

April 2024 Board Materials Packet (in progress)

AGENDA

ARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET
RHINEBECK, NY 12572

NOTICE OF MEETING
Thursday, April 18, 5:30 PM

1. Call to order and review of agenda
2. Public Comment Period
3. Secretary's Report: Minutes from February meeting
4. Treasurer's Report
5. Director's Report
6. Friends' Report
7. Claims and Warrants: Motion to approve payments of claims and warrants
8. Standing Committee Reports and Anticipated Action Items
9. Ad Hoc Committee Reports
10. Correspondence
11. Executive Session (if needed)
12. Old Business
 - A. Expansion/Renovation – contract first phase
 - B. MOU with Friends of Starr Library
13. New Business
 - A. Consolidation of Executive, Governance and Personnel Committees (First Reading)
14. Public Comment Period
15. Adjournment

Next Meeting: May 23, 5:30 PM

PRIOR MEETING MINUTES FOR APPROVAL

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET

RHINEBECK, NY 12572

NOTICE OF MEETING Thursday, March 28, 2024, 5:30 PM

Trustees Present: Jay Burgess, Valerie Jacob, David Lavallee, Craig Oleszewski, Laura Selicaró, Andrew Schulkind, Eve Wood, and Director Jaclyn Savolainen.

Absent: Laura Charles, Erin Humbaugh

Friends Representative: Stephen Frost

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 February 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 for February, previously provided to the Trustees in advance of the meeting. Craig noted that we are still in the early part of the year and there was nothing unusual to report. 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 that the Library's Annual Report is now live on the website. The Trustees congratulated Jaclyn and her team on a job well done. The Trustees also discussed how best to get the widest audience for the Report.

Jaclyn then reported on various programs. Overall, the Library's programs remain strong, with very active participation. The Lunar New Year Party was popular, as was the Rhinebeck-At-Home program. Upcoming programs include a museum trip to Vassar, an

eclipse viewing party, a series on low-income housing in Rhinebeck, National Poetry Month reading and Organizing Your Life.

Jaclyn updated the Trustees on the E-rate application and building and grounds topics.

As part of acknowledging the great work by the Staff of the Library, Jaclyn noted the dedication of Laila Watts who joined the Library Staff in January 2023. Laila had previously worked at both libraries in Poughkeepsie. Her activities cover a wide waterfront, including entering program statistics into the system, finalizing the entry of all new library cards, maintaining the best-selling books display and contributing many new ideas to ongoing Library planning. The Trustees expressed their sincere thanks to Laila for her dedication to the Library and contributions as a member of the Staff.

Jaclyn noted the Trustee programs in her report.

Statistics for the month of February were included in the Director's Report.

A 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 reminded the Trustees that The Friends will host three book sales in 2024, with the first one scheduled for April 26th and 27th. Book collection has started for the April book sale.

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 approved.

VIII. Standing Committee Reports

A. Fundraising Committee – Andrew reported on the status of discussions to use the Brookmeade Pavillon space for the February 2025 gala. A discussion ensued among the Trustees and all questions asked were appropriately answered. The Trustees were in favor of proceeding with the Brookmeade space, especially in light of the fact that all tables and chairs were included in addition to other positive factors.

B. Governance Committee – David reported that Eve and Valerie would be meeting with representatives of The Friends to continue discussions on an agreed Memorandum of Understanding. David, Eve, Valerie, Craig and Jaclyn reported on the very positive meeting held with The Friends representatives previously.

IX. Ad Hoc Committee Reports –

Building Expansion/ Renovation Project Committee: Laura Selicaro updated the Trustees on certain proposals and fundraising ideas. A discussion ensued among the Trustees and all questions asked were appropriately answered.

Laura left the meeting at 6:44 pm to attend a school commitment.

X. Correspondence

None.

XI. Old Business

David led a discussion of the Ethics Policy which had been presented to the Trustees at the prior meeting. A discussion ensued among the Trustees and all questions asked were appropriately answered. A motion was made to approve the Policy, which motion was seconded, and unanimously approved.

XII. New Business –

David asked for approval to proceed on documenting a Memorandum of Understanding with The Friends and a corresponding amendment to the Starr Library By-Laws, each of which would be presented to the Trustees for discussion and approval at the appropriate time. David also noted that approval was requested to set-up a custodial bank account with The Friends. A discussion ensued among the Trustees and all questions asked were appropriately answered. A motion was made to approve all of the foregoing, which motion was seconded, and unanimously approved.

