

Saugerties Public Library Board Agenda
October 10, 2024
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

Old Business:

1. Goodbye to outgoing Trustees

New Business:

1. Signing Oath of Office, Conflict of Interest, Ethics Statement forms
2. Nominating Committee

Secretary's Report

Treasurer's Report

Pay Bills

Director's Report:

Committee Reports:

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

Next meeting – November 14th, 2024

Saugerties Public Library
Regular Board Meeting
Date: Thursday September 12, 2024

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

Excused: Katie Cokinos, Yosefa Karchmar

Staff: Director Jennifer Russell

Public Attendees: Ray Rebholz, Friends of the Library Co-President;
Recently elected future Trustees: Rebecca Lang, Erin Poll, Ken Goldberg

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

Public Comment:

Ken Goldberg had some kind words of praise for the honored former Trustee Irene Rivera Hurst.

Friends of Library: Co-President Ray Rebholz wanted to congratulate the newly elected board members. September 16th at 6pm will be the first meeting of the year.

Unfinished Business:

- Library Vote:
 - Budget- the budget passed by a wide margin.
 - New Trustees: Ern Poll and Kenneth Goldberg were elected to 5 year terms. With the resignation of Trustee Cokinos, Rebbeca Lang will complete Ms. Cokinos' term. Teresa Giordano will join the board to complete the remainder of Irene Hurst, who retired earlier this year.
- Honoring Former Trustee Irene Rivera Hurst: prior to the meeting, several Trustees, former Trustees, book club and Monday club members joined together in the back garden to dedicate the tree that was planted and installed with a plaque in Irene's honor.
- Trustee Training requirements for current Trustees must be completed by October 9, 2024. Not completing them could result in a trustee being removed from the board.

New Business:

1. With the resignation of Trustee Cokinos, the Director reached out to those who had been on the ballot, by order of votes received, to inquire if they

would join the board. See unfinished business regarding the New Trustees for details.

2. Annual Organizational Meeting in October: This is the time to say goodbye to departing Trustees, welcome the new trustees and have everyone sign the oath of office, the ethics agreement and whistleblower statement.

Secretary's Report:

Motion by Tim Scott and *Second* by Nina Schmidbaur to approve the minutes as written.

Motion passes unanimously.

Treasurer's Report:

Motion to pay the bills in the amount of \$ 24,299.03 made by Charlotte Herscher seconded by Brian Collins Passes unanimously

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

- In discussion with the Ulster Library Association to possibly use ProQuest for shared online newspaper subscriptions. If this does not come to fruition, the director plans to have the library subscribe to the Wall Street Journal.
- Callie Houghtaling has joined the staff as a Clerk. We have posted to hire a Children's Librarian due to the resignation of Charlotte Svetkey, who will leave at the end of September.
- 5-Year Plan: We have ended the survey submission phase.
- The director is working with Myrna Sameth and other community members to explore how the library might be able to support the community in an emergency. One of the items suggested is for the library to have a generator in the event of long-term power outages. Another idea would be to have people sheltering elsewhere temporarily, to be able to come here for dinner and a movie.
- Received a grant from MHLS to have a program about supporting civil discourse.
- Ulster County Arts and Culture planning: they visited the library to see how the library supports and may support local artists.
- The server room has had the wiring organized and the router upgraded.
- A Dungeons and Dragons starter pack has been added to the "Library of Things".

Committee Reports:

Finance: met on 8/28/24

Retirement estimates have gone up a little bit since the proposed budget was finalized and approved by the voters.

see minutes FMI Next meeting: 9/24/24 at 6PM

Personnel/Policy: Did not meet

Next meeting: 9/18/24 at 6PM

Facilities: met on 8/13/24

The front entranceway has been painted. Waiting for information about the sidewalk changes, and have not yet heard back from Five Star Roofing who has contracted to repair the roof.

see minutes FMI Next meeting: 9/12/24 at 6 PM, followed by October 1st at 6PM.

Outreach: Did not meet

Next meeting: 9/23/24 at 5:30 PM

The Nominating Committee will meet on September 20 at 4:15. Trustees and new trustees will receive an email asking them to complete a survey regarding which committees they would like to join for the coming year. Please rank them. Trustees are expected to join at least one, but may opt to join more. New trustees may not be chairs of the committees. Continuing Trustees will be asked if they are interested in being a chairperson. Please return them promptly.

