

April 2023 Board Materials Packet

AGENDA

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET

RHINEBECK, NY 12572

NOTICE OF MEETING Thursday, April 27, 5:30 PM

- I. Call to order and review of agenda
- II. Public Comment Period
- III. Introductions to new trustees
- IV. Secretary's Report-Minutes from March meeting
- V. Treasurer's Report
- VI. Director's Report
- VII. Friends' Report
- VIII. Claims and Warrants-Motion to approve payments of claims and warrants
- IX. Standing Committee Reports
- X. Ad Hoc Committee Reports
- XI. Correspondence
- XII. Executive Session (if needed)
- XIII. Old Business
 - A. Expansion discussion
 - B. Planning for events
 - C. Municipal vote preparation
- XIV. New Business
 - A. Employee Handbook
 - B. Parking lot changes
 - C. Kelly collection
- XV. Public Comment Period
- XVI. Adjournment

Next Meeting Date May 25, 2023, 5:30 PM

PRIOR MEETING MINUTES FOR APPROVAL

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET

RHINEBECK, NY 12572

NOTICE OF MEETING Thursday, March 23, 2023, 5:30 PM

Trustees Present: David Lavallee, Valerie Jacob, Erin Humbaugh, Laura Selicare, Andrew Schulkind, Eric Steinman and Craig Oleszewski, and Director Jaclyn Savolainen.

Friends Representative: Steven Frost, President of The Friends

- I. Call to order and review of agenda: David Lavallee called the meeting to order at 5:30pm.
- II. Public Comment Period –

No comments.
- III. Minutes from February meeting: David Lavallee noted that there were no comments on the draft minutes. A motion was made to approve the minutes, which motion was seconded and passed unanimously.
- IV. Treasurer's Report – attached

Craig Oleszewski presented his report (which included figures through the end of February 2023), previously provided to the Trustees in advance of the meeting. His main points were as follows:

1. The first two months of the year represent 16.6% proportion of the annual allotment
2. *Income:*

A disbursement from the Town of Rhinebeck representing 414 tax levy funds in the total amount of \$394,800 was received.
3. The Friends of Starr have contributed \$20,006.50 to date this calendar year, which is 80% of what was budgeted for the entire year. He acknowledged the great contribution from The Friends and valuable support for programs, large print books, digital and printed media, drinking water and the many other things that they so generously provide to the Starr Library.
4. The Current Drive has raised \$12,693, exceeding the proportional annual amount by about 38%. Craig noted that although this was a very good result, the annual campaign will trickle off in the coming months and will not pick up again until the end of the year when next year's drive begins. Current Drive contributions were down to about \$750 for the month of February. He further noted that the expectations are that the Current Drive income amount will level off at about \$15,000 until it increases again in the fall.
5. *Expenses:*

Payroll continues to be the largest draw on the budget but the period presented sees the total payroll number coming in at less than \$100 under the budgeted proportion for this period.
6. Starr Library spent a little more than the proportional amount on some items (books, programming and insurance) and a little less on others (Utilities, Tech, Fundraising) but this is a function of how those expenses are incurred in the year. All expenses were within the annual budgeted amounts.

A discussion ensued among the Trustees and all questions asked were appropriately answered.

V. Director's Report

Jaclyn then provided her Director's report which had been previously provided to the Trustees in advance of the meeting. Topics addressed included the following, all of which topics were addressed in Jaclyn's report:

7. There were a number of highlights during March including the Literary program, partnerships with organizations such as Rhinebeck History Trivia at Kroeg, All Abilities Story and Craft Program with

Anderson Center, Nerds at Night with Megabrain Comics, Bard Lifetime Learning Ikebana series and Hudson Valley Pattern for Progress Community Assessment, and a number of other special events and ongoing programs,

8. Events in the near future such as Make your own Gardeners' Lotion Bar,
9. Fundraising, including grants, a request made to The Friends for a summer reading program and an unexpected bequest from Mr. Steph Oppenheim with partial payment of \$56,000 expected to be received in April. Jaclyn also spoke about preparation for work in connection with the Starr Library's upcoming request to the residents of the Town of Rhinebeck for increased funding under Chapter 414 of the NYS Education Law by which libraries in the State of New York secure tax funding through a public vote.
10. An update on certain building and grounds initiatives such as an update in technology, the teen zone, the children's area and accessibility,
11. The four page Annual Report to the Community printed and available for patrons, insurance and suggested focus items for the Trustees, and
12. Statistics for the month of February.