Jaclyn also presented the Mid-Hudson Library System proposed Memorandum of Understanding Between the Mid-Hudson Library System and Member Services, which is required to be approved and signed by each member library. A discussion ensued among the Trustees and all questions asked were appropriately answered. A motion was made to approve the foregoing and authorize the President and Director to sign on behalf of the Starr Library. Such motion was seconded, and unanimously approved.

XIII. Executive Session –None

XIV. Adjournment

A motion was made to adjourn, which motion was seconded and unanimously approved at 7:00 p.m.

Next Meeting Date: April 18, 2024, 5:30 p.m.

TREASURER'S REPORT

Starr Treasurer's Report

INCOME VS. EXPENSES

Starr Library
Statement of Activity
March 2024

	TOTAL
5001.02 Employee Benefits	
5001.021 Health Insurance	4,077.23
Total 5001.02 Employee Benefits	4,077.23
5001.03 Other Staff Expenses	
5001.031 Payroll Taxes	3,903.43
5001.0312 Social Security	829.74
5001.0313 Medicare	194.06
Total 5001.031 Payroll Taxes	4,927.23
5001.032 Disability/Family Leave Insurance	-64.18
5001.037 Worker's Comp Insurance	128.07
5001.038 Payroll Administrative Fees	121.06
Total 5001.03 Other Staff Expenses	5,112.18
Total 5001 Staff Expenses	33,012.46
5002 Collection Expenses	
5002.00 Print Materials	
5002.001 Print Books	
5002.0011 Funded	1,092.70
5002.0012 Large Print Funded	72.31
5002.0013 Sponsored Author Funded	18.90
Total 5002.001 Print Books	1,183.91
5002.002 Periodicals	
5002.0023 Sponsor Funded	125.35
5002.0024 Unfunded	316.80
Total 5002.002 Periodicals	442.15
Total 5002.00 Print Materials	1,626.06
5002.01 Electronic (Online) Materials	
5002.040 Unfunded	1,386.99
Total 5002.01 Electronic (Online) Materials	1,386.99
5002.05 Other Circulating Materials	
5002.051 DVDs & CDs	53.74
5002.055 Museum Passes	325.00
Total 5002.05 Other Circulating Materials	378.74
Total 5002 Collection Expenses	3,391.79
5004 Building & Equipment	
5004.01 B&E Repairs	
5004.011 Paid from Local Public Funds	2,407.00
Total 5004.01 B&E Repairs	2,407.00
5004.030 Utilities	
5004.034 Fuel	1,080.95
Total 5004.030 Utilities	1,080.95

Starr Library
Statement of Activity
 March 2024

	TOTAL
Revenue	
4005 Gifts & Endowments	
4005.01 Restricted Grants	
4005.011 Friends of Starr Library	
4005.0115 Museum Passes	1,000.00
4005.0119 Electronic Material	5,000.00
Total 4005.011 Friends of Starr Library	6,000.00
4005.012 Other Restricted Grants	
4005.0122 Roger Philips Summer Concerts	800.00
Total 4005.012 Other Restricted Grants	800.00
Total 4005.01 Restricted Grants	6,800.00
4005.03 Unsolicited Donations	1,231.70
Total 4005 Gifts & Endowments	8,031.70
4006 Fundraising	
4006.03 Annual Appeal	105.00
4006.05 Programs	
4006.052 Friends' Book & Art Sales	76.50
4006.054 Program Book Sales	102.00
4006.055 Coffee & Tea Services	14.50
Total 4006.05 Programs	193.00
Total 4006 Fundraising	298.00
4007 Library Charges	
4007.01 Fines (Other Libraries)	
4007.02 Copy & Fax Fees	207.25
4007.04 Lost Book Replacement Fees	102.20
4007.05 Room Rentals	140.00
4007.06 Square Revenue	60.11
Total 4007 Library Charges	509.56
4008 Interest & Dividends	
4008.01 Operating Account	45.49
Total 4008 Interest & Dividends	45.49
Total Revenue	\$8,884.75
GROSS PROFIT	\$8,884.75
Expenditures	
5001 Staff Expenses	
5001.01 Salary & Wages	
5001.011 Certified Librarians	15,017.29
5001.012 Clerical Staff	7,989.12
5001.013 Students	816.64
Total 5001.01 Salary & Wages	23,823.05

