

Saugerties Public Library Board Agenda
November 14, 2024
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

Old Business:

New Business:

1. Changes to the bylaws – extending term limits for officers
2. Parking Lot issues and potential policy to address
3. Bathroom sign
4. DRAFT Five-Year Plan Review

Secretary's Report

Treasurer's Report

Pay Bills

Director's Report:

Committee Reports:

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

Next meeting - December 12, 2024

Saugerties Public Library
Regular Board Meeting
Date: 10/10/2024

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

Excused: Robert Irizarry

Staff: Director Jennifer Russell

Public Attendees: Ray Rebholz, Jouette Bassler, Leeanne Thornton

Meeting called to order at 6:06 PM by Timothy Scott

Public Comment: Leeanne Thornton, Town Board liaison congratulated the new board members. She considers the library the “heart” of the village.

- ❖ The Boys and Girls Club has a full house of after-school students in several of the district’s elementary schools. The older Club members will be participating in an “Adulthood” program at the library.
- ❖ December 8th is Holiday in the Village and a Craft Fair as a fundraiser for the Boys and Girls club.
- ❖ The interim police chief is now officially the Chief. The Town Board will be researching the issue with speed throughout the Village.
- ❖ The last Saturday in October from 12-3 will be the “touch a truck” event with a rain date of Sunday. This is held at Cantine, with the children able to trick or treat from truck to truck. This is a fundraiser for the Splash Pad project in collaboration with the Lion’s Club.
- ❖ The Saugerties Animal Shelter has raised sufficient funds for the planned new building, and are breaking ground.
- ❖ The Town Board is beginning to work on the preliminary budget for next year.

Jouette Bassler, departing Trustee, said that it had been both a privilege and fun to serve.

Friends of Library: Co-President Ray Rebholz welcomed the Trustees to this new term. Met on September 16th. Next meeting is October 21st at the library. The annual Wine and Cheese event at Total Tennis will have a Murder Mystery theme and will be on November 20th. Calendar for meetings and events available on the Saugerties Public Library website.

Unfinished Business:

- Said, “goodbye” to departing trustees.

New Business:

1. Welcomed the new trustees: both the new and returning trustees introduced themselves during roll call.

2. Trustees signed the forms required: the oath of office, ethics statement and conflict of interest. The absent trustee will sign as soon as possible.
3. Nominating Committee:
 - a. Committees and Members:
 - i. Finance: Chair Charlotte Herscher, Ken Goldberg, Julie Misiano
 - ii. Personnel/Policy: Chair Tim Scott, Robert Irizarry, Rebecca Lang
 - iii. Facilities: Chair Paul VanBenschoten, Yosefa Karchmar
 - iv. Outreach: Chair Nina Schmidbaur, Erin Poll, Teresa Giordano
 - b. Executive Board: There is a slate for President, Vice-President, and Treasurer, but there have been some challenges with nominating a Secretary.
*Let this serve as notice to the trustees that the following suggested change to the bylaws will be voted on at the next board meeting:
"In the event that no eligible board members want to run for an executive position, a member who has met their term limit may continue for one additional year, if approved by 2/3rds vote of the total board"
 - c. Moved forward with the slate for three out of four of the Executive Board members. Ken Goldberg made a motion, seconded by Teresa Giordano to approve the Nominating Committee's recommended slate. Passes unanimously.
President: Tim Scott
Vice President: Nina Schmidbaur
Treasurer: Charlotte Herscher
4. Motion to approve that Julie Misiano will serve as secretary *pro tem* made by Nina Schmidbaur, seconded by Tim Scott. Passes unanimously.

Secretary's Report:

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

Treasurer's Report:

The abstract in the packet included one check that was off by about \$50, and it has been corrected. The corrected amount is below:

Motion to pay the bills in the corrected amount of \$ 21,360.28 made by Charlotte Herscher seconded by Julie Misiano Passes unanimously.

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

- Two people have interviewed for the Children's Librarian position, and there are a few more interested applicants.
- The Director set up a price cap on Hoopla because as a "pay as you go" service, it is difficult to track costs.

Committee Reports:

Finance: met on September 24, 2024

The retirement estimate from the state has gone up by \$4,295 for 2025, and the state notified us after the budget was finalized and approved by vote by the community.

Motion to amend the budget to reflect this change made by Charlotte Herscher, seconded by Julie Misiano. Approved unanimously.

see minutes FMI Next meeting: pending per discussion with new members

Personnel/Policy: met on September 18th

Please see minutes

Next meeting: pending per discussion with new members

Facilities: met on September 3, 2024

Continued to collaborate with the Village and Town regarding the Resiliency plan and how the library can be an asset during times of community disaster.

The server room has been updated

Planning changes to the sidewalk with the goal of improving safety for pedestrians and patrons.

see minutes FMI Next meeting: pending per discussion with new members

Outreach: met on 9/23/24

1. Compiling 5-year plan data
2. DEI Grant from the MHLS with the goal for how we can facilitate the ability to have civil discourse about difficult topics.
3. Resiliency plan

see minutes FMI Next meeting: pending per discussion with new members

Friends Liaison:

N/A

Motion to adjourn at 7:15 PM by Tim Scott ;
Seconded by Charlotte Herscher

Passes unanimously.

Submitted by Julie Misiano

Next meeting: November 14, 2024 at 6PM

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

Ordinary Income/Expense	Jan - Oct 24	Budget	\$ Over Budget	% of Budget
Income				
1001 · Real Property Taxes	661,660.00	661,660.00	0.00	100.0%
2082 · Fines	8,250.36	3,500.00	4,750.36	235.73%
2401 · Interest	12,995.68	11,000.00	1,995.68	118.14%
2705 · Gifts & Donations				
2705.4 · Friends	4,944.00	5,000.00	-56.00	98.88%
2705.2 · General	1,836.00	5,000.00	-3,164.00	36.72%
Total 2705 · Gifts & Donations	6,780.00	10,000.00	-3,220.00	67.8%
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	694,973.54	752,893.00	-57,919.46	92.31%
Expense				
7410.1 · Salaries	320,230.03	406,375.00	-86,144.97	78.8%
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.8 · Music	23.23	100.00	-76.77	23.23%
.4.1.7 · Streaming	7,520.21	6,500.00	1,020.21	115.7%
.4.1.1 · DVD	2,538.49	3,000.00	-461.51	84.62%
.4.1.2 · Books				
4.1.2A · Adult Books	21,616.00	17,000.00	4,616.00	127.15%
4.1.2J · Children's Books	5,815.12	9,500.00	-3,684.88	61.21%
Total .4.1.2 · Books	27,431.12	26,500.00	931.12	103.51%
.4.1.3 · Subscriptions	1,978.85	2,000.00	-21.15	98.94%
.4.1.4 · Newspapers	2,026.00	2,000.00	26.00	101.3%
.4.1.5 · Digital Materials	8,340.15	9,000.00	-659.85	92.67%
.4.1.6 · Audio Books	269.94	1,000.00	-730.06	26.99%
Total .4.1 · Library Material	50,127.99	50,100.00	27.99	100.06%
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs	9,657.61	7,000.00	2,657.61	137.97%
.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	14,770.58	12,250.00	2,520.58	120.58%
.4.3 · Operation of Building				
.4.3.1 · Utilities	21,009.60	37,000.00	-15,990.40	56.78%
.4.3.2 · Telephone	2,479.91	3,500.00	-1,020.09	70.86%
.4.3.3 · Insurance	18,776.99	23,500.00	-4,723.01	79.9%
.4.3.4 · Maintenance Service & Supplies	3,090.05	4,500.00	-1,409.95	68.67%
.4.3.5 · Lawn & Grounds	394.21	4,500.00	-4,105.79	8.76%
.4.3.6 · Building R&M	8,451.03	15,000.00	-6,548.97	56.34%
.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	11,275.78	7,000.00	4,275.78	161.08%
.4.3.10 · Custodial Service	2,785.00			

