

October 2023 Board Materials Packet (in progress)

AGENDA

STARR LIBRARY

68 WEST MARKET STREET, RHINEBECK, NY 12572

BOARD OF TRUSTEES

NOTICE OF MEETING: Thursday, October 26, 5:30 PM

- I. Call to order and review of agenda**
- II. Public Comment Period**
- III. Secretary's Report-Minutes from September meeting**
- IV. Treasurer's Report**
- V. Director's Report**
- VI. Friends' Report**
- VII. Claims and Warrants-Motion to approve payments of claims and warrants**
- VIII. Standing Committee Reports**

- IX. Ad Hoc Committee Reports**
- X. Correspondence**
- XI. Executive Session (if needed)**
- XII. Old Business**

- A. Petty Cash Policy Approval**
- B. Purchasing Policy Approval**
- C. Patron Code of Conduct Policy, First Reading**
- D. Sexual Harassment Training Requirement**
- XIII. New Business**
- XIV. Public Comment Period**
- XV. Adjournment**

Next Meeting Date: November 21, 2023

PRIOR MEETING MINUTES FOR APPROVAL

SUBJECT TO APPROVAL AND REVISION

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET

RHINEBECK, NY 12572

NOTICE OF MEETING Thursday, September 28, 2023, 5:30 PM

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

Friends Representative: Stephen Frost, President

- I. **Call to order and review of agenda:** David Lavallee, Chair, called the meeting to order at 5:30pm.
- II. **Public Comment Period –**
Dr. Julie Zito commended the Board of Trustees for providing materials on the Starr Library website prior to every Board of Trustees meeting. The Trustees thanked Dr. Zito for her comment.
- III. **Minutes from the July meetings of the Starr Library and the Starr Institute Inc.:** Valerie Jacob 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 –**
Craig Oleszewski presented his report (which included figures through the end of August 2023), previously provided to the Trustees in advance of the meeting. Craig noted that the period presented represents two-thirds of the year and approximately 66.7% of the budget. Craig stated that The Friends of the Library have outperformed the annual projection by \$6,472 and, in total, have contributed \$31,472 to date. The Trustees expressed their many thanks and appreciation to Stephen Frost, as President of The Friends, who was in attendance at the meeting. Craig further reported that total income had reached 93.7% of the annual budget projection, and noted that such amount only included \$38,211 of revenue generated by the Gala to be held on September 30th. In concluding his remarks on revenue to date, Craig further noted that the revenue gap of \$33,798 to close during the final quarter of the year should be achieved given that the expected Gala revenue will be recorded in the last quarter and there remains \$15,876 left over from the 2022 campaign that has posted in this year. Commenting on total payroll expense, Craig noted that the amount incurred to date is slightly higher than projected (69% vs 67%) due to additional Director's salary agreed in the Spring. Lastly, Craig reported that the current checkbook had a balance as of September 28th of \$224,262 which would be sufficient funds to sustain the Library through the balance of 2023. A discussion ensued among the Trustees and all questions asked were appropriately answered. A motion was made to approve the Treasurer's Report, which motion was seconded and unanimously approved.
- V. **Director's Report –**
Jaclyn then provided the 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:
 - Jaclyn updated the Trustees on the Summer programs which overall had been a great success with high attendance at the Library's various events. Particularly of note were the Author Talk with Suzaan Boettger on Robert Smithson's Paintings, the Book Clubs, the Memoir Writing Workshop, various fun and education events such as Nutty Scientists, Community

Collage Hours and Houseplant swap. Jaclyn also noted that the Library collaborated with a number of third parties during the summer on certain events.

