

Board of Trustees Meeting
November 10, 2021
6pm – Agenda

Roll Call

Public Comment

Action Items:

1. Secretary's Report – Tim Scott
2. Treasurer's Report – Brian Collins
3. Pay Bills

New Business:

1. Health insurance contribution – public relations
2. Honoring the legacy of Peg Wilsey
3. Holiday celebration for the staff
4. Covid update

Director's Report

Committee Reports:

1. Finance – Brian Collins
2. Personnel – Julie Misiano
3. Policy – Jouette Bassler
4. Outreach – Tim Scott
5. Facilities – Doug Wilson

Next Meeting – Thursday, December 9, 2021

**Saugerties Public Library
Regular Board Meeting
October 14, 2021**

Present: *Trustees* Bassler, Carroll, Cokinos, Collins, Hurst, Misiano, Saporito, Scott, Stegmayer, Wilson

Director: Russell

Public: Brittany Barnard, Charlotte Herscher (Trustee-Elect), Nina Schmidbaur, John Schoonmaker (Town Councilmember), Leanne Thornton (Deputy Town Supervisor), Paul Van Benschoten (Library Trustee-Elect), Andrew Zink

Excused: Jurecka-Blake

Meeting called to order at 6:05 pm by President Cokinos

Public Comment:

- Thornton: The proposed 2022 Budget for the Town of Saugerties will be available to view soon. Diaz Ambulance is asking for a budget increase. The public is strongly encouraged to attend the upcoming budget hearings. Property maintenance continues to be a hot topic. Zoning changes near HITS will be considered by the Town Board in the near future. October 24 will be the Touch-A-Truck and Trick or Treating. The Winston Farm owners will update the public on their plans for the property via their website.

New Business:

Deena Rae Turner (one of three newly elected trustees), offered her resignation prior to the meeting and effective immediately. Two individuals then applied for the position (Sydnie Grosberg and Nina Schmidbaur). Ms. Grosberg has since withdrawn from consideration leaving Ms. Schmidbaur to be considered for appointment.

A vote in favor of appointing Nina Schmidbaur to a 1-year term was unanimous.

Nominating Committee:

- A slate consisting of the following individuals was presented to the board for consideration: Katie Cokinos for President, Tim Scott for Vice President, Julie Misiano for Secretary, and Brian Collins for Treasurer.
- No other officer nominations were made for the 2021-2022 year.
- Secretary Scott cast one vote for the slate.

Secretary's Report:

Motion to approve: Hurst

Second: Wilson

Motion passes unanimously

Treasurer's Report:

Motion by Wilson and *Second* by Bassler to pay bills in the amount of \$19,767.23.

Motion passes unanimously.

Director's Report: Please see the Meeting Packet

- Masks are still required for all who enter the building.
- The Community Room is being used for a variety of programming. Capacity is limited to 15 and all participants must wear a mask unless eating.
- Elizabeth Stegmayer sent flowers to Peg Wilsey's funeral on behalf of the Board.
- Tiffany Lydecker will keep track of funds donated to the library by the Wilsey Family.
- On September 20, a patron fell and injured themselves. A staff member (C. Bloom), watched over them until an EMT arrived. There was a witness who provided all necessary info for the record. There is also security footage. While no sign of legal action against the library has been seen, Director Russell will email our lawyer so he is aware.
- Jenny Chin (Library Assistant), has proven to be a strong asset. In September, there was a day when four employees were out leaving quite a gap. Remaining staff (which included Chin), were able to continue operations without an issue.
- Kate Masters will be the next artist to be showcased in the downstairs gallery (November - December).

Finance: Meeting occurred 9/28/21 (See Finance Minutes)

- Monthly or quarterly reviews of procedures relating to payroll processing was discussed.

- With energy costs going up, it may be prudent to perform an energy audit. Having the building weatherized was also discussed.
- Capital improvement projects and making sure we are in compliance with the Americans with Disabilities Act (ADA) were discussed.
- A spending plan will be created once our required financial reserve level is determined. The 2022 plan should be given to Facilities.
- Director Russell suggested the library purchase durable plates and dishes to reduce waste.
- There was a question as to whether the Community Room might benefit from having a built-in dishwasher for use especially by outside groups using it.
- A glossary of financial terms may be created in order for all trustees to better understand all financial reports.

Personnel: Meeting occurred 9/22/21 (See Personnel Minutes)

- The possibility of changing the percentage paid by employees towards insurance benefits was discussed. If said change took place, the Manual of Personnel Policies Section 3.10 would need to be changed. Director Russell will research what other libraries within MHLS are paying.
- Inflation is a topic of concern. It may be necessary to consult with the Finance Committee in regards to employee raises. Can we go higher than 2% for all employees?
- Director Russell would like all employee evaluations to occur at the same point in time effective January 1, 2022. She believes this would be more efficient.
- The Personnel Committee is recommending a change to Section 2.07 Personnel Evaluation of the Manual of Personnel Policies. The first sentence in that section should be changed to read: "All employees will be evaluated annually, effective January 1, of each year."

Motion to accept that recommendation by Misiano. *Second* by Collins. *Motion* passes unanimously.

Policy: Meeting occurred 9/15/21 (See Policy Minutes)

- The current Procurement and Investment Policies are being reviewed.
- It was suggested that Policy may hold a joint meeting with Finance but no date has been set.

Facilities: Meeting occurred 10/6/21 (See Facilities Minutes)

- Estimates from a mover and two carpet companies have been received.
- Otis Elevator will be contacted to evaluate our elevator which has been giving us technical difficulty as of late. The Saugerties Central School District will also be contacted to see who they use to service their elevator(s).
- Our electrician has been contacted to replace battery back-ups.
- A compost bin has been started behind the shed.

Outreach: Meeting occurred 9/13/21 (See Outreach Minutes)

- Holiday in the Village: unsure what the event will look like
- Festival of Trees may be in person with social distancing or appointments. It may end up being a simple window display.
- Story Walk with info on the Festival of Light and other holiday events may be considered.
- Free Book Project: distributing books to families at key gathering points (laundromat, doctor's office, etc).

Motion to adjourn at 7pm made by Misiano and *Second* by Wilson. *Motion* passes unanimously.

Next meeting will be November 10 due to Veteran's Day.

Submitted by: Tim Scott, Jr.

Saugerties Public Library
General Fund Budget vs. Actual
 January through October 2021

	<u>Jan - Oct 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
1001 · Real Property Taxes	617,796.00	617,796.00	0.00	100.0%
2082 · Fines	5,075.92	7,500.00	-2,424.08	67.68%
2401 · Interest	329.89	500.00	-170.11	65.98%
2705 · Gifts & Donations				
2705.1 · Restricted	1,375.00			
2705.2 · General	5,925.29	3,000.00	2,925.29	197.51%
2705.3 · In-Kind	0.00	7,000.00	-7,000.00	0.0%
2705 · Gifts & Donations - Other	900.00			
Total 2705 · Gifts & Donations	<u>8,200.29</u>	<u>10,000.00</u>	<u>-1,799.71</u>	<u>82.0%</u>
3840 · New York State Aid	6,565.00			
3999 · Appropriated Fund Balance	0.00	22,815.00	-22,815.00	0.0%
Total Income	<u>637,967.10</u>	<u>658,611.00</u>	<u>-20,643.90</u>	<u>96.87%</u>
Expense				
7410.1 · Salaries	253,525.97	365,909.00	-112,383.03	69.29%
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.1 · Tapes & Videos	5,102.65	7,100.00	-1,997.35	71.87%
.4.1.2 · Books				
4.1.2A · Adult Books	14,686.81			
4.1.2J · Children's Books	5,374.79			
.4.1.2 · Books - Other	175.60	20,000.00	-19,824.40	0.88%
Total .4.1.2 · Books	<u>20,237.20</u>	<u>20,000.00</u>	<u>237.20</u>	<u>101.19%</u>
.4.1.3 · Subscriptions	3,870.75	1,900.00	1,970.75	203.72%
.4.1.4 · Newspapers	2,350.04	2,100.00	250.04	111.91%
.4.1.5 · E-books	1,837.05	2,000.00	-162.95	91.85%
Total .4.1 · Library Material	<u>33,397.69</u>	<u>33,100.00</u>	<u>297.69</u>	<u>100.9%</u>
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs	1,565.82	5,000.00	-3,434.18	31.32%
.4.2.3 · Newsletter & Public Relations	1,968.00	2,000.00	-32.00	98.4%
Total .4.2 · Programs, Publicity, History	<u>3,533.82</u>	<u>7,000.00</u>	<u>-3,466.18</u>	<u>50.48%</u>
.4.3 · Operation of Building				
.4.3.1 · Utilities	14,821.69	23,000.00	-8,178.31	64.44%
.4.3.2 · Telephone	2,095.80	1,800.00	295.80	116.43%
.4.3.3 · Insurance	16,770.77	19,000.00	-2,229.23	88.27%
.4.3.4 · Maintenance Service & Supplies	2,074.53	2,400.00	-325.47	86.44%
.4.3.5 · Lawn & Grounds	3,299.27	4,000.00	-700.73	82.48%
.4.3.6 · Building R&M	10,891.98	11,000.00	-108.02	99.02%
.4.3.7 · Snow Removal	2,325.00	3,000.00	-675.00	77.5%
.4.3.8 · Elevator	3,222.56	3,250.00	-27.44	99.16%
.4.3.9 · Geothermal	4,227.00	5,500.00	-1,273.00	76.86%
.4.3.10 · Custodial Service	2,040.00	7,500.00	-5,460.00	27.2%
.4.3.12 · Internet	1,949.71	552.00	1,397.71	353.21%

Saugerties Public Library
General Fund Budget vs. Actual
 January through October 2021

	<u>Jan - Oct 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total .4.3 · Operation of Building	63,718.31	81,002.00	-17,283.69	78.66%
.4.4 · Equipment R&M, Supplies				
.4.4.1 · Copier	2,613.32	3,100.00	-486.68	84.3%
.4.4.2 · Office Supplies	3,462.67	2,000.00	1,462.67	173.13%
.4.4.4 · Postage	947.20	2,000.00	-1,052.80	47.36%
.4.4.5 · Payroll Service Fees	925.82	1,000.00	-74.18	92.58%
.4.4.6 · Equipment Purchases	8,514.57	2,000.00	6,514.57	425.73%
.4.4.7 · Equipment R&M	87.00	100.00	-13.00	87.0%
Total .4.4 · Equipment R&M, Supplies	<u>16,550.58</u>	<u>10,200.00</u>	<u>6,350.58</u>	<u>162.26%</u>
.4.5 · Automation, System Fees				
.4.5.1 · Automation & Online Services	17,235.96			
.4.5.2 · MHLS Fees	2,846.50			
.4.5 · Automation, System Fees - Other	0.00	19,000.00	-19,000.00	0.0%
Total .4.5 · Automation, System Fees	<u>20,082.46</u>	<u>19,000.00</u>	<u>1,082.46</u>	<u>105.7%</u>
.4.6 · Professional Services				
.4.6.1 · Accounting	5,560.00	5,500.00	60.00	101.09%
.4.6.3 · Board Expenses	465.00	500.00	-35.00	93.0%
.4.6.4 · Consulting & Legal Services	2,000.00	2,000.00	0.00	100.0%
.4.6.5 · IT Maintenance Consultant	1,530.00			
.4.6.6 · Staff Development	751.72	500.00	251.72	150.34%
Total .4.6 · Professional Services	<u>10,306.72</u>	<u>8,500.00</u>	<u>1,806.72</u>	<u>121.26%</u>
.4.7 · Election Expenses				
.4.7.1 · Election Inspectors	405.00	450.00	-45.00	90.0%
.4.7.2 · Election Expenses	167.60	50.00	117.60	335.2%
Total .4.7 · Election Expenses	<u>572.60</u>	<u>500.00</u>	<u>72.60</u>	<u>114.52%</u>
Total 7410.4 · Contractual Expenses	<u>148,162.18</u>	<u>159,302.00</u>	<u>-11,139.82</u>	<u>93.01%</u>
9010 · Employee Benefits				
.1 · Retirement	33,541.00	33,000.00	541.00	101.64%
.2 · Social Security & Medicare	18,782.68	25,000.00	-6,217.32	75.13%
.3 · Workers Compensation	3,680.00	4,000.00	-320.00	92.0%
.4 · Disability	256.05	250.00	6.05	102.42%
.5 · Medical & Dental Benefits	45,929.51	70,700.00	-24,770.49	64.96%
.6 · Life Insurance	322.05	450.00	-127.95	71.57%
Total 9010 · Employee Benefits	<u>102,511.29</u>	<u>133,400.00</u>	<u>-30,888.71</u>	<u>76.85%</u>
Total Expense	<u>504,199.44</u>	<u>658,611.00</u>	<u>-154,411.56</u>	<u>76.56%</u>
Net Ordinary Income	<u>133,767.66</u>	<u>0.00</u>	<u>133,767.66</u>	<u>100.0%</u>
Net Income	<u><u>133,767.66</u></u>	<u><u>0.00</u></u>	<u><u>133,767.66</u></u>	<u><u>100.0%</u></u>

Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Oct 21</u>	<u>Jan - Oct 20</u>
Ordinary Income/Expense		
Income		
1001 · Real Property Taxes	617,796.00	617,796.00
2082 · Fines	5,075.92	4,121.52
2401 · Interest	329.89	1,624.69
2705 · Gifts & Donations		
2705.1 · Restricted	1,375.00	0.00
2705.2 · General	5,925.29	7,136.98
2705 · Gifts & Donations - Other	900.00	0.00
Total 2705 · Gifts & Donations	<u>8,200.29</u>	<u>7,136.98</u>
3840 · New York State Aid	6,565.00	4,007.52
Total Income	<u>637,967.10</u>	<u>634,686.71</u>
Expense		
7410.1 · Salaries	253,525.97	271,790.03
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	5,102.65	4,122.33
.4.1.2 · Books		
4.1.2A · Adult Books	14,686.81	9,907.42
4.1.2J · Children's Books	5,374.79	2,597.96
.4.1.2 · Books - Other	175.60	6,690.44
Total .4.1.2 · Books	<u>20,237.20</u>	<u>19,195.82</u>
.4.1.3 · Subscriptions	3,870.75	1,946.19
.4.1.4 · Newspapers	2,350.04	1,809.46
.4.1.5 · E-books	1,837.05	1,776.17
Total .4.1 · Library Material	<u>33,397.69</u>	<u>28,849.97</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	1,565.82	2,484.67
.4.2.2 · Microfilm & Archives	0.00	48.55
.4.2.3 · Newsletter & Public Relations	1,968.00	1,339.84
Total .4.2 · Programs, Publicity, History	<u>3,533.82</u>	<u>3,873.06</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	14,821.69	16,096.43
.4.3.2 · Telephone	2,095.80	1,649.50
.4.3.3 · Insurance	16,770.77	14,316.69
.4.3.4 · Maintenance Service & Supplies	2,074.53	1,806.12
.4.3.5 · Lawn & Grounds	3,299.27	4,981.74
.4.3.6 · Building R&M	10,891.98	2,075.53
.4.3.7 · Snow Removal	2,325.00	912.50
.4.3.8 · Elevator	3,222.56	2,047.31
.4.3.9 · Geothermal	4,227.00	4,164.00
.4.3.10 · Custodial Service	2,040.00	2,585.50
.4.3.12 · Internet	1,949.71	252.99
Total .4.3 · Operation of Building	<u>63,718.31</u>	<u>50,888.31</u>

Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Oct 21</u>	<u>Jan - Oct 20</u>
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	2,613.32	2,740.58
.4.4.2 · Office Supplies	3,462.67	1,853.73
.4.4.4 · Postage	947.20	1,289.88
.4.4.5 · Payroll Service Fees	925.82	696.00
.4.4.6 · Equipment Purchases	8,514.57	4,267.61
.4.4.7 · Equipment R&M	87.00	1,878.59
Total .4.4 · Equipment R&M, Supplies	<u>16,550.58</u>	<u>12,726.39</u>
.4.5 · Automation, System Fees		
.4.5.1 · Automation & Online Services	17,235.96	11,187.92
.4.5.2 · MHLS Fees	2,846.50	6,711.46
Total .4.5 · Automation, System Fees	<u>20,082.46</u>	<u>17,899.38</u>
.4.6 · Professional Services		
.4.6.1 · Accounting	5,560.00	6,200.00
.4.6.3 · Board Expenses	465.00	690.00
.4.6.4 · Consulting & Legal Services	2,000.00	1,500.00
.4.6.5 · IT Maintenance Consultant	1,530.00	1,500.00
.4.6.6 · Staff Development	751.72	763.51
Total .4.6 · Professional Services	<u>10,306.72</u>	<u>10,653.51</u>
.4.7 · Election Expenses		
.4.7.1 · Election Inspectors	405.00	405.00
.4.7.2 · Election Expenses	167.60	47.00
Total .4.7 · Election Expenses	<u>572.60</u>	<u>452.00</u>
Total 7410.4 · Contractual Expenses	<u>148,162.18</u>	<u>125,342.62</u>
9010 · Employee Benefits		
.1 · Retirement	33,541.00	29,802.00
.2 · Social Security & Medicare	18,782.68	20,418.71
.3 · Workers Compensation	3,680.00	16.00
.4 · Disability	256.05	152.60
.5 · Medical & Dental Benefits	45,929.51	43,808.95
.6 · Life Insurance	322.05	64.41
Total 9010 · Employee Benefits	<u>102,511.29</u>	<u>94,262.67</u>
Total Expense	<u>504,199.44</u>	<u>491,395.32</u>
Net Ordinary Income	<u>133,767.66</u>	<u>143,291.39</u>
Net Income	<u><u>133,767.66</u></u>	<u><u>143,291.39</u></u>

Saugerties Public Library

Balance Sheet

As of October 31, 2021

	Oct 31, 21	Oct 31, 20
ASSETS		
Current Assets		
Checking/Savings		
M&T General Fund Checking 6455	-9,472.63	58,558.73
M&T General Fund Savings 8180	659,495.86	243,495.56
M&T General Balance Fund 8627	11,265.73	358,091.87
M&T Capital Fund Checking 6430	50.00	50.00
M&T Bequest Fund 8198	24,409.63	24,394.80
Cash General Fund Petty Cash	874.00	874.00
Total Checking/Savings	686,622.59	685,464.96
Other Current Assets		
391 - Due From Other Funds	398.88	337.28
480 - Prepaid Expenses	9,521.00	13,330.25
Total Other Current Assets	9,919.88	13,667.53
Total Current Assets	696,542.47	699,132.49
Other Assets		
K101 - Land	570,484.00	570,484.00
K102 - Buildings	7,029,056.00	7,029,056.00
K103 - Improvement Other than Building	215,723.86	215,723.86
K104 - Machinery and Equipment	59,679.00	59,679.00
W129 - Non-Current Govt Liabilities	306,709.00	33,869.00
Total Other Assets	8,181,651.86	7,908,811.86
TOTAL ASSETS	8,878,194.33	8,607,944.35
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
600 - Accounts Payable	0.00	57,212.94
Total Accounts Payable	0.00	57,212.94
Other Current Liabilities		
601 - Accrued Expenses	6,232.65	16,412.89
630 - Due To Other Funds	398.88	337.28
Payroll Liabilities	5,586.33	738.50
Total Other Current Liabilities	12,217.86	17,488.67
Total Current Liabilities	12,217.86	74,701.61
Long Term Liabilities		
K159 - Non-Current Govt Assets	7,874,942.86	7,874,942.86
W687 - Compensated Absences	48,729.00	7,817.00
W638 - Net Pension Liability	257,980.00	26,052.00
Total Long Term Liabilities	8,181,651.86	7,908,811.86
Total Liabilities	8,193,869.72	7,983,513.47
Equity		
Restricted Fund Balance		
Trust Fund I	24,000.00	24,000.00

Saugerties Public Library

Balance Sheet

As of October 31, 2021

	<u>Oct 31, 21</u>	<u>Oct 31, 20</u>
Total Restricted Fund Balance	24,000.00	24,000.00
807 - Non-Spendable Fund Balance	9,521.00	13,330.25
914 - Assigned Fund Balance	22,815.00	18,850.00
917 - Unrestricted Fund Balance	494,220.95	424,959.24
Net Income	133,767.66	143,291.39
Total Equity	<u>684,324.61</u>	<u>624,430.88</u>
TOTAL LIABILITIES & EQUITY	<u>8,878,194.33</u>	<u>8,607,944.35</u>

Saugerties Public Library Abstract Check Register

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
M&T General Fund						
Checking 6455						
	Check	10/07/2021		Paychex		-61.05
	Check	10/07/2021		NYS Emp Retire System		-316.05
	Check	10/21/2021		Paychex		-59.22
	Check	10/31/2021	10442	Business Credit Card		-677.77
	Check	10/31/2021	10443	Welsh Sanitation		-93.89
	Check	10/31/2021	10444	Baker & Taylor		-1,288.14
	Check	10/31/2021	10445	Uniforms USA, Inc.	October	-42.00
	Check	10/31/2021	10446	Brodart Co.		-5,940.00
	Check	10/31/2021	10447	Mid Hudson Library System		-3,972.66
	Check	10/31/2021	10448	National Business Technologies	IN447640, IN450837	-93.39
	Check	10/31/2021	10449	Midwest Tape		-374.07
	Check	10/31/2021	10450	Marshall & Sterling Upstate		-4,526.01
	Check	10/31/2021	10451	SAFECO Alarm Systems, Inc.	Inv #88526	-45.00
	Check	10/31/2021	10452	Time Warner Cable	10/1 - 10/31	-231.00
	Check	10/31/2021	10453	NYS & Local Retirement System		-33,541.00
	Check	10/31/2021	10454	Culligan of Newburgh		-43.25
	Check	10/31/2021	10455	Brian K Millard		-873.00
	Check	10/31/2021	10456	Gale/Cengage Learning		-61.58
	Check	10/31/2021	10457	Christopher J. O'Connor, CPA		-450.00
	Check	10/31/2021	10458	Quill Corp.		-211.92
	Check	10/31/2021	10459	CDPHP	Inv #21286000028 1	-4,603.81
	Check	10/31/2021	10460	National Business Leasing a Progi	Inv #74063562	-164.00
	Check	10/31/2021	10461	Metropolitan Life Insurance Companies		-21.47
	Check	10/31/2021	10462	PC Smith & Son, Inc.		-64.68
	Check	10/31/2021	10463	Michael Sass		-70.00
	Check	10/31/2021	10464	SYNCB/ Amazon		-112.20
	Check	10/31/2021	10136	Business Credit Card		-191.69
	Check	10/31/2021	10137	Daily Freeman		-384.55
Total M&T General Fund Checking 6455						-58,513.40
M&T Capital Fund						
Checking 6430						
Total M&T Capital Fund Checking 6430						
TOTAL						<u><u>-58,513.40</u></u>

Saugerties Public Library

Abstract

October 2021

	Num	Name	Memo	Amount
Ordinary Income/Expense				
Expense				
7410.1 · Salaries				
		10-7-21 pay		12,884.99
		10-21-21 PR		13,039.86
				<u>25,924.85</u>
Total 7410.1 · Salaries				
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.1 · Tapes & Videos				
	10442	Business Credit Card	Netflix	13.99
	10449	Midwest Tape	dvds	374.07
	10464	SYNCB/ Amazon		3.74
	10136	Business Credit Card	Netflix	13.99
	10136	Business Credit Card	redbox dvd purchase	4.31
				<u>410.10</u>
Total .4.1.1 · Tapes & Videos				
.4.1.2 · Books				
4.1.2A · Adult Books				
	10444	Baker & Taylor	5017237640	308.48
	10444	Baker & Taylor	5017258666	190.99
	10444	Baker & Taylor	5017279646	186.20
	10444	Baker & Taylor	5017298709	149.61
	10446	Brodart Co.	Service for 2022 per invoice M192363	5,940.00
	10456	Gale/Cengage Learning	Inv #76006522	31.19
	10456	Gale/Cengage Learning	Inv #76045384	30.39
				<u>6,836.86</u>
Total 4.1.2A · Adult Books				
4.1.2J · Children's Books				
	10444	Baker & Taylor	5017237675	97.08
	10444	Baker & Taylor	5017279645	68.04
	10444	Baker & Taylor	5017172038	20.40
	10444	Baker & Taylor	5017258737	133.54
	10444	Baker & Taylor	5017298718	133.80
				<u>452.86</u>
Total 4.1.2J · Children's Books				
Total .4.1.2 · Books				
.4.1.4 · Newspapers				
	10137	Daily Freeman	newspaper delivery - 26 wee	384.55
				<u>384.55</u>
Total .4.1.4 · Newspapers				
Total .4.1 · Library Material				
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs				
	10442	Business Credit Card	Dollar General	10.80
				<u>10.80</u>
Total .4.2.1 · Programs				
Total .4.2 · Programs, Publicity, History				
.4.3 · Operation of Building				
.4.3.2 · Telephone				

Saugerties Public Library

Abstract

October 2021

	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
	10442	Business Credit Card	Spectrum	496.20
Total .4.3.2 · Telephone				496.20
.4.3.3 · Insurance				
	10450	Marshall & Sterling Upstate	Package 2nd installment	4,302.01
	10450	Marshall & Sterling Upstate	Umbrella 2nd installment	224.00
Total .4.3.3 · Insurance				4,526.01
.4.3.4 · Maintenance Service & Supplies				
	10443	Welsh Sanitation	November October deliveries & cooler rental	93.89
	10454	Culligan of Newburgh		43.25
	10458	Quill Corp.		191.02
	10464	SYNCB/ Amazon		54.50
Total .4.3.4 · Maintenance Service & Supplies				382.66
.4.3.5 · Lawn & Grounds				
	10455	Brian K Millard	May - June	873.00
	10462	PC Smith & Son, Inc.	mulch	64.68
Total .4.3.5 · Lawn & Grounds				937.68
.4.3.6 · Building R&M				
	10442	Business Credit Card	2/90 signs	156.78
	10445	Uniforms USA, Inc.	October	42.00
	10451	SAFECO Alarm Systems, Inc.	November monitoring	45.00
	10463	Michael Sass	Inv #4563	70.00
	10136	Business Credit Card	1000 bulbs	173.39
Total .4.3.6 · Building R&M				487.17
.4.3.12 · Internet				
	10452	Time Warner Cable	10/1 - 10/31	231.00
Total .4.3.12 · Internet				231.00
Total .4.3 · Operation of Building				7,060.72
.4.4 · Equipment R&M, Supplies				
.4.4.1 · Copier				
	10448	National Business Technologies	IN447640, IN450837	93.39
	10460	National Business Leasing a Program of	October	164.00
Total .4.4.1 · Copier				257.39
.4.4.2 · Office Supplies				
	10458	Quill Corp.		20.90
	10464	SYNCB/ Amazon		53.96
Total .4.4.2 · Office Supplies				74.86
.4.4.5 · Payroll Service Fees				
		Paychex		61.05
		Paychex		59.22
Total .4.4.5 · Payroll Service Fees				120.27
Total .4.4 · Equipment R&M, Supplies				452.52
.4.5 · Automation, System Fees				
.4.5.1 · Automation & Online Services				

Saugerties Public Library

Abstract

October 2021

Num	Name	Memo	Amount
10447	Mid Hudson Library System	November/December	2,872.66
Total .4.5.1 · Automation & Online Services			2,872.66
.4.5.2 · MHLS Fees			
10447	Mid Hudson Library System	Extreme network cloud management	1,100.00
Total .4.5.2 · MHLS Fees			1,100.00
Total .4.5 · Automation, System Fees			3,972.66
.4.6 · Professional Services			
.4.6.1 · Accounting			
10457	Christopher J. O'Connor, Cf	October	450.00
Total .4.6.1 · Accounting			450.00
Total .4.6 · Professional Services			450.00
Total 7410.4 · Contractual Expenses			20,031.07
9010 · Employee Benefits			
.1 · Retirement			
10453	NYS & Local Retirement System	51269 ERS 2022 Invoice	33,541.00
Total .1 · Retirement			33,541.00
.2 · Social Security & Medicare			
	10-7-21 pay		941.01
	10-21-21 PR		952.87
Total .2 · Social Security & Medicare			1,893.88
.4 · Disability			
	10-7-21 pay		-27.54
	10-21-21 PR		-25.54
Total .4 · Disability			-53.08
.5 · Medical & Dental Benefits			
	10-7-21 pay		-583.80
	10-21-21 PR		-583.80
10459	CDPHP	November	4,603.81
Total .5 · Medical & Dental Benefits			3,436.21
.6 · Life Insurance			
10461	Metropolitan Life Insurance Companies	Life insurance	21.47
Total .6 · Life Insurance			21.47
Total 9010 · Employee Benefits			38,839.48
Total Expense			84,795.40
Net Ordinary Income			-84,795.40
Net Income			-84,795.40