Friends Liaison:

N/A

Motion to adjourn at 6:32 PM by Tim Scott ; *Seconded* by Brian Collins.

Passes unanimously.

Submitted by Julie Misiano

Next meeting: Thursday October 10, 2024 at 6PM

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

Ordinary Income/Expense	<u>Jan - Sep 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
1001 · Real Property Taxes	661,660.00	661,660.00	0.00	100.0%
2082 · Fines	7,664.14	3,500.00	4,164.14	218.98%
2401 · Interest	12,164.49	11,000.00	1,164.49	110.59%
2705 · Gifts & Donations				
2705.4 · Friends	4,944.00	5,000.00	-56.00	98.88%
2705.2 · General	1,305.00	5,000.00	-3,695.00	26.1%
Total 2705 · Gifts & Donations	6,249.00	10,000.00	-3,751.00	62.49%
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	693,025.13	752,893.00	-59,867.87	92.05%
Expense				
7410.1 · Salaries	277,815.17	406,375.00	-128,559.83	68.36%
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.8 · Music	23.23	100.00	-76.77	23.23%
.4.1.7 · Streaming	6,998.41	6,500.00	498.41	107.67%
.4.1.1 · DVD	2,303.09	3,000.00	-696.91	76.77%
.4.1.2 · Books				
4.1.2A · Adult Books	14,460.87	17,000.00	-2,539.13	85.06%
4.1.2J · Children's Books	4,440.52	9,500.00	-5,059.48	46.74%
Total .4.1.2 · Books	18,901.39	26,500.00	-7,598.61	71.33%
.4.1.3 · Subscriptions	575.92	2,000.00	-1,424.08	28.8%
.4.1.4 · Newspapers	1,827.00	2,000.00	-173.00	91.35%
.4.1.5 · Digital Materials	7,380.49	9,000.00	-1,619.51	82.01%
.4.1.6 · Audio Books	94.98	1,000.00	-905.02	9.5%
Total .4.1 · Library Material	38,104.51	50,100.00	-11,995.49	76.06%
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs	8,553.59	7,000.00	1,553.59	122.19%
.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	13,666.56	12,250.00	1,416.56	111.56%
.4.3 · Operation of Building				
.4.3.1 · Utilities	19,546.93	37,000.00	-17,453.07	52.83%
.4.3.2 · Telephone	2,222.20	3,500.00	-1,277.80	63.49%
.4.3.3 · Insurance	18,776.99	23,500.00	-4,723.01	79.9%
.4.3.4 · Maintenance Service & Supplies	2,722.98	4,500.00	-1,777.02	60.51%
.4.3.5 · Lawn & Grounds	394.21	4,500.00	-4,105.79	8.76%
.4.3.6 · Building R&M	8,092.25	15,000.00	-6,907.75	53.95%
.4.3.7 · Snow Removal	800.00	2,500.00	-1,700.00	32.0%
.4.3.8 · Elevator	2,458.63	4,000.00	-1,541.37	61.47%
.4.3.9 · Geothermal	10,785.11	7,000.00	3,785.11	154.07%
.4.3.10 · Custodial Service	2,785.00			

