

Saugerties Public Library Board Agenda
January 9, 2025
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

Old Business:

New Business:

1. Sunshine Fund
2. Library Advocacy Day
3. Board Retreat
4. Patron Concern "Books in Print"

Secretary's Report

Treasurer's Report

Pay Bills

Director's Report:

Committee Reports:

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

Next meeting - February 13, 2025

Saugerties Public Library
Regular Board Meeting
Date: 12/12/2024

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

Excused: Robert Irizarry, Nina Schmidbaur

Staff: Director Jennifer Russell

Public Attendees: Ray Rebholz

Meeting called to order at 6:03 PM by Tim Scott

Public Comment: N/A

Friends of Library:

Co-President Rebholz said that the 11/20/24 Murder Mystery theme at the annual Wine and Cheese party was a well-attended success. The Festival of Trees on December 10th hosted 21 trees on display with 242 ballots cast. The Friends also arranged for a musical performance by a ukulele group and the Saugerties Singers. Winners will be announced soon. Next meeting will be January 27, 25.

Unfinished Business:

N.A.

New Business:

1. Five-Year Plan: Reviewed the Five-Year Plan for board approval: Board members offered suggestions for clarification and edits.
Motion to approve the Five-Year Plan with the changes and edits agreed to at this meeting was made by Julie Misiano, seconded by Tim Scott. Passes unanimously.
2. Library Advocacy Day at NYS Legislative Bldg will be on Wednesday, Feb 5, 2025: Library staff members and other concerned community members from across the state will go on that day to speak with their Legislators, to encourage them to fund the library without cuts. Board members are encouraged to attend if able.
3. A schedule has been created for voucher signing so we can pay the bills. Every month before the meeting, we have the checks prepared. A corresponding voucher needs to be signed by a board member who is not on the executive board. Only the voucher needs to be signed.

Secretary's Report:

Motion by Tim Scott and *Second* by Charlotte Herscher to approve the minutes as amended to correct minor typos or spelling errors.
Motion passes unanimously with Julie Misiano and Rebecca Lang abstaining because they missed last month's meeting.

Treasurer's Report:

Motion to pay the bills in the amount of \$ 19,413.26 made by Charlotte Herscher seconded by Tim Scott Passes unanimously

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

- Kristina Gutheil has been hired as our new Children's Librarian, and began on November 21st. She comes to us with years of experience in Education.
- Recent incidents with Teens behaving poorly in the library and subsequently refusing to listen to direction from staff members. They have been banned and the police intend to talk with their parents.
- The Director attended the Ulster Library Assoc meeting and held a staff meeting in November.

Committee Reports:

Finance: met on 11/18/24

Discussed short-term interest options
Began discussion of end of year budget review

see minutes FMI Next meeting: January 13, 2025 at 6PM. No meeting in December.

Personnel/Policy: Did not meet

Next meeting: 12/18/24 at 6PM

Facilities: met on 11/19/24

1. Have gotten the required 3 estimates for the sidewalk repairs.
2. Would like to buy a generator as part of the Town Resiliency plan in the event of a community emergency such as long-term power outage.

see minutes FMI Next meeting: 12/17/24 at 6 PM

Outreach: met on 11/25/24

Prepared 5-year plan for review by the board at December meeting.

see minutes FMI Next meeting: 1/27/2025 at 5:00 PM

Friends Liaison: N/A

Motion to adjourn at 7:00 PM by Tim Scott ;
Seconded Charlotte Herscher

Passes unanimously.

Submitted by Julie Misiano

Next meeting: January 9, 2025 at 6PM

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

	<u>Jan - Dec 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	10,265.51	3,500.00	6,765.51	293.3%
2401 · Interest	14,074.29	11,000.00	3,074.29	127.95%
2705 · Gifts & Donations				
2705.4 · Friends	4,944.00	5,000.00	-56.00	98.88%
2705.2 · General	11,918.86	5,000.00	6,918.86	238.38%
Total 2705 · Gifts & Donations	16,862.86	10,000.00	6,862.86	168.63%
3840 · New York State Aid	5,875.00	5,500.00	375.00	106.82%
3999 · Appropriated Fund Balance	61,233.00	61,233.00	0.00	100.0%
Total Income	769,970.66	752,893.00	17,077.66	102.27%
Expense				
7410.1 · Salaries	379,318.28	406,375.00	-27,056.72	93.34%
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.8 · Music	71.19	100.00	-28.81	71.19%
.4.1.7 · Streaming	8,461.85	6,500.00	1,961.85	130.18%
.4.1.1 · DVD	3,150.98	3,000.00	150.98	105.03%
.4.1.2 · Books				
4.1.2A · Adult Books	16,639.25	17,000.00	-360.75	97.88%
4.1.2J · Children's Books	6,356.64	9,500.00	-3,143.36	66.91%
Total .4.1.2 · Books	22,995.89	26,500.00	-3,504.11	86.78%
.4.1.3 · Subscriptions	1,978.85	2,000.00	-21.15	98.94%
.4.1.4 · Newspapers	2,427.00	2,000.00	427.00	121.35%
.4.1.5 · Digital Materials	9,222.40	9,000.00	222.40	102.47%
.4.1.6 · Audio Books	269.94	1,000.00	-730.06	26.99%
Total .4.1 · Library Material	48,578.10	50,100.00	-1,521.90	96.96%
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs	9,852.34	7,000.00	2,852.34	140.75%
.4.2.2 · Microfilm & Archives	2,000.00	2,000.00	0.00	100.0%
.4.2.3 · Newsletter & Public Relations	3,187.97	3,250.00	-62.03	98.09%
Total .4.2 · Programs, Publicity, History	15,040.31	12,250.00	2,790.31	122.78%
.4.3 · Operation of Building				
.4.3.1 · Utilities	24,391.96	37,000.00	-12,608.04	65.92%
.4.3.2 · Telephone	2,995.33	3,500.00	-504.67	85.58%
.4.3.3 · Insurance	25,081.23	23,500.00	1,581.23	106.73%
.4.3.4 · Maintenance Service & Suppl	3,568.62	4,500.00	-931.38	79.3%
.4.3.5 · Lawn & Grounds	394.21	4,500.00	-4,105.79	8.76%
.4.3.6 · Building R&M	11,780.22	15,000.00	-3,219.78	78.54%
.4.3.7 · Snow Removal	1,775.00	2,500.00	-725.00	71.0%
.4.3.8 · Elevator	3,705.40	4,000.00	-294.60	92.64%
.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 December 2024

