

Saugerties Public Library Board Agenda
May 9, 2024
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

Old Business:

New Business:

1. Five-Year Plan
2. Facility Projects
3. Trustee Training
4. Honoring Irene Hurst

Secretary's Report
Treasurer's Report
Finance Report

Director's Report:

Committee Reports:

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

Next meeting - June 13, 2024

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

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

Excused: Trustees Irene Hurst, Yosefa Karchmar, Katie Cokinos, Robert Irizarry

Staff: Director Jennifer Russell

Public Attendees: Leeanne Thornton

Meeting called to order at 6:01 PM by Tim Scott

Public Comment:

Leeanne Thornton, Town Board member and library liaison: Two public hearings on Wed the 17th re: @ 6:00 PM the Kings Highway Water District and then @ 6:30PM the Kings Highway Sewer District. There is a serious crack in one of the town roads (Market Street in Glasco). Geologists have been working to identify the best way to fix it, and it may be costly. Doug Wilson, former library trustee, will be honored at this year's Sports Hall of Fame banquet. There is an Earthquake Assessment site posted to the Ulster County website if anyone has to report damage. The annual Boys and Girls Club fundraiser will be on May 17, 2024. This is their big fundraiser for the year.

The Saugerties Farmer's Market Committee would like people to know that their opening day will be May 25th from 10-2.

Friends of Library:

N/A

Unfinished Business:

- N/A

New Business:

1. MHLS MOU Approval: Motion to approve the MOU made by Tim Scott, seconded by Julie Misiano. Passes unanimously.

Secretary's Report:

Motion by Tim Scott and *Second* by Charlotte Herscher to approve the minutes as amended to reflect accurate APR percentage on the renewed CDs.

Motion passes unanimously.

Treasurer's Report:

Motion to pay the bills in the amount of \$22,219.03 made by Charlotte Herscher seconded by Paul Vanbenschoten Passes unanimously

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

- Hired a new part-time clerk, because the current part-time clerk, opted to becoming a "floater" (sub)
- Working on the survey to use for the upcoming 5-year plan development.
- Hope to upgrade the WiFi
- Beginning a Seed Library
- Service Master is preparing a bid for upholstery cleaning, carpet cleaning and window cleaning. Other bids are being sought.
- March 19th held a staff meeting and attended the UCLA meeting

Committee Reports:

Finance: met on March 19, 2024

Began to talk about the upcoming budget planning. Exploring options for a new accounting firm. Personnel will join the April 30th meeting to discuss staff salaries.

see minutes FMI Next meeting: April 30, 2024 at 6PM

Personnel/Policy: met on March 20, 2024

We reviewed and finalized the edits to the bylaws, which has been prepared for discussion in today's packet.

Motion to approve the changes to the bylaws as edited, made by Jouette Bassler, seconded by Paul Vanbenschoten. Passes unanimously.

Motion to approve the revised vacation policy as edited, made by Jouette Bassler, seconded by Charlotte Herscher. Passes unanimously.

see minutes FMI Next meeting: April 17, 2024 at 6PM

Facilities: met on March 5, 2024

- Received an estimate to repair the sidewalk, replace the uneven pavers to reduce the risk of patrons falling, and create a set of stairs to replace the grassy slope between the sidewalk and the road in the front of the library. Quote was for approximately \$12,500. If a handrail is added, the cost may change.
- Plumbing repairs have been completed

see minutes FMI Next meeting: May 7, 2024 (no April meeting)

Outreach: met on March 25, 2024

Continued working on the survey for the five-year plan development. Ran through the sample survey, and made changes as needed.

The online survey will be available via QR code on fliers, and a slide advertisement at the Orpheum Theater. There will also be a paper survey for residents who do not want to use the online system. There will be a separate QR code for the Teen specific survey.

Hope to have surveys available at the farmer's market and at Hope Rocks. We will also plan to engage in various community locations.

see minutes FMI Next meeting: April 18, 2024 at 5:30

Friends Liaison:

N/A

Motion to adjourn at 6:56 PM by Tim Scott ;
Seconded by Charlotte Herscher

Passes unanimously.