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

	<u>Jan - Oct 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	74,556.22	104,500.00	-29,943.78	71.35%
.4.4 · Equipment R&M, Supplies				
.4.4.1 · Copier	4,267.12	4,020.00	247.12	106.15%
.4.4.2 · Office Supplies	1,657.23	3,000.00	-1,342.77	55.24%
.4.4.4 · Postage	1,520.12	2,300.00	-779.88	66.09%
.4.4.6 · Equipment Purchases	9,180.45	6,000.00	3,180.45	153.01%
.4.4.7 · Equipment R&M	2,845.60	2,000.00	845.60	142.28%
Total .4.4 · Equipment R&M, Supplies	19,470.52	17,320.00	2,150.52	112.42%
.4.5 · Automation, System Fees				
.4.5.1 · Automation & Online Services	3,856.47	4,000.00	-143.53	96.41%
.4.5.2 · MHLS Assessment Fees	16,369.00	17,500.00	-1,131.00	93.54%
Total .4.5 · Automation, System Fees	20,225.47	21,500.00	-1,274.53	94.07%
.4.6 · Professional Services				
.4.6.8 · Professional Memberships	1,127.00	700.00	427.00	161.0%
.4.6.7 · Payroll Service Fees	2,537.94	2,500.00	37.94	101.52%
.4.6.1 · Accounting	6,050.00	6,500.00	-450.00	93.08%
.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	1,204.59	700.00	504.59	172.08%
Total .4.6 · Professional Services	14,322.96	14,250.00	72.96	100.51%
.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	194,042.94	220,570.00	-26,527.06	87.97%
9010 · Employee Benefits				
.1 · Retirement	72,667.00	32,313.00	40,354.00	224.89%
.2 · Social Security & Medicare	24,036.63	30,440.00	-6,403.37	78.96%
.3 · Workers Compensation	4,707.00	4,700.00	7.00	100.15%
.4 · Disability	305.88	300.00	5.88	101.96%
.5 · Medical & Dental Benefits	54,484.50	57,825.00	-3,340.50	94.22%
.6 · Life Insurance	243.00	370.00	-127.00	65.68%
Total 9010 · Employee Benefits	156,444.01	125,948.00	30,496.01	124.21%
Total Expense	670,716.98	752,893.00	-82,176.02	89.09%
Net Ordinary Income	24,256.56	0.00	24,256.56	100.0%
	24,256.56	0.00	24,256.56	100.0%

Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Oct 24</u>	<u>Jan - Oct 23</u>
Ordinary Income/Expense		
Income		
1001 · Real Property Taxes	661,660.00	630,152.00
2082 · Fines	8,250.36	7,797.22
2401 · Interest	12,995.68	8,729.72
2705 · Gifts & Donations		
2705.4 · Friends	4,944.00	3,135.00
2705.1 · Restricted	0.00	1,000.00
2705.2 · General	1,836.00	3,798.15
Total 2705 · Gifts & Donations	<u>6,780.00</u>	<u>7,933.15</u>
3840 · New York State Aid	5,287.50	564.08
Total Income	<u>694,973.54</u>	<u>655,176.17</u>
Expense		
7410.1 · Salaries	320,230.03	276,999.03
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	23.23	53.96
.4.1.7 · Streaming	7,520.21	4,593.10
.4.1.1 · DVD	2,538.49	1,911.18
.4.1.2 · Books		
4.1.2A · Adult Books	21,616.00	22,208.43
4.1.2J · Children's Books	5,815.12	8,165.07
.4.1.2 · Books - Other	0.00	10.00
Total .4.1.2 · Books	<u>27,431.12</u>	<u>30,383.50</u>
.4.1.3 · Subscriptions	1,978.85	1,892.86
.4.1.4 · Newspapers	2,026.00	1,729.85
.4.1.5 · Digital Materials	8,340.15	3,848.94
.4.1.6 · Audio Books	269.94	182.96
Total .4.1 · Library Material	<u>50,127.99</u>	<u>44,596.35</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	9,657.61	6,516.38
.4.2.2 · Microfilm & Archives	2,000.00	2,000.00
.4.2.3 · Newsletter & Public Relations	3,112.97	3,337.29
Total .4.2 · Programs, Publicity, History	<u>14,770.58</u>	<u>11,853.67</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	21,009.60	23,642.75
.4.3.2 · Telephone	2,479.91	2,889.04
.4.3.3 · Insurance	18,776.99	25,898.10
.4.3.4 · Maintenance Service & Supplies	3,090.05	3,541.62
.4.3.5 · Lawn & Grounds	394.21	7,087.12
.4.3.6 · Building R&M	8,451.03	7,269.24
.4.3.7 · Snow Removal	800.00	1,600.00
.4.3.8 · Elevator	2,458.63	4,872.21
.4.3.9 · Geothermal	11,275.78	3,453.50

