee minutes March 3, 2021, 6 PM

Virtual meeting was called to order at 6 PM.

Present: Director, Jennifer Russell, President Kennedy Cokinos, Brian Collins, Doug Wilson, Julie Misiano, Paul Vanbenschoten, Ted Connathon, Carol Furman

Items for discussion:

1. Decided to purchase an Internet filter at \$297 for a three-year contract
2. We are having difficulty making contact with vendors to complete work that we need to have done.
3. We are waiting for the SRI inspector to advise us regarding the sprinkler head in the vestibule. Since we have not heard from him Paul will install heat tape and insulate the space and see if this corrects the problem.
4. Director, Jen Russell, will contact Emtek to see if they can correct the noisy vent in the staff room.
5. Director will call Servicemaster to get an estimate on furniture cleaning. We will see if the carpet can be deep cleaned or if it needs to be replaced.
6. Bernie Carroll will contact Chuck Patterson, mid Hudson painters, to arrange a meeting at the library to get an estimate on the painting we would like done.

Meeting adjourned 6:50 PM Bernie Carroll chair facilities committee.  
Sent from my iPad

<b>Date</b> Feb 23, 2021	<b>Quote No.</b> Quote 7845	<b>Expiration date</b> Mar 31, 2021	<b>Payment</b> Upfront	<b>Contract length</b> 36 Months
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Jennifer Russell  
Saugerties Public Library  
91 Washington Avenue  
Saugerties, NY 12477

Description	Rate	Quantity	Years	Item Total
<b>Cisco Umbrella</b> Umbrella Essentials by Cisco 3 Year - 1-99	\$59.40	5	3	\$891.00
<b>10% Multi-Year Discount</b> By Port53 Technologies	-\$89.10	1	1	-\$89.10

**Total due \$801.90**

Accepted by \_\_\_\_\_ Date \_\_\_\_\_

Saugerties Public Library  
Personnel Committee

Date: February 18, 2021

Time: 5:30 PM

Committee Members Attending:

D Wilson, J Bassler, C. Saporito, T. Scott

Staff Attending:

Director J Russell

Discussion/Agenda Items

1. Jennifer informed the committee of staff members due for an evaluation and pay increase in March. There was one.
2. We discussed the recommendation for the library to have a starting salary rate of \$15/hour. There seemed to be some confusion at the last Board meeting with how this may affect current employees. Jennifer has spoken with the library's attorney on this matter. If it is implemented by the Board, any current employees with an hourly rate less than \$15/hr, would be raised to at least \$15/hr. This matter now belongs with the Finance Committee, so they can determine if and when the recommendation goes to the Board.
3. Jennifer continues to look into changing staff evaluations to year end, instead of on the date of hire. She has spoken to Rose at the CPA firm the library is moving to, Christopher J. O'Connor, CPA. Rose indicated she can assist with pro-rating employee salaries if this transition is made. This committee will hold off discussion on this matter until May 2021. Jennifer needs time to make the transition to the new CPA firm.

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

1. The committee recommends approval of a 2% salary increase for employee D. Hopf, based upon a satisfactory performance evaluation.

Next Personnel Meeting: Thursday, March 18, 2021 at 5:30 PM This meeting will be virtual.

## **Saugerties Public Library**

### **Policy Committee Meeting Minutes**

Date: February 17, 2021

Time: 6:00 p.m.

Meeting location: Virtual

Committee Members Attending:

Bassler (Chair)

Scott

Stegmayer

Collins

Others Attending: Director Jennifer Russell, Board President Katie Cokinos

Discussion:

1. The Committee engaged in a lengthy discussion of the consequences of installing the internet filters required by the Children's Internet Protection Act (CIPA). It was decided:
  - a. that the Freedom to View Policy does not need to be amended since it does not cover internet usage;
  - b. that the Computer Use, Internet, and Wireless (WiFi) Policy needs to be amended to address such usage;
  - c. that the public hearing on internet filters required by the CIPA will be held (virtually) at 5pm before the next Board meeting on March 11.
2. The Committee reviewed and approved some minor additions and corrections to an earlier draft of a Pandemic Policy.

Corresponding Recommendations to the Board:

1. Approval of the proposed amendments to the Computer Use, Internet, and Wireless Policy; and
2. Approval of the Pandemic Policy developed by the Committee.

Next meeting: Wednesday, March 17, 6pm, location TBD

## **PANDEMIC RESPONSE PLAN**

In the event of a declared public health emergency involving a communicable disease, the Saugerties Public library will operate in accordance with its Pandemic Response Plan and Policy. If any part of this plan conflicts with executive orders governing an epidemic issued at the local, county, state, or federal level, the Library will follow the executive orders rather than the written plan or policy.

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requiring public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease

The Pandemic Response Plan is designed to ensure precautionary, response, and recovery measures to a public health emergency involving a communicable disease threatening to impact or immediately impacting the library's staff, trustees, volunteers, and/or community members.

### **In the event of absolute closure (dropbox closed)**

#### **Circulation:**

When decisions are made pertaining to closing and re-opening, an online ticket ([techsupport@midhudson.org](mailto:techsupport@midhudson.org)) must be submitted to the Mid-Hudson Library System to alert them of the library's status so that they can remove the Saugerties Library from paging lists, and re-route material delivery. If 75% of libraries close, they will automatically extend item due dates. Prior to an absolute closure, all holds must be canceled and items belonging to other libraries must be returned. During an absolute closure, all Saugerties Public Library fines will be waived until the library officially re-opens for curbside service or its equivalent. If the library has been quarantining library materials or otherwise holding onto other library materials, all items must be returned before absolute closure.

For additional specific MHLS procedures go to: <https://kb.midhudson.org/service-level-changes/>

### **Essential Staff:**

**Library Director:** Consults with and supervises all employees; communicates with the Board of Trustees; stays abreast of local, state and federal protocols and procedures; establishes and coordinates an internal communications network; authorizes expenditures; keeps track of payroll; maintains essential functions of building.

**Assistant Director:** Communicates with all employees; communicates with vendors; processes bills and creates vouchers; reviews payroll sheets; creates press releases with the Director for local news outlets; assists in communicating library status via social media and website; assists Director as needed.

**Accountant:** Our accountant is a separate entity and therefore not subject to library policy. In the event that the accountant is unable to perform essential duties, the Library Director and the Assistant Director will perform the basic duties of paying bills, reconciling the bank accounts and processing payroll.

**Board of Trustees:** Any necessary documents or checks that need to be signed by Trustees will be completed with the least amount of personal contact and with the use of appropriate PPE.

### **Non-Essential Staff:**

**Adult, Children's and Teen Programmers:** Telecommute. Provide virtual programs and services from home. The library will provide necessary technologies to do virtual programming.

**Library Clerk:** Telecommute. Tasks assigned by Director and Assistant Director.

**Clerks:** Telecommute. Tasks assigned by Director and Assistant Director.

**Custodian:** Not needed.

**Handyman:** Not needed.

### **Telecommuting technology:**

All staff will be offered a Chromebook and / or necessary technologies to access the internet to use at home during a closure. The Director may allow an employee to take a library desktop computer home for work use, if it is safe to do so.



### **Compensation:**

**Essential and Non-essential staff:** In the event of full closure, all staff shall be compensated for their regularly scheduled hours. Employees will engage in projects and programming while at home during their normal working hours. Daily reports of work activities will be sent to the Director via email or phone which will be filed and stored with time sheets.

### **Illness during closure:**

Employees should use their Paid Sick Leave (PTO). New York State or the Federal Government may employ specific legislation pertaining to job protection and financial compensation during a pandemic, and the library will follow such guidance.

The Library will not take any retaliatory action for employees not being able to work from home due to a suspected or confirmed case of the communicable disease. Employees must follow the established protocols outlined in the Personnel Policy for reporting an absence.

### **In the event of partial closure (dropbox open)**

#### **Circulation:**

Alert the Mid-Hudson Library System, via an online ticket ([techsupport@midhudson.org](mailto:techsupport@midhudson.org)), of partial closure or re-opening plans 7 days before the closing or opening date (if possible). See above.

#### **Staggered shifts and remote work:**

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites. If staff have children who are at home because they cannot attend school and do not have other child care, the Director or Assistant Director will assign tasks for staff to engage in at home.

#### **Essential Staff:**

**Library Director:** Fiscal oversight; consults with and supervises all employees; communicates with the Board of Trustees; stays abreast of local, state and federal protocols and procedures;

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establishes and coordinates an internal communications network; authorizes expenditures; keeps track of payroll; conducts regular staff meetings; maintains essential functions of building.

**Assistant Director:** Schedules staff; purchases supplies; communicates with staff, assists with procedures to follow protocols.

**Accountant:** Same as above.

**Board of Trustees:** Documents and checks may be signed in the library building or other distanced accommodations can be made with the least amount of personal contact and with the use of appropriate PPE.

**Library Clerk:** Checking in library materials, answering patron questions, checking out library materials.

**Clerks** (number of staff dependent on need): Checking in library materials, answering patron questions, checking out library materials

**Custodian:** Begin cleaning schedule.

### **Non-Essential staff:**

**Adult, Children's and Teen programmers:** Telecommute if necessary. Continue to provide virtual programs and services. The library will provide necessary technologies to do virtual programming.

**Handyman:** Work when necessary, preferably when no other staff are in the building.

### **Personal Protective Equipment (PPE)**

PPE as required by local, state or federal laws or Executive Orders will be provided by the Saugerties Library. As per OSHA guidelines, employees are not financially responsible for mandated PPE. Employees may provide their own PPE if they desire and if it is in compliance with all local, state, or federal laws or Executive Orders and CDC and OSHA regulations. The library will provide any necessary training for mandated PPE including proper use and disposal.

The Library will keep a supply of PPE in storage in the event a public health emergency is immediately declared. All employees will be aware of the storage location of PPE. The Assistant Director will monitor PPE supply levels and replenish the supply as needed.

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### **Protocols for the procurement of personal protective equipment:**

The Assistant Director will contact vendors for specific PPE. The library has accounts with Triple A Supplies, W.B. Mason, Amazon and American Printing to purchase PPE. The library has an E2B2 Wall Mount Dispenser located in the janitor's room, which uses ENVIRO cleaning solution Concentrate 117. This can be purchased at Amazon.com or Triple A Supplies. Supplies will be stored in the janitor's room and the staff room.

### **Disinfecting**

Surfaces and objects (keyboards, computer mice, doorknobs, light switches, desks, telephones, etc.) will be disinfected daily according to CDC guidelines. Staff will be trained on disinfecting materials, surfaces, proper hand washing, and use of PPE. The library has an E2B2 Wall Mount Dispenser located in the janitor's room, which uses ENVIRO cleaning solution Concentrate 117. This can be purchased at Amazon.com or Triple A Supplies. The dispenser fills spray bottles with a mixture of water and the concentrate. This solution is used on all incoming library materials and all surfaces as a disinfectant.

### **Library occupancy:**

During a partial closure, NYS and Ulster County Health Department regulations in relation to percentage of staff occupancy will be followed. The Library Director and Assistant Director will remain informed on the latest information from local, state and federal agencies and communicate requirements and changes to the plan to staff in a timely manner in person, via email or phone.

### **Re-opening:**

During re-opening phases, NYS and Ulster County Health Department regulations in relation to staff and patron occupancy will be followed. The Library Director and Assistant Director will remain informed on the latest information from local, state and federal agencies and communicate requirements and changes to the plan to staff in a timely manner via email or phone (if necessary).

## **Staff Exposure during curbside service and / or patron limited use:**

### **Compensation when ill:**

Employees may use their Paid Sick Time (PTO). New York State or the Federal Government may employ specific legislation pertaining to job protection and financial compensation, and the library will follow such guidance.

The Library will not take any retaliatory action for employees not reporting to work due to a suspected or confirmed case of the communicable disease. Employees must follow the established protocols outlined in the Personnel Policy for reporting an absence.

### **Compensation during suspected exposure or voluntary quarantine:**

The staff member may work from home, use PTO or take an unpaid leave of absence for the duration of quarantine. They must not report back to work until they have met all necessary criteria in consultation with a healthcare provider and in accordance with local, state, and/or federal criteria specific to the communicable disease.

### **Suspected exposure or precautionary quarantine:**

If an employee is exposed to the communicable disease or exhibits symptoms of the communicable disease, they must follow all local and state health department directives which may include being tested for that communicable disease and/or quarantining for a specified amount of time at home. During this time, they will not report to the library building to work.

### **Exposure / Mandatory Quarantine:**

In the event that a staff member is tested positive for the disease, the employee must not report to the library or they must leave the premises immediately. The Director must be notified as soon as possible. The Director will contact the NYS Department of Health and local health officials to notify them of the positive test result. Staff will cooperate with Ulster County Department Of Health tracing procedures (as applicable). The Director and the employee will determine which other staff members were in close contact and possibly exposed to the communicable disease. The Director and the employee will determine which areas of the library are now considered “contaminated” and need to be immediately closed. The infected staff member may return to work after fulfilling **negative testing** requirements set by the local health department.

The area in which the person worked will be closed off for the duration recommended by the NYS Department of Health. The DOH requirements will determine when the custodian may enter the area to thoroughly clean and disinfect wearing appropriate PPE. All other employees will be provided instructions for returning to work dependent on the determination of risk of exposure by the local or state health department during Contact Tracing.

**Tracing log:**

All staff will contact the Director or a Health Coordinator before they arrive to work stating their health and whether they have been exposed to someone with the disease. NYS may require specific data and the library will comply with these directives. Contact Tracing may include reporting or contacting other employees, contractors, visitors, and patrons who voluntarily supplied their information for the purpose of contact tracing who may have been in close contact with the employee suspected or confirmed to have the communicable disease. These responses will be kept on file until it is no longer necessary to do so.

**Visitor log:**

All vendors entering the building will be required to fill out a tracing form. Patrons may fill out a tracing form if they choose to do so (optional).

This Pandemic Response Plan was required by law with the health and safety of the library's employees and community as the top priority.

The Pandemic Response Plan will be evaluated and updated by the Director and Board of Trustees as needed.

Approved by the Saugerties Public Library board on  
Review cycle: annually

Board of Trustees Meeting  
April 8, 2021  
6pm – Agenda

Roll Call

Public Comment: 6pm

Action Items: (15 mins.)

1. Secretary's report – Timothy Scott
2. Treasurer's report – Brian Collins
3. Pay Bills

New Business: (15 mins.)

1. Covid update
2. Hearing impaired
3. Tax appropriation from Town was received
4. ShoutOut Saugerties' play readings, April 16-17 in the outdoor space
5. April's Film chat, 4/29

Old Business:

Committee Reports: (15 mins.)

1. Finance – Brian Collins
2. Personnel – Cindy Saporito
3. Outreach – Elizabeth Stegmayer
4. Facilities – Bernie Carroll
5. Policy – Jouette Bassler
6. Friends Liason – Ginger Jurecka-Blake

Director's Report: (15 mins.)

Next meeting: Thursday, May 13, 2021

Minutes facility committee meeting 4/7/21, 6 PM

Present: Director, Jen Russell, President, Katie Cokinos, Brian Collins, Doug Wilson, Julie Misiano, Carole Furman, Paul Vanbenschoten, Bernie Carroll

Absent: Ted Connathon

Discussion::

1. Work is in progress on fixing the sprinkler head in the Vestibule. Peter Ressa, electrician, met with Paul regarding our lights. It will take about four weeks before Peter can do the work.
2. Good news! Our Internet filters are now up and running with the help of MHLS and Cisco. These filters will block virus and malware. They have already blocked one website which our Director says looked sketchy.
3. The Em-Tech-technician says the noisy vent in the workspace will always make noise. He feels the Space is too small. We are still considering what to do about it.
4. We are looking into replacing the carpet upstairs and our Director will get estimates from two different firms.
5. Life spring will make a donation to install a hearing aid compatible System in the community room to add those who have difficulty hearing. We are following up on this by getting an estimate and asking Lifespring to help us with a donation. We could also approach the friends on this situation if necessary.
6. We will be putting up signs to ask our patrons to please pick up after their pets. We have been having a problem in our back performance area.
7. We are trying to find someone to give us an estimate for cleaning our outside windows. We have contacted Servicemaster twice and still have not gotten a response. We are now soliciting other firms to get an estimate.
8. Bernie and Jennifer will meet with Chuck Paterson, MidHudson painters, to walk around inside the library and decide what we want to have painted. Mid Hudson painting has done a lot of work for us in the past, they are highly recommended, and we are very pleased with their work.
8. We purchased a new work chair for Tiffany, since hers was worn out and uncomfortable.

Bernie Carroll, chair, facilities committee

**Saugerties Public Library  
Regular Board Meeting  
February 11, 2021**

**Present:** *Trustees* Bassler, Carroll, Cokinos, Collins, Hurst, Jurecka-Blake, Misiano, Saporito, Scott, Stegmayer, Wilson

**Excused:** *Asst Director* T. Lydecker

*Director:* Russell

*Public:* Ray Rebholz and LEEANNE Thornton

Meeting called to order at 6:02 pm by President Cokinos

**Public Comment:**

*Ray Rebholz* tells us that a renewal letter has been sent out to members of the Friends. He estimates that around one hundred people are current members.

**Secretary's Report:**

No changes needed for the December or January minutes.

*Motion* to approve December minutes: Cokinos

*Second:* Collins

Motion passes unanimously.

*Motion* to approve January minutes: Collins

*Second:* Hurst

*Abstain:* Jurecka-Blake, Stegmayer

Motion passes.

**Treasurer's Report:**

*Motion* by Collins and *Second* by Stegmayer to pay bills in the amount of \$22,460.18.

Motion passes unanimously.

**New Business:**



1. COVID Update: Director Russell says the Phoenicia Library is putting info together on when/how to get the COVID vaccine.
  - Some discussion about holding small events outside over the summer
2. Fiber Optic (E-Rate): Director Russell met with Carole Furman to discuss. Former Director Scott-Childress had signed a contract with Spectrum for fiber optic. The library would have to use filter technology which would cost \$58/month. Titan HQ would be installing said technology.
3. Annual Report: Director Russell is working on entering data and reporting it to MHLS soon.

*Motion* to approve E-Rate consultant by Collins and *Second* by Hurst. Passes unanimously.

*Leeanne Thornton* reports that the Town Board spoke at a hearing which addressed runoff into the Esopus. The public can submit comment at the next hearing in March. Comment period will remain open until June. work to ensure hiking access to Bristol Beach is being done. Funds from the Winston Farm Alliance are being used for the project.

#### **Old Business** (Cokinos):

Film Chat with Doug Wilson went well. Seventeen people attended and a recording will be made available on the library website.  
Another similar event is planned for March.

#### **Committee Reports:**

**Finance:** Meeting occurred 1/26/2021 (See Finance Minutes)

CPA Firm change: *Motion* by Collins to approve moving to completion with the changeover from UHY LLC to Christopher J O'Connor for the SPL's accounting needs.  
The timing to be worked out between the two firms.

*Second:* Hurst

Passes unanimously.

Re-allocation of funds: *Motion* by Collins to move an unspent amount of \$2,404.00 from budget line 4.1.2 Books to budget line 4.4.6 Equipment Purchases so as to keep the entire higher level category 4.4 · Equipment R&M, Supplies within budget.

4.4 · Equipment R&M, Supplies were overspent by that amount and this adjustment will keep all our higher level categories near or close to budget as we close the books on 2020. This action was a 'recommendation' derived from our last internal audit.

*Second:* Saporito

Passes unanimously.

**Personnel:** Meeting occurred 2/21/21 (See Personnel Minutes)

*Motion* by Saporito and *Second* by Collins to grant a 2% pay increase to J. Drews.  
Passes unanimously.

Director Russell will continue to look into the legal aspect of raising employee base pay to \$15/hr. The Finance Committee will analyze how this will impact the budget.

**Outreach:** Meeting occurred 2/8/21 (See Outreach Minutes)

An anti-racist book study is being planned by the SCD. The library will support participants in the study by acquiring the print book and making an ebook available via Hoopla.

Juneteenth is now a state holiday. We want to look at what the Town, Village, and County will do to recognize it. An outdoor event may be possible at the library.

Participants in the February 2020 Community Conversations have been asked what could be done to address the needs of youth in our community.

**Facilities:** Meeting occurred 3/3/21 (See Facilities Minutes)

Ongoing issues with the vestibule sprinkler freezing up. Solutions being looked at.

The process of converting to LED lights continues.

**Policy:** Meeting occurred 2/17/21 (See Policy Minutes)

Discussion on the Children's Internet Protection Act (CIPA) which mandates installation of internet filters. It was then determined that the Computer Use, Internet, and Wifi Policy must be amended to accommodate this change.

*Motion* by Bassler and *Second* by Hurst to amend the Computer Use, Internet, and Wifi Policy.

Passes unanimously.

*Motion* by Bassler and *Second* by Cokinos to approve the revised Community Meeting Room and Outdoor Space Policy.

Passes unanimously.

**Friends Liaison:** Please see above under "Friends Report."

Jurecka-Blake says she appreciates the enthusiasm and support for Ray Rebholz as President of the Friends.

**Director's Report:** Please see said report within Meeting Packet

- A service representative from EMTech worked on replacing multiple HVAC filters throughout the library and attempted to quiet a vent in the processing room with limited results.
- Ordered replacement computer monitors and scanners from MHLS.
- UCLA says that libraries should work together to provide services.
- Annual Report is open and being worked on.

*Motion* to adjourn at 7:17 pm by Cokinos and *Second* by Stegmayer. Passes unanimously.

Next meeting: March 11, 2021 at 6pm on GoToMeeting

CORRECTED VERSION

Submitted by: Tim Scott, Jr.



**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
 January through March 2021

	<u>Jan - Mar 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
1001 · Real Property Taxes	617,796.00	617,796.00	0.00
2082 · Fines	1,039.01	7,500.00	-6,460.99
2401 · Interest	116.66	500.00	-383.34
2705 · Gifts & Donations			
2705.2 · General	0.00	3,000.00	-3,000.00
2705.3 · In-Kind	0.00	7,000.00	-7,000.00
2705 · Gifts & Donations - Other	900.00		
<b>Total 2705 · Gifts &amp; Donations</b>	<u>900.00</u>	<u>10,000.00</u>	<u>-9,100.00</u>
3840 · New York State Aid	444.00		
3999 · Appropriated Fund Balance	0.00	22,815.00	-22,815.00
<b>Total Income</b>	<u>620,295.67</u>	<u>658,611.00</u>	<u>-38,315.33</u>
<b>Expense</b>			
7410.1 · Salaries	70,739.06	365,909.00	-295,169.94
7410.4 · Contractual Expenses			
.4.1 · Library Material			
.4.1.1 · Tapes & Videos	1,299.71	7,100.00	-5,800.29
.4.1.2 · Books			
4.1.2A · Adult Books	1,536.03		
4.1.2J · Children's Books	429.95		
.4.1.2 · Books - Other	0.00	20,000.00	-20,000.00
<b>Total .4.1.2 · Books</b>	<u>1,965.98</u>	<u>20,000.00</u>	<u>-18,034.02</u>
.4.1.3 · Subscriptions	1,522.31	1,900.00	-377.69
.4.1.4 · Newspapers	622.47	2,100.00	-1,477.53
.4.1.5 · E-books	330.47	2,000.00	-1,669.53
<b>Total .4.1 · Library Material</b>	<u>5,740.94</u>	<u>33,100.00</u>	<u>-27,359.06</u>
.4.2 · Programs, Publicity, History			
.4.2.1 · Programs	67.21	5,000.00	-4,932.79
.4.2.3 · Newsletter & Public Relations	0.00	2,000.00	-2,000.00
<b>Total .4.2 · Programs, Publicity, History</b>	<u>67.21</u>	<u>7,000.00</u>	<u>-6,932.79</u>
.4.3 · Operation of Building			
.4.3.1 · Utilities	3,654.23	23,000.00	-19,345.77
.4.3.2 · Telephone	399.90	1,800.00	-1,400.10
.4.3.3 · Insurance	4,334.00	19,000.00	-14,666.00
.4.3.4 · Maintenance Service & Supplies	234.79	2,400.00	-2,165.21
.4.3.5 · Lawn & Grounds	0.00	4,000.00	-4,000.00
.4.3.6 · Building R&M	394.00	11,000.00	-10,606.00
.4.3.7 · Snow Removal	2,325.00	3,000.00	-675.00
.4.3.8 · Elevator	705.64	3,250.00	-2,544.36
.4.3.9 · Geothermal	0.00	5,500.00	-5,500.00
.4.3.10 · Custodial Service	0.00	7,500.00	-7,500.00
.4.3.12 · Internet	229.98	552.00	-322.02
<b>Total .4.3 · Operation of Building</b>	<u>12,277.54</u>	<u>81,002.00</u>	<u>-68,724.46</u>

**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
 January through March 2021

	<u>Jan - Mar 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>.4.4 · Equipment R&amp;M, Supplies</b>			
.4.4.1 · Copier	456.68	3,100.00	-2,643.32
.4.4.2 · Office Supplies	289.97	2,000.00	-1,710.03
.4.4.4 · Postage	1.40	2,000.00	-1,998.60
.4.4.5 · Payroll Service Fees	134.00	1,000.00	-866.00
.4.4.6 · Equipment Purchases	820.00	2,000.00	-1,180.00
.4.4.7 · Equipment R&M	0.00	100.00	-100.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<u>1,702.05</u>	<u>10,200.00</u>	<u>-8,497.95</u>
<b>.4.5 · Automation, System Fees</b>			
.4.5.1 · Automation & Online Services	2,872.66		
.4.5.2 · MHLS Fees	350.00		
.4.5 · Automation, System Fees - Other	0.00	19,000.00	-19,000.00
<b>Total .4.5 · Automation, System Fees</b>	<u>3,222.66</u>	<u>19,000.00</u>	<u>-15,777.34</u>
<b>.4.6 · Professional Services</b>			
.4.6.1 · Accounting	1,550.00	5,500.00	-3,950.00
.4.6.3 · Board Expenses	75.00	500.00	-425.00
.4.6.4 · Consulting & Legal Services	0.00	2,000.00	-2,000.00
.4.6.5 · IT Maintenance Consultant	1,530.00		
.4.6.6 · Staff Development	0.00	500.00	-500.00
<b>Total .4.6 · Professional Services</b>	<u>3,155.00</u>	<u>8,500.00</u>	<u>-5,345.00</u>
<b>.4.7 · Election Expenses</b>			
.4.7.1 · Election Inspectors	0.00	450.00	-450.00
.4.7.2 · Election Expenses	0.00	50.00	-50.00
<b>Total .4.7 · Election Expenses</b>	<u>0.00</u>	<u>500.00</u>	<u>-500.00</u>
<b>Total 7410.4 · Contractual Expenses</b>	<u>26,165.40</u>	<u>159,302.00</u>	<u>-133,136.60</u>
<b>9010 · Employee Benefits</b>			
.1 · Retirement	0.00	33,000.00	-33,000.00
.2 · Social Security & Medicare	5,309.75	25,000.00	-19,690.25
.3 · Workers Compensation	3,623.00	4,000.00	-377.00
.4 · Disability	-83.08	250.00	-333.08
.5 · Medical & Dental Benefits	13,959.99	70,700.00	-56,740.01
.6 · Life Insurance	0.00	450.00	-450.00
<b>Total 9010 · Employee Benefits</b>	<u>22,809.66</u>	<u>133,400.00</u>	<u>-110,590.34</u>
<b>Total Expense</b>	<u>119,714.12</u>	<u>658,611.00</u>	<u>-538,896.88</u>
<b>Net Ordinary Income</b>	<u>500,581.55</u>	<u>0.00</u>	<u>500,581.55</u>
<b>Net Income</b>	<u><u>500,581.55</u></u>	<u><u>0.00</u></u>	<u><u>500,581.55</u></u>

**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
 January through March 2021

	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
1001 · Real Property Taxes	100.0%
2082 · Fines	13.85%
2401 · Interest	23.33%
2705 · Gifts & Donations	
2705.2 · General	0.0%
2705.3 · In-Kind	0.0%
2705 · Gifts & Donations - Other	
<b>Total 2705 · Gifts &amp; Donations</b>	<b>9.0%</b>
3840 · New York State Aid	
3999 · Appropriated Fund Balance	0.0%
<b>Total Income</b>	<b>94.18%</b>
<b>Expense</b>	
7410.1 · Salaries	19.33%
7410.4 · Contractual Expenses	
.4.1 · Library Material	
.4.1.1 · Tapes & Videos	18.31%
.4.1.2 · Books	
4.1.2A · Adult Books	
4.1.2J · Children's Books	
.4.1.2 · Books - Other	0.0%
<b>Total .4.1.2 · Books</b>	<b>9.83%</b>
.4.1.3 · Subscriptions	80.12%
.4.1.4 · Newspapers	29.64%
.4.1.5 · E-books	16.52%
<b>Total .4.1 · Library Material</b>	<b>17.34%</b>
.4.2 · Programs, Publicity, History	
.4.2.1 · Programs	1.34%
.4.2.3 · Newsletter & Public Relations	0.0%
<b>Total .4.2 · Programs, Publicity, History</b>	<b>0.96%</b>
.4.3 · Operation of Building	
.4.3.1 · Utilities	15.89%
.4.3.2 · Telephone	22.22%
.4.3.3 · Insurance	22.81%
.4.3.4 · Maintenance Service & Supplies	9.78%
.4.3.5 · Lawn & Grounds	0.0%
.4.3.6 · Building R&M	3.58%
.4.3.7 · Snow Removal	77.5%
.4.3.8 · Elevator	21.71%
.4.3.9 · Geothermal	0.0%
.4.3.10 · Custodial Service	0.0%
.4.3.12 · Internet	41.66%
<b>Total .4.3 · Operation of Building</b>	<b>15.16%</b>

**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
 January through March 2021

	<b>% of Budget</b>
<b>.4.4 · Equipment R&amp;M, Supplies</b>	
.4.4.1 · Copier	14.73%
.4.4.2 · Office Supplies	14.5%
.4.4.4 · Postage	0.07%
.4.4.5 · Payroll Service Fees	13.4%
.4.4.6 · Equipment Purchases	41.0%
.4.4.7 · Equipment R&M	0.0%
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>16.69%</b>
<b>.4.5 · Automation, System Fees</b>	
.4.5.1 · Automation & Online Services	
.4.5.2 · MHLS Fees	
.4.5 · Automation, System Fees - Other	0.0%
<b>Total .4.5 · Automation, System Fees</b>	<b>16.96%</b>
<b>.4.6 · Professional Services</b>	
.4.6.1 · Accounting	28.18%
.4.6.3 · Board Expenses	15.0%
.4.6.4 · Consulting & Legal Services	0.0%
.4.6.5 · IT Maintenance Consultant	
.4.6.6 · Staff Development	0.0%
<b>Total .4.6 · Professional Services</b>	<b>37.12%</b>
<b>.4.7 · Election Expenses</b>	
.4.7.1 · Election Inspectors	0.0%
.4.7.2 · Election Expenses	0.0%
<b>Total .4.7 · Election Expenses</b>	<b>0.0%</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>16.43%</b>
<b>9010 · Employee Benefits</b>	
.1 · Retirement	0.0%
.2 · Social Security & Medicare	21.24%
.3 · Workers Compensation	90.58%
.4 · Disability	-33.23%
.5 · Medical & Dental Benefits	19.75%
.6 · Life Insurance	0.0%
<b>Total 9010 · Employee Benefits</b>	<b>17.1%</b>
<b>Total Expense</b>	<b>18.18%</b>
<b>Net Ordinary Income</b>	<b>100.0%</b>
<b>Net Income</b>	<b>100.0%</b>



**Saugerties Public Library**  
**Balance Sheet**  
As of March 31, 2021

	<b>Mar 31, 21</b>	<b>Mar 31, 20</b>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
M&T General Fund Checking	46,978.57	19,364.89
M&T General Fund Savings 8180	718,265.85	579,329.85
M&T General Balance Fund 8627	258,219.50	357,498.85
M&T Capital Fund Checking 6430	50.00	50.00
M&T Bequest Fund 8198	24,403.96	24,354.02
Cash General Fund Petty Cash	874.00	874.00
<b>Total Checking/Savings</b>	1,048,791.88	981,471.61
<b>Other Current Assets</b>		
391 - Due From Other Funds	398.88	337.28
480 - Prepaid Expenses	9,521.00	13,330.25
<b>Total Other Current Assets</b>	9,919.88	13,667.53
<b>Total Current Assets</b>	1,058,711.76	995,139.14
<b>Other Assets</b>		
K101 - Land	570,484.00	570,484.00
K102 - Buildings	7,029,056.00	7,029,056.00
K103 - Improvement Other than Building	215,723.86	215,723.86
K104 - Machinery and Equipment	59,679.00	59,679.00
W129 - Non-Current Govt Liabilities	306,709.00	33,869.00
<b>Total Other Assets</b>	8,181,651.86	7,908,811.86
<b>TOTAL ASSETS</b>	<b>9,240,363.62</b>	<b>8,903,951.00</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
600 - Accounts Payable	0.00	15,092.40
<b>Total Accounts Payable</b>	0.00	15,092.40
<b>Other Current Liabilities</b>		
601 - Accrued Expenses	6,232.65	16,412.89
630 - Due To Other Funds	398.88	337.28
Payroll Liabilities	941.73	3,799.07
<b>Total Other Current Liabilities</b>	7,573.26	20,549.24
<b>Total Current Liabilities</b>	7,573.26	35,641.64
<b>Long Term Liabilities</b>		
K159 - Non-Current Govt Assets	7,874,942.86	7,874,942.86
W687 - Compensated Absences	48,729.00	7,817.00
W638 - Net Pension Liability	257,980.00	26,052.00
<b>Total Long Term Liabilities</b>	8,181,651.86	7,908,811.86
<b>Total Liabilities</b>	8,189,225.12	7,944,453.50
<b>Equity</b>		
<b>Restricted Fund Balance</b>		
Trust Fund I	24,000.00	24,000.00

**Saugerties Public Library**  
**Balance Sheet**  
As of March 31, 2021

	<u>Mar 31, 21</u>	<u>Mar 31, 20</u>
Total Restricted Fund Balance	24,000.00	24,000.00
807 - Non-Spendable Fund Balance	9,521.00	13,330.25
914 - Assigned Fund Balance	18,850.00	18,850.00
917 - Unrestricted Fund Balance	498,185.95	424,959.24
Net Income	500,581.55	478,358.01
Total Equity	<u>1,051,138.50</u>	<u>959,497.50</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>9,240,363.62</u></b>	<b><u>8,903,951.00</u></b>

# Saugerties Public Library

## General Fund Revenue and Expenditure Report

	Jan - Mar 21	Jan - Mar 20
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	617,796.00	617,796.00
2082 · Fines	1,039.01	3,017.80
2401 · Interest	116.66	661.29
2705 · Gifts & Donations		
2705.2 · General	0.00	2,525.00
2705 · Gifts & Donations - Other	900.00	0.00
<b>Total 2705 · Gifts &amp; Donations</b>	900.00	2,525.00
3840 · New York State Aid	444.00	0.00
<b>Total Income</b>	620,295.67	624,000.09
<b>Expense</b>		
7410.1 · Salaries	70,739.06	87,603.38
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	1,299.71	1,738.88
.4.1.2 · Books		
4.1.2A · Adult Books	1,536.03	3,090.28
4.1.2J · Children's Books	429.95	1,135.99
.4.1.2 · Books - Other	0.00	340.09
<b>Total .4.1.2 · Books</b>	1,965.98	4,566.36
.4.1.3 · Subscriptions	1,522.31	1,946.19
.4.1.4 · Newspapers	622.47	667.47
.4.1.5 · E-books	330.47	674.38
<b>Total .4.1 · Library Material</b>	5,740.94	9,593.28
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	67.21	0.00
.4.2.2 · Microfilm & Archives	0.00	48.55
<b>Total .4.2 · Programs, Publicity, History</b>	67.21	48.55
.4.3 · Operation of Building		
.4.3.1 · Utilities	3,654.23	5,928.52
.4.3.2 · Telephone	399.90	449.85
.4.3.3 · Insurance	4,334.00	3,765.00
.4.3.4 · Maintenance Service & Supplies	234.79	762.02
.4.3.5 · Lawn & Grounds	0.00	614.23
.4.3.6 · Building R&M	394.00	785.06
.4.3.7 · Snow Removal	2,325.00	912.50
.4.3.8 · Elevator	705.64	0.00
.4.3.9 · Geothermal	0.00	2,082.00
.4.3.10 · Custodial Service	0.00	1,673.75
.4.3.12 · Internet	229.98	138.00
<b>Total .4.3 · Operation of Building</b>	12,277.54	17,110.93
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	456.68	973.21

# Saugerties Public Library General Fund Revenue and Expenditure Report

	Jan - Mar 21	Jan - Mar 20
.4.4.2 · Office Supplies	289.97	186.74
.4.4.4 · Postage	1.40	0.00
.4.4.5 · Payroll Service Fees	134.00	240.25
.4.4.6 · Equipment Purchases	820.00	0.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	1,702.05	1,400.20
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	2,872.66	5,768.96
.4.5.2 · MHLS Fees	350.00	0.00
<b>Total .4.5 · Automation, System Fees</b>	3,222.66	5,768.96
<b>.4.6 · Professional Services</b>		
.4.6.1 · Accounting	1,550.00	1,750.00
.4.6.3 · Board Expenses	75.00	150.00
.4.6.4 · Consulting & Legal Services	0.00	500.00
.4.6.5 · IT Maintenance Consultant	1,530.00	1,500.00
.4.6.6 · Staff Development	0.00	324.13
<b>Total .4.6 · Professional Services</b>	3,155.00	4,224.13
<b>Total 7410.4 · Contractual Expenses</b>	26,165.40	38,146.05
<b>9010 · Employee Benefits</b>		
.2 · Social Security & Medicare	5,309.75	6,582.90
.3 · Workers Compensation	3,623.00	16.00
.4 · Disability	-83.08	-125.35
.5 · Medical & Dental Benefits	13,959.99	13,419.10
<b>Total 9010 · Employee Benefits</b>	22,809.66	19,892.65
<b>Total Expense</b>	119,714.12	145,642.08
<b>Net Ordinary Income</b>	500,581.55	478,358.01
<b>Net Income</b>	500,581.55	478,358.01

# Saugerties Public Library Abstract Check Register

	<u>Type</u>	<u>Date</u>	<u>Num</u>
<b>M&amp;T General Fund Checking</b>			
	Bill Pmt -Check	03/12/2021	10242
	Bill Pmt -Check	03/12/2021	10243
	Bill Pmt -Check	03/12/2021	10244
	Bill Pmt -Check	03/12/2021	
	Bill Pmt -Check	03/12/2021	10245
	Bill Pmt -Check	03/12/2021	10247
	Bill Pmt -Check	03/12/2021	10248
	Bill Pmt -Check	03/12/2021	10249
	Bill Pmt -Check	03/12/2021	10250
	Bill Pmt -Check	03/12/2021	10251
	Bill Pmt -Check	03/12/2021	10252
	Bill Pmt -Check	03/12/2021	10253
	Bill Pmt -Check	03/12/2021	10254
	Bill Pmt -Check	03/12/2021	10255
	Bill Pmt -Check	03/12/2021	
	Bill Pmt -Check	03/12/2021	10256
	Bill Pmt -Check	03/12/2021	10257
	Bill Pmt -Check	03/12/2021	10258
	Bill Pmt -Check	03/12/2021	10259
	Bill Pmt -Check	03/12/2021	10260
	Bill Pmt -Check	03/12/2021	10261
Total M&T General Fund Checking			
<b>M&amp;T Capital Fund Checking 6430</b>			
Total M&T Capital Fund Checking 6430			
<b>TOTAL</b>			

# Saugerties Public Library Abstract Check Register

	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>M&amp;T General Fund Checking</b>			
	Baker & Taylor		-1,024.06
	Business Credit Card		-186.36
	CDPHP		-5,096.89
	Central Hudson		-1,979.80
	Culligan of Newburgh		-44.00
	DEMCO		-202.28
	Gale/Cengage Learning		-31.19
	Grinnell Public Library		-16.00
	Midwest Tape		-284.64
	National Business Leasing a Program of		-164.00
	New York Times		-487.50
	Purple Mountain Press, LTD		-13.50
	SAFECO Alarm Systems, Inc.		-45.00
	SYNCB/ Amazon		-96.85
	Time Warner Cable		-314.94
	UHY LLP		-1,200.00
	Uniforms USA, Inc.		-42.00
	Village of Saugerties		-96.85
	W B Mason Co Inc		-16.56
	Welsh Sanitation		-96.90
	Custom Lawns & More		-1,250.00
			<u>-12,689.32</u>
Total M&T General Fund Checking			-12,689.32
<b>M&amp;T Capital Fund Checking 6430</b>			
Total M&T Capital Fund Checking 6430			
<b>TOTAL</b>			<u><u>-12,689.32</u></u>

**Saugerties Public Library**  
**YTD Comparison**  
**March 2021**

	<u>Mar 21</u>	<u>Jan - Mar 21</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	617,796.00	617,796.00
2082 · Fines	396.49	1,039.01
2401 · Interest	46.39	116.66
2705 · Gifts & Donations	600.00	900.00
3840 · New York State Aid	444.00	444.00
<b>Total Income</b>	<u>619,282.88</u>	<u>620,295.67</u>
<b>Expense</b>		
7410.1 · Salaries	24,651.08	70,739.06
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	0.00	1,299.71
.4.1.2 · Books		
4.1.2A · Adult Books	0.00	1,536.03
4.1.2J · Children's Books	0.00	429.95
<b>Total .4.1.2 · Books</b>	<u>0.00</u>	<u>1,965.98</u>
.4.1.3 · Subscriptions	0.00	1,522.31
.4.1.4 · Newspapers	0.00	622.47
.4.1.5 · E-books	0.00	330.47
<b>Total .4.1 · Library Material</b>	<u>0.00</u>	<u>5,740.94</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	0.00	67.21
<b>Total .4.2 · Programs, Publicity, History</b>	<u>0.00</u>	<u>67.21</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	0.00	3,654.23
.4.3.2 · Telephone	0.00	399.90
.4.3.3 · Insurance	0.00	4,334.00
.4.3.4 · Maintenance Service & Supplies	0.00	234.79
.4.3.6 · Building R&M	0.00	394.00
.4.3.7 · Snow Removal	0.00	2,325.00
.4.3.8 · Elevator	0.00	705.64
.4.3.12 · Internet	0.00	229.98
<b>Total .4.3 · Operation of Building</b>	<u>0.00</u>	<u>12,277.54</u>
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	0.00	456.68
.4.4.2 · Office Supplies	0.00	289.97
.4.4.4 · Postage	0.00	1.40
.4.4.5 · Payroll Service Fees	27.50	134.00
.4.4.6 · Equipment Purchases	0.00	820.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<u>27.50</u>	<u>1,702.05</u>
.4.5 · Automation, System Fees		
.4.5.1 · Automation & Online Services	0.00	2,872.66
.4.5.2 · MHLS Fees	0.00	350.00

**Saugerties Public Library**  
**YTD Comparison**  
**March 2021**

	<u>Mar 21</u>	<u>Jan - Mar 21</u>
Total .4.5 · Automation, System Fees	0.00	3,222.66
<b>.4.6 · Professional Services</b>		
.4.6.1 · Accounting	0.00	1,550.00
.4.6.3 · Board Expenses	0.00	75.00
.4.6.5 · IT Maintenance Consultant	0.00	1,530.00
<b>Total .4.6 · Professional Services</b>	<u>0.00</u>	<u>3,155.00</u>
<b>Total 7410.4 · Contractual Expenses</b>	27.50	26,165.40
<b>9010 · Employee Benefits</b>		
.2 · Social Security & Medicare	1,851.90	5,309.75
.3 · Workers Compensation	0.00	3,623.00
.4 · Disability	-27.72	-83.08
.5 · Medical & Dental Benefits	-443.56	13,959.99
<b>Total 9010 · Employee Benefits</b>	<u>1,380.62</u>	<u>22,809.66</u>
<b>Total Expense</b>	<u>26,059.20</u>	<u>119,714.12</u>
<b>Net Ordinary Income</b>	593,223.68	500,581.55
<b>Net Income</b>	<u><u>593,223.68</u></u>	<u><u>500,581.55</u></u>



March 2021 Director's Report

### **Trustee Training**

MHLS is offering virtual Trustee Training. Consider signing up for one of their sessions through their website.

### **E-rate and Filtering**

Working with staff at Cisco Umbrella and Isaac Barbee from MHLS, we were able to set up the internet filtering required for federal E-rate funding.

### **Accounting**

We have completed our first payroll with the new accountant. There were details to contend with, especially with the online pay stub website. They have also completed the AUD report to the state. I have added Rose Woodworth to our NYSLIRS online retirement website so that she can upload monthly reports. I stopped by their office on April 1<sup>st</sup> to go over some of the payroll issues, and it was great to actually meet the staff.

### **Personnel**

Dori Hopf had her annual evaluation. She is interested in participating in offsite events where the library might have a booth, like the Garlic Festival, in an effort to raise awareness about the library.

Stephanie Mc Elrath created a special "I-Spy" display in a downstairs window that passers-by walking on Division St. can walk up to and look at. The display is filled with toys and fun things to look at. There's a list of items to pick out of the jumble.

### **Enhanced Hearing Technology for Community Room**

I met with Susan Davis and Susan Puretz from Lifespring to discuss installing hearing assisting technology in the Community Room. They have shared with me the history of this project, and they have specific ideas on going forward. I have spoken about this with the Director of the Gardiner Library who had this technology installed ten years ago. Dave Cook, Katie Cokinos and I have also met and discussed re-starting discussing this project.

### **Meetings attended**

MHLS Reimagining Library Services – MHLS is beginning their long-range plan and wanted input from library directors.

March Friends Meeting

UCLA Meeting

Attended the Saugerties Chamber of Commerce mixer

## **Saugerties Public Library**

### **Policy Committee Meeting Minutes**

Date: March 17, 2021

Time: 6:00 p.m.

Meeting location: Virtual

Committee Members Attending:

Bassler (Chair)

Scott

Stegmayer

Collins

Others Attending: Director Jennifer Russell, Board President Katie Cokinos

Discussion:

1. The Committee reviewed the current Public Relations Policy and recommended several modifications and corrections, including the addition of a reference to the Publication of Record and to the annual Letter to the Community, and the deletion of references to emergency situations. The Director will write a draft incorporating these changes and present it to the Committee for further discussion.
2. The Committee reviewed the current Freedom of Information Law (FOIL) Policy and approved minor changes to the reimbursement statement.
3. The Committee decided to proceed with drawing up a Social Media Policy and will begin discussion of its content at the next meeting.

Corresponding Recommendations to the Board:

1. Approval of the proposed modification of the Freedom of Information Law Policy.

Next meeting: Wednesday, April 14, 6pm, location TBD

**Saugerties Public Library**  
**Regular Board Meeting**  
**March 11, 2021**

**Present:** Trustees Bassler, Carroll, Cokinos, Collins, Hurst, Jurecka-Blake, Misiano, Saporito, Stegmayer, Wilson; Director Russell

**Excused:** Trustee Scott, Asst Director Lydecker

Meeting called to order at 6:02 pm by President Cokinos

**Public Comment:** None

**Secretary's Report:**

Two corrections to the February minutes were proposed.

*Motion* by Wilson and *Second* by Jurecka-Blake to approve revised February minutes.

Motion passes unanimously.

**Treasurer's Report:**

Tax money has yet to be received from the Town; the Director is making inquiries.

*Motion* by Collins and *Second* by Carroll to pay bills in the amount of \$12,689.32.

Motion passes unanimously.

**New Business:**

1. COVID Update: Director Russell says as of March 17 library personnel can receive vaccinations and, according to Gov. Cuomo, after April 2 art venues such as the library can begin reopening—with masks and social distancing. Jennifer will calculate how many people the Community Room can accommodate under these restrictions.
2. UCLA libraries are working together to share virtual programming--and the costs thereof.
3. Annual Report: Director Russell led a discussion of the final draft of the Annual Report.

*Motion* by Saporito and *Second* by Wilson to accept the Annual Report.

Motion passes unanimously.

**Old Business:** None.

**Committee Reports:**

**Finance:**

The CPA firm change is going smoothly and relatively rapidly. The Committee is in communication with the Facilities Committee about needed improvements, and the proposed \$15 minimum wage for library personnel is also under discussion.

**Personnel:** Meeting occurred 2/18/21 (See Personnel Minutes)

*Motion* by Saporito and *Second* by Stegmayer to grant a 2% pay increase to D. Hopf. Passes unanimously.

**Outreach:** Meeting occurred 3/1/21 (See Outreach Minutes)

Plans are underway to reach out to Boys and Girls Club and Saugerties Arts Commission to determine ways the Library can support youth services and arts programming for the community. Reviewed and commented on last Annual Staff Letter to the Community.

**Facilities:** Meeting occurred 3/3/21 (See Facilities Minutes)

Getting estimates for painting and deep-cleaning of rugs and furniture.

**Policy:** Meeting occurred 2/17/21 (See Policy Minutes)

Final version of Pandemic Policy and Pandemic Plan presented to Board for approval.

*Motion* by Bassler and *Second* by Jurecka-Blake to approve Pandemic Plan. Passes unanimously.

*Motion* by Wilson and *Second* by Collins to approve Pandemic Policy. Passes unanimously.

**Friends Liaison:**

Upcoming meeting next Monday at 7:00pm. Looking for ways to meet in person outdoors.

**Director's Report:**

Please see the report included within Meeting Packet. It was suggested that the Board present a gift to departing accountant Gary Newkirk.

The meeting concluded with a brief story of library staff appreciation presented by Misiano.

*Motion* to adjourn at 7:16 pm by Stegmayer and *Second* by Misiano.  
Passes unanimously.

Next meeting: April 8, 2021 at 6pm, probably on GoToMeeting

Submitted by: Jouette Bassler, standing in for Tim Scott, Jr.

Saugerties Public Library  
Outreach Committee Meeting

Date: March 1, 2021

Time: 5:00 p.m.

Meeting location: <https://global.gotomeeting.com/join/977715789>

Committee Members Attending:

Stegmayer (Chair), Julie Misiano, Ginger Jurecka-Blake, Irene Hurst, Katie Cokin  
nos (President) Staff Attending: Director Jennifer Russell

Discussion:

1. Community Leader Forum on Youth services update

- Inviting Saugerties Arts Commission and Boys and Girls Club director to upcoming committee meeting to discuss possible community collaborations to support youth needs, as well as other arts resources that support the library's Long Range Plan initiatives.

2. Annual staff letter to community

- Reviewed the last annual staff letter published in 2019 and shared feedback about its strengths and points of improvement.
- Several members gave suggestions for user friendly formatting and informatics. Ginger Jurecka-Blake suggested separately highlighting the new services the library provided during 2020.

3. Public meeting about the change in internet filtering protocol

- Director to run public hearing prior to April Board meeting about new fiberoptic technology and internet protocols required by E-rate grant. Possible presentation to include information from ALA and graphics.

Next Outreach Committee Meeting

April 5, 2021 at 5pm

Board of Trustees Meeting  
May 13, 2021  
6pm – Agenda

Roll Call

Public Comment: 6pm

Action Items: (15 mins.)

1. Secretary's report – Timothy Scott
2. Treasurer's report – Brian Collins
3. Pay Bills

New Business: (15 mins.)

1. Covid Update
2. First draft budget – June meeting
3. Reopening June 28<sup>th</sup>
4. Closed Memorial Day

Old Business:

1. April Film Chat

Committee Reports:

1. Finance – Brian Collins
2. Personnel – Cindy Saporito
3. Outreach – Elizabeth Stegmayer
4. Facilities – Bernie Carroll
5. Policy – Jouette Bassler
6. Friends Liason – Ginger Jurecka-Blake

Director's Report:

Next meeting: Thursday, June 10, 2021

**Saugerties Public Library  
Regular Board Meeting  
April 8, 2021**

**Present:** *Trustees* Bassler, Carroll, Cokinos, Collins, Hurst, Jurecka-Blake, Misiano, Saporito, Scott, Stegmayer, Wilson

*Director:* Russell

*Asst Director:* T. Lydecker

*Public:* Ray Rebholz and Leeanne Thornton

Meeting called to order at 6:02 pm by President Cokinos

**Public Comment:**

*Ray Rebholz* reports the Friends will be mailing a fundraiser out to membership.

*Leeanne Thornton:*

- The 24th Annual Boy's and Girl's Club Dinner and Live Auction will be held at Diamond Mills (May 21, 6 pm start time). Contact Dan Whalen for more info.
- Town Highway Department is paving an emergency access route to Bristol Beach.
- Planning to develop an info kiosk on the brick industry.
- Hoping to open around July for public access

**Secretary's Report:**

No changes needed.

*Motion* to approve: Jurecka-Blake

*Second:* Stegmayer

Motion passes with Scott abstaining.

**Treasurer's Report:**



*Motion* by Wilson and *Second* by Hurst to pay bills in the amount of \$12,689.32. Motion passes unanimously.

**New Business:**

COVID Update: Director Russell says the CDC is relaxing disinfecting requirements.

- Staff no longer have to clean bathrooms twice a day or record actions
- Would like to know when staff won't have to call about possible COVID symptoms

Hearing Impaired Update (Russell):

- Jen and Dave Cook (Lifespring), contacted Director about upgrading our A/V system to be inclusive of Hearing Impaired technology.
- Cost estimates run from \$1,500 (Gardiner Library), to speculation of \$5,000.
- Director will get in touch with New Paltz to see what they paid.
- More info needed and possibly outside consultation.

Katie Cokinos:

- Tax appropriation from the Town has been received.
- Shout Out Saugerties will have Play Readings in the SPL yard on 4/16-17.
- A film chat will take place on 4/29 with the new Directors of Upstate Films.
- Showing films at Opus 40 over the summer is a real possibility.

**Old Business:** None

**Finance:** No meeting. Collins did note that the first draft budget may be ready in time for our June meeting.

**Personnel:** No meeting.

*Motion* by Wilson and *Second* by Collins to approve a 2% raise for Liz Suttmyer. Passes unanimously.

**Outreach:** Stegmayer notes they'll meet this week.

**Facilities:** Meeting occurred 4/7/21 (See Facilities Minutes)

- Sprinkler head in the Vestibule: work ongoing.
- Internet filters have been installed to block viruses and malware.

- Upstairs carpeting must be replaced. Director Russell will get two cost estimates. There's a question as to how carpeting could be put in without total removal of furniture.
- Signage will be put up to remind patrons that they must pick up after their pets.
- Estimates are being sought for cleaning of outside windows.
- Carroll and Director will meet with Chuck Paterson (MidHudson Painters), and determine what needs to be painted inside the library.

**Policy:** Meeting occurred 2/17/21 (See Policy Minutes)

- The reimbursement rate for production of library records under the Freedom Of Information Law (FOIL), should be increased as follows:  
Copied records: \$0.50 per page (from \$0.25 per page)  
Certification of Records: \$2.00 per page (from \$1.00 per page)

*Motion* to increase reimbursement rates for copied and certification of records by Misiano and *second* by Collins.  
Passes unanimously.

**Friends Liaison:** Please see above under "Friends Report."

**Director's Report:** Please see said report within Meeting Packet

- Reminder that MHLS is offering virtual trustee training.
- Internet filter has been set up (required for federal E-Rate funding).
- First payroll period with the new accountant has been completed. AUD report to NYS has also been completed.
- Staff member Dori Hopf would like to represent the library at events where it would have a booth (ie Garlic Festival).
- Staff member Stephanie McElrath created an "I-Spy" window downstairs.
- Met with Susan Davis and Susan Puretz (Lifespring), to discuss hearing impaired technology in the Community Room. Also spoke with the Gardiner Library Director about this tech which was installed there about ten years ago. Dave Cook and Katie Cokinos have been briefed on this project.
- MHLS has begun work on their long range plan. Wants input from library directors.
- The Chamber of Commerce is holding a volunteer firefighter event June 19.

*Motion* to adjourn at 7:08 pm by Cokinos and *Second* by Scott. Passes unanimously.



