

Saugerties Public Library Board Agenda
September 12, 2024
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

Old Business:

1. Budget and Trustee Election Results
2. Honoring Irene
3. Training Reminder

New Business:

1. Annual Organizational Meeting in October

Secretary's Report

Treasurer's Report

Pay Bills

Director's Report:

Committee Reports:

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

Next meeting - October 10, 2024 (Annual Organizational Meeting)

Saugerties Public Library
Regular Board Meeting
Date: August 8, 2024

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

Excused: Yosefa Karchmar, Robert Irizarry, Charlotte Herscher

Staff: Director Jennifer Russell

Public Attendees: LEEANNE THORNTON, Ray Rebholz, Hanna Mueller, Patrick Hammer, and Erin Poll

Meeting called to order at 6:05PM by President Tim Scott

Public Comment: LEEANNE THORNTON, Town Board Liaison says that we now have a new Police Chief, K.J. Swart as an acting-interim chief. They will have a second public hearing on events, and are pursuing installing a Splash Pad as part of a development of a new play area at Cantine Park. Woodstock Celebration was Saturday August 3, 2024. Hope Rocks will be held at Cantine on August 24th and 25th.

Friends of Library: Friends Co-President Ray Rebholz: September 16th at 6PM will be the general meeting after their summer hiatus and they will be providing refreshments during the budget vote.

Public Comment by Erin Poll who is running for the board, has her MLS. Her understanding is that outreach is intended to improve equity of access. She has concerns that we were seeking survey responders that targeted more affluent community members. She recommends having surveys placed at Head Start, Price Chopper, the UCAT bus station, area churches, The Well, AYSO camp, and identifying ways to locate the Spanish speaking members of the community to complete the survey.

Unfinished Business:

- **Trustee Petitions to join the board:** Ten people asked for petitions and 8 have been returned. We are compiling biographies of those 8 as well as asking them to include the reason why they want to be on the board.

New Business:

1. **Public Hearing on the 2025 Budget:** One member of the public asked what was the percentage of increase: There will be a 6% increase for a total of about \$22,000 more than last year. No other public comments. Hearing is closed at 6:14PM by Tim Scott.

2. Library Budget and Trustee vote will be September 5, 2024 from 10am-8pm

Secretary's Report:

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

Treasurer's Report:

Motion to pay the bills in the amount of \$32,652.49 made by Tim Scott seconded by Paul Vanbenschoten Passes unanimously

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

- The Annual Report to the Community was sent to the post office for delivery on July 24, 24.
- Deadline for those interested in running to be a Trustee has passed. Eight petitions were received.
- Trustee training took place July 18th, with trustees from the Woodstock Library who joined us in our community room for the training on Ethics. Those in attendance completed the requirement of 1 out of the 2 hours of training set forth by the state.
- Myrna Sameth, a former trustee, has opted to volunteer on behalf of the library. She will be focusing on, "Resiliency"; how to collaborate with the Town to identify ways that the library can support the Town during times of emergencies or disasters.

Committee Reports:

Finance: Did not meet

Next meeting: tentatively scheduled for 8/27/24 at 6PM

Personnel/Policy: Did not meet

Next meeting: 9/18/24 at 6PM

Facilities: Did not meet

Next meeting: tentatively scheduled for 8/13/24 at 6 PM

Outreach: met on July 29, 24

- ★ As of today, we have received over 400 surveys from adults.
- ★ Community Conversations: We have gone to four separate locations thus far, and will have a time scheduled at the library and at the Mt. Marion firehouse. We expect to have another "drop in" event at the Exchange.

- ★ The survey will close after the Hope Rocks event
- ★ There have been positive responses to the ad on the screen at the Orpheum Movie Theater.
- ★ In the Fall we will compile the data and present it to the board. After that, it will be presented to the community.
- ★ Hope Rocks will have a 24 hours softball marathon from Noon on Saturday the 24th, culminating at noon on Sunday the 25th. The Library Friends will have a team that is going to play at 10am on Sunday.

see minutes FMI Next meeting: September 23, 2024 at 5:30 PM; There will be no meeting in August , as we will be attending Community Conversations.

Friends Liaison: N/A

Motion to adjourn at 6:51PM by Tim Scott ;
Seconded by Brian Collins

Passes unanimously.