Saugerties Public Library General Fund Revenue and Expenditure Report

	Jan - Oct 24	Jan - Oct 23
.4.3.10 · Custodial Service	2,785.00	0.00
.4.3.12 · Internet	3,035.02	2,472.61
Total .4.3 · Operation of Building	74,556.22	82,726.19
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	4,267.12	3,495.59
.4.4.2 · Office Supplies	1,657.23	1,671.65
.4.4.4 · Postage	1,520.12	174.34
.4.4.6 · Equipment Purchases	9,180.45	7,412.54
.4.4.7 · Equipment R&M	2,845.60	0.00
Total .4.4 · Equipment R&M, Supplies	19,470.52	12,754.12
.4.5 · Automation, System Fees		
.4.5.1 · Automation & Online Services	3,856.47	2,280.15
.4.5.2 · MHLS Assessment Fees	16,369.00	17,620.00
Total .4.5 · Automation, System Fees	20,225.47	19,900.15
.4.6 · Professional Services		
.4.6.8 · Professional Memberships	1,127.00	705.00
.4.6.7 · Payroll Service Fees	2,537.94	2,161.18
.4.6.1 · Accounting	6,050.00	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	1,204.59	457.40
Total .4.6 · Professional Services	14,322.96	24,865.58
.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	194,042.94	197,315.26
9010 · Employee Benefits		
.1 · Retirement	72,667.00	27,191.00
.2 · Social Security & Medicare	24,036.63	20,637.20
.3 · Workers Compensation	4,707.00	3,778.00
.4 · Disability	305.88	375.95
.5 · Medical & Dental Benefits	54,484.50	46,670.16
.6 · Life Insurance	243.00	246.13
Total 9010 · Employee Benefits	156,444.01	98,898.44
Total Expense	670,716.98	573,212.73
Net Ordinary Income	24,256.56	81,963.44
Net Income	24,256.56	81,963.44

Saugerties Public Library Abstract Check Register

M&I General Fund Checking 6455	Type	Date	Num	Name	Memo	Amount
	Check	10/07/2024	EFT	NYS Emp Retire System		-760.80
	Check	10/08/2024	11112	Culligan of Newburgh		-38.85
	Check	10/31/2024	11417	Welsh Sanitation		-93.89
	Check	10/31/2024	11418	Business Credit Card		-314.06
	Check	10/31/2024	11419	Quill Corp.	#41354659	-146.10
	Check	10/31/2024	11420	Plattekill Public Library		-7.00
	Check	10/31/2024	11421	Olive Free Library		-12.00
	Check	10/31/2024	11422	Pleasant Valley Library		-16.00
	Check	10/31/2024	11423	Culligan of Newburgh		-176.90
	Check	10/31/2024	11424	Albert Cook		-1,000.00
	Check	10/31/2024	11425	Gale/Cengage Learning	Invoice #85693673, #85793202 and #84776312	-196.74
	Check	10/31/2024	11426	Greylock Electronics	Invoice #2013-836	-125.00
	Check	10/31/2024	11427	Stewart's		-199.00
	Check	10/31/2024	11428	W B Mason Co Inc	Invoice #250074401	-47.99
	Check	10/31/2024	11429	WZ Accountants	Inv #1637	-550.00
	Check	10/31/2024	11430	Midwest Tape		-907.17
	Check	10/31/2024	11431	Christine Pacuk		-209.04
	Check	10/31/2024	11432	Baker & Taylor		-1,546.68
	Check	10/31/2024	11433	Mid Hudson Library System	Invoice #2052	-70.00
	Check	10/31/2024	11434	Uniforms USA, Inc.	Invoice #52478, #54512 and #56294	-78.78
	Check	10/31/2024	EFT	Paychex	Invoice #2024100201, #2024101501 and #2024102801	-325.90
	Check	10/31/2024	11435	OverDrive Inc		-959.66
	Check	10/31/2024	11436	Sutton Electrical Plumbing & Heating Inc	Inv #9650	-95.00
	Check	10/31/2024	11437	Energy Management Technologies	Inv #10935	-490.67
	Check	10/31/2024	11438	WT Cox	Inv #3141966	-1,402.93
	Check	10/31/2024	11439	National Business Technology	Invoice #83156768	-353.46
	Check	10/31/2024	11440	Sass Michael J	Inv #6004	-185.00
	Check	10/31/2024	11441	The Penworthy Company LLC	Invoice #0602468-IN	-727.12
	Check	10/31/2024	11442	Metropolitan Life Insurance Companies		-24.30
	Check	10/31/2024	EFT	Central Hudson		-1,462.67
	Check	10/31/2024	11443	Brodart Co.		-5,929.20
	Check	10/31/2024	11444	CDPHP	Invoice #242870000257	-5,157.04
	Check	10/31/2024	11445	DEMCO	Invoice #7542797	-111.61
	Check	10/31/2024	EFT	Charter Communications		-257.71
	Check	10/31/2024	11446	NYS & Local Retirement System		-41,909.00
	Check	10/31/2024	EFT	Paychex		-94.54

Saugerties Public Library Abstract Check Register

Type	Date	Num	Name	Memo	Amount
Total M&T General Fund Checking 6455					-65,981.81
M&T Capital Fund Checking 6430					
Fund Checking 6430					<u><u>-65,981.81</u></u>

Saugerties Public Library

Abstract

October 2024

	Num	Name	Memo	Amount
Ordinary Income/Expense				
Income				
2082 · Fines				
			Square income	211.18
Total 2082 · Fines				211.18
Total Income				211.18
Expense				
7410.1 · Salaries				
	10-03-24	PR		13,378.00
	10-03-24	PR		1,811.52
	10-17-24	PR		13,629.00
	10-31-24	PR		13,596.34
Total 7410.1 · Salaries				42,414.86
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.7 · Streaming				
	11418	Business Credit Card		24.99
	11430	Midwest Tape	Hoopla October Invoice	496.81
Total .4.1.7 · Streaming				521.80
.4.1.1 · DVD				
	11430	Midwest Tape	Inv #506128919	72.72
	11430	Midwest Tape	Inv #506156418	29.23
	11430	Midwest Tape	Inv #506188141	49.48
	11430	Midwest Tape	Inv #506194596	32.24
	11430	Midwest Tape	Inv #506254408	51.73
Total .4.1.1 · DVD				235.40
.4.1.2 · Books				
4.1.2A · Adult Books				
	11425	Gale/Cengage Learning	Invoice #85693673, #85793202 and #84776312	196.74
	11432	Baker & Taylor	Inv #5019141774	176.09
	11432	Baker & Taylor	Inv #5019152113	377.94
	11432	Baker & Taylor	Inv #5019169008	172.36
	11432	Baker & Taylor	Inv #5019188850	232.80
	11433	Mid Hudson Library System	Invoice #2052	70.00
	11443	Brodart Co.	McNaughton Books - Service for 2025 per invoice M215714	5,929.20
Total 4.1.2A · Adult Books				7,155.13
4.1.2J · Children's Books				
	11418	Business Credit Card		24.99
	11420	Plattekill Public Library		7.00
	11421	Olive Free Library		12.00
	11422	Pleasant Valley Library		16.00
	11432	Baker & Taylor	Inv #5019139667	413.28

