

# December 2023 Board Materials Packet (in progress)

## AGENDA

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET  
RHINEBECK, NY 12572

NOTICE OF MEETING  
Thursday, December 21, 5:30 PM

- I. Call to order and review of agenda
- II. Public Comment Period
- III. Secretary's Report: Minutes from November 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 and Anticipated Action Items
  - A. Nominating Committee Recommendation for Appointment
  - B. Governance Committee Report
  - C. Finance Committee Recommendation on 2024 Budget
  - D. Finance Committee Recommendation on Endowment Management
- IX. Ad Hoc Committee Reports
- X. Correspondence
- XI. Executive Session (if needed)
- XII. Old Business
- XIII. New Business
  - A. Room Use Policy
- XIV. Public Comment Period
- XV. Adjournment

# **PRIOR MEETING MINUTES FOR APPROVAL**

**STARR LIBRARY 68 WEST MARKET STREET**

**BOARD OF TRUSTEES**

**RHINEBECK, NY 12572**

## **NOTICE OF MEETING**

**Thursday, November 16, 5:30 PM**

**Craig Oleszewski (Acting chair). Attending: Eve, Erin, Andrew, Jaclyn, Stephen, Laura S, Laura C. 2 members of the public.**

- I. Call to order and review of agenda**
  - a. Meeting was called to order by Craig Oleszewski, Treasurer at 5:36 pm. Absent David and Valarie. Laura Charles joined after the meeting was in progress. Agenda was amended by Jacklyn who asked to include a technology report that was recently received. Technology was added as item E under New Business**
- II. Public Comment Period**
  - a. No comments from the public at this time**
- III. Secretary's Report-Minutes from October meeting**
  - a. Eve mentioned that there were some problems accessing the shared minutes from the previous meeting. Craig apologized that the minutes were late in being uploaded. The meeting this month was a week earlier than normal and took many by surprise. There was discussion about shared documents in the Starr shared drive. Minutes were accepted by unanimous consent**
- IV. Treasurer's Report**
  - a. 83% of the way through the year. Friends contributions are at 125% of budgeted amount. Current Annual Appeal numbers are unchanged since the end of September. Prior years have seen that number start to climb as donors anticipate the annual appeal and begin their donations early. That didn't happen this year, possibly because of the success of the gala. Jaclyn has been marking donations differently than Dagmar had in the past. Gala income was posted at \$71,168. Total annual budget of \$518,900 had already been surpassed with total income for the year being \$523,000. Payroll is 83% of what was budgeted for the year. Starr is on track for a healthy finish to the year. Current checkbook balance is \$186,964. Status of the endowment is \$1.40 million down significantly from the summer when it was at \$1.47 million. Motion by Laura Charles to accept. Seconded by Eve. All voted in favor.**
- V. Director's Report**

- a. Budget increase passed with 70% of the vote. Gov. Hochul signed the bill reducing the needed petition signatures for ballot measures to 25. Starr gathered 550 signatures this year and now will only need 25.
- b. Programs are strong. All stats are up. Memoir Writing Workshop from Nov 14<sup>th</sup> was of special note. Partnered with AARP to offer a safe driving course for seniors. More outreach and coordination with the community. Starr will be Sinterklaas Headquarters on December 2<sup>nd</sup>. Starr will host the RHS Passion Project again this year. New Office Manager, Mary Beth was introduced.
- c. Jaclyn recommended that Starr hire a part-time assistant program manager. Laura Charles moved to support Jaclyn in hiring someone in this part-time position 12 hours per week at the director's discretion. Erin seconded that motion. The board unanimously passed this resolution.
- d. Jaclyn, Brook and Michelle went to the NYA conference and gathered much useful information. Next year's attendance is recommended also for trustees. Same for the Mid-Hudson Business Meeting.

#### **VI. Friends' Report**

- a. 3<sup>rd</sup> book sale at the end of October. Set a new 2-day record of \$8,850 raised from the book sale.
- b. Executive Committee is looking into pursuing 501c3 status
- c. Bi-annual elections were held and Kathy Golden was elected the new president of the Friends and will take office in January.

#### **VII. Claims and Warrants-Motion to approve payments of claims and warrants.**

- a. Craig placed the Claims and Warrants on the table with a recommendation that they be paid. Erin moved to pay the bills. Laura Charles seconded. All present voted in favor. Laura S had left the meeting at this point.

#### **VIII. Standing Committee Reports**

- a. B&G did not meet this month but discussions and updates were circulated by email. There is work that is being completed on the sidewalk and a facilities audit being conducted. Ken the custodian had chipped in and handled some of the odd jobs like rehanging the sign and securing the book cases to the wall. Voting volunteers were much appreciative of not having to work around boxes.
- b. Notes from Finance. Met on November 6<sup>th</sup> and heard from representatives from TIAA. Still in the research phase. The committee is still open to suggestions of options for investing the endowment. TIAA seems to offer lower fees overall and an investment approach that was conservative and did not satisfy some members of the committee. Continuing to explore options and a second meeting with TIAA is scheduled for later this month. The decision will come before the full board before a

final decision is made. TIAA has made no actual recommendations for investment but has indicated a typical approach that sounded a bit conservative to some of the members of the committee.

c. Communications did not meet but is working on an annual appeal letter and circulating correspondence by email within the committee.

d. Governance will be meeting later in the month.

e. Fundraising has not met this month. Will schedule a meeting sometime in December.

**IX. Ad Hoc Committee Reports**

a. Expansion met yesterday and the notes will appear in next month's minutes.

b. Nominating: A posting for new trustee is live on the website now and on social media.