- Jaclyn noted upcoming events for the Trustees such as the following: AARP Smart Driver Course on October 13th and 14th; MVP Cardio & Core Series to be held on Wednesday mornings; an afternoon of Classical Guitar & Poetry with Terry Champlin and Prudence Garcia-Renart on October 14th; Local Author Talk with Beth Hayes & Thea Burgess: Writing Female Heroines on October 19th; Teen Journaling Workshop to be held on October 28th; and the Friends Book Sale to be held on October 27th and 28th.
- Jaclyn reported that the Library purchased three new/refurbished computers for patron stations. She noted that the Library has benefited greatly by the volunteer work of Beth Hayes, a former Deputy CIO at Vassar who is assisting the Library in supporting its IT infrastructure. Jaclyn also said that the sharing book program with the Samaritan Daytop Village has received rave reviews and thanks. As part of the continuing efforts to address ADA spots, Jaclyn also informed the Trustees that the gap between the ADA parking and sidewalk in the back of the Library has been repaired.
- As part of Jaclyn's initiative of highlighting the great work performed by Starr Library staff members, she spoke of the efforts of Christine Livesey, a Rhinebeck resident for over 20 years and longtime Starr patron. Christine has been working at the circulation desk since August, covering in the evenings and during other staff's vacations and sick days, along with being flexible on Saturdays. Christine has a Bachelor's degree in Fine Arts and Filmmaking from Carnegie Mellon University and a Master's in Education, and teaches Film and Acting at Dutchess Community College. Christine is also an artist and Jaclyn noted that she will be showing her artwork at Rhinecellar on October 6th. The Trustees thanked Jaclyn for that positive report. Jaclyn also noted that a number of new staff members have joined the Library in recent times.
- Jaclyn reminded the Trustees of the Budget Referendum on November 7th. She also reported that the merger of the Starr Institute and Starr Institute, Inc. has been completed and recorded. The official name is Starr Institute, Inc., d/b/a the Starr Library. Jaclyn updated the Trustees on her continuing focus on accessibility issues for the building. The new picnic tables and benches are also now in place, she noted also.
- Jaclyn further reported that the phone carrier had been shifted to T-Mobile for Government which will realize substantial savings to the Library and provides a T-Mobile hotspot. She also further reported that the Library joined Sourcewell, a cooperative purchasing program for government and education and non-profit organizations. She also has been reviewing other similar programs.
- Statistics for the month of July and August were included in the Director's Report. A further discussion ensued among the Trustees about the above topics and the Director's report. All questions asked were appropriately answered.

VI. The Friends' Report –

- Stephen Frost reported that the date of the next book sale has been moved to October 27th and 28th from October 20th and 21st so as not to conflict with the Sheep and Wool Festival.

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 –

Building and Grounds: The Building and Grounds Committee's September 13th meeting minutes were distributed to the Trustees in advance of the meeting. A discussion ensued among the Trustees about the ongoing review of Central Hudson's expenses, about which Craig reported on. The Trustees will be updated in the future. Jaclyn reported that the Committee continues to focus on ADA issues. A discussion ensued among the Trustees and all questions asked were appropriately answered.

Governance Committee: David reported that the Committee continues to review various policies and will be reporting to the Trustees on recommended changes. Certain policies were distributed for review by the Trustees.

IX. Ad Hoc Committee Reports –

Benefit Planning: Erin Humbaugh provided the Trustees with a detailed report on the upcoming Library Benefit. Erin's report included a discussion of funds raised to date on sponsorships and ticket sales, along with expected attendance, among other items. A discussion ensued among the Trustees and all questions asked were appropriately answered.

X. Correspondence None.

XI. Old Business

- **Expansion:** The Trustees discussed the current state of review of the Brogan building as an alternative site for the Starr Library. Minutes of the Expansion Committee meetings held on August 4th and September 7th were previously distributed to the Trustees in advance of the meeting. A discussion ensued among the Trustees and all questions asked were appropriately answered. The following resolution was presented to the Trustees:

"RESOLVED, that the Brogan Building, after much review and discussion by the Trustees, including tours of the building by a number of Trustees and the Director, shall no longer be considered as an alternative location for the Starr Library, and that Trustees and the Director's continued focus and efforts shall be on expanding the current building and grounds."

A motion was made to approve such resolution, which motion was seconded and unanimously approved.

- Jaclyn then discussed the need for certain concrete work to be performed in front of the building. A discussion ensued among the Trustees and all questions asked were appropriately answered. A motion was made to approve the expenditure of up to \$6,000 for such work, which motion was seconded and unanimously approved.

The minutes note that Laura Selicaro and Eric Steinman left the meeting at 6:30 pm to attend a parents' school function.

Jaclyn then noted that there was no longer any need for the expense for two additional bookcases for the Kelly Collection. A motion was made to rescind the approval of such expenditure, which motion was seconded and unanimously approved.