A discussion ensued among the Trustees about the above topics. All questions asked were appropriately answered.

VI. The Friends' Report

- A. Steven Frost reminded the Trustees about the upcoming book sale on April 21-22. The Trustees again expressed their sincerest thanks for all the contributions of The Friends to the Starr Library.

VII. Claims and Warrants

Craig Oleszewski presented the report to the Board. A motion was made to approve the claims and warrants, which motion was seconded and passed unanimously.

VIII. Standing Committee Reports –

Fundraising: Erin reported to the Trustees of plans to focus on the upcoming 414 vote discussed previously and the capital campaign period. She noted that she was planning on forming a steering committee, comprised of both Trustees and community members, which would meet once a month to discuss fundraising matters. The Trustees then discussed possible dates for the Starr Library Birthday Party Event. A discussion ensued among the Trustees as to the planning needed for the event and seasonal calendar considerations to be mindful of in choosing a specific date. After consideration of a number of factors by the Trustees, a motion was made as to targeting September 23rd as the Birthday Party Date, which motion was seconded and passed unanimously.

Building and Grounds: Eric provided the Trustees with the B&G Report, which report was provided to the Trustees in advance of the meeting. Eric discussed among the Trustees background information on maintenance of the facility generally and ongoing planning. Discussion also ensued on the Library's banking relationships and recommendations to consider from a risk perspective. Jaclyn further discussed with the Trustees estimates for ADA compliance, the book drop location and benches in front of the entrance. A discussion ensued and all questions asked were appropriately answered. A motion was made to approve the Report, which motion was seconded and passed unanimously.

Nominating Committee: David reported that given overlapping roles of various Committees, he recommended that the Executive Committee, Governance Committee and Personnel Committee be combined into one Committee, the Governance Committee. A discussion ensued among the Trustees and all questions asked were appropriately answered. A motion was made to approve such combination, which motion was seconded and passed unanimously. David noted to the Trustees that the Governance Committee had met on the previous day to review the personnel handbook and make recommendations of changes to the Trustees for consideration at a meeting in the future. A discussion ensued and all questions asked were appropriately answered.

David then reported on the Nominating Committees review of potential candidates for two Trustee seats. David noted to the Trustees that the Committee received six applications and interviewed three candidates. He further noted that all the candidates were of high quality and that the Starr Library was fortunate to have such an interest from the community. The Committee's recommendation was to propose two candidates, Laura Reid Charles and Eve Wood,

both of whom were present at the meeting to meet the Trustees and to answer questions. Laura, a well-experienced interior designer and daughter of a public librarian, spoke about her younger days of assisting her mother in the library and belief that a library is an essential part of the community. She also spoke about her involvement with the Rhinebeck Soccer Club and the experience that has given her with the youth community. Eve is a former professor and now a seasoned executive and leadership coach to high performing leaders and active in the Rhinebeck community since moving to Rhinebeck a couple of years ago. She also noted her experience with the Mid-Hudson Region, Institute for Family Health. She expressed her interest in assisting the Trustees in a host of endeavors and spoke about the importance of all organizations adapting to the post-COVID world.

A discussion ensued with each of the candidates and all questions asked were appropriately answered.

The candidates left the room so that the Trustees could discuss each candidacy further and vote on their respective appointments. A discussion ensued and all questions asked were appropriately answered.

A motion was made to approve Laura as a Trustee, which motion was seconded and unanimously approved. A second motion was made to approve Eve as a Trustee which motion was seconded and unanimously approved. Each candidate's term would commence on April 1, 2023.

Both Laura and Eve reentered the meeting for the balance of the session.

IX. Ad Hoc Committee Reports –

NONE

X. Correspondence

Jaclyn noted that there was a positive posting on Instagram by an author whose book was on display at Starr, which posting delighted many.

XI. Old Business Building Expansion –

David reported that certain information, including a floorplan, has been requested with respect to the old Bulkeley Middle School in order to appropriately evaluate such location as library space. The Trustees agreed that until such information was received, the Board would not be able to have a meaningful discussion. It was noted that the Bulkeley Middle School was no longer being considered as temporary space in the event the current library building is expanded and the library is forced to move to a temporary location during construction. A discussion ensued and all questions asked were appropriately addressed.