# Saugerties Public Library

## General Fund Revenue and Expenditure Report

	<u>Jan - Apr 21</u>	<u>Jan - Apr 20</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	617,796.00	617,796.00
2082 · Fines	1,606.23	3,017.80
2401 · Interest	181.61	737.79
2705 · Gifts & Donations		
2705.2 · General	-25.00	2,525.00
2705 · Gifts & Donations - Other	900.00	0.00
<b>Total 2705 · Gifts &amp; Donations</b>	<u>875.00</u>	<u>2,525.00</u>
3840 · New York State Aid	1,557.00	0.00
<b>Total Income</b>	<u>622,015.84</u>	<u>624,076.59</u>
<b>Expense</b>		
7410.1 · Salaries	93,173.44	113,638.81
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	2,409.56	1,751.87
.4.1.2 · Books		
4.1.2A · Adult Books	3,749.69	3,175.28
4.1.2J · Children's Books	1,163.99	1,135.99
.4.1.2 · Books - Other	175.60	340.09
<b>Total .4.1.2 · Books</b>	<u>5,089.28</u>	<u>4,651.36</u>
.4.1.3 · Subscriptions	1,915.31	1,946.19
.4.1.4 · Newspapers	1,052.02	667.47
.4.1.5 · E-books	731.93	674.38
<b>Total .4.1 · Library Material</b>	<u>11,198.10</u>	<u>9,691.27</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	141.28	0.00
.4.2.2 · Microfilm & Archives	0.00	48.55
.4.2.3 · Newsletter & Public Relations	0.00	1,339.84
<b>Total .4.2 · Programs, Publicity, History</b>	<u>141.28</u>	<u>1,388.39</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	7,453.36	8,020.19
.4.3.2 · Telephone	799.80	599.80
.4.3.3 · Insurance	6,493.75	7,530.00
.4.3.4 · Maintenance Service & Supplies	797.55	864.90
.4.3.5 · Lawn & Grounds	1,320.66	1,523.60
.4.3.6 · Building R&M	1,115.91	830.06
.4.3.7 · Snow Removal	2,325.00	912.50
.4.3.8 · Elevator	1,411.28	682.44
.4.3.9 · Geothermal	0.00	2,082.00
.4.3.10 · Custodial Service	0.00	2,585.50
.4.3.12 · Internet	459.96	138.00
<b>Total .4.3 · Operation of Building</b>	<u>22,177.27</u>	<u>25,768.99</u>
.4.4 · Equipment R&M, Supplies		

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Apr 21</u>	<u>Jan - Apr 20</u>
.4.4.1 · Copier	1,047.41	1,276.91
.4.4.2 · Office Supplies	2,290.88	186.74
.4.4.4 · Postage	1.40	1,178.48
.4.4.5 · Payroll Service Fees	217.66	302.25
.4.4.6 · Equipment Purchases	3,884.90	192.00
.4.4.7 · Equipment R&M	32.00	0.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<u>7,474.25</u>	<u>3,136.38</u>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	5,745.32	5,768.96
.4.5.2 · MHLS Fees	454.00	0.00
<b>Total .4.5 · Automation, System Fees</b>	<u>6,199.32</u>	<u>5,768.96</u>
<b>.4.6 · Professional Services</b>		
.4.6.1 · Accounting	3,310.00	3,160.00
.4.6.3 · Board Expenses	75.00	150.00
.4.6.4 · Consulting & Legal Services	1,000.00	500.00
.4.6.5 · IT Maintenance Consultant	1,530.00	1,500.00
.4.6.6 · Staff Development	0.00	324.13
<b>Total .4.6 · Professional Services</b>	<u>5,915.00</u>	<u>5,634.13</u>
<b>Total 7410.4 · Contractual Expenses</b>	<u>53,105.22</u>	<u>51,388.12</u>
<b>9010 · Employee Benefits</b>		
.2 · Social Security & Medicare	6,992.05	8,540.65
.3 · Workers Compensation	3,680.00	16.00
.4 · Disability	-111.22	-159.13
.5 · Medical & Dental Benefits	23,973.94	17,966.06
<b>Total 9010 · Employee Benefits</b>	<u>34,534.77</u>	<u>26,363.58</u>
<b>Total Expense</b>	<u>180,813.43</u>	<u>191,390.51</u>
<b>Net Ordinary Income</b>	<u>441,202.41</u>	<u>432,686.08</u>
<b>Net Income</b>	<u><u>441,202.41</u></u>	<u><u>432,686.08</u></u>

**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
 January through April 2021

	<u>Jan - Apr 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 · Real Property Taxes	617,796.00	617,796.00	0.00	100.0%
2082 · Fines	1,606.23	7,500.00	-5,893.77	21.42%
2401 · Interest	181.61	500.00	-318.39	36.32%
<b>2705 · Gifts &amp; Donations</b>				
2705.2 · General	-25.00	3,000.00	-3,025.00	-0.83%
2705.3 · In-Kind	0.00	7,000.00	-7,000.00	0.0%
2705 · Gifts & Donations - Other	900.00			
<b>Total 2705 · Gifts &amp; Donations</b>	<u>875.00</u>	<u>10,000.00</u>	<u>-9,125.00</u>	<u>8.75%</u>
3840 · New York State Aid	1,557.00			
3999 · Appropriated Fund Balance	0.00	22,815.00	-22,815.00	0.0%
<b>Total Income</b>	<u>622,015.84</u>	<u>658,611.00</u>	<u>-36,595.16</u>	<u>94.44%</u>
<b>Expense</b>				
7410.1 · Salaries	93,173.44	365,909.00	-272,735.56	25.46%
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
.4.1.1 · Tapes & Videos	2,409.56	7,100.00	-4,690.44	33.94%
<b>.4.1.2 · Books</b>				
4.1.2A · Adult Books	3,749.69			
4.1.2J · Children's Books	1,163.99			
.4.1.2 · Books - Other	175.60	20,000.00	-19,824.40	0.88%
<b>Total .4.1.2 · Books</b>	<u>5,089.28</u>	<u>20,000.00</u>	<u>-14,910.72</u>	<u>25.45%</u>
.4.1.3 · Subscriptions	1,915.31	1,900.00	15.31	100.81%
.4.1.4 · Newspapers	1,052.02	2,100.00	-1,047.98	50.1%
.4.1.5 · E-books	731.93	2,000.00	-1,268.07	36.6%
<b>Total .4.1 · Library Material</b>	<u>11,198.10</u>	<u>33,100.00</u>	<u>-21,901.90</u>	<u>33.83%</u>
<b>.4.2 · Programs, Publicity, History</b>				
.4.2.1 · Programs	141.28	5,000.00	-4,858.72	2.83%
.4.2.3 · Newsletter & Public Relations	0.00	2,000.00	-2,000.00	0.0%
<b>Total .4.2 · Programs, Publicity, History</b>	<u>141.28</u>	<u>7,000.00</u>	<u>-6,858.72</u>	<u>2.02%</u>
<b>.4.3 · Operation of Building</b>				
.4.3.1 · Utilities	7,453.36	23,000.00	-15,546.64	32.41%
.4.3.2 · Telephone	799.80	1,800.00	-1,000.20	44.43%
.4.3.3 · Insurance	6,493.75	19,000.00	-12,506.25	34.18%
.4.3.4 · Maintenance Service & Supplies	797.55	2,400.00	-1,602.45	33.23%
.4.3.5 · Lawn & Grounds	1,320.66	4,000.00	-2,679.34	33.02%
.4.3.6 · Building R&M	1,115.91	11,000.00	-9,884.09	10.15%
.4.3.7 · Snow Removal	2,325.00	3,000.00	-675.00	77.5%
.4.3.8 · Elevator	1,411.28	3,250.00	-1,838.72	43.42%
.4.3.9 · Geothermal	0.00	5,500.00	-5,500.00	0.0%
.4.3.10 · Custodial Service	0.00	7,500.00	-7,500.00	0.0%
.4.3.12 · Internet	459.96	552.00	-92.04	83.33%
<b>Total .4.3 · Operation of Building</b>	<u>22,177.27</u>	<u>81,002.00</u>	<u>-58,824.73</u>	<u>27.38%</u>

**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
 January through April 2021

	<u>Jan - Apr 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
.4.4.1 · Copier	1,047.41	3,100.00	-2,052.59	33.79%
.4.4.2 · Office Supplies	2,290.88	2,000.00	290.88	114.54%
.4.4.4 · Postage	1.40	2,000.00	-1,998.60	0.07%
.4.4.5 · Payroll Service Fees	217.66	1,000.00	-782.34	21.77%
.4.4.6 · Equipment Purchases	3,884.90	2,000.00	1,884.90	194.25%
.4.4.7 · Equipment R&M	32.00	100.00	-68.00	32.0%
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<u>7,474.25</u>	<u>10,200.00</u>	<u>-2,725.75</u>	<u>73.28%</u>
<b>.4.5 · Automation, System Fees</b>				
.4.5.1 · Automation & Online Services	5,745.32			
.4.5.2 · MHLS Fees	454.00			
.4.5 · Automation, System Fees - Other	0.00	19,000.00	-19,000.00	0.0%
<b>Total .4.5 · Automation, System Fees</b>	<u>6,199.32</u>	<u>19,000.00</u>	<u>-12,800.68</u>	<u>32.63%</u>
<b>.4.6 · Professional Services</b>				
.4.6.1 · Accounting	3,310.00	5,500.00	-2,190.00	60.18%
.4.6.3 · Board Expenses	75.00	500.00	-425.00	15.0%
.4.6.4 · Consulting & Legal Services	1,000.00	2,000.00	-1,000.00	50.0%
.4.6.5 · IT Maintenance Consultant	1,530.00			
.4.6.6 · Staff Development	0.00	500.00	-500.00	0.0%
<b>Total .4.6 · Professional Services</b>	<u>5,915.00</u>	<u>8,500.00</u>	<u>-2,585.00</u>	<u>69.59%</u>
<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	50.00	-50.00	0.0%
<b>Total .4.7 · Election Expenses</b>	<u>0.00</u>	<u>500.00</u>	<u>-500.00</u>	<u>0.0%</u>
<b>Total 7410.4 · Contractual Expenses</b>	<u>53,105.22</u>	<u>159,302.00</u>	<u>-106,196.78</u>	<u>33.34%</u>
<b>9010 · Employee Benefits</b>				
.1 · Retirement	0.00	33,000.00	-33,000.00	0.0%
.2 · Social Security & Medicare	6,992.05	25,000.00	-18,007.95	27.97%
.3 · Workers Compensation	3,680.00	4,000.00	-320.00	92.0%
.4 · Disability	-111.22	250.00	-361.22	-44.49%
.5 · Medical & Dental Benefits	23,973.94	70,700.00	-46,726.06	33.91%
.6 · Life Insurance	0.00	450.00	-450.00	0.0%
<b>Total 9010 · Employee Benefits</b>	<u>34,534.77</u>	<u>133,400.00</u>	<u>-98,865.23</u>	<u>25.89%</u>
<b>Total Expense</b>	<u>180,813.43</u>	<u>658,611.00</u>	<u>-477,797.57</u>	<u>27.45%</u>
<b>Net Ordinary Income</b>	<u>441,202.41</u>	<u>0.00</u>	<u>441,202.41</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>441,202.41</u></u>	<u><u>0.00</u></u>	<u><u>441,202.41</u></u>	<u><u>100.0%</u></u>

# Saugerties Public Library Abstract Check Register

Type	Date	Num	Name	Memo	Amount
<b>M&amp;T General Fund Checking 6455</b>					
Check	04/09/2021		NYS Emp Retire System		-293.70
Check	04/02/2021	ACH	Intuit Payments Inc.	payroll fees	-27.50
Check	04/02/2021	EFT	Central Hudson		-1,872.09
Check	04/02/2021	EFT	Time Warner Cable	3/14-4/13/21	-314.94
Check	04/30/2021	EFT	Central Hudson		-1,927.04
Check	04/30/2021	EFT	Time Warner Cable	3/14-4/13/21	-314.94
Check	04/30/2021	EFT	Paychex	5/6/21 payroll fee	-56.16
Check	04/02/2021	10263	Welsh Sanitation		-93.89
Check	04/02/2021	10264	PC Smith & Son, Inc.		-59.99
Check	04/02/2021	10265	Culligan of Newburgh		-62.00
Check	04/02/2021	10266	Utica National Insurance Group	WC Audit	-57.00
Check	04/02/2021	10267	National Business Leasing a Program c	Invoice 71701331	-164.00
Check	04/02/2021	10268	Plattekill Public Library		-10.00
Check	04/02/2021	10269	Brian K Millard		-739.63
Check	04/02/2021	10270	Time Warner Cable	VOID: 3/14-4/13/21	0.00
Check	04/02/2021	10271	SAFECO Alarm Systems, Inc.	2021	-45.00
Check	04/02/2021	10272	Whiteman Osterman & Hanna	Invoice Q102997-421 1 & 2 Q installment	-1,000.00
Check	04/02/2021	10273	CDPHP	April 2021	-5,096.89
Check	04/02/2021	10274	Mid Hudson Library System		-2,976.66
Check	04/02/2021	10275	Uniforms USA, Inc.	882341	-42.00
Check	04/02/2021	10276	Gale/Cengage Learning	74022862	-121.56
Check	04/02/2021	10277	Quill Corp.		-53.76
Check	04/02/2021	10278	SYNCB/ Amazon		-46.52
Check	04/02/2021	10279	Hudson Valley One	Subscription	-45.00
Check	04/02/2021	10280	Port53 Technologies, Inc.	Invoice 4262	-801.90
Check	04/02/2021	10281	Baker & Taylor		-1,218.62
Check	04/02/2021	10282	Business Credit Card		-236.04
Check	04/02/2021	10283	National Business Technologies	IN407763; IN410723; IN412880; IN415817	-183.07
Check	04/02/2021	10284	Midwest Tape		-470.31
Check	04/02/2021	10285	ThyssenKrupp Elevator Corp	Invoice 3005833363	-705.64
Check	04/02/2021	10286	Sutton Electrical Plumbing & Heating Ir	Invoice 7993	-221.17
Check	04/02/2021	10287	BookPage	Invoice S53095	-354.00
Total M&T General Fund Checking 6455					-19,611.02
<b>M&amp;T Capital Fund Checking 6430</b>					
Total M&T Capital Fund Checking 6430					-19,611.02



# Saugerties Public Library

## Abstract

April 2021

	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
<b>7410.4 - Contractual Expenses</b>				
<b>.4.1 - Library Material</b>				
<b>.4.1.1 - Tapes &amp; Videos</b>				
		Business Credit Card	Netflix	13.99
		Midwest Tape		493.56
Total .4.1.1 - Tapes & Videos				<u>507.55</u>
<b>.4.1.2 - Books</b>				
<b>4.1.2A - Adult Books</b>				
		Baker & Taylor	invoice 501655690	314.25
		Baker & Taylor	invoice 5016861086	90.61
		Baker & Taylor	invoice 5016881668	211.54
		Baker & Taylor	invoice 5016895126	93.39
		Baker & Taylor	invoice 5016915864	232.72
		Saugerties High School	Yearbook 2020/2021	75.00
		Gale/Cengage Learning	#74118913	60.78
		Gale/Cengage Learning	#74174004	30.39
Total 4.1.2A - Adult Books				<u>1,108.68</u>
<b>4.1.2J - Children's Books</b>				
		Baker & Taylor	invoice 5016864416	127.20
		Baker & Taylor	invoice 5016894840	154.03
		The Penworthy Company LLC	Invoice #0571049	177.08
Total 4.1.2J - Children's Books				<u>458.31</u>
<b>.4.1.2 - Books - Other</b>				
		Lookout Books	invoice #ARU0319136	175.60
Total .4.1.2 - Books - Other				<u>175.60</u>
Total .4.1.2 - Books				<u>1,742.59</u>
<b>.4.1.4 - Newspapers</b>				
		Daily Freeman	26 weeks starting 5/4/21	384.55
Total .4.1.4 - Newspapers				<u>384.55</u>
<b>.4.1.5 - E-books</b>				
		OverDrive Inc	invoice 01938CO21185389	395.47
Total .4.1.5 - E-books				<u>395.47</u>
Total .4.1 - Library Material				<u>3,030.16</u>
<b>.4.2 - Programs, Publicity, History</b>				
<b>.4.2.1 - Programs</b>				
		Joe Rao	Sunrise Scimitar Lecture	42.86
Total .4.2.1 - Programs				<u>42.86</u>
Total .4.2 - Programs, Publicity, History				<u>42.86</u>
<b>.4.3 - Operation of Building</b>				
<b>.4.3.3 - Insurance</b>				
		Marshall & Sterling Upstate	Umbrella #1588535	206.00
		Marshall & Sterling Upstate	Package #1588536	4,128.00
Total .4.3.3 - Insurance				<u>4,334.00</u>

# Saugerties Public Library

## Abstract

April 2021

	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>				
		Welsh Sanitation	April	93.89
		Culligan of Newburgh	4/14 & 4/28/21	37.00
		Quill Corp.		232.14
Total .4.3.4 · Maintenance Service & Supplies				<u>363.03</u>
<b>.4.3.5 · Lawn &amp; Grounds</b>				
		PC Smith & Son, Inc.	4/13/21	34.73
		PC Smith & Son, Inc.	4/26/21	41.72
		Brian K Millard	April	444.59
Total .4.3.5 · Lawn & Grounds				<u>521.04</u>
<b>.4.3.6 · Building R&amp;M</b>				
		Uniforms USA, Inc.	#884096	21.00
		Uniforms USA, Inc.	#886335	21.00
		Uniforms USA, Inc.	#888093	21.00
		PC Smith & Son, Inc.	4/1/21	26.99
		Sutton Electrical Plumbing & Heatir	invoice #8029	143.75
		SAFECO Alarm Systems, Inc.	Invoices #82608; #82153	180.00
Total .4.3.6 · Building R&M				<u>413.74</u>
Total .4.3 · Operation of Building				5,631.81
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 · Copier</b>				
		National Business Technologies	In 418408 & 421090	79.66
		National Business Leasing a Progr;	invoice #72092400	164.00
Total .4.4.1 · Copier				<u>243.66</u>
<b>.4.4.2 · Office Supplies</b>				
		Business Credit Card	Walmart	20.47
		Business Credit Card	Staples	4.78
		SYNCB/ Amazon	binders	39.98
		DEMCO	#6927736	107.76
		Quill Corp.		26.36
		Events Unlimited	covid	1,747.80
Total .4.4.2 · Office Supplies				<u>1,947.15</u>
<b>.4.4.6 · Equipment Purchases</b>				
		The Woodstock Recording Worksh	Audio System	2,263.00
Total .4.4.6 · Equipment Purchases				<u>2,263.00</u>
<b>.4.4.7 · Equipment R&amp;M</b>				
		Business Credit Card	canopy tent part	32.00
Total .4.4.7 · Equipment R&M				<u>32.00</u>
Total .4.4 · Equipment R&M, Supplies				<u>4,485.81</u>
<b>.4.6 · Professional Services</b>				
<b>.4.6.1 · Accounting</b>				
		Christopher J. O'Connor, CPA	Invoices #1374, 1422 & 1526	1,400.00
		UHY LLP	invoice 550406340	360.00
Total .4.6.1 · Accounting				<u>1,760.00</u>
Total .4.6 · Professional Services				<u>1,760.00</u>

# Saugerties Public Library

## Abstract

April 2021

	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total 7410.4 · Contractual Expenses				14,950.64
<b>9010 · Employee Benefits</b>				
<b>.5 · Medical &amp; Dental Benefits</b>				
		West Hurley Public Library	EAP 4/1/21-3/31/22	263.73
		CDPHP	May	5,096.89
				<u>5,360.62</u>
Total .5 · Medical & Dental Benefits				5,360.62
Total 9010 · Employee Benefits				<u>5,360.62</u>
Total Expense				<u>20,311.26</u>
Net Ordinary Income				<u>-20,311.26</u>
<b>Net Income</b>				<u><u>-20,311.26</u></u>

**Saugerties Public Library**  
**Balance Sheet**  
As of April 30, 2021

	Apr 30, 21	Apr 30, 20
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
M&T General Fund Checking 6455	54,666.84	23,713.55
M&T General Fund Savings 8180	672,166.32	529,374.06
M&T General Balance Fund 8627	258,236.48	357,528.23
M&T Capital Fund Checking 6430	50.00	50.00
M&T Bequest Fund 8198	24,405.56	24,356.03
Cash General Fund Petty Cash	874.00	874.00
<b>Total Checking/Savings</b>	1,010,399.20	935,895.87
<b>Other Current Assets</b>		
391 - Due From Other Funds	398.88	337.28
480 - Prepaid Expenses	9,521.00	13,330.25
<b>Total Other Current Assets</b>	9,919.88	13,667.53
<b>Total Current Assets</b>	1,020,319.08	949,563.40
<b>Other Assets</b>		
K101 - Land	570,484.00	570,484.00
K102 - Buildings	7,029,056.00	7,029,056.00
K103 - Improvement Other than Building	215,723.86	215,723.86
K104 - Machinery and Equipment	59,679.00	59,679.00
W129 - Non-Current Govt Liabilities	306,709.00	33,869.00
<b>Total Other Assets</b>	8,181,651.86	7,908,811.86
<b>TOTAL ASSETS</b>	<b>9,201,970.94</b>	<b>8,858,375.26</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
600 - Accounts Payable	20,336.26	18,170.59
<b>Total Accounts Payable</b>	20,336.26	18,170.59
<b>Other Current Liabilities</b>		
601 - Accrued Expenses	6,232.65	16,412.89
630 - Due To Other Funds	398.88	337.28
Payroll Liabilities	1,591.93	817.07
<b>Total Other Current Liabilities</b>	8,223.46	17,567.24
<b>Total Current Liabilities</b>	28,559.72	35,737.83
<b>Long Term Liabilities</b>		
K159 - Non-Current Govt Assets	7,874,942.86	7,874,942.86
W687 - Compensated Absences	48,729.00	7,817.00
W638 - Net Pension Liability	257,980.00	26,052.00
<b>Total Long Term Liabilities</b>	8,181,651.86	7,908,811.86
<b>Total Liabilities</b>	8,210,211.58	7,944,549.69
<b>Equity</b>		
<b>Restricted Fund Balance</b>		
Trust Fund I	24,000.00	24,000.00

**Saugerties Public Library**  
**Balance Sheet**  
As of April 30, 2021

	<u>Apr 30, 21</u>	<u>Apr 30, 20</u>
<b>Total Restricted Fund Balance</b>	24,000.00	24,000.00
<b>807 - Non-Spendable Fund Balance</b>	9,521.00	13,330.25
<b>914 - Assigned Fund Balance</b>	18,850.00	18,850.00
<b>917 - Unrestricted Fund Balance</b>	498,185.95	424,959.24
<b>Net Income</b>	441,202.41	432,686.08
<b>Total Equity</b>	<u>991,759.36</u>	<u>913,825.57</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>9,201,970.94</b></u>	<u><b>8,858,375.26</b></u>

**Saugerties Public Library**  
**YTD Comparison**  
 April 2021

	<u>Apr 21</u>	<u>Jan - Apr 21</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	0.00	617,796.00
2082 · Fines	567.22	1,606.23
2401 · Interest	64.95	181.61
2705 · Gifts & Donations		
2705.2 · General	-25.00	-25.00
2705 · Gifts & Donations - Other	0.00	900.00
<b>Total 2705 · Gifts &amp; Donations</b>	<b>-25.00</b>	<b>875.00</b>
3840 · New York State Aid	1,113.00	1,557.00
<b>Total Income</b>	<b>1,720.17</b>	<b>622,015.84</b>
<b>Expense</b>		
7410.1 · Salaries	22,434.38	93,173.44
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	1,109.85	2,409.56
.4.1.2 · Books		
4.1.2A · Adult Books	2,213.66	3,749.69
4.1.2J · Children's Books	734.04	1,163.99
.4.1.2 · Books - Other	175.60	175.60
<b>Total .4.1.2 · Books</b>	<b>3,123.30</b>	<b>5,089.28</b>
.4.1.3 · Subscriptions	393.00	1,915.31
.4.1.4 · Newspapers	429.55	1,052.02
.4.1.5 · E-books	401.46	731.93
<b>Total .4.1 · Library Material</b>	<b>5,457.16</b>	<b>11,198.10</b>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	74.07	141.28
<b>Total .4.2 · Programs, Publicity, History</b>	<b>74.07</b>	<b>141.28</b>
.4.3 · Operation of Building		
.4.3.1 · Utilities	3,799.13	7,453.36
.4.3.2 · Telephone	399.90	799.80
.4.3.3 · Insurance	2,159.75	6,493.75
.4.3.4 · Maintenance Service & Supplies	562.76	797.55
.4.3.5 · Lawn & Grounds	1,320.66	1,320.66
.4.3.6 · Building R&M	721.91	1,115.91
.4.3.7 · Snow Removal	0.00	2,325.00
.4.3.8 · Elevator	705.64	1,411.28
.4.3.12 · Internet	229.98	459.96
<b>Total .4.3 · Operation of Building</b>	<b>9,899.73</b>	<b>22,177.27</b>
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	590.73	1,047.41
.4.4.2 · Office Supplies	2,000.91	2,290.88
.4.4.4 · Postage	0.00	1.40
.4.4.5 · Payroll Service Fees	83.66	217.66

**Saugerties Public Library**  
**YTD Comparison**  
**April 2021**

	<u>Apr 21</u>	<u>Jan - Apr 21</u>
.4.4.6 · Equipment Purchases	3,064.90	3,884.90
.4.4.7 · Equipment R&M	32.00	32.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>5,772.20</b>	<b>7,474.25</b>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	2,872.66	5,745.32
.4.5.2 · MHLS Fees	104.00	454.00
<b>Total .4.5 · Automation, System Fees</b>	<b>2,976.66</b>	<b>6,199.32</b>
<b>.4.6 · Professional Services</b>		
.4.6.1 · Accounting	1,760.00	3,310.00
.4.6.3 · Board Expenses	0.00	75.00
.4.6.4 · Consulting & Legal Services	1,000.00	1,000.00
.4.6.5 · IT Maintenance Consultant	0.00	1,530.00
<b>Total .4.6 · Professional Services</b>	<b>2,760.00</b>	<b>5,915.00</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>26,939.82</b>	<b>53,105.22</b>
<b>9010 · Employee Benefits</b>		
.2 · Social Security & Medicare	1,682.30	6,992.05
.3 · Workers Compensation	57.00	3,680.00
.4 · Disability	-28.14	-111.22
.5 · Medical & Dental Benefits	10,013.95	23,973.94
<b>Total 9010 · Employee Benefits</b>	<b>11,725.11</b>	<b>34,534.77</b>
<b>Total Expense</b>	<b>61,099.31</b>	<b>180,813.43</b>
<b>Net Ordinary Income</b>	<b>-59,379.14</b>	<b>441,202.41</b>
<b>Net Income</b>	<b>-59,379.14</b>	<b>441,202.41</b>

# Saugerties Public Library Balance Sheet by Class

As of April 30, 2021

	A - General	H - Capital	K - Fixed Assets	PN - Permanent	W - Long-Term Debt	Unclassified	TOTAL
<b>ASSETS</b>							
<b>Current Assets</b>							
<b>Checking/Savings</b>							
M&T General Fund Checking 6	54,666.84	0.00	0.00	0.00	0.00	0.00	54,666.84
M&T General Fund Savings 81	672,166.32	0.00	0.00	0.00	0.00	0.00	672,166.32
M&T General Balance Fund 86	258,236.48	0.00	0.00	0.00	0.00	0.00	258,236.48
M&T Capital Fund Checking 64	0.00	50.00	0.00	0.00	0.00	0.00	50.00
M&T Bequest Fund 8198	0.00	0.00	0.00	24,405.56	0.00	0.00	24,405.56
Cash General Fund Petty Cash	874.00	0.00	0.00	0.00	0.00	0.00	874.00
<b>Total Checking/Savings</b>	<b>985,943.64</b>	<b>50.00</b>	<b>0.00</b>	<b>24,405.56</b>	<b>0.00</b>	<b>0.00</b>	<b>1,010,399.20</b>
<b>Other Current Assets</b>							
391 - Due From Other Funds	398.88	0.00	0.00	0.00	0.00	0.00	398.88
480 - Prepaid Expenses	9,521.00	0.00	0.00	0.00	0.00	0.00	9,521.00
<b>Total Other Current Assets</b>	<b>9,919.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,919.88</b>
<b>Total Current Assets</b>	<b>995,863.52</b>	<b>50.00</b>	<b>0.00</b>	<b>24,405.56</b>	<b>0.00</b>	<b>0.00</b>	<b>1,020,319.08</b>
<b>Other Assets</b>							
K101 - Land	0.00	0.00	570,484.00	0.00	0.00	0.00	570,484.00
K102 - Buildings	0.00	0.00	7,029,056.00	0.00	0.00	0.00	7,029,056.00
K103 - Improvement Other than E	0.00	0.00	215,723.86	0.00	0.00	0.00	215,723.86
K104 - Machinery and Equipment	0.00	0.00	59,679.00	0.00	0.00	0.00	59,679.00
W129 - Non-Current Govt Liability	0.00	0.00	0.00	0.00	306,709.00	0.00	306,709.00
<b>Total Other Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>7,874,942.86</b>	<b>0.00</b>	<b>306,709.00</b>	<b>0.00</b>	<b>8,181,651.86</b>
<b>TOTAL ASSETS</b>	<b>995,863.52</b>	<b>50.00</b>	<b>7,874,942.86</b>	<b>24,405.56</b>	<b>306,709.00</b>	<b>0.00</b>	<b>9,201,970.94</b>
<b>LIABILITIES &amp; EQUITY</b>							
<b>Liabilities</b>							
<b>Current Liabilities</b>							
<b>Accounts Payable</b>							
600 - Accounts Payable	20,336.26	0.00	0.00	0.00	0.00	0.00	20,336.26
<b>Total Accounts Payable</b>	<b>20,336.26</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,336.26</b>
<b>Other Current Liabilities</b>							
601 - Accrued Expenses	6,232.65	0.00	0.00	0.00	0.00	0.00	6,232.65
630 - Due To Other Funds	0.00	0.00	0.00	398.88	0.00	0.00	398.88
Payroll Liabilities	1,591.93	0.00	0.00	0.00	0.00	0.00	1,591.93
<b>Total Other Current Liabilities</b>	<b>7,824.58</b>	<b>0.00</b>	<b>0.00</b>	<b>398.88</b>	<b>0.00</b>	<b>0.00</b>	<b>8,223.46</b>
<b>Total Current Liabilities</b>	<b>28,160.84</b>	<b>0.00</b>	<b>0.00</b>	<b>398.88</b>	<b>0.00</b>	<b>0.00</b>	<b>28,559.72</b>
<b>Long Term Liabilities</b>							
K159 - Non-Current Govt Asset	0.00	0.00	7,874,942.86	0.00	0.00	0.00	7,874,942.86
W687 - Compensated Absence	0.00	0.00	0.00	0.00	48,729.00	0.00	48,729.00
W638 - Net Pension Liability	0.00	0.00	0.00	0.00	257,980.00	0.00	257,980.00
<b>Total Long Term Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>7,874,942.86</b>	<b>0.00</b>	<b>306,709.00</b>	<b>0.00</b>	<b>8,181,651.86</b>
<b>Total Liabilities</b>	<b>28,160.84</b>	<b>0.00</b>	<b>7,874,942.86</b>	<b>398.88</b>	<b>306,709.00</b>	<b>0.00</b>	<b>8,210,211.58</b>
<b>Equity</b>							
<b>Restricted Fund Balance</b>							
Trust Fund I	0.00	0.00	0.00	24,000.00	0.00	0.00	24,000.00



**Saugerties Public Library  
Balance Sheet by Class**

As of April 30, 2021

	A - General	H - Capital	K - Fixed Assets	PN - Permanent	W - Long- Term Debt	Uncla ssifie d	TOTAL
<b>Total Restricted Fund Balance</b>	0.00	0.00	0.00	24,000.00	0.00	0.00	24,000.00
<b>807 - Non-Spendable Fund Balan</b>	9,521.00	0.00	0.00	0.00	0.00	0.00	9,521.00
<b>914 - Assigned Fund Balance</b>	18,850.00	0.00	0.00	0.00	0.00	0.00	18,850.00
<b>917 - Unrestricted Fund Balance</b>	498,135.95	50.00	0.00	0.00	0.00	0.00	498,185.95
<b>Net Income</b>	441,195.73	0.00	0.00	6.68	0.00	0.00	441,202.41
<b>Total Equity</b>	967,702.68	50.00	0.00	24,006.68	0.00	0.00	991,759.36
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>995,863.52</b>	<b>50.00</b>	<b>7,874,942.86</b>	<b>24,405.56</b>	<b>306,709.00</b>	<b>0.00</b>	<b>9,201,970.94</b>

## **Director's Report for April 2021**

### **COVID Update:**

Per COVID updates from CDC and NYS.: Because we won't know who is vaccinated or not, we will require patrons to wear masks inside the library and for outside events.

Walk-ins Welcome starting in May. The door will be locked, but patrons can ring the bell to come in without an appointment. The only appointments necessary will be for computer use as we have limited computers available due to social distancing. Curbside service will continue.

Meetings can be held in Community Room. Library meetings and outside organizations. No events in the Community Room at this time.

**June 28<sup>th</sup>:** Extended hours start June 28<sup>th</sup>. We will be open 40 hours a week which is 5 more hours that NYS requires our library to be open. The front door will be unlocked. There can be 30 people in the library at a time. We will have 2 more public computers up and running. We have ordered a plastic barrier for those computer stations. Curbside service will continue.

There will be a big PR push to inform the public of our new hours including the Annual Letter to the Community that will be delivered to each household in Saugerties.

### **E-rate:**

E-rate funding approved in the amount of \$4,154.40. Spectrum has been contacted about this, and we expect to have the fiber up and running in July. Bill Curtiss has been notified, as well.

### **Bullet Aid:**

Sent letter to Senator Hinchey asking for funds to cover the outdoor sound system. \$2,500.00

### **Friends of the Library:**

I am putting together a request to the Friends to pay for the professional tent rental for the back yard and a new website. Approximately: \$2168.00

### **Gloria Fallon Funds:**

Gloria Fallon signage is going forward. Tiffany has been working with Timely Signs and Paul to get that finished.

### **Hearing Impaired Technology:**

Met with Dave Cook and Katie to discuss hearing impaired technology for the Community Room and the outdoor sound equipment. The sound equipment will be purchased within the week.

### **Summer Reading Program:**

- Children's programs. Stephanie is putting together a robust summer of programming both passive and active. The kick-off will be Tues. June 29<sup>th</sup> or rain date of July 1<sup>st</sup> with Mark Perpetua's Reptile Show. Other special events include a Bug Hunt with Barbara Hammerstone, Pajama Yoga and Saugerties Fire Trucks. Weekly programs include dog therapy / reading to dogs, storytimes and Backyard Scientists. All of these programs will be held outside.

Passive programs include Take & Make crafts, sidewalk obstacle course, a story walk in the back yard and a Safari Scavenger Hunt throughout the village business district.

- Teen Programming will continue to mostly be online with Dungeons & Dragons, The Dregs Book Club, and the writing group. However, there will be a Middle School book club and Teen Club that will meet weekly in the yard. There will be a pizza party at the end of the Summer Reading Program
- The Adult Summer Reading program will include a raffle for a reader's prize. Tiffany is organizing the raffle and is working with our Local History group for an outdoor program. The library will show movies in July.

**Outdoor Back Yard events:** ShoutOut Saugerties and the Saugerties Film Society will be hosting a variety of programs throughout the summer. I am reviewing requests from outside groups that would also like to use the yard. Events Unlimited will be delivering a tent to the back yard on July 3<sup>rd</sup> and it will be up for two months.

### **Meetings I attended in April / May**

UCLA meeting

ShoutOut Saugerties Meeting

Saugerties Chamber of Commerce Meeting

discover, connect, grow.

Saugerties Public Library  
Finance Committee

Date:04/27/2021

Time started : 05:45 PM

Committee Members Attending:

TRUSTEE (Collins, Cokinos, Jurecka-Blake )

Committee Members Not in Attendance :

TRUSTEE (Hurst, Saporito)

Staff Attending:

Jennifer Russell

Others Attending:

(none)

Discussion/Agenda Items

**1.Financials to hire new Library Assistant**

The Director shared with the committee four projections for total cost of compensation for a new hire utilizing both \$18.00 and \$19.00 hourly wages. The projections were performed with weekly hours of 35 and 37.5 . Retirement contributions were not included as they would be dependent on any new hire's current status in Civil Service. Do they already participate and and if so in what tier do they belong? One individual has been identified by the Director as a strong candidate but nothing is certain at this time. Compensation estimates ranged between a low of \$53,211 and a high of \$58,941.

After careful discussion the committee present arrived at an acknowledgement that our financial position would support the hiring of a new full time employee. Please note our current 5 year plan included provisions for a new full time employee. The Director has indicated the new Library Assistant's job description will include IT maintenance responsibilities now being performed by a current staff member.

**2.Financials to increase hourly pay to minimum of \$15.00 in 2022**

Discussed fiscal impact on 2022 budget if SPL moved ahead on instituting \$15.00 per hour for all . The team reviewed projections prepared by the Director utilizing a completion dates in calendar year 2022 and another should the \$15.00 rate be phased in over two years (2022 - 2023). The salary projections were made for SPL's seven current part time employees. The increased wages for 2022 would be \$4376 if done in one year . We would see an almost even split if done over a two year period. 2022 would see a \$2026 increase and for 2023 that amount would be \$2150.

3. Discussed the payroll data being provided by the new accounting firm. In examining the data for 2021 YTD and extrapolating that data for the entire year using current hours of operation it was projected that we may be under budget for 2021 by almost \$47,000 (est). The Director has had discussions with the staff en re operating hours and the Director is confident we can set and meet the reasonable expectations of our patrons.
4. Compensation model was discussed in totality keeping in mind the total cost of compensation includes both wages and benefits .
5. The committee discussed the advantages of moving away from anniversary date for raise consideration and moving to a calendar year implementation. It was deemed to be a less complicated scenario and provided a clearer picture when performing expense projections and actual implementation.
6. Civil Service implications of a new hire were discussed for the Library Assistant position. In so much as the Director has a particular individual under consideration who is already in Civil Service the Director is moving ahead with making inquiries as to what would be required for that individual to make a 'lateral move' so to speak to SPL . The committee members present agreed that from a financial perspective the Director should proceed with preliminary fact finding actions so as to facilitate a new hire.
7. Discussed consolidation of budget lines such as telephone and internet being combined into one category named Fiber to reflect our pending utilization of the new fiber optic installation.
8. Discussed various budget lines and actual expenditures YTD.
9. Discussed the recommendation that we keep at least 25% of one year's operational budget in reserve which for SPL would amount to between \$164,000 and \$170,000. Projecting out to the end of the year 2021 using our current burn rate of \$50,000 a month it was thought our total balance on 12/31/2021 would be close to \$600,000. In so much as it was decided SPL will not be issuing any refund to the taxpayers the Treasurer implored the committee to recommend we invest in timely capital improvements and quality employee cultivation and development.
10. It was suggested by the Director we boost our collection to augment available items to the entire system .
11. The idea of a specialized collection was discussed. The brain storming among the committee netted a thought that it could be, for example, possible to dedicate one public computer to ADOBE SUITE so as to enable SPL to be an active partner with clients who use that specialized/particular software as part of their own personal development. Utilization of the special computer would not be subjected to current time limitations . N.B. This addition of an ADOBE SUITE seat license for one computer was just one example of how SPL could respond to patron's interests and needs. The Outreach committee was cited as a source for definitive ideas so as to offer the right services to meet patron needs.

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

1. The committee intends to recommend to the full Board at our next meeting that from a fiscal standpoint we proceed with hiring a new employee with the job title Library Assistant
2. Civil Service inquiries will be made to facilitate a lateral move by an existing member to SPL staff .
3. Director will refine the job description so as to clearly define expectations.

The meeting was adjourned at 6:45 PM

Next Meeting May 25th 2021 at 5:30 PM

Saugerties Public Library  
Personnel Committee

Date: April 15, 2021

Time: 5:30 PM

Committee Members Attending:

D Wilson, J Bassler, T. Scott, C. Saporito, K. Cokinos

Staff Attending:

Director J Russell, T Lydecker

Discussion/Agenda Items

1. One employee evaluation and merit increase due in May - Paul VanBenschoten.
2. Jen would like to hire 1 new FT employee. She and Tiffany have discussed this, and would like to create a position for a new Library Assistant. Duties will include overseeing the circulation desk workflow with some circulation staff supervision. This position would also assume responsibilities for IT, with assistance and guidance from Christine (who is currently performing these duties). Jen reported that there are 2 PT Clerks who have not been working during the pandemic, and are currently not comfortable returning to work. One has submitted their resignation. The committee voted to hire a new FT Library Assistant. This recommendation will go to the Finance committee to determine if/how this can be integrated into the 2021 budget.
3. Jen and Tiffany presented plans for expansion of library hours for the summer. This will go into effect in time for the Summer Reading Program in late June, and will be promoted as new summer hours. Jen plans to hold discussions with staff members to determine how to monitor the number of patrons coming into the library, how many patrons the staff is comfortable having in the library at one time and for what time period, and if the requirement for appointments will continue. Jen will also be meeting with other library directors, and plans to discuss with them how their library(s) are addressing re-opening as the pandemic continues.

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

1. The committee recommends approval of a 2% salary increase for employee Paul VanBenschoten.
2. The committee recommends the Board approve hiring a FT employee as Library Assistant.

Next Personnel Meeting: Thursday, May 20, 2021 at 5:30 pm. This meeting will be held virtually.

Facilities committee minutes Wednesday, 5/5/21, 6 PM

The meeting was called to order at 6 PM.

Present: Director, Jennifer Russell, Brian Collins, Doug Wilson, Julie Misiano, Paul Vanbenschoten, Bernie Carroll

Absent: President, Katie Cokinos, Carole Furman, Ted Conathan

Discussion:

1. We have received \$4154 E-rate funding from the federal government. We must reapply every year.
2. We have rented a tent for our green space. It will arrive July 3 and cost \$1047 for two months.
3. We have parts for our front tent which was damaged by wind. Paul will repair it.
4. The town will re-stripe our handicap area and parking lot at no cost to us.
5. We need a metal cabinet to store our sound equipment. It can be stored under the back stairwell. We are currently looking for a cabinet.
6. The Fallon letters will be ordered for the reading room.
7. Community room hearing impaired technology is being reviewed by Dave Cook.
8. We are still looking for new carpet which could be easily replaced when needed in the future. A Saratoga springs company will do an estimate for us.
9. Paul Vanbenschoten found a local window cleaning service. The cost would be \$3000 for the outside windows. We will do the inside windows.
10. Mid Hudson painters will begin painting soon. Most rooms will have some work done. We did a walk around with Director, Tiffany, Stephanie, Bernie, and the painter so we agree on what is to be done. We have a signed proposal for \$3500 for all the work.

Meeting adjourned 6:50 PM

Bernie Carroll, chair, facilities committee  
Sent from my iPad



Saugerties Public Library  
Policy Committee

Date: April 21, 2021

Time: 6:00 p.m.

Meeting link: <https://global.gotomeeting.com/join/518403861>

Committee Members Attending:

Stegmayer

Collins

Scott

Staff Attending:

Jen Russell- Director

Absent:

Jouette Bassler

Katie Cokinos

Discussion/Agenda Items

1. Public Relations Policy

- Discussed the policy's goals
- Reviewed and edited second draft of policy
- Discussed the SPL's publication of record as part of the Public Relations policy
- Director to create final draft for committee review
- Possible motion to be presented at May 2021 Board meeting

2. Social Media Policy

- Reviewed Social Media policy details from neighboring libraries
- Discussed the policy's goals
- Discussed definitions of "Social Media" and principal usage of Social Media at SPL
- Recommend the policy address Social Media protocols for staff and patrons using the SPL social media
- Recommend referring to the Patron Code of Conduct as part of the policy and posting it to the Social Media accounts

Motions

- Motion to adopt the Public Relations Policy, promoting community awareness and participation in library services and programs, as well as developing public understanding and support of the library and its role in the community, as written (see attached.)

Next Policy Meeting : Wednesday, May 19, 2021, 6 p.m., meeting link/room tba

Saugerties Public Library  
Outreach Committee Meeting

Date: May 3, 2021

Time: 5:00 - 6:10 p.m.

Meeting location: <https://global.gotomeeting.com/join/315708429>

Committee Members Attending:

Elizabeth Stegmayer (Chair), Julie Misiano, Katie Cokinos (President)

Staff Attending: Director Jennifer Russell

Absent: Ginger Jurecka-Blake, Irene Hurst

Discussion:

1. Annual staff letter to community

- Reviewed the draft of letter and shared feedback about including reopening information, as well as the annual review statistics.
- Discussed publication deadline and distribution to coincide with the library's reopening date and the summer reading program launch on July 1, 2021.
- Contacting 2 printers for pricing quotes. Jen to ask about cost for using recycled paper.

2. Juneteenth Event at Library 6/19/21

- Official NYS holiday signed into law <https://www.governor.ny.gov/news/governor-cuomo-signs-legislation-designating-juneteenth-official-public-holiday-new-york-state>
- Discussed the possibility of organizing an event at the library now that the firefighters reunion has been cancelled.
  - Possibly hold an event with local historians about African American History in Saugerties - Katie to reach out to the History Whisperers

- Possibly hold a movie night in honor African American history
  - Showing director Charles Burnett's movie Night John which had been previously cancelled due to snow storm. Katie could arrange a director's talk or video introduction by director
- Possibly hold an event honoring Augusta Savage
  - Research if there is a documentary availability - Elizabeth
  - Shout Out Saugerties may have contacts - Katie to reach out

### 3. Orpheum Event

- Discussed the new ownership of Saugerties Orpheum Theatre and possible library event in honor of the theater's history. - Katie
- Discussed the library's Community Meeting Room and Outdoor Space Use Policy guidelines

Next Outreach Committee Meeting

June 7, 2021 at 5pm

Board of Trustees Meeting  
June 10, 2021  
6pm – Agenda

Roll Call

Public Comment

Action Items:

1. Secretary's Report – Timothy Scott
2. Treasurer's Report – Brian Collins
3. Pay Bills

New Business:

1. Photo of the new Gloria Fallon reading room
2. Pollinator's Garden
3. Time Frame for the Budget Vote in September

Old Business:

1. Update on the Sound System and projector

Director's Report

Committee Reports:

1. Finance – Brian Collins
2. Personnel – Cindy Saporito
3. Outreach – Elizabeth Stegmayer
4. Facilities – Bernie Carroll
5. Policy – Jouette Bassler
6. Friends Liason- Ginger Jurecka-Blake

Adjourn to Executive Session.

Next meeting: Thursday, July 8, 2021

**Saugerties Public Library  
Regular Board Meeting  
May 13, 2021**

**Present:** *Trustees* Carroll, Cokinos, Collins, Jurecka-Blake, Misiano, Saporito, Scott, Stegmayer, Wilson

*Absent:* Bassler, Hurst

*Director:* Russell

*Asst Director:* T. Lydecker

*Public:* None

Meeting called to order at 6:05 pm by President Cokinos

**Public Comment:** N/A

**Secretary's Report:**

Correction: David Cook is not with Lifespring.

*Motion* to approve: Wilson

*Second:* Collins

Motion passes unanimously

**Treasurer's Report:**

*Motion* by Stegmayer and *Second* by Scott to pay bills in the amount of \$19,611.02.

Motion passes unanimously.

**New Business:**

*Motion* to enter Executive Session by Saporito and *Second* by Wilson.

*Motion* to leave Executive Session by Wilson and *Second* by Collins.

COVID Update: Director Russell

- There will be a staff meeting on the reopening of the library process. When the library should open to the public, if all people entering the building must be asked.
- Acknowledgement that people may not reveal their vaccination status.
- As of May, walk-ins are welcome in the library!
- Community Room is open for meetings but not programming.

### **Old Business:**

- Jason Silverman and Paul Sturtz (owners of Upstate Films), are officially buying the Orpheum
- Possible after school acting workshops are a potential activity being floated for the Orpheum upon reopening.

### **Finance:** Meeting occurred 4/27/21 (See Finance Minutes)

- Jen would like to hire someone to fill the new full time position of “Library Assistant.”
- Our Five Year Plan and current finances support this hiring.
- A discussion on increasing starting wages to \$15/hr by 2022 took place. It was determined that we could move forward with this plan.

### **Personnel:** Meeting occurred 4/15/21 (See Personnel Minutes)

*Motion* by Saporito and *Second* by Bassler to grant a 2% raise to Paul Van Benschoten. Passes unanimously.

- Jen would like to hire for a new position “Library Assistant.” The Personnel Committee supports this and will hand off to the Finance Committee (see above).
- Jen and Tiffany spoke about expanding library operating hours to begin with the Summer Reading Program. Jen will discuss logistics with staff (ie: how many patrons should be allowed in at a time?, for how long?, appointments necessary?, etc). Jen will also be in touch with other directors about how their respective libraries will handle the re-opening process.

### **Outreach:** Meeting occurred 5/3/21 (See Outreach Minutes)

- A draft of the annual staff letter to our community was reviewed. Discussed the publication deadline and distribution to coincide with the library's reopening date/Summer Reading Program June 29 (July 1 Rain Date).
- Jen will contact two printers to inquire about cost and what that may be if recycled paper is used.
- An event honoring Juneteenth may be organized with local historians talking about African American history in Saugerties (Cokinos will be in touch with the History Whisperers). A movie night and an event to honor Augusta Savage may also be in the works (Cokinos and Stegmayer will keep us updated).
- New ownership of the Orpheum and possible event to honor the theater's history was discussed.
- The library's Community Room and Outdoor Space Use policies were discussed.

**Facilities:** Meeting occurred 5/5/21 (See Facilities Minutes)

- We have received \$4154 E-rate funding from the federal government. We must reapply every year.
- We have rented a tent for our green space. It will arrive July 3 and cost \$1047 for two months.
- We have parts for our front tent which was damaged by wind. Paul will repair it.
- The town will re-stripe our handicap area and parking lot at no cost to us.
- We need a metal cabinet to store our sound equipment. It can be stored under the back stairwell. We are currently looking for a cabinet.
- The Fallon letters will be ordered for the reading room.
- Community room hearing impaired technology is being reviewed by Dave Cook.
- We are still looking for new carpet which could be easily replaced when needed in the future. A Saratoga Springs company will do an estimate for us.
- Paul Vanbenschoten found a local window cleaning service. The cost would be \$3000 for the outside windows. We will do the inside windows.
- Mid Hudson painters will begin painting soon. Most rooms will have some work done. We did a walk around with Director, Tiffany, Stephanie, Bernie, and the painter so we agree on what is to be done. We have a signed proposal for \$3500 for all the work.



**Policy:** Meeting occurred 4/21/21 (See Policy Minutes)

- Reviewed the Social Media policy and Public Relations policy.
- Recommending the Social Media policy reflects a proper protocol for all who use the library's social media pages. The Patron Code of Conduct would be used to enforce protocol and would be posted to the aforementioned social media pages as a guideline.

*Motion* by Stegmayer to adopt the Public Relations Policy, promoting community awareness and participation in library services and programs, as well as developing public understanding and support of the library and its role in the community, as written. *Second* by Cokinos. Passes unanimously.

**Friends Liaison:**

- There was a brief Friends meeting which consisted of envelope stuffing.
- Trying to get people to renew their membership with the Friends is a priority.

**Director's Report:** Please see said report within Meeting Packet

- NYS is pressuring libraries to open.
- We will reopen to 40 hours per week, allow 30 people in the building at a time, have two more computers ready for use, and continue curbside service.
- There will be a big PR push to get the word out about our new hours (will include our Annual Letter to the Community).
- E-rate funding approved in the amount of \$4,154.40. Spectrum has been contacted about this, and we expect to have the fiber up and running in July.
- Sent a letter to Senator Hinchey asking for funds to cover the outdoor sound system. \$2,500.00
- Jen will request that the Friends cover the cost of a professional tent rental for our outdoor space and for a new website. Approximate cost will be \$2,168.00.
- Gloria Fallon signage is going forward. Tiffany has been working with Timely Signs and Paul to get that finished.
- Sound equipment will be purchased within the week.
- Stephanie is putting together the Summer Reading Program schedule. The kick-off will be Tues. June 29 or rain date of July 1 with Mark Perpetua's Reptile Show.
- Other special events include a Bug Hunt with Barbara Hammerstone, Pajama Yoga and Saugerties Fire Trucks. Weekly programs include dog therapy / reading to dogs, storytimes and Backyard Scientists.

- Other programs include Take & Make crafts, sidewalk obstacle course, a story walk in the back yard and a Safari Scavenger Hunt throughout the village business district.
- Teen Programming will continue to mostly be online with Dungeons & Dragons, The Dregs Book Club, and the writing group. However, there will be a Middle School book club and Teen Club that will meet weekly in the yard. There will be a pizza party at the end of the Summer Reading Program
- The Adult Summer Reading program will include a raffle for a reader's prize. Tiffany is organizing the raffle and is working with our Local History group for an outdoor program.
- The library will show movies in July.
- Outdoor Back Yard events: ShoutOut Saugerties and the Saugerties Film Society will be hosting a variety of programs throughout the summer. Jen is reviewing requests from outside groups that would also like to use the yard. EventsUnlimited will be delivering a tent to the back yard on July 3 and it will be up for two months.

*Motion* to adjourn at 7:40 pm by Bassler and *Second* by Scott. Passes unanimously.

Submitted by: Tim Scott, Jr.

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - May 21</u>	<u>Jan - May 20</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	617,796.00	617,796.00
2082 · Fines	1,947.12	3,205.75
2401 · Interest	246.88	1,289.84
2705 · Gifts & Donations		
2705.1 · Restricted	500.00	0.00
2705.2 · General	2,567.80	2,525.00
2705 · Gifts & Donations - Other	900.00	0.00
<b>Total 2705 · Gifts &amp; Donations</b>	<u>3,967.80</u>	<u>2,525.00</u>
3840 · New York State Aid	1,557.00	0.00
<b>Total Income</b>	<u>625,514.80</u>	<u>624,816.59</u>
<b>Expense</b>		
7410.1 · Salaries	116,923.25	139,576.44
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	2,900.61	1,764.86
.4.1.2 · Books		
4.1.2A · Adult Books	4,423.30	3,175.28
4.1.2J · Children's Books	1,393.19	1,135.99
.4.1.2 · Books - Other	175.60	340.09
<b>Total .4.1.2 · Books</b>	<u>5,992.09</u>	<u>4,651.36</u>
.4.1.3 · Subscriptions	3,490.99	1,946.19
.4.1.4 · Newspapers	1,186.99	802.44
.4.1.5 · E-books	731.93	898.60
<b>Total .4.1 · Library Material</b>	<u>14,302.61</u>	<u>10,063.45</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	732.13	527.00
.4.2.2 · Microfilm & Archives	0.00	48.55
.4.2.3 · Newsletter & Public Relations	0.00	1,339.84
<b>Total .4.2 · Programs, Publicity, History</b>	<u>732.13</u>	<u>1,915.39</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	8,978.20	10,118.07
.4.3.2 · Telephone	999.75	749.75
.4.3.3 · Insurance	6,493.75	7,530.00
.4.3.4 · Maintenance Service & Supplies	888.74	876.90
.4.3.5 · Lawn & Grounds	1,320.66	2,434.07
.4.3.6 · Building R&M	4,487.91	875.06
.4.3.7 · Snow Removal	2,325.00	912.50
.4.3.8 · Elevator	1,411.28	682.44
.4.3.9 · Geothermal	0.00	2,082.00
.4.3.10 · Custodial Service	0.00	2,585.50
.4.3.12 · Internet	584.95	138.00
<b>Total .4.3 · Operation of Building</b>	<u>27,490.24</u>	<u>28,984.29</u>

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - May 21</u>	<u>Jan - May 20</u>
<b>.4.4 · Equipment R&amp;M, Supplies</b>		
.4.4.1 · Copier	1,291.55	1,507.57
.4.4.2 · Office Supplies	2,434.88	595.36
.4.4.4 · Postage	1.40	1,178.48
.4.4.5 · Payroll Service Fees	273.82	367.75
.4.4.6 · Equipment Purchases	5,082.39	192.00
.4.4.7 · Equipment R&M	87.00	0.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<u>9,171.04</u>	<u>3,841.16</u>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	8,617.98	8,478.44
.4.5.2 · MHLS Fees	454.00	0.00
<b>Total .4.5 · Automation, System Fees</b>	<u>9,071.98</u>	<u>8,478.44</u>
<b>.4.6 · Professional Services</b>		
.4.6.1 · Accounting	3,760.00	3,160.00
.4.6.3 · Board Expenses	75.00	150.00
.4.6.4 · Consulting & Legal Services	1,000.00	500.00
.4.6.5 · IT Maintenance Consultant	1,530.00	1,500.00
.4.6.6 · Staff Development	0.00	324.13
<b>Total .4.6 · Professional Services</b>	<u>6,365.00</u>	<u>5,634.13</u>
<b>Total 7410.4 · Contractual Expenses</b>	<u>67,133.00</u>	<u>58,916.86</u>
<b>9010 · Employee Benefits</b>		
.2 · Social Security & Medicare	8,762.23	10,491.00
.3 · Workers Compensation	3,680.00	16.00
.4 · Disability	-140.19	-193.43
.5 · Medical & Dental Benefits	27,047.04	22,513.02
.6 · Life Insurance	21.47	0.00
<b>Total 9010 · Employee Benefits</b>	<u>39,370.55</u>	<u>32,826.59</u>
<b>Total Expense</b>	<u>223,426.80</u>	<u>231,319.89</u>
<b>Net Ordinary Income</b>	<u>402,088.00</u>	<u>393,496.70</u>
<b>Net Income</b>	<u><u>402,088.00</u></u>	<u><u>393,496.70</u></u>

**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
 January through May 2021

	<u>Jan - May 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 · Real Property Taxes	617,796.00	617,796.00	0.00	100.0%
2082 · Fines	1,947.12	7,500.00	-5,552.88	25.96%
2401 · Interest	246.88	500.00	-253.12	49.38%
<b>2705 · Gifts &amp; Donations</b>				
2705.1 · Restricted	500.00			
2705.2 · General	2,567.80	3,000.00	-432.20	85.59%
2705.3 · In-Kind	0.00	7,000.00	-7,000.00	0.0%
2705 · Gifts & Donations - Other	900.00			
<b>Total 2705 · Gifts &amp; Donations</b>	<u>3,967.80</u>	<u>10,000.00</u>	<u>-6,032.20</u>	<u>39.68%</u>
3840 · New York State Aid	1,557.00			
3999 · Appropriated Fund Balance	0.00	22,815.00	-22,815.00	0.0%
<b>Total Income</b>	<u>625,514.80</u>	<u>658,611.00</u>	<u>-33,096.20</u>	<u>94.98%</u>
<b>Expense</b>				
7410.1 · Salaries	116,923.25	365,909.00	-248,985.75	31.95%
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
.4.1.1 · Tapes & Videos	2,900.61	7,100.00	-4,199.39	40.85%
<b>.4.1.2 · Books</b>				
4.1.2A · Adult Books	4,423.30			
4.1.2J · Children's Books	1,393.19			
.4.1.2 · Books - Other	175.60	20,000.00	-19,824.40	0.88%
<b>Total .4.1.2 · Books</b>	<u>5,992.09</u>	<u>20,000.00</u>	<u>-14,007.91</u>	<u>29.96%</u>
.4.1.3 · Subscriptions	3,490.99	1,900.00	1,590.99	183.74%
.4.1.4 · Newspapers	1,186.99	2,100.00	-913.01	56.52%
.4.1.5 · E-books	731.93	2,000.00	-1,268.07	36.6%
<b>Total .4.1 · Library Material</b>	<u>14,302.61</u>	<u>33,100.00</u>	<u>-18,797.39</u>	<u>43.21%</u>
<b>.4.2 · Programs, Publicity, History</b>				
.4.2.1 · Programs	732.13	5,000.00	-4,267.87	14.64%
.4.2.3 · Newsletter & Public Relations	0.00	2,000.00	-2,000.00	0.0%
<b>Total .4.2 · Programs, Publicity, History</b>	<u>732.13</u>	<u>7,000.00</u>	<u>-6,267.87</u>	<u>10.46%</u>
<b>.4.3 · Operation of Building</b>				
.4.3.1 · Utilities	8,978.20	23,000.00	-14,021.80	39.04%
.4.3.2 · Telephone	999.75	1,800.00	-800.25	55.54%
.4.3.3 · Insurance	6,493.75	19,000.00	-12,506.25	34.18%
.4.3.4 · Maintenance Service & Supplies	888.74	2,400.00	-1,511.26	37.03%
.4.3.5 · Lawn & Grounds	1,320.66	4,000.00	-2,679.34	33.02%
.4.3.6 · Building R&M	4,487.91	11,000.00	-6,512.09	40.8%
.4.3.7 · Snow Removal	2,325.00	3,000.00	-675.00	77.5%
.4.3.8 · Elevator	1,411.28	3,250.00	-1,838.72	43.42%
.4.3.9 · Geothermal	0.00	5,500.00	-5,500.00	0.0%
.4.3.10 · Custodial Service	0.00	7,500.00	-7,500.00	0.0%
.4.3.12 · Internet	584.95	552.00	32.95	105.97%

**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
 January through May 2021

	<u>Jan - May 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Total .4.3 - Operation of Building</b>	27,490.24	81,002.00	-53,511.76	33.94%
<b>.4.4 - Equipment R&amp;M, Supplies</b>				
.4.4.1 - Copier	1,291.55	3,100.00	-1,808.45	41.66%
.4.4.2 - Office Supplies	2,434.88	2,000.00	434.88	121.74%
.4.4.4 - Postage	1.40	2,000.00	-1,998.60	0.07%
.4.4.5 - Payroll Service Fees	273.82	1,000.00	-726.18	27.38%
.4.4.6 - Equipment Purchases	5,082.39	2,000.00	3,082.39	254.12%
.4.4.7 - Equipment R&M	87.00	100.00	-13.00	87.0%
<b>Total .4.4 - Equipment R&amp;M, Supplies</b>	<u>9,171.04</u>	<u>10,200.00</u>	<u>-1,028.96</u>	<u>89.91%</u>
<b>.4.5 - Automation, System Fees</b>				
.4.5.1 - Automation & Online Services	8,617.98			
.4.5.2 - MHLS Fees	454.00			
.4.5 - Automation, System Fees - Other	0.00	19,000.00	-19,000.00	0.0%
<b>Total .4.5 - Automation, System Fees</b>	<u>9,071.98</u>	<u>19,000.00</u>	<u>-9,928.02</u>	<u>47.75%</u>
<b>.4.6 - Professional Services</b>				
.4.6.1 - Accounting	3,760.00	5,500.00	-1,740.00	68.36%
.4.6.3 - Board Expenses	75.00	500.00	-425.00	15.0%
.4.6.4 - Consulting & Legal Services	1,000.00	2,000.00	-1,000.00	50.0%
.4.6.5 - IT Maintenance Consultant	1,530.00			
.4.6.6 - Staff Development	0.00	500.00	-500.00	0.0%
<b>Total .4.6 - Professional Services</b>	<u>6,365.00</u>	<u>8,500.00</u>	<u>-2,135.00</u>	<u>74.88%</u>
<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	50.00	-50.00	0.0%
<b>Total .4.7 - Election Expenses</b>	<u>0.00</u>	<u>500.00</u>	<u>-500.00</u>	<u>0.0%</u>
<b>Total 7410.4 - Contractual Expenses</b>	<u>67,133.00</u>	<u>159,302.00</u>	<u>-92,169.00</u>	<u>42.14%</u>
<b>9010 - Employee Benefits</b>				
.1 - Retirement	0.00	33,000.00	-33,000.00	0.0%
.2 - Social Security & Medicare	8,762.23	25,000.00	-16,237.77	35.05%
.3 - Workers Compensation	3,680.00	4,000.00	-320.00	92.0%
.4 - Disability	-140.19	250.00	-390.19	-56.08%
.5 - Medical & Dental Benefits	27,047.04	70,700.00	-43,652.96	38.26%
.6 - Life Insurance	21.47	450.00	-428.53	4.77%
<b>Total 9010 - Employee Benefits</b>	<u>39,370.55</u>	<u>133,400.00</u>	<u>-94,029.45</u>	<u>29.51%</u>
<b>Total Expense</b>	<u>223,426.80</u>	<u>658,611.00</u>	<u>-435,184.20</u>	<u>33.92%</u>
<b>Net Ordinary Income</b>	402,088.00	0.00	402,088.00	100.0%
<b>Net Income</b>	<u><u>402,088.00</u></u>	<u><u>0.00</u></u>	<u><u>402,088.00</u></u>	<u><u>100.0%</u></u>

**Saugerties Public Library**  
**Balance Sheet**  
As of May 31, 2021

	<b>May 31, 21</b>	<b>May 31, 20</b>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
M&T General Fund Checking 6455	7,259.21	28,046.92
M&T General Fund Savings 8180	677,059.70	479,671.01
M&T General Balance Fund 8627	258,254.03	357,941.79
M&T Capital Fund Checking 6430	50.00	50.00
M&T Bequest Fund 8198	24,407.22	24,384.58
Cash General Fund Petty Cash	874.00	874.00
<b>Total Checking/Savings</b>	967,904.16	890,968.30
<b>Other Current Assets</b>		
391 - Due From Other Funds	398.88	337.28
480 - Prepaid Expenses	9,521.00	13,330.25
<b>Total Other Current Assets</b>	9,919.88	13,667.53
<b>Total Current Assets</b>	977,824.04	904,635.83
<b>Other Assets</b>		
K101 - Land	570,484.00	570,484.00
K102 - Buildings	7,029,056.00	7,029,056.00
K103 - Improvement Other than Building	215,723.86	215,723.86
K104 - Machinery and Equipment	59,679.00	59,679.00
W129 - Non-Current Govt Liabilities	306,709.00	33,869.00
<b>Total Other Assets</b>	8,181,651.86	7,908,811.86
<b>TOTAL ASSETS</b>	<b>9,159,475.90</b>	<b>8,813,447.69</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
600 - Accounts Payable	16,253.98	12,453.76
<b>Total Accounts Payable</b>	16,253.98	12,453.76
<b>Other Current Liabilities</b>		
601 - Accrued Expenses	6,232.65	16,412.89
630 - Due To Other Funds	398.88	337.28
Payroll Liabilities	2,293.58	795.71
<b>Total Other Current Liabilities</b>	8,925.11	17,545.88
<b>Total Current Liabilities</b>	25,179.09	29,999.64
<b>Long Term Liabilities</b>		
K159 - Non-Current Govt Assets	7,874,942.86	7,874,942.86
W687 - Compensated Absences	48,729.00	7,817.00
W638 - Net Pension Liability	257,980.00	26,052.00
<b>Total Long Term Liabilities</b>	8,181,651.86	7,908,811.86
<b>Total Liabilities</b>	8,206,830.95	7,938,811.50
<b>Equity</b>		
<b>Restricted Fund Balance</b>		
Trust Fund I	24,000.00	24,000.00

**Saugerties Public Library**  
**Balance Sheet**  
As of May 31, 2021

	<u>May 31, 21</u>	<u>May 31, 20</u>
Total Restricted Fund Balance	24,000.00	24,000.00
807 - Non-Spendable Fund Balance	9,521.00	13,330.25
914 - Assigned Fund Balance	18,850.00	18,850.00
917 - Unrestricted Fund Balance	498,185.95	424,959.24
Net Income	402,088.00	393,496.70
Total Equity	<u>952,644.95</u>	<u>874,636.19</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>9,159,475.90</u></b>	<b><u>8,813,447.69</u></b>



# Saugerties Public Library

## Abstract

May 2021

	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
<b>7410.1 · Salaries</b>				
		5-6-21 pay		11,874.55
		5-20-21 pay		11,875.26
Total 7410.1 · Salaries				<u>23,749.81</u>
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
<b>.4.1.1 · Tapes &amp; Videos</b>				
		Business Credit Card	Netflix	13.99
			5/3, 5/4, 5/7, 5/12, 5/18, 5/25	
		Midwest Tape		477.06
Total .4.1.1 · Tapes & Videos				<u>491.05</u>
<b>.4.1.2 · Books</b>				
<b>4.1.2A · Adult Books</b>				
		Gale/Cengage Learning	#74239705	60.78
		Gale/Cengage Learning	#74259512	30.39
		SYNCB/ Amazon	3 books	43.49
		SYNCB/ Amazon	Cards	75.47
		SYNCB/ Amazon	Book	9.89
		Baker & Taylor	invoice 5016930340	238.23
		Baker & Taylor	invoice 5016954479	215.36
Total 4.1.2A · Adult Books				<u>673.61</u>
<b>4.1.2J · Children's Books</b>				
		SYNCB/ Amazon	3 books for storywalk	20.85
		Baker & Taylor	invoice 5016930557	131.90
		Baker & Taylor	invoice 5016915879	60.84
		Baker & Taylor	invoice 5016954698	15.61
Total 4.1.2J · Children's Books				<u>229.20</u>
Total .4.1.2 · Books				<u>902.81</u>
<b>.4.1.3 · Subscriptions</b>				
		WT Cox		1,575.68
Total .4.1.3 · Subscriptions				<u>1,575.68</u>
<b>.4.1.4 · Newspapers</b>				
		Business Credit Card	Wall St journal	134.97
Total .4.1.4 · Newspapers				<u>134.97</u>
Total .4.1 · Library Material				<u>3,104.51</u>
<b>.4.2 · Programs, Publicity, History</b>				
<b>.4.2.1 · Programs</b>				
		Business Credit Card	Oriental Trading	115.85
		Reptile Encounters		250.00
		Sally Delmerico	Cell phone photography zoom	225.00
Total .4.2.1 · Programs				<u>590.85</u>
Total .4.2 · Programs, Publicity, History				<u>590.85</u>
<b>.4.3 · Operation of Building</b>				

# Saugerties Public Library

## Abstract

May 2021

	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>.4.3.1 - Utilities</b>				
		Village of Saugerties	1/31/21-5/3/21	96.85
		Central Hudson	4/16/21 - 5/14/21	1,427.99
Total .4.3.1 - Utilities				1,524.84
<b>.4.3.2 - Telephone</b>				
		Time Warner Cable	5/14/21-6/13/21	199.95
Total .4.3.2 - Telephone				199.95
<b>.4.3.4 - Maintenance Service &amp; Supplies</b>				
		Culligan of Newburgh	5/12 & 5/26	31.25
		Culligan of Newburgh	cooler rental	12.00
		PC Smith & Son, Inc.	5/11/21	47.94
Total .4.3.4 - Maintenance Service & Supplies				91.19
<b>.4.3.6 - Building R&amp;M</b>				
	10128	Ricky's Window Cleaning	Window Cleaning - exterior	3,000.00
	10127	Ricky's Window Cleaning	VOID: Window Cleaning - exterior	0.00
		Uniforms USA, Inc.	#889851	21.00
		Uniforms USA, Inc.	#881830	21.00
		SAFECO Alarm Systems, Inc.	Invoices #83511 & #83684	330.00
Total .4.3.6 - Building R&M				3,372.00
<b>.4.3.12 - Internet</b>				
		Time Warner Cable	5/14/21-6/13/21	124.99
Total .4.3.12 - Internet				124.99
Total .4.3 - Operation of Building				5,312.97
<b>.4.4 - Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 - Copier</b>				
		National Business Leasing a Program of	invoice #72440374	164.00
		National Business Technologies	Inv #422888 & #425768	80.14
Total .4.4.1 - Copier				244.14
<b>.4.4.2 - Office Supplies</b>				
		Business Credit Card	GotoMeeting	144.00
Total .4.4.2 - Office Supplies				144.00
<b>.4.4.5 - Payroll Service Fees</b>				
	EFT	Paychex	5/20/21 payroll fee	56.16
Total .4.4.5 - Payroll Service Fees				56.16
<b>.4.4.6 - Equipment Purchases</b>				
		Timely Signs	Gloria Fallon Reading Porch lettering	340.00
		Business Credit Card	Digital projector - B&H	857.49
Total .4.4.6 - Equipment Purchases				1,197.49
<b>.4.4.7 - Equipment R&amp;M</b>				
		Business Credit Card	canopy tent part	55.00
Total .4.4.7 - Equipment R&M				55.00
Total .4.4 - Equipment R&M, Supplies				1,696.79