- Policies: Jaclyn introduced the updated Purchasing Policy and the Petty Cash Fund Policy, which draft policies were previously distributed to the Trustees in advance of the meeting. David noted that these policies will be discussed at the next meeting.

New Business –

- The Trustees discussed whether additional CV information with respect to the Trustees should be included on the Starr Library website. A discussion ensued among the Trustees and all questions were appropriately answered. David agreed to report back to the Trustees with a proposal.

Public Comment Period

- Kathy Golden suggested that we include profiles of the board members on our website.

Executive Session – The Trustees held an executive session for Trustees only.

Adjournment

A motion was made to adjourn, which motion was seconded and unanimously approved at 6:50 p.m.

Next Meeting Date October 26, 2023, 5:30 p.m.

TREASURER'S NOTES

TREASURER'S REPORT

INCOME VS. EXPENSES

4:00 PM
10/10/23
Cash Basis

Starr Institute, Inc.
Income & Expense
September 2023

	Sep 23
Ordinary Income/Expense	
Income	
4002 · Friends of Library	1.50
4019 * · Fines/Copier/Rental	
4021 · Copier Fees	124.00
4022 · Overdue Fines	65.37
Total 4019 * · Fines/Copier/Rental	189.37
4044 · Gala Fund Raising Event Income	24,076.35
4052 · Interest & Dividend Income	25.42
Total Income	24,292.64
Expense	
5000 · Total Payroll Expenses	
Payroll Processing	185.57
Payroll Taxes ADP	8,149.72
5010 · Salaries & Wages	
Net Payroll ADP	20,868.23
Total 5010 · Salaries & Wages	20,868.23
Total 5000 · Total Payroll Expenses	29,203.52
5007 * · Supplies/Other	
5031 · Library Supplies,Printing,Posta	295.35
5040 · Supplies	168.00
Total 5007 * · Supplies/Other	463.35
5008 * · Maintenance/Garbage	
5035 · B & G Maintenance	2,459.00
5038 · Trash Removal	137.12
Total 5008 * · Maintenance/Garbage	2,596.12
5009* · Utilities	
5034 · Telephone	290.56
5037 · Electricity	1,147.37
Total 5009* · Utilities	1,437.93
5020 · Accounting	300.00
5029 · Books Purchased with Donations	100.80
5030 · Books	3,572.25
5033 · Insurance	3,100.33
5042 · Tech, Equipment & Expenses	4.99
5044 · Gala Fundraising Event Expense	3,884.13
5045 · Professional & Consulting Fees	45.17
5049 · Professional Development	25.00
6800 · Donations/ Bequests Spending	4,501.80
9200 · Square/Paypal/Credit Card Fees	578.03
Total Expense	49,813.42

4:00 PM
10/10/23
Cash Basis

Starr Institute, Inc.
Income & Expense
September 2023

	Sep 23
Net Ordinary Income	-25,520.78
Other Income/Expense	
Other Income	
Other Operating Income	
4038 · Program's Income	150.00
7000 · Director's Discretionary Fund	1,268.00
Total Other Operating Income	1,418.00
Total Other Income	1,418.00
Other Expense	
Other Operating Expense	
7020 · Director's Disc. Fund Expense	133.15
Total Other Operating Expense	133.15
8001 · Grant Expenditure	951.65
Total Other Expense	1,084.80
Net Other Income	333.20
Net Income	-25,187.58

