

Saugerties Public Library Board Agenda
August 8, 2024
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

Old Business:

1. Update on Trustee Petitions

New Business:

1. Public Hearing on the 2025 Proposed Budget

Secretary's Report

Treasurer's Report

Pay Bills

Director's Report:

Committee Reports:

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

Library Budget Vote and Trustee Election - September 5, 2024 from 10 am - 8pm

Next meeting - September 12, 2024

Saugerties Public Library
Regular Board Meeting
Date: July 11, 2024

Present: Trustees Jouette Bassler, Yosefa Karchmar, Charlotte Herscher, Paul Vanbenschoten, Brian Collins, Nina Schmidbaur, Timothy Scott, Julie Misiano, Robert Irizarry

Excused: Katie Cokinos, Nina Schmidbaur excused at 6:55PM

Staff: Director Jennifer Russell

Public Attendees: Dorothy Sinnot, Patrick Hammer are present today because they are interested in joining the board.

Meeting called to order at 6:02 PM by Tim Scott

Public Comment:

N/A

Friends of Library:

N/A

Unfinished Business:

- Honoring former long-time Trustee Irene Rivera Hurst: The book club where she is a member will donate \$205 and the Monday Club, where she is also a member, will contribute \$100, joining the Trustees in creating a lasting tribute in the form of a planting and plaque in our back garden. We decided to plant hydrangeas since we know that she favored them, and a dogwood in the hopes of creating some shade as well. Trustees agreed and a vote is not needed since the funds are personal, not library.
- Landscaping: Continued discussion about what landscaping needs to be done on the perimeter of the library and the backyard area, where trees are overgrown and could possibly cause damage to the electric lines or the building. A motion to vote to approve the quote provided by Mr. Ivino to complete the work to remove two overgrown trees and to trim the remaining overgrown trees was made by Tim Scott, seconded by Julie Misiano. Passes unanimously.
- Trustee Training: July 18 at 6:30PM. Two other library's trustees will be joining the Saugerties trustees who attend, to complete the training.

New Business:

1. Tax Cap Override: due to increase in expenses, we are planning to request a 6% increase. Motion to exceed the tax cap made by Charlotte Hersecher seconded by Tim Scott. Passes unanimously.
2. Budget 2025: Finance chair Charlotte Herscher made a motion to approve the draft budget for \$775,258, seconded by Tim Scott. Passes unanimously.

3. Petitions to become a Trustee now available. There are two five year terms and one one year term.
4. Library Resiliency Meeting with Village/Town: Myrna Sameth, a former trustee and library patron, wants the library to be involved with the Town and Village Resiliency Plan. Representatives will meet Tuesday August 13 at 2pm. The discussion will involve how the library facility could be used were there to be a widespread emergency. We have power, a kitchen, computers to complete forms for assistance, etc. The meeting will be held at the library in the community room.

Secretary's Report:

Motion by Tim Scott and *Second* by Nina Schmidbaur to approve the minutes as edited to correct the times of the Outreach Committee meeting, the Facilities Meeting, and the spelling of a trustee's name.
Motion passes unanimously.

Treasurer's Report:

We seem to be on track at the halfway point of the year. Motion to pay the bills in the amount of \$18,454.56 made by Charlotte Herscher seconded by Paul Vanbenschoten Passes unanimously

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

- Friend's Street Fair on June 1st was well attended and the Director was able to have participants complete our 5-year plan survey, and sell some surplus inventory.
- Outreach effort at the Saugerties Farmer's Market on June 8th
- Summer Reading Program was well attended and is in full swing

Committee Reports:

Finance: met on 6/25/24

Finalized the draft budget for next year. Explored cost cutting options such as changing internet providers when our contract with Spectrum ends.

see minutes FMI Next meeting: 8/27/24 (no July meeting) at 6PM

Personnel/Policy: met on 7/2/24

1. Amended the ByLaws to extend the number of consecutive terms that a Trustee may serve. They must run for election each time as per usual. Other minor edits made to clarify what happens if a trustee is joining mid-term as a substitute for a trustee who resigned. The section amended is Article 4 Section 4 mini section D of the Bylaws. Motion to approve this change made by Jouette Bassler, seconded by Charlotte Herscher. Passes unanimously.

2. Reviewed Posting Policy, and made minor revisions to clarify what may and may not be posted on the public bulletin board. It also better matches what actually happens with postings at the library. Motion to approve the revision to the posting policy made by Jouette Bassler seconded by Charlotte Herscher. Passes unanimously.

see minutes FMI Next meeting: 9/18/24 (no August meeting) at 6PM

Facilities: met on June 4, 2024

Service Master has cleaned all of the carpets, as well as the furniture. There were some problems with the way they dumped the residue from the shampooer, but that plumbing issue has been repaired. We were able to get the required number of estimates for the sidewalk repair we want completed. The exterior painting project has been completed. Window Cleaning has been arranged.

see minutes FMI Next meeting: August 13, 2024 (no July meeting) at 6 PM

Outreach: met on Jun 24, 24

We are working on the five year plan. We are trying to receive more completed surveys by teenagers and the 25-35 age range. We have more than 300 surveys received thus far.