# Saugerties Public Library

## Abstract

May 2021

	Num	Name	Memo	Amount
<b>.4.5 - Automation, System Fees</b>				
<b>.4.5.1 - Automation &amp; Online Services</b>				
		Mid Hudson Library System	May/June 2021	2,872.66
Total .4.5.1 - Automation & Online Services				<u>2,872.66</u>
Total .4.5 - Automation, System Fees				<u>2,872.66</u>
<b>.4.6 - Professional Services</b>				
<b>.4.6.1 - Accounting</b>				
		Christopher J. O'Connor, CPA	Invoice 1603	450.00
Total .4.6.1 - Accounting				<u>450.00</u>
Total .4.6 - Professional Services				<u>450.00</u>
Total 7410.4 - Contractual Expenses				<u>14,027.78</u>
<b>9010 - Employee Benefits</b>				
<b>.2 - Social Security &amp; Medicare</b>				
		5-6-21 pay		885.06
		5-20-21 pay		885.12
Total .2 - Social Security & Medicare				<u>1,770.18</u>
<b>.4 - Disability</b>				
		5-6-21 pay		-14.38
		5-20-21 pay		-14.59
Total .4 - Disability				<u>-28.97</u>
<b>.5 - Medical &amp; Dental Benefits</b>				
		5-6-21 pay		-304.95
		5-20-21 pay		-304.95
		Jennifer Russell		-1,413.89
		CDPHP	June	5,096.89
Total .5 - Medical & Dental Benefits				<u>3,073.10</u>
<b>.6 - Life Insurance</b>				
		Metropolitan Life Insurance Companies		21.47
Total .6 - Life Insurance				<u>21.47</u>
Total 9010 - Employee Benefits				<u>4,835.78</u>
Total Expense				<u>42,613.37</u>
Net Ordinary Income				<u>-42,613.37</u>

# Saugerties Public Library Abstract Check Register

**M&T General  
Fund Checking  
6455**

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	05/06/2021	10288	Baker & Taylor		-1,223.74
Bill Pmt -Check	05/06/2021	10289	Brian K Millard	April	-444.59
Bill Pmt -Check	05/06/2021	10290	Business Credit Card		-71.24
Bill Pmt -Check	05/06/2021	10291	CDPHP	#211030000318	-5,096.89
Bill Pmt -Check	05/06/2021	10292	Christopher J. O'Connor, CPA	Invoices #1374, 1422 & 1526	-1,400.00
Bill Pmt -Check	05/06/2021	10293	Culligan of Newburgh	4/14 & 4/28/21 26 weeks starting 5/4/21	-37.00
Bill Pmt -Check	05/06/2021	10294	Daily Freeman	5/4/21	-384.55
Bill Pmt -Check	05/06/2021	10295	DEMCO	#6927736	-107.76
Bill Pmt -Check	05/06/2021	10296	Events Unlimited	#17928-7 membership Louis Parisi	-1,747.80
Bill Pmt -Check	05/06/2021	10297	Friends of SPL		-25.00
Bill Pmt -Check	05/06/2021	10298	Gale/Cengage Learning	Sunrise Scimitar Lecture	-91.17
Bill Pmt -Check	05/06/2021	10299	Joe Rao		-42.86
Bill Pmt -Check	05/06/2021	10300	Lookout Books	#ARU0319136	-175.60
Bill Pmt -Check	05/06/2021	10301	Upstate		-4,334.00
Bill Pmt -Check	05/06/2021	10302	Midwest Tape		-493.56
Bill Pmt -Check	05/06/2021	10303	National Business Leasing a Program of National Business Technologies	VOID: invoice #72092400	0.00
Bill Pmt -Check	05/06/2021	10304		In 418408 & 421090 invoice	-79.66
Bill Pmt -Check	05/06/2021	10305	OverDrive Inc	01938CO21185389	-395.47
Bill Pmt -Check	05/06/2021	10306	PC Smith & Son, Inc.		-103.44
Bill Pmt -Check	05/06/2021	10307	Quill Corp.		-258.50
Bill Pmt -Check	05/06/2021	10308	SAFECO Alarm Systems, Inc.	Invoices #82608; #82153	-180.00
Bill Pmt -Check	05/06/2021	10309	Saugerties High School Sutton Electrical	2020/2021	-75.00
Bill Pmt -Check	05/06/2021	10310	Plumbing & Heating Inc	invoice #8029	-143.75
Bill Pmt -Check	05/06/2021	10311	SYNCB/ Amazon		-39.98
Bill Pmt -Check	05/06/2021	10312	The Penworthy Company LLC	Invoice #0571049	-177.08
Bill Pmt -Check	05/06/2021	10313	The Woodstock Recording Workshop	Audio System	-2,263.00
Bill Pmt -Check	05/06/2021	10314	UHY LLP	invoice 550406340 #884096; #886335; #888093	-360.00
Bill Pmt -Check	05/06/2021	10315	Uniforms USA, Inc.		-63.00
Bill Pmt -Check	05/06/2021	10316	Welsh Sanitation	April	-93.89
Bill Pmt -Check	05/06/2021	10317	West Hurley Public Library	VOID: EAP 4/1/21- 3/31/22	0.00
Bill Pmt -Check	05/10/2021	10318	Ulster County Library Association	EAP 4/1/21-3/31/22	-263.73

General Fund  
Checking 6455  
**Fund Checking  
6430**

-20,172.26

# Saugerties Public Library Abstract Check Register

Type	Date	Num	Name	Memo	Amount
Capital Fund Checking 6430					<u><u>-20,172.26</u></u>

**Saugerties Public Library**  
**YTD Comparison**  
**May 2021**

	<b>May 21</b>	<b>Jan - May 21</b>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	0.00	617,796.00
2082 · Fines	340.89	1,947.12
2401 · Interest	65.27	246.88
2705 · Gifts & Donations		
2705.1 · Restricted	500.00	500.00
2705.2 · General	2,592.80	2,567.80
2705 · Gifts & Donations - Other	0.00	900.00
<b>Total 2705 · Gifts &amp; Donations</b>	<b>3,092.80</b>	<b>3,967.80</b>
3840 · New York State Aid	0.00	1,557.00
<b>Total Income</b>	<b>3,498.96</b>	<b>625,514.80</b>
<b>Expense</b>		
7410.1 · Salaries	23,749.81	116,923.25
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	491.05	2,900.61
.4.1.2 · Books		
4.1.2A · Adult Books	673.61	4,423.30
4.1.2J · Children's Books	229.20	1,393.19
.4.1.2 · Books - Other	0.00	175.60
<b>Total .4.1.2 · Books</b>	<b>902.81</b>	<b>5,992.09</b>
.4.1.3 · Subscriptions	1,575.68	3,490.99
.4.1.4 · Newspapers	134.97	1,186.99
.4.1.5 · E-books	0.00	731.93
<b>Total .4.1 · Library Material</b>	<b>3,104.51</b>	<b>14,302.61</b>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	590.85	732.13
<b>Total .4.2 · Programs, Publicity, History</b>	<b>590.85</b>	<b>732.13</b>
.4.3 · Operation of Building		
.4.3.1 · Utilities	1,524.84	8,978.20
.4.3.2 · Telephone	199.95	999.75
.4.3.3 · Insurance	0.00	6,493.75
.4.3.4 · Maintenance Service & Supplies	91.19	888.74
.4.3.5 · Lawn & Grounds	0.00	1,320.66
.4.3.6 · Building R&M	3,372.00	4,487.91
.4.3.7 · Snow Removal	0.00	2,325.00
.4.3.8 · Elevator	0.00	1,411.28
.4.3.12 · Internet	124.99	584.95
<b>Total .4.3 · Operation of Building</b>	<b>5,312.97</b>	<b>27,490.24</b>
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	244.14	1,291.55
.4.4.2 · Office Supplies	144.00	2,434.88
.4.4.4 · Postage	0.00	1.40

**Saugerties Public Library**  
**YTD Comparison**  
**May 2021**

	<u>May 21</u>	<u>Jan - May 21</u>
.4.4.5 · Payroll Service Fees	56.16	273.82
.4.4.6 · Equipment Purchases	1,197.49	5,082.39
.4.4.7 · Equipment R&M	55.00	87.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<b>1,696.79</b>	<b>9,171.04</b>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	2,872.66	8,617.98
.4.5.2 · MHLS Fees	0.00	454.00
<b>Total .4.5 · Automation, System Fees</b>	<b>2,872.66</b>	<b>9,071.98</b>
<b>.4.6 · Professional Services</b>		
.4.6.1 · Accounting	450.00	3,760.00
.4.6.3 · Board Expenses	0.00	75.00
.4.6.4 · Consulting & Legal Services	0.00	1,000.00
.4.6.5 · IT Maintenance Consultant	0.00	1,530.00
<b>Total .4.6 · Professional Services</b>	<b>450.00</b>	<b>6,365.00</b>
<b>Total 7410.4 · Contractual Expenses</b>	<b>14,027.78</b>	<b>67,133.00</b>
<b>9010 · Employee Benefits</b>		
.2 · Social Security & Medicare	1,770.18	8,762.23
.3 · Workers Compensation	0.00	3,680.00
.4 · Disability	-28.97	-140.19
.5 · Medical & Dental Benefits	3,073.10	27,047.04
.6 · Life Insurance	21.47	21.47
<b>Total 9010 · Employee Benefits</b>	<b>4,835.78</b>	<b>39,370.55</b>
<b>Total Expense</b>	<b>42,613.37</b>	<b>223,426.80</b>
<b>Net Ordinary Income</b>	<b>-39,114.41</b>	<b>402,088.00</b>
<b>Net Income</b>	<b><u><u>-39,114.41</u></u></b>	<b><u><u>402,088.00</u></u></b>

# Saugerties Public Library Balance Sheet by Class

As of May 31, 2021

	A - General	H - Capital	K - Fixed Assets	PN - Permanen-	Long-Term Das	TOTAL
<b>ASSETS</b>						
<b>Current Assets</b>						
<b>Checking/Savings</b>						
M&T General Fund Checking 6455	7,259.21	0.00	0.00	0.00	0.00	7,259.21
M&T General Fund Savings 8180	677,059.70	0.00	0.00	0.00	0.00	677,059.70
M&T General Balance Fund 8627	258,254.03	0.00	0.00	0.00	0.00	258,254.03
M&T Capital Fund Checking 6430	0.00	50.00	0.00	0.00	0.00	50.00
M&T Bequest Fund 8198	0.00	0.00	0.00	24,407.22	0.00	24,407.22
Cash General Fund Petty Cash	874.00	0.00	0.00	0.00	0.00	874.00
<b>Total Checking/Savings</b>	<b>943,446.94</b>	<b>50.00</b>	<b>0.00</b>	<b>24,407.22</b>	<b>0.00</b>	<b>967,904.16</b>
<b>Other Current Assets</b>						
391 - Due From Other Funds	398.88	0.00	0.00	0.00	0.00	398.88
480 - Prepaid Expenses	9,521.00	0.00	0.00	0.00	0.00	9,521.00
<b>Total Other Current Assets</b>	<b>9,919.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,919.88</b>
<b>Total Current Assets</b>	<b>953,366.82</b>	<b>50.00</b>	<b>0.00</b>	<b>24,407.22</b>	<b>0.00</b>	<b>977,824.04</b>
<b>Other Assets</b>						
K101 - Land	0.00	0.00	570,484.00	0.00	0.00	570,484.00
K102 - Buildings	0.00	0.00	7,029,056.00	0.00	0.00	7,029,056.00
K103 - Improvement Other than Buil	0.00	0.00	215,723.86	0.00	0.00	215,723.86
K104 - Machinery and Equipment	0.00	0.00	59,679.00	0.00	0.00	59,679.00
W129 - Non-Current Govt Liabilites	0.00	0.00	0.00	0.00	306,709.00	306,709.00
<b>Total Other Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>7,874,942.86</b>	<b>0.00</b>	<b>306,709.00</b>	<b>8,181,651.86</b>
<b>TOTAL ASSETS</b>	<b>953,366.82</b>	<b>50.00</b>	<b>7,874,942.86</b>	<b>24,407.22</b>	<b>306,709.00</b>	<b>9,159,475.90</b>
<b>LIABILITIES &amp; EQUITY</b>						
<b>Liabilities</b>						
<b>Current Liabilities</b>						
<b>Accounts Payable</b>						
600 - Accounts Payable	16,253.98	0.00	0.00	0.00	0.00	16,253.98
<b>Total Accounts Payable</b>	<b>16,253.98</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,253.98</b>
<b>Other Current Liabilities</b>						
601 - Accrued Expenses	6,232.65	0.00	0.00	0.00	0.00	6,232.65
630 - Due To Other Funds	0.00	0.00	0.00	398.88	0.00	398.88
Payroll Liabilities	2,293.58	0.00	0.00	0.00	0.00	2,293.58
<b>Total Other Current Liabilities</b>	<b>8,526.23</b>	<b>0.00</b>	<b>0.00</b>	<b>398.88</b>	<b>0.00</b>	<b>8,925.11</b>
<b>Total Current Liabilities</b>	<b>24,780.21</b>	<b>0.00</b>	<b>0.00</b>	<b>398.88</b>	<b>0.00</b>	<b>25,179.09</b>
<b>Long Term Liabilities</b>						
K159 - Non-Current Govt Assets	0.00	0.00	7,874,942.86	0.00	0.00	7,874,942.86
W687 - Compensated Absences	0.00	0.00	0.00	0.00	48,729.00	48,729.00
W638 - Net Pension Liability	0.00	0.00	0.00	0.00	257,980.00	257,980.00
<b>Total Long Term Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>7,874,942.86</b>	<b>0.00</b>	<b>306,709.00</b>	<b>8,181,651.86</b>
<b>Total Liabilities</b>	<b>24,780.21</b>	<b>0.00</b>	<b>7,874,942.86</b>	<b>398.88</b>	<b>306,709.00</b>	<b>8,206,830.95</b>
<b>Equity</b>						
<b>Restricted Fund Balance</b>						
Trust Fund I	0.00	0.00	0.00	24,000.00	0.00	24,000.00
<b>Total Restricted Fund Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,000.00</b>	<b>0.00</b>	<b>24,000.00</b>



**Saugerties Public Library  
Balance Sheet by Class**

As of May 31, 2021

	A - General	H - Capital	K - Fixed Assets	PN - Permanen-	Long-Term Des	TOTAL
<b>807 - Non-Spendable Fund Balance</b>	9,521.00	0.00	0.00	0.00	0.00	9,521.00
<b>914 - Assigned Fund Balance</b>	18,850.00	0.00	0.00	0.00	0.00	18,850.00
<b>917 - Unrestricted Fund Balance</b>	498,135.95	50.00	0.00	0.00	0.00	498,185.95
<b>Net Income</b>	402,079.66	0.00	0.00	8.34	0.00	402,088.00
<b>Total Equity</b>	928,586.61	50.00	0.00	24,008.34	0.00	952,644.95
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>953,366.82</b>	<b>50.00</b>	<b>7,874,942.86</b>	<b>24,407.22</b>	<b>306,709.00</b>	<b>9,159,475.90</b>

June 7, 2021

## May Director's Report

**COVID Update:** The CDC and NYS's recommendations for mask wearing creates more decision making for the library as to how we want to proceed. There was a staff meeting on June 7<sup>th</sup>, and we came to the decision that patrons must wear a mask while in the library building at this time. For staff, when they are stationary at their desk, they may take their mask off, however, as they walk through the library, they should wear a mask. For outdoor events, signage will state that vaccinated attendees do not need to wear a mask, but unvaccinated people should protect themselves by wearing a mask. If staff want to wear a mask at all times, that is their prerogative.

**Pandemic Policy / Phase IV:** The Pandemic Plan & Policy have been updated to include vaccinations. The Phase IV plan has been updated with information about the June 28<sup>th</sup> re-opening and details about mask wearing.

**NYS Deferred Comp Plan:** Discovered that staff contributions were being misapplied, and worked with NYS Differed Comp and our accountant to rectify that. Going forward, the Deferred Comp contributions will be withdrawn directly from the General Fund account and staff will see their contribution deducted from their pay.

**Metropolitan Life Insurance:** When the Village stopped offering Life Insurance to employees, the library decided to continue to offer that to staff. There were administrative problems on Met Life's end that needed to be rectified. This is still in progress.

**Window Cleaning:** Ricky's Window Cleaning and Janitorial Service was hired to clean the outside windows. He missed the windows in the back of the building, and so will return to clean them at a later date.

**Annual Letter to the Community:** The letter has been sent to Graphic Image to print and mail.

**Fiber:** Tech Support from MHLS has hooked up our internet to the fiber connectivity

**Gloria Fallon Funds:** The letters for the Gloria Fallon Reading Porch have been installed above the entryway into the reading porch.

**2022 Budget:** A first draft of the budget was discussed at the Finance Committee meeting.

**Personnel:** Paul Van Benschoten had his annual evaluation. I am working with our attorney and staff pertaining to issues with the custodian position.

**Children's Programs:** Stephanie has created a new sidewalk obstacle course. Check it out. Also Christine, Jordan and Stephanie have created a video that they have sent to the schools to advertise the Summer Reading Program.

**Meetings attended:**

UCLA meeting

The New Safety: Factoring the CDC's 5/13 guidance and NY's changing mandates.

COVID-19 Legal Issues with Ellen Bach & Robert Schofield

Director's Association Meeting

discover, connect, grow.

Saugerties Public Library  
Finance Committee

Date:05/25/2021

Time: 05:30 PM

Committee Members Attending:

TRUSTEE (Brian Collins )

Staff Attending:

Jennifer Russell

Others Attending:

(None )

Discussion/Agenda Items

1. 2022 Draft Budget prepared by the Director was reviewed line by line.
2. No State Aid was included in the income section . If it arrives good , if not SPL will be prepared .
3. An allocated Fund Balance amount of \$18,134 will keep tax levy increase at 0%.
4. If the Board decides they wish to have an increase perhaps .75% would be palatable .
5. The fact that a town wide reassessment has been done will mean SPL should see an increase in tax receipts up from our current levy of \$617,796.00 without having to increase the current tax rate per \$1000 of .324175 . It was suggested we approach the Town clerk , after all grievances have been heard and the total aggregate assessment of the town is finalized, so as to project what the 2022 Real Property Taxes will generate .
6. Health Insurance costs were discussed . With the growth in staff it may be a prudent to compare the costs of the individual CDPHP polices currently being purchased with the costs if SPL became a participating agency in the group plans offered to NYS Employees. There is a CDPHP plan available in NY State

Empire Plan/ NYSHIP plan so no employee would loose access to their providers . It is possible we could provide the same coverage at less cost.

7. The Director was asked to break out health coverage from dental so we have two distinct line items.
8. Reviewed the status of the the funds donated by the Fallon family in memory of their Mother Gloria. We have a list of actual and planned expenditures so as to track the spending.

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

1. Seek the final total aggregate assessment of the town so as to project future tax levy.
2. Seek costs associated with SPL becoming a 'participating agency' in either NY State Empire Plan/ NYSHIP group plans and move away from purchasing individual policies .

Next Meeting June 22nd 2021

## FACILITIES COMMITTEE MEETING June 2, 2021

Our June facilities committee meeting was held June 2, 2021 at 6 PM.

Present: Director Jennifer Russell, Doug Wilson, Julie Misiano, Paul Vanbenschoten Carol Furman, Ted Conathan , and Bernie Carroll

Absent: Katie Cokinos, President, Brian Collins

The following items were discussed:

1. Our window washer forgot to do the back windows and will come back and finish the job.
2. Brian Collins swept out our parking lot to prepare for the restriping which will be done by the town.
3. Lighting – we are still trying to get estimates to install the battery back up.
4. The Fallon letters were done by timely signs and are installed over the entrance to the reading room.
5. We are still trying to get estimates to fix the sprinkler head in the entry vestibule. We have had problems with it freezing in the past and want to get it fixed before the cold weather arrives.
6. We have ordered plastic barriers to guide our patrons to prepare for our June 28 reopening.
7. We are still discussing our rug situation. Again we are having difficulty getting estimates. The contractors are so busy at this time that it is difficult to get them to come to the library and give us an estimate for the work we want to have done.
8. Bernie Carroll will call the painter again and see when he can come and do our work. We have agreed on the work we want done and the price. It's just a matter of getting him to the library to do the job.

Meeting adjourned at 6:40 PM.

Bernie Carroll, chair facilities committee

**Saugerties Public Library**  
**Policy Committee Meeting Minutes**

Date: May 26, 2021

Time: 6:00 p.m.

Meeting location: Virtual

Committee Members Attending:

Bassler (Chair)

Scott

Stegmayer

Others Attending: Director Jennifer Russell, Board President Katie Cokinos

Discussion:

1. The Committee reviewed and approved (with a few minor changes in wording) modifications that the Director proposed to the Computer Use Policy, and the revised policy will be presented to the Board for approval. These modifications are necessary to keep the library in compliance with the Children's Internet Protection Act.
2. Much of the meeting was devoted to discussing the appropriate response to the CDC's recommendations regarding libraries' Safety Plans (the focus of the ESLN Webinar on 5/21). In light of that discussion, various revisions to our Pandemic Policy and our Reopening Plan were proposed. The Director will incorporate these revisions into the Policy and Plan and then send them to the Committee members for further input and approval.

Corresponding Recommendations to the Board:

1. Approval of the revised Computer Use Policy.

Next meeting: Wednesday, June 16 at 6pm. Location/link TBA.



## **Computer Use, Internet, and Wireless (WiFi) Policy**

### **COMPUTER USE**

The Saugerties Public Library (SPL) is committed to ensuring access to information through computers and the Internet. Access to digital information is fundamental for supporting continuous lifelong learning. Recognizing its role to provide access to computers and the Internet, the SPL provides free access to any person, regardless of age or residency.

Public computer access may be unavailable or available with limited or restricted use in compliance with relevant laws, Executive Orders, and public health and safety guidelines.

All access requires a valid SPL or Mid-Hudson Library System (MHLS) library card. Patrons who do not have a library card may request a Visitor Card from any service desk. There is a limit of one Visitor Card per day. All users can have (1) one-hour session per day. Another one-hour extension may be granted depending upon demand at the discretion of library staff.

Using another person's library card may result in suspension of computer privileges.

Food and beverages are prohibited while using library computers.

All users are responsible for their behavior, and for any damages that occur due to misuse of a public access computer. Alterations, changing settings, changing set-ups, tampering, disabling, vandalism, destructive behavior, or illegal activities may result in suspension of computer privileges and may be subject to legal action. Parents or legal guardians are responsible for any damage done by their children and for their children's general behavior.

### **PRINTING:**

Pre-paid black & white printouts are available for \$0.15 per page, and color for \$0.25per page.

Printouts may be picked up at the circulation or information desk.

### **INTERNET ACCESS**

In compliance with the Children's Internet Protection Act (CIPA), and in order to remain eligible for certain federal funding, it is the policy of the Saugerties Public Library to (a) prevent user access over its computer network to, or transmission of, inappropriate material via the internet, electronic



mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (d) block access to inappropriate information, especially visual depictions of material deemed obscene, or child pornography, or to any material deemed harmful to minors.

Responsibility for a child's use of the Internet rest solely with the child's parent(s) or legal guardian.

Please be aware that display or transmission of obscenity, child pornography, or materials harmful to minors is illegal and is therefore prohibited. Such displays or transmissions may result in appropriate legal action including suspension of library privileges and/or police intervention.

As required by CIPA, filters may be disabled for adults 18 years or older who request bona fide research or any other lawful purpose. Users may speak with a staff member to request unblocking of a blocked site.

Not all information available via the Internet is accurate, current, and complete. Users are encouraged to evaluate carefully the validity and appropriateness of information accessed via the Internet. Users are cautioned that ideas, points of view and images on the Internet may be graphic and/or controversial, inflammatory or offensive.

The SPL's Internet resources may not be used to perform any illegal activity, including the deliberate propagation of computer viruses, cyber bullying, and phishing. Furthermore, the computers may not be used to seek disallowed access to any other computer system. Any verified complaints as to illegal activity may result in a shutdown of a computer station, the suspension of computer privileges, and possible referral to appropriate authorities.

Users are cautioned that security in an electronic environment such as the Internet cannot be guaranteed. All transactions, files, and communication are vulnerable to unauthorized access and use, and therefore should not be considered confidential. Internet users must respect the privacy of others by not attempting to modify or gain access to files, passwords, or data belonging to others.

All rules of copyright and personal property must be honored. Information in the form of text, graphics, music, video, software, and other media retrieved or utilized electronically should be considered protected.

## **Wireless (WiFi)**

Free wireless (WiFi) access is available at the SPL for personal laptops, smart phones, and other WiFi enable devices. No passwords or other authentication is required. Library staff is unable to provide technical assistance to individual personal WiFi devices.

The Library reserves the right to take appropriate action to insure compliance with this policy.

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Approved by the Saugerties Public Library Board February 2008; Revised July 9, 2020; Revised May

2021

Review History: October 2008; January 2011; April 12, 2016

Review Cycle: 3 years

**Saugerties Public Library  
Personnel Committee**

**Date:** 5/20/21  
**Time:** 5:30 pm

**Committee Members Attending:**

J. Bassler, K. Cokinos, T. Scott, D. Wilson

**Staff Attending:**

Director J. Russell

**Excused:**

C. Saporito

**Discussion/Agenda Items**

1. Update on the issues with our custodian
  - John has been placed on administrative leave
  - The library's lawyer says a meeting between John, Jen, a Board member, and/or Tiffany Lydecker should take place to discuss John's future employment.
  - Jen spoke with Civil Service. They say John is protected under their rules.
  - Library lawyer says John should be given "one last chance."
  - Jen will give John a list of reasonable tasks which he should complete as per his position. If he cannot complete these tasks, he can be legally terminated without a hearing.
  
2. Hiring a new custodian on a temporary basis
  - Jen would like to hire a custodian on a temp basis as a backup option.
  
3. Update on hiring a Library Assistant
  - Two resumes have been received (so far).
  - More clarity on one of them should be coming next week.
  - An ad for this position will be placed on indeed.com and/or the MHLS server.
  
4. Update on COVID guidelines and how it impacts staff
  - The CDC and NYS are saying two different things.

- NYS says that vaccinated people don't need to wear a mask but must social distance.  
CDC says roughly the same but people should provide proof of vaccination.
- MHLS will host a "Legal Issues of COVID-19" webinar next week.

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

No staff raises for the month of June.

**Next Personnel Meeting:**

Thursday, June 17, 2021 at 5:30 pm. This meeting will be held virtually.

## **Phase IV:**

### **Library at Full Hours, open door, masks in library**

Date: June 28<sup>th</sup>, 2021

#### **Staff Mask wearing:**

Masks on while walking around the library. Masks may be taken off while at desk, especially if not interacting with patrons.

Non-public hours: From the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>

“Indoor visits between fully vaccinated people and unvaccinated people who do not wear masks or physically distance from one another are likely low risk for the vaccinated people. Therefore, the level of precautions taken should be determined by the characteristics of the unvaccinated people, who remain unprotected against COVID-19.”

Starting today, for all staff who are fully vaccinated, a mask is not mandatory during non-public hours. For those who are not vaccinated, wearing a mask is recommended except for eating or drinking. If the unvaccinated person has regular contact with someone who is also unvaccinated and is particularly vulnerable to severe COVID infection (over 70 years old), all staff need to wear a mask while this person is at work.

Staff will no longer need to disinfect the bathrooms twice a day. The custodian will disinfect the bathrooms daily and keep a written log of doing so. Staff will continue to disinfect highly used areas like workstations and public computers. Hand sanitizer will continue to be readily available to patrons and staff.

Patrons are required to wear masks appropriately at all times inside the library building.

Outdoor programs: All programs will take place outside in the yard or in the front of the building. Staff will post signage and include verbiage in all program advertisements stating that those who are vaccinated do not need to wear a mask or socially distance, whereas unvaccinated attendees should protect themselves by wearing a mask appropriately and socially distancing. Staff will not question whether an attendee is vaccinated or not. **If a patron is obviously expressing the symptoms of COVID-19, staff may require that the attendee wear a mask or leave the event.**

The front door of the library will be unlocked. Patrons will have access to all areas of the library except the Community Room, which will only be used for scheduled meetings. Staff in the Children’s Room will monitor how crowded the space becomes, and if need be, we will limit the number of people in that space at a time.

Library hours will be:

Monday 10 – 8:00pm  
Tuesday 10 – 6:00pm  
Wednesday 10 – 8:00 pm  
Thursday 10 -6:00 pm  
Friday 10 – 4:00 pm  
Saturday 10 – 2:00 pm

We will continue to recommend appointments for computer use as we only have 6 available to follow distancing guidelines. Computer use will return to 1 hour in length unless the patron requests an additional hour. There will be no more than 30 patrons in the library at a time.

The library reserves the right to require a specific maximum number of patrons in specific areas, such as the Children's Room.

Appointments for using a computer will be made and kept on the Google Calendar associated with the email: [libraryhelp@saugertiespubliclibrary.org](mailto:libraryhelp@saugertiespubliclibrary.org)

Patrons may use the book drop to return items as well as return them to the circulation desk.

Services of Curbside pick-up will still be available.

Staff scheduling will follow our new open hours.

Saugerties Public Library  
Outreach Committee Meeting

Date: June 7, 2021

Time: 5:00 - 6:00 p.m.

Meeting location: <https://global.gotomeeting.com/join/482209261>

Committee Members Attending:

Elizabeth Stegmayer (Chair), Julie Misiano, Katie Cokinos (President) , Irene Hurts,  
Ginger Jurecka-Blake

Staff Attending: Director Jennifer Russell

Discussion:

1. Annual staff letter to community

- Discussed final draft and reopening hours and continued mask procedures.

2. Public relations about the reopening and summer reading program

- Newspaper coverage of reopening hours and programs
- Update new hours on Town and Village websites
- Signage about continued safety protocols
- Staff participated in customer service professional development
- Board members are asked to share the new library hours information in their circles and to keep their eyes open for outdated library hours/reopening information. Let Jen know any links that need to be corrected.

### 3. Juneteenth Event at Library 6/19/21

- Reviewed the informational signage that will be installed along the library walk, as a walking exhibit in honor of Juneteenth
- Information for signage from Smithsonian Institute
- Begin Juneteenth 2022 event planning earlier next year

### 4. Friends of SPL Book Fair

- Friends meeting in June to discuss possible fall street fair
- Membership drive ongoing

### 5. Human Library

- Investigated the US version of the speaking library that was shared out by Brian Collins
- [humanlibrary.org](http://humanlibrary.org) is an established group that replicates the “borrow a person” like a book program from article
- SPL similarly offers technical assistance to patrons as part of “book a librarian” program
- SPL might be able to contribute to an established database/human library program

Next Outreach Committee Meeting

August 2, 2021 at 5pm



Board of Trustees Meeting – in person  
July 8, 2021  
6pm – Agenda

Roll Call

Public Comment

Adjourn to Executive Joint Session

Action Items:

1. Secretary's Report – Timothy Scott
2. Treasurer's Report – Brian Collins
3. Pay Bills

New Business:

1. Covid update
2. Recruiting Board Members, 3 openings, petitions available, need 25 signatures.
3. Approve Budget
4. July – Film screenings begin outdoors with our new sound equipment

Director's Report:

Committee Reports:

1. Finance – Brian Collins
2. Personnel – Cindy Saporito
3. Outreach – Elizabeth Stegmayer
4. Facilities – Bernie Carroll

5. Policy – Jouette Bassler

6. Friends Liason – Ginger Jurecka-Blake

Next Meeting – August 12, 2021

**Saugerties Public Library  
Regular Board Meeting  
June 10, 2021**

**Present:** *Trustees* Bassler, Carroll, Cokinos, Collins, Jurecka-Blake, Misiano, Scott, Stegmayer, Wilson

*Director:* Russell

**Excused:** Hurst, Saporito, and *Asst Director* T. Lydecker

*Public:* N/A

Meeting called to order at 6:00 pm by President Cokinos

**Public Comment:** None

**Secretary's Report:**

Correction for May minutes: Bassler was present. Lydecker was not present.

*Motion* to approve: Wilson

*Second:* Collins

*Motion* passes unanimously

**Treasurer's Report:**

*Motion* by Carroll and *Second* by Wilson to pay bills in the amount of \$16,253.98.

*Motion* passes unanimously.

The 2021 - 2022 budget is being crafted and a first draft should be ready for the July meeting. The Finance Committee is not anticipating state aid.

**New Business:**

1. Cokinos: Trustees will get together for a group photo under the new Gloria Fallon Reading Porch signage.

2. Russell: Pollinator's Garden could be cultivated instead of being turned into a gravel pit (Carroll will put this on the next Facilities meeting agenda).
3. Time frame for the library budget: Need to set time/date (July 20?)
  - June 21: Need to announce open board seats
  - July 1: Petitions available
  - September 2: Budget Vote and Trustee Election

### **Old Business:**

All components for the sound system have been received. Dave Cook will show how everything will work. It will be ready to go by June 26 and outdoor events will be able to continue.

### **Finance:** Meeting occurred 5/27/21 (See Finance Minutes)

- Collins had a question about health insurance for staff. What could the state offer and why doesn't Saugerties participate? Currently, our Payroll Summary shows what is deducted from weekly pay. CDPHP is paid through the General Fund.
- Consult for legal fees (accountant) will not go up.
- Working on a budget handout for the public prior to the vote in September.

### **Personnel:** Meeting occurred 5/20/21 (See Personnel Minutes)

1. Update on the issues with our custodian
  - John has been placed on administrative leave
  - The library's lawyer says a meeting between John, Jen, a Board member, and/or Tiffany Lydecker should take place to discuss John's future employment.
  - Jen spoke with Civil Service. They say John is protected under their rules.
  - Library lawyer says John should be given "one last chance."
  - Jen will give John a list of reasonable tasks which he should complete as per his position. If he cannot complete these tasks, he can be legally terminated without a hearing.
2. Hiring a new custodian on a temporary basis
  - Jen would like to hire a custodian on a temp basis as a backup option.
3. Update on hiring a Library Assistant
  - Two resumes have been received (so far).
  - More clarity on one of them should be coming next week.
  - An ad for this position will be placed on indeed.com and/or the MHLS server.

4. Update on COVID guidelines and how it impacts staff
  - The CDC and NYS are saying two different things.
  - NYS says that vaccinated people don't need to wear a mask but must social distance. CDC says roughly the same but people should provide proof of vaccination.
  - MHLS will host a "Legal Issues of COVID-19" webinar next week.

**Outreach:** Meeting occurred 6/7/21 (See Outreach Minutes)

- Discussed final draft of the annual staff letter to the community, new operating hours, and mask procedures.
- Discussed getting the word out about reopening and the Summer Reading Program (newspaper, town website, safety protocol signage, etc.). Trustees should share reopening info when possible and keep an eye out to ensure correct info is being circulated to the public.
- There will be a Juneteenth event on 6/19 at the library. Signage about the holiday will be displayed along the front sidewalk with info from the Smithsonian. Planning for Juneteenth will begin earlier next year.
- Friends of SPL will meet later in the month to discuss a possible street fair in the fall.
- Investigated the US version of the speaking library that was shared out by Brian Collins
- [humanlibrary.org](http://humanlibrary.org) is an established group that replicates the "borrow a person" like a book program from article
- SPL similarly offers technical assistance to patrons as part of "book a librarian" program
- SPL might be able to contribute to an established database/human library program

**Facilities:** Meeting occurred 6/2/21 (See Facilities Minutes)

- Our window washer forgot to do the back windows and will come back and finish the job.
- Brian Collins swept out our parking lot to prepare for the restriping which will be done by the town.
- Lighting – we are still trying to get estimates to install the battery back up.
- The Fallon letters were done by timely signs and are installed over the entrance to the reading room.
- We are still trying to get estimates to fix the sprinkler head in the entry vestibule. We have had problems with it freezing in the past and want to get it fixed before the cold weather arrives.
- We have ordered plastic barriers to guide our patrons to prepare for our June 28 reopening.
- We are still discussing our rug situation. Again we are having difficulty getting estimates. The

contractors are so busy at this time that it is difficult to get them to come to the library and give us an estimate for the work we want to have done.

- Bernie Carroll will call the painter again and see when he can come and do our work. We have agreed on the work we want done and the price. It's just a matter of getting him to the library to do the job.

**Policy:** Meeting occurred 5/26/21 (See Policy Minutes)

- The Committee reviewed and approved (with a few minor changes in wording) modifications that the Director proposed to the Computer Use Policy, and the revised policy will be presented to the Board for approval. These modifications are necessary to keep the library in compliance with the Children's Internet Protection Act. 2. Much of the meeting was devoted to discussing the appropriate response to the CDC's recommendations regarding libraries' Safety Plans (the focus of the ESLN Webinar on 5/21). In light of that discussion, various revisions to our Pandemic Policy and our Reopening Plan were proposed. The Director will incorporate these revisions into the Policy and Plan and then send them to the Committee members for further input and approval.

*Motion* to approve the Computer Use Policy by Wilson. *Second* by Bassler. Passes unanimously.

**Friends Liaison:** Friends will host a picnic at their monthly meeting on June 21. Bring your own food or order a boxed meal from Stone Pony.

**Director's Report:** Please see said report within Meeting Packet

- There was a staff meeting on June 7. Patrons must wear a mask while in the library building at this time. For staff, when they are stationary at their desk, they may take their mask off, however, as they walk through the library, they should wear a mask. For outdoor events, signage will state that vaccinated attendees do not need to wear a mask, but unvaccinated people should protect themselves by wearing a mask. If staff want to wear a mask at all times, they may do so.
- The Pandemic Plan & Policy have been updated to include vaccinations. The Phase IV plan has been updated with information about the June 28th re-opening and details about mask wearing.
- Discovered that staff contributions were being misapplied. Director Russell worked with NYS Differed Comp and our accountant to rectify that. Going forward, the Deferred Comp contributions will be withdrawn directly from the General Fund account and staff will see their contribution deducted from their pay.

- When the Village stopped offering Life Insurance to employees, the library decided to continue to offer that to staff. There were administrative problems on Met Life's end that needed to be rectified. This is still in progress.
- Ricky's Window Cleaning and Janitorial Service was hired to clean the outside windows. He missed the windows in the back of the building, and so will return to clean them at a later date.
- The Annual Letter to the Community has been sent to Graphic Image to print and mail.
- Tech Support from MHLS has hooked up our internet to the fiber connectivity
- The letters for the Gloria Fallon Reading Porch have been installed above the entryway into the reading porch.
- A first draft of the budget was discussed at the Finance Committee meeting.
- Paul Van Benschoten had his annual evaluation. Director Russell is working with our attorney and staff pertaining to issues with the custodian position.
- Stephanie has created a new sidewalk obstacle course. Christine, Jordan and Stephanie have created a video that they have sent to the schools to advertise the Summer Reading Program.

*Motion* to enter Executive Session by Misiano. *Second* by Cokinos.

*Motion* to leave Executive Session by Scott. *Second* by Collins.

*Motion* to adjourn at 8:15 pm by Cokinos and *Second* by Bassler. Passes unanimously.

Submitted by: Tim Scott, Jr.

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Jun 21</u>	<u>Jan - Jun 20</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	617,796.00	617,796.00
2082 · Fines	2,584.10	3,621.45
2401 · Interest	275.62	1,358.71
2705 · Gifts & Donations		
2705.1 · Restricted	875.00	0.00
2705.2 · General	2,567.80	2,960.00
2705 · Gifts & Donations - Other	900.00	0.00
<b>Total 2705 · Gifts &amp; Donations</b>	<u>4,342.80</u>	<u>2,960.00</u>
3840 · New York State Aid	1,557.00	0.00
<b>Total Income</b>	<u>626,555.52</u>	<u>625,736.16</u>
<b>Expense</b>		
7410.1 · Salaries	151,976.13	165,436.74
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	3,224.94	2,570.55
.4.1.2 · Books		
4.1.2A · Adult Books	5,286.71	5,157.11
4.1.2J · Children's Books	1,939.83	1,135.99
.4.1.2 · Books - Other	175.60	340.09
<b>Total .4.1.2 · Books</b>	<u>7,402.14</u>	<u>6,633.19</u>
.4.1.3 · Subscriptions	3,490.99	1,946.19
.4.1.4 · Newspapers	1,186.99	802.44
.4.1.5 · E-books	1,021.40	1,226.33
<b>Total .4.1 · Library Material</b>	<u>16,326.46</u>	<u>13,178.70</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	856.80	682.00
.4.2.2 · Microfilm & Archives	0.00	48.55
.4.2.3 · Newsletter & Public Relations	1,573.00	1,339.84
<b>Total .4.2 · Programs, Publicity, History</b>	<u>2,429.80</u>	<u>2,070.39</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	10,219.77	9,304.33
.4.3.2 · Telephone	1,199.70	899.70
.4.3.3 · Insurance	6,493.75	5,414.10
.4.3.4 · Maintenance Service & Supplies	1,255.97	1,089.41
.4.3.5 · Lawn & Grounds	1,320.66	2,926.74
.4.3.6 · Building R&M	8,835.82	920.06
.4.3.7 · Snow Removal	2,325.00	912.50
.4.3.8 · Elevator	1,811.28	1,364.88
.4.3.9 · Geothermal	2,113.50	2,082.00
.4.3.10 · Custodial Service	0.00	2,585.50
.4.3.12 · Internet	709.94	138.00
<b>Total .4.3 · Operation of Building</b>	<u>36,285.39</u>	<u>27,637.22</u>



# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Jun 21</u>	<u>Jan - Jun 20</u>
<b>.4.4 · Equipment R&amp;M, Supplies</b>		
.4.4.1 · Copier	1,545.15	1,735.85
.4.4.2 · Office Supplies	3,032.09	999.94
.4.4.4 · Postage	943.60	1,178.48
.4.4.5 · Payroll Service Fees	452.06	433.25
.4.4.6 · Equipment Purchases	5,082.39	192.00
.4.4.7 · Equipment R&M	87.00	0.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<u>11,142.29</u>	<u>4,539.52</u>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	8,617.98	8,478.44
.4.5.2 · MHLS Fees	454.00	1,292.50
<b>Total .4.5 · Automation, System Fees</b>	<u>9,071.98</u>	<u>9,770.94</u>
<b>.4.6 · Professional Services</b>		
.4.6.1 · Accounting	3,760.00	3,910.00
.4.6.3 · Board Expenses	75.00	150.00
.4.6.4 · Consulting & Legal Services	1,500.00	1,000.00
.4.6.5 · IT Maintenance Consultant	1,530.00	1,500.00
.4.6.6 · Staff Development	751.72	324.13
<b>Total .4.6 · Professional Services</b>	<u>7,616.72</u>	<u>6,884.13</u>
<b>Total 7410.4 · Contractual Expenses</b>	<u>82,872.64</u>	<u>64,080.90</u>
<b>9010 · Employee Benefits</b>		
.2 · Social Security & Medicare	11,373.74	12,435.38
.3 · Workers Compensation	3,680.00	16.00
.4 · Disability	-183.20	-227.73
.5 · Medical & Dental Benefits	31,229.08	27,059.98
.6 · Life Insurance	236.17	0.00
<b>Total 9010 · Employee Benefits</b>	<u>46,335.79</u>	<u>39,283.63</u>
<b>Total Expense</b>	<u>281,184.56</u>	<u>268,801.27</u>
<b>Net Ordinary Income</b>	<u>345,370.96</u>	<u>356,934.89</u>
<b>Net Income</b>	<u><u>345,370.96</u></u>	<u><u>356,934.89</u></u>

**Saugerties Public Library**  
**Balance Sheet**  
As of June 30, 2021

	<b>Jun 30, 21</b>	<b>Jun 30, 20</b>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
M&T General Fund Checking 6455	55,252.01	38,201.89
M&T General Fund Savings 8180	678,092.83	433,533.74
M&T General Balance Fund 8627	158,260.48	357,971.22
M&T Capital Fund Checking 6430	50.00	50.00
M&T Bequest Fund 8198	24,407.98	24,386.58
Cash General Fund Petty Cash	874.00	874.00
<b>Total Checking/Savings</b>	916,937.30	855,017.43
<b>Other Current Assets</b>		
391 - Due From Other Funds	398.88	337.28
480 - Prepaid Expenses	9,521.00	13,330.25
<b>Total Other Current Assets</b>	9,919.88	13,667.53
<b>Total Current Assets</b>	926,857.18	868,684.96
<b>Other Assets</b>		
K101 - Land	570,484.00	570,484.00
K102 - Buildings	7,029,056.00	7,029,056.00
K103 - Improvement Other than Building	215,723.86	215,723.86
K104 - Machinery and Equipment	59,679.00	59,679.00
W129 - Non-Current Govt Liabilities	306,709.00	33,869.00
<b>Total Other Assets</b>	8,181,651.86	7,908,811.86
<b>TOTAL ASSETS</b>	<b>9,108,509.04</b>	<b>8,777,496.82</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
600 - Accounts Payable	20,929.15	13,064.70
<b>Total Accounts Payable</b>	20,929.15	13,064.70
<b>Other Current Liabilities</b>		
601 - Accrued Expenses	6,232.65	16,412.89
630 - Due To Other Funds	398.88	337.28
Payroll Liabilities	3,368.59	795.71
<b>Total Other Current Liabilities</b>	10,000.12	17,545.88
<b>Total Current Liabilities</b>	30,929.27	30,610.58
<b>Long Term Liabilities</b>		
K159 - Non-Current Govt Assets	7,874,942.86	7,874,942.86
W687 - Compensated Absences	48,729.00	7,817.00
W638 - Net Pension Liability	257,980.00	26,052.00
<b>Total Long Term Liabilities</b>	8,181,651.86	7,908,811.86
<b>Total Liabilities</b>	8,212,581.13	7,939,422.44
<b>Equity</b>		
<b>Restricted Fund Balance</b>		
Trust Fund I	24,000.00	24,000.00

**Saugerties Public Library**  
**Balance Sheet**  
As of June 30, 2021

	<b>Jun 30, 21</b>	<b>Jun 30, 20</b>
<b>Total Restricted Fund Balance</b>	24,000.00	24,000.00
<b>807 - Non-Spendable Fund Balance</b>	9,521.00	13,330.25
<b>914 - Assigned Fund Balance</b>	18,850.00	18,850.00
<b>917 - Unrestricted Fund Balance</b>	498,185.95	424,959.24
<b>Net Income</b>	345,370.96	356,934.89
<b>Total Equity</b>	895,927.91	838,074.38
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,108,509.04</b>	<b>8,777,496.82</b>

**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
 January through June 2021

	<u>Jan - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 · Real Property Taxes	617,796.00	617,796.00	0.00	100.0%
2082 · Fines	2,584.10	7,500.00	-4,915.90	34.46%
2401 · Interest	275.62	500.00	-224.38	55.12%
2705 · Gifts & Donations				
2705.1 · Restricted	875.00			
2705.2 · General	2,567.80	3,000.00	-432.20	85.59%
2705.3 · In-Kind	0.00	7,000.00	-7,000.00	0.0%
2705 · Gifts & Donations - Other	900.00			
<b>Total 2705 · Gifts &amp; Donations</b>	<b>4,342.80</b>	<b>10,000.00</b>	<b>-5,657.20</b>	<b>43.43%</b>
3840 · New York State Aid	1,557.00			
3999 · Appropriated Fund Balance	0.00	22,815.00	-22,815.00	0.0%
<b>Total Income</b>	<b>626,555.52</b>	<b>658,611.00</b>	<b>-32,055.48</b>	<b>95.13%</b>
<b>Expense</b>				
7410.1 · Salaries	151,976.13	365,909.00	-213,932.87	41.53%
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.1 · Tapes & Videos	3,224.94	7,100.00	-3,875.06	45.42%
.4.1.2 · Books				
4.1.2A · Adult Books	5,286.71			
4.1.2J · Children's Books	1,939.83			
.4.1.2 · Books - Other	175.60	20,000.00	-19,824.40	0.88%
<b>Total .4.1.2 · Books</b>	<b>7,402.14</b>	<b>20,000.00</b>	<b>-12,597.86</b>	<b>37.01%</b>
.4.1.3 · Subscriptions	3,490.99	1,900.00	1,590.99	183.74%
.4.1.4 · Newspapers	1,186.99	2,100.00	-913.01	56.52%
.4.1.5 · E-books	1,021.40	2,000.00	-978.60	51.07%
<b>Total .4.1 · Library Material</b>	<b>16,326.46</b>	<b>33,100.00</b>	<b>-16,773.54</b>	<b>49.33%</b>
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs	856.80	5,000.00	-4,143.20	17.14%
.4.2.3 · Newsletter & Public Relations	1,573.00	2,000.00	-427.00	78.65%
<b>Total .4.2 · Programs, Publicity, History</b>	<b>2,429.80</b>	<b>7,000.00</b>	<b>-4,570.20</b>	<b>34.71%</b>
.4.3 · Operation of Building				
.4.3.1 · Utilities	10,219.77	23,000.00	-12,780.23	44.43%
.4.3.2 · Telephone	1,199.70	1,800.00	-600.30	66.65%
.4.3.3 · Insurance	6,493.75	19,000.00	-12,506.25	34.18%
.4.3.4 · Maintenance Service & Supplies	1,255.97	2,400.00	-1,144.03	52.33%
.4.3.5 · Lawn & Grounds	1,320.66	4,000.00	-2,679.34	33.02%
.4.3.6 · Building R&M	8,835.82	11,000.00	-2,164.18	80.33%
.4.3.7 · Snow Removal	2,325.00	3,000.00	-675.00	77.5%
.4.3.8 · Elevator	1,811.28	3,250.00	-1,438.72	55.73%
.4.3.9 · Geothermal	2,113.50	5,500.00	-3,386.50	38.43%
.4.3.10 · Custodial Service	0.00	7,500.00	-7,500.00	0.0%
.4.3.12 · Internet	709.94	552.00	157.94	128.61%

**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
 January through June 2021

	<u>Jan - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Total .4.3 - Operation of Building</b>	36,285.39	81,002.00	-44,716.61	44.8%
<b>.4.4 - Equipment R&amp;M, Supplies</b>				
.4.4.1 - Copier	1,545.15	3,100.00	-1,554.85	49.84%
.4.4.2 - Office Supplies	3,032.09	2,000.00	1,032.09	151.61%
.4.4.4 - Postage	943.60	2,000.00	-1,056.40	47.18%
.4.4.5 - Payroll Service Fees	452.06	1,000.00	-547.94	45.21%
.4.4.6 - Equipment Purchases	5,082.39	2,000.00	3,082.39	254.12%
.4.4.7 - Equipment R&M	87.00	100.00	-13.00	87.0%
<b>Total .4.4 - Equipment R&amp;M, Supplies</b>	<u>11,142.29</u>	<u>10,200.00</u>	<u>942.29</u>	<u>109.24%</u>
<b>.4.5 - Automation, System Fees</b>				
.4.5.1 - Automation & Online Services	8,617.98			
.4.5.2 - MHLS Fees	454.00			
.4.5 - Automation, System Fees - Other	0.00	19,000.00	-19,000.00	0.0%
<b>Total .4.5 - Automation, System Fees</b>	<u>9,071.98</u>	<u>19,000.00</u>	<u>-9,928.02</u>	<u>47.75%</u>
<b>.4.6 - Professional Services</b>				
.4.6.1 - Accounting	3,760.00	5,500.00	-1,740.00	68.36%
.4.6.3 - Board Expenses	75.00	500.00	-425.00	15.0%
.4.6.4 - Consulting & Legal Services	1,500.00	2,000.00	-500.00	75.0%
.4.6.5 - IT Maintenance Consultant	1,530.00			
.4.6.6 - Staff Development	751.72	500.00	251.72	150.34%
<b>Total .4.6 - Professional Services</b>	<u>7,616.72</u>	<u>8,500.00</u>	<u>-883.28</u>	<u>89.61%</u>
<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	50.00	-50.00	0.0%
<b>Total .4.7 - Election Expenses</b>	<u>0.00</u>	<u>500.00</u>	<u>-500.00</u>	<u>0.0%</u>
<b>Total 7410.4 - Contractual Expenses</b>	<u>82,872.64</u>	<u>159,302.00</u>	<u>-76,429.36</u>	<u>52.02%</u>
<b>9010 - Employee Benefits</b>				
.1 - Retirement	0.00	33,000.00	-33,000.00	0.0%
.2 - Social Security & Medicare	11,373.74	25,000.00	-13,626.26	45.5%
.3 - Workers Compensation	3,680.00	4,000.00	-320.00	92.0%
.4 - Disability	-183.20	250.00	-433.20	-73.28%
.5 - Medical & Dental Benefits	31,229.08	70,700.00	-39,470.92	44.17%
.6 - Life Insurance	236.17	450.00	-213.83	52.48%
<b>Total 9010 - Employee Benefits</b>	<u>46,335.79</u>	<u>133,400.00</u>	<u>-87,064.21</u>	<u>34.73%</u>
<b>Total Expense</b>	<u>281,184.56</u>	<u>658,611.00</u>	<u>-377,426.44</u>	<u>42.69%</u>
<b>Net Ordinary Income</b>	<u>345,370.96</u>	<u>0.00</u>	<u>345,370.96</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>345,370.96</u></u>	<u><u>0.00</u></u>	<u><u>345,370.96</u></u>	<u><u>100.0%</u></u>

# Saugerties Public Library Abstract Check Register

M&T General Fund Checking 6455	Type	Date	Num	Name	Memo	Amount
	Bill Pmt -Check	06/04/2021	10320	Baker & Taylor		-661.94
	Bill Pmt -Check	06/04/2021	10321	Business Credit Card		-1,321.30
	Bill Pmt -Check	06/04/2021	10322	CDPHP	Inv #211330000318	-5,096.89
	Bill Pmt -Check	06/04/2021	EFT	Central Hudson Christopher J.		-1,427.99
	Bill Pmt -Check	06/04/2021	10323	O'Connor, CPA	Invoice 1603	-450.00
	Bill Pmt -Check	06/04/2021	10324	Culligan of Newburgh	5/12 & 5/26	-43.25
	Bill Pmt -Check	06/04/2021	10325	Gale/Cengage Learning	Inv #74239705 & #74259512	-91.17
	Bill Pmt -Check	06/04/2021	10326	Metropolitan Life Insurance Companies		-21.47
	Bill Pmt -Check	06/04/2021	10327	Mid Hudson Library System	Inv #11939	-2,872.66
	Bill Pmt -Check	06/04/2021	10328	Midwest Tape National Business	5/3, 5/4, 5/7, 5/12, 5/18, 5/25	-477.06
	Bill Pmt -Check	06/04/2021	10329	Technologies	Inv #422888 & #425768	-80.14
	Bill Pmt -Check	06/04/2021	10330	PC Smith & Son, Inc.		-47.94
	Bill Pmt -Check	06/04/2021	10331	Reptile Encounters		-250.00
	Bill Pmt -Check	06/04/2021	10332	SAFECO Alarm Systems, Inc.	Invoices #83511 & #83684	-330.00
	Bill Pmt -Check	06/04/2021	10333	Sally Delmerico	Cell phone photography zoom	-225.00
	Bill Pmt -Check	06/04/2021	10334	SYNCB/ Amazon		-149.70
	Bill Pmt -Check	06/04/2021	EFT	Time Warner Cable		-324.94
	Bill Pmt -Check	06/04/2021	10335	Timely Signs		-340.00
	Bill Pmt -Check	06/04/2021	10336	Uniforms USA, Inc.	#889851 & #881830	-42.00
	Bill Pmt -Check	06/04/2021	10337	Village of Saugerties		-96.85
	Bill Pmt -Check	06/04/2021	10338	WT Cox National Business		-1,575.68
	Bill Pmt -Check	06/04/2021	10339	Leasing a Program of	invoice #72092400	-164.00
	Bill Pmt -Check	06/04/2021	10340	National Business Leasing a Program of	invoice #72440374	-164.00
	Bill Pmt -Check	06/17/2021	EFT	Paychex		-56.16
Total M&T General Fund Checking 6455						<u>-16,310.14</u>
<b>M&amp;T Capital Fund Checking 6430</b> Total M&T Capital Fund Checking 6430						<u><u>-16,310.14</u></u>

# Saugerties Public Library

## Abstract

June 2021

Ordinary Income/Expense	Num	Name	Memo	Amount
<b>Expense</b>				
<b>7410.4 - Contractual Expenses</b>				
<b>.4.1 - Library Material</b>				
<b>.4.1.1 - Tapes &amp; Videos</b>				
		Midwest Tape	6/2, 6/7, 6/11, 6/21, 6/28	310.34
		Business Credit Card	Netflix	13.99
Total .4.1.1 - Tapes & Videos				<u>324.33</u>
<b>.4.1.2 - Books</b>				
<b>4.1.2A - Adult Books</b>				
		SYNCB/ Amazon		14.58
		SYNCB/ Amazon		12.99
		SYNCB/ Amazon		12.59
		Gale/Cengage Learning	Inv #74516253	123.16
		Baker & Taylor	Inv #5016977881	180.45
		Baker & Taylor	Inv #5016985775	103.40
		Baker & Taylor	Inv #5017009429	251.88
		Baker & Taylor	Inv #5017030058	164.36
Total 4.1.2A - Adult Books				<u>863.41</u>
<b>4.1.2J - Children's Books</b>				
		SYNCB/ Amazon	3 books	68.85
		Baker & Taylor	Inv #5016984882	157.62
		Baker & Taylor	Inv #5016978218	30.96
		Baker & Taylor	Inv #5017009468	141.48
		Baker & Taylor	Inv #5017035998	147.73
Total 4.1.2J - Children's Books				<u>546.64</u>
Total .4.1.2 - Books				<u>1,410.05</u>
<b>.4.1.5 - E-books</b>				
		OverDrive Inc	Inv #01938C021267475	289.47
Total .4.1.5 - E-books				<u>289.47</u>
Total .4.1 - Library Material				<u>2,023.85</u>
<b>.4.2 - Programs, Publicity, History</b>				
<b>.4.2.1 - Programs</b>				
		Eric Roth	Guital Program	100.00
		Business Credit Card	Oriental Trading	24.67
Total .4.2.1 - Programs				<u>124.67</u>
<b>.4.2.3 - Newsletter &amp; Public Relations</b>				
		Graphic Image	Inv #61822	1,573.00
Total .4.2.3 - Newsletter & Public Relations				<u>1,573.00</u>
Total .4.2 - Programs, Publicity, History				<u>1,697.67</u>
<b>.4.3 - Operation of Building</b>				
<b>.4.3.1 - Utilities</b>				
		Central Hudson	5/14/21-6/16/21	1,241.57
Total .4.3.1 - Utilities				<u>1,241.57</u>
<b>.4.3.2 - Telephone</b>				

# Saugerties Public Library

## Abstract

June 2021

	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
		Time Warner Cable	6/14/21 - 7/13/21	199.95
Total .4.3.2 · Telephone				199.95
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>				
		Welsh Sanitation	July	93.89
		SYNCB/ Amazon	Toilet bowl cleaner	17.25
		SYNCB/ Amazon	Vacuum filter	24.99
		Quill Corp.		59.17
		PC Smith & Son, Inc.	connectors & staple gun	40.95
		Culligan of Newburgh	6/9 & 6/23	25.00
		Culligan of Newburgh	cooler rental	12.00
		Business Credit Card	Welsh Sanitation	93.98
Total .4.3.4 · Maintenance Service & Supplies				367.23
<b>.4.3.6 · Building R&amp;M</b>				
		Mid Hudson Painting, Inc.	Exterior painting of library	3,500.00
		Uniforms USA, Inc.	#893593	21.00
		Uniforms USA, Inc.	#895555	21.00
		SAFECO Alarm Systems, Inc.	Inv #84649, #83684, #84010	45.00
		SAFECO Alarm Systems, Inc.	Inv #84649, #83684, #84010	150.00
		SAFECO Alarm Systems, Inc.	Inv #84649, #83684, #84010	145.00
		Business Credit Card	1000 bulbs	465.91
Total .4.3.6 · Building R&M				4,347.91
<b>.4.3.8 · Elevator</b>				
		Lift Tech	Inv #39501	400.00
Total .4.3.8 · Elevator				400.00
<b>.4.3.9 · Geothermal</b>				
		Energy Management Technology	Inv #21308-1-1 March - August 2021	1,312.50
		Energy Management Technology	Inv #21309-1-1 March - August 2021	801.00
Total .4.3.9 · Geothermal				2,113.50
<b>.4.3.12 · Internet</b>				
		Time Warner Cable	6/14/21 - 7/13/21	124.99
Total .4.3.12 · Internet				124.99
Total .4.3 · Operation of Building				8,795.15
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 · Copier</b>				
		National Business Leasing a Program of	invoice #72788220	164.00
		National Business Technologies	#427955	60.00
		National Business Technologies	#430333	29.60
Total .4.4.1 · Copier				253.60
<b>.4.4.2 · Office Supplies</b>				
		DEMCO	#6963811	102.57
		W B Mason Co Inc	Thermal paper	215.96
		Quill Corp.		47.48



# Saugerties Public Library

## Abstract

June 2021

	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
		Business Credit Card	Fastsigns - covid barriers	231.20
Total .4.4.2 · Office Supplies				597.21
<b>.4.4.4 · Postage</b>				
		Business Credit Card	Newsletter postage	942.20
Total .4.4.4 · Postage				942.20
<b>.4.4.5 · Payroll Service Fees</b>				
		Paychex	6/3/21 payroll fee	65.92
		Paychex		56.16
		Paychex		56.16
Total .4.4.5 · Payroll Service Fees				178.24
Total .4.4 · Equipment R&M, Supplies				1,971.25
<b>.4.6 · Professional Services</b>				
<b>.4.6.4 · Consulting &amp; Legal Services</b>				
		Whiteman Osterman & Hanna	Inv #513567	500.00
Total .4.6.4 · Consulting & Legal Services				500.00
<b>.4.6.6 · Staff Development</b>				
		Business Credit Card	Ryan Down Webinars	499.00
		Business Credit Card	Zazzle t-shirts	252.72
Total .4.6.6 · Staff Development				751.72
Total .4.6 · Professional Services				1,251.72
Total 7410.4 · Contractual Expenses				15,739.64
<b>9010 · Employee Benefits</b>				
<b>.5 · Medical &amp; Dental Benefits</b>				
		CDPHP	July	5,096.89
Total .5 · Medical & Dental Benefits				5,096.89
<b>.6 · Life Insurance</b>				
		Metropolitan Life Insurance Companies		214.70
Total .6 · Life Insurance				214.70
Total 9010 · Employee Benefits				5,311.59
Total Expense				21,051.23
Net Ordinary Income				-21,051.23
<b>Net Income</b>				<b>-21,051.23</b>

**Saugerties Public Library**  
**YTD Comparison**  
June 2021

	<u>Jun 21</u>	<u>Jan - Jun 21</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	0.00	617,796.00
2082 · Fines	636.98	2,584.10
2401 · Interest	28.74	275.62
2705 · Gifts & Donations		
2705.1 · Restricted	375.00	875.00
2705.2 · General	0.00	2,567.80
2705 · Gifts & Donations - Other	0.00	900.00
<b>Total 2705 · Gifts &amp; Donations</b>	<u>375.00</u>	<u>4,342.80</u>
3840 · New York State Aid	0.00	1,557.00
<b>Total Income</b>	<u>1,040.72</u>	<u>626,555.52</u>
<b>Expense</b>		
7410.1 · Salaries	35,052.88	151,976.13
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	324.33	3,224.94
.4.1.2 · Books		
4.1.2A · Adult Books	863.41	5,286.71
4.1.2J · Children's Books	546.64	1,939.83
.4.1.2 · Books - Other	0.00	175.60
<b>Total .4.1.2 · Books</b>	<u>1,410.05</u>	<u>7,402.14</u>
.4.1.3 · Subscriptions	0.00	3,490.99
.4.1.4 · Newspapers	0.00	1,186.99
.4.1.5 · E-books	289.47	1,021.40
<b>Total .4.1 · Library Material</b>	<u>2,023.85</u>	<u>16,326.46</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	124.67	856.80
.4.2.3 · Newsletter & Public Relations	1,573.00	1,573.00
<b>Total .4.2 · Programs, Publicity, History</b>	<u>1,697.67</u>	<u>2,429.80</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	1,241.57	10,219.77
.4.3.2 · Telephone	199.95	1,199.70
.4.3.3 · Insurance	0.00	6,493.75
.4.3.4 · Maintenance Service & Supplies	367.23	1,255.97
.4.3.5 · Lawn & Grounds	0.00	1,320.66
.4.3.6 · Building R&M	4,347.91	8,835.82
.4.3.7 · Snow Removal	0.00	2,325.00
.4.3.8 · Elevator	400.00	1,811.28
.4.3.9 · Geothermal	2,113.50	2,113.50
.4.3.12 · Internet	124.99	709.94
<b>Total .4.3 · Operation of Building</b>	<u>8,795.15</u>	<u>36,285.39</u>
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	253.60	1,545.15

**Saugerties Public Library**  
**YTD Comparison**  
June 2021

	<u>Jun 21</u>	<u>Jan - Jun 21</u>
.4.4.2 · Office Supplies	597.21	3,032.09
.4.4.4 · Postage	942.20	943.60
.4.4.5 · Payroll Service Fees	178.24	452.06
.4.4.6 · Equipment Purchases	0.00	5,082.39
.4.4.7 · Equipment R&M	0.00	87.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<u>1,971.25</u>	<u>11,142.29</u>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	0.00	8,617.98
.4.5.2 · MHLS Fees	0.00	454.00
<b>Total .4.5 · Automation, System Fees</b>	<u>0.00</u>	<u>9,071.98</u>
<b>.4.6 · Professional Services</b>		
.4.6.1 · Accounting	0.00	3,760.00
.4.6.3 · Board Expenses	0.00	75.00
.4.6.4 · Consulting & Legal Services	500.00	1,500.00
.4.6.5 · IT Maintenance Consultant	0.00	1,530.00
.4.6.6 · Staff Development	751.72	751.72
<b>Total .4.6 · Professional Services</b>	<u>1,251.72</u>	<u>7,616.72</u>
<b>Total 7410.4 · Contractual Expenses</b>	<u>15,739.64</u>	<u>82,872.64</u>
<b>9010 · Employee Benefits</b>		
.2 · Social Security & Medicare	2,611.51	11,373.74
.3 · Workers Compensation	0.00	3,680.00
.4 · Disability	-43.01	-183.20
.5 · Medical & Dental Benefits	4,182.04	31,229.08
.6 · Life Insurance	214.70	236.17
<b>Total 9010 · Employee Benefits</b>	<u>6,965.24</u>	<u>46,335.79</u>
<b>Total Expense</b>	<u>57,757.76</u>	<u>281,184.56</u>
<b>Net Ordinary Income</b>	<u>-56,717.04</u>	<u>345,370.96</u>
<b>Net Income</b>	<u><u>-56,717.04</u></u>	<u><u>345,370.96</u></u>

# Saugerties Public Library Balance Sheet by Class

As of June 30, 2021

	<u>A - General</u>	<u>H - Capital</u>	<u>K - Fixed Assets</u>	<u>PN - Permanent</u>	<u>W - Long-Term Deb</u>	<u>Unclassified</u>	<u>TOTAL</u>
<b>ASSETS</b>							
<b>Current Assets</b>							
<b>Checking/Savings</b>							
M&T General Fund Checking 6455	-44,747.99	0.00	0.00	0.00	0.00	100,000.00	55,252.01
M&T General Fund Savings 8180	677,717.83	0.00	0.00	375.00	0.00	0.00	678,092.83
M&T General Balance Fund 8627	258,260.48	0.00	0.00	0.00	0.00	-100,000.00	158,260.48
M&T Capital Fund Checking 6430	0.00	50.00	0.00	0.00	0.00	0.00	50.00
M&T Bequest Fund 8198	0.00	0.00	0.00	24,407.98	0.00	0.00	24,407.98
Cash General Fund Petty Cash	874.00	0.00	0.00	0.00	0.00	0.00	874.00
<b>Total Checking/Savings</b>	<b>892,104.32</b>	<b>50.00</b>	<b>0.00</b>	<b>24,782.98</b>	<b>0.00</b>	<b>0.00</b>	<b>916,937.30</b>
<b>Other Current Assets</b>							
391 - Due From Other Funds	398.88	0.00	0.00	0.00	0.00	0.00	398.88
480 - Prepaid Expenses	9,521.00	0.00	0.00	0.00	0.00	0.00	9,521.00
<b>Total Other Current Assets</b>	<b>9,919.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,919.88</b>
<b>Total Current Assets</b>	<b>902,024.20</b>	<b>50.00</b>	<b>0.00</b>	<b>24,782.98</b>	<b>0.00</b>	<b>0.00</b>	<b>926,857.18</b>
<b>Other Assets</b>							
K101 - Land	0.00	0.00	570,484.00	0.00	0.00	0.00	570,484.00
K102 - Buildings	0.00	0.00	7,029,056.00	0.00	0.00	0.00	7,029,056.00
K103 - Improvement Other than Building	0.00	0.00	215,723.86	0.00	0.00	0.00	215,723.86
K104 - Machinery and Equipment	0.00	0.00	59,679.00	0.00	0.00	0.00	59,679.00
W129 - Non-Current Govt Liabilites	0.00	0.00	0.00	0.00	306,709.00	0.00	306,709.00
<b>Total Other Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>7,874,942.86</b>	<b>0.00</b>	<b>306,709.00</b>	<b>0.00</b>	<b>8,181,651.86</b>
<b>TOTAL ASSETS</b>	<b>902,024.20</b>	<b>50.00</b>	<b>7,874,942.86</b>	<b>24,782.98</b>	<b>306,709.00</b>	<b>0.00</b>	<b>9,108,509.04</b>
<b>LIABILITIES &amp; EQUITY</b>							
<b>Liabilities</b>							
<b>Current Liabilities</b>							
<b>Accounts Payable</b>							
600 - Accounts Payable	17,429.15	3,500.00	0.00	0.00	0.00	0.00	20,929.15
<b>Total Accounts Payable</b>	<b>17,429.15</b>	<b>3,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,929.15</b>
<b>Other Current Liabilities</b>							
601 - Accrued Expenses	6,232.65	0.00	0.00	0.00	0.00	0.00	6,232.65
630 - Due To Other Funds	0.00	0.00	0.00	398.88	0.00	0.00	398.88
Payroll Liabilities	3,368.59	0.00	0.00	0.00	0.00	0.00	3,368.59

## Saugerties Public Library Balance Sheet by Class

As of June 30, 2021

	<u>A - General</u>	<u>H - Capital</u>	<u>K - Fixed Assets</u>	<u>PN - Permanent</u>	<u>W - Long-Term Deb</u>	<u>Unclassified</u>	<u>TOTAL</u>
<b>Total Other Current Liabilities</b>	9,601.24	0.00	0.00	398.88	0.00	0.00	10,000.12
<b>Total Current Liabilities</b>	27,030.39	3,500.00	0.00	398.88	0.00	0.00	30,929.27
<b>Long Term Liabilities</b>							
<b>K159 - Non-Current Govt Assets</b>	0.00	0.00	7,874,942.86	0.00	0.00	0.00	7,874,942.86
<b>W687 - Compensated Absences</b>	0.00	0.00	0.00	0.00	48,729.00	0.00	48,729.00
<b>W638 - Net Pension Liability</b>	0.00	0.00	0.00	0.00	257,980.00	0.00	257,980.00
<b>Total Long Term Liabilities</b>	0.00	0.00	7,874,942.86	0.00	306,709.00	0.00	8,181,651.86
<b>Total Liabilities</b>	27,030.39	3,500.00	7,874,942.86	398.88	306,709.00	0.00	8,212,581.13
<b>Equity</b>							
<b>Restricted Fund Balance</b>							
<b>Trust Fund I</b>	0.00	0.00	0.00	24,000.00	0.00	0.00	24,000.00
<b>Total Restricted Fund Balance</b>	0.00	0.00	0.00	24,000.00	0.00	0.00	24,000.00
<b>807 - Non-Spendable Fund Balance</b>	9,521.00	0.00	0.00	0.00	0.00	0.00	9,521.00
<b>914 - Assigned Fund Balance</b>	18,850.00	0.00	0.00	0.00	0.00	0.00	18,850.00
<b>917 - Unrestricted Fund Balance</b>	498,135.95	50.00	0.00	0.00	0.00	0.00	498,185.95
<b>Net Income</b>	348,486.86	-3,500.00	0.00	384.10	0.00	0.00	345,370.96
<b>Total Equity</b>	874,993.81	-3,450.00	0.00	24,384.10	0.00	0.00	895,927.91
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>902,024.20</b>	<b>50.00</b>	<b>7,874,942.86</b>	<b>24,782.98</b>	<b>306,709.00</b>	<b>0.00</b>	<b>9,108,509.04</b>

## **June Director's Report**

June 30, 2021

**COVID update:** As of June 28<sup>th</sup>, the library has re-opened its front doors. New York State reached 70% vaccination rate and therefore removed most all COVID restrictions. Because children cannot be vaccinated, masks are still required in the Children's and Teen's rooms. Curbside service is still available. Programs are being held outdoors in the backyard. We are following CDC guidelines in stating that unvaccinated patrons should protect themselves by wearing a mask.

