

# January 2024 Board Materials Packet

## AGENDA

STARR LIBRARY 68 WEST MARKET STREET

BOARD OF TRUSTEES

RHINEBECK, NY 12572

### NOTICE OF MEETING

Thursday, January 25,

**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. Room Use Policy
- XIII. New Business

A. Open Meetings Law

XIV. Public Comment Period

XV. Adjournment

Next Meeting: February 22, 5:30

# **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, December 21, 2023, 5:30 PM**

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

**Absent:** Eric Steinman

**Friends Representative:** N/A

- I. Call to order and review of agenda: David Lavallee, Chair, called the meeting to order at 5:30pm.
- II. Public Comment Period –  
  
No comments.
- III. Minutes from the November meeting: 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 unanimously approved.
- IV. Treasurer's Report –

Craig Oleszewski presented his report (which included figures through the end of November 2023), previously provided to the Trustees in advance of the meeting. Craig noted that the period presented represents 92% of the year, with income equal to approximately 100% of the budget and expenses being slightly below projections for the end of the eleventh month period at 89% of the budget. Craig stated that The Friends of the Library have contributed an additional \$1,500, bringing their total support to 32% more than the amount projected. Craig noted the Board's appreciation for the support from The Friends. Craig further noted that Starr Library has spent less on the purchase of books than projected but no other expenses were significantly different than amounts projected. Lastly, Craig reported that the current checking account had a balance of \$129,148 which would be sufficient funds to sustain the Library through the balance of 2023. Craig noted that the public tax funds would be received in the first quarter of 2024. Craig thanked all the Trustees for their support. 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 reported on the Starr library programs which overall had been a great success with high attendance at the Library's various events. The Director particularly noted the virtual events, including the author program with Ned Blackhawk with approximately 200 attendees.
- Jaclyn noted upcoming events for the Trustees such as the following: Art Opening & Poetry Reading, Fiction Workshop and Stroke Awareness with Rhinebeck at Home.
- Jaclyn then gave a brief report on buildings and grounds issues, including the change in phone systems.
- As part of Jaclyn's initiative of highlighting the great work performed by Starr Library staff members, she noted the 25<sup>th</sup> anniversary of Brooke Stevens who joined the staff of the Starr Library in 1998. The Trustees noted the great work and dedication of Brooke throughout the years.
- Statistics for the month of November 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.

The Friends' Report – Due to the absence of a representative of The Friends at the meeting, there was no report.

VI. 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 approved.

VII. Standing Committee Reports –

**Nominating Committee:** David updated the Trustees of the Committee's interview process for an additional Trustee. It was noted that Eric Steinman was leaving the Board due to other commitments. The Trustees expressed their many thanks and great appreciation of Eric's service as a Trustee. David then provided information on the process of selecting a new Trustee member, and the candidate recommended by the Nominating Committee, Jay Burgess. Jay has been a resident of the Rhinebeck Village for two decades and has held the position of Director of Communications of Scenic Hudson. He has been affiliated with the Culinary Institute and was a press secretary for a U.S. congressman. David expressed the Nominating Committee's process and the unanimous enthusiasm of the Committee for Jay's candidacy. Jay, who was present at the meeting, provided background on his career and the background of his interest in serving as a member of the Board of Trustees. The Trustees asked Jay a number of questions, during

which a discussion ensued. Jay then left the meeting and a further discussion ensued among the Trustees about Jay's candidacy and qualifications. All questions asked were appropriately answered. A motion was made to approve Jay as a Board of Trustees member, which motion was seconded and unanimously approved as set forth below.

Resolved, that Jay Burgess be, and he hereby is, elected as a Trustee of Starr Library, to fill the vacancy open by the resignation of Eric Steinman, with a term through Dec. 31, 2026.

The Nominating Committee also made recommendations on the election of officers of Starr Library as follows:

David Lavalley – President and Chair  
Eve Wood – Vice President  
Craig Oleszewski – Treasurer  
Valerie Jacob – Secretary

David led a discussion of each of the roles and the various proposed Trustee appointments. The Trustees thanked Laura Selicaró for all her work as Vice President and acknowledged the responsibilities she was undertaking as head of the Building Expansion/Renovation Project Committee. A motion was made to elect the individuals to the roles as recommended, which motion was seconded and unanimously approved on each position, which each Trustee abstaining from the vote on his/her appointment.