New Business –

Jaclyn then led a Board discussion of the upcoming 414 proposition to be placed on the Town's ballot for the contribution of tax funds to the Starr library. Jaclyn explained to the Trustees the process between now and election date and the need to decide on an amount to be requested. Jaclyn noted to the Trustees that the Starr Library received \$394,800 from the Town of Rhinebeck as funding. She also informed the Trustees that for libraries in the Mid-Hudson Library System, approximately 88% of such libraries' budget is supported by tax dollars whereas the Starr Library's tax support is approximately 64% of its annual budget. A discussion ensued and all questions asked were appropriately answered. Topics included in the discussion included the comparison of Starr Library's tax support as compared to other libraries, the increase in expenses caused by market and economic conditions, and the desire to be mindful of any increase in the tax levy on the residents of the Town of Rhinebeck. Jaclyn noted that an increase of \$70,000 would be approximately 76% of the Starr Library's annual budget, still well below the average of libraries in the Mid-Hudson System. Such increase would amount to an increase of approximately \$10.00 per \$300,000 assessed property. A motion was made to approve a request of \$70,000 on the ballot, which would override the tax cap, which motion was seconded and unanimously approved.

XII. Adjournment

A motion was made to adjourn, which motion was seconded and unanimously approved at 7:20p.m.

Next Meeting Date April 27, 2023, 5:30 PM

TREASURER'S REPORT

INCOME VS. EXPENSES

4:55 PM
04/04/23
Cash Basis

Starr Institute, Inc.
Income & Expense
March 2023

	Mar 23
Ordinary Income/Expense	
Income	
4002 · Friends of Library	4,010.00
4019 * · Fines/Copier/Rental	
4021 · Copier Fees	205.70
4022 · Overdue Fines	199.72
Total 4019 * · Fines/Copier/Rental	405.42
4031 · Contributions-Current Drive	800.00
4052 · Interest & Dividend Income	49.86
Total Income	5,265.28
Expense	
5000 · Total Payroll Expenses	
Payroll Processing	281.83
Payroll Taxes ADP	14,645.94
5010 · Salaries & Wages	
Net Payroll ADP	36,603.88
Total 5010 · Salaries & Wages	36,603.88
Total 5000 · Total Payroll Expenses	51,531.65
5007 * · Supplies/Other	
5031 · Library Supplies,Printing,Posta	497.30
Total 5007 * · Supplies/Other	497.30
5008 * · Maintenance/Garbage	
5035 · B & G Maintenance	3,293.00
5038 · Trash Removal	137.12
Total 5008 * · Maintenance/Garbage	3,430.12
5009* · Utilities	
5034 · Telephone	447.07
5037 · Electricity	1,071.81

4:55 PM
04/04/23
Cash Basis

Starr Institute, Inc.
Income & Expense
March 2023

	Mar 23
Total 5009* · Utilities	1,518.88
5021 · Fund Raisg Exp	2,686.20
5030 · Books	1,944.22
5033 · Insurance	3,051.00
5036 · Miscellaneous Expense	-226.38
5041 · Health Insurance	2,251.73
5042 · Tech, Equipment & Expenses	798.73
5043 · Programming	517.51
5045 · Professional & Consulting Fees	45.17
5048 · Marketing	285.00
6800 · Donations/ Bequests Spending	1,204.01
9200 · Square/Paypal/Credit Card Fees	2.71
Total Expense	69,537.85
Net Ordinary Income	-64,272.57
Other Income/Expense	
Other Income	
Other Operating Income	
4038 · Program's Income	20.00
7000 · Director's Discretionary Fund	96.11
Total Other Operating Income	116.11
Total Other Income	116.11
Other Expense	
8001 · Grant Expenditure	46.43
Total Other Expense	46.43
Net Other Income	69.68
Net Income	-64,202.89

BUDGET VS. ACTUAL

4:57 PM

04/04/23

Cash Basis

Starr Institute, Inc.
Profit & Loss Budget vs. Actual
 January through March 2023