	<u>Jan - Dec 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	90,787.77	104,500.00	-13,712.23	86.88%
.4.4 · Equipment R&M, Supplies				
.4.4.1 · Copier	4,995.63	4,020.00	975.63	124.27%
.4.4.2 · Office Supplies	1,941.90	3,000.00	-1,058.10	64.73%
.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	20,483.70	17,320.00	3,163.70	118.27%
.4.5 · Automation, System Fees				
.4.5.1 · Automation & Online Service	4,063.83	4,000.00	63.83	101.6%
.4.5.2 · MHLS Assessment Fees	16,369.00	17,500.00	-1,131.00	93.54%
Total .4.5 · Automation, System Fees	20,432.83	21,500.00	-1,067.17	95.04%
.4.6 · Professional Services				
.4.6.8 · Professional Memberships	1,127.00	700.00	427.00	161.0%
.4.6.7 · Payroll Service Fees	2,952.55	2,500.00	452.55	118.1%
.4.6.1 · Accounting	7,150.00	6,500.00	650.00	110.0%
.4.6.3 · Board Expenses	279.43	250.00	29.43	111.77%
.4.6.4 · Consulting & Legal Services	2,000.00	2,000.00	0.00	100.0%
.4.6.5 · IT Maintenance Consultant	1,624.00	1,600.00	24.00	101.5%
.4.6.6 · Staff Development	1,042.68	700.00	342.68	148.95%
Total .4.6 · Professional Services	16,175.66	14,250.00	1,925.66	113.51%
.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	212,067.57	220,570.00	-8,502.43	96.15%
9010 · Employee Benefits				
.1 · Retirement	30,758.00	32,313.00	-1,555.00	95.19%
.2 · Social Security & Medicare	28,473.75	30,440.00	-1,966.25	93.54%
.3 · Workers Compensation	8,100.00	4,700.00	3,400.00	172.34%
.4 · Disability	239.75	300.00	-60.25	79.92%
.5 · Medical & Dental Benefits	66,289.30	57,825.00	8,464.30	114.64%
.6 · Life Insurance	297.26	370.00	-72.74	80.34%
Total 9010 · Employee Benefits	134,158.06	125,948.00	8,210.06	106.52%
Total Expense	725,543.91	752,893.00	-27,349.09	96.37%
Net Ordinary Income	44,426.75	0.00	44,426.75	100.0%
	44,426.75	0.00	44,426.75	100.0%