Submitted by Julie Misiano

Next meeting: May 9, 2024 at 6PM

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

| | <u>Jan - Apr 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 | 3,206.52 | 3,500.00 | -293.48 | 91.62% |
| 2401 · Interest | 5,217.13 | 11,000.00 | -5,782.87 | 47.43% |
| 2705 · Gifts & Donations | | | | |
| 2705.4 · Friends | 2,500.00 | 5,000.00 | -2,500.00 | 50.0% |
| 2705.2 · General | 100.00 | 5,000.00 | -4,900.00 | 2.0% |
| Total 2705 · Gifts & Donations | 2,600.00 | 10,000.00 | -7,400.00 | 26.0% |
| 3840 · New York State Aid | 0.00 | 5,500.00 | -5,500.00 | 0.0% |
| 3999 · Appropriated Fund Balance | 0.00 | 61,233.00 | -61,233.00 | 0.0% |
| Total Income | 672,683.65 | 752,893.00 | -80,209.35 | 89.35% |
| Expense | | | | |
| 7410.1 · Salaries | 111,202.29 | 406,375.00 | -295,172.71 | 27.36% |
| 7410.4 · Contractual Expenses | | | | |
| .4.1 · Library Material | | | | |
| .4.1.8 · Music | 0.00 | 100.00 | -100.00 | 0.0% |
| .4.1.7 · Streaming | 2,779.27 | 6,500.00 | -3,720.73 | 42.76% |
| .4.1.1 · DVD | 734.77 | 3,000.00 | -2,265.23 | 24.49% |
| .4.1.2 · Books | | | | |
| 4.1.2A · Adult Books | 9,776.24 | 17,000.00 | -7,223.76 | 57.51% |
| 4.1.2J · Children's Books | 1,887.46 | 9,500.00 | -7,612.54 | 19.87% |
| Total .4.1.2 · Books | 11,663.70 | 26,500.00 | -14,836.30 | 44.01% |
| .4.1.3 · Subscriptions | 476.92 | 2,000.00 | -1,523.08 | 23.85% |
| .4.1.4 · Newspapers | 835.00 | 2,000.00 | -1,165.00 | 41.75% |
| .4.1.5 · Digital Materials | 2,075.97 | 9,000.00 | -6,924.03 | 23.07% |
| .4.1.6 · Audio Books | 49.99 | 1,000.00 | -950.01 | 5.0% |
| Total .4.1 · Library Material | 18,615.62 | 50,100.00 | -31,484.38 | 37.16% |
| .4.2 · Programs, Publicity, History | | | | |
| .4.2.1 · Programs | 4,155.93 | 7,000.00 | -2,844.07 | 59.37% |
| .4.2.2 · Microfilm & Archives | 2,000.00 | 2,000.00 | 0.00 | 100.0% |
| .4.2.3 · Newsletter & Public Relations | 324.00 | 3,250.00 | -2,926.00 | 9.97% |
| Total .4.2 · Programs, Publicity, History | 6,479.93 | 12,250.00 | -5,770.07 | 52.9% |
| .4.3 · Operation of Building | | | | |
| .4.3.1 · Utilities | 9,507.89 | 37,000.00 | -27,492.11 | 25.7% |
| .4.3.2 · Telephone | 943.26 | 3,500.00 | -2,556.74 | 26.95% |
| .4.3.3 · Insurance | 7,537.00 | 23,500.00 | -15,963.00 | 32.07% |
| .4.3.4 · Maintenance Service & Supplies | 1,332.31 | 4,500.00 | -3,167.69 | 29.61% |
| .4.3.5 · Lawn & Grounds | 0.00 | 4,500.00 | -4,500.00 | 0.0% |
| .4.3.6 · Building R&M | 1,543.15 | 15,000.00 | -13,456.85 | 10.29% |
| .4.3.7 · Snow Removal | 800.00 | 2,500.00 | -1,700.00 | 32.0% |
| .4.3.8 · Elevator | 874.31 | 4,000.00 | -3,125.69 | 21.86% |
| .4.3.9 · Geothermal | 1,896.00 | 7,000.00 | -5,104.00 | 27.09% |
| .4.3.12 · Internet | 1,154.00 | 3,000.00 | -1,846.00 | 38.47% |

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

| | <u>Jan - Apr 24</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---|--------------------------|--------------------|--------------------------|----------------------|
| Total .4.3 - Operation of Building | 25,587.92 | 104,500.00 | -78,912.08 | 24.49% |
| .4.4 - Equipment R&M, Supplies | | | | |
| .4.4.1 - Copier | 1,771.96 | 4,020.00 | -2,248.04 | 44.08% |
| .4.4.2 - Office Supplies | 586.76 | 3,000.00 | -2,413.24 | 19.56% |
| .4.4.4 - Postage | 3.72 | 2,300.00 | -2,296.28 | 0.16% |
| .4.4.6 - Equipment Purchases | 5,521.47 | 6,000.00 | -478.53 | 92.03% |
| .4.4.7 - Equipment R&M | 2,270.00 | 2,000.00 | 270.00 | 113.5% |
| Total .4.4 - Equipment R&M, Supplies | <u>10,153.91</u> | <u>17,320.00</u> | <u>-7,166.09</u> | <u>58.63%</u> |
| .4.5 - Automation, System Fees | | | | |
| .4.5.1 - Automation & Online Services | 2,488.72 | 4,000.00 | -1,511.28 | 62.22% |
| .4.5.2 - MHLS Assessment Fees | 8,184.50 | 17,500.00 | -9,315.50 | 46.77% |
| Total .4.5 - Automation, System Fees | <u>10,673.22</u> | <u>21,500.00</u> | <u>-10,826.78</u> | <u>49.64%</u> |
| .4.6 - Professional Services | | | | |
| .4.6.8 - Professional Memberships | 300.00 | 700.00 | -400.00 | 42.86% |
| .4.6.7 - Payroll Service Fees | 1,052.36 | 2,500.00 | -1,447.64 | 42.09% |
| .4.6.1 - Accounting | 2,750.00 | 6,500.00 | -3,750.00 | 42.31% |
| .4.6.3 - Board Expenses | 147.08 | 250.00 | -102.92 | 58.83% |
| .4.6.4 - Consulting & Legal Services | 500.00 | 2,000.00 | -1,500.00 | 25.0% |
| .4.6.5 - IT Maintenance Consultant | 1,624.00 | 1,600.00 | 24.00 | 101.5% |
| .4.6.6 - Staff Development | 530.80 | 700.00 | -169.20 | 75.83% |
| Total .4.6 - Professional Services | <u>6,904.24</u> | <u>14,250.00</u> | <u>-7,345.76</u> | <u>48.45%</u> |
| .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 | <u>0.00</u> | <u>650.00</u> | <u>-650.00</u> | <u>0.0%</u> |
| Total 7410.4 - Contractual Expenses | <u>78,414.84</u> | <u>220,570.00</u> | <u>-142,155.16</u> | <u>35.55%</u> |
| 9010 - Employee Benefits | | | | |
| .1 - Retirement | 30,758.00 | 32,313.00 | -1,555.00 | 95.19% |
| .2 - Social Security & Medicare | 8,337.92 | 30,440.00 | -22,102.08 | 27.39% |
| .3 - Workers Compensation | 4,879.00 | 4,700.00 | 179.00 | 103.81% |
| .4 - Disability | -127.27 | 300.00 | -427.27 | -42.42% |
| .5 - Medical & Dental Benefits | 25,697.75 | 57,825.00 | -32,127.25 | 44.44% |
| .6 - Life Insurance | 97.20 | 370.00 | -272.80 | 26.27% |
| Total 9010 - Employee Benefits | <u>69,642.60</u> | <u>125,948.00</u> | <u>-56,305.40</u> | <u>55.3%</u> |
| Total Expense | <u>259,259.73</u> | <u>752,893.00</u> | <u>-493,633.27</u> | <u>34.44%</u> |
| Net Ordinary Income | 413,423.92 | 0.00 | 413,423.92 | 100.0% |
| | <u>413,423.92</u> | <u>0.00</u> | <u>413,423.92</u> | <u>100.0%</u> |