**Fundraising Committee:** A report was given by Laura Charles on the status of the Fundraising Committee. The next benefit is tentatively being planned for February/March 2025. A discussion ensued among the Trustees of themes and other planning initiatives.

**Finance Committee:** Craig provided his report to the Trustees, with a number of the topics previously covered by his Treasurer's report described earlier. The Director then led a discussion of the proposed Annual Budget for 2024. The topics included expected revenue, expenses and notable differences from 2023. A discussion ensued among the Trustees and all questions asked were appropriately answered. A motion was made to approve the proposed 2024 Budget, which motion was seconded and unanimously approved. Craig then led a discussion of the Finance Committee's recommendation to change the Starr Library's independent investment advisor. He reported on the process of interviewing candidates for the position, investment strategy presented by each, fees and the individual teams who would be responsible for the account. A discussion ensued among the Trustees and all questions asked were appropriately answered. A motion was then made to appoint TIAA, which motion was seconded and unanimously approved.

**Governance Committee:** David reported that the Committee continues to review various policies and will be reporting to the Trustees on recommended changes to the Meeting Room Policy and Guidelines at the next meeting. He also discussed with the Trustees, given the Trustee's legal duties, of the importance of being responsible for, and ensuring appropriate control with respect to, The Friends' financial controls, reporting and financial information. The Meeting Room Policy and Guidelines was distributed to the Trustees for discussion at the next meeting.

#### VIII. Ad Hoc Committee Reports –

**Building Expansion/ Renovation Project Committee:** Laura Selicaró and Erin Humbaugh updated the Trustees on certain next steps to consider, including related to fundraising, the capital campaign and obtaining a feasibility study. A discussion ensued among the Trustees and all questions asked were appropriately answered. The Committee agreed to determine if separate legal representation was recommended in the context of obtaining a feasibility study.

#### IX. Correspondence

None.

**X. Old Business**

Website: The Trustees discussed expanding the CV information of each of the Trustees on the website.

**XI. New Business –**

- Jaclyn introduced the Meeting Room Policy and Guidelines to discuss at the next meeting. Such policy was distributed to the Trustees for their review.

**XII. Public Comment Period**

- None

**XIII. Executive Session –None**

**XV. Adjournment**

A motion was made to adjourn, which motion was seconded and unanimously approved at 7:30p.m.

Next Meeting Date      January 25, 2024, 5:30 p.m.

## **TREASURER'S REPORT**

### **Starr Treasurer's Report**

January 2024 meeting

Complete year of 2023 thru Jan 31

Starr completed the year ahead of projections with total income exceeding projections by eight (8%) percent. This was due to a highly successful gala and generous contributions by the Friends. Annual appeal income figures are lower than the budget projected but that is largely due to a more strict standard in how we count annual contribution income.

The biggest expense is in payroll and that figure finished one (1%) percent below the annual projection. The savings were achieved by efficient scheduling and moving some of the routine maintenance and non-library duties to contract, not by cutting services or reducing pay. Starr is in fact moving toward better compensation for library staff and expanding services by adding Sunday hours. We spent a little less on books than originally planned in 2023, a little more on maintenance but captured savings in utilities and insurance expenses. Added spending in online and electronic resources balances out the overall media expense for the year.

We all should be pleased at the outcome of the year in 2023 and we can look forward to a productive and sensible start to 2024 with the new budget that we passed.