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

	<u>Jan - Dec 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	10,265.51	3,500.00	6,765.51	293.3%
2401 · Interest	14,074.29	11,000.00	3,074.29	127.95%
2705 · Gifts & Donations				
2705.4 · Friends	4,944.00	5,000.00	-56.00	98.88%
2705.2 · General	11,918.86	5,000.00	6,918.86	238.38%
Total 2705 · Gifts & Donations	16,862.86	10,000.00	6,862.86	168.63%
3840 · New York State Aid	5,875.00	5,500.00	375.00	106.82%
3999 · Appropriated Fund Balance	0.00	61,233.00	-61,233.00	0.0%
Total Income	708,737.66	752,893.00	-44,155.34	94.14%
Expense				
7410.1 · Salaries	379,318.28	406,375.00	-27,056.72	93.34%
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.8 · Music	71.19	100.00	-28.81	71.19%
.4.1.7 · Streaming	8,461.85	6,500.00	1,961.85	130.18%
.4.1.1 · DVD	3,150.98	3,000.00	150.98	105.03%
.4.1.2 · Books				
4.1.2A · Adult Books	22,568.45	17,000.00	5,568.45	132.76%
4.1.2J · Children's Books	6,356.64	9,500.00	-3,143.36	66.91%
Total .4.1.2 · Books	28,925.09	26,500.00	2,425.09	109.15%
.4.1.3 · Subscriptions	1,978.85	2,000.00	-21.15	98.94%
.4.1.4 · Newspapers	2,427.00	2,000.00	427.00	121.35%
.4.1.5 · Digital Materials	9,222.40	9,000.00	222.40	102.47%
.4.1.6 · Audio Books	269.94	1,000.00	-730.06	26.99%
Total .4.1 · Library Material	54,507.30	50,100.00	4,407.30	108.8%
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs	9,852.34	7,000.00	2,852.34	140.75%
.4.2.2 · Microfilm & Archives	2,000.00	2,000.00	0.00	100.0%
.4.2.3 · Newsletter & Public Relations	3,187.97	3,250.00	-62.03	98.09%
Total .4.2 · Programs, Publicity, History	15,040.31	12,250.00	2,790.31	122.78%
.4.3 · Operation of Building				
.4.3.1 · Utilities	24,391.96	37,000.00	-12,608.04	65.92%
.4.3.2 · Telephone	2,995.33	3,500.00	-504.67	85.58%
.4.3.3 · Insurance	25,081.23	23,500.00	1,581.23	106.73%
.4.3.4 · Maintenance Service & Supplies	3,568.62	4,500.00	-931.38	79.3%
.4.3.5 · Lawn & Grounds	394.21	4,500.00	-4,105.79	8.76%
.4.3.6 · Building R&M	11,780.22	15,000.00	-3,219.78	78.54%
.4.3.7 · Snow Removal	1,775.00	2,500.00	-725.00	71.0%
.4.3.8 · Elevator	3,705.40	4,000.00	-294.60	92.64%
.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
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	<u>Jan - Dec 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	90,787.77	104,500.00	-13,712.23	86.88%
.4.4 · Equipment R&M, Supplies				
.4.4.1 · Copier	4,995.63	4,020.00	975.63	124.27%
.4.4.2 · Office Supplies	1,941.90	3,000.00	-1,058.10	64.73%
.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	20,483.70	17,320.00	3,163.70	118.27%
.4.5 · Automation, System Fees				
.4.5.1 · Automation & Online Services	4,063.83	4,000.00	63.83	101.6%
.4.5.2 · MHLS Assessment Fees	16,369.00	17,500.00	-1,131.00	93.54%
Total .4.5 · Automation, System Fees	20,432.83	21,500.00	-1,067.17	95.04%
.4.6 · Professional Services				
.4.6.8 · Professional Memberships	1,127.00	700.00	427.00	161.0%
.4.6.7 · Payroll Service Fees	2,952.55	2,500.00	452.55	118.1%
.4.6.1 · Accounting	7,150.00	6,500.00	650.00	110.0%
.4.6.3 · Board Expenses	279.43	250.00	29.43	111.77%
.4.6.4 · Consulting & Legal Services	2,000.00	2,000.00	0.00	100.0%
.4.6.5 · IT Maintenance Consultant	1,624.00	1,600.00	24.00	101.5%
.4.6.6 · Staff Development	1,042.68	700.00	342.68	148.95%
Total .4.6 · Professional Services	16,175.66	14,250.00	1,925.66	113.51%
.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	217,996.77	220,570.00	-2,573.23	98.83%
9010 · Employee Benefits				
.1 · Retirement	72,667.00	32,313.00	40,354.00	224.89%
.2 · Social Security & Medicare	28,473.75	30,440.00	-1,966.25	93.54%
.3 · Workers Compensation	8,100.00	4,700.00	3,400.00	172.34%
.4 · Disability	239.75	300.00	-60.25	79.92%
.5 · Medical & Dental Benefits	66,289.30	57,825.00	8,464.30	114.64%
.6 · Life Insurance	297.26	370.00	-72.74	80.34%
Total 9010 · Employee Benefits	176,067.06	125,948.00	50,119.06	139.79%
Total Expense	773,382.11	752,893.00	20,489.11	102.72%
Net Ordinary Income	-64,644.45	0.00	-64,644.45	100.0%
Net Income	-64,644.45	0.00	-64,644.45	100.0%

Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Dec 24</u>	<u>Jan - Dec 23</u>
Ordinary Income/Expense		
Income		
1001 · Real Property Taxes	661,660.00	630,152.00
2082 · Fines	10,265.51	8,960.73
2401 · Interest	14,074.29	9,956.63
2705 · Gifts & Donations		
2705.4 · Friends	4,944.00	3,135.00
2705.1 · Restricted	0.00	1,000.00
2705.2 · General	11,918.86	8,317.89
Total 2705 · Gifts & Donations	<u>16,862.86</u>	<u>12,452.89</u>
3840 · New York State Aid	5,875.00	6,217.08
Total Income	<u>708,737.66</u>	<u>667,739.33</u>
Expense		
7410.1 · Salaries	379,318.28	360,101.41
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	71.19	86.18
.4.1.7 · Streaming	8,461.85	5,624.82
.4.1.1 · DVD	3,150.98	2,453.70
.4.1.2 · Books		
4.1.2A · Adult Books	22,568.45	18,124.82
4.1.2J · Children's Books	6,356.64	9,805.83
.4.1.2 · Books - Other	0.00	10.00
Total .4.1.2 · Books	<u>28,925.09</u>	<u>27,940.65</u>
.4.1.3 · Subscriptions	1,978.85	1,892.86
.4.1.4 · Newspapers	2,427.00	2,112.85
.4.1.5 · Digital Materials	9,222.40	4,748.40
.4.1.6 · Audio Books	269.94	410.91
Total .4.1 · Library Material	<u>54,507.30</u>	<u>45,270.37</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	9,852.34	6,547.57
.4.2.2 · Microfilm & Archives	2,000.00	2,000.00
.4.2.3 · Newsletter & Public Relations	3,187.97	3,349.99
Total .4.2 · Programs, Publicity, History	<u>15,040.31</u>	<u>11,897.56</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	24,391.96	28,879.05
.4.3.2 · Telephone	2,995.33	3,473.58
.4.3.3 · Insurance	25,081.23	22,231.36
.4.3.4 · Maintenance Service & Supplies	3,568.62	4,170.73
.4.3.5 · Lawn & Grounds	394.21	7,087.12
.4.3.6 · Building R&M	11,780.22	9,524.96
.4.3.7 · Snow Removal	1,775.00	1,950.00
.4.3.8 · Elevator	3,705.40	6,041.66
.4.3.9 · Geothermal	11,275.78	3,453.50

Saugerties Public Library General Fund Revenue and Expenditure Report

	Jan - Dec 24	Jan - Dec 23
.4.3.10 · Custodial Service	2,785.00	0.00
.4.3.12 · Internet	3,035.02	2,703.41
Total .4.3 · Operation of Building	90,787.77	89,515.37
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	4,995.63	3,905.31
.4.4.2 · Office Supplies	1,941.90	2,852.05
.4.4.4 · Postage	1,520.12	504.34
.4.4.6 · Equipment Purchases	9,180.45	8,313.53
.4.4.7 · Equipment R&M	2,845.60	0.00
Total .4.4 · Equipment R&M, Supplies	20,483.70	15,575.23
.4.5 · Automation, System Fees		
.4.5.1 · Automation & Online Services	4,063.83	2,487.51
.4.5.2 · MHLS Assessment Fees	16,369.00	17,620.00
Total .4.5 · Automation, System Fees	20,432.83	20,107.51
.4.6 · Professional Services		
.4.6.8 · Professional Memberships	1,127.00	705.00
.4.6.7 · Payroll Service Fees	2,952.55	2,546.88
.4.6.1 · Accounting	7,150.00	6,550.00
.4.6.2 · Audit	0.00	13,300.00
.4.6.3 · Board Expenses	279.43	150.00
.4.6.4 · Consulting & Legal Services	2,000.00	2,000.00
.4.6.5 · IT Maintenance Consultant	1,624.00	1,592.00
.4.6.6 · Staff Development	1,042.68	1,481.32
Total .4.6 · Professional Services	16,175.66	28,325.20
.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	217,996.77	211,310.44
9010 · Employee Benefits		
.1 · Retirement	72,667.00	26,863.01
.2 · Social Security & Medicare	28,473.75	26,888.80
.3 · Workers Compensation	8,100.00	3,778.00
.4 · Disability	239.75	296.60
.5 · Medical & Dental Benefits	66,289.30	50,915.16
.6 · Life Insurance	297.26	294.73
Total 9010 · Employee Benefits	176,067.06	109,036.30
Total Expense	773,382.11	680,448.15
Net Ordinary Income	-64,644.45	-12,708.82
Net Income	-64,644.45	-12,708.82

Saugerties Public Library

Abstract

December 2024

	Num	Name	Memo	Amount
Ordinary Income/Expense				
Income				
2082 - Fines				
			Square income	93.69
Total 2082 - Fines				<u>93.69</u>
Total Income				93.69
Expense				
7410.1 - Salaries				
	12-12-24	PR		15,404.16
	12-26-24	PR		15,643.49
Total 7410.1 - Salaries				<u>31,047.65</u>
7410.4 - Contractual Expenses				
.4.1 - Library Material				
.4.1.7 - Streaming				
	11465	Business Credit Card		26.99
	11466	Midwest Tape	Hoopla December Invoice	444.21
Total .4.1.7 - Streaming				<u>471.20</u>
.4.1.1 - DVD				
	11466	Midwest Tape	Inv #506421045	65.97
	11466	Midwest Tape	Inv #506445242	21.74
	11466	Midwest Tape	Inv #506488183	51.73
	11466	Midwest Tape	Inv #506518928	10.49
Total .4.1.1 - DVD				<u>149.93</u>
.4.1.2 - Books				
4.1.2A - Adult Books				
	11467	Baker & Taylor	Inv #5019230470	239.81
	11467	Baker & Taylor	Inv #5019250129	168.21
	11467	Baker & Taylor	Inv #5019264905	26.19
	11483	Gale/Cengage Learning	Invoice #86024846	131.16
Total 4.1.2A - Adult Books				<u>565.37</u>
4.1.2J - Children's Books				
	11467	Baker & Taylor	Inv #5019235083	9.54
	11467	Baker & Taylor	Inv #5019249991	105.92
Total 4.1.2J - Children's Books				<u>115.46</u>
Total .4.1.2 - Books				<u>680.83</u>
.4.1.4 - Newspapers				
	11468	Stewart's	December	206.00
	11115	Stewart's	December	195.00
Total .4.1.4 - Newspapers				<u>401.00</u>
.4.1.5 - Digital Materials				
	11481	OverDrive Inc	Invoice #01938CO24396493	251.92
Total .4.1.5 - Digital Materials				<u>251.92</u>
Total .4.1 - Library Material				<u>1,954.88</u>
.4.2 - Programs, Publicity, History				
.4.2.1 - Programs				

