

Saugerties Public Library Board Agenda
July 11, 2024
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

Old Business:

1. Planting for Irene Hurst
2. Tree care
3. Trustee Training July 18 at 6:30 pm

New Business:

1. Vote on on 2025 Budget
2. Tax Cap Override
3. Petitions now available
4. Library Resiliency meetings with Town/Village

Secretary's Report

Treasurer's Report

Pay Bills

Director's Report:

Committee Reports:

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

Next meeting - August 8, 2024

Saugerties Public Library
Regular Board Meeting
Date: 6/13/2024

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

Excused: Katie Cookinos left at 6:45 PM

Staff: Director Jennifer Russell

Public Attendees: Ray Rebholz, Mike Ivino, and Susan Kromprier

Meeting called to order at 6 PM by President Tim Scott

Public Comment:

Mike Ivino, owner of J&J Tree Services, joined us to discuss options for tree trimming and other arborist's work that may be necessary in the back garden and perimeter of the library.. Mr. Ivino suggests that in the long run, it may be more cost effective to remove a specific overgrown tree, in order to replace it with a tree that will remain lower to the ground, and could be trimmed by non-specialists. He, the trustees, Director and other public attendees, toured the garden with him to view his suggestions.

Susan Krampier, who has been in the Wednesday Book Club with long-term Trustee Irene Hurst, joined us to discuss being involved with the plan to honor Irene Hurst, who recently resigned due to illness. We brainstormed various options.

Friends of Library:

Co-President Rebholz said that the Library Street Fair was a success. Despite it being held as a community fair, and not as a fundraiser, the Friends were able to break even and have a small profit due to the generosity of attendees. A long-time member of the Friends, who managed the scholarship program for many years, recently passed away. This coming Monday, 6/17/24 at 6PM, is the last meeting of the year. It will be a potluck, accompanied by the unveiling of a plaque to honor the founding board of the Friends. The plaque will be placed in the Community Room.

Unfinished Business:

- **Trustee Training:** In the board packet was a list of possible dates for a training. We would include the trustees of two other local libraries, and watch one of the pre-recorded training sessions together. Plan is July 18th at 6pm at the Saugerties Library.

New Business:

1. Honoring Irene Hurst: See Public Comments re: planning to plant a tree or bush in the garden, accompanied by a plaque.
2. Library Resilience: Will begin to consider a possible plan for the library to be a location that could be designated for use in case of an area emergency. Several trustees volunteered to discuss further, in collaboration with Myrna Sameth, a former board member.
3. Trustee Application packets will be available July 1st, for any community member interested in becoming a Trustee. There will be public notice to the community, in order to solicit applicants. We also talked about possibly extending the current restriction on term limits for board members.
4. Budget Plan for 2025: see Finance Committee meeting for more information.

Secretary's Report:

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

Treasurer's Report:

Motion to pay the bills in the amount of \$ 33,020.00 made by Charlotte Herscher, seconded by Julie Misiano. Passes unanimously

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

- Irene Rivera Hurst spoke with the Director in order to tender her resignation from the board due to illness.
- Inventory Purge: we were able to sell some unused equipment at the street fair. Made about \$~~15000~~ and was able to sell a lot of items. According to the rules, these items may now be donated or discarded.

Committee Reports:

Finance: met on May 28, 24

Budget Planning for 2025: During the Finance meeting, members finalized the tentative budget for 2025, which the Trustees reviewed during the meeting tonight. Finance committee members answered Trustees' questions.

see minutes FMI Next meeting: June 25, 24 at 6PM

Personnel/Policy: Did not meet

Next meeting: Thursday, June 20, 2024 at 6PM (changed due to Juneteenth being a holiday)

Facilities: met on May 7, 24

1. Still attempting to obtain estimates to repair the concrete walkways. We need a certain number of estimates to proceed since the cost will be more than \$10K. We have an estimate already, and after due diligence, will be able to proceed without additional estimates if need be.

see minutes FMI Next meeting: June 4, 24 at 4PM

Outreach: met on May 29, 24

1. We continue to distribute fliers and request completion of the survey in preparation for development of our five-year plan.
2. We are also planning locations where we can go to talk to community members.
3. Recently, survey completion was solicited at the Library Street Fair and the Farmer's Market.

see minutes FMI Next meeting: June 24, 24 at 6PM

Friends Liaison:

N/A

Motion to adjourn at 7:40 PM by Tim Scott ;
Seconded by Nina Schmidbaur

Passes unanimously.

Submitted by Julie Misiano

Next meeting: Thursday July 11, 2024 at 6PM

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

	<u>Jan - Jun 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	5,048.23	3,500.00	1,548.23	144.24%
2401 · Interest	8,443.45	11,000.00	-2,556.55	76.76%
2705 · Gifts & Donations				
2705.4 · Friends	2,500.00	5,000.00	-2,500.00	50.0%
2705.2 · General	900.00	5,000.00	-4,100.00	18.0%
Total 2705 · Gifts & Donations	3,400.00	10,000.00	-6,600.00	34.0%
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	678,551.68	752,893.00	-74,341.32	90.13%
Expense				
7410.1 · Salaries	187,145.94	406,375.00	-219,229.06	46.05%
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.8 · Music	11.99	100.00	-88.01	11.99%
.4.1.7 · Streaming	4,205.34	6,500.00	-2,294.66	64.7%
.4.1.1 · DVD	976.17	3,000.00	-2,023.83	32.54%
.4.1.2 · Books				
4.1.2A · Adult Books	11,252.13	17,000.00	-5,747.87	66.19%
4.1.2J · Children's Books	2,463.71	9,500.00	-7,036.29	25.93%
Total .4.1.2 · Books	13,715.84	26,500.00	-12,784.16	51.76%
.4.1.3 · Subscriptions	526.92	2,000.00	-1,473.08	26.35%
.4.1.4 · Newspapers	1,230.00	2,000.00	-770.00	61.5%
.4.1.5 · Digital Materials	4,189.40	9,000.00	-4,810.60	46.55%
.4.1.6 · Audio Books	94.98	1,000.00	-905.02	9.5%
Total .4.1 · Library Material	24,950.64	50,100.00	-25,149.36	49.8%
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs	6,125.66	7,000.00	-874.34	87.51%
.4.2.2 · Microfilm & Archives	2,000.00	2,000.00	0.00	100.0%
.4.2.3 · Newsletter & Public Relations	818.97	3,250.00	-2,431.03	25.2%
Total .4.2 · Programs, Publicity, History	8,944.63	12,250.00	-3,305.37	73.02%
.4.3 · Operation of Building				
.4.3.1 · Utilities	13,433.27	37,000.00	-23,566.73	36.31%
.4.3.2 · Telephone	1,453.92	3,500.00	-2,046.08	41.54%
.4.3.3 · Insurance	12,797.00	23,500.00	-10,703.00	54.46%
.4.3.4 · Maintenance Service & Supplies	2,018.44	4,500.00	-2,481.56	44.85%
.4.3.5 · Lawn & Grounds	66.97	4,500.00	-4,433.03	1.49%
.4.3.6 · Building R&M	4,156.70	15,000.00	-10,843.30	27.71%
.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	6,208.00	7,000.00	-792.00	88.69%
.4.3.10 · Custodial Service	2,785.00			