We are scheduling upcoming Community Conversations in the hopes of gathering information via conversation and also through distribution of the surveys. We are seeking volunteer trustees to go to The Exchange, Inquiring Minds, and Mt. Marion Firehouse. We would also like a Trustee to attend the Arts Commission "meet and greet" on Tuesday July 23rd from 7-9 at the Waterfront Spa at Diamond Mills. Nina Schmidbaur and the Director have already gone to the 9W Diner. There is a 7:30 am meeting on Tuesday July 16th of the Kiwanis Club at the Kiwanis Ice Rink. The Director will also advertise to have a meeting here at the library should community residents be interested in attending.

see minutes FMI Next meeting: July 29, 2024 at 5:30 PM

Friends Liaison:

N/A

Motion to adjourn at 7:12 by Tim Scott ;
Seconded by Charlotte Herscher

Passes unanimously.

Submitted by Julie Misiano

Next meeting: August 8, 2024 at 6PM

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

	<u>Jan - Jul 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
1001 - Real Property Taxes	661,660.00	661,660.00	0.00	100.0%
2082 - Fines	5,644.87	3,500.00	2,144.87	161.28%
2401 - Interest	9,852.87	11,000.00	-1,147.13	89.57%
2705 - Gifts & Donations				
2705.4 - Friends	4,500.00	5,000.00	-500.00	90.0%
2705.2 - General	1,180.00	5,000.00	-3,820.00	23.6%
Total 2705 - Gifts & Donations	5,680.00	10,000.00	-4,320.00	56.8%
3840 - New York State Aid	5,287.50	5,500.00	-212.50	96.14%
3999 - Appropriated Fund Balance	0.00	61,233.00	-61,233.00	0.0%
Total Income	688,125.24	752,893.00	-64,767.76	91.4%
Expense				
7410.1 - Salaries	217,199.25	406,375.00	-189,175.75	53.45%
7410.4 - Contractual Expenses				
.4.1 - Library Material				
.4.1.8 - Music	11.99	100.00	-88.01	11.99%
.4.1.7 - Streaming	4,973.30	6,500.00	-1,526.70	76.51%
.4.1.1 - DVD	1,468.14	3,000.00	-1,531.86	48.94%
.4.1.2 - Books				
4.1.2A - Adult Books	12,582.33	17,000.00	-4,417.67	74.01%
4.1.2J - Children's Books	3,526.10	9,500.00	-5,973.90	37.12%
Total .4.1.2 - Books	16,108.43	26,500.00	-10,391.57	60.79%
.4.1.3 - Subscriptions	526.92	2,000.00	-1,473.08	26.35%
.4.1.4 - Newspapers	1,426.00	2,000.00	-574.00	71.3%
.4.1.5 - Digital Materials	5,389.22	9,000.00	-3,610.78	59.88%
.4.1.6 - Audio Books	94.98	1,000.00	-905.02	9.5%
Total .4.1 - Library Material	29,998.98	50,100.00	-20,101.02	59.88%
.4.2 - Programs, Publicity, History				
.4.2.1 - Programs	6,931.45	7,000.00	-68.55	99.02%
.4.2.2 - Microfilm & Archives	2,000.00	2,000.00	0.00	100.0%
.4.2.3 - Newsletter & Public Relations	3,112.97	3,250.00	-137.03	95.78%
Total .4.2 - Programs, Publicity, History	12,044.42	12,250.00	-205.58	98.32%
.4.3 - Operation of Building				
.4.3.1 - Utilities	15,213.41	37,000.00	-21,786.59	41.12%
.4.3.2 - Telephone	1,709.90	3,500.00	-1,790.10	48.85%
.4.3.3 - Insurance	12,797.00	23,500.00	-10,703.00	54.46%
.4.3.4 - Maintenance Service & Supplies	2,296.09	4,500.00	-2,203.91	51.02%
.4.3.5 - Lawn & Grounds	108.96	4,500.00	-4,391.04	2.42%
.4.3.6 - Building R&M	7,400.69	15,000.00	-7,599.31	49.34%
.4.3.7 - Snow Removal	800.00	2,500.00	-1,700.00	32.0%
.4.3.8 - Elevator	1,666.47	4,000.00	-2,333.53	41.66%
.4.3.9 - Geothermal	10,335.36	7,000.00	3,335.36	147.65%
.4.3.10 - Custodial Service	2,785.00			