Saugerties Public Library General Fund Revenue and Expenditure Report

| | <u>Jan - Apr 24</u> | <u>Jan - Apr 23</u> |
|--|---------------------|---------------------|
| Ordinary Income/Expense | | |
| Income | | |
| 1001 · Real Property Taxes | 661,660.00 | 630,152.00 |
| 2082 · Fines | 3,206.52 | 2,927.41 |
| 2401 · Interest | 5,217.13 | 4,743.82 |
| 2705 · Gifts & Donations | | |
| 2705.4 · Friends | 2,500.00 | 2,000.00 |
| 2705.2 · General | 100.00 | 3,150.00 |
| Total 2705 · Gifts & Donations | <u>2,600.00</u> | <u>5,150.00</u> |
| 3840 · New York State Aid | 0.00 | 564.08 |
| Total Income | <u>672,683.65</u> | <u>643,537.31</u> |
| Expense | | |
| 7410.1 · Salaries | 111,202.29 | 95,727.89 |
| 7410.4 · Contractual Expenses | | |
| .4.1 · Library Material | | |
| .4.1.8 · Music | 0.00 | 26.98 |
| .4.1.7 · Streaming | 2,779.27 | 1,662.73 |
| .4.1.1 · DVD | 734.77 | 782.69 |
| .4.1.2 · Books | | |
| 4.1.2A · Adult Books | 9,776.24 | 8,925.50 |
| 4.1.2J · Children's Books | 1,887.46 | 1,446.81 |
| .4.1.2 · Books - Other | 0.00 | 10.00 |
| Total .4.1.2 · Books | <u>11,663.70</u> | <u>10,382.31</u> |
| .4.1.3 · Subscriptions | 476.92 | 431.97 |
| .4.1.4 · Newspapers | 835.00 | 585.78 |
| .4.1.5 · Digital Materials | 2,075.97 | 777.68 |
| .4.1.6 · Audio Books | 49.99 | 49.99 |
| Total .4.1 · Library Material | <u>18,615.62</u> | <u>14,700.13</u> |
| .4.2 · Programs, Publicity, History | | |
| .4.2.1 · Programs | 4,155.93 | 138.13 |
| .4.2.2 · Microfilm & Archives | 2,000.00 | 0.00 |
| .4.2.3 · Newsletter & Public Relations | 324.00 | 0.00 |
| Total .4.2 · Programs, Publicity, History | <u>6,479.93</u> | <u>138.13</u> |
| .4.3 · Operation of Building | | |
| .4.3.1 · Utilities | 9,507.89 | 10,515.72 |
| .4.3.2 · Telephone | 943.26 | 1,155.20 |
| .4.3.3 · Insurance | 7,537.00 | 15,138.00 |
| .4.3.4 · Maintenance Service & Supplies | 1,332.31 | 1,154.99 |
| .4.3.5 · Lawn & Grounds | 0.00 | 2,371.24 |
| .4.3.6 · Building R&M | 1,543.15 | 2,934.50 |
| .4.3.7 · Snow Removal | 800.00 | 1,600.00 |
| .4.3.8 · Elevator | 874.31 | 2,608.88 |
| .4.3.9 · Geothermal | 1,896.00 | 0.00 |
| .4.3.12 · Internet | 1,154.00 | 1,087.81 |

Saugerties Public Library General Fund Revenue and Expenditure Report

| | Jan - Apr 24 | Jan - Apr 23 |
|---|--------------|--------------|
| Total .4.3 · Operation of Building | 25,587.92 | 38,566.34 |
| .4.4 · Equipment R&M, Supplies | | |
| .4.4.1 · Copier | 1,771.96 | 653.00 |
| .4.4.2 · Office Supplies | 586.76 | 205.16 |
| .4.4.4 · Postage | 3.72 | 48.34 |
| .4.4.6 · Equipment Purchases | 5,521.47 | 1,099.99 |
| .4.4.7 · Equipment R&M | 2,270.00 | 0.00 |
| Total .4.4 · Equipment R&M, Supplies | 10,153.91 | 2,006.49 |
| .4.5 · Automation, System Fees | | |
| .4.5.1 · Automation & Online Services | 2,488.72 | 868.72 |
| .4.5.2 · MHLS Assessment Fees | 8,184.50 | 9,590.00 |
| Total .4.5 · Automation, System Fees | 10,673.22 | 10,458.72 |
| .4.6 · Professional Services | | |
| .4.6.8 · Professional Memberships | 300.00 | 0.00 |
| .4.6.7 · Payroll Service Fees | 1,052.36 | 809.00 |
| .4.6.1 · Accounting | 2,750.00 | 500.00 |
| .4.6.2 · Audit | 0.00 | 13,300.00 |
| .4.6.3 · Board Expenses | 147.08 | 150.00 |
| .4.6.4 · Consulting & Legal Services | 500.00 | 1,000.00 |
| .4.6.5 · IT Maintenance Consultant | 1,624.00 | 1,592.00 |
| .4.6.6 · Staff Development | 530.80 | 69.16 |
| Total .4.6 · Professional Services | 6,904.24 | 17,420.16 |
| Total 7410.4 · Contractual Expenses | 78,414.84 | 83,289.97 |
| 9010 · Employee Benefits | | |
| .1 · Retirement | 30,758.00 | 27,191.00 |
| .2 · Social Security & Medicare | 8,337.92 | 7,080.74 |
| .3 · Workers Compensation | 4,879.00 | 3,778.00 |
| .4 · Disability | -127.27 | -118.08 |
| .5 · Medical & Dental Benefits | 25,697.75 | 18,625.71 |
| .6 · Life Insurance | 97.20 | 100.33 |
| Total 9010 · Employee Benefits | 69,642.60 | 56,657.70 |
| Total Expense | 259,259.73 | 235,675.56 |
| Net Ordinary Income | 413,423.92 | 407,861.75 |
| Net Income | 413,423.92 | 407,861.75 |