BUDGET VS. ACTUAL

3:57 PM
10/10/23
Cash Basis

Starr Institute, Inc.
Budget vs. Actual
January through September 2023

	Jan - Sep 23	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
4000 · 414 Tax Receipts	394,800.00	394,800.00	0.00	100.0%
4002 · Friends of Library	31,473.80	25,000.00	6,473.80	125.9%
4005 · NYS,Dutchess Cty & MHLS Revenue	225.09	2,000.00	-1,774.91	11.3%
4007 · Other Donations, Bequests, Etc.	2,000.00			
4008 · Fundraising	0.00	0.00	0.00	0.0%
4019 * · Fines/Copier/Rental				
4021 · Copier Fees	986.25			
4022 · Overdue Fines	484.22			
4019 * · Fines/Copier/Rental - Other	0.00	1,500.00	-1,500.00	0.0%
Total 4019 * · Fines/Copier/Rental	1,470.47	1,500.00	-29.53	98.0%
4031 · Contributions-Current Drive	15,875.67	55,000.00	-39,124.33	28.9%
4044 · Gala Fund Raising Event Income	62,287.55	40,000.00	22,287.55	155.7%
4052 · Interest & Dividend Income	291.64	600.00	-308.36	48.6%
4053 · Gain/Loss on Sale of Securities	970.70			
Total Income	509,394.92	518,900.00	-9,505.08	98.2%
Expense				
5000 · Total Payroll Expenses				
Payroll Processing	1,943.89			
Payroll Taxes ADP	86,422.56			
5010 · Salaries & Wages				
Net Payroll ADP	216,624.58			
5010 · Salaries & Wages - Other	0.00	400,449.00	-400,449.00	0.0%
Total 5010 · Salaries & Wages	216,624.58	400,449.00	-183,824.42	54.1%
Total 5000 · Total Payroll Expenses	304,991.03	400,449.00	-95,457.97	76.2%
5007 * · Supplies/Other				
5031 · Library Supplies,Printing,Posta	5,162.06			
5040 · Supplies	168.00	6,000.00	-5,832.00	2.8%
Total 5007 * · Supplies/Other	5,330.06	6,000.00	-669.94	88.8%
5008 * · Maintenance/Garbage				
5035 · B & G Maintenance	31,825.15			
5038 · Trash Removal	1,179.49			
5008 * · Maintenance/Garbage - Other	0.00	42,000.00	-42,000.00	0.0%
Total 5008 * · Maintenance/Garbage	33,004.64	42,000.00	-8,995.36	78.6%
5009* · Utilities				
5034 · Telephone	4,697.46			
5037 · Electricity	9,919.00			
5039 · Water	189.00			
5009* · Utilities - Other	0.00	33,200.00	-33,200.00	0.0%
Total 5009* · Utilities	14,805.46	33,200.00	-18,394.54	44.6%
5020 · Accounting	2,700.00			
5021 · Fund Raisg Exp	2,686.20			
5029 · Books Purchased with Donations	217.68			

3:57 PM

10/10/23

Cash Basis

Starr Institute, Inc.

Budget vs. Actual

January through September 2023

	Jan - Sep 23	Budget	\$ Over Bud...	% of Budget
5030 · Books	27,321.43	50,000.00	-22,678.57	54.6%
5032 · Annual Drive Expenses	246.00	4,000.00	-3,754.00	6.2%
5033 · Insurance	-6,526.98	16,000.00	-22,526.98	-40.8%
5036 · Miscellaneous Expense	-10.00			
5041 · Health Insurance	18,113.00	18,113.00	0.00	100.0%
5042 · Tech, Equipment & Expenses	1,387.71	4,000.00	-2,612.29	34.7%
5043 · Programming	5,470.51	7,000.00	-1,529.49	78.2%
5044 · Gala Fundraising Event Expense	4,811.54	10,000.00	-5,188.46	48.1%
5045 · Professional & Consulting Fees	1,264.17	8,500.00	-7,235.83	14.9%
5046 · Mid Hudson Library Fees	7,440.00	12,500.00	-5,060.00	59.5%
5048 · Marketing	851.44			
5049 · Professional Development	509.00	1,500.00	-991.00	33.9%
6800 · Donations/ Bequests Spending	27,651.43			
9200 · Square/Paypal/Credit Card Fees	760.56	200.00	560.56	380.3%
Total Expense	453,024.88	613,462.00	-160,437.12	73.8%
Net Ordinary Income	56,370.04	-94,562.00	150,932.04	-59.6%
Other Income/Expense				
Other Income				
Other Operating Income				
Insurance Refund	0.00	9,000.00	-9,000.00	0.0%
4038 · Program's Income	828.05			
4040 · Donations for Books	504.35			
7000 · Director's Discretionary Fund	9,480.85			
Total Other Operating Income	10,813.25	9,000.00	1,813.25	120.1%
8000 · Grant Income	5,000.00	11,000.00	-6,000.00	45.5%
8100 · Non-Operating Income				
8101 · Endowment/ Bequests	108,418.12	58,000.00	50,418.12	186.9%
Total 8100 · Non-Operating Income	108,418.12	58,000.00	50,418.12	186.9%
8200 · Transfer To Endow	-46,137.70			
8202 · Transfer from Endowment	-62,280.42			
9000 · Restricted Donations	5,000.00			
Total Other Income	20,813.25	78,000.00	-57,186.75	26.7%
Other Expense				
Other Operating Expense				
7020 · Director's Disc. Fund Expense	2,046.94			
Total Other Operating Expense	2,046.94			
8001 · Grant Expenditure	8,089.65	11,000.00	-2,910.35	73.5%
Total Other Expense	10,136.59	11,000.00	-863.41	92.2%
Net Other Income	10,676.66	67,000.00	-56,323.34	15.9%
Net Income	67,046.70	-27,562.00	94,608.70	-243.3%