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

	<u>Jan - Jul 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
.4.3.12 · Internet	2,573.42	3,000.00	-426.58	85.78%
Total .4.3 · Operation of Building	57,686.30	104,500.00	-46,813.70	55.2%
.4.4 · Equipment R&M, Supplies				
.4.4.1 · Copier	3,061.77	4,020.00	-958.23	76.16%
.4.4.2 · Office Supplies	1,191.61	3,000.00	-1,808.39	39.72%
.4.4.4 · Postage	1,488.32	2,300.00	-811.68	64.71%
.4.4.6 · Equipment Purchases	8,745.45	6,000.00	2,745.45	145.76%
.4.4.7 · Equipment R&M	2,788.10	2,000.00	788.10	139.41%
Total .4.4 · Equipment R&M, Supplies	17,275.25	17,320.00	-44.75	99.74%
.4.5 · Automation, System Fees				
.4.5.1 · Automation & Online Services	3,545.43	4,000.00	-454.57	88.64%
.4.5.2 · MHLS Assessment Fees	12,276.75	17,500.00	-5,223.25	70.15%
Total .4.5 · Automation, System Fees	15,822.18	21,500.00	-5,677.82	73.59%
.4.6 · Professional Services				
.4.6.8 · Professional Memberships	717.00	700.00	17.00	102.43%
.4.6.7 · Payroll Service Fees	1,724.22	2,500.00	-775.78	68.97%
.4.6.1 · Accounting	4,400.00	6,500.00	-2,100.00	67.69%
.4.6.3 · Board Expenses	202.43	250.00	-47.57	80.97%
.4.6.4 · Consulting & Legal Services	500.00	2,000.00	-1,500.00	25.0%
.4.6.5 · IT Maintenance Consultant	1,624.00	1,600.00	24.00	101.5%
.4.6.6 · Staff Development	995.55	700.00	295.55	142.22%
Total .4.6 · Professional Services	10,163.20	14,250.00	-4,086.80	71.32%
.4.7 · Election Expenses				
.4.7.1 · Election Inspectors	0.00	450.00	-450.00	0.0%
.4.7.2 · Election Expenses	0.00	200.00	-200.00	0.0%
Total .4.7 · Election Expenses	0.00	650.00	-650.00	0.0%
Total 7410.4 · Contractual Expenses	142,990.33	220,570.00	-77,579.67	64.83%
9010 · Employee Benefits				
.1 · Retirement	30,758.00	32,313.00	-1,555.00	95.19%
.2 · Social Security & Medicare	16,296.74	30,440.00	-14,143.26	53.54%
.3 · Workers Compensation	4,707.00	4,700.00	7.00	100.15%
.4 · Disability	-235.63	300.00	-535.63	-78.54%
.5 · Medical & Dental Benefits	40,445.10	57,825.00	-17,379.90	69.94%
.6 · Life Insurance	170.10	370.00	-199.90	45.97%
Total 9010 · Employee Benefits	92,141.31	125,948.00	-33,806.69	73.16%
Total Expense	452,330.89	752,893.00	-300,562.11	60.08%
Net Ordinary Income	235,794.35	0.00	235,794.35	100.0%
Net Income	235,794.35	0.00	235,794.35	100.0%

Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Jul 24</u>	<u>Jan - Jul 23</u>
Ordinary Income/Expense		
Income		
1001 · Real Property Taxes	661,660.00	630,152.00
2082 · Fines	5,644.87	4,804.55
2401 · Interest	9,852.87	6,341.02
2705 · Gifts & Donations		
2705.4 · Friends	4,500.00	3,135.00
2705.1 · Restricted	0.00	1,000.00
2705.2 · General	1,180.00	3,676.00
Total 2705 · Gifts & Donations	<u>5,680.00</u>	<u>7,811.00</u>
3840 · New York State Aid	5,287.50	564.08
Total Income	<u>688,125.24</u>	<u>649,672.65</u>
Expense		
7410.1 · Salaries	217,199.25	193,001.76
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	11.99	53.96
.4.1.7 · Streaming	4,973.30	3,075.74
.4.1.1 · DVD	1,468.14	1,329.95
.4.1.2 · Books		
4.1.2A · Adult Books	12,582.33	12,990.51
4.1.2J · Children's Books	3,526.10	3,724.90
.4.1.2 · Books - Other	0.00	10.00
Total .4.1.2 · Books	<u>16,108.43</u>	<u>16,725.41</u>
.4.1.3 · Subscriptions	526.92	1,892.86
.4.1.4 · Newspapers	1,426.00	1,169.71
.4.1.5 · Digital Materials	5,389.22	2,363.44
.4.1.6 · Audio Books	94.98	94.98
Total .4.1 · Library Material	<u>29,998.98</u>	<u>26,706.05</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	6,931.45	4,118.61
.4.2.2 · Microfilm & Archives	2,000.00	2,000.00
.4.2.3 · Newsletter & Public Relations	3,112.97	2,185.00
Total .4.2 · Programs, Publicity, History	<u>12,044.42</u>	<u>8,303.61</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	15,213.41	17,039.95
.4.3.2 · Telephone	1,709.90	2,018.22
.4.3.3 · Insurance	12,797.00	15,138.00
.4.3.4 · Maintenance Service & Supplies	2,296.09	1,881.27
.4.3.5 · Lawn & Grounds	108.96	7,087.12
.4.3.6 · Building R&M	7,400.69	3,630.79
.4.3.7 · Snow Removal	800.00	1,600.00
.4.3.8 · Elevator	1,666.47	4,117.76
.4.3.9 · Geothermal	10,335.36	3,453.50

Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Jul 24</u>	<u>Jan - Jul 23</u>
.4.3.10 · Custodial Service	2,785.00	0.00
.4.3.12 · Internet	2,573.42	1,780.21
Total .4.3 · Operation of Building	57,686.30	57,746.82
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	3,061.77	2,003.08
.4.4.2 · Office Supplies	1,191.61	437.34
.4.4.4 · Postage	1,488.32	174.34
.4.4.6 · Equipment Purchases	8,745.45	3,956.62
.4.4.7 · Equipment R&M	2,788.10	0.00
Total .4.4 · Equipment R&M, Supplies	17,275.25	6,571.38
.4.5 · Automation, System Fees		
.4.5.1 · Automation & Online Services	3,545.43	1,969.11
.4.5.2 · MHLS Assessment Fees	12,276.75	13,605.00
Total .4.5 · Automation, System Fees	15,822.18	15,574.11
.4.6 · Professional Services		
.4.6.8 · Professional Memberships	717.00	0.00
.4.6.7 · Payroll Service Fees	1,724.22	1,478.73
.4.6.1 · Accounting	4,400.00	2,000.00
.4.6.2 · Audit	0.00	13,300.00
.4.6.3 · Board Expenses	202.43	150.00
.4.6.4 · Consulting & Legal Services	500.00	1,500.00
.4.6.5 · IT Maintenance Consultant	1,624.00	1,592.00
.4.6.6 · Staff Development	995.55	457.40
Total .4.6 · Professional Services	10,163.20	20,478.13
Total 7410.4 · Contractual Expenses	142,990.33	135,380.10
9010 · Employee Benefits		
.1 · Retirement	30,758.00	27,191.00
.2 · Social Security & Medicare	16,296.74	14,325.49
.3 · Workers Compensation	4,707.00	3,778.00
.4 · Disability	-235.63	-232.94
.5 · Medical & Dental Benefits	40,445.10	31,141.79
.6 · Life Insurance	170.10	173.23
Total 9010 · Employee Benefits	92,141.31	76,376.57
Total Expense	452,330.89	404,758.43
Net Ordinary Income	235,794.35	244,914.22
Net Income	235,794.35	244,914.22