Saugerties Public Library Abstract Check Register

M&T General Fund
Checking 6455

| Type | Date | Num | Name | Memo | Amount |
|-------|------------|-------|---|--|-----------|
| Check | 04/08/2024 | EFT | NYS Emp Retire System | | -622.69 |
| Check | 04/30/2024 | 11090 | Welsh Sanitation | | -93.89 |
| Check | 04/30/2024 | 11091 | Charter Communications | | -230.80 |
| Check | 04/30/2024 | 11092 | Midwest Tape Poughkeepsie Public Library District | Invoice #505327376, #505376561 and #505412776 | -850.64 |
| Check | 04/30/2024 | 11093 | Baker & Taylor | | -12.24 |
| Check | 04/30/2024 | 11094 | Culligan of Newburgh | | -1,239.05 |
| Check | 04/30/2024 | 11095 | Stewart's | | -78.70 |
| Check | 04/30/2024 | 11096 | BookPage | | -192.00 |
| Check | 04/30/2024 | 11097 | Charter Communications | | -414.00 |
| Check | 04/30/2024 | EFT | WZ Accountants | Invoice #1631 | -253.83 |
| Check | 04/30/2024 | 11098 | CDPHP | Invoice #241030000301 | -550.00 |
| Check | 04/30/2024 | 11099 | Business Credit Card | | -5,581.95 |
| Check | 04/30/2024 | 11100 | Utica National Insurance Group | | -656.16 |
| Check | 04/30/2024 | 11101 | Central Hudson | | -1,594.00 |
| Check | 04/30/2024 | EFT | The Computer Guys | Invoice #111131, #111142 and #111145 | -2,543.17 |
| Check | 04/30/2024 | 11102 | OverDrive Inc | Invoice #01938CO24104114, #01938DA24123593 and #01938CO24127156 | -1,430.00 |
| Check | 04/30/2024 | 11103 | Jill Olesker | | -1,159.02 |
| Check | 04/30/2024 | 11104 | Arobi Hanif | | -100.00 |
| Check | 04/30/2024 | 11105 | Hudson Valley Audio Visual | | -300.00 |
| Check | 04/30/2024 | 11106 | Uniforms USA, Inc. | Invoice #28590 and #30330 | -2,241.00 |
| Check | 04/30/2024 | 11107 | Hudson Valley Magazine | | -52.00 |
| Check | 04/30/2024 | 11108 | International Data Link, Inc. | Invoice #2390 | -27.97 |
| Check | 04/30/2024 | 11109 | W B Mason Co Inc | Invoice #245656811 | -3,074.50 |
| Check | 04/30/2024 | 11110 | Gale/Cengage Learning | Invoice #84181003 | -124.73 |
| Check | 04/30/2024 | 11278 | Metropolitan Life Insurance Companies | | -65.58 |
| Check | 04/30/2024 | 11279 | National Business Technology | Invoice #82410320 | -24.30 |
| Check | 04/30/2024 | 11280 | Paychex | Invoice #2024040201 and #2024041601 | -335.00 |
| Check | 04/30/2024 | EFT | Corp | Invoice #3007814521 | -182.62 |
| Check | 04/30/2024 | 11281 | Custom Lawns & More | | -792.16 |
| Check | 04/30/2024 | 10866 | | | -50.00 |

Saugerties Public Library Abstract Check Register

| Type | Date | Num | Name | Memo | Amount |
|---|------|-----|------|------|--------------------------|
| Total M&T General Fund Checking 6455 | | | | | -24,872.00 |
| M&T Capital Fund Checking 6430 | | | | | |
| Total M&T Capital Fund Checking 6430 | | | | | |
| TOTAL | | | | | <u>-24,872.00</u> |