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

	<u>Jan - Sep 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
.4.3.12 · Internet	3,035.02	3,000.00	35.02	101.17%
Total .4.3 · Operation of Building	71,619.32	104,500.00	-32,880.68	68.54%
.4.4 · Equipment R&M, Supplies				
.4.4.1 · Copier	3,913.66	4,020.00	-106.34	97.36%
.4.4.2 · Office Supplies	1,448.53	3,000.00	-1,551.47	48.28%
.4.4.4 · Postage	1,513.72	2,300.00	-786.28	65.81%
.4.4.6 · Equipment Purchases	9,055.45	6,000.00	3,055.45	150.92%
.4.4.7 · Equipment R&M	2,845.60	2,000.00	845.60	142.28%
Total .4.4 · Equipment R&M, Supplies	18,776.96	17,320.00	1,456.96	108.41%
.4.5 · Automation, System Fees				
.4.5.1 · Automation & Online Services	3,752.79	4,000.00	-247.21	93.82%
.4.5.2 · MHLS Assessment Fees	16,369.00	17,500.00	-1,131.00	93.54%
Total .4.5 · Automation, System Fees	20,121.79	21,500.00	-1,378.21	93.59%
.4.6 · Professional Services				
.4.6.8 · Professional Memberships	1,127.00	700.00	427.00	161.0%
.4.6.7 · Payroll Service Fees	2,117.50	2,500.00	-382.50	84.7%
.4.6.1 · Accounting	5,500.00	6,500.00	-1,000.00	84.62%
.4.6.3 · Board Expenses	279.43	250.00	29.43	111.77%
.4.6.4 · Consulting & Legal Services	1,500.00	2,000.00	-500.00	75.0%
.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	13,143.48	14,250.00	-1,106.52	92.24%
.4.7 · Election Expenses				
.4.7.1 · Election Inspectors	400.00	450.00	-50.00	88.89%
.4.7.2 · Election Expenses	169.20	200.00	-30.80	84.6%
Total .4.7 · Election Expenses	569.20	650.00	-80.80	87.57%
Total 7410.4 · Contractual Expenses	176,001.82	220,570.00	-44,568.18	79.79%
9010 · Employee Benefits				
.1 · Retirement	30,758.00	32,313.00	-1,555.00	95.19%
.2 · Social Security & Medicare	20,847.99	30,440.00	-9,592.01	68.49%
.3 · Workers Compensation	4,707.00	4,700.00	7.00	100.15%
.4 · Disability	351.74	300.00	51.74	117.25%
.5 · Medical & Dental Benefits	50,061.29	57,825.00	-7,763.71	86.57%
.6 · Life Insurance	218.70	370.00	-151.30	59.11%
Total 9010 · Employee Benefits	106,944.72	125,948.00	-19,003.28	84.91%
Total Expense	560,761.71	752,893.00	-192,131.29	74.48%
Net Ordinary Income	132,263.42	0.00	132,263.42	100.0%
	132,263.42	0.00	132,263.42	100.0%

Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Sep 24</u>	<u>Jan - Sep 23</u>
Ordinary Income/Expense		
Income		
1001 · Real Property Taxes	661,660.00	630,152.00
2082 · Fines	7,664.14	6,992.93
2401 · Interest	12,164.49	7,832.84
2705 · Gifts & Donations		
2705.4 · Friends	4,944.00	3,135.00
2705.1 · Restricted	0.00	1,000.00
2705.2 · General	1,305.00	3,764.25
Total 2705 · Gifts & Donations	<u>6,249.00</u>	<u>7,899.25</u>
3840 · New York State Aid	5,287.50	564.08
Total Income	<u>693,025.13</u>	<u>653,441.10</u>
Expense		
7410.1 · Salaries	277,815.17	246,940.99
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	23.23	53.96
.4.1.7 · Streaming	6,998.41	4,005.17
.4.1.1 · DVD	2,303.09	1,631.31
.4.1.2 · Books		
4.1.2A · Adult Books	14,460.87	15,162.08
4.1.2J · Children's Books	4,440.52	6,308.35
.4.1.2 · Books - Other	0.00	10.00
Total .4.1.2 · Books	<u>18,901.39</u>	<u>21,480.43</u>
.4.1.3 · Subscriptions	575.92	1,892.86
.4.1.4 · Newspapers	1,827.00	1,528.85
.4.1.5 · Digital Materials	7,380.49	3,319.82
.4.1.6 · Audio Books	94.98	137.97
Total .4.1 · Library Material	<u>38,104.51</u>	<u>34,050.37</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	8,553.59	5,716.05
.4.2.2 · Microfilm & Archives	2,000.00	2,000.00
.4.2.3 · Newsletter & Public Relations	3,112.97	3,282.77
Total .4.2 · Programs, Publicity, History	<u>13,666.56</u>	<u>10,998.82</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	19,546.93	19,849.75
.4.3.2 · Telephone	2,222.20	2,597.44
.4.3.3 · Insurance	18,776.99	20,638.10
.4.3.4 · Maintenance Service & Supplies	2,722.98	2,891.99
.4.3.5 · Lawn & Grounds	394.21	7,087.12
.4.3.6 · Building R&M	8,092.25	6,973.26
.4.3.7 · Snow Removal	800.00	1,600.00
.4.3.8 · Elevator	2,458.63	4,117.76
.4.3.9 · Geothermal	10,785.11	3,453.50

Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Sep 24</u>	<u>Jan - Sep 23</u>
.4.3.10 · Custodial Service	2,785.00	0.00
.4.3.12 · Internet	3,035.02	2,241.81
Total .4.3 · Operation of Building	71,619.32	71,450.73
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	3,913.66	3,027.44
.4.4.2 · Office Supplies	1,448.53	1,313.02
.4.4.4 · Postage	1,513.72	174.34
.4.4.6 · Equipment Purchases	9,055.45	7,412.54
.4.4.7 · Equipment R&M	2,845.60	0.00
Total .4.4 · Equipment R&M, Supplies	18,776.96	11,927.34
.4.5 · Automation, System Fees		
.4.5.1 · Automation & Online Services	3,752.79	2,176.47
.4.5.2 · MHLS Assessment Fees	16,369.00	13,605.00
Total .4.5 · Automation, System Fees	20,121.79	15,781.47
.4.6 · Professional Services		
.4.6.8 · Professional Memberships	1,127.00	300.00
.4.6.7 · Payroll Service Fees	2,117.50	1,895.90
.4.6.1 · Accounting	5,500.00	5,000.00
.4.6.2 · Audit	0.00	13,300.00
.4.6.3 · Board Expenses	279.43	150.00
.4.6.4 · Consulting & Legal Services	1,500.00	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	13,143.48	24,195.30
.4.7 · Election Expenses		
.4.7.1 · Election Inspectors	400.00	450.00
.4.7.2 · Election Expenses	169.20	169.20
Total .4.7 · Election Expenses	569.20	619.20
Total 7410.4 · Contractual Expenses	176,001.82	169,023.23
9010 · Employee Benefits		
.1 · Retirement	30,758.00	27,191.00
.2 · Social Security & Medicare	20,847.99	18,380.09
.3 · Workers Compensation	4,707.00	3,778.00
.4 · Disability	351.74	410.20
.5 · Medical & Dental Benefits	50,061.29	41,641.21
.6 · Life Insurance	218.70	221.83
Total 9010 · Employee Benefits	106,944.72	91,622.33
Total Expense	560,761.71	507,586.55
Net Ordinary Income	132,263.42	145,854.55
Net Income	132,263.42	145,854.55

Saugerties Public Library Abstract Check Register

Type	Date	Num	Name	Memo	Amount
M&T General Fund Checking 6455					
Check	09/05/2024	EFT	NYS Emp Retire System		-685.84
Check	09/30/2024	11392	Welsh Sanitation		-93.89
Check	09/30/2024	11393	Mid Hudson Library System	and #2040	-4,542.25
Check	09/30/2024	11394	Charter Communications		-230.80
Check	09/30/2024	11395	CDPHP	#242560000264	-5,157.04
Check	09/30/2024	11396	Business Credit Card		-727.13
Check	09/30/2024	11397	Midwest Tape		-643.04
Check	09/30/2024	11398	National Business Technologies	Inv #IN637008	-86.94
Check	09/30/2024	11399	Baker & Taylor		-993.40
Check	09/30/2024	11400	WZ Accountants	Inv #1636	-550.00
Check	09/30/2024	11401	Stewart's		-192.00
Check	09/30/2024	11402	OverDrive Inc		-875.69
Check	09/30/2024	11403	ThyssenKrupp Elevator Corp	Invoice #3008128785	-792.16
Check	09/30/2024	11404	Hudson Valley One	Inv #2024ci-24180	-34.20
Check	09/30/2024	11405	Timothy Scott Jr.		-37.00
Check	09/30/2024	11406	Jessica Williams		-250.00
Check	09/30/2024	11407	Energy Management Technologies	Inv #11089	-449.75
Check	09/30/2024	11408	The Computer Guys	Inv #11412	-57.50
Check	09/30/2024	11409	SRI Fire Sprinkler	Inv #1052-F295584	-586.00
Check	09/30/2024	11410	Whiteman Osterman & Hanna	Inv #729798	-1,000.00
Check	09/30/2024	11411	Companies		-24.30
Check	09/30/2024	EFT	Central Hudson		-2,093.84
Check	09/30/2024	EFT	Paychex	Invoice #2024090301 and #2024091701	-196.64
Check	09/30/2024	11412	National Business Technology	Invoice #83061028	-353.46
Check	09/30/2024	11413	W B Mason Co Inc	Invoice #248886543	-188.47
Check	09/30/2024	11414	Gale/Cengage Learning	Invoice #85337191	-131.16
Check	09/30/2024	11415	Culligan of Newburgh		-89.55
Check	09/30/2024	11416	Uniforms USA, Inc.	Invoice #48882 and #50678	-52.78
Check	09/30/2024	EFT	Charter Communications		-256.15
Check	09/30/2024	11111	Ulster County Library Association		-40.00
Total M&T General Fund Checking 6455					-21,410.98
M&T Capital Fund Checking 6430					
Total M&T Capital Fund Checking 6430					<u><u>-21,410.98</u></u>