Saugerties Public Library

Abstract

October 2024

Num	Name	Memo	Amount
11432	Baker & Taylor	Inv #5019155828	58.93
11432	Baker & Taylor	Inv #5019172321	115.28
11441	The Penworthy Company LLC	Invoice #0602468-IN	727.12
Total 4.1.2J · Children's Books			1,374.60
Total .4.1.2 · Books			8,529.73
.4.1.3 · Subscriptions			
11438	WT Cox	Magazine Renewal 2025-2026	1,402.93
Total .4.1.3 · Subscriptions			1,402.93
.4.1.4 · Newspapers			
11427	Stewart's	October	199.00
Total .4.1.4 · Newspapers			199.00
.4.1.5 · Digital Materials			
11435	OverDrive Inc	Invoice #01938CO24318974	574.37
11435	OverDrive Inc	Invoice #01938CO24328389	295.30
11435	OverDrive Inc	Invoice #01938DA24334798	89.99
Total .4.1.5 · Digital Materials			959.66
.4.1.6 · Audio Books			
11430	Midwest Tape	Inv #506156418	89.98
11430	Midwest Tape	Inv #506223056	44.99
11430	Midwest Tape	Inv #506254408	39.99
Total .4.1.6 · Audio Books			174.96
Total .4.1 · Library Material			12,023.48
.4.2 · Programs, Publicity, History			
.4.2.1 · Programs			
11418	Business Credit Card		104.02
11424	Albert Cook		1,000.00
Total .4.2.1 · Programs			1,104.02
Total .4.2 · Programs, Publicity, History			1,104.02
.4.3 · Operation of Building			
.4.3.1 · Utilities			
EFT	Central Hudson	9/17/24 - 10/14/24	1,462.67
Total .4.3.1 · Utilities			1,462.67
.4.3.2 · Telephone			
EFT	Charter Communications	10/1/24 - 10/31/24	257.71
Total .4.3.2 · Telephone			257.71
.4.3.4 · Maintenance Service & Supplies			
11112	Culligan of Newburgh		38.85
11417	Welsh Sanitation	November	93.89
11419	Quill Corp.	Inv #41233759 and #41354659	98.99
11423	Culligan of Newburgh		176.90
11428	W B Mason Co Inc	Invoice #250074401	47.99
Total .4.3.4 · Maintenance Service & Supplies			456.62

Saugerties Public Library

Abstract

October 2024

	Num	Name	Memo	Amount
.4.3.6 - Building R&M				
	11434	Uniforms USA, Inc.	October	78.78
	11436	Sutton Electrical Plumbing & Heating Inc	Inv #9650	95.00
	11440	Sass Michael J	Inv #6004	185.00
Total .4.3.6 - Building R&M				358.78
.4.3.9 - Geothermal				
	11437	Energy Management Technologies	Inv #10935	490.67
Total .4.3.9 - Geothermal				490.67
Total .4.3 - Operation of Building				3,026.45
.4.4 - Equipment R&M, Supplies				
.4.4.1 - Copier				
	11439	National Business Technology	November	353.46
Total .4.4.1 - Copier				353.46
.4.4.2 - Office Supplies				
	11418	Business Credit Card		49.98
	11419	Quill Corp.	Inv #41233759 and #41354659	47.11
	11445	DEMCO	Invoice #7542797	111.61
Total .4.4.2 - Office Supplies				208.70
.4.4.4 - Postage				
	11418	Business Credit Card		6.40
Total .4.4.4 - Postage				6.40
.4.4.6 - Equipment Purchases				
	11426	Greylock Electronics	Service Call to repair cameras	125.00
Total .4.4.6 - Equipment Purchases				125.00
Total .4.4 - Equipment R&M, Supplies				693.56
.4.5 - Automation, System Fees				
.4.5.1 - Automation & Online Services				
	11418	Business Credit Card		103.68
Total .4.5.1 - Automation & Online Services				103.68
Total .4.5 - Automation, System Fees				103.68
.4.6 - Professional Services				
.4.6.9 - Merchant Fees				
			Square income	7.45
Total .4.6.9 - Merchant Fees				7.45
.4.6.7 - Payroll Service Fees				
	EFT	Paychex	Invoice #2024100201, #2024101501 and #2024102801	325.90
	EFT	Paychex		94.54
Total .4.6.7 - Payroll Service Fees				420.44
.4.6.1 - Accounting				
	11429	WZ Accountants	Inv #1637	550.00
Total .4.6.1 - Accounting				550.00
.4.6.6 - Staff Development				
	11431	Christine Pacuk	Mileage	209.04

Saugerties Public Library

Abstract

October 2024

	Num	Name	Memo	Amount
Total .4.6.6 · Staff Development				209.04
Total .4.6 · Professional Services				1,186.93
Total 7410.4 · Contractual Expenses				18,138.12
9010 · Employee Benefits				
.1 · Retirement				
		NYS & Local Retirement System	51269 ERS 2025 Invoice	41,909.00
	11446			41,909.00
Total .1 · Retirement				41,909.00
.2 · Social Security & Medicare				
		10-03-24 PR		1,006.26
		10-03-24 PR		134.28
		10-17-24 PR		1,025.15
		10-31-24 PR		1,022.95
Total .2 · Social Security & Medicare				3,188.64
.4 · Disability				
		10-03-24 PR		-14.20
		10-03-24 PR		-1.20
		10-17-24 PR		-15.93
		10-31-24 PR		-14.53
Total .4 · Disability				-45.86
.5 · Medical & Dental Benefits				
		10-03-24 PR		-224.56
		10-03-24 PR		-56.14
		10-17-24 PR		-228.57
	11444	CDPHP	November	5,157.04
		10-31-24 PR		-224.56
Total .5 · Medical & Dental Benefits				4,423.21
.6 · Life Insurance				
		Metropolitan Life Insurance Companies	Life insurance	24.30
	11442			24.30
Total .6 · Life Insurance				24.30
Total 9010 · Employee Benefits				49,499.29
Total Expense				110,052.27
Net Ordinary Income				-109,841.09
Net Income				-109,841.09

Octobers Director's Report 2024

Personnel: Christine and I are still looking for a Children's Librarian or Children's Programmer. I have advertised through NYLINE, which is a subscription email group for librarians in NYS. It has been included in the MHLS bulletin, and I have sent the ad to SUNY Albany's School of Information Science. I have sent it to the Southeastern NY Library Resources Council. I have also put it out on Indeed.com. We interviewed a candidate who would have been wonderful, but Civil Service eligibility rules made it too much of a risk for the applicant to take. She doesn't have the correct degree, and Civil Service only counts her 3 years of part-time employment as 1.5 years of experience. In order to keep the staff desks covered without this full time position being filled, we have hired a part-time substitute for three months. Her name is Jane Vecchio. If you see a new person at a circ desk, please introduce yourself to Jane.

Technology: IT staff from MHLS came to the library to separate our public network from our staff network. This is a step to secure the staff network, and make printing from phones easier. One change leads to another, which then needs to be fixed. This took a long time, and may still have some printing bugs.

5 Year Plan: Coalesced data from Survey Monkey into a Word document, pulled out action items that can be instituted immediately and throughout the next 5 years. This draft needs to be reviewed so that we can have the Board approve the plan at the December meeting.