Saugerties Public Library

Abstract

April 2024

| Ordinary Income/Expense | Num | Name | Memo | Amount |
|--------------------------------------|------------|--------------------------------------|--|------------------|
| Income | | | | |
| 2082 · Fines | | | | |
| | | | Square income | 157.53 |
| Total 2082 · Fines | | | | <u>157.53</u> |
| Total Income | | | | 157.53 |
| Expense | | | | |
| 7410.1 · Salaries | | | | |
| | 4-3-24 PR | | | 14,931.45 |
| | 4-18-24 PR | | | 15,620.90 |
| Total 7410.1 · Salaries | | | | <u>30,552.35</u> |
| 7410.4 · Contractual Expenses | | | | |
| .4.1 · Library Material | | | | |
| .4.1.7 · Streaming | | | | |
| | 11092 | Midwest Tape | Invoice #505327376, #505376561 and #505412776 | 677.46 |
| | 11100 | Business Credit Card | | 24.99 |
| Total .4.1.7 · Streaming | | | | <u>702.45</u> |
| .4.1.1 · DVD | | | | |
| | 11092 | Midwest Tape | Invoice #505327376, #505376561 and #505412776 | 173.18 |
| Total .4.1.1 · DVD | | | | <u>173.18</u> |
| .4.1.2 · Books | | | | |
| 4.1.2A · Adult Books | | | | |
| | 11094 | Baker & Taylor | Inv #5018844298 | 299.45 |
| | 11094 | Baker & Taylor | Inv #5018859282 | 268.38 |
| | 11094 | Baker & Taylor | Inv #5018879011 | 392.67 |
| | 11100 | Business Credit Card | | 36.92 |
| | 11278 | Gale/Cengage Learning | Invoice #84181003 | 65.58 |
| Total 4.1.2A · Adult Books | | | | <u>1,063.00</u> |
| 4.1.2J · Children's Books | | | | |
| | 11093 | Poughkeepsie Public Library District | | 12.24 |
| | 11094 | Baker & Taylor | Inv #5018844441 | 35.51 |
| | 11094 | Baker & Taylor | Inv #5018861216 | 30.57 |
| | 11094 | Baker & Taylor | Inv #5018870856 | 212.47 |
| Total 4.1.2J · Children's Books | | | | <u>290.79</u> |
| Total .4.1.2 · Books | | | | 1,353.79 |
| .4.1.3 · Subscriptions | | | | |
| | 11097 | BookPage | | 414.00 |
| | 11108 | Hudson Valley Magazine | | 27.97 |
| Total .4.1.3 · Subscriptions | | | | <u>441.97</u> |
| .4.1.4 · Newspapers | | | | |
| | 11096 | Stewart's | April | 192.00 |
| Total .4.1.4 · Newspapers | | | | <u>192.00</u> |
| .4.1.5 · Digital Materials | | | | |
| | 11100 | Business Credit Card | | 44.97 |

Saugerties Public Library

Abstract

April 2024

| Num | Name | Memo | Amount |
|--|------------------------------|---|-----------------|
| | | Invoice #01938CO24104114, #01938DA24123593 and #01938CO24127156 | |
| 11103 | OverDrive Inc | | 1,159.02 |
| Total .4.1.5 · Digital Materials | | | <u>1,203.99</u> |
| Total .4.1 · Library Material | | | 4,067.38 |
| .4.2 · Programs, Publicity, History | | | |
| .4.2.1 · Programs | | | |
| 11100 | Business Credit Card | | 262.21 |
| 11104 | Jill Olesker | Esopus Creek Fire Storytelling 5/15/24 | 100.00 |
| 11105 | Arobi Hanif | Bollywood Dance Classes 5/8, 5/15 and 5/22 | 300.00 |
| Total .4.2.1 · Programs | | | <u>662.21</u> |
| Total .4.2 · Programs, Publicity, History | | | 662.21 |
| .4.3 · Operation of Building | | | |
| .4.3.1 · Utilities | | | |
| EFT | Central Hudson | 3/16/24 - 4/12/24 | 2,543.17 |
| Total .4.3.1 · Utilities | | | <u>2,543.17</u> |
| .4.3.2 · Telephone | | | |
| EFT | Charter Communications | 4/2/24 - 5/1/24 | 253.83 |
| Total .4.3.2 · Telephone | | | <u>253.83</u> |
| .4.3.4 · Maintenance Service & Supplies | | | |
| 11090 | Welsh Sanitation | May | 93.89 |
| 11095 | Culligan of Newburgh | | 78.70 |
| 11100 | Business Credit Card | | 183.39 |
| Total .4.3.4 · Maintenance Service & Supplies | | | <u>355.98</u> |
| .4.3.6 · Building R&M | | | |
| 11107 | Uniforms USA, Inc. | April | 52.00 |
| Total .4.3.6 · Building R&M | | | <u>52.00</u> |
| .4.3.7 · Snow Removal | | | |
| 10866 | Custom Lawns & More | | 50.00 |
| Total .4.3.7 · Snow Removal | | | <u>50.00</u> |
| .4.3.8 · Elevator | | | |
| 11281 | ThyssenKrupp Elevator Corp | Invoice #3007814521 | 792.16 |
| Total .4.3.8 · Elevator | | | <u>792.16</u> |
| .4.3.12 · Internet | | | |
| 11091 | Charter Communications | 5/1/24 - 5/30/24 | 230.80 |
| Total .4.3.12 · Internet | | | <u>230.80</u> |
| Total .4.3 · Operation of Building | | | 4,277.94 |
| .4.4 · Equipment R&M, Supplies | | | |
| .4.4.1 · Copier | | | |
| 11280 | National Business Technology | April | 335.00 |
| Total .4.4.1 · Copier | | | <u>335.00</u> |
| .4.4.2 · Office Supplies | | | |
| 11110 | W B Mason Co Inc | Invoice #245656811 | 124.73 |
| Total .4.4.2 · Office Supplies | | | <u>124.73</u> |