Saugerties Public Library

Abstract

September 2024

	Num	Name	Memo	Amount
Ordinary Income/Expense				
Income				
2082 · Fines				
			Square income	200.00
Total 2082 · Fines				<u>200.00</u>
Total Income				200.00
Expense				
7410.1 · Salaries				
	09-05-24	PR		15,311.86
	09-19-24	PR		15,401.47
Total 7410.1 · Salaries				<u>30,713.33</u>
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.8 · Music				
	11397	Midwest Tape	Inv #50599584	11.24
Total .4.1.8 · Music				<u>11.24</u>
.4.1.7 · Streaming				
	11396	Business Credit Card		24.99
	11397	Midwest Tape	Hoopla Septemebr Invoice	505.85
Total .4.1.7 · Streaming				<u>530.84</u>
.4.1.1 · DVD				
	11396	Business Credit Card		32.95
	11397	Midwest Tape	Inv #50599584	26.99
	11397	Midwest Tape	Inv #506054716	26.99
	11397	Midwest Tape	Inv #506088783	71.97
Total .4.1.1 · DVD				<u>158.90</u>
.4.1.2 · Books				
4.1.2A · Adult Books				
	11393	Mid Hudson Library System	Inv #1980	21.00
	11399	Baker & Taylor	Inv #5019087313	273.58
	11399	Baker & Taylor	Inv #5019104151	430.52
	11399	Baker & Taylor	Inv #5019123149	69.34
	11414	Gale/Cengage Learning	Invoice #85337191	131.16
Total 4.1.2A · Adult Books				<u>925.60</u>
4.1.2J · Children's Books				
	11399	Baker & Taylor	Inv #5019096457	103.37
	11399	Baker & Taylor	Inv #5019114932	106.00
	11399	Baker & Taylor	Inv #5019132473	10.59
Total 4.1.2J · Children's Books				<u>219.96</u>
Total .4.1.2 · Books				<u>1,145.56</u>
.4.1.4 · Newspapers				
	11401	Stewart's	September	192.00
Total .4.1.4 · Newspapers				<u>192.00</u>
.4.1.5 · Digital Materials				

Saugerties Public Library

Abstract

September 2024

Num	Name	Memo	Amount
		Invoice	
11402	OverDrive Inc	#01938DA24259418	47.50
		Invoice	
11402	OverDrive Inc	#01938DA24267054	129.99
		Invoice	
11402	OverDrive Inc	#01938CO24279668	650.70
		Invoice	
11402	OverDrive Inc	#01938DA24281883	47.50
Total .4.1.5 · Digital Materials			875.69
Total .4.1 · Library Material			2,914.23
.4.2 · Programs, Publicity, History			
.4.2.1 · Programs			
11393	Mid Hudson Library System	Inv #1973	429.00
11396	Business Credit Card		443.92
11406	Jessica Williams		250.00
Total .4.2.1 · Programs			1,122.92
Total .4.2 · Programs, Publicity, History			1,122.92
.4.3 · Operation of Building			
.4.3.1 · Utilities			
EFT	Central Hudson	8/15/24 - 9/16/24	2,093.84
Total .4.3.1 · Utilities			2,093.84
.4.3.2 · Telephone			
EFT	Charter Communications	9/1/24 - 9/30/24	256.15
Total .4.3.2 · Telephone			256.15
.4.3.4 · Maintenance Service & Supplies			
11392	Welsh Sanitation	October	93.89
11396	Business Credit Card		101.57
11415	Culligan of Newburgh		89.55
Total .4.3.4 · Maintenance Service & Supplies			285.01
.4.3.6 · Building R&M			
11409	SRI Fire Sprinkler	Sprinkler Inspection	586.00
11416	Uniforms USA, Inc.	September	52.78
Total .4.3.6 · Building R&M			638.78
.4.3.8 · Elevator			
11403	ThyssenKrupp Elevator Corp	Invoice #3008128785	792.16
Total .4.3.8 · Elevator			792.16
.4.3.9 · Geothermal			
11407	Energy Management Technolog	Inv #11089	449.75
Total .4.3.9 · Geothermal			449.75
.4.3.12 · Internet			
11394	Charter Communications	10/1/24 - 10/31/24	230.80
Total .4.3.12 · Internet			230.80
Total .4.3 · Operation of Building			4,746.49
.4.4 · Equipment R&M, Supplies			
.4.4.1 · Copier			
11398	National Business Technologies	Inv #IN637008	86.94
11412	National Business Technology	October	353.46