**New Library Hours:** The new hours have been posted on the front of the building, the library newsletter, the Annual Report to the Community, social media, HV1 newspaper, the Village and Town websites, and the Google business page (when someone searches for Saugerties Public Library).

**Library Assistant:** We have interviewed four applicants for the new full time Library Assistant position. This person will supervise the library clerks, assist with IT troubleshooting as well as staff circulation desk(s).

**Custodial Worker:** An advertisement for the Custodial Worker position has been written and sent to Ulster BOCES, Ulster County Works and distributed to board members and staff.

**Juneteenth Display:** I designed and created a simple, informative display pertaining to the new NYS and National holiday of Juneteenth, which was located outdoors, in front of the library.

**Carpet:** Two flooring companies, Gen-Tile Floor Covering and Rosendale Flooring Company, came to the library to discuss a carpet replacement project. They both took measurements, and will send an estimate.

### **Summer Reading Programs:**

Registration for the Children's and Teen SRP started on June 21<sup>st</sup>. Patrons may sign up outside at the table in the front of the building or they can enter the building to do so. On June 29th, we had our first outdoor children's program, "Reptiles" with Mark Perpetua. Approximately 100 people attended.

The Adult Summer Reading program began June 28th. Each time a patron checks out books, they may fill out a raffle ticket for a Price Chopper gift certificate. The raffle will be drawn on August 16th.

**Gloria Fallon Letters:** Katie Cokinos and Alex Rappaport organized a photography session with board members and staff in order to take a picture of the new Gloria Fallon Reading Room signage, which had been installed by Paul Van Benschoten above the entrance to the reading porch.

**T-shirts:** With funds donated by Brain Collins, staff have co-operatively designed and purchased t-shirts. If board members are interested in the designs, we can purchase one for them.

**Sound System:** Dave Cook graciously trained staff, board and ShoutOut members in how to assemble and tune the new sound system.

**Movie Screen:** Paul Van Benschoten and I were trained by Alex Rappaport in how to assemble the outdoor movie screen.

**Meetings and Webinars attended:**

New Director's Forum

The Friends Annual Meeting

UCLA Meeting

Director's Association meeting

CDPHP website portal training

hoopla dashboard training

discover, connect, grow.

Saugerties Public Library  
Finance Committee

Date:06/22/2021

Time: 05:30 PM

Committee Members Attending:

TRUSTEES (Blake,Collins,Kokinos, Saporito)

Absent: (Hurst)

Staff Attending:

Director Russell

Others Attending:

Discussion/Agenda Items

Arrangements were made to reschedule the July meeting to Tuesday July20th @5:30PM in the Community Room

1. Continued examination of DRAFT 2022 budget presented to the Board at the last Trustee meeting produced the following results.
  - The full board of trustees will vote on **whether** or not to approve the DRAFT budget at the July 8th meeting .
  - The DRAFT budget is then released to the public no later than July 20th.
  - Committee member suggested line 2082 Fines \$7500 was unrealistic based on reporting YTD was near \$1900.
  - It was noted items other than fines are included in line 2082. Fax,fees and replacement costs for lost items.
  - Fines for lateness have been decreasing over time due to six week checkouts and email auto reminders
  - Director will adjust 2082.
  - 2705.3 shows a decrease from \$7000 to only \$2000. In kind services from the Friends is the vehicle by which the Friends give to the library. A ‘wish’ list created by the Director, needs to be maintained and submitted to the Friends. Input from the Friends liaison was that specific items such paying for Tutor.com and passes for museums etc is preferred and it is not likely SPL will receive unrestricted cash from that particular donor.
  - Line 2705.3 will be increased from the current amount .
  - The Director shared input received from non present Board members that we seek a .50% tax increase to bring the levy up to \$620,885.



- Line 3999 Appropriated Fund Balance line was discussed as being the ‘balancing account’ and that any additions to the income lines above will reduce the amount needed to balance the budget.
- Financial status of the Friends was discussed so as to see what dollar amount would be an appropriate request of ‘in kind’ services/objects. Trustee Blake explained clearly the steps and to what length the Friends would feel comfortable in fiscally supporting SPL,
- Discussion returned to line 3999 Appropriated Fund Balance which showed an increase from the prior year. The merits of using SPL funds currently in the bank, to balance the budget or asking for a Real Property Tax increase to bring SPL up to the desired income level was discussed.
- Line 3840 New York State Aid, DRAFT budget lists ZERO even though we have always gotten something in prior years was a point of contention with members of the committee. It was shared with everyone in so much as we do not know for certain if State Aid will arrive better to budget as if nothing will come in and be grateful if it does in fact arrive.
- N.B a subsequent notice from MHLS recapping the Legislative session has indicated Library Aid will be forthcoming at the 2020 level. Line 3840 will be adjusted.
- Capital improvements like the pending carpets and security system replacements were not listed in the budget as we have no definitive estimates.
- The situations/causes that led to SPL having almost 90% of its operating budget in reserve when guidance from MHLS suggests 25% is sufficient cover expenses when waiting for the Real Property tax levy to be deposited were discussed.
- Discretionary vs non-discretionary spending was again discussed. Granted the level of spending can be adjusted but for the most part when it comes to newspapers, DVDs, books, etc. It was noted and well taken that historically SPL has generally not spent the entire budgeted amount for books year after year.
- Discussion ensued on the frequency of tax increases over the course of the years various members have been seated on the Board and how they become necessary over the course of time to keep pace with ever increasing costs. No one wants to see a large one time tax increase when smaller increases over time can arrive at the same results in smaller increments.
- Discussion occurred about paying down the Library bond so as to provide tax relief to the community and be better positioned to get a ‘new’ bond should SPL require a large ticket item in the future such as a roof.
- Spending down the savings was discussed in light of low interest rates in a time when prices are increasing. The notion that projected increases in costs over time would weaken SPL’s buying power were shared.
- Creating and inserting a Capital Improvement line, with help from the accountant, into the budget was recommended as the acceptable way to introduce income from savings into the budget and track the spending of those funds.
- The mechanism for forecasting anticipated revenues from the Town so as to determine the need for an increase in the tax levy and how to determine the operating budget year to year was shared with the committee taking into account the tax cap and assessed value of the tax base. The committee could then provide an accurate estimate of any increased tax levy.

- The committee agreed there should be no tax increase this budget cycle but keep open the idea the future tax increases in light of increasing costs that are beyond SPL's control.
  - Committee discussed the Board meeting presentation and a vote at the July 8th meeting.
  - MHLS assessment fees and services received were explained and how those fees can vary based on the fact we sometimes exceed service levels . If we go over the limits we pay extra . It was suggested by a committee member we consolidate the MHLS lines in the budget so as to make it less confusing . The suggestion was well received and will be passed on to the accountant.
  - IT consultant budget line was evaluated and decided to be retained should we need to go outside of MHLS for those services.
  - Staff development line was discussed. Costs of on-line courses is negligible.
  - Board expenses were discussed ; committee needs clarification.
  - Employee benefits section was reviewed.
  - The committee's position on no tax increase for 2022 was unanimously affirmed.
  - Friends liaison will work with the Director to address the contributions of the Friends .
1. Corresponding Recommendation, Action Items (motions), or No Further Action
1. The Director will adjust the budget taking into account the opinions and views expressed the committee and share those results vial email so as not to necessitate a special meeting . Time constraints require the budget be presented to the full Board of Trustees at the July 8th meeting.

Next Meeting Tuesday July 20th 2021 @ 5:30PM

# **Saugerties Public Library**

## **Policy Committee Meeting Minutes**

Date: June 16, 2021

Time: 6:00 p.m.

Meeting location: Community Room of SPL

Committee Members Attending:

Bassler (Chair)

Collins

Scott

Stegmayer

Others Attending: Director Jennifer Russell, Board President Katie Cokinos

Discussion:

1. The committee reviewed the new drafts of the Pandemic Response Plan and the Pandemic Response Policy and recommended some additional changes. It was also noted that some of the content of these documents concerns personnel issues and therefore need the approval of the Personnel Committee before being brought before the Board. Jennifer will make the recommended changes and send the revised documents to the Personnel Committee.
2. Personnel Manual (as opposed to Personnel Policy) Section 3.10 Insurance Benefits. This section needs to be updated. The Policy Committee deemed that this section is in the purview of the Personnel Committee and not the Policy Committee. Jennifer will broach the subject at the next Personnel Committee meeting.
3. The committee reviewed the current Tutoring Policy and Volunteer Policy and determined that no revisions are currently necessary.

Corresponding Recommendations to the Board: None

Next meeting: Wednesday, July 21 at 6pm in the Library.

Facilities committee meeting, July 7, 2021, 6 PM

Meeting began in community room at 6:05 PM.

Present: Jennifer Russell, Director, Brian Collins, Doug Wilson, Julie Misiano, Paul Vanbenschoten, Carole Furman, Bernie Carroll

Absent: Katie Cokinos, President, Ted Conathan

We discussed the following:

1. New carpet. We currently have one estimate and are waiting for another.
2. We have two applicants for a part-time custodial worker and are waiting for more applicants.
3. We are considering purchasing an electric lawnmower. Currently Paul Vanbenschoten is using his own personal lawnmower to cut the grass. We are currently investigating different brands and prices.
4. Our window cleaning is done. We just need to clean some spots on the reading room outside windows. Paul will do this for us.
5. Children's garden. We discussed having a pollinator garden which would be a learning experience for our young patrons. We are deciding how to implement this.
6. Our new tent is installed in our back performance space. We have rented it for the summer.
7. Sound system. Our Sound system is here for our outdoor performance space and we are having staff training on how do use it.
8. Our interior painting is done and our rooms now look fresh and clean.
9. We still need somebody to give us an estimate to fix the sprinkler head in the entry vestibule.

Bernie Carroll, Chair, facilities committee

8.Sent from my iPad

Saugerties Public Library  
Outreach Committee Meeting

Date: June 7, 2021

Time: 5:00 - 6:00 p.m.

Meeting location: <https://global.gotomeeting.com/join/482209261>

Committee Members Attending:

Elizabeth Stegmayer (Chair), Julie Misiano, Katie Cokinos (President) , Irene Hurts, Ginger Jurecka-Blake

Staff Attending: Director Jennifer Russell

Discussion:

1. Annual staff letter to community

Discussed final draft and reopening hours and continued mask procedures.

2. Public relations about the reopening and summer reading program

- Newspaper coverage of reopening hours and programs
- Update new hours on Town and Village websites
- Signage about continued safety protocols
- Staff participated in customer service professional development
- Board members are asked to share the new library hours information in their circles and to keep their eyes open for outdated library hours/reopening information. Let Jen know any links that need to be corrected.

3. Juneteenth Recognition

- Reviewed the informational signage that will be installed along the library walk, as a walking exhibit in honor of Juneteenth
- Information for signage from Smithsonian Institute

- Begin Juneteenth 2022 event planning earlier next year

#### 4. Friends of SPL Book Fair

- Friends meeting in June to discuss possible fall street fair
- Membership drive ongoing

#### 5. Human Library

- Investigated the US version of the speaking library that was shared out by Brian Collins
- [humanlibrary.org](http://humanlibrary.org) is an established group that replicates the “borrow a person” like a book program from article
- SPL similarly offers technical assistance to patrons as part of “book a librarian” program
- SPL might be able to contribute to an established database/human library program

Next Outreach Committee Meeting

August 2, 2021 at 5pm

Saugerties Public Library  
Personnel Committee

Date: June 17, 2021

Time: 5:30 PM - Virtual or in-person

Committee Members Attending:

D Wilson, J Bassler, T. Scott, C. Saporito, K. Cokinos

Staff Attending:

Director Jen Russell

Discussion/Agenda Items

1. One employee evaluation and merit increase due in June - C. Bloom. Director Russell feels her performance warrants a 2% salary increase.
2. Update on interviews for Library Assistant position. Director Russell reported that two interviews have been conducted to date; with another scheduled for Monday, June 21. Both interviews went well. These applications came from the ad on the SPL website. The position is now advertised in the latest MHLS bulletin. Jen wants to see if any applications come from this ad.
3. Update on Custodial position. Based on recommendations from SPL Counsel, a meeting was held with John Drews, his wife Patricia, Director Russell, Asst. Director Lydecker, and President Collins. Mr. Drews signed an Agreement which outlines expectations for his performance. This has been in place since June 4, 2021.
4. Review of COVID guidelines as we prepare to reopen library 6.28.21. After working on guidelines for Stage IV, Governor Cuomo announced state mandated changes that pushed the Library into a Stage V. This Stage is not in the existing Pandemic Policy, and was created on June 15. Details for Stage 5 are attached separately. The SPL will be returning to unlocked doors and an expanded schedule of hours. This includes no mask requirement for vaccinated staff and patrons. External Wi-Fi hours.
5. These changes brought up discussion on hours for external Wi-Fi. During the Pandemic restriction period, SPL has left the Wi-Fi on 24/7. The access will once again be limited. After discussion, it was decided that the hours SPL will have external Wi-Fi available to the public will be Monday-Friday 6am - 8pm; Saturday 6am - 5pm. There will be no Wi-Fi on Sunday.
6. The Policy Committee has been working on changes to the Pandemic Policy. There are portions the committee feels should be reviewed and approved by the Personnel Committee. It was decided there will be a joint meeting of the committees to complete this work on July 21th.

7. The Committee went into Executive Session to discuss details of J. Drews employment. When the Committee left Executive Session, a motion was made and passed to give Director Russell the authority to handle this matter in a manner she felt is best for SPL and warranted in accordance with direction from legal counsel.

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

1. The Personnel Committee recommends a 2% salary increase for Cindy Bloom.
2. The Personnel Committee recommends the Board give Director Russell the authority to have the matter concerning J. Drews performance and employment.

Next Personnel Meeting: This will be a joint meeting with the SPL Policy Committee on Thursday, July 21, 2021 at 6:00 pm. Attendees can choose to attend virtually or in-person.



## **Phase V:**

**Written as of June 15<sup>th</sup>, 2021**

### **Library at Full Hours, open door, masks required in Children's & Teen Room**

Start Date: June 28<sup>th</sup>, 2021

#### **Mask wearing:**

From the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>

“Indoor visits between fully vaccinated people and unvaccinated people who do not wear masks or physically distance from one another are likely low risk for the vaccinated people. Therefore, the level of precautions taken should be determined by the characteristics of the unvaccinated people, who remain unprotected against COVID-19.”

Starting today, for all staff and patrons who are fully vaccinated, a mask is not mandatory inside or outside the library. For those who are not vaccinated, wearing a mask is recommended for their own protection.

Because children have not been vaccinated at this point in time, wearing a mask appropriately is required for the Children's and Teen's rooms.

All programs will take place outside in the yard or in the front of the building for the summer of 2021. Staff will post signage and include verbiage in all program advertisements stating that those who are vaccinated do not need to wear a mask or socially distance, whereas unvaccinated attendees should protect themselves by wearing a mask appropriately and socially distancing. Staff will not question whether an attendee is vaccinated or not.

The front door of the library will be unlocked. Patrons will have access to all areas of the library except the Community Room, which will only be used for scheduled meetings.

NYS has removed all restrictions on capacity restrictions, however, staff in the Children's Room will monitor how crowded the space becomes, and if need be, staff will limit the number of people in that space at a time.

Staff will no longer need to disinfect the bathrooms twice a day. The custodian will disinfect the bathrooms daily as a part of their regular duties. Hand sanitizer will continue to be readily available to patrons and staff.

Staff no longer need to email their health status before arriving to work.

Per NYS mandates, contact tracing is no longer necessary.

Library hours will be:

Monday 10 – 8:00pm

Tuesday 10 – 6:00pm

Wednesday 10 – 8:00 pm

Thursday 10 -6:00 pm

Friday 10 – 4:00 pm

Saturday 10 – 2:00 pm

Computer use will return to 1 hour in length unless the patron requests an additional hour.

The small study room will return to regular use according to that policy and procedure.

Patrons may use the book drop to return items as well as return them to the circulation desk.

Services of Curbside pick-up will still be available.

Staff scheduling will follow our new open hours.





Saugerties Public Library  
2020-2021 Statistics Compared

	Jan '20	Jan '21	Feb '20	Feb '21	March '20	March '21	April '20	April '21	May '20	May '21	June '20	June '21	July '20	July '21
<b>Circulation</b>														
Adult	4,169	2,011	4,034	1,761	3,296	2,088		1,939		1,785	514	2,107	1,653	
Adult renewals	1,554	1,091	1,866	994	2,770	1,035		1,016		1,005	489	978	581	
Juvenile	2,216	1,541	2,113	1,107	1,681	1,542		1,581		1,293	212	1,364	766	
Juvenile renewals	938	842	1,264	925	1,963	1,006		911		929	678	897	378	
Teen	151	72	108	91	151	82		76		111	28	115	95	
Teen renewals	81	70	104	68	149	61		58		58	73	88	51	
<b>Total Circulation</b>	<b>9,109</b>	<b>5,627</b>	<b>9,489</b>	<b>4,946</b>	<b>10,010</b>	<b>5,814</b>		<b>5,581</b>		<b>5,181</b>	<b>1,994</b>	<b>5,549</b>	<b>3,524</b>	
<b>Holds Filled</b>														
Adults	1,429	1,322	1,286	1,201	768	1,389		1,271		1,170	377	1,236	1,442	
Juvenile	550	657	486	613	197	598		566		447	133	450	638	
Teen	55	60	54	85	42	68		59		71	23	80	91	
ILL received	2	0	2	0	0	0		0		0	0	0	0	
ILL loaned	1	0	0	0	0	0		0		1	0	1	0	
<b>Total Holds</b>	<b>2,037</b>	<b>2,039</b>	<b>1,828</b>	<b>1,899</b>	<b>1,007</b>	<b>2,055</b>		<b>1,896</b>		<b>1,689</b>	<b>533</b>	<b>1,767</b>	<b>2,171</b>	
<b>Questions Answered</b>														
Adult	1,141	540	1,081	520	493	666		502		382	92	517	253	
Children's	279	112	247	65	140	111		92		66	21	142	26	
<b>Total Questions</b>	<b>1,420</b>	<b>652</b>	<b>1,328</b>	<b>585</b>	<b>633</b>	<b>777</b>		<b>594</b>		<b>448</b>	<b>113</b>	<b>659</b>	<b>279</b>	
<b>Programs</b>														
Adult	34	0	35	0	18	0		0		1		1	7	
Teen	17	0	8	0	10	0		0		0		0	0	
Children's	35	4	28	4	13	4		6		4		9	1	
<b>Total Programs</b>	<b>86</b>	<b>4</b>	<b>71</b>	<b>4</b>	<b>41</b>	<b>4</b>		<b>6</b>		<b>5</b>		<b>10</b>	<b>8</b>	
<b>Program Attendance</b>														
Adult	278	0	364	0	214	0		0		11		60	175	
Teen	101	0	110	0	62	0		0		0		0	0	
Children	650	119	388	98	142	107		161		81		231	43	
<b>Total attendance</b>	<b>1,029</b>	<b>119</b>	<b>862</b>	<b>98</b>	<b>418</b>	<b>107</b>		<b>161</b>		<b>92</b>		<b>291</b>	<b>218</b>	
<b>Computer sessions</b>	<b>1,197</b>	<b>139</b>	<b>1,043</b>	<b>108</b>	<b>581</b>	<b>202</b>		<b>120</b>		<b>132</b>		<b>193</b>		
<b>Web Page Visits</b>	<b>6,646</b>	<b>3,689</b>	<b>5,762</b>	<b>5,633</b>	<b>3,186</b>	<b>4,151</b>	<b>1,606</b>	<b>4,754</b>	<b>1,629</b>	<b>4,743</b>	<b>2,909</b>	<b>4,862</b>	<b>3,969</b>	
<b>New Cards Issued</b>	<b>43</b>	<b>5</b>	<b>38</b>	<b>4</b>	<b>9</b>	<b>15</b>		<b>9</b>		<b>7</b>		<b>23</b>	<b>8</b>	
<b>Overdrive Audiobook</b>	<b>588</b>	<b>497</b>	<b>517</b>	<b>422</b>	<b>446</b>	<b>514</b>	<b>446</b>	<b>512</b>	<b>491</b>	<b>503</b>	<b>473</b>	<b>532</b>	<b>542</b>	
<b>Overdrive eBook</b>	<b>421</b>	<b>858</b>	<b>616</b>	<b>836</b>	<b>664</b>	<b>859</b>	<b>664</b>	<b>783</b>	<b>1000</b>	<b>774</b>	<b>979</b>	<b>770</b>	<b>914</b>	
<b>Overdrive Video</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>13</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>10</b>	
<b>Overdrive Total</b>	<b>1013</b>	<b>1356</b>	<b>1134</b>	<b>1258</b>	<b>1117</b>	<b>1373</b>	<b>1117</b>	<b>1295</b>	<b>1504</b>	<b>1278</b>	<b>1455</b>	<b>1302</b>	<b>1466</b>	
		34%		11%		23%		-6%		-15%		13%		

Saugerties Public Library  
2020-2021 Statistics Compared

	August '20	August '21	Sept '20	Sept '21	Oct '20	Oct '21	Nov '20	Nov '21	Dec '20	Dec '21	TOTAL 2020	TOTAL 2021	
<b>Circulation</b>													
Adult	1,691		1,845		1,829		1,695		1,874		22,600	11,691	52%
Adult renewals	911		854		965		1,021		1,012		12,023	6,119	51%
Juvenile	813		1,034		1,228		1,059		1,204		12,326	8,428	68%
Juvenile renewals	505		509		764		913		826		8,738	5,510	63%
Teen	101		112		88		82		102		1,018	547	54%
Teen renewals	82		70		66		53		63		792	403	51%
<b>Total Circulation</b>	4,103		4,424		4,940		4,823		5,081		57,497	32,698	57%
<b>Holdings Filled</b>													
Adults	1,473		1,408		1,181		1,110		1,291		11,765	7,589	65%
Juvenile	628		607		579		616		560		4,994	3,331	67%
Teen	99		105		70		59		77		675	338	50%
ILL received	0		0		0		0		0		4	0	0%
ILL loaned	0		0		0		0		0		1	2	200%
<b>Total Holds</b>	2,200		2,120		1,830		1,785		1,928		17,439	11,345	65%
<b>Questions Answered</b>													
Adult	284		281		310		545		611		5,091	3,127	61%
Children's	52		47		58		71		39		980	588	60%
<b>Total Questions</b>	336		328		368		616		650		6,071	3,715	61%
<b>Programs</b>													
Adult	9		6		4		0		0		113	2	2%
Teen	0		0		0		0		0		35	0	0%
Children's	1		2		4		3		3		90	31	34%
<b>Total Programs</b>	10		8		8		3		3		238	33	14%
<b>Program Attendance</b>													
Adult	345		70		53		0		0		1,499	71	5%
Teen	0		0		0		0		0		273	0	0%
Children	44		56		94		63		64		1,544	797	52%
<b>Total attendance</b>	389		126		147		63		64		3,316	868	26%
<b>Computer sessions</b>			109		126		124		132		3,312	894	27%
<b>Web Page Visits</b>	3,812		3,874		4,004		4,273		3,354		45,024	27,832	62%
<b>New Cards Issued</b>	5		7		12		8		4		134	63	47%
<b>Overdrive Audiobook</b>	539		450		509		417		436		6202	2980	48%
<b>Overdrive eBook</b>	932		807		857		774		851		9479	4880	51%
<b>Overdrive Video</b>	4		2		4		2		0		57	2	4%
<b>Overdrive Total</b>	1475		1259		1370		1193		1287		15738	7862	50%

Circulation 2021						
Date	Fines	SAM printing	Friends	Faxing	Gifts	Replace Card
1/1/21-1/7/21		\$ 13.60	\$ 4.50		\$ 0.50	
1/8/21-1/14/21	\$ 5.00		\$ 2.00			
1/15/21-1/21/21	\$ 1.20	\$ 1.80	\$ 1.00			
1/22/21-1/28/21	\$ 10.95	\$ 1.00		\$ 1.00	\$ 0.45	
	\$ 17.15	\$ 16.40	\$ 7.50	\$ 1.00	\$ 0.95	
1/29/21-2/4/21	\$ 1.35	\$ 2.40		\$ 1.00	\$ 0.65	
2/5/21-2/11/21	\$ 17.50	\$ 3.35	\$ 5.00		\$ 1.70	
2/12/21-2/18/21	\$ 3.55	\$ 11.00				
2/19/21-2/25/21	\$ 1.20		\$ 3.00			
	\$ 23.60	\$ 16.75	\$ 8.00	\$ 1.00	\$ 2.35	
2/26/21-3/4/21	\$ 12.30	\$ 1.00	\$ 2.80	\$ 11.00		
3/5/21-3/11/21	\$ 44.55	\$ 8.60	\$ 0.75	\$ 2.50		
3/12/21-3/18/21	\$ 9.75	\$ 19.50	\$ 2.00			
3/19/21-3/25/21	\$ 18.80	\$ 2.00	\$ 4.00			
3/26/21-4/1/21	\$ 4.65	\$ 2.00	\$ 1.00	\$ 15.00	\$ 1.50	
	\$ 90.05	\$ 33.10	\$ 10.55	\$ 28.50		
4/2/21-4/8/21	\$ 47.25	\$ 1.00	\$ 11.00			
4/9/21-4/15/21	\$ 3.00	\$ 4.00	\$ 1.00			
4/16/21-4/22/21	\$ 2.80	\$ 0.45	\$ 2.50	\$ 0.50		
4/23/21-4/29/21	\$ 21.00	\$ 0.15	\$ 2.75	\$ 2.65	\$ 2.25	
	\$ 74.05	\$ 5.60	\$ 17.25	\$ 3.15	\$ 2.25	
4/30/21-5/6/21	\$ 7.55	\$ 6.00	\$ 2.00	\$ 1.00	\$ 1.00	
5/7/21-5/13/21	\$ 2.85	\$ 1.00		\$ 14.00		
5/14/21-5/20/21	\$ 16.35	\$ 8.50	\$ 0.50	\$ 2.50	\$ 0.50	
5/21/21-5/27/21	\$ 6.65	\$ 1.00		\$ 4.50		
	\$ 33.40	\$ 16.50	\$ 2.50	\$ 22.00	\$ 1.50	
5/28/21-6/3/21	\$ 10.20		\$ 1.00	\$ 3.00		
6/4/21-6/10/21	\$ 27.93			\$ 3.00	\$ 0.60	
6/11/21-6/17/21	\$ 18.35	\$ 17.00	\$ 2.50	\$ 1.00		
6/18/21-6/24/21	\$ 4.10	\$ 1.50	\$ 7.25	\$ 4.50	\$ 1.00	
6/25/21-7/1/21	\$ 44.00	\$ 9.00	\$ 7.00	\$ 11.50	\$ 1.10	
	\$ 104.58	\$ 27.50	\$ 17.75	\$ 23.00	\$ 2.70	
7/2/21-7/8/21						
7/9/21-7/15/21						
7/16/21-7/22/21						
7/23/21-7/29/21						
7/30/21-8/5/21						
8/6/21-8/13/21						
8/19/21-8/26/21						
8/27/21-9/2/21						
9/3/21-9/9/21						
9/10/21-9/16/21						
9/17/21-9/23/21						

9/24/21-9/30/21						
10/1/21-10/7/21						
10/8/21-10/14/21						
10/15/21-10/21/21						
10/22/21-10/28/21						
10/29/21-11/4/21						
11/5/21-11/11/21						
11/12/21-11/18/21						
11/19/25-11/25/21						
11/26/21-11/2/21						
12/3/21-12/9/21						
12/10/21-12/16/21						
12/17/21-12/23/21						
12/24/21-12/30/21						
	\$ 342.83	\$ 115.85	\$ 63.55	\$ 78.65	\$ 9.75	\$ -
Date	Fines	SAM printing	Friends	Faxing	Gifts	Replace Card





\$ 126.98	\$ -	\$ 1.60	\$ 740.71	
SAU Book	Other Book	copy/HR & staff print	Total:	Over/Under

Board of Trustees Meeting  
August 12, 2021  
6pm – Agenda

Roll Call  
Public Comment

Action Items:

1. Secretary's Report – Timothy Scott
2. Treasurer's Report – Brian Collins
3. Pay Bills

New Business:

1. Covid update
2. Adding cyber insurance to regular insurance
3. Outdoor Screenings
4. Upcoming Board Election and Budget Vote Sept. 2nd,
  - a. write in board member – Charlotte Herscher
  - b. absentee ballots available 8/17
  - c. Legal notices go up 9/2

Director's Report:

Committee Reports:

1. Finance – Brian Collins
2. Personnel – Cindy Saporito
3. Outreach – Elizabeth Stegmayer
4. Policy – Jouette Bassler
5. Facilities – Bernie Carroll
6. Friends Liason – Ginger Jurecka-Blake

Adjourn to 2 Executive Sessions:

1. Staff evaluation
2. Benefits – general

Next meeting – Thursday, September 9th

**Saugerties Public Library**  
**Regular Board Meeting**  
**July 8, 2021**

**Present:** Trustees Bassler, Carroll, Collins, Hurst, Misiano, Saporito, Stegmayer, Wilson; Director Russell

**Excused:** Trustees Cokinos, Jurecka-Blake, Scott; Asst. Director Lydecker

**Public:** Deena Turner

Meeting called to order at 6:07 pm by Vice President Stegmayer.

**Public Comment:** Deena Turner introduced herself as a prospective board member.

*Motion* to enter Executive Session by Saporito. *Second* by Carroll.

*Motion* to leave Executive Session by Saporito. *Second* by Collins.

**Secretary's Report:**

*Motion* by Wilson and *Second* by Jurecka-Blake to approve the minutes as written. Motion passes unanimously.

**Treasurer's Report:**

Collins reviewed and explained over-budget items. Re. bills, there is a discrepancy between amount due on the Balance Sheet (\$20,929.13) and on the Check Abstract (\$21,051.23). Collins will explore the \$122.10 discrepancy.

*Motion* by Stegmayer and *Second* by Hurst to pay bills in the amount of \$21,051.23. Motion passes unanimously.

**Old Business:** None

**New Business:**

1. Covid Update. See June Director's Report. The letter to the community, which went out in June, contained news about the re-opening. The public response—as indicated by the number of in-person visits—has been enthusiastic.
2. Recruiting New Board Members. So far three people have indicated their intent to run for a position on the Board. There are three openings.
3. Approve Budget. *Motion* by Collins and *Second* by Wilson to approve the 2022 budget. (Brian noted that the budget contains no tax increase for the public.) Motion passes unanimously.

4. Shout-Out summer film screenings will begin on July 30 and continue through August. The focus of the August films will be Celebrating Saugerties.

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

- A new Library Assistant has been hired: Jenny Chin. She will start July 27.
- There have been a couple of applications for the custodial position, which will combine the former custodian's responsibilities with those of Paul VanBenschoten.
- The Director will be on vacation the last week of July.

### **Committee Reports:**

**Finance:** Meeting occurred 06/22/2021. (See Finance Minutes.)

The committee chair had nothing to add to the information in the minutes.

**Personnel:** Meeting occurred 06/17/2021. (See Personnel Minutes.)

*Motion* by Saporito and *Second* by Jurecka-Blake to grant a 2% salary increase to Cindy Bloom. Passes unanimously.

The committee is preparing its annual review of the Director for submission at the next Board Meeting.

### **Outreach:**

There has been no meeting since the last Board meeting. Next meeting August 2.

**Facilities:** Meeting occurred 07/07/2021. (See Facilities Minutes.)

The committee has received one estimate in the amount of \$22,000 for new carpet and is waiting for a second. The available estimate does not include the cost of moving the stacks to install the carpet. Various installation options were discussed, which the committee will explore.

The proposal for the Children's Garden has not been implemented. The committee continues to work on this.

**Policy:** Meeting occurred 06/16/2021. (See Policy Minutes.)

There were no action items for the Board.

### **Friends Liason:**

No report.

*Motion* to adjourn at 7:05 pm by Stegmayer; *Second* by Collins. Passes unanimously.

Submitted by Jouette Bassler, standing in for Tim Scott, Jr.

**Next meeting: August 12, 2021, at 6 pm.**

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Jul 21</u>	<u>Jan - Jul 20</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	617,796.00	617,796.00
2082 · Fines	3,232.10	3,621.45
2401 · Interest	290.34	1,426.24
2705 · Gifts & Donations		
2705.1 · Restricted	1,375.00	0.00
2705.2 · General	3,040.29	6,642.00
2705 · Gifts & Donations - Other	900.00	0.00
<b>Total 2705 · Gifts &amp; Donations</b>	<u>5,315.29</u>	<u>6,642.00</u>
3840 · New York State Aid	1,557.00	0.00
<b>Total Income</b>	<u>628,190.73</u>	<u>629,485.69</u>
<b>Expense</b>		
7410.1 · Salaries	174,998.49	206,284.70
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	3,715.72	2,961.11
.4.1.2 · Books		
4.1.2A · Adult Books	6,182.86	7,575.40
4.1.2J · Children's Books	2,119.19	1,716.32
.4.1.2 · Books - Other	175.60	340.09
<b>Total .4.1.2 · Books</b>	<u>8,477.65</u>	<u>9,631.81</u>
.4.1.3 · Subscriptions	3,715.99	1,946.19
.4.1.4 · Newspapers	1,186.99	802.44
.4.1.5 · E-books	1,341.39	1,446.68
<b>Total .4.1 · Library Material</b>	<u>18,437.74</u>	<u>16,788.23</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	976.28	959.17
.4.2.2 · Microfilm & Archives	0.00	48.55
.4.2.3 · Newsletter & Public Relations	1,968.00	1,339.84
<b>Total .4.2 · Programs, Publicity, History</b>	<u>2,944.28</u>	<u>2,347.56</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	11,511.69	10,806.21
.4.3.2 · Telephone	1,399.65	1,049.65
.4.3.3 · Insurance	6,493.75	9,982.69
.4.3.4 · Maintenance Service & Supplies	1,399.36	1,281.82
.4.3.5 · Lawn & Grounds	2,354.60	2,926.74
.4.3.6 · Building R&M	8,922.82	1,135.56
.4.3.7 · Snow Removal	2,325.00	912.50
.4.3.8 · Elevator	2,516.92	1,364.88
.4.3.9 · Geothermal	2,113.50	2,082.00
.4.3.10 · Custodial Service	1,005.00	2,585.50
.4.3.12 · Internet	834.93	138.00
<b>Total .4.3 · Operation of Building</b>	<u>40,877.22</u>	<u>34,265.55</u>



# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Jul 21</u>	<u>Jan - Jul 20</u>
<b>.4.4 · Equipment R&amp;M, Supplies</b>		
.4.4.1 · Copier	1,819.57	1,964.78
.4.4.2 · Office Supplies	3,201.55	1,202.96
.4.4.4 · Postage	943.60	1,178.48
.4.4.5 · Payroll Service Fees	566.84	526.25
.4.4.6 · Equipment Purchases	7,258.50	1,613.28
.4.4.7 · Equipment R&M	87.00	588.59
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<u>13,877.06</u>	<u>7,074.34</u>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	11,490.64	8,478.44
.4.5.2 · MHLS Fees	1,746.50	4,001.98
<b>Total .4.5 · Automation, System Fees</b>	<u>13,237.14</u>	<u>12,480.42</u>
<b>.4.6 · Professional Services</b>		
.4.6.1 · Accounting	4,210.00	4,150.00
.4.6.3 · Board Expenses	75.00	540.00
.4.6.4 · Consulting & Legal Services	1,500.00	1,000.00
.4.6.5 · IT Maintenance Consultant	1,530.00	1,500.00
.4.6.6 · Staff Development	751.72	324.13
<b>Total .4.6 · Professional Services</b>	<u>8,066.72</u>	<u>7,514.13</u>
<b>Total 7410.4 · Contractual Expenses</b>	<u>97,440.16</u>	<u>80,470.23</u>
<b>9010 · Employee Benefits</b>		
.2 · Social Security & Medicare	13,062.56	15,509.33
.3 · Workers Compensation	3,680.00	16.00
.4 · Disability	-213.14	-276.54
.5 · Medical & Dental Benefits	35,379.32	30,137.53
.6 · Life Insurance	257.64	42.94
<b>Total 9010 · Employee Benefits</b>	<u>52,166.38</u>	<u>45,429.26</u>
<b>Total Expense</b>	<u>324,605.03</u>	<u>332,184.19</u>
<b>Net Ordinary Income</b>	<u>303,585.70</u>	<u>297,301.50</u>
<b>Net Income</b>	<u><u>303,585.70</u></u>	<u><u>297,301.50</u></u>

**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
 January through July 2021

	<u>Jan - Jul 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 · Real Property Taxes	617,796.00	617,796.00	0.00	100.0%
2082 · Fines	3,232.10	7,500.00	-4,267.90	43.1%
2401 · Interest	290.34	500.00	-209.66	58.07%
<b>2705 · Gifts &amp; Donations</b>				
2705.1 · Restricted	1,375.00			
2705.2 · General	3,040.29	3,000.00	40.29	101.34%
2705.3 · In-Kind	0.00	7,000.00	-7,000.00	0.0%
2705 · Gifts & Donations - Other	900.00			
<b>Total 2705 · Gifts &amp; Donations</b>	<b>5,315.29</b>	<b>10,000.00</b>	<b>-4,684.71</b>	<b>53.15%</b>
3840 · New York State Aid	1,557.00			
3999 · Appropriated Fund Balance	0.00	22,815.00	-22,815.00	0.0%
<b>Total Income</b>	<b>628,190.73</b>	<b>658,611.00</b>	<b>-30,420.27</b>	<b>95.38%</b>
<b>Expense</b>				
7410.1 · Salaries	174,998.49	365,909.00	-190,910.51	47.83%
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
.4.1.1 · Tapes & Videos	3,715.72	7,100.00	-3,384.28	52.33%
<b>.4.1.2 · Books</b>				
4.1.2A · Adult Books	6,182.86			
4.1.2J · Children's Books	2,119.19			
.4.1.2 · Books - Other	175.60	20,000.00	-19,824.40	0.88%
<b>Total .4.1.2 · Books</b>	<b>8,477.65</b>	<b>20,000.00</b>	<b>-11,522.35</b>	<b>42.39%</b>
.4.1.3 · Subscriptions	3,715.99	1,900.00	1,815.99	195.58%
.4.1.4 · Newspapers	1,186.99	2,100.00	-913.01	56.52%
.4.1.5 · E-books	1,341.39	2,000.00	-658.61	67.07%
<b>Total .4.1 · Library Material</b>	<b>18,437.74</b>	<b>33,100.00</b>	<b>-14,662.26</b>	<b>55.7%</b>
<b>.4.2 · Programs, Publicity, History</b>				
.4.2.1 · Programs	976.28	5,000.00	-4,023.72	19.53%
.4.2.3 · Newsletter & Public Relations	1,968.00	2,000.00	-32.00	98.4%
<b>Total .4.2 · Programs, Publicity, History</b>	<b>2,944.28</b>	<b>7,000.00</b>	<b>-4,055.72</b>	<b>42.06%</b>
<b>.4.3 · Operation of Building</b>				
.4.3.1 · Utilities	11,511.69	23,000.00	-11,488.31	50.05%
.4.3.2 · Telephone	1,399.65	1,800.00	-400.35	77.76%
.4.3.3 · Insurance	6,493.75	19,000.00	-12,506.25	34.18%
.4.3.4 · Maintenance Service & Supplies	1,399.36	2,400.00	-1,000.64	58.31%
.4.3.5 · Lawn & Grounds	2,354.60	4,000.00	-1,645.40	58.87%
.4.3.6 · Building R&M	8,922.82	11,000.00	-2,077.18	81.12%
.4.3.7 · Snow Removal	2,325.00	3,000.00	-675.00	77.5%
.4.3.8 · Elevator	2,516.92	3,250.00	-733.08	77.44%
.4.3.9 · Geothermal	2,113.50	5,500.00	-3,386.50	38.43%
.4.3.10 · Custodial Service	1,005.00	7,500.00	-6,495.00	13.4%
.4.3.12 · Internet	834.93	552.00	282.93	151.26%

**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
 January through July 2021

	<u>Jan - Jul 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Total .4.3 · Operation of Building</b>	40,877.22	81,002.00	-40,124.78	50.46%
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
.4.4.1 · Copier	1,819.57	3,100.00	-1,280.43	58.7%
.4.4.2 · Office Supplies	3,201.55	2,000.00	1,201.55	160.08%
.4.4.4 · Postage	943.60	2,000.00	-1,056.40	47.18%
.4.4.5 · Payroll Service Fees	566.84	1,000.00	-433.16	56.68%
.4.4.6 · Equipment Purchases	7,258.50	2,000.00	5,258.50	362.93%
.4.4.7 · Equipment R&M	87.00	100.00	-13.00	87.0%
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<u>13,877.06</u>	<u>10,200.00</u>	<u>3,677.06</u>	<u>136.05%</u>
<b>.4.5 · Automation, System Fees</b>				
.4.5.1 · Automation & Online Services	11,490.64			
.4.5.2 · MHLS Fees	1,746.50			
.4.5 · Automation, System Fees - Other	0.00	19,000.00	-19,000.00	0.0%
<b>Total .4.5 · Automation, System Fees</b>	<u>13,237.14</u>	<u>19,000.00</u>	<u>-5,762.86</u>	<u>69.67%</u>
<b>.4.6 · Professional Services</b>				
.4.6.1 · Accounting	4,210.00	5,500.00	-1,290.00	76.55%
.4.6.3 · Board Expenses	75.00	500.00	-425.00	15.0%
.4.6.4 · Consulting & Legal Services	1,500.00	2,000.00	-500.00	75.0%
.4.6.5 · IT Maintenance Consultant	1,530.00			
.4.6.6 · Staff Development	751.72	500.00	251.72	150.34%
<b>Total .4.6 · Professional Services</b>	<u>8,066.72</u>	<u>8,500.00</u>	<u>-433.28</u>	<u>94.9%</u>
<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	50.00	-50.00	0.0%
<b>Total .4.7 · Election Expenses</b>	<u>0.00</u>	<u>500.00</u>	<u>-500.00</u>	<u>0.0%</u>
<b>Total 7410.4 · Contractual Expenses</b>	<u>97,440.16</u>	<u>159,302.00</u>	<u>-61,861.84</u>	<u>61.17%</u>
<b>9010 · Employee Benefits</b>				
.1 · Retirement	0.00	33,000.00	-33,000.00	0.0%
.2 · Social Security & Medicare	13,062.56	25,000.00	-11,937.44	52.25%
.3 · Workers Compensation	3,680.00	4,000.00	-320.00	92.0%
.4 · Disability	-213.14	250.00	-463.14	-85.26%
.5 · Medical & Dental Benefits	35,379.32	70,700.00	-35,320.68	50.04%
.6 · Life Insurance	257.64	450.00	-192.36	57.25%
<b>Total 9010 · Employee Benefits</b>	<u>52,166.38</u>	<u>133,400.00</u>	<u>-81,233.62</u>	<u>39.11%</u>
<b>Total Expense</b>	<u>324,605.03</u>	<u>658,611.00</u>	<u>-334,005.97</u>	<u>49.29%</u>
<b>Net Ordinary Income</b>	<u>303,585.70</u>	<u>0.00</u>	<u>303,585.70</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>303,585.70</u></u>	<u><u>0.00</u></u>	<u><u>303,585.70</u></u>	<u><u>100.0%</u></u>

**Saugerties Public Library**  
**Balance Sheet**  
As of July 31, 2021

	Jul 31, 21	Jul 31, 20
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
M&T General Fund Checking 6455	41,502.30	36,573.25
M&T General Fund Savings 8180	679,724.86	388,416.60
M&T General Balance Fund 8627	108,262.73	358,001.62
M&T Capital Fund Checking 6430	50.00	50.00
M&T Bequest Fund 8198	24,408.40	24,388.65
Cash General Fund Petty Cash	874.00	874.00
<b>Total Checking/Savings</b>	854,822.29	808,304.12
<b>Other Current Assets</b>		
391 - Due From Other Funds	398.88	337.28
480 - Prepaid Expenses	9,521.00	13,330.25
<b>Total Other Current Assets</b>	9,919.88	13,667.53
<b>Total Current Assets</b>	864,742.17	821,971.65
<b>Other Assets</b>		
K101 - Land	570,484.00	570,484.00
K102 - Buildings	7,029,056.00	7,029,056.00
K103 - Improvement Other than Building	215,723.86	215,723.86
K104 - Machinery and Equipment	59,679.00	59,679.00
W129 - Non-Current Govt Liabilities	306,709.00	33,869.00
<b>Total Other Assets</b>	8,181,651.86	7,908,811.86
<b>TOTAL ASSETS</b>	<b>9,046,394.03</b>	<b>8,730,783.51</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
600 - Accounts Payable	0.00	21,249.28
<b>Total Accounts Payable</b>	0.00	21,249.28
<b>Other Current Liabilities</b>		
601 - Accrued Expenses	6,232.65	16,412.89
630 - Due To Other Funds	398.88	337.28
Payroll Liabilities	3,967.99	5,531.21
<b>Total Other Current Liabilities</b>	10,599.52	22,281.38
<b>Total Current Liabilities</b>	10,599.52	43,530.66
<b>Long Term Liabilities</b>		
K159 - Non-Current Govt Assets	7,874,942.86	7,874,942.86
W687 - Compensated Absences	48,729.00	7,817.00
W638 - Net Pension Liability	257,980.00	26,052.00
<b>Total Long Term Liabilities</b>	8,181,651.86	7,908,811.86
<b>Total Liabilities</b>	8,192,251.38	7,952,342.52
<b>Equity</b>		
<b>Restricted Fund Balance</b>		
Trust Fund I	24,000.00	24,000.00

**Saugerties Public Library**  
**Balance Sheet**  
As of July 31, 2021

	<u>Jul 31, 21</u>	<u>Jul 31, 20</u>
<b>Total Restricted Fund Balance</b>	24,000.00	24,000.00
<b>807 - Non-Spendable Fund Balance</b>	9,521.00	13,330.25
<b>914 - Assigned Fund Balance</b>	22,815.00	18,850.00
<b>917 - Unrestricted Fund Balance</b>	494,220.95	424,959.24
<b>Net Income</b>	303,585.70	297,301.50
<b>Total Equity</b>	<u>854,142.65</u>	<u>778,440.99</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>9,046,394.03</u></u>	<u><u>8,730,783.51</u></u>

# Saugerties Public Library Abstract Check Register

	Type	Date	Num	Name	Memo	Amount
<b>M&amp;T General</b>						
<b>Fund</b>						
<b>Checking</b>						
<b>6455</b>						
	Check	07/31/2021	10130	Business Credit Card		-169.46
	Check	07/31/2021	10131	Olga Torres		-525.00
	Check	07/31/2021	10129	Olga Torres		-480.00
	Check	07/31/2021	10368	SENYLRC		-395.00
	Check	07/31/2021	10369	Mid Hudson Library System		-4,165.16
	Check	07/31/2021	EFT	Central Hudson		-1,291.92
	Check	07/31/2021	EFT	Time Warner Cable	7/14-8/13	-324.94
	Check	07/31/2021	10372	Christopher J. O'Connor, CPA		-450.00
	Check	07/31/2021	10373	Gale/Cengage Learning	Inv #74655820	-30.39
	Check	07/31/2021	10374	ThyssenKrupp Elevator Corp	Invoice 3006003811	-705.64
	Check	07/31/2021	10375	SYNCB/ Amazon		-115.63
	Check	07/31/2021	10376	Metropolitan Life Insurance Companies		-21.47
	Check	07/31/2021	10377	CDPHP	Inv #211950000317	-5,096.89
	Check	07/31/2021	10378	OverDrive Inc	Inv #01938CO21303768	-319.99
	Check	07/31/2021	10379	Welsh Sanitation		-93.89
	Check	07/31/2021	10380	National Business Leasing a Program of	Inv #73096446	-164.00
	Check	07/31/2021	10381	PC Smith & Son, Inc.		-68.30
	Check	07/31/2021	10382	Brian K Millard		-1,013.58
	Check	07/31/2021	10383	National Business Technologies	IN432545, IN 434829	-110.42
	Check	07/31/2021	10384	Business Credit Card		-443.16
	Check	07/31/2021	10385	Midwest Tape		-476.79
	Check	07/31/2021	10386	Baker & Taylor		-1,029.47
	Check	07/31/2021	10387	Culligan of Newburgh		-49.50
	Check	07/31/2021	10388	Uniforms USA, Inc.	Invoices 897518 & 899270	-42.00
	Check	07/31/2021	10389	SAFECO Alarm Systems, Inc.	Inv #85563 & #83787	-1,988.50
General Fund						-19,571.10
<b>M&amp;I Capital</b>						
<b>Fund</b>						
<b>Checking</b>						
<b>6430</b>						
Capital Fund						
<b>TOTAL</b>						<b>-19,571.10</b>

# Saugerties Public Library

## Abstract

July 2021

	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
<b>7410.1 - Salaries</b>				
		7-15-21 pay		11,559.60
		7-29-21 pay		11,462.76
Total 7410.1 - Salaries				<u>23,022.36</u>
<b>7410.4 - Contractual Expenses</b>				
<b>.4.1 - Library Material</b>				
<b>.4.1.1 - Tapes &amp; Videos</b>				
	10384	Business Credit Card	Netflix	13.99
	10385	Midwest Tape	dvd/bocd	476.79
Total .4.1.1 - Tapes & Videos				<u>490.78</u>
<b>.4.1.2 - Books</b>				
<b>4.1.2A - Adult Books</b>				
	10373	Gale/Cengage Learning	Inv #74655820	30.39
	10375	SYNCB/ Amazon		15.65
	10386	Baker & Taylor	5017052223	358.39
	10386	Baker & Taylor	5017172763	263.22
	10386	Baker & Taylor	5017092786	228.50
Total 4.1.2A - Adult Books				<u>896.15</u>
<b>4.1.2J - Children's Books</b>				
	10386	Baker & Taylor	5017030633	40.05
	10386	Baker & Taylor	5017057719	73.09
	10386	Baker & Taylor	5017078312	66.22
Total 4.1.2J - Children's Books				<u>179.36</u>
Total .4.1.2 - Books				<u>1,075.51</u>
<b>.4.1.3 - Subscriptions</b>				
	10384	Business Credit Card	The Economist	225.00
Total .4.1.3 - Subscriptions				<u>225.00</u>
<b>.4.1.5 - E-books</b>				
	10378	OverDrive Inc	Inv #01938CO21303768	319.99
Total .4.1.5 - E-books				<u>319.99</u>
Total .4.1 - Library Material				<u>2,111.28</u>
<b>.4.2 - Programs, Publicity, History</b>				
<b>.4.2.1 - Programs</b>				
	10375	SYNCB/ Amazon	CD player for storytime	39.99
	10381	PC Smith & Son, Inc.	quikrete used for movie screen	47.94
	10384	Business Credit Card	Oriental trading	14.62
	10384	Business Credit Card	Walmart - prizes for trivia	16.93
Total .4.2.1 - Programs				<u>119.48</u>
<b>.4.2.3 - Newsletter &amp; Public Relations</b>				
	10368	SENYLRC	July 2021-June 2022 membership dues and web hosting	395.00
Total .4.2.3 - Newsletter & Public Relations				<u>395.00</u>
Total .4.2 - Programs, Publicity, History				<u>514.48</u>

# Saugerties Public Library

## Abstract

July 2021

	Num	Name	Memo	Amount
<b>.4.3 - Operation of Building</b>				
<b>.4.3.1 - Utilities</b>				
	EFT	Central Hudson	6/16 - 7/16	1,291.92
Total .4.3.1 - Utilities				1,291.92
<b>.4.3.2 - Telephone</b>				
	EFT	Time Warner Cable	7/14-8/13	199.95
Total .4.3.2 - Telephone				199.95
<b>.4.3.4 - Maintenance Service &amp; Supplies</b>				
	10379	Welsh Sanitation	August	93.89
	10387	Culligan of Newburgh	July deliveries & cooler rental	49.50
Total .4.3.4 - Maintenance Service & Supplies				143.39
<b>.4.3.5 - Lawn &amp; Grounds</b>				
	10381	PC Smith & Son, Inc.	soil	20.36
	10382	Brian K Millard	May-July	969.99
	10382	Brian K Millard	plants fom adams	43.59
Total .4.3.5 - Lawn & Grounds				1,033.94
<b>.4.3.6 - Building R&amp;M</b>				
	10388	Uniforms USA, Inc.	floor mats - July	42.00
	10389	SAFECO Alarm Systems, Inc.	August monitoring	45.00
Total .4.3.6 - Building R&M				87.00
<b>.4.3.8 - Elevator</b>				
	10374	ThyssenKrupp Elevator Corp	7/1-9/30	705.64
Total .4.3.8 - Elevator				705.64
<b>.4.3.10 - Custodial Service</b>				
	10131	Olga Torres	7/9 - 7/21	525.00
	10129	Olga Torres	6/26-7/9	480.00
Total .4.3.10 - Custodial Service				1,005.00
<b>.4.3.12 - Internet</b>				
	EFT	Time Warner Cable	7/14-8/13	124.99
Total .4.3.12 - Internet				124.99
Total .4.3 - Operation of Building				4,591.83
<b>.4.4 - Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 - Copier</b>				
	10380	National Business Leasing a F Inv #73096446		164.00
	10383	National Business Technologi IN432545, IN 434829		110.42
Total .4.4.1 - Copier				274.42
<b>.4.4.2 - Office Supplies</b>				
	10130	Business Credit Card	dropbox	119.88
	10130	Business Credit Card	go to meeting	49.58
Total .4.4.2 - Office Supplies				169.46
<b>.4.4.5 - Payroll Service Fees</b>				
		Paychex	7/15 payroll fee	57.39
		Paychex	7/30 payroll fee	57.39
Total .4.4.5 - Payroll Service Fees				114.78
<b>.4.4.6 - Equipment Purchases</b>				



# Saugerties Public Library

## Abstract

July 2021

Num	Name	Memo	Amount
10375	SYNCB/ Amazon	cables	59.99
10384	Business Credit Card	Markertek	104.04
10384	Business Credit Card	Markertek	16.92
10384	Business Credit Card	Zazzle	51.66
10389	SAFECO Alarm Systems, Inc.	Replace bad door controller	1,943.50
Total .4.4.6 - Equipment Purchases			<u>2,176.11</u>
Total .4.4 - Equipment R&M, Supplies			2,734.77
<b>.4.5 - Automation, System Fees</b>			
<b>.4.5.1 - Automation &amp; Online Services</b>			
10369	Mid Hudson Library System	Invoice 86 July/August	2,872.66
Total .4.5.1 - Automation & Online Services			<u>2,872.66</u>
<b>.4.5.2 - MHLS Fees</b>			
10369	Mid Hudson Library System	Invoice 21 SAM maintenance	1,292.50
Total .4.5.2 - MHLS Fees			<u>1,292.50</u>
Total .4.5 - Automation, System Fees			4,165.16
<b>.4.6 - Professional Services</b>			
<b>.4.6.1 - Accounting</b>			
10372	Christopher J. O'Connor, CPA	July	450.00
Total .4.6.1 - Accounting			<u>450.00</u>
Total .4.6 - Professional Services			<u>450.00</u>
Total 7410.4 - Contractual Expenses			14,567.52
<b>9010 - Employee Benefits</b>			
<b>.2 - Social Security &amp; Medicare</b>			
	7-15-21 pay		861.37
	7-29-21 pay		827.45
Total .2 - Social Security & Medicare			<u>1,688.82</u>
<b>.4 - Disability</b>			
	7-15-21 pay		-13.74
	7-29-21 pay		-16.20
Total .4 - Disability			<u>-29.94</u>
<b>.5 - Medical &amp; Dental Benefits</b>			
	7-15-21 pay		-299.97
	7-29-21 pay		-646.68
10377	CDPHP	August	5,096.89
Total .5 - Medical & Dental Benefits			<u>4,150.24</u>
<b>.6 - Life Insurance</b>			
10376	Metropolitan Life Insurance Co	Life insurance	21.47
Total .6 - Life Insurance			<u>21.47</u>
Total 9010 - Employee Benefits			<u>5,830.59</u>
Total Expense			43,420.47
Net Ordinary Income			-43,420.47
<b>Net Income</b>			<u><u><b>-43,420.47</b></u></u>