UCLA: The county libraries are moving to a new online organizational tool to help with the museum passes that county funds are paying for. These passes can be used by any library card holder in the county. Saugerties Library also has museum passes that our Friends of the Library group pays for, and those are physical passes only for Saugerties residents.

Meetings:

UCLA: attended regular monthly meeting.

Staff meeting: We didn't have a staff meeting in October.

The library was closed on Columbus / Indigenous Day.

NYS requires that Special District Libraries survey the community that they serve every five years to remain in step with the needs of the people. The Saugerties Public Library District includes the Town of Saugerties that has a population of 19,038.

The mission of the Saugerties Public Library is to serve as a multi-cultural, inclusive institution dedicated to enhancing the life of every member of the Saugerties Community. It provides free access to a balanced collection of educational, cultural, informational and recreational materials and experiences in a welcoming, safe and comfortable environment.

In June of 2024, we administered an online and paper survey for both Adults and Teenaged patrons. We held community conversations at various locations:

- Josie's Café
- The library's Community Room
- The Exchange restaurant and bar
- Inquiring Mind's Bookstore
- Mount Marion Firehouse

We staffed booths at the Farmer's Market and the Hope Rocks Festival to promote the survey, and paid for an advertisement at the Orpheum Theater with a QR code to access the survey online.

An overall total of 479 individuals filled out an online or paper survey.

Page 2. Adult survey results

Page 9. Teen survey results

Page 11. Action items

Page 15. Community Conversation notes

Adult Survey Summary

1. Respondents:

- a. 92% of respondents were Town of Saugerties residents.
 - b. A full 99.49% know where the library is located.
 - c. 390 respondents claimed that they feel comfortable going to the library (score of 87 out of 100)
 - d. Is COVID a concern? 384 respondents: No = 95.31%
 - e. 388 patrons find the staff to be welcoming (89 out of 100) and have no problem approaching staff with questions (91 out of 100).
-

Children's Room

2. Respondents

- a. Out of 386 respondents 27% stated that they bring children (ages 0-12) to the library.
- b. Most bring children "Sometimes" or "At least once a week".

3. Use of Children's' Room:

Out of 97 responses in descending order:

- a. Check out Books
- b. Storytime
- c. Connect & Play
- d. DVD's
- e. Lego's
- f. Staff
- g. Toys / Ipads / Video games

4. Programming: 67 patrons responded to this question

Most (49%) had written suggestions for Children's programming. 41% would like programs to align with what is being taught in school as well as dance / exercise. "Online programs" was the least chosen subject at 16% of respondents.

Written responses include: Youth yoga, Science club, Friday movies at 1:00 pm or Saturday, Love the Summer Reading program, Wilderness / Outdoor activities, Programs for Tweens (ages 9-12), STEM and Language learning, financial literacy, Maker space, Hangout time for home schooled kids, Hang out for middle schools kids to talk - play video games. Family Trivia nights (ages 5-8 esp.), movement & dance, Educational games, Saturday events and programs for kids, presentations from childhood development professionals.

5. **How the library could help parents of Saugerties:** 30 patrons responded to this question with answers such as:
- a. More toys / toy exchange
 - b. Offer ABA therapy. Many insurances don't cover it. The library could augment what the school provides.
 - c. Tutoring
 - d. Information about locations for kids to play in the area.
 - e. Drop- off programs / time to browse upstairs.
 - f. More programming for 8-14 year olds.
 - g. Educational homeschool group
 - h. Book club for early readers
 - i. Early evening programs for working parents.
 - j. Reduce Polyethylene Glycol (PEG) in cleaning products
 - k. More multi lingual books – not only Spanish
-

Teen Room

6. **Respondents:** Only 33 out of 378 patrons answered that they bring teens in to the library.
7. **Transportation:** More than half (64 out of 100) of respondents claimed that it was not difficult to drive their teen to the library.
8. **Programs:** 27 respondents were aware that the library offers:
- a. Dungeons and Dragons and Book Clubs
 - b. The Summer Reading Program
 - c. Volunteer opportunities
 - d. Classes on cooking skills
 - e. Job Hunting skills
 - f. Adulting classes.

9. **Communications: Adult patrons learn about teen programs via:**

- a. Friends / word of mouth=44%
- b. Library newsletter, Facebook and website = 32% each
- c. Instagram = 4%

Written responses include: Library fliers, their teens, and that they don't but wished that they did.

10. **What teen programming would you like the library to hold for teens.** Respondents = 20

- a. 15% wanted online programs
- b. 45% agreed that programs that support school classes is a good idea
- c. 50% wrote in responses such as: Handwork, learning to code, robotics, creative writing, poetry writing, cooking class, scavenger hunt, job hunting skills, financial literacy, chess, programs that encourages socializing.

Adult Programs

11. **Programs:** 50% of 351 respondents have been to an Adult Library program, and 87% of those people said that it was fun. 12% said that it was not fun.

Offsite programs:

63% Nature walks/ birding

59% Historical Field trips

51% Museum Trips

Written responses include:

Trips to other libraries (Boston and NYC), theater related literature, Albany History Museum, picnic with books, artist tutorials in artist's studios, art classes, programs on local issues, music immersion experiences, trip to Bronx Zoo or Botanical gardens.

Mushroom paper making, permaculture course, citizen science lab (like GenLabs), neighborhood meet ups, kayaking class. lighthouse tours, historical gardens, history of Father Devine, Band Camp Road, outdoor sketching / painting, overnight trip to see the Library of Congress, square dancing, poetry café – share poems, indigenous history and native plants of area, Mah Jogg, craft circle, ELA

12. **Do you think that library should offer more programs about...** 259 responses.

- a. 58% craft/ art/ film
- b. 40% history
- c. 34% dance / exercise
- d. 30% science
- e. 29% current events
- f. 27% social services assistance

Written answers include: DIY classes, informal older women’s group, politics & economics, Author events at the library, health, well-being and healthy aging, computer fixing & Ipad assistance, a genius bar, foreign language classes, civics, memoir writing, board gaming, a mixer to meet new people, how to use the library / catalog programs, Tai Chi, Qi Gong, Dance classes, Film, genealogy, shredding day, quilting, needlework, lectures by local experts on various subjects, chamber music, psychology, online media and mental health, Humanities NY Reading and Discussion groups. Baking, wreath making, coloring, a synthesizer library.

13. Respondents learn about library programs:

- a. 51.% - Library website
- b. 41% Library enewsletter
- c. 36% Facebook
- d. 13% Instagram
- e. 8% Lighthouse TV

Written responses include: fliers in the library, Upstate Films, word of mouth, Hudson Valley One newspaper, Saugerties Village’s Facebook page.