Saugerties Public Library

Abstract

September 2024

	Num	Name	Memo	Amount
Total .4.4.1 · Copier				440.40
.4.4.2 · Office Supplies				
	11413	W B Mason Co Inc	Invoice #248886543	188.47
Total .4.4.2 · Office Supplies				188.47
.4.4.4 · Postage				
	11396	Business Credit Card		20.02
Total .4.4.4 · Postage				20.02
.4.4.7 · Equipment R&M				
	11408	The Computer Guys	Inv #11412	57.50
Total .4.4.7 · Equipment R&M				57.50
Total .4.4 · Equipment R&M, Supplies				706.39
.4.5 · Automation, System Fees				
.4.5.1 · Automation & Online Services				
	11396	Business Credit Card		103.68
Total .4.5.1 · Automation & Online Services				103.68
.4.5.2 · MHLS Assessment Fees				
	11393	Mid Hudson Library System	Inv #2040	4,092.25
Total .4.5.2 · MHLS Assessment Fees				4,092.25
Total .4.5 · Automation, System Fees				4,195.93
.4.6 · Professional Services				
.4.6.9 · Merchant Fees				
			Square income	19.48
Total .4.6.9 · Merchant Fees				19.48
.4.6.7 · Payroll Service Fees				
	EFT	Paychex	Invoice #2024090301 and #2024091701	196.64
Total .4.6.7 · Payroll Service Fees				196.64
.4.6.1 · Accounting				
	11400	WZ Accountants	Inv #1636	550.00
Total .4.6.1 · Accounting				550.00
.4.6.3 · Board Expenses				
	11405	Timothy Scott Jr.		37.00
	11111	Ulster County Library Association		40.00
Total .4.6.3 · Board Expenses				77.00
.4.6.4 · Consulting & Legal Services				
	11410	Whiteman Osterman & Hanna	2nd and 3rd quarterly installment	1,000.00
Total .4.6.4 · Consulting & Legal Services				1,000.00
Total .4.6 · Professional Services				1,843.12
.4.7 · Election Expenses				
.4.7.2 · Election Expenses				
	11404	Hudson Valley One	Inv #2024ci-24180	34.20
Total .4.7.2 · Election Expenses				34.20
Total .4.7 · Election Expenses				34.20
Total 7410.4 · Contractual Expenses				15,563.28
9010 · Employee Benefits				
.2 · Social Security & Medicare				
	09-05-24 PR			1,149.91
	09-19-24 PR			1,156.74
Total .2 · Social Security & Medicare				2,306.65

Saugerties Public Library

Abstract

September 2024

	Num	Name	Memo	Amount
.4 - Disability				
	09-05-24	PR		-16.81
	09-19-24	PR		-15.53
Total .4 - Disability				<u>-32.34</u>
.5 - Medical & Dental Benefits				
	09-05-24	PR		-280.70
	09-19-24	PR		-280.70
	11395	CDPHP	October	<u>5,157.04</u>
Total .5 - Medical & Dental Benefits				4,595.64
.6 - Life Insurance				
	11411	Metropolitan Life Insurance Con	Life insurance	24.30
Total .6 - Life Insurance				<u>24.30</u>
Total 9010 - Employee Benefits				<u>6,894.25</u>
Total Expense				<u>53,170.86</u>
Net Ordinary Income				<u>-52,970.86</u>
Net Income				<u>-52,970.86</u>

September Director's Report 2024

LX Starter: MHLS has offered all libraries the opportunity to upgrade our email notices to patrons. For our notification that a book that has been put on hold is now at the library, we were able to add an image of the building, our hours of operation and a link to our website. I will be creating an overdue notice and billed notice as well.