Submitted by Julie Misiano

Next meeting: September 12, 2024 at 6PM

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

	<u>Jan - Aug 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	6,578.23	3,500.00	3,078.23	187.95%
2401 · Interest	11,126.53	11,000.00	126.53	101.15%
2705 · Gifts & Donations				
2705.4 · Friends	4,500.00	5,000.00	-500.00	90.0%
2705.2 · General	1,180.00	5,000.00	-3,820.00	23.6%
Total 2705 · Gifts & Donations	5,680.00	10,000.00	-4,320.00	56.8%
3840 · New York State Aid	5,287.50	5,500.00	-212.50	96.14%
3999 · Appropriated Fund Balance	0.00	61,233.00	-61,233.00	0.0%
Total Income	690,332.26	752,893.00	-62,560.74	91.69%
Expense				
7410.1 · Salaries	247,101.84	406,375.00	-159,273.16	60.81%
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.8 · Music	11.99	100.00	-88.01	11.99%
.4.1.7 · Streaming	6,467.57	6,500.00	-32.43	99.5%
.4.1.1 · DVD	2,144.19	3,000.00	-855.81	71.47%
.4.1.2 · Books				
4.1.2A · Adult Books	13,535.27	17,000.00	-3,464.73	79.62%
4.1.2J · Children's Books	4,220.56	9,500.00	-5,279.44	44.43%
Total .4.1.2 · Books	17,755.83	26,500.00	-8,744.17	67.0%
.4.1.3 · Subscriptions	575.92	2,000.00	-1,424.08	28.8%
.4.1.4 · Newspapers	1,635.00	2,000.00	-365.00	81.75%
.4.1.5 · Digital Materials	6,504.80	9,000.00	-2,495.20	72.28%
.4.1.6 · Audio Books	94.98	1,000.00	-905.02	9.5%
Total .4.1 · Library Material	35,190.28	50,100.00	-14,909.72	70.24%
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs	7,430.67	7,000.00	430.67	106.15%
.4.2.2 · Microfilm & Archives	2,000.00	2,000.00	0.00	100.0%
.4.2.3 · Newsletter & Public Relations	3,112.97	3,250.00	-137.03	95.78%
Total .4.2 · Programs, Publicity, History	12,543.64	12,250.00	293.64	102.4%
.4.3 · Operation of Building				
.4.3.1 · Utilities	17,323.31	37,000.00	-19,676.69	46.82%
.4.3.2 · Telephone	1,966.05	3,500.00	-1,533.95	56.17%
.4.3.3 · Insurance	18,776.99	23,500.00	-4,723.01	79.9%
.4.3.4 · Maintenance Service & Supplie	2,437.97	4,500.00	-2,062.03	54.18%
.4.3.5 · Lawn & Grounds	394.21	4,500.00	-4,105.79	8.76%
.4.3.6 · Building R&M	7,453.47	15,000.00	-7,546.53	49.69%
.4.3.7 · Snow Removal	800.00	2,500.00	-1,700.00	32.0%
.4.3.8 · Elevator	1,666.47	4,000.00	-2,333.53	41.66%
.4.3.9 · Geothermal	10,335.36	7,000.00	3,335.36	147.65%
.4.3.10 · Custodial Service	2,785.00			