Starr Library
Statement of Activity
 March 2024

	TOTAL
5004.04 Commercial Insurance	
5004.041 Commercial Package Policy	2,057.00
5004.042 Auto-Commercial Policy	113.00
5004.043 Commercial Umbrella Policy	525.00
Total 5004.04 Commercial Insurance	2,695.00
5004.09 Other B&E Expenses	
5004.092 Trash	145.86
5004.093 Janitor	1,400.00
Total 5004.09 Other B&E Expenses	1,545.86
Total 5004 Building & Equipment	7,728.81
5005 Miscellaneous Expenses	
5005.01 Office & Library Supplies	461.37
5005.02 Telecommunications	640.91
5005.06 Fundraising Expenses	
5005.061 Annual Appeal Expenses	23.45
Total 5005.06 Fundraising Expenses	23.45
5005.10 Program Expenses	
5005.11 Author & Presenter Fees	450.00
5005.12 Supplies & Refreshments	258.37
Total 5005.10 Program Expenses	708.37
5005.14 Advertising & Marketing	
5005.141 Website & Social Media	44.00
5005.147 Other	285.00
Total 5005.14 Advertising & Marketing	329.00
5005.99 Director's Discretionary Fund Expenses	108.00
Total 5005 Miscellaneous Expenses	2,271.10
Total Expenditures	\$46,404.16
NET OPERATING REVENUE	\$ -37,519.41
NET REVENUE	\$ -37,519.41

BUDGET VS. ACTUAL

Starr Library
Budget vs. Actuals
January - March, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4001 Local Public Funds				
4001.01 Rhinebeck Tax Levy	464,800	464,800	0	100.00 %
Total 4001 Local Public Funds	464,800	464,800	0	100.00 %
4002 MHLS Cash Grants		2,000	(2,000)	
4005 Gifts & Endowments				
4005.01 Restricted Grants				
4005.011 Friends of Starr Library		20,000	(20,000)	
4005.0111 Print Books	10,000		10,000	
4005.0113 Computer	2,500		2,500	
4005.0115 Museum Passes	1,000		1,000	
4005.0117 Water	500		500	
4005.0119 Electronic Material	5,000		5,000	
Total 4005.011 Friends of Starr Library	19,000	20,000	(1,000)	95.00 %
4005.012 Other Restricted Grants		5,000	(5,000)	
4005.0122 Roger Philips Summer Concerts	3,800		3,800	
Total 4005.012 Other Restricted Grants	3,800	5,000	(1,200)	76.00 %
Total 4005.01 Restricted Grants	22,800	25,000	(2,200)	91.00 %
4005.03 Unsolicited Donations	1,439	10,000	(8,562)	14.00 %
Total 4005 Gifts & Endowments	24,239	35,000	(10,762)	69.00 %
4006 Fundraising				
4006.03 Annual Appeal	13,260	55,000	(41,740)	24.00 %
4006.05 Programs				
4006.052 Friends' Book & Art Sales	77		77	
4006.054 Program Book Sales	200		200	
4006.055 Coffee & Tea Services	(25)		(25)	
4006.056 Art Sales	45		45	
Total 4006.05 Programs	296		296	
Total 4006 Fundraising	13,556	55,000	(41,444)	25.00 %
4007 Library Charges		1,500	(1,500)	
4007.01 Fines (Other Libraries)	(6)		(6)	
4007.02 Copy & Fax Fees	571		571	
4007.04 Lost Book Replacement Fees	566		566	
4007.05 Room Rentals	245		245	
4007.06 Square Revenue	(74)		(74)	
Total 4007 Library Charges	1,302	1,500	(198)	87.00 %
4008 Interest & Dividends		500	(500)	
4008.01 Operating Account	67		67	
Total 4008 Interest & Dividends	67	500	(433)	13.00 %
4500 Transfers In				
4500.02 Transfers from Endowment		58,000	(58,000)	