Saugerties Public Library Balance Sheet by Class

As of October 31, 2021

	<u>A - General</u>	<u>H - Capital</u>	<u>K - Fixed Assets</u>	<u>PN - Permanent</u>	<u>W - Long-Term Debt</u>	<u>Unclassified</u>	<u>TOTAL</u>
ASSETS							
Current Assets							
Checking/Savings							
M&T General Fund Checking 6455	-5,972.63	-3,500.00	0.00	0.00	0.00	0.00	-9,472.63
M&T General Fund Savings 8180	658,620.86	0.00	0.00	875.00	0.00	0.00	659,495.86
M&T General Balance Fund 8627	11,265.73	0.00	0.00	0.00	0.00	0.00	11,265.73
M&T Capital Fund Checking 6430	0.00	50.00	0.00	0.00	0.00	0.00	50.00
M&T Bequest Fund 8198	0.00	0.00	0.00	24,409.63	0.00	0.00	24,409.63
Cash General Fund Petty Cash	874.00	0.00	0.00	0.00	0.00	0.00	874.00
Total Checking/Savings	<u>664,787.96</u>	<u>-3,450.00</u>	<u>0.00</u>	<u>25,284.63</u>	<u>0.00</u>	<u>0.00</u>	<u>686,622.59</u>
Other Current Assets							
391 - Due From Other Funds	398.88	0.00	0.00	0.00	0.00	0.00	398.88
480 - Prepaid Expenses	9,521.00	0.00	0.00	0.00	0.00	0.00	9,521.00
Total Other Current Assets	<u>9,919.88</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,919.88</u>
Total Current Assets	<u>674,707.84</u>	<u>-3,450.00</u>	<u>0.00</u>	<u>25,284.63</u>	<u>0.00</u>	<u>0.00</u>	<u>696,542.47</u>
Other Assets							
K101 - Land	0.00	0.00	570,484.00	0.00	0.00	0.00	570,484.00
K102 - Buildings	0.00	0.00	7,029,056.00	0.00	0.00	0.00	7,029,056.00
K103 - Improvement Other than Building	0.00	0.00	215,723.86	0.00	0.00	0.00	215,723.86
K104 - Machinery and Equipment	0.00	0.00	59,679.00	0.00	0.00	0.00	59,679.00
W129 - Non-Current Govt Liabilites	0.00	0.00	0.00	0.00	306,709.00	0.00	306,709.00
Total Other Assets	<u>0.00</u>	<u>0.00</u>	<u>7,874,942.86</u>	<u>0.00</u>	<u>306,709.00</u>	<u>0.00</u>	<u>8,181,651.86</u>
TOTAL ASSETS	<u>674,707.84</u>	<u>-3,450.00</u>	<u>7,874,942.86</u>	<u>25,284.63</u>	<u>306,709.00</u>	<u>0.00</u>	<u>8,878,194.33</u>
LIABILITIES & EQUITY							
Liabilities							
Current Liabilities							
Other Current Liabilities							
601 - Accrued Expenses	6,232.65	0.00	0.00	0.00	0.00	0.00	6,232.65
630 - Due To Other Funds	0.00	0.00	0.00	398.88	0.00	0.00	398.88
Payroll Liabilities	5,586.33	0.00	0.00	0.00	0.00	0.00	5,586.33
Total Other Current Liabilities	<u>11,818.98</u>	<u>0.00</u>	<u>0.00</u>	<u>398.88</u>	<u>0.00</u>	<u>0.00</u>	<u>12,217.86</u>
Total Current Liabilities	<u>11,818.98</u>	<u>0.00</u>	<u>0.00</u>	<u>398.88</u>	<u>0.00</u>	<u>0.00</u>	<u>12,217.86</u>
Long Term Liabilities							

Saugerties Public Library Balance Sheet by Class

As of October 31, 2021

	<u>A - General</u>	<u>H - Capital</u>	<u>K - Fixed Assets</u>	<u>PN - Permanent</u>	<u>W - Long-Term Debt</u>	<u>Unclassified</u>	<u>TOTAL</u>
K159 - Non-Current Govt Assets	0.00	0.00	7,874,942.86	0.00	0.00	0.00	7,874,942.86
W687 - Compensated Absences	0.00	0.00	0.00	0.00	48,729.00	0.00	48,729.00
W638 - Net Pension Liability	0.00	0.00	0.00	0.00	257,980.00	0.00	257,980.00
Total Long Term Liabilities	<u>0.00</u>	<u>0.00</u>	<u>7,874,942.86</u>	<u>0.00</u>	<u>306,709.00</u>	<u>0.00</u>	<u>8,181,651.86</u>
Total Liabilities	11,818.98	0.00	7,874,942.86	398.88	306,709.00	0.00	8,193,869.72
Equity							
Restricted Fund Balance							
Trust Fund I	0.00	0.00	0.00	24,000.00	0.00	0.00	24,000.00
Total Restricted Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>24,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>24,000.00</u>
807 - Non-Spendable Fund Balance	9,521.00	0.00	0.00	0.00	0.00	0.00	9,521.00
914 - Assigned Fund Balance	18,850.00	0.00	0.00	0.00	0.00	3,965.00	22,815.00
917 - Unrestricted Fund Balance	498,135.95	50.00	0.00	0.00	0.00	-3,965.00	494,220.95
Net Income	136,381.91	-3,500.00	0.00	885.75	0.00	0.00	133,767.66
Total Equity	<u>662,888.86</u>	<u>-3,450.00</u>	<u>0.00</u>	<u>24,885.75</u>	<u>0.00</u>	<u>0.00</u>	<u>684,324.61</u>
TOTAL LIABILITIES & EQUITY	<u><u>674,707.84</u></u>	<u><u>-3,450.00</u></u>	<u><u>7,874,942.86</u></u>	<u><u>25,284.63</u></u>	<u><u>306,709.00</u></u>	<u><u>0.00</u></u>	<u><u>8,878,194.33</u></u>

Saugerties Public Library
YTD Comparison
 October 2021

	<u>Oct 21</u>	<u>Jan - Oct 21</u>
Ordinary Income/Expense		
Income		
1001 · Real Property Taxes	0.00	617,796.00
2082 · Fines	897.83	5,075.92
2401 · Interest	12.65	329.89
2705 · Gifts & Donations		
2705.1 · Restricted	0.00	1,375.00
2705.2 · General	1,950.00	5,925.29
2705 · Gifts & Donations - Other	0.00	900.00
Total 2705 · Gifts & Donations	<u>1,950.00</u>	<u>8,200.29</u>
3840 · New York State Aid	0.00	6,565.00
Total Income	<u>2,860.48</u>	<u>637,967.10</u>
Expense		
7410.1 · Salaries	25,924.85	253,525.97
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	410.10	5,102.65
.4.1.2 · Books		
4.1.2A · Adult Books	6,836.86	14,686.81
4.1.2J · Children's Books	452.86	5,374.79
.4.1.2 · Books - Other	0.00	175.60
Total .4.1.2 · Books	<u>7,289.72</u>	<u>20,237.20</u>
.4.1.3 · Subscriptions	0.00	3,870.75
.4.1.4 · Newspapers	384.55	2,350.04
.4.1.5 · E-books	0.00	1,837.05
Total .4.1 · Library Material	<u>8,084.37</u>	<u>33,397.69</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	10.80	1,565.82
.4.2.3 · Newsletter & Public Relations	0.00	1,968.00
Total .4.2 · Programs, Publicity, History	<u>10.80</u>	<u>3,533.82</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	0.00	14,821.69
.4.3.2 · Telephone	496.20	2,095.80
.4.3.3 · Insurance	4,526.01	16,770.77
.4.3.4 · Maintenance Service & Supplies	382.66	2,074.53
.4.3.5 · Lawn & Grounds	937.68	3,299.27
.4.3.6 · Building R&M	487.17	10,891.98
.4.3.7 · Snow Removal	0.00	2,325.00
.4.3.8 · Elevator	0.00	3,222.56
.4.3.9 · Geothermal	0.00	4,227.00
.4.3.10 · Custodial Service	0.00	2,040.00
.4.3.12 · Internet	231.00	1,949.71
Total .4.3 · Operation of Building	<u>7,060.72</u>	<u>63,718.31</u>
.4.4 · Equipment R&M, Supplies		

Saugerties Public Library
YTD Comparison
October 2021

	<u>Oct 21</u>	<u>Jan - Oct 21</u>
.4.4.1 · Copier	257.39	2,613.32
.4.4.2 · Office Supplies	74.86	3,462.67
.4.4.4 · Postage	0.00	947.20
.4.4.5 · Payroll Service Fees	120.27	925.82
.4.4.6 · Equipment Purchases	0.00	8,514.57
.4.4.7 · Equipment R&M	0.00	87.00
Total .4.4 · Equipment R&M, Supplies	<u>452.52</u>	<u>16,550.58</u>
.4.5 · Automation, System Fees		
.4.5.1 · Automation & Online Services	2,872.66	17,235.96
.4.5.2 · MHLS Fees	1,100.00	2,846.50
Total .4.5 · Automation, System Fees	<u>3,972.66</u>	<u>20,082.46</u>
.4.6 · Professional Services		
.4.6.1 · Accounting	450.00	5,560.00
.4.6.3 · Board Expenses	0.00	465.00
.4.6.4 · Consulting & Legal Services	0.00	2,000.00
.4.6.5 · IT Maintenance Consultant	0.00	1,530.00
.4.6.6 · Staff Development	0.00	751.72
Total .4.6 · Professional Services	<u>450.00</u>	<u>10,306.72</u>
.4.7 · Election Expenses		
.4.7.1 · Election Inspectors	0.00	405.00
.4.7.2 · Election Expenses	0.00	167.60
Total .4.7 · Election Expenses	<u>0.00</u>	<u>572.60</u>
Total 7410.4 · Contractual Expenses	<u>20,031.07</u>	<u>148,162.18</u>
9010 · Employee Benefits		
.1 · Retirement	33,541.00	33,541.00
.2 · Social Security & Medicare	1,893.88	18,782.68
.3 · Workers Compensation	0.00	3,680.00
.4 · Disability	-53.08	256.05
.5 · Medical & Dental Benefits	3,436.21	45,929.51
.6 · Life Insurance	21.47	322.05
Total 9010 · Employee Benefits	<u>38,839.48</u>	<u>102,511.29</u>
Total Expense	<u>84,795.40</u>	<u>504,199.44</u>
Net Ordinary Income	<u>-81,934.92</u>	<u>133,767.66</u>
Net Income	<u><u>-81,934.92</u></u>	<u><u>133,767.66</u></u>

Saugerties Public Library
Capital Fund Revenues and Expenditures

	<u>Jan - Oct 21</u>	<u>Jan - Oct 20</u>
Net Income	<u>0.00</u>	<u>0.00</u>

October Director's report

November 5th, 2021

Elevator: Met with a technician from Otis Elevator, briefly, to discuss reasons why the elevator stops working. He works on other elevators in or neighborhood, and suggested that brownouts affecting the software may be the cause.

Carpet: Additional carpet samples arrived from Shaw Floors for staff and board members to look at and vote on.

Lighting: John Cypher (our Custodial Worker), Paul Van Benschoten, Ted Conathan and I met to discuss reasons why the night lighting is not coming on in the Info room. More investigation will be done.

Evaluations: I have sent out self-evaluation forms to staff and will be meeting with staff individually in November and December.

Staff meeting: We had a staff meeting on October 19th. We discussed changes to how damaged items are noted in Sierra and other circulation procedures. The idea of a holiday party was introduced.

Donations for Peg Wilsey: I spoke with Jack Wilsey about various ideas about a substantial memorial in the library building to acknowledge the time and work Peg put into the library. Brian Collins suggested a plaque and dedication of one of the library's trees. Other ideas are being considered.

Sawyers Savings Grant: Staff member, Ariel Dedolph and I wrote a letter to Sawyer Savings asking for a donation to complete the digitalization of our microfilmed newspapers. They will be giving us \$2,000.

Arts Mid-Hudson Grant: Performer, Jeff Boyer, approached the library about getting a grant to do an outdoor bubble program. Stephanie is on board with the idea. Working with Boyer, we have completed the grant application.

Diversity Equity and Inclusion: The Mid-Hudson Library System had their annual meeting and invited Patty Wong, who is the current president of the American Library Association, to speak. She discussed looking at all aspects of the library to discover what barriers exist that would be unwelcoming to various community members. This idea extends outside the library into the Town of Saugerties as a whole.

Artist in Gallery: Kate Masters and her watercolors. Please take a look.

Magazine Collection: Because so many magazine companies have gone out of business, the magazine section has been condensed. The oversize book collection has been moved closer to the magazines which has opened up space near the Large Print books. We will be shifting Large Print to fill in the space left by oversize.

Attended: MHLS Annual Meeting

UCLA meeting

Resource Sharing Advisory Committee Meeting

discover, connect, grow.

Saugerties Public Library
Facilities Committee

Date: Tuesday, November 2, 2021

Time: 6:00 pm

Committee Members Attending:

Wilson (Chair), Collins, Van Benschoten, Schmidbaur

Staff Attending:

Jennifer Russell (Director)

Others Attending:

Ted Conathan, Carole Furman

Discussion/Agenda Items

1. Carpet Samples
2. Heater in Atrium
3. Alarm System
4. Elevator issues
5. Assisted technology in Community Room
6. Lighting issues in info room

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

1. **Carpet samples:** email Jen your top 3 carpet sample choices
2. **Heater:** micro 220 was recommended for the Atrium ceiling; Jen will contact the electrician to move forward on this plan.
3. **Alarm system:** Safeco works with a new card company; Jen will explore estimate (approx. \$2,000 to transfer to new card system to be compatible with Safeco); committee will evaluate after estimate is received
4. **Elevator:** Otis company evaluated concerns about brown outs affecting the software. More investigation is required.
5. **Assisted technology:** Lifespring donated funds towards bluetooth technology that works with hearing aids; Jen to research Sound A/V companies to rework or install technology.

6. **Lighting:** emergency lighting is not working properly; Paul and John Cypher will investigate reasons for lighting not working.
7. **SRI:** fire sprinkler company estimates \$2,100 inspection to be done every 5 years; committee agrees this inspection is critical to safety and must be invested in; committee asked Paul and Jen to inspect tags to determine if we are at the 5 year mark for inspection

Next Facilities Meeting Tuesday, December 7th at 6pm

Saugerties Public Library
Finance Committee

Date: 10/26/21

Time: 5:50 pm

Committee Members attending

Brian Collins (chair), Irene Hurst, Katie Cokinos (President), Charlotte Herscher

Excused: Julie Misiano

Staff attending

Jenn Russell (Director)

Agenda Items

Discussion of percentage of Reserve funds to put aside to cover expenses until the tax collection total is forwarded to the library, generally in March. This reserve would cover bills incurred prior to Town forwarding full amount of tax income due to the library.

MHLS suggests 25% of fund be put aside for the above reason. Our 2022 annual budget of \$690,510 plus a possible inflation rate of 5% (\$34,525) comes to \$725,035, 25% of which is \$181,258 to put aside as our Reserve Fund.

Chair suggested that we investigate placing monies into Treasury Bills or Treasury Bonds in order to earn more interest than our local bank is paying. Current short term Treasury bills are paying .13% while longer commitments i.e 5 year terms are paying 1.17% . Our local bank M+T currently pays us less at .07%. More research needs to be done to determine if putting money into long term Treasuries is worth the effort.

<https://www.treasurydirect.gov/indiv/products/products.htm>

Irene volunteered to review MHLS Fiduciary Responsibility course in order to discern what we are legally entitled to do.