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

	<u>Jan - Jun 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
.4.3.12 · Internet	2,342.62	3,000.00	-657.38	78.09%
Total .4.3 · Operation of Building	46,936.23	104,500.00	-57,563.77	44.92%
.4.4 · Equipment R&M, Supplies				
.4.4.1 · Copier	2,595.48	4,020.00	-1,424.52	64.56%
.4.4.2 · Office Supplies	1,049.37	3,000.00	-1,950.63	34.98%
.4.4.4 · Postage	3.72	2,300.00	-2,296.28	0.16%
.4.4.6 · Equipment Purchases	8,745.45	6,000.00	2,745.45	145.76%
.4.4.7 · Equipment R&M	2,770.00	2,000.00	770.00	138.5%
Total .4.4 · Equipment R&M, Supplies	15,164.02	17,320.00	-2,155.98	87.55%
.4.5 · Automation, System Fees				
.4.5.1 · Automation & Online Services	3,418.58	4,000.00	-581.42	85.47%
.4.5.2 · MHLS Assessment Fees	8,184.50	17,500.00	-9,315.50	46.77%
Total .4.5 · Automation, System Fees	11,603.08	21,500.00	-9,896.92	53.97%
.4.6 · Professional Services				
.4.6.8 · Professional Memberships	717.00	700.00	17.00	102.43%
.4.6.7 · Payroll Service Fees	1,530.10	2,500.00	-969.90	61.2%
.4.6.1 · Accounting	3,850.00	6,500.00	-2,650.00	59.23%
.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	855.79	700.00	155.79	122.26%
Total .4.6 · Professional Services	9,223.97	14,250.00	-5,026.03	64.73%
.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	0.00	650.00	-650.00	0.0%
Total 7410.4 · Contractual Expenses	116,822.57	220,570.00	-103,747.43	52.96%
9010 · Employee Benefits				
.1 · Retirement	30,758.00	32,313.00	-1,555.00	95.19%
.2 · Social Security & Medicare	14,040.60	30,440.00	-16,399.40	46.13%
.3 · Workers Compensation	4,879.00	4,700.00	179.00	103.81%
.4 · Disability	-204.10	300.00	-504.10	-68.03%
.5 · Medical & Dental Benefits	35,424.55	57,825.00	-22,400.45	61.26%
.6 · Life Insurance	145.80	370.00	-224.20	39.41%
Total 9010 · Employee Benefits	85,043.85	125,948.00	-40,904.15	67.52%
Total Expense	389,012.36	752,893.00	-363,880.64	51.67%
Net Ordinary Income	289,539.32	0.00	289,539.32	100.0%
	289,539.32	0.00	289,539.32	100.0%

Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Jun 24</u>	<u>Jan - Jun 23</u>
Ordinary Income/Expense		
Income		
1001 · Real Property Taxes	661,660.00	630,152.00
2082 · Fines	5,048.23	4,573.51
2401 · Interest	8,443.45	5,842.44
2705 · Gifts & Donations		
2705.4 · Friends	2,500.00	3,135.00
2705.1 · Restricted	0.00	1,000.00
2705.2 · General	900.00	3,676.00
Total 2705 · Gifts & Donations	<u>3,400.00</u>	<u>7,811.00</u>
3840 · New York State Aid	0.00	564.08
Total Income	<u>678,551.68</u>	<u>648,943.03</u>
Expense		
7410.1 · Salaries	187,145.94	166,007.52
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	11.99	53.96
.4.1.7 · Streaming	4,205.34	2,646.21
.4.1.1 · DVD	976.17	1,142.03
.4.1.2 · Books		
4.1.2A · Adult Books	11,252.13	11,843.06
4.1.2J · Children's Books	2,463.71	3,094.91
.4.1.2 · Books - Other	0.00	10.00
Total .4.1.2 · Books	<u>13,715.84</u>	<u>14,947.97</u>
.4.1.3 · Subscriptions	526.92	1,892.86
.4.1.4 · Newspapers	1,230.00	957.28
.4.1.5 · Digital Materials	4,189.40	1,725.12
.4.1.6 · Audio Books	94.98	49.99
Total .4.1 · Library Material	<u>24,950.64</u>	<u>23,415.42</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	6,125.66	3,062.14
.4.2.2 · Microfilm & Archives	2,000.00	2,000.00
.4.2.3 · Newsletter & Public Relations	818.97	0.00
Total .4.2 · Programs, Publicity, History	<u>8,944.63</u>	<u>5,062.14</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	13,433.27	15,080.96
.4.3.2 · Telephone	1,453.92	1,730.50
.4.3.3 · Insurance	12,797.00	15,138.00
.4.3.4 · Maintenance Service & Supplies	2,018.44	1,567.93
.4.3.5 · Lawn & Grounds	66.97	5,333.64
.4.3.6 · Building R&M	4,156.70	3,533.79
.4.3.7 · Snow Removal	800.00	1,600.00
.4.3.8 · Elevator	874.31	3,363.32
.4.3.9 · Geothermal	6,208.00	3,453.50

Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Jun 24</u>	<u>Jan - Jun 23</u>
.4.3.10 · Custodial Service	2,785.00	0.00
.4.3.12 · Internet	2,342.62	1,549.41
Total .4.3 · Operation of Building	46,936.23	52,351.05
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	2,595.48	1,590.32
.4.4.2 · Office Supplies	1,049.37	427.34
.4.4.4 · Postage	3.72	174.34
.4.4.6 · Equipment Purchases	8,745.45	3,226.54
.4.4.7 · Equipment R&M	2,770.00	0.00
Total .4.4 · Equipment R&M, Supplies	15,164.02	5,418.54
.4.5 · Automation, System Fees		
.4.5.1 · Automation & Online Services	3,418.58	1,056.01
.4.5.2 · MHLS Assessment Fees	8,184.50	9,590.00
Total .4.5 · Automation, System Fees	11,603.08	10,646.01
.4.6 · Professional Services		
.4.6.8 · Professional Memberships	717.00	0.00
.4.6.7 · Payroll Service Fees	1,530.10	1,281.51
.4.6.1 · Accounting	3,850.00	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	1,500.00
.4.6.5 · IT Maintenance Consultant	1,624.00	1,592.00
.4.6.6 · Staff Development	855.79	457.40
Total .4.6 · Professional Services	9,223.97	18,780.91
Total 7410.4 · Contractual Expenses	116,822.57	115,674.07
9010 · Employee Benefits		
.1 · Retirement	30,758.00	27,191.00
.2 · Social Security & Medicare	14,040.60	12,309.47
.3 · Workers Compensation	4,879.00	3,778.00
.4 · Disability	-204.10	-200.51
.5 · Medical & Dental Benefits	35,424.55	27,144.02
.6 · Life Insurance	145.80	148.93
Total 9010 · Employee Benefits	85,043.85	70,370.91
Total Expense	389,012.36	352,052.50
Net Ordinary Income	289,539.32	296,890.53
Net Income	289,539.32	296,890.53