DIRECTOR'S REPORT

October 2023

A STARRY NIGHT BENEFIT

The biggest news from September was our phenomenal fundraising event that happened on September 30. Erin did an amazing job as the Benefit Committee Chair and was incredibly generous with her time, energy, creative vision, decorations and materials, and even roped in her extended family to volunteer. I'd like to thank the other committee members who all worked hard to make the event such a success: David, Eve, Andrew, Laura Charles, and Al Ragucci. The staff were also very helpful promoting the benefit – special kudos to Rowan for her design contributions. I'd also like to again thank the full Board of Trustees, the Loewi-Lemberger Kaplan Family Fund and the Friends for their major sponsorships. Lastly, thanks to the delightful high school students (from the Interact Club and independents) for their volunteer service. Over the past several weeks, we have heard so many glowing compliments from patrons about the benefit, and apologies from people who were out of town but can't wait for the next time.

PUBLIC VOTE ON LIBRARY FUNDING

Early voting will be October 28 to November 5 at Rhinebeck Town Hall. Election Day is Tuesday, November 7.

PROGRAMS

Attendance	May	June	July	Aug	Sep
Adult ongoing programs/series/clubs	276	342	376	344	286
Special events ✧	272	504	436	419	240
Children's/YA programs*	434	419	672	409	219
Outside groups - reserved rooms	17	112	59	35	110
Virtual programs	64 (est)	40 (est)	42	36	43
Total	1063	1417	1553	1243	898

*Children's/YA programs includes estimates on Rec Camp visits.

✧ Special events includes estimates on Friends book sale attendance.

Highlights from September:

- **Literary:** Upstate Films screening and conversation on Umberto Eco documentary, Memoir Writing Workshop, Book Clubs, Cookbook Club
- **Fun, Health & Education:** New MVP Cardio & Core, Tarot & Crafts, Rhinebeck Climate Week: Food Justice, Benji & Rita Brazilian Jazz, Beginner's Ikebana
- **Outside Groups & Partnerships:** Consortium of Rhinebeck History, Rhinebeck Democrats Club, Culture Connect, NY Psychiatric Rehabilitation Training Academy, La Leche League, RSF, Rhinebeck Historical Society, Ramapo for Children, Anderson Center, Climate Smart Rhinebeck, Beatrix Farrand Garden

Upcoming Programs

- Friends Book Sale - Oct 27 & 28
- Sensory Friendly Music and Movement - Sat., Nov. 4, 2pm
- The Rediscovery of America: Native Peoples and the Unmaking of U.S. History: A Conversation with Ned Blackhawk - Thu., Nov. 9, 4pm (Virtual)
- Monoprinting Workshop with Gina Palmer - Sat., Nov. 11, 11am

PATRON SERVICES

- Vastly expanded Manga collection, under the advice of Paris who focused on Manga in her Master's program.
- New Instagram feature "Off the Shelf" with monthly collections of book recommendations on a theme.
- New book display featuring "This Day in History"
- Upcoming Day of the Dead display by Culture Connect
- Banned Book and Hispanic Heritage Month displays were up in October, as well as some fun Halloween themed decorations and pink lights for Breast Cancer Awareness Month
- Current Art Show: Words and Images curated by Gina Palmer

BUILDING & GROUNDS

- Where are we with down payment for sidewalk work and timing?
- Possible replacement tree by the Village in 2024 for one of the saplings (London Plane) that isn't doing well.