Starr Library
Budget vs. Actuals
 January - March, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 4500 Transfers In		58,000	(58,000)	
Total Revenue	\$503,964	\$616,800	\$ (112,836)	82.00 %
GROSS PROFIT	\$503,964	\$616,800	\$ (112,836)	82.00 %
Expenditures				
5001 Staff Expenses		413,331	(413,331)	
5001.01 Salary & Wages				
5001.011 Certified Librarians	58,509		58,509	
5001.012 Clerical Staff	33,904		33,904	
5001.013 Students	1,177		1,177	
Total 5001.01 Salary & Wages	93,589		93,589	
5001.02 Employee Benefits				
5001.021 Health Insurance	13,069		13,069	
Total 5001.02 Employee Benefits	13,069		13,069	
5001.03 Other Staff Expenses				
5001.031 Payroll Taxes	3,903		3,903	
5001.0312 Social Security	5,155		5,155	
5001.0313 Medicare	1,206		1,206	
Total 5001.031 Payroll Taxes	10,264		10,264	
5001.032 Disability/Family Leave Insurance	1,454		1,454	
5001.037 Worker's Comp Insurance	401		401	
5001.038 Payroll Administrative Fees	603		603	
5001.039 Travel & Training	85		85	
Total 5001.03 Other Staff Expenses	12,808		12,808	
Total 5001 Staff Expenses	119,465	413,331	(293,866)	29.00 %
5002 Collection Expenses		50,000	(50,000)	
5002.00 Print Materials				
5002.001 Print Books				
5002.0011 Funded	6,344		6,344	
5002.0012 Large Print Funded	446		446	
5002.0013 Sponsored Author Funded	19		19	
Total 5002.001 Print Books	6,809		6,809	
5002.002 Periodicals				
5002.0023 Sponsor Funded	125		125	
5002.0024 Unfunded	680		680	
Total 5002.002 Periodicals	805		805	
Total 5002.00 Print Materials	7,614		7,614	
5002.01 Electronic (Online) Materials				
5002.040 Unfunded	3,727		3,727	
Total 5002.01 Electronic (Online) Materials	3,727		3,727	
5002.05 Other Circulating Materials				
5002.051 DVDs & CDs	307		307	

Starr Library

Budget vs. Actuals

January - March, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5002.055 Museum Passes	325		325	
Total 5002.05 Other Circulating Materials	632		632	
Total 5002 Collection Expenses	11,974	50,000	(38,027)	24.00 %
5004 Building & Equipment		43,500	(43,500)	
5004.01 B&E Repairs				
5004.011 Paid from Local Public Funds	2,407		2,407	
5004.012 Paid from Other Sources	1,868		1,868	
Total 5004.01 B&E Repairs	4,275		4,275	
5004.030 Utilities		33,000	(33,000)	
5004.031 Electric	1,872		1,872	
5004.033 Water	147		147	
5004.034 Fuel	4,194		4,194	
Total 5004.030 Utilities	6,214	33,000	(26,786)	19.00 %
5004.04 Commercial Insurance		13,000	(13,000)	
5004.041 Commercial Package Policy	2,057		2,057	
5004.042 Auto-Commercial Policy	113		113	
5004.043 Commercial Umbrella Policy	525		525	
Total 5004.04 Commercial Insurance	2,695	13,000	(10,305)	21.00 %
5004.09 Other B&E Expenses				
5004.091 Security	661		661	
5004.092 Trash	146		146	
5004.093 Janitor	4,200		4,200	
5004.094 Snow Removal	665		665	
Total 5004.09 Other B&E Expenses	5,672		5,672	
Total 5004 Building & Equipment	18,855	89,500	(70,645)	21.00 %
5005 Miscellaneous Expenses				
5005.01 Office & Library Supplies	1,542	7,500	(5,958)	21.00 %
5005.02 Telecommunications	1,052		1,052	
5005.04 Professional Fees		8,000	(8,000)	
5005.043 Bookkeeping	108		108	
Total 5005.04 Professional Fees	108	8,000	(7,892)	1.00 %
5005.05 Equipment/Technology	420	3,000	(2,580)	14.00 %
5005.06 Fundraising Expenses				
5005.061 Annual Appeal Expenses	91	4,000	(3,909)	2.00 %
5005.062 Grant Expenses		5,000	(5,000)	
5005.063 Other Fundraising Expenses		5,000	(5,000)	
5005.0631 Bloomerang Fees	2,405		2,405	
5005.0632 Square Fees	8		8	
Total 5005.063 Other Fundraising Expenses	2,413	5,000	(2,587)	48.00 %
Total 5005.06 Fundraising Expenses	2,504	14,000	(11,496)	18.00 %
5005.10 Program Expenses		12,000	(12,000)	