## INCOME VS. EXPENSES

11:58 AM  
01/10/24  
Cash Basis

### Starr Institute, Inc. Income & Expense December 2023

	Dec 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4002 · Friends of Library	38.00
4005 · NYS,Dutchess Cty & MHLS Revenue	2,361.59
4007 · Other Donations, Bequests, Etc.	250.00
4019 * · Fines/Copier/Rental	
4020 · Room Rent	35.00
4021 · Copier Fees	145.00
<b>Total 4019 * · Fines/Copier/Rental</b>	<b>180.00</b>
4031 · Contributions-Current Drive	31,441.55
4052 · Interest & Dividend Income	13.19
<b>Total Income</b>	<b>34,284.33</b>
<b>Expense</b>	
5000 · Total Payroll Expenses	
Payroll Processing	176.88
Payroll Taxes ADP	7,876.85
5010 · Salaries & Wages	
Net Payroll ADP	20,450.36
<b>Total 5010 · Salaries &amp; Wages</b>	<b>20,450.36</b>
<b>Total 5000 · Total Payroll Expenses</b>	<b>28,504.09</b>
5007 * · Supplies/Other	
5031 · Library Supplies,Printing,Posta	241.20
<b>Total 5007 * · Supplies/Other</b>	<b>241.20</b>
5008 * · Maintenance/Garbage	
5035 · B & G Maintenance	3,210.00
5038 · Trash Removal	137.12
<b>Total 5008 * · Maintenance/Garbage</b>	<b>3,347.12</b>
5009* · Utilities	
5034 · Telephone	254.90
5037 · Electricity	916.81
<b>Total 5009* · Utilities</b>	<b>1,171.71</b>
5020 · Accounting	600.00
5021 · Fund Raisg Exp	77.94
5029 · Books Purchased with Donations	120.85
5030 · Books	11,547.61
5032 · Annual Drive Expenses	1,170.95
5036 · Miscellaneous Expense	-1.15
5042 · Tech, Equipment & Expenses	222.59
5043 · Programming	462.50
5044 · Gala Fundraising Event Expense	15.22
5045 · Professional & Consulting Fees	3,709.00
6800 · Donations/ Bequests Spending	1,318.02
9200 · Square/Paypal/Credit Card Fees	106.37

11:58 AM  
01/10/24  
Cash Basis

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

	Dec 23
Total Expense	52,614.02
Net Ordinary Income	-18,329.69
Other Income/Expense	
Other Income	
Other Operating Income	
4038 · Program's Income	1,986.92
7000 · Director's Discretionary Fund	100.75
Total Other Operating Income	2,087.67
Total Other Income	2,087.67
Other Expense	
Other Operating Expense	
7020 · Director's Disc. Fund Expense	251.87
Total Other Operating Expense	251.87
8001 · Grant Expenditure	400.00
Total Other Expense	651.87
Net Other Income	1,435.80
Net Income	-16,893.89

## BUDGET VS. ACTUAL

12:01 PM

01/10/24

Cash Basis

**Starr Institute, Inc.**  
**Budget vs. Actual**  
January through December 2023

	Jan - Dec ...	Budget	\$ Over Bu...	% of Budg...
<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	33,011.80	25,000.00	8,011.80	132.0%
4005 · NYS,Dutchess Cty & MHLS Revenue	2,586.68	2,000.00	586.68	129.3%
4007 · Other Donations, Bequests, Etc.	7,250.00			
4008 · Fundraising	0.00	0.00	0.00	0.0%
4019 * · Fines/Copier/Rental				
4020 · Room Rent	140.00			
4021 · Copier Fees	1,368.55			
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>2,041.52</b>	<b>1,500.00</b>	<b>541.52</b>	<b>136.1%</b>
4031 · Contributions-Current Drive	50,236.67	55,000.00	-4,763.33	91.3%
4044 · Gala Fund Raising Event Income	71,243.11	40,000.00	31,243.11	178.1%
4052 · Interest & Dividend Income	341.91	600.00	-258.09	57.0%
4053 · Gain/Loss on Sale of Securities	970.70			
<b>Total Income</b>	<b>562,482.39</b>	<b>518,900.00</b>	<b>43,582.39</b>	<b>108.4%</b>
<b>Expense</b>				
Bank Service Charge	35.18			
5000 · Total Payroll Expenses				
Payroll Processing	2,352.31			
Payroll Taxes ADP	112,322.15			
5010 · Salaries & Wages				
Net Payroll ADP	281,678.20			
5010 · Salaries & Wages - Other	0.00	400,449.00	-400,449.00	0.0%
<b>Total 5010 · Salaries &amp; Wages</b>	<b>281,678.20</b>	<b>400,449.00</b>	<b>-118,770.80</b>	<b>70.3%</b>
<b>Total 5000 · Total Payroll Expenses</b>	<b>396,352.66</b>	<b>400,449.00</b>	<b>-4,096.34</b>	<b>99.0%</b>
5007 * · Supplies/Other				
5031 · Library Supplies,Printing,Posta	6,149.17			
5040 · Supplies	168.00	6,000.00	-5,832.00	2.8%
<b>Total 5007 * · Supplies/Other</b>	<b>6,317.17</b>	<b>6,000.00</b>	<b>317.17</b>	<b>105.3%</b>
5008 * · Maintenance/Garbage				
5035 · B & G Maintenance	41,774.96			
5038 · Trash Removal	1,590.85			
5008 * · Maintenance/Garbage - Other	0.00	42,000.00	-42,000.00	0.0%
<b>Total 5008 * · Maintenance/Garbage</b>	<b>43,365.81</b>	<b>42,000.00</b>	<b>1,365.81</b>	<b>103.3%</b>
5009* · Utilities				
5034 · Telephone	5,456.99			
5037 · Electricity	12,890.56			
5039 · Water	336.00			
5009* · Utilities - Other	0.00	33,200.00	-33,200.00	0.0%
<b>Total 5009* · Utilities</b>	<b>18,683.55</b>	<b>33,200.00</b>	<b>-14,516.45</b>	<b>56.3%</b>
5020 · Accounting	3,600.00			