	Jan - Mar 23	Budget	\$ Over Bu...	% of Budget
Ordinary Income/Expense				
Income				
4000 · 414 Tax Receipts	394,800.00	394,800.00	0.00	100.0%
4002 · Friends of Library	24,016.50	25,000.00	-983.50	96.1%
4005 · NYS,Dutchess Cty & MHLS Revenue	225.09	2,000.00	-1,774.91	11.3%
4008 · Fundraising	0.00	40,000.00	-40,000.00	0.0%
4019 * · Fines/Copier/Rental				
4021 · Copier Fees	301.95			
4022 · Overdue Fines	227.42			
4019 * · Fines/Copier/Rental - Other	0.00	1,500.00	-1,500.00	0.0%
Total 4019 * · Fines/Copier/Rental	529.37	1,500.00	-970.63	35.3%
4031 · Contributions-Current Drive	13,492.67	55,000.00	-41,507.33	24.5%
4052 · Interest & Dividend Income	72.97	600.00	-527.03	12.2%
Total Income	433,136.60	518,900.00	-85,763.40	83.5%
Expense				
5000 · Total Payroll Expenses				
Payroll Processing	1,031.64			
Payroll Taxes ADP	34,086.82			
5010 · Salaries & Wages				
Net Payroll ADP	83,225.61			
5010 · Salaries & Wages - Other	0.00	400,449.00	-400,449.00	0.0%
Total 5010 · Salaries & Wages	83,225.61	400,449.00	-317,223.39	20.8%
Total 5000 · Total Payroll Expenses	118,344.07	400,449.00	-282,104.93	29.6%
5007 * · Supplies/Other				
5031 · Library Supplies,Printing,Posta	1,720.71			
5040 · Supplies	0.00	6,000.00	-6,000.00	0.0%
Total 5007 * · Supplies/Other	1,720.71	6,000.00	-4,279.29	28.7%
5008 * · Maintenance/Garbage				
5035 · B & G Maintenance	8,577.23			
5038 · Trash Removal	411.36			
5008 * · Maintenance/Garbage - Other	0.00	42,000.00	-42,000.00	0.0%
Total 5008 * · Maintenance/Garbage	8,988.59	42,000.00	-33,011.41	21.4%
5009* · Utilities				
5034 · Telephone	1,310.68			
5037 · Electricity	3,083.52			
5039 · Water	63.00			
5009* · Utilities - Other	0.00	33,200.00	-33,200.00	0.0%
Total 5009* · Utilities	4,457.20	33,200.00	-28,742.80	13.4%
5020 · Accounting	600.00			
5021 · Fund Raisg Exp	2,686.20			
5030 · Books	11,495.20	50,000.00	-38,504.80	23.0%
5032 · Annual Drive Expenses	246.00	4,000.00	-3,754.00	6.2%
5033 · Insurance	8,059.80	16,000.00	-7,940.20	50.4%
5036 · Miscellaneous Expense	-226.38			

4:57 PM
04/04/23
Cash Basis

Starr Institute, Inc.
Profit & Loss Budget vs. Actual
January through March 2023

	Jan - Mar 23	Budget	\$ Over Bu...	% of Budget
5041 · Health Insurance	9,006.92	18,113.00	-9,106.08	49.7%
5042 · Tech, Equipment & Expenses	948.72	4,000.00	-3,051.28	23.7%
5043 · Programming	3,029.01	7,000.00	-3,970.99	43.3%
5044 · Gala Fundraising Event Expense	0.00	10,000.00	-10,000.00	0.0%
5045 · Professional & Consulting Fees	1,050.79	8,500.00	-7,449.21	12.4%
5046 · Mid Hudson Library Fees	3,312.00	12,500.00	-9,188.00	26.5%
5048 · Marketing	285.00			
5049 · Professional Development	359.00	1,500.00	-1,141.00	23.9%
6800 · Donations/ Bequests Spending	2,242.46			
9200 · Square/Paypal/Credit Card Fees	143.84	200.00	-56.16	71.9%
Total Expense	176,749.13	613,462.00	-436,712.87	28.8%
Net Ordinary Income	256,387.47	-94,562.00	350,949.47	-271.1%
Other Income/Expense				
Other Income				
Other Operating Income				
Insurance Refund	0.00	9,000.00	-9,000.00	0.0%
4038 · Program's Income	678.05			
7000 · Director's Discretionary Fund	5,149.31			
Total Other Operating Income	5,827.36	9,000.00	-3,172.64	64.7%
8000 · Grant Income	0.00	11,000.00	-11,000.00	0.0%
8100 · Non-Operating Income				
8101 · Endowment/ Bequests	0.00	58,000.00	-58,000.00	0.0%
Total 8100 · Non-Operating Income	0.00	58,000.00	-58,000.00	0.0%
Total Other Income	5,827.36	78,000.00	-72,172.64	7.5%
Other Expense				
Other Operating Expense				
7020 · Director's Disc. Fund Expense	206.99			
Total Other Operating Expense	206.99			
8001 · Grant Expenditure	3,552.32	11,000.00	-7,447.68	32.3%
Total Other Expense	3,759.31	11,000.00	-7,240.69	34.2%
Net Other Income	2,068.05	67,000.00	-64,931.95	3.1%
Net Income	258,455.52	-27,562.00	286,017.52	-937.7%