Starr Library

Budget vs. Actuals

January - March, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5005.11 Author & Presenter Fees	1,170		1,170	
5005.12 Supplies & Refreshments	946		946	
Total 5005.10 Program Expenses	2,116	12,000	(9,884)	18.00 %
5005.13 Bank Service Charges		900	(900)	
5005.14 Advertising & Marketing		1,500	(1,500)	
5005.141 Website & Social Media	132		132	
5005.147 Other	881		881	
Total 5005.14 Advertising & Marketing	1,013	1,500	(487)	68.00 %
5005.16 Mid-Hudson Library System	3,250	12,000	(8,750)	27.00 %
5005.17 Dues & Subscriptions	329		329	
5005.99 Director's Discretionary Fund Expenses	236		236	
Total 5005 Miscellaneous Expenses	12,569	58,900	(46,331)	21.00 %
Total Expenditures	\$162,863	\$611,731	\$ (448,868)	27.00 %
NET OPERATING REVENUE	\$341,101	\$5,069	\$336,032	6,729.00 %
NET REVENUE	\$341,101	\$5,069	\$336,032	6,729.00 %

DIRECTOR'S REPORT

April 18, 2024

ANNUAL REPORT TO THE COMMUNITY

Printed and mailed.

PROGRAMS

Attendance	Nov	Dec	Jan	Feb	Mar
Adult & multi-age ongoing programs/series/clubs	241	300	304	352	299
Special events	1255	703	80	357	277
Children's/YA programs	206	195	215	231	211
Outside groups - reserved rooms	64	40	26	91	74
Virtual programs	231	33	21	28	20
Total attendance*	1997	1271	691	1008	876

*Total attendance will not necessarily equal the sum of all rows because special events include both children's and adult or multi-age events.

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

We have decided to wind down most virtual programs that are run by outside groups or individuals (Zoom sound meditation, play readings)

Highlights from March & April:

- **Literary:** Author Talks with Rebecca Rego Barry, Mary Kay Lombino, Jess Brier, Magic & Monsters Book Club, Poetry Month Reading, Fiction Workshop, Memoir Writing Workshop, Book Clubs
- **Fun, Health & Education:** *James & The Giant Peach* medley, Slime Party, Computer Skills Series, Estate Planning, Stitching Stuffies, Navigating Medicare, Nerds at Nite, History of Agriculture in Rhinebeck, Museum Trip to Vassar, Housing Discussion Series, Dahlias Demystified, Organizing Your Life, Eclipse Viewing Party
- **Outside Groups & Partnerships:** Anderson Center, Culture Connect, DAR, La Leche League, Megabrain Comics, Rhinebeck High School, Rhinebeck at Home, Rhinebeck Historical Society, Starr Stitchers, Church of the Messiah, HV Pattern for Progress

- **Ongoing:** Storytime, Music & Movement, Connect & Play, All Abilities Hour, Knitting, Chair Yoga, Family Yoga, Lego Hour, Mahjong, Scrabble, Brain Games, Sound Meditation, Teen Tech, Starr Stitchers, and Classical Guitar

Upcoming Programs:

- Series on low-income housing in Rhinebeck: 2 more Sundays in April at 4pm at Episcopal Church
- Intro to Pickleball: April 20, 10am
- Friends Book Sale: April 26-27
- Earth Month Event with Climate Smart Rhinebeck: April 27 at 12:30
- RCSD Art Show Opening: May 3, 4-6pm
- Thrift2Fight / Beckhook Pride Clothing Swap: May 11, 10-2
- Printmaking with Gina Palmer: May 14, 6:30pm
- Powerful Tools for Caregivers: May 15, 10:30
- Jay & Molly Unger Concert: May 18, 4:30
- Filmmaking 101: May 22, 6:30

FUNDING

- We should hopefully hear from Arts Mid-Hudson some time in May. I don't know when the Thomas Thompson Trust will make their decisions on this round of applications.

BUILDING & GROUNDS

- Sidewalk railings & ADA ramp

PERSONNEL

- Proposed title change for Paris Newmaster: from Library Associate / Circulation Desk Staff to Weekend Manager.
- **Highlight on Paris:** Paris joined the Starr staff at the end of January 2023, a month after receiving her Master's degree in Literature from SUNY New Paltz. She grew up across the street from Adriance Library in Poughkeepsie and had been looking for an opportunity to start working in a library. We chose to hire Paris based on her years of experience in customer service, detail-oriented care-based work, and supervisory roles, for her passion for reading, and her desire to give back to the community. Paris serves in a managerial capacity on weekends, generally with only a student page working in a support role. If a child locks themselves in the bathroom or gets a bloody cut on the forehead, if the internet goes down or an alarm starts going off, she handles it with composure. Paris completed a 6 week Library Skills Academy run by NYLA in the Fall and is interested in pursuing an MLIS in the future. In addition to performing circulation desk duties, she learned how to catalog and process new materials, meaningfully advanced her computer troubleshooting skills, created many book displays, and took the

lead on a project to build up our Manga & anime (popular Japanese comics) collection. Paris demonstrates excellent judgment, shows initiative and high levels of motivation, collaborates beautifully, and has proven herself to be an outstanding member of our team.