Saugerties Public Library

Abstract

April 2024

| | Num | Name | Memo | Amount |
|--|------------|-------------------------------------|-------------------------------------|------------|
| .4.4.6 · Equipment Purchases | | | | |
| | 11106 | Hudson Valley Audio Visual | | 2,241.00 |
| | 11109 | International Data Link, Inc. | Invoice #2390 | 3,074.50 |
| Total .4.4.6 · Equipment Purchases | | | | 5,315.50 |
| .4.4.7 · Equipment R&M | | | | |
| | 11102 | The Computer Guys | #11145 | 1,430.00 |
| Total .4.4.7 · Equipment R&M | | | | 1,430.00 |
| Total .4.4 · Equipment R&M, Supplies | | | | 7,205.23 |
| .4.5 · Automation, System Fees | | | | |
| .4.5.1 · Automation & Online Services | | | | |
| | 11100 | 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 | 9.05 |
| Total .4.6.9 · Merchant Fees | | | | 9.05 |
| .4.6.7 · Payroll Service Fees | | | | |
| | EFT | Paychex | Invoice #2024040201 and #2024041601 | 182.62 |
| Total .4.6.7 · Payroll Service Fees | | | | 182.62 |
| .4.6.1 · Accounting | | | | |
| | 11098 | WZ Accountants | Invoice #1631 | 550.00 |
| Total .4.6.1 · Accounting | | | | 550.00 |
| Total .4.6 · Professional Services | | | | 741.67 |
| Total 7410.4 · Contractual Expenses | | | | 17,058.11 |
| 9010 · Employee Benefits | | | | |
| .2 · Social Security & Medicare | | | | |
| | 4-3-24 PR | | | 1,121.13 |
| | 4-18-24 PR | | | 1,173.85 |
| Total .2 · Social Security & Medicare | | | | 2,294.98 |
| .3 · Workers Compensation | | | | |
| | 11101 | Utica National Insurance Group | Workers Comp | 1,594.00 |
| Total .3 · Workers Compensation | | | | 1,594.00 |
| .4 · Disability | | | | |
| | 4-3-24 PR | | | -16.16 |
| | 4-18-24 PR | | | -16.81 |
| Total .4 · Disability | | | | -32.97 |
| .5 · Medical & Dental Benefits | | | | |
| | 4-3-24 PR | | | -276.50 |
| | 4-18-24 PR | | | -276.50 |
| | 11099 | CDPHP | May | 5,581.95 |
| Total .5 · Medical & Dental Benefits | | | | 5,028.95 |
| .6 · Life Insurance | | | | |
| | 11279 | Metropolitan Life Insurance Company | Life insurance | 24.30 |
| Total .6 · Life Insurance | | | | 24.30 |
| Total 9010 · Employee Benefits | | | | 8,909.26 |
| Total Expense | | | | 56,519.72 |
| Net Ordinary Income | | | | -56,362.19 |

Saugerties Public Library

Abstract

April 2024

| Num | Name | Memo | Amount |
|-----|------|------|--------------------------|
| | | | <u><u>-56,362.19</u></u> |

April Director's Report 2024

Eclipse: The library received 500 eclipse glasses months in advance of the May 8th event. Approximately 400 glasses were given to patrons in advance of May 8th. On the day of, we reserved the remaining glasses for those who attended our program in the backyard. Charlotte created crafts for children to do while Tiffany walked among the attendees handing out glasses.

National Library Week: The Friends of the Library were so very generous to all staff in April in creating wonderfully delicious foods, beautiful bookmarks and purchasing new hoodies with the library logo printed on them. Thank you, Friends!

Technology: 5 new Extreme Networks AP4000 wireless access extenders have been installed in the library. We are working on the bugs this has created with wireless printing and our security cameras.

On Tuesday, April 23rd, the internet went out. MHLS believed that it was a router issue, but they wouldn't come visit us until the following Monday. I reached out to the local Computer Guys. They visited the library the same day that I called and discovered that an internet cable had been plugged into the wrong port causing a "network loop". In the process, both MHLS and the Computer Guys have suggested that we upgrade our router and switch. I am currently evaluating which hardware to purchase.

Hudson Valley Audio Visual installed a new wireless microphone that attaches to the speaker's lapel.

Public Use of the Library: The Community Room, study room, and other lounge areas of the library are being used extensively.

Webinars attended:

Summer Meals at NYS Libraries

Saugerties Public Library - Ulster County Tiffin Project

Meetings:

UCLA: We met at the Rosendale Library on April 16th

DA meeting: We met virtually on April 17th.

Staff meeting: Tiffany led a staff meeting on April 16th.

I was out of the office April 5th & 8th, and April 19th-24th

Saugerties Public Library

Policy/Personnel Committee Meeting Minutes

Date: April 17, 2024

Time: 6:00 p.m.

Meeting location: SPL Library

Committee Members Attending:

Bassler (chair), Scott, Russell

Discussion:

1. Completed review and revision of the Circulation Policy.
2. Reviewed Whistleblower Policy and approved it as is.
3. Reviewed Equipment Inventory and Disposal Policy and made minor revisions.
4. Reviewed Posting Policy.

Action items: Jennifer will make the recommended revisions to the policy drafts. The Circulation, Whistleblower, and Equipment Inventory Policies will be presented to the Board at the May meeting. The Posting Policy will be sent to the SPL lawyer for review.

Next scheduled meeting: May 15 at 6:00 p.m.



Circulation Policy

Registration

All borrowers must have a Mid Hudson Library System card that is in good standing in order to borrow materials.

The Saugerties Public Library issues free cards to all Saugerties residents, and to people residing in the Mid-Hudson Library Service Area.

Library Cards are used to check out library materials, sign on to public access computers, and access electronic resources.

Adult applicants for a Saugerties Public Library card must show identification with current residential address.

- Driver's license or permit (Photo ID) with current address, or
- Imprinted checks with current residential address; or,
- Canceled mail postmarked with the last month; or
- Telephone, utility, rent, or tax bills

Applicants under the age of 18 must have a parent or guardian give their consent on a library card application form before a new card can be issued. By signing the child's application, the parent or guardian is indicating that they will be responsible for all materials checked out on the child's library card.

All Library Cards expire every three years. In order to renew a library card, patrons must verify current contact information.

Persons with special needs may have a representative apply for a card.

Temporary Library Cards

- Temporary cards may be issued to summer or other temporary residents.
- ~~A \$25 deposit is required.~~ A \$20.00 fee is required.
- Identification showing current local and home address and completion of an application card is required.