14. How likely would it be for you to attend a library program? Between 0-100, the average response was 68.

Collection

15. Which FREE streaming services does the library offer?

- a. Libby – 59.5%
- b. hoopla – 49.5%
- c. Kanopy – 37%
- d. I don’t know. I’ll have to ask library staff – 32.8%
- e. Library Speakers Consortium – 19.9 %

16. Do you know how to access FREE digital materials?

- a. 332 answers. From 0-100 (0 being no and 100 being yes) the average response was 57.

17. Do you read magazines? 333 responses.

- a. 45% - in print
- b. 39%- don't read magazines
- c. 16%- read online

18. Magazines that are important for the library to offer?

Suggested titles that we already have: National Geographic, New Yorker, home improvement, gardening, cooking, health & wellness, People, Time, Rolling Stone, Mother Jones, Consumer Reports, Vogue, Newsweek.

Suggested titles that we should consider: The Atlantic, The Economist, New Republic, Science and new technology, Jazz Times, art and specialty magazines, Dwell, Foreign affairs, balanced news, Quantum (science), Vegnews,

Some suggested titles are no longer in print.

19. Do you trust news articles that you read online?

On a scale of 0-100 (0=no, 100=Yes) the average response was 45.

327 people answered this question.

20. Would you trust FREE online newspapers chosen by the library?

- a. 85.7% Yes
- b. 14.2% No

21. Would you read a newspaper on a tablet at the library?

- a. 31.5% = Yes
- b. 68.5% = No

22. Would you visit the library's website to read an online newspaper?

- a. 65.4% = Yes
- b. 34.5% = No

23. Is the library's website easy to use?

- a. On a scale from 0-100 (0 being Yes and 100 being **NO**) the average answer was 28.

24. Subjects patrons see as “very important” to have are:

- a. Geography and History – 82%
- b. Science – 80%
- c. Language Learning – 76%
- d. Social Sciences- 70%
- e. Philosophy & Psychology- 57 %
- f. Religion & Spirituality – 41%
- g. Sports – 26%

Building

25. Reasons why residents go to the library include:

- a. pick up books, movies, music , games, etc. – 87.8%
- b. attend a program – 53%
- c. have a quiet place to sit – 36.6%
- d. print, copy or fax – 34%
- e. use the library as a meeting place – 24%
- f. use the study or community room – 20%
- g. use the Wi-Fi inside or outside the building – 17.5%
- h. use a public computer – 16%
- i. work on your laptop – 15.7%
- j. keep cool on hot days – 14.5%
- k. visit with staff – 12.7%
- l. get warm on cold days – 7%

Written responses include: read magazines & newspapers, watch films, “get out of the house”, “to see what’s going on”, read, sit on outside benches, babysitting, town events, browse, volunteer, “feel a part of the town”, a place to take their child, continuing ed, notary, hang out with friends, tutor children, art gallery.

- 26. Should dogs be allowed in the library?** Overwhelmingly, patrons say only service dogs – 72% of 333 responses.

27. **Suggested improvements to the building include:** a fountain, more places to sit with tables, move new books to the front of the room, sprung floor in Community Room for dances, bigger than “Compact” parking spaces, more space for book collection, café, improve air ventilation – open windows, playground, bottle filler in water fountain, more self-study rooms, temperature is too cold.
-

Technology

28. **Listening trends:** most people use their smartphone and streaming to listen to music and audiobooks. However, 46% listened to FM radio and 27% still use CD players.

29. **Watching trends:** Out of 360 respondents, 84.7% say that they stream movies and TV.

30. **Streaming trends:**

- a. TV screen – 76%
- b. Laptop – 42%
- c. Smartphone- 39%
- d. Roku – 32.7%
- e. Tablet – 6%

31. **DVD use:**

- a. Half of respondents do use DVD's.

32. **Age of Adult survey respondents:**

- a. 71-80 = 23.3%
- b. 61-70 = 21%
- c. 31-40 = 15%
- d. 41-50 = 13%
- e. 19-30 = 12%
- f. 51-60 = 11%
- g. 81-90 = 3%

Teen Survey Summary

45 teens responded to the survey with varying skipped questions.

What's working now:

- a. Teens like the programs offered
- b. Teens like to socialize in a climate-controlled, safe environment
- c. Teens like to get their homework done and game
- d. Teens like the free WiFi

33. **Library Card:** 64.4% out of 45 respondents say that they have a library card.
33.3% respondents do not.

53.3% out of 15 respondents say that the requirement of an adult being present at the time of getting the card hinders their ability to get one and two teens think that the process is complicated.

34. **Reading trends**

- a. Out of 44 respondents 77.27% stated that they prefer to read physical books.
- b. 27.27% read fan fiction on AO3 or Wattpad
- c. 20% read audio or eBooks each
- d. 15% read comic book apps
- e. 15% said that they do not read

35. **Use of library:**

- a. 68% hang out with friends
- b. 56% check out books
- c. 50% get cool when it's hot outside
- d. 45% use the Wi-Fi
- e. 36% go to a program
- f. 18% work on homework
- g. 18% play on computers

Written comments include:

Safe space to wait for someone to pick me up.

Go with friends to study during AP week to study

Dungeons & Dragons program
Talk with Teen staff

36. **Programming:** 68% of 41 responses said they would attend a program at the library. Many respondents regularly attend the Dungeons & Dragons program and so when asked what programs would you like, that program received the most responses. 62%
- a. 40% Arts & crafts
 - b. 37.84% LBGTQ club
 - c. 35% A Book Club
 - d. 32% Drama club
 - e. 21% Creative Writing club
 - f. 18% Dance / exercise
 - g. 16% Adulting classes
 - h. 13% Battle of the Books

Written responses include: Escape room, how to create video games, nature studies, astronomy (stargazing), volunteer club, arts & crafts, food, board games, coding class, drama group.

37. **Transportation:** 80% out of 38 respondents claim that transportation to the library for programs is not a problem.
38. **Communications / Social media:** Most teens use Snapchat, Instagram and Discord in that order. When asked the best places to post fliers in the schools, the Main Office, Library, English classes and “in the hallways” were suggested. However, when asked the best way for them to discover library programs they wrote in responses such as: the library’s lobby, Facebook, over morning and afternoon [school] announcements, speaking with library staff, word of mouth, text or email, and...”dreams”.
39. **Technology** In trying to discern what types of computers to offer in the Teen room, we asked if they ever used the computers in the library and on a scale from 0-50, the result was 37.

58.54% would not find it easier to use a tablet, while 41.46% would. When asked if they would prefer to use a Chromebook with a range of 0-50 (50 being a positive answer) the average was 48. When asked if it was important that the library had computers to do homework on, 85.37% answered yes.

40. **Games:** When asked if they would like items such as Uno cards and drawing paper available in the Teen room, the vast majority of answers were positive.

I wish that the Teen room had or was more... Written answers included: A bigger room, comfy chairs - like bean bags, dogs, snacks, designable LED lights, soundproofing, windows that open.