12:01 PM  
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Cash Basis

**Starr Institute, Inc.**  
**Budget vs. Actual**  
January through December 2023

	Jan - Dec ...	Budget	\$ Over Bu...	% of Budg...
5021 · Fund Raisg Exp	2,764.14			
5029 · Books Purchased with Donations	371.65			
5030 · Books	43,192.39	50,000.00	-6,807.61	86.4%
5032 · Annual Drive Expenses	1,416.95	4,000.00	-2,583.05	35.4%
5033 · Insurance	-6,526.98	16,000.00	-22,526.98	-40.8%
5036 · Miscellaneous Expense	98.85			
5041 · Health Insurance	18,113.00	18,113.00	0.00	100.0%
5042 · Tech, Equipment & Expenses	1,740.03	4,000.00	-2,259.97	43.5%
5043 · Programming	7,036.08	7,000.00	36.08	100.5%
5044 · Gala Fundraising Event Expense	13,131.75	10,000.00	3,131.75	131.3%
5045 · Professional & Consulting Fees	6,729.85	8,500.00	-1,770.15	79.2%
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	29,038.43			
9200 · Square/Paypal/Credit Card Fees	1,010.22	200.00	810.22	505.1%
<b>Total Expense</b>	<b>600,269.17</b>	<b>613,462.00</b>	<b>-13,192.83</b>	<b>97.8%</b>
<b>Net Ordinary Income</b>	<b>-37,786.78</b>	<b>-94,562.00</b>	<b>56,775.22</b>	<b>40.0%</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	3,211.91			
4040 · Donations for Books	504.35			
7000 · Director's Discretionary Fund	11,967.65			
<b>Total Other Operating Income</b>	<b>15,683.91</b>	<b>9,000.00</b>	<b>6,683.91</b>	<b>174.3%</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>25,683.91</b>	<b>78,000.00</b>	<b>-52,316.09</b>	<b>32.9%</b>
<b>Other Expense</b>				
<b>Other Operating Expense</b>				
7020 · Director's Disc. Fund Expense	2,298.81			
<b>Total Other Operating Expense</b>	<b>2,298.81</b>			
8001 · Grant Expenditure	10,518.19	11,000.00	-481.81	95.6%
<b>Total Other Expense</b>	<b>12,817.00</b>	<b>11,000.00</b>	<b>1,817.00</b>	<b>116.5%</b>
<b>Net Other Income</b>	<b>12,866.91</b>	<b>67,000.00</b>	<b>-54,133.09</b>	<b>19.2%</b>

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12:01 PM  
01/10/24  
Cash Basis

**Starr Institute, Inc.**  
**Budget vs. Actual**  
January through December 2023

	Jan - Dec ...	Budget	\$ Over Bu...	% of Budg...
<b>Net Income</b>	<b>-24,919.87</b>	<b>-27,562.00</b>	<b>2,642.13</b>	<b>90.4%</b>