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

	<u>Jan - Aug 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
.4.3.12 · Internet	2,804.22	3,000.00	-195.78	93.47%
Total .4.3 · Operation of Building	66,743.05	104,500.00	-37,756.95	63.87%
.4.4 · Equipment R&M, Supplies				
.4.4.1 · Copier	3,473.26	4,020.00	-546.74	86.4%
.4.4.2 · Office Supplies	1,260.06	3,000.00	-1,739.94	42.0%
.4.4.4 · Postage	1,493.70	2,300.00	-806.30	64.94%
.4.4.6 · Equipment Purchases	9,055.45	6,000.00	3,055.45	150.92%
.4.4.7 · Equipment R&M	2,788.10	2,000.00	788.10	139.41%
Total .4.4 · Equipment R&M, Supplies	18,070.57	17,320.00	750.57	104.33%
.4.5 · Automation, System Fees				
.4.5.1 · Automation & Online Services	3,649.11	4,000.00	-350.89	91.23%
.4.5.2 · MHLS Assessment Fees	12,276.75	17,500.00	-5,223.25	70.15%
Total .4.5 · Automation, System Fees	15,925.86	21,500.00	-5,574.14	74.07%
.4.6 · Professional Services				
.4.6.8 · Professional Memberships	1,127.00	700.00	427.00	161.0%
.4.6.7 · Payroll Service Fees	1,920.86	2,500.00	-579.14	76.83%
.4.6.1 · Accounting	4,950.00	6,500.00	-1,550.00	76.15%
.4.6.3 · Board Expenses	202.43	250.00	-47.57	80.97%
.4.6.4 · Consulting & Legal Services	500.00	2,000.00	-1,500.00	25.0%
.4.6.5 · IT Maintenance Consultant	1,624.00	1,600.00	24.00	101.5%
.4.6.6 · Staff Development	995.55	700.00	295.55	142.22%
Total .4.6 · Professional Services	11,319.84	14,250.00	-2,930.16	79.44%
.4.7 · Election Expenses				
.4.7.1 · Election Inspectors	400.00	450.00	-50.00	88.89%
.4.7.2 · Election Expenses	135.00	200.00	-65.00	67.5%
Total .4.7 · Election Expenses	535.00	650.00	-115.00	82.31%
Total 7410.4 · Contractual Expenses	160,328.24	220,570.00	-60,241.76	72.69%
9010 · Employee Benefits				
.1 · Retirement	30,758.00	32,313.00	-1,555.00	95.19%
.2 · Social Security & Medicare	18,541.34	30,440.00	-11,898.66	60.91%
.3 · Workers Compensation	4,707.00	4,700.00	7.00	100.15%
.4 · Disability	384.08	300.00	84.08	128.03%
.5 · Medical & Dental Benefits	45,465.65	57,825.00	-12,359.35	78.63%
.6 · Life Insurance	194.40	370.00	-175.60	52.54%
Total 9010 · Employee Benefits	100,050.47	125,948.00	-25,897.53	79.44%
Total Expense	507,480.55	752,893.00	-245,412.45	67.4%
Net Ordinary Income	182,851.71	0.00	182,851.71	100.0%
	182,851.71	0.00	182,851.71	100.0%

Saugerties Public Library General Fund Revenue and Expenditure Report

	Jan - Aug 24	Jan - Aug 23
Ordinary Income/Expense		
Income		
1001 · Real Property Taxes	661,660.00	630,152.00
2082 · Fines	6,578.23	6,143.78
2401 · Interest	11,126.53	6,855.47
2705 · Gifts & Donations		
2705.4 · Friends	4,500.00	3,135.00
2705.1 · Restricted	0.00	1,000.00
2705.2 · General	1,180.00	3,676.00
Total 2705 · Gifts & Donations	5,680.00	7,811.00
3840 · New York State Aid	5,287.50	564.08
Total Income	690,332.26	651,526.33
Expense		
7410.1 · Salaries	247,101.84	219,171.82
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	11.99	53.96
.4.1.7 · Streaming	6,467.57	3,525.21
.4.1.1 · DVD	2,144.19	1,541.35
.4.1.2 · Books		
4.1.2A · Adult Books	13,535.27	13,699.92
4.1.2J · Children's Books	4,220.56	4,667.91
.4.1.2 · Books - Other	0.00	10.00
Total .4.1.2 · Books	17,755.83	18,377.83
.4.1.3 · Subscriptions	575.92	1,892.86
.4.1.4 · Newspapers	1,635.00	1,350.78
.4.1.5 · Digital Materials	6,504.80	2,808.66
.4.1.6 · Audio Books	94.98	137.97
Total .4.1 · Library Material	35,190.28	29,688.62
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	7,430.67	5,181.57
.4.2.2 · Microfilm & Archives	2,000.00	2,000.00
.4.2.3 · Newsletter & Public Relations	3,112.97	3,282.77
Total .4.2 · Programs, Publicity, History	12,543.64	10,464.34
.4.3 · Operation of Building		
.4.3.1 · Utilities	17,323.31	19,849.75
.4.3.2 · Telephone	1,966.05	2,307.83
.4.3.3 · Insurance	18,776.99	20,638.10
.4.3.4 · Maintenance Service & Supplies	2,437.97	2,672.87
.4.3.5 · Lawn & Grounds	394.21	7,087.12
.4.3.6 · Building R&M	7,453.47	5,280.28
.4.3.7 · Snow Removal	800.00	1,600.00
.4.3.8 · Elevator	1,666.47	4,117.76
.4.3.9 · Geothermal	10,335.36	3,453.50