Agreed goal of all Trustees has been to spend down our anticipated balance. We anticipate our balance to be \$600,000 at the end of the calendar year 2021 which exceeds 25% recommended amount. The Bequest Fund stands at \$24,409 which is restricted by the donors and is not factored into our committee's calculations.

\$600,000 (estimated to be our unrestricted balance on 12/31/2021) as we draw closer to the end of the year this number will become less of an estimate.

If we minus a reserve allocation of \$181,258 ,then minus out the Appropriated Fund Balance amount of \$55,714 included in our 2022 budget the results indicate our being able to spend down our excess fund balance by \$363,028.

\$363,028 of excess funds is the amount that can be spent as of Dec. 31. Both inflation and the percentage of inflation were considered in coming to these dollar amounts.

Action Items

Big ticket items pending discussion and decision in future:

- Carpeting including moving stacks...Committed and budgeted for

- Add \$5000 to budget line for Library Material for purchase of Non-fiction children's books. Approved for immediate action.

- Pending

- Investigation of making elevator more dependable

- Bluetooth installation

- Upgrade of security system

Pre-payment of the NYSLRS (Retirement) fund contribution by December 15 2021 which is due February 1st 2022 would save us \$277.00 which is more than we would earn on that money at M+T so that option is being considered.

Director suggestions: Lighting system is operated by a variety of installations. Is it possible to simply install lights which work on light switches?

Computer system operating screen and sound in Community Room is a mish-mash of different installers. Can it be replaced by a coherent system which provides dependable audio-visual experiences?

Approach Friends for a single donation to be used at the Director's discretion?

Idea for an outdoor bulletin board to inform public of community events.

Meeting adjourned: 7:05pm.

Elevator: Director to investigate fixes less expensive than replacing

Upgrade to Bluetooth throughout library

Upgrade of Security system

Saugerties Public Library
Personnel Committee

Date: 10/21/21

Time: 6:00 PM

Committee Members Attending:

Jouette Bassler, Irene Hurst, Doug Wilson, Julie Misiano, Katie Cokinos

Staff Attending:

Director J Russell

Agenda Items

1. Can we afford to change the percentage employees are paying towards insurance benefit?
2. Jan 2022 have to approve the raises
3. Two staff members anniversary is November

Discussion:

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

1. Schedule a meeting with finance committee to discuss our ideas and to finalize plan of action
2. Raises have to be approved at the December board meeting
3. Motion to approve raises of 2% for Jordan Balsamo and Bob Fiedelman

Next Personnel Meeting:

November 18, 2021 at 6pm

Outreach Committee Minutes

11/1/21

Location: SPL Info Room

Time: 4pm

Present: N. Schmidbaur, T. Scott, P. Van Benschoten and J. Russell (Director)

Excused: G. Jurecka-Blake (Chair) K. Cokinos (President)

1. Outreach Committee mission

- All members present are new to the committee so an intro into what Outreach does was in order.
- Community Outreach and Engagement
- Our community room, study room, and backyard are spaces that outside organizations may use. (Shout Out Saugerties, Round Table, etc).
- The library meeting spaces must be 100% open to the public whether a library program or outside group use.
- We currently have a Community Room & Outdoor Space Request Form & policy stating the applicant wishing to use our facilities agrees to our Terms of Use (has been updated to reflect COVID mandates).
- A Performer Agreement is used by library staff and board members as a tool to organize information when collaborating with program presenters (whether paid or not), or community organizations in an effort to document and confirm details pertaining to planning events and programs.

2. Free Book Project

- We are currently looking at purchasing books in Spanish and English in order to serve the wider population.
- Looking to have books packaged in all natural materials in lieu of plastic.
- Packaging would have the library name and contact info on it. P. Van Benschoten will research companies which could provide this.
- These FREE book packages could be left in public places most often used (laundromat, doctor's office, etc).
- Bookmarks w/library info (name, #, and website)
- We could also include a little blurb about children's materials being exempt from late fees.
- Friends of SPL and/or teens could help with bag stuffing. Graphic Design students at Saugerties High School could potentially collaborate with the design.
- This is definitely a long term project w/the first batch hopefully going out in early 2022.
- Project cost would be relayed to Friends. A proposal might be ready by our next meeting.

3. MHLS Annual Meeting Update

- Patti Wong (ALA President), was the keynote speaker and spoke about social equity (especially in the library).
- J. Russell wants to work with staff to develop a Diversity Audit. This would look into things such as: Who are the authors, protagonists/antagonists, and how are they portrayed?, etc.
- A Procedures Audit could also be used to look into library policies and procedures in relation to social equity to discern any potential blocks from patrons from using the library.
- Attracting young adults and teens will be a big part of our goal. Ideas to attract those demographics include: Silent Disco.

5. Old Business: We briefly mentioned the Mini-golf tournament / fundraiser.

4. Proposed Meeting Change

- In the past, the Outreach Committee has met on the first Monday of each month at 5:30 pm, however, at least two of our members cannot be present at this time.
- T. Scott proposed a change to 4pm (still first Monday), and all agreed.

Meeting adjourned 4:58 pm

Next meeting: TBD

Minutes submitted by: T. Scott

Saugerties Public Library

Policy Committee Meeting Minutes

Date: October 20, 2021

Time: 6:00 p.m.

Meeting location: Community Room of SPL

Committee Members Attending:

Bassler (chair), Herscher, Scott

Others Attending:

Director Russell, Board President Cokinos

Discussion:

The Committee began its review of the Procurement Policy, focusing on the data in the Contract Amount/Purchase Method charts. (The proposed revisions are in the attached document.) The review of this Policy will continue at the November meeting, and, if there is time, the review of the Investment Policy will begin.

At some point in the process, Treasurer Brian Collins and/or the Finance Committee should be included in the discussion.

Next scheduled meeting: November 17 at 6:00pm.

Public Statement per health Insurance contribution. 2021

In 2021, the Library discovered that full time staff who were enrolled in the Library's health insurance coverage had been contributing to the cost at a lower percentage of that cost than required. The error was corrected and, as of the July 23rd 2021 payroll period, all participating staff are paying the correct amounts. In order ensure that similar errors do not occur, the library has implemented procedures to review payroll deductions on a monthly and quarterly basis.

Board of Trustees Meeting
December 9, 2021

5pm – 6pm*special time to discuss the amendment to the 2022 budget

Agenda:
6pm

Roll Call

Public Comment

Action Items:

1. Secretary's Report – Julie Misiano
2. Treasurer's Report – Brian Collins
3. Pay Bills

New Business:

1. Discuss and approve the Direct Access Plan put forth by MHLS

Director's Report:

Committee Reports:

1. Finance – Brian Collins
2. Personnel – Julie Misiano
3. Policy – Jouette Bassler
4. Outreach – Tim Scott
5. Facilities – Doug Wilson

Adjourn to Executive Session to discuss Director's evaluation.

Next Meeting – Thursday, January 13, 2022

Saugerties Public Library
Regular Board Meeting
Date: November 10, 2021

Present: Trustees Bassler, Cokinos, Collins, Herscher, Hurst, Misiano, Scott, Schmidbaur, Van Benschoten, Wilson

Excused: Trustees Jurecka-Blake

Staff: SPL Director Russell

Public Attendees: Andrew Zink, Ray Rebholz (Friends)

Meeting called to order at 6:05PM by Katie Cokinos, Board President

Public Comment: N/A

Secretary's Report:

Motion by Doug Wilson and *Seconded* by Brian Collins to approve the minutes as written.

Motion passed unanimously.

Treasurer's Report:

Chair Collins reports that the library is in good financial standing at this time. Towards the end of the calendar year, adjustments may have to be made to cover expenses by category. We prepaid the NYS retirement now, in order to get a discount they offer for doing so.

Motion to pay the bills in the amount of \$58,513.40 made by Van Benschoten and seconded by Scott.

Unfinished Business: N/A

New Business:

1. Trustee Tim Scott shared that at the most recent Town Board public meeting, a concerned citizen started to ask the Town Board about the SPL, describing inaccuracies regarding the recently identified past SPL financial errors and the

resolution. Tim spoke with her after the meeting to clarify some of her misperceptions. Her comments, although incorrect, were made in a public forum that is posted to the local station, TV 23. In response, the Director put together a quick statement, approved by the SPL lawyer, that we can use in the community if need be.

Public Statement per health Insurance contribution. In 2021, the Library discovered that full time staff who were enrolled in the Library's health insurance coverage had been contributing to the cost at a lower percentage of that cost than required. The error was corrected and, as of the July 23rd 2021 payroll period, all participating staff are paying the correct amounts. In order to ensure that similar errors do not occur, the library has implemented procedures to review payroll deductions on a monthly and quarterly basis.

2. Trustee Schmidbaur will be representing the SPL at the Village Board meetings as a liaison, since she attends the meeting, and was asked to do so by the Village Board members. SPL board members agreed with the plan.
3. Honoring the Legacy of Peg Wilsey, who was a member of the board for a number of years and was instrumental in getting the new library built. Trustee Wilson will meet with the Director to further explore options.
4. Holiday gifts and/or celebration for the staff.
5. COVID-19 update: the numbers in Saugerties have gone down this past month. Plan to keep the current COVID plan through the end of the year, and then reassess.

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

- Issues with the elevator persist. Consistent operation is imperative due to the delivery of books on a daily basis, the number of staff, and the need of patrons who may be ability impaired. New repair technician thinks that the issues may be caused by brownouts, leading to the software not functioning.
- We continue to move forward with choosing and obtaining bids for carpeting.
- The nightlights are not working, and it is not clear what is causing the problem.
- Evaluations of staff are beginning, since we moved to everyone being evaluated at the end of each calendar year.
- Changing the protocol for documenting damaged items.
- Sawyer Savings gave us a grant to continue to digitize the microfilm. The amount given will permit the completion of all digitization.
- Jeff Boyer, local bubble artist, offered a grant through the Mid-Hudson Arts program. Application is complete and will be presented outside.

- Patti Wong, president of ALA spoke at the annual MHLS meeting. Focus was on Diversity, Equity and Inclusion. Many libraries are pursuing specific policy statements regarding D, E and I as well as looking at any barriers for specific communities. The Director will look to see if we can get a Diversity audit for the adult collection.
- Changed organization of the collections; condensing the magazines, moving the CD's, and having more room for the Large Type books.
- A new artist, Kate Masters, is displaying their watercolors.

Committee Reports:

Finance: see minutes, and summary above from Treasurer: meeting took place 10/26/21. Motion to amend the 2022 budget, to increase the budget for non-fiction children's books in the amount of \$5000: Motion by Collins, seconded by Scott. Unanimous. Next meeting 11/22/21.

Personnel: Met 10/24, see minutes:

- exploring the possibility that the library can contribute a higher percentage for staff medical insurance.
- Motion to approve the raises in the amount of 2% for Jordan Balsamo and Bob Fiedelman by Misiano, seconded by Wilson. Approved unanimously.

Next meeting 11/18/21.

Outreach: see minutes: Met on 10/1/2.

- Introduction for new members and what the committee has been working on.

Next meeting TBD

Facilities: see minutes: Met on 11/2/21

- carpet samples; moving forward with bids and selections
- plan to heat cold area to eliminate freezing of pipe needed for fire safety
- working to resolve issues with elevator software
- grant funding received for assistive technology
- options for card reader and identifying reason for lighting issues

Next meeting 12/7/21.

Policy: see minutes: Met on 10/20/21.

- Began the review of the procurement policy.

Next meeting is 11/17/21.

Friends Liaison: excused. **Ray Rebholz**, Friends of the Library President said that they are moving forward with the Festival of Trees on December 5th when it is Holiday in the Village. Next meeting is 11/15/21. They did not host their annual cocktail hour due to pandemic precautions. They hope to have a festival in May or June.

Motion to adjourn at 7:30PM by Bassler ;
Second by Collins

Passes unanimously.

Submitted by Julie Misiano

Next meeting: Dec 9, 2021

Saugerties Public Library

Balance Sheet

As of November 30, 2021

	<u>Nov 30, 21</u>	<u>Nov 30, 20</u>
ASSETS		
Current Assets		
Checking/Savings		
M&T General Fund Checking 6455	47,121.24	76,623.81
M&T General Fund Savings 8180	567,244.64	147,244.83
M&T General Balance Fund 8627	11,265.91	358,121.30
M&T Capital Fund Checking 6430	50.00	50.00
M&T Bequest Fund 8198	24,410.03	24,396.80
Cash General Fund Petty Cash	874.00	874.00
Total Checking/Savings	<u>650,965.82</u>	<u>607,310.74</u>
Other Current Assets		
391 - Due From Other Funds	398.88	337.28
480 - Prepaid Expenses	9,521.00	13,330.25
Total Other Current Assets	<u>9,919.88</u>	<u>13,667.53</u>
Total Current Assets	660,885.70	620,978.27
Other Assets		
K101 - Land	570,484.00	570,484.00
K102 - Buildings	7,029,056.00	7,029,056.00
K103 - Improvement Other than Building	215,723.86	215,723.86
K104 - Machinery and Equipment	59,679.00	59,679.00
W129 - Non-Current Govt Liabilities	306,709.00	33,869.00
Total Other Assets	<u>8,181,651.86</u>	<u>7,908,811.86</u>
TOTAL ASSETS	<u>8,842,537.56</u>	<u>8,529,790.13</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
600 - Accounts Payable	0.00	17,198.09
Total Accounts Payable	<u>0.00</u>	<u>17,198.09</u>
Other Current Liabilities		
601 - Accrued Expenses	6,232.65	16,412.89
630 - Due To Other Funds	398.88	337.28
Payroll Liabilities	6,210.80	882.63
Total Other Current Liabilities	<u>12,842.33</u>	<u>17,632.80</u>
Total Current Liabilities	12,842.33	34,830.89
Long Term Liabilities		
K159 - Non-Current Govt Assets	7,874,942.86	7,874,942.86
W687 - Compensated Absences	48,729.00	7,817.00
W638 - Net Pension Liability	257,980.00	26,052.00
Total Long Term Liabilities	<u>8,181,651.86</u>	<u>7,908,811.86</u>
Total Liabilities	8,194,494.19	7,943,642.75
Equity		
Restricted Fund Balance		
Trust Fund I	24,000.00	24,000.00

Saugerties Public Library

Balance Sheet

As of November 30, 2021

	<u>Nov 30, 21</u>	<u>Nov 30, 20</u>
Total Restricted Fund Balance	24,000.00	24,000.00
807 - Non-Spendable Fund Balance	9,521.00	13,330.25
914 - Assigned Fund Balance	22,815.00	18,850.00
917 - Unrestricted Fund Balance	494,220.95	424,959.24
Net Income	97,486.42	105,007.89
Total Equity	<u>648,043.37</u>	<u>586,147.38</u>
TOTAL LIABILITIES & EQUITY	<u>8,842,537.56</u>	<u>8,529,790.13</u>

Saugerties Public Library
General Fund Budget vs. Actual
 January through November 2021