Saugerties Public Library Abstract Check Register

M&T General Fund Checking 6455	Type	Date	Num	Name	Memo	Amount
	Check	06/04/2024	EFT	NYS Emp Retire System		-1,046.25
	Check	06/12/2024	10868	Village of Saugerties		-157.55
	Check	06/12/2024	10867	National Business Technologies		-53.22
	Check	06/30/2024	11314	Adriance Memorial Library		-10.00
	Check	06/30/2024	11315	Charter Communications		-230.80
	Check	06/30/2024	11316	Welsh Sanitation		-93.89
	Check	06/30/2024	11317	Culligan of Newburgh		-37.90
	Check	06/30/2024	11318	Business Credit Card		-1,239.81
	Check	06/30/2024	11319	Midwest Tape	#505676146	-731.91
	Check	06/30/2024	11320	Stewart's		-200.00
	Check	06/30/2024	11321	New York Folklore		-50.00
	Check	06/30/2024	11322	WZ Accountants	Invoice #1633	-550.00
	Check	06/30/2024	11323	Baker & Taylor		-898.40
	Check	06/30/2024	11324	P.C. Smith & Son Inc		-66.97
	Check	06/30/2024	11325	Uniforms USA, Inc.	#39948	-52.00
	Check	06/30/2024	11326	Perfect Pane Window Washing LLC		-1,698.00
	Check	06/30/2024	EFT	Charter Communications		-255.33
	Check	06/30/2024	11327	Shannon Perrott		-417.50
	Check	06/30/2024	11328	Rosemary Stickley		-100.00
	Check	06/30/2024	11329	Jill Olesker		-100.00
	Check	06/30/2024	11330	Woodstock Library		-35.00
	Check	06/30/2024	EFT	Paychex	Invoice #2024061101 and #2024062501	-189.08
	Check	06/30/2024	11331	W B Mason Co Inc	Invoice #246972181 and #247005876	-108.19
	Check	06/30/2024	11332	National Business Technology	Invoice #82759402	-394.38
	Check	06/30/2024	11333	Mid Hudson Library System	Invoice #1865	-722.50
	Check	06/30/2024	EFT	Central Hudson		-1,775.49
	Check	06/30/2024	11334	OverDrive Inc		-1,415.41
	Check	06/30/2024	11335	Gale/Cengage Learning	Invoice #84470013	-98.37
	Check	06/30/2024	11336	CDPHP	#241640000177	-5,581.95
	Check	06/30/2024	11337	Metropolitan Life Insurance Companies		-24.30
	Check	06/30/2024	11338	DEMCO	Invoice #7496023	-120.36
Total M&T General Fund Checking 6455						<u>-18,454.56</u>
M&T Capital Fund Checking 6430						
Total M&T Capital Fund Checking 6430						<u><u>-18,454.56</u></u>

Saugerties Public Library

Abstract

June 2024

	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Ordinary Income/Expense				
Income				
2082 - Fines				
			Square income	297.16
Total 2082 - Fines				<u>297.16</u>
Total Income				297.16
Expense				
7410.1 - Salaries				
	6-13-24 PR			15,097.85
	6-27-24 PR			15,117.86
Total 7410.1 - Salaries				<u>30,215.71</u>
7410.4 - Contractual Expenses				
.4.1 - Library Material				
.4.1.7 - Streaming				
	11318	Business Credit Card		24.99
	11319	Midwest Tape	Hoopla June Inv #505702741	677.93
Total .4.1.7 - Streaming				<u>702.92</u>
.4.1.1 - DVD				
	11319	Midwest Tape	Inv #505638259 and #505676146	53.98
Total .4.1.1 - DVD				<u>53.98</u>
.4.1.2 - Books				
4.1.2A - Adult Books				
	11314	Adriance Memorial Library		10.00
	11318	Business Credit Card		26.99
	11323	Baker & Taylor	Inv #5018941184	503.70
	11323	Baker & Taylor	Inv #5018957719	150.29
	11330	Woodstock Library		35.00
	11335	Gale/Cengage Learning	Invoice #84470013	98.37
Total 4.1.2A - Adult Books				<u>824.35</u>
4.1.2J - Children's Books				
	11323	Baker & Taylor	Inv #5018934030	198.12
	11323	Baker & Taylor	Inv #5018955320	46.29
Total 4.1.2J - Children's Books				<u>244.41</u>
Total .4.1.2 - Books				1,068.76
.4.1.3 - Subscriptions				
	11321	New York Folklore		50.00
Total .4.1.3 - Subscriptions				<u>50.00</u>
.4.1.4 - Newspapers				
	11320	Stewart's	June	200.00
Total .4.1.4 - Newspapers				<u>200.00</u>
.4.1.5 - Digital Materials				
	11334	OverDrive Inc	Invoice #0193DA24178090	75.00
	11334	OverDrive Inc	Invoice #01938CO24179895	520.48

Saugerties Public Library

Abstract

June 2024

Num	Name	Memo	Amount
		Invoice	
11334	OverDrive Inc	#01938DA24185195	42.09
		Invoice	
11334	OverDrive Inc	#01938CO24186415	282.96
		Invoice	
11334	OverDrive Inc	#01938CO24187209	467.38
		Invoice	
11334	OverDrive Inc	#01938DA24190847	27.50
Total .4.1.5 · Digital Materials			1,415.41
Total .4.1 · Library Material			3,491.07
.4.2 · Programs, Publicity, History			
.4.2.1 · Programs			
11318	Business Credit Card		507.61
11327	Shannon Perrott		417.50
11328	Rosemary Stickley		100.00
11329	Jill Olesker	House	100.00
Total .4.2.1 · Programs			1,125.11
.4.2.3 · Newsletter & Public Relations			
11318	Business Credit Card		15.97
Total .4.2.3 · Newsletter & Public Relations			15.97
Total .4.2 · Programs, Publicity, History			1,141.08
.4.3 · Operation of Building			
.4.3.1 · Utilities			
10868	Village of Saugerties		157.55
EFT	Central Hudson	5/16/24 - 6/14/24	1,775.49
Total .4.3.1 · Utilities			1,933.04
.4.3.2 · Telephone			
EFT	Charter Communications	6/1/24-6/30/24	255.33
Total .4.3.2 · Telephone			255.33
.4.3.4 · Maintenance Service & Supplies			
11316	Welsh Sanitation	July	93.89
11317	Culligan of Newburgh		37.90
11318	Business Credit Card		27.59
11331	W B Mason Co Inc	Invoice #246972181 and #247005876	108.19
Total .4.3.4 · Maintenance Service & Supplies			267.57
.4.3.5 · Lawn & Grounds			
11324	P.C. Smith & Son Inc		66.97
Total .4.3.5 · Lawn & Grounds			66.97
.4.3.6 · Building R&M			
11318	Business Credit Card		23.99
11325	Uniforms USA, Inc.	June	52.00
11326	Perfect Pane Window Washing LLC		1,698.00
Total .4.3.6 · Building R&M			1,773.99
.4.3.12 · Internet			
11315	Charter Communications	7/1/24-7/31/24	230.80
Total .4.3.12 · Internet			230.80