PATRON SERVICES

- Displays: Blind Date with a Book, Historic Postcards
- Eclipse glasses

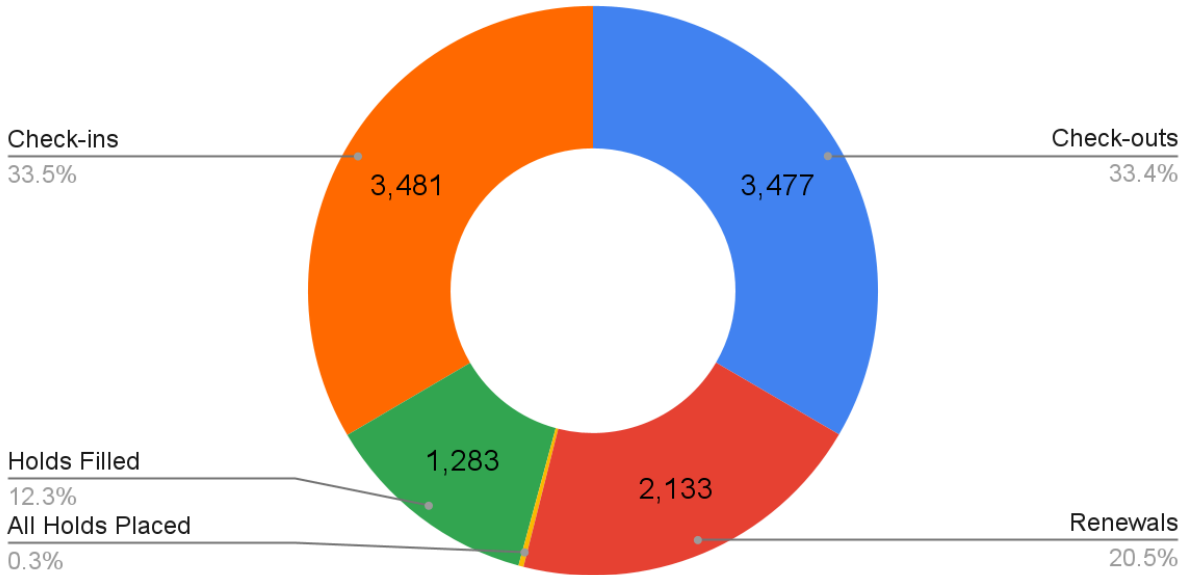
TRUSTEE PROGRAMS

- **Libraries for the Future: An Introduction to Sustainability as the Newest Core Value**
Tuesday, June 18th, 5:00-6:30 PM [REGISTER](#)
- **Governance Structure: The Role of Board Officers and Board Committees**
Tuesday, October 15th, 5:00-6:30PM [REGISTER](#)
- Past Trustee Handbook Club sessions (2021-2023) here:
<https://midhudson.org/trustee-handbook-book-club-archive/>