	<u>Jan - Nov 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
1001 · Real Property Taxes	617,796.00	617,796.00	0.00	100.0%
2082 · Fines	5,573.92	7,500.00	-1,926.08	74.32%
2401 · Interest	340.89	500.00	-159.11	68.18%
2705 · Gifts & Donations				
2705.1 · Restricted	1,375.00			
2705.2 · General	8,025.29	3,000.00	5,025.29	267.51%
2705.3 · In-Kind	0.00	7,000.00	-7,000.00	0.0%
2705 · Gifts & Donations - Other	900.00			
Total 2705 · Gifts & Donations	10,300.29	10,000.00	300.29	103.0%
3840 · New York State Aid	6,565.00			
3999 · Appropriated Fund Balance	0.00	22,815.00	-22,815.00	0.0%
Total Income	640,576.10	658,611.00	-18,034.90	97.26%
Expense				
7410.1 · Salaries	279,969.82	365,909.00	-85,939.18	76.51%
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.1 · Tapes & Videos	5,588.94	7,100.00	-1,511.06	78.72%
.4.1.2 · Books				
4.1.2A · Adult Books	15,596.33			
4.1.2J · Children's Books	5,751.65			
.4.1.2 · Books - Other	415.60	20,000.00	-19,584.40	2.08%
Total .4.1.2 · Books	21,763.58	20,000.00	1,763.58	108.82%
.4.1.3 · Subscriptions	3,870.75	1,900.00	1,970.75	203.72%
.4.1.4 · Newspapers	2,500.01	2,100.00	400.01	119.05%
.4.1.5 · E-books	2,049.54	2,000.00	49.54	102.48%
Total .4.1 · Library Material	35,772.82	33,100.00	2,672.82	108.08%
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs	1,565.82	5,000.00	-3,434.18	31.32%
.4.2.3 · Newsletter & Public Relations	1,968.00	2,000.00	-32.00	98.4%
Total .4.2 · Programs, Publicity, History	3,533.82	7,000.00	-3,466.18	50.48%
.4.3 · Operation of Building				
.4.3.1 · Utilities	16,644.47	23,000.00	-6,355.53	72.37%
.4.3.2 · Telephone	2,889.49	1,800.00	1,089.49	160.53%
.4.3.3 · Insurance	16,770.77	19,000.00	-2,229.23	88.27%
.4.3.4 · Maintenance Service & Supplies	2,278.55	2,400.00	-121.45	94.94%
.4.3.5 · Lawn & Grounds	3,299.27	4,000.00	-700.73	82.48%
.4.3.6 · Building R&M	11,153.98	11,000.00	153.98	101.4%
.4.3.7 · Snow Removal	2,325.00	3,000.00	-675.00	77.5%
.4.3.8 · Elevator	3,222.56	3,250.00	-27.44	99.16%
.4.3.9 · Geothermal	4,227.00	5,500.00	-1,273.00	76.86%
.4.3.10 · Custodial Service	2,040.00	7,500.00	-5,460.00	27.2%
.4.3.12 · Internet	2,411.71	552.00	1,859.71	436.9%

Saugerties Public Library
General Fund Budget vs. Actual
 January through November 2021

	<u>Jan - Nov 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total .4.3 · Operation of Building	67,262.80	81,002.00	-13,739.20	83.04%
.4.4 · Equipment R&M, Supplies				
.4.4.1 · Copier	2,871.24	3,100.00	-228.76	92.62%
.4.4.2 · Office Supplies	3,706.41	2,000.00	1,706.41	185.32%
.4.4.4 · Postage	1,066.23	2,000.00	-933.77	53.31%
.4.4.5 · Payroll Service Fees	1,042.43	1,000.00	42.43	104.24%
.4.4.6 · Equipment Purchases	8,514.57	2,000.00	6,514.57	425.73%
.4.4.7 · Equipment R&M	87.00	100.00	-13.00	87.0%
Total .4.4 · Equipment R&M, Supplies	<u>17,287.88</u>	<u>10,200.00</u>	<u>7,087.88</u>	<u>169.49%</u>
.4.5 · Automation, System Fees				
.4.5.1 · Automation & Online Services	17,235.96			
.4.5.2 · MHLS Fees	2,846.50			
.4.5 · Automation, System Fees - Other	0.00	19,000.00	-19,000.00	0.0%
Total .4.5 · Automation, System Fees	<u>20,082.46</u>	<u>19,000.00</u>	<u>1,082.46</u>	<u>105.7%</u>
.4.6 · Professional Services				
.4.6.1 · Accounting	6,010.00	5,500.00	510.00	109.27%
.4.6.3 · Board Expenses	465.00	500.00	-35.00	93.0%
.4.6.4 · Consulting & Legal Services	2,000.00	2,000.00	0.00	100.0%
.4.6.5 · IT Maintenance Consultant	1,530.00			
.4.6.6 · Staff Development	751.72	500.00	251.72	150.34%
Total .4.6 · Professional Services	<u>10,756.72</u>	<u>8,500.00</u>	<u>2,256.72</u>	<u>126.55%</u>
.4.7 · Election Expenses				
.4.7.1 · Election Inspectors	405.00	450.00	-45.00	90.0%
.4.7.2 · Election Expenses	167.60	50.00	117.60	335.2%
Total .4.7 · Election Expenses	<u>572.60</u>	<u>500.00</u>	<u>72.60</u>	<u>114.52%</u>
Total 7410.4 · Contractual Expenses	<u>155,269.10</u>	<u>159,302.00</u>	<u>-4,032.90</u>	<u>97.47%</u>
9010 · Employee Benefits				
.1 · Retirement	33,541.00	33,000.00	541.00	101.64%
.2 · Social Security & Medicare	20,716.29	25,000.00	-4,283.71	82.87%
.3 · Workers Compensation	3,680.00	4,000.00	-320.00	92.0%
.4 · Disability	204.23	250.00	-45.77	81.69%
.5 · Medical & Dental Benefits	49,365.72	70,700.00	-21,334.28	69.82%
.6 · Life Insurance	343.52	450.00	-106.48	76.34%
Total 9010 · Employee Benefits	<u>107,850.76</u>	<u>133,400.00</u>	<u>-25,549.24</u>	<u>80.85%</u>
Total Expense	<u>543,089.68</u>	<u>658,611.00</u>	<u>-115,521.32</u>	<u>82.46%</u>
Net Ordinary Income	<u>97,486.42</u>	<u>0.00</u>	<u>97,486.42</u>	<u>100.0%</u>
Net Income	<u><u>97,486.42</u></u>	<u><u>0.00</u></u>	<u><u>97,486.42</u></u>	<u><u>100.0%</u></u>

Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Nov 21</u>	<u>Jan - Nov 20</u>
Ordinary Income/Expense		
Income		
1001 · Real Property Taxes	617,796.00	617,796.00
2082 · Fines	5,573.92	4,493.51
2401 · Interest	340.89	1,672.17
2705 · Gifts & Donations		
2705.1 · Restricted	1,375.00	0.00
2705.2 · General	8,025.29	10,500.72
2705 · Gifts & Donations - Other	900.00	0.00
Total 2705 · Gifts & Donations	<u>10,300.29</u>	<u>10,500.72</u>
3840 · New York State Aid	6,565.00	4,007.52
Total Income	<u>640,576.10</u>	<u>638,469.92</u>
Expense		
7410.1 · Salaries	279,969.82	295,312.39
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	5,588.94	4,485.92
.4.1.2 · Books		
4.1.2A · Adult Books	15,596.33	10,638.17
4.1.2J · Children's Books	5,751.65	2,824.81
.4.1.2 · Books - Other	415.60	6,690.44
Total .4.1.2 · Books	<u>21,763.58</u>	<u>20,153.42</u>
.4.1.3 · Subscriptions	3,870.75	1,946.19
.4.1.4 · Newspapers	2,500.01	1,944.43
.4.1.5 · E-books	2,049.54	4,776.17
Total .4.1 · Library Material	<u>35,772.82</u>	<u>33,306.13</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	1,565.82	2,918.07
.4.2.2 · Microfilm & Archives	0.00	48.55
.4.2.3 · Newsletter & Public Relations	1,968.00	1,339.84
Total .4.2 · Programs, Publicity, History	<u>3,533.82</u>	<u>4,306.46</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	16,644.47	17,346.32
.4.3.2 · Telephone	2,889.49	1,849.45
.4.3.3 · Insurance	16,770.77	16,386.69
.4.3.4 · Maintenance Service & Supplies	2,278.55	1,987.88
.4.3.5 · Lawn & Grounds	3,299.27	5,539.49
.4.3.6 · Building R&M	11,153.98	3,207.53
.4.3.7 · Snow Removal	2,325.00	912.50
.4.3.8 · Elevator	3,222.56	2,047.31
.4.3.9 · Geothermal	4,227.00	4,164.00
.4.3.10 · Custodial Service	2,040.00	2,585.50
.4.3.12 · Internet	2,411.71	367.98
Total .4.3 · Operation of Building	<u>67,262.80</u>	<u>56,394.65</u>

Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - Nov 21</u>	<u>Jan - Nov 20</u>
.4.4 · Equipment R&M, Supplies		
.4.4.1 · Copier	2,871.24	2,973.88
.4.4.2 · Office Supplies	3,706.41	1,853.73
.4.4.4 · Postage	1,066.23	1,509.88
.4.4.5 · Payroll Service Fees	1,042.43	749.25
.4.4.6 · Equipment Purchases	8,514.57	4,917.61
.4.4.7 · Equipment R&M	87.00	1,878.59
Total .4.4 · Equipment R&M, Supplies	<u>17,287.88</u>	<u>13,882.94</u>
.4.5 · Automation, System Fees		
.4.5.1 · Automation & Online Services	17,235.96	11,187.92
.4.5.2 · MHLS Fees	2,846.50	6,813.46
Total .4.5 · Automation, System Fees	<u>20,082.46</u>	<u>18,001.38</u>
.4.6 · Professional Services		
.4.6.1 · Accounting	6,010.00	6,700.00
.4.6.3 · Board Expenses	465.00	690.00
.4.6.4 · Consulting & Legal Services	2,000.00	1,500.00
.4.6.5 · IT Maintenance Consultant	1,530.00	1,500.00
.4.6.6 · Staff Development	751.72	763.51
Total .4.6 · Professional Services	<u>10,756.72</u>	<u>11,153.51</u>
.4.7 · Election Expenses		
.4.7.1 · Election Inspectors	405.00	405.00
.4.7.2 · Election Expenses	167.60	47.00
Total .4.7 · Election Expenses	<u>572.60</u>	<u>452.00</u>
Total 7410.4 · Contractual Expenses	<u>155,269.10</u>	<u>137,497.07</u>
9010 · Employee Benefits		
.1 · Retirement	33,541.00	29,802.00
.2 · Social Security & Medicare	20,716.29	22,184.23
.3 · Workers Compensation	3,680.00	16.00
.4 · Disability	204.23	123.65
.5 · Medical & Dental Benefits	49,365.72	48,462.28
.6 · Life Insurance	343.52	64.41
Total 9010 · Employee Benefits	<u>107,850.76</u>	<u>100,652.57</u>
Total Expense	<u>543,089.68</u>	<u>533,462.03</u>
Net Ordinary Income	<u>97,486.42</u>	<u>105,007.89</u>
Net Income	<u><u>97,486.42</u></u>	<u><u>105,007.89</u></u>

Saugerties Public Library Abstract Check Register

M&T General Fund Checking 6455	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
	Check	11/04/2021		Paychex		-57.39
	Check	11/04/2021		NYS Emp Retire System		-313.99
	Check	11/09/2021	10138	Time Warner Cable	11/1/21-11/30/21	-231.00
	Check	11/18/2021		Paychex		-59.22
	Check	11/30/2021	EFT	Village of Saugerties		-96.85
	Check	11/30/2021	10465	Time Warner Cable	12/1/21	0.00
	Check	11/30/2021	10466	Welsh Sanitation		-93.89
	Check	11/30/2021	EFT	Central Hudson		-1,725.93
	Check	11/30/2021	10467	Christopher J. O'Connor, CPA		-450.00
	Check	11/30/2021	10468	National Business Leasing a Prog	Inv #74334167	-164.00
	Check	11/30/2021	10469	SYNCB/ Amazon		-12.98
	Check	11/30/2021	10470	Midwest Tape		-468.30
	Check	11/30/2021	10471	DEMCO		-124.34
	Check	11/30/2021	10472	Stephen Landell		-100.00
	Check	11/30/2021	10473	Baker & Taylor		-1,088.90
	Check	11/30/2021	10474	Quill Corp.		-109.96
	Check	11/30/2021	10475	OverDrive Inc	#01938CO21460853	-212.49
	Check	11/30/2021	10476	Metropolitan Life Insurance Companies		-21.47
	Check	11/30/2021	10477	CDPHP	Inv #213160000318	-4,603.81
	Check	11/30/2021	10478	SAFECO Alarm Systems, Inc.	Inv #89348	-45.00
	Check	11/30/2021	10479	W B Mason Co Inc	Inv #224774641 & #224858905	-74.84
	Check	11/30/2021	10480	Uniforms USA, Inc.	November	-42.00
	Check	11/30/2021	10481	Oxford University Press	Inv #195154435	-14.34
	Check	11/30/2021	10482	TMC Plumbing & Heating, Inc		-75.00
	Check	11/30/2021	10483	Gale/Cengage Learning		-183.14
	Check	11/30/2021	10484	Culligan of Newburgh		-30.75
	Check	11/30/2021	10485	Business Credit Card		-1,023.25
	Check	11/30/2021	10486	National Business Technologies	IN453594, IN456538	-93.92
	Check	11/30/2021	10487	Time Warner Cable	12/1/21-12/31/21	-231.00
	Check	11/30/2021	10488	Time Warner Cable	12/1/21-12/31/21	-439.24
Total M&T General Fund Checking 6455						-12,187.00
M&T Capital Fund Checking 6430						
Total M&T Capital Fund Checking 6430						-12,187.00