**X. Correspondence**

a. Nothing of note

**XI. Executive Session was not needed**

**XI. Old Business**

**XII. Patron Code of Conduct: 2<sup>nd</sup> reading of the Code of Conduct. Eve moved to accept the Patron Code of Conduct. Erin seconded. Passed unanimously**

**B. Sexual Harassment Prevention Training. Still some forms missing.**

**XIII. New Business**

**A. Sunday Hours. Now that the 414 has passed, Starr resolved to have Sunday hours. Passed**

**B. 2024 Library Closure Dates and Board Meeting Dates: Holidays and days off discussed.**

**C. Budget Presentation: Next month the budget will come before the board**

**D. Planning for Next Benefit: Great feedback received and the board supports doing it again.**

**E. Tech Assessment Report. Key takeaways were that Starr is in good shape. Small suggestions offered.**

**XIV. Public Comment Period:**

**XV. Adjournment Erin moved to adjourn. Even seconded. All voted in favor.**

**Next Meeting: December 21, 5:30**

# TREASURER'S REPORT

## INCOME VS. EXPENSES

2:27 PM  
12/13/23  
Cash Basis

Starr Institute, Inc.  
Income & Expense  
November 2023

	Nov 23
Ordinary Income/Expense	
Income	
4002 · Friends of Library	1,500.00
4019 * · Fines/Copier/Rental	
4020 · Room Rent	105.00
4021 · Copier Fees	133.05
Total 4019 * · Fines/Copier/Rental	238.05
4031 · Contributions-Current Drive	2,819.45
4044 · Gala Fund Raising Event Income	75.00
4052 · Interest & Dividend Income	15.63
Total Income	4,648.13
Expense	
Bank Service Charge	35.18
5000 · Total Payroll Expenses	
Payroll Processing	115.18
Payroll Taxes ADP	9,933.50
5010 · Salaries & Wages	
Net Payroll ADP	23,992.55
Total 5010 · Salaries & Wages	23,992.55
Total 5000 · Total Payroll Expenses	34,041.23
5007 * · Supplies/Other	
5031 · Library Supplies,Printing,Posta	600.85
Total 5007 * · Supplies/Other	600.85
5008 * · Maintenance/Garbage	
5035 · B & G Maintenance	4,684.81
5038 · Trash Removal	137.12
Total 5008 * · Maintenance/Garbage	4,821.93
5009* · Utilities	
5034 · Telephone	254.90

**Starr Institute, Inc.**  
**Income & Expense**  
November 2023

	Nov 23
5037 · Electricity	605.41
Total 5009* · Utilities	860.31
5030 · Books	2,809.68
5036 · Miscellaneous Expense	0.00
5042 · Tech, Equipment & Expenses	49.28
5043 · Programming	315.78
5044 · Gala Fundraising Event Expense	208.23
5045 · Professional & Consulting Fees	1,712.50
5048 · Marketing	9.00
6800 · Donations/ Bequests Spending	523.95
9200 · Square/Paypal/Credit Card Fees	79.29
Total Expense	46,067.21
Net Ordinary Income	-41,419.08
Other Income/Expense	
Other Income	
Other Operating Income	
4038 · Program's Income	170.00
7000 · Director's Discretionary Fund	266.05
Total Other Operating Income	436.05
Total Other Income	436.05
Other Expense	
8001 · Grant Expenditure	453.54
Total Other Expense	453.54
Net Other Income	-17.49
Net Income	<b>-41,436.57</b>

**BUDGET VS. ACTUAL**

2:31 PM  
12/13/23  
Cash Basis

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

	Jan - Nov 23	Budget	\$ Over Bud...	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · 414 Tax Receipts	394,800.00	394,800.00	0.00	100.0%
4002 · Friends of Library	32,973.80	25,000.00	7,973.80	131.9%
4005 · NYS,Dutchess Cty & MHLS Reven...	225.09	2,000.00	-1,774.91	11.3%
4007 · Other Donations, Bequests, Etc.	7,000.00			
4008 · Fundraising	0.00	0.00	0.00	0.0%
4019 * · Fines/Copier/Rental				
4020 · Room Rent	105.00			
4021 · Copier Fees	1,223.55			
4022 · Overdue Fines	532.97			
4019 * · Fines/Copier/Rental - Other	0.00	1,500.00	-1,500.00	0.0%
<b>Total 4019 * · Fines/Copier/Rental</b>	<b>1,861.52</b>	<b>1,500.00</b>	<b>361.52</b>	<b>124.1%</b>
4031 · Contributions-Current Drive	18,695.12	55,000.00	-36,304.88	34.0%
4044 · Gala Fund Raising Event Income	71,243.11	40,000.00	31,243.11	178.1%
4052 · Interest & Dividend Income	328.72	600.00	-271.28	54.8%
4053 · Gain/Loss on Sale of Securities	970.70			
<b>Total Income</b>	<b>528,098.06</b>	<b>518,900.00</b>	<b>9,198.06</b>	<b>101.8%</b>
<b>Expense</b>				
Bank Service Charge	35.18			
5000 · Total Payroll Expenses				
Payroll Processing	2,175.43			
Payroll Taxes ADP	104,445.30			
5010 · Salaries & Wages				
Net Payroll ADP	261,227.84			
5010 · Salaries & Wages - Other	0.00	400,449.00	-400,449.00	0.0%
<b>Total 5010 · Salaries &amp; Wages</b>	<b>261,227.84</b>	<b>400,449.00</b>	<b>-139,221.16</b>	<b>65.2%</b>
<b>Total 5000 · Total Payroll Expenses</b>	<b>367,848.57</b>	<b>400,449.00</b>	<b>-32,600.43</b>	<b>91.9%</b>
5007 * · Supplies/Other				
5031 · Library Supplies,Printing,Posta	5,907.97			
5040 · Supplies	168.00	6,000.00	-5,832.00	2.8%
<b>Total 5007 * · Supplies/Other</b>	<b>6,075.97</b>	<b>6,000.00</b>	<b>75.97</b>	<b>101.3%</b>
5008 * · Maintenance/Garbage				
5035 · B & G Maintenance	38,564.96			
5038 · Trash Removal	1,453.73			
5008 * · Maintenance/Garbage - Other	0.00	42,000.00	-42,000.00	0.0%
<b>Total 5008 * · Maintenance/Garbage</b>	<b>40,018.69</b>	<b>42,000.00</b>	<b>-1,981.31</b>	<b>95.3%</b>
5009* · Utilities				
5034 · Telephone	5,202.09			
5037 · Electricity	11,973.75			
5039 · Water	336.00			
5009* · Utilities - Other	0.00	33,200.00	-33,200.00	0.0%
<b>Total 5009* · Utilities</b>	<b>17,511.84</b>	<b>33,200.00</b>	<b>-15,688.16</b>	<b>52.7%</b>
5020 · Accounting	3,000.00			