Saugerties Public Library

Abstract

June 2024

	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total .4.3 · Operation of Building				4,527.70
.4.4 · Equipment R&M, Supplies				
.4.4.1 · Copier				
	10867	National Business Technologies	Invoice #IN617041	53.22
	11332	National Business Technology	July	394.38
Total .4.4.1 · Copier				<u>447.60</u>
.4.4.2 · Office Supplies				
	11338	DEMCO	Invoice #7496023	120.36
Total .4.4.2 · Office Supplies				<u>120.36</u>
.4.4.6 · Equipment Purchases				
	11318	Business Credit Card		8.99
Total .4.4.6 · Equipment Purchases				<u>8.99</u>
.4.4.7 · Equipment R&M				
	11318	Business Credit Card		500.00
Total .4.4.7 · Equipment R&M				<u>500.00</u>
Total .4.4 · Equipment R&M, Supplies				<u>1,076.95</u>
.4.5 · Automation, System Fees				
.4.5.1 · Automation & Online Services				
	11318	Business Credit Card		103.68
	11333	Mid Hudson Library System	SAM	722.50
Total .4.5.1 · Automation & Online Services				<u>826.18</u>
Total .4.5 · Automation, System Fees				<u>826.18</u>
.4.6 · Professional Services				
.4.6.9 · Merchant Fees				
			Square income	9.69
Total .4.6.9 · Merchant Fees				<u>9.69</u>
.4.6.7 · Payroll Service Fees				
	EFT	Paychex	Invoice #2024061101 and #2024062501	189.08
Total .4.6.7 · Payroll Service Fees				<u>189.08</u>
.4.6.1 · Accounting				
	11322	WZ Accountants	Invoice #1633	550.00
Total .4.6.1 · Accounting				<u>550.00</u>
Total .4.6 · Professional Services				<u>748.77</u>
Total 7410.4 · Contractual Expenses				<u>11,811.75</u>
9010 · Employee Benefits				
.2 · Social Security & Medicare				
	6-13-24 PR			1,133.53
	6-27-24 PR			1,135.05
Total .2 · Social Security & Medicare				<u>2,268.58</u>
.4 · Disability				
	6-13-24 PR			-15.18
	6-27-24 PR			-15.55
Total .4 · Disability				<u>-30.73</u>
.5 · Medical & Dental Benefits				
	6-13-24 PR			-280.70
	6-27-24 PR			-280.70
	11336	CDPHP	July	5,581.95
Total .5 · Medical & Dental Benefits				<u>5,020.55</u>

Saugerties Public Library

Abstract

June 2024

	Num	Name	Memo	Amount
.6 · Life Insurance				
	11337	Metropolitan Life Insurance Comp	Life insurance	24.30
Total .6 · Life Insurance				24.30
Total 9010 · Employee Benefits				7,282.70
Total Expense				49,310.16
Net Ordinary Income				-49,013.00
Net Income				-49,013.00

June Director's Report 2024

Friends Street Fair: On June 1st, The Friends held their street fair, and it was a great success. There were many community organizations and volunteers who participated. The public came out in large numbers, and the weather was perfect. In an effort to declutter the library, we sold outdated technology at the sale. We are left with a few items that now can be donated or given away free of charge.

The Friends also had their Annual Meeting on June 17th, and unveiled a lovely plaque in the Community Room which honors the founding members of the Friend's group. Thank you to Jo Cicale for making this project happen.

Farmer's Market: The library tabled the "non-profit" table at the Saugerties Farmer's Market on June 8th. Local artist, Jill Olesker and I offered fish puppet making materials and asked people to write their experiences with water / Esopus creek. This was also an opportunity to have people fill out the survey for our 5 year plan.

Summer Reading Program: Charlotte and Christine visited the public schools to promote the library and the summer reading program. The kickoff event was June 26th, with a musical performance by Tom Sieling. Staff have created an incredible summer of programming. Please check out all of the unique and fun things they have planned: <https://www.saugertiespubliclibrary.org/> There are reading challenges for all ages, with various prizes for each age group.

Facilities: Unfortunately, Service Master, who cleaned the carpets last month, dumped the dirty water down our janitor closet's drain and in the downstairs bathrooms. The residue from the carpets clogged the drains, and sewage backed up into the bathrooms. Emergency plumbers were called to flush out the pipes.

Meetings:

UCLA: We met via zoom on June 18th

Staff meeting: We had a staff meeting on June 18th.

DA Meeting in Poughkeepsie: June 11th

I was out of the office June 28th

The library was closed for Juneteenth.

discover, connect, grow.

Saugerties Public Library
@Finance Committee

Date: 6/25/2024

Time: 6:01

Committee Members Attending:

Charlotte Herscher

Brian Collins

Committee Members Absent:

Tim Scott

Staff Attending:

Jennifer Russell

Discussion/Agenda Items

1. Continued to finalize the budget for 2025. Will increase HVAC budget line.
2. IT Maintenance. We currently have IT support from MHLS, but would like to consider Computer Guys (Woodstock Library uses them). Will increase IT Maintenance Consultant line item for next year in any case.
3. Discussed internet provider going forward, but we have a contract with Spectrum through 2025.

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

Next meeting: Tuesday, July 30, 2024 at 6:00

Budget Estimates for 2025 DRAFT

	2024 Budget	2025 DRAFT	Notes
Ordinary Income/Expense			
Income			
1001 · Real Property Taxes	661,660.00	707,326.36	6% increase
2082 · Fees	3,500.00	4,000.00	
2401 · Interest	11,000.00	12,000.00	
2705 · Gifts & Donations			
2705.4 · Friends	5,000.00	13,000.00	
2705.2 · General	5,000.00	5,000.00	
Total 2705 · Gifts & Donations	10,000.00	18,000.00	0.00
3840 · New York State Aid	5,500.00	5,500.00	
3999 · Appropriated Fund Balance	61,233.00	28,431.64	
Total Income	752,893.00	775,258.00	0.00
Expense			
7410.1 · Salaries	406,375.00	419,700.00	3% raise
7410.4 · Contractual Expenses			
.4.1 · Library Material			
.4.1.8 · Music	100.00	100.00	
.4.1.7 · Streaming	6,500.00	8,000.00	
.4.1.1 · DVD	3,000.00	3,000.00	
.4.1.2 · Books			
4.1.2A · Adult Books	17,000.00	17,000.00	
4.1.2J · Children's Books	9,500.00	9,000.00	
Total .4.1.2 · Books	26,500.00	26,000.00	0.00
.4.1.3 · Subscriptions	2,000.00	1,500.00	
.4.1.4 · Newspapers	2,000.00	2,500.00	
.4.1.5 · Digital Materials	9,000.00	12,000.00	
.4.1.6 · Audio Books	1,000.00	500.00	
Total .4.1 · Library Material	50,100.00	53,600.00	0.00
.4.2 · Programs, Publicity, History			
.4.2.1 · Programs	7,000.00	7,000.00	
.4.2.2 · Microfilm & Archives	2,000.00	2,000.00	
.4.2.3 · Newsletter & Public Relations	3,250.00	4,000.00	
Total .4.2 · Programs, Publicity, History	12,250.00	13,000.00	0.00
.4.3 · Operation of Building			
.4.3.1 · Utilities	37,000.00	28,000.00	
.4.3.2 · Telephone	3,500.00	3,500.00	
.4.3.3 · Insurance	23,500.00	27,000.00	
.4.3.4 · Maintenance Service & Supplies	4,500.00	5,000.00	
.4.3.5 · Lawn & Grounds	4,500.00	4,500.00	Zoe & Mower that Brian found
.4.3.6 · Building R&M	15,000.00	12,000.00	
.4.3.7 · Snow Removal	2,500.00	1,500.00	
.4.3.8 · Elevator	4,000.00	4,000.00	
.4.3.9 · Geothermal	7,000.00	7,500.00	
.4.3.12 · Internet	3,000.00	3,000.00	