Saugerties Public Library Abstract Check Register

Type	Date	Num	Name	Memo	Amount
M&T General Fund Checking 6455					
Check	07/05/2024	EFT	NYS Emp Retire System		-700.93
Check	07/25/2024	10870	Graphic Image		-1,212.60
Check	07/25/2024	10869	Lady Rooter	Inv #7489	-950.00
Check	07/31/2024	11339	Charter Communications		-230.80
Check	07/31/2024	11340	WZ Accountants		-550.00
Check	07/31/2024	11341	Welsh Sanitation		-93.89
Check	07/31/2024	11342	Business Credit Card		-1,199.67
Check	07/31/2024	11343	OverDrive Inc		-1,199.82
Check	07/31/2024	11344	Stewart's		-196.00
Check	07/31/2024	11345	Midwest Tape		-1,090.05
Check	07/31/2024	11346	P.C. Smith & Son Inc		-41.99
Check	07/31/2024	11347	Culligan of Newburgh		-89.55
Check	07/31/2024	11348	Baker & Taylor		-2,047.82
Check	07/31/2024	11349	Grinnell Public Library		-17.00
Check	07/31/2024	11350	Charlotte Svetkey		-39.76
Check	07/31/2024	11351	J and J Tree the Arbor Barber	Inv #5682	-966.99
Check	07/31/2024	11352	Energy Management Technologies	Invoice #10905 and #10771	-4,127.36
Check	07/31/2024	EFT	Charter Communications		-255.98
Check	07/31/2024	11353	W B Mason Co Inc	Invoice #247766856 and #247792623	-136.65
Check	07/31/2024	11354	Oxford University Press	Inv #159319	-169.71
Check	07/31/2024	11355	James Maurer		-750.00
Check	07/31/2024	11356	Bob Martin		-1,000.00
Check	07/31/2024	11357	National Business Technologies	Inv #IN622150	-97.89
Check	07/31/2024	11358	National Business Technology	Invoice #82859348	-368.40
Check	07/31/2024	11359	Graphic Image	Inv #65908	-2,294.00
Check	07/31/2024	11360	Mid Hudson Library System	Invoice #1933	-4,092.25
Check	07/31/2024	11361	Uniforms USA, Inc.	Invoice #41726 and #43508	-52.00
Check	07/31/2024	EFT	Central Hudson		-1,957.69
Check	07/31/2024	11362	CDPHP	Invoice #241950000236	-5,581.95
Check	07/31/2024	EFT	Paychex	Invoice #2024070901 and #2024072301	-194.12
Check	07/31/2024	11363	Metropolitan Life Insurance Comp		-24.30
Check	07/31/2024	11364	Gale/Cengage Learning	Invoice #84668371	-131.16
Check	07/31/2024	11365	ThyssenKrupp Elevator Corp	Invoice #3007954769	-792.16
Total M&T General Fund Checking 6455					-32,652.49
M&T Capital Fund Checking 6430					
Total M&T Capital Fund Checking 6430					
TOTAL					-32,652.49

Saugerties Public Library

Abstract

July 2024

Ordinary Income/Expense	Num	Name	Memo	Amount
Income				
2082 · Fines				
			Square income	168.64
Total 2082 · Fines				168.64
Total Income				168.64
Expense				
7410.1 · Salaries				
	07-11-24	PR		14,622.26
	07-25-24	PR		15,431.05
Total 7410.1 · Salaries				30,053.31
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.7 · Streaming				
	11342	Business Credit Card		24.99
	11345	Midwest Tape	Hoopla July Invoice	742.97
Total .4.1.7 · Streaming				767.96
.4.1.1 · DVD				
	11342	Business Credit Card		19.95
	11342	Business Credit Card		124.94
	11345	Midwest Tape	Inv #505704659	22.49
	11345	Midwest Tape	Inv #505803962	233.13
	11345	Midwest Tape	Inv #505814113	91.46
Total .4.1.1 · DVD				491.97
.4.1.2 · Books				
4.1.2A · Adult Books				
	11342	Business Credit Card		26.90
	11348	Baker & Taylor	Inv #5018975522	340.66
	11348	Baker & Taylor	Inv #5018990551	321.67
	11348	Baker & Taylor	Inv #5019004483	160.77
	11348	Baker & Taylor	Inv #5019020619	162.33
	11349	Grinnell Public Library		17.00
	11354	Oxford University Press	Inv #159319	169.71
	11364	Gale/Cengage Learning	Invoice #84668371	131.16
Total 4.1.2A · Adult Books				1,330.20
4.1.2J · Children's Books				
	11348	Baker & Taylor	Inv #5018978401	104.23
	11348	Baker & Taylor	Inv #5018962488	451.11
	11348	Baker & Taylor	Inv #5018992023	353.41
	11348	Baker & Taylor	Inv #5019004622	105.48
	11348	Baker & Taylor	Inv #5019020705	48.16
Total 4.1.2J · Children's Books				1,062.39
Total .4.1.2 · Books				2,392.59
.4.1.4 · Newspapers				
	11344	Stewart's	July	196.00