**Saugerties Public Library**  
**YTD Comparison**  
**July 2021**

	<u>Jul 21</u>	<u>Jan - Jul 21</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	0.00	617,796.00
2082 · Fines	648.00	3,232.10
2401 · Interest	14.72	290.34
2705 · Gifts & Donations		
2705.1 · Restricted	500.00	1,375.00
2705.2 · General	472.49	3,040.29
2705 · Gifts & Donations - Other	0.00	900.00
<b>Total 2705 · Gifts &amp; Donations</b>	<u>972.49</u>	<u>5,315.29</u>
3840 · New York State Aid	0.00	1,557.00
<b>Total Income</b>	<u>1,635.21</u>	<u>628,190.73</u>
<b>Expense</b>		
7410.1 · Salaries	23,022.36	174,998.49
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	490.78	3,715.72
.4.1.2 · Books		
4.1.2A · Adult Books	896.15	6,182.86
4.1.2J · Children's Books	179.36	2,119.19
.4.1.2 · Books - Other	0.00	175.60
<b>Total .4.1.2 · Books</b>	<u>1,075.51</u>	<u>8,477.65</u>
.4.1.3 · Subscriptions	225.00	3,715.99
.4.1.4 · Newspapers	0.00	1,186.99
.4.1.5 · E-books	319.99	1,341.39
<b>Total .4.1 · Library Material</b>	<u>2,111.28</u>	<u>18,437.74</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	119.48	976.28
.4.2.3 · Newsletter & Public Relations	395.00	1,968.00
<b>Total .4.2 · Programs, Publicity, History</b>	<u>514.48</u>	<u>2,944.28</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	1,291.92	11,511.69
.4.3.2 · Telephone	199.95	1,399.65
.4.3.3 · Insurance	0.00	6,493.75
.4.3.4 · Maintenance Service & Supplies	143.39	1,399.36
.4.3.5 · Lawn & Grounds	1,033.94	2,354.60
.4.3.6 · Building R&M	87.00	8,922.82
.4.3.7 · Snow Removal	0.00	2,325.00
.4.3.8 · Elevator	705.64	2,516.92
.4.3.9 · Geothermal	0.00	2,113.50
.4.3.10 · Custodial Service	1,005.00	1,005.00
.4.3.12 · Internet	124.99	834.93
<b>Total .4.3 · Operation of Building</b>	<u>4,591.83</u>	<u>40,877.22</u>
.4.4 · Equipment R&M, Supplies		

**Saugerties Public Library**  
**YTD Comparison**  
**July 2021**

	<u>Jul 21</u>	<u>Jan - Jul 21</u>
.4.4.1 · Copier	274.42	1,819.57
.4.4.2 · Office Supplies	169.46	3,201.55
.4.4.4 · Postage	0.00	943.60
.4.4.5 · Payroll Service Fees	114.78	566.84
.4.4.6 · Equipment Purchases	2,176.11	7,258.50
.4.4.7 · Equipment R&M	0.00	87.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<u>2,734.77</u>	<u>13,877.06</u>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	2,872.66	11,490.64
.4.5.2 · MHLS Fees	1,292.50	1,746.50
<b>Total .4.5 · Automation, System Fees</b>	<u>4,165.16</u>	<u>13,237.14</u>
<b>.4.6 · Professional Services</b>		
.4.6.1 · Accounting	450.00	4,210.00
.4.6.3 · Board Expenses	0.00	75.00
.4.6.4 · Consulting & Legal Services	0.00	1,500.00
.4.6.5 · IT Maintenance Consultant	0.00	1,530.00
.4.6.6 · Staff Development	0.00	751.72
<b>Total .4.6 · Professional Services</b>	<u>450.00</u>	<u>8,066.72</u>
<b>Total 7410.4 · Contractual Expenses</b>	<u>14,567.52</u>	<u>97,440.16</u>
<b>9010 · Employee Benefits</b>		
.2 · Social Security & Medicare	1,688.82	13,062.56
.3 · Workers Compensation	0.00	3,680.00
.4 · Disability	-29.94	-213.14
.5 · Medical & Dental Benefits	4,150.24	35,379.32
.6 · Life Insurance	21.47	257.64
<b>Total 9010 · Employee Benefits</b>	<u>5,830.59</u>	<u>52,166.38</u>
<b>Total Expense</b>	<u>43,420.47</u>	<u>324,605.03</u>
<b>Net Ordinary Income</b>	<u>-41,785.26</u>	<u>303,585.70</u>
<b>Net Income</b>	<u><u>-41,785.26</u></u>	<u><u>303,585.70</u></u>

# Saugerties Public Library Balance Sheet by Class

As of July 31, 2021

	<u>A - General</u>	<u>H - Capital</u>	<u>K - Fixed Assets</u>	<u>PN - Permanent</u>	<u>W - Long-Term Debt</u>	<u>Unclassified</u>	<u>TOTAL</u>
<b>ASSETS</b>							
<b>Current Assets</b>							
<b>Checking/Savings</b>							
M&T General Fund Checking 6455	45,002.30	-3,500.00	0.00	0.00	0.00	0.00	41,502.30
M&T General Fund Savings 8180	678,849.86	0.00	0.00	875.00	0.00	0.00	679,724.86
M&T General Balance Fund 8627	108,262.73	0.00	0.00	0.00	0.00	0.00	108,262.73
M&T Capital Fund Checking 6430	0.00	50.00	0.00	0.00	0.00	0.00	50.00
M&T Bequest Fund 8198	0.00	0.00	0.00	24,408.40	0.00	0.00	24,408.40
Cash General Fund Petty Cash	874.00	0.00	0.00	0.00	0.00	0.00	874.00
<b>Total Checking/Savings</b>	<b>832,988.89</b>	<b>-3,450.00</b>	<b>0.00</b>	<b>25,283.40</b>	<b>0.00</b>	<b>0.00</b>	<b>854,822.29</b>
<b>Other Current Assets</b>							
391 - Due From Other Funds	398.88	0.00	0.00	0.00	0.00	0.00	398.88
480 - Prepaid Expenses	9,521.00	0.00	0.00	0.00	0.00	0.00	9,521.00
<b>Total Other Current Assets</b>	<b>9,919.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,919.88</b>
<b>Total Current Assets</b>	<b>842,908.77</b>	<b>-3,450.00</b>	<b>0.00</b>	<b>25,283.40</b>	<b>0.00</b>	<b>0.00</b>	<b>864,742.17</b>
<b>Other Assets</b>							
K101 - Land	0.00	0.00	570,484.00	0.00	0.00	0.00	570,484.00
K102 - Buildings	0.00	0.00	7,029,056.00	0.00	0.00	0.00	7,029,056.00
K103 - Improvement Other than Building	0.00	0.00	215,723.86	0.00	0.00	0.00	215,723.86
K104 - Machinery and Equipment	0.00	0.00	59,679.00	0.00	0.00	0.00	59,679.00
W129 - Non-Current Govt Liabilites	0.00	0.00	0.00	0.00	306,709.00	0.00	306,709.00
<b>Total Other Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>7,874,942.86</b>	<b>0.00</b>	<b>306,709.00</b>	<b>0.00</b>	<b>8,181,651.86</b>
<b>TOTAL ASSETS</b>	<b>842,908.77</b>	<b>-3,450.00</b>	<b>7,874,942.86</b>	<b>25,283.40</b>	<b>306,709.00</b>	<b>0.00</b>	<b>9,046,394.03</b>
<b>LIABILITIES &amp; EQUITY</b>							
<b>Liabilities</b>							
<b>Current Liabilities</b>							
<b>Other Current Liabilities</b>							
601 - Accrued Expenses	6,232.65	0.00	0.00	0.00	0.00	0.00	6,232.65
630 - Due To Other Funds	0.00	0.00	0.00	398.88	0.00	0.00	398.88
Payroll Liabilities	3,967.99	0.00	0.00	0.00	0.00	0.00	3,967.99
<b>Total Other Current Liabilities</b>	<b>10,200.64</b>	<b>0.00</b>	<b>0.00</b>	<b>398.88</b>	<b>0.00</b>	<b>0.00</b>	<b>10,599.52</b>
<b>Total Current Liabilities</b>	<b>10,200.64</b>	<b>0.00</b>	<b>0.00</b>	<b>398.88</b>	<b>0.00</b>	<b>0.00</b>	<b>10,599.52</b>
<b>Long Term Liabilities</b>							

## Saugerties Public Library Balance Sheet by Class

As of July 31, 2021

	<u>A - General</u>	<u>H - Capital</u>	<u>K - Fixed Assets</u>	<u>PN - Permanent</u>	<u>W - Long-Term Debt</u>	<u>Unclassified</u>	<u>TOTAL</u>
<b>K159 - Non-Current Govt Assets</b>	0.00	0.00	7,874,942.86	0.00	0.00	0.00	7,874,942.86
<b>W687 - Compensated Absences</b>	0.00	0.00	0.00	0.00	48,729.00	0.00	48,729.00
<b>W638 - Net Pension Liability</b>	0.00	0.00	0.00	0.00	257,980.00	0.00	257,980.00
<b>Total Long Term Liabilities</b>	0.00	0.00	7,874,942.86	0.00	306,709.00	0.00	8,181,651.86
<b>Total Liabilities</b>	10,200.64	0.00	7,874,942.86	398.88	306,709.00	0.00	8,192,251.38
<b>Equity</b>							
<b>Restricted Fund Balance</b>							
<b>Trust Fund I</b>	0.00	0.00	0.00	24,000.00	0.00	0.00	24,000.00
<b>Total Restricted Fund Balance</b>	0.00	0.00	0.00	24,000.00	0.00	0.00	24,000.00
<b>807 - Non-Spendable Fund Balance</b>	9,521.00	0.00	0.00	0.00	0.00	0.00	9,521.00
<b>914 - Assigned Fund Balance</b>	18,850.00	0.00	0.00	0.00	0.00	3,965.00	22,815.00
<b>917 - Unrestricted Fund Balance</b>	498,135.95	50.00	0.00	0.00	0.00	-3,965.00	494,220.95
<b>Net Income</b>	306,201.18	-3,500.00	0.00	884.52	0.00	0.00	303,585.70
<b>Total Equity</b>	832,708.13	-3,450.00	0.00	24,884.52	0.00	0.00	854,142.65
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>842,908.77</b>	<b>-3,450.00</b>	<b>7,874,942.86</b>	<b>25,283.40</b>	<b>306,709.00</b>	<b>0.00</b>	<b>9,046,394.03</b>

The facilities committee meeting for August was held under the tent in our green space.

The meeting the meeting began at 6:05 PM.

Present: Director, Jennifer Russell, Brian Collins, Doug Wilson, Paul Vanbenschoten, Julie Misiano, Carol Furman, Bernie Carroll

Absent: Katie Cokinos, Ted Conathan

Discussion of the following topics:

1. New part-time custodial worker – we have conducted five interviews and will have one or two more interviews. It will be a part-time position with no benefits.
2. Water condensation in the information room. Paul is looking for a new ceiling tiles to replace a few stained ones.
3. We will look into purchasing an electric mower. Paul is currently using his own lawnmower to mow our grass. Paul works at Smith's hardware and will look into the purchase of a mower.
4. Bernie Carroll will contact Mayor Murphy, to try to get him moving on restriping our parking lot.
5. Brian Collins will take some extra chairs to the dump. We have tried to give them away but no one wants them.
6. Director will contact the movers and try to coordinate with the rug installers. We need to get an estimate from the movers on moving the stacks so the new rugs can be installed.

Meeting adjourned 6:50 PM

Bernie Carroll, chair facilities committee  
Sent from my iPad

August 12, 2021

## July Director's Report

**COVID Update:** For July, we had mandated that anyone entering the Children's and Teen's room must wear a mask, whereas in any other area of the library, masks are only required for the unvaccinated. We will not require proof of vaccination.

**2022 Budget:** The Board has approved the final draft of the budget. An informational handout about the proposed budget is available for the public. Press has gone out about the public hearing at this, the August 12<sup>th</sup> Board Meeting.

**Board Vote:** We have received two complete petitions for two Board seats. One remaining seat will need to be filled with a write in.

**Personnel:** Tiffany and I have interviewed 6 candidates for the Custodial Worker position. As of August 9<sup>th</sup>, we have a new Custodial Worker, John Cypher. He will begin training with Paul on August 23<sup>rd</sup>. Our new Library Assistant, Jenny Chin, started working on July 27<sup>th</sup>. She will supervise the clerks who work circulation and work on IT projects and troubleshooting. Cindy Bloom and Shana Cutler have had their anniversaries and evaluations.

**Marshall & Sterling Insurance Renewal:** Doug Wilson and I met with Jean Valk who represents Marshall & Sterling to review our insurance policy. She suggested that we add a Cyber Insurance policy to our plan in the event of a ransomware or other cyber-attack.

**Health Insurance:** I spoke with Kelly Steer, our health insurance broker with Marshall & Sterling, to go over the CDPHP health plan that they are offering us for 2022. The price of the 2022 plan has gone down. I am also researching the NYS Health Insurance Plan as an alternative.

**MHLS Mini-Outreach Grant:** This grant addresses specific community needs. This year, I chose "developmental or learning disabilities", and explained that we will purchase books with dyslexic or dyslexic friendly typeface. I worked with Stephanie on finding publishers who use this font and Stephanie chose the titles. This will be a special collection for children, tweens, teens and adults. Approval of funding will be announced in August.

**Summer Reading Program:** 144 children registered to read this summer. We have lots of great events. Check out the website calendar at: <http://saugertiespubliclibrary.org/events-calendar/>

**Children's Programs:** The Summer Reading Program is in full swing with outdoor guided walks in Esopus Meadows, Pajama Yoga, Firetrucks at the library and lots more. 115 people attended SRP kickoff Reptile Encounters on a 90 degree evening! Stephanie collaborated with local businesses to create a Safari Animals Scavenger Hunt. Patrons walk about town looking at business windows for library fliers with information about animals on the. They write down the animal name and their list back to the library in exchange for prizes.

**Teen Programs:** Christine had 9 teens a pop for a trivia program and for an outdoor escape room.

**Adult Programs:** Tiffany hosted an 80's & 90's trivia night outdoors, which was very successful. I tried to host a movie night, but it was rained out. Saugerties Film Society will be showing films on Fridays and Saturdays in August.

**Outside organizations:** Saugerties organizations and individuals are reserving the outdoor space for events and workshops.

**Art in the Library:** Kristy Bishop will be the first artist to show in the library since 2020. Her work will be on the wall from Sept. 1<sup>st</sup> to October 28<sup>th</sup>. She is going to have a reception outside on Saturday, September 4<sup>th</sup>.

**Scrabble Group:** This group has resumed meeting in the Info Room, at the table in the main space. All participants wear masks at all times.

**Vacation:** I was on vacation for the last week of July.

**Meetings attended:**

UCLA meeting

discover, connect, grow.



# Saugerties Public Library

## Policy and Personnel Committees Joint Meeting Minutes

Date: July 21, 2021

Time: 6:00 p.m.

Meeting location: Community Room of SPL

Committee Members Attending:

Bassler (co-chair), Saporito (co-chair), Collins, Scott, Stegmayer, Wilson

Others Attending:

Director Jennifer Russell

Excused:

Board President Cokinos

Discussion:

1. The Policy Committee members reviewed and approved (with minor modifications) the proposed revisions to the Computer Use, Internet, and Wireless Policy.
2. Members of both committees devoted a significant amount of time to discussing proposed revisions to the Pandemic Response Policy and Plan, focusing especially on the issues of medical testing and vaccination of staff. It was decided that these actions should be encouraged but not required. Compensation and work arrangements for library personnel during full closures or curtailed hours were also discussed and the proposed recommendations were approved. The Director will revise the language of the Policy and Plan in light of this discussion.
3. Members of both committees agreed that the Pandemic Policy should be added as an Appendix to The Manual of Personnel Policies.
4. In The Manual of Personnel Policies, Section 3.10, the last sentence needs to be removed. SPL no longer gets life insurance thru the Village of Saugerties.
5. There is one employee evaluation and merit increase due in August - S. Culter. Director Russell feels her performance warrants a 2% salary increase.

Corresponding Recommendations to the Board:

1. The Policy Committee recommends approval of the revised Computer Use Policy.
2. The Policy Committee recommends approval of the revised Pandemic Policy and Plan.
3. The Personnel Committee recommends approval to add the Pandemic Policy to The Manual of Personnel Policies as Appendix III - Pandemic Policy.
4. The Personnel Committee recommends approval to remove the last sentence in Section 3.10 of The Manual of Personnel Policies which reads "The Village of Saugerties administers this program."
5. The Personnel Committee recommends a 2% salary increase for Shana Culter.

In August the Committees will meet separately on their regular schedule.

Saugerties Public Library  
Outreach Committee Meeting

Date: August 2, 2021

Time: 5:00 - 6:00 p.m.

Meeting location: SPL Garden

Committee Members Attending:

Elizabeth Stegmayer (Chair), Julie Misiano, Katie Cokinos (President), Ginger Jurecka-Blake

Absent: Irene Hurst

Staff Attending: Director Jennifer Russell

Discussion:

1. Garlic Festival (October 2 & 3, 2021)

- Possibility to have an information table, distribute programming and library card information, as well as Friends information
- Staff member or Friends members to work the table
- Katie C. to contact Kiwanis

2. Public Relations Brainstorming

- Possibly reinventing the “Saugerties Celebrity” Read Poster campaign from 11 years ago. Posters of local library users and endorsements of library programs to be displayed throughout Saugerties Business Community
- Children’s events with broad themes, such as a “princess party”
- Library at the Laundromat
  - Bringing children’s books to community locations to support literacy where families congregate like local laundromats, the Donlon indoor playground
  - Supporting early literacy with free reading packets that include a book, activity supplies, and library schedules of children’s programming (including bilingual books and materials)

3. Friends of SPL

- Friends Upcoming Events : Annual Wine & Cheese gathering in November, Tree Festival in December
- 2022 Fundraising possibilities include a Library Mini-golf Tournament

Next Outreach Committee Meeting

September 13, 2021 at 5:30 pm, Community Meeting Room

Board of Trustees Meeting  
September 9, 2021  
6pm – Agenda

Roll Call

Public Comment

Action Items:

1. Minutes from August meeting – Tim Scott
2. Treasurer’s Report – Brian Collins
3. Pay Bills

New Business:

1. Covid update
2. Budget vote and New Trustees

Director’s Report

Committee Reports:

1. Nominating – Bernie
2. Personnel – Cindy Saporito
3. Facilities – Bernie Carroll
4. Finance – Brian Collins \*didn’t meet in August
5. Policy – Jouette Bassler \* didn’t meet in August
6. Outreach – Elizabeth Stegmayer
7. Friends - \*didn’t meet in August

Next meeting – October 14<sup>th</sup>

**Saugerties Public Library  
Regular Board Meeting  
August 12, 2021**

**Present:** *Trustees* Carroll, Cokinos, Collins, Hurst, Misiano, Saporito, Scott, Wilson

*Director:* Russell

*Public:* Ray Rebholz (Friends President), LEEANNE Thornton (Deputy Town Supervisor), Paul Van Benschoten

**Excused:** Bassler, Jurecka-Blake, and Stegmayer

Meeting called to order at 6:05 pm by President Cokinos

**Public Comment:**

- Rebholz: Friends will meet on September 20.
- Thornton: Foodtruck Festival on 8/19 from 4:30 to 9 to benefit Small World. Garlic Festival is moving forward (scheduled October 2 - 3). A permanent road is now in use for Bristol Beach. The Saugerties Animal Shelter is continuing to raise funds and is hoping to have a well drilled within the next week.

**Secretary's Report:**

*Motion* to approve: Cokinos

*Second:* Hurst

*Motion* passes unanimously

**Treasurer's Report:**

*Motion* by Collins and *Second* by Wilson to pay bills in the amount of \$24,322.11.

*Motion* passes unanimously.

**New Business:**

1. Russell: All those entering the library must wear a mask regardless of vaccination status.

- MHLS recommends that we purchase cyber insurance for ransomware. Russell spoke with Jean Valk who had two insurance options: A) \$1,000 premium or B) \$1,250 premium. Option B would offer a bit more protection.
- How the insurance works and whether we could receive a lower premium because of MHLS was a topic of discussion. Ultimately, it was decided that we should purchase insurance.

*Motion* to allow the purchase of cyber insurance by Hurst

*Second:* Cokinos

*Motion* passes unanimously.

2. Cokinos: The Outdoor Film series seems to be averaging 35 people in attendance. Local pharmacist Neil Smoller presented the films “Tangled” and “The Big Lebowski.” Sawyer Student Films will be presented this Saturday. August 21: 20th Anniversary of the Farmers Market. August 28: Singin’ In The Rain.
3. Board Election and Budget Vote
  - Three candidates (Deena Turner, Paul Van Benschoten, and Charlotte Herscher).
  - Absentee ballots will be available as of 8/17.
  - Tiffany Lydecker will ensure that legal notices regarding the vote will be displayed in 5 locations as required.

**Director’s Report:** Please see said report within Meeting Packet

- A budget info sheet is available to the public. The public hearing has been advertised.
- Two candidates have turned in petitions to run for the Board. A third individual has stepped forward after the fact and will need to be written-in.
- As of 8/9, a new custodian has been hired and will start at the end of the month.
- As of 7/27, our first Library Assistant has started working.
- Director Russell is exploring health insurance plans for 2022 (so far these include CDPHP and NYS Health Insurance Plan).
- Books with dyslexic or dyslexic friendly typeface will be purchased thanks to the MHLS Mini-Outreach Grant.
- 144 children registered to participate in our Summer Reading Program.

- The Children's Programs have been quite successful. 115 people attended the kickoff event "Reptile Encounters." Christine hosted a trivia program and an outdoor escape room for teens. Tiffany has hosted decade themed trivia nights.
- Outdoor space is being reserved by different organizations for events. The Saugerties Film Society will be showing films on Fridays and Saturdays throughout August.
- Kristy Bishop will have her art showcased at the library from September 1 - October 28. A reception will be held outdoors on September 4.

**Finance:** No meeting

**Personnel and Policy Committees:** Joint meeting occurred 7/21/21 (See minutes)

1. A joint meeting was called in order to discuss proposed changes to the Pandemic Response Policy and Plan.
2. Medical testing and vaccination for COVID-19 among staff will not be mandated but highly encouraged.
3. The library no longer receives life insurance through the Village of Saugerties.

*Motion* by Saporito to add the Pandemic Policy as an Appendix to the Manual of Personnel Policies. *Second:* Hurst. *Motion* passes unanimously.

*Motion* by Wilson to remove the last sentence in Section 3.10 of the Manual of Personnel Policies. *Second:* Misiano. *Motion* passes unanimously.

*Motion* by Saporito to approve a 2% salary increase for Shana Cutler. *Second:* Carroll. *Motion* passes unanimously.

*Motion* by Saporito to approve the revised Computer Use Policy. *Second:* Carroll. *Motion* passes unanimously.

*Motion* by Wilson to approve the revised Pandemic Response Policy. *Second:* Saporito. *Motion:* Passes unanimously.

*Motion* by Saporito to approve the revised Pandemic Plan. *Second:* Scott. *Motion* passes unanimously.

**Outreach:** Meeting occurred 8/2/21 (See Outreach Minutes)



1. Discussed what kind of presence the library could have at the Garlic Festival (ie: book reading, crafts, scavenger hunt). A staff or Friends member could volunteer to run a table.
2. Public Relations - Possibly bringing back the "Saugerties Celebrity" Read poster campaign. This would be utilized throughout the local business community. Ginger Jurecka-Blake suggested a "princess party" theme etc. It was also suggested that reading packets be distributed to local laundromats or even doctors offices. Said packets would include a book, activity supplies, and a schedule of children's programming at the library.
3. The Friends will hold their Annual Wine and Cheese event in November and the Tree Festival in December. Looking ahead to 2022, another fundraising opportunity could be a mini-golf tournament.

**Facilities:** Meeting occurred 8/4/21 (See Facilities Minutes)

1. The lawn mower needs to be replaced. Village of Saugerties will repaint the handicap parking spots. Brian Collins will take the excess chairs no longer needed in the library.

*Motion* to enter Executive Session by Collins. *Second* by Saporito. *Motion* passes unanimously.

*Motion* to leave Executive Session by Carroll. *Second* by Wilson. *Motion* passes unanimously.

*Motion* to enter Executive Session by Saporito. *Second* by Misiano. *Motion* passes unanimously.

*Motion* by Saporito to approve a 2% salary increase for Director J. Russell. *Second* by Cokinos. *Motion* passes unanimously.

*Motion* to leave Executive Session by Collins. *Second* by Carroll. *Motion* passes unanimously.

*Motion* to adjourn at 7:15 pm by Wilson and *Second* by Scott. *Motion* passes unanimously.

Submitted by: Tim Scott, Jr.

August 20, 2021

### **August Director's Report**

**COVID Update:** In August, we returned to requiring masks for everyone who entered the building. COVID numbers in Saugerties, and Ulster County as a whole, have increased dramatically.

**Budget Vote:** Legal and public notices about the budget vote have been posted. Absentee ballots are available in the library. The Voter Master Election list is ready.

**Vote Results:** 155 YES votes. 4 NO votes.

New Board members: Paul Van Benschoten, Deena Rae Turner and Charlotte Herscher

**Personnel:** Our new Custodial Worker, John Cypher, started working on August 23<sup>rd</sup>. Paul VanBenschoten has resigned from being the staff handyman.

**Electric Lawn Mower:** An electric lawn mower has been purchased, and Paul Van Benschoten installed an electrical outlet and shelving in the shed so that the batteries can be charged easily.

**Marshall & Sterling Insurance Renewal:** The library's insurance has been renewed with the addition of a new Cyber Insurance policy.

**Health Insurance:** The library's health insurance plan with CDPHP has been renewed for 2021 – 2022.

**Outdoor Tent:** The tent came down on Labor Day Weekend.

**MHLS Mini-Outreach Grant:** Our grant proposal has been approved. Books with dyslexic font and dyslexic friendly fonts have been purchased. Age groups include children, tweens, teens and adults.

**Carpet Replacement project:** I met with two moving companies, Arnoff and Allway movers, who have experience with moving library books and shelving. They both were very positive about the project and will deliver estimates early in September.

### **Meetings attended:**

MHLS sponsored: Dr. Nicole Cooke: When Anti-Racist Reading Lists Aren't Enough

COVID Guidelines Discussion with Ulster Chamber Members

Saugerties Chamber of Commerce Meeting – at the library in the back yard

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Aug 21</u>	<u>Jan - Aug 20</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	617,796.00	617,796.00
2082 · Fines	3,498.09	3,629.44
2401 · Interest	304.38	1,511.34
2705 · Gifts & Donations		
2705.1 · Restricted	1,375.00	0.00
2705.2 · General	3,490.29	7,091.98
2705 · Gifts & Donations - Other	900.00	0.00
<b>Total 2705 · Gifts &amp; Donations</b>	<u>5,765.29</u>	<u>7,091.98</u>
3840 · New York State Aid	1,557.00	0.00
<b>Total Income</b>	<u>628,920.76</u>	<u>630,028.76</u>
<b>Expense</b>		
7410.1 · Salaries	200,655.19	227,124.87
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	4,421.64	3,293.97
.4.1.2 · Books		
4.1.2A · Adult Books	7,005.30	8,602.02
4.1.2J · Children's Books	3,425.47	2,047.41
.4.1.2 · Books - Other	175.60	340.09
<b>Total .4.1.2 · Books</b>	<u>10,606.37</u>	<u>10,989.52</u>
.4.1.3 · Subscriptions	3,870.75	1,946.19
.4.1.4 · Newspapers	1,965.49	1,424.91
.4.1.5 · E-books	1,457.31	1,743.62
<b>Total .4.1 · Library Material</b>	<u>22,321.56</u>	<u>19,398.21</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	1,147.02	985.93
.4.2.2 · Microfilm & Archives	0.00	48.55
.4.2.3 · Newsletter & Public Relations	1,968.00	1,339.84
<b>Total .4.2 · Programs, Publicity, History</b>	<u>3,115.02</u>	<u>2,374.32</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	13,083.40	13,658.82
.4.3.2 · Telephone	1,599.60	1,249.60
.4.3.3 · Insurance	12,244.76	9,982.69
.4.3.4 · Maintenance Service & Supplies	1,548.48	1,475.43
.4.3.5 · Lawn & Grounds	2,354.60	2,926.74
.4.3.6 · Building R&M	9,546.81	1,725.56
.4.3.7 · Snow Removal	2,325.00	912.50
.4.3.8 · Elevator	2,516.92	1,364.88
.4.3.9 · Geothermal	2,113.50	4,164.00
.4.3.10 · Custodial Service	2,040.00	2,585.50
.4.3.12 · Internet	1,421.52	138.00
<b>Total .4.3 · Operation of Building</b>	<u>50,794.59</u>	<u>40,183.72</u>

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Aug 21</u>	<u>Jan - Aug 20</u>
<b>.4.4 · Equipment R&amp;M, Supplies</b>		
.4.4.1 · Copier	2,086.76	2,195.22
.4.4.2 · Office Supplies	3,246.97	1,413.48
.4.4.4 · Postage	947.20	1,289.88
.4.4.5 · Payroll Service Fees	685.28	583.00
.4.4.6 · Equipment Purchases	8,476.96	4,267.61
.4.4.7 · Equipment R&M	87.00	588.59
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<u>15,530.17</u>	<u>10,337.78</u>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	11,490.64	8,478.44
.4.5.2 · MHLS Fees	1,746.50	6,711.46
<b>Total .4.5 · Automation, System Fees</b>	<u>13,237.14</u>	<u>15,189.90</u>
<b>.4.6 · Professional Services</b>		
.4.6.1 · Accounting	4,660.00	4,815.00
.4.6.3 · Board Expenses	440.00	540.00
.4.6.4 · Consulting & Legal Services	1,500.00	1,000.00
.4.6.5 · IT Maintenance Consultant	1,530.00	1,500.00
.4.6.6 · Staff Development	751.72	359.51
<b>Total .4.6 · Professional Services</b>	<u>8,881.72</u>	<u>8,214.51</u>
<b>.4.7 · Election Expenses</b>		
.4.7.1 · Election Inspectors	405.00	0.00
.4.7.2 · Election Expenses	135.00	0.00
<b>Total .4.7 · Election Expenses</b>	<u>540.00</u>	<u>0.00</u>
<b>Total 7410.4 · Contractual Expenses</b>	<u>114,420.20</u>	<u>95,698.44</u>
<b>9010 · Employee Benefits</b>		
.2 · Social Security & Medicare	14,926.39	17,069.69
.3 · Workers Compensation	3,680.00	16.00
.4 · Disability	-255.52	208.71
.5 · Medical & Dental Benefits	39,182.85	33,300.21
.6 · Life Insurance	279.11	64.41
<b>Total 9010 · Employee Benefits</b>	<u>57,812.83</u>	<u>50,659.02</u>
<b>Total Expense</b>	<u>372,888.22</u>	<u>373,482.33</u>
<b>Net Ordinary Income</b>	<u>256,032.54</u>	<u>256,546.43</u>
<b>Net Income</b>	<u><u>256,032.54</u></u>	<u><u>256,546.43</u></u>

# Saugerties Public Library

## Balance Sheet

As of August 31, 2021

	Aug 31, 21	Aug 31, 20
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
M&T General Fund Checking 6455	43,656.31	40,037.97
M&T General Fund Savings 8180	680,452.40	338,904.57
M&T General Balance Fund 8627	58,264.40	358,032.03
M&T Capital Fund Checking 6430	50.00	50.00
M&T Bequest Fund 8198	24,408.81	24,390.72
Cash General Fund Petty Cash	874.00	874.00
<b>Total Checking/Savings</b>	807,705.92	762,289.29
<b>Other Current Assets</b>		
391 - Due From Other Funds	398.88	337.28
480 - Prepaid Expenses	9,521.00	13,330.25
<b>Total Other Current Assets</b>	9,919.88	13,667.53
<b>Total Current Assets</b>	817,625.80	775,956.82
<b>Other Assets</b>		
K101 - Land	570,484.00	570,484.00
K102 - Buildings	7,029,056.00	7,029,056.00
K103 - Improvement Other than Building	215,723.86	215,723.86
K104 - Machinery and Equipment	59,679.00	59,679.00
W129 - Non-Current Govt Liabilities	306,709.00	33,869.00
<b>Total Other Assets</b>	8,181,651.86	7,908,811.86
<b>TOTAL ASSETS</b>	8,999,277.66	8,684,768.68
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
600 - Accounts Payable	0.00	17,997.04
<b>Total Accounts Payable</b>	0.00	17,997.04
<b>Other Current Liabilities</b>		
601 - Accrued Expenses	6,232.65	16,412.89
630 - Due To Other Funds	398.88	337.28
Payroll Liabilities	4,404.78	3,523.69
<b>Total Other Current Liabilities</b>	11,036.31	20,273.86
<b>Total Current Liabilities</b>	11,036.31	38,270.90
<b>Long Term Liabilities</b>		
K159 - Non-Current Govt Assets	7,874,942.86	7,874,942.86
W687 - Compensated Absences	48,729.00	7,817.00
W638 - Net Pension Liability	257,980.00	26,052.00
<b>Total Long Term Liabilities</b>	8,181,651.86	7,908,811.86
<b>Total Liabilities</b>	8,192,688.17	7,947,082.76
<b>Equity</b>		
<b>Restricted Fund Balance</b>		
Trust Fund I	24,000.00	24,000.00

**Saugerties Public Library**  
**Balance Sheet**  
As of August 31, 2021

	<u>Aug 31, 21</u>	<u>Aug 31, 20</u>
Total Restricted Fund Balance	24,000.00	24,000.00
807 - Non-Spendable Fund Balance	9,521.00	13,330.25
914 - Assigned Fund Balance	22,815.00	18,850.00
917 - Unrestricted Fund Balance	494,220.95	424,959.24
Net Income	256,032.54	256,546.43
Total Equity	<u>806,589.49</u>	<u>737,685.92</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>8,999,277.66</u></u></b>	<b><u><u>8,684,768.68</u></u></b>

**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
 January through August 2021

	<u>Jan - Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 · Real Property Taxes	617,796.00	617,796.00	0.00	100.0%
2082 · Fines	3,498.09	7,500.00	-4,001.91	46.64%
2401 · Interest	304.38	500.00	-195.62	60.88%
2705 · Gifts & Donations				
2705.1 · Restricted	1,375.00			
2705.2 · General	3,490.29	3,000.00	490.29	116.34%
2705.3 · In-Kind	0.00	7,000.00	-7,000.00	0.0%
2705 · Gifts & Donations - Other	900.00			
<b>Total 2705 · Gifts &amp; Donations</b>	<b>5,765.29</b>	<b>10,000.00</b>	<b>-4,234.71</b>	<b>57.65%</b>
3840 · New York State Aid	1,557.00			
3999 · Appropriated Fund Balance	0.00	22,815.00	-22,815.00	0.0%
<b>Total Income</b>	<b>628,920.76</b>	<b>658,611.00</b>	<b>-29,690.24</b>	<b>95.49%</b>
<b>Expense</b>				
7410.1 · Salaries	200,655.19	365,909.00	-165,253.81	54.84%
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.1 · Tapes & Videos	4,421.64	7,100.00	-2,678.36	62.28%
.4.1.2 · Books				
4.1.2A · Adult Books	7,005.30			
4.1.2J · Children's Books	3,425.47			
.4.1.2 · Books - Other	175.60	20,000.00	-19,824.40	0.88%
<b>Total .4.1.2 · Books</b>	<b>10,606.37</b>	<b>20,000.00</b>	<b>-9,393.63</b>	<b>53.03%</b>
.4.1.3 · Subscriptions	3,870.75	1,900.00	1,970.75	203.72%
.4.1.4 · Newspapers	1,965.49	2,100.00	-134.51	93.6%
.4.1.5 · E-books	1,457.31	2,000.00	-542.69	72.87%
<b>Total .4.1 · Library Material</b>	<b>22,321.56</b>	<b>33,100.00</b>	<b>-10,778.44</b>	<b>67.44%</b>
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs	1,147.02	5,000.00	-3,852.98	22.94%
.4.2.3 · Newsletter & Public Relations	1,968.00	2,000.00	-32.00	98.4%
<b>Total .4.2 · Programs, Publicity, History</b>	<b>3,115.02</b>	<b>7,000.00</b>	<b>-3,884.98</b>	<b>44.5%</b>
.4.3 · Operation of Building				
.4.3.1 · Utilities	13,083.40	23,000.00	-9,916.60	56.88%
.4.3.2 · Telephone	1,599.60	1,800.00	-200.40	88.87%
.4.3.3 · Insurance	12,244.76	19,000.00	-6,755.24	64.45%
.4.3.4 · Maintenance Service & Supplies	1,548.48	2,400.00	-851.52	64.52%
.4.3.5 · Lawn & Grounds	2,354.60	4,000.00	-1,645.40	58.87%
.4.3.6 · Building R&M	9,546.81	11,000.00	-1,453.19	86.79%
.4.3.7 · Snow Removal	2,325.00	3,000.00	-675.00	77.5%
.4.3.8 · Elevator	2,516.92	3,250.00	-733.08	77.44%
.4.3.9 · Geothermal	2,113.50	5,500.00	-3,386.50	38.43%
.4.3.10 · Custodial Service	2,040.00	7,500.00	-5,460.00	27.2%
.4.3.12 · Internet	1,421.52	552.00	869.52	257.52%



**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
 January through August 2021

	<b>Jan - Aug 21</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Total .4.3 - Operation of Building</b>	50,794.59	81,002.00	-30,207.41	62.71%
<b>.4.4 - Equipment R&amp;M, Supplies</b>				
.4.4.1 - Copier	2,086.76	3,100.00	-1,013.24	67.32%
.4.4.2 - Office Supplies	3,246.97	2,000.00	1,246.97	162.35%
.4.4.4 - Postage	947.20	2,000.00	-1,052.80	47.36%
.4.4.5 - Payroll Service Fees	685.28	1,000.00	-314.72	68.53%
.4.4.6 - Equipment Purchases	8,476.96	2,000.00	6,476.96	423.85%
.4.4.7 - Equipment R&M	87.00	100.00	-13.00	87.0%
<b>Total .4.4 - Equipment R&amp;M, Supplies</b>	15,530.17	10,200.00	5,330.17	152.26%
<b>.4.5 - Automation, System Fees</b>				
.4.5.1 - Automation & Online Services	11,490.64			
.4.5.2 - MHLS Fees	1,746.50			
.4.5 - Automation, System Fees - Other	0.00	19,000.00	-19,000.00	0.0%
<b>Total .4.5 - Automation, System Fees</b>	13,237.14	19,000.00	-5,762.86	69.67%
<b>.4.6 - Professional Services</b>				
.4.6.1 - Accounting	4,660.00	5,500.00	-840.00	84.73%
.4.6.3 - Board Expenses	440.00	500.00	-60.00	88.0%
.4.6.4 - Consulting & Legal Services	1,500.00	2,000.00	-500.00	75.0%
.4.6.5 - IT Maintenance Consultant	1,530.00			
.4.6.6 - Staff Development	751.72	500.00	251.72	150.34%
<b>Total .4.6 - Professional Services</b>	8,881.72	8,500.00	381.72	104.49%
<b>.4.7 - Election Expenses</b>				
.4.7.1 - Election Inspectors	405.00	450.00	-45.00	90.0%
.4.7.2 - Election Expenses	135.00	50.00	85.00	270.0%
<b>Total .4.7 - Election Expenses</b>	540.00	500.00	40.00	108.0%
<b>Total 7410.4 - Contractual Expenses</b>	114,420.20	159,302.00	-44,881.80	71.83%
<b>9010 - Employee Benefits</b>				
.1 - Retirement	0.00	33,000.00	-33,000.00	0.0%
.2 - Social Security & Medicare	14,926.39	25,000.00	-10,073.61	59.71%
.3 - Workers Compensation	3,680.00	4,000.00	-320.00	92.0%
.4 - Disability	-255.52	250.00	-505.52	-102.21%
.5 - Medical & Dental Benefits	39,182.85	70,700.00	-31,517.15	55.42%
.6 - Life Insurance	279.11	450.00	-170.89	62.02%
<b>Total 9010 - Employee Benefits</b>	57,812.83	133,400.00	-75,587.17	43.34%
<b>Total Expense</b>	372,888.22	658,611.00	-285,722.78	56.62%
<b>Net Ordinary Income</b>	256,032.54	0.00	256,032.54	100.0%
	<b>256,032.54</b>	<b>0.00</b>	<b>256,032.54</b>	<b>100.0%</b>

## Saugerties Public Library Abstract Check Register

M&T General Fund Checking 6455	Type	Date	Num	Name	Memo	Amount
	Check	08/11/2021	10132	Olga Torres		-525.00
	Check	08/12/2021		Paychex		-59.22
	Check	08/12/2021	10133	Marshall & Sterling Upstate	8/13/21 - 8/13/22	-4,751.01
	Check	08/18/2021		NYS Emp Retire System		-464.15
	Check	08/25/2021		Paychex		-59.22
	Check	08/31/2021	10390	Time Warner Cable	8/1/21-8/31/21	-461.60
	Check	08/31/2021	10391	Baker & Taylor		-1,035.89
	Check	08/31/2021	10392	New York Times	8/19/21 - 2/16/22	-643.53
	Check	08/31/2021	10393	Culligan of Newburgh		-43.25
	Check	08/31/2021	EFT	Time Warner Cable	8/14-9/13	-324.94
	Check	08/31/2021	10394	SYNCB/ Amazon		-504.93
	Check	08/31/2021	10135	Ulster County Library Association		-35.00
	Check	08/31/2021	10395	Midwest Tape		-421.57
	Check	08/31/2021	10396	Petty Cash		-46.35
	Check	08/31/2021	10397	Business Credit Card		-960.81
	Check	08/31/2021	10398	Welsh Sanitation		-93.89
	Check	08/31/2021	10399	National Business Technologies	IN436908, IN439815	-103.19
	Check	08/31/2021	10400	SRI Fire Sprinkler	Inv #015649	-523.00
	Check	08/31/2021	10401	PC Smith & Son, Inc.		-938.68
	Check	08/31/2021	10402	National Business Leasing a Program of	Inv #73442227	-164.00
	Check	08/31/2021	EFT	Central Hudson		-1,571.71
	Check	08/31/2021	10403	Mid Hudson Library System		-330.00
	Check	08/31/2021	10404	Metropolitan Life Insurance Companies		-21.47
	Check	08/31/2021	10405	CDPHP	Inv #212250000251	-5,096.89
	Check	08/31/2021	10406	CPA		-450.00
	Check	08/31/2021	10407	Gale/Cengage Learning	Inv #74655820 & Inv #74788917	-91.17
	Check	08/31/2021	10408	SAFECO Alarm Systems, Inc.	Inv #86467	-320.50
	Check	08/31/2021	10409	Uniforms USA, Inc.	Invoices 9012381484 & 9029951484	-42.00
	Check	08/31/2021	10410	WT Cox	Inv #3097746	-154.76
	Check	08/31/2021	10411	Marshall & Sterling Upstate	8/13/21 - 8/13/22	-1,000.00
	Check	08/31/2021	10134	Olga Torres	34 hours	-510.00
	Check	08/31/2021	10412	Oxford University Press	Inv #195083384	-274.82
	Check	08/31/2021	10413	Tiffany L ydecker	clerk of the election	-135.00
	Check	08/31/2021	10414	Arlene Discordia		-135.00
	Check	08/31/2021	10415	Elaine Sapunarich		-135.00
	Check	08/31/2021	10416	Judith Allen		-135.00

# 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 General Fund Checking 6455					-22,562.55
<b>M&amp;T Capital Fund Checking 6430</b>					
Total M&T Capital Fund Checking 6430					<u><u>-22,562.55</u></u>

# Saugerties Public Library

## Abstract

August 2021

	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
<b>7410.1 - Salaries</b>				
		8-12-21 pay		12,839.09
		8-26-21 pay		12,817.61
Total 7410.1 - Salaries				25,656.70
<b>7410.4 - Contractual Expenses</b>				
<b>.4.1 - Library Material</b>				
<b>.4.1.1 - Tapes &amp; Videos</b>				
	10394	SYNCB/ Amazon	3 dvds	98.94
	10394	SYNCB/ Amazon	dvd	28.99
	10394	SYNCB/ Amazon	3 teen video games	142.43
	10395	Midwest Tape	dvd/bocd	421.57
	10397	Business Credit Card	Netflix	13.99
Total .4.1.1 - Tapes & Videos				705.92
<b>.4.1.2 - Books</b>				
<b>4.1.2A - Adult Books</b>				
	10391	Baker & Taylor	5017109820	157.39
	10391	Baker & Taylor	5017146507	167.27
	10391	Baker & Taylor	5017169364	116.80
	10394	SYNCB/ Amazon		14.99
	10407	Gale/Cengage Learning	#74788917	91.17
	10412	Oxford University Press	23 books	274.82
Total 4.1.2A - Adult Books				822.44
<b>4.1.2J - Children's Books</b>				
	10391	Baker & Taylor	5017110123	349.20
	10391	Baker & Taylor	2017101008	31.39
	10391	Baker & Taylor	5017151559	132.45
	10391	Baker & Taylor	5017127766	81.39
	10397	Business Credit Card	simple world books	30.00
	10397	Business Credit Card	royal fire works	60.00
	10397	Business Credit Card	read how you want	621.85
Total 4.1.2J - Children's Books				1,306.28
Total .4.1.2 - Books				2,128.72
<b>.4.1.3 - Subscriptions</b>				
	10410	WT Cox	Bernie Bolitzer donation purchases	154.76
Total .4.1.3 - Subscriptions				154.76
<b>.4.1.4 - Newspapers</b>				
	10392	New York Times	8/19/21 - 2/16/22	643.53
	10397	Business Credit Card	Wall Street Journal	134.97
Total .4.1.4 - Newspapers				778.50
<b>.4.1.5 - E-books</b>				
	10394	SYNCB/ Amazon		115.92
Total .4.1.5 - E-books				115.92

# Saugerties Public Library

## Abstract

August 2021

	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
Total .4.1 · Library Material				3,883.82
<b>.4.2 · Programs, Publicity, History</b>				
<b>.4.2.1 · Programs</b>				
	10394	SYNCB/ Amazon	stuffed boa	27.99
	10396	Petty Cash	teen pizza 8/11	42.75
	10397	Business Credit Card	Price chopper	100.00
Total .4.2.1 · Programs				170.74
Total .4.2 · Programs, Publicity, History				170.74
<b>.4.3 · Operation of Building</b>				
<b>.4.3.1 · Utilities</b>				
	EFT	Central Hudson	7/16 8/18	1,571.71
Total .4.3.1 · Utilities				1,571.71
<b>.4.3.2 · Telephone</b>				
	10390	Time Warner Cable	8/1/21-8/31/21	0.00
	EFT	Time Warner Cable	8/14-9/13	199.95
Total .4.3.2 · Telephone				199.95
<b>.4.3.3 · Insurance</b>				
	10133	Marshall & Sterling Upstate	Umbrella installment #1 (Inv #1680747)	225.00
	10133	Marshall & Sterling Upstate	Package installment #1 (Inv #1680872)	4,351.01
	10133	Marshall & Sterling Upstate	Business auto (Inv #1680748)	175.00
	10411	Marshall & Sterling Upstate	Cyber liability insurance 8/13/21 - 8/13/22	1,000.00
Total .4.3.3 · Insurance				5,751.01
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>				
	10393	Culligan of Newburgh	August deliveries & cooler rental	43.25
	10394	SYNCB/ Amazon	scotchguard fabric cleaner	11.98
	10398	Welsh Sanitation	September	93.89
Total .4.3.4 · Maintenance Service & Supplies				149.12
<b>.4.3.6 · Building R&amp;M</b>				
	10400	SRI Fire Sprinkler	sprinkler inspection	523.00
	10401	PC Smith & Son, Inc.	elevator lights	13.99
	10408	SAFECO Alarm Systems, Inc.	September monitoring	45.00
	10409	Uniforms USA, Inc.	floor mats - August	42.00
Total .4.3.6 · Building R&M				623.99
<b>.4.3.10 · Custodial Service</b>				
	10132	Olga Torres	8/7 - 8/20	525.00
	10134	Olga Torres	8/7 - 8/20	510.00
Total .4.3.10 · Custodial Service				1,035.00
<b>.4.3.12 · Internet</b>				
	10390	Time Warner Cable	8/1/21-8/31/21	461.60
	EFT	Time Warner Cable	8/14-9/13	124.99
Total .4.3.12 · Internet				586.59
Total .4.3 · Operation of Building				9,917.37

# Saugerties Public Library

## Abstract

August 2021

	Num	Name	Memo	Amount
<b>.4.4 - Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 - Copier</b>				
	10399	National Business Technologik	IN436908, IN439815	103.19
	10402	National Business Leasing a F	August	164.00
Total .4.4.1 - Copier				267.19
<b>.4.4.2 - Office Supplies</b>				
	10394	SYNCB/ Amazon	covid	20.70
	10401	PC Smith & Son, Inc.	copies of shed keys	24.72
Total .4.4.2 - Office Supplies				45.42
<b>.4.4.4 - Postage</b>				
	10396	Petty Cash	5/17	3.60
Total .4.4.4 - Postage				3.60
<b>.4.4.5 - Payroll Service Fees</b>				
		Paychex		59.22
		Paychex		59.22
Total .4.4.5 - Payroll Service Fees				118.44
<b>.4.4.6 - Equipment Purchases</b>				
	10394	SYNCB/ Amazon	hdmi media player	42.99
	10401	PC Smith & Son, Inc.	lawn mower and leaf blower	729.98
	10401	PC Smith & Son, Inc.	weed whacker	169.99
	10408	SAFECO Alarm Systems, Inc.	Replace bad door controller	275.50
Total .4.4.6 - Equipment Purchases				1,218.46
Total .4.4 - Equipment R&M, Supplies				1,653.11
<b>.4.6 - Professional Services</b>				
<b>.4.6.1 - Accounting</b>				
	10406	Christopher J. O'Connor, CPA	August	450.00
Total .4.6.1 - Accounting				450.00
<b>.4.6.3 - Board Expenses</b>				
	10135	Ulster County Library Associat	annual dinner	35.00
	10403	Mid Hudson Library System	Inv #123 NYLA membership	330.00
Total .4.6.3 - Board Expenses				365.00
Total .4.6 - Professional Services				815.00
<b>.4.7 - Election Expenses</b>				
<b>.4.7.1 - Election Inspectors</b>				
	10414	Arlene Discordia	Election inspector	135.00
	10415	Elaine Sapunarich		135.00
	10416	Judith Allen		135.00
Total .4.7.1 - Election Inspectors				405.00
<b>.4.7.2 - Election Expenses</b>				
	10413	Tiffany L ydecker	clerk of the election	135.00
Total .4.7.2 - Election Expenses				135.00
Total .4.7 - Election Expenses				540.00
Total 7410.4 - Contractual Expenses				16,980.04
<b>9010 - Employee Benefits</b>				
<b>.2 - Social Security &amp; Medicare</b>				

# Saugerties Public Library

## Abstract

August 2021

	Num	Name	Memo	Amount
	8-12-21 pay			932.74
	8-26-21 pay			931.09
Total .2 · Social Security & Medicare				1,863.83
<b>.4 · Disability</b>				
	8-12-21 pay			-20.69
	8-26-21 pay			-21.69
Total .4 · Disability				-42.38
<b>.5 · Medical &amp; Dental Benefits</b>				
	8-12-21 pay			-646.68
	8-26-21 pay			-646.68
	10405	CDPHP	September	5,096.89
Total .5 · Medical & Dental Benefits				3,803.53
<b>.6 · Life Insurance</b>				
	10404	Metropolitan Life Insurance Cc	Life insurance	21.47
Total .6 · Life Insurance				21.47
Total 9010 · Employee Benefits				5,646.45
Total Expense				48,283.19
Net Ordinary Income				-48,283.19

**Saugerties Public Library**  
**YTD Comparison**  
**August 2021**

	<u>Aug 21</u>	<u>Jan - Aug 21</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	0.00	617,796.00
2082 · Fines	265.99	3,498.09
2401 · Interest	14.04	304.38
2705 · Gifts & Donations		
2705.1 · Restricted	0.00	1,375.00
2705.2 · General	450.00	3,490.29
2705 · Gifts & Donations - Other	0.00	900.00
<b>Total 2705 · Gifts &amp; Donations</b>	<u>450.00</u>	<u>5,765.29</u>
3840 · New York State Aid	0.00	1,557.00
<b>Total Income</b>	<u>730.03</u>	<u>628,920.76</u>
<b>Expense</b>		
7410.1 · Salaries	25,656.70	200,655.19
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	705.92	4,421.64
.4.1.2 · Books		
4.1.2A · Adult Books	822.44	7,005.30
4.1.2J · Children's Books	1,306.28	3,425.47
.4.1.2 · Books - Other	0.00	175.60
<b>Total .4.1.2 · Books</b>	<u>2,128.72</u>	<u>10,606.37</u>
.4.1.3 · Subscriptions	154.76	3,870.75
.4.1.4 · Newspapers	778.50	1,965.49
.4.1.5 · E-books	115.92	1,457.31
<b>Total .4.1 · Library Material</b>	<u>3,883.82</u>	<u>22,321.56</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	170.74	1,147.02
.4.2.3 · Newsletter & Public Relations	0.00	1,968.00
<b>Total .4.2 · Programs, Publicity, History</b>	<u>170.74</u>	<u>3,115.02</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	1,571.71	13,083.40
.4.3.2 · Telephone	199.95	1,599.60
.4.3.3 · Insurance	5,751.01	12,244.76
.4.3.4 · Maintenance Service & Supplies	149.12	1,548.48
.4.3.5 · Lawn & Grounds	0.00	2,354.60
.4.3.6 · Building R&M	623.99	9,546.81
.4.3.7 · Snow Removal	0.00	2,325.00
.4.3.8 · Elevator	0.00	2,516.92
.4.3.9 · Geothermal	0.00	2,113.50
.4.3.10 · Custodial Service	1,035.00	2,040.00
.4.3.12 · Internet	586.59	1,421.52
<b>Total .4.3 · Operation of Building</b>	<u>9,917.37</u>	<u>50,794.59</u>
.4.4 · Equipment R&M, Supplies		



**Saugerties Public Library**  
**YTD Comparison**  
**August 2021**

	<u>Aug 21</u>	<u>Jan - Aug 21</u>
.4.4.1 · Copier	267.19	2,086.76
.4.4.2 · Office Supplies	45.42	3,246.97
.4.4.4 · Postage	3.60	947.20
.4.4.5 · Payroll Service Fees	118.44	685.28
.4.4.6 · Equipment Purchases	1,218.46	8,476.96
.4.4.7 · Equipment R&M	0.00	87.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<u>1,653.11</u>	<u>15,530.17</u>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	0.00	11,490.64
.4.5.2 · MHLS Fees	0.00	1,746.50
<b>Total .4.5 · Automation, System Fees</b>	<u>0.00</u>	<u>13,237.14</u>
<b>.4.6 · Professional Services</b>		
.4.6.1 · Accounting	450.00	4,660.00
.4.6.3 · Board Expenses	365.00	440.00
.4.6.4 · Consulting & Legal Services	0.00	1,500.00
.4.6.5 · IT Maintenance Consultant	0.00	1,530.00
.4.6.6 · Staff Development	0.00	751.72
<b>Total .4.6 · Professional Services</b>	<u>815.00</u>	<u>8,881.72</u>
<b>.4.7 · Election Expenses</b>		
.4.7.1 · Election Inspectors	405.00	405.00
.4.7.2 · Election Expenses	135.00	135.00
<b>Total .4.7 · Election Expenses</b>	<u>540.00</u>	<u>540.00</u>
<b>Total 7410.4 · Contractual Expenses</b>	<u>16,980.04</u>	<u>114,420.20</u>
<b>9010 · Employee Benefits</b>		
.2 · Social Security & Medicare	1,863.83	14,926.39
.3 · Workers Compensation	0.00	3,680.00
.4 · Disability	-42.38	-255.52
.5 · Medical & Dental Benefits	3,803.53	39,182.85
.6 · Life Insurance	21.47	279.11
<b>Total 9010 · Employee Benefits</b>	<u>5,646.45</u>	<u>57,812.83</u>
<b>Total Expense</b>	<u>48,283.19</u>	<u>372,888.22</u>
<b>Net Ordinary Income</b>	<u>-47,553.16</u>	<u>256,032.54</u>
<b>Net Income</b>	<u><u>-47,553.16</u></u>	<u><u>256,032.54</u></u>

# Saugerties Public Library Balance Sheet by Class

As of August 31, 2021

	<u>A - General</u>	<u>H - Capital</u>	<u>K - Fixed Assets</u>	<u>PN - Permanent</u>	<u>W - Long-Term Debt</u>	<u>Unclassified</u>	<u>TOTAL</u>
<b>ASSETS</b>							
<b>Current Assets</b>							
<b>Checking/Savings</b>							
M&T General Fund Checking 6455	-2,843.69	-3,500.00	0.00	0.00	0.00	50,000.00	43,656.31
M&T General Fund Savings 8180	679,577.40	0.00	0.00	875.00	0.00	0.00	680,452.40
M&T General Balance Fund 8627	108,264.40	0.00	0.00	0.00	0.00	-50,000.00	58,264.40
M&T Capital Fund Checking 6430	0.00	50.00	0.00	0.00	0.00	0.00	50.00
M&T Bequest Fund 8198	0.00	0.00	0.00	24,408.81	0.00	0.00	24,408.81
Cash General Fund Petty Cash	874.00	0.00	0.00	0.00	0.00	0.00	874.00
<b>Total Checking/Savings</b>	<b>785,872.11</b>	<b>-3,450.00</b>	<b>0.00</b>	<b>25,283.81</b>	<b>0.00</b>	<b>0.00</b>	<b>807,705.92</b>
<b>Other Current Assets</b>							
391 - Due From Other Funds	398.88	0.00	0.00	0.00	0.00	0.00	398.88
480 - Prepaid Expenses	9,521.00	0.00	0.00	0.00	0.00	0.00	9,521.00
<b>Total Other Current Assets</b>	<b>9,919.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,919.88</b>
<b>Total Current Assets</b>	<b>795,791.99</b>	<b>-3,450.00</b>	<b>0.00</b>	<b>25,283.81</b>	<b>0.00</b>	<b>0.00</b>	<b>817,625.80</b>
<b>Other Assets</b>							
K101 - Land	0.00	0.00	570,484.00	0.00	0.00	0.00	570,484.00
K102 - Buildings	0.00	0.00	7,029,056.00	0.00	0.00	0.00	7,029,056.00
K103 - Improvement Other than Building	0.00	0.00	215,723.86	0.00	0.00	0.00	215,723.86
K104 - Machinery and Equipment	0.00	0.00	59,679.00	0.00	0.00	0.00	59,679.00
W129 - Non-Current Govt Liabilites	0.00	0.00	0.00	0.00	306,709.00	0.00	306,709.00
<b>Total Other Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>7,874,942.86</b>	<b>0.00</b>	<b>306,709.00</b>	<b>0.00</b>	<b>8,181,651.86</b>
<b>TOTAL ASSETS</b>	<b>795,791.99</b>	<b>-3,450.00</b>	<b>7,874,942.86</b>	<b>25,283.81</b>	<b>306,709.00</b>	<b>0.00</b>	<b>8,999,277.66</b>
<b>LIABILITIES &amp; EQUITY</b>							
<b>Liabilities</b>							
<b>Current Liabilities</b>							
<b>Other Current Liabilities</b>							
601 - Accrued Expenses	6,232.65	0.00	0.00	0.00	0.00	0.00	6,232.65
630 - Due To Other Funds	0.00	0.00	0.00	398.88	0.00	0.00	398.88
Payroll Liabilities	4,404.78	0.00	0.00	0.00	0.00	0.00	4,404.78
<b>Total Other Current Liabilities</b>	<b>10,637.43</b>	<b>0.00</b>	<b>0.00</b>	<b>398.88</b>	<b>0.00</b>	<b>0.00</b>	<b>11,036.31</b>

## Saugerties Public Library Balance Sheet by Class

As of August 31, 2021

	<u>A - General</u>	<u>H - Capital</u>	<u>K - Fixed Assets</u>	<u>PN - Permanent</u>	<u>W - Long-Term Debt</u>	<u>Unclassified</u>	<u>TOTAL</u>
<b>Total Current Liabilities</b>	10,637.43	0.00	0.00	398.88	0.00	0.00	11,036.31
<b>Long Term Liabilities</b>							
<b>K159 - Non-Current Govt Assets</b>	0.00	0.00	7,874,942.86	0.00	0.00	0.00	7,874,942.86
<b>W687 - Compensated Absences</b>	0.00	0.00	0.00	0.00	48,729.00	0.00	48,729.00
<b>W638 - Net Pension Liability</b>	0.00	0.00	0.00	0.00	257,980.00	0.00	257,980.00
<b>Total Long Term Liabilities</b>	<u>0.00</u>	<u>0.00</u>	<u>7,874,942.86</u>	<u>0.00</u>	<u>306,709.00</u>	<u>0.00</u>	<u>8,181,651.86</u>
<b>Total Liabilities</b>	10,637.43	0.00	7,874,942.86	398.88	306,709.00	0.00	8,192,688.17
<b>Equity</b>							
<b>Restricted Fund Balance</b>							
<b>Trust Fund I</b>	0.00	0.00	0.00	24,000.00	0.00	0.00	24,000.00
<b>Total Restricted Fund Balance</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>24,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>24,000.00</u>
<b>807 - Non-Spendable Fund Balance</b>	9,521.00	0.00	0.00	0.00	0.00	0.00	9,521.00
<b>914 - Assigned Fund Balance</b>	18,850.00	0.00	0.00	0.00	0.00	3,965.00	22,815.00
<b>917 - Unrestricted Fund Balance</b>	498,135.95	50.00	0.00	0.00	0.00	-3,965.00	494,220.95
<b>Net Income</b>	<u>258,647.61</u>	<u>-3,500.00</u>	<u>0.00</u>	<u>884.93</u>	<u>0.00</u>	<u>0.00</u>	<u>256,032.54</u>
<b>Total Equity</b>	<u>785,154.56</u>	<u>-3,450.00</u>	<u>0.00</u>	<u>24,884.93</u>	<u>0.00</u>	<u>0.00</u>	<u>806,589.49</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>795,791.99</u></u>	<u><u>-3,450.00</u></u>	<u><u>7,874,942.86</u></u>	<u><u>25,283.81</u></u>	<u><u>306,709.00</u></u>	<u><u>0.00</u></u>	<u><u>8,999,277.66</u></u>

## Minutes of facilities committee meeting

Our regularly scheduled monthly facilities meeting was held Wednesday, September 1, 2021 in the SPL community room.

Present: Director Jennifer Russell, President Katie Cokinos, Brian Collins, Doug Wilson, Paul VanBenschoten, Carol Furman, Ted Conathan

Absent: Julie Misiano

Meeting began at 6 PM

Discussion:

1. Things are working out well with John Cypher, our new custodian. He will work a little less than 20 hours per week.
2. Carpet estimate: we are waiting on two estimates from movers and working out particulars on how the job will be done. We are currently planning on having the carpet installed in sections making the process of moving all of the books easier.
3. Elevator issues: we are having difficulty with the elevator operating properly. We had it checked and were told it was fine. It is OK right now but we are looking for a new service to look at it. Jen will call the Kingston library and see how they handle their elevator issues.
4. We need a replacement bulb for one of our lamp posts by our new green space. Paul or John will replace the bulb for us.
5. Electric bill increasing: we are currently discussing the possibility of going solar to see if we can save some money on our electricity bill. Carol Furman will do some research for us.
6. We have had some trash left on our property at the end of Division Street by the chain-link fence. Paul took away what he could and we have managed to get rid of the rest. We will put up a sign informing people that they cannot dump here.