Total .4.3 · Operation of Building	104,500.00	96,000.00	0.00
.4.4 · Equipment R&M, Supplies			
.4.4.1 · Copier	4,020.00	4,550.00	Lease went up & added monthly tech service.
.4.4.2 · Office Supplies	3,000.00	3,000.00	
.4.4.4 · Postage	2,300.00	600.00	
.4.4.6 · Equipment Purchases	6,000.00	9,000.00	Income from friends to pay
.4.4.7 · Equipment R&M	2,000.00	5,000.00	new public computers?
Total .4.4 · Equipment R&M, Supplies	17,320.00	22,150.00	0.00
.4.5 · Automation, System Fees			
.4.5.1 · Automation & Online Services	4,000.00	4,000.00	
.4.5.2 · MHLS Assessment Fees	17,500.00	20,030.00	MHLS is proposing a 20% increase
Total .4.5 · Automation, System Fees	21,500.00	24,030.00	0.00
.4.6 · Professional Services			
.4.6.8 · Professional Memberships	700.00	800.00	Per NYLA
.4.6.7 · Payroll Service Fees	2,500.00	2,500.00	
.4.6.1 · Accounting	6,500.00	6,600.00	Accountant increased fee 2024
.4.6.2 · Audit	0.00	0.00	
.4.6.3 · Board Expenses	250.00	250.00	
.4.6.4 · Consulting & Legal Services	2,000.00	2,000.00	
.4.6.5 · IT Maintenance Consultant	1,600.00	2,500.00	Increased for Computer Guys emergency contingency
.4.6.6 · Staff Development	700.00	700.00	
Total .4.6 · Professional Services	14,250.00	15,350.00	0.00
.4.7 · Election Expenses			
.4.7.1 · Election Inspectors	450.00	450.00	
.4.7.2 · Election Expenses	200.00	200.00	
Total .4.7 · Election Expenses	650.00	650.00	0.00
Total 7410.4 · Contractual Expenses	220,570.00	224,780.00	0.00
9010 · Employee Benefits			
.1 · Retirement	32,313.00	37,614.00	NYS estimate
.2 · Social Security & Medicare	30,440.00	27,500.00	
.3 · Workers Compensation	4,700.00	4,700.00	
.4 · Disability	300.00	350.00	
.5 · Medical & Dental Benefits	57,825.00	60,244.00	
.6 · Life Insurance	370.00	370.00	
Total 9010 · Employee Benefits	125,948.00	130,778.00	0.00
Total Expense	752,893.00	775,258.00	0.00
Net Ordinary Income	0.00	0.00	0.00
Net Income	0.00	0.00	0.00

Saugerties Public Library

Policy/Personnel Committee Meeting Minutes

Date: July 2, 2024

Time: 6:00 p.m.

Meeting location: SPL Library

Committee Members Attending:

Bassler (chair), Irizarry, Scott, Russell

Also attending:

Nina Schmidbaur

Discussion:

1. Reviewed and revised Article IV.4.d of the SPL By-Laws, extending the maximum length of time a trustee can serve from two to three consecutive terms.
2. Reviewed the Posting Policy and made minor revisions.

Action items: Jennifer will make the recommended revisions to Section IV of the By-Laws and to the Posting Policy and ask the library staff to review the revised Posting Policy. Both the revised section of the By-Laws and the Posting Policy will be presented to the board at the July meeting for approval.

Next scheduled meeting: August 21 at 6:00 p.m.



BY-LAWS

PREAMBLE

The Board of the Trustees of the Saugerties Public Library (“the Board”) hereby enacts the following By-Laws:

ARTICLE I: NAME

The name of the library shall be the Saugerties Public Library (the “Library”). The Library is a domestic education corporation duly chartered by the Regents of the University of the State of New York, pursuant to New York Education Law Sections 216 and 255, and L. 1992, Ch. 723, as amended, and has its principal place of business in Saugerties, New York. The Library is an integral part of the public libraries of the United States.

ARTICLE II: MISSION & PURPOSES

1. *Purpose.* The purpose of the Library is to provide the residents of the Town of Saugerties and the patrons of the Mid-Hudson library System with a balanced collection of educational, cultural, informational and recreational materials and experiences.

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

ARTICLE III: MEMBERSHIP

The corporation shall have no members.

ARTICLE IV: BOARD OF TRUSTEES

1. *Powers.* All powers of the Library shall be vested in the Board of Trustees (“Board”). The Board shall be authorized to take any and all actions in furtherance of the Library’s purposes, and make all rules, regulations, and policies for the transaction of the business of the Library, not inconsistent with law, its charter and these Bylaws. Specific duties of the Board include, but are

not limited to:

- a. Employ a competent and qualified director;
- b. Attend all Board meetings and see that accurate records are kept on file at the library;
- c. Prepare the annual budget and secure adequate funds to carry on the library's programs;
- d. Approve and adopt policies to govern the operation and program of the library, establishing among library policies those dealing with book and material selection;
- e. Know local and state laws and actively support library legislation in the State and Nation which the Board deems productive, progressive and necessary;
- f. Know the needs of the library in relation to those of the community and keep abreast of library standards and trends;
- g. Periodically review all library services to determine whether the needs of the community indicate that any present services be discontinued or other services and facilities added;
- h. Establish, support and participate in a continuing public relations program; and
- i. Participate in a minimum of 2 hours of regional and / or state workshops or meetings annually.

2. *Composition.* The Board shall consist of eleven (11) elected Trustees.

3. *Election and Qualification.* A candidate for election or appointment as Trustee must be a legal resident of the Town of Saugerties (the "District"), must be a qualified voter of the District, and must otherwise meet the requirements for election as a Trustee set forth in applicable provisions of law. Trustees shall be elected by the voters of the District at an annual election held on the first Thursday of September.

4. *Term of Office.*

a. Except as otherwise provided by these By-laws, a Trustee's term of office shall be five (5) years.

b. Elected Trustees shall assume their duties at the first regular Board of Trustees meeting next following their election and qualification, or as soon thereafter as they may be able to take the oath of office; provided, however, that a vacancy occurring by reason of the resignation, removal or death of a serving Trustee shall be filled by the Board until the next regularly scheduled election, in accordance with the provisions of Section 5 of this Article, and any such person elected to fill a vacancy on the Board shall take office following their election and qualification, or as soon thereafter as they may be able to take the oath of office.

c. At any election where more than one Trustee vacancy is being filled, and where one or more persons are to be elected for a full term or terms and one or more persons are to be elected for the unexpired portion of a term or terms, the candidate receiving the highest number of votes shall be entitled to the longest term and the candidates receiving the next highest number of votes shall be entitled, in decreasing order of the respective numbers of votes, to the several vacancies, in decreasing order of the length of such terms or unexpired portions of terms.

d. The maximum length of a term is five (5) years. No trustee shall be elected to more than **three** consecutive terms unless a period of three (3) years or more has elapsed since the end

of the last term. According to NYS Legislation, board terms must be staggered to assure a continued quorum. If a trustee is initially elected to fill the remainder of a retiring trustee's term, via a majority vote of the Board, those remaining years constitute the fulfillment the retiring trustee's 5 year term. If a Board elected trustee is initially appointed to fill the balance of an unexpired term, that initial term shall not be included in the publicly elected term limits described above.