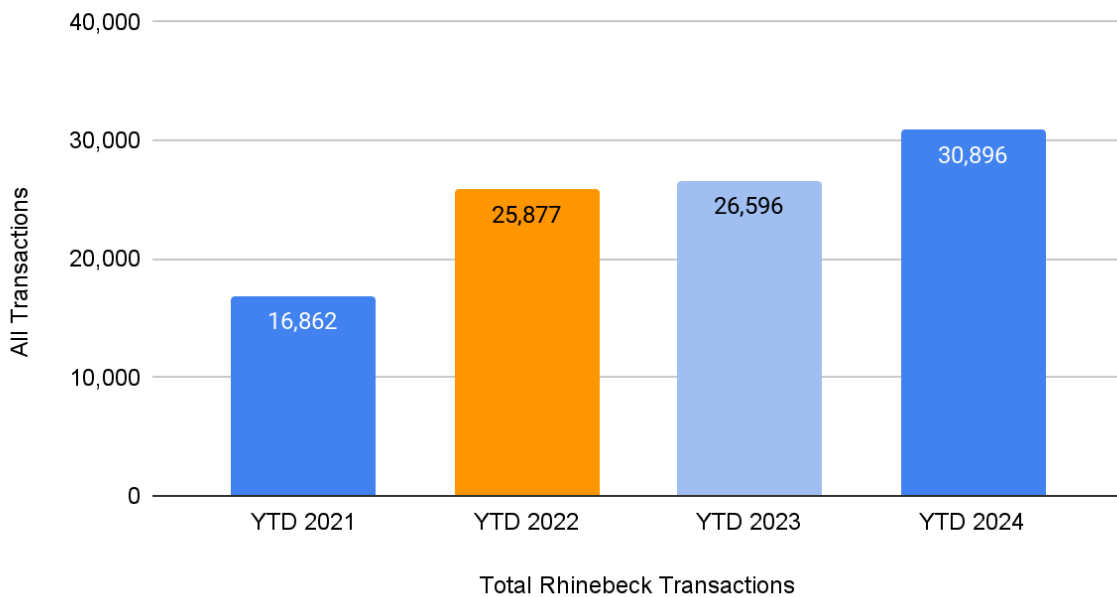
STATISTICS

Last Month's Transactions at Rhinebeck Circulation Desk

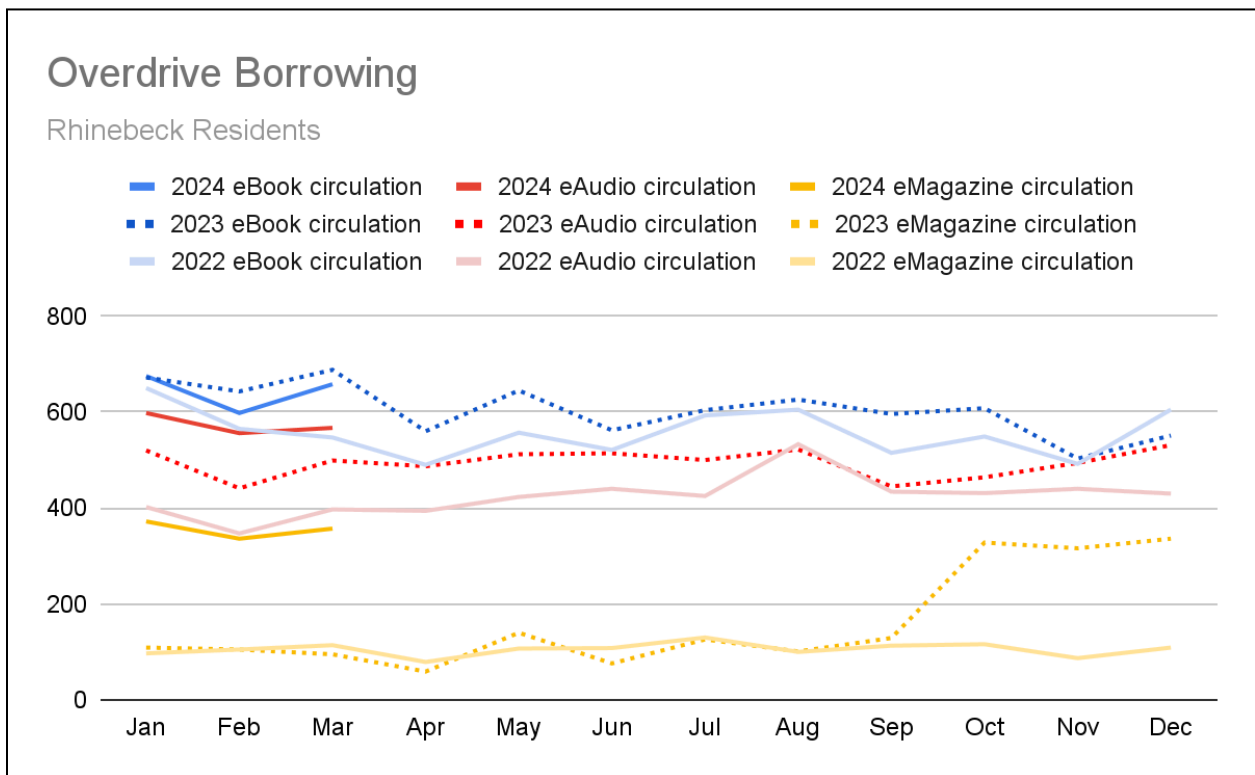
Mar 2024 = 10,404 total transactions



Year-to-Date Comparison: Total Transactions by Location



HOOPLA - March



NOMINATING COMMITTEE MEETING MINUTES

GOVERNANCE COMMITTEE MEETING MINUTES

FINANCE COMMITTEE MEETING MINUTES

BUILDINGS & GROUNDS COMMITTEE MEETING MINUTES

EXPANSION COMMITTEE MEETING MINUTES

PR COMMITTEE MEETING MINUTES

FUNDRAISING COMMITTEE MEETING MINUTES

Fundraising Committee Minutes

March 19, 2024

The committee met to discuss the timeline for the benefit and brainstorm fundraising ideas after the expansion project is announced.

Benefit

The date for the benefit has been set for **Saturday February 22, 2025**

The theme is Alice in Wonderland, Mad Hatter's Ball

The committee will assemble a fundraising team and a party planning team consisting of community volunteers by the end of August.

Jaclyn and David will create a list of people to invite to the fundraising team.

Erin and Laura will discuss budget.

Fundraising ideas

Hold a yard sale at the library

Hold a Children's Disco

Hat Making Party to make hats for the benefit

Have children make art to be auctioned at the benefit

The next Fundraising committee meeting TBD

ATTACHMENTS

Memorandum of Understanding – draft dated April 13, 2024

The purpose of this Memorandum of Understanding is to define the relationship between Starr Library and the Friends of Starr Library and to set forth expectations and general arrangements, roles, and responsibilities to which the Board of Trustees and the Executive Committee of the Friends agree.

The mission of the Friends of Starr Library is to further the interests of the public in Starr Library and to actively and financially support the activities of the Library in cooperation with the Board of Trustees.

The Friends of Starr Library is a committee of Starr Library, acting on behalf of the Library and subject to the Library's Bylaws. The Friends maintain a set of governance rules and procedures to organize their membership and activities. The Library Board of Trustees may institute requirements over the operations and finances of the Friends as it considers reasonable and appropriate in carrying out its fiduciary responsibilities to the community, and as to be set forth in this Memorandum of Understanding.

The Library shall:

1. Include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and directions of the Library.