Saugerties Public Library Abstract

November 2021

Ordinary Income/Expense	Num	Name	Memo	Amount
Expense				
7410.1 · Salaries				
		11-4-21 pay		13,159.07
		11-18-21 PR		13,284.78
				<u>26,443.85</u>
Total 7410.1 · Salaries				
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.1 · Tapes & Videos				
	10470	Midwest Tape	dvds	468.30
	10485	Business Credit Card	Netflix	17.99
				<u>486.29</u>
Total .4.1.1 · Tapes & Videos				
.4.1.2 · Books				
4.1.2A · Adult Books				
	10473	Baker & Taylor	5017319208	170.23
	10473	Baker & Taylor	5017342837	154.73
	10473	Baker & Taylor	5017365948	201.72
	10473	Baker & Taylor	5017390019	185.36
	10481	Oxford University Press	1 book	14.34
	10483	Gale/Cengage Learning	Inv #76139113	122.36
	10483	Gale/Cengage Learning	Inv #76162318	30.39
	10483	Gale/Cengage Learning	Inv #76199466	30.39
				<u>909.52</u>
Total 4.1.2A · Adult Books				
4.1.2J · Children's Books				
	10473	Baker & Taylor	5017319106	143.25
	10473	Baker & Taylor	5017342981	48.96
	10473	Baker & Taylor	5017365949	184.65
				<u>376.86</u>
Total 4.1.2J · Children's Books				
.4.1.2 · Books - Other				
	10485	Business Credit Card	airdan books	240.00
				<u>240.00</u>
Total .4.1.2 · Books - Other				
Total .4.1.2 · Books				
.4.1.4 · Newspapers				
	10485	Business Credit Card	newspapers	149.97
				<u>149.97</u>
Total .4.1.4 · Newspapers				
.4.1.5 · E-books				
	10475	OverDrive Inc	Inv #01938CO214608 53	212.49
				<u>212.49</u>
Total .4.1.5 · E-books				
Total .4.1 · Library Material				
.4.3 · Operation of Building				
.4.3.1 · Utilities				
	EFT	Village of Saugerties	8/2/21 - 11/1/21	96.85
	EFT	Central Hudson	9/18 - 10/19	1,725.93
				<u>1,822.78</u>
Total .4.3.1 · Utilities				

Saugerties Public Library Abstract

November 2021

	Num	Name	Memo	Amount
.4.3.2 · Telephone				
	10485	Business Credit Card	Spectrum	495.26
	10488	Time Warner Cable	12/1/21-12/31/21	439.24
Total .4.3.2 · Telephone				934.50
.4.3.4 · Maintenance Service & Supplies				
	10466	Welsh Sanitation	December	93.89
	10474	Quill Corp.		79.38
	10484	Culligan of Newburgh	November deliveries & cooler rental	30.75
Total .4.3.4 · Maintenance Service & Supplies				204.02
.4.3.6 · Building R&M				
	10472	Stephen Landell	backflow test December	100.00
	10478	SAFECO Alarm Systems, Inc.	monitoring	45.00
	10480	Uniforms USA, Inc.	November	42.00
	10482	TMC Plumbing & Heating, Inc	Invoice #102093	75.00
Total .4.3.6 · Building R&M				262.00
.4.3.12 · Internet				
	10138	Time Warner Cable	11/1/21-11/30/21	231.00
	10465	Time Warner Cable	VOID: 11/2/21 - 12/1/21	0.00
	10487	Time Warner Cable	12/1/21-12/31/21	231.00
Total .4.3.12 · Internet				462.00
Total .4.3 · Operation of Building				3,685.30
.4.4 · Equipment R&M, Supplies				
.4.4.1 · Copier				
	10468	National Business Leasing a F	November IN453594,	164.00
	10486	National Business Technologik	IN456538	93.92
Total .4.4.1 · Copier				257.92
.4.4.2 · Office Supplies				
	10469	SYNCB/ Amazon	flash drive & book repair knife	12.98
	10471	DEMCO		124.34
	10474	Quill Corp.		30.58
	10479	W B Mason Co Inc	Inv #224774641 & #224858905	4.56
	10479	W B Mason Co Inc	Inv #224774641 & #224858905	70.28
	10485	Business Credit Card		1.00
Total .4.4.2 · Office Supplies				243.74
.4.4.4 · Postage				
	10485	Business Credit Card	USPS	119.03
Total .4.4.4 · Postage				119.03
.4.4.5 · Payroll Service Fees				
		Paychex		57.39
		Paychex		59.22

Saugerties Public Library Abstract

November 2021

	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total .4.4.5 · Payroll Service Fees				116.61
Total .4.4 · Equipment R&M, Supplies				737.30
.4.6 · Professional Services				
.4.6.1 · Accounting				
	10467	Christopher J. O'Connor, CPA	November	450.00
Total .4.6.1 · Accounting				450.00
Total .4.6 · Professional Services				450.00
Total 7410.4 · Contractual Expenses				7,247.73
9010 · Employee Benefits				
.2 · Social Security & Medicare				
		11-4-21 pay		962.00
		11-18-21 PR		971.61
Total .2 · Social Security & Medicare				1,933.61
.4 · Disability				
		11-4-21 pay		-25.59
		11-18-21 PR		-26.23
Total .4 · Disability				-51.82
.5 · Medical & Dental Benefits				
		11-4-21 pay		-583.80
		11-18-21 PR		-583.80
	10477	CDPHP	December	4,603.81
Total .5 · Medical & Dental Benefits				3,436.21
.6 · Life Insurance				
	10476	Metropolitan Life Insurance Co	Life insurance	21.47
Total .6 · Life Insurance				21.47
Total 9010 · Employee Benefits				5,339.47
Total Expense				39,031.05
Net Ordinary Income				-39,031.05
Net Income				-39,031.05

Saugerties Public Library Balance Sheet by Class

As of November 30, 2021

Balance	A - General	H - Capital	K - Fixed Assets	PN - Permanent	W - Long-Term Debt	Unclassified	TOTAL
ASSETS							
Current Assets							
Checking/Savings							
M&T General Fund Checking 6455	50,621.24	-3,500.00	0.00	0.00	0.00	0.00	47,121.24
M&T General Fund Savings 8180	566,369.64	0.00	0.00	875.00	0.00	0.00	567,244.64
M&T General Balance Fund 8627	11,265.91	0.00	0.00	0.00	0.00	0.00	11,265.91
M&T Capital Fund Checking 6430	0.00	50.00	0.00	0.00	0.00	0.00	50.00
M&T Bequest Fund 8198	0.00	0.00	0.00	24,410.03	0.00	0.00	24,410.03
Cash General Fund Petty Cash	874.00	0.00	0.00	0.00	0.00	0.00	874.00
Total Checking/Savings	629,130.79	-3,450.00	0.00	25,285.03	0.00	0.00	650,965.82
Other Current Assets							
391 - Due From Other Funds	398.88	0.00	0.00	0.00	0.00	0.00	398.88
480 - Prepaid Expenses	9,521.00	0.00	0.00	0.00	0.00	0.00	9,521.00
Total Other Current Assets	9,919.88	0.00	0.00	0.00	0.00	0.00	9,919.88
Total Current Assets	639,050.67	-3,450.00	0.00	25,285.03	0.00	0.00	660,885.70
Other Assets							
K101 - Land	0.00	0.00	570,484.00	0.00	0.00	0.00	570,484.00
K102 - Buildings	0.00	0.00	7,029,056.00	0.00	0.00	0.00	7,029,056.00
K103 - Improvement Other than Building	0.00	0.00	215,723.86	0.00	0.00	0.00	215,723.86
K104 - Machinery and Equipment	0.00	0.00	59,679.00	0.00	0.00	0.00	59,679.00
W129 - Non-Current Govt Liabilites	0.00	0.00	0.00	0.00	306,709.00	0.00	306,709.00
Total Other Assets	0.00	0.00	7,874,942.86	0.00	306,709.00	0.00	8,181,651.86
TOTAL ASSETS	639,050.67	-3,450.00	7,874,942.86	25,285.03	306,709.00	0.00	8,842,537.56
LIABILITIES & EQUITY							
Liabilities							
Current Liabilities							
Other Current Liabilities							
601 - Accrued Expenses	6,232.65	0.00	0.00	0.00	0.00	0.00	6,232.65
630 - Due To Other Funds	0.00	0.00	0.00	398.88	0.00	0.00	398.88
Payroll Liabilities	6,210.80	0.00	0.00	0.00	0.00	0.00	6,210.80
Total Other Current Liabilities	12,443.45	0.00	0.00	398.88	0.00	0.00	12,842.33
Total Current Liabilities	12,443.45	0.00	0.00	398.88	0.00	0.00	12,842.33
Long Term Liabilities							

Saugerties Public Library Balance Sheet by Class

As of November 30, 2021

alance	A - General	H - Capital	K - Fixed Assets	PN - Permanent	W - Long-Term Debt	Unclassified	TOTAL
K159 - Non-Current Govt Assets	0.00	0.00	7,874,942.86	0.00	0.00	0.00	7,874,942.86
W687 - Compensated Absences	0.00	0.00	0.00	0.00	48,729.00	0.00	48,729.00
W638 - Net Pension Liability	0.00	0.00	0.00	0.00	257,980.00	0.00	257,980.00
Total Long Term Liabilities	0.00	0.00	7,874,942.86	0.00	306,709.00	0.00	8,181,651.86
Total Liabilities	12,443.45	0.00	7,874,942.86	398.88	306,709.00	0.00	8,194,494.19
Equity							
Restricted Fund Balance							
Trust Fund I	0.00	0.00	0.00	24,000.00	0.00	0.00	24,000.00
Total Restricted Fund Balance	0.00	0.00	0.00	24,000.00	0.00	0.00	24,000.00
807 - Non-Spendable Fund Balance	9,521.00	0.00	0.00	0.00	0.00	0.00	9,521.00
914 - Assigned Fund Balance	18,850.00	0.00	0.00	0.00	0.00	3,965.00	22,815.00
917 - Unrestricted Fund Balance	498,135.95	50.00	0.00	0.00	0.00	-3,965.00	494,220.95
Net Income	100,100.27	-3,500.00	0.00	886.15	0.00	0.00	97,486.42
Total Equity	626,607.22	-3,450.00	0.00	24,886.15	0.00	0.00	648,043.37
TOTAL LIABILITIES & EQUITY	639,050.67	-3,450.00	7,874,942.86	25,285.03	306,709.00	0.00	8,842,537.56

Saugerties Public Library
YTD Comparison
November 2021

	<u>Nov 21</u>	<u>Jan - Nov 21</u>
Ordinary Income/Expense		
Income		
1001 · Real Property Taxes	0.00	617,796.00
2082 · Fines	498.00	5,573.92
2401 · Interest	11.00	340.89
2705 · Gifts & Donations		
2705.1 · Restricted	0.00	1,375.00
2705.2 · General	2,100.00	8,025.29
2705 · Gifts & Donations - Other	0.00	900.00
Total 2705 · Gifts & Donations	<u>2,100.00</u>	<u>10,300.29</u>
3840 · New York State Aid	0.00	6,565.00
Total Income	<u>2,609.00</u>	<u>640,576.10</u>
Expense		
7410.1 · Salaries	26,443.85	279,969.82
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.1 · Tapes & Videos	486.29	5,588.94
.4.1.2 · Books		
4.1.2A · Adult Books	909.52	15,596.33
4.1.2J · Children's Books	376.86	5,751.65
.4.1.2 · Books - Other	240.00	415.60
Total .4.1.2 · Books	<u>1,526.38</u>	<u>21,763.58</u>
.4.1.3 · Subscriptions	0.00	3,870.75
.4.1.4 · Newspapers	149.97	2,500.01
.4.1.5 · E-books	212.49	2,049.54
Total .4.1 · Library Material	<u>2,375.13</u>	<u>35,772.82</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	0.00	1,565.82
.4.2.3 · Newsletter & Public Relations	0.00	1,968.00
Total .4.2 · Programs, Publicity, History	<u>0.00</u>	<u>3,533.82</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	1,822.78	16,644.47
.4.3.2 · Telephone	793.69	2,889.49
.4.3.3 · Insurance	0.00	16,770.77
.4.3.4 · Maintenance Service & Supplies	204.02	2,278.55
.4.3.5 · Lawn & Grounds	0.00	3,299.27
.4.3.6 · Building R&M	262.00	11,153.98
.4.3.7 · Snow Removal	0.00	2,325.00
.4.3.8 · Elevator	0.00	3,222.56
.4.3.9 · Geothermal	0.00	4,227.00
.4.3.10 · Custodial Service	0.00	2,040.00
.4.3.12 · Internet	462.00	2,411.71
Total .4.3 · Operation of Building	<u>3,544.49</u>	<u>67,262.80</u>
.4.4 · Equipment R&M, Supplies		

Saugerties Public Library
YTD Comparison
November 2021

	<u>Nov 21</u>	<u>Jan - Nov 21</u>
.4.4.1 · Copier	257.92	2,871.24
.4.4.2 · Office Supplies	243.74	3,706.41
.4.4.4 · Postage	119.03	1,066.23
.4.4.5 · Payroll Service Fees	116.61	1,042.43
.4.4.6 · Equipment Purchases	0.00	8,514.57
.4.4.7 · Equipment R&M	0.00	87.00
Total .4.4 · Equipment R&M, Supplies	<u>737.30</u>	<u>17,287.88</u>
.4.5 · Automation, System Fees		
.4.5.1 · Automation & Online Services	0.00	17,235.96
.4.5.2 · MHLS Fees	0.00	2,846.50
Total .4.5 · Automation, System Fees	<u>0.00</u>	<u>20,082.46</u>
.4.6 · Professional Services		
.4.6.1 · Accounting	450.00	6,010.00
.4.6.3 · Board Expenses	0.00	465.00
.4.6.4 · Consulting & Legal Services	0.00	2,000.00
.4.6.5 · IT Maintenance Consultant	0.00	1,530.00
.4.6.6 · Staff Development	0.00	751.72
Total .4.6 · Professional Services	<u>450.00</u>	<u>10,756.72</u>
.4.7 · Election Expenses		
.4.7.1 · Election Inspectors	0.00	405.00
.4.7.2 · Election Expenses	0.00	167.60
Total .4.7 · Election Expenses	<u>0.00</u>	<u>572.60</u>
Total 7410.4 · Contractual Expenses	<u>7,106.92</u>	<u>155,269.10</u>
9010 · Employee Benefits		
.1 · Retirement	0.00	33,541.00
.2 · Social Security & Medicare	1,933.61	20,716.29
.3 · Workers Compensation	0.00	3,680.00
.4 · Disability	-51.82	204.23
.5 · Medical & Dental Benefits	3,436.21	49,365.72
.6 · Life Insurance	21.47	343.52
Total 9010 · Employee Benefits	<u>5,339.47</u>	<u>107,850.76</u>
Total Expense	<u>38,890.24</u>	<u>543,089.68</u>
Net Ordinary Income	<u>-36,281.24</u>	<u>97,486.42</u>
Net Income	<u><u>-36,281.24</u></u>	<u><u>97,486.42</u></u>

Dec. 1, 2021

November Director's Report

COVID Update: The numbers of infections in Saugerties is higher than any other town or city in Ulster County. We are pushing PR to remind people that they can order items or fill out the Book Bundle or DVD bundle services online then pick up using curbside service. Masks are required to enter the building.

Personnel: Staff evaluations. Most clerks were evaluated in November. I asked them to fill out a form answering three questions in an effort to have them highlight their work in 2021. I gathered updated contact and emergency contact information. Additionally, MHLS offered a webinar on Reader's Advisory techniques that was very long, so I picked out specific sections that clerks should view. We had a staff meeting on November 16th.