Bernie Carroll, chair, facilities committee

Sent from my iPad

Saugerties Public Library  
2020-2021 Statistics Compared

	Jan '20	Jan '21	Feb '20	Feb '21	March '20	March '21	April '20	April '21	May '20	May '21	June '20	June '21	July '20	July '21
<b>Circulation</b>														
Adult	4,169	2,011	4,034	1,761	3,296	2,088		1,939		1,785	514	2,107	1,653	2,671
Adult renewals	1,554	1,091	1,866	994	2,770	1,035		1,016		1,005	489	978	581	1,173
Juvenile	2,216	1,541	2,113	1,107	1,681	1,542		1,581		1,293	212	1,364	766	2,373
Juvenile renewals	938	842	1,264	925	1,963	1,006		911		929	678	897	378	1,296
Teen	151	72	108	91	151	82		76		111	28	115	95	197
Teen renewals	81	70	104	68	149	61		58		58	73	88	51	93
<b>Total Circulation</b>	<b>9,109</b>	<b>5,627</b>	<b>9,489</b>	<b>4,946</b>	<b>10,010</b>	<b>5,814</b>		<b>5,581</b>		<b>5,181</b>	<b>1,994</b>	<b>5,549</b>	<b>3,524</b>	<b>7,803</b>
<b>Holdings Filled</b>														
Adults	1,429	1,322	1,286	1,201	768	1,389		1,271		1,170	377	1,236	1,442	1,254
Juvenile	550	657	486	613	197	598		566		447	133	450	638	476
Teen	55	60	54	85	42	68		59		71	23	80	91	75
ILL received	2	0	2	0	0	0		0		0	0	0	0	1
ILL loaned	1	0	0	0	0	0		0		1	0	1	0	0
<b>Total Holds</b>	<b>2,037</b>	<b>2,039</b>	<b>1,828</b>	<b>1,899</b>	<b>1,007</b>	<b>2,055</b>		<b>1,896</b>		<b>1,689</b>	<b>533</b>	<b>1,767</b>	<b>2,171</b>	<b>1,806</b>
<b>Questions Answered</b>														
Adult	1,141	540	1,081	520	493	666		502		382	92	517	253	263
Children's	279	112	247	65	140	111		92		66	21	142	26	375
<b>Total Questions</b>	<b>1,420</b>	<b>652</b>	<b>1,328</b>	<b>585</b>	<b>633</b>	<b>777</b>		<b>594</b>		<b>448</b>	<b>113</b>	<b>659</b>	<b>279</b>	<b>638</b>
<b>Programs</b>														
Adult	34	0	35	0	18	0		0		1		1	7	11
Teen	17	0	8	0	10	0		0		0		0	0	0
Children's	35	4	28	4	13	4		6		4		9	1	24
<b>Total Programs</b>	<b>86</b>	<b>4</b>	<b>71</b>	<b>4</b>	<b>41</b>	<b>4</b>		<b>6</b>		<b>5</b>		<b>10</b>	<b>8</b>	<b>35</b>
<b>Program Attendance</b>														
Adult	278	0	364	0	214	0		0		11		60	175	120
Teen	101	0	110	0	62	0		0		0		0	0	0
Children	650	119	388	98	142	107		161		81		231	43	450
<b>Total attendance</b>	<b>1,029</b>	<b>119</b>	<b>862</b>	<b>98</b>	<b>418</b>	<b>107</b>		<b>161</b>		<b>92</b>		<b>291</b>	<b>218</b>	<b>570</b>
<b>Computer sessions</b>	<b>1,197</b>	<b>139</b>	<b>1,043</b>	<b>108</b>	<b>581</b>	<b>202</b>		<b>120</b>		<b>132</b>		<b>193</b>		<b>317</b>
<b>Web Page Visits</b>	<b>6,646</b>	<b>3,689</b>	<b>5,762</b>	<b>5,633</b>	<b>3,186</b>	<b>4,151</b>	<b>1,606</b>	<b>4,754</b>	<b>1,629</b>	<b>4,743</b>	<b>2,909</b>	<b>4,862</b>	<b>3,969</b>	<b>5,812</b>
<b>New Cards Issued</b>	<b>43</b>	<b>5</b>	<b>38</b>	<b>4</b>	<b>9</b>	<b>15</b>		<b>9</b>		<b>7</b>		<b>23</b>	<b>8</b>	<b>51</b>
<b>Overdrive Audiobook</b>	<b>588</b>	<b>497</b>	<b>517</b>	<b>422</b>	<b>446</b>	<b>514</b>	<b>446</b>	<b>512</b>	<b>491</b>	<b>503</b>	<b>473</b>	<b>532</b>	<b>542</b>	<b>476</b>
<b>Overdrive eBook</b>	<b>421</b>	<b>858</b>	<b>616</b>	<b>836</b>	<b>664</b>	<b>859</b>	<b>664</b>	<b>783</b>	<b>1000</b>	<b>774</b>	<b>979</b>	<b>770</b>	<b>914</b>	<b>836</b>
<b>Overdrive Video</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>13</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>10</b>	<b>0</b>
<b>Overdrive Total</b>	<b>1013</b>	<b>1356</b>	<b>1134</b>	<b>1258</b>	<b>1117</b>	<b>1373</b>	<b>1117</b>	<b>1295</b>	<b>1504</b>	<b>1278</b>	<b>1455</b>	<b>1302</b>	<b>1466</b>	<b>1312</b>
		34%		11%		23%		-6%		-15%		13%		-11%

Saugerties Public Library  
2020-2021 Statistics Compared

	August '20	August '21	Sept '20	Sept '21	Oct '20	Oct '21	Nov '20	Nov '21	Dec '20	Dec '21	TOTAL 2020	TOTAL 2021	
<b>Circulation</b>													
Adult	1,691	2,747	1,845		1,829		1,695		1,874		22,600	17,109	76%
Adult renewals	911	1,452	854		965		1,021		1,012		12,023	8,744	73%
Juvenile	813	2,225	1,034		1,228		1,059		1,204		12,326	13,026	106%
Juvenile renewals	505	1,358	509		764		913		826		8,738	8,164	93%
Teen	101	184	112		88		82		102		1,018	928	91%
Teen renewals	82	289	70		66		53		63		792	785	99%
<b>Total Circulation</b>	4,103	8,255	4,424		4,940		4,823		5,081		57,497	48,756	85%
<b>Holdings Filled</b>													
Adults	1,473	1,218	1,408		1,181		1,110		1,291		11,765	10,061	86%
Juvenile	628	412	607		579		616		560		4,994	4,219	84%
Teen	99	92	105		70		59		77		675	505	75%
ILL received	0	0	0		0		0		0		4	1	25%
ILL loaned	0	0	0		0		0		0		1	2	200%
<b>Total Holds</b>	2,200	1,722	2,120		1,830		1,785		1,928		17,439	14,873	85%
<b>Questions Answered</b>													
Adult	284	681	281		310		545		611		5,091	4,071	80%
Children's	52	188	47		58		71		39		980	1,151	117%
<b>Total Questions</b>	336	869	328		368		616		650		6,071	5,222	86%
<b>Programs</b>													
Adult	9	12	6		4		0		0		113	25	22%
Teen	0	19	0		0		0		0		35	19	54%
Children's	1	17	2		4		3		3		90	72	80%
<b>Total Programs</b>	10	48	8		8		3		3		238	116	49%
<b>Program Attendance</b>													
Adult	345	163	70		53		0		0		1,499	354	24%
Teen	0	88	0		0		0		0		273	88	32%
Children	44	466	56		94		63		64		1,544	1,713	111%
<b>Total attendance</b>	389	717	126		147		63		64		3,316	2,155	65%
<b>Computer sessions</b>		372	109		126		124		132		3,312	1,583	48%
<b>Web Page Visits</b>	3,812	3,668	3,874		4,004		4,273		3,354		45,024	37,312	83%
<b>New Cards Issued</b>	5	28	7		12		8		4		134	142	106%
<b>Overdrive Audiobook</b>	539	504	450		509		417		436		6202	3960	64%
<b>Overdrive eBook</b>	932	955	807		857		774		851		9479	6671	70%
<b>Overdrive Video</b>	4	0	2		4		2		0		57	2	4%
<b>Overdrive Total</b>	1475	1459	1259		1370		1193		1287		15738	10633	68%
		-1%											







**Saugerties Public Library  
Regular Board Meeting  
September 9, 2021**

**Present:** *Trustees* Bassler, Carroll, Collins, Hurst, Misiano, Saporito, Scott, Stegmayer, Wilson

*Director:* Russell

*Public:* Ray Rebholz (Friends President), LEEANNE Thornton (Deputy Town Supervisor), Paul Van Benschoten (Library Trustee-Elect)

**Excused:** Cokinos, Jurecka-Blake

Meeting called to order at 6:02 pm by Vice President Stegmayer

**Public Comment:**

- Thornton: Last Food Truck Festival of the year to be held on 9/16 is still scheduled to occur. Lifespring will hold Zoom sessions 10/4 - 11/10. There will be a public hearing on short-term rental regulations at the end of October.
- Rebholz: The Friends executive committee met. They certainly hope that 2022 will be a normal year and in-person meetings will occur without the need for added precautions. Friends of the Library will meet 9/20.

Below is a statement read aloud by Brian Collins in regard to a financial matter which had been previously disclosed to the Board during an Executive Session called for in August 2021.

"I have opened a complaint with the Office of the State Comptroller outlining the situation requesting an investigation by their office.

It is somewhat perplexing that multiple external audits did not identify the lack of reporting and tracking of Medical/Dental recoveries .

I have requested that our CPA firm start tracking medical/dental premium recoveries for all employees.

The amounts recovered need to be tracked as a liability or an account receivable amount on our monthly Budget Vs Actual report and our balance sheets.

On behalf of the entire Board I offer my apologies to the Saugerties taxpayers for our failure to provide the necessary oversight and diligence required to forestall events like this from occurring .”

Outside of the steps taken by Collins, Director Russell will consult the library’s lawyer and has already spoken with March Gallagher (Ulster County Comptroller). Gallagher stated that a letter to the community is unnecessary and could potentially cause harm to the library.

Any further action(s) deemed necessary and appropriate on this matter will be discussed at a later time.

**Secretary’s Report:**

*Motion* to approve: Carroll

*Second:* Saporito

*Motion* passes unanimously

**Treasurer’s Report:**

*Motion* by Wilson and *Second* by Scott to pay bills in the amount of \$22,562.55. Motion passes unanimously.

Treasurer Collins offered the below statement pertaining to library finances:

“During the past budget cycle it became apparent that SPL administrative staff has not been diligent in recouping the shared medical / dental expenses of employees through employee withholding amounts as outlined in Section 3.10 Insurance Benefits in the employee handbook and I quote “Health and dental insurance will be offered to all full time employees. The library will pay 70% of a single premium. The employee will pay 30% which will be deducted from the employee’s regular payroll”. It has been ascertained that no adjustments were made to withholding amounts, when costs increased, for employees since calendar year 2013 resulting in a situation in which employees received benefits to which they were not entitled. We are working with our accounting firm to determine the exact dollar amounts lost by the Library. At the time we became aware of the problem and informed the staff withholding amounts withheld from their checks will change dramatically, the majority of the affected employees saw their monthly deductions rise from \$166.34 to \$385.85 for a difference of \$208.56 . My calculations indicate SPL lost in excess of \$8900 in calendar year 2020 alone due to incorrect withholding amounts on file with our accounting firm. All withholding amounts have been updated to reflect current costs and will be regularly adjusted when costs either increase or decrease.”

**New Business/Director's Report:** Please see the Meeting Packet

- COVID Update: We now require anyone entering the building to wear a mask regardless of vaccination status. COVID cases have skyrocketed within the community.
- Library Budget Vote and Trustee Election: The budget passed! Charlotte Herscher, Deena Turner, and Paul Van Benschoten have been elected to the Board.
- New custodian John Cypher started working on August 23 (Paul Van Benschoten has officially resigned from the position).
- A new electric lawn mower has been purchased. An outlet has been installed in the shed for battery charging.
- Our insurance policy with Marshall and Sterling has been renewed with the Cyber Insurance policy added on.
- Our health insurance plan with CDPHP has also been renewed.
- Director Russell met with two moving companies (Arnoff and Allway Movers), which have experience moving books and shelves. We should be receiving estimates from both in early September.

**Nominating Committee:**

- Trustees (as well as trustee-elects), should send their committee preferences to the Nominating Committee if they haven't already done so.
- As of now, the officer slate to be presented and voted on at the October meeting will be as follows:  
Katie Cokinos for President  
Tim Scott for Vice President  
Brian Collins for Treasurer  
Julie Misiano for Secretary

**Personnel:** No meeting for the month of August

- Personnel Committee did approve via email a recommendation that Stephanie McElrath be granted a 2% salary increase.

*Motion* by Saporito to approve a 2% salary increase for Stephanie McElrath.

*Second* by Bassler. *Motion* passes unanimously.

**Facilities:** Meeting occurred 9/1/21 (See Facilities Minutes)

- Bernie Carroll (Facilities Chair), reports that our new custodian is working out well.
- Two estimates are currently being sought for new carpeting. The current installation plan calls for it to be done by sections.
- The elevator is not working properly. Our current servicer took a look at it and said it's fine. Director Russell will contact the Kingston Library to ask how they handle elevator issues.
- A switch to solar power is being discussed in order to save funds. Carol Furman will research options.
- Trash is being left on library property at the end of Division Street. It has been taken away and a sign telling people not to dump there has been put up. The possibility of surveillance may be discussed.

**Finance:** No meeting

**Policy Committee:** No meeting

**Outreach:** Will be meeting Monday (9/13)

*Motion* to adjourn at 6:58 pm by Wilson and *Second* by Misiano. *Motion* passes unanimously.

Submitted by: Tim Scott, Jr.

**Saugerties Public Library  
Regular Board Meeting  
August 12, 2021**

**Present:** *Trustees* Carroll, Cokinos, Collins, Hurst, Misiano, Saporito, Scott, Wilson

*Director:* Russell

*Public:* Ray Rebholz (Friends President), Leeanne Thornton (Deputy Town Supervisor), Paul Van Benschoten

**Excused:** Bassler, Jurecka-Blake, and Stegmayer

Meeting called to order at 6:05 pm by President Cokinos

**Public Comment:**

- Rebholz: Friends will meet on September 20.
- Thornton: Foodtruck Festival on 8/19 from 4:30 to 9 to benefit Small World. Garlic Festival is moving forward (scheduled October 2 - 3). A permanent road is now in use for Bristol Beach. The Saugerties Animal Shelter is continuing to raise funds and is hoping to have a well drilled within the next week.

**Secretary's Report:**

*Motion* to approve: Cokinos

*Second:* Hurst

*Motion* passes unanimously

**Treasurer's Report:**

*Motion* by Collins and *Second* by Wilson to pay bills in the amount of \$24,322.11.

*Motion* passes unanimously.

**New Business:**

1. Russell: All those entering the library must wear a mask regardless of vaccination status.

- MHLS recommends that we purchase cyber insurance for ransomware. Russell spoke with Jean Valk who had two insurance options: A) \$1,000 premium or B) \$1,250 premium. Option B would offer a bit more protection.
- How the insurance works and whether we could receive a lower premium because of MHLS was a topic of discussion. Ultimately, it was decided that we should purchase insurance.

*Motion* to allow the purchase of cyber insurance by Hurst

*Second:* Cokinos

*Motion* passes unanimously.

2. Cokinos: The Outdoor Film series seems to be averaging 35 people in attendance. Local pharmacist Neil Smoller presented the films “Tangled” and “The Big Lebowski.” Sawyer Student Films will be presented this Saturday. August 21: 20th Anniversary of the Farmers Market. August 28: Singin’ In The Rain.
3. Board Election and Budget Vote
  - Three candidates (Deena Turner, Paul Van Benschoten, and Charlotte Herscher).
  - Absentee ballots will be available as of 8/17.
  - Tiffany Lydecker will ensure that legal notices regarding the vote will be displayed in 5 locations as required.

**Director’s Report:** Please see said report within Meeting Packet

- A budget info sheet is available to the public. The public hearing has been advertised.
- Two candidates have turned in petitions to run for the Board. A third individual has stepped forward after the fact and will need to be written-in.
- As of 8/9, a new custodian has been hired and will start at the end of the month.
- As of 7/27, our first Library Assistant has started working.
- Director Russell is exploring health insurance plans for 2022 (so far these include CDPHP and NYS Health Insurance Plan).
- Books with dyslexic or dyslexic friendly typeface will be purchased thanks to the MHLS Mini-Outreach Grant.
- 144 children registered to participate in our Summer Reading Program.

- The Children's Programs have been quite successful. 115 people attended the kickoff event "Reptile Encounters." Christine hosted a trivia program and an outdoor escape room for teens. Tiffany has hosted decade themed trivia nights.
- Outdoor space is being reserved by different organizations for events. The Saugerties Film Society will be showing films on Fridays and Saturdays throughout August.
- Kristy Bishop will have her art showcased at the library from September 1 - October 28. A reception will be held outdoors on September 4.

**Finance:** No meeting

**Personnel and Policy Committees:** Joint meeting occurred 7/21/21 (See minutes)

1. A joint meeting was called in order to discuss proposed changes to the Pandemic Response Policy and Plan.
2. Medical testing and vaccination for COVID-19 among staff will not be mandated but highly encouraged.
3. The library no longer receives life insurance through the Village of Saugerties.

*Motion* by Saporito to add the Pandemic Policy as an Appendix to the Manual of Personnel Policies. *Second:* Hurst. *Motion* passes unanimously.

*Motion* by Wilson to remove the last sentence in Section 3.10 of the Manual of Personnel Policies. *Second:* Misiano. *Motion* passes unanimously.

*Motion* by Saporito to approve a 2% salary increase for Shana Cutler. *Second:* Carroll. *Motion* passes unanimously.

*Motion* by Saporito to approve the revised Computer Use Policy. *Second:* Carroll. *Motion* passes unanimously.

*Motion* by Wilson to approve the revised Pandemic Response Policy. *Second:* Saporito. *Motion:* Passes unanimously.

*Motion* by Saporito to approve the revised Pandemic Plan. *Second:* Scott. *Motion* passes unanimously.

**Outreach:** Meeting occurred 8/2/21 (See Outreach Minutes)

1. Discussed what kind of presence the library could have at the Garlic Festival (ie: book reading, crafts, scavenger hunt). A staff or Friends member could volunteer to run a table.
2. Public Relations - Possibly bringing back the "Saugerties Celebrity" Read poster campaign. This would be utilized throughout the local business community. Ginger Jurecka-Blake suggested a "princess party" theme etc. It was also suggested that reading packets be distributed to local laundromats or even doctors offices. Said packets would include a book, activity supplies, and a schedule of children's programming at the library.
3. The Friends will hold their Annual Wine and Cheese event in November and the Tree Festival in December. Looking ahead to 2022, another fundraising opportunity could be a mini-golf tournament.

**Facilities:** Meeting occurred 8/4/21 (See Facilities Minutes)

1. The lawn mower needs to be replaced. Village of Saugerties will repaint the handicap parking spots. Brian Collins will take the excess chairs no longer needed in the library.

*Motion* to enter Executive Session by Collins. *Second* by Saporito. *Motion* passes unanimously.

*Motion* to leave Executive Session by Carroll. *Second* by Wilson. *Motion* passes unanimously.

*Motion* to enter Executive Session by Saporito. *Second* by Misiano. *Motion* passes unanimously.

*Motion* by Saporito to approve a 2% salary increase for Director J. Russell. *Second* by Cokinos. *Motion* passes unanimously.

*Motion* to leave Executive Session by Collins. *Second* by Carroll. *Motion* passes unanimously.

*Motion* to adjourn at 7:15 pm by Wilson and *Second* by Scott. *Motion* passes unanimously.



Submitted by: Tim Scott, Jr.

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Sep 21</u>	<u>Jan - Sep 20</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	617,796.00	617,796.00
2082 · Fines	4,178.09	3,629.44
2401 · Interest	317.24	1,569.14
2705 · Gifts & Donations		
2705.1 · Restricted	1,375.00	0.00
2705.2 · General	3,975.29	7,136.98
2705 · Gifts & Donations - Other	900.00	0.00
<b>Total 2705 · Gifts &amp; Donations</b>	<u>6,250.29</u>	<u>7,136.98</u>
3840 · New York State Aid	6,565.00	0.00
<b>Total Income</b>	<u>635,106.62</u>	<u>630,131.56</u>
<b>Expense</b>		
7410.1 · Salaries	227,601.12	249,632.02
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	4,692.55	3,818.24
.4.1.2 · Books		
4.1.2A · Adult Books	7,849.95	9,535.19
4.1.2J · Children's Books	4,921.93	2,400.42
.4.1.2 · Books - Other	175.60	365.29
<b>Total .4.1.2 · Books</b>	<u>12,947.48</u>	<u>12,300.90</u>
.4.1.3 · Subscriptions	3,870.75	1,946.19
.4.1.4 · Newspapers	1,965.49	1,424.91
.4.1.5 · E-books	1,837.05	1,761.18
<b>Total .4.1 · Library Material</b>	<u>25,313.32</u>	<u>21,251.42</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	1,555.02	1,120.93
.4.2.2 · Microfilm & Archives	0.00	48.55
.4.2.3 · Newsletter & Public Relations	1,968.00	1,339.84
<b>Total .4.2 · Programs, Publicity, History</b>	<u>3,523.02</u>	<u>2,509.32</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	14,821.69	14,931.13
.4.3.2 · Telephone	2,095.80	1,449.55
.4.3.3 · Insurance	12,244.76	9,982.69
.4.3.4 · Maintenance Service & Supplies	1,691.87	1,590.81
.4.3.5 · Lawn & Grounds	2,361.59	4,405.58
.4.3.6 · Building R&M	10,404.81	1,849.53
.4.3.7 · Snow Removal	2,325.00	912.50
.4.3.8 · Elevator	3,222.56	2,047.31
.4.3.9 · Geothermal	4,227.00	4,164.00
.4.3.10 · Custodial Service	2,040.00	2,585.50
.4.3.12 · Internet	1,718.71	138.00
<b>Total .4.3 · Operation of Building</b>	<u>57,153.79</u>	<u>44,056.60</u>

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Sep 21</u>	<u>Jan - Sep 20</u>
<b>.4.4 · Equipment R&amp;M, Supplies</b>		
.4.4.1 · Copier	2,355.93	2,493.06
.4.4.2 · Office Supplies	3,387.81	1,819.74
.4.4.4 · Postage	947.20	1,289.88
.4.4.5 · Payroll Service Fees	805.55	641.00
.4.4.6 · Equipment Purchases	8,514.57	4,267.61
.4.4.7 · Equipment R&M	87.00	588.59
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<u>16,098.06</u>	<u>11,099.88</u>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	14,363.30	8,478.44
.4.5.2 · MHLS Fees	1,746.50	6,711.46
<b>Total .4.5 · Automation, System Fees</b>	<u>16,109.80</u>	<u>15,189.90</u>
<b>.4.6 · Professional Services</b>		
.4.6.1 · Accounting	5,110.00	5,500.00
.4.6.3 · Board Expenses	465.00	540.00
.4.6.4 · Consulting & Legal Services	2,000.00	1,500.00
.4.6.5 · IT Maintenance Consultant	1,530.00	1,500.00
.4.6.6 · Staff Development	751.72	614.51
<b>Total .4.6 · Professional Services</b>	<u>9,856.72</u>	<u>9,654.51</u>
<b>.4.7 · Election Expenses</b>		
.4.7.1 · Election Inspectors	405.00	405.00
.4.7.2 · Election Expenses	167.60	47.00
<b>Total .4.7 · Election Expenses</b>	<u>572.60</u>	<u>452.00</u>
<b>Total 7410.4 · Contractual Expenses</b>	<u>128,627.31</u>	<u>104,213.63</u>
<b>9010 · Employee Benefits</b>		
.2 · Social Security & Medicare	16,888.80	18,757.53
.3 · Workers Compensation	3,680.00	16.00
.4 · Disability	309.13	180.05
.5 · Medical & Dental Benefits	42,493.30	37,915.56
.6 · Life Insurance	300.58	64.41
<b>Total 9010 · Employee Benefits</b>	<u>63,671.81</u>	<u>56,933.55</u>
<b>Total Expense</b>	<u>419,900.24</u>	<u>410,779.20</u>
<b>Net Ordinary Income</b>	<u>215,206.38</u>	<u>219,352.36</u>
<b>Net Income</b>	<u><u>215,206.38</u></u>	<u><u>219,352.36</u></u>

**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
 January through September 2021

	<u>Jan - Sep 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 · Real Property Taxes	617,796.00	617,796.00	0.00	100.0%
2082 · Fines	4,178.09	7,500.00	-3,321.91	55.71%
2401 · Interest	317.24	500.00	-182.76	63.45%
<b>2705 · Gifts &amp; Donations</b>				
2705.1 · Restricted	1,375.00			
2705.2 · General	3,975.29	3,000.00	975.29	132.51%
2705.3 · In-Kind	0.00	7,000.00	-7,000.00	0.0%
2705 · Gifts & Donations - Other	900.00			
<b>Total 2705 · Gifts &amp; Donations</b>	<b>6,250.29</b>	<b>10,000.00</b>	<b>-3,749.71</b>	<b>62.5%</b>
3840 · New York State Aid	6,565.00			
3999 · Appropriated Fund Balance	0.00	22,815.00	-22,815.00	0.0%
<b>Total Income</b>	<b>635,106.62</b>	<b>658,611.00</b>	<b>-23,504.38</b>	<b>96.43%</b>
<b>Expense</b>				
7410.1 · Salaries	227,601.12	365,909.00	-138,307.88	62.2%
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
.4.1.1 · Tapes & Videos	4,692.55	7,100.00	-2,407.45	66.09%
<b>.4.1.2 · Books</b>				
4.1.2A · Adult Books	7,849.95			
4.1.2J · Children's Books	4,921.93			
.4.1.2 · Books - Other	175.60	20,000.00	-19,824.40	0.88%
<b>Total .4.1.2 · Books</b>	<b>12,947.48</b>	<b>20,000.00</b>	<b>-7,052.52</b>	<b>64.74%</b>
.4.1.3 · Subscriptions	3,870.75	1,900.00	1,970.75	203.72%
.4.1.4 · Newspapers	1,965.49	2,100.00	-134.51	93.6%
.4.1.5 · E-books	1,837.05	2,000.00	-162.95	91.85%
<b>Total .4.1 · Library Material</b>	<b>25,313.32</b>	<b>33,100.00</b>	<b>-7,786.68</b>	<b>76.48%</b>
<b>.4.2 · Programs, Publicity, History</b>				
.4.2.1 · Programs	1,555.02	5,000.00	-3,444.98	31.1%
.4.2.3 · Newsletter & Public Relations	1,968.00	2,000.00	-32.00	98.4%
<b>Total .4.2 · Programs, Publicity, History</b>	<b>3,523.02</b>	<b>7,000.00</b>	<b>-3,476.98</b>	<b>50.33%</b>
<b>.4.3 · Operation of Building</b>				
.4.3.1 · Utilities	14,821.69	23,000.00	-8,178.31	64.44%
.4.3.2 · Telephone	2,095.80	1,800.00	295.80	116.43%
.4.3.3 · Insurance	12,244.76	19,000.00	-6,755.24	64.45%
.4.3.4 · Maintenance Service & Supplies	1,691.87	2,400.00	-708.13	70.5%
.4.3.5 · Lawn & Grounds	2,361.59	4,000.00	-1,638.41	59.04%
.4.3.6 · Building R&M	10,404.81	11,000.00	-595.19	94.59%
.4.3.7 · Snow Removal	2,325.00	3,000.00	-675.00	77.5%
.4.3.8 · Elevator	3,222.56	3,250.00	-27.44	99.16%
.4.3.9 · Geothermal	4,227.00	5,500.00	-1,273.00	76.86%
.4.3.10 · Custodial Service	2,040.00	7,500.00	-5,460.00	27.2%
.4.3.12 · Internet	1,718.71	552.00	1,166.71	311.36%

**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
 January through September 2021

	<u>Jan - Sep 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Total .4.3 · Operation of Building</b>	57,153.79	81,002.00	-23,848.21	70.56%
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
.4.4.1 · Copier	2,355.93	3,100.00	-744.07	76.0%
.4.4.2 · Office Supplies	3,387.81	2,000.00	1,387.81	169.39%
.4.4.4 · Postage	947.20	2,000.00	-1,052.80	47.36%
.4.4.5 · Payroll Service Fees	805.55	1,000.00	-194.45	80.56%
.4.4.6 · Equipment Purchases	8,514.57	2,000.00	6,514.57	425.73%
.4.4.7 · Equipment R&M	87.00	100.00	-13.00	87.0%
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<u>16,098.06</u>	<u>10,200.00</u>	<u>5,898.06</u>	<u>157.82%</u>
<b>.4.5 · Automation, System Fees</b>				
.4.5.1 · Automation & Online Services	14,363.30			
.4.5.2 · MHLS Fees	1,746.50			
.4.5 · Automation, System Fees - Other	0.00	19,000.00	-19,000.00	0.0%
<b>Total .4.5 · Automation, System Fees</b>	<u>16,109.80</u>	<u>19,000.00</u>	<u>-2,890.20</u>	<u>84.79%</u>
<b>.4.6 · Professional Services</b>				
.4.6.1 · Accounting	5,110.00	5,500.00	-390.00	92.91%
.4.6.3 · Board Expenses	465.00	500.00	-35.00	93.0%
.4.6.4 · Consulting & Legal Services	2,000.00	2,000.00	0.00	100.0%
.4.6.5 · IT Maintenance Consultant	1,530.00			
.4.6.6 · Staff Development	751.72	500.00	251.72	150.34%
<b>Total .4.6 · Professional Services</b>	<u>9,856.72</u>	<u>8,500.00</u>	<u>1,356.72</u>	<u>115.96%</u>
<b>.4.7 · Election Expenses</b>				
.4.7.1 · Election Inspectors	405.00	450.00	-45.00	90.0%
.4.7.2 · Election Expenses	167.60	50.00	117.60	335.2%
<b>Total .4.7 · Election Expenses</b>	<u>572.60</u>	<u>500.00</u>	<u>72.60</u>	<u>114.52%</u>
<b>Total 7410.4 · Contractual Expenses</b>	<u>128,627.31</u>	<u>159,302.00</u>	<u>-30,674.69</u>	<u>80.74%</u>
<b>9010 · Employee Benefits</b>				
.1 · Retirement	0.00	33,000.00	-33,000.00	0.0%
.2 · Social Security & Medicare	16,888.80	25,000.00	-8,111.20	67.56%
.3 · Workers Compensation	3,680.00	4,000.00	-320.00	92.0%
.4 · Disability	309.13	250.00	59.13	123.65%
.5 · Medical & Dental Benefits	42,493.30	70,700.00	-28,206.70	60.1%
.6 · Life Insurance	300.58	450.00	-149.42	66.8%
<b>Total 9010 · Employee Benefits</b>	<u>63,671.81</u>	<u>133,400.00</u>	<u>-69,728.19</u>	<u>47.73%</u>
<b>Total Expense</b>	<u>419,900.24</u>	<u>658,611.00</u>	<u>-238,710.76</u>	<u>63.76%</u>
<b>Net Ordinary Income</b>	<u>215,206.38</u>	<u>0.00</u>	<u>215,206.38</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>215,206.38</u></u>	<u><u>0.00</u></u>	<u><u>215,206.38</u></u>	<u><u>100.0%</u></u>

# Saugerties Public Library

## Balance Sheet

As of September 30, 2021

	Sep 30, 21	Sep 30, 20
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
M&T General Fund Checking 6455	22,238.78	45,994.90
M&T General Fund Savings 8180	686,636.67	288,974.55
M&T General Balance Fund 8627	33,265.21	358,061.45
M&T Capital Fund Checking 6430	50.00	50.00
M&T Bequest Fund 8198	24,409.21	24,392.73
Cash General Fund Petty Cash	874.00	874.00
<b>Total Checking/Savings</b>	767,473.87	718,347.63
<b>Other Current Assets</b>		
391 - Due From Other Funds	398.88	337.28
480 - Prepaid Expenses	9,521.00	13,330.25
<b>Total Other Current Assets</b>	9,919.88	13,667.53
<b>Total Current Assets</b>	777,393.75	732,015.16
<b>Other Assets</b>		
K101 - Land	570,484.00	570,484.00
K102 - Buildings	7,029,056.00	7,029,056.00
K103 - Improvement Other than Building	215,723.86	215,723.86
K104 - Machinery and Equipment	59,679.00	59,679.00
W129 - Non-Current Govt Liabilities	306,709.00	33,869.00
<b>Total Other Assets</b>	8,181,651.86	7,908,811.86
<b>TOTAL ASSETS</b>	<b>8,959,045.61</b>	<b>8,640,827.02</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
600 - Accounts Payable	0.00	13,454.33
<b>Total Accounts Payable</b>	0.00	13,454.33
<b>Other Current Liabilities</b>		
601 - Accrued Expenses	6,232.65	16,412.89
630 - Due To Other Funds	398.88	337.28
Payroll Liabilities	4,998.89	1,318.81
<b>Total Other Current Liabilities</b>	11,630.42	18,068.98
<b>Total Current Liabilities</b>	11,630.42	31,523.31
<b>Long Term Liabilities</b>		
K159 - Non-Current Govt Assets	7,874,942.86	7,874,942.86
W687 - Compensated Absences	48,729.00	7,817.00
W638 - Net Pension Liability	257,980.00	26,052.00
<b>Total Long Term Liabilities</b>	8,181,651.86	7,908,811.86
<b>Total Liabilities</b>	8,193,282.28	7,940,335.17
<b>Equity</b>		
<b>Restricted Fund Balance</b>		
Trust Fund I	24,000.00	24,000.00

**Saugerties Public Library**  
**Balance Sheet**

As of September 30, 2021

	<u>Sep 30, 21</u>	<u>Sep 30, 20</u>
Total Restricted Fund Balance	24,000.00	24,000.00
807 - Non-Spendable Fund Balance	9,521.00	13,330.25
914 - Assigned Fund Balance	22,815.00	18,850.00
917 - Unrestricted Fund Balance	494,220.95	424,959.24
Net Income	215,206.38	219,352.36
Total Equity	<u>765,763.33</u>	<u>700,491.85</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>8,959,045.61</u></b>	<b><u>8,640,827.02</u></b>

# Saugerties Public Library Abstract Check Register

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	
<b>M&amp;T General Fund</b>							
<b>Checking 6455</b>							
	Check	09/09/2021		Paychex		-61.05	
	Check	09/09/2021		NYS Emp Retire System		-311.44	
	Check	09/23/2021		Paychex		-59.22	
	Check	09/30/2021	EFT	Shelter Point Life		-623.40	
	Check	09/30/2021	10417	Culligan of Newburgh		-49.50	
	Check	09/30/2021	10418	ThyssenKrupp Elevator Corp	Invoice 3006178540	-705.64	
	Check	09/30/2021	10419	Time Warner Cable	9/2 - 10/1	-496.20	
	Check	09/30/2021	10420	Time Warner Cable	9/1 - 9/30	-231.00	
	Check	09/30/2021	EFT	Time Warner Cable	9/1 - 9/30	-66.19	
	Check	09/30/2021	10421	Welsh Sanitation		-93.89	
	Check	09/30/2021	10422	Baker & Taylor		-1,161.03	
	Check	09/30/2021	10423	Midwest Tape		-248.41	
	Check	09/30/2021	10424	National Business Technologies	IN445453	-105.17	
	Check	09/30/2021	10425	OverDrive Inc	#01938CO2137600	-379.74	
	Check	09/30/2021	10426	Gale/Cengage Learning	Inv #75827681	-122.36	
	Check	09/30/2021	10427	National Business Leasing a Program of	Inv #73795909	-164.00	
	Check	09/30/2021	10428	Uniforms USA, Inc.	September	-63.00	
	Check	09/30/2021	10429	SYNCB/ Amazon		-127.36	
	Check	09/30/2021	10430	SAFECO Alarm Systems, Inc.	Inv #87520	-45.00	
	Check	09/30/2021	10431	Hudson Valley One	Inv #13281	-32.60	
	Check	09/30/2021	10432	Energy Management Technologies	Inv #21308-1-2 & Inv #21308-1-3	-2,113.50	
	Check	09/30/2021	10433	Christopher J. O'Connor, CPA		-450.00	
	Check	09/30/2021	10434	Metropolitan Life Insurance Companies		-21.47	
	Check	09/30/2021	EFT	Central Hudson		-1,641.44	
	Check	09/30/2021	EFT	Village of Saugerties		-96.85	
	Check	09/30/2021	10435	The Penworthy Company LLC	Inv #0574865	-1,017.45	
	Check	09/30/2021	10436	W B Mason Co Inc	Inv #222691379	-113.86	
	Check	09/30/2021	10437	Curtronics	Inv #4231 & 4232	-750.00	
	Check	09/30/2021	10438	Mid Hudson Library System		-3,305.66	
	Check	09/30/2021	10439	CDPHP	Inv #212550000317	-4,603.81	
	Check	09/30/2021	10440	PC Smith & Son, Inc.		-6.99	
	Check	09/30/2021	10441	Whiteman Osterman & Hanna	Inv #529752	-500.00	
	Total M&T General Fund Checking 6455						-19,767.23
	<b>M&amp;T Capital Fund</b>						
	<b>Checking 6430</b>						
	Total M&T Capital Fund Checking 6430						
<b>TOTAL</b>						<b>-19,767.23</b>	



# Saugerties Public Library

## Abstract

September 2021

	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
<b>7410.1 - Salaries</b>				
		9-9-21 pay		13,820.01
		9-23-21 pay		13,125.92
Total 7410.1 - Salaries				<u>26,945.93</u>
<b>7410.4 - Contractual Expenses</b>				
<b>.4.1 - Library Material</b>				
<b>.4.1.1 - Tapes &amp; Videos</b>				
	10423	Midwest Tape	dvd/bocd	248.41
	10429	SYNCB/ Amazon		22.50
Total .4.1.1 - Tapes & Videos				<u>270.91</u>
<b>.4.1.2 - Books</b>				
<b>4.1.2A - Adult Books</b>				
	10422	Baker & Taylor	5017128148	102.30
	10422	Baker & Taylor	5017179160	146.86
	10422	Baker & Taylor	5017197464	182.87
	10422	Baker & Taylor	5017152297	89.03
	10422	Baker & Taylor	5017219048	201.23
	10426	Learning	Inv #75827681	122.36
Total 4.1.2A - Adult Books				<u>844.65</u>
<b>4.1.2J - Children's Books</b>				
	10422	Baker & Taylor	5017179232	126.24
	10422	Baker & Taylor	50171466801	44.46
	10422	Baker & Taylor	501719632	110.40
	10422	Baker & Taylor	5017219047	157.64
	10429	SYNCB/ Amazon		40.27
	10435	The Penworthy Company LLC	51 books	1,017.45
Total 4.1.2J - Children's Books				<u>1,496.46</u>
Total .4.1.2 - Books				<u>2,341.11</u>
<b>.4.1.5 - E-books</b>				
	10425	OverDrive Inc	#01938CO2137600 8	379.74
Total .4.1.5 - E-books				<u>379.74</u>
Total .4.1 - Library Material				<u>2,991.76</u>
<b>.4.2 - Programs, Publicity, History</b>				
<b>.4.2.1 - Programs</b>				
	10438	Mid Hudson Library System	Movie license 9-16/21 - 9/15/22	408.00
Total .4.2.1 - Programs				<u>408.00</u>
Total .4.2 - Programs, Publicity, History				<u>408.00</u>
<b>.4.3 - Operation of Building</b>				
<b>.4.3.1 - Utilities</b>				
	EFT	Central Hudson	8/19 - 9/17	1,641.44

# Saugerties Public Library

## Abstract

September 2021

	Num	Name	Memo	Amount
	EFT	Village of Saugerties	5/3 - 8/2	96.85
Total .4.3.1 · Utilities				1,738.29
<b>.4.3.2 · Telephone</b>				
	10419	Time Warner Cable	9/2 - 10/1	496.20
Total .4.3.2 · Telephone				496.20
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>				
	10417	Culligan of Newburgh	deliveries & cooler rental	49.50
	10421	Welsh Sanitation	October	93.89
Total .4.3.4 · Maintenance Service & Supplies				143.39
<b>.4.3.5 · Lawn &amp; Grounds</b>				
	10440	PC Smith & Son, Inc.	soil	6.99
Total .4.3.5 · Lawn & Grounds				6.99
<b>.4.3.6 · Building R&amp;M</b>				
	10428	Uniforms USA, Inc.	September	63.00
	10430	SAFECO Alarm Systems, Inc.	October monitoring	45.00
	10437	Curtronics	Inv #4231 & 4232	750.00
Total .4.3.6 · Building R&M				858.00
<b>.4.3.8 · Elevator</b>				
	10418	Corp	10/1 - 12/31	705.64
Total .4.3.8 · Elevator				705.64
<b>.4.3.9 · Geothermal</b>				
	10432	Energy Management Technologies	Mechanical support Sept 21 - Feb 22	1,312.50
	10432	Energy Management Technologies	Systems support Sept 21 - Feb 22	801.00
Total .4.3.9 · Geothermal				2,113.50
<b>.4.3.12 · Internet</b>				
	10420	Time Warner Cable	9/1 - 9/30	231.00
	EFT	Time Warner Cable	9/1 - 9/30	66.19
Total .4.3.12 · Internet				297.19
Total .4.3 · Operation of Building				6,359.20
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 · Copier</b>				
	10424	National Business Technologies	IN442010, IN445453	105.17
	10427	National Business Leasing a Program of	September	164.00
Total .4.4.1 · Copier				269.17
<b>.4.4.2 · Office Supplies</b>				
	10429	SYNCB/ Amazon		26.98
	10436	W B Mason Co Inc	Inv #222691379	113.86
Total .4.4.2 · Office Supplies				140.84
<b>.4.4.5 · Payroll Service Fees</b>				
		Paychex		61.05
		Paychex		59.22
Total .4.4.5 · Payroll Service Fees				120.27

# Saugerties Public Library

## Abstract

September 2021

	Num	Name	Memo	Amount
<b>.4.4.6 - Equipment Purchases</b>				
	10429	SYNCB/ Amazon		37.61
Total .4.4.6 - Equipment Purchases				<u>37.61</u>
Total .4.4 - Equipment R&M, Supplies				567.89
<b>.4.5 - Automation, System Fees</b>				
<b>.4.5.1 - Automation &amp; Online Services</b>				
	10438	Mid Hudson Library System	September/October	2,872.66
Total .4.5.1 - Automation & Online Services				<u>2,872.66</u>
Total .4.5 - Automation, System Fees				2,872.66
<b>.4.6 - Professional Services</b>				
<b>.4.6.1 - Accounting</b>				
	10433	Christopher J. O'Connor, CPA	September	450.00
Total .4.6.1 - Accounting				<u>450.00</u>
<b>.4.6.3 - Board Expenses</b>				
	10438	Mid Hudson Library System	Trustee training handbook	25.00
Total .4.6.3 - Board Expenses				<u>25.00</u>
<b>.4.6.4 - Consulting &amp; Legal Services</b>				
	10441	Whiteman Osterman & Hanna	4th quarterly installment	500.00
Total .4.6.4 - Consulting & Legal Services				<u>500.00</u>
Total .4.6 - Professional Services				975.00
<b>.4.7 - Election Expenses</b>				
<b>.4.7.2 - Election Expenses</b>				
	10431	Hudson Valley One	regarding the election	32.60
Total .4.7.2 - Election Expenses				<u>32.60</u>
Total .4.7 - Election Expenses				<u>32.60</u>
Total 7410.4 - Contractual Expenses				14,207.11
<b>9010 - Employee Benefits</b>				
<b>.2 - Social Security &amp; Medicare</b>				
		9-9-21 pay		1,007.76
		9-23-21 pay		954.65
Total .2 - Social Security & Medicare				<u>1,962.41</u>
<b>.4 - Disability</b>				
		9-9-21 pay		-29.22
		9-23-21 pay		-29.53
		EFT	Shelter Point Life	623.40
Total .4 - Disability				<u>564.65</u>
<b>.5 - Medical &amp; Dental Benefits</b>				
		9-9-21 pay		-646.68
		9-23-21 pay		-646.68
	10439	CDPHP	October	4,603.81
Total .5 - Medical & Dental Benefits				<u>3,310.45</u>
<b>.6 - Life Insurance</b>				

# Saugerties Public Library

## Abstract

September 2021

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
10434	Metropolitan Life Insurance Companies	Life insurance	21.47
			<u>21.47</u>
			<u>5,858.98</u>
			<u>47,012.02</u>
			<u>-47,012.02</u>
			<u><b>-47,012.02</b></u>

Total .6 - Life Insurance

Total 9010 - Employee Benefits

Total Expense

Net Ordinary Income

**Net Income**

**Saugerties Public Library**  
**YTD Comparison**  
September 2021

	<u>Sep 21</u>	<u>Jan - Sep 21</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	0.00	617,796.00
2082 · Fines	680.00	4,178.09
2401 · Interest	12.86	317.24
2705 · Gifts & Donations		
2705.1 · Restricted	0.00	1,375.00
2705.2 · General	485.00	3,975.29
2705 · Gifts & Donations - Other	0.00	900.00
<b>Total 2705 · Gifts &amp; Donations</b>	<u>485.00</u>	<u>6,250.29</u>
3840 · New York State Aid	5,008.00	6,565.00
<b>Total Income</b>	<u>6,185.86</u>	<u>635,106.62</u>
<b>Expense</b>		
7410.1 · Salaries	26,945.93	227,601.12
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	270.91	4,692.55
.4.1.2 · Books		
4.1.2A · Adult Books	844.65	7,849.95
4.1.2J · Children's Books	1,496.46	4,921.93
.4.1.2 · Books - Other	0.00	175.60
<b>Total .4.1.2 · Books</b>	<u>2,341.11</u>	<u>12,947.48</u>
.4.1.3 · Subscriptions	0.00	3,870.75
.4.1.4 · Newspapers	0.00	1,965.49
.4.1.5 · E-books	379.74	1,837.05
<b>Total .4.1 · Library Material</b>	<u>2,991.76</u>	<u>25,313.32</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	408.00	1,555.02
.4.2.3 · Newsletter & Public Relations	0.00	1,968.00
<b>Total .4.2 · Programs, Publicity, History</b>	<u>408.00</u>	<u>3,523.02</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	1,738.29	14,821.69
.4.3.2 · Telephone	496.20	2,095.80
.4.3.3 · Insurance	0.00	12,244.76
.4.3.4 · Maintenance Service & Supplies	143.39	1,691.87
.4.3.5 · Lawn & Grounds	6.99	2,361.59
.4.3.6 · Building R&M	858.00	10,404.81
.4.3.7 · Snow Removal	0.00	2,325.00
.4.3.8 · Elevator	705.64	3,222.56
.4.3.9 · Geothermal	2,113.50	4,227.00
.4.3.10 · Custodial Service	0.00	2,040.00
.4.3.12 · Internet	297.19	1,718.71
<b>Total .4.3 · Operation of Building</b>	<u>6,359.20</u>	<u>57,153.79</u>
.4.4 · Equipment R&M, Supplies		

**Saugerties Public Library**  
**YTD Comparison**  
September 2021

	<u>Sep 21</u>	<u>Jan - Sep 21</u>
.4.4.1 · Copier	269.17	2,355.93
.4.4.2 · Office Supplies	140.84	3,387.81
.4.4.4 · Postage	0.00	947.20
.4.4.5 · Payroll Service Fees	120.27	805.55
.4.4.6 · Equipment Purchases	37.61	8,514.57
.4.4.7 · Equipment R&M	0.00	87.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<u>567.89</u>	<u>16,098.06</u>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	2,872.66	14,363.30
.4.5.2 · MHLS Fees	0.00	1,746.50
<b>Total .4.5 · Automation, System Fees</b>	<u>2,872.66</u>	<u>16,109.80</u>
<b>.4.6 · Professional Services</b>		
.4.6.1 · Accounting	450.00	5,110.00
.4.6.3 · Board Expenses	25.00	465.00
.4.6.4 · Consulting & Legal Services	500.00	2,000.00
.4.6.5 · IT Maintenance Consultant	0.00	1,530.00
.4.6.6 · Staff Development	0.00	751.72
<b>Total .4.6 · Professional Services</b>	<u>975.00</u>	<u>9,856.72</u>
<b>.4.7 · Election Expenses</b>		
.4.7.1 · Election Inspectors	0.00	405.00
.4.7.2 · Election Expenses	32.60	167.60
<b>Total .4.7 · Election Expenses</b>	<u>32.60</u>	<u>572.60</u>
<b>Total 7410.4 · Contractual Expenses</b>	<u>14,207.11</u>	<u>128,627.31</u>
<b>9010 · Employee Benefits</b>		
.2 · Social Security & Medicare	1,962.41	16,888.80
.3 · Workers Compensation	0.00	3,680.00
.4 · Disability	564.65	309.13
.5 · Medical & Dental Benefits	3,310.45	42,493.30
.6 · Life Insurance	21.47	300.58
<b>Total 9010 · Employee Benefits</b>	<u>5,858.98</u>	<u>63,671.81</u>
<b>Total Expense</b>	<u>47,012.02</u>	<u>419,900.24</u>
<b>Net Ordinary Income</b>	<u>-40,826.16</u>	<u>215,206.38</u>
<b>Net Income</b>	<u><u>-40,826.16</u></u>	<u><u>215,206.38</u></u>

# Saugerties Public Library Balance Sheet by Class

As of September 30, 2021

	<u>A - General</u>	<u>H - Capital</u>	<u>K - Fixed Assets</u>	<u>PN - Permanent</u>	<u>/ - Long-Term Deb</u>	<u>Unclassified</u>	<u>TOTAL</u>
<b>ASSETS</b>							
<b>Current Assets</b>							
<b>Checking/Savings</b>							
M&T General Fund Checking 6455	25,738.78	-3,500.00	0.00	0.00	0.00	0.00	22,238.78
M&T General Fund Savings 8180	685,761.67	0.00	0.00	875.00	0.00	0.00	686,636.67
M&T General Balance Fund 8627	33,265.21	0.00	0.00	0.00	0.00	0.00	33,265.21
M&T Capital Fund Checking 6430	0.00	50.00	0.00	0.00	0.00	0.00	50.00
M&T Bequest Fund 8198	0.00	0.00	0.00	24,409.21	0.00	0.00	24,409.21
Cash General Fund Petty Cash	874.00	0.00	0.00	0.00	0.00	0.00	874.00
<b>Total Checking/Savings</b>	<b>745,639.66</b>	<b>-3,450.00</b>	<b>0.00</b>	<b>25,284.21</b>	<b>0.00</b>	<b>0.00</b>	<b>767,473.87</b>
<b>Other Current Assets</b>							
391 - Due From Other Funds	398.88	0.00	0.00	0.00	0.00	0.00	398.88
480 - Prepaid Expenses	9,521.00	0.00	0.00	0.00	0.00	0.00	9,521.00
<b>Total Other Current Assets</b>	<b>9,919.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,919.88</b>
<b>Total Current Assets</b>	<b>755,559.54</b>	<b>-3,450.00</b>	<b>0.00</b>	<b>25,284.21</b>	<b>0.00</b>	<b>0.00</b>	<b>777,393.75</b>
<b>Other Assets</b>							
K101 - Land	0.00	0.00	570,484.00	0.00	0.00	0.00	570,484.00
K102 - Buildings	0.00	0.00	7,029,056.00	0.00	0.00	0.00	7,029,056.00
K103 - Improvement Other than Building	0.00	0.00	215,723.86	0.00	0.00	0.00	215,723.86
K104 - Machinery and Equipment	0.00	0.00	59,679.00	0.00	0.00	0.00	59,679.00
W129 - Non-Current Govt Liabilites	0.00	0.00	0.00	0.00	306,709.00	0.00	306,709.00
<b>Total Other Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>7,874,942.86</b>	<b>0.00</b>	<b>306,709.00</b>	<b>0.00</b>	<b>8,181,651.86</b>
<b>TOTAL ASSETS</b>	<b>755,559.54</b>	<b>-3,450.00</b>	<b>7,874,942.86</b>	<b>25,284.21</b>	<b>306,709.00</b>	<b>0.00</b>	<b>8,959,045.61</b>
<b>LIABILITIES &amp; EQUITY</b>							
<b>Liabilities</b>							
<b>Current Liabilities</b>							
<b>Other Current Liabilities</b>							
601 - Accrued Expenses	6,232.65	0.00	0.00	0.00	0.00	0.00	6,232.65
630 - Due To Other Funds	0.00	0.00	0.00	398.88	0.00	0.00	398.88
Payroll Liabilities	4,998.89	0.00	0.00	0.00	0.00	0.00	4,998.89
<b>Total Other Current Liabilities</b>	<b>11,231.54</b>	<b>0.00</b>	<b>0.00</b>	<b>398.88</b>	<b>0.00</b>	<b>0.00</b>	<b>11,630.42</b>
<b>Total Current Liabilities</b>	<b>11,231.54</b>	<b>0.00</b>	<b>0.00</b>	<b>398.88</b>	<b>0.00</b>	<b>0.00</b>	<b>11,630.42</b>
<b>Long Term Liabilities</b>							

**Saugerties Public Library  
Balance Sheet by Class**

As of September 30, 2021

	<b>A - General</b>	<b>H - Capital</b>	<b>K - Fixed Assets</b>	<b>PN - Permanent</b>	<b>/ - Long-Term Deb</b>	<b>Unclassified</b>	<b>TOTAL</b>
<b>K159 - Non-Current Govt Assets</b>	0.00	0.00	7,874,942.86	0.00	0.00	0.00	7,874,942.86
<b>W687 - Compensated Absences</b>	0.00	0.00	0.00	0.00	48,729.00	0.00	48,729.00
<b>W638 - Net Pension Liability</b>	0.00	0.00	0.00	0.00	257,980.00	0.00	257,980.00
<b>Total Long Term Liabilities</b>	0.00	0.00	7,874,942.86	0.00	306,709.00	0.00	8,181,651.86
<b>Total Liabilities</b>	11,231.54	0.00	7,874,942.86	398.88	306,709.00	0.00	8,193,282.28
<b>Equity</b>							
<b>Restricted Fund Balance</b>							
<b>Trust Fund I</b>	0.00	0.00	0.00	24,000.00	0.00	0.00	24,000.00
<b>Total Restricted Fund Balance</b>	0.00	0.00	0.00	24,000.00	0.00	0.00	24,000.00
<b>807 - Non-Spendable Fund Balance</b>	9,521.00	0.00	0.00	0.00	0.00	0.00	9,521.00
<b>914 - Assigned Fund Balance</b>	18,850.00	0.00	0.00	0.00	0.00	3,965.00	22,815.00
<b>917 - Unrestricted Fund Balance</b>	498,135.95	50.00	0.00	0.00	0.00	-3,965.00	494,220.95
<b>Net Income</b>	217,821.05	-3,500.00	0.00	885.33	0.00	0.00	215,206.38
<b>Total Equity</b>	744,328.00	-3,450.00	0.00	24,885.33	0.00	0.00	765,763.33
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>755,559.54</b>	<b>-3,450.00</b>	<b>7,874,942.86</b>	<b>25,284.21</b>	<b>306,709.00</b>	<b>0.00</b>	<b>8,959,045.61</b>



October 8, 2021

**September Director's report**

**COVID update:** Masks are still required for everyone who enters the building

**Programming:** Outside groups and library staff are using the Community Room for programming. At this time we are limiting the number of people to 15, and masks must be worn at all times except when eating snacks.

**Donations:** Peg Wilsey has passed away, and donations are being made to the library in her name. The Wilsey family would like to be informed and involved with how the donations are used.

**Incident:** On Monday, Sept. 20<sup>th</sup> a patron tripped on the sidewalk and fell. He gashed his head and hand, and decided to come into the library to make copies. Staff member, Cindy Bloom, did an amazing job of caring for the patron until EMT's arrived. Another patron had seen the man fall outside the library, and I wrote up an incident report with the witness's account and name.

**Personnel:** In September we had four employees out at the same time. Two were sick and two were on scheduled vacations. The remaining staff were able to cover all of the circulation desks without problems. Having Jenny Chin, our new full time Library Assistant, was also a reason why we were able to continue to function smoothly. She is very knowledgeable and dedicated to library work.

A staff meeting was held on September 14<sup>th</sup>.

**Art in the Library:** Kate Masters will be the next artist to show in the gallery space. Her show will be up for November through December.

Attended:

UCLA Annual Dinner

MHLS Robert's Rules of Order workshop

NICHE Academy online meeting

## Facilities Committee Meeting

The facilities committee met Wednesday, October 6, 2021 at 6 PM.

Present: Director Jennifer Russell, President Katie Cokinos, Doug Wilson, Julie Misiano, Paul Vanbenschoten, Carole Furman, Ted Conathon

Absent: Brian Collins

The meeting began at 6:05 and the following topics were discussed:

1. Jen showed us carpet samples which we are considering when we replace our carpets. We are moving closer to this project and have estimates from a mover and two carpet companies. We have to select the carpet we want, and coordinate the job between the movers and the carpet installers.
2. Elevator issues: our elevator is still not working as it should even though the technician tells us there is nothing wrong with it. We have decided to contact Otis elevator to give us an evaluation. We will also contact the school to see who they use to service their elevator.
3. We are looking into getting an energy audit. We will have the finance committee look into this as our energy crisis have been increasing.
4. We have contacted Peter Ressa, Our electrician, to replace our battery back ups. He is very busy and Paul will call him to see if he can get him to come and do the job
5. Compost pile: we have a compost bin which is currently stored behind the shed in our green space. We will put brush in the bin and hopefully eventually make some compost. We can keep it behind the shed so it will be out of sight.

This was my last facilities meeting and as chairman I would like to thank each and every member of the committee for all the hard work and dedication to keeping our library looking as good as it does.

# **Saugerties Public Library**

## **Policy Committee Meeting Minutes**

Date: September 15, 2021

Time: 6:00 p.m.

Meeting location: Community Room of SPL

Committee Members Attending:

Bassler (chair), Collins, Scott, Stegmayer,

Others Attending:

Director Jennifer Russell

Excused:

Board President Cokinos

Discussion:

The meeting was devoted to beginning the committee's review of the current SPL Procurement and Investment Policies. More information is needed to continue the discussion, and members of the committee will contact other libraries (Jouette) and various individuals (Tim will contact Ken Goldberg; Jen will contact Rebekkah Smith Aldrich and Tom Murphy) to obtain it. A few concrete suggestions were made (e.g., to bring the dollar amounts of contract categories into alignment with current prices; to provide definitions of the technical terms found in the policies) but the evaluation of the core content of the policies will continue at our October meeting (and probably beyond).

It was suggested that at some point in the process the Policy Committee and the Finance Committee should hold a joint meeting, but it is too early to set a date.

Next scheduled meeting: October 20 at 6:00pm.

# **Saugerties Library**

## **Outreach Committee Meeting**

**September 13, 2021, 5:30pm**

### **Community Room**

Attendance: Elizabeth Stegmayer (Chair), Jen Russell (Director), Irene Hurst, Julie Misiano, Ray Rebholz (Friends)

Absent: Ginger Jureka-Blake, Katie Cokinos

### Discussion Items

#### **1. Holiday in the village**

- Friends possibly operate Festival of Trees in person with spacing and (maybe) appointments or Friends/ Staff create simple window display with a tree and lights
- Story walk placards of Festival of Lights around the world
- Community snowflake making and display

#### **2. Books in the community**

- Possible distribution sites in the town, calls to business owners for participation
- Merchandising/display options for reading packets
- Reading packet contents
  - Need vendor suggestions for purchasing of books in bulk, bags, and boxes
  - SPL promotional materials needed for packets - program schedules, library card application

**Action Items:**

- Committee members to help research 2 Festivals of Lights and provide Jen with copy for signage
- Ray will discuss with Friends the Holiday in the Village programming
- Ray will discuss with the Friends financial support for purchasing books and help with collating and distributing packets in the community
- Committee members to research possible vendors for book purchasing, along with title recommendations and packaging ideas

Next Meeting: TBD by new chair or November 1, 2021 at 5:30pm in the Community room

Saugerties Public Library  
Personnel Committee

Date: September 22, 2021

Time: 5:30 PM

Committee Members Attending:

D Wilson, T Scott, J Bassler, C. Saporito

Staff Attending:

Director J Russell

Discussion/Agenda Items

1. Committee discussed the possibility of changing the percentage employees are paying towards insurance benefits. If done, this would require a change in the Manual of Personnel Policies Section 3.10. It was suggested that Jen research to see what percentage other libraries in MHLS are paying.
2. The committee discussed the current rate of inflation, which was 5.3% in August. Given our current wage increases of 2%, SPL employees are not keeping up with the cost of living. It is suggested this be discussed with the Finance committee for the coming year.
3. Jen has decided to move all employee evaluations to a single point in the year; which will be completed in December for wage increases effective January 1. Jen feels this removes the risk of missing someone on the date-of-hire anniversary. This change will also affect the Director, and this committee needs to begin to put together a performance evaluation for the Director.

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

1. The Personnel Committee is recommending a change to Section 2.07 Performance Evaluation of the Manual of Personnel Policies. The first sentence in that section should be changed to read: "All employees will be evaluated annually, effective January 1 of each year. "
- 2.
- 3.

Next Personnel Meeting: TBD by new committee members

Saugerties Public Library  
Finance Committee

Date:09/28/2021

Time: 05:30 PM

Committee Members Attending:

TRUSTEES (Collins,Hurst)

Absent: (Blake,Cokinos, Saporito)

Staff Attending:

Director Russell

Others Attending:

Discussion/Agenda Items

1. Discussed procedures to perform quality control protocols for payroll processing. Monthly or quarterly reviews were discussed
2. It was thought that a review of the current financial reports generated for the Trustees should be performed so as to evaluate necessity going forward. One or more Trustees were of the opinion that fewer more concise reports could focus better attention to detail. We took a cursory look at the eight different reports we currently produce. It was thought when the full committee meets in October more input from members would be required to do a thorough evaluation.
3. The question of customized reporting was discussed but it appears we could be limited to the standard reports produced by the current system,
4. The director reports electric costs appear to be going up so it was decided to look at last years usage and costs so as to determine if the additional costs are for delivery or actual consumption. In so much as SPL utilizes electric for heating and cooling as well as just about everything else being price conscious was deemed to be important by one or more Trustees. An energy audit and long talked about projects to weatherize the building were discussed.
5. The committee discussed required capital improvement projects that included the carpet project, our security system, the bluetooth aid for hearing, our surround sound and the elevator which decided to become non operational when needed by a Trustee in attendance. Being ADA compliant is not an option and the Director is rightfully concerned.
6. We reviewed the carpet project with the different costs options.
7. The Committee will work to create a spending plan after calculating required reserves. A spending plan for 2022 needs to be created and given to the Buildings Committee as prioritized needs are addressed.

8. Procurement policy revision will facilitate creation of the spending plan .
9. The Director suggested we purchase durable plates and dishes to reduce waste.  
Perhaps the Community Room when entertaining groups that would like to serve food could benefit from a built in dishwasher among the cabinetry .
10. Charitable giving methods and procedures were discussed.

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

1. Discussion of energy consumption led those present to believe an energy audit of the building would be a good first step in identifying detriments to conservation. Perhaps the facilities committee would like to take the lead if such action is warranted in their collective opinion.
2. Reports review with a glossary of terms created by our Finance committee. Trustees often ask what certain fields or terms contained on the financial reports reference and we do not always have a ready answer. The committee thought it would be helpful for the new Trustees we will be welcoming in October as well as provide a point of reference for future inquiries.

Next Meeting Tuesday Oct 26th 2021 @ 5:30PM



Board of Trustees Meeting  
November 10, 2021  
6pm – Agenda

Roll Call

Public Comment

Action Items:

1. Secretary's Report – Tim Scott
2. Treasurer's Report – Brian Collins
3. Pay Bills

New Business:

1. Health insurance contribution – public relations
2. Honoring the legacy of Peg Wilsey
3. Holiday celebration for the staff
4. Covid update

Director's Report

Committee Reports:

1. Finance – Brian Collins
2. Personnel – Julie Misiano
3. Policy – Jouette Bassler
4. Outreach – Tim Scott
5. Facilities – Doug Wilson

Next Meeting – Thursday, December 9, 2021

**Saugerties Public Library  
Regular Board Meeting  
October 14, 2021**

**Present:** *Trustees* Bassler, Carroll, Cokinos, Collins, Hurst, Misiano, Saporito, Scott, Stegmayer, Wilson

*Director:* Russell

*Public:* Brittany Barnard, Charlotte Herscher (Trustee-Elect), Nina Schmidbaur, John Schoonmaker (Town Councilmember), Leanne Thornton (Deputy Town Supervisor), Paul Van Benschoten (Library Trustee-Elect), Andrew Zink

**Excused:** Jurecka-Blake

Meeting called to order at 6:05 pm by President Cokinos

**Public Comment:**

- Thornton: The proposed 2022 Budget for the Town of Saugerties will be available to view soon. Diaz Ambulance is asking for a budget increase. The public is strongly encouraged to attend the upcoming budget hearings. Property maintenance continues to be a hot topic. Zoning changes near HITS will be considered by the Town Board in the near future. October 24 will be the Touch-A-Truck and Trick or Treating. The Winston Farm owners will update the public on their plans for the property via their website.

**New Business:**

Deena Rae Turner (one of three newly elected trustees), offered her resignation prior to the meeting and effective immediately. Two individuals then applied for the position (Sydnie Grosberg and Nina Schmidbaur). Ms. Grosberg has since withdrawn from consideration leaving Ms. Schmidbaur to be considered for appointment.