5. *Vacancies.* A vacancy occurring among the elected members of the Board shall be temporarily filled by the affirmative vote of the majority of the remaining Trustees. A person so appointed shall assume his or her duties at the meeting at which he or she is appointed by the Board, and shall serve until an eligible successor is duly elected

6. *Attendance.* Any Trustee who is absent from three (3) consecutive Board meetings and/or four (4) meetings of the total number of meetings held by the Board in any given year, shall be deemed to have resigned as a Trustee if such absences are determined by majority vote of the Trustees then in office to have been without reasonable cause.

7. *Resignation.* Any Trustee may resign at any time by submitting his or her resignation in writing to the President or Secretary of the Board. Such resignation shall be effective upon receipt unless another date is specified therein.

8. *Compensation of Trustees and Officers.* No Trustee or officer shall receive, directly or indirectly, any compensation or other payment from the Library unless authorized by the concurring vote of two-thirds of all Trustees then in office and in no event shall any compensation or payment be paid or made except reasonable compensation for contracted services actually rendered or reimbursement for disbursements actually incurred. A Trustee or officer with an interest, direct or indirect, in any contract relating to the operation of the Library or in any contract for furnishing supplies thereto shall disclose such interest at or prior to the meeting at which approval of such contract is to be considered. The Library shall not enter into such contract unless doing so is authorized by a majority of the Trustees then in office, excluding the interested Trustee.

9. *Limitations on Authority.* All actions of the Board shall be of the Board as a unit. No Trustee shall act on behalf of the Board on any matter without prior approval of the Board. No Trustee, by virtue of his/her office, shall exercise any administrative responsibility with respect to the Library nor, as an individual, command the services of any library employee.

ARTICLE V: OFFICERS AND THEIR DUTIES

1. *Officers and Election.* The officers of the Library shall be the President, Vice President, Treasurer, and Secretary, each of whom shall be elected annually by majority vote of the Trustees at the Annual Meeting, for a one-year term commencing at the Annual Meeting. Only Trustees who have served for one full year, may serve as officers. Any eligible board member may be elected to an executive position, but cannot serve more than 3 years in any one position.

2. *Vacancies.* Any vacancy in a Library office, with the exception of the presidency, shall be filled by majority vote of the remaining Trustees then in office, upon a nomination from the floor. Any officer so elected shall serve for the balance of the unexpired term of his or her predecessor.

3. *Duties.*

a. *President.* The President shall preside at all meetings of the Trustees, and shall assure appropriate Board representation at presentations of information to individuals who, or organizations that, provide funds to the Library. He or she shall have such powers and exercise such duties as are required by these By-Laws or as are commonly incident to the office of President of a New York educational corporation. The President is the official spokesperson for the Board of Trustees. The President shall appoint all committees and their chairs, with the advice and consent of the Nominating Committee.

b. *Vice President.* In the absence of the President, the Vice President shall serve in his or her stead, and shall perform such other appropriate duties as may be requested from time to time by the Board or the President. If the President shall resign, die, or be removed from office, the Vice President shall become the President for the balance of that person's term.

c. *The Treasurer,* in conjunction with the Library Director, shall present a report of the Library's financial activities and condition to the Board as often as the Board may require; shall present the proposed expenditures of the Library to the Board for approval; shall prepare the Library's annual budget for the approval of the Board; and shall, in coordination with independent auditors selected by the Board, ensure that an annual audited financial statement is prepared and filed.

d. *Secretary.* The Secretary shall keep written minutes of the meetings of the Board and perform such other duties as may be required by the Board or the President. The Secretary may arrange to have meeting minutes recorded by another person at his/her discretion. In the absence of the Secretary from any meeting of the Board, the President may appoint a Secretary, pro tempore, for that meeting.

e. In the absence of the President and Vice President from a meeting of the Board, those Trustees present shall elect a President, pro tempore, to preside at that meeting.

4. *Removal.* Any officer elected as provided in the By-Laws may be removed by a two-thirds vote of the Trustees then in office when, in their judgment, the best interest of the Library will be served by such removal.

5. *Resignation.* Any officer may resign his or her office at any time, by submitting a resignation in writing or to the President, Vice-President, or Secretary of the Board of Trustees. Such resignation shall be effective upon receipt unless another date is specified therein. The resignation by a Trustee from an office on the Board shall not be construed as a resignation of the Trustee as Trustee, unless such resignation is also tendered in accordance with Article IV, section 7 of these By-laws.

ARTICLE VI: MEETINGS

1. *Annual Meeting.* The Annual Meeting of the Board shall be the regular meeting in October in each calendar year. It shall be held at such time and place as the Trustees shall determine.

2. *Regular Meetings.* Regular meetings of the Board shall be held at least monthly, at such times and public places as the Trustees shall determine in accordance with current NYS Open Meetings Law; provided, however, that the Annual Meeting of the Board shall, for purposes of this section, be deemed to be the regular meeting of the Board in October.

3. *Special Meetings.* Special meetings of the Board shall be held at the call of the President, on his or her own initiative or upon the written request of three (3) or more members of the Board. Such meeting shall be held as soon as practicable after notice is given to all Board members in accordance with Section 4 of this Article.

4. *Notice of Meetings.* Public Notice of all Board meetings shall be given in accordance with the open meetings provisions of the Public Officers Law.

5. *Waiver.* Attendance of a Trustee, as applicable, at any meeting shall constitute a waiver of notice of such meeting except when a Trustee member, as applicable, attends for the express purpose of objecting to the transaction of any business on the basis that the meeting is not lawfully called or convened. A Trustee may also waive notice of any meeting in a writing delivered to the Secretary at or before such meeting.

6. *Quorum.* Six (6) or more Trustees, present and voting, shall constitute a quorum for the purpose of transacting business at all meetings of the Board. A majority of the duly appointed members of any Committee, present in the same manner, shall constitute a quorum for the purpose of transacting the business of the Committee. In the absence of a quorum, the chair of the meeting shall adjourn the meeting to another time. Notice of such adjournment shall be given to all Trustees or Committee members, as applicable, not in attendance at the adjourned meeting.

7. *Parliamentary Authority.* The Library shall utilize the current edition of Roberts Rules of Order, Newly Revised as its parliamentary authority and agrees, to the extent possible, to follow its guidelines in the conduct of its business.

8. *Open Meetings.* In accordance with the New York State Open Meetings Law and Education Law, all meetings of the Board and its Committees are open to the public. Executive sessions may be called and held when necessary as appropriate. Every Executive Session must first be approved in an open meeting by a majority vote and the purpose of the session recorded in the minutes of the open meeting.

9. *Action of the Board.* Except as otherwise required by law or these By-laws, no action of the Board shall become effective unless six (6) or more Trustees shall affirmatively vote in favor

of it. Voting by proxy shall not be permitted.

ARTICLE VII: LIBRARY DIRECTOR

Appointment. The Board shall appoint a Library Director, who shall be the executive and administrative officer of the library, acting on behalf of the Board and under its review and direction.

1. Responsibilities. In accordance with the official Civil Service title specification for the position, the Library Director shall be responsible: for the proper specification of duties of, the direction of, and the supervision of Staff and he or she shall possess the power and authority to appoint and remove all subordinate employees; for the care and maintenance of Library property; for adequate and proper selection of Library materials in keeping with stated policies established by the Board; for the effectiveness of Library service to the public; for operation within the Library budget; and for such other matters consistent herewith as may be identified by the Board from time to time. The Library Director or his/her designee is the official spokesperson for the Library. The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of library service.
2. Board Meetings. The Library Director shall attend all meetings of the Board of Trustees and respond to questions from Trustees. The Library Director shall give a written report to the Board at all regular meetings. The Library Director may participate in the discussions at meetings of the Board and Committees and offer professional advice, but shall not have a vote.