2:31 PM

12/13/23

Cash Basis

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

	Jan - Nov 23	Budget	\$ Over Bud...	% of Budget
5021 · Fund Raisg Exp	2,686.20			
5029 · Books Purchased with Donations	250.80			
5030 · Books	31,644.78	50,000.00	-18,355.22	63.3%
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	0.00			
5041 · Health Insurance	18,113.00	18,113.00	0.00	100.0%
5042 · Tech, Equipment & Expenses	1,517.44	4,000.00	-2,482.56	37.9%
5043 · Programming	6,573.58	7,000.00	-426.42	93.9%
5044 · Gala Fundraising Event Expense	13,116.53	10,000.00	3,116.53	131.2%
5045 · Professional & Consulting Fees	3,020.85	8,500.00	-5,479.15	35.5%
5046 · Mid Hudson Library Fees	9,504.00	12,500.00	-2,996.00	76.0%
5048 · Marketing	860.44			
5049 · Professional Development	509.00	1,500.00	-991.00	33.9%
5062 · Capital Expenses	2,925.00			
6800 · Donations/ Bequests Spending	27,720.41			
9200 · Square/Paypal/Credit Card Fees	903.85	200.00	703.85	451.9%
<b>Total Expense</b>	<b>547,555.15</b>	<b>613,462.00</b>	<b>-65,906.85</b>	<b>89.3%</b>
<b>Net Ordinary Income</b>	<b>-19,457.09</b>	<b>-94,562.00</b>	<b>75,104.91</b>	<b>20.6%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Other Operating Income</b>				
Insurance Refund	0.00	9,000.00	-9,000.00	0.0%
4038 · Program's Income	1,224.99			
4040 · Donations for Books	504.35			
7000 · Director's Discretionary Fund	11,866.90			
<b>Total Other Operating Income</b>	<b>13,596.24</b>	<b>9,000.00</b>	<b>4,596.24</b>	<b>151.1%</b>
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%
<b>Total 8100 · Non-Operating Income</b>	<b>108,418.12</b>	<b>58,000.00</b>	<b>50,418.12</b>	<b>186.9%</b>
8200 · Transfer To Endow	-46,137.70			
8202 · Transfer from Endowment	-62,280.42			
9000 · Restricted Donations	5,000.00			
<b>Total Other Income</b>	<b>23,596.24</b>	<b>78,000.00</b>	<b>-54,403.76</b>	<b>30.3%</b>
<b>Other Expense</b>				
<b>Other Operating Expense</b>				
7020 · Director's Disc. Fund Expense	2,046.94			
<b>Total Other Operating Expense</b>	<b>2,046.94</b>			
8001 · Grant Expenditure	10,118.19	11,000.00	-881.81	92.0%
<b>Total Other Expense</b>	<b>12,165.13</b>	<b>11,000.00</b>	<b>1,165.13</b>	<b>110.6%</b>
<b>Net Other Income</b>	<b>11,431.11</b>	<b>67,000.00</b>	<b>-55,568.89</b>	<b>17.1%</b>

2:31 PM  
12/13/23  
Cash Basis

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

	Jan - Nov 23	Budget	\$ Over Bud...	% of Budget
Net Income	-8,025.98	-27,562.00	19,536.02	29.1%

# DIRECTOR'S REPORT

December 2023

## PROGRAMS

Attendance	July	Aug	Sep	Oct	Nov
Adult ongoing programs/series/clubs	376	344	286	271	241
Special events ✧	436	419	240	638	1255
Children's/YA programs*	672	409	219	253	206
Outside groups - reserved rooms	59	35	110	29	64
Virtual programs	42	36	43	30	231
<b>Total</b>	<b>1553</b>	<b>1243</b>	<b>898</b>	<b>1191</b>	<b>1997</b>

✧ Special events includes estimates on Friends book sale attendance, voting, and RSF Discovery Festival.

\*Children's/YA programs line includes estimates on Rec Camp visits during July & August.

### Highlights from November:

- **Literary:** Author program with Ned Blackhawk (virtual event with 196 attendees); memoir writing workshop, book clubs
- **Fun, Health & Education:** RSF Discovery Festival, Sensory Friendly Music & Movement, Monoprinting Workshop, "Blook" Talk, Caring for the Dead (An Interfaith Panel), Sinterklaas Mask Coloring
- **Outside Groups & Partnerships:** Bard LLI & Bard Center for Indigenous Studies, Anderson Center, Culture Connect, Friends of Rhinebeck Cemetery, La Leche League, MVP, Oblong Books, Rhinebeck Democrats Club, Sinterklaas Organizers, Spanish Study Group

### Upcoming Programs

- Art Opening & Poetry Reading - Jan. 13, 3-5pm
- Fiction Workshop - Jan 11, 6:30-8pm
- Stroke Awareness with Rhinebeck at Home - Jan 23, 2-3pm

## PATRON SERVICES

- Oc Dec. 6, MHLS launched a new online catalog called Discover. The new patron interface works better on mobile devices, rolls multiple formats into a single title record,

and improves features related to lists and reading history. Check out the new features:  
<https://discover.midhudson.org>