Saugerties Public Library General Fund Revenue and Expenditure Report

	Jan - Aug 24	Jan - Aug 23
.4.3.10 · Custodial Service	2,785.00	0.00
.4.3.12 · Internet	2,804.22	2,011.01
Total .4.3 · Operation of Building	66,743.05	69,018.22
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	3,473.26	2,673.08
.4.4.2 · Office Supplies	1,260.06	1,296.05
.4.4.4 · Postage	1,493.70	174.34
.4.4.6 · Equipment Purchases	9,055.45	7,412.54
.4.4.7 · Equipment R&M	2,788.10	0.00
Total .4.4 · Equipment R&M, Supplies	18,070.57	11,556.01
.4.5 · Automation, System Fees		
.4.5.1 · Automation & Online Services	3,649.11	2,072.79
.4.5.2 · MHLS Assessment Fees	12,276.75	13,605.00
Total .4.5 · Automation, System Fees	15,925.86	15,677.79
.4.6 · Professional Services		
.4.6.8 · Professional Memberships	1,127.00	300.00
.4.6.7 · Payroll Service Fees	1,920.86	1,673.03
.4.6.1 · Accounting	4,950.00	4,000.00
.4.6.2 · Audit	0.00	13,300.00
.4.6.3 · Board Expenses	202.43	150.00
.4.6.4 · Consulting & Legal Services	500.00	1,500.00
.4.6.5 · IT Maintenance Consultant	1,624.00	1,592.00
.4.6.6 · Staff Development	995.55	457.40
Total .4.6 · Professional Services	11,319.84	22,972.43
.4.7 · Election Expenses		
.4.7.1 · Election Inspectors	400.00	450.00
.4.7.2 · Election Expenses	135.00	135.00
Total .4.7 · Election Expenses	535.00	585.00
Total 7410.4 · Contractual Expenses	160,328.24	159,962.41
9010 · Employee Benefits		
.1 · Retirement	30,758.00	27,191.00
.2 · Social Security & Medicare	18,541.34	16,293.76
.3 · Workers Compensation	4,707.00	3,778.00
.4 · Disability	384.08	443.85
.5 · Medical & Dental Benefits	45,465.65	35,385.11
.6 · Life Insurance	194.40	197.53
Total 9010 · Employee Benefits	100,050.47	83,289.25
Total Expense	507,480.55	462,423.48
Net Ordinary Income	182,851.71	189,102.85
Net Income	182,851.71	189,102.85

Saugerties Public Library Abstract Check Register

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	
M&T General Fund Checking 6455	Check	08/02/2024	EFT	NYS Emp Retire System		-703.42	
	Check	08/31/2024	11366	Welsh Sanitation		-93.89	
	Check	08/31/2024	11367	Uniforms USA, Inc.	Invoice #45301 and #47091	-52.78	
	Check	08/31/2024	11368	Business Credit Card		-741.06	
	Check	08/31/2024	11369	Stewart's		-209.00	
	Check	08/31/2024	11370	Midwest Tape		-1,986.54	
	Check	08/31/2024	11371	Baker & Taylor		-1,598.62	
	Check	08/31/2024	11372	WZ Accountants		-550.00	
	Check	08/31/2024	11373	W B Mason Co Inc	Invoice #248552415 and #248684138	-116.44	
	Check	08/31/2024	11374	Hyde Park Library		-15.99	
	Check	08/31/2024	11375	Marshall & Sterling Upstate		-5,979.99	
	Check	08/31/2024	11376	Story's Nursery Inc	Inv #286289	-285.25	
	Check	08/31/2024	11377	Village of Saugerties		-152.21	
	Check	08/31/2024	11378	Charter Communications		-230.80	
	Check	08/31/2024	EFT	Charter Communications		-256.15	
	Check	08/31/2024	11379	OverDrive Inc		-1,115.58	
	Check	08/31/2024	11380	National Business Technologies	Inv #IN626431	-57.66	
	Check	08/31/2024	11381	Shelter Point Life		-651.45	
	Check	08/31/2024	11382	SENYLRC		-410.00	
	Check	08/31/2024	11383	Greylock Electronics	Invoice #2013-818	-150.00	
	Check	08/31/2024	11384	The Computer Guys	Inv #11388	-160.00	
	Check	08/31/2024	EFT	Paychex	Invoice #2024080601 and #2024082001	-196.64	
	Check	08/31/2024	11385	Metropolitan Life Insurance Companies		-24.30	
	Check	08/31/2024	11386	CDPHP	#242260000239	-5,581.95	
	Check	08/31/2024	11387	Gale/Cengage Learning	Invoice #84776312	-32.79	
	Check	08/31/2024	11388	National Business Technology	Invoice #82957620	-353.83	
	Check	08/31/2024	EFT	Central Hudson		-1,957.69	
	Check	08/31/2024	11389	Claudia Topple		-200.00	
	Check	08/31/2024	11390	Elaine Sapunarich		-200.00	
	Check	08/31/2024	11391	Tiffany L ydecker	clerk of the election	-135.00	
	Check	08/31/2024	10871	Jill Olesker		-100.00	
	Total M&T General Fund Checking 6455						-24,299.03
	M&T Capital Fund Checking 6430						
Total M&T Capital Fund Checking 6430						<u><u>-24,299.03</u></u>	