Personnel: Christine and I have interviewed two people for the Children's Librarian position. We are hoping for more than that. I have extended the deadline for applications, and sent the job advertisement to the PTA.

Collection Development: Before Charlotte left SPL, I worked with her to put together a book order replacing outdated books about our solar system, space and dinosaurs.

hoopla: I have set up a price cap for items checked out on hoopla. As a "pay as you go" system, we need to be aware of how many titles patrons are checking out and the costs of those items in order to stay within budget.

Programming: As Christine is on the board of the regional Battle of the Books, she attended this year's event at Dutchess Community College.

I have asked several people if they would like to be a substitute for our storytimes. Some were going away on vacation, so I will circle back with them as we continue to seek a replacement for Charlotte.

Facilities: SRI came to do the annual fire sprinkler testing.

Saugerties Society of Little Gardens: I stopped by the society's 100th anniversary event on Sept. 18th.

Meetings:

UCLA: Resource sharing committee meeting, regular monthly meeting and the UCLA annual dinner.

MHLS: DA meeting

Friends Meeting: Sept. 16th

Staff meeting: Sept. 17th

I was on vacation Sept 15th – Oct 1st.

The library was closed on Labor Day.

Saugerties Public Library
@Finance Committee

Date: 9/24/2024

Time: 6:00

Committee Members Attending:

Charlotte Herscher

Committee Members Absent:

Brian Collins

Tim Scott

Staff Attending:

Jennifer Russell

Discussion/Agenda Items

1. We estimated \$37,614 for retirement for 2025, but got an updated estimate from NYS. If we prepay by 12/15 it will be \$41,909. The difference is \$4,295. We have to amend the 2025 budget to account for it. We will take the funds from our appropriate funds. Projections for 2026 is now \$48,945.

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

Next meeting: Tuesday, October 29, 2024 at 6:00

Saugerties Public Library

Policy/Personnel Committee Meeting Minutes

Date: September 18, 2024

Time: 6:00 p.m.

Meeting location: SPL Library

Committee Members Attending:

Bassler (chair), Irizarry, Scott, Russell

Discussion:

1. Jennifer identified some policies that need to be written and added to our Manual to meet MHLA requirements. Among these are policies on public comments and protests. This will need to be on the agenda of the next Policy/Personnel Committee meeting,
2. Jennifer reported on the status of the search for a new Children's Librarian. She has extended the deadline for applications and asked for volunteers to conduct Story Time until the position has been filled.

Went into executive session at 6:20, ended at 6:40.

Next tentatively scheduled meeting: October 16 at 6:00 p.m.

Saugerties Public Library
Facilities Committee

Date: September 3rd, 2024

Time: 6 PM

Committee Members Attending:

Paul, Brian, Yosefa

Staff Attending:

Jen, Sandy

Others Attending:

Absent:

Discussion/Agenda Items

1. Jen has written a document stating the library's abilities to help the town and village resiliency plans. This has been sent to the town, village and county offices.
2. The Computer Guys have updated our Server room with a new router, clearer wiring and removed obsolete equipment.
3. Story's Nursery has delivered and planted a tree and a hydrangea bush. A plaque honoring Irene Hurst has been placed at the base of the tree.
4. SRI has completed the annual smoke detector and fire alarm test.

Next Facilities Meeting

TBD

**Saugerties Public Library
Outreach Committee**

DATE: September 23, 2024
TIME: 5:42-6:26

Committee members attending: Julie Misiano, Nina Schmidbaur (chair)

Staff: Jennifer Russell (director)

Board Member: Paul Van Benschoten

Members of the public: Erin Poll

1. The meeting focused on the 5-year plan update:

-Community Conversations have been finalized and included in our survey.
-We discussed how to synthesize the information and present it to the Board. We opted to have each committee member pull out the themes:

- Demographics of respondents compared to community – Jen
 - Vision statement, Mission statement, Budget, Staffing
 - Input from the community
 - Existing Programs
- Themes:
 - Parents of Children & Teens – Nina
 - Teen responders – Julie
 - Adult Programming – Tim
 - Technology, Books, & Media – Jen
- Outcomes & Strategies
- Town Needs Survey

-Take information from current 5-year-plan and add it to this current plan

-The Saugerties Town has created a “Community Needs Survey” that we can include in our survey to include ways in which the library may address these more general needs.