A vote in favor of appointing Nina Schmidbaur to a 1-year term was unanimous.

**Nominating Committee:**

- A slate consisting of the following individuals was presented to the board for consideration: Katie Cokinos for President, Tim Scott for Vice President, Julie Misiano for Secretary, and Brian Collins for Treasurer.
- No other officer nominations were made for the 2021-2022 year.
- Secretary Scott cast one vote for the slate.

**Secretary's Report:**

*Motion* to approve: Hurst

*Second:* Wilson

*Motion* passes unanimously

**Treasurer's Report:**

*Motion* by Wilson and *Second* by Bassler to pay bills in the amount of \$19,767.23.

*Motion* passes unanimously.

**Director's Report:** Please see the Meeting Packet

- Masks are still required for all who enter the building.
- The Community Room is being used for a variety of programming. Capacity is limited to 15 and all participants must wear a mask unless eating.
- Elizabeth Stegmayer sent flowers to Peg Wilsey's funeral on behalf of the Board.
- Tiffany Lydecker will keep track of funds donated to the library by the Wilsey Family.
- On September 20, a patron fell and injured themselves. A staff member (C. Bloom), watched over them until an EMT arrived. There was a witness who provided all necessary info for the record. There is also security footage. While no sign of legal action against the library has been seen, Director Russell will email our lawyer so he is aware.
- Jenny Chin (Library Assistant), has proven to be a strong asset. In September, there was a day when four employees were out leaving quite a gap. Remaining staff (which included Chin), were able to continue operations without an issue.
- Kate Masters will be the next artist to be showcased in the downstairs gallery (November - December).

**Finance:** Meeting occurred 9/28/21 (See Finance Minutes)

- Monthly or quarterly reviews of procedures relating to payroll processing was discussed.

- With energy costs going up, it may be prudent to perform an energy audit. Having the building weatherized was also discussed.
- Capital improvement projects and making sure we are in compliance with the Americans with Disabilities Act (ADA) were discussed.
- A spending plan will be created once our required financial reserve level is determined. The 2022 plan should be given to Facilities.
- Director Russell suggested the library purchase durable plates and dishes to reduce waste.
- There was a question as to whether the Community Room might benefit from having a built-in dishwasher for use especially by outside groups using it.
- A glossary of financial terms may be created in order for all trustees to better understand all financial reports.

**Personnel:** Meeting occurred 9/22/21 (See Personnel Minutes)

- The possibility of changing the percentage paid by employees towards insurance benefits was discussed. If said change took place, the Manual of Personnel Policies Section 3.10 would need to be changed. Director Russell will research what other libraries within MHLS are paying.
- Inflation is a topic of concern. It may be necessary to consult with the Finance Committee in regards to employee raises. Can we go higher than 2% for all employees?
- Director Russell would like all employee evaluations to occur at the same point in time effective January 1, 2022. She believes this would be more efficient.
- The Personnel Committee is recommending a change to Section 2.07 Personnel Evaluation of the Manual of Personnel Policies. The first sentence in that section should be changed to read: "All employees will be evaluated annually, effective January 1, of each year."

*Motion* to accept that recommendation by Misiano. *Second* by Collins. *Motion* passes unanimously.

**Policy:** Meeting occurred 9/15/21 (See Policy Minutes)

- The current Procurement and Investment Policies are being reviewed.
- It was suggested that Policy may hold a joint meeting with Finance but no date has been set.

**Facilities:** Meeting occurred 10/6/21 (See Facilities Minutes)

- Estimates from a mover and two carpet companies have been received.
- Otis Elevator will be contacted to evaluate our elevator which has been giving us technical difficulty as of late. The Saugerties Central School District will also be contacted to see who they use to service their elevator(s).
- Our electrician has been contacted to replace battery back-ups.
- A compost bin has been started behind the shed.

**Outreach:** Meeting occurred 9/13/21 (See Outreach Minutes)

- Holiday in the Village: unsure what the event will look like
- Festival of Trees may be in person with social distancing or appointments. It may end up being a simple window display.
- Story Walk with info on the Festival of Light and other holiday events may be considered.
- Free Book Project: distributing books to families at key gathering points (laundromat, doctor's office, etc).

*Motion* to adjourn at 7pm made by Misiano and *Second* by Wilson. *Motion* passes unanimously.

**Next meeting will be November 10 due to Veteran's Day.**

Submitted by: Tim Scott, Jr.

**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
 January through October 2021

	<u>Jan - Oct 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 · Real Property Taxes	617,796.00	617,796.00	0.00	100.0%
2082 · Fines	5,075.92	7,500.00	-2,424.08	67.68%
2401 · Interest	329.89	500.00	-170.11	65.98%
<b>2705 · Gifts &amp; Donations</b>				
2705.1 · Restricted	1,375.00			
2705.2 · General	5,925.29	3,000.00	2,925.29	197.51%
2705.3 · In-Kind	0.00	7,000.00	-7,000.00	0.0%
2705 · Gifts & Donations - Other	900.00			
<b>Total 2705 · Gifts &amp; Donations</b>	<b>8,200.29</b>	<b>10,000.00</b>	<b>-1,799.71</b>	<b>82.0%</b>
3840 · New York State Aid	6,565.00			
3999 · Appropriated Fund Balance	0.00	22,815.00	-22,815.00	0.0%
<b>Total Income</b>	<b>637,967.10</b>	<b>658,611.00</b>	<b>-20,643.90</b>	<b>96.87%</b>
<b>Expense</b>				
7410.1 · Salaries	253,525.97	365,909.00	-112,383.03	69.29%
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
.4.1.1 · Tapes & Videos	5,102.65	7,100.00	-1,997.35	71.87%
<b>.4.1.2 · Books</b>				
4.1.2A · Adult Books	14,686.81			
4.1.2J · Children's Books	5,374.79			
.4.1.2 · Books - Other	175.60	20,000.00	-19,824.40	0.88%
<b>Total .4.1.2 · Books</b>	<b>20,237.20</b>	<b>20,000.00</b>	<b>237.20</b>	<b>101.19%</b>
.4.1.3 · Subscriptions	3,870.75	1,900.00	1,970.75	203.72%
.4.1.4 · Newspapers	2,350.04	2,100.00	250.04	111.91%
.4.1.5 · E-books	1,837.05	2,000.00	-162.95	91.85%
<b>Total .4.1 · Library Material</b>	<b>33,397.69</b>	<b>33,100.00</b>	<b>297.69</b>	<b>100.9%</b>
<b>.4.2 · Programs, Publicity, History</b>				
.4.2.1 · Programs	1,565.82	5,000.00	-3,434.18	31.32%
.4.2.3 · Newsletter & Public Relations	1,968.00	2,000.00	-32.00	98.4%
<b>Total .4.2 · Programs, Publicity, History</b>	<b>3,533.82</b>	<b>7,000.00</b>	<b>-3,466.18</b>	<b>50.48%</b>
<b>.4.3 · Operation of Building</b>				
.4.3.1 · Utilities	14,821.69	23,000.00	-8,178.31	64.44%
.4.3.2 · Telephone	2,095.80	1,800.00	295.80	116.43%
.4.3.3 · Insurance	16,770.77	19,000.00	-2,229.23	88.27%
.4.3.4 · Maintenance Service & Supplies	2,074.53	2,400.00	-325.47	86.44%
.4.3.5 · Lawn & Grounds	3,299.27	4,000.00	-700.73	82.48%
.4.3.6 · Building R&M	10,891.98	11,000.00	-108.02	99.02%
.4.3.7 · Snow Removal	2,325.00	3,000.00	-675.00	77.5%
.4.3.8 · Elevator	3,222.56	3,250.00	-27.44	99.16%
.4.3.9 · Geothermal	4,227.00	5,500.00	-1,273.00	76.86%
.4.3.10 · Custodial Service	2,040.00	7,500.00	-5,460.00	27.2%
.4.3.12 · Internet	1,949.71	552.00	1,397.71	353.21%

**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
 January through October 2021

	<u>Jan - Oct 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Total .4.3 · Operation of Building</b>	63,718.31	81,002.00	-17,283.69	78.66%
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
.4.4.1 · Copier	2,613.32	3,100.00	-486.68	84.3%
.4.4.2 · Office Supplies	3,462.67	2,000.00	1,462.67	173.13%
.4.4.4 · Postage	947.20	2,000.00	-1,052.80	47.36%
.4.4.5 · Payroll Service Fees	925.82	1,000.00	-74.18	92.58%
.4.4.6 · Equipment Purchases	8,514.57	2,000.00	6,514.57	425.73%
.4.4.7 · Equipment R&M	87.00	100.00	-13.00	87.0%
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<u>16,550.58</u>	<u>10,200.00</u>	<u>6,350.58</u>	<u>162.26%</u>
<b>.4.5 · Automation, System Fees</b>				
.4.5.1 · Automation & Online Services	17,235.96			
.4.5.2 · MHLS Fees	2,846.50			
.4.5 · Automation, System Fees - Other	0.00	19,000.00	-19,000.00	0.0%
<b>Total .4.5 · Automation, System Fees</b>	<u>20,082.46</u>	<u>19,000.00</u>	<u>1,082.46</u>	<u>105.7%</u>
<b>.4.6 · Professional Services</b>				
.4.6.1 · Accounting	5,560.00	5,500.00	60.00	101.09%
.4.6.3 · Board Expenses	465.00	500.00	-35.00	93.0%
.4.6.4 · Consulting & Legal Services	2,000.00	2,000.00	0.00	100.0%
.4.6.5 · IT Maintenance Consultant	1,530.00			
.4.6.6 · Staff Development	751.72	500.00	251.72	150.34%
<b>Total .4.6 · Professional Services</b>	<u>10,306.72</u>	<u>8,500.00</u>	<u>1,806.72</u>	<u>121.26%</u>
<b>.4.7 · Election Expenses</b>				
.4.7.1 · Election Inspectors	405.00	450.00	-45.00	90.0%
.4.7.2 · Election Expenses	167.60	50.00	117.60	335.2%
<b>Total .4.7 · Election Expenses</b>	<u>572.60</u>	<u>500.00</u>	<u>72.60</u>	<u>114.52%</u>
<b>Total 7410.4 · Contractual Expenses</b>	<u>148,162.18</u>	<u>159,302.00</u>	<u>-11,139.82</u>	<u>93.01%</u>
<b>9010 · Employee Benefits</b>				
.1 · Retirement	33,541.00	33,000.00	541.00	101.64%
.2 · Social Security & Medicare	18,782.68	25,000.00	-6,217.32	75.13%
.3 · Workers Compensation	3,680.00	4,000.00	-320.00	92.0%
.4 · Disability	256.05	250.00	6.05	102.42%
.5 · Medical & Dental Benefits	45,929.51	70,700.00	-24,770.49	64.96%
.6 · Life Insurance	322.05	450.00	-127.95	71.57%
<b>Total 9010 · Employee Benefits</b>	<u>102,511.29</u>	<u>133,400.00</u>	<u>-30,888.71</u>	<u>76.85%</u>
<b>Total Expense</b>	<u>504,199.44</u>	<u>658,611.00</u>	<u>-154,411.56</u>	<u>76.56%</u>
<b>Net Ordinary Income</b>	<u>133,767.66</u>	<u>0.00</u>	<u>133,767.66</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>133,767.66</u></u>	<u><u>0.00</u></u>	<u><u>133,767.66</u></u>	<u><u>100.0%</u></u>

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Oct 21</u>	<u>Jan - Oct 20</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	617,796.00	617,796.00
2082 · Fines	5,075.92	4,121.52
2401 · Interest	329.89	1,624.69
2705 · Gifts & Donations		
2705.1 · Restricted	1,375.00	0.00
2705.2 · General	5,925.29	7,136.98
2705 · Gifts & Donations - Other	900.00	0.00
<b>Total 2705 · Gifts &amp; Donations</b>	<u>8,200.29</u>	<u>7,136.98</u>
3840 · New York State Aid	6,565.00	4,007.52
<b>Total Income</b>	<u>637,967.10</u>	<u>634,686.71</u>
<b>Expense</b>		
7410.1 · Salaries	253,525.97	271,790.03
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	5,102.65	4,122.33
.4.1.2 · Books		
4.1.2A · Adult Books	14,686.81	9,907.42
4.1.2J · Children's Books	5,374.79	2,597.96
.4.1.2 · Books - Other	175.60	6,690.44
<b>Total .4.1.2 · Books</b>	<u>20,237.20</u>	<u>19,195.82</u>
.4.1.3 · Subscriptions	3,870.75	1,946.19
.4.1.4 · Newspapers	2,350.04	1,809.46
.4.1.5 · E-books	1,837.05	1,776.17
<b>Total .4.1 · Library Material</b>	<u>33,397.69</u>	<u>28,849.97</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	1,565.82	2,484.67
.4.2.2 · Microfilm & Archives	0.00	48.55
.4.2.3 · Newsletter & Public Relations	1,968.00	1,339.84
<b>Total .4.2 · Programs, Publicity, History</b>	<u>3,533.82</u>	<u>3,873.06</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	14,821.69	16,096.43
.4.3.2 · Telephone	2,095.80	1,649.50
.4.3.3 · Insurance	16,770.77	14,316.69
.4.3.4 · Maintenance Service & Supplies	2,074.53	1,806.12
.4.3.5 · Lawn & Grounds	3,299.27	4,981.74
.4.3.6 · Building R&M	10,891.98	2,075.53
.4.3.7 · Snow Removal	2,325.00	912.50
.4.3.8 · Elevator	3,222.56	2,047.31
.4.3.9 · Geothermal	4,227.00	4,164.00
.4.3.10 · Custodial Service	2,040.00	2,585.50
.4.3.12 · Internet	1,949.71	252.99
<b>Total .4.3 · Operation of Building</b>	<u>63,718.31</u>	<u>50,888.31</u>



# Saugerties Public Library General Fund Revenue and Expenditure Report

	Jan - Oct 21	Jan - Oct 20
<b>.4.4 · Equipment R&amp;M, Supplies</b>		
.4.4.1 · Copier	2,613.32	2,740.58
.4.4.2 · Office Supplies	3,462.67	1,853.73
.4.4.4 · Postage	947.20	1,289.88
.4.4.5 · Payroll Service Fees	925.82	696.00
.4.4.6 · Equipment Purchases	8,514.57	4,267.61
.4.4.7 · Equipment R&M	87.00	1,878.59
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	16,550.58	12,726.39
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	17,235.96	11,187.92
.4.5.2 · MHLS Fees	2,846.50	6,711.46
<b>Total .4.5 · Automation, System Fees</b>	20,082.46	17,899.38
<b>.4.6 · Professional Services</b>		
.4.6.1 · Accounting	5,560.00	6,200.00
.4.6.3 · Board Expenses	465.00	690.00
.4.6.4 · Consulting & Legal Services	2,000.00	1,500.00
.4.6.5 · IT Maintenance Consultant	1,530.00	1,500.00
.4.6.6 · Staff Development	751.72	763.51
<b>Total .4.6 · Professional Services</b>	10,306.72	10,653.51
<b>.4.7 · Election Expenses</b>		
.4.7.1 · Election Inspectors	405.00	405.00
.4.7.2 · Election Expenses	167.60	47.00
<b>Total .4.7 · Election Expenses</b>	572.60	452.00
<b>Total 7410.4 · Contractual Expenses</b>	148,162.18	125,342.62
<b>9010 · Employee Benefits</b>		
.1 · Retirement	33,541.00	29,802.00
.2 · Social Security & Medicare	18,782.68	20,418.71
.3 · Workers Compensation	3,680.00	16.00
.4 · Disability	256.05	152.60
.5 · Medical & Dental Benefits	45,929.51	43,808.95
.6 · Life Insurance	322.05	64.41
<b>Total 9010 · Employee Benefits</b>	102,511.29	94,262.67
<b>Total Expense</b>	504,199.44	491,395.32
<b>Net Ordinary Income</b>	133,767.66	143,291.39
<b>Net Income</b>	133,767.66	143,291.39

**Saugerties Public Library**  
**Balance Sheet**  
As of October 31, 2021

	<b>Oct 31, 21</b>	<b>Oct 31, 20</b>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
M&T General Fund Checking 6455	-9,472.63	58,558.73
M&T General Fund Savings 8180	659,495.86	243,495.56
M&T General Balance Fund 8627	11,265.73	358,091.87
M&T Capital Fund Checking 6430	50.00	50.00
M&T Bequest Fund 8198	24,409.63	24,394.80
Cash General Fund Petty Cash	874.00	874.00
<b>Total Checking/Savings</b>	686,622.59	685,464.96
<b>Other Current Assets</b>		
391 - Due From Other Funds	398.88	337.28
480 - Prepaid Expenses	9,521.00	13,330.25
<b>Total Other Current Assets</b>	9,919.88	13,667.53
<b>Total Current Assets</b>	696,542.47	699,132.49
<b>Other Assets</b>		
K101 - Land	570,484.00	570,484.00
K102 - Buildings	7,029,056.00	7,029,056.00
K103 - Improvement Other than Building	215,723.86	215,723.86
K104 - Machinery and Equipment	59,679.00	59,679.00
W129 - Non-Current Govt Liabilities	306,709.00	33,869.00
<b>Total Other Assets</b>	8,181,651.86	7,908,811.86
<b>TOTAL ASSETS</b>	<b>8,878,194.33</b>	<b>8,607,944.35</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
600 - Accounts Payable	0.00	57,212.94
<b>Total Accounts Payable</b>	0.00	57,212.94
<b>Other Current Liabilities</b>		
601 - Accrued Expenses	6,232.65	16,412.89
630 - Due To Other Funds	398.88	337.28
Payroll Liabilities	5,586.33	738.50
<b>Total Other Current Liabilities</b>	12,217.86	17,488.67
<b>Total Current Liabilities</b>	12,217.86	74,701.61
<b>Long Term Liabilities</b>		
K159 - Non-Current Govt Assets	7,874,942.86	7,874,942.86
W687 - Compensated Absences	48,729.00	7,817.00
W638 - Net Pension Liability	257,980.00	26,052.00
<b>Total Long Term Liabilities</b>	8,181,651.86	7,908,811.86
<b>Total Liabilities</b>	8,193,869.72	7,983,513.47
<b>Equity</b>		
<b>Restricted Fund Balance</b>		
Trust Fund I	24,000.00	24,000.00

# Saugerties Public Library

## Balance Sheet

As of October 31, 2021

	<u>Oct 31, 21</u>	<u>Oct 31, 20</u>
Total Restricted Fund Balance	24,000.00	24,000.00
807 - Non-Spendable Fund Balance	9,521.00	13,330.25
914 - Assigned Fund Balance	22,815.00	18,850.00
917 - Unrestricted Fund Balance	494,220.95	424,959.24
Net Income	133,767.66	143,291.39
Total Equity	<u>684,324.61</u>	<u>624,430.88</u>
TOTAL LIABILITIES & EQUITY	<u><b>8,878,194.33</b></u>	<u><b>8,607,944.35</b></u>

# Saugerties Public Library Abstract Check Register

Type	Date	Num	Name	Memo	Amount
<b>M&amp;T General Fund</b>					
<b>Checking 6455</b>					
Check	10/07/2021		Paychex		-61.05
Check	10/07/2021		NYS Emp Retire System		-316.05
Check	10/21/2021		Paychex		-59.22
Check	10/31/2021	10442	Business Credit Card		-677.77
Check	10/31/2021	10443	Welsh Sanitation		-93.89
Check	10/31/2021	10444	Baker & Taylor		-1,288.14
Check	10/31/2021	10445	Uniforms USA, Inc.	October	-42.00
Check	10/31/2021	10446	Brodart Co.		-5,940.00
Check	10/31/2021	10447	Mid Hudson Library System		-3,972.66
Check	10/31/2021	10448	National Business Technologies	IN447640, IN450837	-93.39
Check	10/31/2021	10449	Midwest Tape		-374.07
Check	10/31/2021	10450	Marshall & Sterling Upstate		-4,526.01
Check	10/31/2021	10451	SAFECO Alarm Systems, Inc.	Inv #88526	-45.00
Check	10/31/2021	10452	Time Warner Cable	10/1 - 10/31	-231.00
Check	10/31/2021	10453	NYS & Local Retirement System		-33,541.00
Check	10/31/2021	10454	Culligan of Newburgh		-43.25
Check	10/31/2021	10455	Brian K Millard		-873.00
Check	10/31/2021	10456	Gale/Cengage Learning		-61.58
Check	10/31/2021	10457	Christopher J. O'Connor, CPA		-450.00
Check	10/31/2021	10458	Quill Corp.		-211.92
Check	10/31/2021	10459	CDPHP	Inv #21286000028 1	-4,603.81
Check	10/31/2021	10460	National Business Leasing a Progi	Inv #74063562	-164.00
Check	10/31/2021	10461	Metropolitan Life Insurance Companies		-21.47
Check	10/31/2021	10462	PC Smith & Son, Inc.		-64.68
Check	10/31/2021	10463	Michael Sass		-70.00
Check	10/31/2021	10464	SYNCB/ Amazon		-112.20
Check	10/31/2021	10136	Business Credit Card		-191.69
Check	10/31/2021	10137	Daily Freeman		-384.55
Total M&T General Fund Checking 6455					-58,513.40
<b>M&amp;T Capital Fund</b>					
<b>Checking 6430</b>					
Total M&T Capital Fund Checking 6430					
<b>TOTAL</b>					<b>-58,513.40</b>

# Saugerties Public Library

## Abstract

October 2021

	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
<b>7410.1 · Salaries</b>				
		10-7-21 pay		12,884.99
		10-21-21 PR		13,039.86
				<u>25,924.85</u>
Total 7410.1 · Salaries				
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
<b>.4.1.1 · Tapes &amp; Videos</b>				
	10442	Business Credit Card	Netflix	13.99
	10449	Midwest Tape	dvds	374.07
	10464	SYNCB/ Amazon		3.74
	10136	Business Credit Card	Netflix	13.99
	10136	Business Credit Card	redbox dvd purchase	4.31
				<u>410.10</u>
Total .4.1.1 · Tapes & Videos				
<b>.4.1.2 · Books</b>				
<b>4.1.2A · Adult Books</b>				
	10444	Baker & Taylor	5017237640	308.48
	10444	Baker & Taylor	5017258666	190.99
	10444	Baker & Taylor	5017279646	186.20
	10444	Baker & Taylor	5017298709	149.61
	10446	Brodart Co.	Service for 2022 per invoice M192363	5,940.00
	10456	Gale/Cengage Learning	Inv #76006522	31.19
	10456	Gale/Cengage Learning	Inv #76045384	30.39
				<u>6,836.86</u>
Total 4.1.2A · Adult Books				
<b>4.1.2J · Children's Books</b>				
	10444	Baker & Taylor	5017237675	97.08
	10444	Baker & Taylor	5017279645	68.04
	10444	Baker & Taylor	5017172038	20.40
	10444	Baker & Taylor	5017258737	133.54
	10444	Baker & Taylor	5017298718	133.80
				<u>452.86</u>
Total 4.1.2J · Children's Books				
Total .4.1.2 · Books				
<b>.4.1.4 · Newspapers</b>				
	10137	Daily Freeman	newspaper delivery - 26 wee	384.55
				<u>384.55</u>
Total .4.1.4 · Newspapers				
Total .4.1 · Library Material				
<b>.4.2 · Programs, Publicity, History</b>				
<b>.4.2.1 · Programs</b>				
	10442	Business Credit Card	Dollar General	10.80
				<u>10.80</u>
Total .4.2.1 · Programs				
Total .4.2 · Programs, Publicity, History				
<b>.4.3 · Operation of Building</b>				
<b>.4.3.2 · Telephone</b>				

# Saugerties Public Library

## Abstract

October 2021

Num	Name	Memo	Amount
10442	Business Credit Card	Spectrum	496.20
Total .4.3.2 · Telephone			496.20
<b>.4.3.3 · Insurance</b>			
10450	Marshall & Sterling Upstate	Package 2nd installment	4,302.01
10450	Marshall & Sterling Upstate	Umbrella 2nd installment	224.00
Total .4.3.3 · Insurance			4,526.01
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>			
10443	Welsh Sanitation	November October deliveries & cooler rental	93.89
10454	Culligan of Newburgh		43.25
10458	Quill Corp.		191.02
10464	SYNCB/ Amazon		54.50
Total .4.3.4 · Maintenance Service & Supplies			382.66
<b>.4.3.5 · Lawn &amp; Grounds</b>			
10455	Brian K Millard	May - June	873.00
10462	PC Smith & Son, Inc.	mulch	64.68
Total .4.3.5 · Lawn & Grounds			937.68
<b>.4.3.6 · Building R&amp;M</b>			
10442	Business Credit Card	2/90 signs	156.78
10445	Uniforms USA, Inc.	October	42.00
10451	SAFECO Alarm Systems, Inc.	November monitoring	45.00
10463	Michael Sass	Inv #4563	70.00
10136	Business Credit Card	1000 bulbs	173.39
Total .4.3.6 · Building R&M			487.17
<b>.4.3.12 · Internet</b>			
10452	Time Warner Cable	10/1 - 10/31	231.00
Total .4.3.12 · Internet			231.00
Total .4.3 · Operation of Building			7,060.72
<b>.4.4 · Equipment R&amp;M, Supplies</b>			
<b>.4.4.1 · Copier</b>			
10448	National Business Technologies	IN447640, IN450837	93.39
10460	National Business Leasing a Program of	October	164.00
Total .4.4.1 · Copier			257.39
<b>.4.4.2 · Office Supplies</b>			
10458	Quill Corp.		20.90
10464	SYNCB/ Amazon		53.96
Total .4.4.2 · Office Supplies			74.86
<b>.4.4.5 · Payroll Service Fees</b>			
	Paychex		61.05
	Paychex		59.22
Total .4.4.5 · Payroll Service Fees			120.27
Total .4.4 · Equipment R&M, Supplies			452.52
<b>.4.5 · Automation, System Fees</b>			
<b>.4.5.1 · Automation &amp; Online Services</b>			

# Saugerties Public Library

## Abstract

October 2021

Num	Name	Memo	Amount
10447	Mid Hudson Library System	November/December	2,872.66
Total .4.5.1 · Automation & Online Services			2,872.66
<b>.4.5.2 · MHLS Fees</b>			
10447	Mid Hudson Library System	Extreme network cloud management	1,100.00
Total .4.5.2 · MHLS Fees			1,100.00
Total .4.5 · Automation, System Fees			3,972.66
<b>.4.6 · Professional Services</b>			
<b>.4.6.1 · Accounting</b>			
10457	Christopher J. O'Connor, Cf	October	450.00
Total .4.6.1 · Accounting			450.00
Total .4.6 · Professional Services			450.00
Total 7410.4 · Contractual Expenses			20,031.07
<b>9010 · Employee Benefits</b>			
<b>.1 · Retirement</b>			
10453	NYS & Local Retirement System	51269 ERS 2022 Invoice	33,541.00
Total .1 · Retirement			33,541.00
<b>.2 · Social Security &amp; Medicare</b>			
	10-7-21 pay		941.01
	10-21-21 PR		952.87
Total .2 · Social Security & Medicare			1,893.88
<b>.4 · Disability</b>			
	10-7-21 pay		-27.54
	10-21-21 PR		-25.54
Total .4 · Disability			-53.08
<b>.5 · Medical &amp; Dental Benefits</b>			
	10-7-21 pay		-583.80
	10-21-21 PR		-583.80
10459	CDPHP	November	4,603.81
Total .5 · Medical & Dental Benefits			3,436.21
<b>.6 · Life Insurance</b>			
10461	Metropolitan Life Insurance Companies	Life insurance	21.47
Total .6 · Life Insurance			21.47
Total 9010 · Employee Benefits			38,839.48
Total Expense			84,795.40
Net Ordinary Income			-84,795.40
<b>Net Income</b>			<b>-84,795.40</b>

# Saugerties Public Library Balance Sheet by Class

As of October 31, 2021

	<u>A - General</u>	<u>H - Capital</u>	<u>K - Fixed Assets</u>	<u>PN - Permanent</u>	<u>W - Long-Term Debt</u>	<u>Unclassified</u>	<u>TOTAL</u>
<b>ASSETS</b>							
<b>Current Assets</b>							
<b>Checking/Savings</b>							
M&T General Fund Checking 6455	-5,972.63	-3,500.00	0.00	0.00	0.00	0.00	-9,472.63
M&T General Fund Savings 8180	658,620.86	0.00	0.00	875.00	0.00	0.00	659,495.86
M&T General Balance Fund 8627	11,265.73	0.00	0.00	0.00	0.00	0.00	11,265.73
M&T Capital Fund Checking 6430	0.00	50.00	0.00	0.00	0.00	0.00	50.00
M&T Bequest Fund 8198	0.00	0.00	0.00	24,409.63	0.00	0.00	24,409.63
Cash General Fund Petty Cash	874.00	0.00	0.00	0.00	0.00	0.00	874.00
<b>Total Checking/Savings</b>	<u>664,787.96</u>	<u>-3,450.00</u>	<u>0.00</u>	<u>25,284.63</u>	<u>0.00</u>	<u>0.00</u>	<u>686,622.59</u>
<b>Other Current Assets</b>							
391 - Due From Other Funds	398.88	0.00	0.00	0.00	0.00	0.00	398.88
480 - Prepaid Expenses	9,521.00	0.00	0.00	0.00	0.00	0.00	9,521.00
<b>Total Other Current Assets</b>	<u>9,919.88</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,919.88</u>
<b>Total Current Assets</b>	<u>674,707.84</u>	<u>-3,450.00</u>	<u>0.00</u>	<u>25,284.63</u>	<u>0.00</u>	<u>0.00</u>	<u>696,542.47</u>
<b>Other Assets</b>							
K101 - Land	0.00	0.00	570,484.00	0.00	0.00	0.00	570,484.00
K102 - Buildings	0.00	0.00	7,029,056.00	0.00	0.00	0.00	7,029,056.00
K103 - Improvement Other than Building	0.00	0.00	215,723.86	0.00	0.00	0.00	215,723.86
K104 - Machinery and Equipment	0.00	0.00	59,679.00	0.00	0.00	0.00	59,679.00
W129 - Non-Current Govt Liabilites	0.00	0.00	0.00	0.00	306,709.00	0.00	306,709.00
<b>Total Other Assets</b>	<u>0.00</u>	<u>0.00</u>	<u>7,874,942.86</u>	<u>0.00</u>	<u>306,709.00</u>	<u>0.00</u>	<u>8,181,651.86</u>
<b>TOTAL ASSETS</b>	<u><u>674,707.84</u></u>	<u><u>-3,450.00</u></u>	<u><u>7,874,942.86</u></u>	<u><u>25,284.63</u></u>	<u><u>306,709.00</u></u>	<u><u>0.00</u></u>	<u><u>8,878,194.33</u></u>
<b>LIABILITIES &amp; EQUITY</b>							
<b>Liabilities</b>							
<b>Current Liabilities</b>							
<b>Other Current Liabilities</b>							
601 - Accrued Expenses	6,232.65	0.00	0.00	0.00	0.00	0.00	6,232.65
630 - Due To Other Funds	0.00	0.00	0.00	398.88	0.00	0.00	398.88
Payroll Liabilities	5,586.33	0.00	0.00	0.00	0.00	0.00	5,586.33
<b>Total Other Current Liabilities</b>	<u>11,818.98</u>	<u>0.00</u>	<u>0.00</u>	<u>398.88</u>	<u>0.00</u>	<u>0.00</u>	<u>12,217.86</u>
<b>Total Current Liabilities</b>	<u>11,818.98</u>	<u>0.00</u>	<u>0.00</u>	<u>398.88</u>	<u>0.00</u>	<u>0.00</u>	<u>12,217.86</u>
<b>Long Term Liabilities</b>							



## Saugerties Public Library Balance Sheet by Class

As of October 31, 2021

	<u>A - General</u>	<u>H - Capital</u>	<u>K - Fixed Assets</u>	<u>PN - Permanent</u>	<u>W - Long-Term Debt</u>	<u>Unclassified</u>	<u>TOTAL</u>
K159 - Non-Current Govt Assets	0.00	0.00	7,874,942.86	0.00	0.00	0.00	7,874,942.86
W687 - Compensated Absences	0.00	0.00	0.00	0.00	48,729.00	0.00	48,729.00
W638 - Net Pension Liability	0.00	0.00	0.00	0.00	257,980.00	0.00	257,980.00
<b>Total Long Term Liabilities</b>	<u>0.00</u>	<u>0.00</u>	<u>7,874,942.86</u>	<u>0.00</u>	<u>306,709.00</u>	<u>0.00</u>	<u>8,181,651.86</u>
<b>Total Liabilities</b>	11,818.98	0.00	7,874,942.86	398.88	306,709.00	0.00	8,193,869.72
<b>Equity</b>							
<b>Restricted Fund Balance</b>							
Trust Fund I	0.00	0.00	0.00	24,000.00	0.00	0.00	24,000.00
<b>Total Restricted Fund Balance</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>24,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>24,000.00</u>
807 - Non-Spendable Fund Balance	9,521.00	0.00	0.00	0.00	0.00	0.00	9,521.00
914 - Assigned Fund Balance	18,850.00	0.00	0.00	0.00	0.00	3,965.00	22,815.00
917 - Unrestricted Fund Balance	498,135.95	50.00	0.00	0.00	0.00	-3,965.00	494,220.95
Net Income	136,381.91	-3,500.00	0.00	885.75	0.00	0.00	133,767.66
<b>Total Equity</b>	<u>662,888.86</u>	<u>-3,450.00</u>	<u>0.00</u>	<u>24,885.75</u>	<u>0.00</u>	<u>0.00</u>	<u>684,324.61</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>674,707.84</u></u>	<u><u>-3,450.00</u></u>	<u><u>7,874,942.86</u></u>	<u><u>25,284.63</u></u>	<u><u>306,709.00</u></u>	<u><u>0.00</u></u>	<u><u>8,878,194.33</u></u>

**Saugerties Public Library**  
**YTD Comparison**  
 October 2021

	<u>Oct 21</u>	<u>Jan - Oct 21</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	0.00	617,796.00
2082 · Fines	897.83	5,075.92
2401 · Interest	12.65	329.89
2705 · Gifts & Donations		
2705.1 · Restricted	0.00	1,375.00
2705.2 · General	1,950.00	5,925.29
2705 · Gifts & Donations - Other	0.00	900.00
<b>Total 2705 · Gifts &amp; Donations</b>	<u>1,950.00</u>	<u>8,200.29</u>
3840 · New York State Aid	0.00	6,565.00
<b>Total Income</b>	<u>2,860.48</u>	<u>637,967.10</u>
<b>Expense</b>		
7410.1 · Salaries	25,924.85	253,525.97
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	410.10	5,102.65
.4.1.2 · Books		
4.1.2A · Adult Books	6,836.86	14,686.81
4.1.2J · Children's Books	452.86	5,374.79
.4.1.2 · Books - Other	0.00	175.60
<b>Total .4.1.2 · Books</b>	<u>7,289.72</u>	<u>20,237.20</u>
.4.1.3 · Subscriptions	0.00	3,870.75
.4.1.4 · Newspapers	384.55	2,350.04
.4.1.5 · E-books	0.00	1,837.05
<b>Total .4.1 · Library Material</b>	<u>8,084.37</u>	<u>33,397.69</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	10.80	1,565.82
.4.2.3 · Newsletter & Public Relations	0.00	1,968.00
<b>Total .4.2 · Programs, Publicity, History</b>	<u>10.80</u>	<u>3,533.82</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	0.00	14,821.69
.4.3.2 · Telephone	496.20	2,095.80
.4.3.3 · Insurance	4,526.01	16,770.77
.4.3.4 · Maintenance Service & Supplies	382.66	2,074.53
.4.3.5 · Lawn & Grounds	937.68	3,299.27
.4.3.6 · Building R&M	487.17	10,891.98
.4.3.7 · Snow Removal	0.00	2,325.00
.4.3.8 · Elevator	0.00	3,222.56
.4.3.9 · Geothermal	0.00	4,227.00
.4.3.10 · Custodial Service	0.00	2,040.00
.4.3.12 · Internet	231.00	1,949.71
<b>Total .4.3 · Operation of Building</b>	<u>7,060.72</u>	<u>63,718.31</u>
.4.4 · Equipment R&M, Supplies		

**Saugerties Public Library**  
**YTD Comparison**  
**October 2021**

	<u>Oct 21</u>	<u>Jan - Oct 21</u>
.4.4.1 · Copier	257.39	2,613.32
.4.4.2 · Office Supplies	74.86	3,462.67
.4.4.4 · Postage	0.00	947.20
.4.4.5 · Payroll Service Fees	120.27	925.82
.4.4.6 · Equipment Purchases	0.00	8,514.57
.4.4.7 · Equipment R&M	0.00	87.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<u>452.52</u>	<u>16,550.58</u>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	2,872.66	17,235.96
.4.5.2 · MHLS Fees	1,100.00	2,846.50
<b>Total .4.5 · Automation, System Fees</b>	<u>3,972.66</u>	<u>20,082.46</u>
<b>.4.6 · Professional Services</b>		
.4.6.1 · Accounting	450.00	5,560.00
.4.6.3 · Board Expenses	0.00	465.00
.4.6.4 · Consulting & Legal Services	0.00	2,000.00
.4.6.5 · IT Maintenance Consultant	0.00	1,530.00
.4.6.6 · Staff Development	0.00	751.72
<b>Total .4.6 · Professional Services</b>	<u>450.00</u>	<u>10,306.72</u>
<b>.4.7 · Election Expenses</b>		
.4.7.1 · Election Inspectors	0.00	405.00
.4.7.2 · Election Expenses	0.00	167.60
<b>Total .4.7 · Election Expenses</b>	<u>0.00</u>	<u>572.60</u>
<b>Total 7410.4 · Contractual Expenses</b>	<u>20,031.07</u>	<u>148,162.18</u>
<b>9010 · Employee Benefits</b>		
.1 · Retirement	33,541.00	33,541.00
.2 · Social Security & Medicare	1,893.88	18,782.68
.3 · Workers Compensation	0.00	3,680.00
.4 · Disability	-53.08	256.05
.5 · Medical & Dental Benefits	3,436.21	45,929.51
.6 · Life Insurance	21.47	322.05
<b>Total 9010 · Employee Benefits</b>	<u>38,839.48</u>	<u>102,511.29</u>
<b>Total Expense</b>	<u>84,795.40</u>	<u>504,199.44</u>
<b>Net Ordinary Income</b>	<u>-81,934.92</u>	<u>133,767.66</u>
<b>Net Income</b>	<u><u>-81,934.92</u></u>	<u><u>133,767.66</u></u>

**Saugerties Public Library**  
**Capital Fund Revenues and Expenditures**

	<u>Jan - Oct 21</u>	<u>Jan - Oct 20</u>
<b>Net Income</b>	<u><b>0.00</b></u>	<u><b>0.00</b></u>

## **October Director's report**

November 5<sup>th</sup>, 2021

**Elevator:** Met with a technician from Otis Elevator, briefly, to discuss reasons why the elevator stops working. He works on other elevators in or neighborhood, and suggested that brownouts affecting the software may be the cause.

**Carpet:** Additional carpet samples arrived from Shaw Floors for staff and board members to look at and vote on.

**Lighting:** John Cypher (our Custodial Worker), Paul Van Benschoten, Ted Conathan and I met to discuss reasons why the night lighting is not coming on in the Info room. More investigation will be done.

**Evaluations:** I have sent out self-evaluation forms to staff and will be meeting with staff individually in November and December.

**Staff meeting:** We had a staff meeting on October 19<sup>th</sup>. We discussed changes to how damaged items are noted in Sierra and other circulation procedures. The idea of a holiday party was introduced.

**Donations for Peg Wilsey:** I spoke with Jack Wilsey about various ideas about a substantial memorial in the library building to acknowledge the time and work Peg put into the library. Brian Collins suggested a plaque and dedication of one of the library's trees. Other ideas are being considered.

**Sawyers Savings Grant:** Staff member, Ariel Dedolph and I wrote a letter to Sawyer Savings asking for a donation to complete the digitalization of our microfilmed newspapers. They will be giving us \$2,000.

**Arts Mid-Hudson Grant:** Performer, Jeff Boyer, approached the library about getting a grant to do an outdoor bubble program. Stephanie is on board with the idea. Working with Boyer, we have completed the grant application.

**Diversity Equity and Inclusion:** The Mid-Hudson Library System had their annual meeting and invited Patty Wong, who is the current president of the American Library Association, to speak. She discussed looking at all aspects of the library to discover what barriers exist that would be unwelcoming to various community members. This idea extends outside the library into the Town of Saugerties as a whole.

**Artist in Gallery:** Kate Masters and her watercolors. Please take a look.

**Magazine Collection:** Because so many magazine companies have gone out of business, the magazine section has been condensed. The oversize book collection has been moved closer to the magazines which has opened up space near the Large Print books. We will be shifting Large Print to fill in the space left by oversize.

**Attended:** MHLS Annual Meeting

UCLA meeting

Resource Sharing Advisory Committee Meeting

discover, connect, grow.

Saugerties Public Library  
Facilities Committee

Date: Tuesday, November 2, 2021

Time: 6:00 pm

Committee Members Attending:

Wilson (Chair), Collins, Van Benschoten, Schmidbaur

Staff Attending:

Jennifer Russell (Director)

Others Attending:

Ted Conathan, Carole Furman

Discussion/Agenda Items

1. Carpet Samples
2. Heater in Atrium
3. Alarm System
4. Elevator issues
5. Assisted technology in Community Room
6. Lighting issues in info room

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

1. **Carpet samples:** email Jen your top 3 carpet sample choices
2. **Heater:** micro 220 was recommended for the Atrium ceiling; Jen will contact the electrician to move forward on this plan.
3. **Alarm system:** Safeco works with a new card company; Jen will explore estimate (approx. \$2,000 to transfer to new card system to be compatible with Safeco); committee will evaluate after estimate is received
4. **Elevator:** Otis company evaluated concerns about brown outs affecting the software. More investigation is required.
5. **Assisted technology:** Lifespring donated funds towards bluetooth technology that works with hearing aids; Jen to research Sound A/V companies to rework or install technology.

6. **Lighting:** emergency lighting is not working properly; Paul and John Cypher will investigate reasons for lighting not working.
7. **SRI:** fire sprinkler company estimates \$2,100 inspection to be done every 5 years; committee agrees this inspection is critical to safety and must be invested in; committee asked Paul and Jen to inspect tags to determine if we are at the 5 year mark for inspection

Next Facilities Meeting Tuesday, December 7th at 6pm



Saugerties Public Library  
Finance Committee

Date: 10/26/21

Time: 5:50 pm

Committee Members attending

Brian Collins (chair), Irene Hurst, Katie Cokinos (President), Charlotte Herscher

Excused: Julie Misiano

Staff attending

Jenn Russell (Director)

Agenda Items

Discussion of percentage of Reserve funds to put aside to cover expenses until the tax collection total is forwarded to the library, generally in March. This reserve would cover bills incurred prior to Town forwarding full amount of tax income due to the library.

MHLS suggests 25% of fund be put aside for the above reason. Our 2022 annual budget of \$690,510 plus a possible inflation rate of 5% (\$34,525) comes to \$725,035, 25% of which is \$181,258 to put aside as our Reserve Fund.

Chair suggested that we investigate placing monies into Treasury Bills or Treasury Bonds in order to earn more interest than our local bank is paying. Current short term Treasury bills are paying .13% while longer commitments i.e 5 year terms are paying 1.17% . Our local bank M+T currently pays us less at .07%. More research needs to be done to determine if putting money into long term Treasuries is worth the effort.

<https://www.treasurydirect.gov/indiv/products/products.htm>

Irene volunteered to review MHLS Fiduciary Responsibility course in order to discern what we are legally entitled to do.

Agreed goal of all Trustees has been to spend down our anticipated balance. We anticipate our balance to be \$600,000 at the end of the calendar year 2021 which exceeds 25% recommended amount. The Bequest Fund stands at \$24,409 which is restricted by the donors and is not factored into our committee's calculations.

\$600,000 (estimated to be our unrestricted balance on 12/31/2021) as we draw closer to the end of the year this number will become less of an estimate.

If we minus a reserve allocation of \$181,258 ,then minus out the Appropriated Fund Balance amount of \$55,714 included in our 2022 budget the results indicate our being able to spend down our excess fund balance by \$363,028.

\$363,028 of excess funds is the amount that can be spent as of Dec. 31. Both inflation and the percentage of inflation were considered in coming to these dollar amounts.

## Action Items

Big ticket items pending discussion and decision in future:

- Carpeting including moving stacks...Committed and budgeted for

- Add \$5000 to budget line for Library Material for purchase of Non-fiction children's books. Approved for immediate action.

- Pending

- Investigation of making elevator more dependable

- Bluetooth installation

- Upgrade of security system

Pre-payment of the NYSLRS ( Retirement) fund contribution by December 15 2021 which is due February 1st 2022 would save us \$277.00 which is more than we would earn on that money at M+T so that option is being considered.

Director suggestions: Lighting system is operated by a variety of installations. Is it possible to simply install lights which work on light switches?

Computer system operating screen and sound in Community Room is a mish-mash of different installers. Can it be replaced by a coherent system which provides dependable audio-visual experiences?

Approach Friends for a single donation to be used at the Director's discretion?

Idea for an outdoor bulletin board to inform public of community events.

Meeting adjourned: 7:05pm.

Elevator: Director to investigate fixes less expensive than replacing

Upgrade to Bluetooth throughout library

Upgrade of Security system

Saugerties Public Library  
Personnel Committee

Date: 10/21/21

Time: 6:00 PM

Committee Members Attending:

Jouette Bassler, Irene Hurst, Doug Wilson, Julie Misiano, Katie Cokinos

Staff Attending:

Director J Russell

Agenda Items

1. Can we afford to change the percentage employees are paying towards insurance benefit?
2. Jan 2022 have to approve the raises
3. Two staff members anniversary is November

Discussion:

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

1. Schedule a meeting with finance committee to discuss our ideas and to finalize plan of action
2. Raises have to be approved at the December board meeting
3. Motion to approve raises of 2% for Jordan Balsamo and Bob Fiedelman

Next Personnel Meeting:

November 18, 2021 at 6pm

## Outreach Committee Minutes 11/1/21

Location: SPL Info Room

Time: 4pm

Present: N. Schmidbaur, T. Scott, P. Van Benschoten and J. Russell (Director)

Excused: G. Jurecka-Blake (Chair) K. Cokinos (President)

### 1. Outreach Committee mission

- All members present are new to the committee so an intro into what Outreach does was in order.
- Community Outreach and Engagement
- Our community room, study room, and backyard are spaces that outside organizations may use. (Shout Out Saugerties, Round Table, etc).
- The library meeting spaces must be 100% open to the public whether a library program or outside group use.
- We currently have a Community Room & Outdoor Space Request Form & policy stating the applicant wishing to use our facilities agrees to our Terms of Use (has been updated to reflect COVID mandates).
- A Performer Agreement is used by library staff and board members as a tool to organize information when collaborating with program presenters (whether paid or not), or community organizations in an effort to document and confirm details pertaining to planning events and programs.

### 2. Free Book Project

- We are currently looking at purchasing books in Spanish and English in order to serve the wider population.
- Looking to have books packaged in all natural materials in lieu of plastic.
- Packaging would have the library name and contact info on it. P. Van Benschoten will research companies which could provide this.
- These FREE book packages could be left in public places most often used (laundromat, doctor's office, etc).
- Bookmarks w/library info (name, #, and website)
- We could also include a little blurb about children's materials being exempt from late fees.
- Friends of SPL and/or teens could help with bag stuffing. Graphic Design students at Saugerties High School could potentially collaborate with the design.
- This is definitely a long term project w/the first batch hopefully going out in early 2022.
- Project cost would be relayed to Friends. A proposal might be ready by our next meeting.

### 3. MHLS Annual Meeting Update

- Patti Wong (ALA President), was the keynote speaker and spoke about social equity (especially in the library).
- J. Russell wants to work with staff to develop a Diversity Audit. This would look into things such as: Who are the authors, protagonists/antagonists, and how are they portrayed?, etc.
- A Procedures Audit could also be used to look into library policies and procedures in relation to social equity to discern any potential blocks from patrons from using the library.
- Attracting young adults and teens will be a big part of our goal. Ideas to attract those demographics include: Silent Disco.

5. Old Business: We briefly mentioned the Mini-golf tournament / fundraiser.

### 4. Proposed Meeting Change

- In the past, the Outreach Committee has met on the first Monday of each month at 5:30 pm, however, at least two of our members cannot be present at this time.
- T. Scott proposed a change to 4pm (still first Monday), and all agreed.

Meeting adjourned 4:58 pm

Next meeting: TBD

Minutes submitted by: T. Scott

# **Saugerties Public Library**

## **Policy Committee Meeting Minutes**

Date: October 20, 2021

Time: 6:00 p.m.

Meeting location: Community Room of SPL

Committee Members Attending:

Bassler (chair), Herscher, Scott

Others Attending:

Director Russell, Board President Cokinos

Discussion:

The Committee began its review of the Procurement Policy, focusing on the data in the Contract Amount/Purchase Method charts. (The proposed revisions are in the attached document.) The review of this Policy will continue at the November meeting, and, if there is time, the review of the Investment Policy will begin.

At some point in the process, Treasurer Brian Collins and/or the Finance Committee should be included in the discussion.

Next scheduled meeting: November 17 at 6:00pm.



## Public Statement per health Insurance contribution. 2021

In 2021, the Library discovered that full time staff who were enrolled in the Library's health insurance coverage had been contributing to the cost at a lower percentage of that cost than required. The error was corrected and, as of the July 23rd 2021 payroll period, all participating staff are paying the correct amounts. In order ensure that similar errors do not occur, the library has implemented procedures to review payroll deductions on a monthly and quarterly basis.

Board of Trustees Meeting  
December 9, 2021

5pm – 6pm\*special time to discuss the amendment to the 2022 budget

Agenda:  
6pm

Roll Call

Public Comment

Action Items:

1. Secretary's Report – Julie Misiano
2. Treasurer's Report – Brian Collins
3. Pay Bills

New Business:

1. Discuss and approve the Direct Access Plan put forth by MHLS

Director's Report:

Committee Reports:

1. Finance – Brian Collins
2. Personnel – Julie Misiano
3. Policy – Jouette Bassler
4. Outreach – Tim Scott
5. Facilities – Doug Wilson

Adjourn to Executive Session to discuss Director's evaluation.

Next Meeting – Thursday, January 13, 2022

**Saugerties Public Library**  
**Regular Board Meeting**  
**Date: November 10, 2021**

**Present:** Trustees Bassler, Cokinos, Collins, Herscher, Hurst, Misiano, Scott, Schmidbaur, Van Benschoten, Wilson

**Excused:** Trustees Jurecka-Blake

**Staff:** SPL Director Russell

**Public Attendees:** Andrew Zink, Ray Rebholz (Friends)

Meeting called to order at 6:05PM by Katie Cokinos, Board President

**Public Comment:** N/A

**Secretary's Report:**

*Motion* by Doug Wilson and *Seconded* by Brian Collins to approve the minutes as written.

Motion passed unanimously.

**Treasurer's Report:**

Chair Collins reports that the library is in good financial standing at this time. Towards the end of the calendar year, adjustments may have to be made to cover expenses by category. We prepaid the NYS retirement now, in order to get a discount they offer for doing so.

Motion to pay the bills in the amount of \$58,513.40 made by Van Benschoten and seconded by Scott.

**Unfinished Business:** N/A

**New Business:**

1. Trustee Tim Scott shared that at the most recent Town Board public meeting, a concerned citizen started to ask the Town Board about the SPL, describing inaccuracies regarding the recently identified past SPL financial errors and the

resolution. Tim spoke with her after the meeting to clarify some of her misperceptions. Her comments, although incorrect, were made in a public forum that is posted to the local station, TV 23. In response, the Director put together a quick statement, approved by the SPL lawyer, that we can use in the community if need be.

*Public Statement per health Insurance contribution. In 2021, the Library discovered that full time staff who were enrolled in the Library's health insurance coverage had been contributing to the cost at a lower percentage of that cost than required. The error was corrected and, as of the July 23rd 2021 payroll period, all participating staff are paying the correct amounts. In order to ensure that similar errors do not occur, the library has implemented procedures to review payroll deductions on a monthly and quarterly basis.*

2. Trustee Schmidbaur will be representing the SPL at the Village Board meetings as a liaison, since she attends the meeting, and was asked to do so by the Village Board members. SPL board members agreed with the plan.
3. Honoring the Legacy of Peg Wilsey, who was a member of the board for a number of years and was instrumental in getting the new library built. Trustee Wilson will meet with the Director to further explore options.
4. Holiday gifts and/or celebration for the staff.
5. COVID-19 update: the numbers in Saugerties have gone down this past month. Plan to keep the current COVID plan through the end of the year, and then reassess.

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

- Issues with the elevator persist. Consistent operation is imperative due to the delivery of books on a daily basis, the number of staff, and the need of patrons who may be ability impaired. New repair technician thinks that the issues may be caused by brownouts, leading to the software not functioning.
- We continue to move forward with choosing and obtaining bids for carpeting.
- The nightlights are not working, and it is not clear what is causing the problem.
- Evaluations of staff are beginning, since we moved to everyone being evaluated at the end of each calendar year.
- Changing the protocol for documenting damaged items.
- Sawyer Savings gave us a grant to continue to digitize the microfilm. The amount given will permit the completion of all digitization.
- Jeff Boyer, local bubble artist, offered a grant through the Mid-Hudson Arts program. Application is complete and will be presented outside.

- Patti Wong, president of ALA spoke at the annual MHLS meeting. Focus was on Diversity, Equity and Inclusion. Many libraries are pursuing specific policy statements regarding D, E and I as well as looking at any barriers for specific communities. The Director will look to see if we can get a Diversity audit for the adult collection.
- Changed organization of the collections; condensing the magazines, moving the CD's, and having more room for the Large Type books.
- A new artist, Kate Masters, is displaying their watercolors.

### **Committee Reports:**

**Finance:** see minutes, and summary above from Treasurer: meeting took place 10/26/21. Motion to amend the 2022 budget, to increase the budget for non-fiction children's books in the amount of \$5000: Motion by Collins, seconded by Scott. Unanimous. Next meeting 11/22/21.

**Personnel:** Met 10/24, see minutes:

- exploring the possibility that the library can contribute a higher percentage for staff medical insurance.
- Motion to approve the raises in the amount of 2% for Jordan Balsamo and Bob Fiedelman by Misiano, seconded by Wilson. Approved unanimously.

Next meeting 11/18/21.

**Outreach:** see minutes: Met on 10/1/2.

- Introduction for new members and what the committee has been working on.

Next meeting TBD

**Facilities:** see minutes: Met on 11/2/21

- carpet samples; moving forward with bids and selections
- plan to heat cold area to eliminate freezing of pipe needed for fire safety
- working to resolve issues with elevator software
- grant funding received for assistive technology
- options for card reader and identifying reason for lighting issues

Next meeting 12/7/21.

**Policy:** see minutes: Met on 10/20/21.

- Began the review of the procurement policy.

Next meeting is 11/17/21.

**Friends Liaison:** excused. **Ray Rebholz**, Friends of the Library President said that they are moving forward with the Festival of Trees on December 5th when it is Holiday in the Village. Next meeting is 11/15/21. They did not host their annual cocktail hour due to pandemic precautions. They hope to have a festival in May or June.

*Motion* to adjourn at 7:30PM by Bassler ;  
*Second* by Collins

Passes unanimously.