DIRECTOR'S REPORT

April 2023

PROGRAMS

Attendance	Jan	Feb	Mar
Adult ongoing programs/series/clubs	283	212	429
Special events	128	170	181
Children's/YA programs	117	144	146
Outside groups - reserved rooms	35	50	30
Virtual programs	24	21 (incompl)	74
Total	587	593	860

Highlights from April:

- **Literary:** Author Talk (Joan Silber & Fenton Johnson), Poetry Reading (David Gonzales) Memoir Writing Workshop, Book Club
- **Partnerships:** Bard Lifetime Learning Ikebana
- **Other Special Events:** Make Your Own Gardener's Lotion Bar, Improv for Humanity, All Abilities Craft Workshop
- **Youth:** Due to huge attendance numbers, we split both Story Time and Music & Movement into 2 sessions each. We also are sharing handouts and a poster with guidelines to make the sessions a positive experience for everyone.
- **Ongoing:** Knitting, Lego Hour, Storytime, Mahjong, Scrabble, Music & Movement for Toddlers, Chair Yoga, Brain Games, Tai Chi, Sound Meditation, Classical Guitar
- **Friends Book Sale**

Happening soon:

- Earth Day Art Workshop with Henry Klimowicz (ages 9 - adult): Sat. 4/29 from 1-3
- RCSD Student Art Exhibit Reception: Tue. 5/2 from 4-6
- New Connect & Play on Mondays 10:30-11:30

FUNDING

- **414 Prep:** There hasn't been resolution on the question of petition numbers needed so we should plan on gathering around 500 signatures.
- **Grants:** Working on finalizing spending the last \$3000 of the Learn, Play, Create grant from Dutchess County.

- **Bequest:** No news on the Oppenheim bequest. We redesigned a handout to encourage people to include us in their estate planning.

BUILDING & GROUNDS

- **Technology:**
 - We are waiting for a report from the NYSL Tech Assessment project.
 - Peter Bartram installed 2 new switches in the wire room to keep up with the new routers he installed last month.
- **Teen Zone:** All the furniture is in place. We need to make signage and plan the celebration and communications about dedicating the space for teens.
- **Parking Lot:** Will address later in agenda
- **Displays:** We are hosting the 17th annual RCSD student art show in May with a reception on Tue. 5/2 from 4-6. This is a great opportunity to spread the word about the Teen Zone.
- The Purple Air Monitor has been installed.

OTHER

- The NY State Budget still hasn't passed.
- We have submitted new board member information to DLD so we can resume progress on the petition to change the number of trustees to be a range of 9-11.
- Bloomerang (donor management software) training: Dagmar and I have had weekly meetings with our project manager to do data cleanup for migration and get to know the software. It's been very smooth so far. Target "go live" date is 5/11.
- Kelly collection to be discussed later in the agenda.