Saugerties Public Library

Abstract

December 2024

Num	Name	Memo	Amount
11465	Business Credit Card		90.12
Total .4.2.1 · Programs			90.12
.4.2.3 · Newsletter & Public Relations			
11476	Saugerties Area Chamber of 2025 Membership		75.00
Total .4.2.3 · Newsletter & Public Relations			75.00
Total .4.2 · Programs, Publicity, History			165.12
.4.3 · Operation of Building			
.4.3.1 · Utilities			
EFT	Central Hudson	10/15/24 - 11/15/24	1,838.66
Total .4.3.1 · Utilities			1,838.66
.4.3.2 · Telephone			
EFT	Charter Communications	12/1/24 - 12/31/24	257.71
Total .4.3.2 · Telephone			257.71
.4.3.3 · Insurance			
11116	Great American Insurance Co		585.24
Total .4.3.3 · Insurance			585.24
.4.3.4 · Maintenance Service & Supplies			
11464	Welsh Sanitation	January	93.89
11465	Business Credit Card		69.06
11471	Culligan of Newburgh		38.35
11482	W B Mason Co Inc	Invoice #250993780	69.97
Total .4.3.4 · Maintenance Service & Supplies			271.27
.4.3.6 · Building R&M			
11474	SAFECO Alarm Systems, In	1/1/25 - 1/31/25	540.00
11475	Timely Signs	Inv 45584	520.00
11478	Uniforms USA, Inc.	December	52.00
11480	SAFECO Alarm Systems, In	Annual Fire Inspection	895.00
Total .4.3.6 · Building R&M			2,007.00
.4.3.7 · Snow Removal			
11477	Custom Lawns & More	Inv 2529, 2534, 2539 and 2542	775.00
11113	Custom Lawns & More	Inv 2523	200.00
Total .4.3.7 · Snow Removal			975.00
.4.3.8 · Elevator			
11469	ThyssenKrupp Elevator Corp	Invoice #3008257573	831.77
11479	Lift Tech	3rd party witness to annual inspection	415.00
Total .4.3.8 · Elevator			1,246.77
Total .4.3 · Operation of Building			7,181.65
.4.4 · Equipment R&M, Supplies			
.4.4.1 · Copier			
11484	National Business Technology	January	353.46
11114	National Business Technology	Inv #IN646182	21.59
Total .4.4.1 · Copier			375.05
Total .4.4 · Equipment R&M, Supplies			375.05
.4.5 · Automation, System Fees			
.4.5.1 · Automation & Online Services			

Saugerties Public Library

Abstract

December 2024

Num	Name	Memo	Amount
11465	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	3.44
Total .4.6.9 · Merchant Fees			3.44
.4.6.7 · Payroll Service Fees			
EFT	Paychex	Inv #2024121001 and #2024122	212.93
Total .4.6.7 · Payroll Service Fees			212.93
.4.6.1 · Accounting			
11470	WZ Accountants	Inv #3154	550.00
Total .4.6.1 · Accounting			550.00
.4.6.4 · Consulting & Legal Services			
11472	Whiteman Osterman & Han	4th Quarter retainer	500.00
Total .4.6.4 · Consulting & Legal Services			500.00
Total .4.6 · Professional Services			1,266.37
Total 7410.4 · Contractual Expenses			11,046.75
9010 · Employee Benefits			
.2 · Social Security & Medicare			
12-12-24 PR			1,155.66
12-26-24 PR			1,170.64
Total .2 · Social Security & Medicare			2,326.30
.3 · Workers Compensation			
11473	Utica National Insurance Gr	Workers Comp 1/1/25 - 1/1/26	3,393.00
Total .3 · Workers Compensation			3,393.00
.4 · Disability			
12-12-24 PR			-16.69
12-26-24 PR			-16.92
Total .4 · Disability			-33.61
.5 · Medical & Dental Benefits			
12-12-24 PR			-297.50
12-26-24 PR			-341.18
11485	CDPHP	December	7,735.56
Total .5 · Medical & Dental Benefits			7,096.88
.6 · Life Insurance			
11486	Metropolitan Life Insurance	Life insurance	27.13
Total .6 · Life Insurance			27.13
Total 9010 · Employee Benefits			12,809.70
Total Expense			54,904.10
Net Ordinary Income			-54,810.41