Saugerties Public Library

Abstract

July 2024

	Num	Name	Memo	Amount
Total .4.1.4 · Newspapers				196.00
.4.1.5 · Digital Materials				
	11343	OverDrive Inc	Invoice #01938DA24207654	74.23
	11343	OverDrive Inc	Invoice #01938CO24206677	502.22
	11343	OverDrive Inc	Invoice #0193DA24212928	42.75
	11343	OverDrive Inc	Invoice #01938CO24221569	510.63
	11343	OverDrive Inc	Invoice #01938DA24223907	69.99
Total .4.1.5 · Digital Materials				<u>1,199.82</u>
Total .4.1 · Library Material				5,048.34
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs				
	11342	Business Credit Card		15.79
	11342	Business Credit Card		20.00
	11342	Business Credit Card		20.00
	11355	James Maurer		750.00
Total .4.2.1 · Programs				<u>805.79</u>
.4.2.3 · Newsletter & Public Relations				
	11359	Graphic Image	Inv #65908	2,294.00
Total .4.2.3 · Newsletter & Public Relations				<u>2,294.00</u>
Total .4.2 · Programs, Publicity, History				3,099.79
.4.3 · Operation of Building				
.4.3.1 · Utilities				
	EFT	Central Hudson	6/15/24 - 7/15/24	1,957.69
Total .4.3.1 · Utilities				<u>1,957.69</u>
.4.3.2 · Telephone				
	EFT	Charter Communications	7/1/24 - 7/31/24	255.98
Total .4.3.2 · Telephone				<u>255.98</u>
.4.3.4 · Maintenance Service & Supplies				
	11341	Welsh Sanitation	August	93.89
	11342	Business Credit Card		11.35
	11342	Business Credit Card		66.87
	11342	Business Credit Card		15.99
	11347	Culligan of Newburgh		89.55
Total .4.3.4 · Maintenance Service & Supplies				<u>277.65</u>
.4.3.5 · Lawn & Grounds				
	11346	P.C. Smith & Son Inc		41.99
Total .4.3.5 · Lawn & Grounds				<u>41.99</u>
.4.3.6 · Building R&M				
	10869	Lady Rooter	Inv #7489	950.00
	11342	Business Credit Card		275.00
	11351	J and J Tree the Arbor Barber	Inv #5682	966.99
	11356	Bob Martin		1,000.00
	11361	Uniforms USA, Inc.	July	52.00
Total .4.3.6 · Building R&M				<u>3,243.99</u>
.4.3.8 · Elevator				

Saugerties Public Library

Abstract

July 2024

Num	Name	Memo	Amount
11365	ThyssenKrupp Elevator Corp	Invoice #3007954769	792.16
Total .4.3.8 · Elevator			792.16
.4.3.9 · Geothermal			
11352	Energy Management Technologies	Invoice #10905 and #10771	4,127.36
Total .4.3.9 · Geothermal			4,127.36
.4.3.12 · Internet			
11339	Charter Communications	8/1/24 - 8/30/24	230.80
Total .4.3.12 · Internet			230.80
Total .4.3 · Operation of Building			10,927.62
.4.4 · Equipment R&M, Supplies			
.4.4.1 · Copier			
11357	National Business Technologies	Invoice #IN622150	97.89
11358	National Business Technology	August	368.40
Total .4.4.1 · Copier			466.29
.4.4.2 · Office Supplies			
11342	Business Credit Card		5.59
11353	W B Mason Co Inc	Invoice #247766856 and #247792623	136.65
Total .4.4.2 · Office Supplies			142.24
.4.4.4 · Postage			
10870	Graphic Image		1,212.60
11342	Business Credit Card		272.00
Total .4.4.4 · Postage			1,484.60
.4.4.7 · Equipment R&M			
11342	Business Credit Card		18.10
Total .4.4.7 · Equipment R&M			18.10
Total .4.4 · Equipment R&M, Supplies			2,111.23
.4.5 · Automation, System Fees			
.4.5.1 · Automation & Online Services			
11342	Business Credit Card		103.68
11342	Business Credit Card		23.17
Total .4.5.1 · Automation & Online Services			126.85
.4.5.2 · MHLS Assessment Fees			
11360	Mid Hudson Library System	General Assessment Fee	4,092.25
Total .4.5.2 · MHLS Assessment Fees			4,092.25
Total .4.5 · Automation, System Fees			4,219.10
.4.6 · Professional Services			
.4.6.9 · Merchant Fees			
			Square income
Total .4.6.9 · Merchant Fees			23.50
.4.6.7 · Payroll Service Fees			
EFT	Paychex	Invoice #2024070901 and #2024072301	194.12
Total .4.6.7 · Payroll Service Fees			194.12
.4.6.1 · Accounting			
11340	WZ Accountants		550.00
Total .4.6.1 · Accounting			550.00
.4.6.3 · Board Expenses			
11342	Business Credit Card		55.35
Total .4.6.3 · Board Expenses			55.35