SUGGESTED FOCUS FOR THE BOARD

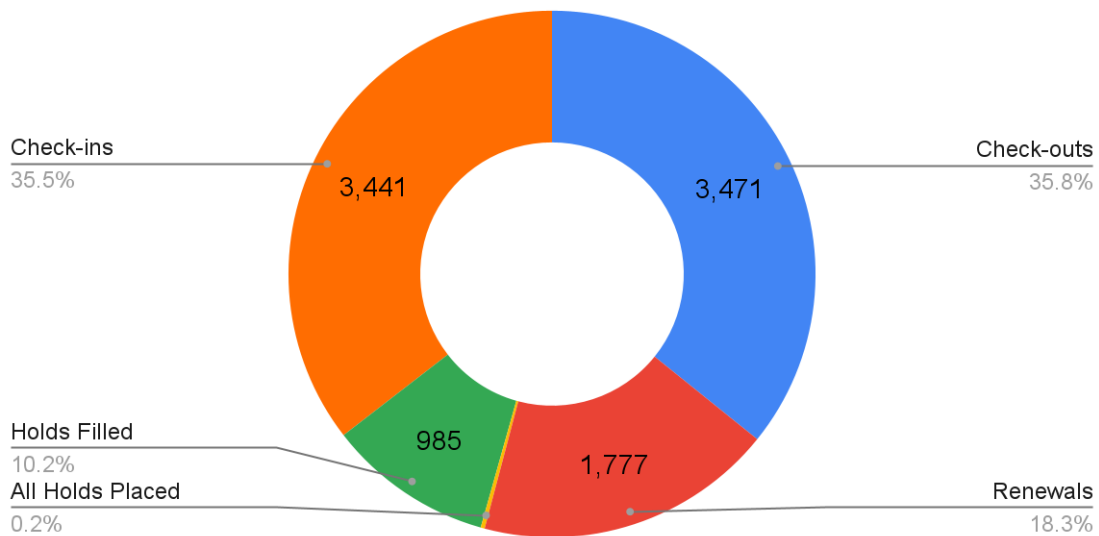
- Upcoming events to promote:
 - Author Talk with Nona Willis Aronowitz, Mon. 5/8, 6:30 at Morton
 - Sensory-Friendly Aesop Bops! Sat. 5/20, 11a-12p
 - Hudson Valley Chamber Musicians Outdoor Concert, Sat 5/20, 2-3pm
- Member Libraries 414 Meet Up: May 2, 2-3:30 [REGISTER HERE](#)
- Trustee Education Series:
 - Financial & Fiduciary Responsibilities: May 3, 5-6:30 [REGISTER HERE](#)
 - Core Values & Ethics: May 16, 5-6:30 [REGISTER HERE](#)

STATISTICS

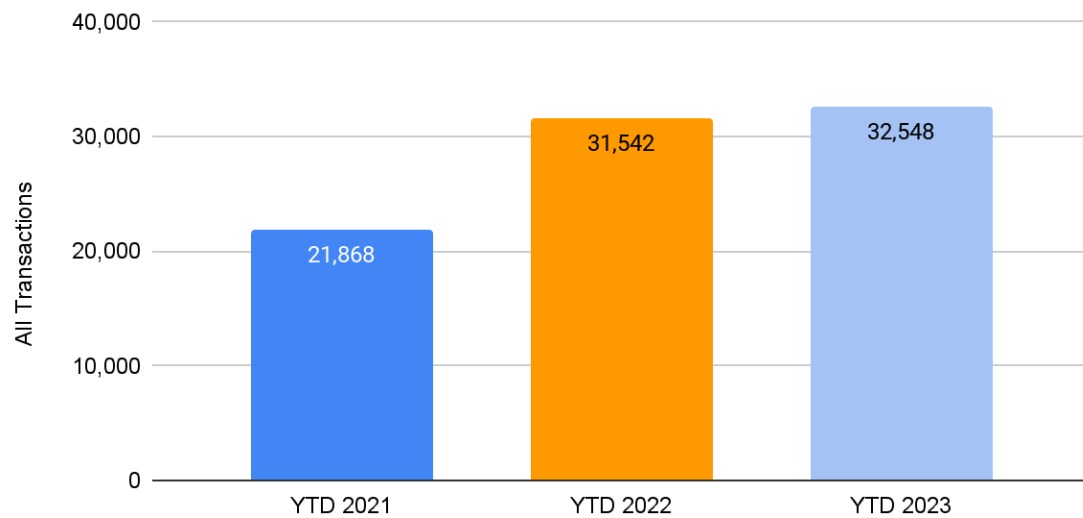
Increase of more than 1300 transactions over February and 1000 more than January. We are also up by about 1000 more transactions than this time last year.