Saugerties Public Library Abstract Check Register

M&T General Fund Checking 6455	Type	Date	Num	Name	Memo	Amount
	Check	12/05/2024	EFT	NYS Emp Retire System		-577.78
	Check	12/31/2024	11464	Welsh Sanitation		-93.89
	Check	12/31/2024	11465	Business Credit Card		-289.85
	Check	12/31/2024	11466	Midwest Tape		-594.14
	Check	12/31/2024	11467	Baker & Taylor		-549.67
	Check	12/31/2024	11468	Stewart's		-206.00
	Check	12/31/2024	11469	ThyssenKrupp Elevator Corp	Invoice #3008257573	-831.77
	Check	12/31/2024	11470	WZ Accountants	Inv #3154	-550.00
	Check	12/31/2024	11471	Culligan of Newburgh		-38.35
	Check	12/31/2024	11472	Whiteman Osterman & Hanna	Inv #749954	-500.00
	Check	12/31/2024	11473	Utica National Insurance Group		-3,393.00
	Check	12/31/2024	11474	SAFECO Alarm Systems, Inc.	Invoice #126330	-540.00
	Check	12/31/2024	11475	Timely Signs	Inv 45584	-520.00
	Check	12/31/2024	11476	Saugerties Area Chamber of Commerce		-75.00
	Check	12/31/2024	11477	Custom Lawns & More	Inv 2529, 2534, 2539 and 2542	-775.00
	Check	12/31/2024	EFT	Paychex	Inv #2024121001 and #2024122301	-212.93
	Check	12/31/2024	11478	Uniforms USA, Inc.	Invoice #61601 and #63367	-52.00
	Check	12/31/2024	11479	Lift Tech	Inv 49075	-415.00
	Check	12/31/2024	11480	SAFECO Alarm Systems, Inc.	Invoice #125695	-895.00
	Check	12/31/2024	11481	OverDrive Inc		-251.92
	Check	12/31/2024	EFT	Central Hudson		-1,838.66
	Check	12/31/2024	11482	W B Mason Co Inc	Invoice #250993780	-69.97
	Check	12/31/2024	11483	Gale/Cengage Learning	Invoice #86024846	-131.16
	Check	12/31/2024	EFT	Charter Communications		-257.71
	Check	12/31/2024	11484	National Business Technology	Invoice #83355981	-353.46
	Check	12/31/2024	11485	CDPHP	Invoice #243480000461	-7,735.56
	Check	12/31/2024	11486	Metropolitan Life Insurance Companies		-27.13
	Check	12/31/2024	11116	Great American Insurance Co		-585.24
	Check	12/31/2024	11115	Stewart's		-195.00
	Check	12/31/2024	11113	Custom Lawns & More	Inv 2523	-200.00
	Check	12/31/2024	11114	National Business Technologies	Inv #IN646182	-21.59
Total M&T General Fund Checking 6455						-22,776.78
M&T Capital Fund Checking 6430						
Total M&T Capital Fund Checking 6430						-22,776.78

December Director's Report 2024

Donation: The library received a donation from the estate of Audrey Steinhorn in the amount of \$9,682.86.

Book as Art: Last year, a potential participant commented that they needed more time to complete an art piece for the 2024 show. So, this year I started offering books and spaces to the public in December. We advertised this via the library's website and social media, and more than half of the books have been taken. For the remainder, we will make another PR push. We have a couple of returning artists, but we also have several new folks.

Personnel: All of the staff evaluations are complete, and the raises have been sent to the accountant. Also, the increase in the costs of the health insurance has been sent to the accountant who has increased the amount taken out of applicable staffs paychecks.

Theater: For 2025, I have begun contemplating another event with incorporates the entire building, like the rave and Books as Art. I have begun conversations with Georgia Dedolph (staff member, Ariel's daughter) about a community theater piece in the library. Georgia has recently completed a degree in Arts Management and Theater. I imagine inviting various community groups to participate such as Saugerties Singers and students from the Ballet school. Georgia would also teach teen acting classes as a part of the summer reading program with the performance happening at the end of the summer.

Facilities: The elevator had its annual inspection on December 19th.

Meetings:

MHLS: I attended an MHLS meeting in regards to the 2025 Passport project. All libraries will be participating in stamping a brochure that patrons take to each library in the system. Prizes will be given for 10 visits per county and a special prize of a metal library card for those who visit every library in the system. We looked at four potential graphic designers who will illustrate the brochure and accessories.

There were no UCLA or staff meetings in December.

The library was closed on Dec. 24th & 25th as well as a half day on the 31st.

I used up my vacation time on Dec. 20th, 23rd and 26th.

Date: Thu, Dec 26, 2024 at 10:30 AM
Subject: Letter to the Saugerties Library Board and the Director
To: <director@augertiespubliclibrary.org>
Cc: Timothy

Dear Jen, Tim, and Board Members,

I have communicated my dismay quietly about this to both of you and perhaps to some others, but the situation is getting more extreme and I am finally formally asking for a change in policy.

The problem is that fewer and fewer "books" (especially recently published ones) are available in print (on paper, between covers). I and many other people I speak with find this distressing. In my case the distress is extreme. I'm beginning to find the library irrelevant to my pursuit of reading because of this. That's something I didn't expect to have to say in my lifetime.