Saugerties Public Library

Abstract

July 2024

	Num	Name	Memo	Amount
.4.6.6 · Staff Development				
	11342	Business Credit Card		100.00
	11350	Charlotte Svetkey		39.76
Total .4.6.6 · Staff Development				139.76
Total .4.6 · Professional Services				962.73
Total 7410.4 · Contractual Expenses				26,368.81
9010 · Employee Benefits				
.2 · Social Security & Medicare				
	07-11-24 PR			1,097.14
	07-25-24 PR			1,159.00
Total .2 · Social Security & Medicare				2,256.14
.4 · Disability				
	07-11-24 PR			-14.83
	07-25-24 PR			-16.70
Total .4 · Disability				-31.53
.5 · Medical & Dental Benefits				
	07-11-24 PR			-280.70
	07-25-24 PR			-280.70
	11362	CDPHP	June	5,581.95
Total .5 · Medical & Dental Benefits				5,020.55
.6 · Life Insurance				
	11363	Metropolitan Life Insurance Comp	Life insurance	24.30
Total .6 · Life Insurance				24.30
Total 9010 · Employee Benefits				7,269.46
Total Expense				63,691.58
Net Ordinary Income				-63,522.94
Net Income				-63,522.94

July Director's Report 2024

Annual Report to the Community: Garnering data from the required reporting sent to NYS, I put together the mailing that goes out to Saugerties residents explaining the highlights of 2023 (and a little of 2024). Data pertaining to library usage include number of items checked out, number of items loaned to other libraries, programs held and a list of organizations that hold meetings at the library. This mailing is in process and will be sent to the post office on July 24th.

Trustee Election: As of July 1st, petitions were available for Saugerties residents to sign out and seek out 25 signatures. We have had 9 petitions signed out and 3 have been completed. The due date for the completed petitions is August 2nd at 5:00 pm.

Budget vote: The proposed budget is publicly available on the website's home page. Paper copies are available at each circulation desk. Legal notices about the trustee election and budget vote are being sent out on schedule. Absentee ballots will be available as of August 20th.

Trustee Training: On July 18th we held a Trustee Training in the Community Room and were joined by four trustees from the Woodstock Library. We watched a prerecorded webinar by MHLS on the subject of Ethics & Conflict of Interest - Intellectual Freedom.

Webinars: July 24th Office of Senator Gillibrand - Virtual Workshop on Emergency Preparedness

Webinar: July 25th Ulster County Arts & Culture Plan – Arts Organizations

Meetings:

UCLA: We met via zoom on July 16th

Staff meeting: We had a staff meeting on July 16th.

I was out of the office July 12th & 15th and July 29 – August 6th

The library was closed for Independence Day.

Become a Friend of the Saugerties Public Library

The mission of the Friends is to support the Saugerties Public Library in its operations and to encourage citizens to enjoy its benefits.

Yes! I want to become a member or renew my membership.

\$10-Friend \$25-Supporter \$50-Patron \$100-Benefactor Other

Is this a renewal?

*(Please make your check payable to **Friends of the Saugerties Public Library** and mail it to Friends of the Saugerties Public Library, P.O. Box 1100, Saugerties, NY 12477 or drop it off at the library.)*

Name _____

Address _____

Phone# _____ E-mail _____ Date _____

We welcome your support and would like to encourage your involvement in our activities. Please check below if you would like to learn more about any of the following:

1. Help with events. 2. Serving on a committee. 3. Leaving a legacy to the Library.



Online at saugertiespubliclibrary.org or stop in the library!

Get a Library Card!

Postal Patron

Library Hours
 Mon. 10 am - 8 pm
 Tues. 10 am - 6 pm
 Wed. 10am - 8 pm
 Thurs. 10 am - 6 pm
 Fri. 10 am - 5 pm
 Sat. 10 am - 2 pm
 Sun. Closed

saugertiespubliclibrary.org

845-246-4317

Saugerties, NY 12477

91 Washington Ave.

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Recreation for the Mind:

discover, connect, grow.

SAUGERTIES PUBLIC LIBRARY

SUMMER 2024 VOLUME 6



Letter to our Community

2023-2024

What do you think, Saugerties?

We are working on developing our next 5 year plan! We are looking for feedback from you about what the library offers, trends in technology and how the library can contribute to the Town of Saugerties. Below you will see two QR codes that direct you to an online survey; the one on the left is geared towards adults and the QR code to the right is for teenagers. Or, go to the library's website at saugertiespubliclibrary.org, and scroll down to the advertisement for the survey.

Digital materials such as books, magazines, audio books, movies and music are becoming more and more popular, and the library is responding by purchasing more digital content. However, we are still filling our shelves with physical materials to check out!

Adults



Come on down to the library and spend some time browsing the stacks, bring your laptop and write that novel, meet with friends, and make friends by attending our programs. This is *your* library!

We would like to especially acknowledge retiring Board Member, Irene Hurst for her dedication to the library. Thank you, Irene!

Teens



In 2023...

89,871 physical items and
20,231 electronic items were borrowed!

Collection

6,642 New items were added to the collection.

New library cards issued: 476

Number of items shared....

Saugerties items loaned to other libraries in 2023: 14,273

Items received from other libraries in 2023: 17,884

PROGRAMS: CHILDREN

Programs: 274

Attendance: 4,800

In 2023 we welcomed Charlotte Svetkey as our new Children's Programmer. She has jumped into Storytimes, the Summer Reading Program, and created programs for TWEENS:

Mini Modern Artists

Bon Voyage: Children's Travel

Art Club

Connect & Play

PROGRAMS: ADULTS

Programs: 265

Attendance: 2,327

Become One with the Land & Community: a grant funded group read and discussed 3 books pertaining to black farming and environmentalism, facilitated by Tamika Dunkley.