- Current Art Show: Installation of Museum of Art & ANTiquities, Modern Museum of ANT
- Current Book Displays: Staff favorite children's books, bestsellers
- Working on improving signage in the stacks

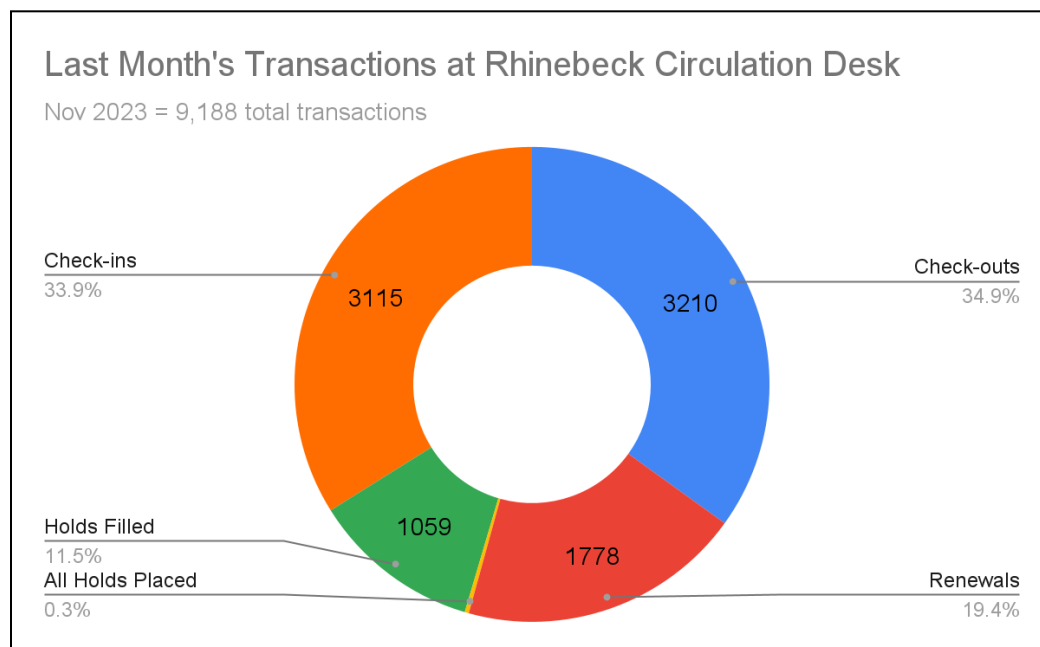
## BUILDING & GROUNDS

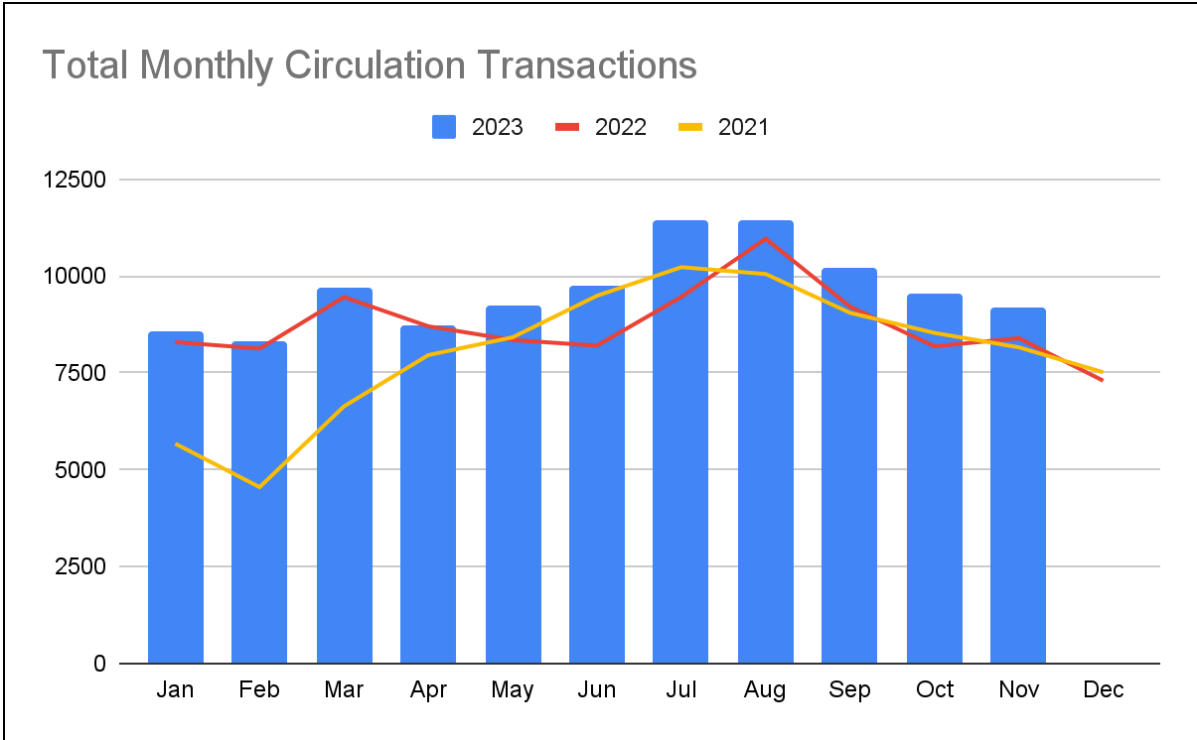
- Sidewalk curb continues to be delayed in its completion.
- Phones - we will be switching service to VOIP and automated attendant features.