[On our website, on the about page, the Five-year plan is accessible.]

2. MHLS has a grant from the state. Equity, Inclusion and Diversity.

- Julie will reach out to Living Room Conversations
- Family of Woodstock has nonviolent communication techniques
- NASW may be another option
- Ulster County Community College
- We envision two sessions: one is a teaching workshop and the other is a facilitated dialogue

3. Resiliency Plan

- Jen sent it to Ulster County, Sheriff, and Saugerties police.
- Saugerties police responded to say they would not have thought of the library.
- The Council of Churches was suggested to be contacted.

- 4. Erin Poll recommended that the library recruit Spanish speaking staff.

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	868
Overdrive eBook	857	971	759	868	846	922	758	941	784	890	944	932	937	968
Overdrive Magazine	144	483	86	466	121	524	80	352	99	410	107	346	72	357
Overdrive Total	1605	2177	1358	2090	1554	2212	1370	2099	1510	2118	1635	2083	1662	2193
		36%		54%		42%		53%		40%		27%		32%

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	2,635	2,532	2,214	2,345		2,254		2,317		30,093	21,217	71%
Adult renewals	1,287	1,158	1,186	1,089	1,294		1,006		1,162		14,410	9,525	66%
Juvenile	2,454	2,453	1,718	1,886	1,925		1,804		1,529		23,415	18,619	80%
Juvenile renewals	1,287	1,151	1,368	1,166	1,864		1,071		1,249		16,420	9,366	57%
Teen	148	195	91	78	68		88		81		1,214	1,224	101%
Teen renewals	86	75	85	72	52		55		51		891	600	67%
Total Circulation	8,080	7,667	6,980	6,505	7,548		6,278		6,389		86,443	60,551	70%
		-5%		-7%									
Holds Filled													
Adults	1,008	1,041	937	867	809		868		878		12,401	8,531	69%
Juvenile	382	343	412	474	444		423		367		5,192	3,598	69%
Teen	34	49	37	38	29		41		44		586	453	77%
ILL received	0	0	0	0	0		1		0		7	4	57%
ILL loaned	0	0	1	1	0		0		0		5	5	100%
Total Holds	1,424	1,433	1,387	1,380	1,282		1,333		1,289		18,191	12,591	69%
		1%		-1%									
Questions Answered													
Adult	1,021	941	962	840	970		951		892		10,140	8,332	82%
Children's	804	300	339	172	205		306		247		3,891	2,340	60%
Total Questions	1,825	1,241	1,301	1,012	1,175		1,257		1,139		14,031	10,672	76%
		-32%		-22%									
Programs													
Adult	24	18	21	23	27		23		20		265	215	81%
Teen	18	16	12	14	18		16		13		173	146	84%
Children's	33	28	12	20	31		24		24		274	236	86%
Total Programs	75	62	45	57	76		63		57		712	597	84%
		-17%		27%									
Program Attendance													
Adult	254	139	145	276	220		148		306		2,327	2,327	100%
Teen	121	177	91	103	154		131		79		1,038	1,035	100%
Children	824	834	186	233	515		604		348		4,800	5,592	117%
Total attendance	1,199	1,150	422	612	889		883		733		8,165	8,954	110%
		-4%		45%									
Computer sessions	478	385	389	394	387		340		267		4,441	3,420	77%
		-19%		1%								-5%	
Web Page Visits	4,221	6,988	3,630	7,166	5,406		4,707		4,559		60,054	55,124	92%
		66%		97%								241%	
New Cards Issued	80	53	39	39	26		17		24		476	387	81%
		-34%		0%								34%	
Overdrive Audiobook	706	883	628		655		614		718		6703	6425	96%
Overdrive eBook	890	959	824		821		772		854		9192	7451	81%
Overdrive Magazine	151	401	171		423		527		488		1981	3339	169%
Overdrive Total	1747	2243	1623		1899		1913		2060		17876	17215	96%
		28%											