# DIRECTOR'S REPORT

January 2024

## PROGRAMS

Attendance	Aug	Sep	Oct	Nov	Dec
Adult ongoing programs/series/clubs	344	286	271	241	300
Special events ✧	419	240	638	1255	703
Children's/YA programs*	409	219	253	206	195
Outside groups - reserved rooms	35	110	29	64	40
Virtual programs	36	43	30	231	33
<b>Total</b>	<b>1243</b>	<b>898</b>	<b>1191</b>	<b>1997</b>	<b>1271</b>

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

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

### Highlights from December:

- The last art show reception doubled as a celebration for Brooke Stevens' 25 years at Starr. Brooke was surprised and delighted. The new art and poetry exhibit opened last weekend with a well-attended gathering.
- **Literary:** Author events (Wendy Chin-Tanner and Jamia Wilson, Seth Martel), Memoir Writing Workshop, Book Clubs.
- **Fun, Health & Education:** The Rhinebeck High School senior class visit was inspiring for all, with about 100 people playing a speed dating style card game to discuss the life-cycle of ideas. Also DIY Silkscreening, Zines & Button Making, MVP Cardio & Core.
- **Outside Groups & Partnerships:** Anderson Center, Culture Connect, La Leche League, Megabrain Comics, NY Psychiatric Rehabilitation Training Academy, Oblong Books, Rhinebeck Democrats Club, Rhinebeck Garden Club, Rhinebeck High School, Rhinebeck Historical Society. Sinterklaas brought around 500 people to the library for the kick off of this year's parade.

- **Ongoing:** Storytime, Music & Movement, Connect & Play, All Abilities Hour, Knitting, Chair Yoga, Lego Hour, Mahjong, Scrabble, Brain Games, Qigong, Sound Meditation, Teen Tech, Starr Stitchers, and Classical Guitar.
- Upcoming:
- Our new program assistant Alicyn is busy planning some excellent programs for February and March, including a **World Read Aloud Day event** (*Weds., February 7th, 3pm*) involving outreach to local children's book authors and illustrators like James Gurney, Lesa and James Cline-Ransome, G. Brian Karas, and others.
- She's also working on **Black History Month** activities.
- For adults, Michelle has an event featuring **NYT bestseller Alexis Coe and former White House Deputy Chief of Staff Alyssa Mastromonaco** lined up at Upstate Films (*Weds. February 21st, 6:30pm*). In a movie-clip driven conversation, they will discuss fictional depictions of presidents in crisis mode, revealing how the electorate views national security and the highest office in the land, drawing from both history and first-hand experience.
- We're also working on scheduling a discussion with the curators and authors of the first major monograph surveying photographer **Rollie McKenna's** work, **Mary-Kay Lombino and Jess Brier**. Well-known for depicting mid-twentieth century writers and artists, Rollie McKenna is a 1940 Vassar grad who spent most of her life in the area. There is also a major retrospective of her work opening at Vassar next month. The program will be a two-parter: the curator talk and a subsequent field trip to view the exhibition at Vassar. Further details TBD.
- New partnership with Rhinebeck at Home called **Rhinebeck at Home at Starr**. Nina Lynch and Michelle have planned the first few months of programming: Stroke Awareness with Northern Dutchess Hospital (1/23); Identity Theft 101 with Mid-Hudson Valley Credit Union (2/20); and Elder Law and Estate Planning with Attorney Paul Weinberger (3/18). Always at 2pm.
- Our new Sunday hours feature a weekly Family Yoga program at 1:30.
- We are looking to begin a **quarterly shelf-reading event** that takes place before the library opens (8am-10am). The library will provide coffee and a light breakfast for all participants.

## FUNDING

- This season's **annual appeal** has brought in just shy of \$42,000 since November. Our community's generosity continues to impress me and we are all so grateful.
- Michelle just finished our final report to Arts Mid-Hudson for their \$5k funding contribution to our 2023 local author, music, and reading series program. We plan to

apply for an additional \$5k of funding this year. Based on the success of last year's application (on the strength of it, she was later asked to join a review panel to grant funds to other organizations), we are optimistic that it will come through again.