## PERSONNEL

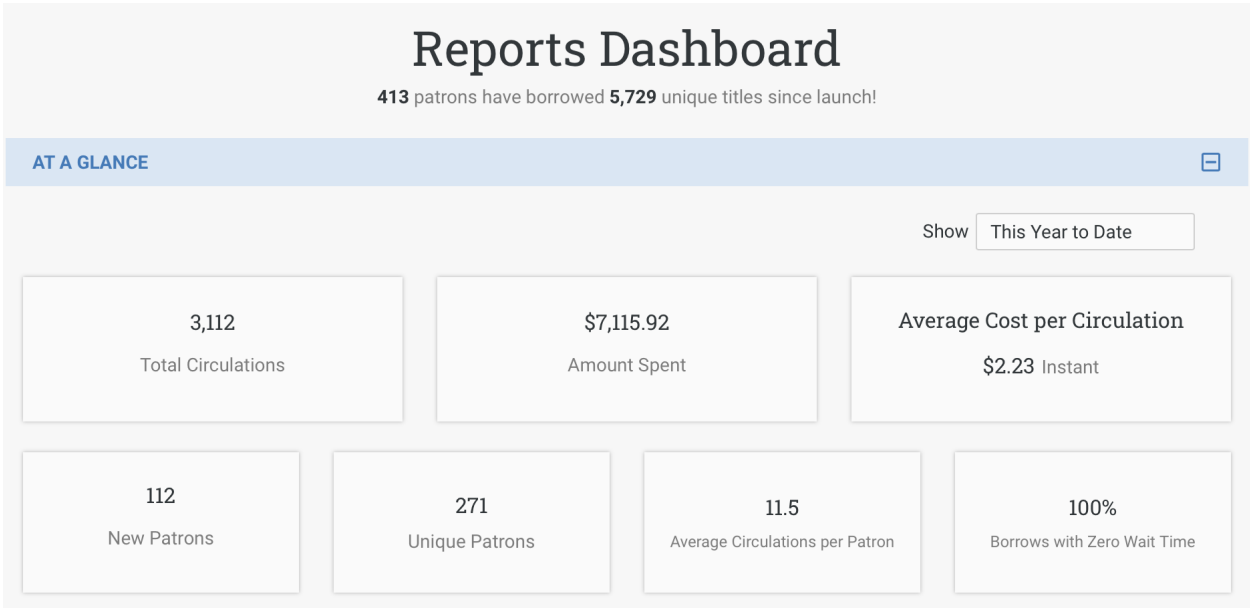
- Alicyn Schiafo started in December as the new part-time program assistant.
- Our celebration of Brooke's 25th anniversary was a successful surprise and Brooke was delighted. About 25-30 people attended and many people shared lovely comments about Brooke's impact on Starr.

## STATISTICS





HOOPLA YTD





## **NOMINATING COMMITTEE MEETING MINUTES**

After the deadline had passed for applications to be submitted for the vacant trustee position to become vacant in January, 2024, the committee considered submissions and decided on interviews. Interviews were concluded on December 14 and the committee chose to forward the appointment of Jay Burgess for ratification of the full board at the December Board meeting.

## **GOVERNANCE COMMITTEE MEETING MINUTES**

The governance committee met on December 5 to consider two items: the room use policy and financial processes for funds raised by the Friends of the library.

During the discussion on the room use policy, several revisions were suggested. Following the meeting, a revised policy was circulated, reviewed and approved for submission to the full board, with a first reading to be presented at the December, 2023 meeting.

A review of current practice of the handling and oversight of funds raised for the library by the Friends of the Library showed that the fiduciary responsibility of the Board is not consistent with standard practice. The committee suggests that representatives of the Starr Library Board of Trustees and the Friends of the Library, as an ad hoc subcommittee of the Board, meet to discuss means to be taken to ensure appropriate compliance and responsibility.

## **FINANCE COMMITTEE MEETING MINUTES**

## **BUILDINGS & GROUNDS COMMITTEE MEETING MINUTES**

## **EXPANSION COMMITTEE MEETING MINUTES**

## **PR COMMITTEE MEETING MINUTES**

## **FUNDRAISING COMMITTEE MEETING MINUTES**

# ATTACHMENTS

## **Starr Library**

### **MEETING ROOM POLICY AND GUIDELINES**

#### **Purpose**

In furtherance of its mission, Starr Library offers two meeting rooms for use by individuals, community groups, and organizations engaged in educational, cultural, or civic activities, when they are not in use for Library purposes. Starr Library endorses Article VI of the Library Bill of Rights which states, "Libraries which make ... meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Permission to use a meeting room does not imply library endorsement of the views, beliefs, goals, policies, or activities of any individual, group, or organization. The content of programs or meetings held in the meeting rooms by outside organizations has not necessarily been reviewed or approved by the Library, and organizations booking the rooms are solely responsible for such content.

This Meeting Room Policy establishes rules, regulations, and procedures for the use of the Library's meeting facilities. Use of Library meeting rooms by any group or individual signifies acceptance of the terms of this policy, and meeting room users are subject to all other rules and policies of the Library, including the [Patron Code of Conduct](#).

#### **Process for Reserving a Meeting Room**

1. Read and review the entire Meeting Room Use Policy and Guidelines.
2. Complete the [Meeting Room Pre-approval Form](#) and [Meeting Room Rental Request Form](#).
3. Once approved, confirm reservation with the Library Director or designee, and acknowledge that you have read, understand, and agree to abide by the Meeting Room Policy and Guidelines.

#### **Priority**

1. Use of the meeting rooms for Library-sponsored or co-sponsored events or meetings shall have priority over all other requests. Other meetings will be scheduled on a



first-come, first-served basis. The Library reserves the right to cancel a reservation for Library purposes. The Library will make every effort to avoid cancellation.

2. Reservations by eligible non-profit or civic organizations take second-priority.
3. Reservations for room rentals by for-profit activities take third priority.
4. Non-reserved walk-in use by groups or individuals, based on availability, is the fourth priority.