Saugerties Public Library

Abstract

August 2024

	Num	Name	Memo	Amount
Ordinary Income/Expense				
Income				
2082 · Fines				
			Square income	328.37
Total 2082 · Fines				328.37
Total Income				328.37
Expense				
7410.1 · Salaries				
		08-08-24 PR		14,939.54
		08-22-24 PR		14,963.05
Total 7410.1 · Salaries				29,902.59
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.7 · Streaming				
	11368	Business Credit Card		24.99
	11370	Midwest Tape	Hoopla July Invoice	742.97
	11370	Midwest Tape	Hoopla August Invoice	726.31
Total .4.1.7 · Streaming				1,494.27
.4.1.1 · DVD				
	11368	Business Credit Card		158.79
	11370	Midwest Tape	Inv #505704659	22.49
	11370	Midwest Tape	Inv #505803962	233.13
	11370	Midwest Tape	Inv #505814113	91.46
	11370	Midwest Tape	Inv #505850606	68.97
	11370	Midwest Tape	Inv #505882893	18.74
	11370	Midwest Tape	Inv #505927525	52.48
	11370	Midwest Tape	Inv #505948797	29.99
Total .4.1.1 · DVD				676.05
.4.1.2 · Books				
4.1.2A · Adult Books				
	11371	Baker & Taylor	Inv #5019025439	361.28
	11371	Baker & Taylor	Inv #5019042155	190.13
	11371	Baker & Taylor	Inv #5019069985	111.61
	11371	Baker & Taylor	Inv #5019061791	257.13
	11387	Gale/Cengage Learning	Invoice #84776312	32.79
Total 4.1.2A · Adult Books				952.94
4.1.2J · Children's Books				
	11371	Baker & Taylor	Inv #5019036639	61.47
	11371	Baker & Taylor	Inv #5019045751	379.84
	11371	Baker & Taylor	Inv #5019061940	128.76
	11371	Baker & Taylor	Inv #5019079286	108.40
	11374	Hyde Park Library		15.99
Total 4.1.2J · Children's Books				694.46
Total .4.1.2 · Books				1,647.40
.4.1.3 · Subscriptions				