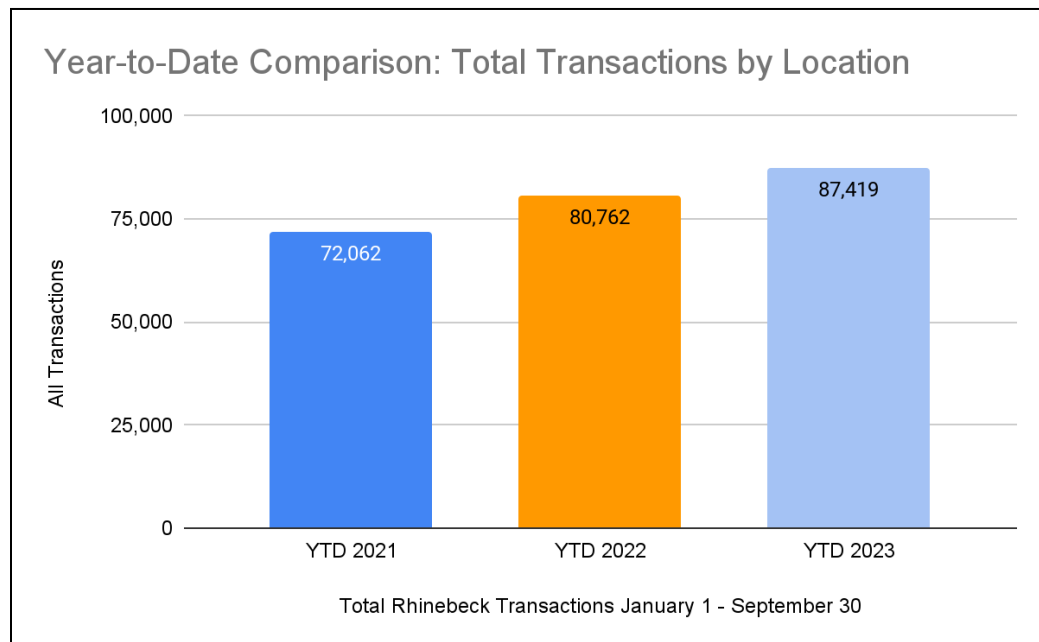
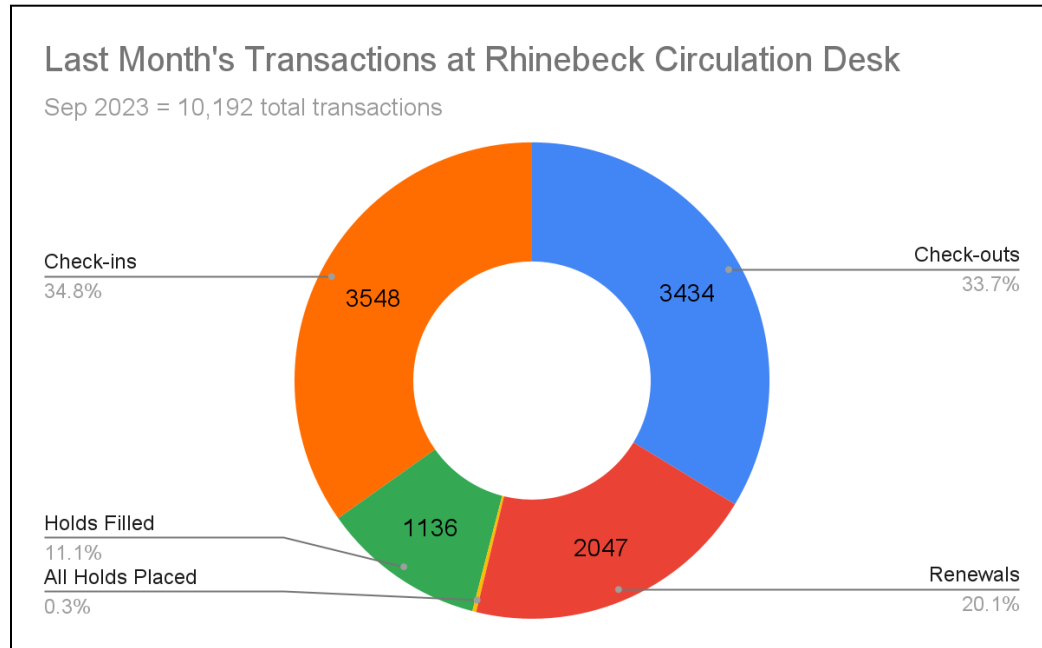
PERSONNEL

- **Staff Meeting Oct 26** to discuss new social media strategy, training on upcoming new public catalog, preparation in case of book challenges.
- Spotlight: Dagmar Yaddow
- Brooke, Michelle and I will be attending the 2023 NYLA Conference in Saratoga Springs Nov. 1-4.