I propose, in fact I request, that the Saugerties Library collaborate with the mid-Hudson library system to make it a policy to have at least one print copy of any book purchased in digital format in the larger system. In fact, if I understand correctly, print books are less expensive than digital. So it's even more incomprehensible that print copies are becoming unavailable, in favor of digital.

Further, I suggest that as print copies of books disappear from public libraries, the buildings themselves will not be far behind. Who needs a building, when everything is digital? The Saugerties library is close to becoming a kind of community center already. I think that's fine, but not if it comes at the expense of making print copies of books available. Beware of this trend or the library will vanish into The Cloud along with far too many other former foundations of our civilization.

I would appreciate the courtesy of a substantive reply. I would be happy to attend a board meeting to explain in greater detail why I feel so strongly about this.

Date: Tue, Sep 5, 2023 at 9:45 AM
Subject: A Big Question
To: Admin SPL <admin@saugertiespubliclibrary.org>,

Dear Library Director Jen and Board President Katie,

I'm writing to express my deep concern that the Saugerties library, along with other mid Hudson libraries, apparently, are opting increasingly for digital book purchase rather than actual book purchase (I'm struggling with the terminology here).

I cannot understand why a book worth having often multiple digital copies of cannot be available, even if with only one copy for the entire system, as a traditional hard copy. I realize this could take some coordination among the libraries in the system but fail to see this as a barrier.

The fact that the digital versions are actually more expensive than the traditional, yet are still preferred, mystifies me even more. At this rate, the library will I longer need a building nor a staff (if you assume, as I do, that the variety of events on the calendar are subsidiary and even incidental to the library's actual purpose).

I'm finding that I have to buy far more books than I used to because I not only dislike reading on digital devices for a barrier of reasons (and I know dozens of people who feel the same) but also because I find it extremely short sighted to double down on a reliable supply of electricity to power our devices going forward in our unpredictably but steadily declining technological civilization.

I'm actually undecided on whether to e yes or no, or at all, on the library budget. Might there be at least a preliminary response to my concerns before it occurs? I apologize for fuming about this for so long without getting around to writing until the last minute.

Jennifer Russell <director@saugertiespubliclibrary.org>

Tue, Sep 5,
2023, 2:33 PM

Hello XXXX,

About the big question...the proliferation of digital books in the library catalog. I think that there are a couple of things to keep in mind. One is that the library is *still ordering as many print books as it always has*. Two, when searching the catalog, you will find many digital titles because we subscribe to two huge for-profit ebooks sellers that offer an incredible amount of digital books and audiobooks - far more than what we could

house as print books in the library. This makes the catalog seem as though print is being pushed out.

Because the library is a part of a consortium, the Mid-Hudson Library System, all of the 66 libraries must agree on purchasing parameters. That is no different with digital books, and we follow the agreed upon rules for purchasing digital materials. If people want the digital books, we must purchase them.

What worries me is the loss of the print Reference Section. Most of the dictionaries, and fact based books have been moved into regular non-fiction, and can be checked out of the building. Will people actually use them? We'll see. Also, NYS had offered a robust online reference section called NOVELNY. Perhaps you have used their online encyclopedia or read the New York Times on that site? Libraries promoted this as the an online Reference Section. Well, as of 2024, NYS will not be funding it anymore! So, without a print reference section or trustworthy online site, what will we do? I have purchased many non-fiction, fact based books from Oxford University press on various subjects to support our non-fiction section, but I have noticed that they aren't printing as many books as in the past, and are now offering ebooks as well as the print. I am concerned.

As far as your vote goes, I will tell you that we increased the book buying budget considerably so that we can continue to purchase print as well as digital. Hope to see you Thursday.

Policy & Personnel Committee Minutes
12/18/24

Location: Saugerties Public Library
Time: 6 pm

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

Discussion:

1. The Circulation Policy was reviewed with changes made to foster an increase in teen library card registration (a goal also listed in our Five-Year Plan).

Language would now read as follows:

“For ages 13 - 18, a parent or guardian must give consent for the new library card in person or via email or a phone call. Applicants under the age of 13 must have a parent or guardian give their consent on a library card application form before a new card can be issued. By consenting to 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.”

2. DRAFT Parking Lot Policy

Meeting Adjourned at 6:30 pm

Next meeting: January 15, 2025 at 6pm



91 Washington Avenue, Saugerties, NY 12477 Ph.: 845-246-4317 Fax: 845-246-0858
www.saugertiespubliclibrary.org

DRAFT Parking Lot Policy 2025

The Saugerties Public Library welcomes everyone who is using the Library, enjoying the library grounds, using the internet through the library wifi, or attending a program. The parking lot at SPL is designated solely and exclusively for library patrons to park their vehicles while they are using the library, and for library employees or vendors while they are working in the library building or on the grounds. Temporary parking at the library may be granted by the Library Director.

The Library does not, at any time or under any condition, assume any responsibility for damage to or theft of, any privately-owned vehicle, including bicycles, while in the Library parking lot. The Library is also not liable for personal injury, from any cause what-so-ever, to any person or persons utilizing the Library parking lot/grounds.