Lost or Forgotten Cards

Replacement of lost cards is free for the first lost card for adults and children. Subsequent lost cards will cost \$1.00 per card.

Adults, 18 years and older, must show proper identification to replace a card.

All patrons are expected to bring their library cards with them in order to check out items. If a patron forgets their card, a valid identification card must be presented to borrow items or use computers.

Visitor Cards for Computer Access

People who do not have or are not eligible for a library card may be issued a temporary visitor's card in order to use the library's computers and printers.

Visitor cards allow a one-hour session on one of the library's computers and can be used to post a payment for printing. Visitor cards cannot be used to borrow library materials or use other library resources. Visitors needing more time can extend the time by one hour if no other patrons are waiting to use the computers.

Lending Rules

1. One week for new and high-demand DVDs, periodicals, and video games.
2. Two weeks for DVDs (~~not high demand~~), Kindles, Rokus, ~~Leap Pads~~.
3. Three weeks for books, audiobooks, music CDs, multi-disc TV series, and Library of Things items.
4. Three days for museum passes.
5. ~~There are no fines on children's materials.~~

Fines:

~~.00 No fines for children's or juvenile materials ("E" or "J") except for parenting materials.~~

~~.10 cents per day for periodicals~~

~~.15 cents per day for books, audiobooks, and music cds.~~

~~.25 cents per day for DVDs (not high demand)~~

\$1.00 per day for ~~new or high demand DVDs, multi-disc TV series,~~ Kindles, Rokus, and Library of Things items.

\$5.00 per day for museum passes.

Lost items:

Patrons will be billed the original cost of the item.

Damaged materials

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay for the replacement cost. This rule does not apply to DVDs and CDs that become damaged due to normal wear and tear. A bill for replacement cost of a damaged item will be sent to the patron. If materials are returned from another library in damaged condition, the loaning library will be billed for the replacement cost.

Patrons owing more than \$10 will not be allowed to borrow materials or use the computers.

Review Cycle: 3 years

Whistleblower Policy

Article I: Purpose

The Saugerties Public Library (SPL) is committed to maintaining an environment where employees, trustees, and volunteers are free to raise good faith concerns regarding SPL's business practices, including but not limited to:

1. Reporting suspected violations of law;
2. Providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and
3. Identifying actual or potential violations of the SPL's bylaws and policies.

Article II: Reporting a Violation

Employees, trustees, and volunteers should raise concerns with, and report violations to the SPL President or SPL Director. If for any reason an individual does not feel comfortable reporting the problem to those parties, they may bring the matter directly to any SPL trustee. Trustees are obligated to report the problem to the SPL Board President or SPL Director. This Whistleblower Policy shall not apply to allegations made with reckless disregard for their accuracy. People making such allegations may be subject to disciplinary action by SPL.

Article III: No Retaliation

1. SPL expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against any employee, trustee, or volunteer who raises suspected violations of law, cooperates in inquires or investigations, or identifies potential violation of SPL policies or bylaws. Any employee, trustee, or volunteer who engages in retaliation will be subject to discipline, up to and including termination or removal.
2. Any employee, trustee, or volunteer who believes that they have been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to the SPL President or SPL Director. If for any reason an individual does not feel comfortable reporting the problem to those parties, they may bring the matter directly to any SPL trustee.

Article IV: Investigation

1. Reports of suspected violations of law, or SPL's bylaws or policies and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The SPL President or SPL Director will conduct or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings, and prepare other reports as indicated by the Circumstances. A summary of all such reports will be presented to the SPL Board.
2. In the event that a report of a suspected violation of law or policy or retaliation involves the SPL President or SPL Director, the SPL Board will designate a third party to conduct the investigation.

Article V: Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Approved by the Saugerties Public Library board on December 9, 2014

Review History: May 9, 2024

Review Cycle: 3 years



Equipment Inventory and Disposal Policy

The Saugerties Public Library purchases a wide variety of equipment to assist in delivering Library services to the taxpayers. Equipment includes highly visible and easily trackable items such as furniture, copy machines, desktop computers, and other office equipment. Equipment also includes highly portable items such as laptops, cameras, and eBook readers.

The Library Director will maintain inventory records for all equipment costing more than ~~\$500.00~~ \$2,500 with a life expectancy of two or more years. Equipment inventory records should contain descriptions, quantities, locations, dates of purchase and original cost. An annual physical inventory of equipment will be conducted by the Library Director to compare inventory records to actual assets.

Furniture, equipment, and other fixed assets owned by the Saugerties Public Library and are no longer usable may be disposed of at public auction, by advertisement for sealed bids, or by other means whereby the general public may have the opportunity to purchase them. Items that are not bid upon or sold at public auction, damaged beyond repair, or outdated may be discarded or donated to a non-profit agency at the discretion of the Library Director.

Approved by the Saugerties Public Library board on March 8, 2016, May 9, 2024

Review History:

Review Cycle: 3 years

Saugerties Public Library

Finance Committee

Date: April 30, 2024

Time: 6:00 PM

Committee Members Attending:

Charlotte Herscher

Tim Scott

Personnel Members Attending:

Jouette Bassler

Rob Irizarry

Absent & Excused:

Brian Collins

Staff Attending:

Director J Russell

Tiffany Lydecker

Discussion/Agenda Items:

Salary increases. In conjunction with personnel, we discussed salary increases in terms of the 2025 budget. The inflation estimate for 2025 is 2-3%. The living wage for Ulster county stands at just \$25.00 an hour for a single person. We proposed a 3% raise across the staff.

Employee benefits. Jen is in the process of collecting estimates for the various employee benefits to help us when putting together the 2025 budget. Retirement benefits are estimated to go up about \$5,000 to \$37,614. Medical and dental doesn't reup until the fall but we can get an estimate soon. Life insurance increases should be minimal.