Journey Through the Chakras

Woodwind Quartet Concert

Tai Chi Classes

Saugerties Film Society

Author talks, Trivia contests

Bollywood Dance Classes

Elder Law & Estate Planning

Defensive Driving, Medicare Assistance



PROGRAMS: TEENS

Programs: 173

Attendance: 1,038

Dungeons & Dragons

Battle of the Books

LBGT club

Teen club

2023 - 2024 Staff:

Jen Russell (Director) Tiffany, Christine, Justyna, Liz, Ariel, Jordan, Dori, Cindy, Anya, Sandy, Brooke, Noah and Charlotte!

The Community Uses the Library

Senator Michelle Hinchey's office

Town of Saugerties Housing Smart Task Force

Office of the Aging * Ulster County Literacy *

Ulster County Community Action Committee

Ayso Region 595 (soccer) * Round the Bend Theater

* Cemetery Association * Chamber of Commerce

Lighthouse Conservancy * ShoutOut * Monday Club

Saugerties Society of Little Gardens

Girl Scouts * Snow Moon Festival * PARP

The Saugerties Public Library serves a population of approximately 19,038 residents.

2023: Operating Budget - \$661,350

2023: Tax levy - \$630,152 with remaining funds from donations and an appropriated fund balance.



SEED LIBRARY

Seeds are donated by community members and local seed companies.

Available for everyone!

Use what you need, donate what is left over!

The Building

The Wi-Fi has been extended in the backyard by 300 feet, and the interior W-Fi has been upgraded.

The carpets and furniture have been professionally cleaned, and the front entrance has been painted.

Library Speakers Consortium:

online talks with well known authors and thinkers! Check it out on our website:

saugertiespubliclibrary.org

Current Board of Trustees:

President: Tim Scott

Vice Pres: Nina Schmidbaur

Treasurer: Charlotte Herscher

Secretary: Julie Misiano

Jouette Bassler

Paul Van Benschoten

Yosefa Karchmar

Robert Irizarry

Brian Collins

Katie Cokinos

2024

Library Budget vote.

Sept 5.

10 - 8 pm

**Saugerties Public Library
Outreach Committee**

DATE: July 22, 2024

TIME: 5:38-6:24

Committee members attending: Julie Misiano, Katie Cokinos, Nina Schmidbaur (chair), Timothy Scott (president)

Staff: Jennifer Russell (director)

Board Member: Paul Van Benschoten

The meeting focused on the 5-year plan update:

-Community Conversations: First one at 9W diner Dialogue for the Ears and Eyes, 2nd with the Saugerties Arts Commission Meet & Greet; Mt Marion fire dept challenging due to their volunteer organization. Call them with 2 dates. 19 or 26th in lieu of an Outreach meeting. August 12th at 6:30 community conversation. Josie's August 2nd at 6pm. The Exchange either 9th or 16th.

People are taking the survey at the Orpheum. Jen included the survey to the annual report. Maybe the mailer doesn't go to every person. Starr library does a newsletter but they don't mail. It's mandatory to do. Also talking to the Village and Town about resiliency and we could include the survey or community conversation.

Also discussed - How to synthesize the information and present to the Board. Pull out the themes, here are the ideas to the board, what is feasible. Organize it maybe we each get 2 sections of the survey to present. Take ownership over a small part. Maybe have a night with pizza and salad. Perhaps Fall when we present like November. Have it in place by 2025.

Next month: we will be compiling the info and the dissemination of information

Outreach is tabling at Hope Rocks, August 24th & 25th. One copy of flyer and people take pictures. Still be doing the surveys.

And Library outreach is involved in Woodstock'94 - Tie dye display, scavenger hunt.

Discussed the value of Facebook versus Instagram – need more variety from our input surveys.

158 kids are coming to the Orpheum get the older camper flyers with QRcode.

MHLS has a grant funds from the state. Equity, Inclusion and Diversity. Pull from previous 5-year plan to civility and good communication skills. Elting library – talk about race, listen be open minded. Communications skills people based – safe space to talk about more controversial topics Library = Safe space. Might need a sign for a uni sex restroom.