### **Reservation Eligibility**

1. Community groups, non-profit organizations, and governmental entities wishing to reserve a meeting room must have headquarters in, or provide substantial services to, the citizens of the Town or Village of Rhinebeck. Documentation of service area and non-profit status may be required.
2. Meeting room reservations must be made for groups of no fewer than four (4). Meeting rooms may not be reserved in advance for use by individuals.
3. Rooms may not be reserved for social events such as birthday parties or for non-library-related fund-raisers.

### **Reservation Guidelines**

1. Reservations must be made by a person at least 18 years of age, who is an official representative of the eligible organization. If the meeting or event is for persons under the age of 18, an adult supervisor, over the age of 18, must be present at all times.
2. One-time reservations may be made up to 6 months in advance; with a minimum lead time of 48 hours (2 days).
3. Reservations for use of a meeting room may also be made on a regular schedule. Repeat reservations may be made for up to 3 months at a time, with no guarantees of future reservations. For daytime use (before 5pm), an organization may use rooms up to 24 times in a 12-month period. For evening and weekend use, up to 12 times in a 12-month period.
4. The Program Director is to be notified of any cancellation or meeting date changes within forty-eight (48) hours prior to the event. Failure to notify the Director may result in the organization not being able to use the space in the future.
5. Meetings must begin during Library hours.

6. On rare occasions, administrative approval may be granted for meetings to begin before the Library opens or end after the Library closes. Prior key arrangements must be made with the Library Director or designee.
7. The person who makes the reservation is also responsible for communicating logistical details and expectations to the people implementing the event, if not the same.

### **Room Use Fees**

1. Non-profit organizations: There is no reservation fee for non-profit organizations offering free events or holding meetings for which there is no cost to participate.
2. For-profit organizations: The room rate is \$35 for up to 4 hours or \$50 for more than 4 hours.
3. The Library reserves the right to charge a fee of \$25 per hour or fraction thereof for meetings outside regular hours.
4. Fees are subject to change.

### **Meeting Notice Guidelines**

1. All advertisements or announcements for outside events must clearly indicate the identity of and contact information for the sponsoring organization and, in no way imply the event is sponsored by the Library. Meeting room reservations will be listed publicly on the Library's online calendar as "Room Reserved" and contact details will be viewable by staff.
2. Neither the name nor address of Starr Library may be used as the official address or headquarters of an outside organization.
3. Unauthorized use of the Starr Library logo on promotional materials for non-library sponsored or co-sponsored events is prohibited.

### **General Room Use Guidelines**

1. Rooms may be used for educational, cultural, informational or governmental activities, which may include meetings, public lectures, panel discussions, workshops, or other similar functions.
2. Library personnel shall have free access to meeting rooms at all times.
3. Meetings must be conducted in such a way as not to disturb Library operations.

4. Maximum capacity is 35 people in each room.
5. Groups using the Community Room or Mary Frazer Room, rather than library staff, are responsible for setting up and cleaning up. Please allow time for these tasks:
  - Gather belongings and tidy surroundings (i.e. put away any used materials and throw away any trash).
  - Please clean up trash and food waste, and do not leave any flyers, handouts, brochures, business cards, etc. behind.
  - Put away folding chairs in the large closet on the right.
  - Check bathrooms and turn off lights.
  - Broom/dustpan are in the custodial closet between bathrooms if needed
  - If using any technology or equipment (PA system, AV cart, extension cords, etc.) please make sure everything is accounted for and returned to storage.
  - Follow up with library staff to share attendance numbers and confirm that the room was left in an acceptable state.
  - Turn off all lights.
  - Make sure door to the outside is locked when leaving and return key (if borrowed) in envelope provided on the media side of the book drop.
3. All groups/individuals are responsible for any damage caused to Library property during meeting room use.
4. Smoking on Library property is a violation of New York State law, and consuming alcoholic beverages on library property is prohibited for events/meetings held by outside groups.
5. Open flames, burning incense, and lit candles are not allowed.
6. Groups may provide refreshments at meetings and programs with permission from Library administration.
7. Patrons may not use the Library phones unless there is an emergency.
8. Permission to use Library meeting rooms may be withheld from groups that have failed to comply with the Meeting Room Policy and guidelines, the Patron Code of Conduct, or from any group that damages library property.
9. The Library reserves the right to close the building in extremely bad weather or unforeseen emergencies. Contact the library by phone or email to confirm any weather changes.

### **Walk-in Use Guidelines**

The Community Room and the Frazer Room, located on the lower level of the Library, are available for walk-in use by individuals or groups less than 3 people when not scheduled for use in advance by the Library or other eligible groups. To check on availability and to sign in, please go to the circulation desk.

Following are the guidelines for this service:

1. Walk-in users only. There is no sign-up in advance for this service, and rooms will not be held in response to a phone call.
2. Any person who is at least 14 years of age, or group that does not exceed the room's capacity may use a room.
3. Users are not guaranteed sole use of meeting rooms; these are not private rooms, but rather, they are shared spaces, and all meetings must be free and open to the public.
4. Reservations scheduled in advance will always have preference. Rooms should be vacated at least 15 minutes before a scheduled meeting or Library program.
5. In order to keep rooms reasonably available to all users, each group may be limited to two hours per day, subject to room availability.
6. We ask users not to break down chairs and tables, rearrange furniture, or set up equipment so the room will be ready for scheduled groups.
7. Rooms must be clean and all personal property and trash removed when users leave.
8. Walk-in users are not provided access to the audio/video equipment, or whiteboard markers.