Action items

The Saugerties Public Library will remain multi-cultural, inclusive institution dedicated to enhancing the life of every member of the Saugerties Community. We will focus on diversifying the library's collection and programming in regard to race, culture and gender.

The library will pursue environmentally sustainable technologies, energy and products. We will cooperate with local governments and agencies to contribute to community adaptability in the occurrence of natural disasters or other emergencies.

Action Items garnered from the Adult Survey:

Children

Programs: Library staff will continue to focus on in-person programs for youth, and will research the possibility of offering early education therapies with a professional educator. Children's staff will communicate with schools to see about aligning programs with what is being taught in schools. A toy swap or exchange will be held.

Marketing: We will endeavor to market our programs for greater reach and influence because patrons requested programs that we already offer.

Building: Library maintenance has been notified that we will no longer purchase or use cleaning agents with Polyethylene Glycol (PEG).

Collection Development: We will purchase more multi-lingual books in various languages.

Teens

Programming: In-person programs will be the norm. The popular Dungeons & Dragons programs and book clubs will continue. Creative writing, poetry and theater were suggested and technology programs such as coding will be considered for future programs. We will offer various arts & crafts and theater programs.

The Battle of the Books program will be retired.

Teen staff will communicate with schools to see about aligning programs with what is being taught in schools. However, if teen patrons do not attend programs that closely align with school curriculum, we will reconsider this idea.

Library cards: The policy committee and staff will review the library card process to simplify it so teens can get a library card more easily.

Collection Development: We will continue to purchase physical books and increase eBook and e-audiobook purchases for teens. Library staff have added Uno cards and other games into the teen room.

Code of Conduct: Because teens want to hang out with friends at the library rather than read or attend a program, staff and the board will need to continually assess the Patron Code of Conduct, explain the code to teens and train staff on how to communicate with disruptive teens.

Marketing: We will reach out to the schools to see if we can have special library programs included in their morning announcements. We will build relationships with the school librarians to see if they will post library fliers. Communications with parents is key to inform them of programs that were requested but the library already offers.

Technology: We will install a chrome book in the Teen room, and purchase two component computers for that space.

Adults

Programming: The suggestions, both for onsite and offsite programs, will be compiled for staff use in creating new adult programming. There will be a focus on art/craft/film, history and dance / exercise.

Marketing: We will continue to advertise programs via the library's website, e-newsletter and Facebook.

Note: There are those who don't think that library programs are necessary and that the library should instead, focus on basic library functions.

Collection

Music CD's: eliminate this budget line in 2026. Rely on patron donations as we reduce this section of the library.

Books on CD: move 75% of this budget line to hoopla and digital materials (e-audiobooks) in 2026.

Magazines: We have reviewed the magazine suggestions and have made some changes for 2025. In the 2026 budget, we will look at these survey results again in relation to funding paper subscriptions. Some suggested magazine titles are no longer in print.

Newspapers: It is important that the library offer online newspapers. The Ulster County Library Association is researching a collaborative purchase of the Wall St. Journal, Chicago Tribune, L.A. Times and New York Times for 2025. If they are unable to purchase this offering, the library will purchase an online copy of the Wall St. Journal in 2026.

Non-fiction: Data on what subjects interest patrons the most will be considered in relation to collection development.

Fiction: Increase titles written in languages other than English.

Marketing & Programs: Patrons are woefully unaware of free digital library materials and how to access them. Programs, marketing and one-on-one conversations with the public are necessary to educate users.

Building

Pets: Only service dogs will be allowed in the library building.

Backyard: Café tables and chairs will be purchased for the back yard so that patrons can enjoy working outside in 2025.

Circ Room: As the books on CD and music sections decline, which will create more space in the Circulation room, adding additional study rooms will be considered.

Water fountain: We will look into getting a water bottle filler at the drinking fountain.

Large Projects: Suggestions will be added to the facility plan so that grant funds can be sought to fulfill these projects.

replacing some windows so that they can open and let in fresh air

replacing the bluestone walkway with concrete, adding steps to the front curb, and redesigning access from the disability parking space to the sidewalk.

purchasing a generator so the library can be an asset to the Town & Village in the event of an emergency

Technology

CD's: Patrons are not using CD players to listen to music or audio books nearly as much as they have in the past. We will reduce the physical audiobook and music budget accordingly.

DVD's: Half of respondents claim that they still use DVD's so that section will remain, and we will continue to purchase DVD's as they are available.

Education: Patrons need educational programs on how to use various technologies.

Saugerties Public Library
@Finance Committee

Date: 10/21/2024

Time: 6:00

Committee Members Attending:

Charlotte Herscher

Julie Misiano

Ken Goldberg

Committee Members Absent:

Tim Scott

Staff Attending:

Jennifer Russell

Discussion/Agenda Items

1. We need to recalculate our appropriated balance fund and set up a system to keep track of it.
2. We reviewed the 2024 budget vs. actual. We plan to review it again at the end of November, and will ask the accountant for an end of year budget review.
3. New wireless extenders were supposed to be paid for with Erate, but there was a logistical issue and we are hoping to resolve it.
4. The server room was redone. There was a residential router in there that had to be replaced, and Jen is trying to get some funding from local legislatures to reimburse that expense.
5. We are starting to plan for 2026, especially in terms of grants.
6. Thoughts for future: café tables in back patio; study pods; funds from legislature to pay for ProQuest which offers NYT, Wall Street Journal and a few other papers; water bottle fill station; field trips for programs (like Library of Congress).
7. We discussed newspaper subscriptions and the possibilities of digital access.

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

1. Jen is going to ask the accountant about the appropriated balance fund.

Next meeting: Monday, November 18, 2024 at 6:00

Policy & Personnel Committee Minutes
10/16/24

Location: Saugerties Public Library
Time: 6 pm

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

Discussion:

1. Jen spoke about a new update to the Freedom of Information Law (FOIL), which impacts public employees in NYS. It is specifically about FOIL as it pertains to the release of disciplinary records and notifying the employee(s) whose record has been requested. There is a question as to what information can or cannot be redacted. While it appears this is likely geared towards law enforcement, NYLA has advised that libraries adopt policies placing us in compliance. Due to vague language used within the update, Jen will contact our lawyer for guidance. She will also talk with other Directors within MHLS to see if their respective libraries have tackled this issue.
2. Currently, we do not have a recruiting/hiring policy in regards to EDI. We will work to create a policy and/or statement to support the library's mission to be as diverse as possible.
3. Jen floated the idea of a Parking Policy. During the week (and especially during school dismissal), people who are not using the library will park in the library lot for convenience. This takes away from patrons who may end up parking far away or potentially getting frustrated and choosing not to come in. Jen has received complaints about this.
One potential recourse is to limit who can park onsite to those who are actually utilizing the library during open hours. Perhaps we could use a ticket system like Elting or Kingston? Jen will find which library uses this and how.
Recently, a white van has been parked in the library lot seemingly around the clock. It appears whoever owns the van may be living out of it. Jen said the individual does come into the library as a patron.
4. Jen would like to make it easier for teens to get a library card. A few potential options to explore:
 - The Queens Public Library allowed anyone to check out material. Is there a way to do this within MHLS?
 - Teens could fill out a postcard with required info and return to the library.