## PATRON SERVICES

- Current Displays: Fabric art by Mimi Graminski and poetry by Sarah Stern; historic postcards in the display case, Year of the Dragon / Dragon themed books.

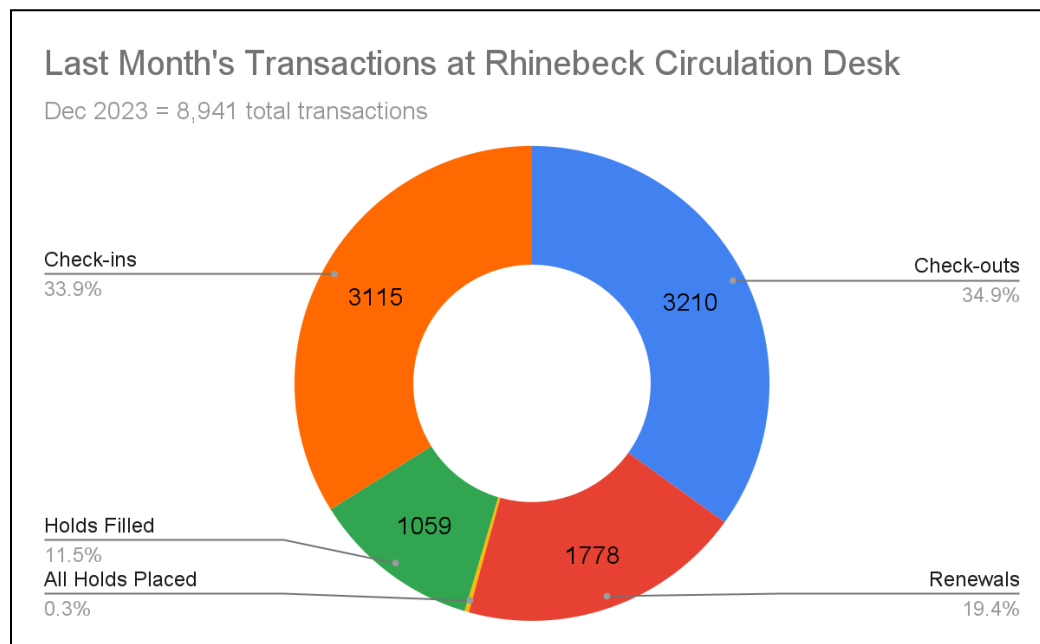
## BUILDING & GROUNDS

- Sidewalk curb continues to be delayed in its completion.
- We have submitted an E-Rate application form for the first time. E-Rate the nickname for is a federal program to make telecommunications and information services more affordable for libraries and schools. Our application is requesting competitive bids for connecting us to fiber optic service which runs along Market Street. The bidding period runs through the end of March and the program's fiscal year starts in July so that is when we would get our reimbursement of 60% of the cost of service, should we decide to accept a bid. We are not obligated to move ahead.
- I still plan on moving forward with changing our phone/internet service to VOIP but have not yet signed a contract.