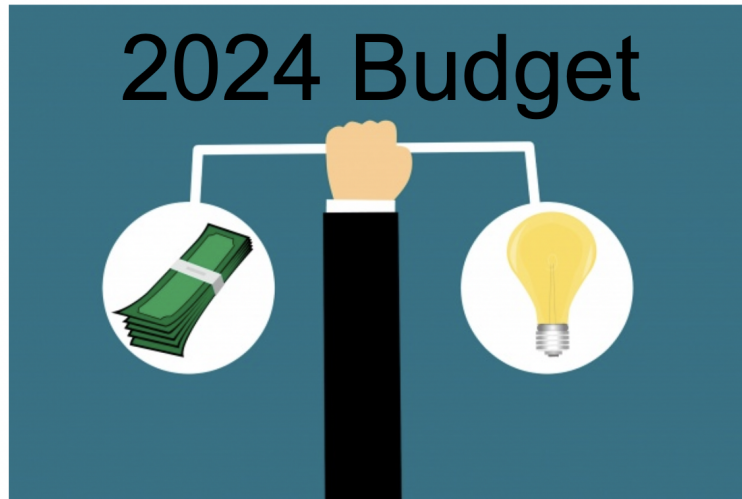
Presented to the Board of Trustees November 15, 2004

Approved by Board of Trustees December 20, 2004

Revised 11-2013. Approved by Board of Trustees December 2013

Revised Draft 12-2023 based on [Saratoga Springs Public Library](#)