SUGGESTED FOCUS FOR THE BOARD

- Upcoming events to promote: voting early or on November 7.
- Messaging about public funding proposition on back of ballot (Proposal #3).

STATISTICS –



BUILDINGS & GROUNDS COMMITTEE MEETING MINUTES

This committee didn't meet in September.

EXPANSION COMMITTEE MEETING MINUTES

Expansion Committee Minutes- from October 5th, 2023 Meeting

In attendance: David, Jaclyn, Erin, Laura C., Andrew, Craig, and Laura S.

- Brief discussion before guest speaker about how other libraries take surveys. Ask around to our local libraries what they have done to get feedback about how patrons want to use library space. Suggestion from some committee members to "Think Big" at first.
- Guest speaker Lisa Wilson from Hudson Valley Hospice Foundation on information regarding next financial steps we need to take for fundraising and Capital Campaign:
 - Her recommendation was that we need to do a Feasibility Study to determine many factors of Expansion moving forward such as how many people need to use the facility, are there people Not being served, what services can we offer, what can we afford, etc.
 - Need to hire a feasibility consultant to do a case study (would need to do an RFP)
 - Talk to other libraries about their experiences and needs of their patrons
 - Feasibility study conclusions will give us a ballpark on how much the project would cost
 - Some things to consider:
 - Who do we want to serve
 - What are the Needs and wants of the community from a library
 - What are the staff's needs
 - Town/Village rules and requirements (zoning, planning boards, etc.)
- The Feasibility Study needs to be done simultaneously with sending RFP's to architects/designers (preferably with library design experience) in order to give time for proposals and come up with basic renderings
- After the Feasibility study is in place, need to do a Planning Study
 - This would involve collecting information for a donor database, including community members who may have the means to contribute to the project (Use Bloomerang or Raizor's Edge programs for this?)
 - Erin may have a way to determine this information based on tax/housing records
 - Who do we want our donors to be? Tap into new families moving to RBK? Google guy?
 - Identify individuals and ask how much they are willing to contribute
 - Possibly two-thirds of the project can be funded this way
 - Reach out to people by phone initially to introduce the project
 - Need to provide "materials" (renderings, etc.) to show them vision
 - Provide a package to donors extracted from Feasibility Study information
 - Should have lots of visuals (drawings, renderings, brochures, etc.) and be attractive to look at with ideas and vision of final product
- Other Methods for Fundraising- would need to put together a proposal
 - Grants/Foundations (state level and others)
 - Going to our Local Representatives (Michele Hinchey, etc.)
 - Thompson Trust

Next Steps:

- Contact architects/designers for RFP's or in-person interviews
- Confirm with Town & Village what is feasible for our site (ie: zoning, property lines, etc. Is it possible to build up, which could be cheaper?)
- Possibly ask Laura Chrissie from Mid Hudson about her expertise/construction of libraries
- Come up with a list of libraries with similar demographics to ours that have recently done expansions and possibly do recon visits and talk to their staff, etc.
 - New Caanan, CT
 - Scarsdale

- Vermont? (a new library there)
- Hillsdale/Copake
- Other libraries in the area to see
- Get information for Feasibility Study – Erin sent a website with great info to get started:
www.capitalcampaignpro.com

GOVERNANCE COMMITTEE MEETING MINUTES

This committee didn't meet in September.

FINANCE COMMITTEE MEETING MINUTES

This committee didn't meet in September.

PR COMMITTEE MEETING MINUTES

This committee didn't meet in September.

BENEFIT COMMITTEE MEETING MINUTES

A Starry Night

Saturday September 30, 2023

In March 2023, the Starr Library Board of Trustees voted to hold a benefit to celebrate the 160th anniversary of the library. Based on previous galas, the director estimated a profit of \$30,000 to \$40,000. The planning subcommittee consisted of five board members, the director, and one community member. The initial budget was set at \$10,000 with the goal of covering all costs with ticket sales. Fundraising included securing a Starr Donor at \$10,000, providing multiple levels of sponsorship with advertising perks, offering early bird tickets, selling t-shirts, and holding a silent auction and raffle at the benefit. Employing multiple strategies provided options for the community to engage at a level comfortable for them, maximizing participation. In the end, it was a huge success. We exceeded our goal, and the event brought the whole town together. Proceeds from this event will help us begin the process of planning a building expansion and renovation.