Last Month's Transactions at Rhinebeck Circulation Desk

March 2023 = 9,698 total transactions



Year-to-Date Comparison: Total Transactions by Location

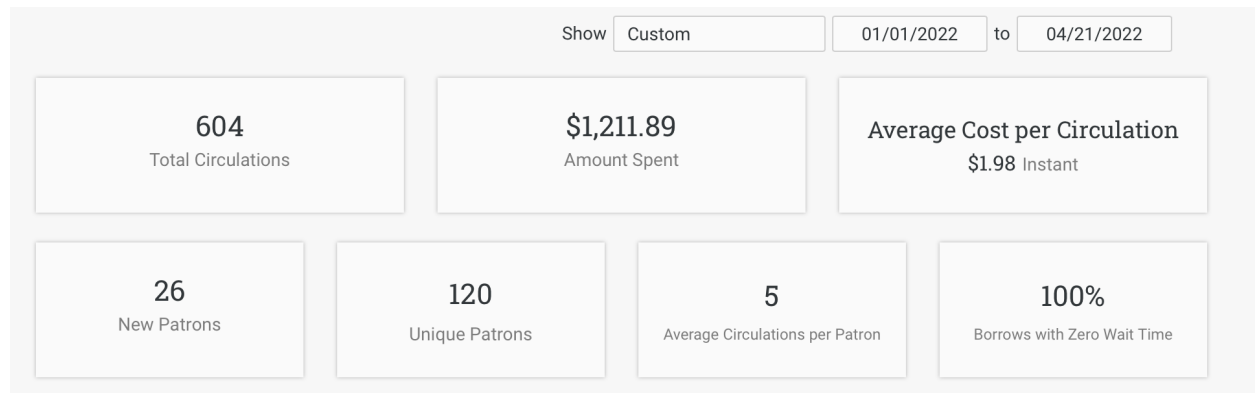


Total Transactions at Rhinebeck Circulation Desk January 1 - April 20

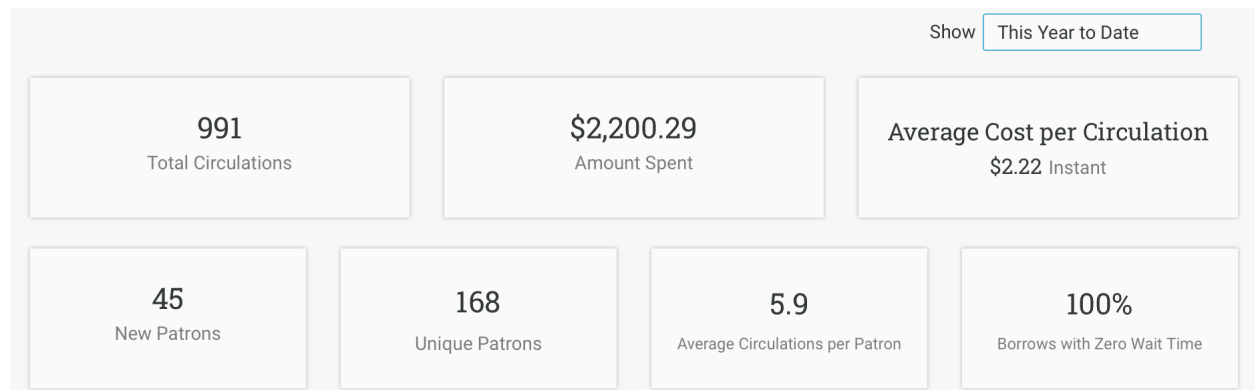
HOOPLA

Spending doubled year to date compared to the same period last year. We are averaging adding 11 new users each month. We currently have a cap of 5 circs per user per month to help control costs. We could institute caps for the cost of items borrowed or lower the number of uses per month, or continue spending more on Hoopla as demand increases. Almost as many patrons borrow the maximum number of titles per month as those who borrow one. Hoopla is most used for audiobooks, with ebooks coming in second place by about half as many. Adult fiction is the most borrowed category.