ARTICLE VIII: COMMITTEES

1. *Executive Committee.* The Officers of the Library shall constitute the executive committee of the Library. The Executive Committee is empowered to review and decide upon all matters of urgency that may arise between meetings of the full Board, and to expend up to **\$2,000** without prior approval of the Board. All actions of the Executive Committee are subject to ratification by the Board at its next meeting.
2. *Standing Committees.* The Board may, from time to time, create standing committees of the Library. With the advice and consent of the Executive Committee, the President shall appoint members of the Board to standing committees and, except as otherwise provided by these By-laws, shall designate the Chair of each no later than the first regular meeting after the annual meeting. All committees shall consist of up to four Trustees, one of whom will be the chair, and may include up to two members of the community who are not Trustees. Community members are advisors only and may not vote or make motions. The standing committees and their responsibilities are:
 - a. Finance Committee. The Finance Committee shall advise and report on the financial condition of the Library and make recommendations as to all related matters, including the development of the budget. The Treasurer will chair this

committee.

- b. **Personnel & Policy Committee.** The Personnel and Policy Committee shall advise and report on matters involving Library personnel. The Committee shall develop a Personnel Policy Manual and Employee Handbook, and evaluate the Library Director. It shall recommend staff salary increases to the Board. The Personnel and Policy Committee shall advise and report on matters involving Library policies and any amendments to the By-Laws.
 - c. **The Outreach and Long Term Planning committee** is responsible for the research and development of the 5-year long-term plan for action based on input from the community. The outreach committee oversees the implementation of the plan, which is carried out by library staff and Trustee members/committees. In addition, the Outreach committee identifies opportunities to promote the library to the community. Their goal is to expand patron participation, through collaboration with other community organizations, both within the library building or off site.
 - d. **Nominating Committee.** The Nominating Committee shall:
 - i. Advise and report on matters relating to the filling of Trustee vacancies. The Committee shall be responsible for presenting to the Board nominations of persons to fill unexpired terms of Trustees whose seats become vacant. Names of those nominated shall be given to all Trustees, in writing, at least 10 days before the meeting of the Board at which a Trustee will be appointed; and
 - ii. Develop and present a slate of officers to serve as the Executive Committee, in writing, at least 10 days before the election of officers at the annual October organizational meeting.
 - e. **Facilities Committee.** The Facilities Committee shall supervise the maintenance of Library buildings and grounds, the furnishing of the rooms, and the art collection.
3. ***Temporary Committees.*** The Board may create temporary committees for any other library purpose which shall serve until the completion of the work for which they were appointed. The members of any such committee shall be appointed by the President, with the advice and consent of the Executive Committee, and may include Trustees and one or more persons other than Trustees.
 4. ***Committee Records and Reports.*** Each Committee established in accordance with these By-Laws will keep written records of its meetings and activities, provide a copy of such records to the Secretary for inclusion in the permanent records of the Library, and report to the Board as often, and in such form, as the Board may require.
 5. ***Miscellaneous.*** No committee will have other than advisory powers unless, by suitable action of the Board, it is specifically granted specific power to act. The President shall be an ex officio member of all committees.

ARTICLE IX: FISCAL YEAR

The fiscal year of the Library shall commence on January 1st and end on the following December 31st.

ARTICLE X: INDEMNIFICATION

1. The Library shall indemnify, to the fullest extent permissible under Public Officers Law §18, any person, and the heirs and personal representatives of such person, against any and all judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees, actually and necessarily incurred by or imposed upon such person, or in connection with, or resulting from any claim, action, suit or proceeding, whether civil or criminal, in which such person is a party or is threatened to be made a party by reason of such person being or having been a Trustee, officer, employee or agent of the Library, or of another library, joint agent of the Library, or of another library, joint venture, trust or other organization in which such person serves as a director, officer, employee or agent at the request of the Library, or by reason of such person being or having been an administrator or a member of any board or committee of the Library or of any such other organization, including, but not limited to, any administrator, board or committee related to any employee benefit plan. To the fullest extent permissible under law, the Library may advance expenses incurred in defending a civil or criminal action, suit or proceeding to any such Trustee, officer, employee or agent upon receipt of any undertaking by or on behalf of the Trustee, officer, employee or agent to repay such amount, if it shall ultimately be determined that such person is not entitled to indemnification by the Library. The foregoing right of indemnification and advancement of expenses shall in no way be exclusive of any other rights of indemnification to which any such person may be entitled, under any bylaw, agreement, vote of Trustees or otherwise, and shall inure to the benefit of the heirs and personal representatives of such person. Any repeal or amendment of this Section 1 of Article X shall be prospective only and shall not adversely affect any right of protection of a person with respect to any act or omission occurring prior to the time of such repeal or modification.

2. The Library may purchase and maintain insurance on behalf of any person who is or was a Trustee, officer, employee or agent of the Library, or is or was serving at the request of the Library as a Trustee, officer, employee or agent of another Library, partnership, joint venture, trust or other enterprise against any liability asserted against such person and incurred by such person in any such capacity, or arising out of the person's status as such, whether or not the Library would have the power to indemnify such person against such liability under Public Officers Law §18.

ARTICLE XI: DISSOLUTION

Upon the dissolution of the Library, the Board shall, after paying or making provision for the payment of all of the liabilities of the Library, distribute the remaining assets in accordance with the provisions of the Education Law of the State of New York.

ARTICLE XII: AMENDMENTS

These By-Laws may be amended, or be repealed, by a majority vote of the Trustees then in office at any meeting of the Board, provided that written notice of the proposed change or repeal has been provided in writing to members of the Board at least two (2) weeks before, or presented at the regular meeting prior to, the meeting at which the proposed change(s) will be considered by the Board. The notice shall include the language of the proposed change(s) and a brief statement of the purpose(s) thereof.

These By-Laws shall also be subject to a mandatory review by the Board every three (3) years.

Approved by the Saugerties Public Library board on May 2, 1995

Review History: Amended December 9, 2003; Amended June 8, 2004; Amended July 8, 2014; Amended February 14, 2017; Reviewed Oct. 10, 2017, Nov. 14, 2017, Amended Dec. 12, 2017, Amended Jan. 9, 2018, Amended April 11, 2024 . Review Cycle: 3 years

Posting Policy

The Saugerties Public Library is pleased to make space available for the posting of notices that may be of interest to the public. **With the discretion of library staff**, space is available under the following conditions:

1. Items displayed are restricted to cultural/educational/**social service** events or announcements from local non-profit groups in **the Ulster County Region**.

2. Advertised events should occur within 30 days. **Special consideration will be offered for long term events / workshops**.

3. Certain restrictions apply to the materials which are displayed. Disallowed materials are those that do not fit within the Library's role as a source of community information, including, but not limited to:
 - Partisan political material
 - Petitions
 - Solicitations
 - Surveys

4. ~~The Library Director or designee must approve all posters, flyers, and other such materials.~~ Final determination on the display of material will be determined by the Library Director in keeping with the Library's role as a source of community information.