Budget. We continued to discuss the 2025 budget, including income and expenditures. Some areas included budget for PR since postage is about to go up; a lighting project that we could potentially apply to get a grant for.

Miscellaneous. We discussed our tech support contract with MHLS and the potential benefits/risks of moving to a local company instead. We do need to do an overhaul of the computer system and have an initial quote from the Computer Guys in a range of \$1,500-\$2,500. We also got an estimate to replace the bluestone with concrete.

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

1. Jenn to plug in numbers into excel spreadsheet to discuss more next month.

Motion to adjourn at 7:13 made by Charlotte. All were in favor and the motion passed.

Next Finance Meeting: Tuesday May 28th 2024, at 6:00 PM

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

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 | 9,334 | 31% |
| Adult renewals | 1,287 | | 1,186 | | 1,294 | | 1,006 | | 1,162 | | 14,410 | 4,255 | 30% |
| Juvenile | 2,454 | | 1,718 | | 1,925 | | 1,804 | | 1,529 | | 23,415 | 8,119 | 35% |
| Juvenile renewals | 1,287 | | 1,368 | | 1,864 | | 1,071 | | 1,249 | | 16,420 | 4,227 | 26% |
| Teen | 148 | | 91 | | 68 | | 88 | | 81 | | 1,214 | 462 | 38% |
| Teen renewals | 86 | | 85 | | 52 | | 55 | | 51 | | 891 | 226 | 25% |
| Total Circulation | 8,080 | | 6,980 | | 7,548 | | 6,278 | | 6,389 | | 86,443 | 26,623 | 31% |
| | | | | | | | | | | | | | |
| Holds Filled | | | | | | | | | | | | | |
| Adults | 1,008 | | 937 | | 809 | | 868 | | 878 | | 12,401 | 3,849 | 31% |
| Juvenile | 382 | | 412 | | 444 | | 423 | | 367 | | 5,192 | 1,715 | 33% |
| Teen | 34 | | 37 | | 29 | | 41 | | 44 | | 586 | 209 | 36% |
| ILL received | 0 | | 0 | | 0 | | 1 | | 0 | | 7 | 4 | 57% |
| ILL loaned | 0 | | 1 | | 0 | | 0 | | 0 | | 5 | 2 | 40% |
| Total Holds | 1,424 | | 1,387 | | 1,282 | | 1,333 | | 1,289 | | 18,191 | 5,779 | 32% |
| | | | | | | | | | | | | | |
| Questions Answered | | | | | | | | | | | | | |
| Adult | 1,021 | | 962 | | 970 | | 951 | | 892 | | 10,140 | 4,307 | 42% |
| Children's | 804 | | 339 | | 205 | | 306 | | 247 | | 3,891 | 1,015 | 26% |
| Total Questions | 1,825 | | 1,301 | | 1,175 | | 1,257 | | 1,139 | | 14,031 | 5,322 | 38% |
| | | | | | | | | | | | | | |
| Programs | | | | | | | | | | | | | |
| Adult | 24 | | 21 | | 27 | | 23 | | 20 | | 265 | 104 | 39% |
| Teen | 18 | | 12 | | 18 | | 16 | | 13 | | 173 | 64 | 37% |
| Children's | 33 | | 12 | | 31 | | 24 | | 24 | | 274 | 99 | 36% |
| Total Programs | 75 | | 45 | | 76 | | 63 | | 57 | | 712 | 267 | 38% |
| | | | | | | | | | | | | | |
| Program Attendance | | | | | | | | | | | | | |
| Adult | 254 | | 145 | | 220 | | 148 | | 306 | | 2,327 | 1,107 | 48% |
| Teen | 121 | | 91 | | 154 | | 131 | | 79 | | 1,038 | 316 | 30% |
| Children | 824 | | 186 | | 515 | | 604 | | 348 | | 4,800 | 1,811 | 38% |
| Total attendance | 1,199 | | 422 | | 889 | | 883 | | 733 | | 8,165 | 3,234 | 40% |
| | | | | | | | | | | | | | |
| Computer sessions | 478 | | 389 | | 387 | | 340 | | 267 | | 4,441 | 1,495 | 34% |
| | | | | | | | | | | | | | |
| Web Page Visits | 4,221 | | 3,630 | | 5,406 | | 4,707 | | 4,559 | | 60,054 | 22,720 | 38% |
| | | | | | | | | | | | | | |
| New Cards Issued | 80 | | 39 | | 26 | | 17 | | 24 | | 476 | 177 | 37% |
| | | | | | | | | | | | | | |
| Overdrive Audiobook | 706 | | 628 | | 655 | | 614 | | 718 | | 6703 | 2245 | 33% |
| Overdrive eBook | 890 | | 824 | | 821 | | 772 | | 854 | | 9192 | 2761 | 30% |
| Overdrive Magazine | 151 | | 171 | | 423 | | 527 | | 488 | | 1981 | 1473 | 74% |
| Overdrive Total | 1747 | | 1623 | | 1899 | | 1913 | | 2060 | | 17876 | 6479 | 36% |

| Dec. | 2024 Total: |
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| Dec. | 2024 Total: |
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| | 2264 |
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Saugerties Public Library
Outreach Committee

DATE: April 18, 2024

TIME: 5:33pm

COMMITTEE MEMBERS ATTENDING: Julie Misiano, Katie Cokinos, Nina Schmidbaur (chairperson) Timothy Scott (Board president)

Staff Attending: Jennifer Russell (director)

Others Attending: none

Discussion/Agenda Items:

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

Adjourned: 6:30pm

Next meeting: Wednesday, May 29th, 5:30 at the Library.