2022 YTD



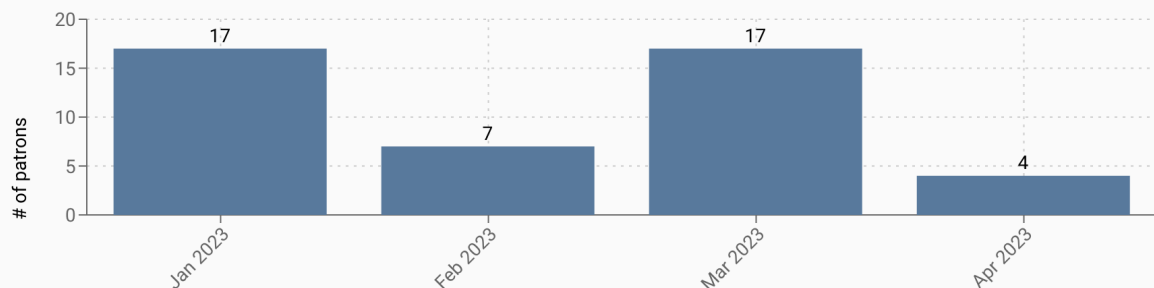
2023 YTD



New Patron Report

[View Detailed New Patron Report](#)

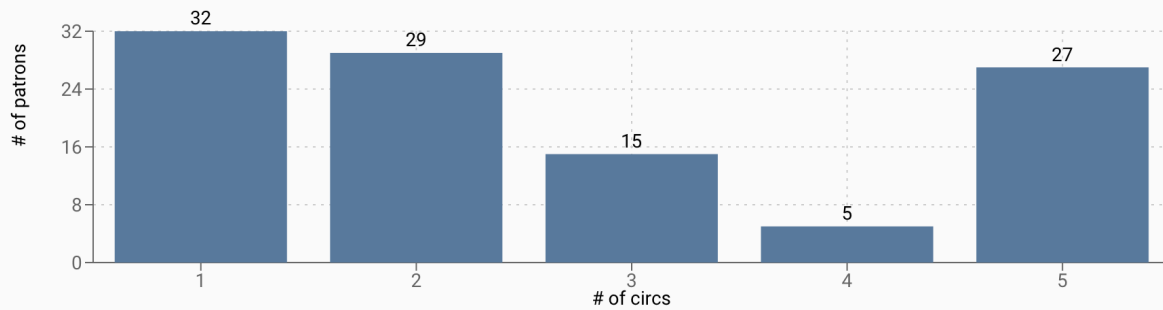
There were 45 new users from January 2023 through April 2023 with an average of 11 users being added for each month.



Patrons and Borrows

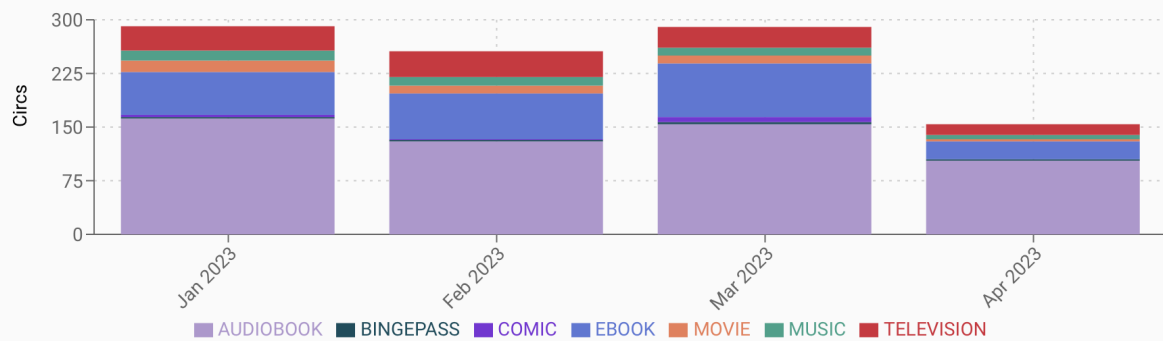
[View Detailed Patron and Borrows Report](#)

There were **290** Instant circs in March 2023 borrowed by **108** patrons. The average number of Instant circs was **2.69** circs per patron, with **27** individual(s) using all **5** Instant circs.



Circulations by Format

[View Detailed Circulations by Format Report](#)



Circulations by Category

[View Detailed Circulations by Category Report](#)

Adult Fiction was the most borrowed category using an Instant license, accounting for **55%** of all Instant circulations.