Saugerties Public Library

Abstract

August 2024

Num	Name	Memo	Amount
11368	Business Credit Card		49.00
Total .4.1.3 · Subscriptions			49.00
.4.1.4 · Newspapers			
11369	Stewart's	August	209.00
Total .4.1.4 · Newspapers			209.00
.4.1.5 · Digital Materials			
11379	OverDrive Inc	Invoice #01938CO24242566	775.77
11379	OverDrive Inc	Invoice #01938CO24252275	339.81
Total .4.1.5 · Digital Materials			1,115.58
Total .4.1 · Library Material			5,191.30
.4.2 · Programs, Publicity, History			
.4.2.1 · Programs			
11368	Business Credit Card		399.22
10871	Jill Olesker	Esopus creek program	100.00
Total .4.2.1 · Programs			499.22
Total .4.2 · Programs, Publicity, History			499.22
.4.3 · Operation of Building			
.4.3.1 · Utilities			
11377	Village of Saugerties	Water/Sewer 5/6/24 - 8/1/24	152.21
EFT	Central Hudson	7/16/24 - 8/14/24	1,957.69
Total .4.3.1 · Utilities			2,109.90
.4.3.2 · Telephone			
EFT	Charter Communications	8/1/24-8/31/24	256.15
Total .4.3.2 · Telephone			256.15
.4.3.3 · Insurance			
11375	Marshall & Sterling Upstate	9/1/24-9/1/25- Package 1st Installn	5,462.99
11375	Marshall & Sterling Upstate	9/1/24-9/1/25- Umbrella 1st Installn	342.00
11375	Marshall & Sterling Upstate	9/1/24-9/1/25- Business Auto	175.00
Total .4.3.3 · Insurance			5,979.99
.4.3.4 · Maintenance Service & Supplies			
11366	Welsh Sanitation	September	93.89
11373	W B Mason Co Inc	Invoice #248552415 and #2486841	47.99
Total .4.3.4 · Maintenance Service & Supplies			141.88
.4.3.5 · Lawn & Grounds			
11376	Story's Nursery Inc	Inv #286289	285.25
Total .4.3.5 · Lawn & Grounds			285.25
.4.3.6 · Building R&M			
11367	Uniforms USA, Inc.	August	52.78
Total .4.3.6 · Building R&M			52.78
.4.3.12 · Internet			
11378	Charter Communications	9/1/24-9/30/24	230.80
Total .4.3.12 · Internet			230.80
Total .4.3 · Operation of Building			9,056.75
.4.4 · Equipment R&M, Supplies			
.4.4.1 · Copier			

Saugerties Public Library

Abstract

August 2024

Num	Name	Memo	Amount
11380	National Business Technology	Inv #IN626431	57.66
11388	National Business Technology	September	353.83
Total .4.4.1 · Copier			411.49
.4.4.2 · Office Supplies			
11373	W B Mason Co Inc	Invoice #248552415 and #2486841	68.45
Total .4.4.2 · Office Supplies			68.45
.4.4.4 · Postage			
11368	Business Credit Card		5.38
Total .4.4.4 · Postage			5.38
.4.4.6 · Equipment Purchases			
11383	Greylock Electronics	Service Call to repair cameras	150.00
11384	The Computer Guys	Cyberpower PDU	160.00
Total .4.4.6 · Equipment Purchases			310.00
Total .4.4 · Equipment R&M, Supplies			795.32
.4.5 · Automation, System Fees			
.4.5.1 · Automation & Online Services			
11368	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	10.44
Total .4.6.9 · Merchant Fees			10.44
.4.6.8 · Professional Memberships			
11382	SENYLRC	Membership dues and web hosting	410.00
Total .4.6.8 · Professional Memberships			410.00
.4.6.7 · Payroll Service Fees			
EFT	Paychex	Invoice #2024080601 and #202408	196.64
Total .4.6.7 · Payroll Service Fees			196.64
.4.6.1 · Accounting			
11372	WZ Accountants		550.00
Total .4.6.1 · Accounting			550.00
Total .4.6 · Professional Services			1,167.08
.4.7 · Election Expenses			
.4.7.1 · Election Inspectors			
11389	Claudia Topple		200.00
11390	Elaine Sapunarich		200.00
Total .4.7.1 · Election Inspectors			400.00
.4.7.2 · Election Expenses			
11391	Tiffany L ydecker	clerk of the election	135.00
Total .4.7.2 · Election Expenses			135.00
Total .4.7 · Election Expenses			535.00
Total 7410.4 · Contractual Expenses			17,348.35
9010 · Employee Benefits			
.2 · Social Security & Medicare			
	08-08-24 PR		1,121.42
	08-22-24 PR		1,123.18
Total .2 · Social Security & Medicare			2,244.60
.4 · Disability			