Submitted by Julie Misiano

**Next meeting: Dec 9, 2021**

# Saugerties Public Library

## Balance Sheet

As of November 30, 2021

	Nov 30, 21	Nov 30, 20
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
M&T General Fund Checking 6455	47,121.24	76,623.81
M&T General Fund Savings 8180	567,244.64	147,244.83
M&T General Balance Fund 8627	11,265.91	358,121.30
M&T Capital Fund Checking 6430	50.00	50.00
M&T Bequest Fund 8198	24,410.03	24,396.80
Cash General Fund Petty Cash	874.00	874.00
<b>Total Checking/Savings</b>	650,965.82	607,310.74
<b>Other Current Assets</b>		
391 - Due From Other Funds	398.88	337.28
480 - Prepaid Expenses	9,521.00	13,330.25
<b>Total Other Current Assets</b>	9,919.88	13,667.53
<b>Total Current Assets</b>	660,885.70	620,978.27
<b>Other Assets</b>		
K101 - Land	570,484.00	570,484.00
K102 - Buildings	7,029,056.00	7,029,056.00
K103 - Improvement Other than Building	215,723.86	215,723.86
K104 - Machinery and Equipment	59,679.00	59,679.00
W129 - Non-Current Govt Liabilities	306,709.00	33,869.00
<b>Total Other Assets</b>	8,181,651.86	7,908,811.86
<b>TOTAL ASSETS</b>	8,842,537.56	8,529,790.13
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
600 - Accounts Payable	0.00	17,198.09
<b>Total Accounts Payable</b>	0.00	17,198.09
<b>Other Current Liabilities</b>		
601 - Accrued Expenses	6,232.65	16,412.89
630 - Due To Other Funds	398.88	337.28
Payroll Liabilities	6,210.80	882.63
<b>Total Other Current Liabilities</b>	12,842.33	17,632.80
<b>Total Current Liabilities</b>	12,842.33	34,830.89
<b>Long Term Liabilities</b>		
K159 - Non-Current Govt Assets	7,874,942.86	7,874,942.86
W687 - Compensated Absences	48,729.00	7,817.00
W638 - Net Pension Liability	257,980.00	26,052.00
<b>Total Long Term Liabilities</b>	8,181,651.86	7,908,811.86
<b>Total Liabilities</b>	8,194,494.19	7,943,642.75
<b>Equity</b>		
<b>Restricted Fund Balance</b>		
Trust Fund I	24,000.00	24,000.00

# Saugerties Public Library

## Balance Sheet

As of November 30, 2021

	<u>Nov 30, 21</u>	<u>Nov 30, 20</u>
Total Restricted Fund Balance	24,000.00	24,000.00
807 - Non-Spendable Fund Balance	9,521.00	13,330.25
914 - Assigned Fund Balance	22,815.00	18,850.00
917 - Unrestricted Fund Balance	494,220.95	424,959.24
Net Income	97,486.42	105,007.89
Total Equity	<u>648,043.37</u>	<u>586,147.38</u>
TOTAL LIABILITIES & EQUITY	<u><u>8,842,537.56</u></u>	<u><u>8,529,790.13</u></u>



**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
 January through November 2021

	<u>Jan - Nov 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1001 · Real Property Taxes	617,796.00	617,796.00	0.00	100.0%
2082 · Fines	5,573.92	7,500.00	-1,926.08	74.32%
2401 · Interest	340.89	500.00	-159.11	68.18%
2705 · Gifts & Donations				
2705.1 · Restricted	1,375.00			
2705.2 · General	8,025.29	3,000.00	5,025.29	267.51%
2705.3 · In-Kind	0.00	7,000.00	-7,000.00	0.0%
2705 · Gifts & Donations - Other	900.00			
<b>Total 2705 · Gifts &amp; Donations</b>	<u>10,300.29</u>	<u>10,000.00</u>	<u>300.29</u>	<u>103.0%</u>
3840 · New York State Aid	6,565.00			
3999 · Appropriated Fund Balance	0.00	22,815.00	-22,815.00	0.0%
<b>Total Income</b>	<u>640,576.10</u>	<u>658,611.00</u>	<u>-18,034.90</u>	<u>97.26%</u>
<b>Expense</b>				
7410.1 · Salaries	279,969.82	365,909.00	-85,939.18	76.51%
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.1 · Tapes & Videos	5,588.94	7,100.00	-1,511.06	78.72%
.4.1.2 · Books				
4.1.2A · Adult Books	15,596.33			
4.1.2J · Children's Books	5,751.65			
.4.1.2 · Books - Other	415.60	20,000.00	-19,584.40	2.08%
<b>Total .4.1.2 · Books</b>	<u>21,763.58</u>	<u>20,000.00</u>	<u>1,763.58</u>	<u>108.82%</u>
.4.1.3 · Subscriptions	3,870.75	1,900.00	1,970.75	203.72%
.4.1.4 · Newspapers	2,500.01	2,100.00	400.01	119.05%
.4.1.5 · E-books	2,049.54	2,000.00	49.54	102.48%
<b>Total .4.1 · Library Material</b>	<u>35,772.82</u>	<u>33,100.00</u>	<u>2,672.82</u>	<u>108.08%</u>
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs	1,565.82	5,000.00	-3,434.18	31.32%
.4.2.3 · Newsletter & Public Relations	1,968.00	2,000.00	-32.00	98.4%
<b>Total .4.2 · Programs, Publicity, History</b>	<u>3,533.82</u>	<u>7,000.00</u>	<u>-3,466.18</u>	<u>50.48%</u>
.4.3 · Operation of Building				
.4.3.1 · Utilities	16,644.47	23,000.00	-6,355.53	72.37%
.4.3.2 · Telephone	2,889.49	1,800.00	1,089.49	160.53%
.4.3.3 · Insurance	16,770.77	19,000.00	-2,229.23	88.27%
.4.3.4 · Maintenance Service & Supplies	2,278.55	2,400.00	-121.45	94.94%
.4.3.5 · Lawn & Grounds	3,299.27	4,000.00	-700.73	82.48%
.4.3.6 · Building R&M	11,153.98	11,000.00	153.98	101.4%
.4.3.7 · Snow Removal	2,325.00	3,000.00	-675.00	77.5%
.4.3.8 · Elevator	3,222.56	3,250.00	-27.44	99.16%
.4.3.9 · Geothermal	4,227.00	5,500.00	-1,273.00	76.86%
.4.3.10 · Custodial Service	2,040.00	7,500.00	-5,460.00	27.2%
.4.3.12 · Internet	2,411.71	552.00	1,859.71	436.9%

**Saugerties Public Library**  
**General Fund Budget vs. Actual**  
 January through November 2021

	<u>Jan - Nov 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Total .4.3 · Operation of Building</b>	67,262.80	81,002.00	-13,739.20	83.04%
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
.4.4.1 · Copier	2,871.24	3,100.00	-228.76	92.62%
.4.4.2 · Office Supplies	3,706.41	2,000.00	1,706.41	185.32%
.4.4.4 · Postage	1,066.23	2,000.00	-933.77	53.31%
.4.4.5 · Payroll Service Fees	1,042.43	1,000.00	42.43	104.24%
.4.4.6 · Equipment Purchases	8,514.57	2,000.00	6,514.57	425.73%
.4.4.7 · Equipment R&M	87.00	100.00	-13.00	87.0%
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<u>17,287.88</u>	<u>10,200.00</u>	<u>7,087.88</u>	<u>169.49%</u>
<b>.4.5 · Automation, System Fees</b>				
.4.5.1 · Automation & Online Services	17,235.96			
.4.5.2 · MHLS Fees	2,846.50			
.4.5 · Automation, System Fees - Other	0.00	19,000.00	-19,000.00	0.0%
<b>Total .4.5 · Automation, System Fees</b>	<u>20,082.46</u>	<u>19,000.00</u>	<u>1,082.46</u>	<u>105.7%</u>
<b>.4.6 · Professional Services</b>				
.4.6.1 · Accounting	6,010.00	5,500.00	510.00	109.27%
.4.6.3 · Board Expenses	465.00	500.00	-35.00	93.0%
.4.6.4 · Consulting & Legal Services	2,000.00	2,000.00	0.00	100.0%
.4.6.5 · IT Maintenance Consultant	1,530.00			
.4.6.6 · Staff Development	751.72	500.00	251.72	150.34%
<b>Total .4.6 · Professional Services</b>	<u>10,756.72</u>	<u>8,500.00</u>	<u>2,256.72</u>	<u>126.55%</u>
<b>.4.7 · Election Expenses</b>				
.4.7.1 · Election Inspectors	405.00	450.00	-45.00	90.0%
.4.7.2 · Election Expenses	167.60	50.00	117.60	335.2%
<b>Total .4.7 · Election Expenses</b>	<u>572.60</u>	<u>500.00</u>	<u>72.60</u>	<u>114.52%</u>
<b>Total 7410.4 · Contractual Expenses</b>	<u>155,269.10</u>	<u>159,302.00</u>	<u>-4,032.90</u>	<u>97.47%</u>
<b>9010 · Employee Benefits</b>				
.1 · Retirement	33,541.00	33,000.00	541.00	101.64%
.2 · Social Security & Medicare	20,716.29	25,000.00	-4,283.71	82.87%
.3 · Workers Compensation	3,680.00	4,000.00	-320.00	92.0%
.4 · Disability	204.23	250.00	-45.77	81.69%
.5 · Medical & Dental Benefits	49,365.72	70,700.00	-21,334.28	69.82%
.6 · Life Insurance	343.52	450.00	-106.48	76.34%
<b>Total 9010 · Employee Benefits</b>	<u>107,850.76</u>	<u>133,400.00</u>	<u>-25,549.24</u>	<u>80.85%</u>
<b>Total Expense</b>	<u>543,089.68</u>	<u>658,611.00</u>	<u>-115,521.32</u>	<u>82.46%</u>
<b>Net Ordinary Income</b>	<u>97,486.42</u>	<u>0.00</u>	<u>97,486.42</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>97,486.42</u></u>	<u><u>0.00</u></u>	<u><u>97,486.42</u></u>	<u><u>100.0%</u></u>

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Nov 21</u>	<u>Jan - Nov 20</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	617,796.00	617,796.00
2082 · Fines	5,573.92	4,493.51
2401 · Interest	340.89	1,672.17
2705 · Gifts & Donations		
2705.1 · Restricted	1,375.00	0.00
2705.2 · General	8,025.29	10,500.72
2705 · Gifts & Donations - Other	900.00	0.00
<b>Total 2705 · Gifts &amp; Donations</b>	<u>10,300.29</u>	<u>10,500.72</u>
3840 · New York State Aid	6,565.00	4,007.52
<b>Total Income</b>	<u>640,576.10</u>	<u>638,469.92</u>
<b>Expense</b>		
7410.1 · Salaries	279,969.82	295,312.39
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	5,588.94	4,485.92
.4.1.2 · Books		
4.1.2A · Adult Books	15,596.33	10,638.17
4.1.2J · Children's Books	5,751.65	2,824.81
.4.1.2 · Books - Other	415.60	6,690.44
<b>Total .4.1.2 · Books</b>	<u>21,763.58</u>	<u>20,153.42</u>
.4.1.3 · Subscriptions	3,870.75	1,946.19
.4.1.4 · Newspapers	2,500.01	1,944.43
.4.1.5 · E-books	2,049.54	4,776.17
<b>Total .4.1 · Library Material</b>	<u>35,772.82</u>	<u>33,306.13</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	1,565.82	2,918.07
.4.2.2 · Microfilm & Archives	0.00	48.55
.4.2.3 · Newsletter & Public Relations	1,968.00	1,339.84
<b>Total .4.2 · Programs, Publicity, History</b>	<u>3,533.82</u>	<u>4,306.46</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	16,644.47	17,346.32
.4.3.2 · Telephone	2,889.49	1,849.45
.4.3.3 · Insurance	16,770.77	16,386.69
.4.3.4 · Maintenance Service & Supplies	2,278.55	1,987.88
.4.3.5 · Lawn & Grounds	3,299.27	5,539.49
.4.3.6 · Building R&M	11,153.98	3,207.53
.4.3.7 · Snow Removal	2,325.00	912.50
.4.3.8 · Elevator	3,222.56	2,047.31
.4.3.9 · Geothermal	4,227.00	4,164.00
.4.3.10 · Custodial Service	2,040.00	2,585.50
.4.3.12 · Internet	2,411.71	367.98
<b>Total .4.3 · Operation of Building</b>	<u>67,262.80</u>	<u>56,394.65</u>

# Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Nov 21</u>	<u>Jan - Nov 20</u>
<b>.4.4 · Equipment R&amp;M, Supplies</b>		
.4.4.1 · Copier	2,871.24	2,973.88
.4.4.2 · Office Supplies	3,706.41	1,853.73
.4.4.4 · Postage	1,066.23	1,509.88
.4.4.5 · Payroll Service Fees	1,042.43	749.25
.4.4.6 · Equipment Purchases	8,514.57	4,917.61
.4.4.7 · Equipment R&M	87.00	1,878.59
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<u>17,287.88</u>	<u>13,882.94</u>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	17,235.96	11,187.92
.4.5.2 · MHLS Fees	2,846.50	6,813.46
<b>Total .4.5 · Automation, System Fees</b>	<u>20,082.46</u>	<u>18,001.38</u>
<b>.4.6 · Professional Services</b>		
.4.6.1 · Accounting	6,010.00	6,700.00
.4.6.3 · Board Expenses	465.00	690.00
.4.6.4 · Consulting & Legal Services	2,000.00	1,500.00
.4.6.5 · IT Maintenance Consultant	1,530.00	1,500.00
.4.6.6 · Staff Development	751.72	763.51
<b>Total .4.6 · Professional Services</b>	<u>10,756.72</u>	<u>11,153.51</u>
<b>.4.7 · Election Expenses</b>		
.4.7.1 · Election Inspectors	405.00	405.00
.4.7.2 · Election Expenses	167.60	47.00
<b>Total .4.7 · Election Expenses</b>	<u>572.60</u>	<u>452.00</u>
<b>Total 7410.4 · Contractual Expenses</b>	<u>155,269.10</u>	<u>137,497.07</u>
<b>9010 · Employee Benefits</b>		
.1 · Retirement	33,541.00	29,802.00
.2 · Social Security & Medicare	20,716.29	22,184.23
.3 · Workers Compensation	3,680.00	16.00
.4 · Disability	204.23	123.65
.5 · Medical & Dental Benefits	49,365.72	48,462.28
.6 · Life Insurance	343.52	64.41
<b>Total 9010 · Employee Benefits</b>	<u>107,850.76</u>	<u>100,652.57</u>
<b>Total Expense</b>	<u>543,089.68</u>	<u>533,462.03</u>
<b>Net Ordinary Income</b>	<u>97,486.42</u>	<u>105,007.89</u>
<b>Net Income</b>	<u><u>97,486.42</u></u>	<u><u>105,007.89</u></u>

# Saugerties Public Library Abstract Check Register

M&T General Fund Checking 6455	Type	Date	Num	Name	Memo	Amount
	Check	11/04/2021		Paychex		-57.39
	Check	11/04/2021		NYS Emp Retire System		-313.99
	Check	11/09/2021	10138	Time Warner Cable	11/1/21-11/30/21	-231.00
	Check	11/18/2021		Paychex		-59.22
	Check	11/30/2021	EFT	Village of Saugerties		-96.85
	Check	11/30/2021	10465	Time Warner Cable	12/1/21	0.00
	Check	11/30/2021	10466	Welsh Sanitation		-93.89
	Check	11/30/2021	EFT	Central Hudson		-1,725.93
	Check	11/30/2021	10467	Christopher J. O'Connor, CPA		-450.00
	Check	11/30/2021	10468	National Business Leasing a Prog	Inv #74334167	-164.00
	Check	11/30/2021	10469	SYNCB/ Amazon		-12.98
	Check	11/30/2021	10470	Midwest Tape		-468.30
	Check	11/30/2021	10471	DEMCO		-124.34
	Check	11/30/2021	10472	Stephen Landell		-100.00
	Check	11/30/2021	10473	Baker & Taylor		-1,088.90
	Check	11/30/2021	10474	Quill Corp.		-109.96
	Check	11/30/2021	10475	OverDrive Inc	#01938CO21460853	-212.49
	Check	11/30/2021	10476	Metropolitan Life Insurance Companies		-21.47
	Check	11/30/2021	10477	CDPHP	Inv #213160000318	-4,603.81
	Check	11/30/2021	10478	SAFECO Alarm Systems, Inc.	Inv #89348	-45.00
	Check	11/30/2021	10479	W B Mason Co Inc	Inv #224774641 & #224858905	-74.84
	Check	11/30/2021	10480	Uniforms USA, Inc.	November	-42.00
	Check	11/30/2021	10481	Oxford University Press	Inv #195154435	-14.34
	Check	11/30/2021	10482	TMC Plumbing & Heating, Inc		-75.00
	Check	11/30/2021	10483	Gale/Cengage Learning		-183.14
	Check	11/30/2021	10484	Culligan of Newburgh		-30.75
	Check	11/30/2021	10485	Business Credit Card		-1,023.25
	Check	11/30/2021	10486	National Business Technologies	IN453594, IN456538	-93.92
	Check	11/30/2021	10487	Time Warner Cable	12/1/21-12/31/21	-231.00
	Check	11/30/2021	10488	Time Warner Cable	12/1/21-12/31/21	-439.24
Total M&T General Fund Checking 6455						-12,187.00
<b>M&amp;T Capital Fund Checking 6430</b>						
Total M&T Capital Fund Checking 6430						<u><u>-12,187.00</u></u>

# Saugerties Public Library Abstract

November 2021

Ordinary Income/Expense	Num	Name	Memo	Amount
<b>Expense</b>				
<b>7410.1 · Salaries</b>				
		11-4-21 pay		13,159.07
		11-18-21 PR		13,284.78
				<u>26,443.85</u>
Total 7410.1 · Salaries				
<b>7410.4 · Contractual Expenses</b>				
<b>.4.1 · Library Material</b>				
<b>.4.1.1 · Tapes &amp; Videos</b>				
	10470	Midwest Tape	dvds	468.30
	10485	Business Credit Card	Netflix	17.99
				<u>486.29</u>
Total .4.1.1 · Tapes & Videos				
<b>.4.1.2 · Books</b>				
<b>4.1.2A · Adult Books</b>				
	10473	Baker & Taylor	5017319208	170.23
	10473	Baker & Taylor	5017342837	154.73
	10473	Baker & Taylor	5017365948	201.72
	10473	Baker & Taylor	5017390019	185.36
	10481	Oxford University Press	1 book	14.34
	10483	Gale/Cengage Learning	Inv #76139113	122.36
	10483	Gale/Cengage Learning	Inv #76162318	30.39
	10483	Gale/Cengage Learning	Inv #76199466	30.39
				<u>909.52</u>
Total 4.1.2A · Adult Books				
<b>4.1.2J · Children's Books</b>				
	10473	Baker & Taylor	5017319106	143.25
	10473	Baker & Taylor	5017342981	48.96
	10473	Baker & Taylor	5017365949	184.65
				<u>376.86</u>
Total 4.1.2J · Children's Books				
<b>.4.1.2 · Books - Other</b>				
	10485	Business Credit Card	airdan books	240.00
				<u>240.00</u>
Total .4.1.2 · Books - Other				
Total .4.1.2 · Books				
<b>.4.1.4 · Newspapers</b>				
	10485	Business Credit Card	newspapers	149.97
				<u>149.97</u>
Total .4.1.4 · Newspapers				
<b>.4.1.5 · E-books</b>				
	10475	OverDrive Inc	Inv #01938CO214608 53	212.49
				<u>212.49</u>
Total .4.1.5 · E-books				
Total .4.1 · Library Material				
<b>.4.3 · Operation of Building</b>				
<b>.4.3.1 · Utilities</b>				
	EFT	Village of Saugerties	8/2/21 - 11/1/21	96.85
	EFT	Central Hudson	9/18 - 10/19	1,725.93
				<u>1,822.78</u>
Total .4.3.1 · Utilities				

# Saugerties Public Library Abstract

November 2021

	Num	Name	Memo	Amount
<b>.4.3.2 · Telephone</b>				
	10485	Business Credit Card	Spectrum	495.26
	10488	Time Warner Cable	12/1/21-12/31/21	439.24
Total .4.3.2 · Telephone				934.50
<b>.4.3.4 · Maintenance Service &amp; Supplies</b>				
	10466	Welsh Sanitation	December	93.89
	10474	Quill Corp.		79.38
	10484	Culligan of Newburgh	November deliveries & cooler rental	30.75
Total .4.3.4 · Maintenance Service & Supplies				204.02
<b>.4.3.6 · Building R&amp;M</b>				
	10472	Stephen Landell	backflow test December	100.00
	10478	SAFECO Alarm Systems, Inc.	monitoring	45.00
	10480	Uniforms USA, Inc.	November	42.00
	10482	TMC Plumbing & Heating, Inc	Invoice #102093	75.00
Total .4.3.6 · Building R&M				262.00
<b>.4.3.12 · Internet</b>				
	10138	Time Warner Cable	11/1/21-11/30/21	231.00
	10465	Time Warner Cable	VOID: 11/2/21 - 12/1/21	0.00
	10487	Time Warner Cable	12/1/21-12/31/21	231.00
Total .4.3.12 · Internet				462.00
Total .4.3 · Operation of Building				3,685.30
<b>.4.4 · Equipment R&amp;M, Supplies</b>				
<b>.4.4.1 · Copier</b>				
	10468	National Business Leasing a F	November IN453594,	164.00
	10486	National Business Technologik	IN456538	93.92
Total .4.4.1 · Copier				257.92
<b>.4.4.2 · Office Supplies</b>				
	10469	SYNCB/ Amazon	flash drive & book repair knife	12.98
	10471	DEMCO		124.34
	10474	Quill Corp.		30.58
	10479	W B Mason Co Inc	Inv #224774641 & #224858905	4.56
	10479	W B Mason Co Inc	Inv #224774641 & #224858905	70.28
	10485	Business Credit Card		1.00
Total .4.4.2 · Office Supplies				243.74
<b>.4.4.4 · Postage</b>				
	10485	Business Credit Card	USPS	119.03
Total .4.4.4 · Postage				119.03
<b>.4.4.5 · Payroll Service Fees</b>				
		Paychex		57.39
		Paychex		59.22

# Saugerties Public Library Abstract

November 2021

	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total .4.4.5 · Payroll Service Fees				116.61
Total .4.4 · Equipment R&M, Supplies				737.30
<b>.4.6 · Professional Services</b>				
<b>.4.6.1 · Accounting</b>				
	10467	Christopher J. O'Connor, CPA	November	450.00
Total .4.6.1 · Accounting				450.00
Total .4.6 · Professional Services				450.00
Total 7410.4 · Contractual Expenses				7,247.73
<b>9010 · Employee Benefits</b>				
<b>.2 · Social Security &amp; Medicare</b>				
		11-4-21 pay		962.00
		11-18-21 PR		971.61
Total .2 · Social Security & Medicare				1,933.61
<b>.4 · Disability</b>				
		11-4-21 pay		-25.59
		11-18-21 PR		-26.23
Total .4 · Disability				-51.82
<b>.5 · Medical &amp; Dental Benefits</b>				
		11-4-21 pay		-583.80
		11-18-21 PR		-583.80
	10477	CDPHP	December	4,603.81
Total .5 · Medical & Dental Benefits				3,436.21
<b>.6 · Life Insurance</b>				
	10476	Metropolitan Life Insurance Cc	Life insurance	21.47
Total .6 · Life Insurance				21.47
Total 9010 · Employee Benefits				5,339.47
Total Expense				39,031.05
Net Ordinary Income				-39,031.05
<b>Net Income</b>				<b>-39,031.05</b>



# Saugerties Public Library Balance Sheet by Class

As of November 30, 2021

Balance	A - General	H - Capital	K - Fixed Assets	PN - Permanent	W - Long-Term Debt	Unclassified	TOTAL
<b>ASSETS</b>							
<b>Current Assets</b>							
<b>Checking/Savings</b>							
M&T General Fund Checking 6455	50,621.24	-3,500.00	0.00	0.00	0.00	0.00	47,121.24
M&T General Fund Savings 8180	566,369.64	0.00	0.00	875.00	0.00	0.00	567,244.64
M&T General Balance Fund 8627	11,265.91	0.00	0.00	0.00	0.00	0.00	11,265.91
M&T Capital Fund Checking 6430	0.00	50.00	0.00	0.00	0.00	0.00	50.00
M&T Bequest Fund 8198	0.00	0.00	0.00	24,410.03	0.00	0.00	24,410.03
Cash General Fund Petty Cash	874.00	0.00	0.00	0.00	0.00	0.00	874.00
<b>Total Checking/Savings</b>	<b>629,130.79</b>	<b>-3,450.00</b>	<b>0.00</b>	<b>25,285.03</b>	<b>0.00</b>	<b>0.00</b>	<b>650,965.82</b>
<b>Other Current Assets</b>							
391 - Due From Other Funds	398.88	0.00	0.00	0.00	0.00	0.00	398.88
480 - Prepaid Expenses	9,521.00	0.00	0.00	0.00	0.00	0.00	9,521.00
<b>Total Other Current Assets</b>	<b>9,919.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,919.88</b>
<b>Total Current Assets</b>	<b>639,050.67</b>	<b>-3,450.00</b>	<b>0.00</b>	<b>25,285.03</b>	<b>0.00</b>	<b>0.00</b>	<b>660,885.70</b>
<b>Other Assets</b>							
K101 - Land	0.00	0.00	570,484.00	0.00	0.00	0.00	570,484.00
K102 - Buildings	0.00	0.00	7,029,056.00	0.00	0.00	0.00	7,029,056.00
K103 - Improvement Other than Building	0.00	0.00	215,723.86	0.00	0.00	0.00	215,723.86
K104 - Machinery and Equipment	0.00	0.00	59,679.00	0.00	0.00	0.00	59,679.00
W129 - Non-Current Govt Liabilites	0.00	0.00	0.00	0.00	306,709.00	0.00	306,709.00
<b>Total Other Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>7,874,942.86</b>	<b>0.00</b>	<b>306,709.00</b>	<b>0.00</b>	<b>8,181,651.86</b>
<b>TOTAL ASSETS</b>	<b>639,050.67</b>	<b>-3,450.00</b>	<b>7,874,942.86</b>	<b>25,285.03</b>	<b>306,709.00</b>	<b>0.00</b>	<b>8,842,537.56</b>
<b>LIABILITIES &amp; EQUITY</b>							
<b>Liabilities</b>							
<b>Current Liabilities</b>							
<b>Other Current Liabilities</b>							
601 - Accrued Expenses	6,232.65	0.00	0.00	0.00	0.00	0.00	6,232.65
630 - Due To Other Funds	0.00	0.00	0.00	398.88	0.00	0.00	398.88
Payroll Liabilities	6,210.80	0.00	0.00	0.00	0.00	0.00	6,210.80
<b>Total Other Current Liabilities</b>	<b>12,443.45</b>	<b>0.00</b>	<b>0.00</b>	<b>398.88</b>	<b>0.00</b>	<b>0.00</b>	<b>12,842.33</b>
<b>Total Current Liabilities</b>	<b>12,443.45</b>	<b>0.00</b>	<b>0.00</b>	<b>398.88</b>	<b>0.00</b>	<b>0.00</b>	<b>12,842.33</b>
<b>Long Term Liabilities</b>							

## Saugerties Public Library Balance Sheet by Class

As of November 30, 2021

alance	A - General	H - Capital	K - Fixed Assets	PN - Permanent	W - Long-Term Debt	Unclassified	TOTAL
K159 - Non-Current Govt Assets	0.00	0.00	7,874,942.86	0.00	0.00	0.00	7,874,942.86
W687 - Compensated Absences	0.00	0.00	0.00	0.00	48,729.00	0.00	48,729.00
W638 - Net Pension Liability	0.00	0.00	0.00	0.00	257,980.00	0.00	257,980.00
<b>Total Long Term Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>7,874,942.86</b>	<b>0.00</b>	<b>306,709.00</b>	<b>0.00</b>	<b>8,181,651.86</b>
<b>Total Liabilities</b>	<b>12,443.45</b>	<b>0.00</b>	<b>7,874,942.86</b>	<b>398.88</b>	<b>306,709.00</b>	<b>0.00</b>	<b>8,194,494.19</b>
<b>Equity</b>							
<b>Restricted Fund Balance</b>							
Trust Fund I	0.00	0.00	0.00	24,000.00	0.00	0.00	24,000.00
<b>Total Restricted Fund Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,000.00</b>
807 - Non-Spendable Fund Balance	9,521.00	0.00	0.00	0.00	0.00	0.00	9,521.00
914 - Assigned Fund Balance	18,850.00	0.00	0.00	0.00	0.00	3,965.00	22,815.00
917 - Unrestricted Fund Balance	498,135.95	50.00	0.00	0.00	0.00	-3,965.00	494,220.95
Net Income	100,100.27	-3,500.00	0.00	886.15	0.00	0.00	97,486.42
<b>Total Equity</b>	<b>626,607.22</b>	<b>-3,450.00</b>	<b>0.00</b>	<b>24,886.15</b>	<b>0.00</b>	<b>0.00</b>	<b>648,043.37</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>639,050.67</b>	<b>-3,450.00</b>	<b>7,874,942.86</b>	<b>25,285.03</b>	<b>306,709.00</b>	<b>0.00</b>	<b>8,842,537.56</b>

**Saugerties Public Library**  
**YTD Comparison**  
November 2021

	<u>Nov 21</u>	<u>Jan - Nov 21</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1001 · Real Property Taxes	0.00	617,796.00
2082 · Fines	498.00	5,573.92
2401 · Interest	11.00	340.89
2705 · Gifts & Donations		
2705.1 · Restricted	0.00	1,375.00
2705.2 · General	2,100.00	8,025.29
2705 · Gifts & Donations - Other	0.00	900.00
<b>Total 2705 · Gifts &amp; Donations</b>	<u>2,100.00</u>	<u>10,300.29</u>
3840 · New York State Aid	0.00	6,565.00
<b>Total Income</b>	<u>2,609.00</u>	<u>640,576.10</u>
<b>Expense</b>		
7410.1 · Salaries	26,443.85	279,969.82
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	486.29	5,588.94
.4.1.2 · Books		
4.1.2A · Adult Books	909.52	15,596.33
4.1.2J · Children's Books	376.86	5,751.65
.4.1.2 · Books - Other	240.00	415.60
<b>Total .4.1.2 · Books</b>	<u>1,526.38</u>	<u>21,763.58</u>
.4.1.3 · Subscriptions	0.00	3,870.75
.4.1.4 · Newspapers	149.97	2,500.01
.4.1.5 · E-books	212.49	2,049.54
<b>Total .4.1 · Library Material</b>	<u>2,375.13</u>	<u>35,772.82</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	0.00	1,565.82
.4.2.3 · Newsletter & Public Relations	0.00	1,968.00
<b>Total .4.2 · Programs, Publicity, History</b>	<u>0.00</u>	<u>3,533.82</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	1,822.78	16,644.47
.4.3.2 · Telephone	793.69	2,889.49
.4.3.3 · Insurance	0.00	16,770.77
.4.3.4 · Maintenance Service & Supplies	204.02	2,278.55
.4.3.5 · Lawn & Grounds	0.00	3,299.27
.4.3.6 · Building R&M	262.00	11,153.98
.4.3.7 · Snow Removal	0.00	2,325.00
.4.3.8 · Elevator	0.00	3,222.56
.4.3.9 · Geothermal	0.00	4,227.00
.4.3.10 · Custodial Service	0.00	2,040.00
.4.3.12 · Internet	462.00	2,411.71
<b>Total .4.3 · Operation of Building</b>	<u>3,544.49</u>	<u>67,262.80</u>
.4.4 · Equipment R&M, Supplies		

**Saugerties Public Library**  
**YTD Comparison**  
November 2021

	<u>Nov 21</u>	<u>Jan - Nov 21</u>
.4.4.1 · Copier	257.92	2,871.24
.4.4.2 · Office Supplies	243.74	3,706.41
.4.4.4 · Postage	119.03	1,066.23
.4.4.5 · Payroll Service Fees	116.61	1,042.43
.4.4.6 · Equipment Purchases	0.00	8,514.57
.4.4.7 · Equipment R&M	0.00	87.00
<b>Total .4.4 · Equipment R&amp;M, Supplies</b>	<u>737.30</u>	<u>17,287.88</u>
<b>.4.5 · Automation, System Fees</b>		
.4.5.1 · Automation & Online Services	0.00	17,235.96
.4.5.2 · MHLS Fees	0.00	2,846.50
<b>Total .4.5 · Automation, System Fees</b>	<u>0.00</u>	<u>20,082.46</u>
<b>.4.6 · Professional Services</b>		
.4.6.1 · Accounting	450.00	6,010.00
.4.6.3 · Board Expenses	0.00	465.00
.4.6.4 · Consulting & Legal Services	0.00	2,000.00
.4.6.5 · IT Maintenance Consultant	0.00	1,530.00
.4.6.6 · Staff Development	0.00	751.72
<b>Total .4.6 · Professional Services</b>	<u>450.00</u>	<u>10,756.72</u>
<b>.4.7 · Election Expenses</b>		
.4.7.1 · Election Inspectors	0.00	405.00
.4.7.2 · Election Expenses	0.00	167.60
<b>Total .4.7 · Election Expenses</b>	<u>0.00</u>	<u>572.60</u>
<b>Total 7410.4 · Contractual Expenses</b>	<u>7,106.92</u>	<u>155,269.10</u>
<b>9010 · Employee Benefits</b>		
.1 · Retirement	0.00	33,541.00
.2 · Social Security & Medicare	1,933.61	20,716.29
.3 · Workers Compensation	0.00	3,680.00
.4 · Disability	-51.82	204.23
.5 · Medical & Dental Benefits	3,436.21	49,365.72
.6 · Life Insurance	21.47	343.52
<b>Total 9010 · Employee Benefits</b>	<u>5,339.47</u>	<u>107,850.76</u>
<b>Total Expense</b>	<u>38,890.24</u>	<u>543,089.68</u>
<b>Net Ordinary Income</b>	<u>-36,281.24</u>	<u>97,486.42</u>
<b>Net Income</b>	<u><u>-36,281.24</u></u>	<u><u>97,486.42</u></u>

Dec. 1, 2021

## November Director's Report

**COVID Update:** The numbers of infections in Saugerties is higher than any other town or city in Ulster County. We are pushing PR to remind people that they can order items or fill out the Book Bundle or DVD bundle services online then pick up using curbside service. Masks are required to enter the building.

**Personnel:** Staff evaluations. Most clerks were evaluated in November. I asked them to fill out a form answering three questions in an effort to have them highlight their work in 2021. I gathered updated contact and emergency contact information. Additionally, MHLS offered a webinar on Reader's Advisory techniques that was very long, so I picked out specific sections that clerks should view. We had a staff meeting on November 16th.

**Programs:** Parenting program. Stephanie is working with Sheila Dinabug-Azoff, a retired child psychologist, to offer an opportunity for parents to "Connect & Play" in the Community Room. This is a great way to teach caregivers techniques on parenting and build a support group for parents. PR for this program went out to HV1 in addition to our regular outlets. Also, the reading therapy dogs are back in the library. Head Start has returned to the library as well.

**Festival of Trees:** Christine spearheaded a staff tree for the festival where we all made troll heads. Christine also worked with teens to create a Teen tree, and Stephanie put up a tree in the Children's room for patrons to make a paper bird or string cheerios for the Children's tree.

**Website:** I sent out a survey to staff with examples of various library websites asking what they do or don't like about them. With this information, Christine, Jenny and I met to discuss moving forward building a new Wix website.

**Carpet project:** I organized carpet samples for staff and board to view and vote on. The "Memory Tile" style is winning by a landslide. The carpet company will be sending the costs for that carpet to Gen-tiles and Rosendale Carpet as well as their own carpet installer.

**Grants:** Worked with Lea Cullen to submit a Jumpstart Grant from Arts Mid-Hudson to support an outdoor performance of Jeff Boyer's Bubble Magic show. This might be a great kick-off for the Summer Reading Program.

Meetings attended:

Friends of the Library

Director's Association meeting

Ulster County Library Association meeting

# **Saugerties Public Library**

## **Policy Committee Meeting Minutes**

Date: November 15, 2021

Time: 6:00 p.m.

Meeting location: Second floor of SPL

Committee Members Attending:

Bassler (chair), Herscher, Scott, Van Benschoten

Others Attending:

Director Russell

Discussion:

The entire meeting was spent discussing proposed revisions to the Library's Procurement Policy. The Director revised the policy in light of the discussion and circulated it to Committee members for approval.

Corresponding recommendation to the Board:

Approval of the revised Procurement Policy

Next scheduled meeting: December 15 at 6:00pm.

## **Procurement Policy**

This resolution sets forth the policies and procedures of the Saugerties Public Library to meet the requirements of General Municipal Law, Section 103 and 104-b.

These policies and procedures have been developed to help protect local taxpayers by assuring that competition is sought in a reasonable, cost-effective manner. Appropriate use of competition provides taxpayers with the greatest assurance that goods and services of desired quality are being acquired at the lowest possible price and procurements are not influenced by favoritism, extravagance, fraud or corruption. The Saugerties Public Library will consider purchasing and using environmentally friendly or “green” products when we are able to do so in a fiscally responsible manner.

1. Every purchase will be initially reviewed by the Library Director to determine:
  - a. If the purchase is either a **purchase contract** or a **public works contract**.
  - b. If the purchase has an estimated cost making it subject to the **competitive bidding process**.
    1. Formal competitive bidding is required for all purchase contracts above \$20,000 and contracts for public works over \$35,000.
    2. Exempted purchases include purchase contracts under \$20,000, public works contracts under \$35,000, emergency purchases, purchases under state, county or national contracts, and purchases from exempt organizations such as correctional institutions, government entities, and agencies for the disabled.
  - c. Documentation for purchases **NOT subject to the competitive bidding process** includes the following: written or documented verbal quotes from vendors or a memo from the purchaser detailing the reasoning for the decision, or a copy of the contract or a memo from the purchaser detailing the circumstance that led to an emergency purchase or any other written documentation that is appropriate.
2. The following methods will be used in order to obtain the lowest evaluated cost:

<u>Purchase Contract</u>	<u>Purchase Method</u>
Up to \$2,000	At the discretion of the Library Director or authorized staff.
\$2,001 - \$5,000	2 documented verbal quotes
\$5,001 - \$20,000	3 written quotes and approval by the board
Over \$20,000	Competitive Bid Process

<u>Public Works Contract</u>	<u>Purchase Method</u>
Up to \$3,000	At the discretion of the Library Director or authorized staff.
\$3,001 - \$10,000	Minimum of 3 verbal, documented quotes
\$10,001-\$35,000	Minimum of 3 written quotes
Over \$35,000	Competitive Bid Process

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

3. Each procurement action subject to the Competitive Bid Process will be documented in the meeting minutes of the Saugerties Public Library Board.

4. Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

5. Pursuant to General Municipal Law 104 b (2) (g), certain circumstances will permit the Board to dispense with the requirement to obtain alternate quotes or proposals. In determining whether a service fits into this category, the Board of Trustees shall take into consideration the following guidelines:

- a. Whether the services are subject of State licensing or testing requirements.
- b. Whether substantial formal education or training is necessary prerequisite to the performance of the services.



- c. Whether the goods or services are emergency, services needed immediately and any delay to obtain alternate quotes would threaten life, health, safety or welfare of the Saugerties Library.
- d. Whether the services require a personal relationship between the individual and Library officials.
- e. Whether the services to be rendered can be more effectively provided by a professional possessing a continuity of representation. \*
- f. Purchase of surplus or second-hand goods from any source.
- g. Goods or services under \$2,000.

*\*Examples of a, b, c and d include but are not limited to doctors, lawyers, accountants, surveyors, insurance brokers, computer software suppliers, and printing firms, art work, computer software and programming services, printing services.*

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Approved by the Saugerties Public Library board on April 10, 2001

Review History: December 14, 2010;

Review Cycle: 3 years

## Minutes from Finance Committee meeting, 11/22/21

Meeting in person at the library.

Present – Charlotte Herschier, Julie Misiano, Katie Cokinos – chair Brian Collins, director Jennifer Russell, absent, Irene Hurst

Meeting began at 6:08.

Items of discussion:

1. Investment seminar with the Friends, rep to come to one of the meetings. Emailed Ray to find out who he uses at M&T.
2. Various ways to invest i.e. CD's revolving, treasury bills, FDIC approved. We discussed what is allowed for our library to be invest in.
3. Reducing to 20% instead of 30% staff's contribution to health insurance. We will have a special time designate from 5 to 6 prior to the upcoming board meeting in December to inform the public. Amending the 2022 budget.

We also discussed possible ways to spend down the reserve. Accountant thinks that we should be conservative is spending the money. \$185, 000 will be put in reserve till March 2022 to cover expenses until we receive the tax appropriation from the town. We usually receive the tax appropriation in March, annually.

Adjourned at 7pm



Saugerties Public Library  
Facilities Committee

Date: Tuesday, November 2, 2021

Time: 6:00 pm

Committee Members Attending:

Wilson (Chair), Cokinos, Collins, Van Benschoten, Schmidbaur

Staff Attending:

Jennifer Russell (Director)

Others Attending:

Ted Conathan, Carole Furman

Discussion/Agenda Items

1. Carpet Samples
2. Heater in Atrium
3. Alarm System
4. Elevator issues
5. Assisted technology in Community Room
6. Lighting issues in info room

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

1. **Carpet samples:** email Jen your top 3 carpet sample choices
2. **Heater:** micro 220 was recommended for the Atrium ceiling; Jen will contact the electrician to move forward on this plan.
3. **Alarm system:** Safeco works with a new card company; Jen will explore estimate (approx. \$2,000 to transfer to new card system to be compatible with Safeco); committee will evaluate after estimate is received
4. **Elevator:** Otis company evaluated concerns about brown outs affecting the software. More investigation is required.
5. **Assisted technology:** Lifespring donated funds towards bluetooth technology that works with hearing aids; Jen to research Sound A/V companies to rework or install technology.

6. **Lighting:** emergency lighting is not working properly; Paul and John Cypher will investigate reasons for lighting not working.
7. **SRI:** fire sprinkler company estimates \$2,100 inspection to be done every 5 years; committee agrees this inspection is critical to safety and must be invested in; committee asked Paul and Jen to inspect tags to determine if we are at the 5 year mark for inspection

Next Facilities Meeting Tuesday, December 7th at 6pm

Saugerties Public Library  
Outreach Committee

Date: Monday, December 6<sup>th</sup>, 2021

Time: 4:00 pm

Committee Members Attending:

Scott (Chair), Cokinos, Van Benschoten, Schmidbaur

Staff Attending:

Jennifer Russell (Director)

Discussion/Agenda Items

1. Free Book project
2. Equity, Diversity and Inclusion brainstorming for 2022

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

**1. FREE BOOK PROJECT**

**Books:** Nina will ensure 1/2 are in Spanish. So far approx. 40 books will cost \$250

**Packaging:** Paul will pursue local + Zazzle options (need 25)

Library name and logo

Phone number

Address

"Take Me Home! FREE"

**Bookmarks:**

1. How to get a library card (with pictures)
2. Map of Saugerties (Library + Little Libraries)
3. Programming (story times) + links to future events + QR code

**Potential Locations for books:**

1. Kiwanis Ice Rink.
2. Laundromats
3. Restaurants (Sue's, Village Diner, Main St, Lox)
4. Bowling alley

5. Ballet center
6. West Bridge Medical complex provided with a sign to say "Ask Us for Free Books!" so they don't feel responsible for cleaning procedures
7. Hairdressers (Lux, Headspace, Union Shave)

*Check in with Friends of the Library to inquire about funds  
Reconvene after 3 months of implementation to evaluate effectiveness*

**2. 2022 PROJECT IDEAS: EDI (Equity, Diversity, Inclusion)**

- Thinking of hotspot loaning
- EDI representative from the community
- How can we engage the rural community?
- Books on Wheels: elderly folks who may have mobility limitations (brings up liability issue)

Next Outreach Meeting Monday, January 10th at 4pm

Saugerties Public Library  
Personnel Committee

Date: 11/18/21

Time: 6:00 PM

Committee Members Attending:

Doug Wilson, Katie Cokinos, Julie Misiano (chair), Jouette Bassler

Absent: Irene Hurst

Other Trustee: Brian Collins

Staff Attending:

Director J Russell

Agenda Items

1. Continue our discussion re: the budgetary impact of reducing the staff contribution of health insurance to 20%.
2. Approve the raises for January 2022, including for those who have anniversaries in December.
3. Holidays for 2022

Discussion:

The insurance budget is sufficient to cover the additional 10% cost of paying 80% of the staff healthcare costs.

Discussed clarifying the full benefits package for staff.

**Decided to have a public hearing at 5pm before the December Board Meeting to discuss changes to the medical and dental benefits budget line**



Concern that people who don't work Mondays, don't get paid holidays. Reviewed various options including adding holidays or having Saturday staff get floating holidays and/or staff that does not work on Mondays get floating holidays.

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

TO DO: Establish/verify the open enrollment period to make changes to healthcare enrollment, either through insurance provider, civil service regulations, or SPL new policy. Perhaps add the state plan at the next open enrollment period.

1. Motion to approve raises for January 2022 for staff:
  - A. Motion for any staff earning less than \$15 an hour to get a raise to \$15 in the first pay period of January 2022.
  - B. Motion to approve staff who already \$15.00 an hour or more to receive a 2% raise prorated based on their anniversary.
2. Motion to approve increase of SPL contribution to the medical insurance cost by 10% to cover 80% of the cost.
3. Continue discussion about holidays.
4. Explore the cost of online payroll support.

Next Personnel Meeting:

December 16, 2021 at 6PM

## Mid-Hudson Library System Plan of Service 2022-2026

### Free Direct Access Plan

#### INTRODUCTION

The Free Direct Access Plan (FDAP) is a State approved agreement between the Mid-Hudson Library System (MHLS) and the State Education Department's Division of Library Development of the New York State Library and is required by Commissioner's Regulations 90.3 (a) through (d)(4).

The FDAP reflects MHLS's commitment that no resident in the area served by MHLS will be excluded from direct or on-site access to the resources of any of the system's member libraries on the basis of age, cultural, economic or civic status. The FDAP provides the process for member libraries to identify and place restrictions on excessive and unfair use of resources that have a negative impact on services a member library provides their resident borrowers<sup>1</sup>.

MHLS serves the public libraries of five counties, Columbia, Dutchess, Greene, Putnam and Ulster. All public libraries in these counties are members of MHLS with the exception of Ulster County, where seventeen of the county's twenty-one public libraries are MHLS members and the remaining four libraries are Ramapo-Catskill Library System members.

1. ***Describe how all individuals residing within the boundaries of the system but outside a member public library's chartered service area will receive library services.***

- A. All residents in the area served by MHLS enjoy the same rights of direct access to MHLS member library resources by the system-wide acceptance of a borrower's card, which is issued free and without charge by any member library to all eligible residents in the area served by MHLS.

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<sup>1</sup> CR 90.3 (a) - Resident borrower is defined as an individual who resides within the boundaries of the chartered service area of a public library as defined in section 253 of the Education Law and who is a library cardholder at that library.

- B. Exceptions to Direct Access: MHLS member libraries may implement, at their discretion, the following limited restrictions, on individuals residing outside the library chartered to serve area for services funded with local public funds<sup>2</sup>.
- 1) Member libraries may give preference to the residents of their taxing district for attendance at library programs.
  - 2) Member libraries may give preference to the residents of their taxing district for the use of computers and Internet resources.
  - 3) Member libraries may restrict the loan of special, pilot or experimental collections to the residents of their taxing district, (such as e-readers, equipment, and museum passes), in compliance with MHLS Resource Sharing Standards<sup>3</sup>.

The entitlement to library services and borrowing privileges outlined in this FDAP shall be forfeited by any individual who fails to observe the rules and regulations or follow the policies of MHLS member libraries and/or MHLS.

**2. Describe (a) how the system will assure that those persons living within the system boundaries in an area where a member library chooses to withdraw from the system, or (b) where a chartered and registered library was never a member of the system, will be served by the system.**

- A. In the event a library withdraws from MHLS, residents of the library's chartered service area will continue to be entitled to on-site access as specified in #1, above, including the Exceptions to Direct Access.
- B. Residents served by a newly chartered and registered library which have not joined MHLS, will be entitled to on-site access as specified in #1, above, including the Exceptions to Direct Access.

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<sup>2</sup> *Local Public Funds* are funds reported by a MHLS member library as local public operating fund receipts in the library's Annual Report for Public and Association Libraries to the State of New York.

<sup>3</sup> Special collections, containing unique items not commonly circulated among member libraries, may be excluded from the holds system and that checkout and check in of said items be done only at the owning library. This is adjudicated by the Resource Sharing Advisory Committee.

**3. Describe what the system considers serious inequities and hardship and the criteria used by the system to make the determination.**

- A. MHLS considers “serious inequities and hardships” to be those conditions which adversely affect residents of the chartered areas of member libraries and/or significantly deprive resident borrowers of the opportunity to borrow library materials.
- B. The criteria used by the system to make the determination of serious inequities and hardship are:
- 1) Excessive use of a library’s collection by residents outside the library’s chartered to serve area.
  - 2) Excessive use of a library’s collection by residents of a single geographic and/or administrative area<sup>4</sup> outside the library’s chartered to serve area which is: (1) served by a chartered public library, and (2) does not provide equitable funding<sup>5</sup> for library services.
  - 3) Excessive use of a library’s collection by residents of a geographic and/or administrative area that is: (1) not within a chartered public library service area, and (2) does not provide equitable funding<sup>6</sup> for library services by contract for library service with MHLS or a MHLS member library or MHLS member libraries.
  - 4) An unserved municipality has refused to contract for library services used by its residents over a period of 2 years where written documentation verifies that repeated requests for funding for services have been denied.
  - 5) An unserved municipality has refused to charter or provide funding for library services where chartering or funding ballot initiatives have been voted down in two successive years.

**4. Describe what constitutes excessive out of chartered service area borrowing in the system.**

- A. MHLS considers “excessive out of chartered service area borrowing” to be:

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<sup>4</sup> ILS Town Code data is used to determine geographic or administrative area(s).

<sup>5</sup> *Equitable funding* of library services is defined as the average Total Local Public Funds per capita for all MHLS member libraries within the county they are located, based on the average of the last three years, as reported by MHLS member libraries in their Annual Report for Public and Association Libraries to the State of New York.

<sup>6</sup> Ibid.

- 1) 51%<sup>7</sup> of the member library's total circulation based on a three-year average<sup>8</sup> to residents of all geographic and/or administrative areas<sup>8</sup> outside the library's chartered service area.
- 2) 40%<sup>9</sup> of the member library's total circulation based on a three-year average<sup>10</sup> to residents of a single geographic and/or administrative area<sup>11</sup> which is: (1) served by a chartered public library, and (2) does not provide equitable funding<sup>12</sup> for library services.
- 3) 5%<sup>13</sup> of a member library's total circulation based on a three-year average<sup>14</sup> to residents of a geographic and/or administrative area<sup>15</sup> that is: (1) not within a chartered public library service area, and (2) does not provide equitable funding<sup>16</sup> for library services by contract with MHLS or a MHLS member library or MHLS libraries.

## 5. *Unserved and Underserved Populations*

### 5.a *Describe the unserved<sup>17</sup> and the underserved<sup>18</sup> populations within the system.*

Unserved populations exist in some areas of Columbia, Dutchess, Greene, and Ulster Counties. Putnam County has no unserved population. The areas of unserved populations have been mapped by the NYSED Division of Library Development: <http://www.nysl.nysed.gov/libdev/libs/pldtools/plsmaps/mhls.htm>

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<sup>7</sup> Percent same as current Direct Access Plan; Percentage based on ILS Circulation Data by Terminal & Town Code <sup>8</sup> ILS Town Code

<sup>8</sup> Three-year average will not take 2020 into account due to the anomaly of the pandemic.

<sup>9</sup> Percent same as current Direct Access Plan; Percentage based on ILS Circulation by Terminal & Town Code

<sup>10</sup> Three-year average will not take 2020 into account due to the anomaly of the pandemic.

<sup>11</sup> ILS Town Code

<sup>12</sup> *Equitable funding* (see footnote 5)

<sup>13</sup> Percent same as current Direct Access Plan; Percentage based on ILS Circulation by Terminal & Town Code

<sup>14</sup> Three-year average will not take 2020 into account due to the anomaly of the pandemic.

<sup>15</sup> ILS Town Code

<sup>16</sup> *Equitable funding* (see footnote 5)

<sup>17</sup> CR 90.3 (a) - Unserved means those individuals residing in geographic areas that are within the boundaries of a public library system but outside the boundaries of a chartered service area of a library which is a member of that system.

<sup>18</sup> CR 90.3 (a) - Underserved means those individuals residing in geographic areas that are within the chartered service area of a member library and which the public library system has identified as having an inadequate level of local income to support the delivery of acceptable library services.

There are currently no underserved populations within MHLS (see 5.b, below, for MHLS criteria to identify underserved populations).

***5.b -Describe the criteria used by the system to identify libraries having an inadequate level of local income to support delivery of acceptable library services (underserved). List those libraries so identified.***

The MHLS criteria for determining an “inadequate level of local income to support delivery of acceptable library services (underserved)”, is the member library’s ability to comply with minimum standards for public libraries as described in New York State education law and New York State Commissioner’s Regulations ([http://www.nysl.nysed.gov/libdev/excerpts/finished\\_regs/902.htm](http://www.nysl.nysed.gov/libdev/excerpts/finished_regs/902.htm)). Each member library reports on their compliance with the NYS minimum standards in their Annual Report for Public and Association Libraries to the State of New York. If the library is in compliance with the minimum standards, or if the Commissioner of Education has granted a waiver from one or more of the standards, the library is deemed to have an adequate level of support.

***5.c-Describe the actions the system will take to expand the availability of library services to unserved and underserved individuals residing within the boundaries of the system.***

MHLS and its member libraries have a successful history of sharing resources and providing library services to residents in the area served by MHLS, including persons in unserved areas. MHLS will assist libraries in securing sustainable funding so they can better serve library patrons, including residents in unserved areas. MHLS will provide consulting services to member libraries and report to the MHLS Board of Trustees and the MHLS Directors Association regarding unserved areas. MHLS will work with member libraries to advocate for and to negotiate fair and equitable contracts with unserved communities in order to ensure the availability of library service for the residents of underserved communities. MHLS will work with member libraries serving residents in unserved areas to ensure adherence with the FDAP, which guarantees no resident in the area served by MHLS will be excluded from direct or on-site access to library resources.

**5.d-Provide a timetable for such actions** All

of the efforts in 5.c will be ongoing.

**5.e-Identify who will be responsible for carrying out these actions.**

The MHLS Executive Director, MHLS Assistant Director, and the MHLS Library Sustainability Coordinator will be primarily responsible for carrying out these actions.

**6. Describe the conditions under which modifications to the free direct access plan can be made:**

**6.a-Without the prior approval of the Commissioner of Education.**

- (1) MHLS member libraries that experience excessive out of chartered service area borrowing, as defined in Section 4, above, may submit to the MHLS Executive Director a claim of serious inequities and hardship. A claim must: (1) be in writing; (2) be based on the official approval of the claim by the member library's board of trustees at a public meeting; and (3) include documented efforts by the library director and board of trustees to secure adequate support from the area(s) in its claim of serious inequities and hardships.
- (2) MHLS will act within 90 days on a claim of serious inequities and hardships as defined in Section 4, above.
  - a) On receipt of a claim, MHLS staff will verify the levels of library use leading to the claim, as well as, verify any other criteria in the claim that may be applied under the FDAP. Verification by MHLS will be transparent but authoritative.
  - b) The MHLS Executive Director will report MHLS findings regarding the claim to the director and board of trustees of the member library submitting the claim.
  - c) The MHLS Board of Trustees will review, at a public meeting of the Board, all claims of serious inequities and hardships submitted to MHLS and the findings of MHLS staff

regarding a claim. The MHLS Board will decide if a claim of serious inequities and hardship is valid.

- (3) Based on the MHLS Board accepting a claim of serious inequities and hardship as valid, MHLS staff will confer with the MHLS Directors Association to implement one or more of the following:
- a) Restrict system wide loaning of non-print materials purchased with local funds;
  - b) Restrict patron-placed holds and staff-placed holds.

***6.b-With the prior approval of the Commissioner of Education.***

- (1) Proposed restrictions to library service or access beyond those defined in this FDAP, must be approved by MHLS Board of Trustees and the MHLS Directors Association prior to transmission to the Commissioner of Education for approval.
- (2) A request for restrictions beyond those defined in this FDAP must be accompanied by the following, in a form acceptable to the Division of Library Development:
  - a) Documentation of the completion of the serious inequities and hardships claim process as described in 6.a, above;
  - b) A clear description of the proposed restrictions and modifications to the FDAP being requested provided such modifications do not include charging for library services;
  - c) Description of the anticipated impact on resident and non-resident<sup>19</sup> borrowers after modifications are approved and implemented;
  - d) Provision of a time frame for the beginning and end of such restrictions and modifications to the FDAP.

***7. Describe how the system will assure that member libraries are complying with the system free direct access plan approved by a majority of member libraries.***

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<sup>19</sup> CR 90.3 (a) - Non-resident borrower means an individual who resides outside the boundaries of the chartered service area of a public or association or Indian library as defined in section 253 of the Education Law and who is a library cardholder at that library or at another member library system or who is a system cardholder.



- A. Based on the recommendation of the MHLS Directors Association, the adoption by the MHLS Board of Trustees, and the approval by the Commissioner of Education, the FDAP will be distributed to all member libraries and posted on the MHLS website. MHLS will lead a discussion on the approved FDAP at a regular meeting of the MHLS Directors Association to review the plan in detail and reinforce the importance of compliance with the plan. MHLS staff will be responsive to any queries or concerns regarding the FDAP.
- B. MHLS member libraries, Board of Trustees, and staff recognize the MHLS Plan of Service, of which this FDAP is a part, is an agreement between MHLS and the State Education Department and is required by Commissioner's Regulations 90.3 (a) through (d)(4).

**8. *Describe how the system obtained member library input to the plan for free direct access.***

- A. An ad hoc committee of member library directors was convened to discuss the existing plan and to make recommendations to update the plan.
- B. A draft of the plan was reviewed by the MHLS System Services Advisory Committee, the MHLS Personnel & Planning Committee and was unanimously endorsed by both the MHLS Directors Association and the MHLS Board of Trustees.

**Endorsed by the MHLS Directors Association: June 9, 2021**

**Endorsed by the MHLS Board of Trustees: July 14, 2021**



Dec.	2021 Total:
	36
	106
	60
	202
	191
	566
	556
	1313

Saugerties Public Library  
2020-2021 Statistics Compared

	Jan '20	Jan '21	Feb '20	Feb '21	March '20	March '21	April '20	April '21	May '20	May '21	June '20	June '21	July '20	July '21
<b>Circulation</b>														
Adult	4,169	2,011	4,034	1,761	3,296	2,088		1,939		1,785	514	2,107	1,653	2,671
Adult renewals	1,554	1,091	1,866	994	2,770	1,035		1,016		1,005	489	978	581	1,173
Juvenile	2,216	1,541	2,113	1,107	1,681	1,542		1,581		1,293	212	1,364	766	2,373
Juvenile renewals	938	842	1,264	925	1,963	1,006		911		929	678	897	378	1,296
Teen	151	72	108	91	151	82		76		111	28	115	95	197
Teen renewals	81	70	104	68	149	61		58		58	73	88	51	93
<b>Total Circulation</b>	<b>9,109</b>	<b>5,627</b>	<b>9,489</b>	<b>4,946</b>	<b>10,010</b>	<b>5,814</b>		<b>5,581</b>		<b>5,181</b>	<b>1,994</b>	<b>5,549</b>	<b>3,524</b>	<b>7,803</b>
<b>Holds Filled</b>														
Adults	1,429	1,322	1,286	1,201	768	1,389		1,271		1,170	377	1,236	1,442	1,254
Juvenile	550	657	486	613	197	598		566		447	133	450	638	476
Teen	55	60	54	85	42	68		59		71	23	80	91	75
ILL received	2	0	2	0	0	0		0		0	0	0	0	1
ILL loaned	1	0	0	0	0	0		0		1	0	1	0	0
<b>Total Holds</b>	<b>2,037</b>	<b>2,039</b>	<b>1,828</b>	<b>1,899</b>	<b>1,007</b>	<b>2,055</b>		<b>1,896</b>		<b>1,689</b>	<b>533</b>	<b>1,767</b>	<b>2,171</b>	<b>1,806</b>
<b>Questions Answered</b>														
Adult	1,141	540	1,081	520	493	666		502		382	92	517	253	263
Children's	279	112	247	65	140	111		92		66	21	142	26	375
<b>Total Questions</b>	<b>1,420</b>	<b>652</b>	<b>1,328</b>	<b>585</b>	<b>633</b>	<b>777</b>		<b>594</b>		<b>448</b>	<b>113</b>	<b>659</b>	<b>279</b>	<b>638</b>
<b>Programs</b>														
Adult	34	0	35	0	18	0		0		1		1	7	11
Teen	17	0	8	0	10	0		0		0		0	0	0
Children's	35	4	28	4	13	4		6		4		9	1	24
<b>Total Programs</b>	<b>86</b>	<b>4</b>	<b>71</b>	<b>4</b>	<b>41</b>	<b>4</b>		<b>6</b>		<b>5</b>		<b>10</b>	<b>8</b>	<b>35</b>
<b>Program Attendance</b>														
Adult	278	0	364	0	214	0		0		11		60	175	120
Teen	101	0	110	0	62	0		0		0		0	0	0
Children	650	119	388	98	142	107		161		81		231	43	450
<b>Total attendance</b>	<b>1,029</b>	<b>119</b>	<b>862</b>	<b>98</b>	<b>418</b>	<b>107</b>		<b>161</b>		<b>92</b>		<b>291</b>	<b>218</b>	<b>570</b>
<b>Computer sessions</b>	<b>1,197</b>	<b>139</b>	<b>1,043</b>	<b>108</b>	<b>581</b>	<b>202</b>		<b>120</b>		<b>132</b>		<b>193</b>		<b>317</b>
<b>Web Page Visits</b>	<b>6,646</b>	<b>3,689</b>	<b>5,762</b>	<b>5,633</b>	<b>3,186</b>	<b>4,151</b>	<b>1,606</b>	<b>4,754</b>	<b>1,629</b>	<b>4,743</b>	<b>2,909</b>	<b>4,862</b>	<b>3,969</b>	<b>5,812</b>
<b>New Cards Issued</b>	<b>43</b>	<b>5</b>	<b>38</b>	<b>4</b>	<b>9</b>	<b>15</b>		<b>9</b>		<b>7</b>		<b>23</b>	<b>8</b>	<b>51</b>
<b>Overdrive Audiobook</b>	<b>588</b>	<b>497</b>	<b>517</b>	<b>422</b>	<b>446</b>	<b>514</b>	<b>446</b>	<b>512</b>	<b>491</b>	<b>503</b>	<b>473</b>	<b>532</b>	<b>542</b>	<b>476</b>
<b>Overdrive eBook</b>	<b>421</b>	<b>858</b>	<b>616</b>	<b>836</b>	<b>664</b>	<b>859</b>	<b>664</b>	<b>783</b>	<b>1000</b>	<b>774</b>	<b>979</b>	<b>770</b>	<b>914</b>	<b>836</b>
<b>Overdrive Video</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>13</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>10</b>	<b>0</b>
<b>Overdrive Total</b>	<b>1013</b>	<b>1356</b>	<b>1134</b>	<b>1258</b>	<b>1117</b>	<b>1373</b>	<b>1117</b>	<b>1295</b>	<b>1504</b>	<b>1278</b>	<b>1455</b>	<b>1302</b>	<b>1466</b>	<b>1312</b>
		34%		11%		23%		-6%		-15%		13%		-11%

Saugerties Public Library  
2020-2021 Statistics Compared

	August '20	August '21	Sept '20	Sept '21	Oct '20	Oct '21	Nov '20	Nov '21	Dec '20	Dec '21	TOTAL 2020	TOTAL 2021	
<b>Circulation</b>													
Adult	1,691	2,747	1,845	2,516	1,829	2,384	1,695	2,424	1,874		22,600	24,433	108%
Adult renewals	911	1,452	854	1,221	965	1,204	1,021	1,148	1,012		12,023	12,317	102%
Juvenile	813	2,225	1,034	1,484	1,228	1,523	1,059	1,454	1,204		12,326	17,487	142%
Juvenile renewals	505	1,358	509	1,258	764	1,132	913	1,043	826		8,738	11,597	133%
Teen	101	184	112	129	88	131	82	102	102		1,018	1,290	127%
Teen renewals	82	289	70	96	66	103	53	74	63		792	1,058	134%
<b>Total Circulation</b>	4,103	8,255	4,424	6,704	4,940	6,477	4,823	6,245	5,081		57,497	68,182	119%
<b>Holdings Filled</b>													
Adults	1,473	1,218	1,408	1,089	1,181	1,080	1,110	1,003	1,291		11,765	13,233	112%
Juvenile	628	412	607	520	579	468	616	383	560		4,994	5,590	112%
Teen	99	92	105	64	70	61	59	34	77		675	664	98%
ILL received	0	0	0	1	0	0	0	1	0		4	3	75%
ILL loaned	0	0	0	1	0	0	0	1	0		1	4	400%
<b>Total Holds</b>	2,200	1,722	2,120	1,675	1,830	1,609	1,785	1,422	1,928		17,439	19,579	112%
<b>Questions Answered</b>													
Adult	284	681	281	592	310	582	545	539	611		5,091	5,784	114%
Children's	52	188	47	153	58	166	71	138	39		980	1,608	164%
<b>Total Questions</b>	336	869	328	745	368	748	616	677	650		6,071	7,392	122%
<b>Programs</b>													
Adult	9	15	6	12	4	13	0	13	0		113	66	58%
Teen	0	19	0	17	0	19	0	19	0		35	74	211%
Children's	1	17	2	4	4	6	3	13	3		90	95	106%
<b>Total Programs</b>	10	51	8	33	8	38	3	45	3		238	235	99%
<b>Program Attendance</b>													
Adult	345	178	70	99	53	81	0	70	0		1,499	619	41%
Teen	0	88	0	100	0	109	0	112	0		273	409	150%
Children	44	466	56	75	94	72	63	138	64		1,544	1,998	129%
<b>Total attendance</b>	389	732	126	274	147	262	63	320	64		3,316	3,026	91%
<b>Computer sessions</b>		372	109	274	126	275	124	307	132		3,312	2,439	74%
<b>Web Page Visits</b>	3,812	3,668	3,874	3,228	4,004	3,120	4,273	3,150	3,354		45,024	46,810	104%
<b>New Cards Issued</b>	5	28	7	19	12	14	8	19	4		134	194	145%
<b>Overdrive Audiobook</b>	539	504	450	471	509	471	417	539	436		6202	5441	88%
<b>Overdrive eBook</b>	932	955	807	775	857	737	774	752	851		9479	8935	94%
<b>Overdrive Video</b>	4	0	2	1	4	0	2	1	0		57	4	7%
<b>Overdrive Total</b>	1475	1459	1259	1247	1370	1208	1193	1292	1287		15738	14380	91%
		-1%		-1%		-12%		8%					

**Saugerties Public Library**  
**Regular Board Meeting**  
**Date: December 9, 2021**

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

**Excused:** Trustees Ginger Jureka-Blake

**Staff:** Jennifer Russell, Library Director

**Public Attendees:** Andrew Zink; Ray Rebholz, Friends President;

Meeting called to order at 6:01 PM by President Cokinos

**Public Comment:**

Friends of the Library President said that the membership has gone from 90 to 180 within the past year, reflecting the thank you the community wanted to offer for the hard work the library did during the pandemic. Ray encouraged board members to become members of the Friends. Just completed the Festival of Trees with 12 entries, more than expected although less than pre-Covid. 190 people came out to vote and followed safety protocols set by the library because of the pandemic. Congratulations to the winner Saugerties Monday Club, followed by several groups of the Saugerties library: staff, teens and children. Every tree got several votes. Next meeting is January 24, 2022.

Andrew Zink commented how much he liked the Festival of Trees as a first time attendee.

**Secretary's Report:**

*Motion* by Brian Collins and *Second* by Nina Schmidbaur to approve the November board's minutes as written.

Motion passes unanimously.

**Treasurer's Report:**

Financial standing is good with anticipated costs for replacing the carpeting and moving the stacks able to be met. Annual expenses at the end of the year are at 82% of the budget.

Motion to pay the bills in the amount of \$ 12,187 by Brian Collins, seconded by Doug Wilson. Passes unanimously.

**Unfinished Business:**

N/A

**New Business:**

1. MHLS Direct Action Plan is an agreement between the state and MHLS that also must be approved by each member library. The focus of the plan is to ensure access for every community and community member to a library. Motion to approve the MHLS DAP by President Cokinos, seconded by Timothy Scott. Passed unanimously.
2. Trustee Collins suggested that we offer a space for the Knights of Columbus nativity scene now that they no longer have a building and space to display it. Trustees expressed their concern that it will appear exclusive of other religions. Motion made by Brian Collins, seconded by Doug Wilson. Vote was deferred/tabled until the Director can review the policy on public display.

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

- COVID update: Saugerties has the highest rate of active COVID cases in the county. As a result, library staff are promoting bundles of their requested area of interest for them to pick up. Curbside pick up still available.
- Staff evaluations are almost complete, anticipated all staff evaluated by the end of the month. Director asked staff questions that would permit them to add specific tasks they did in their particular position that might not be reflected in the Job Description. Their response will be permanently added to their personnel file.
- Director watched a webinar offered by MHLS that may be helpful for the clerks, who do not have degrees in Library Science or similar. This may help them when a patron asks a complicated question, so they can get responses that might refine the query. Director will ask them to watch the webinar for their professional development.

- Staff meeting in November addressed programs they are trying to recruit for, with a new Play workshop led by a retired child psychologist. Goal is to help children socialize in the community room. Facilitator is there to interact with parents and answer any questions. Outreach was made to the typical avenues previously utilized for outreach. Encouraged board members to let their contacts know.
- Therapy dogs are back in the library as is Head Start.
- Festival of Trees with Christine spearheading the decorations for the staff tree and the Teen tree. Stephanie was involved with the decoration of the Children's Tree.
- Director would like to update the website. Most challenging seems to be how to modify/add to the calendar of events.
- Carpet: Director has called for specific information but has not received responses as yet.
- Finalized a grant for a presentation outside.
- Director was able to talk with someone about fixing the elevator more consistently, and this person thought that if it is caused by brownouts, that there is something that can be installed to reduce the likelihood of that happening.

### **Committee Reports:**

**Finance:** Meeting date: 11/22/21 :

Discussed meeting with a financial planner to tutor us on how to organize an investment schedule.

Made adjustments to the staff health insurance contributions.

Talked about upcoming Capital Improvement expenses.

Will not meet in December.

See minutes FMI

Motion to amend the 2022 budget, to decrease line 9010.5 Medical and Dental benefits in the amount of \$14,600 to better reflect anticipated expenses, to \$55,400.

Motion by Collins, seconded by Timothy Scott. Passed unanimously

Motion to amend the 2022 to increase line 7410.4.3.2 telephone expenses by \$840 to \$3000 due to anticipated increased costs of telephone surcharges and fees. Motion by Collins seconded by Wilson. Motion passes unanimously.

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Next meeting: No December meeting



**Personnel:** Meeting date:11/18/16  
See minutes FMI

1. Motion to approve raises for January 2022 for staff:
  - A. Motion for any staff earning less than \$15 an hour to get a raise to \$15 in the first pay period of January 2022. Motion by Misiano, seconded by Collins. Passed unanimously
  - B. Motion to approve staff who already \$15.00 an hour or more to receive a 2% raise prorated based on their anniversary. Motion by Misiano, seconded by Scott. Passed unanimously
  
2. Motion to approve increase of SPL contribution to the medical insurance cost by 10% to cover 80% of the cost. Motion by Misiano, seconded by Collins. Passed unanimously.

Next meeting: 12/16/21

**Outreach:** Meeting date: 12/6/21

Meeting spent talking about the preschool book bag project, wanting to have 50% of the books in Spanish. Forty books may cost about \$250 with packaging for 25 bags to start, with the SPL logo, and a “take me home I am free”. Would like to include a bookmark and information on how to get a library, a map of saugerties with the location of the library on it, as well as information about children’s services at the library. Have a list of places to put the bags. Will review after three months of implementation to see how it is working.

Next year the committee wants to work on EDI (Equity, Diversity and Inclusion).ALA has a list of inclusive books for children.

See minutes FMI.

Next meeting: 1/10/2022

**Facilities:**

cancelled

Next meeting: 1/4/22

**Policy:** Meeting date: 11/15/21

Meeting spent revising the procurement policy.  
Motion to amend the procurement policy by Bassler, seconded by Van Benschoten.  
Passed unanimously.  
see minutes FMI  
Next meeting: December 15, 2021 at 6pm

**Friends Liaison:** excused

*Motion* to adjourn at 7:00 PM by Nina Schmidbaur  
*Second* by Scott

Passes unanimously.

Motion to go into executive session at 7:05 by Cokinos, seconded by Scott  
Motion to exit executive session at 7:15pm by Wilson, seconded by Collins

Motion to approve Director's annual evaluation and 2% raise by Wilson seconded by Schmidbaur. Passes unanimously.

Motion to adjourn at 7:20 by VanBenschoten seconded by Collins. Passes unanimously.

Next meeting: January 13, 2022

Submitted by Julie Misiano