5. The Library may retain copies of any materials posted or placed in the Library for distribution.

Approved by the Saugerties Public Library board on March 10, 1998

Review History: November 9, 2010;

Review Cycle: 3 years

Saugerties Public Library
Outreach Committee

Date: Monday, June 24, 2024

Time: 5:30-7pm

Committee Members Attending: Nina Schmidbaur (chair), Julie Misiano, Katie Cokinos

Staff Attending: Jennifer Russell (director)

The meeting focused on reviewing responses from the surveys we have gotten so far. We have received 286 but plan to continue our outreach into the community till the end of August.

We are looking to hold community conversations in the following places throughout July:

Inquiring Minds

9W with the Tuesday Art Salon

The Exchange – Friday is pizza night

First Fridays in the Village - July 5th. Josie is showing off new mural.

In the Sticks – Rushbrook General Store – West Saugerties

Rock Academy

Jewish Congregation

Work on list of questions to ask with two people attending. One in conversation with the public the other taking notes.

Men, parents of teens, teens, young people are demographics we're hoping to add.

Next Outreach meeting: July 29th, 5:30pm

Saugerties Public Library
Facilities Committee

Date: June 4th, 2024

Time: 6 PM

Committee Members Attending:

Paul, Brian, Yosefa, Tim

Staff Attending:

Jen, Sandy

Others Attending:

Absent:

Discussion/Agenda Items

1. Service Master cleaned ALL of the carpets, not just the children's room, at no extra charge! The furniture was cleaned and looks great.
2. We came up with more concrete contractors to get three estimates for our sidewalks.
3. No news from 5 star roofing yet.
4. Bob Martin has started out door painting.
5. The tree by the shed is rubbing on the building/roof. We will contact a tree surgeon for suggestions.
6. Our HVAC maintenance contract with EMTech expired at the end of February. We are searching for alternatives. In the mean time, they will be changing filters and cleaning drain lines this month.
7. Window cleaning will be done by Perfect Pane on June 7th.

Next Facilities Meeting

June 4th, at 6:00 pm

Dec.	2024 Total:
	17
	51

Dec.	2024 Total:
	245
	4256

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	
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	
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	
Juvenile renewals	914	1,063	1,092	939	1,286	1,092	1,386	1,133	1,319	974	1,970	887	1,614	
Teen	90	128	116	101	93	114	105	119	85	127	110	114	139	
Teen renewals	71	56	66	53	65	56	84	61	79	80	105	72	92	
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	
		3%		-3%		-10%		-6%		-14%		-36%		
Holds Filled														
Adults	1,123	1,043	1,055	946	1,265	974	1,073	886	1,071	867	1,209	858	1,105	
Juvenile	528	465	446	451	529	429	426	370	451	355	393	329	391	
Teen	52	54	61	59	60	47	45	49	53	40	64	55	66	
ILL received	2	1	2	1	0	1	1	1	0	0	0	0	1	
ILL loaned	0	2	0	0	1	0	0	0	1	0	1	1	1	
Total Holds	1,705	1,565	1,564	1,457	1,855	1,451	1,545	1,306	1,576	1,262	1,667	1,243	1,564	
		-8%		-7%		-22%		-15%		-20%		-25%		
Questions Answered														
Adult	630	1,207	587	1,030	833	863	840	962	846	731	909	710	909	
Children's	219	215	242	295	252	290	224	248	199	243	342	225	517	
Total Questions	849	1,422	829	1,325	1,085	1,153	1,064	1,210	1,045	974	1,251	935	1,426	
		67%		60%		6%		14%		-7%		-25%		
Programs														
Adult	18	18	20	23	24	33	24	30	22	27	23	24	19	
Teen	13	16	12	18	13	17	12	13	14	19	11	14	21	
Children's	18	24	17	27	21	21	20	27	21	23	20	21	33	
Total Programs	49	58	49	68	58	71	56	70	57	69	54	59	73	
		18%		39%		22%		25%		21%		9%		
Program Attendance														
Adult	123	158	199	193	233	429	178	327	223	275	184	235	114	
Teen	75	95	62	4	60	117	63	100	86	105	63	186	53	
Children	289	505	238	492	335	381	223	433	294	423	528	1,236	416	
Total attendance	487	758	499	689	628	927	464	860	603	803	775	1,657	583	
		56%		38%		48%		85%		33%		114%		
Computer sessions	383	345	321	324	449	418	372	408	345	412	328	327	382	
		-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	
		53%		-3%		-7%		7%		14%		-3%		
New Cards Issued	39	32	47	42	75	59	23	44	23	22	37	41	46	
		-18%		-11%		-21%		91%		-4%		11%		
Overdrive Audiobook	604	723	513	756	587	766	532	806	627	818	584	805	653	
Overdrive eBook	857	971	759	868	846	922	758	941	784	890	944	932	937	
Overdrive Magazine	144	483	86	466	121	524	80	352	99	410	107	346	72	
Overdrive Total	1605	2177	1358	2090	1554	2212	1370	2099	1510	2118	1635	2083	1662	
		36%		54%		42%		53%		40%		27%		

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	13,707	46%
Adult renewals	1,287		1,186		1,294		1,006		1,162		14,410	6,210	43%
Juvenile	2,454		1,718		1,925		1,804		1,529		23,415	11,603	50%
Juvenile renewals	1,287		1,368		1,864		1,071		1,249		16,420	6,088	37%
Teen	148		91		68		88		81		1,214	703	58%
Teen renewals	86		85		52		55		51		891	378	42%
Total Circulation	8,080		6,980		7,548		6,278		6,389		86,443	38,689	45%
Holdings Filled													
Adults	1,008		937		809		868		878		12,401	5,574	45%
Juvenile	382		412		444		423		367		5,192	2,399	46%
Teen	34		37		29		41		44		586	304	52%
ILL received	0		0		0		1		0		7	4	57%
ILL loaned	0		1		0		0		0		5	3	60%
Total Holds	1,424		1,387		1,282		1,333		1,289		18,191	8,284	46%
Questions Answered													
Adult	1,021		962		970		951		892		10,140	5,748	57%
Children's	804		339		205		306		247		3,891	1,483	38%
Total Questions	1,825		1,301		1,175		1,257		1,139		14,031	7,231	52%
Programs													
Adult	24		21		27		23		20		265	155	58%
Teen	18		12		18		16		13		173	97	56%
Children's	33		12		31		24		24		274	143	52%
Total Programs	75		45		76		63		57		712	395	55%
Program Attendance													
Adult	254		145		220		148		306		2,327	1,617	69%
Teen	121		91		154		131		79		1,038	607	58%
Children	824		186		515		604		348		4,800	3,470	72%
Total attendance	1,199		422		889		883		733		8,165	5,694	70%
Computer sessions	478		389		387		340		267		4,441	2,234	50%
													13%
Web Page Visits	4,221		3,630		5,406		4,707		4,559		60,054	33,921	56%
													61%
New Cards Issued	80		39		26		17		24		476	240	50%
													48%
Overdrive Audiobook	706		628		655		614		718		6703	4674	70%
Overdrive eBook	890		824		821		772		854		9192	5524	60%
Overdrive Magazine	151		171		423		527		488		1981	2581	130%
Overdrive Total	1747		1623		1899		1913		2060		17876	12779	71%