2. Share the Library's strategic initiatives with the Friends as they develop and offer suggestions as to how the resources of the Friends can further these initiatives, especially in presenting periodic "wish list" items.
3. Include a member of the Friends' Executive Committee as a non-voting member of the Library Board of Trustees (Friends Liaison) and allow the Friends a place on the Library Board's monthly meeting agenda for a report regarding the Friends' activities and finances.
4. Select a member of the Board to attend Friends' meetings and to serve as a Liaison to the Friends (Trustee Liaison).
5. Provide the Friends with space for book storage, sorting, meetings, and book sales, consistent with the needs of the Library for its programs, collection, and operation, as determined by the Director. The Library also agrees to provide public space for Friends' membership brochures and promotional materials.
6. Provide staff support to assist with collecting monies for membership and fundraising activities at the circulation desk on behalf of the Friends, as well as with meeting coordination.

The Friends shall:

1. Dedicate their efforts to advocating in the community on behalf of the Library's strategic initiatives and fundraising to support the mission of the Library.
2. Publicly support the Library and its policies.
3. Maintain their own governance rules and procedures with the understanding that the Bylaws of the Library take precedence.
4. Include the Library Director and Trustee Liaison as a non-voting presence, in such capacities, during Friends' meetings and allow room on the agenda for a Library report.
5. Prepare an annual budget with projected revenue and expenditures to be shared with the Board of Trustees.
6. Adhere to the Library's fiscal policies and keep regular and transparent accounts of income and expenses, which will be reported to the Library Board and Director. The Friends shall use vouchers to track their expenditures.
7. Maintain a bank account dedicated to the fundraising efforts of the Friends which will be kept distinct from other Library funds. The Library Board's President and Treasurer shall be account custodians. The Friends' President and Treasurer shall be the account signatories. Financial support by the Friends will be used, with their consent, for items proposed by the Director which are in support of patron activities, patron services, or patrons of the Library, generally.
8. Understand that the Library has the final say in accepting or declining any and all gifts to the Library.

Should the Friends cease to actively fundraise to support and promote the Library, they can be disbanded, allowing for a new group of Friends to be established by the Library.