*No meeting in August

Saugerties Public Library
2023-2024 Statistics Compared

	Jan '23	Jan '24	Feb '23	Feb '24	March '23	March '24	April '23	April '24	May '23	May '24	June '23	June '24	July '23	July '24
Circulation														
Adult	2,453	2,487	2,306	2,239	2,791	2,377	2,323	2,231	2,452	2,119	2,776	2,254	2,726	2,661
Adult renewals	1,106	1,044	1,172	941	1,262	1,167	1,240	1,103	1,208	993	1,199	962	1,288	1,068
Juvenile	1,816	1,886	1,862	2,151	2,151	2,069	1,939	2,013	1,762	1,644	2,199	1,840	2,256	2,677
Juvenile renewals	914	1,063	1,092	939	1,286	1,092	1,386	1,133	1,319	974	1,970	887	1,614	961
Teen	90	128	116	101	93	114	105	119	85	127	110	114	139	248
Teen renewals	71	56	66	53	65	56	84	61	79	80	105	72	92	75
Total Circulation	6,450	6,664	6,614	6,424	7,648	6,875	7,077	6,660	6,905	5,937	8,359	6,129	8,115	7,690
		3%		-3%		-10%		-6%		-14%		-36%		-5%
Holds Filled														
Adults	1,123	1,043	1,055	946	1,265	974	1,073	886	1,071	867	1,209	858	1,105	1,049
Juvenile	528	465	446	451	529	429	426	370	451	355	393	329	391	382
Teen	52	54	61	59	60	47	45	49	53	40	64	55	66	62
ILL received	2	1	2	1	0	1	1	1	0	0	0	0	1	0
ILL loaned	0	2	0	0	1	0	0	0	1	0	1	1	1	1
Total Holds	1,705	1,565	1,564	1,457	1,855	1,451	1,545	1,306	1,576	1,262	1,667	1,243	1,564	1,494
		-8%		-7%		-22%		-15%		-20%		-25%		-4%
Questions Answered														
Adult	630	1,207	587	1,030	833	863	840	962	846	731	909	710	909	803
Children's	219	215	242	295	252	290	224	248	199	243	342	225	517	385
Total Questions	849	1,422	829	1,325	1,085	1,153	1,064	1,210	1,045	974	1,251	935	1,426	1,188
		67%		60%		6%		14%		-7%		-25%		-17%
Programs														
Adult	18	18	20	23	24	33	24	30	22	27	23	24	19	19
Teen	13	16	12	18	13	17	12	13	14	19	11	14	21	19
Children's	18	24	17	27	21	21	20	27	21	23	20	21	33	45
Total Programs	49	58	49	68	58	71	56	70	57	69	54	59	73	83
		18%		39%		22%		25%		21%		9%		14%
Program Attendance														
Adult	123	158	199	193	233	429	178	327	223	275	184	235	114	295
Teen	75	95	62	4	60	117	63	100	86	105	63	186	53	148
Children	289	505	238	492	335	381	223	433	294	423	528	1,236	416	1,055
Total attendance	487	758	499	689	628	927	464	860	603	803	775	1,657	583	1,498
		56%		38%		48%		85%		33%		114%		157%
Computer sessions	383	345	321	324	449	418	372	408	345	412	328	327	382	407
		-10%		1%		-7%		10%		19%		0%		
Web Page Visits	4,040	6,170	5,434	5,273	6,140	5,705	5,178	5,572	4,846	5,516	5,889	5,685	6,004	7,049
		53%		-3%		-7%		7%		14%		-3%		17%
New Cards Issued	39	32	47	42	75	59	23	44	23	22	37	41	46	55
		-18%		-11%		-21%		91%		-4%		11%		20%
Overdrive Audiobook	604	723	513	756	587	766	532	806	627	818	584	805	653	
Overdrive eBook	857	971	759	868	846	922	758	941	784	890	944	932	937	
Overdrive Magazine	144	483	86	466	121	524	80	352	99	410	107	346	72	
Overdrive Total	1605	2177	1358	2090	1554	2212	1370	2099	1510	2118	1635	2083	1662	
		36%		54%		42%		53%		40%		27%		

Saugerties Public Library
2023-2024 Statistics Compared

	August '23	August '24	Sept '22	Sept '24	Oct '23	Oct '24	Nov '23	Nov '24	Dec '23	Dec '24	TOTAL 2023	TOTAL 2024	
Circulation													
Adult	2,818		2,532		2,345		2,254		2,317		30,093	16,368	54%
Adult renewals	1,287		1,186		1,294		1,006		1,162		14,410	7,278	51%
Juvenile	2,454		1,718		1,925		1,804		1,529		23,415	14,280	61%
Juvenile renewals	1,287		1,368		1,864		1,071		1,249		16,420	7,049	43%
Teen	148		91		68		88		81		1,214	951	78%
Teen renewals	86		85		52		55		51		891	453	51%
Total Circulation	8,080		6,980		7,548		6,278		6,389		86,443	46,379	54%
Holdings Filled													
Adults	1,008		937		809		868		878		12,401	6,623	53%
Juvenile	382		412		444		423		367		5,192	2,781	54%
Teen	34		37		29		41		44		586	366	62%
ILL received	0		0		0		1		0		7	4	57%
ILL loaned	0		1		0		0		0		5	4	80%
Total Holds	1,424		1,387		1,282		1,333		1,289		18,191	9,778	54%
Questions Answered													
Adult	1,021		962		970		951		892		10,140	6,551	65%
Children's	804		339		205		306		247		3,891	1,868	48%
Total Questions	1,825		1,301		1,175		1,257		1,139		14,031	8,419	60%
Programs													
Adult	24		21		27		23		20		265	174	66%
Teen	18		12		18		16		13		173	116	67%
Children's	33		12		31		24		24		274	188	69%
Total Programs	75		45		76		63		57		712	478	67%
Program Attendance													
Adult	254		145		220		148		306		2,327	1,912	82%
Teen	121		91		154		131		79		1,038	755	73%
Children	824		186		515		604		348		4,800	4,525	94%
Total attendance	1,199		422		889		883		733		8,165	7,192	88%
Computer sessions	478		389		387		340		267		4,441	2,641	59%
													13%
Web Page Visits	4,221		3,630		5,406		4,707		4,559		60,054	40,970	68%
													78%
New Cards Issued	80		39		26		17		24		476	295	62%
													68%
Overdrive Audiobook	706		628		655		614		718		6703	4674	70%
Overdrive eBook	890		824		821		772		854		9192	5524	60%
Overdrive Magazine	151		171		423		527		488		1981	2581	130%
Overdrive Total	1747		1623		1899		1913		2060		17876	12779	71%