Programs: Parenting program. Stephanie is working with Sheila Dinabug-Azoff, a retired child psychologist, to offer an opportunity for parents to "Connect & Play" in the Community Room. This is a great way to teach caregivers techniques on parenting and build a support group for parents. PR for this program went out to HV1 in addition to our regular outlets. Also, the reading therapy dogs are back in the library. Head Start has returned to the library as well.

Festival of Trees: Christine spearheaded a staff tree for the festival where we all made troll heads. Christine also worked with teens to create a Teen tree, and Stephanie put up a tree in the Children's room for patrons to make a paper bird or string cheerios for the Children's tree.

Website: I sent out a survey to staff with examples of various library websites asking what they do or don't like about them. With this information, Christine, Jenny and I met to discuss moving forward building a new Wix website.

Carpet project: I organized carpet samples for staff and board to view and vote on. The "Memory Tile" style is winning by a landslide. The carpet company will be sending the costs for that carpet to Gen-tiles and Rosendale Carpet as well as their own carpet installer.

Grants: Worked with Lea Cullen to submit a Jumpstart Grant from Arts Mid-Hudson to support an outdoor performance of Jeff Boyer's Bubble Magic show. This might be a great kick-off for the Summer Reading Program.

Meetings attended:

Friends of the Library

Director's Association meeting

Ulster County Library Association meeting

Saugerties Public Library

Policy Committee Meeting Minutes

Date: November 15, 2021

Time: 6:00 p.m.

Meeting location: Second floor of SPL

Committee Members Attending:

Bassler (chair), Herscher, Scott, Van Benschoten

Others Attending:

Director Russell

Discussion:

The entire meeting was spent discussing proposed revisions to the Library's Procurement Policy. The Director revised the policy in light of the discussion and circulated it to Committee members for approval.

Corresponding recommendation to the Board:

Approval of the revised Procurement Policy

Next scheduled meeting: December 15 at 6:00pm.

Procurement Policy

This resolution sets forth the policies and procedures of the Saugerties Public Library to meet the requirements of General Municipal Law, Section 103 and 104-b.

These policies and procedures have been developed to help protect local taxpayers by assuring that competition is sought in a reasonable, cost-effective manner. Appropriate use of competition provides taxpayers with the greatest assurance that goods and services of desired quality are being acquired at the lowest possible price and procurements are not influenced by favoritism, extravagance, fraud or corruption. The Saugerties Public Library will consider purchasing and using environmentally friendly or “green” products when we are able to do so in a fiscally responsible manner.

1. Every purchase will be initially reviewed by the Library Director to determine:
 - a. If the purchase is either a **purchase contract** or a **public works contract**.
 - b. If the purchase has an estimated cost making it subject to the **competitive bidding process**.
 1. Formal competitive bidding is required for all purchase contracts above \$20,000 and contracts for public works over \$35,000.
 2. Exempted purchases include purchase contracts under \$20,000, public works contracts under \$35,000, emergency purchases, purchases under state, county or national contracts, and purchases from exempt organizations such as correctional institutions, government entities, and agencies for the disabled.
 - c. Documentation for purchases **NOT subject to the competitive bidding process** includes the following: written or documented verbal quotes from vendors or a memo from the purchaser detailing the reasoning for the decision, or a copy of the contract or a memo from the purchaser detailing the circumstance that led to an emergency purchase or any other written documentation that is appropriate.
2. The following methods will be used in order to obtain the lowest evaluated cost:

<u>Purchase Contract</u>	<u>Purchase Method</u>
Up to \$2,000	At the discretion of the Library Director or authorized staff.
\$2,001 - \$5,000	2 documented verbal quotes
\$5,001 - \$20,000	3 written quotes and approval by the board
Over \$20,000	Competitive Bid Process

<u>Public Works Contract</u>	<u>Purchase Method</u>
Up to \$3,000	At the discretion of the Library Director or authorized staff.
\$3,001 - \$10,000	Minimum of 3 verbal, documented quotes
\$10,001-\$35,000	Minimum of 3 written quotes
Over \$35,000	Competitive Bid Process

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

3. Each procurement action subject to the Competitive Bid Process will be documented in the meeting minutes of the Saugerties Public Library Board.

4. Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

5. Pursuant to General Municipal Law 104 b (2) (g), certain circumstances will permit the Board to dispense with the requirement to obtain alternate quotes or proposals. In determining whether a service fits into this category, the Board of Trustees shall take into consideration the following guidelines:

- a. Whether the services are subject of State licensing or testing requirements.
- b. Whether substantial formal education or training is necessary prerequisite to the performance of the services.

- c. Whether the goods or services are emergency, services needed immediately and any delay to obtain alternate quotes would threaten life, health, safety or welfare of the Saugerties Library.
- d. Whether the services require a personal relationship between the individual and Library officials.
- e. Whether the services to be rendered can be more effectively provided by a professional possessing a continuity of representation. *
- f. Purchase of surplus or second-hand goods from any source.
- g. Goods or services under \$2,000.

**Examples of a, b, c and d include but are not limited to doctors, lawyers, accountants, surveyors, insurance brokers, computer software suppliers, and printing firms, art work, computer software and programming services, printing services.*

Approved by the Saugerties Public Library board on April 10, 2001

Review History: December 14, 2010;

Review Cycle: 3 years

Minutes from Finance Committee meeting, 11/22/21

Meeting in person at the library.

Present – Charlotte Herschier, Julie Misiano, Katie Cokinos – chair Brian Collins, director Jennifer Russell, absent, Irene Hurst

Meeting began at 6:08.

Items of discussion:

1. Investment seminar with the Friends, rep to come to one of the meetings. Emailed Ray to find out who he uses at M&T.
2. Various ways to invest i.e. CD's revolving, treasury bills, FDIC approved. We discussed what is allowed for our library to be invest in.
3. Reducing to 20% instead of 30% staff's contribution to health insurance. We will have a special time designate from 5 to 6 prior to the upcoming board meeting in December to inform the public. Amending the 2022 budget.

We also discussed possible ways to spend down the reserve. Accountant thinks that we should be conservative is spending the money. \$185, 000 will be put in reserve till March 2022 to cover expenses until we receive the tax appropriation from the town. We usually receive the tax appropriation in March, annually.

Adjourned at 7pm

Saugerties Public Library
Facilities Committee

Date: Tuesday, November 2, 2021

Time: 6:00 pm

Committee Members Attending:

Wilson (Chair), Cokinos, Collins, Van Benschoten, Schmidbaur

Staff Attending:

Jennifer Russell (Director)

Others Attending:

Ted Conathan, Carole Furman

Discussion/Agenda Items

1. Carpet Samples
2. Heater in Atrium
3. Alarm System
4. Elevator issues
5. Assisted technology in Community Room
6. Lighting issues in info room

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

1. **Carpet samples:** email Jen your top 3 carpet sample choices
2. **Heater:** micro 220 was recommended for the Atrium ceiling; Jen will contact the electrician to move forward on this plan.
3. **Alarm system:** Safeco works with a new card company; Jen will explore estimate (approx. \$2,000 to transfer to new card system to be compatible with Safeco); committee will evaluate after estimate is received
4. **Elevator:** Otis company evaluated concerns about brown outs affecting the software. More investigation is required.
5. **Assisted technology:** Lifespring donated funds towards bluetooth technology that works with hearing aids; Jen to research Sound A/V companies to rework or install technology.

6. **Lighting:** emergency lighting is not working properly; Paul and John Cypher will investigate reasons for lighting not working.
7. **SRI:** fire sprinkler company estimates \$2,100 inspection to be done every 5 years; committee agrees this inspection is critical to safety and must be invested in; committee asked Paul and Jen to inspect tags to determine if we are at the 5 year mark for inspection

Next Facilities Meeting Tuesday, December 7th at 6pm

Saugerties Public Library
Outreach Committee

Date: Monday, December 6th, 2021

Time: 4:00 pm

Committee Members Attending:

Scott (Chair), Cokinos, Van Benschoten, Schmidbaur

Staff Attending:

Jennifer Russell (Director)

Discussion/Agenda Items

1. Free Book project
2. Equity, Diversity and Inclusion brainstorming for 2022

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

1. FREE BOOK PROJECT

Books: Nina will ensure 1/2 are in Spanish. So far approx. 40 books will cost \$250

Packaging: Paul will pursue local + Zazzle options (need 25)

Library name and logo

Phone number

Address

"Take Me Home! FREE"

Bookmarks:

1. How to get a library card (with pictures)
2. Map of Saugerties (Library + Little Libraries)
3. Programming (story times) + links to future events + QR code

Potential Locations for books:

1. Kiwanis Ice Rink.
2. Laundromats
3. Restaurants (Sue's, Village Diner, Main St, Lox)
4. Bowling alley

5. Ballet center
6. West Bridge Medical complex provided with a sign to say "Ask Us for Free Books!" so they don't feel responsible for cleaning procedures
7. Hairdressers (Lux, Headspace, Union Shave)

*Check in with Friends of the Library to inquire about funds
Reconvene after 3 months of implementation to evaluate effectiveness*

2. 2022 PROJECT IDEAS: EDI (Equity, Diversity, Inclusion)

- Thinking of hotspot loaning
- EDI representative from the community
- How can we engage the rural community?
- Books on Wheels: elderly folks who may have mobility limitations (brings up liability issue)

Next Outreach Meeting Monday, January 10th at 4pm

Saugerties Public Library
Personnel Committee

Date: 11/18/21

Time: 6:00 PM

Committee Members Attending:

Doug Wilson, Katie Cokinos, Julie Misiano (chair), Jouette Bassler

Absent: Irene Hurst

Other Trustee: Brian Collins

Staff Attending:

Director J Russell

Agenda Items

1. Continue our discussion re: the budgetary impact of reducing the staff contribution of health insurance to 20%.
2. Approve the raises for January 2022, including for those who have anniversaries in December.
3. Holidays for 2022

Discussion:

The insurance budget is sufficient to cover the additional 10% cost of paying 80% of the staff healthcare costs.

Discussed clarifying the full benefits package for staff.

Decided to have a public hearing at 5pm before the December Board Meeting to discuss changes to the medical and dental benefits budget line

Concern that people who don't work Mondays, don't get paid holidays. Reviewed various options including adding holidays or having Saturday staff get floating holidays and/or staff that does not work on Mondays get floating holidays.

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

TO DO: Establish/verify the open enrollment period to make changes to healthcare enrollment, either through insurance provider, civil service regulations, or SPL new policy. Perhaps add the state plan at the next open enrollment period.

1. Motion to approve raises for January 2022 for staff:
 - A. Motion for any staff earning less than \$15 an hour to get a raise to \$15 in the first pay period of January 2022.
 - B. Motion to approve staff who already \$15.00 an hour or more to receive a 2% raise prorated based on their anniversary.
2. Motion to approve increase of SPL contribution to the medical insurance cost by 10% to cover 80% of the cost.
3. Continue discussion about holidays.
4. Explore the cost of online payroll support.

Next Personnel Meeting:

December 16, 2021 at 6PM

Mid-Hudson Library System Plan of Service 2022-2026

Free Direct Access Plan

INTRODUCTION

The Free Direct Access Plan (FDAP) is a State approved agreement between the Mid-Hudson Library System (MHLS) and the State Education Department's Division of Library Development of the New York State Library and is required by Commissioner's Regulations 90.3 (a) through (d)(4).

The FDAP reflects MHLS's commitment that no resident in the area served by MHLS will be excluded from direct or on-site access to the resources of any of the system's member libraries on the basis of age, cultural, economic or civic status. The FDAP provides the process for member libraries to identify and place restrictions on excessive and unfair use of resources that have a negative impact on services a member library provides their resident borrowers¹.

MHLS serves the public libraries of five counties, Columbia, Dutchess, Greene, Putnam and Ulster. All public libraries in these counties are members of MHLS with the exception of Ulster County, where seventeen of the county's twenty-one public libraries are MHLS members and the remaining four libraries are Ramapo-Catskill Library System members.

1. ***Describe how all individuals residing within the boundaries of the system but outside a member public library's chartered service area will receive library services.***

- A. All residents in the area served by MHLS enjoy the same rights of direct access to MHLS member library resources by the system-wide acceptance of a borrower's card, which is issued free and without charge by any member library to all eligible residents in the area served by MHLS.

¹ CR 90.3 (a) - Resident borrower is defined as an individual who resides within the boundaries of the chartered service area of a public library as defined in section 253 of the Education Law and who is a library cardholder at that library.

- B. Exceptions to Direct Access: MHLS member libraries may implement, at their discretion, the following limited restrictions, on individuals residing outside the library chartered to serve area for services funded with local public funds².
- 1) Member libraries may give preference to the residents of their taxing district for attendance at library programs.
 - 2) Member libraries may give preference to the residents of their taxing district for the use of computers and Internet resources.
 - 3) Member libraries may restrict the loan of special, pilot or experimental collections to the residents of their taxing district, (such as e-readers, equipment, and museum passes), in compliance with MHLS Resource Sharing Standards³.

The entitlement to library services and borrowing privileges outlined in this FDAP shall be forfeited by any individual who fails to observe the rules and regulations or follow the policies of MHLS member libraries and/or MHLS.

2. Describe (a) how the system will assure that those persons living within the system boundaries in an area where a member library chooses to withdraw from the system, or (b) where a chartered and registered library was never a member of the system, will be served by the system.

- A. In the event a library withdraws from MHLS, residents of the library's chartered service area will continue to be entitled to on-site access as specified in #1, above, including the Exceptions to Direct Access.
- B. Residents served by a newly chartered and registered library which have not joined MHLS, will be entitled to on-site access as specified in #1, above, including the Exceptions to Direct Access.

² *Local Public Funds* are funds reported by a MHLS member library as local public operating fund receipts in the library's Annual Report for Public and Association Libraries to the State of New York.

³ Special collections, containing unique items not commonly circulated among member libraries, may be excluded from the holds system and that checkout and check in of said items be done only at the owning library. This is adjudicated by the Resource Sharing Advisory Committee.

3. Describe what the system considers serious inequities and hardship and the criteria used by the system to make the determination.

- A. MHLS considers “serious inequities and hardships” to be those conditions which adversely affect residents of the chartered areas of member libraries and/or significantly deprive resident borrowers of the opportunity to borrow library materials.
- B. The criteria used by the system to make the determination of serious inequities and hardship are:
- 1) Excessive use of a library’s collection by residents outside the library’s chartered to serve area.
 - 2) Excessive use of a library’s collection by residents of a single geographic and/or administrative area⁴ outside the library’s chartered to serve area which is: (1) served by a chartered public library, and (2) does not provide equitable funding⁵ for library services.
 - 3) Excessive use of a library’s collection by residents of a geographic and/or administrative area that is: (1) not within a chartered public library service area, and (2) does not provide equitable funding⁶ for library services by contract for library service with MHLS or a MHLS member library or MHLS member libraries.
 - 4) An unserved municipality has refused to contract for library services used by its residents over a period of 2 years where written documentation verifies that repeated requests for funding for services have been denied.
 - 5) An unserved municipality has refused to charter or provide funding for library services where chartering or funding ballot initiatives have been voted down in two successive years.