- Parents could be called for phone or email acceptance so the process could be done entirely online.
5. MHLS has asked to review certain policies:
Required - Policies on Public Comment, Video Conferencing, and Protests
Optional - EDI and Annual Disclosure Form

In addition, Jen questioned whether we still need a Petty Cash Policy with the significant decline of cash exchange. There are also some pre-pandemic policies to be reviewed.

6. Children's Librarian Search Update
- Interviewing another candidate on Friday. Another person with a Bachelor's in Communication is interested. At this point, whoever ends up being hired will likely be considered a Children's Programmer due to lack of applicants with required library certification.

Meeting Adjourned at 7:05 pm

Next meeting: December 18 at 6p

**Saugerties Public Library
Outreach Committee**

DATE: October 28, 2024

TIME: 5:04pm-6:18pm

**Committee members attending: Nina Schmidbaur (chair), Erin Poll, Tim Scott (President),
Teresa Giordono**

Staff: Jennifer Russell (director)

Board Member: None

Members of the public: None

1. Library 5 Year Plan:

- Committee members discussed choosing 5-10 survey results that stand out to them to be included in a cover sheet for the report.
- We discussed a plan for dissemination of results to the board and the public.

- Examples of positive feedback:
 - 90% of participants like the library and the programming it offers.
 - 87 out of 100 respondents find the staff to be welcoming.
 - Participants feel the website is easy to use.
 - Majority of people come to pick up items
 - 24% come to the Library as a meeting place.
 - Library is used as a quiet place to sit – 36.6%;
 - Use the library as a meeting place – 24%;
 - Use the study or community room – 20%
 - Adults are taking advantage of the adult programming.
 - 68% of teens hang out at the library with their friends

Include suggestions:

- Parents requested opportunities for socializing for themselves and children / teens. Homeschooling, family trivia night, wilderness / outdoor programming, yoga, science club, etc.
- Adult programming interest includes:
 - 63% Nature walks/ birding
 - 59% Historical Field trips
 - 51% Museum Trips
 - Additionally, “independent living” and help for small business classes
 - Classes for help with technology for those who struggle with computers.
 - Bringing experts in. Classes and workshops around skills based programming:

- Teen program suggestions include:
 - Coding, music technician, video game programming.
 - Teaching government engagement by having teens attend board (Town / Village) meetings.
- Additional findings and ideas
 - Adult survey requested more multilingual books outside of Spanish
 - Teens would like more comfy seating (e.g. bean bags) and to be able to open the windows
 - Parents requested a toy exchange program.
 - 40% of adults would like programs to align with what's going on in school
 - Facebook /Instagram is a popular tool to find out about Library events for teens, parents, and adults.
 - Parents requested child development specialists and enhance ABA.
 - Childcare was named as a major need of the community.
 - Perhaps there is a texting app that would permit notifying those that sign up about programs while also permitting chatting among them. Christine is already looking into this. Discord might be an option.
- Outcomes & Strategies
- Town Needs Survey
 - Erin will review the Town of Saugerties survey to see if there are results from their survey that the library may include in our 5 year plan.

2. Looking ahead – 2025 Projects

1. Altered book project
2. The call to artists will be earlier this year to allow for more time for artists to work on their art.

Next meeting: **November 25th at 5pm**

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	2,099	2,254		2,317		30,093	23,316	77%
Adult renewals	1,287	1,158	1,186	1,089	1,294	1,019	1,006		1,162		14,410	10,544	73%
Juvenile	2,454	2,453	1,718	1,886	1,925	1,743	1,804		1,529		23,415	20,362	87%
Juvenile renewals	1,287	1,151	1,368	1,166	1,864	1,032	1,071		1,249		16,420	10,398	63%
Teen	148	195	91	78	68	97	88		81		1,214	1,321	109%
Teen renewals	86	75	85	72	52	53	55		51		891	653	73%
Total Circulation	8,080	7,667	6,980	6,505	7,548	6,043	6,278		6,389		86,443	66,594	77%
		-5%		-7%		-20%							
Holds Filled													
Adults	1,008	1,041	937	867	809	892	868		878		12,401	9,423	76%
Juvenile	382	343	412	474	444	490	423		367		5,192	4,088	79%
Teen	34	49	37	38	29	46	41		44		586	499	85%
ILL received	0	0	0	0	0	0	1		0		7	4	57%
ILL loaned	0	0	1	1	0	1	0		0		5	6	120%
Total Holds	1,424	1,433	1,387	1,380	1,282	1,429	1,333		1,289		18,191	14,020	77%
		1%		-1%		11%							
Questions Answered													
Adult	1,021	941	962	840	970	742	951		892		10,140	9,074	89%
Children's	804	300	339	172	205	305	306		247		3,891	2,645	68%
Total Questions	1,825	1,241	1,301	1,012	1,175	1,047	1,257		1,139		14,031	11,719	84%
		-32%		-22%		-11%							
Programs													
Adult	24	18	21	23	27	25	23		20		265	240	91%
Teen	18	16	12	14	18	22	16		13		173	168	97%
Children's	33	28	12	20	31	15	24		24		274	251	92%
Total Programs	75	62	45	57	76	62	63		57		712	659	93%
		-17%		27%		-18%							
Program Attendance													
Adult	254	139	145	276	220	245	148		306		2,327	2,572	111%
Teen	121	177	91	103	154	172	131		79		1,038	1,207	116%
Children	824	834	186	233	515	172	604		348		4,800	5,764	120%
Total attendance	1,199	1,150	422	612	889	589	883		733		8,165	9,543	117%
		-4%		45%		-34%							
Computer sessions	478	385	389	394	387	428	340		267		4,441	3,848	87%
		-19%		1%		11%						6%	
Web Page Visits	4,221	6,988	3,630	7,166	5,406	5,715	4,707		4,559		60,054	60,839	101%
		66%		97%		6%						247%	
New Cards Issued	80	53	39	39	26	25	17		24		476	412	87%
		-34%		0%		-4%						30%	
Overdrive Audiobook	706	883	628	847	655	837	614		718		6703	8109	121%
Overdrive eBook	890	959	824	869	821	778	772		854		9192	9098	99%
Overdrive Magazine	151	401	171	533	423	559	527		488		1981	4431	224%
Overdrive Total	1747	2243	1623	2249	1899	2174	1913		2060		17876	21638	121%
		28%		39%		14%							