Saugerties Public Library

Abstract

August 2024

	Num	Name	Memo	Amount
	08-08-24 PR			-15.97
	08-22-24 PR			-15.77
	11381	Shelter Point Life	10/1/24 - 9/30/25	651.45
Total .4 · Disability				<u>619.71</u>
.5 · Medical & Dental Benefits				
	08-08-24 PR			-280.70
	08-22-24 PR			-280.70
	11386	CDPHP	July	5,581.95
Total .5 · Medical & Dental Benefits				<u>5,020.55</u>
.6 · Life Insurance				
	11385	Metropolitan Life Insurance Cc	Life insurance	24.30
Total .6 · Life Insurance				<u>24.30</u>
Total 9010 · Employee Benefits				<u>7,909.16</u>
Total Expense				<u>55,160.10</u>
Net Ordinary Income				<u>-54,831.73</u>
Net Income				<u><u>-54,831.73</u></u>

August Director's Report 2024

Budget vote and Trustee Election: We held a successful budget vote for 2025 with 359 yes votes and 29 no votes. It was a tight race for one of the elected board members slots, but Erin Poll, Kenneth Goldberg and Rebecca Lang have won the open seats. Erin Poll and Kenneth Goldberg will have 5 year terms, and Rebecca Lang will have a 1 year term as she will be completing the last year of Irene Hurst's 5 year term. Congratulations all!

Ulster County Library Association: I've been working with a company called ProQuest to see about a shared subscription to online newspapers that each Ulster County library can offer via their website. As it stands now, we are unable to have a Wall St. Journal delivered in print. The ProQuest site offers The Wall St. Journal, New York Times, Chicago Tribune and the L.A. Times.

Personnel: Our recent Clerk hire, Noah Barbaro, has decided to move to Albany, and we have hired Callie Houghtaling as his replacement. Charlotte Svetkey, our Children's Programmer gave notice on August 29th. Her last day will be September 27th. We are advertising the position via NYLINE, our website and in the MHLS bulletin. We hope to hire someone with an MLS or MSIS.

5 Year Plan: In August we wrapped up the survey and community conversation aspects of the 5 year plan. We had community conversations at the library, Inquiring Minds, Josie's, The Exchange and the Mount Marion Firehouse. Tim Scott and I also tabled at the Hope Rocks festival August 24th & 25th and received feedback for the new plan. For the online survey, we have received 432 responses from adults and 45 responses from teens. The Outreach committee will be analyzing the results and will put together a report this fall.

Resiliency: As mentioned in the Facilities meeting minutes, we have started a conversation with the Town and Village about how the library can assist in times of emergency. I will write up a letter noting the ways in which the library can support the public and send it to the Town. It was also suggested that we send the letter to Ulster County as well. It became clear that to be the most helpful in an emergency, the library should have a generator.

Programming & Grants: On August 19th, I met with staff who create and organize programs. They have planned and booked programs up until December. MHLS offered a grant opportunity for programming on Equity, Diversity and Inclusion. I applied for the grant and we will receive \$1,000 to support programming on

civil discourse and non-violent communication techniques. Results from the last 5 year plan and from the new plan indicate that Saugerties residents are interested in discussing current events in a positive, healthy manner.

Ulster County's Arts & Culture Plan: Representatives from Ulster County's Arts & Culture plan came to Saugerties and visited the library. I explained the various ways in which the library supports the arts including hosting artist's work in the gallery without asking for a donation / fee, our Book as Art and Light as a Medium projects, and hiring artists to do programming. We also took a tour in the backyard as that space is used by local arts organizations. Members of this team seemed surprised to hear all that we offer and that it was all free of charge. They mentioned that in our capitalistic world, offering services for free is unique and that people don't think about that.

Facilities: Zach Liberman, of the Computer Guys, reorganized and updated our server room. He removed unused technology, installed a new router and switches, and renovated the organizational accessories which contain a multitude of cables.

Library of Things: We have added a Dungeons & Dragons starter pack. It includes a handful of D&D books, notebook, dice and instructions. The whole set comes in a travel bag.

Meetings:

UCLA: We met via zoom on Aug. 13th & Aug. 20th.

MHLS: Attended the first organizational meeting for a system wide library "passport" program where patrons go from library to library and get a stamp on August 15th.

Staff meeting: We did not meet.

I was on vacation Aug. 1st – 6th.

discover, connect, grow.