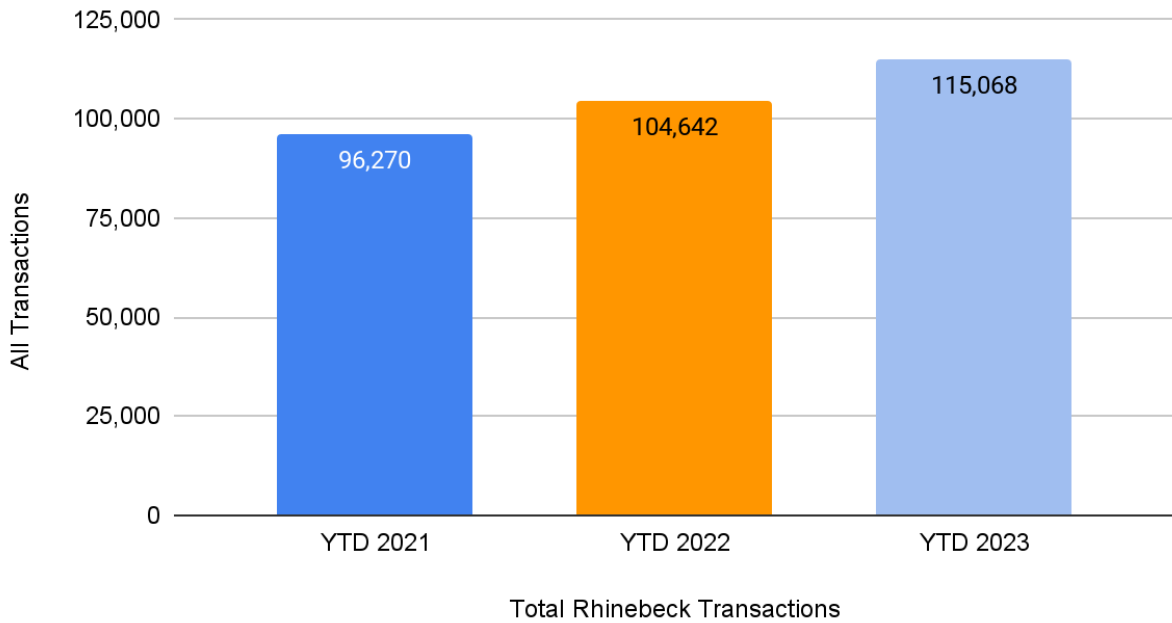
## PERSONNEL

- On Jan 13, we had a staff post-holiday party and shopping spree, with gift certificates donated by Hyde Park Consignments. It was a great bonding experience and a lot of fun. I look forward to hosting a summer potluck and bbq for staff, volunteers and trustees in the summer.

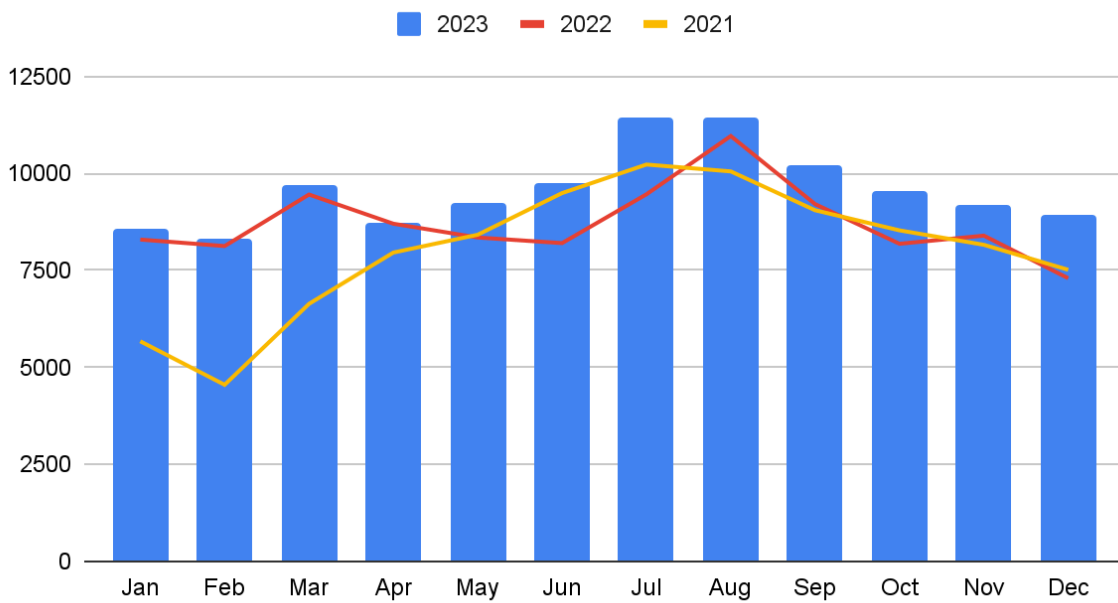
## STATISTICS



## Year-to-Date Comparison: Total Transactions by Location



## Total Monthly Circulation Transactions





HOOPLA Borrowing - Full Year

Reports Dashboard

428 patrons have borrowed 5,988 unique titles since launch!