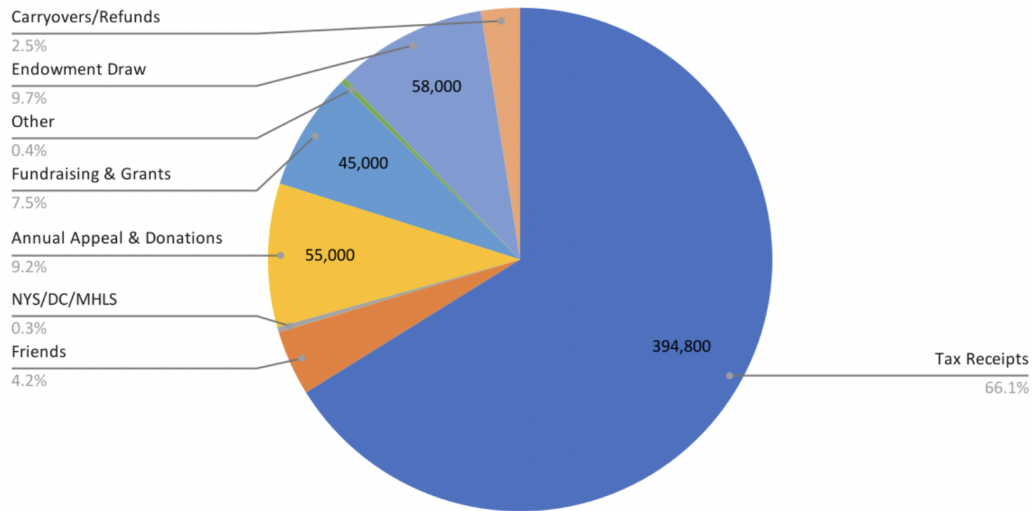
## 2024 Budget Presentation



Starr Library  
December 21, 2023

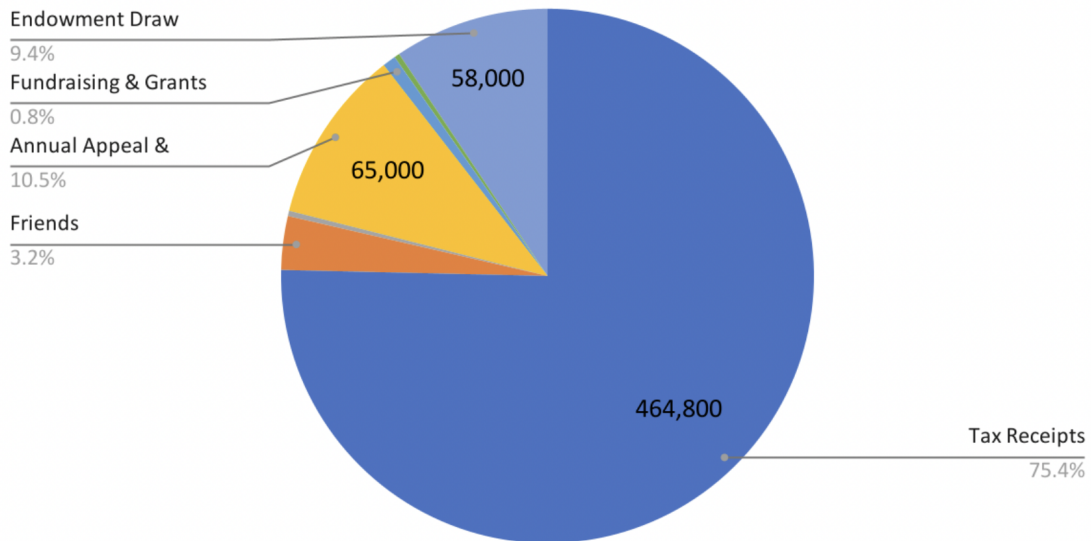
## 2023 Approved Budget Revenue

Total = \$596,900

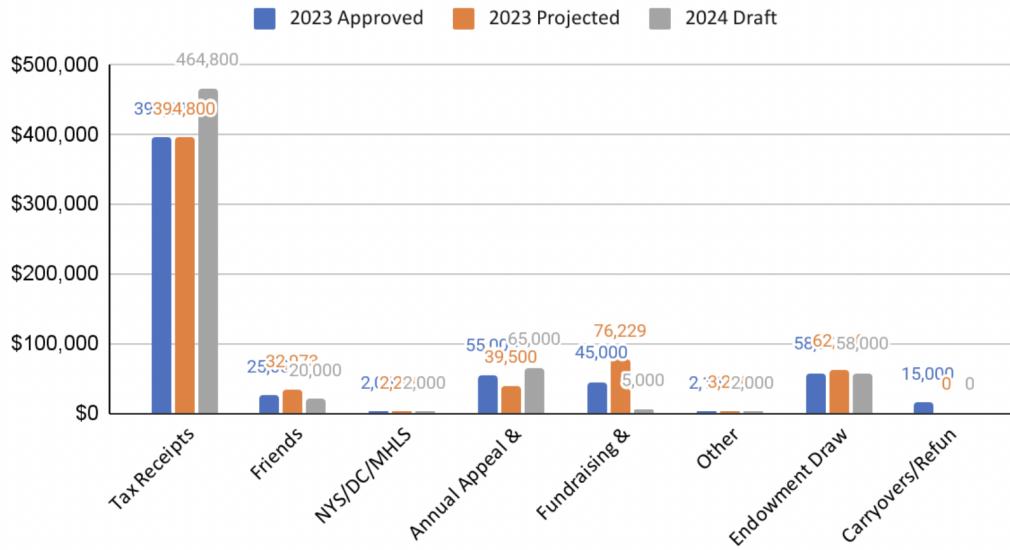


## 2024 Proposed Budget Revenue

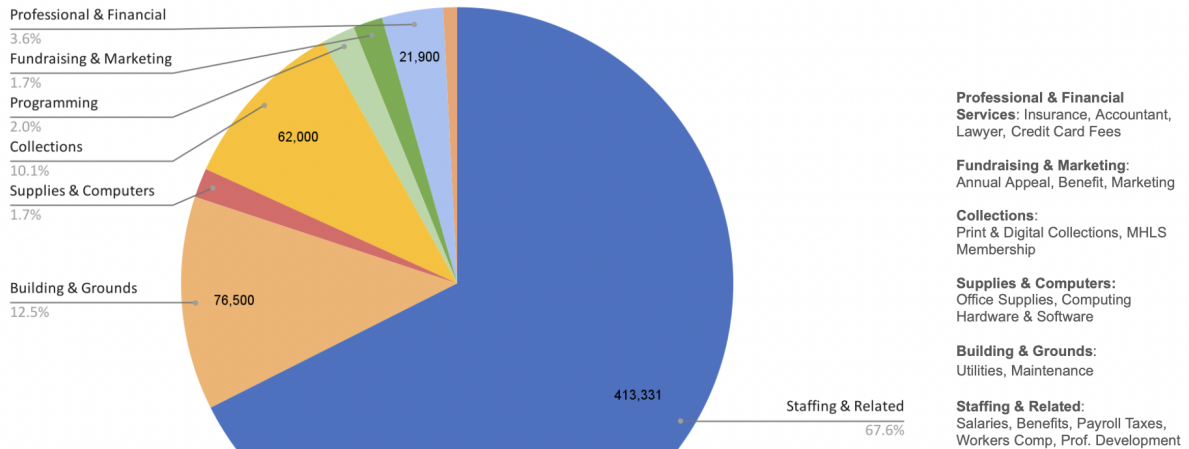
Total = \$610,001



## Revenue Sources



## 2024 Proposed Budget Expenses



## Public dollars cover our staff and utilities

- The new \$464,800 tax levy covers 76% of our estimated expenses for 2024.
- One way to look at our budget is that the tax levy covers the cost of paying our staff, utilities, and insurance costs.
- The endowment income is estimated to cover our collection development and participation in shared collections with MHLS.
- ***Everything else is covered by donations.***

## Expenses - Notable Differences

- Salaries:
  - 2023 included some severance and partial health insurance allowance
  - 2024 adds Sunday hours, new Program Assistant, average 4.5% raises (inflation=3.7%), plus all health insurance for 3 FT employees
- Supplies estimated \$1500 more (added coffee station, underestimated in 2023 when we cut the supplies line by \$9K)
- Insurance down by 18.8% due to better-than-hoped-for rates with new providers and moving Workers Comp to payroll fees.
- Utilities had big savings in 2023 due to prepaid fuel (Nov 2022) lasting longer than usual (possibly fewer cold days, possibly due to better thermostat settings).
- Programming is increased to better reflect what we spend on programs even though some are subsidized by grants and gifts.
- Credit card fees increased due to shifts to online giving but they were largely covered by donors.



History of  
Approved  
Budget  
Revenues

	2021	2022	2023	2024 Draft
Revenues				
414 Tax Receipts	344,800	394,800	394,800	464,800
Friends of Starr Library	15,000	15,000	25,000	20,000
NYS/DC/MHLS	1,000	1,100	2,000	2,000
Fines/Copier/Rental	2,500	2,000	1,500	1,500
Annual Appeal & Other Donations	50,000	53,000	55,000	55,000
Bank Interest	600	600	600	500
Director's Disc. Fund				10,000
Endowment Interest*	45,000	46,500	58,000	58,000
Fundraising Events			40,000	
Insurance Refund			9,000	
New Grant Receipts	5,000	5,000	5,000	5,000
Grant Carryover			6,000	
Total Revenues	463,900	518,000	596,900	616,800

Expenses	2021	2022	2023	2024 Draft
Salaries / Related**	315,880	348,845	373,534	411,831
Severance Balance			26,915	
Supplies	15,000	15,000	6,000	7,500
Maintenance	18,000	20,000	42,000	43,500
Utilities	30,000	31,000	33,200	33,000
Collection Development	47,000	50,000	50,000	50,000
Annual Campaign	4,750	5,000	4,000	4,000
Insurance***	22,000	7,500	16,000	13,000
Health Insurance****			18,113	
Technology	6,000	5,000	4,000	3,000
Programming	7,500	9,000	7,000	12,000
Professional Fees	8,000	8,500	8,500	8,000
Mid-Hudson Fees	11,500	11,900	12,500	12,000
Professional Development	1,000	1,500	1,500	1,500
Capital Expenses	28,000			
Grant Expenses	-		11,000	5,000
Credit Card Fees	250	200	200	900
Marketing Expense	1,500		0	1,500
Fundraising Event Expense			10,000	5,000
Miscellaneous	200	300		
Employee Benefit Pool	11,000	11,000		
Salaries from Grants				
Total Expenses	516,380	513,445	614,462	611,731

History of  
Approved  
Budget  
Expenses