Saugerties Public Library
@Finance Committee

Date: 8/28/2024

Time: 6:00

Committee Members Attending:

Charlotte Herscher

Brian Collins

Tim Scott

Committee Members Absent:

Staff Attending:

Jennifer Russell

Discussion/Agenda Items

1. July financial report. We plan on asking the Friends for more funding for pads for the Connect and Play Group, and a banner to use for events. Donations are down by half. Purchasing of library materials is down, but that could change with the next report. Jen is encouraging purchases. We are over in HVAC by quite a lot and staff development is over.
2. Retirement estimates for 2025 have gone up by \$4,295. We will have to amend the budget later since it has already been presented to the public, but we will use appropriated funds to cover the cost.

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

Next meeting: Tuesday, September 24, 2024 at 6:00

Saugerties Public Library
Facilities Committee

Date: August 13th, 2024

Time: 6 PM

Committee Members Attending:

Paul, Brian, Yosefa

Staff Attending:

Jen, Sandy

Others Attending:

Absent:

Discussion/Agenda Items

1. The painting of the front entrance exterior has been completed by Bob Martin Painters..
2. We are waiting for a third estimate for our sidewalk changes.
3. The Jen, Paul and Myrna Sameth met with Fred Costello (Town Supervisor) and Bill Murphy (Village Mayor) to discuss how the library can be part of the Saugerties resiliency plan. We learned that the ice rink will soon have a generator and can house displaced persons in an emergency. The library may be used as entertainment and for a sense of normalcy for anyone housed at the ice rink (movies, games and, of course, books). We can also provide access to computers and WIFI for people needing information or online form submissions (FEMA or insurance forms) among other things.
4. Roof repairs have not been done yet and no word from Five Star Roofing. Other roofers will be called.
5. A deposit has been sent to J&J Tree Service. They have not scheduled the trimming and removal yet.
6. Emtech repaired an A/C unit in the children's room, but we still have no contract with them even though we have requested one twice.

Next Facilities Meeting

June 4th, 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	2,119	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		2,345		2,254		2,317		30,093	19,003	63%
Adult renewals	1,287	1,158	1,186		1,294		1,006		1,162		14,410	8,436	59%
Juvenile	2,454	2,453	1,718		1,925		1,804		1,529		23,415	16,733	71%
Juvenile renewals	1,287	1,151	1,368		1,864		1,071		1,249		16,420	8,200	50%
Teen	148	195	91		68		88		81		1,214	1,146	94%
Teen renewals	86	75	85		52		55		51		891	528	59%
Total Circulation	8,080	7,667	6,980		7,548		6,278		6,389		86,443	54,046	63%
		-5%											
Holds Filled													
Adults	1,008	1,041	937		809		868		878		12,401	7,664	62%
Juvenile	382	343	412		444		423		367		5,192	3,124	60%
Teen	34	49	37		29		41		44		586	415	71%
ILL received	0	0	0		0		1		0		7	4	57%
ILL loaned	0	0	1		0		0		0		5	4	80%
Total Holds	1,424	1,433	1,387		1,282		1,333		1,289		18,191	11,211	62%
		1%											
Questions Answered													
Adult	1,021	941	962		970		951		892		10,140	7,492	74%
Children's	804	300	339		205		306		247		3,891	2,168	56%
Total Questions	1,825	1,241	1,301		1,175		1,257		1,139		14,031	9,660	69%
		-32%											
Programs													
Adult	24	18	21		27		23		20		265	192	72%
Teen	18	16	12		18		16		13		173	132	76%
Children's	33	28	12		31		24		24		274	216	79%
Total Programs	75	62	45		76		63		57		712	540	76%
		-17%											
Program Attendance													
Adult	254	139	145		220		148		306		2,327	2,051	88%
Teen	121	177	91		154		131		79		1,038	932	90%
Children	824	834	186		515		604		348		4,800	5,359	112%
Total attendance	1,199	1,150	422		889		883		733		8,165	8,342	102%
		-4%											
Computer sessions	478	385	389		387		340		267		4,441	3,026	68%
		-19%											
Web Page Visits	4,221	6,988	3,630		5,406		4,707		4,559		60,054	47,958	80%
		66%											
New Cards Issued	80	53	39		26		17		24		476	348	73%
		-34%											
Overdrive Audiobook	706		628		655		614		718		6703	5542	83%
Overdrive eBook	890		824		821		772		854		9192	6492	71%
Overdrive Magazine	151		171		423		527		488		1981	2938	148%
Overdrive Total	1747		1623		1899		1913		2060		17876	14972	84%