AT A GLANCE

Show

Custom

01/01/2023

to

12/31/2023

3,277

Total Circulations

\$7,497.39

Amount Spent

Average Cost per Circulation

\$2.23 Instant

117

New Patrons

275

Unique Patrons

11.9

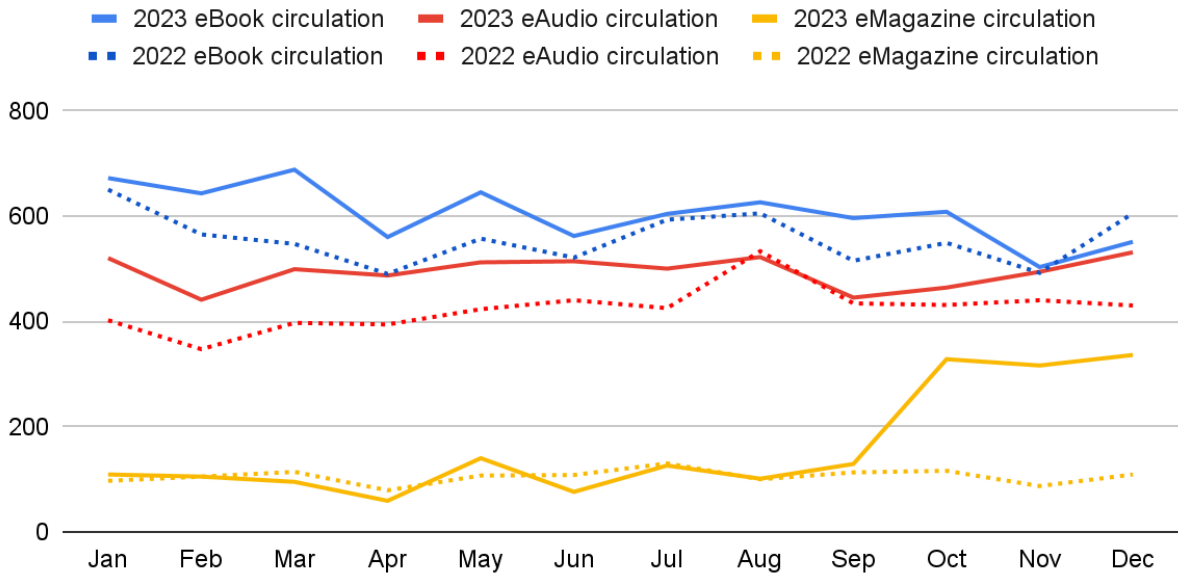
Average Circulations per Patron

100%

Borrows with Zero Wait Time

# Overdrive Borrowing

Rhinebeck Residents



## **NOMINATING COMMITTEE MEETING MINUTES**

## **GOVERNANCE COMMITTEE MEETING MINUTES**

## **FINANCE COMMITTEE MEETING MINUTES**

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

## **EXPANSION COMMITTEE MEETING MINUTES**

### **Expansion Committee Minutes- from January 17th, 2024 Meeting**

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

- We confirmed a date and time to meet in early January with the first design firm for a site tour and discussion about Starr Expansion project. David will be away from February 4<sup>th</sup> until the 20<sup>th</sup>, but most other Committee members are able to attend.
- We are still waiting to confirm dates with the other design firms and a packet will be sent to all of them including the following:
  - Site & floor plans as well as elevations of both wings of existing Starr Building
  - Both surveys conducted with community members (one in 2019 and one at the Benefit)
  - Power Point presentation highlighting some of Starr's main priorities moving forward with expansion

#### **Action Items:**

- Jaclyn to put together Packet with above listed documents and send to all design firms
  - Laura S. to help Jaclyn find Starr Site/floor plans (from our files) to include in packets
- We went over an existing Power point presentation from a few months back highlighting important points regarding Expansion project. As a group made edits to reflect current thinking

#### **Action items:**

Jaclyn to incorporate edits into presentation slide deck and include with designer info packet

- We all did a walkthrough of existing Starr interior spaces to make a note of what does and does not work currently, and how we would want to incorporate ideas from this in a new design

#### **Action items:**

Laura S. to type up walkthrough notes before meeting with design firms

## **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](#)