4. Describe what constitutes excessive out of chartered service area borrowing in the system.

- A. MHLS considers “excessive out of chartered service area borrowing” to be:

⁴ ILS Town Code data is used to determine geographic or administrative area(s).

⁵ *Equitable funding* of library services is defined as the average Total Local Public Funds per capita for all MHLS member libraries within the county they are located, based on the average of the last three years, as reported by MHLS member libraries in their Annual Report for Public and Association Libraries to the State of New York.

⁶ Ibid.

- 1) 51%⁷ of the member library's total circulation based on a three-year average⁸ to residents of all geographic and/or administrative areas⁸ outside the library's chartered service area.
- 2) 40%⁹ of the member library's total circulation based on a three-year average¹⁰ to residents of a single geographic and/or administrative area¹¹ which is: (1) served by a chartered public library, and (2) does not provide equitable funding¹² for library services.
- 3) 5%¹³ of a member library's total circulation based on a three-year average¹⁴ to residents of a geographic and/or administrative area¹⁵ that is: (1) not within a chartered public library service area, and (2) does not provide equitable funding¹⁶ for library services by contract with MHLS or a MHLS member library or MHLS libraries.

5. *Unserved and Underserved Populations*

5.a *Describe the unserved¹⁷ and the underserved¹⁸ populations within the system.*

Unserved populations exist in some areas of Columbia, Dutchess, Greene, and Ulster Counties. Putnam County has no unserved population. The areas of unserved populations have been mapped by the NYSED Division of Library Development: <http://www.nysl.nysed.gov/libdev/libs/pldtools/plsmaps/mhls.htm>

⁷ Percent same as current Direct Access Plan; Percentage based on ILS Circulation Data by Terminal & Town Code ⁸ ILS Town Code

⁸ Three-year average will not take 2020 into account due to the anomaly of the pandemic.

⁹ Percent same as current Direct Access Plan; Percentage based on ILS Circulation by Terminal & Town Code

¹⁰ Three-year average will not take 2020 into account due to the anomaly of the pandemic.

¹¹ ILS Town Code

¹² *Equitable funding* (see footnote 5)

¹³ Percent same as current Direct Access Plan; Percentage based on ILS Circulation by Terminal & Town Code

¹⁴ Three-year average will not take 2020 into account due to the anomaly of the pandemic.

¹⁵ ILS Town Code

¹⁶ *Equitable funding* (see footnote 5)

¹⁷ CR 90.3 (a) - Unserved means those individuals residing in geographic areas that are within the boundaries of a public library system but outside the boundaries of a chartered service area of a library which is a member of that system.

¹⁸ CR 90.3 (a) - Underserved means those individuals residing in geographic areas that are within the chartered service area of a member library and which the public library system has identified as having an inadequate level of local income to support the delivery of acceptable library services.

There are currently no underserved populations within MHLS (see 5.b, below, for MHLS criteria to identify underserved populations).

5.b -Describe the criteria used by the system to identify libraries having an inadequate level of local income to support delivery of acceptable library services (underserved). List those libraries so identified.

The MHLS criteria for determining an “inadequate level of local income to support delivery of acceptable library services (underserved)”, is the member library’s ability to comply with minimum standards for public libraries as described in New York State education law and New York State Commissioner’s Regulations (http://www.nysl.nysed.gov/libdev/excerpts/finished_regs/902.htm). Each member library reports on their compliance with the NYS minimum standards in their Annual Report for Public and Association Libraries to the State of New York. If the library is in compliance with the minimum standards, or if the Commissioner of Education has granted a waiver from one or more of the standards, the library is deemed to have an adequate level of support.

5.c-Describe the actions the system will take to expand the availability of library services to unserved and underserved individuals residing within the boundaries of the system.

MHLS and its member libraries have a successful history of sharing resources and providing library services to residents in the area served by MHLS, including persons in unserved areas. MHLS will assist libraries in securing sustainable funding so they can better serve library patrons, including residents in unserved areas. MHLS will provide consulting services to member libraries and report to the MHLS Board of Trustees and the MHLS Directors Association regarding unserved areas. MHLS will work with member libraries to advocate for and to negotiate fair and equitable contracts with unserved communities in order to ensure the availability of library service for the residents of underserved communities. MHLS will work with member libraries serving residents in unserved areas to ensure adherence with the FDAP, which guarantees no resident in the area served by MHLS will be excluded from direct or on-site access to library resources.

5.d-Provide a timetable for such actions All

of the efforts in 5.c will be ongoing.

5.e-Identify who will be responsible for carrying out these actions.

The MHLS Executive Director, MHLS Assistant Director, and the MHLS Library Sustainability Coordinator will be primarily responsible for carrying out these actions.

6. Describe the conditions under which modifications to the free direct access plan can be made:

6.a-Without the prior approval of the Commissioner of Education.

- (1) MHLS member libraries that experience excessive out of chartered service area borrowing, as defined in Section 4, above, may submit to the MHLS Executive Director a claim of serious inequities and hardship. A claim must: (1) be in writing; (2) be based on the official approval of the claim by the member library's board of trustees at a public meeting; and (3) include documented efforts by the library director and board of trustees to secure adequate support from the area(s) in its claim of serious inequities and hardships.
- (2) MHLS will act within 90 days on a claim of serious inequities and hardships as defined in Section 4, above.
 - a) On receipt of a claim, MHLS staff will verify the levels of library use leading to the claim, as well as, verify any other criteria in the claim that may be applied under the FDAP. Verification by MHLS will be transparent but authoritative.
 - b) The MHLS Executive Director will report MHLS findings regarding the claim to the director and board of trustees of the member library submitting the claim.
 - c) The MHLS Board of Trustees will review, at a public meeting of the Board, all claims of serious inequities and hardships submitted to MHLS and the findings of MHLS staff

regarding a claim. The MHLS Board will decide if a claim of serious inequities and hardship is valid.

- (3) Based on the MHLS Board accepting a claim of serious inequities and hardship as valid, MHLS staff will confer with the MHLS Directors Association to implement one or more of the following:
- a) Restrict system wide loaning of non-print materials purchased with local funds;
 - b) Restrict patron-placed holds and staff-placed holds.

6.b-With the prior approval of the Commissioner of Education.

- (1) Proposed restrictions to library service or access beyond those defined in this FDAP, must be approved by MHLS Board of Trustees and the MHLS Directors Association prior to transmission to the Commissioner of Education for approval.
- (2) A request for restrictions beyond those defined in this FDAP must be accompanied by the following, in a form acceptable to the Division of Library Development:
 - a) Documentation of the completion of the serious inequities and hardships claim process as described in 6.a, above;
 - b) A clear description of the proposed restrictions and modifications to the FDAP being requested provided such modifications do not include charging for library services;
 - c) Description of the anticipated impact on resident and non-resident¹⁹ borrowers after modifications are approved and implemented;
 - d) Provision of a time frame for the beginning and end of such restrictions and modifications to the FDAP.

7. Describe how the system will assure that member libraries are complying with the system free direct access plan approved by a majority of member libraries.

¹⁹ CR 90.3 (a) - Non-resident borrower means an individual who resides outside the boundaries of the chartered service area of a public or association or Indian library as defined in section 253 of the Education Law and who is a library cardholder at that library or at another member library system or who is a system cardholder.

- A. Based on the recommendation of the MHLS Directors Association, the adoption by the MHLS Board of Trustees, and the approval by the Commissioner of Education, the FDAP will be distributed to all member libraries and posted on the MHLS website. MHLS will lead a discussion on the approved FDAP at a regular meeting of the MHLS Directors Association to review the plan in detail and reinforce the importance of compliance with the plan. MHLS staff will be responsive to any queries or concerns regarding the FDAP.
- B. MHLS member libraries, Board of Trustees, and staff recognize the MHLS Plan of Service, of which this FDAP is a part, is an agreement between MHLS and the State Education Department and is required by Commissioner's Regulations 90.3 (a) through (d)(4).

8. *Describe how the system obtained member library input to the plan for free direct access.*

- A. An ad hoc committee of member library directors was convened to discuss the existing plan and to make recommendations to update the plan.
- B. A draft of the plan was reviewed by the MHLS System Services Advisory Committee, the MHLS Personnel & Planning Committee and was unanimously endorsed by both the MHLS Directors Association and the MHLS Board of Trustees.

Endorsed by the MHLS Directors Association: June 9, 2021

Endorsed by the MHLS Board of Trustees: July 14, 2021

Dec.	2021 Total:
	36
	106
	60
	202
	191
	566
	556
	1313

Saugerties Public Library
2020-2021 Statistics Compared

	Jan '20	Jan '21	Feb '20	Feb '21	March '20	March '21	April '20	April '21	May '20	May '21	June '20	June '21	July '20	July '21
Circulation														
Adult	4,169	2,011	4,034	1,761	3,296	2,088		1,939		1,785	514	2,107	1,653	2,671
Adult renewals	1,554	1,091	1,866	994	2,770	1,035		1,016		1,005	489	978	581	1,173
Juvenile	2,216	1,541	2,113	1,107	1,681	1,542		1,581		1,293	212	1,364	766	2,373
Juvenile renewals	938	842	1,264	925	1,963	1,006		911		929	678	897	378	1,296
Teen	151	72	108	91	151	82		76		111	28	115	95	197
Teen renewals	81	70	104	68	149	61		58		58	73	88	51	93
Total Circulation	9,109	5,627	9,489	4,946	10,010	5,814		5,581		5,181	1,994	5,549	3,524	7,803
Holds Filled														
Adults	1,429	1,322	1,286	1,201	768	1,389		1,271		1,170	377	1,236	1,442	1,254
Juvenile	550	657	486	613	197	598		566		447	133	450	638	476
Teen	55	60	54	85	42	68		59		71	23	80	91	75
ILL received	2	0	2	0	0	0		0		0	0	0	0	1
ILL loaned	1	0	0	0	0	0		0		1	0	1	0	0
Total Holds	2,037	2,039	1,828	1,899	1,007	2,055		1,896		1,689	533	1,767	2,171	1,806
Questions Answered														
Adult	1,141	540	1,081	520	493	666		502		382	92	517	253	263
Children's	279	112	247	65	140	111		92		66	21	142	26	375
Total Questions	1,420	652	1,328	585	633	777		594		448	113	659	279	638
Programs														
Adult	34	0	35	0	18	0		0		1		1	7	11
Teen	17	0	8	0	10	0		0		0		0	0	0
Children's	35	4	28	4	13	4		6		4		9	1	24
Total Programs	86	4	71	4	41	4		6		5		10	8	35
Program Attendance														
Adult	278	0	364	0	214	0		0		11		60	175	120
Teen	101	0	110	0	62	0		0		0		0	0	0
Children	650	119	388	98	142	107		161		81		231	43	450
Total attendance	1,029	119	862	98	418	107		161		92		291	218	570
Computer sessions	1,197	139	1,043	108	581	202		120		132		193		317
Web Page Visits	6,646	3,689	5,762	5,633	3,186	4,151	1,606	4,754	1,629	4,743	2,909	4,862	3,969	5,812
New Cards Issued	43	5	38	4	9	15		9		7		23	8	51
Overdrive Audiobook	588	497	517	422	446	514	446	512	491	503	473	532	542	476
Overdrive eBook	421	858	616	836	664	859	664	783	1000	774	979	770	914	836
Overdrive Video	4	1	1	0	7	0	7	0	13	1	3	0	10	0
Overdrive Total	1013	1356	1134	1258	1117	1373	1117	1295	1504	1278	1455	1302	1466	1312
		34%		11%		23%		-6%		-15%		13%		-11%

Saugerties Public Library
2020-2021 Statistics Compared

	August '20	August '21	Sept '20	Sept '21	Oct '20	Oct '21	Nov '20	Nov '21	Dec '20	Dec '21	TOTAL 2020	TOTAL 2021	
Circulation													
Adult	1,691	2,747	1,845	2,516	1,829	2,384	1,695	2,424	1,874		22,600	24,433	108%
Adult renewals	911	1,452	854	1,221	965	1,204	1,021	1,148	1,012		12,023	12,317	102%
Juvenile	813	2,225	1,034	1,484	1,228	1,523	1,059	1,454	1,204		12,326	17,487	142%
Juvenile renewals	505	1,358	509	1,258	764	1,132	913	1,043	826		8,738	11,597	133%
Teen	101	184	112	129	88	131	82	102	102		1,018	1,290	127%
Teen renewals	82	289	70	96	66	103	53	74	63		792	1,058	134%
Total Circulation	4,103	8,255	4,424	6,704	4,940	6,477	4,823	6,245	5,081		57,497	68,182	119%
Holdings Filled													
Adults	1,473	1,218	1,408	1,089	1,181	1,080	1,110	1,003	1,291		11,765	13,233	112%
Juvenile	628	412	607	520	579	468	616	383	560		4,994	5,590	112%
Teen	99	92	105	64	70	61	59	34	77		675	664	98%
ILL received	0	0	0	1	0	0	0	1	0		4	3	75%
ILL loaned	0	0	0	1	0	0	0	1	0		1	4	400%
Total Holds	2,200	1,722	2,120	1,675	1,830	1,609	1,785	1,422	1,928		17,439	19,579	112%
Questions Answered													
Adult	284	681	281	592	310	582	545	539	611		5,091	5,784	114%
Children's	52	188	47	153	58	166	71	138	39		980	1,608	164%
Total Questions	336	869	328	745	368	748	616	677	650		6,071	7,392	122%
Programs													
Adult	9	15	6	12	4	13	0	13	0		113	66	58%
Teen	0	19	0	17	0	19	0	19	0		35	74	211%
Children's	1	17	2	4	4	6	3	13	3		90	95	106%
Total Programs	10	51	8	33	8	38	3	45	3		238	235	99%
Program Attendance													
Adult	345	178	70	99	53	81	0	70	0		1,499	619	41%
Teen	0	88	0	100	0	109	0	112	0		273	409	150%
Children	44	466	56	75	94	72	63	138	64		1,544	1,998	129%
Total attendance	389	732	126	274	147	262	63	320	64		3,316	3,026	91%
Computer sessions		372	109	274	126	275	124	307	132		3,312	2,439	74%
Web Page Visits	3,812	3,668	3,874	3,228	4,004	3,120	4,273	3,150	3,354		45,024	46,810	104%
New Cards Issued	5	28	7	19	12	14	8	19	4		134	194	145%
Overdrive Audiobook	539	504	450	471	509	471	417	539	436		6202	5441	88%
Overdrive eBook	932	955	807	775	857	737	774	752	851		9479	8935	94%
Overdrive Video	4	0	2	1	4	0	2	1	0		57	4	7%
Overdrive Total	1475	1459	1259	1247	1370	1208	1193	1292	1287		15738	14380	91%
		-1%		-1%		-12%		8%					