There are two Town of Saugerties EV charging stations in the library parking lot that are reserved for electric car charging.

Sleeping overnight in a vehicle on library property, is prohibited.

SPL administration reserves the right to close parking lots for library programming, events or in consultation with Town and Village officials and local law enforcement.

The Saugerties Public Library reserves the right to have vehicles removed from library parking lots for non-compliance. The cost for such towing shall be the responsibility of the owner or operator of the towed vehicle.

discover, connect, grow.

Saugerties Public Library
Facilities Committee

Date: December 17th, 2024

Time: 6 PM

Committee Members Attending: Paul, Tim,

Staff Attending: Jen, Sandy

Others Attending:

Absent: Yosefa

Discussion/Agenda Items

1. Snow removal by Robert Flanigan is going well.
2. The children's room is running out of shelf space. We are looking to remove a table with two PCs and replace with additional shelving that matches our current shelves.
3. The front door latch is sticking when using a key fob from outside. Using a key still works. I am trying to find someone to service the mechanism.
4. A patron has expressed concerns with the microphones in the community room. I will meet with Jen to go over what we have and then talk to the patron to see what isn't working.
5. Our shed space needs some organization. A lot has been removed from the shed in 2024 but more space will be needed for:
 - Cafe tables and chairs
 - Yard tools to loan
 - Shelving for the Friends of the Library

Next Facilities Meeting

January 21st, 2025

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	2,021	2,317	2,120	30,093	27,457	91%
Adult renewals	1,287	1,158	1,186	1,089	1,294	1,019	1,006	975	1,162	1,122	14,410	12,641	88%
Juvenile	2,454	2,453	1,718	1,886	1,925	1,743	1,804	1,697	1,529	1,399	23,415	23,458	100%
Juvenile renewals	1,287	1,151	1,368	1,166	1,864	1,032	1,071	813	1,249	1,004	16,420	12,215	74%
Teen	148	195	91	78	68	97	88	100	81	111	1,214	1,532	126%
Teen renewals	86	75	85	72	52	53	55	51	51	58	891	762	86%
Total Circulation	8,080	7,667	6,980	6,505	7,548	6,043	6,278	5,657	6,389	5,814	86,443	78,065	90%
		-5%		-7%		-20%		-10%		-9%			
Holds Filled													
Adults	1,008	1,041	937	867	809	892	868	798	878	890	12,401	11,111	90%
Juvenile	382	343	412	474	444	490	423	390	367	352	5,192	4,830	93%
Teen	34	49	37	38	29	46	41	49	44	48	586	596	102%
ILL received	0	0	0	0	0	0	1	1	0	1	7	6	86%
ILL loaned	0	0	1	1	0	1	0	0	0	0	5	6	120%
Total Holds	1,424	1,433	1,387	1,380	1,282	1,429	1,333	1,238	1,289	1,291	18,191	16,549	91%
		1%		-1%		11%		-7%		0%			
Questions Answered													
Adult	1,021	941	962	840	970	742	951	682	892	603	10,140	10,359	102%
Children's	804	300	339	172	205	305	306	138	247	90	3,891	2,873	74%
Total Questions	1,825	1,241	1,301	1,012	1,175	1,047	1,257	820	1,139	693	14,031	13,232	94%
		-32%		-22%		-11%		-35%		-39%			
Programs													
Adult	24	18	21	23	27	25	23	27	20	19	265	286	108%
Teen	18	16	12	14	18	22	16	13	13	12	173	193	112%
Children's	33	28	12	20	31	15	24	10	24	7	274	268	98%
Total Programs	75	62	45	57	76	62	63	50	57	38	712	747	105%
		-17%		27%		-18%		-21%		-33%			
Program Attendance													
Adult	254	139	145	276	220	245	148	274	306	413	2,327	3,259	140%
Teen	121	177	91	103	154	172	131	108	79	81	1,038	1,396	134%
Children	824	834	186	233	515	172	604	103	348	92	4,800	5,959	124%
Total attendance	1,199	1,150	422	612	889	589	883	485	733	586	8,165	10,614	130%
		-4%		45%		-34%		-45%		-20%			
Computer sessions	478	385	389	394	387	428	340	385	267	298	4,441	4,531	102%
		-19%		1%		11%		13%		12%		31%	
Web Page Visits	4,221	6,988	3,630	7,166	5,406	5,715	4,707	5,707	4,559		60,054	66,546	111%
		66%		97%		6%		21%				268%	
New Cards Issued	80	53	39	39	26	25	17	29	24	23	476	464	97%
		-34%		0%		-4%		71%		-4%		97%	
Overdrive Audiobook	706	883	628	847	655	837	614	879	718	983	6703	9971	149%
Overdrive eBook	890	959	824	869	821	778	772	862	854	879	9192	10839	118%
Overdrive Magazine	151	401	171	533	423	559	527	584	488	602	1981	5617	284%
Overdrive Total	1747	2243	1623	2249	1899	2174	1913	2325	2060	2464	17876	26427	148%
		28%		39%		14%		22%		20%			