Gross Income: \$71,229.77

Total Expenses: \$13,458.75

Net Income: \$57,771.03

Total Tickets Sold: 254

Total in Attendance: 170 (estimated, we missed some people entering)

Income from Ticket Sales: \$15,535.00

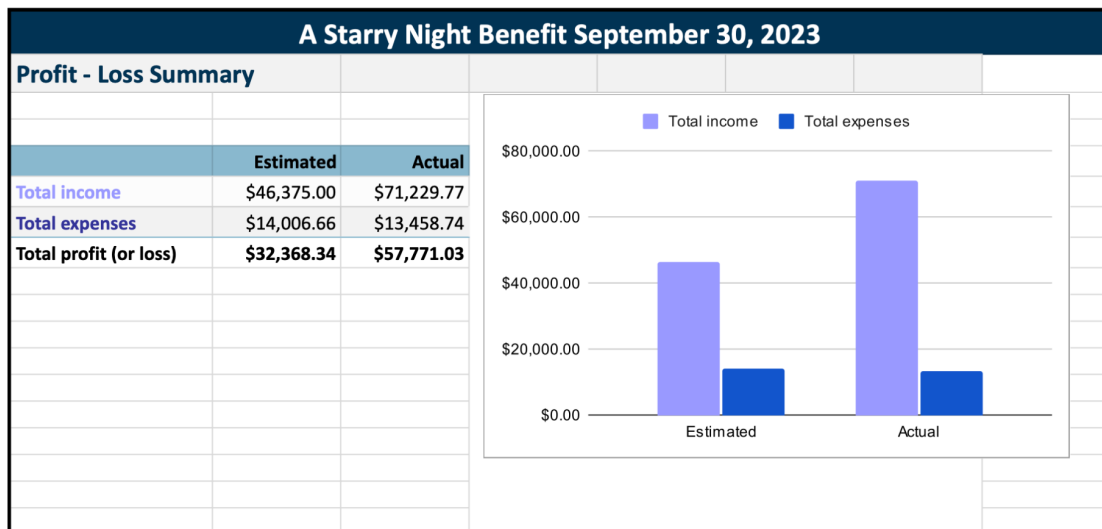
Income from Sponsors: \$48,350.00

Income from Auction: \$5,824.77

Income from Raffle \$1,080.00

Income from T-shirts: \$440.00

Benefit Planning Committee: Erin Humbaugh, David Lavallee, Jaclyn Savolainen, Laura Charles, Eve Wood, Andrew Schulkind, Al Ragucci



ATTACHMENTS

Starr Library

PATRON CODE OF CONDUCT - DRAFT

Introduction

Our top priority is to ensure a positive library experience for everyone. We appreciate your cooperation in following these guidelines so that all users have access to library services and facilities in a safe and secure environment.

Guidelines

- Respect the rights of others by using library property (materials, equipment, and facilities) gently and appropriately.
- Avoid disruptive behaviors that may hinder other patrons.
- Ensure that children are supervised by a responsible caregiver at all times.
- Be respectful of other library users by refraining from loud conversation and keeping noise levels to a minimum.
- Be mindful of personal belongings as library staff cannot accept responsibility for your possessions.

- Covered drinks are allowed away from computers. Please clean up after yourself. Please enjoy your food outside the library.
- Leave bulletin board postings & leaflets with staff for approval.
- Smoking, vaping, and alcohol are prohibited.
- Dress appropriately for the public space, including shoes and shirts.
- The only animals allowed into the library are service dogs.
- Soliciting, selling, campaigning, or posting notices on library property is prohibited, unless authorized by Library Administration.

Everyone is expected to follow these guidelines and any direction given by library staff. If you fail to do so, you will be asked to stop. If the behavior continues, you may be told to leave the premises. Subsequent offenses may result in loss of library privileges. Library users must comply with all federal, state and local laws and ordinances. Violators will be referred to the proper authorities.

(Adapted from Lee County Library System, Florida)

Adopted and approved by the Starr Library Board of Trustees.

Dated: